

TOWN OF COTTESLOE



WORKS AND CORPORATE SERVICES COMMITTEE

MINUTES

MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
6.00 PM, TUESDAY, 22 JULY 2014

CARL ASKEW
Chief Executive Officer

31 July 2014

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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 6:02 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 Sally Pyvis	
Cr Jay Birnbrauer	Deputy Member

Officers Present

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

Gallery

Media (1)

6.1 APOLOGIES

Cr Helen Burke
Cr Philip Angers

Officer Apologies

Mr Louis Prospero	A/Manager Engineering Services
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6.2 APPROVED LEAVE OF ABSENCE

Cr Peter Jeanes

6.3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 DECLARATION OF INTERESTS

Nil

8 CONFIRMATION OF MINUTES

Moved Cr Pyvis, seconded Mayor Dawkins

[Minutes June 17 2014 Works and Corporate Services Committee.docx](#)

The Minutes of the Ordinary meeting of the Works And Corporate Services Committee, held on 17 June 2014 be confirmed.

Carried 4/0

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 REVIEW OF SUSTAINABLE TRAVEL ALLOWANCE POLICY (STAFF)

File Ref: SUB/1628
Responsible Officer: Andrew Jackson
Manager Development Services
Author: Melissa Rachan
Sustainability Officer
Proposed Meeting Date: 22 July 2014
Author Disclosure of Interest The author has an interest in the matter as it relates to all staff working entitlements.

SUMMARY

In December 2013 Council approved a Sustainable Travel Allowance (STA) policy for staff members with the condition that it is trialled and reviewed in July 2014.

The allowance provides a financial incentive to encourage staff members to commute to work via sustainable means, inclusive of public transport, cycling, walking, car pooling or any other means that do not produce greenhouse gas emissions. The existing allowance is \$5 per one way trip greater than 2km, in line with the current cost of Transperth fares.

The purpose of this report is to provide Council with the findings from the policy's trial period.

BACKGROUND

The Town has committed to becoming Carbon Neutral by 2015 and maintains ongoing efforts to reduce its greenhouse gas emissions. Annual reporting of Council-related emissions reveals that fuel is the largest contributor to the Town's environmental footprint. This can be attributed to commuting via car and private use of Council-owned vehicles. As a result, the STA was introduced as a key initiative to encourage staff to travel to work via sustainable means and consequently decrease the emissions produced by Council operations and activities.

The rates for the 2013/14 financial year were:

- \$5 per one way trip greater than 2km; or
- \$2.50 per one way trip less than 2km.

These amounts are based on the cost of a 4 zone (the average distance staff travel from home to work as per staff survey) Transperth fare. The cost should remain the same for the 2014/15 financial year with rates reviewed annually in line with CPI and/or Transperth rates.

A similar scheme has been successful at the City of Subiaco. Since 2006, when the scheme was implemented, there has been a 61% uptake by staff members of the \$9

per day (after tax) allowance. Other councils/organisations with a STA include the City of Swan; the City of Belmont (currently rolling out); and St John of God hospital.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

The primary objective of the STA policy compliments and assists in achieving the objectives outlined in the Town's Climate Change (Human Enhanced) policy, specifically:

4.3. In order to achieve outcomes and engage in 'best practice' climate change management processes the Town will set, and work towards, internal targets for greenhouse gas emissions reduction.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation. Prior to the trial period the estimated expense to Council was in the range of \$6,000-\$10,000 per year. With the conclusion of the trial period, data reveals that an allocated expense of \$7,000 per year will fund the initiative, sitting well within the estimated range

STAFFING IMPLICATIONS

The allowance has the benefit of potentially increasing staff retention as well as attracting non-management staff, providing positive publicity in staff recruitment advertisements.

Furthermore, the STA assists in alleviating issues of equity relating to commuting methods. At present, staff who drive to work have ample access to parking bays at no cost. Consequently, the STA provides a contribution to lessen the financial burden on staff who choose to utilise public transport and rewards those who adopt sustainable methods of commuting

SUSTAINABILITY IMPLICATIONS

The largest contributor to the Town's overall emissions is fuel use. The STA offers a cost effective and efficient approach to reducing fleet-related emissions while gaining a range of co-benefits for Council and staff. This innovative policy is also successful in fulfilling the Town's ambitions to lead other organisations by example in reducing environmental impact.

CONSULTATION

In ensuring that the allowance is utilised in the manner intended, as set out in the policy, consultation was conducted with frequent users of the allowance (defined as staff who have claimed the allowance over 3 or more pay periods/fortnights). The purpose of this consultation was to determine what staff were claiming the allowance for as well as reiterating what would and what would not be an acceptable commuting

method for the purpose of claiming the allowance. Ongoing consultation with frequent users and all eligible staff will ensure that the allowance is appropriately used.

STAFF COMMENT

Council agreed to trialling the STA prior to adoption of the policy with permanent standing. The seven month trial period has been able to determine the expected uptake of the allowance by staff and the overall cost to Council.

Prior to the introduction of the policy, a staff survey revealed that 95% of staff commute to work using a car. Since the introduction of the STA 20% of eligible staff members are now commuting to work via sustainable means. The data from the trial period was averaged to produce the following (calculations are on a fortnightly basis rather than weekly due to payments made in accordance with the fortnightly pay period), revealing that actual uptake sits closely in line with what was predicted:

Number of staff	Trips per fortnight	Working fortnights per year (taking into account leave entitlements)	Total trips	Cost per trip	Total cost per year
6	9	22	1188	\$5	\$5,940

The co-benefits of this policy are several and quantifiable. The following savings and benefits are accrued to Council as well as individual staff:

- Approximately 6 tonnes of greenhouse gases per year are prevented from entering the atmosphere.
- 2,139 L of petrol is saved.
- Greater availability of parking spaces for rate payers and visitors to the Town.
- Positive publicity for the Town.
- Assists in staff retention as well as attracting new staff when vacant positions are advertised.
- Participating staff gain an average of 30 minutes exercise per day, which is likely to result in greater productivity, reduced stress and less sick leave.
- Each participating staff member saves approximately \$545 on petrol per year.

If continued, a budget of \$7,000 would be sufficient for operation of the policy. This amount does not draw heavily on the Town's finances and allows for influencing factors such as seasonal variations (uptake is likely to be greater in the warmer months) and staff turnover (new staff members will have varied commuting habits).

The STA policy sets out clear guidelines and expectations to ensure that it is adhered to by staff in the correct manner. The administrative process of recording the number of trips on staff timesheets has proven to be both efficient and effective, enabling supervisors to monitor use of the allowance without significant impact on their workloads or time.

Consultation with staff who claim the allowance on a frequent basis revealed that the STA policy successfully achieves its key objectives. The allowance provides an incentive for staff to leave their car at home, it rewards sustainable commuting behaviour and is a cost effective initiative assisting in the Council's overall objectives of reducing its environmental impact and becoming Carbon Neutral.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Birnbrauer

THAT Council endorse the continuation of its Sustainable Travel Allowance Policy with regular monitoring by management and reviewed in 2017.

Carried 4/0

10.1.2 REQUEST FOR SCOREBOARD AT COTTESLOE OVAL

File Ref: SUB/231
Attachments: [Suggested Locations for the Scoreboard](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 22 July 2014
Author Disclosure of Interest: Nil

SUMMARY

Council has been asked to consider granting permission for the Cottesloe Roosters to place a scoreboard at Cottesloe Oval. The request is being presented for Council's consideration.

BACKGROUND

In September 2013, Council granted permission for the Cottesloe Roosters to use Cottesloe Oval for their home games and training. The resolution stated:

THAT Council grant approval to the Cottesloe Roosters Amateur Football Club to play their home games and train at Cottesloe Oval, subject to the following conditions;

- 1. No additional liquor license will be considered for a reserve area;*
- 2. In the event of a dispute, priority will be given to the two existing users, being the Cottesloe Junior Football Club and Cottesloe Rugby Club; and*
- 3. The approval will be reviewed at the completion of the 2014 football season.*

Since this time the Roosters have established their club and have started playing within the WA Amateur Football League competitions. Training occurs at Cottesloe Oval and the Club has had a number of home games.

In recent correspondence, the Roosters have asked to place a scoreboard at the grounds, that would also contain signage of their sponsors. Several locations have been suggested as shown in attachment 1. As the land is Crown Land vested with the Town, WA Planning Commission consent would also be required.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

FINANCIAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

No consultation appears to have been undertaken with the other two clubs which use this ground. It would be beneficial that before any placement of a scoreboard took place, the other clubs would be consulted.

STAFF COMMENT

In considering this application, the initial permission given to use Cottesloe Oval is the prime consideration. The Roosters were given permission to use the oval on a trial basis for one year. At the end of that year, an assessment of their use would be undertaken and the use of the oval would be reconsidered by Council.

Granting permission at this stage to place a scoreboard in the proposed location would give the impression, rightly or wrongly, that the Roosters would have ongoing use of the oval, when no such decision has been made.

If Council wished to pursue the option of placing the scoreboard at one of the proposed locations, it would be recommended that the south-eastern corner be the preferred location. Further, it would be strongly recommended that the other users of the oval (Cottesloe Junior Football Club and Cottesloe Rugby Club) be consulted to ensure there is no clash of sponsorship arrangements. Lastly, consultation should also be undertaken with adjoining residents on Broome Street. As the recommendation is to decline the application on the basis of the limited permission given to use the oval, none of these consultations have been undertaken to date.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Committee discussed the effect the proposed permanent scoreboard would have on the amenity and were of the view that the needs of all users of the Oval should be taken into consideration.

Committee concluded that the request should be declined, stating that the Roosters should consider a portable scoreboard or sharing a scoreboard with the other two clubs that use the Oval.

OFFICER & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Pyvis

THAT Council decline the request for the placement of scoreboard and sponsor signage at Cottesloe Oval.

Carried 3/1

10.1.3 RENEWAL OF THE SHINE COMMUNITY SERVICES (FORMERLY TAPSS) LEASE

File Ref: SUB/1831
Attachments: [Copy of the Current Lease](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 22 July 2014
Author Disclosure of Interest: Nil

SUMMARY

The lease for the building at 81 Forrest Street Cottesloe expires on 30 June 2016. Shine have requested that Council consider extending the lease to allow them to attain grant funding to implement improvements.

BACKGROUND

Shine Community Services (formerly known as TAPSS) have operated a community based support service from the building on the corner of Forrest Street and Railway Street for many years. The building itself was originally a post office and is heritage listed.

The current lease for the building expires in 2016 and has run for 10 years. In that time there has been an increase in the services and programs that are offered by Shine and the relationship between the Town and Shine has been a positive one.

Recently, Shine have initiated a process of applying for a grant to make improvements to the facilities within the leased building. As a part of the grant process, Shine were required to show that they had a long lease on the building to which the grant funds would be used. At this point, it was discovered that there was just under two years to run on the lease, and this wouldn't be sufficient to attain a grant. As such, Shine have made contact to see if the lease could be extended.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 – s3.58 – Disposition of Local Government Property

FINANCIAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Shine Staff

Under the provisions of section 3.58 of the Act, there is a requirement to advertise Council's intention to dispose of the land and seek submissions from the community before any final decision is made.

STAFF COMMENT

As the Shine building is owned "fee simple" by the Town there is no requirement to gain the endorsement of the Minister for Lands on this lease, as is the case with many other leases. There is also no limitation on the length of the lease that can be offered – as there is with Crown Land, which is limited to 21 years. That being said, it could be considered unwise to lease the building on an indefinite basis.

While the restrictions on Crown Land do not apply, the requirements of the Local Government Act 1995, with respect to the disposition of property (s3.58) do apply. This section stipulates that a local government may only dispose of an interest in a property in three ways, being to the highest bid at a public auction, through a formal tender process, or via private treaty, subject to notice and consideration of submissions. As the land is currently tenanted and used for a community purpose, it is thought the most appropriate method would be via private treaty with the relevant notices and submission period.

Section 3.58 of the Act requires that when disposing of any interest in property, including via a lease, a notice must be published which states who is acquiring the land, what consideration is being given and the details of a valuation not more than 12 months old on that property. The Town is then required to call for submissions, for a period not less than 14 days, and Council is required to consider those submissions before making any sale or lease final.

The Town is already undertaking a valuation on the building in question as a part of the requirements for the adoption of fair value accounting. The valuer has been asked to provide a written valuation of the leasehold value of the Shine building. Once this valuation is obtained the advertising can begin. While the current lease payments are believed to be below the current market value for commercial space in the Town Centre, it is believed that the community use of the building will result in some reduction in that value. More importantly, Council has invested significant funds previously, establishing this building for the purpose that it currently serves. If the building was simply let as a commercial space, it is quite likely that many of these improvements would be lost.

As the relationship between the Town and Shine has been a largely positive and productive one, there is no recommendation to change any of the terms of the current

lease. Instead the recommendation is to simply extend the lease on the current terms (including rent payments and indexation) for a further term of ten years, with 2 five year options to follow.

The extension of the lease will also allow Shine to apply for grant funds to make improvements to the building itself. While this will primarily benefit Shine clients and members, it is worth noting that the process was initiated by Shine actively trying to make improvements to the services that they offer. With local government reform still proposed to take place at the time the current lease expires, it would also be beneficial to have any lease arrangements in place to provide security to Shine clients, members and staff.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Mayor Dawkins stressed that she was supportive of the current Shine management, however, she expressed concern that the officer recommendation effectively grants Shine a 20 year lease for 81 Forrest Street. Mayor Dawkins commented that the nature of aged care may change significantly over a 20 year period and this should be taken into consideration.

OFFICER RECOMMENDATION

Moved Cr Birnbrauer, seconded Cr Rowell

THAT Council authorise the Chief Executive Officer to:

1. Obtain a valuation from a licensed valuer for the land and building at 81 Forrest Street, Cottesloe;
2. Cause local public notice be given, in accordance with section 3.58 of the Local Government Act, to Council's intention to extend the lease for a period of 10 years, with two five year options to follow on; and
3. Advertise for submissions for a period of 14 days following the giving of the notice in part two.

AMENDMENT

Moved Mayor Dawkins, seconded Cr Rowell

That the words "with two five year options to follow on" be removed from point two.

Carried 3/1

COMMITTEE RECOMMENDATION

THAT Council authorise the Chief Executive Officer to:

1. Obtain a valuation from a licensed valuer for the land and building at 81 Forrest Street, Cottesloe;

2. Cause local public notice be given, in accordance with section 3.58 of the Local Government Act, to Council's intention to extend the lease for a period of 10 years; and
3. Advertise for submissions for a period of 14 days following the giving of the notice in part two.

THE AMENDED SUBSTANTIVE MOTION WAS PUT

Carried 4/0

10.1.4 ADVERTISING OF DESIGNATED PLACES FOR DOGS

File Ref: SUB/1159
Attachments: [Dogs Local Law 2011](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 22 July 2014
Author Disclosure of Interest: Nil

SUMMARY

A recent change to the Dog Act 1976, allows Councils to create dog exercise areas or areas where dogs are prohibited absolutely, outside of the process of creating a local law. Unfortunately, in the process of implementing this improvement, a situation has been created whereby every local government in the State is now required to undertake this process as the changes come into effect.

As such, Council is being asked to authorise the advertising of the designated areas for dogs as required by the amended Dog Act 1976.

BACKGROUND

Under previous versions of the legislation controlling dogs, local governments have been authorised by the relevant Act, to set aside areas that are dog exercise areas or areas where dogs are prohibited absolutely within their local laws. These local laws were then enforced by the local government.

A dog exercise area is generally an area set aside where dogs are not required to be on leads, although they are still required to be under effective control (i.e. the owner can call them back if needed). Under the latest version of the Town of Cottesloe Dogs Local Law (2011) there are a number of dog exercise areas, such as the dog beaches.

A place where dogs are prohibited absolutely is any place where a dog is not allowed, even if it is on a lead. The exception to this is any trained assistance dog, such as a guide dog, which are exempt from such legislation. Generally speaking areas such as children's playgrounds are examples of areas where dogs are prohibited absolutely.

Outside of these designated areas, dogs are permitted on any Council reserve, subject to it being on a lead and able to be controlled by the person responsible for the dog.

Under the latest version of the Dog Act 1976, a local government is now authorised to designate such areas with two resolutions of Council and a brief advertising period. This change will reduce the need for a formal amendment to a local law to designate such an area, which is a time consuming an expensive process.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Dog Act 1976

Local Government Act 1995

FINANCIAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The intent of this change in legislation is actually quite well founded. In areas where there is a large level of development, the need to amend a local law every time a new dog exercise area (or place where dogs were prohibited) was created, clearly created an administrative burden that wasn't need.

Unfortunately, in developing the regulations that accompany the amended Act, a decision was made to effectively void any part of a local law that designates an area as was previously able to be done under the various acts. What would have been preferable is that the transition arrangements be set such that if a Council was to designate an area under the new method, or amend its local law for any reason, then at that time the change would take effect. In the mean time, no change would be needed. This would have meant that the vast majority of local governments would not have needed to make any change or undertake any advertising. But this is not the case – and the Town, like every other local government in the State, will need to consider the issue and undertake the advertising.

When this situation was raised with the Department, advice was given that as the Town has recently adopted its local law, and that this process involved advertising of the designated areas, then the Town could simply adopt these areas, having already advertised them. However, this hasn't been recommended to Council as it could create a loop hole in the event that we need to undertake a prosecution. Given the advertising referred to was for the whole local law and occurred before the legislation was changed, it is thought to be preferable to simply advertise and follow the process set down in the amended Act.

The recommendation below will authorise the Chief Executive Officer to advertise the Town's intention to designate the areas as currently set within the local law. Following the mandatory submission period, a further report will be forwarded that will recommend the final adoption of the designated areas, with or without amendment, based on any submissions received.

As these areas were only adopted in 2011, at this stage, the recommendation is to apply the areas as they currently are.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Birnbrauer

THAT Council, authorise the Chief Executive Officer to cause relevant public notice be given to the;

- 1. Intention to set aside areas as dog exercise areas as outlined in the Town of Cottesloe Dogs Local Law 2011;**
- 2. Intention to set aside areas where dogs are prohibited absolutely as outlined in the Town of Cottesloe Dogs Local Law 2011; and**
- 3. Time and place that submissions on the above proposals can be received for consideration as per the requirements of the Dog Act 1976.**

Carried 4/0

10.1.5 ALCOHOL THINK AGAIN BEACH VOLLEYBALL TOUR ROUND 4

File Ref: SUB/1743
Attachments: [Event Application](#)
[Example Photograph](#)
[Draft Map](#)
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Sherilee Macready
Community Development Officer
Proposed Meeting Date: 22 July 2014
Author Disclosure of Interest Nil

SUMMARY

An application has been received from Volleyball Western Australia for a two day beach volleyball event to be held on Saturday, 13 December and Sunday, 14 December 2014, at Cottesloe Beach.

BACKGROUND

The *Alcohol, Think Again Beach Volleyball Tour* is Western Australia's Premier Beach Volleyball competition. The Beach Tour Events season runs from November to March each year, at various local West Australian beach venues. This year organisers have chosen Cottesloe Beach as a potential venue for their Round 4 event.

Participants include Beginners, Juniors and Elite players, competing in a single set double elimination format, with two divisions for each gender. Organisers are expecting approximately 200 competitors over the two day event. Members of the local community are encouraged to participate in the event, either as a competitor or spectator.

The competition beach set up will include four beach volleyball courts to the south of Indiana. A Draft Map of the event space has been provided, together with a photograph example of a typical Beach Tour competition set up.

Brief announcements will be made on a P.A. system at intervals during both event days.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Beach Policy

STATUTORY ENVIRONMENT

Beaches and Beach Reserves Local Law 2012 has provisions for maintenance and management of beaches and beach reserves.

FINANCIAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Adequate arrangements are made for rubbish collection and removal, including the provision for recycling.

CONSULTATION

Cottesloe Surf Life Saving Club have been contacted to confirm their support for the event, however, no response had been received at the time of publishing the agenda. An update will be provided at the Committee meeting.

STAFF COMMENT

A Public Liability Insurance Certificate has been provided, together with a comprehensive Risk Management Plan.

The Town's Beach Policy has provisions for significant beach events to be approved, subject to consideration of how timing, location and activities may affect other beach users and residents. This event's timing is during one of the busiest months at the beach for beach users and residents, and as such is not supported. The location of beach volleyball courts and event marquees and shade structures, south of Indiana, is located in a high traffic location of the beach for beach users and residents, and as such is not supported.

Based on the reasons outlined, the officer recommendation is to decline the application. If Council were to approve the request, it would be best if the following conditions were attached:

1. Adequate arrangements for rubbish collection and removal, including the provision for recycling.
2. Class this event as a "Community" event and charge the fee of \$550 per day, and a bond of \$1,000, to be paid prior to the event commencing.
3. The event complies with the *Environmental Protection (Noise) Regulations 1997*.
4. The event complies with the requirements for sanitary facilities, access and egress, first aid and emergency response as per the *Health (Public Buildings) Regulations 1992*.
5. Provision of 'certificates of currency' to certify that organisers have adequate public liability and event insurance, provided prior to the event.
6. Compliance with additional relevant sections of the Beach Policy.

7. The event complies with the Town's Beaches and Beach Reserves Local Law 2012.
8. All signage to be approved by the CEO one month prior to the event.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Rowell referred to the officer memorandum of 22 July 2014, advising that the President of Cottesloe Surf Life Saving Club has confirmed that the Club supports Volleyball WA's application to hold a beach volleyball event at Cottesloe Beach on Saturday 13 December and Sunday 14 December 2014. As a result, Cr Rowell proposed to move an alternate motion to approve the event with the conditions outlined in the officer memorandum.

OFFICER RECOMMENDATION

THAT Council decline the application from Volleyball WA.

Motion lapsed for want of a mover or seconder

ALTERNATE MOTION AND COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Mayor Dawkins

THAT Council approve the application to hold the Alcohol, Think Again Beach Volleyball Tour Round 4 at Cottesloe Beach on Saturday 13 December and Sunday 14 December 2014 from 6.00am to 5.00pm, subject to the following conditions:

- 1. Adequate arrangements for rubbish collection and removal, including the provision for recycling.**
- 2. Class this event as a "Community" event and charge the fee of \$550 per day, and a bond of \$1,000, to be paid prior to the event commencing.**
- 3. The event complies with the Environmental Protection (Noise) Regulations 1997.**
- 4. The event complies with the requirements for sanitary facilities, access and egress, first aid and emergency response as per the Health (Public Buildings) Regulations 1992.**
- 5. Provision of 'certificates of currency' to certify that organisers have adequate public liability and event insurance, provided prior to the event.**
- 6. Compliance with additional relevant sections of the Beach Policy.**
- 7. The event complies with the Town's Beaches and Beach Reserves Local Law 2012.**
- 8. All signage to be approved by the CEO one month prior to the event.**

Carried 4/0

10.1.6 THE COTTESLOE TRIATHLON - 2015

File Ref: SUB/1843
Attachments: [Detailed Event Application](#)
[Completed Event Application Form](#)
[Triathlon Course Maps](#)
[Notice of Road Closure Letter to Residents](#)

Responsible Officer: **Mat Humfrey**
Manager Corporate & Community Services

Author: **Sherilee Macready**
Community Development Officer

Proposed Meeting Date: **22 July 2014**

Author Disclosure of Interest Nil

SUMMARY

W.A. Sports Events is seeking approval to host The Cottesloe Triathlon event on Cottesloe Beachfront from 5.30am to 10.30am on Saturday, 7 February 2015.

BACKGROUND

The event has previously been held on 13 February 2010 (called 'Cottesloe Surf Life Saving Club's 100th Anniversary Adventure Challenge), and the Cottesloe Ocean Adventure Triathlon in February 2011, 2012, 2013, and the Cottesloe Beach Triathlon in 2014.

The event consists of three sections – a swim, cycle and run. Each section is completed after the other.

Organisers have designed the event to take into account the total community. In doing so, they believe:

- Surf Life Saving Western Australia and Cottesloe Surf Life Saving Club will benefit financially and potentially through growth in numbers.
- Local businesses in the vicinity of the event will benefit financially through significantly added patronage on the day.
- Local community and the Town of Cottesloe will benefit as the event will be recognised as belonging to Western Australia's most popular and well known beach. It will enhance the Town of Cottesloe as a leader in supporting events.

The Town of Cottesloe will be included in all materials associated with the event, local businesses will be advertised to competitors, and the local community will be invited to participate as competitors or as spectators.

The closure of Marine Parade from John Street to Curtin Avenue (all streets in between) is required for this event. Organisers have reduced the length of time the roads are closed by one hour from the 2014 event. In 2012 a dedicated access lane for Overton Gardens and Warnham Road was implemented, and enhanced in 2013 with additional marshals at access points. As per the 2014 event, a specific letter to those affected residents in the two streets will be sent out.

In addition to approval from the Town of Cottesloe, approval for this event will be sought from the West Australian Police, the Department of Planning and Infrastructure, and Main Roads Western Australia.

The event will be conducted with all safety regulations adhered to through the involvement of St John's Ambulance Australia, Surf Life Saving Western Australia and qualified Traffic Management personnel.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Beach Policy – This event appears to be in compliance with the Town of Cottesloe's Beach Policy.

STATUTORY ENVIRONMENT

Beaches and Beach Reserves Local Law 2012 has provisions for the maintenance and management of the beaches and beach reserves.

FINANCIAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Adequate arrangements are made for rubbish collection and removal, including options for recycling.

CONSULTATION

A specific letter to the affected residents and businesses advising the closure of Marine Parade from John Street to Curtin Avenue (all streets in between), advising them of the Unimpeded Access Plan will be distributed two weeks prior to the event. Residents of Overton Gardens and Warnham Road will receive a separate letter outlining the specifics of their road closure. All distributed letters will include a detailed map showing the road closure plan.

STAFF COMMENT

Staff have reviewed the application and are satisfied with the following information that has been provided:

- Surf Life Saving WA will provide water safety for the event through the Cottesloe Surf Life Saving Club.
- Traffic Management Plan will be in place for the event, similar to the 2014 event.
- The plan will be designed and implemented by West Australian Road Projects (WARP) following Main Roads Event Code of Practice Regulations.

- A Risk Management Plan will be in place for the event similar to the 2014 event, and a Public Liability Insurance will be provided.
- Advisory signage will include signage placed to advise drivers of the road closure. The aim is for drivers to not have to turn back due to lack of prior information.

Due to the success of the organiser's previous events, the officer recommendation is to conditionally approve the application.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Birnbrauer, seconded Cr Rowell

THAT Council approve the application to hold The Cottesloe Beach Triathlon event at Cottesloe Beachfront on Saturday, 7 February 2015 from 5.30am to 10.30am, subject to the following conditions:

1. Adequate arrangements for rubbish removal and collection, including the provision for recycling.
2. The event complies with the *Environmental Protection (Noise) Regulations 1997*.
3. The event complies with the requirements for sanitary facilities, access and egress, first aid and emergency response as per the *Health (Public Buildings) Regulations 1992*.
4. Evidence of appropriate Public Liability Insurance, with cover no less than \$10 million, provided prior to the event.
5. The event complies with the Town's *Beaches and Beach Reserves Local Law 2012*.
6. Class this event as a "Community" event and charge the fee of \$550 and a bond of \$1,000 to be paid prior to the event commencing.
7. Provision of a transport or parking plan and appropriate access/signage to and from the event, prior to the event.
8. Organisers notify residents affected by road closures which are in place for the event.

Carried 4/0

10.1.7 OCEAN RIDE FOR MS - 2014

File Ref: SUB/1743
Attachments: [Application for Permission to Conduct the Event](#)
[Ocean Ride for MS Course Map](#)
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Sherilee Macready
Community Development Officer
Proposed Meeting Date: 22 July 2014
Author Disclosure of Interest Nil

SUMMARY

Sports Performance & Management is seeking approval for the Ocean Ride for MS, to “ride through” Cottesloe along Marine Parade on Sunday, 19 October 2014. The event, which raises funds and increases awareness for Multiple Sclerosis (MS), will be its fifth year.

BACKGROUND

The annual event involves cyclists from the general public riding from Esplanade Park, Fremantle, with the first riders starting from 6.00am, to Ocean Reef.

The event was first held on Sunday, 30 October 2010, and repeated successfully in 2011, 2012 and 2013. Last year’s event attracted 1400 participants and passed without major incident. Many positive comments were received from the organisers from riders who competed, and thousands of dollars were raised for MS.

Organisers of the event, Sports Performance & Management, have organised many endurance sports events, including the Ocean Adventure Triathlon in Cottesloe (renamed The Cottesloe Triathlon), with much success.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Beach Policy – This event appears to be in compliance with the Town of Cottesloe’s Beach Policy.

STATUTORY ENVIRONMENT

Beaches and Beach Reserves Local Law 2012 has provisions for the maintenance and management of the beaches and beach reserves.

FINANCIAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The ride along Curtin Avenue, Marine Parade, and North Street will not be timed, and all riders must follow normal traffic regulations, including traffic lights and signs. Cross walks and main road corners in Cottesloe and other affected suburbs will have official Marshals in place. A course map has been provided. The event is supported by W.A. Police, Main Roads Western Australia, Fremantle Ports, and other Councils along the course.

A Traffic Management Plan will be in place for the event, the same as the 2013 event, and will be designed by West Australian Road Projects (WARP). Traffic Management signage and additional signage will be placed at required points along the course. A comprehensive Risk Management Plan has also been provided.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Birnbrauer, seconded Cr Rowell

THAT Council approve the application from Sports Performance & Management for the Ocean Ride for MS event to “ride through” Cottesloe along Marine Parade on Sunday, 19 October 2014, subject to the following conditions:

- 1. Provision of a transport or parking plan and appropriate access/signage to and from the event, prior to the event.**
- 2. Adequate arrangements for rubbish removal and collection, including the provision for recycling.**
- 3. The event complies with the *Environmental Protection (Noise) Regulations 1997*.**
- 4. The event complies with the requirements for sanitary facilities, access and egress, first aid and emergency response as per the *Health (Public Buildings) Regulations 1992*.**
- 5. Evidence of appropriate Public Liability Insurance, with cover no less than \$10 million, provided prior to the event.**
- 6. The event complies with the Town’s *Beaches and Beach Reserves Local Law 2012*.**
- 7. All signage to be approved by the CEO one month prior to the event.**
- 8. Class this event as a “Charitable Event” and charge no fee.**

Carried 4/0

10.1.8 OPEN WATER SWIMMING RACE - 2014

File Ref: SUB/1842
Attachments: [Open Water Swim Event Application](#)
[Map Open Water Swim Race Course](#)
[Letter of Support for CSLSC](#)

Responsible Officer: Mat Humfrey
Manager Corporate & Community Services

Author: Sherilee Macready
Community Development Officer

Proposed Meeting Date: 22 July 2014
Author Disclosure of Interest Nil

SUMMARY

The Western Australian Swimming Association Inc. (SWA) is seeking approval to host the 2014 Swimming WA Open Water Swim Series Event No. 1 from Cottesloe Beach on Sunday, 2 November 2014, from 8.00am to 12.00pm.

BACKGROUND

As the first event of the season, it is expected to draw a lot of interest, with 300 competitors and surf life saving club members actively involved, as well as many supporters. Races will be held at other Perth beaches over the season, which runs from October to March.

Open Water Swimming Races consist of a number of simultaneous races, with distances ranging from 1.25km – 5km, with a wide range of ages catered for. Races will commence at 8.00am and are open to the public.

The event will be held at Cottesloe Beach foreshore and will use the same start/finish, staging area and looped course for all four races.

Last year's event, held on the 26 October 2013, was highly successful, and no major issues were brought to the attention of the Council.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Beach Policy – This event appears to be in compliance with the Town of Cottesloe's Beach Policy.

STATUTORY ENVIRONMENT

Beaches and Beach Reserves Local Law 2012 has provisions for the maintenance and management of the beaches and beach reserves.

FINANCIAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Adequate arrangements are made for rubbish collection and removal of recyclable materials.

CONSULTATION

Officers sought feedback from Cottesloe Surf Life Saving Club on the previous year's Open Water Swimming event. It was advised, that the 2013 event was overall a positive experience for the club.

Cottesloe Surf Life Saving Club is supportive of this year's event, and will assist with providing volunteers for water safety.

STAFF COMMENT

Surf Life Saving WA has been contracted as primary water safety provider for the series and will engage with all affected clubs.

A comprehensive Risk Assessment and Management Plan and Course Map have been provided and a current Public Liability Insurance certificate will be provided prior to the event. A letter of support for the event from Cottesloe Surf Life Saving Club has been provided.

The event organisers have indicated that they are anticipating in excess of 300 paid participants.

Due to the success of the organisers in previous events, the officer recommendation is to approve this event.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Birnbrauer

THAT Council approve the application to hold the Open Water Swim Series Events at Cottesloe Beach on Sunday 2 November 2014 from 8:00am to 12:00pm subject to the following conditions:

- 1. Adequate arrangements for rubbish collection and removal, including the provision for recycling.**
- 2. Class this event as a "Community" event and charge the fee of \$550, and a bond of \$1,000, to be paid prior to the event commencing.**
- 3. Provision of transport or parking plan and appropriate access/signage to and from the event.**
- 4. The event complies with the *Environmental Protection (Noise) Regulations 1997*.**

5. The event complies with the requirements for sanitary facilities, access and egress, first aid and emergency response as per the *Health (Public Buildings) Regulations 1992*.
6. Provision of 'certificates of currency' to certify that organisers have adequate public liability and event insurance, provided prior to the event.
7. Compliance with additional relevant sections of the Beach Policy.
8. All signage to be approved by the CEO one month prior to the event

Carried 4/0

10.1.9 DELEGATED POWERS

File Ref: SUB/38
Attachments: [Delegations List](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Carl Askew
Chief Executive Officer
Proposed Meeting Date: 22 July 2014
Author Disclosure of Interest: Nil

SUMMARY

In order to expedite decision-making within the Town of Cottesloe, a recommendation is made to delegate a number of powers and duties to the Chief Executive Officer (and specialist officers) as provided for in the Local Government Act (1995) and other related Acts, Regulations and local laws.

BACKGROUND

Delegations allow the CEO (and specialist officers) to make decisions under the authority of Council without having to constantly refer business of a routine nature to Council.

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by relevant legislation. This is consistent with the Town's commitment to a strong customer service focus. Delegations are to be reviewed in accordance with the local Government Act 1995 once every financial year.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Sections 5.42, 5.43 and 5.44 of the *Local Government Act (1995)* provide as follows:-

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.*

** Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.43. Limits on delegations to CEO's

A local government cannot delegate to a CEO any of the following powers or duties:-

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;*
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) appointing an auditor;*
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- (f) borrowing money on behalf of the local government;*
- (g) hearing or determining an objection of a kind referred to in section 9.5;*
- (h) any power or duty that requires the approval of the Minister or the Governor; or*
- (i) such other powers or duties as may be prescribed.*

5.44. CEO may delegate powers and duties to other employees

(1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

(3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —

(a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and

(b) the exercise of that power or the discharge of that duty by the CEO's delegate,

are subject to any conditions imposed by the local government on its delegation to the CEO.

(4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.

(5) In subsections (3) and (4) —

conditions includes qualifications, limitations or exceptions.

[Section 5.44 amended by No. 1 of 1998 s. 14(1).]

FINANCIAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The delegations recommended are similar to those approved by Council in 2013 with changes to the delegates related to the Building Act 2011 and associated Uniform Local Provisions Regulations 1996.

Delegations are recommended on the basis of operational efficiency as it is considered more practical for these activities to be delegated, with the responsibility for administration held by the CEO or respective specialist officers who is both "registered" and qualified to administer such delegations, in this case, specifically the Principal Building Surveyor.

Some delegations are "on-delegated" from the CEO to other specialist officers such as Principal Environmental Health Officer, Manager Development Services, Manager Engineering Services, and Manager Corporate and Community Services.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Birnbrauer

THAT Council delegate the powers and duties to the Chief Executive Officer and/or respective specialist officers, effective to 30 June, 2014 as submitted in the attachment of the 22 July 2014 Works and Corporate Services Committee.

Carried 4/0

10.2 FINANCE

10.2.1 AMENDMENT TO FEES AND CHARGES SCHEDULE

File Ref: SUB/1827
Attachments: [Schedule of Fees and Charges](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 22 July 2014
Author Disclosure of Interest: Nil

SUMMARY

Since the adoption of Council's budget in June 2014, several relatively minor updates have been provided for fees and charges that the Town is required to pass on, which requires an update to the Schedule of Fees and Charges.

BACKGROUND

Each year in its budget, Council adopts its schedule of fees and charges. This sets what the Town charges for all of the services it provides. Some of these fees and charges are able to be set at the Council's complete discretion, whereas others are set within another Act or Regulation and are required to be passed on.

Council endeavours to set its budget as early as it possibly can each year to enable the most efficient planning and investment of funds. From time to time, this may result in the budget being adopted before updated fees and charges for some areas are released.

There are other instances where changes to legislation that occur earlier in the year, however, they are brought to our attention when "Circulars" are published listing the changes. These circulars are also often released as close to the end of the financial year as possible, sometimes resulting in fees and charges being adopted before the circular is released.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

FINANCIAL IMPLICATIONS

While there is a change to the fees and charges schedule, it is not believed that this will have any significant effect on the fees and charges revenue the Town will receive.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The changes proposed in the amendments to the fees and charges schedule are relatively minor and are not thought to have any significant impact on the Town's revenue base.

Several of the changes relate to amendments to the Dog Act 1976, and one in particular is a new charge that will allow for a dog to be registered once and remain registered for the remainder of its life. The obvious benefit to the Town and the dog owner is that there is no requirement for yearly renewal or for dogs to become unregistered through failure to renew. The other changes are simply to the amounts and are minor in nature.

As a part of the requirements of the Act, the Town will be required to advertise the changes to the fees and charges schedule. A notice must be placed in a paper that circulates generally through the district, as well as being placed on all Council notice boards. While there is a requirement to place notices, there is no submission process involved, or any need for a further Council report.

VOTING

Absolute Majority

OFFICER & COMMITTEE RECOMMENDATION

Carried Cr Rowell, seconded Mayor Dawkins

THAT Council, by Absolute Majority, adopt the amended fees and charges schedule as shown in Attachment 1.

Carried 4/0

10.2.2 MATERIAL VARIANCES FOR STATEMENTS OF FINANCIAL ACTIVITY

File Ref: SUB/1827
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 22 July 2014
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 misstatement could influence the decisions of the users of a financial report. An item may be material its size, nature or both.

Under the *Local Government (Financial Management) Regulations 1996* local governments are required to set their level of materiality or Statements of Financial Activity every financial year. In this sense, the materiality referred to is 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 2014/2015 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 will 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 for 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 thought to be appropriate as it eliminates any small variances caused by estimation or timing of expenditure, while still being low enough for Council to be aware of any trends that may be occurring in income or expenditure that will have an impact (positive or negative) on the end of year result.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Pyvis

THAT Council, in accordance with the *Local Government (Financial Management) Regulations 1996*, set the level of material variance for the 2014 / 2015 financial year at 15%.

Carried 4/0

**10.2.3 STATUTORY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2013
TO 30 JUNE 2014**

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 22 July 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 2013 to 30 June 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 Financial Statements shows favourable operating revenue of \$578,316 or 22% more than year to date budget. Operating expenditure is \$740,194 or 6% less than year to date budget however it should be noted that year end expenditure accruals have not yet been brought to account. Capital expenditure is detailed on pages 31 to 35 and all material variances are detailed on the Variance Analysis Report on pages 7 to 10 of the attached Financial Statements.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Carried Cr Rowell, seconded Mayor Dawkins

THAT Council receive the Statutory Financial Statements including other financial information as submitted to the 22 July 2014 meeting of the Works and Corporate Services Committee.

Carried 4/0

10.2.4 SCHEDULES OF INVESTMENTS AND LOANS AS AT 30 JUNE 2014

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 22 July 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 30 June 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 24 of the attached Financial Statements shows that \$2,344,672.78 was invested as at 30 June 2014. Approximately 40% of the funds are 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 25 of the attached Financial Statements shows a balance of loans outstanding of \$5,513,130.24 as at 30 June 2014. Included in this balance is \$291,856.63 that relates to self supporting loans with community organisations.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Birnbrauer

THAT Council receive the Schedule of Investments and the Schedule of Loans as at 30 June 2014. These schedules are included in the attached Financial Statements as submitted to the meeting of the Works and Corporate Services Committee on 22 July 2014.

Carried 4/0

10.2.5 LIST OF ACCOUNTS FOR THE MONTH OF JUNE 2014

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Wayne Richards
Finance Manager
Proposed Meeting Date: 22 July 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 June 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 June 2014 is included on pages 12 to 21 of the attached Financial Statements. The following significant payments are brought to Council's attention;

- \$28,380.00 to B & B Waste Contractors Pty Ltd for waste collection services
- \$42,717.45 & \$39,880.45 to Western Heritage Pty Ltd to reconstruct a boundary wall at the Civic Centre
- \$53,790.00 to Claremont Asphalt for asphalt works at the junction of Eric Street and Curtin Avenue
- \$121,877.96 to the Department of Fire and Emergency Services for an instalment of emergency services levies

- \$40,347.12 to Cobblestone Concrete for various footpath works
- \$42,547.78 to Perthwaste Green Recycling for waste collection and disposal charges
- \$83,214.86 & \$82,334.80 to Town of Cottesloe staff for fortnightly payroll
- \$120,000.00 & \$350,000.00 being transfers to the Town's Investment account.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Birnbrauer

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

Carried 4/0

10.2.6 RATES AND SUNDRY DEBTORS REPORTS AS AT 30 JUNE 2014

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Wayne Richards
Finance Manager
Proposed Meeting Date: 22 July 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 26 to 29 of the attached Financial Statements shows a total balance outstanding of \$166,689.77 as at 30 June 2014. Of this, \$144,916.54 relates to the current period and the balance of aged debtors is \$21,773.23.

The Rates and Charges Analysis on page 30 of the attached Financial Statements shows a total balance outstanding of \$260,702.06 of which \$194,998.72 and \$35,563.34 relates to deferred rates and outstanding emergency services levies respectively. The Statement of Financial Position on page 4 of the attached Financial Statements shows total rates outstanding as a current asset of \$65,905 as compared to \$56,450 the same time last year.

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 30 June 2014 as submitted to the 22 July 2014 meeting of the Works and Corporate Services Committee.

Carried 4/0

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 6:31 PM.

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