

TOWN OF COTTESLOE



WORKS AND CORPORATE SERVICES COMMITTEE

MINUTES

**MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
6.00 PM, TUESDAY, 21 JULY 2015**

MAT HUMFREY
Chief Executive Officer

23 July 2015

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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 6:01 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
Cr Peter Jeanes	
Cr Katrina Downes	Deputy Member
Cr Jay Birnbrauer	Deputy Member

Officers Present

Mr Mat Humfrey	Chief Executive Officer
Mr Doug Elkins	Manager Engineering Services
Mrs Siobhan French	Administration and Governance Officer

Gallery

Media (1)

6.1 APOLOGIES

Cr Sally Pyvis
Cr Helen Burke

Officer Apologies

Nil

6.2 APPROVED LEAVE OF ABSENCE

Mayor Jo Dawkins
Cr Philip Angers

6.3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 DECLARATION OF INTERESTS

Nil

8 CONFIRMATION OF MINUTES

Moved Cr Jeanes, seconded Cr Downes

[Minutes June 16 2015 Works and Corporate Services Committee.docx](#)

The Minutes of the Ordinary meeting of the Works And Corporate Services Committee, held on 16 June 2015 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.

The following items were dealt with en bloc:

- 10.3.1 Statutory Financial Reports for the Period 1 July 2014 to 30 June 2015
- 10.3.2 Schedules of Investments and Loans as at 30 June 2015
- 10.3.3 List of Accounts Paid for the Month of June 2015
- 10.3.4 Rates and Sundry Debtors Reports as at 30 June 2015

10 REPORTS

10.1 ADMINISTRATION

10.1.1 COASTAL MONITORING SUMMARY REPORT

File Ref: SUB/1511
Attachments: [Cottesloe Coastal Monitoring Summary Report - Summer 2014/2015](#)
Responsible Officer: Andrew Jackson
Author: Melissa Rachan
Manager Development Services
Sustainability Officer
Proposed Meeting Date: 21 July 2015
Author Disclosure of Interest: Nil

SUMMARY

The Cottesloe coastline experiences seasonal storm erosion on an annual basis, with evidence of ongoing erosion. With the aim of building an understanding of erosion and other coastal processes that have an impact on Cottesloe's coastline, the Town implemented a coastal monitoring project. A detailed understanding of coastal processes will enhance Council's capacity to make decisions concerning coastal management and planning. This report provides Council with an overview of the first year of its coastal monitoring project and makes a recommendation for the Town to continue monitoring the coast.

BACKGROUND

The Town of Cottesloe abuts 4km of highly developed coastline. The beaches undergo long and short term erosion. Early studies from the 1950 - 1960s demonstrate evidence of erosion within the local government boundaries and early photographic records document periodic and severe erosion events resulting from storms. While shoreline change is evident in a number of areas, significant shoreline recession has been observed north of the study area. Since the 1980s sand renourishment at North Cottesloe Beach has masked some of this natural erosion. Cottesloe foreshore has undergone significant development and modification over this period, including the construction of sea walls, groynes, and other stabilisation works in response to ongoing erosion issues.

There are a number of negative effects associated with such erosion, including loss of beach area, reduction of coastal access, diminished recreational opportunities and aesthetic values, as well as potential damage to coastal infrastructure. As a consequence of the highly developed nature of the Cottesloe foreshore, the number of public assets and the high property values of private land, there is a need to better understand this coastal hazard. By maintaining long term data sets and detailed profiles of coastal responses to sea level rise, the Town will be better equipped to protect and maintain its key values and infrastructure in the future. Assets to be preserved include:

- Marine Parade, a key coastal access road;
- multiple foreshore car parks;
- scenic parks, walk/cycle-ways and beach access paths;
- utilities such as sewerage, gas, electricity and water mains;
- several cafes, shops and restaurants including well known establishments such as Indiana Teahouse, Cottesloe Beach Hotel and Ocean Beach Hotel;
- surf clubs, a golf course and an aged care facility;
- public facilities and amenities such as toilets/change rooms, playgrounds, park furniture and drink fountains and;
- residential properties of high value.

The coastal strip in Cottesloe is highly valued by the community, containing great significance, with recreational, aesthetic, social, community and tourism values. In terms of recreational values, the Cottesloe coast is used year round for surfing, swimming, kite surfing, walking, exercise and many other activities. A number of large scale events are also held in the area annually, such as the Rottneet Channel Swim, the Whalebone Classic and the world-renowned Sculptures by the Sea exhibition.

Beach amenity and aesthetic values are what draw people to Cottesloe. Images of Cottesloe beach are consistently used to promote the State and Cottesloe is often ranked as Perth's favourite beach. The shady grass beneath heritage-listed pine trees on Cottesloe's foreshore provides a unique and pleasant environment for visitors.

Located within the foreshore reserve are two Surf Lifesaving Clubs with long standing community participation, while local community groups such as Cottesloe Coastcare encourage strong community ownership and are an asset to the region. Furthermore, Cottesloe's beaches have been a tourist attraction and popular holiday destination for well over a century.

Although the Cottesloe foreshore has been the subject of a number of coastal studies over the last few decades, an ongoing dataset measuring beach profile change does not currently exist. In endeavouring to fill this knowledge gap, the Town submitted an application to the Department of Transport for funding through the 2014/2015 round of Coastal Adaptation and Protection (CAP) Grants. The Town's application to fund its proposed project 'Coastal Monitoring to Improve Understanding of Long Term Coastal Change' was successful.

The ongoing monitoring project aims to provide a greater understanding of coastal processes and long-term changes to the Town's coastline, building on and forming the next steps following-on from the 2008 Coastal Vulnerability Assessment and the 2010 Geotechnical Assessment. Such an understanding will assist in long-term decision making, planning for future coastal management and adaptation actions as well as planning for appropriate development options.

Year one of the project involved the collection of initial monitoring data at priority locations through photographic monitoring and beach width monitoring. The data collected in the first year of the project represents a baseline from which to assess

future changes in shoreline positions. The attached document provides a detailed report on methodologies used in the data analysis as well as monitoring results and recommendations.

POLICY IMPLICATIONS

The Town's coastal monitoring project assists in meeting the aims and objectives outlined in its Beach Policy, stating that: "*The effective and appropriate management of the beach front requires substantial funding. An understanding of the pressures on the beach is essential...*"

The outcomes of the project also align with the aims and objectives of the Town's Climate Change (Human Enhanced) Policy which states that: "*The Town will determine how the impacts of climate change will affect the physical coastal environment, and the implications for existing infrastructure...*"

Such objectives can only be achieved through well-recorded observations over an extensive timeframe. Ideally, five years worth of data is required to accurately assess the cyclical nature of coastal processes.

Climate change management is the responsibility of all local government authorities, and the significance of this is emphasised in the policy, noting that: "*Acting to ameliorate and/or adapt to climate change is important because it will decrease maintenance and legal liability issues for the Town in the long term.*"

STATUTORY ENVIRONMENT

The Town is vested with the maintenance and management of the 4km coastline and foreshore lying within its jurisdiction. Cottesloe beach is predominantly a "C" class reserve, classified as Local Parks and Reserves.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budget allocation. The total cost of the project was \$28,000, with 50% of the project funded through the Department of Transport's CAP grant. In funding year two of the project, the Town was once again successful in receiving a \$15,000 grant from the Department. This will fund half of the project's total cost, with the Town's contribution allocated accordingly in the 2015/2016 budget.

SUSTAINABILITY IMPLICATIONS

The long term trends of coastal hazards are not well understood along the Cottesloe coastline. Data collected through the project will provide a greater understanding of coastal hazards, specifically long-term erosion/accretion trends, and build the Town's capacity to make well-informed decisions to ensure the long-term sustainability of the locality.

Furthermore, the Cottesloe coast contains significant environmental value through the provision of habitat along the coastal dunes. The loss of this area would have a profound negative impact on local biodiversity throughout the Town.

STAFF COMMENT

In light of a changing climate the Cottesloe coast is susceptible to an increase in erosion; therefore, it is imperative that the Town continues to build on its knowledge of coastal processes and change. This will assist Council to make decisions in the best interest of the community, and for future generations.

Additionally, reactive measures to protect the beach after severe erosion (e.g. sand renourishment) are expensive and a burden on the Town. Improved understanding of coastal processes and beach response to threats such as sea level rise will allow better planning, budgeting and proactive adaptation options. Other councils engaging in similar coastal monitoring programs, with funds awarded through the 2015/2016 CAP grants include the City of Busselton, the City of Joondalup and the Shire of Augusta Margaret River.

Year one of the Town's project entailed hourly remote imagery capture at Cottesloe main beach and North Cottesloe Beach to visually catalogue beach characteristics. It also involved biannual beach profile surveys extending cross-shore over 39 transects from the kerb of Marine Parade to a location offshore with 1 metre water depth. The surveys were spaced 100 metres apart along the entire stretch of coast lying within the Town's jurisdiction.

Due to stringent timelines enforced by the Department of Transport, the attached report presents the results of the first five months of monitoring from November 2014 to April 2015 (i.e. summer 2014/2015). However, the remote imagery units will be in place for a whole year until November 2015, allowing the Town to capture an entire year's worth of data, with the Town continuing beach profile surveys biannually to catalogue seasonal coastal processes over winter and summer.

OBSERVATIONS FROM YEAR ONE OF COASTAL MONITORING

The results from year one of the project, over the 2014/2015 summer, revealed that the general pattern of beach change along the Cottesloe coastline was erosion of the beaches north of Cottesloe Groyne and accretion of beaches south of this area, with the exception the area directly north of Beach Street Groyne which experienced incidences of erosion during the study period.

These patterns can be associated with seasonal northward sediment transport direction, therefore, it is likely that the study area will experience a reversal of this during winter, resulting in accretion in previously eroded areas. However, during winter, due to more frequent and/or intense storms, areas of the coastline may experience episodic beach erosion. The report makes a recommendation for the Town to continue monitoring the coast beyond year one of the project in order to build an understanding of the cyclic nature of coastal processes and change and to determine potential areas of concern with respect to coastal management.

It is intended that year two of the project will replicate the methodologies undertaken in the first year of monitoring, including remote imagery monitoring as well as conducting biannual beach profile surveys across the same 39 transects across the 4km stretch of coast falling under the management of the Town.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Birnbrauer, seconded Cr Downes

THAT Council:

- 1. Note this summary report on the Town's Coastal Monitoring Project;**
- 2. Endorse the continuation of the Town's Coastal Monitoring Project, subject to budgeting/funding arrangements; and**
- 3. Publish the Cottesloe Coastal Monitoring Summary Report – Summer 2014/2015 on the Town's website.**

Carried 4/0

10.1.2 COTT CAT SHUTTLE BUS END OF SEASON REPORT

File Ref: SUB/1234
Responsible Officer: Andrew Jackson
Manager Development Services
Author: Melissa Rachan
Sustainability Officer
Proposed Meeting Date: 21 July 2015
Author Disclosure of Interest: Nil

SUMMARY

With the expiry of the Town's contract for its Cott Cat shuttle bus service provider, it is seen as prudent to review Council's position on this service and determine if Council wish to continue this initiative into the future.

This report provides Council with an end of season summary for the 2014/2015 Cott Cat season. It highlights the positive progress the Town has made regarding promotion of the service to a significantly wider audience. Consequently, this report also makes a recommendation for the Town to continue the initiative and seek quotes from bus service providers for the 2015/2016 season.

BACKGROUND

The Town has operated the Cott Cat shuttle bus service since the 2002/2003 summer period. During its time of operation the service has undergone structural changes with respect to sources of funding, operating hours, bus livery and promotion of the service. Now in its twelfth year of operation, this initiative has been well-received by the public, generating several social, economic and environmental benefits.

The Cott Cat emerged in 2002 as an initiative jointly run and co-funded by the Town and local businesses including Cottesloe Beach Hotel and Ocean Beach Hotel. In 2004, as operating costs increased, a grant to partially fund the initiative was obtained through the former Australian Greenhouse Office. Following-on from this, in 2005 the Town reached an agreement with the Public Transport Authority (PTA), formalising a contract for 50% funding of the Cott Cat service for three years. This has since been extended until the end of the 2015/2016 season, with a high probability of continuing.

As of the 2011/2012 season local businesses no longer contributed to the costs of running the initiative. Due to reduced funding sources, in 2012/2013 the Cott Cat services were kept to a minimum, eliminating the Sunday night service. This brought about a major reduction in costs to Council.

Presently, the Cott Cat runs from 10:30am to 5:30pm in 15 minute intervals, every weekend and public holiday during December through to March, with the exception of Christmas Day. It runs in a loop, starting at Cottesloe train station, stopping outside the Ocean Beach Hotel and then at a Transperth bus stop outside Il Lido. The service's peak period is during the Sculpture by the Sea exhibition, with the Cott Cat running every day over the course of the event.

POLICY IMPLICATIONS

In accordance with the Town's Purchasing Policy, section 1.6, 'Purchasing Thresholds' requires that the Town obtain at least three written quotations containing price and specifications of goods and services where the value of procurement is between \$40,000 - \$99,999.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation. A total of \$50,000 has been set aside in the 2015/2016 Budget to fund the service. This amount considers the cost of engaging a bus service provider to run the service as well as the cost of promotional material.

The Town will also receive 50% funding for the initiative from the PTA, hence having to contribute to only half of the aforementioned cost. The Town has successfully secured another one year contract with the PTA for the 2015/2016 Cott Cat season.

SUSTAINABILITY IMPLICATIONS

Previously the Town has engaged less-costly bus providers for the Cott Cat service and, as a result, encountered issues with pollution due to the supply of older vehicles. This does not reflect well on the Town, particularly with the service sitting within the sustainability portfolio. In order to ensure that this issue no longer arises, it is recommended that the Town seek bus providers that meet energy efficiency standards of Euro 4 and above.

STAFF COMMENT

Although passenger numbers have not been consistently recorded since the initiative began in 2002, data provided by ADAMS for the 2014/2015 season reveals that during the Sculpture by the Sea exhibition, on average 450 patrons utilised the Cott Cat service per day.

In comparison, the 2013/2014 Cott Cat serviced an average of 730 people per day during Sculpture by the Sea. While an average of 300 patrons per day utilised the Cott Cat to travel to the exhibition during the 2010/2011 season.

PROGRESS WITH COTT CAT PROMOTION IN 2014/2015

Surveys completed by Cott Cat passengers reveal that the demographic of patrons utilising the service is largely those who reside outside Cottesloe. This constrains promoting the service given the limited resources, as efforts to advertise the service are most effective when dispersed throughout the Perth metro area, as opposed to solely concentrated within the local area.

While the initiative is heavily-promoted through various resources including local newspapers, businesses, notice boards and the via the Town's website, efforts to promote the Cott Cat in the 2014/2015 season were diversified with the aim of reaching a wider audience.

During the 2014/2015 Cott Cat season the Town developed a strong line of communication with the PTA, seeking their assistance with promoting the initiative. Through this the Town has achieved the following outcomes:

- Updated directional signage at Cottesloe train station to better direct passengers to the Cott Cat waiting point upon departing the train. Historically, signage has been outdated and minimal; however, signs have now been placed at both the northern and southern exits of the train platform.
- Cott Cat directional signage has also been placed on the existing bike shelter.
- Addition of information on the Cott Cat shuttle bus service as well as Sculptures by the Sea on Transperth's webpage.
- Inclusion of Sculptures by the Sea on Transperth's 'Event Guide' poster with subsequent information on the Cott Cat, displayed on various Transperth trains and buses as well as at train stations and bus shelters.
- The PTA has also installed a bus shelter at Cottesloe train station, prominently displaying the Cott Cat poster. At no cost to the Town, the shelter has multiple benefits including providing shade and shelter for patrons while simultaneously providing a platform for advertising the service.

The continuation of this form of promotion, in partnership with PTA, is vital in order to maintain a strong and consistent approach in effectively reaching a wider audience.

Overall, the Town's Cott Cat service has been well-received by the public. Since 2011 the Town has held a contract with ADAMS. While ADAMS has been attentive to the Town's requirements and has been quick to rectify issues as they arise, the expiry of the contract provides the Town with an opportunity to seek quotes to ensure that it is utilising a service provider who is providing a competitive contract. Furthermore, establishing a recognisable and marketable service is vital to its success; therefore, it is recommended that in seeking quotes the Town also explores the cost option of branding the bus with Cott Cat livery.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Downes, seconded Cr Jeanes

THAT Council:

- 1. Note the progress report provided for the Cott Cat shuttle bus service during the 2014/2015 season; and**
- 2. Endorse the continuation of the Cott Cat shuttle bus service for the 2015/2016 season.**

Carried 4/0

10.1.3 PROPOSED REGIONAL RESOURCE SHARING PROJECT

File Ref: SUB/1974
Responsible Officer: Mat Humfrey
Chief Executive Officer
Author: Mat Humfrey
Chief Executive Officer
Proposed Meeting Date: 21 July 2015
Author Disclosure of Interest: Nil

SUMMARY

Council is being asked to consider giving its in principle support to a regional resource sharing arrangement with the Town of Claremont and the Shire of Peppermint Grove. As well as this, Council is being asked to consider committing funds to a joint project with the Town of Claremont and the Shire of Peppermint Grove to scope and select two systems that could then be purchased jointly.

BACKGROUND

The Town of Cottesloe has a long history of working cooperatively with its neighbours to achieve efficient service delivery. Currently, we share a library with the Town of Mosman Park and the Shire of Peppermint Grove, work with three other local governments in the provision of Shine Community Services and provide ranger, health and building services to the Shire of Peppermint Grove. These arrangements have reduced overall costs to the Town while providing high quality services to the community.

During the recent reform program, a number of other services and processes were examined to see if sharing would produce any efficiencies. With improvements in information systems and communications, it has been shown that there are ways that several local governments can work together to reduce operating costs while improving service delivery and stability.

STRATEGIC IMPLICATIONS***Corporate Business Plan – Priority Area 6******Providing Open and Accountable Local Governance***

- 6.3 *Implement technologies to enhance decision making, communication and service delivery.*
- A. *Scope, design and implement a Customer Relationship Management (CRM) System (2015/2016)*
 - B. *Undertake a review of the current core operating systems to identify and priorities areas for improvement*
 - C. *Develop a specification for the core systems required by the Town of Cottesloe*
 - D. *Using the results of b. and c. – implement core systems that best meet the needs of the Town’s administration and elected members. (Implementation in 2016/2017)*
-

POLICY IMPLICATIONS

Town of Cottesloe – Regional Cooperation Policy

Objectives

- (i) Work cooperatively to identify, plan, develop, coordinate, manage and deliver services and facilities appropriate to the region as a whole or sub-region within the defined area.*
- (ii) Develop a common policy approach on matters relevant to the region.*

Protocols

- (i) The cooperative arrangement remains voluntary in nature.*
- (ii) Decisions are made on the basis of consensus.*
- (iii) A presiding body of elected member representatives, in consultation with each Council, sets the policy directives.*
- (iv) A management body of Chief Executives Officers establishes implementation programs and undertakes management of the policy direction.*
- (v) Broad objectives are established annually in consultation with all Council's elected member bodies.*

The proposal below does not fully comply with the policy as written above. The intent of the regional subsidiary is that it will not be a voluntary arrangement, but rather an entity that would be formed with the Town as a member. However, the purchasing of services from a regional subsidiary would be a decision that the Town would be free to make, and to that extent it would not affect the Town's autonomy.

STATUTORY ENVIRONMENT

At present the Local Government Act does not allow local government to form regional subsidiaries. However, there is a Bill before Parliament at present that would amend the Local Government Act to allow such bodies to be formed.

FINANCIAL IMPLICATIONS

The costs associated with this proposal can be met within the allocations made as part of the 2015/2016 budget.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

The Mayor and Chief Executive Officer have met with their counterparts from the Town of Claremont and the Shire of Peppermint Grove to discuss these issues.

STAFF COMMENT

Having reviewed the regional subsidiary model as it has been implemented in South Australia, there quite likely efficiencies that could be gained by the Town by participating in a subsidiary, like the one being suggested. While this will need further investigation, at this stage the savings are of a size and likelihood that it does appear worth proceeding.

The main advantage the subsidiary model has over other models, such as amalgamations and regional councils, is that the participating local governments retain control of the decision making processes. In the other models, the decision making process for the service that is being delivered in a joint arrangement is transferred away from the local government, which has its own costs and impacts.

While the legislation enabling regional subsidiaries has not yet passed been by Parliament, there are a number of preparatory actions that can be initiated. In the event the legislation does not pass, these actions will still be of benefit to the Town.

One of the first steps in this process, is to document and analyse the processes and systems each of the local governments currently have. This process will take considerable time and will require funding. The Town has in this year's budget such funding set aside, as this work was going to be undertaken as a part of implementing a customer relationship management system. The Town also had funds and resources allocated to review the current core systems the Town uses and to prepare a specification for their replacement or upgrade. Both of these projects are in the Town's Corporate Business Plan and the Long Term Financial Plan.

Working with the Town of Claremont and Shire of Peppermint Grove to document the current systems and develop a common specification will be an advantage to the Town. If nothing else, it will allow us to share the cost of developing the required documentation and assessing the proposals that would be received from vendors.

Ideally, the development of the documentation will allow the three local governments to compare their current processes and systems and where appropriate, implement one standard process or procedure. Further, if one system is employed across the three local governments, there will be ongoing savings in support and training for those systems.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Downes

THAT Council:

- 1. Supports the concept of entering into a regional subsidiary organisation with the Town of Claremont and the Shire of Peppermint Grove, subject to the amendment of the *Local Government Act 1995* permitting such arrangements;**

2. Authorise the Chief Executive Officer to work with the Town of Claremont and the Shire of Peppermint Grove to;
 - a. Undertake a joint process mapping exercise; and
 - b. Develop joint specifications for a customer relationship management system and other core systems as appropriate.

Carried 4/0

**10.1.4 OFFER TO PURCHASE LOTS 2,4,6 AND 8 STATION STREET,
COTTESLOE**

File Ref: SUB/1812
Responsible Officer: Mat Humfrey
Chief Executive Officer
Author: Mat Humfrey
Chief Executive Officer
Proposed Meeting Date: 21 July 2015
Author Disclosure of Interest: Nil

SUMMARY

The Town has received an offer to purchase lots 2, 4, 6 and 8 Station Street Cottesloe. The report recommends that the offer be declined at this stage.

BACKGROUND

In July 2014, Council adopted a business plan for the carpark site on the corner of Railway and Station Streets in the Town Centre. The site comprised lots 2, 4, 6 and 8 Station Street.

The business plan has a number of conditions that would need to be met in order for the sale of the site to proceed. In summary, these included the provision of suitable replacement parking in the Town Centre and that a significant proportion of the funds generated from the sale be used to redevelop infrastructure in the Town Centre.

Since this time, the Town has undertaken significant works in Napoleon Street. The works included the replacement of all lights and poles, replacing the paving, installation of new trees and a reorganisation of parking. Overall the project was successful and was generally well received.

In the 2015/2016 budget the Town has included an amount \$461,500 for the additional works in the Town Centre. Notionally these works would be concentrated on Station Street, with a view to lifting the infrastructure in that street to the same level as Napoleon Street.

STRATEGIC IMPLICATIONS**Community Strategic Plan – Priority Area 5**

Providing sustainable infrastructure and community amenities

Major Strategy

5.3 Implement the Town Centre Public Domain Infrastructure Improvement Plan (TCPDIIP)

The Corporate Business Plan lists four actions to achieve this strategy:

- A. Revise and update the TCPDIIP, in consultation with stakeholders, such as ProCott*
 - B. Complete the streetscape improvement works within Napoleon Street*
-

- C. *Begin negotiations with the Public Transport Authority (PTA) to develop the train station interface with the Town Centre*
- D. *Undertake amendments to LPS 3, where necessary, to prompt development within the Town Centre Precinct.*

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 – s3.59

3.59. *Commercial enterprises by local governments*

- (1) *In this section —*

acquire has a meaning that accords with the meaning of **dispose**;

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

land transaction means an agreement, or several agreements for a common purpose, under which a local government is to —

- (a) *acquire or dispose of an interest in land; or*
- (b) *develop land;*

major land transaction means a land transaction other than an exempt land transaction if the total value of —

- (a) *the consideration under the transaction; and*
- (b) *anything done by the local government for achieving the purpose of the transaction,*

is more, or is worth more, than the amount prescribed for the purposes of this definition;

major trading undertaking means a trading undertaking that —

- (a) *in the last completed financial year, involved; or*
- (b) *in the current financial year or the financial year after the current financial year, is likely to involve,*

expenditure by the local government of more than the amount prescribed for the purposes of this definition, except an exempt trading undertaking;

trading undertaking means an activity carried on by a local government with a view to producing profit to it, or any other activity carried on by it that is of a kind prescribed for the purposes of this definition, but does not include anything referred to in paragraph (a) or (b) of the definition of **land transaction**.

- (2) *Before it —*

- (a) *commences a major trading undertaking; or*
- (b) *enters into a major land transaction; or*
- (c) *enters into a land transaction that is preparatory to entry into a major land transaction,*

a local government is to prepare a business plan.

- (3) *The business plan is to include an overall assessment of the major trading undertaking or major land transaction and is to include details of —*
- (a) *its expected effect on the provision of facilities and services by the local government; and*
 - (b) *its expected effect on other persons providing facilities and services in the district; and*
 - (c) *its expected financial effect on the local government; and*
 - (d) *its expected effect on matters referred to in the local government's current plan prepared under section 5.56; and*
 - (e) *the ability of the local government to manage the undertaking or the performance of the transaction; and*
 - (f) *any other matter prescribed for the purposes of this subsection.*
- (4) *The local government is to —*
- (a) *give Statewide public notice stating that —*
 - (i) *the local government proposes to commence the major trading undertaking or enter into the major land transaction described in the notice or into a land transaction that is preparatory to that major land transaction; and*
 - (ii) *a copy of the business plan may be inspected or obtained at any place specified in the notice; and*
 - (iii) *submissions about the proposed undertaking or transaction may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*
 - and*
 - (b) *make a copy of the business plan available for public inspection in accordance with the notice.*
- (5) *After the last day for submissions, the local government is to consider any submissions made and may decide* to proceed with the undertaking or transaction as proposed or so that it is not significantly different from what was proposed.*
- * Absolute majority required.*
- (5a) *A notice under subsection (4) is also to be published and exhibited as if it were a local public notice.*
- (6) *If the local government wishes to commence an undertaking or transaction that is significantly different from what was proposed it can only do so after it has complied with this section in respect of its new proposal.*
- (7) *The local government can only commence the undertaking or enter into the transaction with the approval of the Minister if it is of a kind for which the regulations require the Minister's approval.*
- (8) *A local government can only continue carrying on a trading undertaking after it has become a major trading undertaking if it has complied with the*
-

requirements of this section that apply to commencing a major trading undertaking, and for the purpose of applying this section in that case a reference in it to commencing the undertaking includes a reference to continuing the undertaking.

- (9) *A local government can only enter into an agreement, or do anything else, as a result of which a land transaction would become a major land transaction if it has complied with the requirements of this section that apply to entering into a major land transaction, and for the purpose of applying this section in that case a reference in it to entering into the transaction includes a reference to doing anything that would result in the transaction becoming a major land transaction.*
- (10) *For the purposes of this section, regulations may —*
- (a) prescribe any land transaction to be an exempt land transaction;*
 - (b) prescribe any trading undertaking to be an exempt trading undertaking.*

FINANCIAL IMPLICATIONS

Nil – as the recommendation is to decline the offer at this stage.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Extensive consultation was undertaken in 2014 on the potential sale of this site, through the business plan process. The submissions provided predominantly requested that the number of parking bays in the Town Centre be preserved.

STAFF COMMENT

At this stage it is recommended that the current offer to purchase be declined. Simply put, the Town isn't in a position to consider the offer against the remaining development of Station Street, nor do we have a project ready that would allow the replication of the required parking within the Town Centre.

In order to be in a position to consider options in the future, the Town needs to achieve two things – firstly the number of bays required in the adopted business plan need to be preserved and an overall plan for Station Street developed, including any interface with the train station itself.

Given that the Town has committed funds in the current budget to start works on Station Street, it would now be prudent to engage a suitably qualified town planning consultant to develop concept plan for advertising to the community. The concept plan would need to demonstrate how any lost parking would be replaced, what the development options are for Station Street itself and the concept plan would need to be able to be converted to working plans for implementation in the short term.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Jeanes, seconded Cr Downes

THAT Council:

1. Decline the formal offer it has received for the purchase of lots 2, 4, 6 and 8 Station Street;
2. Authorise the Chief Executive Officer to engage a suitably qualified Town Planning Consultancy to:
 - a. Assess the redevelopment options for Station Street;
 - b. Prepare a concept plan that shows how parking, the interface with the train station and the overall functionality of Station Street can be improved;
 - c. Engage with property owners to assess the overall appetite for redevelopment in Station Street; and
 - d. Consider, and where appropriate recommend, changes to the Town Planning Scheme, to allow for appropriate redevelopment within Station Street.

and then report back to Council for its consideration.

3. Authorise the Chief Executive Officer to begin discussions with the Public Transport Authority on improvements to the interaction between Cottesloe Train Station and Town Centre.

Carried 4/0

10.1.5 DELEGATED POWERS

File Ref: SUB/38
Attachments: [Delegations List 2015 2016](#)
Responsible Officer: Mat Humfrey
Chief Executive Officer
Author: Mat Humfrey
Chief Executive Officer
Proposed Meeting Date: 21 July 2015
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 (CEO) as provided for in the *Local Government Act 1995* and other related Acts, Regulations and local laws.

BACKGROUND

Delegations allow the CEO 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 2014. The only new delegation is 9.49A (sign documents on land administrative matters) which was initially approved by Council in February 2015.

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 are both "registered" and qualified to administer such delegations.

Where appropriate some delegations are "delegated" by the CEO to other specialist officers such as Principal Environmental Health Officer, Manager Development Services, Manager Engineering Services, and Manager Corporate and Community Services. However the CEO remains responsible for any decision made under a delegation to him.

VOTING

Absolute 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 31 July 2016 as submitted in the attachment of the 21 July 2015 Works and Corporate Services Committee.

Carried 4/0

10.1.6 OPEN WATER SWIMMING RACE - 2015

File Ref: SUB/2020
Attachments: [Open Water Swim Event Application](#)
[Open Water Swim Course Map](#)
Responsible Officer: Mat Humfrey
Chief Executive Officer
Author: Sherilee Macready
Community Development Officer
Proposed Meeting Date: 21 July 2015
Author Disclosure of Interest: Nil

SUMMARY

The Western Australian Swimming Association Inc. (Swimming WA) is seeking approval to host the 2015 Swimming WA Open Water Swim Series Event No. 1 from Cottesloe Beach on Saturday 31 October 2015, from 5.00am to 1.00pm.

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 500m – 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 2 November 2014, was 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 2014 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.

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 Downes, seconded Cr Jeanes

THAT Council approve the application to hold the Open Water Swim Series Event at Cottesloe Beach on Saturday 31 October 2015 from 5:00am to 1:00pm 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. Compliance with additional relevant sections of the Beach Policy;
7. Provision of 'certificates of currency' to certify that organisers have adequate public liability and event insurance, provided prior to the event; and
8. All signage to be approved by the Chief Executive Officer one month prior to the event.

Carried 4/0

10.1.7 COTTESLOE VILLAGE CARNIVAL - 2015

File Ref: SUB/2021
Attachments: [Cottesloe Carnival Event Application](#)
[Cottesloe Carnival Event Layout Plan](#)
Responsible Officer: Mat Humfrey
Chief Executive Officer
Author: Sherilee Macready
Community Development Officer
Proposed Meeting Date: 21 July 2015
Author Disclosure of Interest: Nil

SUMMARY

Cottesloe Village Carnival is a street festival organised by ProCott and held in the Cottesloe Village. This year's event is scheduled for Saturday 7 November 2015, between 10.00am and 6.00pm

BACKGROUND

The event (formerly named, Hullabaloo in the Village), is a celebration of the best things that Cottesloe has to offer, promoting the lifestyle and opportunities available to the Cottesloe community.

The theme this year is "vintage coastal culture" with a focus on a variety of local community stalls which incorporate creative artists as well as food and entertainment.

The event is being organised by Procott, the local business association, and Offworld Productions, who were engaged by ProCott to coordinate the 2014 event.

As with the 2014 event, this year's event will look to keep its 'local community' focus, but with a purpose to make it more *open* and *appealing* to the greater West Australian population, particularly through a change in the event's advertising focus to incorporate more 'social media' opportunities. This year's event is building on recent years which had more of an 'arts feel', with engagement of high quality "busking style" acoustic entertainers, local schools groups and local musical acts, in addition to the various stalls on Napoleon and Station Streets.

Napoleon Street and Station Street will be closed to traffic entering from Stirling Hwy and Railway Street. The roads will close at 3.00pm on Friday, 6 November 2015 and reopen at 11.30pm on Saturday, 7 November 2015. Offworld Productions have engaged the services of a Certified Traffic Management Planner (Contraflow Traffic) to write and implement a traffic management plan. ProCott have also been advised of the requirement to have authority from Main Roads WA to close the two roads.

Suitable Certificates of Currency for Public Liability Insurance are required to be presented to the satisfaction of the Chief Executive Officer prior to the event.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Outdoor Concerts and Large Public Events Policy.

STATUTORY ENVIRONMENT

Main Roads WA is the statutory authority that can authorise road closures.

FINANCIAL IMPLICATIONS

The main cost to the Town is approving this event will be in the officer's time, particularly the Community Development Officer who will assist with preparation tasks leading up to the event, and Rangers, who will be required to assist at the event. The costs can be met within existing budgets.

Council also contributes over \$90,000 annually to ProCott to assist with activities to promote the Town Centre. This money is raised through the application of a differential rate on commercial properties within the Town Centre.

STAFFING IMPLICATIONS

Rangers will be required to assist at the event.

SUSTAINABILITY IMPLICATIONS

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

Encouragement of water conservation initiatives by organisers will be suggested based on the Sustainability Officer's recommendations, including to explore whether the WMRC Earth Carer's 'H2O to Go' Water stations will be viable, appropriate and available to use at the event.

CONSULTATION

ProCott as the organisers of the event will consult with all the businesses that will be directly or indirectly affected by the running of this event, through the event management company employed to coordinate the event.

STAFF COMMENT

The ProCott Board have promoted that a Festival/Carnival would optimise opportunities to bring both the retailers, service providers and local community groups in the Cottesloe business district together in a Village style atmosphere that would highlight the best that Cottesloe has to offer.

The event showcases Cottesloe to wider community as having a relaxed atmosphere, and an alternative to Subiaco and Claremont.

Last year's Cottesloe Village Carnival event was a success, with approximately 13,000 people attending the one day Festival on Napoleon Street, together with the western car park of Station Street, which was a significant increase on the previous two years, and included an increase in the number of families attending the event. Feedback received highlighted the friendly atmosphere of the event, together with the addition of the quality "upmarket" stalls, and engaging "busker style" acoustic entertainment.

Noise levels generated by the entertainment, which were a concern of earlier years, were again well addressed in the 2014 event, with a higher proportion of positive feedback received from retailers and patrons to the low key "busking style" acoustic entertainment. Organisers of this year's event are planning to use similar style entertainers, together with engaging local community groups and entertainers.

To counteract lack of parking at the event, patrons attending the event will be encouraged to walk, cycle or catch the train to the event, and for those that have to drive to the event, places to park will be promoted by the organisers.

Due to the positive feedback received regarding the 2014 event, the thorough risk assessment and event management plan, officers recommend that the event be allowed to proceed with conditions. The conditions are intended to ensure that Procott are aware of their obligations and to protect the interests of the Town.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Birnbrauer

THAT Council approve the application from Offworld Productions and ProCott to hold the Cottesloe Village Carnival on Napoleon Street and Station Street, on Saturday 7 November 2015 from 10:00am to 6.00pm, subject to the following conditions:

- 1. Adequate arrangements are made for rubbish collection and removal, including the provision for recycling;**
- 2. Compliance with the *Environmental Protection (Noise) Regulations 1997*;**
- 3. Compliance with the requirements for sanitary facilities, access and egress, first aid and emergency response as per the *Health (Public Buildings) Regulations 1992*;**
- 4. Class the event as “Charitable/Community” and charge no fee for the event;**
- 5. Provision of certificates of currency to certify that organisers have adequate Public Liability Insurance for all components of the event;**
- 6. Appropriate road closure permits are granted by Main Roads WA;**
- 7. Approval of the closure of Napoleon Street and Station Street from Railway St to Stirling Hwy, from 3.00pm on Friday 6 November 2015 through to 11.30pm on Saturday 7 November 2015;**
- 8. The Traffic Management Plan and provider are approved by Main Roads WA, and the plan provided to Cottesloe Police; and**
- 9. Compliance with the Town’s *Outdoor Concerts and Large Public Events Policy*.**

Carried 4/0

10.2 ENGINEERING

10.2.1 REVIEW OF POLICY – VEHICLE FLEET ADMINISTRATION

File Ref: POL/67
Attachments: [Updated Vehicle Fleet Administration Policy](#)
Responsible Officer: Mat Humfrey
Chief Executive Officer
Author: Doug Elkins
Manager Engineering Services
Proposed Meeting Date: 21 July 2015
Author Disclosure of Interest: Nil

SUMMARY

A reviewed Vehicle Fleet Administration policy is presented for Council consideration.

BACKGROUND

Council's role is to determine policy that guides the operations of the Town. Unless otherwise requested, policies are reviewed around their review date, as determined in the policy. The Vehicle Fleet Administration policy is due for review in July 2015. Accordingly, a revised policy is attached for Council's consideration.

STRATEGIC IMPLICATIONS

The light vehicle fleet is an asset of the Town. The replacement of the light vehicle fleet is managed through a rolling five year plan.

POLICY IMPLICATIONS

N/A

STATUTORY ENVIRONMENT

Section 2.7(2)(b) of the *Local Government Act 1995* requires Council to 'determine the local government's policies'.

FINANCIAL IMPLICATIONS

The draft policy should result in a reduction in tied up capital in the light vehicle fleet.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

The proposed policy includes specific requirements regarding fuel efficiency and road safety.

CONSULTATION

Nil

STAFF COMMENT

Much of the updated policy is a refinement of the existing policy. Relevantly, the new policy provides detail, where the previous policy provided broad statements, such as regarding changeover, fuel efficiency, vehicle type and road safety. These specifics provide clear direction to staff.

The proposed policy also clearly acknowledges the role of the Chief Executive Officer in assigning vehicles as part of the employment responsibility. The draft policy clarifies the responsibility for vehicle damage, where insurance is waived through the actions of the driver, and the draft policy provides a clear statement that Council vehicles cannot be used for personal reward, other than as part of an employee's employment with the Town.

A fundamental clarification in the proposed policy is the quality of vehicles to be purchased. The current fleet has a number of vehicles that are of a higher capital value than an equivalent officer in other parts of the industry. The reason for this previous vehicle selection was a belief that the cost of ownership would be reduced by investing in higher value cars. Officers have not seen evidence of a lower cost of ownership, and the result of higher value vehicles is Council's capital is unnecessarily tied up. The policy proposes to adjust the current vehicle selection to accord with current industry standards and obligations of the Town created by employment contracts.

It is recommended that the Council adopt the attached draft policy.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council adopt the attached policy, Vehicle Fleet Administration.

Carried 4/0

**10.2.2 ENDORSEMENT OF ADDENDUM 1 OF THE TOWN OF COTTESLOE
NATURAL AREAS MANAGEMENT PLAN**

File Ref: SUB/1987
Attachments: [NAMP Addendum 1](#)
Responsible Officer: Mat Humfrey
Chief Executive Officer
Author: Doug Elkins
Manager Engineering Services
Proposed Meeting Date: 21 July 2015
Author Disclosure of Interest: Nil

SUMMARY

Council is asked to endorse Addendum 1 of the Cottesloe Natural Areas Management Plan.

BACKGROUND

In 2008, Council adopted the Cottesloe Natural Areas Management Plan ('Plan'). The Plan provided a five year program of works for various natural areas within the Town. As the five year life of the Plan had been reached, a review of the Plan was undertaken, in the form of an addendum, which updates the framework on which the original Plan was formed, and presents new programs of works.

A copy of Addendum 1 ('Addendum') of the Cottesloe Natural Areas Management Plan is attached to this report.

STRATEGIC IMPLICATIONS

Strategic plans guide Council decision making and prioritisation. A deficiency in the implementation of the previous Plan was the ongoing maintenance of completed works. Council has addressed this deficiency with increases in its operational and capital investments in natural area management under the current budget.

POLICY IMPLICATIONS

The existing Plan, in combination with this Addendum, will be Council's formal position on the management of Cottesloe natural spaces.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Council's financial commitment to the updated plan is dependent on relative priorities determined each year. In the current financial year, Council has committed \$70,000 specifically for the management of natural areas. In addition, a grant application has been lodged, seeking an additional \$50,000 to progress some actions within the plan.

The average value of restored land is \$24.50 per m². This investment is substantially lost if the restored area is not maintained. Initial maintenance costs are in the order of \$5.50m², which reduces over a number of years.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Much of the Cottesloe natural areas are on the frontal dune. The native vegetation is a natural stabiliser of the sand dune, reducing sand drift, and reducing the impact of storm surge.

Revegetation of natural areas preserves unique flora and provides habitat for native fauna of Cottesloe.

CONSULTATION

The Addendum was developed in close consultation with the Cottesloe Coast Care Association.

STAFF COMMENT

The Addendum forms a revised five year plan that provides detailed guidance for staff and volunteers. In addition to the document, the electronic mapping files have been provided, allowing easy monitoring of progress and a benchmark for assessing the efficacy of the implementation.

It is recommended that Council endorse Addendum 1 to the Cottesloe Natural Areas Management Plan.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Downes

THAT Council endorse Addendum 1 of the Cottesloe Natural Areas Management Plan as attached.

Carried 4/0

10.2.3 REQUEST TO INSTALL PLAQUE RECOGNISING THE HOUSE OF JOHN AND ELSIE CURTIN

File Ref: PR52800-02
Responsible Officer: Mat Humfrey
Chief Executive Officer
Author: Doug Elkins
Manager Engineering Services
Proposed Meeting Date: 21 July 2015
Author Disclosure of Interest: Nil

SUMMARY

Council is asked to approve the installation of interpretive signage, adjacent to 24 Jarrad Street, to recognise the family home of John and Elsie Curtin.

BACKGROUND

The Town has received a request for the recognition of the home of John Curtin, the Australian Prime Minister during World War 2. The request is supported by the National Trust of Australia, which has also recommended wording that should be considered.

Council is asked to consider this request.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Council does not have a policy on the recognition of history through installations in the street. The Works and Corporate Services Committee have previously indicated a desire to do more to recognise the history of Cottesloe. This request is in accordance with this expressed desire.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Two alternatives are presented below. Both will cost in the order of \$1,000 to implement.

STAFFING IMPLICATIONS

Limited officer time will be required.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

John Curtin and the Curtin Family are a significant part of the modern Cottesloe history. While the national contributions made by John Curtin are recognised through a statue at the Cottesloe Civic Centre, the naming of a road, and the naming of a University, the story is not relevantly told. The request is for the installation of a plaque recognising the house of the Curtin family. A similar plaque has already been installed at the corner of Avonmore Terrace and Rosendo Street, recognising the house of Edith Cowan, who was the first female elected to a House of Parliament.

The request is simple and fitting, and is similar to the existing plaque recognising Edith Cowan. Accordingly, it is considered appropriate that Council support this request.

Preceding this particular request, the Nomenclature Working Group had identified a need to recognise this type of valuable history. This group is likely to recommend to Council that interpretative signage be installed in relevant locations around the Town, to tell the stories of notable people, notable offices and notable developments and buildings (e.g. interpretive signage located within the Civic Centre grounds). In addition, the group is likely to recommend a similar approach to recognising the Indigenous history of Cottesloe. The concept is based on history trails of the Town with small interpretive signage providing snippets of history around the Town. As an alternative to a plaque, the Council may want to consider the installation of an interpretive sign.

In the case that Council prefers a plaque, the recommendation of the National Trust of Australia is to recognise Elsie Curtin and the Curtin family, rather than just John Curtin. The recommended wording, by the National Trust of Australia, is either of the following:

“24 Jarrad Street was the home of former Australian Prime Minister John Curtin, his wife Elsie and their family, from 1923 to 1998.”

or

“24 Jarrad Street was the home of former Australian Prime Minister John Curtin (1885-1945), his wife Elsie Curtin CBE (1890-1975) and their family, from 1923 to 1998.”

If Council prefers the plaque, it is recommended that the second wording option is adopted as it captures additional detail, including Elsie Curtin’s award of Commander of the Order of the British Empire.

In the case that Council prefers to install an interpretive sign, the wording would be along the lines of the second option above, with some additional detail and a picture. In this case, officers would engage a graphic artist to design the layout. This installation could be followed by additional interpretive signs around the Town.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Jeanes, seconded Cr Birnbrauer

THAT Council acknowledge the request to recognise the residence of John and Elsie Curtin and their family, and install interpretive signage in Jarrad Street, adjacent to 24 Jarrad Street, to recognise this history.

Carried 4/0

**10.2.4 DISABILITY SERVICES ADVISORY COMMITTEE – REQUEST TO
CONSTRUCT FOOTPATH INTO OCEAN ON THE NORTH SIDE OF
COTTESLOE GROUYNE**

File Ref: SUB/554
Responsible Officer: Mat Humfrey
Chief Executive Officer
Author: Doug Elkins
Manager Engineering Services
Proposed Meeting Date: 21 July 2015
Author Disclosure of Interest: Nil

SUMMARY

Council is asked to consider a request to construct a footpath into the ocean at Cottesloe Beach. It is recommended that Council does not support the request due to its high cost and safety risks.

BACKGROUND

At the Disability Services Advisory Committee ('DSAC') meeting of 30 June 2015, DSAC requested Council consider the installation of a footpath, with two handrails, into the ocean at Cottesloe Beach, on the north side of the groyne. The proposed length is 25m. The catalyst for the request was a presentation made by a resident.

At the DSAC meeting of 24 February 2015, a similar request, for the installation of a handrail into the ocean, at the same location, was considered. In this case, DSAC determined that such an installation would be dangerous and it was not supported.

In accordance with the DSAC request, the suggestion to install a footpath into the ocean is presented for Council consideration.

STRATEGIC IMPLICATIONS

This project is not within the forward capital works plans, so will require other planned projects to be delayed, if it is to be progressed in the short-term.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

An installation of a public footpath into the ocean will meet the definition of a jetty under the *Jetties Act 1926*, requiring a jetty licence to be issued.

FINANCIAL IMPLICATIONS

Without a detailed understanding of the rock armour required, combined with the construction technique required, to construct the footpath, it is difficult to provide a reliable estimate. As a Coastal Engineer will be required to design the protection structure, the design cost is likely to be in the order of \$30,000 to \$40,000. Construction costs are likely to be in the order of \$300,000.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

To research this report, officers attempted to locate an Australian Standard to provide guidance as to the suitability of the proposed ramp for use by the elderly and disabled. There does not appear to be a standard that addresses footpaths that enter oceans. While such things as grades, landings and handrail height can easily be derived from footpath and access standards, there does not appear to be a standard that covers the impact of wave action and sand movement on the path. As part of the presentation to DSAC, it was noted that there are 90 pedestrian ramps in New South Wales that enter beach and estuary pools. However, there were no examples given of pedestrian ramps or footpaths being used to enter directly into an unprotected ocean

In the absence of an Australian Standard or Australian example, a risk identification approach is perhaps the best method to consider the efficacy of the concept. Councillors are likely to have a better appreciation of the natural wave, sand and seaweed characteristics than the Author, so may have an enhanced understanding of the risks. The following risks have been identified by the Author.

- Due to the natural movement of the sea bed, it will be necessary to construct the footpath with rock armour. This will result in sharp rocks on both sides of the path and at the end of the path. The proposal is to install handrails to both sides of the path. This will prevent someone stepping off the path onto the rocks (although will not prevent someone swimming towards the path from the north, seeking to hold onto the handrail). However, the hand rail will need to extend far enough into the ocean that a person is in swimming depth (over head) before they can step off the path. Accordingly, the hand rail will present an underwater hazard that changes depending on swell and tides.
- The natural movement of sand over the year will result in the path being buried for part of the year and sticking out above ground for part of the year. When the path is buried, the hand rail will not be of use for entering and exiting the water, and may become a trip hazard, or a trap hazard for swimmers.
- If the wave energy is too much for an individual user, a fall will result in an impact with a hard object. If the user is able to fit between the rails on the handrail, the user may impact with the rock armour of the groyne or the rock armour of the path.
- Natural marine growth on the path and handrail is likely to make the path and handrail slippery and possibly sharp.

- The groyne is intended to act as a trap during south movements of sediment. In addition to sand, the groyne catches seaweed. As such, the proposed path would be covered in seaweed for part of the year.
- If after construction, the path was deemed unsafe, removal could be difficult. Although the handrail and concrete path (the path would need to be made from prefabricated reinforced concrete elements) would be easy to remove, the rock armour would be very difficult and very costly to remove. If retained, the rock armour would be a permanent hazard to swimmers in this area.

The risks identified are not considered to be easily addressed in an open ocean path. It is the author's view that the proposal will carry significant risk of injury to users. During the DSAC meeting of 30 June 2015, the presentation noted that a challenge for older users was walking up the beach out of the ocean. At the DSAC meeting of 24 February 2015, the committee requested that, should the Eco Shark Barrier be installed, opportunities to incorporate a handrail solution into the structure be investigated. This earlier decision of the DSAC appears to address the main issue identified by the presenters in the later meeting, without the significant risk associated with constructing a solid structure in a dynamic and high energy environment.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Committee expressed concern that, at this time, more could not be done to assist people directly entering the ocean. The Chief Executive Officer advised that the Town has and will continue to investigate alternative measures.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Downes, seconded Cr Rowell

THAT Council does not support the construction of a footpath directly into the ocean at Cottesloe Beach, due to the risk to safety of beach users, and the high cost.

Carried 4/0

10.2.5 REQUEST TO ENDORSE PROPOSED CAR PARK ARRANGEMENT ON RAILWAY STREET FOR THE NORTH COTTESLOE PRIMARY SCHOOL

File Ref: SUB/446
Attachments: [Concept Plan](#)
Responsible Officer: Mat Humfrey
Chief Executive Officer
Author: Doug Elkins
Manager Engineering Services
Proposed Meeting Date: 21 July 2015
Author Disclosure of Interest: Nil

SUMMARY

Council is asked to endorse the attached concept plan for parking and drop off/pick up facilities for the North Cottesloe Primary School. Council's endorsement is recommended.

BACKGROUND

The Town has been approached by representatives of the North Cottesloe Primary School, to seek endorsement of a plan to provide improved parking and drop off/pick up facilities to the school. A copy of the proposed concept plan is attached.

The plan has been designed by an engineering consultancy on behalf of the Education Department. The advice provided to the Town is that Main Roads Western Australia was consulted during the design process. The estimated construction cost of the project is \$1.5m.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Council does not have a formal policy covering this scenario. If considering any funding commitment, Council should consider that schools are a State Government asset, which has a substantially greater capacity to pay for schools than a small local authority. Council should also consider that any existing traffic issues on Eric Street are a consequence of the limited access across the State's railway, the continued delay in upgrading the Eric Street bridge, and the use of Eric Street to connect Stirling Highway to Curtin Avenue, both of which carry a substantial volume of non-local traffic.

STATUTORY ENVIRONMENT

The Town has the care, control and management of Railway Street through provisions in the *Local Government Act 1995*. Accordingly, Council needs to be in support of the concept plan in order for the plan to be advanced.

FINANCIAL IMPLICATIONS

Noted above, the construction cost of the project is in the order of \$1.5m. This is a substantial project value and beyond the means of Council. The Town has already

contributed to assisting with the school's traffic and safety issues through the funding of the new crossing island on Eric Street (approximately \$30,000). The Town also provides incidental assistance to the school as opportunities arise (e.g. the use of the Town's plant to construct small facilities).

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The proposed plan is sensible. It provides a safe and logical parking and pick up and drop off arrangement for the school, in a form that is consistent with the expectation for a modern school. In abstract, Council should be in support of the concept plan.

As part of reviewing the efficacy of the concept plan, officers have reviewed the current plans for the upgrade to the Eric Street bridge. The concept plan for Railway Street does not impact on the future bridge upgrade (as currently planned). Accordingly, if the concept plan proceeds to construction, it should be a permanent arrangement for the school.

The benefits to Eric Street traffic are likely to be limited, as congestion around the roundabout is unlikely to be overcome by this plan.

The request by the school's representatives was for Council to endorse the concept plan without necessarily a financial commitment. This is a reasonable approach and is supported.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Jeanes, seconded Cr Birnbrauer

THAT Council endorse the concept plan attached, to provide parking and pick up/drop off facilities for the North Cottesloe Primary School, along Railway Street.

Carried 4/0

10.2.6 APPOINTMENT OF SWEEPING CONTRACTOR FOR THREE YEAR TERM

File Ref: SUB/322
Attachments: [Confidential Attachment](#) [Quotations Assessment](#)
Responsible Officer: Mat Humfrey
Chief Executive Officer
Author: Doug Elkins
Manager Engineering Services
Proposed Meeting Date: 21 July 2015
Author Disclosure of Interest: Nil

SUMMARY

Council is asked to appoint Enviro Sweep, the Town's current road sweeping contractor, for a period of three years.

BACKGROUND

Traditionally, the Town has appointed its road sweeping contractor on an annual basis. Through the Western Australian Local Government Association ('WALGA') preferred supplier panel, for Road Building Materials and Related Services, staff desire to appoint a road sweeping contractor for a three year period. As such an appointment will bind the Council to financial commitments in future financial years, it is appropriate for Council to make this decision.

STRATEGIC IMPLICATIONS

Longer contractor appointments give financial certainty to contractors. The certainty of future work allows contractors to 'gear up', rather than under-resource commitments. Longer commitments reduce the risk of a contractor failing, reducing the Town's risk that sweeping services will be withdrawn.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Section (2)(b) of the *Local Government (Functions and General) Regulations 1996* ('Regulations') allow a local government to enter into a contract for an amount exceeding the tender threshold, if the purchase is made through the Council Purchasing Service of WALGA.

FINANCIAL IMPLICATIONS

Contract road sweeping costs in the order of \$60,000 each financial year.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

Through the WALGA preferred supplier panel, officers have three quotations for road sweeping services.

As per the assessment provided in the confidential attachment, Enviro Sweep represent the best value for money for the Town.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Jeanes, seconded Cr Downes

THAT Council appoint Enviro Sweep for the provision of road sweeping services for a period of three years, ending on 31 July 2018.

Carried 4/0

10.3 FINANCE

10.3.1 STATUTORY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

File Ref: SUB/1878
Responsible Officer: Mat Humfrey
Chief Executive Officer
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 21 July 2015
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 30 June 2015.

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 favourable operating revenue of \$542,455 or 5% more than year to date budget. All material variances are detailed in the Variance Analysis Report on pages 7 to 10 of the attached Financial Statements. It should be noted that these statements do not include accrued income and expenditure, these items will be brought to account and presented in the Annual Financial Statements for the year

ending 30 June 2015 which will be finalised and presented to Auditors in the coming months.

Operating expenditure is \$35,634 less than year to date budget and Capital expenditure, which is outlined on pages 30 to 33, is \$98,341 or 8% more than year to date budget.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Birnbrauer, seconded Cr Downes

THAT Council the Statutory Financial Statements including other supporting financial information as submitted to the 21 July 2015 meeting of the Works and Corporate Committee.

Carried 4/0

10.3.2 SCHEDULES OF INVESTMENTS AND LOANS AS AT 30 JUNE 2015

File Ref: SUB/1878
Responsible Officer: Mat Humfrey
Chief Executive Officer
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 21 July 2015
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 2015, 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 22 of the attached Financial Statements shows a balance of \$10,650,469.55 as at 30 June 2015. Approximately 36% of these funds were invested with Bankwest, 24% with National Australia Bank, 22% with Westpac Banking Corporation and 18% with the Commonwealth Bank of Australia.

The Schedule of Loans on page 23 of the attached Financial Statements shows a balance of \$5,147,372.01 as at 30 June 2015. Included in this balance is \$256,729.57 that relates to self supporting loans.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Birnbrauer, seconded Cr Downes

THAT Council receive the Schedule of Investments and the Schedule of Loans as at 30 June 2015. These schedules are included in the attached Financial Statements as submitted to the meeting of the Works and Corporate Services Committee on 21 July 2015.

Carried 4/0

10.3.3 LIST OF ACCOUNTS PAID FOR THE MONTH OF JUNE 2015

File Ref: SUB/1878
Responsible Officer: Mat Humfrey
Chief Executive Officer
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 21 July 2015
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 2015, as included in the attached Financial Statements as presented to the meeting of the Works and Corporate Services Committee on 21 July 2015.

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 2015 is included on pages 11 to 18 of the attached Financial Statements. The following significant payments are brought to Council's attention:-

- \$48,719.91 \$44,081.37 to Perthwaste Green Recycling for waste collections services
 - \$28,380.00 to B & B Waste Contractors for bulk waste collection services
 - \$53,423.24 to Atlas Group Pty Ltd supply of brick paving
 - \$131,693.89 to the Department of Fire and Emergency Services for Council's fourth quarter instalment of emergency services levies
-

- \$36,211.85 to Major Motors for a new vehicle
- \$50,350.00 to Council's reserve deposits held with National Australia Bank
- \$79,924.86 & \$87,949.33 to Town of Cottesloe staff for fortnightly payroll
- \$50,751.00 to Council's trust account held with National Australia Bank

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Birnbrauer, seconded Cr Downes

THAT Council receive the list of accounts paid for the month of June 2015 as included in the attached Financial Statements, as submitted to the 21 July 2015 meeting of the Works and Corporate Services Committee.

Carried 4/0

10.3.4 RATES AND SUNDRY DEBTORS AS AT 30 JUNE 2015

File Ref: SUB/1878
Responsible Officer: Mat Humfrey
Chief Executive Officer
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 21 July 2015
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present to Council the Rates and Sundry Debtors Reports as at 30 June 2015, as included in the attached Financial Statements as submitted to the meeting of the Works and Corporate Services Committee on 21 July 2015.

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 24 to 27 of the attached Financial Statements shows a total balance outstanding of \$185,258.64 as at 30 June 2015. Of this amount, \$54,777.00 relates to a non current debtor with a community organisation, and of the remaining balance, \$97,364.86 is less than sixty days old with the balance of aged debtors being \$35,984.74.

The Rates and Charges Analysis on page 28 of the attached Financial Statements shows a total balance outstanding of \$232,869.84 as at 30 June 2015 of which

\$182,601.88 and \$34,539.35 relates to deferred rates and outstanding emergency services levies respectively.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Birnbrauer, seconded Cr Downes

THAT Council receive the Rates and Charges Analysis Report and Sundry Debtors Report as at 30 June 2015 as submitted to the 21 July 2015 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

14 MEETING CLOSURE

The Presiding Member announced the closure of the meeting at 6:42 PM.

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