

TOWN OF COTTESLOE



WORKS AND CORPORATE SERVICES COMMITTEE

MINUTES

**MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
6.00 PM, TUESDAY, 17 NOVEMBER 2015**

MAT HUMFREY
Chief Executive Officer

20 November 2015

DISCLAIMER

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

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

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

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

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

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

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

WORKS AND CORPORATE SERVICES COMMITTEE

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS.....	3
2	DISCLAIMER	3
3	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	3
4	PUBLIC QUESTION TIME	3
	4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	3
	4.2 PUBLIC QUESTIONS	3
5	PUBLIC STATEMENT TIME.....	3
6	ATTENDANCE	3
	6.1 APOLOGIES	4
	6.2 APPROVED LEAVE OF ABSENCE	4
	6.3 APPLICATIONS FOR LEAVE OF ABSENCE	4
7	DECLARATION OF INTERESTS.....	4
8	CONFIRMATION OF MINUTES.....	4
9	PRESENTATIONS	5
	9.1 PETITIONS.....	5
	9.2 PRESENTATIONS	5
	9.3 DEPUTATIONS	5
10	REPORTS	6
	10.1 ENGINEERING.....	6
	10.1.1 REVIEW OF STREET TREES POLICY	6
	10.2 FINANCE.....	9
	10.2.1 FINANCIAL STATEMENTS FOR THE MONTH ENDING 31 OCTOBER 2015	9
11	ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	12
12	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY:.....	12
	12.1 ELECTED MEMBERS.....	12

	12.2	OFFICERS	12
13		MEETING CLOSED TO PUBLIC	12
	13.1	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	12
		13.1.1 BUDGET AMENDMENT – CONFIDENTIAL ITEM	13
	13.2	PUBLIC READING OF RECOMMENDATIONS THAT MAY BE MADE PUBLIC.....	15
14		MEETING CLOSURE.....	15

1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 6:05 PM.

2 DISCLAIMER

The Presiding Member drew attention to the Town's disclaimer.

3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Presiding Member announced that at the 2 November 2015 meeting, Council appointed Cr Boulter to the Works and Corporate Services Committee. Committee welcomed Cr Boulter.

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

Nil

4.2 PUBLIC QUESTIONS

Davina Goldthorpe, 73 Napier Street, Cottesloe – Re. Realignment of Curtin Avenue

Q1: Following a recent article in The Post newspaper, does Council have further information regarding the realignment of Curtin Avenue?

A1: Manger Engineering Services advised that the most up to date plans Council has received from Main Roads WA are six to seven years old and to his knowledge Main Roads officers are currently focussed on other projects.

Ruth O'Boyle, 105 Curtin Avenue, Cottesloe – Re. Pedestrian Crossings and Mosman Park and Cottesloe Train Stations

Q1: Does Council have any plans to install pedestrian crossings across Curtin Avenue, near the Mosman Park and Cottesloe Train Stations?

The Presiding Member took the question on notice.

5 PUBLIC STATEMENT TIME

Nil

6 ATTENDANCE**Present**

Cr Philip Angers
Mayor Jo Dawkins
Cr Helen Burke

Presiding Member

Cr Sally Pyvis
Cr Mark Rodda
Cr Rob Thomas
Cr Sandra Boulter

Officers Present

Mr Mat Humfrey	Chief Executive Officer
Mr Garry Bird	Manager Corporate & Community Services
Mr Doug Elkins	Manager Engineering Services
Mrs Siobhan French	Administration and Governance Officer

Gallery

Media (1)
Members of the Public (3)

6.1 APOLOGIES

Nil

Officer Apologies

Nil

6.2 APPROVED LEAVE OF ABSENCE

Nil

6.3 APPLICATIONS FOR LEAVE OF ABSENCE

Moved Cr Burke, seconded Mayor Dawkins

THAT Cr Burke's request for leave of absence from the December Works and Corporate Services Committee meeting be approved.

Carried 7/0

7 DECLARATION OF INTERESTS

Nil

8 CONFIRMATION OF MINUTES

Moved Mayor Dawkins, seconded Cr Burke

[Minutes October 27 2015 Works and Corporate Services Committee.docx](#)

The Minutes of the Ordinary meeting of the Works and Corporate Services Committee, held on 27 October 2015 be confirmed.

Carried 7/0

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 ENGINEERING

10.1.1 REVIEW OF STREET TREES POLICY

File Ref: POL/50
Attachments: [Street Trees Policy](#)
Responsible Officer: Mat Humfrey
Chief Executive Officer
Author: Doug Elkins
Manager Engineering Services
Proposed Meeting Date: 17 November 2015
Author Disclosure of Interest: Nil

SUMMARY

Council is asked to consider advertising the attached draft Street Trees policy for the purpose of calling for public submissions.

BACKGROUND

One of the primary roles of Council is to set the local government's policies. In order to ensure continued relevance, policies require review from time to time. Ordinarily, policies are reviewed every five years, unless a policy review is triggered by an inconsistency of practice and policy, or the language of the policy is identified as an issue.

The Street Trees policy has been reviewed, with minor changes recommended, and is presented for Council's consideration.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

The existing Community Consultation policy does not provide clear direction on the need to consult on minor policy reviews. It is clear, in the Community Consultation policy, that new policy requires broad public consultation, and that policy can be improved by consultation, however, is silent on minor changes reflecting current practice. Notwithstanding this vagueness and the minor modifications proposed, it is recommended that broad consultation, in the form of newspaper notices, noticeboard notices, and notices on the Town of Cottesloe website, be undertaken.

STATUTORY ENVIRONMENT

Street trees are vested in the management of the Town through section 55(2) of the *Land Administration Act 1997*.

Section 2.7 of the *Local Government Act 1995* defines the role of the Council.

FINANCIAL IMPLICATIONS

The proposed updated policy reflects current practice. There will be a cost associated with advertising, which can be met within existing operational budgets.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

The proposed policy update essentially reflects current practice. The policy does generally require the use of Native trees, with some exceptions, which provides better habitat for local fauna, and reduces the dependence on fertilisers and watering.

In accordance with the existing policy, the proposed updated policy generally requires the replacement of removed trees.

CONSULTATION

Nil

STAFF COMMENT

Much of the existing Street Trees policy is vague, and it has been the author's experience that there are a number of views about what is actually contained within the policy. The reviewed policy attempts to capture these views, along with existing practice. In addition, the policy provides clear guidance on when it is appropriate for a tree to be removed, when a decision about the removal of a tree should be made by Council.

Carried over from the existing policy is a statement confirming when tree removal will not be considered. The revised policy has had a statement on tree pruning added. The proposed policy reflects current practice, and recognises the constrained resources of Council, and the inability of Council to fund tree pruning to improve an aesthetic or to remove encroachment of branches.

Made clear in the proposed policy is the position on planting of Norfolk Island Pines. The existing policy does not provide a clear statement; although the understanding of officers is a desire to avoid planting additional Norfolk Island Pines, other than in existing planted areas.

The policy statement addressing when removal of trees will not be allowed has not been changed. In addition, the policy adds a requirement to protect trees through the imposition of conditions on future planning approvals where a street tree exists adjacent to a proposed development.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Committee discussed balancing the role of street trees in providing shade, reducing noise pollution and potentially delineating areas of Cottesloe, with the character provided by the street trees in an established suburb.

OFFICER & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Burke

THAT Council authorise the Chief Executive Officer to advertise the draft Street Trees Policy attached and call for public submissions on it.

Carried 4/3

For: Mayor Dawkins, Cr Rodda, Cr Burke and Cr Angers

Against: Cr Thomas, Cr Boulter, and Cr Pyvis

10.2 FINANCE

10.2.1 FINANCIAL STATEMENTS FOR THE MONTH ENDING 31 OCTOBER 2015

File Ref: SUB/1878
Attachments: [Monthly Financial Statements](#)
Responsible Officer: Garry Bird
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 17 November 2015
Author Disclosure of Interest: Nil

SUMMARY

It is a requirement of the *Local Government Act 1995* that monthly and quarterly financial statements are presented to Council, in order to allow for proper control of the Town's finances and ensure that income and expenditure are compared to budget forecasts.

The attached financial statements and supporting information are presented for the consideration of Elected Members. Council staff welcomes enquiries in regard to the information contained within these reports.

BACKGROUND

In order to prepare the attached financial statements, the following reconciliations and financial procedures have been completed and verified;

- Reconciliation of all bank accounts
- Reconciliation of rates and source valuations
- Reconciliation of assets and liabilities
- Reconciliation of payroll and taxation
- Reconciliation of accounts payable and accounts receivable ledgers
- Allocations of costs from administration, public works overheads and plant operations
- Reconciliation of loans and investments

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Town of Cottesloe Accounting Policy
Town of Cottesloe Investments Policy
Town of Cottesloe Investment of Surplus Funds Policy

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENTStatement of Financial Activity and Material Variances

The Statement of Financial Activity is shown in two separate formats, one by reporting program, on pages 5 and 6 of the attached Financial Statements, and one by nature and type of income and expenditure, shown on pages 7 and 8. An explanation of material variances is given on page 21 of the financial statements. There is extra income in from interim rates and in the area of community amenities which relates to increased revenue from town planning applications and reimbursement of a heritage loan subsidy scheme contribution made by the Town in 2000.

List of Accounts Paid in October 2015

The List of Accounts paid during October 2015 is shown on pages 36 to 43 of the attached Financial Statements. The following significant payments are brought to Council's attention:-

- \$123,515.20 to WA Treasury for a loan repayment
- \$31,020.00 to B & B Waste Contractors Pty Ltd for a greenwaste verge collection
- \$57,622.66 to Cobblestone Concrete for footpath installation at various sites
- \$99,722.97 to Procott Incorporated being extra monies raised by means of a differential rate on Town Centre properties
- \$129,468.57 to LGIS for various insurances
- \$47,856.25 to Perthwaste Green Recycling for waste collection and disposal services
- \$85,092.27 and \$82,952.45 to Town of Cottesloe staff for fortnightly payroll

Investments and Loans

Cash and investments are shown in Note 4 on page 23 of the attached Financial Statements. Information on borrowings is shown in Note 10 on page 29 of the attached Financial Statements.

Rates and Sundry Debtors

Rating information is shown in Note 9 on page 28 of the attached Financial Statements. As displayed on page 2, rates receivable is trending in line with the previous year.

Accounts receivable are shown on Note 6, page 25 of the attached Financial Statements with 40% older than 90 days. Debt recovery action is due to commence shortly on outstanding accounts that are older than 90 days.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Angers, seconded Cr Rodda

THAT Council receive the Financial Statements for the period ending 31 October 2015 as submitted to the 17 November 2015 meeting of the Works and Corporate Services meeting.

Carried 7/0

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****MOTION FOR BEHIND CLOSED DOORS**

Moved Mayor Dawkins, seconded Cr Burke

In accordance with Standing Orders 15.10 "That the Council meets behind closed doors" (LG Act s5.23) so that Council discuss the confidential report.

Carried 7/0

The member of the media left the meeting at 6:35 PM and did not return.

13.1.1 BUDGET AMENDMENT – CONFIDENTIAL ITEM

File Ref: SUB/1999
Responsible Officer: Mat Humfrey
Chief Executive Officer
Author: Mat Humfrey
Chief Executive Officer
Proposed Meeting Date: 17 November 2015
Author Disclosure of Interest: Nil

SUMMARY

This report recommends that Council note the information contained in the confidential officer report in relation to a budget amendment and endorse the officer recommendation.

BACKGROUND

Refer to the confidential report attached.

STRATEGIC IMPLICATIONS

Refer to the confidential report attached.

POLICY IMPLICATIONS

Refer to the confidential report attached

STATUTORY ENVIRONMENT

Local Government Act 1995 – s5.23 – Closing a meeting to the public.

(2) (d) legal advice obtained, or which may be entered into, by the local government and which relates to the matter to be discussed that the meeting;

FINANCIAL IMPLICATIONS

Refer to the confidential report attached.

SUSTAINABILITY IMPLICATIONS

Refer to the confidential report attached.

CONSULTATION

Refer to the confidential report attached.

STAFF COMMENT

As the content of the report contains information that meets the conditions set in the Local Government Act s5.23(2) (c) and (e), it is recommended that the meeting be closed to the public while considering this item.

VOTING

Absolute Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Angers, seconded Cr Rodda

THAT Council, by Absolute Majority:

1. Approve the additional expenditure of \$40,000 for the 2015/2016 budget for the cleaning of the toilets at the Indiana Tea House;
2. Note the additional income of \$16,000 being the Lessee's contribution for cleaning of these facilities;
3. Authorise the Chief Executive Officer to enter into an arrangement with the Management of the Indiana Tea House that the Town will provide cleaning services for the public toilets, from 1 December 2015 to 1 April 2016 between 7.00am to 7.00pm every day of the week, with the Lessee to be responsible for toilets if they require them for a function outside of these times;
4. Note that the agreement is to provide the cleaning of the toilets for public use – if the Lessee has any specific requirements for a private event at the Indiana Tea House, the specific work required would be considered outside of this arrangement; and
5. Note that the agreement does not include any other maintenance of the facility, which remains exclusively with the Lessee.

Carried 5/2

For: Mayor Dawkins, Cr Rodda, Cr Burke, Cr Thomas and Cr Angers
Against: Cr Boulter and Cr Pyvis

MOTION FOR BEHIND CLOSED DOORS**Moved Cr Angers, seconded Mayor Dawkins****In accordance with Standing Orders 15.10 that the meeting be re-opened to members of the public and media.****Carried 7/0**

The media was allowed to return to the meeting at 7:12 PM to be advised of the Officer and Committee Recommendation for item 13.1.1, but was not present.

13.2 PUBLIC READING OF RECOMMENDATIONS THAT MAY BE MADE PUBLIC

As there were no members of the public or media present the recommendation for item 13.1.1 was not read aloud.

14 MEETING CLOSURE

The Presiding Member announced the closure of the meeting at 7:12 PM.

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