



# Town of Cottesloe

I hereby certify that the minutes of the Reserves Parks and  
Playgrounds Committee meeting held on

**7 February 2019**

were confirmed as a true and accurate record by committee  
resolution.

Name (Print) ROB THOMAS.

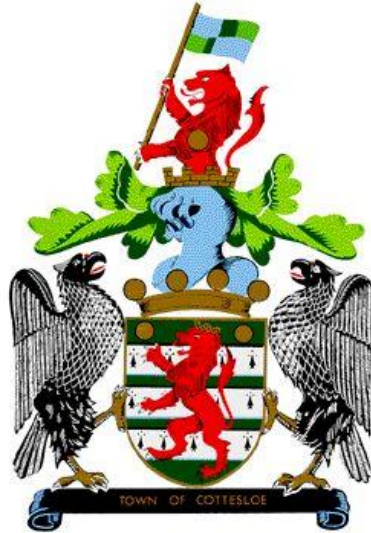
Presiding Member /

Signed:

A handwritten signature in blue ink that reads "Rob Thomas". The signature is stylized and written in a cursive-like font.

Date: 4 April 2019

# TOWN OF COTTESLOE



## RESERVES, PARKS AND PLAYGROUNDS COMMITTEE MINUTES

MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE  
109 BROOME STREET, COTTESLOE  
8:00AM, THURSDAY 7 FEBRUARY 2019

**MAT HUMFREY**  
Chief Executive Officer

14 February 2019



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It is to be noted that due to the addition of Public Question and Statement Time the order of the minutes is different to that of this meeting's Agenda.

### 1. DECLARATION OF MEETING OPENING / ANNOUNCEMENT OF VISITORS

The Manger Engineering Services declared the meeting open at 8:06am.

### 2. ACKNOWLEDGMENT OF TRADITIONAL OWNERS OF THE LANDS

#### 2.1 Election of Presiding Member

Mr Kan advised the committee of Cr Boulter's resignation and called for nominations for the appointment of the Presiding Member.

Mr Kan advised a permanent appointment will be made pending advice from the Department of Local Government.

**Moved: Cr Harkins    Seconded: Cr Sadler**

**That Cr Thomas be elected as the interim Presiding Member.**

**Carried 5/0**

Cr Thomas was elected unopposed and assumed the Chair. Cr Thomas acknowledged the traditional owners of the land.

### 3. ATTENDANCE

#### Committee Members

Cr Rob Thomas	Elected Member – Presiding Member (Voting)
Cr Melissa Harkins	Elected Member (Voting)
Cr Helen Sadler	Deputy Elected Member (Voting)
Ms Natalie Kendal	Community Representative (Voting)
Mr James Atkinson	Community Representative (Voting)

#### Officers

Mr Shaun Kan	Manager Engineering Services
Mr Kevin Truscott	Project Manager
Ms Ann-Marie Donkin	Governance Officer

#### Apologies

Mr Mat Humfrey	Chief Executive Officer
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#### Visitors

Mr Jack Walsh	Cottesloe Resident/Ratepayer
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**4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

**MOVED: Cr Thomas SECONDED: Cr Harkins**

**That the Minutes of the meeting of the Reserves, Parks and Playgrounds Committee minutes held 6 December 2018 be confirmed as a true and accurate record.**

**Carried 5/0**

**5. DECLARATION OF INTERESTS**

Mr Kevin Truscott declared an **impartiality** interest in Item 6, presentation 1 by virtue of having worked with Scott Lang, a representative of UDLA, on a previous occasion.

Ms Natalie Kendal declared an **impartiality** interest in Item 6, presentation 1 by virtue of having met with Shea Hatch from UDLA early in 2018, but not in the context of making this decision.

**6. PUBLIC QUESTION AND STATEMENT TIME**

Mr Walsh asked the committee to not consider fencing off sections of playgrounds that would exclude dogs from being in close contact with children. He feels the current situation with the parks works well and the community in general deals with any 'problem' dogs in these areas well.

**7. CONSULTANT BRIEFINGS**

- 8:10am to 8:30am: UDLA – Provided a short presentation on their Public Open Space Masterplan submission, followed by a 10 minute question and answer period.

Presenters Mr Scott Lang and Mr Daniel Firns

- Provided an overview of previous projects
- Spoke about the 4 key stages
- Developing a strategy
- Implementation

As question time ran out and committee members still had a number of questions, Cr Thomas asked that members send a list of their questions through to the administration for forwarding to the consultants.

- 8:30am to 8:50am: Element/Ecoscape – Provided a short presentation on their Public Open Space Masterplan submission, followed by a 10 minute question and answer period.

Presenters Ms Cath Blake-Powell and Ms Bronwyn Slater

- Provided an overview of Element/Ecoscape and consultants' background
- Demonstrated understanding of the Cottesloe community
- Spoke to 6 key identified issues and considerations
- Provided a project overview, methodology

The presentation concluded at 9:10am.

The meeting was advised that the next presenter was delayed and it was agreed by the committee that the following items be dealt with while waiting for the consultant to arrive:

8.1 Reserves Parks and Playgrounds Committee – Meeting Schedule 2019

9 Foreshore update

- 9:30am: ENLOCUS – Provided a presentation on their preferred locations for the Cottesloe skate park.

Presenter Mr Jason McNamee

- Provided an overview of the work done so far
- Discussed identified sites, ranking least viable – best option
- Spoke about space activation – the space being more than a skate park
  - A space for everyone not just skaters
  - Improving connectivity
- Discussed funding sources
  - Timeframes and Budgets

Committee member Mr James Atkinson left the meeting at the conclusion of this presentation.

## 8. OFFICER REPORTS

### 8.1 Reserves Parks and Playgrounds Committee – Meeting Schedule 2019

<b>File Ref:</b>	N/A
<b>Attachments:</b>	<b>Proposed Reserves Parks and Playgrounds Committee Meeting Schedule 2019</b> <b>Committee Meeting Administrative Procedure</b>
<b>Responsible Officer:</b>	<b>Garry Bird, Deputy Chief Executive Officer</b>
<b>Author:</b>	<b>Ms Ann-Marie Donkin, Governance Officer</b>
<b>Proposed Meeting Date:</b>	<b>5 February 2019</b>
<b>Author Disclosure of Interest:</b>	<b>Nil</b>

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### SUMMARY

Under Section 5.8 of the *Local Government Act 1995* a Local Government may establish committees.

All ToC committees are open to the public unless closed due to confidentiality reasons under the parameters of the *Local Government Act 1995*.

### BACKGROUND

Currently the Reserves, Parks and Playgrounds Committee meeting dates are determined on an ad hoc basis before the conclusion of a meeting, or by email after the meeting.

To ensure an equitable process, committee recommendations should follow the same due process as an officer's report, in that it is presented in a timely manner to Elected Members prior to an Agenda Forum or Ordinary Council Meeting, thus providing them with enough time to seek clarification, and/or seek guidance from the administration that will assist in their decision making.

To encourage best practice in governance and ensure actions from committee recommendations are not being undertaken prior to Council's endorsement, a set meeting schedule for 2019 has been prepared for the committee's consideration.

The meetings, where possible, have been scheduled to be held prior to an Agenda Forum meeting to allow time for committee minutes to be circulated and provided to all Elected Members for due consideration at the monthly Ordinary Council Meeting.

### STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Strategic Community Plan 2013 – 2023*.

Priority Area 6: Providing open and accountable local governance



Major Strategy 6.2: Continue to deliver high quality governance, administration, resource management and professional development.

This report is consistent with the Town's *Corporate Business Plan 2017 – 2021*.

Priority Area 6: Providing open and accountable local governance.

Major Strategy 6.2: Continue to deliver high quality governance, administration, resource management and professional development.

### **POLICY IMPLICATIONS**

There are no perceived policy implications arising from the officer's recommendation.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

### **FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with the existing budgetary allocation.

There are no perceived financial implications arising from the officer's recommendation.

### **STAFFING IMPLICATIONS**

Setting meeting dates for the year will allow for a more structured approach to allocating resources. It is the aim of the administration to ensure each committee is provided with the support it requires to meet agreed outcomes.

The current scheduling places an inordinate strain on resources. Several committee meetings can be scheduled on a day and often in conjunction with Agenda Forums, Special Meetings and Ordinary Council Meetings.

Staff responsible for meetings are required to meet deadlines in relation to agenda settlement, compilation and delivery undertaken Thursdays, Fridays and Mondays. Most committee meetings are held early in the week; Minutes preparation and distribution must be undertaken within 5 days of the meeting.

### **SUSTAINABILITY IMPLICATIONS**

There are no perceived sustainability implications arising from the officer's recommendation.

### **CONSULTATION**

Transparency and accountability in decision making is a community expectation. Set meeting dates provides the Cottesloe community with an opportunity to plan to attend committee meetings, to be involved with or bear witness to that process.

**STAFF COMMENT**

Nil

**VOTING**

Simple Majority

**OFFICER RECOMMENDATION**

**MOVED: Cr Sadler                      Seconded: Ms Natalie Kendal**

**That the Reserves Parks and Playgrounds Committee ADOPT the proposed meeting schedule as attached for the 2019 meeting calendar, with meetings starting at 4:30pm; and advertise the dates on the Town of Cottesloe website.**

**The Reserves Parks and Playgrounds Committee recommends;**

**THAT Council ENDORSE the Reserves, Parks and Playgrounds Committee 2019 meeting schedule as attached.**

**Carried 5/0**

## 9. FORESHORE UPDATE

- Mr Shaun Kan provided an update on the Foreshore master planning, foreshore access works and Beach Access Paths advising:
  - Majority of works have been targeted to be completed by the end of this week
  - The only item outstanding will be the shaded seating, closest to the groyne steps – they will be completed after Sculpture by the Sea
  - Shade structures
    - Administration to meet with consultants
    - Community engagement to be undertaken from next week – prototype feedback
  - Engaged ASPECT to undertake the Foreshore Master Plan
    - ASPECT will be presenting to the next Foreshore Precinct Implementation Committee meeting
    - ASPECT will develop options for each of the key areas prior to community consultation
    - Once community input has been received work will start on the master plan
    - Approximately a 6 month process

Community representative Mr James Atkinson left the meeting at 10:21am, taking no further part in discussion.

## 10. GENERAL BUSINESS

- 10.1** Ms Natalie Kendal queried the outcome of meeting with consultants and was advised by Mr Kan that as the matter had been deferred pending the consultants' presentations a decision on how to proceed could be made.

In relation to the deferred item from the Reserves, Parks and Playgrounds Committee meeting of 6 December 2018; 7.2 Public Open Space Master Plan Quotations, the committee resolved the following:

### COMMITTEE RECOMMENDATION

**Moved: Cr Thomas    Seconded: Cr Harkins**

**That the Committee accept the officer's recommendation of UDLA pending no call in to reopen the RFQ with an invitation to ENLOCUS.**

**CARRIED 4/0**

- 10.2** Cr Harkins enquired about the next steps for the skate park, Mr Kan advised the following:
- Finalise report with ENLOCUS

- Report to Council for consideration/approval of final location
- Development of detailed design

**11. ACTION LIST**

Mr Kan advised the following:

- Grant Marine Park and Jasper Green:
  - Goal posts have been replaced
  - Hopscotch has been done
  - Some of the footpath has been done
  - The majority of the list that was provided has been completed.

**12. NEXT MEETING**

The next meeting will be held on 7 March 2019 at 4:30pm

**13. MEETING CLOSURE**

The Presiding Member closed the meeting at 10:37am.