

TOWN OF COTTESLOE



WORKS AND CORPORATE SERVICES COMMITTEE

MINUTES

**MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
7.00 PM, TUESDAY, 20 AUGUST 2013**

CARL ASKEW
Chief Executive Officer

22 August 2013

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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 7:03PM.

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 Greg Boland	
Cr Victor Strzina	
Cr Katrina Downes	Deputy Member

Officers Present

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

Gallery

Media (1)
Members of the public (2)

6.1 APOLOGIES

Mayor Kevin Morgan

Officer Apologies

Nil

6.2 APPROVED LEAVE OF ABSENCE

Cr Sally Pyvis

6.3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 DECLARATION OF INTERESTS

Nil

8 CONFIRMATION OF MINUTES

Moved Cr Strzina, seconded Cr Downes

[Minutes July 16 2013 Works and Corporate Services Committee.docx](#)

The Minutes of the Ordinary meeting of the Works and Corporate Services Committee, held on 16 July 2013 be confirmed.

Carried 4/0

9 PRESENTATIONS**9.1 PETITIONS**

Nil

9.2 PRESENTATIONS

Nil

9.3 DEPUTATIONS

Nil

For the benefit of the members of the public present, the Presiding Member determined to consider item 10.2.2 first then returned to the published order of the agenda.

The following items were dealt with enbloc:

10.3.1 Statutory Financial Reports for the Period 1 July 2013 to 31 July 2013

10.3.2 Schedules of Investments and Loans as at 31 July 2013

10.3.3 List of accounts paid for the Month of July 2013

10.3.4 Rates and Sundry Debtors Reports as at 31 July 2013

10 REPORTS

10.1 ADMINISTRATION

10.1.1 SURF LIFE SAVING WA SEASON REPORT AND EXTENSION OF AGREEMENT

File Ref: SUB/115
Attachments: [2012 2013 Season Report Cottesloe Beach CONFIDENTIAL Draft Contract for Provision of Lifeguard Services](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 20 August 2013
Author Disclosure of Interest Nil

SUMMARY

Council is being asked to receive the 2012/2013 season report from Surf Life Saving WA and to consider extending the agreement between the Town and Surf Life Saving WA for another three years.

BACKGROUND

Surf Life Saving WA (SLSWA) has provided professional lifeguards on weekdays during summer at Cottesloe Beach for some time. The service is generally well received by residents and visitors and provides surf life saving services at a time when volunteers are generally not available due to work commitments.

As a part of the agreement with SLSWA, a report is provided annually that covers all aspects of the services provided, as well as highlighting any issues that are specific to Cottesloe Beach. While the 2012/2013 summer season was extended well into April, it was not remarkable in any aspect other than late season numbers.

The agreement between SLSWA and the Town expired at the end of the 2012/2013 season, and the Town needs to renew its agreement in order for surf life saving services to be provided during the next summer season. Administration staff have met with SLSWA representatives and revised the previous agreement with some suggested changes which are covered below.

The previous agreement has worked well and there are no major issues with the working of this agreement to report.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

The cost of this service is covered within the adopted operating budget.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

Surf Life Saving WA has provided a highly professional service for a number of years. The communication between the duty life guards and the Town's staff has been excellent and the two organisations have worked together during some very difficult and trying situations in recent years.

Recent improvements to aerial surveillance, equipment on beaches and procedures for events that require beach closure or external assistance have been welcomed and the service continues to evolve in response to pressures from the public's desire to use the beach for recreation.

The only change to the service as has been provided for the last three years is the proposal to have three life guards on duty during peak times over school holidays. At a cost increase of \$15,000 – the additional service is affordable and will also provide a greater ability to respond to any incidents at North Cottesloe or areas south of the Cottesloe Groyne – should the need arise. As the number of people using the beaches has increased steadily over time, it is now seen as prudent to have a third life guard during the peak times.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Strzina, seconded Cr Rowell

THAT Council;

- 1. Receive the 2012/2013 season report from Surf Life Saving WA; and**
- 2. Authorise the Chief Executive Officer to sign the contract for the 2013/2014 to 2015/2016 seasons as attached.**

Carried 4/0

**10.1.2 CONFERENCE ATTENDANCE - GOVERNMENT SUSTAINABILITY
CONFERENCE 2013**

File Ref: SUB/1631
Attachments: [Government Sustainability Conference 2013 Program](#)
Responsible Officer: Andrew Jackson
Manager Development Services
Author: Nikki Pursell
Sustainability Officer
Proposed Meeting Date: 20 August 2013
Author Disclosure of Interest: This report recommends the Sustainability Officer attend the conference.

SUMMARY

Regular attendance at national level conferences allows staff to stay abreast of developments and remain connected to the industry. The field of sustainability is particularly dynamic and continually evolving. The Sustainability Officer position at the Town of Cottesloe is relatively isolated and therefore draws significant benefits from regular interaction and learning opportunities outside of the office.

The Government Sustainability Conference is the only Australian conference aimed at public sector sustainability practitioners. This year's conference will be held in Melbourne on the 7th and 8th of October. Due to the extremely positive and useful experience gained at last year's conference, as well as the recommendation from the staff member's performance review, the Sustainability Officer is seeking approval to attend the conference in 2013.

BACKGROUND

The Government Sustainability Conference is the peak annual environmental conference for Australia's public sector, focusing on the key environmental issues relevant to local governments. This year's event will include a record number of presentations, case studies, workshops and experts. Presentation topics will include:

- Analysis of the future carbon management landscape for government and public sector authorities.
- Design and implementation of climate change adaptation strategies and strategic sustainability planning.
- Implementing clean and energy efficient technologies in government infrastructure.
- How to develop a culture of sustainability within a government organisation.
- How to achieve a low carbon future.
- Public sector sustainability reporting.
- Community engagement on sustainability issues.
- Sustainable waste management.

Speakers include a cross-section of local government employees with valuable lesson to share, State Government department representatives, academics and

university staff with up-to-date research outcomes, and relevant private sector and consultant representatives.

This national conference will provide attendees with the means to network and discuss environmental best practice with experts and the nation's public sector sustainability leaders.

STRATEGIC IMPLICATIONS

Regular attendance at conferences and other learning opportunities encourages innovation and confidence in staff, foster knowledge and skills, and supports the Town's strategic outlook.

POLICY IMPLICATIONS

The Town's policy on Conferences, Seminars and Training applies. The policy recommends the following expenses for approved conferences should be met by Council:

- (a) Registration fees;
- (b) Return fares and other necessary transport expenses;
- (c) Reasonable accommodation and living expenses.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation for staff training. The likely cost is \$2000 including registration, travel, accommodation and food.

STAFFING IMPLICATIONS

The learning and networking opportunities presented at national conferences fosters knowledge and expertise for both the staff member and the organisation. Provision of staff development opportunities assists in retaining existing staff.

CONSULTATION

The Sustainability Officer has consulted and received support from management.

STAFF COMMENT

The opportunity to attend a national conference targeted at sustainability practitioners is an excellent form of professional development. For staff from small local governments such as Cottesloe it is also a welcome way to avoid becoming too isolated or insular by gaining exposure to the bigger picture both internationally and nationally.

The sustainability field is dynamic and rapidly expanding. It is vital for practitioners in this field to keep abreast of current research, best practice and information sources. One of most effective ways to achieve this is through attendance at conferences and seminars, particularly if delivered by high quality, practicing experts working in the industry, both here and overseas.

The Town of Cottesloe has committed to achieve Carbon Neutrality, reduce its water consumption and lead the community by example in climate change action, and waste minimization. Exposure to broad industry knowledge, up-to-date approaches and best practice methodologies in these fields will strongly assist the Sustainability Officer in the role. In addition, the opportunity to “swap notes”, make contacts and develop a network of colleagues and resources at an event such as this ensures the officer is well connected to the sustainability fraternity.

The benefits gained from relevant conferences are reflected in the Sustainability Officer’s Performance Review which recommends annual attendance.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Boland, seconded Cr Strzina

THAT Council APPROVE the attendance of the Sustainability Officer at the Government Sustainability Conference 2013 in Melbourne on October 7 and 8 2013, and request a report on the conference to be provided within two months of attending the event.

Carried 4/0

10.2 ENGINEERING

10.2.1 REQUEST FOR LANEWAY TO BE NAMED - ROW 39, FORREST STREET/STATION STREET

File Ref: SUB/279
Attachments: [Copies of Received Comments](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 20 August 2013
Author Disclosure of Interest Nil

SUMMARY

At its June 2013 meeting Council resolved to;

1. Write to all property owners on both sides of ROW 39 and ProCott, requesting comments on the idea of naming the laneway, as well as suggestions of a suitable name.
2. Thank the resident who made the suggestion with an explanation of the process now being followed.
3. Reconsider this matter, along with received comments at the August 2013 meeting.

The period for comments has closed. This report presents the received comments and suggestions and recommends the Council;

1. Apply to the Landgate Geographic Names Committee for ROW 39 to be named _____ and;
2. Inform Procott and the four other people suggesting names of Council's decision, with thanks for their submissions.

BACKGROUND

The original request stated that the laneway is busy, with many properties backing onto it. Google Maps wrongly shows the laneway as De Nardi Lane. The last laneway named was "Doscas Lane", in 2009. This required advertising to owners connected to the lane and then a final approval by Landgate Geographic Names Committee of the new name proposed.

At the June 2013 meeting, Council resolved to seek comments from affected property owners on the proposal.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

New name must be approved by the Geographic Names Committee.

FINANCIAL IMPLICATIONS

Minimal – cost of 2 new signs

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Consultation period with property owners on ROW 39 has closed. This report presents the results.

STAFF COMMENT

No negative comments have been received regarding the idea of naming this laneway.

At the time of this report being written, five comments had been received. Procott supported the naming of the laneway but offered no suggested name. One suggestion proposed either Minty Lane or Peppermint Lane. The third suggestion was for the lane to be named after the original owner/licensee of the Albion Hotel.

Staff have investigated ownership of the Albion Hotel through the contents of "Cottesloe – A Town of Distinction" by Ruth Marchant James. Thomas Briggs applied for a publicans licence in 1870. Charles Wegg was the owner of the Albion Hotel at the turn of the century. Robert Bullen applied for the licence in 1882.

The next suggestion is Metcalf Lane, as Metcalf Motors used to be situated where the BP petrol station is currently located or Black Cockatoo Lane, due to the number of Black Cockatoos that pass through the area.

The final suggestion includes Figtree Lane, Fig Lane, Little Fig Street or Black Fig Lane. Note: Figtree Lane cannot be considered as there is already a ROW with this name in Cottesloe.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Committee discussed the suggested names for the ROW with a majority of the Councillors confirming a preference for the name Black Cockatoo Lane.

OFFICER RECOMMENDATION

THAT Council;

1. Apply to the Landgate Geographic Names Committee for ROW 39 to be named _____ and;
2. Inform Procott and the four other people suggesting names of Council's decision, with thanks for their submissions.

COMMITTEE RECOMMENDATION

Moved Cr Downes, seconded Cr Strzina

THAT Council;

1. Apply to the Landgate Geographic Names Committee for ROW 39 to be named **Black Cockatoo Lane** and;
2. Inform Procott and the four other people suggesting names of Council's decision, with thanks for their submissions.

Carried 4/0

**10.2.2 REQUEST FOR BORE INSTALLATION ON ROAD VERGE TRUNCATION,
38 BEACH STREET, COTTESLOE**

File Ref: SUB/431
Attachments: [Copy of Request Email](#)
[Plan of Site](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 20 August 2013
Author Disclosure of Interest Nil

SUMMARY

A request has been received from the owner of 38 Beach Street for permission to install a bore within the truncation of the Broome Street/Beach Street road reserve intersection, close to the property boundary.

The recommendation is that Council:

1. Allow the installation of a private bore in the truncation area of the road reserve corner of Beach Street and Broome Street, fronting 38 Beach Street, Cottesloe.
2. Inform the applicant of Council's decision on this matter.

BACKGROUND

The owner of 38 Beach Street, on the corner with Broome Street, wants to install a bore to reticulate gardens in the property and on the verge.

The wide road reserve of Broome Street and the narrow Beach Street road reserve are both vested in Council. There are no services in the truncation area proposed for a bore installation. Power to the bore would have to come from the private property.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Council has no policies covering this issue.

STATUTORY ENVIRONMENT

Both road reserves are vested in Council. Council owns bores for its own use installed on road reserves. Council has the power to approve or reject this application.

FINANCIAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The applicant eventually wants to arrange the closure of the truncation, with the area to be included into the property. However he knows that the formal process could take up to two years and also be expensive. This was Council's experience when another truncation area was closed several years ago.

The verge width of Broome Street in this area is approximately 15m and the truncation area has no impact on the available vision around the Beach Street/Broome Street corner.

The bore would be installed close to the property boundary and be located with a flat plastic lid at ground level. There are no services through this triangular truncation area. No problems are seen by staff in allowing this installation to take place.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Strzina raised and Committee discussed the broader issue of private bores water quality monitoring. Manager Engineering Services (MES) advised that the Town has no information or records of bores that are located on private property and the request for a bore at 38 Beach Street is only going before Council as the proposed bore is currently on Council controlled land.

Cr Boland stated that he was not in favour of the officer recommendation as he believed it would set an undesirable precedent. Cr Boland queried whether Council should create a policy in regards to this matter. Cr Boland also expressed concern that the Town is striving to be a Water Wise Council and the installation of a private bore on public land runs counter to that aim. Cr Boland also voiced concern that the possible closure of the truncation would affect the sight lines of pedestrians using the footpath on Broome Street. MES advised that due to the wide verge on Broome Street the sight line would remain satisfactory if the closure of the truncation were to be approved.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Strzina, seconded Cr Rowell

THAT Council:

- 1. Allow the installation of a private bore in the truncation area of the road reserve corner of Beach Street and Broome Street, fronting 38 Beach Street, Cottesloe.**
- 2. Inform the applicant of Council's decision on this matter.**

Carried 3/1

10.3 FINANCE

10.3.1 STATUTORY FINANCIAL REPORTS FOR THE PERIOD 1 JULY 2013 TO 31 JULY 2013

File Ref: SUB/137
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 20 August 2013
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Statutory Financial Statements and other supporting financial information for the period 1 July 2013 to 31 July 2013 to Council.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial reporting is a statutory requirement under the Local Government Act 1995.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Statement of Financial Activity on page 1 of the attached Financial Statements shows operating revenue excluding rates at \$27,190 or 8% less than budgeted year to date revenue. Operating expenditure is \$575,621 or \$52% less than budgeted year to date operating expenditure. The main reasons for this are outlined on the Variance Analysis Report on pages 7 to 9 of the attached Financial Statements. It should be noted that of this amount, approximately \$173,532 related to depreciation on fixed assets which is unable to be processed until the auditors have signed off on the

Financial Statements for 2012/2013 which is likely to be in October 2013. Capital expenditure is detailed on pages 23 to 26 of the attached Financial Statements.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Strzina, seconded Cr Downes

THAT Council receive the Statutory Financial Statements including other supporting financial information as submitted to the 20 August 2013 meeting of the Works and Corporate Services Committee.

Carried 4/0

10.3.2 SCHEDULES OF INVESTMENTS AND LOANS AS AT 31 JULY 2013

File Ref: SUB/150 & SUB/151
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Wayne Richards
Finance Manager
Proposed Meeting Date: 20 August 2013
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Schedule of investments and the Schedule of Loans as at 31 July 2013, as included in the attached Financial Statements, to Council.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial reporting is a statutory requirement under the Local Government Act 1995.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Schedule of Investments on page 18 of the attached Financial Statements shows that \$1,815,441.75 was invested as at 31 July 2013. Approximately 58% of the funds are invested with the National Australia Bank, 27% with the Commonwealth Bank of Australia and 15% with Bankwest.

The Schedule of Loans on page 19 of the attached Financial Statements shows a balance of \$5,870,772.29 as at 31 July 2013. Included in this balance is \$337,611.36 that relates to self supporting loans.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Strzina, seconded Cr Downes

THAT Council receive the Schedule of Investments and the Schedule of Loans as at the 31 July 2013. These schedules are included in the attached Financial Statements as submitted to the 20 August 2013 meeting of the Works and Corporate Services Committee.

Carried 4/0

10.3.3 LIST OF ACCOUNTS PAID FOR THE MONTH OF JULY 2013

File Ref: SUB/137
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Wayne Richards
Finance Manager
Proposed Meeting Date: 20 August 2013
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the list of accounts paid for the month of July 2013, as included in the attached Financial Statements, to Council.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial reporting is a statutory requirement under the Local Government Act 1995.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The list of accounts paid in July 2013 is included in the report on pages 10 to 15 of the attached Financial Statements. The following significant payments are brought to Council's attention;

- \$50,481.20 to Colgan Industries Pty Ltd for remedial works to walls at the Civic Centre.
- \$52,800.00 to Cobblestone Concrete for footpath works at Curtin Avenue.
- \$36,279.18 to Transpacific Cleanaway for waste collection and charges.
- \$82,685.90 to F J Fitzsimmons & Co for asphalt works at Station Street.
- \$88,138.55, \$84,649.95 & \$81,290.62 for fortnightly payroll.

- \$200,000.00 & \$300,000.00 to the Town's Investment account held with National Australia Bank.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Strzina, seconded Cr Downes

THAT Council receive the List of Accounts paid for the month of July 2013 as included in the attached Financial Statements, as submitted to the 20 August 2013 meeting of the Works and Corporate Services Committee.

Carried 4/0

10.3.4 RATES AND SUNDRY DEBTORS AS AT 31 JULY 2013

File Ref: SUB/145
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Wayne Richards
Finance Manager
Proposed Meeting Date: 20 August 2013
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Rates and Sundry Debtors outstanding as at 31 July 2013, as included in the attached Financial Statements, to Council.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial reporting is a statutory requirement under the Local Government Act 1995.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Sundry Debtors Report on pages 20 to 21 of the attached Financial Statements shows a total balance outstanding of \$193,136.52 of which \$150,917.10 relates to the current month. The balance of aged debtors is \$42,219.42.

The Statement of Financial Position on page 4 of the attached Financial Statements shows total rates outstanding of \$9,210,212. Of this amount, \$198,596 is deferred and the balance of rates as a current asset is \$9,011,616.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Strzina, seconded Cr Downes

THAT Council receive the Rates and Sundry Debtors reports as at 31 July 2013. This information is presented in the Financial Statements as submitted to the 20 August 2013 meeting of the Works and Corporate Services Committee.

Carried 4/0

11 ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY:**12.1 ELECTED MEMBERS**

Nil

12.2 OFFICERS

Nil

13 MEETING CLOSED TO PUBLIC**13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil

13.2 PUBLIC READING OF RECOMMENDATIONS THAT MAY BE MADE PUBLIC

Nil

14 MEETING CLOSURE

The Presiding Member announced the closure of the meeting at 7:24PM.

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