

TOWN OF COTTESLOE



WORKS AND CORPORATE SERVICES COMMITTEE

MINUTES

MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
7.00 PM, TUESDAY, 18 JUNE 2013

CARL ASKEW
Chief Executive Officer

28 June 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 7:01 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 Greg Boland	Presiding Member
Cr Sally Pyvis	
Cr Katrina Downes	Deputy Member
Cr Peter Jeanes	Deputy Member
Cr Yvonne Hart	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)

6.1 APOLOGIES

Mayor Kevin Morgan

Officer Apologies

Nil

6.2 APPROVED LEAVE OF ABSENCE

Cr Robert Rowell
Cr Victor Strzina

6.3 APPLICATIONS FOR LEAVE OF ABSENCE

Moved Cr Boland, seconded Cr Hart

THAT Cr Boland's request for leave of absence from the July Works and Corporate Services Committee meeting be granted.

Carried 5/0

7 DECLARATION OF INTERESTS

Nil

8 CONFIRMATION OF MINUTES

Moved Cr Downes, seconded Cr Hart

[Minutes May 21 2013 Works and Corporate Services Committee.docx](#)

The Minutes of the Ordinary meeting of the Works And Corporate Services Committee, held on 21 May 2013 be confirmed.

Carried 5/0

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 enbloc:

10.3.2 Statutory Financial Reports for the Period 1 July 2012 to 31 May 2013

10.3.3 Schedule of Investments and Loans as at 31 May 2013

10.3.4 List of accounts paid for the Month of May 2013

10.3.5 Property and Sundry Debtors Reports as at 31 May 2013

10 REPORTS

10.1 ADMINISTRATION

10.1.1 GROUP FITNESS AND PERSONAL TRAINING POLICY

File Ref:	POL/85
Attachments:	Group Fitness and Personal Training Policy
Responsible Officer:	Carl Askew Chief Executive Officer
Author:	Mat Humfrey Manager Corporate & Community Services
Proposed Meeting Date:	18 June 2013
Author Disclosure of Interest	Nil

SUMMARY

Council is being asked to consider advertising for public comment a draft policy on the use of the Town's reserves and facilities by Group Fitness Classes and Personal Trainers.

BACKGROUND

Personal Training and Group Fitness Classes have become increasingly popular as society values health and fitness more, and participation in organised sport reduces. A part of the popularity of these activities is the flexibility that they afford people, in being able to train at a time and place that is convenient to them.

Local Governments across Australia are now looking closer at this issue, as there are more instances of these activities occurring in close proximity to residential dwellings, as well as at parks and recreation reserves that are already heavily used by the public.

The draft policy presented with this report seeks to provide guidance to the administration in dealing with applications to hold such activities and guidance on the method of enforcement of the relevant local laws for these activities.

STRATEGIC IMPLICATIONS

Supporting a healthy community.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Town of Cottesloe Local Government Property Local Law 1998.

This local law makes it an offence at 3.13 to do any of the following on local government property without a permit;

- b) Advertise anything by any means*
- c) Erect any structure*
- f) Carry on any trading; or*
- h) conduct a function*

Trading means the selling or hiring, or the offering for sale or hire of goods or services, and includes the displaying of goods for this purpose.

Function means an event or activity characterised by all or any of the following;

- a) formal organisation and preparation;
- b) its occurrence is generally advertised or notified in writing to particular persons;
- c) organisation by or on behalf of a club;
- d) payment of a fee to attend it; and
- e) systematic recurrence in relation to the day, time and place;

FINANCIAL IMPLICATIONS

While there is a proposed fee for permit applications, this revenue is not perceived to be significant. The assessment and issuing of permits, as well as requirements for ensuring compliance, can be managed within existing operating budgets.

The fee has been kept low as many of the participants in these classes are residents, and it is likely that costs will be passed on. Further, the aim is to regulate the time and location of such classes, which means encouraging the organisers to obtain permits. If permits were prohibitively expensive, some may simply opt not to apply and take their chances with enforcement.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

There are no perceived sustainability implications associated with this report.

CONSULTATION

The policy will be advertised for community comment in line with Council's consultation policy. The policy will be re-presented at the end of this consultation period, along with any feedback received, for final consideration.

STAFF COMMENT

Organised group training sessions meet four of the five criteria in the Local Law's definition of a function and hence could be required to have a permit to use the Town's facilities for such purposes. Personal training could well be determined to have the meaning of "trading" under the local law, and hence would also require a permit. While permits will be required, the permits will not imply any level of competence in the people holding them, just that they have permission to use a certain area for a particular activity, in the same way that people can book and use halls for such things as dancing classes or craft lessons.

Part 3 of the Local Law allows the local government to issue permits, if required under the Local Law. The permits can be issued with a number of conditions, including the requirement to pay a fee, and can be set for a specified time, location, duration and with a set expiry date.

Under the local law, the offence of conducting a function or trading without a permit has a modified penalty of \$100 and all equipment used on the commissioning of that offence can be impounded. The local law also allows that if a vehicle is involved in

the commissioning of an offence, the owner of the vehicle can be deemed responsible under the provisions of section 9.13 of the Local Government Act.

The Fee is not prescribed in the local law, nor are any fees set. As such the ability to set fees is as per the Local Government Act, which means the Town is able to set fees as either a part of the annual budget process, or at other times via a resolution of Council (absolute majority required) with associated public notices being displayed. As the policy is proposed to be advertised first, it is recommended that the fee be included in the draft 2013/2014 budget, to avoid the cost of advertising a separate fee at a later date.

It's important to note that the Town is not seeking to stop any activity with this policy. Most Group and Personal Trainers are very aware of their responsibilities and surroundings, and would comply with the conditions in this policy already. They do this because they know that their continued access to facilities is reliant on the community accepting their presence.

The people that will be affected by this policy and its enforcement, are a small group of operators, who are not as concerned by the impact they may have on nearby residents. They typically conduct classes early in the morning and/or may have ignored requests from residents to "keep it down" or move further away from their houses. The trainers and instructors that have been spoken to while this policy was being formulated, were supportive of such action, as they believe it will assist in increasing the profile and reputation of their industry.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Downes queried whether the Town had received feedback from other Councils in regards to their approach to issuing permits for personal training and group fitness classes. Manager Corporate and Community Services (MCCS) advised that the Councils he had contacted use permits or impose a nominal fee for permits. MCCS also advised that the fees in the proposed policy were modelled on the lowest fees set by other Councils in the metropolitan area.

Committee discussed the recommended hourly fees and the impacts of numbers attending, associated noise and parking and proposed identified areas for such classes. Committee also queried the process for issuing permits and the monitoring/management of such classes. MCCS advised that the Town can limit the number of permits issued at its own discretion. Applications for permits will be individually assessed when they are submitted and they will be issued on a first come first serve basis.

Cr Jeanes questioned whether 7am was too late to begin a fitness class and suggested that permits be issued to classes that begin at 6am in the summer months. MCCS advised that 7am was chosen due to noise regulations and this is the time at which construction work can begin in Cottesloe. Cr Pyvis reiterated Cr Jeanes' sentiments and stated that the Town has to be flexible. MCCS highlighted that the time restrictions only apply to group fitness classes and not personal trainers. Cr Jeanes also questioned whether at 6am start time may negatively impact some residents and asked if the Town had received any complaints about noise. MCCS advised the Town had received complaints regarding noise from fitness classes being held in Jasper Green and Grant Marine Park.

Cr Pyvis expressed concern that non profit groups that exercise in the area would have to pay a fee for a permit. MCCS informed that the aim of the policy is to regulate classes when they come into conflict with residents. The policy is targeted at commercial operators, most of whom are unlikely to have any issues complying with the proposed Policy.

Cr Jeanes suggested that no fees for permits be charged as the Town does not want to discourage people from exercising. Cr Pyvis and Cr Boland echoed Cr Jeanes' comments. Cr Hart stated that the group fitness class permits will generally be commercial operations and therefore they should have to pay a fee.

OFFICER RECOMMENDATION

Moved Cr Hart, seconded Cr Jeanes

THAT Council;

1. Endorse the attached Draft Group Fitness and Personal Training Policy for public comment;
2. Endorse the inclusion of the following fees in the draft budget for 2013 / 2014;
 - a) Application for a permit \$15
 - b) Group fitness class (up to 10 people) \$15 per hour
 - c) Group fitness class (over 10 people) \$30 per hour
 - d) Personal Training session (up to 4 people) no fee
3. Report back to Council on the community feedback prior to the adoption of the new policy.

AMENDMENT 1

Moved Cr Downes, seconded Cr Pyvis

That point 7 of the Group Fitness Classes Policy be amended to read "Applications for Group Fitness Classes will only be considered where the class begins after 6am on weekdays, 8am on Saturdays and 9am on Sundays."

Carried 4/1

AMENDMENT 2

Moved Cr Boland, seconded Cr Pyvis

That point 7 of the Group Fitness Classes Policy be amended by removing the references to different start times on Saturday and Sunday, to read "Applications for Group Fitness Classes will only be considered where the class begins after 6am."

Carried 4/1

AMENDMENT 3

Moved Cr Boland, seconded Cr Pyvis

That the part 2 (b) of the Officer Recommendation be amended to read "Group fitness class (up to 10 people) no fee".

Than part 2 (c) of the Officer Recommendation to be amended to read " Group fitness class (over 10 people) no fee".

Carried 4/1

AMENDMENT 4

Moved Cr Boland, seconded Cr Hart

That part 2 (a) of the Officer Recommendation be amended to read “Application for a permit \$20”

Carried 5/0

AMENDMENT 5

Moved Cr Hart, seconded Cr Downes

That the policy review date be changed to five years time, June 2018.

Carried 5/0

COMMITTEE RECOMMENDATION

THAT Council;

1. Endorse the attached Draft Group Fitness and Personal Training Policy, as amended by Committee, for public comment;
2. Endorse the inclusion of the following fees in the draft budget for 2013 / 2014;
 - a. Application for a permit \$20
 - b. Group fitness class (up to 10 people) no fee
 - c. Group fitness class (over 10 people) no fee
 - d. Personal Training session (up to 4 people) no fee
3. Report back to Council on the community feedback prior to the adoption of the new policy.

THE AMENDED SUSTANTIVE MOTION WAS PUT

Carried 4/1

10.1.2 POLICY REVIEW - OPEN COMMITTEE MEETINGS

File Ref: POL/19
Attachments: [Policy Open Committee Meetings Updated June 2013](#)
Responsible Officer: Carl Askew
Author: Carl Askew
Chief Executive Officer
Proposed Meeting Date: 18 June 2013
Author Disclosure of Interest Nil

SUMMARY

The Town of Cottesloe policy for Open Committee Meetings has been amended by Council staff. This report recommends that Council adopt the policy, noting some minor changes have been recommended.

BACKGROUND

The Town of Cottesloe policy for Open Committee Meetings has been amended by Council staff. This report recommends that Council adopt the policy, noting some minor changes have been recommended.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Change has been implemented in line with the Town of Cottesloe Standing Orders Local Law 2012 S.6.8 and 6.9.

STATUTORY ENVIRONMENT

Local Government Regulations related to procedures for question time for the public.

FINANCIAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

This policy has been reviewed to ensure it is relevant to the Town of Cottesloe's current working environment and it is considered good governance for Council to review and consider them from time to time. Minor changes are recommended to be made to this policy at this time, as per the attachment.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Boland stated that he believed the wording to the policy should be changed. The word "disbenefits" should be removed and replaced with the word disadvantages. He also stated that the phrase "*in camera*" is no longer used and in order to be consistent with the Local Government Act 1995 the wording should be changed to "close meeting to the public".

Cr Hart stated that the policy should be reviewed in 2018, 5 years time, consistent with the time frame for review for other policies.

OFFICER RECOMMENDATION**Moved Cr Jeanes, seconded Cr Boland**

THAT Council adopt the updated Policy on Open Committee Meeting as per attached in the Works and Corporate Committee agenda 18 June 2013.

AMENDMENT**Moved Cr Downes, seconded Cr Boland**

That Council replace the words "benefits" and "disbenefits" with "advantages" "disadvantages" and the words "in camera" with "close meeting to the public" in parts (3) and (4). That the review date be changed to 2018.

Carried 5/0

COMMITTEE RECOMMENDATION

THAT Council adopt the updated Policy of Open Committee Meetings as amended by the Works and Corporate Services Committee on 18 June 2013.

THE AMENDED SUBSTANTIVE MOTION WAS PUT

Carried 5/0

10.1.3 POLICY REVIEW - MEDIA

File Ref: POL/47
Attachments: [Policy Media Policy Updated June 2013](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Carl Askew
Chief Executive Officer
Proposed Meeting Date: 18 June 2013
Author Disclosure of Interest Nil

SUMMARY

The Town of Cottesloe policy for Media has been amended by Council staff. This report recommends that Council adopt the policy, noting some minor changes have been recommended.

BACKGROUND

A process of review and update for all Council policies has been implemented by the Administration and policies are being presented to Council as they are reviewed for endorsement.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

This item relates to the amendment of a Council Policy.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

This policy has been reviewed to ensure it is relevant to the Town of Cottesloe's current working environment.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Jeanes expressed concern that private email correspondence between Councillors had been previously released to the media, without the author's consent. Cr Downes supported his concern. Cr Jeanes suggested that a new part 3.4 be added to the Media Policy, to reflect this position

Cr Pyvis stated that she believed Councillors must be open and accountable, a sentiment echoed by Cr Boland. Cr Hart stated that anything in writing is open for people to look at and Councillors are accountable for what they have written.

Cr Boland suggested that Councillors mark their emails as confidential if they do not want a third party to read them and an amendment to the policy is not necessary. Cr Boland queried whether it was stated in the Local Government Act 1995 that correspondence must be kept confidential. M CCS advised that the Local Government Act 1995 only covers confidential minutes and agenda items, not general or personal correspondence.

OFFICER RECOMMENDATION

Moved Cr Hart, seconded Cr Jeanes

THAT Council adopt the updated Policy on Media as per attached in the Works and Corporate Committee agenda 18 June 2013.

AMENDMENT 1

Moved Cr Jeanes, seconded Cr Downes

That a part 3.4 be added to the Media Policy to state "correspondence between Elected Members is regarded as confidential and should not be released to the media without the permission of the author."

Lost 2/3

AMENDMENT 2

Moved Cr Hart, seconded Cr Boland

That the review date of the Media Policy be changed to five years time, June 2018.

Carried 5/0

COMMITTEE RECOMMENDATION

THAT Council:

- 1. Adopt the updated Policy on Media as per attached in the Works and Corporate Committee agenda 18 June 2013.**

THE AMENDED SUSTANTIVE MOTION WAS PUT

Carried 3/2

10.1.4 POLICY REVIEW – PROFESSIONAL MEMBERSHIP FEES

File Ref: POL/44
Attachments: [Policy Professional Membership Fees Updated June 2013](#)
Responsible Officer: Carl Askew
Author: Carl Askew
Proposed Meeting Date: 18 June 2013
Author Disclosure of Interest: Nil

SUMMARY

The Town of Cottesloe policy for Communication has been amended by Council staff. This report recommends that Council adopt the policy, noting some minor changes have been recommended.

BACKGROUND

A process of review and update for all Council policies has been implemented by the Administration and policies are being presented to Council as they are reviewed for endorsement.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

This item relates to the amendment of a Council Policy.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

This policy has been reviewed to ensure it is relevant to the Town of Cottesloe's current working environment.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Downes, seconded Cr Hart

THAT Council adopt the updated Policy on Professional Membership Fees as per attached in the Works and Corporate Committee agenda 18 June 2013.

Carried 5/0

10.2 ENGINEERING

10.2.1 INSTALLATION OF THE AUSTRALIAN ABORIGINAL FLAG, CIVIC CENTRE

File Ref: SUB/663
Attachments: [Letters from Western Suburbs Councils](#)
[Letter from South West Aboriginal Land and Sea Council](#)
[Letter from Returned Services League Cottesloe Sub Branch](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 June 2013
Author Disclosure of Interest Nil

SUMMARY

At its February 2013 meeting Council resolved:

That the Town of Cottesloe install and fly the Australian Aboriginal Flag on a further flagpole to be installed at the Cottesloe Civic Centre, subject to Administration:

- 1. Obtaining accurate costings for the flag and pole from suppliers;*
- 2. Writing to the Cottesloe branch of the RSL for their comment; and*
- 3. Contacting indigenous groups having connection with Cottesloe for their comment.*

This report supplies costing, comments from western suburbs councils on their policies, plus comments from the Cottesloe Sub Branch of the RSL and the South West Aboriginal Land and Sea Council.

The recommendation is that Council

1. Install an additional flag pole adjacent to the existing two flagpoles used to fly the National and State flags, for special uses such as flying the Aboriginal flag during significant indigenous events such as NAIDOC Week.
2. Thank all respondents to Council's request for comments, with an explanation of Council's decision and the reasons for the decision.

BACKGROUND

This matter was brought up at the February 2013 Works and Corporate Services Committee meeting as a New Motion. No staff report has been made on this matter since the Council resolution. Letters requesting comments were sent to western suburbs councils in regards to existing attitudes to flag flying at Council buildings, as well as the RSL and the South West Aboriginal Land and Sea Council.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

There are no statutory or legal implications in regards to this matter.

FINANCIAL IMPLICATIONS

A cost of \$600 - \$800 would apply to the purchase and installation of this flagpole.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Cities of Nedlands and Subiaco, Towns of Mosman Park and Claremont, Shire of Peppermint Grove, Cottesloe Sub Branch RSL, South West Aboriginal Land and Sea Council.

STAFF COMMENT

The Cottesloe Civic Centre has two flag poles close to the south west corner of the building, from which the National and State flags are flown. Another flag pole exists on the northern side of the small fountain on the west side of the Memorial Hall used for raising and lowering of the National flag during ANZAC Day.

Comments received from neighbouring local government authorities indicate that all fly the National Australian flag, some fly the State flag as well. Some only intend to fly the Aboriginal flag during specific times such as NAIDOC week. The RSL comments indicate that flags other than the National and State flags outside the Cottesloe War Memorial Town Hall may be a matter for consultation but also state that flag protocols are matters for Council resolution.

An additional flag pole adjacent to the Civic Centre can be arranged and installed, however further requests for other flag poles for special occasions may have to be refused due to the numbers already installed. It may be more applicable to install an additional flag pole for a range of uses such as NAIDOC Week and similar special occasions as proposed in future.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Boland stated that he believed that the Aboriginal Flag should be flown at all time as this would be a significant gesture from the Town and that the references in recommendation 1 to "flying the Aboriginal Flag during significant indigenous events such as NAIDOC week." be removed.

OFFICER RECOMMENDATION**Moved Cr Pyvis, seconded Cr Boland**

THAT Council;

1. Install an additional flag pole adjacent to the existing two flagpoles used to fly the National and State flags, for special uses such as flying the Aboriginal flag during significant indigenous events such as NAIDOC Week.
2. Thank all respondents to Council's request for comments, with an explanation of Council's decision and the reasons for the decision.

AMENDMENT**Moved Cr Boland, seconded Cr Pyvis**

That point 1 be amended to read "Install an additional flag pole adjacent to the existing two flagpoles used to fly the National and State flags, for flying the Aboriginal flag.

Carried: 4/1

COMMITTEE RECOMMENDATION

THAT Council;

1. **Install an additional flag pole adjacent to the existing two flagpoles used to fly the National and State flags, for flying the Aboriginal Flag.**
2. **Thank all respondents to Council's request for comments, with an explanation of Council's decision and the reasons for the decision.**

THE AMENDED SUBSTANTIVE MOTION WAS PUT

Carried 4/1

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

File Ref: SUB/279
Attachments: [Plan of Site ROW 39](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 June 2013
Author Disclosure of Interest Nil

SUMMARY

A request has been received from a resident of Forrest Street for the naming and sign posting of ROW 39, which runs parallel to and between Forrest Street and Station Street, from Railway Street to Stirling Highway.

The recommendation is that Council;

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.

BACKGROUND

The request states 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.

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

Nil to date. Proposed consultation with property owners on ROW 39.

STAFF COMMENT

There is confusion on the name of this laneway, which has never had a name allocated to it. The two other main laneways in the commercial area are named De Nardi Lane and Clapham Lane.

The received request for naming, stated that Google Maps incorrectly uses the name "De Nardi" for the lane. As with the naming of Doscas Lane in 2009, the affected property owners should first be contacted, along with ProCott, for comments on what they think of this naming proposal and what suggestions are available for a suitable name. Council would consider responses and then request the Geographic Names Committee approval on any name preferred by Council.

VOTING

Simple Majority

COMMITTEE RECOMMENDATION

Cr Downes suggested that the right to name the laneway could be sold to raise money for charity. Manager Engineering Services (MES) advised that the Geographic Names Committee impose naming conventions on laneways and will not approve names of living people.

Cr Pyvis suggested that an Aboriginal name for the laneway be considered. Cr Boland commented that property owners on both sides on the ROW 39 will have the chance to submit their suggestions and Committee should wait for community feedback.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Hart, seconded Cr Boland

THAT Council;

- 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.**

Carried 5/0

10.2.3 REVIEW OF WESTERN CENTRAL LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

File Ref:	SUB/218
Attachments:	Western Central Local Emergency Management Arrangements March 2013
Responsible Officer:	Carl Askew Chief Executive Officer
Author:	Geoff Trigg Manager Engineering Services
Proposed Meeting Date:	18 June 2013
Author Disclosure of Interest	Nil

SUMMARY

A set of Local Emergency Management Arrangements was created by members of the Western Central Local Emergency Management Committee (WCLEMC) in 2009 and was approved by the Town of Cottesloe in June 2009, along with all other member Councils. The current WCLEMC was of the opinion that the 2009 Arrangements were unnecessarily lengthy and contained superfluous text making isolation of needed information more difficult. Therefore, a full review has been undertaken, which is recommended for adoption by all member Councils.

BACKGROUND

The *Emergency Management Act 2005* (the Act) establishes the roles and responsibility of local government in relation to emergency management. The three main responsibilities under the Act being:-

- To establish and support a local emergency management committee.
- To ensure that local emergency management arrangements are prepared, reviewed and maintained for its district.
- To manage recovery following an emergency affecting the community in its district.

Eight local governments that form the Central Metropolitan Police District have combined to form the WCLEMC completing the requirement for local government to establish a local emergency management committee. The WCLEMC consists of representatives from the Towns of Cambridge, Claremont, Cottesloe and Mosman Park, the Cities of Vincent, Nedlands and Subiaco and the Shire of Peppermint Gove. In addition to local government, the WCLEMC is comprised of representation from Police, Department of Fire and Emergency Service, Department for Child Protection, State Emergency Service, State Emergency Management Secretariat, Red Cross and State Health. This regional structure has been approved by the State Emergency Management Committee (SEMC).

The WCLEMC, on behalf of the eight local governments and within the framework and guidelines set out in the Act and *State Emergency Management* policies and plans, initially created a consolidated set of Local Emergency Management Arrangements which were approved by the Town of Cottesloe on 22 June 2009.

The 2009 Arrangements have been reviewed by the WCLEMC and are presented to Council for adoption in accordance with Part 2 Division 3 of the Emergency Management Act 2005.

STRATEGIC IMPLICATIONS

Local government's role is essentially focused on community leadership, management and planning in conjunction with relevant stakeholders through the Western Central Local Emergency Management Committee, offering the community a level of reassurance that agencies have a degree of preparedness and response capability should a significant emergency eventuate.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

The *Emergency Management Act 2005* requires local governments to complete 3 specified functions:-

- To establish and support a local emergency management committee.
- Ensure the preparation of *Local Emergency Management Arrangements*.
- Plan for and be responsible for *Local Recovery Arrangements*.

Although review of the plan will be a continuous process, adoption of the initial set of Arrangements will ensure the Town of Cottesloe and the 7 partnering local governments are compliant with the legislation.

FINANCIAL IMPLICATIONS

The costs associated with local government's role in emergency management are contained within the engineering operating programme. There are opportunities to recover some costs associated with support of the response phase and the recovery of a community after an emergency event.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

The arrangements have been prepared in conjunction with 7 other local governments and relevant stakeholders that constitute membership of WCLEMC. It is recommended that the completion of the Arrangements be advertised in Town publications and by having a link to the document included on the Town of Cottesloe website.

STAFF COMMENT

Whilst local government is required to ensure the development of local emergency arrangements, this responsibility is discharged through the WCLEMC.

Respective local governments do not therefore have a direct role in the development of the local emergency arrangements, albeit the Act and associated policies require their approval by the local government. In practice this is achieved through local government representation on the LEMC.

Direct response to a local emergency is the responsibility of the relevant Hazard Management Agency (HMA), the organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources has the capacity to combat the condition creating the emergency, for example, the HMA for fire is the Department of Fire and Emergency Services. The Arrangements contemplate local government providing resources and support to assist an HMA, but only if requested and then subject to availability. The only circumstance in which local government becomes the HMA is for fires outside Gazetted Fire Districts, predominantly in rural districts.

The current WCLEMC felt that the 2009 Arrangements were unnecessarily lengthy and contained superfluous text that made isolation of pertinent information more difficult, as a consequence the review was to be guided by the following set of principles:-

- Brevity is preferred.
- Use of tabulation rather than lengthy text.
- Use of matrices where possible.
- Avoid inclusion of information that is contained in other documents that may not be of direct use during an operation.
- Key references, being contacts and resource lists, need to be readily accessible.
- Recovery Planning, although outlined in the Part Four of the Arrangements, was to be the responsibility of individual local governments.

The Arrangements outline the responsibilities of the individual stakeholders as well as defining potential hazards and Hazard Management Agencies and cover the following elements of emergency management:

- Part One Introduction
- Part Two Planning
- Part Three Response
- Part Four Recovery
- Part Five Exercising and Reviewing
- Part Six Support plans
- Part Seven Appendices, including district maps, local government profiles risk treatment plans, contacts and resources and detail of Local recovery Coordinators and their contact numbers.

The revised *Local Emergency Management Arrangements 2013* are now complete, they have been satisfactorily assessed against the State Emergency Management Committee's compliance checklist and need to formally approved by each Council.

In the event of an emergency within the Town's boundaries, it may be necessary to commit resources financial and/or human to support the activity of the HMA. The

Manager Engineering Services is the Town of Cottesloe emergency contact and would be called out by the Local Emergency Coordinator to attend the Incident Control Centre and work with the Incident Support Group to assist with the provision of support services and then make the transition to recovery after the emergency event has been contained or controlled.

Initially, the officer's role would be to support the HMA wherever possible and the coordinate the transition from response or combat to recovery with support from other managers that have been assigned responsibility for the various recovery functions.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Hart, seconded Cr Downes

THAT Council;

- 1. In accordance with Part 3 Division 2 of the Emergency Management Act 2005, adopt the Western Central Local Emergency Management Arrangements dated 7 March 2013.**
- 2. Arrange for a link to the document to be established on the Town of Cottesloe website.**

Carried 5/0

10.3 FINANCE

10.3.1 ADOPTION OF THE 2013/2014 BUDGET

File Ref:	SUB/1359
Attachments:	2013 2014 Budget Document 2013 2014 TAPSS Budget
Responsible Officer:	Carl Askew Chief Executive Officer
Author:	Mat Humfrey Manager Corporate & Community Services
Proposed Meeting Date:	18 June 2013
Author Disclosure of Interest	Nil

SUMMARY

Council is being asked to adopt the draft 2013/2014 Budget as set out in Attachment 1.

BACKGROUND

Council is required under the *Local Government Act 1995* to adopt a budget for each financial year between 1 June and 31 August. The budget must be in the prescribed format and set expenditure levels and type for the year. The budget must also contain a forecast of all income and set the rate in the dollar for rates levied in the 2013 / 2014 financial year.

STRATEGIC IMPLICATIONS

The budget sets out how funds will be allocated to all project during the financial year, including all strategic projects. In the 2013/2014 there is funding allocated to strategic projects such as the development of new parking at Napier Street and Forrest Street as well as infrastructure projects in the Town Centre.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 (s6.2)

6.2. Local government to prepare annual budget

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

* Absolute majority required.

- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —
 - (a) the expenditure by the local government;
 - (b) the revenue and income, independent of general rates, of the local government; and
 - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.
- (3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.
- (4) The annual budget is to incorporate —
 - (a) particulars of the estimated expenditure proposed to be incurred by the local government;
 - (b) detailed information relating to the rates and service charges which will apply to and within the district including —
 - (i) the amount it is estimated will be yielded by the general rate; and
 - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;
 - (c) the fees and charges proposed to be imposed by the local government;
 - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government;
 - (e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used;
 - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and
 - (g) such other matters as are prescribed.
- (5) Regulations may provide for —
 - (a) the form of the annual budget;
 - (b) the contents of the annual budget; and
 - (c) the information to be contained in or to accompany the annual budget

Local Government (Financial Management) Regulations 1996

Regulations 22 to 33 contain the requirements for the form of the budget document and the information to be contained within it.

FINANCIAL IMPLICATIONS

The budget allocated the Town's financial resources for the financial year ending 30 June 2013.

Overall the budget reflects the strong financial position the Town now finds itself in. The rate increase has been kept to 3.8% while still allowing for all asset management obligations to be met, as well as allowing for discretionary capital projects without affecting overall service provision.

STAFFING IMPLICATIONS

All associated staffing costs are contained within the draft 2013/2014 Budget.

SUSTAINABILITY IMPLICATIONS

The Town has several sustainability projects and programs contained within the budget. The Town is also benefiting financially from previous sustainability projects, such as reduced costs of fuel from more fuel efficient vehicles and reduced electrical costs through improvements to IT equipment. This year will also be the first year the Town realises the operational savings through the placement of solar photovoltaic cells on the Civic Centre.

CONSULTATION**Public Consultation**

As Council raises a differential rate, it is required to advertise its intention to do so. Council resolved to advertise its intention to raise a differential rate at its April 2013 meeting. The advertisements and notices were placed as required and no comments or feedback has been received.

The Town also advertised the community grants program and sent letters to community and sporting groups requesting submissions. The requests have been summarised within the budget document (page 42).

Council Workshops

There have been three Council workshops to discuss the important issues and trends in formulating the budget. These workshops also provided elected members with a chance to provide feedback on draft budgets. The final draft of the budget presented for consideration by Council incorporates the feedback received during these workshops.

STAFF COMMENT

The process of compiling the 2013/2014 Budget began in February 2013, with Council adopting its 5 year asset management plans. These plans form the basis for the "Capital" section of the budget. In April 2013, the current year's budget was reviewed and projections were made for the anticipated end of year position.

The Town is in a strong financial position, having healthy reserves and operating at a very high level of operational efficiency. Much work has been done to ensure that operating revenue is maximised and that expenditure is undertaken in the most efficient way possible.

The Town also has well maintained assets, which is the result of many years of investment in these assets and a well planned approach. As the assets are replaced as a part of the systematic approach, the yearly maintenance costs decreases and staff are spending less time responding to call outs, and more time working on strategic projects.

With an increase in rates below 4%, with all of the Town's operating and asset management obligations being met – as well as their still being discretionary capital items within the budget – the Town is operating in the most sustainable way possible.

Low rate increases with cuts to operating or asset management obligations are not sustainable – but neither are budgets that continue to raise rates well above the level inflation. If the Town can maintain the financial discipline it currently has, then the short to mid-term financial outlook for the Town is very positive.

VOTING

Absolute Majority

COMMITTEE DISCUSSION

Cr Boland asked if there had been any feedback received by Council regarding Elected Member allowances from the State Salaries and Allowances Tribunal. The Chief Executive Officer (CEO) advised that no feedback has been received at this stage. If feedback is received and an adjustment to the budget is required a report will be prepared to amend the budget.

Committee noted that Council was currently consulting with the community in relation to its “third bin” proposal for green waste and that any change can be included in the budget as an amendment. Committee also acknowledged that the proposed rated increase this year will be 3.8%.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Hart, seconded Cr Downes

THAT Council;

- 1. ADOPT the Budget for the year ended 30 June 2014, as attached, including:**
 - (a) Adopting the Statement of Cashflows for the year ended 30 June 2014;**
 - (b) Adopting the Rate Setting Statement for the year ended 30 June 2014;**
 - (c) Endorsing the Statement of Comprehensive Income (by Nature and Type) showing expenditure of \$11,471,951 and revenue of \$10,513,640 for the year ended 30 June 2013;**
 - (d) Endorsing Note 6 – Statement of Reserves for the year ended 30 June 2014;**
 - (e) Endorsing Note 7 – Net Current Assets as at 30 June 2013; and**
 - (f) Adopting the Fees and Charges for the year ended 30 June 2014.**
- 2. ADOPT the rates (as per Section 6.32 of the Local Government Act 1995) as follows;**
 - (a) Differential General Rates**

Impose rates in the dollar on the gross rental value of all the rateable property within the Town of Cottesloe for the financial year ending 30 June 2014 as follows;

 - (i) GRV – Residential Improved (RI) – 6.3388 cents in the dollar**

-
- (ii) GRV – Residential Vacant (RV) – 6.3388 cents in the dollar
 - (iii) GRV – Commercial Improved (CI) – 6.3388 cents in the dollar
 - (iv) GRV – Commercial Town (CT) – 7.4533 cents in the dollar
 - (v) GRV – Industrial (II) – 6.3388 cents in the dollar
 - (b) **Minimum Rate**
Impose a minimum rate of \$968 for the financial year ended 30 June 2014
 - (c) **Refuse Collection**
Include in the rate charge for residential properties
 - (i) a once per week service of 120 litre mobile garbage bin (MGB) for general household rubbish
 - (ii) a once per fortnight service of a 240 litre MGB for recyclable household rubbishApply the following charges to residential properties for additional services (per annum GST inclusive)
 - (i) General Rubbish – each service per week (120 litre MGB) - \$325
 - (ii) Recycling – each additional service per fortnight (240 litre MGB) – freeApply the following charges to commercial properties (per annum GST inclusive)
 - (i) General Rubbish – each service per week (240 litre MGB) - \$325
 - (ii) Recycling – one service per fortnight (240 litre MGB) - \$135
 - (iii) Recycling – one service per week (240 litre MGB) - \$270
 - (d) **Administration Charge – Local Government Act 1995 – S6.45(3)**
Impose an administration charge of \$18.40 where a payment of a rate of service charge is paid in instalments, except that eligible pensioners will be exempted from paying the charge
 - (e) **Interest on Outstanding Rates and Charges – Local Government Act 1995 – S6.51**
Apply an interest rate of 11% per annum to rates and services levied in the year ended 30 June 2014 which remain unpaid after they become due and payable and where no election has been made to pay the rate or service charge by instalments
 - (f) **Rates Instalment Payment Options**
Adopt the following rate instalment plans
 - (i) Option 1
-

To pay the total amount of rates and charges included in the notice in full by the 35th day after the issue of the notice

(ii) Option 2

To pay by four instalments, as detailed on the rate notices with the following anticipated dates;

First instalment	02 September 2013
Second Instalment	04 November 2013
Third Instalment	13 January 2014
Fourth Instalment	17 March 2014

After the due date for the first instalment, accounts paid by instalment will have an interest rate of 5.5% applied to the outstanding balance until the account is paid in full of the due date for an instalment lapses. At that point the rates will become due and payable and interest of 11% will be applied to the outstanding balance at that time.

3. **ADOPT a rate of interest on money owing – Local Government Act 1995 – S6.13**

That Council apply an interest rate of 11% per annum to any amount not paid within 25 days of the date of issue of the account.

4. **ADOPT a Telecommunications Allowance – Local Government Act 1995 – S5.99A**

That Council adopt a Telecommunications allowance of \$1,600 for elected members

5. **ADOPT Members Attendance Fees – Local Government Act 1995 – S5.99**

That Council set an annual meeting attendance fee of \$6,000 for Council members and \$14,000 for the Mayor

6. **ADOPT the Mayor's Allowance – Local Government Act 1995 – S5.98 and S5.98A**

That Council set a Mayoral Allowance of \$7,500

7. **ADOPT the Deputy Mayor's Allowance – Local Government Act 1995 – S5.98 and S5.98A**

That Council set a Deputy Mayoral Allowance of \$1,250

Carried 5/0

10.3.2 STATUTORY FINANCIAL REPORTS FOR THE PERIOD 1 JULY 2012 TO 31 MAY 2013

File Ref: SUB/137
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 18 June 2013
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present to Council the Statement of Financial Activity, the Operating Statements by Program and by Nature and Type, the Statement of Financial Position, and other supporting financial information for the period 1 July 2012 to 31 May 2013 as included 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 Statement of Financial Activity on page 1 of the attached Financial Statements shows favourable operating revenue of \$766,403. Operating expenditure is \$184,671 or 2% more than year to date budget. All material variances are outlined on pages 7 to 12 of the attached Financial Statements. An amount of \$231,500 has been transferred into a newly created parking facilities reserve in the current financial year and there is \$204,000 set aside in the draft budget for 2013/2014 for new parking facilities along Napier Street and Forrest Street.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Hart, seconded Cr Downes

THAT Council receive the Statement of Financial Activity, the Operating Statements by Program and by nature and Type, the Statement of Financial Position, and other supporting financial information as included in the attached Financial Statements for the period 1 July 2012 to 31 May 2013, and as submitted to the 18 June 2013 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.3 SCHEDULE OF INVESTMENTS AND LOANS AS AT 31 MAY 2013

File Ref: SUB/150 & SUB/151
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Wayne Richards
Finance Manager
Proposed Meeting Date: 18 June 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 May 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 23 of the attached Financial Statements shows \$2,786,146.75 was invested as at 31 May 2013. Approximately 38% of the funds are invested with the National Australia Bank, 35% with Westpac Bank, 17% with the Commonwealth Bank of Australia, and 10% with Bankwest.

The Schedule of Loans on page 24 of the attached Financial Statements shows a balance of \$5,870,772.29 as at 31 May 2013. Included in this balance is \$337,611.36 that relates to self supporting loans.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Hart, seconded Cr Downes

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

Carried 5/0

10.3.4 LIST OF ACCOUNTS PAID FOR THE MONTH OF MAY 2013

File Ref: SUB/137
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Wayne Richards
Finance Manager
Proposed Meeting Date: 18 June 2013
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the list of accounts paid for the month of May 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 May 2013 is included in the attached Financial Statements on pages 13 to 20. The following significant payments are brought to Council's attention;

- \$26,820.92 to Surf Life Saving WA for the lifeguard service
- \$35,258.73 to WA Hino being for the purchase of a new truck, less the value of the old truck traded in
- \$47,858.58 to Transpacific Cleanaway for waste collection services
- \$173,074.00 to Cubic Solutions for the supply of drainage materials at that Station Street sump to car park conversion

- \$113,771.41 to the Department of Fire and Emergency Services being Councils fourth instalment of emergency services levies.
- \$81,074.93 and \$81,930.14 to Town of Cottesloe staff being fortnightly payroll
- \$375,000.00, \$400,000.00, \$400,000.00, \$352,802.00 and \$481,500.00 transfers to investments.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Hart questioned the amount being spent on the Anderson Pavilion. MES advised that the amount, \$485.00 to Stewie Valentine Painting Services, is part of the \$30,000 upgrade of the Pavilion which is accounted for in the Works Budget.

Cr Hart also queried the payment of \$13,224.50 paid to Synergy and requested to know what the payment was for. MES stated the amount is the sum paid annually for street lighting. MCCS advised that he will review the accounts and confirm the comments of the MES.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Hart, seconded Cr Downes

THAT Council receive the List of Accounts Paid for the month of May 2013 as included in the attached Financial Statements, as submitted to the 18 June 2013 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.5 PROPERTY AND SUNDRY DEBTORS REPORTS AS AT 31 MAY 2013

File Ref: SUB/145
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Wayne Richards
Finance Manager
Proposed Meeting Date: 18 June 2013
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Property and Sundry Debtors Reports as included in the attached Financial Statements, to Council.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Sundry Debtors Report on page 25 of the attached Financial Statements shows a balance of \$54,061.34 of which \$22,455.98 relates to the current month. The balance of aged debtors stood at \$31,605.36.

The Rates and Charges Analysis on page 26 of the attached Financial Statements shows a total balance outstanding of \$317,930.40. Of this amount, \$180,274.46 and \$46,252.92 are deferred rates and outstanding emergency services levies respectively. The Statement of Financial Position on page 4 shows rates as a current asset outstanding at \$181,365 as compared to \$260,065 this time last year.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Hart, seconded Cr Downes

THAT Council receive the Property and Sundry Debtors Reports as at 31 May 2013. These reports are included in the attached Financial Statements as submitted to the 18 June 2013 meeting of the Works and Corporate Services Committee.

Carried 5/0

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**

Cr Downes mentioned that she had had recently received an email from a resident, regarding the replacement of flame trees in Alexandra Avenue. Cr Downes enquired as to why the item could not be brought up at this evening's meeting.

The CEO advised that officers are in the process of preparing a report on this matter prior to Council considering it and that it is standard practice for reports to outline all facts/issues before a decision is made. In the CEO's opinion this matter was not considered urgent and a full report regarding the aforementioned issue will be presented at the next round of meetings.

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 8.23PM.

CONFIRMED: PRESIDING MEMBER _____ Date: .../.../...