

# TOWN OF COTTESLOE



## WORKS AND CORPORATE SERVICES COMMITTEE

# MINUTES

**MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE  
109 BROOME STREET, COTTESLOE  
6.00 PM, TUESDAY, 16 SEPTEMBER 2014**

**CARL ASKEW**  
Chief Executive Officer

18 September 2014

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# WORKS AND CORPORATE SERVICES COMMITTEE

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**1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Member announced the meeting opened at 6:04 PM.

**2 DISCLAIMER****3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

With the President of Cottesloe Tennis Club in attendance, the Mayor congratulated the Club on successfully hosting the Davis Cup. The Mayor extended her thanks to all those associated in hosting the event, in particular, the Town's Rangers and the Manager Corporate and Community Services.

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

Nil

**4.2 PUBLIC QUESTIONS**

Nil

**5 PUBLIC STATEMENT TIME**

Mr David Chadwick, 10 Saladin Street, Swanbourne – 10.1.1 Cottesloe Tennis Club – Application for Community Sport and Recreation Facility Fund (CSRFF)

Mr Chadwick addressed Committee and advised the he is the President of Cottesloe Tennis Club. Mr Chadwick thanked the Town for the kind comments in the officer's report on the Club's application for funding.

Mr Chadwick advised that the Club's Management Committee have resolved to finance one third of the total cost of extending and improving the Tennis Club, however, the decision has not yet been made on how the finance will be raised. Mr Chadwick added that the Club is considering extending an existing loan or using a portion of funds the Club already has in the bank. Mr Chadwick stated that the Club will continue to consider the funding process and discuss the matter further at the Club's Annual General Meeting.

Mr Chadwick concluded by stating the he hopes the Town will fully cooperate with the Club's application to the Community Sport and Recreation Facility Fund.

**6 ATTENDANCE****Present**

Mayor Jo Dawkins	Presiding Member
Cr Helen Burke	
Cr Sally Pyvis	
Cr Philip Angers	
Cr Katrina Downes	Deputy Member



**9 PRESENTATIONS**

**9.1 PETITIONS**

Nil

**9.2 PRESENTATIONS**

Nil

**9.3 DEPUTATIONS**

Nil

The Presiding Member considered the reports as per the published order of the agenda.

## **10 REPORTS**

### **10.1 ADMINISTRATION**

Mayor Dawkins declared an impartiality interest in item 10.1.1 due to being a member of the Cottesloe Tennis Club, and stated that as a consequence there may be a perception that her impartiality may be affected and declared that she would consider the matter on its merits and vote accordingly.

Cr Downes declared an impartiality interest in item 10.1.1 due to being a member of the Cottesloe Tennis Club, and stated that as a consequence there may be a perception that her impartiality may be affected and declared that she would consider the matter on its merits and vote accordingly.

#### **10.1.1 COTTESLOE TENNIS CLUB – APPLICATION FOR COMMUNITY SPORT AND RECREATION FACILITY FUND (CSRFF)**

**File Ref:** SUB/1873  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Mat Humfrey  
Manager Corporate & Community Services  
**Proposed Meeting Date:** 16 September 2014  
**Author Disclosure of Interest:** Nil

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### **SUMMARY**

Council is being asked to consider endorsing the Cottesloe Tennis Club's (CTC) application to the Department of Sport and Recreation's (DSR) Community Sport and Recreation Facility Fund (CSRFF) and how the Town may contribute to the one third of the project cost traditionally associated with such projects.

### **BACKGROUND**

The Department of Sport and Recreation makes funding available on an annual basis for the development of new community sport and recreation facilities. The main funding pool used for this purpose is the Community Sport and Recreation Facility Fund (CSRFF) – which has very specific guidelines and submission requirements.

The Cottesloe Tennis Club have prepared an application to CSRFF and have developed the associated supporting material. As a part of the application process, CTC needed to have their application to the Town no later than 31 August 2014 – which they achieved. The Town has to submit the application to the Department of Sport and Recreation no later than 30 September 2014. Even if Council does not support the application, it is customary for the application to be forwarded with the appropriate Council minutes.

Traditionally, CSRFF projects are funded on a sharing basis between CSRFF, the club making the application and the local government in which the club is situated, on a one third basis. CSRFF specifically state that they will not fund more than one third,



leaving the remaining two thirds to be worked out between the local government and club making the application.

When the Long Term Financial Plan (LTFP) was prepared late last year, this project was not known and hence no allocation has been made within it. The LTFP will be reviewed in the near future and could be amended to show an allocation, or other funding options for this project, should Council wish to do so.

### **STRATEGIC IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

### **FINANCIAL IMPLICATIONS**

Council is being asked to consider contributing \$284,000 to this project. At this stage, no funding allocations have been made in either the LTFP or annual budgets for such a project.

The Town has a history of making available self supporting loans to sporting clubs seeking to improve their facilities. In recent times, loans have been made available to the Cottesloe Tennis Club and Seaview Golf Club for improvements.

The current self supporting loan to the Cottesloe Tennis Club will be finalised in the first half of the current financial year. The yearly payments on that loan were approximately \$61,000 per annum. As the club has not made any formal approaches regarding a loan for their contribution, it is feasible that the Town's one third could be comprised of a mixture of loan and contribution.

### **STAFFING IMPLICATIONS**

Nil

### **SUSTAINABILITY IMPLICATIONS**

According to the documentation provided by the CTC, the reconfiguration of the courts will reduce the water and energy requirements of the facility. It will also concentrate the "floodlit" court area, reducing the impact of light spilling into nearby John Black Dune Park.

### **CONSULTATION**

Nil

### **STAFF COMMENT**

The application put forward by the Cottesloe Tennis Club is well put together and presents the application in the best possible light. The required Needs Analysis and Feasibility Report have been included and are professionally presented. The CTC

should be commended on the effort that they have put into preparing the documentation.

The challenge that this application will face is the cost of the project against the number of additional courts that it will deliver. Judging from the drawings provided in the Feasibility Study, the complex will end up with an additional three hard courts and two synthetic courts. The remainder of the cost is for the moving of current facilities.

The Department of Sport and Recreation, who administer these grants, have a long held position of not funding replacement facilities. They will fund upgrades or additions, but not straight replacements. The rationale is that once in place, facilities should be able to be maintained and replaced from the contributions received from the users of such facilities.

It is also worth noting that the CSRFF process is a competitive tender. If the fund is oversubscribed this year, the threshold for the funding of projects will be higher than in a year where the fund is undersubscribed. As such, it isn't always just a matter of meeting the criteria, the return on the project will also be compared to other similar applications, all competing for the same grant.

While it is always requested that Councils provide an indication on whether or not financial support will be given to a project, the final allocation cannot be made until the Council sets its budget each year. The earliest that Council could actually commit funds to the project would be in June 2015.

The selection process for CSRFF usually concludes in March each year, with successful applicants advised in April. If the CTC is successful in attaining a grant, any allocation provided could be included in the following year's budget, via the normal budget process.

The recommendation below suggests that the application should be endorsed and a self supporting loan facility provided. As stated, the presence of the loan facility and any funding is only an indication and does not represent a final commitment.

Lastly, the Town has a number of sporting facilities, most of which could benefit from a grant from the CSRFF process. The grants from CSRFF are usually for large projects with significant capital costs. This could include floodlighting, new surfaces or replacement change and ablution facilities. If the Town agrees to fund the one third in this instance, it is likely that other clubs will ask for similar grants in following years to update or expand their own facilities.

## **VOTING**

Simple Majority

## **COMMITTEE DISCUSSION**

Cr Downes queried how the Town will contribute one third of the project cost. Manager Corporate and Community Services (MCCS) advised that the Town does not currently have an allocation in the Long Term Financial Plan for contributing to Cottesloe Tennis Club improvements and expansion. MCCS commented that if the Club's application for funding is successful, an allocation for the works can be

considered as part of next year's budget process. MCCA added that the Department of Sport and Recreation do not require information on how the Town will contribute towards the project simply that the Town is willing to commit to contributing the funds.

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Downes, seconded Cr Burke**

**THAT Council:**

- 1. Endorse the application from the Cottesloe Tennis Club and forward it to the Department of Sport and Recreation; and**
- 2. Include an amount of \$284,000 in the Long Term Financial Plan as a self supporting loan for the one third contribution from the Town.**

**Carried 5/0**

**10.1.2 LEASE EXTENSION – 81 FORREST STREET - SHINE COMMUNITY SERVICES**

**File Ref:** SUB/987  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Mat Humfrey  
Manager Corporate & Community Services  
**Proposed Meeting Date:** 16 September 2014  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

The extension for 81 Forrest Street, Cottesloe (Shine Community Services), is being presented for final approval.

**BACKGROUND**

At its July meeting, Council approved the advertising of its intention to extend the lease for 81 Forrest Street, to Shine Community Services, for a further period of 10 years. The extension was to be on the same terms and conditions as the current lease agreement.

The relevant notices and advertisements have been placed and no submissions were received.

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**FINANCIAL IMPLICATIONS**

Nil

As the lease will be extended on the same terms and conditions, there are no perceived financial implications from the extension of the lease.

**STAFFING IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

Nil

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**CONSULTATION**

The intention to lease the property to Shine was advertised in the local newspaper and a notice placed on all Council notice boards. No submissions or comments were received.

**STAFF COMMENT**

Shine Community Services (formerly TAPPS) have provided a needed community service for the region for many years now. The relationship between the Town and Shine has been a positive one and there are no issues that have been raised with their continuing use of the building.

As the intention has been advertised and relevant notices placed, Council can now authorise the signing and sealing of the lease extension.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Mayor Dawkins, seconded Cr Angers**

**THAT Council authorise the Mayor and Chief Executive Officer to execute the lease extension for Shine Community Services under common seal.**

**Carried 5/0**

Cr Angers declared an impartiality interest in item 10.1.3 due to being the President of ProCott, and stated that as a consequence there may be a perception that his impartiality may be affected and declared that he would consider the matter on its merits and vote accordingly.

### 10.1.3 COTTESLOE VILLAGE CARNIVAL

**File Ref:** SUB/1863  
**Attachments:** [Cottesloe Village Carnival Event Application](#)  
[Cottesloe Village Carnival Site Map](#)  
**Responsible Officer:** Mat Humfrey  
**Manager Corporate & Community Services**  
**Author:** Sherilee Macready  
**Community Development Officer**  
**Proposed Meeting Date:** 16 September 2014  
**Author Disclosure of Interest:** Nil

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### SUMMARY

Cottesloe Village Carnival is a street festival organised by Procott and held in the Cottesloe Village. This year's event is scheduled for Saturday 8 November 2014, between 12.00pm and 7.00pm.

### BACKGROUND

The event (formerly named, Hullabaloo in the Village), is a celebration of the best things that Cottesloe has to offer, promoting the lifestyle and opportunities available to the Cottesloe community. This year the Festival is one day in duration, as was the 2013 event.

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

The event is being organised by Procott, the local business association, and I Spy Entertainment. I Spy Entertainment organise many large events at an elite and administrative level, ranging from, but not limited to: the Official Heath Ledger Tribute (2011); the Perth Thunder Ice Hockey Launch (2012); the Resolution NYD rooftop pool party in Kings Park; and 'A Night Under the Stars' at Movies by Burswood.

I Spy Entertainment also pride themselves on collaborating with quality brands and individuals to provide high quality outcomes. Groups which have included: Channel 7; Kailis Jewellery; His Majesty's Theatre Foundation; Campari Group; Russell James; Hawaiian Group; Perth Fashion Festival; Sony Music Australia; Cable Beach Club Broome and The Terrace Hotel.

I Spy Entertainment claim to bring a wealth of experience and creativity, to ensure that the 2014 event moving forward becomes a fixed event on the West Australian social calendar. This will be through initiatives that include more of a focus on 'online' and 'social media' marketing than in previous years, with a view to building a substantial event database to effectively market the event to West Australians, as

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well as initiatives within the event itself. The event will still look to keep its 'local community' focus, but with a purpose to make it more *open* and *appealing* to the greater West Australian population. A rebranding of the event name (approved by the Procott Board), to 'Cottesloe Village Carnival', reflects *both* the event *and* the local community, in the way that the Beaufort Street Festival, or the Fremantle Festival does, for example.

Napoleon Street will be closed to traffic entering from Stirling Hwy and Railway Street. The road will close at 3.00pm on Friday 7 November 2014 and reopen at 10.00am on Sunday 9 November 2014. A private car park at the western end of Station Street will also be closed to traffic at 3.00pm on Friday 7 November 2014, and will reopen at 10.00am on Sunday 9 November 2014. Organisers have gained approval from the car park owners to close the car park. I Spy Entertainment will engage the services of a Certified Traffic Management Planner, to write and implement a traffic management plan. Procott have also been advised of the requirement to have authority from Main Roads WA to close a road.

This year's event is building on the 2013 event which had more of an 'arts feel', with engagement of high quality 'busking style' acoustic entertainers, local schools groups and local musical acts, in addition to the various stalls on Napoleon Street. Raising the height of the event stage with a purpose to elevate the viewing height for patrons has been briefly floated as an idea for the event.

A wine and boutique beer tasting stall will again be set up at the western private car park on Station Street and will be open to the public between 12.00pm and 7.00pm, indicated on the attached map. The required Alcohol Permit will be in place for the event. A sectioned licensed alcohol service area will be cordoned off with bunting, and will have crowd control security in attendance.

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

### **STRATEGIC IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Outdoor Concerts and Large Public Events Policy

### **STATUTORY ENVIRONMENT**

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

### **FINANCIAL IMPLICATIONS**

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

Council also contributes over \$80,000 annually to Procott to assist with activities to promote the Town Centre. This money is raised through the application of a differential rate.

### **STAFFING IMPLICATIONS**

Rangers will be required to assist at the event.

### **SUSTAINABILITY IMPLICATIONS**

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

Encouragement of water conservation initiatives by organisers will be suggested based on the Sustainability Officer's recommendations.

### **CONSULTATION**

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

### **STAFF COMMENT**

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

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

Last year's Hullabaloo in the Village event was a success, with approximately 8,000 people attending the one day Festival on Napoleon Street, together with the Western car park of Station Street, which was an increase on the previous two years, and included an increase in the number of families attending the event. Feedback received highlighted the friendly atmosphere of the event, together with the addition of the quality "upmarket" stalls, and engaging "busker style" acoustic entertainment.

Noise levels generated by the entertainment, which were a concern of previous years, were well addressed in the 2013 event, with again a higher proportion of positive feedback received from retailers and patrons to the low key "busking style" acoustic entertainment. Organisers of this year's event are planning to use similar style entertainers, together with engaging local community groups and entertainers.

To counteract lack of parking at the event, only Napoleon Street will be closed to traffic and parking, together with the Western car park on Station Street. In addition, patrons attending the event will be encouraged to walk, cycle or catch the train to the event, and for those that have to drive to the event, places to park will be promoted by the organisers.

Due to the positive feedback received regarding the 2013 event, the thorough risk assessment and event management plan, officers recommend that the event be



allowed to proceed with conditions. The conditions are intended to ensure that Procott are aware of their obligations and to protect the interests of the Town.

### **COMMITTEE DISCUSSION**

Committee discussed the report at length querying the serving of alcohol and the midday start time. Committee expressed concern that the event is traditionally a family event and by commencing at midday, it may be too late and too hot for many families to attend. Cr Angers advised that he will discuss Committee's concerns with ProCott and if necessary, propose an alternative start time before the next Council meeting.

### **VOTING**

Simple Majority

### **OFFICER & COMMITTEE RECOMMENDATION**

Moved Cr Downes, seconded Cr Burke

**THAT Council approve the application from I Spy Entertainment and Procott to hold the Cottesloe Village Carnival on Napoleon Street, on Saturday 8 November 2014 from 12:00pm to 7.00pm, with the following conditions:**

- 1. Adequate arrangements are made for rubbish collection and removal, including the provision for recycling.**
- 2. Compliance with the *Environmental Protection (Noise) Regulations 1997*.**
- 3. Compliance with the requirements for sanitary facilities, access and egress, first aid and emergency response as per the *Health (Public Buildings) Regulations 1992*.**
- 4. Class the event as "Charitable/Community" and charge no fee for the event.**
- 5. Provision of a certificate of currency to certify that organisers have adequate Public Liability Insurance for all components of the event.**
- 6. Appropriate road closure permits are granted by Main Roads WA.**
- 7. Appropriate Alcohol Permits are granted by the Department of Racing, Gaming and Liquor.**
- 8. The Traffic Management Plan and provider are approved by Main Roads WA, and the plan provided to Cottesloe Police.**

**Carried 5/0**

**10.1.4 HBF ROTTNEST CHANNEL SWIM - 2015**

**File Ref:** SUB/1871  
**Attachments:** [Event Application](#)  
[Event Map](#)  
**Responsible Officer:** Mat Humfrey  
Manager Corporate & Community Services  
**Author:** Sherilee Macready  
Community Development Officer  
**Proposed Meeting Date:** 16 September 2014  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

The Rottnest Channel Swim Association Inc. is seeking Council's approval to host the 2015 HBF Rottnest Channel Swim from Cottesloe Beachfront on Saturday 21 February 2015.

**BACKGROUND**

The HBF Rottnest Channel Swim is an annual event, commencing from Cottesloe Beach to Rottnest Island, with approximately 2300 swimmers participating, 850 of which are expected to depart from Cottesloe at 5.45am.

Last year's event was successfully held on Saturday 22 February 2014, again reaching its maximum participation capacity.

The 2015 HBF Rottnest Channel Swim will be held on Saturday 21 February 2015, with the first wave of solo swimmers leaving Cottesloe at 5.45am and the last wave of team swimmers expected to leave the beach by 7.45am. The event has four participation categories for competitors, which are: Solo; Duo; Team (of 4); and Charity Challenge (teams of 4), with entries opening on the 3 November 2014 for one week.

The 2015 event finishes at Thomson Bay, Rottnest Island, and the race distance is 19.7km.

The age requirement for the 2015 HBF Rottnest Channel Swim is a minimum of 14 years of age (on the day of the event), in accordance with the FINA rules for open water swimming (OWS 1.2).

Organisers will provide extra toilets and bins to cater for the expected number of patrons attending the event. Suitable parking arrangements to cater for the expected patrons will be investigated.

**STRATEGIC IMPLICATIONS**

Nil

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**POLICY IMPLICATIONS**

Beach Policy – This event appears to be in compliance with the Town of Cottesloe's Beach Policy.

**STATUTORY ENVIRONMENT**

Beaches and Beach Reserves Local Law 2012 has provisions for the maintenance and management of the beaches and beach reserves.

**FINANCIAL IMPLICATIONS**

Nil

**STAFFING IMPLICATIONS**

Ranger Services, which are met within normal budgeting allocations.

**SUSTAINABILITY IMPLICATIONS**

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

**CONSULTATION**

Nil

**STAFF COMMENT**

In 2014, parking arrangements which were trialled at Cottesloe Oval, and staffed by a local Cottesloe sporting club, were unfortunately not a success. Parking arrangements, possibly located closer to the beach, with a requirement that they are significantly promoted by the event organisers prior to the event, will be investigated this year.

Due to the history of this event and the success of the organisers in previous years, the officer recommendation is to approve this application.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

Moved Cr Downes, seconded Cr Burke

**THAT Council approve the application to hold the 2015 HBF Rottnest Channel Swim at Cottesloe Beachfront, on Saturday 21 February 2015, from 5.45am to 7.45am, subject to the following conditions:**

- 1. Adequate arrangements for rubbish removal and collection, including the provision for recycling.**
- 2. Compliance with the Environmental Protection (Noise) Regulations 1997.**
- 3. Compliance with the requirements for sanitary facilities, access and egress, first aid and emergency response as per the *Health (Public Buildings) Regulations 1992*.**

4. **Appropriate Public Liability Insurance, with cover no less than 10 million dollars.**
5. **Compliance with the Town's Beaches and Beaches Reserves Local Law 2012.**
6. **Class the event as "Charitable" and charge no fee for the event.**
7. **Administration to investigate suitable parking and traffic management arrangements for this event.**

**Carried 5/0**

## 10.2 ENGINEERING

### 10.2.1 REQUEST FOR CAPE LILAC TREE REMOVALS, JARRAD STREET, COTTESLOE

**File Ref:** SUB/465  
**Attachments:** [Plan of Location](#)  
[Copy of Letter and Advice](#)  
[Copy of Street Trees Policy](#)  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Geoff Trigg  
Manager Engineering Services  
**Proposed Meeting Date:** 16 September 2014  
**Author Disclosure of Interest:** Nil

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#### SUMMARY

A request has been received from 12 Jarrad Street, Cottesloe, for the removal of three Cape Lilac trees, because of the problem of a severe caterpillar plague generated from these trees each year, which enter adjacent houses,

The recommendation is that Council contact the owners of numbers 14 and 16 Jarrad Street to discuss the potential removal of Cape Lilac trees fronting their properties and, if support is given the three affected Cape Lilac trees on the Jarrad Street verge be removed.

#### BACKGROUND

Over the years, Council staff have removed many Cape Lilac trees from Cottesloe verges due to the major problem of caterpillars, in plague numbers, leaving these trees at this time every year and moving into adjacent houses. The alternative to tree removal is poison spraying, sometimes several times in one season around the same trees. On this section of Jarrad Street verge, one Cape Lilac tree was previously removed and the remaining three trees sprayed around three times.

Of the three trees mentioned in the letter, two front number 14 Jarrad Street and one fronts number 16. As seen in the attached photo, the verge has more verge trees fronting these properties than is normal in Cottesloe.

#### STRATEGIC IMPLICATIONS

Nil

#### POLICY IMPLICATIONS

Council's Street Trees Policy applies (see attachments).

As mentioned in this policy, one issue is that many verge tree species chosen in the past were poorly chosen and this has provided a variety of problems, including such caterpillar infestations.

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**STATUTORY ENVIRONMENT**

No issue.

**FINANCIAL IMPLICATIONS**

Dealing with seasonal caterpillar infestations generated by this tree species can absorb staff time and the use of costly contractor-spraying, Tree removal is estimated as \$2000.

**STAFFING IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

Cape Lilac trees in Western Australia are not an Australian species. Their removal and possible replacement with a locally available species would be more sustainable. The only main alternative of poison spraying is not preferred or sustainable.

**CONSULTATION**

Only with the owner of number 12 Jarrad Street.

**STAFF COMMENT**

One Cape Lilac tree was removed from the frontage of number 10 Jarrad Street, after spraying was unsuccessful and in answer to a complaint.

Staff have not planted Cape Lilac Trees in Cottesloe for at least 10 years, and a number of these trees have been removed from various streets, due to the problem of caterpillar plagues moving from the trees into adjacent houses.

The infestation problem occurred last year, as well, but not before that. The expectation is that the issues will continue each year with each generation laying eggs for the following year.

Any tree removals would first need to be discussed with the owners numbers 14 and 16 Jarrad Street.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Burke, seconded Cr Angers**

**THAT Council contact the owners of numbers 14 and 16 Jarrad Street to discuss the potential removal of Cape Lilac trees fronting their properties and, if support is given the three affected Cape Lilac trees on the Jarrad Street verge be removed and suitable replacements, in accordance with Council's list of approved street trees, installed.**

**Carried 5/0**

## **10.3 FINANCE**

### **10.3.1 STATUTORY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2014 TO 31 AUGUST 2014**

**File Ref:** SUB/1720  
**Responsible Officer:** Mat Humfrey  
Manager Corporate & Community Services  
**Author:** Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 16 September 2014  
**Author Disclosure of Interest:** Nil

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#### **SUMMARY**

The purpose of this report is to present the Statutory Financial Statements and other supporting financial information to Council for the period 1 July 2014 to 31 August 2014.

#### **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 Financial Statements shows unfavourable operating revenue of \$7,924,497 or 95% which relates almost totally to the timing of property disposals. All material variances are detailed in the Variance Analysis Report on pages 7 to 9 of the attached Financial Statements. Operating expenditure is \$468,386 or 24% less than year to date budget the main factors contributing towards this are timing factors and depreciation not posted. Capital expenditure is itemised on pages 24 to 27 of the attached Financial Statements.

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**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Mayor Dawkins, seconded Cr Downes**

**THAT Council receive the Statutory Financial Statements including other supporting financial information as submitted to the 16 September 2014 meeting of the Works and Corporate Services Committee.**

**Carried 5/0**



**10.3.2 SCHEDULES OF INVESTMENTS AND LOANS AS AT 31 AUGUST 2014**

**File Ref:** SUB/1720  
**Responsible Officer:** Mat Humfrey  
Manager Corporate & Community Services  
**Author:** Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 16 September 2014  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

The purpose of this report is to present to Council the Schedule of Investments and the Schedule of Loans as at 31 August 2014, as included in the attached Financial Statements.

**BACKGROUND**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

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

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**STAFF COMMENT**

The Schedule of Investments on page 18 of the attached Financial Statements shows that \$3,807,271.66 was invested as at 31 August 2014. Approximately 27% of the funds were invested with Westpac Bank, 26% with the Commonwealth Bank of Australia, 24% with Bankwest and the remaining 23% with National Australia Bank.

The Schedule of Loans on page 19 of the attached Financial Statements shows a balance of \$5,513,130.24 as at 31 August 2014. Included in this balance is \$365,758.53 that relates to self supporting loans.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Mayor Dawkins, seconded Cr Downes**

**THAT Council receive the Schedule of Investments and the Schedule of Loans as at 31 August 2014. These schedules are included in the attached Financial Statements as submitted to the meeting of the Works and Corporate Services Committee on 16 September 2014.**

**Carried 5/0**

**10.3.3 LIST OF ACCOUNTS FOR THE MONTH OF AUGUST 2014**

**File Ref:** SUB/1720  
**Responsible Officer:** Mat Humfrey  
Manager Corporate & Community Services  
**Author:** Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 16 September 2014  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

The purpose of this report is to present to Council the list of accounts paid for the month of August 2014, as included in the attached Financial Statements.

**BACKGROUND**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

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

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**STAFF COMMENT**

The list of accounts paid for the month of August 2014 is included on pages 10 to 14 of the attached Financial Statements. The following significant payments are brought to Council's attention;

- \$45,005.61 to Main Roads WA for blackspot works at Curtin/Eric Street.
  - \$25,348.95 to Cobblestone Concrete for various footpath, crossover and base construction works.
  - \$68,529.41 to Site Environmental and Remediation for works at the old Depot site.
  - \$162,658.10 to the Shire of Peppermint Grove for the quarterly library contribution.
-

- \$400,000.00 & \$500,000.00 to National Australia Bank being transfers to investments.
- \$82,791.59 & \$82,843.58 to Town of Cottesloe staff for fortnightly payroll.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Angers, seconded Cr Burke**

**THAT Council receive the list of accounts paid for the month of August 2014 as included in the attached financial Statements, as submitted to the 16 September 2014 meeting of the Works and Corporate Services Committee.**

**Carried 5/0**

**10.3.4 RATES AND SUNDRY DEBTORS REPORTS AS AT 31 AUGUST 2014**

**File Ref:** SUB/1720  
**Responsible Officer:** Mat Humfrey  
**Author:** Manager Corporate & Community Services  
Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 16 September 2014  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

The purpose of this report is to present the Rates 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 pages 20 to 22 of the attached Financial Statements shows a total balance outstanding of \$69,886.02 as at 31 August 2014. Of this amount, \$27,812.74 relates to the current period and the balance of aged debtors is \$42,073.28.

The Rates and Charges Analysis on page 23 of the attached Financial Statements shows a total balance outstanding of \$5,554,570.73 of which \$197,998.72 and \$763,335.96 relates to deferred rates and outstanding emergency services levies respectively. The Statement of Financial Position on page 4 of the attached Financial Statements shows total rates outstanding as a current asset of \$5,815,639 as compared to \$5,655,076 at the same time last year.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Downes, seconded Cr Burke**

**THAT Council receive the Rates and Charges Analysis and Sundry Debtors Report as at 31 August 2014 as submitted to the 16 September 2014 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**

Nil

**12.2 OFFICERS**

Nil

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

**Moved Mayor Dawkins, seconded Cr Angers**

**In accordance with Standing Orders 15.10 "That the Council meets behind closed doors – Effect of Motion" (LG Act s5.23(2)) that Committee discuss the confidential report behind closed doors.**

**Carried 5/0**

*The member of the media was requested to leave the meeting at 6:38 PM and did not return.*

**13.1.1 BUDGET VARIATION – CAPITAL COST OF REMEDIAL WORKS AT FORMER DEPOT SITE**

**File Ref:** SUB/1824  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Mat Humfrey  
Manager Corporate & Community Services  
**Proposed Meeting Date:** 16 September 2014  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

This report recommends that Council notes the information contained in the confidential officer report in relation to the capital cost of remedial works at the former depot site and endorses the officer recommendation.

**BACKGROUND**

Refer to the confidential report attached.

**STRATEGIC IMPLICATIONS**

Refer to the confidential report attached.

**POLICY IMPLICATIONS**

Refer to the confidential report attached

**STATUTORY ENVIRONMENT**

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

- (2)(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter being discussed at the meeting;
- (d) legal advice obtained, or which may be entered into, by the local government and which relates to the matter to be discussed that the meeting;
- (e) a matter if disclosed, would reveal –
- (i) a trade secret;
  - (ii) information that has a commercial value to a person; or
  - (iii) information about the business, professional, commercial or financial affairs of a person

Where the trade secret of information is held by, or is about a person other than the local government.

**FINANCIAL IMPLICATIONS**

Refer to the confidential report attached.

**SUSTAINABILITY IMPLICATIONS**

Refer to the confidential report attached.

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**CONSULTATION**

Refer to the confidential report attached.

**STAFF COMMENT**

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

**VOTING**

Absolute Majority

**NEW MOTION AND COMMITTEE RECOMMENDATION**

**Moved Mayor Dawkins, seconded Cr Angers**

**THAT Committee endorse the officer's report regarding *Budget Variation – Capital Cost of Remedial Works at Former Depot Site* and forward the report to Council for consideration**

**Carried 5/0**

**MOTION FOR BEHIND CLOSED DOORS**

**Moved Mayor Dawkins, seconded Cr Angers**

**“In accordance with Standing Orders 15.10 that the meeting be re-opened to members of the public and the media”**

**Carried 5/0**

**13.2 PUBLIC READING OF RECOMMENDATIONS THAT MAY BE MADE PUBLIC**

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

**14 MEETING CLOSURE**

The Presiding Member announced the closure of the meeting at 7:07 PM.

CONFIRMED: PRESIDING MEMBER \_\_\_\_\_ DATE.../.../....