

# TOWN OF COTTESLOE



## WORKS AND CORPORATE SERVICES COMMITTEE

# MINUTES

**MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE  
109 BROOME STREET, COTTESLOE  
6.00 PM, TUESDAY, 19 MAY 2015**

**MAT HUMFREY**  
A/Chief Executive Officer

20 May 2015

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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 6:00 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**

Mayor Jo Dawkins  
Cr Helen Burke  
Cr Peter Jeanes  
Cr Philip Angers  
Cr Jay Birnbrauer

Deputy Presiding Member

Deputy Member

**Officers Present**

Mr Mat Humfrey  
Mr Doug Elkins  
Mrs Siobhan French

A/Chief Executive Officer  
Manager Engineering Services  
Administration and Governance Officer

**Gallery**

Media (1)  
Member of the Public (1)

**6.1 APOLOGIES**

Cr Sally Pyvis

**Officer Apologies**

Nil

**6.2 APPROVED LEAVE OF ABSENCE**

Cr Robert Rowell

**6.3 APPLICATIONS FOR LEAVE OF ABSENCE**

Moved Cr Burke, seconded Cr Jeanes

**THAT Cr Burke's request for leave of absence from the June Works and Corporate Services Committee be granted.**

**Carried 5/0**

**7 DECLARATION OF INTERESTS**

Nil

**8 CONFIRMATION OF MINUTES**

Moved Cr Angers, seconded Cr Burke

[Minutes April 21 2015 Works and Corporate Services Committee.docx](#)

**The Minutes of the Ordinary meeting of the Works And Corporate Services Committee, held on 21 April 2015 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 en bloc:

- 10.2.1 Statutory Financial Reports for the Period 1 July 2014 to 30 April 2015
- 10.2.2 Schedules of Investments and Loans as at 30 April 2015
- 10.2.3 List of Accounts Paid for the Month of April 2015
- 10.2.4 Rates and Sundry Debtors Reports as at 30 April 2015

## 10 REPORTS

### 10.1 ADMINISTRATION

#### 10.1.1 REVIEW OF THE TOWN OF COTTESLOE LOCAL GOVERNMENT PROPERTY LOCAL LAW

**File Ref:** CLL/7  
**Attachments:** [Town of Cottesloe Local Government Property  
Local Law 2001](#)  
**Responsible Officer:** Mat Humfrey  
A/Chief Executive Officer  
**Author:** Mat Humfrey  
A/Chief Executive Officer  
**Proposed Meeting Date:** 19 May 2015  
**Author Disclosure of Interest:** Nil

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#### SUMMARY

Council is being asked to review its Local Government Property Local Law.

#### BACKGROUND

Local Governments are required to review their local laws from time to time. The Town of Cottesloe Local Government Property Local Law is due for such a review.

#### STRATEGIC IMPLICATIONS

Nil

#### POLICY IMPLICATIONS

Nil

#### STATUTORY ENVIRONMENT

##### ***Local Government Act 1995***

##### ***3.16. Periodic review of local laws***

- (1) *Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.*
  - (2) *The local government is to give Statewide public notice stating that —*
    - (a) *the local government proposes to review the local law; and*
    - (b) *a copy of the local law may be inspected or obtained at any place specified in the notice; and*
    - (c) *submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.*
-

- (2a) *A notice under subsection (2) is also to be published and exhibited as if it were a local public notice.*
- (3) *After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.*
- (4) *When its council has considered the report, the local government may determine\* whether or not it considers that the local law should be repealed or amended.*

*\*Absolute Majority Required*

### **FINANCIAL IMPLICATIONS**

In order for the review to be completed, the review will need to be advertised and appropriate notices placed. The costs of these notices can be met within the Town's operating budget.

### **STAFFING IMPLICATIONS**

Nil

### **SUSTAINABILITY IMPLICATIONS**

Nil

### **CONSULTATION**

The Act requires that the review call for submissions following the placement of the appropriate notices.

### **STAFF COMMENT**

At the March Council meeting, it was resolved that the Town would investigate ways that smoking on the Town's beaches could be managed. It was noted that under the current local laws, the Town had no ability to control or prevent smoking in public open spaces. It was also noted that the most appropriate local law for such a power to reside, the Local Government Property Local Law was also due for review.

At this stage, the local law will be advertised as is, with a call for submissions on the local law. If the Town receives submissions to the effect that it should be amended, the amendment local law would then be developed and subject to the normal approval process for local laws.

As the local law has been in operation for some time with little feedback or comment received, it is not anticipated that a high level of feedback on the majority of the local law will be received.

### **VOTING**

Simple Majority



**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Birnbrauer, seconded Cr Angers**

**THAT Council authorise the Chief Executive Officer to commence a review of the Town of Cottesloe *Local Government Property Local Law 2001* and to place local and statewide notices as required.**

**Carried 5/0**

**10.1.2 AMENDMENT TO SEA VIEW GOLF CLUB LOAN ARRANGEMENT**

**File Ref:** SUB/1558  
**Responsible Officer:** Mat Humfrey  
A/Chief Executive Officer  
**Author:** Mat Humfrey  
A/Chief Executive Officer  
**Proposed Meeting Date:** 19 May 2015  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

Council is being asked to endorse the extension of the loan agreement with Sea View Golf Club, for the Club's contribution to remedial works undertaken on the club house.

**BACKGROUND**

In November 2013, Council resolved as follows;

*THAT Council:*

- 1. Advises Sea View Golf Club that it will agree in principle to equal cost sharing of the concrete repairs, and other repairs, identified in the Structural Observation Report, on the basis of the current loan from the Town to the Club being extended for a duration covering agreed repayment installments.*
- 2. Requests officers to obtain further quotes for the concrete repairs, and other repairs, identified in the Structural Observation Report, in consultation with Sea View Golf Club.*
- 3. Requests officers, based on the costs determined for all of the repairs, to formalise the loan extension with Sea View Golf Club and report to Council for the allocation of funds, from existing budget reserves or future Budget, for its contribution to the total cost.*
- 4. Advises Sea View Golf Club that the club building and other buildings, structures, plant and equipment are required to be well-maintained by the Club in perpetuity, whereby pursuant to the lease from the Town the Club should undertake regular inspections, maintenance works and planned expenditure funded by the Club accordingly.*

Since this time the works have been completed, which required the tendering of the works. The works took longer to complete than initially thought, as additional damage was discovered as the works progressed.

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

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**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

**FINANCIAL IMPLICATIONS**

Nil – the works associated with this report have already been completed. The Club has agreed to contribute 50% of the costs so there is no impact on the Town's financial position.

**STAFFING IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Sea View Golf Club

**STAFF COMMENT**

There has been some delay between the completion of works and the finalisation of the loan arrangements. This is largely due to a request for the Sea View Golf Club to see if they could fundraise a part payment, in order to reduce the amount by which their loan would increase.

At this stage, the Club is not in a position to make a payment of a portion of the amount owed upfront and have agreed to the variation of the loan to cover their total contribution to the remedial works.

The total of \$54,777 (plus interest) that the club would be required to repay equates to four additional loan payments, at the level the Club currently pays. A revised payment schedule has previously been provided to the Club and correspondence received from the Club's manager indicates that they have agreed to this.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Jeanes, seconded Cr Angers**

**THAT Council authorise the Mayor and Chief Executive Officer to sign an amendment to the loan agreement with Sea View Golf Club, which:**

- 1. Increases the loan principle by \$54,777 as at 31 May 2015 representing the Club's contribution to the remedial works required;**
- 2. Includes four additional payments, being three additional full payments and one final payment of \$19,359; and**
- 3. Sees the loan period extended to 06 October 2025 from 06 October 2023.**

**Carried 5/0**

**10.1.3 EXECUTION OF JETTY LICENCE – COTTESLOE BEACH**

**File Ref:** SUB/1947  
**Attachments:** [Jetty Licence](#)  
**Responsible Officer:** Mat Humfrey  
A/Chief Executive Officer  
**Author:** Mat Humfrey  
A/Chief Executive Officer  
**Proposed Meeting Date:** 19 May 2015  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

A jetty licence for Cottesloe Beach, necessary for the installation of a trial shark barrier, is being presented for consideration.

**BACKGROUND**

In October 2014, Council considered the report *Proposal for a Trial Shark Barrier – Cottesloe Beach* and resolved to “seek approval from the Department of Lands to lease the area bounded by the Eco Shark Barrier for a three year period during the trial”.

Officers have consulted with the Department of Lands who have advised that it is necessary for the Town to obtain a licence for the installation of the Eco Shark Barrier. As part of the licence application process, the Town must obtain a jetty licence from the Department of Transport. Officers have been successful in applying for a jetty licence. However, it is necessary for the jetty licence to be executed by the Mayor and Chief Executive Officer (CEO) under common seal, before the jetty licence takes effect.

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

*Local Government Act 1995* – Section 9.49A

**FINANCIAL IMPLICATIONS**

The jetty licence is subject to a minimal annual licence fee (\$38.66) which can be met within existing operational budgets.

**STAFFING IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

Nil

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**CONSULTATION**

Officers have consulted with the Department of Lands, Department of Transport and Eco Shark Barrier Pty Ltd in regards to the application for a jetty licence.

**STAFF COMMENT**

It is recommended that Council approve the execution of the jetty licence by the Mayor and CEO under common seal, in order to progress the Town's application for a licence to install a trial shark barrier at Cottesloe Beach.

The attainment of the jetty licence does not obligate the Town to proceed. If the remaining conditions regarding the installation of the barrier, as resolved by Council, are not met, then the licence will lapse and have no further effect. However, as there is a delay between applying for and getting approval of the licence, it is seen as prudent to have the licence in place so that the barrier can be installed if all the other conditions are satisfied.

**VOTING**

Simple Majority

**COMMITTEE DISCUSSION**

Mayor Dawkins requested an update on the installation of the trial shark barrier. The Acting Chief Executive Officer advised that the Town has been informed that the shark barrier requires the approval of the Western Australian Planning Commission, as the barrier will be installed in a reserve that is of a unique nature and is heritage listed.

Cr Angers queried if the State Government had indicated whether it will assist in funding the trial shark barrier. Mayor Dawkins commented that the advice from the Premier was the funds may be set aside for Councils to apply for shark deterring measures and if that is the case, the Town would have to apply for the funds.

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Mayor Dawkins, seconded Cr Angers**

**THAT Council:**

- 1. Authorise the Mayor and Chief Executive Officer to execute the attached jetty licence for Cottesloe Beach under common seal; and**
- 2. Authorise the Mayor and Chief Executive Officer to execute documents required for the installation of a trial shark barrier at Cottesloe Beach.**

**Carried 5/0**

**10.1.4 NATIONAL SKIN CANCER SCREENING ACTION WEEK FREE MOBILE SCREENING INITIATIVE**

**File Ref:** SUB/1929  
**Attachments:** [Event Application Form Melanoma WA](#)  
[Mobile Screening Site Plan](#)  
[Example of Mobile Clinic](#)  
**Responsible Officer:** Mat Humfrey  
A/Chief Executive Officer  
**Author:** Sherilee Macready  
Community Development Officer  
**Proposed Meeting Date:** 19 May 2015  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

Melanoma WA is seeking approval for their Lion's Cancer Institute Inc. free mobile skin screening unit to be set up at Cottesloe Beach foreshore, from Monday 16 November to Saturday 21 November 2015, between 6.00am and 6.00pm daily, as part of the 2015 National Skin Cancer Action Week.

**BACKGROUND**

In 2014, Melanoma WA gained approval from the Town to set up their first Lion's Cancer Institute Inc free mobile skin screening unit at Cottesloe Beach foreshore, at the corner of Napier Street and Marine Parade (west side). The screening unit was set up at Cottesloe Beach foreshore, from 17 November to 21 November 2014, during the 2014 National Skin Cancer Action Week, and offered a free skin cancer screening consultation and information to members of the public that visited the unit. Organisers subsequently reported that the screening unit was a great success, with 450 members of the public visiting the unit during its operation. Of those screened, 78 people were referred on to a skin specialist for further investigations.

Melanoma WA, based at the Cancer Wellness Centre in Cottesloe, is a non-profit organisation focussed on providing support for people, and their families and carers, who have been diagnosed with melanoma, as well as educating our Western Australian community about melanoma prevention and sun and skin safety. Melanoma WA was founded in 2008 by Clinton Heal, who was diagnosed with melanoma in 2005 at the age of 22. Clinton was a Young West Australian of the Year award winner in 2011, and in 2014 received the John Curtin Medal, receiving both awards for his contributions in raising the profile of melanoma awareness and prevention in the West Australian community. He is also recognised by the medical sector as an appropriate champion for melanoma awareness.

Organisers are seeking approval for their second Lion's Cancer Institute Inc free mobile skin screening unit initiative to take place at Cottesloe Beach foreshore, from Monday 16 November through to Saturday 21 November 2015.

The screening unit will consist of a fully autonomous mobile clinic, together with its attached trailer. A photograph has been provided which features an example of the mobile clinic. Three qualified Dermatologists will staff the clinic and will undertake the

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free skin screening examinations. Similar screenings would usually cost members of the public approximately \$250 per session.

Three 3m x 3m shade tents will be used for community engagement with members of the public, by Melanoma WA staff, with one used as a waiting area for the screening unit. Free sunscreen for members of the public visiting the screening unit will be housed in one of the tents, provided by one of the screening unit's sponsors. The tents will also provide shade from the elements.

Information brochures about melanoma and National Skin Cancer Action Week, and a few associated products, will be available for members of the public to access and take away with them when visiting the community engagement tents.

Objectives of the free skin cancer screening unit initiative are:

- To remove obstacles that prevent people from getting their skin screened, such as cost, and inconvenient General Practitioner or Dermatologist appointment times;
- To highlight the importance of early detection as a way of preventing skin cancer, and in particular, potentially deadly melanoma;
- To showcase the work that Melanoma WA does in the local Western Australian community; and to
- Highlight National Skin Cancer Action Week (15 – 21 November 2015) and its activities.

Organisers have indicated that they may invite interested local media to attend the screening unit site on one of the days of operation, with a purpose to promote the skin screening unit as well as National Skin Cancer Action Week. At this stage, details of this are yet to be determined.

Organisers will have comprehensive Public Liability Insurance in place to cover the event.

## **STRATEGIC IMPLICATIONS**

Nil

## **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 provision for the maintenance and management of beaches and beach reserves.

## **FINANCIAL IMPLICATIONS**

Nil

**STAFFING IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

Adequate arrangements are made for rubbish collection and removal, including the collection of recyclable materials.

**CONSULTATION**

Officers contacted the Works Supervisor with regards to use of the Cottesloe Beach foreshore for this initiative. The Works Supervisor advised that he could not see any issues with the screening unit being set up at the specified location. Works staff will assist the organisers with the screening unit's placement, and will work around the unit and its associated tents.

**STAFF COMMENT**

As the events main purpose is to provide a free skin cancer screening consultation together with information about the importance of early detection as a way of preventing skin cancer, which provides a valuable service to the community, as well as the low impact expected, the application is recommended for approval.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Mayor Dawkins, seconded Cr Burke**

**THAT Council approve the application to hold the 2015 Skin Cancer Action Week Lions Cancer Institute mobile skin screening initiative at Cottesloe Beach foreshore, from Monday 16 November to Saturday 21 November 2015, between 6.00am to 6.00pm daily, subject to the following conditions:**

- 1. Event organisers are able to provide proof of adequate public liability insurance to cover the screening initiative, for no less than \$10 million;**
- 2. Adequate arrangements for rubbish collection and removal, including the provision for recycling;**
- 3. Class the event as a "Charitable Event" and charge no fee for the event;**
- 4. Compliance with the *Beaches and Beach Reserves Local Law 2012*;**
- 5. Compliance with the Town's Beach Policy; and**
- 6. Compliance with requirements for sanitary facilities, access and egress, first aid and emergency response as per the *Health (Public Buildings) Regulations 1992*.**

**Carried 5/0**



## 10.2 FINANCE

### 10.2.1 STATUTORY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2014 TO 30 APRIL 2015

**File Ref:** SUB/1878  
**Responsible Officer:** Mat Humfrey  
A/Chief Executive Officer  
**Author:** Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 19 May 2015  
**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 information to Council for the period 1 July 2014 to 30 April 2015.

#### 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 \$392,165 or 4% more than year to date budget. All material variances are detailed in the Variance Analysis Report on pages 7 to 11 of the attached Financial Statements. Operating expenditure is \$104,640 or 1% more than year to date budget. Capital expenditure, which is detailed on pages 29 to 32, is \$400,076 or 23% more than year to date budget. The main factor contributing to this is the cost involved to develop the former depot site.

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**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Mayor Dawkins, seconded Cr Angers**

**THAT Council receive the Statutory Financial Statements including other financial information as submitted to the 19 May 2015 meeting of the Works of Corporate Services Committee.**

**Carried 5/0**

**10.2.2 SCHEDULES OF INVESTMENTS AND LOANS AS AT 30 APRIL 2015**

**File Ref:** SUB/1878  
**Responsible Officer:** Mat Humfrey  
A/Chief Executive Officer  
**Author:** Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 19 May 2015  
**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 30 April 2015, 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 22 of the attached Financial Statements shows a balance of \$11,332,093.08 as at 30 April 2015. Approximately 33% of the funds were invested with Bankwest, 29% with National Australia Bank, 21% with Westpac Banking Corporation and 17% with the Commonwealth Bank of Australia.

The Schedule of Loans on page 23 of the attached Financial Statements shows a balance of \$5,147,372.01 as at 30 April 2015. Included in this balance is \$256,620.19 that relates to self supporting loans.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Mayor Dawkins, seconded Cr Angers**

**THAT Council receive the Schedule of Investments and the Schedule of Loans as at 30 April 2015. These schedules are included in the attached Financial Statements as submitted to the meeting of the Works and Corporate Services Committee on 19 May 2015.**

**Carried 5/0**

**10.2.3 LIST OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2015**

**File Ref:** SUB/1878  
**Responsible Officer:** Mat Humfrey  
A/Chief Executive Officer  
**Author:** Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 19 May 2015  
**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 April 2015, as included in the attached Financial Statements as presented to the meeting of the Works and Corporate Services Committee on 19 May 2015.

**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 April 2015 is included on pages 12 to 18 of the attached Financial Statements. The following significant payments are brought to Council's attention:

- \$412,009.55 & \$76,557.54 to the Australian Taxation Office for the monthly Business Activity Statement.
  - \$36,863.64 to All Firm Pty Ltd for paving works at Napoleon Street.
  - \$28,380.00 to B & B Waste Contractors Pty Ltd for a green waste collection.
  - \$34,478.40 to the Department of Local Government to return unspent grant funds.
-

- \$30,344.28 to Surf Life Saving Western Australia for the monthly lifeguard contract.
- \$70,000 to Sculpture by the Sea for two new sculptures.
- \$68,337.35 to Perthwaste Green Recycling for waste collection/disposal services.
- \$105,411.87 to Roads 2000 for various road works.
- \$85,020.43 & \$88,264.67 to Town of Cottesloe Staff for fortnightly payroll.
- \$500,000.00 to National Australia Bank being transfers to reserves.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Mayor Dawkins, seconded Cr Angers**

**THAT Council receive the list of accounts paid for the month of April 2015 as included in the attached Financial Statements, as submitted to the 19 May 2015 meeting of the Works and Corporate Services Committee.**

**Carried 5/0**

**10.2.4 RATES AND SUNDRY DEBTORS REPORTS AS AT 30 APRIL 2015**

**File Ref:** SUB/1878  
**Responsible Officer:** Mat Humfrey  
A/Chief Executive Officer  
**Author:** Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 19 May 2015  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

The purpose of this report is to present to Council the Rates and Sundry Debtors Reports as at 30 April 2015, as included in the attached Financial Statements as submitted to the meeting of the Works and Corporate Services Committee on 19 May 2015.

**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 24 to 26 of the attached Financial Statements shows a total balance outstanding of \$162,431.27 as at 30 April 2015. Of this amount, \$54,777.00 relates to a non current loan debtor with a community organisation, and of the remaining balance \$49,058.65 is under sixty days old with the balance of aged debtors being \$58,595.62.

The Rates and Charges Analysis on page 27 of the attached Financial Statements shows a total balance outstanding of \$378,076.48 of which \$185,293.94 and \$61,761.48 relates to deferred rates and outstanding emergency services levies

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respectively. The Statement of Financial Position on page 4 of the attached Financial Statements shows total rates outstanding as a current asset of \$242,381 as compared to \$205,428 this time last year.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Mayor Dawkins, seconded Cr Angers**

**THAT Council receive the Rates and Charges Analysis Report and Sundry Debtors Report as submitted to the 19 May 2015 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****12.2.1 CONFERENCE ATTENDANCE - LIVEABLE CITIES ICTC MAINSTREET 2015**

The Acting Chief Executive Officer tabled a report, *Conference Attendance – Liveable Cities ICTC Mainstreet 2015*, detailing Cr Pyvis' request to attend an interstate conference

**Moved Mayor Dawkins, seconded Cr Birnbrauer**

**THAT the report *Conference Attendance – Liveable Cities ICTC Mainstreet 2015* be considered as urgent business.**

**Carried 5/0**

**CONFERENCE ATTENDANCE - LIVEABLE CITIES ICTC MAINSTREET 2015**

**File Ref:** SUB/1250  
**Attachments:** [ICTC Conference Brochure Program](#)  
**Responsible Officer:** Mat Humfrey  
A/Chief Executive Officer  
**Author:** Lydia Giles  
Executive Officer  
**Proposed Meeting Date:** 19 May 2015  
**Author Disclosure of Interest** Nil

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**SUMMARY**

The ICTC Conference Mainstreet 2015 will host over 80 speakers from around the world who will cover topics including Urban Regeneration, Design, Place Making, Planning and Economic Development. This year's conference will be held in Wollongong on the 21 – 24 July 2015 and Councillor Sally Pyvis is seeking Council to approve the registration fee for a one day attendance on 22 July to attend the conference.

**BACKGROUND**

Regular attendance at national level conferences allows the Elected Members to stay abreast of issue relevant to the development of the Town, especially in creating a liveable and lovable places.

The 15<sup>th</sup> ICTC Conference Mainstreet and 5th National Mainstreet Australia Conference is the biggest joint industry event of 2015.

The program includes renowned speakers from the US, UK, Canada, Australia and New Zealand, Cross-disciplinary concurrent sessions, interactive sessions—workshops, panel sessions and special interest group (SIG) meetings and Trade exhibition—with the latest industry products.

### **STRATEGIC IMPLICATIONS**

Regular attendance at conferences for Councillors will foster knowledge and skills, and supports the Town's strategic outlook.

### **POLICY IMPLICATIONS**

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

(a) Registration fees;

### **STATUTORY ENVIRONMENT**

Nil

### **FINANCIAL IMPLICATIONS**

Resource requirements are in accordance within the existing budgets for elected member conferences and training (\$555).

### **STAFFING IMPLICATIONS**

Nil

### **SUSTAINABILITY IMPLICATIONS**

Nil

### **CONSULTATION**

The Councillor has consulted and received support from management.

### **STAFF COMMENT**

Planning for growth within the Town and adapting to changes is crucial. This conference is aimed for Elected Members who have interest in planning, urban design, and development. The conference will look at what the Town can do this in a rapidly changing climate.

As there is no travel or accommodation expenses to be met (Cr Pyvis is meeting these costs herself), this represents exceptional value for the Town. It will allow for a fresh prospective and alternate ideas to be raised and discussed.

### **VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Mayor Dawkins, seconded Cr Jeanes**

**THAT Council APPROVE the attendance of Councillor Pyvis at the ICTC Conference Mainstreet 2015 in Wollongong on 22 July 2015, and request a report on the conference to be provided within two months of attending the event.**

**Carried 5/0**

**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 6:20 PM.

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