

TOWN OF COTTESLOE



WORKS AND CORPORATE SERVICES COMMITTEE

MINUTES

**MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
6.00 PM, TUESDAY, 22 SEPTEMBER 2015**

MAT HUMFREY
Chief Executive Officer

24 September 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 6:03 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 Robert Rowell	Presiding Member
Mayor Jo Dawkins	
Cr Helen Burke	
Cr Sally Pyvis	
Cr Philip Angers	

Officers Present

Mr Mat Humfrey	Chief Executive Officer
Mr Garry Bird	Manager Corporate & Community Services
Mr Doug Elkins	Manager Engineering Services
Mrs Siobhan French	Administration & Governance Officer

Gallery

Media (1)

6.1 APOLOGIES

Cr Peter Jeanes

Officer Apologies

Nil

6.2 APPROVED LEAVE OF ABSENCE

Nil

6.3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 DECLARATION OF INTERESTS

Nil

8 CONFIRMATION OF MINUTES

Moved Mayor Dawkins, seconded Cr Burke

[Minutes August 18 2015 Works and Corporate Services Committee.docx](#)

The Minutes of the Ordinary meeting of the Works and Corporate Services Committee, held on 18 August 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:

10.3.2 Statutory Financial Reports for the Period 1 July 2015 to 31 August 2015

10.3.3 Schedules of Investments and Loans as at 31 August 2015

10.3.4 List of Accounts Paid for the Month of August 2015

10.3.5 Rates and Sundry Debtors Reports as at 31 August 2015

10 REPORTS

10.1 ADMINISTRATION

10.1.1 CELEBRATION OF THE MOTORCAR - 2015

File Ref: SUB/2042
Attachments: [Celebration of the Motorcar Event Application Form](#)
[Event Map](#)
[Event Management Plan](#)
Responsible Officer: Garry Bird
Author: Manager Corporate & Community Services
Sherilee Macready
Community Development Officer
Proposed Meeting Date: 22 September 2015
Author Disclosure of Interest: Nil

SUMMARY

Celebration of the Motorcar is a motoring exhibition event held in the grounds of the Cottesloe Civic Centre. Paul Blank from Automotive Events Management is seeking approval for the fourth Celebration of the Motorcar event, in its modern format to be held at the Cottesloe Civic Centre, on Sunday 22 November 2015, between 10.30am and 3.30pm. The original event was held annually from 1993 until 2003.

BACKGROUND

The event invites members of the public to view an exhibition of Australia's (including Western Australian cars) classic, exotic and prestige cars in the grounds of the Cottesloe Civic Centre. The specific location of the public exhibition will be on the Main Lawn and Lower Lawn as shown on the attached example map.

The primary aim of the event is to raise funds and profile for the organiser's chosen charity, Wheels for Hope. Wheels for Hope is a charity that supports WA families with disabilities who do not have the benefit of mobility. These are families who do not have suitable transportation to access critical medical and remedial care, educational opportunities and community events. Wheels for Hope have a fleet of 60 wheelchair hoist vehicles which are loaned to eligible families as part of the programme. This year, funds raised by the Celebration of the Motorcar event, will support Wheels for Hope maintain and grow its fleet, and assist more WA families to gain mobility and have a better chance of contributing to, and taking part in community life.

General public event admittance fees for the motoring exhibition are as follows:

- Adults admission \$20
- Children admission \$10
- Family admission \$50 (2 adults and up to 4 children)

100% of admission fees, after costs, are donated to the organisation's chosen charity organisation, Wheels for Hope.

The original event was created and organised by Paul Blank of Automotive Events Management. The inaugural event, held in 1993, won the West Australian Motoring Event of the Year Award. After five successful years of the event being held at Cottesloe Civic Centre, demand was such that the event moved to a larger venue at the Claremont Teachers College. The event was held at the teacher's college until 2003.

Rubbish bins are required for the event, which were supplied by the Council at last year's event in support of this charitable event.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Outdoor Concerts and Large Public Events Policy

Event Classification Policy

STATUTORY ENVIRONMENT

Environmental Protection (Noise) Regulations 1997

FINANCIAL IMPLICATIONS

The fees associated with Public Events / Multiple Area Events for over 500 people, as per the Town's Schedule of Fees and Charges for the year ending 30 June 2016 are as follows:

Charity	Nil
Community (<1000 people)	\$550 per day
Community (>1000 ~ <3000 people)	\$1,100 per day
Commercial (<1000 people)	\$3,000 per day
Commercial (>1000 ~ <2000 people)	\$6,000 per day
Commercial (<2000 ~ <3000 people)	\$10,000 per day

The event organisers have indicated that they are anticipating approximately 2000 paid participants to the event – which would attract a fee of \$6,000.

However, the organisers are contributing 100% of the admission fees collected, after costs, to their chosen charity, Wheels for Hope, which supports WA families with disabilities who do not have the benefit of mobility. As such it is recommended that Council classify this event as a "charitable" event – which has no fees. The Town has not charged fees in the past for this event.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

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

CONSULTATION

In order to limit the impact on neighbours from potential noise generated from the event, no activity will take place in the Secret Garden, and noise limits will be put into place for activities on the Lower Lawn, with no vehicle activity at the Civic Centre before 8.30am or after 6.00pm on Sunday 22 November 2015.

However it is still recommended that neighbouring properties be advised of the event taking place (if approved), and provide a mechanism for them to provide feedback if required.

STAFF COMMENT

The 2012, 2013, and 2014 events were well organised and drew interest from local residents, who appreciated the type and value of the cars on display. Officers verified that 100% of net admission fees from the event went to the organiser's 2014 charities, Wheels for Hope, and Bridging Communities Inc. The Town did not receive any formal noise complaints from surrounding residents to the Cottesloe Civic Centre following the 2014 event, and as such is supportive of the event.

Event organisers have advised officers that event signage will be at a minimum and will consist primarily of directional signage. Event signage will also consist of one 'Celebration of the Motorcar' banner as per the 2014 event, and specific car trade display signage, which will be restricted to individual car sites. With the focus of the event being the cars themselves, advertising will be kept to an absolute minimum.

Event organisers have also advised officers that materials used to "rope off" areas used to house display cars, will leave as little impact as possible on the lawn areas of the Main and Lower Lawn. The Town's Grounds Staff will be available to assist with marking out the grounds prior to the event, to minimise damage to lawn areas and reticulation systems.

On the Saturday 21 November, between 10.00am and 2.00pm, some cars will be delivered to the Lower Lawn and Main Lawn in preparation for their display placement. Event organisers will be required to keep the noise associated with this to a minimum. A security guard will be in place overnight to guard the vehicles.

On the morning of the event, the remainder of the display cars will enter the Main Lawn and Lower Lawn from 8.30am. Event organisers will be required to keep the noise associated with this to a minimum. Cars will not be running during the event times which will assist in keeping noise levels to an acceptable level. Cars will come in the northern entry and leave from the gate close to the War Memorial Hall, keeping all traffic moving in one direction. Support vehicles will need to be parked offsite – with the most appropriate venue being Harvey Field.

The cars will leave the Civic Centre between 3.45pm and 5.45pm on Sunday 22 November, with all activity ceased for the evening by 6.00pm. This again should minimise noise impacts on nearby residents.

The event is open to the public between 10.30am and 3.30pm.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Angers

THAT Council approve the application to hold the Celebration of the Motorcar event at Cottesloe Civic Centre, on Sunday 22 November 2015, from 10.30am to 3.30pm, 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 this event as a “charitable” event and charge no hire fees;**
- 5. Any additional applicable fees are to be paid prior to the event, including fees to cover additional costs of cleaning the public toilets and ranger services (if required);**
- 6. Provision of ‘certificates of currency’ to certify that organisers have adequate public liability and event insurance, to the satisfaction of the Chief Executive Officer, prior to the event;**
- 7. Provision of an ‘event management plan’ and ‘risk assessment document’, to the satisfaction of the Chief Executive Officer, prior to the event;**
- 8. That support vehicles are parked at Harvey Field and not in public parking areas;**
- 9. No vehicle activity at the Civic Centre before 8.30am and after 6.00pm on Sunday 22 November 2015; and**
- 10. Neighbouring properties to the Cottesloe Civic Centre are notified of the event taking place, and provided with a mechanism to provide feedback about the event, if required.**

Carried 5/0

10.1.2 FUNDRAISER CONCERT FOR CANCER SUPPORT WA

File Ref: SUB/1913
Attachments: [Event Application](#)
[Event Description](#)
Responsible Officer: Garry Bird
Manager Corporate & Community Services
Author: Sherilee Macready
Community Development Officer
Proposed Meeting Date: 22 September 2015
Author Disclosure of Interest Nil

SUMMARY

An application has been received from Cancer Support WA to host an afternoon concert at Cottesloe Civic Centre, called 'Afternoon Delights', on Sunday 28 February 2016, from 3.00pm to 6.30pm. The event raises funds for Cancer Support WA's programs and services.

BACKGROUND

Cancer Support WA is a not-for-profit organisation based at the Cancer Wellness Centre in Railway Street, Cottesloe. For more than 30 years, Cancer Support WA has supported many thousands of Western Australian's living with cancer, and their families, at every stage of their cancer journey. One of their primary services includes providing the only 24 hour cancer phone support service in Western Australia. Cancer Support WA are pioneers of the "wellness approach" to cancer, and continue to be a leading authority on cancer wellness strategies in the community. The majority of the income that is needed to run Cancer Support WA's programs and services is generated from their own in-house fundraising efforts, as well as donations to the organisation.

The fundraiser concert event has been held annually at North Cottesloe Primary School oval since 2012, primarily as an evening concert, and since then has started to grow a following in the Cottesloe community. Since North Cottesloe Primary School has completed extensive renovations to their property to house the Wanslea Early Learning Centre, Cancer Support WA staff have determined that the venue is unfortunately no longer suitable for their annual fundraising concert, primarily due to logistics and access to the venue site. Cottesloe Civic Centre has been chosen as a potential venue for their 2016 concert.

The primary aim of the 2016 event is to raise funds for Cancer Support WA's programs and vital services, while providing a family-friendly concert for the community. Members of the public are invited to bring a picnic and low chairs or a blanket and come along and enjoy an afternoon of music on the Main Lawn at the Cottesloe Civic Centre. Performing musicians are primarily drawn from local West Australian musicians, mainly in the genres of jazz, classical and modern contemporary.

Cancer Support WA staff and volunteers would like to set up 2 or 3 small fundraising stalls at the event to sell baked goods and other small items, with proceeds going to

Cancer Support WA. The appropriate environmental health permits from Council will be in place for the event.

Organisers are expecting approximately 300 paid concert goers.

Proposed general public event admittance fees for the 2016 concert are as follows:

Adults admission	\$25
Concession admission	\$20
Children under 12	Free

Rubbish bins are required for the event, which can be supplied by Council in support of this charitable event.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Outdoor Concerts and Large Public Events Policy

Event Classifications Policy

STATUTORY ENVIRONMENT

Environmental Protection (Noise) Regulations 1997

FINANCIAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

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

CONSULTATION

Officers contacted the Principal Environmental Health Officer for comment on any potential noise regulations associated with this event. It was advised, that Cultural Events that have a benefit to the community, as stated under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997*, can be exempted by the Chief Executive Officer from having to comply with the standard noise regulations.

In addition, noise related conditions may be placed on the approval, and these may include:

- Noise levels that must not be exceeded during the event;
- Restrictions on times approved for music;
- A letter drop to neighbouring residents advising of the one-off, non-complying event with contact details for complaint management; and

- Noise monitoring or payment towards noise monitoring fees.

STAFF COMMENT

Permission is requested from the organisers to set up 3 small fundraising stalls at the event. The appropriate environmental health food permits from Council will need to be in place. The stalls are low key and proceeds of the sales go directly to Cancer Support WA, as such they are supported.

In order to limit the potential impact on neighbours from noise generated from the event, the officer recommendation does contain restrictions on the location and time of the event. Other measures will be encouraged to be put in place during the concert, such as consideration given to the orientation of speakers by the organisers, and a recommendation that neighbouring properties be advised of the event taking place (if approved), including providing them with a mechanism to provide feedback if required.

As the primary aim of the event is to raise funds for Cancer Support WA's programs and services, the recommendation is to approve the event.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Angers, seconded Cr Pyvis

THAT Council approve the application to hold the 'Afternoon Delights' Fundraiser Concert for Cancer Support WA at Cottesloe Civic Centre, on Sunday 28 February 2016, from 3.00pm to 6.30pm, subject to 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 this event as a "charitable" event and charge no fees;**
- 5. All appropriate environmental health food and beverage permits are in place prior to the event;**
- 6. Provision of 'certificates of currency' to certify that organisers have adequate public liability and event insurance, to the satisfaction of the Chief Executive Officer, prior to the event;**
- 7. Provision of a 'risk assessment document' or 'event management plan', to the satisfaction of the Chief Executive Officer, prior to the event;**

8. Neighbouring properties to the Cottesloe Civic Centre are notified of the event taking place, and provided with a mechanism to provide feedback about the event, if required;
9. No activity to take place in the Secret Garden or Lower Lawn; and
10. All concert music ceasing by 7.00pm on Sunday 28 February 2016.

Carried 5/0

10.1.3 EVENT APPLICATION - CONNECT AND CELEBRATE BEACH EVENT

File Ref: SUB/1929
Attachments: [Lululemon Event Application](#)
[Event Proposal](#)
Responsible Officer: Garry Bird
Manager Corporate & Community Services
Author: Sherilee Macready
Community Development Officer
Proposed Meeting Date: 22 September 2015
Author Disclosure of Interest: Nil

SUMMARY

An application has been received from Lululemon Athletica (Western Australia) seeking approval for a community based beach event, called 'Connect and Celebrate' to take place at Cottesloe Beach on Saturday 7 November 2015 between 4.00pm and 9.00pm.

BACKGROUND

The 'Connect and Celebrate' event is a new event to Cottesloe. The purpose of the event is to provide a free event at Cottesloe Beach for members of the Cottesloe and Perth community, and to celebrate in Cottesloe where their first shop opened. Organisers have indicated that members of the Cottesloe "fitness" community significantly supported them when they were starting out in Cottesloe in 2007, primarily by creating a "buzz" about their products through word-of-mouth communication. Therefore, Lululemon Athletica would like to thank members of the Cottesloe community for their contribution and support by inviting them to attend the event.

Organisers have indicated that their preferred location for the event is north of the Indiana Tea House building. A draft map of the event layout has been provided.

The event is comprised of three components: A Float Up; a Silent Yoga Class; and a Silent Disco and Beach Lounge. Members of the public are invited to participate in the beach event free of charge.

Component 1: The Float Up – 4.00pm to 5.00pm – Participants are invited to float in the ocean on lilos or swim rings, to relax and welcome in the summer season. Participants will be encouraged to supply their own floating devices, and a limited number of floating devices will be provided by the event organisers. Organisers are expecting about 200 people to take part in this component of the event.

Component 2: Silent Yoga Class – 5.30pm to 6.40pm – Participants are invited to take part in a 60 minute yoga class, followed by a relaxing communal moment watching the sunset over the ocean. Yoga mats will be set up on the grassed tiers and on the sand on the north side of Indiana. The pedestrian path in front of the grassed tiers will remain free of equipment to ensure pedestrian access the beach. Headphones will be distributed to all participants in the yoga class for the purpose of hearing the instructor's commentary. No amplified commentary or music will take

place. Organisers are expecting about 300 people to take part in this component of the event.

Component 3: Silent Disco and Beach Lounge – 7.00pm to 9.00pm – Two areas will be set up for participants, both situated next to each other on the sand. Participants in the silent disco will be provided with headphones and can choose from three different channels to listen to, with the music being provided by three Disc Jockeys. In the beach lounge section, lounge couches and bean bags will be set up for participants to relax on and enjoy a selection of acoustic live music. No amplified music will be used as part of the silent disco or beach lounge component of the event. Organisers are expecting about 300 to 400 people to take part in this component of the event.

Signage will be limited to directional signage and a signage featuring the list of the proposed event schedule, an example of which is attached. No giveaways or stalls are included in this event.

Local businesses located on Marine Parade will be invited to be included in the event, to perhaps provide easy takeaway options that participants can purchase. This in turn supports local businesses in the area.

With approximately 400 participants expected, extra toilet facilities will be provided by the organisers. Rubbish bins, including the provision for recycling will be provided by the organisers.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Beach Policy

Event Classification Policy

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

The fees associated with Public Events / Multiple Area Events / or events attracting over 500 people, as per the Town's Schedule of Fees and Charges for the year ending 30 June 2016 are:

Charity	Nil
Community (<1000 people)	\$550 per day
Community (>1000 ~ <3000 people)	\$1,100 per day
Commercial (<1000 people)	\$3,000 per day
Commercial (>1000 ~ <2000 people)	\$6,000 per day
Commercial (<2000 ~ <3000 people)	\$10,000 per day

Event organisers have indicated that they are anticipating approximately 400 participants to the event – which would attract a fee of \$3,000 if classified as a “Commercial Event”.

Under the Town’s Event Classification Policy, if considering this event as a “Community Event”, the event must satisfy at least two of the components to be classified as a Community Event. This event satisfies three of the components of the event, which are as follows:

1. The cost of participating in the event covers the cost of organising the event – that is event organisers are not seeking to make a profit;
2. The primary purpose of the event is to provide an opportunity for local community members to participate in the event; and
3. Spectating at the event is free.

Organisers are not charging participants a fee to be a part of the event.

As such the recommendation is to classify this event as a “Community Event”, and charge \$550 per day for beach hire.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

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

CONSULTATION

It is anticipated that support for the event will be provided by Cottesloe Surf Life Saving Club, however, formal support has not been provided at this stage.

STAFF COMMENT

There is no amplified music or amplified PA systems being used at the event, as such it is supported. Headphones will be distributed to participants taking part in the Silent Yoga Class for the purpose of hearing the instructor’s commentary. Headphones will also be distributed to participants taking part in the Silent Disco for them to hear the music through. A selection of acoustic live music will be played in the Beach Lounge component of the event.

Signage will be limited to directional signage and a signage featuring the list of the proposed event schedule. No giveaways or stalls are included in this event.

As the event satisfies three of the components of the “Community Event” classification in the Town’s Event Classification Policy, the officer recommendation to approve the event as a “Community Event” and charge a fee of \$550 per day.

As organisers are providing a free event for the community, and the event is taking place early in the summer season, and it is situated on the north side of Indiana

which is a lower traffic area of the beach, the officer recommendation is to approve the event.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Committee considered the event application at length and were of the opinion that the silent disco and beach lounge component may cause a number of issues due to lack of security, sufficient lighting and the unknown number of participants.

OFFICER RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Angers

THAT Council approve the application from Lululemon Athletica to host a 'Connect and Celebrate' beach event at Cottesloe Beach on Saturday 7 November 2015, from 4.00pm to 9.00pm, subject to the following conditions:

1. Formal support for the event is provided from Cottesloe Surf Life Saving Club;
2. Adequate arrangements for rubbish collection and removal, including the provision for recycling;
3. Class this event as a "Community" event and charge the fee of \$550 per day, and a bond of \$1,000, to be paid prior to the event commencing;
4. The event complies with the *Environmental Protection (Noise) Regulations 1997*;
5. The event complies with the requirements for sanitary facilities, access and egress, first aid and emergency response as per the *Health (Public Buildings) Regulations 1992*;
6. Compliance with additional relevant sections of the Beach Policy;
7. The event complies with the Town's *Beaches and Beach Reserves Local Law 2012*;
8. Provision of 'certificates of currency' to certify that organisers have adequate public liability and event insurance, provided prior to the event;
9. All signage to be approved by the Chief Executive Officer one month prior to the event; and
10. Organisers supply three male and three female toilets to cater for the 400 participants.

AMENDMENT

Moved Mayor Dawkins, seconded Cr Pyvis

That the words “from 4.00pm to 9.00pm” be removed and replaced with “concluding at 7.00pm”.

Carried 5/0

COMMITTEE RECOMMENDATION

THAT Council approve the application from Lululemon Athletica to host a ‘Connect and Celebrate’ beach event at Cottesloe Beach on Saturday 7 November 2015, concluding at 7.00pm, subject to the following conditions:

Formal support for the event is provided from Cottesloe Surf Life Saving Club;

1. Adequate arrangements for rubbish collection and removal, including the provision for recycling;
2. Class this event as a “Community” event and charge the fee of \$550 per day, and a bond of \$1,000, to be paid prior to the event commencing;
3. The event complies with the *Environmental Protection (Noise) Regulations 1997*;
4. The event complies with the requirements for sanitary facilities, access and egress, first aid and emergency response as per the *Health (Public Buildings) Regulations 1992*;
5. Compliance with additional relevant sections of the Beach Policy;
6. The event complies with the Town’s *Beaches and Beach Reserves Local Law 2012*;
7. Provision of ‘certificates of currency’ to certify that organisers have adequate public liability and event insurance, provided prior to the event;
8. All signage to be approved by the Chief Executive Officer one month prior to the event; and
9. Organisers supply three male and three female toilets to cater for the 400 participants.

THE AMENDED SUBSTANTIVE MOTION WAS PUT

Carried 5/0

10.2 ENGINEERING

10.2.1 APPOINTMENT OF CONSULTANT – FORESHORE REDEVELOPMENT

File Ref: SUB/2022
Attachments: [Confidential Attachment Submitted Prices](#)
Responsible Officer: Mat Humfrey
Chief Executive Officer
Author: Doug Elkins
Manager Engineering Services
Proposed Meeting Date: 22 September 2015
Author Disclosure of Interest: Nil

SUMMARY

Council is asked to engage Cardno to progress the design of the Cottesloe Foreshore Redevelopment.

BACKGROUND

Included in the Depot Funds Strategy is the upgrading of the Cottesloe Foreshore, between Forrest Street and Eric Street. Council has previously adopted a Master Plan for the Cottesloe Foreshore in anticipation of future works. To progress the Master Plan, it is necessary for Council to appoint a multidisciplinary consultancy lead by a landscape architect.

In order to provide flexibility to Council, officers have used the Western Australian Local Government Association ('WALGA') Town Planning Consultancy Services tender panel. Using this tender panel, officers have selected a number of urban design consultancies, considered to be suited to the project, to provide project proposals. Based on an assessment of experience, capacity, understanding of the project and proposed methodology, officers prepared a shortlist. The shortlisted consultancies have made a presentation to Councillors in a workshop setting. Based on the presentation, Councillors attending the workshop have determined a preference for one of the consultancies.

The consultancies that prepared a project proposal were:

- Town Planning Group;
- RPS;
- Cardno;
- Whelans; and
- GHD.

The price submitted for each proposal has been included in a confidential attachment.

Council is now asked to endorse the appointment of Cardno for the progression of the Cottesloe Foreshore redevelopment.

STRATEGIC IMPLICATIONS

The implementation of the Foreshore Master Plan is an identified community priority in the Strategic Community Plan.

POLICY IMPLICATIONS

The appointment of a consultant does not have any policy implications. However, Council has a number of policies that will need to be considered when developing the concept and detailed plans.

STATUTORY ENVIRONMENT

Clause 11. (2) of the *Local Government (Functions and General) Regulations 1996* exempt Council from using a tender process for contracts likely to exceed \$100,000 where the services are to be obtained through the Council Purchasing Service of WALGA. Although Council has not called a tender for the consultancy services, the appointment to the WALGA panel is through an open tender process.

FINANCIAL IMPLICATIONS

The ultimate project investment is dependent on external funding. Although Council has capacity to make a significant financial contribution to the project, achieving the level of amenity expected for Cottesloe beach will require external financial contributions.

STAFFING IMPLICATIONS

Within the suite of projects proposed to be funded under the Depot Funds Strategy, an allowance has been made to hire a project manager. At this stage, the workload does not justify the investment into an additional human resource and it is proposed to manage this project with current staff. However, this may change into the future.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The officer recommendation to appoint Cardno is based on feedback received from Councillors who attended the presentations. Officers are comfortable with the outcome so there is little to add. During the workshop, however, there were a number of questions asked regarding the process moving forward and the scope of the current consultancy – below, clarification is provided.

The proposed consultancy is broken up into three major components. The first component is for the development of a detailed concept design. This design will refine the Master Plan for the entire project length, being from Forrest Street to Eric Street. As a result of this process, a plan will be created that will show what is to be built and where it is to be built, without the detail required to actually build it. From this plan, surface materials and colours, locations of artworks and artefacts, placement of gardens and the alignment of roads and paths will all be determined.

The next major component is detail design of the section of the project between Forrest Street and Napier Street. As noted above, the Town's capacity to pay for construction is limited, and the project will require grant funding. In order to ensure progression of the project, a staged approach to construction has been adopted. Furthermore, as the second stage will require a longer concept design period, due to Council's desire to re-visit the car park two area, staging the project will enable detailed design and concept design to be undertaken in parallel. Stage one of the project is considered the highest priority, being the section adjacent to the main Cottesloe Beach, and also being the section that surrounds Indiana Tea House, which is also likely to be redeveloped.

In addition to the project stages, elected members sort to understand the public consultation processes (consultation with the community) incorporated into the consultancy scope. The project brief asked for the consultants to undertake target consultation with key stakeholder groups. Large scale public consultation, such as opportunities to comment published in local newspapers, have purposely been retained in the control of the Town. As the WALGA contract allows easy scope adjustments, if the consultants are required for large scale public consultation processes, this can be facilitated.

The final major project element is contract administration and supervision of construction for stage one.

The consultancy brief has been structured to allow each major project element to be commenced at the leisure of the Town. Relevantly, unless funding is secured, the contract administration and supervision component of the consultancy will not be required. In addition, using the WALGA contract allows easy scope enhancements in the case that the second stage of the project can progress to detailed design and construction.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Rowell

THAT Council authorise the Chief Executive Officer to engage Cardno to complete the detailed concept design for the Cottesloe Foreshore Redevelopment, and authorise the Chief Executive Officer to further engage Cardno, for subsequent stages of the Cottesloe Foreshore Redevelopment at the Chief Executive Officer's discretion, as the project requires.

Carried 5/0

10.3 FINANCE

10.3.1 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION – FINANCIAL ASSISTANCE GRANTS TO LOCAL GOVERNMENT

File Ref: SUB/1939
Responsible Officer: Mat Humfrey
Chief Executive Officer
Author: Garry Bird
Manager Corporate & Community Services
Proposed Meeting Date: 22 September 2015
Author Disclosure of Interest: Nil

SUMMARY

To consider a request from the Australian Local Government Association (ALGA) with respect to federal funding provided to Local Government through the Financial Assistance Grants program (FAGs).

Specifically, ALGA has requested:

1. Adopting a resolution stating the importance of FAGs to the long term financial sustainability of the Town of Cottesloe; and
2. Write to the Deputy Prime Minister and the Minister for Infrastructure and Regional Development, the Hon Warren Truss MP, raising the importance of the FAGs to Councils Budget and urging Mr Truss to support the restoration of the indexation of FAGs as soon as possible.

BACKGROUND

The Federal Government determined in the 2014 Federal Budget to freeze the indexation of FAGs for three years beginning in the 2014/15 financial year. Over the three year period, this is estimated to cost local government \$925 million in lost revenue.

STRATEGIC IMPLICATIONS

5.4 Maximise income from non-rates sources.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

There are no financial implications upon the Council's current Budget; however a freeze on Financial Assistance Grants will impact on Council's Long Term Financial Plan. WALGA has advised that freezing FAGs at their current level until 2017-2018 will result in a permanent reduction of the FAGs base by 13%.

The Town of Cottesloe has budgeted to receive \$178,197 in FAGs in the 2014/15 financial year. If this value was to be indexed to the rate of inflation (average 2.5% per annum over the three year period) the estimated loss of income will be \$13,700.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Australian Local Government Association and State Local Government associations are seeking the support of Council for advocacy to have the Federal Government reverse the decision to freeze the indexation of FAGs. While the FAGs are paid through each States Local Government Grants Commission, the funding originates with the Commonwealth and it is important it is recognised as such. The Town of Cottesloe and every other Council in Australia have been asked to pass a resolution acknowledging the importance of the Commonwealth's Financial Assistance Grants program in assisting Councils to provide important community infrastructure.

Council is also being asked to acknowledge the receipt of Financial Assistance Grants from the Commonwealth in media releases and Council publications including its Annual Report and to highlight to the media a Council project costing similar size to the FAGs received by Council, such that the importance and impact of the grants can be more broadly appreciated.

The Officer is in full support of the request from ALGA.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Angers

THAT Council:

- 1. Acknowledges the importance of federal funding through the Financial Assistance Grants program for the continued delivery of Councils services and infrastructure;**
- 2. Acknowledges that the Town of Cottesloe will receive \$178,197 funding from the program in 2014/15;**
- 3. Will ensure that this federal funding, and other funding provided by the Federal Government under relevant grant programs, is appropriately identified as Commonwealth grant funding in Council publications, including Annual Reports; and**

4. **Write to the Deputy Prime Minister and the Minister for Infrastructure and Regional Development, the Hon Warren Truss MP, raising the importance of the FAGs to Councils Budget and urging Mr Truss to support the restoration of the indexation of FAGs as soon as possible.**

Carried 5/0

**10.3.2 STATUTORY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2015
TO 31 AUGUST 2015**

File Ref: SUB/1878
Responsible Officer: Garry Bird
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 22 September 2015
Author Disclosure of Interest: Nil

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 2015 to 31 August 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 operating revenue of \$21,867 or 5% less than year to date budget which is in most part due to the timing of the Financial Assistance Grant funding as outlined in the Variance Analysis Report on pages 7 to 9 of the attached Financial Statements. Operating expenditure is \$497,904 or 24% less than year to date budget and the main factor contributing towards this is the fact that depreciation is not able to be processed until the finalisation of the financial statements for the year ended 30 June 2015 which is expected in October 2015. Capital expenditure, which is detailed on pages 26 to 32 of the attached Financial Statements, is \$158,457 or 40% more than

year to date budget due in most part to timing of expenditure of Street Furniture Construction at the Town Centre.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Angers

THAT Council receive the Statutory Financial Statements including other supporting financial information as submitted to the 22 September 2015 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.3 SCHEDULES OF INVESTMENTS AND LOANS AS AT 31 AUGUST 2015

File Ref: SUB/1878
Responsible Officer: Garry Bird
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 22 September 2015
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present to Council the Schedule of Investments and the Schedule of Loans as at 31 August 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 21 of the attached Financial Statements shows a balance of \$11,592,848.80 as at 31 August 2015. Approximately 37% of these funds were invested with Bankwest, 30% with National Australia Bank, 17% with Commonwealth Bank and 16% with Westpac Bank.

The Schedule of Loans on page 22 of the attached Financial Statements shows a balance of \$5,147,327.01 as at 31 August 2015. Included in this balance is \$232,890.62 that relates to self supporting loans.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Angers

THAT Council receive the Schedule of Investments and the Schedule of Loans as at 31 August 2015. These schedules are included in the attached Financial Statements as submitted to the meeting of the Works and Corporate Services Committee on 22 September 2015.

Carried 5/0

10.3.4 LIST OF ACCOUNTS PAID FOR THE MONTH OF AUGUST 2015

File Ref: SUB/1878
Responsible Officer: Garry Bird
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 22 September 2015
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present to Council the list of accounts paid for the month of August 2015, as included in the attached Financial Statements as presented to the meeting of the Works and Corporate Services Committee on 22 September 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 August 2015 is included on pages 10 to 17 of the attached Financial Statements. The following significant payments are brought to Council's attention;-

- \$163,761.40 to the Shire of Peppermint Grove for the quarterly contribution to the Grove Library
- \$26,810.35 for a new utility vehicle
- \$46,011.69 to Cobblestone Concrete for the installation of footpaths
- \$43,958.84 to Perthwaste Green Recycling for the collection/disposal of waste

- \$400,000.00, \$400,000.00 and \$400,000.00 to the Town investment account held with National Australia Bank
- \$480,000.00 and \$475,000.00 being new term deposits held with National Australia Bank
- \$480,000.00 to the Commonwealth Bank of Australia for a new term deposit

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Angers

THAT Council receive the list of accounts paid for the month of August 2015 as included in the attached Financial Statements, as submitted to the 22 September 2015 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.5 RATES AND SUNDRY DEBTORS AS AT 31 AUGUST 2015

File Ref: SUB/1878
Responsible Officer: Garry Bird
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 22 September 2015
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present to Council the Rates and Sundry Debtors Reports as at 31 August 2015, as included in the attached Financial Statements as submitted to the meeting of the Works and Corporate Services Committee on 22 September 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 23 and 24 of the attached Financial Statements shows a total balance outstanding of \$186,813.73 as at 31 August 2015. Of this amount, \$54,777.00 relates to a non current loan debtor with a community organisation, and of the remaining balance \$59,394.26 is under sixty days old with the balance of aged debtors being \$72,642.47.

The Rates and Charges Analysis on page 25 of the attached Financial Statements shows a total balance outstanding of \$5,191,347.43 as at 31 August 2015 of which \$177,079.27 and \$771,971.77 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 \$5,655,661 as compared to \$5,815,639 this time last year.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Angers

THAT Council receive the Rates and Charges Analysis Report and Sundry Debtors Report as at 31 August 2015 as submitted to the 22 September 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

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 6:43 PM.

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