

TOWN OF COTTESLOE



WORKS AND CORPORATE SERVICES COMMITTEE

MINUTES

MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
7.00 PM, TUESDAY, 21 FEBRUARY 2012

CARL ASKEW
Chief Executive Officer

22 March 2012

WORKS AND CORPORATE SERVICES COMMITTEE
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1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 7:03PM.

**2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE
(PREVIOUSLY APPROVED)****Present**

Cr Rob Rowell	Presiding Member
Cr Greg Boland	
Cr Sally Pyvis	
Cr Peter Jeanes	Deputy Member

Officers Present

Carl Askew	Chief Executive Officer
Mat Humfrey	Manager Corporate & Community Services
Geoff Trigg	Manager Engineering Services
Christy Watterson	Administration & Governance Officer

Gallery

Members of the public (0)
Media (1)

Apologies

Mayor Kevin Morgan

Officer Apologies

Nil

Leave of Absence (previously approved)

Cr Victor Strzina

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

5 PUBLIC STATEMENT TIME

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved Cr Pyvis, seconded Cr Boland

[Minutes December 06 2011 Works and Corporate Services Committee.doc](#)

The Minutes of the Ordinary meeting of the Works And Corporate Services Committee, held on 6 December 2011 be confirmed.

Carried 4/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Presiding Member addressed the Committee and referenced the five year plans included in the agenda and stated that the plans involved the expenditure of considerable funds and that consideration should be taken into determining potential other uses for Council funds, to beautify Cottesloe and enhance the community through the provision of better infrastructure, such as wider bike paths.

The Presiding Member advised Committee that, with regard to the current cycling facilities in Cottesloe and the Cottesloe Local Bike Plan, it was his belief that the Community would benefit from bike paths being installed on the verges of Grant, Napier, Salvado and Broome (east verge) Streets, as it would encourage people to walk and ride.

The Presiding Member further commented that there is a need for maintenance works to be increased throughout the Town and cited repainting of kerbs, replacement of the Barchetta bin enclosure, replacement of broken tactile pavers and foliage overhanging pathways as potential works.

On a different note, the Presiding Member also commented that the Senior Ranger, Ernie Polis should be commended and recognised for being a local hero in relation to local media reports.

9 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

As there were no members of the public present, the Presiding Member determined to consider items as per the published order of the agenda.

The following items from the Works and Corporate Services Committee were dealt with en bloc.

- 10.3.4 Statutory Financial Reports for the Period 1 July 2011 to 31 December 2011
- 10.3.5 List of Accounts Paid For the Month of December 2011
- 10.3.6 Schedule of Investments and Loans as at 31 December 2011
- 10.3.7 Property and Sundry Debtors Report as at 31 December 2011
- 10.3.8 Statutory Financial Reports for the Period 1 July 2011 to 31 January 2012
- 10.3.9 List of Accounts Paid For the Month of January 2012
- 10.3.10 Schedule of Investments and Loans as at 31 January 2011
- 10.3.11 Property and Sundry Debtors Report as at 31 January 2012

10 REPORTS OF COMMITTEES AND OFFICERS

10.1 ADMINISTRATION

10.1.1 EQUAL EMPLOYMENT OPPORTUNITY - POLICY REVIEW

File No: POL/81
Attachments: [Policy Equal Employment Opportunity](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Lydia Giles
Executive Officer
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

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

BACKGROUND

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

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

No change.

STATUTORY ENVIRONMENT

- The Equal Opportunity Act 1984
- The Local Government Act 1995 (Section 5.40)
- Fair Work Act 2009

FINANCIAL IMPLICATIONS

No financial resource impact.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

This policy has been reviewed to ensure it is relevant to the Town of Cottesloe's current working environment. Minor changes are recommended to be made to this policy at this time, as per the attachment.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Boland noted that whilst some references within the policy had changed from "Council" to "Town of Cottesloe", not all changes had been reflected in the updated policy, specifically sections (1), (6) and (7). He also noted a change in section (5) to clarify the wording of the Act. With those changes Committee supported the amended policy.

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

THAT Council note that the Equal Employment Opportunity policy has been reviewed and adopt the updated policy as per the attachment submitted to the 21 February 2012 meeting of the Works & Corporate Services Committee and set the next review date for February 2015.

AMENDMENT**Moved Cr Rowell, seconded Cr Boland**

That references to "Council" within the Equal Employment Opportunity policy be replaced with "Town of Cottesloe".

Carried 4/0

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

THAT Council note that the Equal Employment Opportunity policy has been reviewed and amended by Committee and adopt the updated policy as per the attachment submitted to the 21 February 2012 meeting of the Works & Corporate Services Committee and set the next review date for February 2015.

AMENDED SUBSTANTIVE MOTION WAS PUT

Carried 4/0

10.1.2 ANNUAL MEETING 2011 - CONFIRMATION OF MINUTES

File No: SUB/19
Attachments: [Minutes AGM 30 November 2011](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Carl Askew
Chief Executive Officer
Proposed Meeting Date: 12 December 2011
Author Disclosure of Interest Nil

SUMMARY

A recommendation is made that Council receive the minutes of the Annual General Meeting of Electors held on Wednesday 30 November 2011 and note that no questions were taken on notice or required follow up action by administration.

BACKGROUND

Council at its meeting on 31 October 2011 accepted the Annual Report and resolved to hold its Annual General Meeting (AGM) on Wednesday 30 November 2011. Aside from the Mayor, Councillors and Senior Staff, 10 electors attended the AGM held in the Town's War Memorial Town Hall.

STRATEGIC IMPLICATIONS**Objective 7: Organisation Development**

To effectively manage Council's resources and work processes.

- Deliver high quality professional governance and administration

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

The relevant sections of the *Local Government Act 1995* read as follows:

5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

5.28. Electors' special meetings

- (1) A special meeting of the electors of a district is to be held on the request of not less than —
 - (a) 100 electors or 5% of the number of electors —whichever is the lesser number; or
 - (b) $\frac{1}{3}$ of the number of council members.
- (2) The request is to specify the matters to be discussed at the meeting and the form or content of the request is to be in accordance with regulations.
- (3) The request is to be sent to the mayor or president.
- (4) A special meeting is to be held on a day selected by the mayor or president but not more than 35 days after the day on which he or she received the request.

5.29. *Convening electors' meetings*

- (1) The CEO is to convene an electors' meeting by giving —
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice,of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

5.30. *Who presides at electors' meetings*

- (1) The mayor or president is to preside at electors' meetings.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at an electors' meeting in accordance with that section.
- (3) If the circumstances mentioned in section 5.34(a) or (b) apply and —
 - (a) the office of deputy mayor or deputy president is vacant; or
 - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,

then the electors present are to choose one of the councillors present to preside at the meeting but if there is no councillor present, able and willing to preside, then the electors present are to choose one of themselves to preside.

5.31. *Procedure for electors' meetings*

The procedure to be followed at, and in respect of, electors' meetings and the methods of voting at electors' meetings are to be in accordance with regulations.

5.32. *Minutes of electors' meetings*

The CEO is to —

- (a) cause minutes of the proceedings at an electors' meeting to be kept and preserved; and

- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.

5.33. *Decisions made at electors' meetings*

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —
 - (a) at the first ordinary council meeting after that meeting; or
 - (b) at a special meeting called for that purpose,whichever happens first.
- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

Regulations 15 of the *Local Government (Administration) Regulations, 1996* requires that:

15. *Matters for discussion at general electors' meetings — s. 5.27(3)*

For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

FINANCIAL IMPLICATIONS

The cost to produce, print and distribute the Annual Report and report summary is approximately \$8,000 and is accommodated within 2011/12 Budget as is the cost of catering (approximately \$400) to host the AGM.

SUSTAINABILITY IMPLICATIONS

The Annual Report summary is printed on recycle paper.

CONSULTATION

Nil

STAFF COMMENT

Section 5.32 of the *Local Government Act 1995* requires the CEO to “...cause minutes of the proceedings at an electors' meeting to be kept and preserved; and ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.”

Minutes of the AGM held on the 30 November 2011 are attached to this report to consider and receive.

Section 5.33 of the Local Government Act 1995 requires that all decision made at an electors meeting are to be considered at the next ordinary Council meeting where practicable. If Council makes a decision in response to a decision made at an

electors meeting, then the reasons for the decision are to be recorded in the minutes of the Council meeting.

Council is advised that no questions were taken on notice or required follow up action by administration.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Boland

THAT Council receive the minutes of the Annual General Meeting of Electors held on 30 November 2011 as presented as per attachment.

Carried 4/0

10.1.3 COMPLIANCE AUDIT RETURN FOR 2011

File No: SUB/390
Attachments: [2011 Compliance Audit Return](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Carl Askew
Chief Executive Officer
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

A recommendation is made to adopt the Compliance Audit Return for 2011 and authorise the Mayor and CEO to certify same so that it may be returned to the Department of Local Government and Regional Development.

BACKGROUND

Each year the Department of Local Government issues a Statutory Compliance Audit return that covers a wide range of mandatory actions required of staff, elected members and the Council as a whole under the provisions of the *Local Government Act (1995)*.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Section 7.13 of the *Local Government Act (1995)* provides, in part, that

Regulations may make provision-

- (1) *Requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are –*
- (i) *Of a financial nature or not; or*
 - (ii) *Under*

Regulation 13 of the *Local Government (Audit) Regulations 1996* sets out the specific areas that are subject to audit.

Regulation 14 of the *Local Government (Audit) Regulations 1996* reads as follows:

14. Compliance audit return to be prepared

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
-

- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3) *A compliance audit return is to be –*
- (a) Presented to the council at a meeting of the council;*
 - (b) Adopted by the council; and*
 - (c) Recorded in the minutes of the meeting at which it is adopted.*

FINANCIAL IMPLICATIONS

None Known

SUSTAINABILITY IMPLICATIONS

None Known

CONSULTATION

Nil

STAFF COMMENT

The Compliance Audit Return (CAR) for 2011 has been completed and it is recommended that Council adopt the CAR and authorise the Mayor and CEO to certify same so that it can be forwarded to the Department of Local Government.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Boland

THAT Council adopt the Compliance Audit Return for 2011 as per attachment 10.1.3 and authorise the Mayor and CEO to certify same so that it may be returned to the Department of Local Government.

Carried 4/0

10.1.4 INDIAN OCEAN CLASSIC - REQUEST FOR FEE REDUCTION

File No: SUB/550-02
Attachments: [Letter to Council - Indian Ocean Classic](#)
Responsible Officer: Mat Humfrey
Manager Corporate Services
Author: Meagan Hodgson
Community Development Officer
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

A request has been received seeking Council's reconsideration of the \$3000 fee requested for the use of Cottesloe Beach for the Indian Ocean Classic and Kellogg's Ironman and Ironwoman Events held on 28 and 29 January 2012.

BACKGROUND

Council resolved at its meeting on the 26th September 2011 to approve the event with the following conditions:

- 1) *Adequate arrangements are made for rubbish collection; including provisions for recycling.*
- 2) *The event complies with the Environmental Protection (Noise) regulations 1997.*
- 3) *The event complies with the requirements for satisfactory facilities, access and egress, first and emergency response as per the Health (Public Buildings) Regulations 1992.*
- 4) *All fees are paid prior to the event, including fees to cover additional costs of cleaning the public toilets and ranger services (if required).*
- 5) *The event is classed with a fee of \$3,300 and a bond of \$2,000 and is paid as required by 4.*
- 6) *Provision of a certificate of currency or other documentation demonstrating the organisers have adequate public liability insurance for the event.*

This matter is to be considered retrospectively as the request for fee reduction was received late December and the event was held before the February Works and Corporate Services Committee meeting.

The events were organised by Sports and Entertainment Limited and Guy Leach Fitness with support from Eventscorp and the State Government.

The event fee of \$3,000 (excluding GST) was charged as per the Schedule of Fees and Changes for the Year Ended 30 June 2012, under the Special Events, Commercial Hire (<1000 people) category.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Possible loss of \$3000 income from beach hire fee.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The event set up at Cottesloe Beach was scaled back resulting in a small transition area for board paddling with Nippers on Friday 27 January. The same transition area applied on the next two days - Indian Ocean Classic Saturday 28 January between approximately 8.30-11am and the Marathon Event on Sunday 29 January from 8.30am-1pm.

The public had full access to the beach apart from the small transition area and the organisers worked with the surf club to ensure their patrols were not adversely affected.

Event organisers worked closely with local surf clubs providing financial benefit back to the surf clubs in return for their assistance with providing club members for marshalling, water safety and first aid.

The organisers have stated Council's reconsideration of the fee will be appreciated given the public had full access to the beach and the benefits provided back to the local clubs and the broader community.

The fee (\$550) in the recommendation is the fee set in the Schedule of Fees and Charges for a community event, less than 1,000 people. Given the nature of the event and the number of people in attendance, this fee seems to be the most appropriate. Alternatively, Council could opt to leave the current fee in place or waive the fee entirely.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Boland advised that he was not in favour of approving a fee reduction for the Indian Ocean Classic event, on the grounds that it was a large commercial event, held over three days, that impacted on the beach.

Cr Pyvis highlighted that the reduction in fees was due to the event being scaled back.

Cr Rowell commented that he had seen a portion of the event at Swanborne and that Cottesloe was only a small transition area, not nearly as busy as Swanborne. Cr Jeanes commented that the event benefited Cottesloe and did not impede on any of the beach patrols or affect others use of the beach.

Cr Pyvis suggested that when the organisers of the event are notified of Council's decision, they be reminded that the reduction in fees will not set a precedent for future event applications.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Pyvis, seconded Cr Jeanes

THAT Council reduce the fee for the Indian Ocean Classic, held on the weekend of January 27th & 28th 2012 to \$550 due to the scaled back nature of the event.

Carried 3/1

10.2 ENGINEERING

10.2.1 PEDESTRIAN LIGHT CONTROLLED CROSSING REQUEST, CURTIN AVENUE / FORREST STREET INTERSECTION, COTTESLOE

File No: SUB/610
Attachments: [Letter to Main Roads WA](#)
[Plan of Site](#)
[Main Roads WA reply](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

At its November 2011 meeting, Council resolved:

1. Inform the applicant that Council declines the request to construct on PTA land a connection road due west of the PTA car park at the Cottesloe Railway Station, to Curtin Avenue.
2. Write to the Public Transport Authority to request that the Authority fund the improvement of the northern access track connecting to Curtin Avenue as well as an upgrading of the Curtin Avenue intersection to improve safety, as a provision of improved access quality and safety for railway patrons using the Cottesloe Station car park.
3. Consider funding improvements to the northern access track and / or the Curtin Avenue intersection if PTA works have not been agreed to.
4. Inform the applicant of Councils decision on this matter.
5. Council staff to write to Main Roads WA to request pelican lights be installed on Curtin Avenue near Forrest Street.

This report covers item 5 in the resolution and recommends that Council fund in 2011/2012, a 24 hour video survey of the Curtin Avenue / Forrest Street intersection as a step towards justifying a light controlled pedestrian crossing at that location over Curtin Avenue.

BACKGROUND

There is a strong flow of pedestrians between the Cottesloe railway station and the Cottesloe main beach, along Forrest Street and over its intersection with Curtin Avenue. This flow is heavy in summer and light in winter. The traffic flow on Curtin Avenue, apart from Stirling Highway, is the highest in the Town of Cottesloe, and includes road trains and other heavy transport.

Because of accident statistics, Council was able to claim a Black Spot grant in 2004/05, and the intersection was widened and median crossing islands installed. Main Roads WA (MRWA) reply to Councils request for a light controlled crosswalk over Curtin Avenue, similar to Grant Street, contains a standard requirement for

support information relating to the volume of pedestrian crossing and the flow of traffic on Curtin Avenue.

There is no financial commitment from MRWA, for this type of crossing, to fund all works if pedestrian and vehicle numbers at the intersection reach a pre-set level. MRWA may agree, eventually, with the proposal if proof is provided as requested in their reply of the serious nature of the threat to pedestrians crossing.

However, without substantial accident statistics, as was the case at Grant Street, no \$2 : \$1 grant basis under Black Spot grant requirements would apply.

Main Roads WA, even if Council funded the full installation (est. cost \$200,000 to \$300,000), still has the veto power to prevent such an installation if the design offered by Council is unacceptable or if it has unwarranted negative impact on other MRWA concerns, e.g. traffic flow on Curtin Avenue.

STRATEGIC IMPLICATIONS

Under Councils' Future Plan 2006 to 2010, Objective 1 is "Protect and enhance the lifestyle of residents and visitors". Under this heading, Major Strategy 1.1 is "Develop an integrated transport strategy that includes park and ride, Cott Cat, Travelsmart, limited parking and the needs of pedestrians, cyclists and other non-vehicular traffic.

The needs of pedestrians applies to this location.

POLICY IMPLICATIONS

Council has no policy dealing with pedestrian crossings.

STATUTORY ENVIRONMENT

There is no statutory requirement for Council to install light controlled pedestrian crossings. Main Roads WA policy controls the installation of new crossings, with several standards to be met if MRWA approval is to be given and signage plus line marking is to be installed by MRWA contractors.

FINANCIAL IMPLICATIONS

The cost of a video survey is estimated up to \$7,000 including a report on the findings. If a light controlled pedestrian crossing was approved by MRWA, a cost of \$300,000 is estimated without MRWA contribution.

Because the requirement is for the counts / video survey to be done on an average day, two surveys may be needed, to compare summer and winter differences. A survey could be funded as part of the midyear review of Council finances.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Only with Main Roads WA.

STAFF COMMENT

The critical time when an upgraded level of pedestrian crossing protection is needed is in the summer period, when the pedestrian warrants are easily reached. Also, through the year, vehicle numbers on Curtin Avenue will supply the required warrant. However, the pedestrian crossing number is for an average day, not for the worst time of the year. It may require an average of counts taken in summer and in winter, to have an acceptable average.

Main Roads WA may also consider that another set of lights stopping the vehicle flow on Curtin Avenue so close to Jarrad Street may not be acceptable.

Detailed traffic counts were taken on many of Councils roads in 2005. A 7 day count took place on Curtin Avenue north of Jarrad Street in October 2005. Between the hours of 7am and 7pm, the Monday to Friday counts were above 800/HR, with high points exceeding 2000 VPD/HR. Since then, there would have been an increase. Traffic numbers are not greatly affected by time of the year. Therefore, the pedestrian count is most important. A video survey would also show any 'silly' or dangerous pedestrian activity at the intersection.

If Curtin Avenue was programmed to be impacted on by the extension of West Coast Highway in the next few years then this proposal could wait for a Main Roads funded treatment on this and other Curtin Avenue intersections. However, Main Roads WA does not have this work as a priority for the foreseeable future.

Hence the investment into this project could be warranted.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Pyvis, seconded Cr Rowell

THAT Council fund in 2011/2012, a 24 hour video survey of the Curtin Avenue / Forrest Street intersection at a cost of approximately \$7,000 as a step towards justifying a light controlled pedestrian crossing at that location over Curtin Avenue.

Carried 3/1

**10.2.2 INTERSECTION TREATMENT; MANN STREET / GRANT STREET,
COTTESLOE**

File No: SUB/573
Attachments: [Plan of Intersection](#)
[Copy of Cr Harts Survey Results](#)
[Copy of Original Approved Seagull Island Design](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

At its November 2011 meeting, Council:

1. Resolve to proceed with the budgeted road safety improvement and speed restriction works proposed for:
 - a) The intersection of Marine Parade and Napier Street;
 - b) The proposed pedestrian crossing island on Broome Street at the northern end of the tennis courts; and
2. Request Officers to investigate alternative traffic treatments for the intersection of Grant Street and Mann Street and report back to Council.

This item deals with the second resolution point and recommends that Council:

1. Request Main Roads WA change the 'Give Way' signs on Mann Street at the Grant Street intersection to 'Stop' signs.
2. Monitor the intersection in regards to future accidents.

BACKGROUND

After halting Blackspot works at this intersection in 2010, Council resolved to request Main Roads WA to accept an alternative design to the originally approved half 'Seagull island' treatment. Main Roads WA did not approve alternative designs, so Council then resolved to return all Blackspot funds for this work. A further resolution was carried (in the approved 2010/2011 budget) to have rubber speed cushions installed on all four 'legs' of the intersection.

That installation proposal was cancelled by Council in its November 2011 meeting, with a requirement for staff to investigate alternative traffic treatments.

During January 2012, Cr Hart undertook a survey of residents in the area of the intersection with a variety of comments received on alternative intersection traffic controls.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Council's Traffic Management Policy applies

STATUTORY ENVIRONMENT

The care, control and maintenance of public road reserves is vested in the Town of Cottesloe. These powers however, do not include the setting of speed zones. These are determined and signposted by Main Roads WA (MRWA). The Police are then expected to enforce speed zone limits. The construction of traffic control devices on public roads normally requires some form of control or advice signage. These signs must be approved and installed by MRWA which ensures that MRWA can monitor the use of such devices.

Where high speeds are recorded and practical methods exist to reduce such speeds back to legal limits, there is a general expectation that the relevant authorities will 'design' and retro-fit the appropriate speed inhibitors into the road layout.

FINANCIAL IMPLICATIONS

The 2011/2012 budget includes \$78,667 for the installations at three sites for speed reduction and / or traffic control, including this intersection.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Affected residents have provided a lot of comment on this proposal in the past 18 months. Cr Hart's survey has also provided further feedback on options. No extra consultation is planned.

STAFF COMMENT

The survey results show a number of preferences:

- There is a strong majority of respondents who reject any use of rubber speed cushions at the intersection.
- No respondent wanted a roundabout built.
- Of those that commented, the majority want something done, rather than leaving it 'as is'.
- All respondents who commented, want the 'Give Way' signs to become 'Stop' signs.
- Fix the Eric Street bridge comments. One or more respondents believed that a MRWA multimillion dollar bridge upgrade would 'fix' this intersection issue.
- Close Mann Street at Eric Street.

Other comments included making Mann Street a 40 kph zone, making it a one way street, installing chicanes or similar to reduce speed, changing the intersection to one way left down Grant Street (when heading north on Mann Street) and installing speed cushions on Mann Street between the two Grant Street lanes and closing Mann Street between the two lanes of Grant Street.

Comments on these ideas:

- a) Main Roads WA can be requested to change the 'Give Way' signs to 'Stop' signs. However, this does not mean that drivers who don't 'give way' at a 'Give Way' sign will stop at a 'Stop' sign.
- b) The Eric Street bridge replacement is a State Government responsibility, in excess of \$2m cost. It is likely to take place if and when West Coast Highway is extended through Cottesloe.
- c) It is unlikely that MRWA would create a short 40 kph zone for Mann Street. 50 kph applies to all residential streets in Perth. Also, drivers speed now, with a 50 kph zone. Why wouldn't they speed if it was 40 kph?
- d) The proposal to make traffic movement one way only left down Grant Street when travelling north on Mann Street would have been achieved with the original 'Seagull' island design already rejected by Council.
- e) To convert Mann Street to one way, north only, would require an advertised public objection period and substantial support demonstrated by residents in the area before Council could seriously consider the concept.
- f) The closure of Mann Street at Eric Street would require a similar strong level of support from local residents and the general motoring public.
- g) Closure of Mann Street between the two lanes of Grant Street would create two Tee junctions, and could result in additional accidents. It would also foster a movement connecting the two Grant Street lanes at the short connection near Jasper Green, as a diversion route.

In conclusion, the situation at present is that the approved 'Seagull' island design and the use of rubber speed cushions have been rejected. There appears to be no support for a roundabout and a minority of public support for reduced speed cushion use. The concept of making Mann Street one way, equipping it with chicanes (or similar) or extending the Grant Street median island to remove the 'through' nature of Mann Street are all expected to achieve limited public support.

There is, however general support for the 'Give Way' signs on Mann Street at the Grant Street intersection to be replaced with 'Stop' signs.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Boland commented that Cr Harts initiative in conducting the survey should be commended.

Cr Boland questioned the reference in the survey to the removal of Stop signs 5 years ago. The Manager for Engineering Services advised that to the best of his

knowledge, there has not been any removal of Stop signs and that he had contacted Main Roads who did not have any information to the contrary. The Manager Engineering Services stated that before any Stops signs can be removed, the matter would have to be brought to Council for approval and then the removal requested from Main Roads.

OFFICER & COMMITTEE RECOMMENDATION**Moved Cr Rowell, seconded Cr Boland****THAT Council:**

- 1. Request Main Roads WA change the 'Give Way' signs on Mann Street at the Grant Street intersection to 'Stop' signs.**
- 2. Monitor the intersection in regards to future accidents.**

Carried 4/0

10.2.3 NORFOLK ISLAND PINE TREE DAMAGE TO CROSSOVER, 126 BROOME STREET, COTTESLOE

File No: PR/54679
Attachments: [Copy of property owner request](#)
[Plan of site on Broome Street](#)
[Photos of tree and crossover](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

A property owner is concerned at the continuing jacking up of the central section of their concrete crossover by the growth of roots from the adjacent Norfolk Island Pine tree. Normally, roots would be cut off to allow a rebuild of the crossover. This would endanger the tree.

It is recommended that Council remove the Norfolk Island pine tree in front of 126 Broome Street, Cottesloe, and replace it at a different location with a tree of the same species, to remove any further root obstruction with an existing crossover.

BACKGROUND

There is a line of good quality, middle aged Norfolk Island pine trees along this section of Broome Street. This particular tree is in good condition, but its roots on the south side are expanding and lifting the adjacent concrete crossover.

Staff know of no product that wouldn't break or deform due to root intrusion, to allow the crossover surface to be un-affected.

The crossover was built in recent years and already diverts around the tree, to allow a free space between the tree and the crossover.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Councils' Street Tree policy applies. The policy has a list of reasons why a street tree should not be removed. The list does not include crossover damage caused by root growth.

STATUTORY ENVIRONMENT

There is no statutory or legal reason why a street tree or crossover should exist in a particular location. Liability issues relate to a crossover made dangerous by a street tree.

FINANCIAL IMPLICATIONS

The property owner has been told that Council would fund a grey concrete replacement of the broken crossover section. It is expected that replacements would be required at least every 4-5 years, as the tree grows, at a cost of approximately \$1,000.

The cost of the tree to be removed would be approximately \$2,000 to \$2,500. The maintenance budget allocations would be used for either alternative.

SUSTAINABILITY IMPLICATIONS

Large, healthy street trees are sustainably desirable, in locations where their root systems are free to grow. In this situation, the root system is impeded and will have to be removed or cut back.

It is also not sustainable to rebuild a concrete crossover at regular intervals due to root penetration.

CONSULTATION

Only with the affected property owner.

STAFF COMMENT

The root system on this tree will continue to grow, which will cause ongoing damage to the crossover, requiring a central section to be replaced at regular intervals, as it becomes dangerous.

Normally, the surface roots would be cut off during replacement works. The offending section is on the south side of the tree, a direction of strong winds. The tree, if the crossover is retained but the affected section keeps being replaced, will continue to have all shallow roots on the south side cut out.

The alternative is to remove the tree and plant a replacement tree set back from any crossover to allow long term development without root restriction.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Committee discussed the possibility of moving the existing crossover, but considered that it would be quite hard for the residents to access their garage if the crossover was relocated to any other position in attempt to retain the tree.

Cr Rowell suggested that for future reference the Planning Department should discuss the placement of crossovers, prior to building approvals being issued. The Manager Engineering Services confirmed that the Planning Department are required to ensure that there is a minimum of 1.5m distance from a tree to a crossover, however over time the tree has grown.

The Manager Engineering Services advised that continually cutting back the root system of the tree on one side and replacing the crossover is not the best option in the long term, as it could cause a potential future hazard.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Pyvis

THAT Council remove the Norfolk Island pine tree in front of 126 Broome Street, Cottesloe, and replace it at a different location with a tree of the same species, to remove any further root obstruction with an existing crossover.

Casting Vote Carried 3/2

**10.2.4 REQUEST FOR FIG TREE REMOVALS, 39 CONGDON STREET,
COTTESLOE**

File No: PR/51518
Attachments: [Copy of emailed letters](#)
[Copy of plan showing site](#)
[Photo of fig trees](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

Two large fig trees are growing as street trees on the narrow road verge of Congdon Street, in front of 39 Congdon Street.

The property owner has requested the removal of these two trees, because of a range of issues caused by the trees.

The recommendation is that Council:

1. Inform the applicant that, at this time, the two fig trees on the verge in front of 39 Congdon Street, would not be removed; and
2. Thank the applicant for bringing this matter to Council's attention.

BACKGROUND

The two trees are large and will get larger. They are bounded by the public footpath, the street kerbing and private crossovers. The larger of the two trees has started to lift the brick paving of the adjacent crossover. As yet, there is no damage to the road or footpath.

Fig trees are known for their invasive root systems and the large volume of debris they drop.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Council's Street Tree Policy applies.

STATUTORY ENVIRONMENT

There are no legal or statutory issues relating to where street trees must be planted and how they should be maintained, apart from the standard liability issues regarding potentially dangerous street trees in the public domain.

FINANCIAL IMPLICATIONS

These trees would cost approximately \$1,500 - \$2,000 each to remove.

SUSTAINABILITY IMPLICATIONS

Native species of suitable street trees planted in locations where the root systems can develop without being restricted or causing damage to infrastructure are of high value to a community's sustainability objectives. Unfortunately, these fig trees, like a number of Cottesloe street trees, are not suitable species to be planted in the existing locations, because of the size they will grow to and the probable damage from invasive tree roots in the future.

CONSULTATION

Nil

STAFF COMMENT

Council's Street Tree policy includes a list of reasons why street trees would not be removed. One of those reasons is for tree litter / leaf fall ('messy' tree). The other reasons do not apply.

The reasons mentioned by the applicant relate to root intrusion damaging internal plumbing, that pruning has not made a permanent improvement, the dropped leaves and figs have made the footpath dangerous for pedestrians and that damage is occurring to the brick crossover. With large and fast growing fig trees planted near any built infrastructure the story is a familiar one, with the growth of such trees leading to eventual removal.

However, at this stage, these trees have not damaged public assets to the point of having the trees removed. They will inevitably require removal, given the natural vigorous growth of the species. There are worse situations of fig tree impact on the public domain in Cottesloe.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Committee discussed the report and associated issues and acknowledged that in the future there would be a need for Council to re-consider this particular issue.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Boland

THAT Council:

- 1. Inform the applicant that, at this time, the two fig trees on the verge in front of 39 Congdon Street, would not be removed; and**
- 2. Thank the applicant for bringing this matter to Council's attention.**

Carried 3/1

10.2.5 5 YEAR PLAN, LANEWAY UPGRADING

File No: SUB/707
Attachments: [5 YEAR LANEWAY UPGRADING PROGRAM 2012](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

This item provides the draft 5 Year Plan for laneway upgrading and recommends that Council:

1. Adopt the Five Year Laneway Upgrading program.
2. Include Year 1 of the program into the draft 2012/2013 budget document for funding consideration.

BACKGROUND

Council has control of 12.23km of laneways, 7.854km of which are sealed and 4.376km sand or unbuilt surface. There is another 2.46km of laneways privately owned which have no Council works performed on them.

All previously owned laneways by Council as 'fee simple' have now been converted to Crown Land, maintained by Council.

Increasingly, redevelopment of private properties has meant the design, or Council requirements, has included vehicle garages being accessed from a rear laneway. With this increasing residential traffic using laneways has been a growth in builder's traffic and materials delivery via the laneway system. This has compacted the unsealed surfaces in winter and loosened the same surfaces in summer. Dust and pothole complaints regarding laneways have grown and any heavy rainfall event provides further complaints of water running down unsealed laneways and into private properties.

The 2005 laneways report listed 13.26km of laneways under Council control, 6.38km sealed (48.1%) and 6.88km unsealed (51.9%). A recent tally (2011) listed 12.23km of laneways, 7.635km (62.4%) sealed and 4.59km unsealed (37.6%). The increased percentage of sealed laneways has resulted from short sections being sealed as development conditions or new house construction making use of laneways as main access plus several private sealed lanes being gifted to Council.

STRATEGIC IMPLICATIONS

In Councils 2006-2010 Future Plan under Objective 5 – "Maintain infrastructure and Council buildings in a sustainable way", Major Strategy 5.6 requires the development

of a long term asset management plan and an accompanying financial plan. Rights of Way/Laneways are a major asset which provides a substantial secondary or support access system to private properties in Cottesloe. The majority of Council's other main asset groups (roads, footpaths, drainage etc) have had 5 year programs established for several years.

To achieve sustainability in laneways assets, a long term plan to reach a sustainable condition involving surfacing and drainage is needed.

POLICY IMPLICATIONS

Councils' Right of Way/Laneways policy applies.

STATUTORY ENVIRONMENT

There are no legal requirements for Council to develop the laneways network. However, Council is liable for injuries or vehicle damage sustained on its laneways in a similar way to public streets. Also, uncontrolled drainage water from laneways into private properties is a Council liability issue.

FINANCIAL IMPLICATIONS

Council has previously adopted a 5 Year Laneway Upgrading program, with an annual expenditure of approximately \$75,000 to \$85,000, to be included in annual budget considerations.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

It is not intended to advertise this program. The general proposal of an ongoing laneway upgrading program has been previously advertised.

STAFF COMMENT

Staff receive regular complaints about the condition of the unsealed laneways and the need to both seal and drain them. At the same time, for a variety of good town planning reasons, new houses are encouraged to establish vehicle garages accessed from the read laneways where possible. If the lane is unsealed, then either a contribution for sealing is taken or the developer of a new house will fund the lane being sealed from the new garage/entry to the closest sealed street or sealed section of lane.

Regardless of who funds the construction of a laneway, the entire general public has use of it, similar to a public street. There are a number of lanes in Cottesloe that only require a short section to be sealed and drained to 'finish off' that total lane. In other instances some developers are required to fund long sections of unsealed laneway to meet Council development conditions.

Once a laneway is sealed and drained, it must be maintained by Council but becomes a more valuable community asset, which also adds value to private properties fronting that lane.

As lanes are sealed, they are equipped with drainage soak pits at regular intervals. Properties which currently drain water onto the lanes are required to stop that drainage. Any obstructions or illegal extensions on the lane width are removed. This has the side effect of both fully establishing Councils control over the land and removing future adverse possession claims.

The 5 year draft program is initially aimed at removing long term maintenance issues, areas prone to drainage/flooding problems and short sections remaining to be completed to finish the entire length.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Boland

THAT Council

- 1. Adopt the 5 Year Laneway Upgrading program.**
- 2. Include Year 1 of the program into the draft 2012/2013 budget document for funding consideration.**

Carried 4/0

10.2.6 FIVE YEAR CYCLING FACILITIES PLAN

File No: SUB/707
Attachments: [5 YEAR CYCLING FACILITIES PLAN](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

At its August 2008 meeting, Council adopted the following resolution:

- (1) *Adopt the Town of Cottesloe Bike Plan 2008-2013, unchanged, with the document to be the basis of a 5 year plan for cycling facilities to be provided to Council in February 2009.*
- (2) *Have the first 5 year plan for cycling facilities address the works listed under "Potential Improvements to Existing Facilities" in the Bike Plan plus give consideration under "Proposed Major Improvements/Studies" to the widening of the existing Marine Parade dual use path and the provision of a 3m wide shared use path in Forrest Street from Curtin Avenue to Marine Parade.*
- (3) *Make a submission to the Minister for Planning that the Perth to Fremantle Principal Shared Path (PSP) extension from Grant Street Railway Station south through Cottesloe along the railway line is long overdue and should be constructed as soon as possible and that a copy of that submission be copied to the Member for Cottesloe.*

This report provides an updated 5 Year Cycling Facilities Plan, with the recommendation:

That Council:

1. Adopt the draft updated 5 Year Program for Cycling Facilities and include Year 1 of the program into the draft 2012/2013 budget document for funding consideration.
2. Receive a further report in relation to future planning needs for expanded cycling facilities and funding levels, once expenditure priorities are resolved by Council in regards to the foreshore development impacting on the foreshore dual use path and cyclists using Marine Parade.

BACKGROUND

Over a number of years, Council has had various cycling paths and facilities installed, based on the old regional bike plan priorities.

With the new Bike Plan adopted in 2008 and recognised by the then Department for Planning and Infrastructure, the priorities recommended in the plan become worthy of

consideration for bicycle network annual grant funding. The Bike Plan must also be the basis of Council's budgeted works program to justify consideration for grant funding.

Therefore the recommended priorities included in the Bike Plan form the basis of the 5 year program. This was presented to Council in 2009 and adopted. However budget requirements stopped any funding of Year 1 of the five year program in 2009/2010, apart from \$10,000 for a roundabout design.

STRATEGIC IMPLICATIONS

The Town Cottesloe Future Plan 2006-2010 provides for bicycle use.

Objective 1 – Protect and enhance the lifestyle of residents and visitors.

Strategy 1.1 states "Develop an integrated transport strategy that includes park and ride, Cott Cat, Travelsmart, limited parking and the needs of pedestrians, cyclists and other non-vehicle traffic"; and in

Objective 3 – Enhance beach access and the foreshore.

Strategy 3.5 states "Improve bicycle and disabled access to beach facilities".

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

This is an updated 5 Year program which was included in the previous budget as a standard inclusion. At various times, different improvements have been funded on an 'as needed' basis.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Occurred as part of the process to establish the new Bike Plan in 2008.

STAFF COMMENT

The updated Five Year Cycling Facilities Plan has been completed and includes the majority of the recommended 'Spot' and Minor Route Improvements in the first 5 years. It does not include the conversion of the footpath on Forrest Street from Curtin Avenue to Marine Parade into a dual use path by a widening to 3.0 metres, due to its rejection as a need by Council during the 2009/2010 budget discussions.

A number of the recommended 'Spot' treatments would be the responsibility of Main Roads WA, Claremont Town Council, Shire of Peppermint Grove or the Public

Transport Authority, where the works are proposed on land controlled by those organisations.

An application for part funding from the Department of Planning and Infrastructure cycling grant system was made for the conversion of the Forrest Street path to dual use in 2009. This was successful but Council determined not to fund its 50% during 2009/2010 so the offered grant was not accepted.

Two major projects for consideration in future programs are the widening and in some locations, the relocation of the dual use cycle path on the west side of Marine Parade and potential cycle lane down one side of Marine Parade in place of one line of parking bays on the east or west side of this street. These are both substantial projects which could be controversial. Therefore, staff will investigate both proposals and report to Council on the issues involved before any inclusion is made to the 5 Year Plan for cycle facilities, once the Foreshore Development planning has been finalised and priorities for expenditure are determined, which may impact on the foreshore dual use path and for cyclists using Marine Parade.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Rowell commented that, in his opinion, there needs to be a focus on families and children, and the general community when preparing the 5 year program for cycling facilities.

Cr Boland agreed that there is a need to improve current cycling facilities and gave the example of the wheel ramp on the Curtin Avenue footbridge near Pearse Street which has been identified in Year 5 of the Plan. He recommended that this project be brought forward to the current year.

Cr Rowell questioned whether a working group should be formed to review the Bike Plan.

OFFICER RECOMMENDATION

Moved Cr Rowell, seconded Cr Boland

THAT Council:

1. Adopt the draft updated 5 Year Program for Cycling Facilities and include Year 1 of the program into the draft 2012/2013 budget document for funding consideration.
2. Receive a further report in relation to future planning needs for expanded cycling facilities and funding levels, once expenditure priorities are resolved by Council in regards to the foreshore development impacting on the foreshore dual use path and cyclists using Marine Parade.

AMENDMENT

Moved Cr Rowell, seconded Cr Boland

Amend the recommendation by adding new parts (3) and (4) that state:

3. Form a Working Group to review the Town of Cottesloe Bike Plan 2008-2013.
4. Move the “installation of the wheel ramp on Curtin Avenue footbridge near Pearse Street” listed in Year 5 of the Cycling Facilities Plan for consideration in the mid year budget review for 2011/12.

Carried 4/0

COMMITTEE RECOMMENDATION

THAT Council:

1. Adopt the draft updated 5 Year Program for Cycling Facilities and include Year 1 of the program into the draft 2012/2013 budget document for funding consideration.
2. Receive a further report in relation to future planning needs for expanded cycling facilities and funding levels, once expenditure priorities are resolved by Council in regards to the foreshore development impacting on the foreshore dual use path and cyclists using Marine Parade.
3. Form a Working Group to review the Town of Cottesloe Bike Plan 2008-2013.
4. Move the “installation of the wheel ramp on Curtin Avenue footbridge near Pearse Street” listed in Year 5 of the Cycling Facilities Plan for consideration in the mid year budget review for 2011/12.

AMENDED SUBSTANTIVE MOTION WAS PUT

Carried 4/0

10.2.7 FIVE YEAR FOOTPATH REPLACEMENT PROGRAM

File No: SUB/707
Attachments: [5 Year Footpath Replacement Program](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

An updated five year list of proposed footpath replacement and new construction projects, commencing in the 2012/2013 financial year, is recommended.

A copy of the proposed program is attached.

BACKGROUND

The Town of Cottesloe's first *Five Year Footpath Replacement Program* was adopted by Council in May, 2004. This report extends that program by one extra year, with year two becoming year one – 2012/2013. The majority of Council's planned 2011/2012 footpath works have now been completed.

STRATEGIC IMPLICATIONS

Under Council's *Future Plan 2006-2010*, Objective 5 is to maintain infrastructure and Council buildings in a sustainable way. This five year program complies with that objective.

POLICY IMPLICATIONS

The most relevant policy on this matter is *Footpath Replacement – Residential Streets*, adopted in May, 2004 which states:

OBJECTIVE

The Town of Cottesloe aims to replace pre-cast concrete slab footpaths with in-situ concrete in residential areas to improve access, public safety and amenity and provide universal access for all users including people with prams, children, the elderly and people with disabilities.

POLICY APPLICATION

Various factors influence the priority of replacement of concrete slab footpaths. These include:

- *condition rating*
 - *history of repairs, e.g. tree roots, vehicles, building works*
 - *usage levels*
 - *proximity to pedestrian generators/attractors*
 - *user needs and age groupings, e.g. aged persons homes, hospitals*
-

- *existing utility services, e.g. underground power, water mains, telecommunications*
- *single or parallel footpaths, e.g. a majority of streets have footpaths on both verges*

The minimum width of a new in-situ concrete footpath in a residential street will be 1.5 metres, increasing to 2.0 metres where increased use and traffic generators e.g. shopping centres, schools, hospitals, aged persons complexes etc justify this increased width. Major access routes, e.g. from the railway stations, to the Cottesloe Beach area will also require an increased width.

In assessing the factors, the intent is to avoid replacement of existing serviceable slab footpaths with a low maintenance history ahead of higher priority paths. On this basis, condition rating and history of repairs will have the highest weighting for priority.

Usage levels, pedestrian generators and attractors, user needs and age groupings are prioritised as follows:

- *aged persons hospitals/homes complex*
- *medical centres*
- *schools*
- *local shops*
- *parks/reserves*

Where there are footpaths on both sides of the road within a street block where one of the above facilities is located, preference is to be given to the footpath replacement on the side which abuts the facility.

Following adoption of the annual program, the residents abutting the footpaths to be replaced will be advised in writing of the Council resolution.

Prior to commencement of works, a minimum of one (1) week notice will be provided to abutting residents detailing the extent and duration of works.

STATUTORY ENVIRONMENT

There are no statutes in Government legislation on this subject apart from common law practice regarding public liability issues if injury occurs that was caused by poor maintenance or construction of public paths.

FINANCIAL IMPLICATIONS

The use of the forward plans greatly aids in the pursuit of sustainable infrastructure stewardship and removal of annual peaks and troughs in financial demands.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

All works are based on condition surveys. Any works budgeted in 2012/2013 will take place after all affected residents have been informed by a letter drop undertaken by Council's footpath contractor.

STAFF COMMENT

The Town now has approximately 15.3km of pre-cast concrete slab footpaths remaining to be upgraded. These footpaths can be found throughout the Town primarily in residential streets and some commercial precincts. In 2011/2012, 1684 metres will have been replaced with in-situ concrete.

This is in addition to approximately 41.6km of existing in-situ concrete, limestone, asphalt and brick paved paths.

The objective is to progressively replace all pre-cast concrete slab paths based on an indicative five year Capital Works Program.

1.5 metre wide paths are recommended based on minimum standards unless pedestrian numbers or other needs are identified. The current minimum width is considered to be acceptable for prams and manual/electric wheelchairs etc. The latter has become a significant consideration in recent years, as has the adoption of the Australian Road Rules (December 2000) in relation to children under 12 years of age riding 'as of right' on footpaths.

An original assessment of footpaths was completed in 2004/05 based on a condition survey and footpath location in relation to schools, commercial precincts, parks etc. This survey has been repeated recently and the proposed program sees the worst condition paths receiving the earliest attention.

The estimated cost is based on current dollars and the contracted rates per square metre for slab replacement with in-situ concrete, which were included in a 3 year contract adopted by Council in 2011.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Rowell stated that people in Cottesloe commonly walk around the Town and this should be supported and encouraged by widening the footpaths to facilitate dual carriage.

The Manager Engineering Services advised that no other Council has replaced 1.5m foot paths with 2m foot paths, he further commented that if implemented, it would result in less foot paths being replaced in any given year due to the increased cost.

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

THAT Council resolve to adopt the *Five Year Footpath Replacement Program* and use year one as the basis for inclusion in the draft 2012/2013 financial year budget.

AMENDMENT**Moved Cr Rowell, seconded Cr Jeanes**

Amend the recommendation by adding a new point (2) that states “consider and review the Footpath Plan to increase the existing width of the footpaths from 1.5 m to 2.0 m where applicable”.

Carried 4/0

COMMITTEE RECOMMENDATION**THAT Council:**

- 1) Resolve to adopt the *Five Year Footpath Replacement Program* and use year one as the basis for inclusion in the draft 2012/2013 financial year budget.**
- 2) Consider and review the Footpath Plan to increase the existing width of the footpaths from 1.5 m to 2.0 m where applicable**

AMENDED SUBSTANTIVE MOTION WAS PUT

Carried 4/0

10.2.8 FIVE YEAR LOCAL ROAD REHABILITATION PROGRAM

File No: SUB/707
Attachments: [5 Year Local Road Rehabilitation](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

An updated program of local road rehabilitation and improvement projects, over a five year period, commencing in the 2012/13 financial year, is recommended.

A copy of the proposed program is attached.

BACKGROUND

Cottesloe has streets totalling 48.5km in length. These include residential streets and the higher traffic volume use distributor and arterial roads. Local roads, in this context, total some 29.8km in length.

Traffic volumes and age are the major impacts on street surface condition and pavement strength in the town rather than other variables such as high water table and poor soil conditions, which are factors in other areas.

To maintain the asset condition sustainable for any road system, routine resurfacing of the total road pavement is required on a 15 to 20 year cycle. In general terms, roads require major reconstruction every 40 years. This time can change depending on weight and volume of traffic use, differing soil conditions, quality of materials used and maintenance efficiency.

In Cottesloe the typical resurfacing technique is to overlay the existing surface with 25 to 30mm of a specialised asphalt called 'Stone Mastic Asphalt'. While slightly more expensive, this mix lasts longer and prevents cracking reflecting from the base level. It provides the majority of strength and a smooth trafficable surface. This technique is efficient, causes minimal disruption to residents and motorists and is cost effective. Alternative treatments, using various asphalt mixes, are trialled at times.

The proposed program is based on a combination of the data provided from the Town's ROMAN road management software package and from visual inspection of all Town streets. The selected projects are 'local roads' only, with no 'major roads' (higher use distributor/arterial roads) included. A separate program covers the 'major road' projects.

The objective of the proposed program is sustainable asset management to bring the road network to a long term quality condition using all available sources of funding.

STRATEGIC IMPLICATIONS

Under Council's *Future Plan 2006-2010*, Objective 5 is to maintain infrastructure and Council buildings in a sustainable way. This five-year program complies with that objective.

The same annual lengths of streets resurfaced have been retained, with the cost of this work rising in line with new asphalt prices.

POLICY IMPLICATIONS

The most relevant policy relating to this matter is *Long Term Engineering Programs*, adopted by Council in May 2004 which states:

Objective

The provision of long term programs for the construction, upgrading and rehabilitation of all significant infrastructure within the Town of Cottesloe.

Principle

Within the context of a ten year capital works program and Principal Activities Plan, five year forward plans for urban roads, drainage, footpaths, parks and gardens, parking areas and other significant infrastructure areas are to be created and reviewed annually, with updated programs being available to the public.

STATUTORY ENVIRONMENT

There is no specific legislation relevant to this report.

FINANCIAL IMPLICATIONS

This program will allow Council to consider the projects proposed for local road enhancement and rehabilitation, as compared to available finance and the sustainable level required for asset preservation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

All Town roads and streets have been visually inspected, with every road section being allocated a 1-5 score (1 being excellent through to 5 being very poor). To this has been added Councils sealed laneways for resealing consideration, as resolved by Council in February 2009.

The actual age of the sprayed seal or asphalt surfaces plus the level of obvious cracking in many streets are the two main generators for the need to resurface.

Apart from the actual estimated cost for surface replacement, the total estimated project cost includes kerb replacement, if needed, modifications to existing crossover connections to the new seal or kerb edge, plus relocation of behind kerb reticulation systems if needed. Minor drainage improvements are also included if needed.

A separate report was provided to Council on the needs of the road system in terms of the cost of ongoing sustainability of this asset, rather than the funding levels available from the original Principal Activity Plan. That report was received by Council in October, 2004 with the following four part resolution being adopted:

That Council:

- 1) Recognise the need to budget, annually, for a sustainable road pavement replacement effort, with a minimum of 2.4km of the town's road surface length being replaced annually;*
- 2) Include the aim of the existing Five Year Local Road Rehabilitation program to achieve at least 2.0km of road surface replacement, within five years, for local roads and streets as part of Council's commitment to a sustainable road network;*
- 3) Agree that funds received from the Federal Government Roads to Recovery Mark 2 Program for four years, starting 2005/06 be additional to the projects to be funded through the Five Year Local Road Rehabilitation program; and*
- 4) Ensure that submissions made for MRRG works concentrate on shorter lengths of the lowest condition arterial roads in the network, and that these submissions not include allowance for non-road surface works, with such non-surface works e.g. drainage, kerbs, verge and crossovers, being funded separately by Council.*

The proposed program is based on streets categorised as level 4-5 poor to very poor condition. This list is revisited every year in January/February.

The *Five Year Local Road Rehabilitation Program* is therefore based on an approximate 2km minimum street resurfacing effort independent of other government grants.

All road works proposed on the major roads e.g. Marine Parade, Curtin Avenue, Broome Street etc are included in the separate *Five Year Major Road Rehabilitation and Improvement Program*.

Included in the draft Year 5 program is a sub program to replaced damaged kerbing overdue for replacement on streets where the asphalt surface is acceptable but the kerbing, sometimes for the whole street length, is in very poor condition.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council adopt the updated Five Year Local Road Rehabilitation Program as per attachment 5 year Local Road Rehabilitation Program and use year one as the basis for inclusion in the draft 2012/13 financial year budget.

Carried 4/0

10.2.9 FIVE YEAR MAJOR ROAD REHABILITATION AND IMPROVEMENT PROGRAM

File No: SUB/707
Attachments: [5 Year Major Road Rehabilitation and Improvement Program](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

An updated program of major road rehabilitation and improvement projects for the next five years has been provided.

The recommendation is made to:

Adopt the Updated *Five Year Major Road Rehabilitation and Improvement Program* and use year one as the basis for inclusion in the draft 2012/2013 financial year budget.

A copy of the program is attached.

BACKGROUND

The projects listed in this report are eligible for funding through the Metropolitan Regional Road Grants (MRRG) pool of funds. These projects attract two-thirds funding from the State Government.

Generally those roads having a traffic threshold of 2000 vehicles per day and classified as Local Distributor, District Distributor A or District Distributor B are eligible.

MRRG funding is for pavement rehabilitation (reconstruction) where the focus is on the road pavement component rather than major streetscape, footpath, street lighting and/or drainage improvements. The submission guidelines incorporate a weighted point scoring system that allows comparison with other projects across the metropolitan area.

A major factor in the point score achieved is the efficiency calculation wherein the project's estimated overall per square metre rate is compared to benchmark figures. This calculation effectively penalises those grant submissions that are based on expensive reconstruction techniques or excessive embedded costs designed to offset the expense of ancillary works such as footpaths etc.

Main Roads WA requires that a five-year forward program of projects be updated and submitted annually with detailed submissions for the first two years. The list of projects proposed for submission later this year is attached.

All roads involved are Council's full responsibility apart from North Street, which is shared with the City of Nedlands. If MRRG contributory funding is not forthcoming then the Town Council is entirely responsible for all costs associated with road reconstruction.

The level of road grant funds changes from year to year, which moves the 'cut off' line for approvals. This means that higher scoring jobs will receive approval before lower scoring ones are included.

The Minister normally approves the annual program prior to May each year. The remaining four years in the proposed program have been configured so as to achieve the highest scores per year, thereby maximising the chance of obtaining high levels of road grant income in future years.

STRATEGIC IMPLICATIONS

Under Council's *Future Plan 2006-2010*, Objective 5 is to maintain infrastructure and Council buildings in a sustainable way. This five year program complies with that objective.

POLICY IMPLICATIONS

The applicable policy is *Long Term Engineering Programs* adopted by Council in May 2004 which states:

Objective

The provision of long term programs for the construction, upgrading and rehabilitation of all significant infrastructure within the Town of Cottesloe.

Principle

Within the context of a ten year capital works program and a Principal Activities Plan, five year forward plans for urban roads, drainage, footpaths, parks and gardens, parking areas and other significant infrastructure areas are to be created and reviewed annually, with updated programs being available to the public.

STATUTORY ENVIRONMENT

No specific statutory requirements are associated with this report. The current five year program facilitates the forward planning of major road projects that are intended to satisfy State Government guidelines for the metropolitan Regional Road Grants funding.

FINANCIAL IMPLICATIONS

Identifying potential projects over a five year timeframe allows the town to seek significant grants from government sources and significantly reduces the potential financial burden on the Town.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Consultation will take place for each road project on a case by case basis, when funds are approved and draft designs completed. The majority of these projects involve the simple replacement of failing asphalt surfacing and kerbing, plus the upgrading of grated drainage pits to side entry pits and soak pits.

STAFF COMMENT

The benefits of a strategic approach to road reconstruction include:

- Forward planning of MRRG project submissions;
- More detailed planning within the framework of a long term Capital Works Program;
- Synergies gained through integration of road rehabilitation and other road-type programs, e.g. local street works, laneway improvements and footpath projects.

The proposed five-year program is aimed at maximising the income from the Metropolitan Regional Road Grants based on maximising the points scored in each road submission. It should be borne in mind that while the visually worst roads might recommend themselves in the first instance, they are often not the technically worst roads after road testing has been completed.

Because the allocation of Metropolitan Regional Road Groups grants for rehabilitation works (mostly asphalt resurfacing) is based on a points score – highest points to the oldest, worst condition streets, there is no guarantee of funding in any particular year. The Town of Cottesloe has been receiving 2/3rds funding for up to three streets per year for several years. However only one street in each of the last two years was funded, with one year not receiving funding.

Other Councils in the metro area have received little to no funding from this grant source for some years because they have ‘caught up’ in the condition of their more heavily used streets and roads and therefore the points scores for their worst streets have been too low to justify grant approval.

This was the case with Cottesloe in 2010/2011 for MRRG for the resurfacing of heavier use streets in Cottesloe. However, a section of North Street, shared with the City of Nedlands, from West Coast Highway to Walba Way, was approved by MRWA for resurfacing in 2011/2012, with the one third contribution being shared between Nedlands and Cottesloe.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Boland

THAT Council resolve to adopt the Five Year Major Road Rehabilitation and Improvement Program and use year one as the basis for inclusion in the draft 2012/2013 financial year budget.

Carried 4/0

10.2.10 FIVE YEAR PLAN - NATURAL AREAS MANAGEMENT

File No: SUB/707
Attachments: [Natural Areas Management 5 Year Plan](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

At its September 2008 meeting, Council resolved, regarding the Natural Areas Management Plan:

That Council:

- (1) *Approve the content changes incorporated into the Natural Areas Management Plan and adopt the plan.*
- (2) *Note that a five year works plan regarding Natural Areas Management will be developed incorporating recommendations from the NAMP. This will include priorities for action and a works schedule which will be presented to Council for approval in early 2009.*

This report provides an upgraded 5 year Natural Areas Management Plan with the recommendation that Council:

- (1) *Adopt the draft 5 Year program for Natural Areas Management; and*
- (2) *Include Year 1 of the program into the draft 2012/13 budget document for funding consideration.*

BACKGROUND

Substantial effort went into the production and adoption of the original Natural Areas Management Plan, with the aim of determining where all the natural vegetation areas exist in Cottesloe, their strengths and problems and the requirements to protect, save and enhance those areas.

Cottesloe Coastcare was actively involved in the creation of the plan and discussions have been held with that organisation prior to the draft 5 Year program being compiled.

STRATEGIC IMPLICATIONS

One of the dynamic priorities contained within Council's Future Plan is to develop a District Management Plan. (Future Plan – Section 6). Also under Objective 3 – 'Enhance Beach Access and the Foreshore', Major Strategy 3.2 outlines the need to 'Improve Beach Access and Dune Conservation outside the Central Foreshore Zone'.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

The annual costs of the various projects are listed in the 5 year program for consideration of year 1 in the 2011/2012 financial years budget.

SUSTAINABILITY IMPLICATIONS

This program sets an expected level of funding and scale of effort to be applied to Cottesloe's natural vegetation areas for the future and have a significant impact on the local natural environment.

CONSULTATION

The original NAMP was advertised for public consultation and the results considered for inclusion in the plan. The 5 Year program is based on the NAMP.

STAFF COMMENT

The over-arching aim of the NAMP was to identify those areas in the Town of Cottesloe that are to be managed as natural areas and to provide guidelines and priorities for their management with a view to protecting, preserving and enhancing local biodiversity.

Until 2009, there has been no co-ordinated attempt to plan for a program of works, installation or controls to ensure that existing natural environment is preserved and, where possible, 'lost' areas brought back to a state of quality sustainable natural species sites.

The program will change over the years, depending on circumstances, successes and failures and also the potential for extra grant funds being generated from the annual program allocation being used as matching finance.

With regards to the items included into each of the 5 years of the proposed program, the general allocations for weedacide application to stop lawn growth into sand dunes, the installation of weed barriers and the seedling allocation for replanting are items which will be split up over a number of sites as required, to 'win back' areas which are seriously degraded. The seedlings requirement will also mean the use of collected seed from locally based species being used to create stock for re-use in this area.

Allowance is made for the ongoing purchase and installation of various forms of erosion control materials, particularly for the beach foreshore dunes.

The 5 Year program also includes proposed expenditure on the eastern end of Eric St between Railway St and Stirling Highway for the road verges, the west side verge of Marine Parade just north of Curtin Avenue, the area immediately south of the

Cottesloe S.L.S.C. building, road verges adjacent to the railway corridor and John Black Dune Park.

The sections of the NAMP addressing these sites are shown below:

Entry Statements, Curtin Ave/Marine Pde:

The intersection of Curtin Avenue and Marine Parade serves as the southern gateway to the Town of Cottesloe. Also, the intersection of Curtin Avenue and Grant Street may also serve as a northern gateway. These *Entry Statements* have high aesthetic importance as they both serve as symbolic boundaries of the Town. The intersections may be restored with aesthetic coastal flora to promote the Town's natural beauty and heritage to incoming visitors.

Wide Verges/Eric St (East):

Verges

A majority of verges within the Town contain only lawn grasses, some of which are reticulated. Revegetating these verges with small aesthetic, water wise local flora can contribute to increasing the amount of natural areas while enhancing the visual appearance of the street and reduce Town water consumption. Sections of wide verges, such as those along Gibney Street, Warton Street, Eric Street and Marine Parade are most suitable for restoration. A demonstration planting may be established along a section of wide verge east of North Cottesloe Primary School, and serve to educate the local public and school children on the importance of local native flora and being water wise.

Road Verges/Rail Corridor:

(New tree and shrub plantings relating to the rail corridor would be restricted to adjacent road verges eg. Railway St, until a final agreement is signed with the Public Transport Authority).

The remaining majority of the land within the railway line, are the Corridors. This expansive area offers an opportunity to re-establish many local tree species into the Town and resemble the original woodlands and forests described by Heddle et al (1980).

John Black Dune Park:

John Black Dune Park is a modified stable dune occurring between the car park and tennis club on the north side of Napier Street. The area was extensively cleared in the 1960s and retains only small sections of remnant vegetation at its north east and south east corners. The remainder of the open area is dominated by Victorian Tea Tree and understorey weeds. The Town has indicated the possibility of expanding the adjacent car park into the western section of this reserve. Currently John Black Dune Park does not experience any community ownership and is a source of antisocial behaviour and safety concerns.

The highly degraded state and lack of native vegetation makes this park to be more suitably classified as PNA rather than an RNA, as its management will require establishing native vegetation, rather than enhancing bushland condition. The unique position and large compact shape of this public open

space provides such opportunity for public education, interpretation and demonstration, such as planting local species that are aesthetic and are bird and butterfly attracting.

West of Marine Parade/South of Cottesloe SLSC:

Mudurup is bounded between the limestone promontory in front of the Cottesloe Surf Club and the southern end of Cove Beach just south of Forrest Street. A total of seven MNs (named M1 to M7) are attributed to this ENA, including lawn verges. The northern section is an Aboriginal heritage site. The adjacent Cove Beach is a popular site for surfers. CCA has conducted restoration works on the limestone promontory (M1) between 2005 and 2006, greatly improving the state of the vegetation. Fencing around the limestone promontory has proven successful in keeping the public and pets out and retaining this condition. A sundial and limestone wind shelter was built from a bicentennial grant in the early 1990s however this site has fallen into disrepair (M2). Various non-local native species were also planted in M2, though these are native bird attracting and are not a weed threat. The entire site is of high visual amenity importance so revegetation works should consider suitable aesthetic species.

Other areas of concern in the NAMP have not been included in the first 5 Year Plan. These would be included in future years.

One site which requires attention beyond this program is the Vlamingh Memorial site. Substantial repair, upgrading and re-development of this site needs consideration for funding in a future budget.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Boland, seconded Cr Jeanes

THAT Council adopt the Natural Areas Management Plan and Year 1 be used as the basis for inclusion in the draft 2012/2013 financial year budget for funding consideration.

Carried 4/0

10.2.11 FIVE YEAR PLANT REPLACEMENT PROGRAM

File No: SUB/707
Attachments: [5 YEAR PLANT REPLACEMENT PROGRAM 2012](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

The Town of Cottesloe has a long term replacement program for its vehicles and machinery based on need and the levelling of annual expected expenditure levels in future years.

This report provides an updated five year program covering all anticipated capital expenditure on vehicles and machinery.

A copy of the proposed program is attached.

BACKGROUND

Local government fleets of vehicles, machinery and general plant fall into several categories:

1. Enforcement and inspectorial vehicles, including 'internal' staff and Ranger vehicles.
2. Transport, supervisory and other light vehicles based at the depot including utilities and vans.
3. Machinery for construction and maintenance duties e.g.; trucks, tractors, trailers, large ride-on mowers, street cleaning machines, skid steer loaders.
4. Small equipment normally carried in larger machines e.g.; air blowers, whipper snippers, walk-behind mowers, edgers, plate compactors, saws, trimmers, grinders etc.

For budget and management purposes, all equipment with a value in excess of \$1,000 value is included in the Capital Works Program of the budget regardless of whether it is replacing an existing asset or being purchased as an additional item.

Small items of plant and equipment below \$1000 in value are not capitalised and are treated as consumables for accounting purposes.

Because the Town of Cottesloe does not have a dedicated construction crew, most major works are undertaken by the Town of Mosman Park or other contractors. This removes the need to own large construction items such as backhoe/endloaders, loaders, rollers, graders and large tip trucks.

STRATEGIC IMPLICATIONS

Under Council's Future Plan 2006-2010, Objective 5 is to maintain infrastructure and Council buildings in a sustainable way. This five year program complies with that objective.

POLICY IMPLICATIONS

The following Council policies have application:

- Purchasing
- Vehicle Fleet Administration
- Disposal of Surplus Good and Equipment

STATUTORY ENVIRONMENT

The *Local Government Act 1995* currently requires that any purchase by the Town of Cottesloe in excess of \$100,000 is to be tendered out in all but limited circumstances.

Tenders are advertised and registered in accordance with the regulations. The decision to accept a tender rests with Council alone.

Other purchases and sales below the threshold values of \$100,000 are governed by Council's purchasing policy.

FINANCIAL IMPLICATIONS

The vehicle and plant replacement program has a substantial impact on each budget adopted by Council.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

No public consultation has taken place or is proposed on this item.

STAFF COMMENT

In the period from 2000/2001 to 2006/2007, Council's budgeted expenditure on the replacement or changeover of its plant and vehicles fleet varied between \$107,700 and \$172,000 (i.e. net of any allocation for the purchase of additional items). The 2007/08 cost of vehicle and plant changeover or replacement was below \$110,000 due to the vehicle policy adopted in 2007 requiring vehicles to be retained for three years. This has meant that only approximately one-third of the vehicle fleet will be replaced per year.

Variations in the amount of expenditure are mainly due to timing differences in the replacement of light vehicles.

The changeover figure is a relatively low figure when compared to other local governments that have construction crews requiring expensive heavy machinery. As an example, the purchase of a new grader for road construction is likely to cost a rural shire in excess of \$300,000 without a trade-in.

The replacement intervals for Town of Cottesloe vehicles and machinery are based on the following local government industry standards which are geared to maximise the return on investment for each acquisition given prevailing taxation and depreciation regimes.

Sedans, station wagons, work vans, utilities:	3 years / 75,000 kms
Light trucks, tractor loaders, skid steer loaders:	5 years
4WD motorbike utilities, ride-on mowers, Vacuum machines	2 to 4 years
Lawn mowers, chain saws, compactors:	1 to 3 years
Water tanks, Trailers:	5 years plus

From time to time, machine types will be changed due to factors such as new technology and the removal or addition of multi-tasking capabilities. Efficiency savings obtained from contractors using specialist equipment rather than generalist equipment may also influence capital expenditure decisions.

The five year plant program will be modified as machines prove unsuitable, wear out faster or last longer. The program gives a strong indication of expected needs over five years for vehicle and plant replacement.

Costs are based on current values and exchange rates. CPI movements and the value of the Australian dollar will affect the program in future years. This will be adjusted each year with each updated program.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council adopt the new Five Year Plant Replacement Program as per attached program and use year one as the basis for inclusion in the draft 2012/2013 financial year budget.

Carried 4/0

10.2.12 FIVE YEAR PLAYGROUND CAPITAL IMPROVEMENT PROGRAM

File No: SUB/707
Attachments: [5 Year Public Playground Capital Improvement Program](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

The Town of Cottesloe has a long term plan for the upgrading and development of children's playgrounds. The purpose of this report is to provide and obtain approval for an updated five year program, with year one being 2012/2013.

A copy of the proposed program is attached.

BACKGROUND

The Town of Cottesloe has a total of nine public playground sites, spread fairly well across the total town area. The two exercise sites on the beach/verge of Marine Parade are not included in this total.

The individual comments received in recent years have related to particular pieces of equipment needing replacement, the need for protective fences at sites near busy streets, the possible need for sun protection and the need for extra equipment at all sites.

A playground safety specialist consultant has inspected all playground equipment twice in the past two years. All equipment is in good condition, but a variety of small replacements and repairs are taking place following the inspections.

Rubber soft-fall material is now used as a replacement for sand pits under playground equipment. This obviates safety problems associated with broken glass or syringes being hidden in the sand. It also overcomes problems with sand being pushed away from the required areas due to heavy use. Raking is not required on rubber soft-all surfacing as compared to sand areas.

There are no recorded complaints or demands outstanding for additional playgrounds on file. Accordingly, the five year plan does not envisage new sites being established.

STRATEGIC IMPLICATIONS

Under Council's *Future Plan 2006-2010*, Objective 5 is to maintain infrastructure and Council buildings in a sustainable manner. This 5 year program complies with that objective.

POLICY IMPLICATIONS

Councils' 'Playground Equipment' policy applies.

STATUTORY ENVIRONMENT

Cottesloe's playgrounds are situated either on the road verge or on reserves vested in Council for 'Recreation' or similar purposes. As such, the construction, maintenance and public liability responsibility for playgrounds rests with the Town of Cottesloe. The Town is required to comply with AS/NZ Standard 486.1:1997 for playground installations.

FINANCIAL IMPLICATIONS

This report covers the orderly planning for a five year period of expenditure on playground development for use in the draft budget document.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

The 2002 and 2005 *Town of Cottesloe Community Services Surveys* provided feedback on community attitudes to playgrounds. Affected parents taking children to particular sites will often make comments regarding the need for repairs or improvements, which are followed up by staff.

No other consultation with residents has been undertaken, apart from ongoing comments and requests received by playground users.

STAFF COMMENT

The Town is responsible for the care, control and management of playground equipment and other park furniture. While play equipment provides significant amenity value in parks, it nonetheless has attendant liability risks if not maintained or replaced regularly.

Playgrounds, playground equipment and park furniture are susceptible to various external factors that cause them to deteriorate over time.

Proactive management of the Town's assets requires recognition of useful life expectancy and the planned replacement of assets to manage the community's resources in the best long-term interest of all.

Staff undertakes a comprehensive visual and operational inspection of all park furniture at least once a month and inspections are recorded on file for liability purposes. Basic playground maintenance is carried out in-house. Major repair issues are resolved by the manufacturer or the manufacturer's designated agent.

Replacement of play equipment and parks furniture should be programmed on the basis of useful life expectancy so as to reduce the Town's liability risk and ensure that annual expenditure does not exceed available funding.

For the last five years, the Town of Cottesloe has engaged a number of times, an independent, expert consultant to audit all its existing play structures for safety and compliance with AS/NZS4486.1.1997. The audit includes a list of compliance issues, a brief description of the work required and a photographic record. A structured system of identifying actions required to meet compliance include:

- Compliance modifications required.
- General repairs required, soon as possible.
- Equipment deteriorated – budget replacement.

For the past five years the Town's focus has been on progressively upgrading play equipment to meet Australian Standards. The improvement strategy includes:

- Allocating sufficient funds per year to provide for maintenance, repairs and minor unit/component replacements.
- Conducting playground compliance and safety inspections, to ensure that changes to playground standards are considered.
- Developing a soft fall material and containment improvement program including fall zone requirements.

Standards Australian 4486.1.1997 points out that:

The best way to minimise risk to children using a playground is not to include the hazards in the first place and to back this up with a plan for dealing with problems as they arise.

The proposed new five year program seeks to provide for all of these factors as well as creating an attractive, protected and imaginative setting for children's play activities.

There have been a number of playground improvements in past years on Councils' playgrounds due to the Federal RCLIP grant programs. The draft program has been modified accordingly.

VOTING

Simple Majority

OFFICER RECOMMENDATION

Moved Cr Rowell, seconded Cr Boland

THAT Council adopt the Five Year Playground Capital Improvement Program and use year one as the basis for inclusion in the draft 2012/2013 financial year budget.

AMENDMENT

Moved Cr Rowell, seconded Cr Boland

Amend the recommendation by adding a new point (2) that states "Amend the 5 year plan by replacing the Shade Sail installation at Jasper Green, proposed for year 1, with the Railway Street Playground".

Carried 4/0

COMMITTEE RECOMMENDATION

THAT Council

- 1) Adopt the Five Year Playground Capital Improvement Program and use year one as the basis for inclusion in the draft 2012/2013 financial year budget.**
- 2) Amend the 5 year plan by replacing the Shade Sail installation at Jasper Green, proposed for year 1, with the Railway Street Playground.**

AMENDED SUBSTANTIVE MOTION WAS PUT

Carried 4/0

10.2.13 FIVE YEAR PROGRAM - ROAD SAFETY IMPROVEMENT AND SPEED RESTRICTION

File No: SUB/707
Attachments: [5 Year Road Safety Improvement and Speed Restriction Program](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

This report provides an updated 5 Year Program for Road Safety Improvement and Speed Restriction, with the recommendation that Council:

1. Adopt the draft 5 Year Program for Road Safety Improvement and Speed Restriction; and
2. Include Year 1 of the program into the draft 2012/2013 budget document for funding consideration.

BACKGROUND

After the extensive public consultation program in 2008, site inspections and a search of road files for comments and complaints relating to road safety problems in the Town of Cottesloe, Council's Traffic Consultants delivered the final version of the Town of Cottesloe Traffic Study.

This study contained a list of intersection and mid block changes to the existing road network to reduce speeding and improve safety for pedestrians, cyclists and vehicles in the Town of Cottesloe.

The 5 Year Program is based on the list contained in the study plus the practical knowledge regarding safety issues gathered by staff over many years.

STRATEGIC IMPLICATIONS

The Future Plan 2006-2010 contains no major objectives or strategies relating to traffic management.

POLICY IMPLICATIONS

Council's *Traffic Management Policy* applies.

STATUTORY ENVIRONMENT

The care, control and maintenance of public road reserves is vested in the Town of Cottesloe. These powers however, do not include the setting of speed zones. These are determined and signposted by Main Roads WA (MRWA). The Police are then expected to enforce speed zone limits. The construction of traffic control devices on public roads normally requires some form of control or advice signage. These signs

must be approved and installed by MRWA which ensures that MRWA can monitor the use of such devices.

Where high speeds are recorded and practical methods exist to reduce such speeds back to legal limits, there is a general expectation that the relevant authorities will 'design' and retro-fit the appropriate speed inhibitors into the road layout.

FINANCIAL IMPLICATIONS

The annual costs for the various projects are listed in the 5 Year Program, for consideration for funding Year 1 in the 2012/2013 financial years budget.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

The basis of this 5 Year Program comes from the 2008 Town of Cottesloe Traffic Study, which included a substantial public consultation program.

STAFF COMMENT

This proposed 5 Year Program is based on the Porter Consulting Town of Cottesloe Traffic Study adopted by Council in August 2008 but not funded for a start in 2009/2010 due to lack of financial capacity and issues of road safety that have become obvious since that study was completed.

At an expenditure rate of approximately \$100,000 per year, many of the points raised and recommended for solution will not be treated in the 5 year period of this program. Each additional year, further issues will be included for treatment.

Several issues raised are multi functional and could be included in other programs. As example the Torrens Street new footpath could be included under the disability program to provide paths in streets that do not have them.

A number of other treatments will be applied for through the Main Roads WA Black Spot grant program, which should reduce the cost to Council and speed the program up.

A balance of needs has been created in this 5 Year Program, for the safety of drivers, cyclists and pedestrians, as well as the aim of reducing driving speeds on busy roads.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Boland, seconded Cr Rowell

THAT Council adopt the draft 5 Year Program for Road Safety Improvement and Speed Restriction and include Year 1 of the program into the draft 2012/2013 budget document for funding consideration.

Carried 4/0

10.2.14 FIVE YEAR RETICULATED AREAS AND GROUNDWATER BORES PLAN

File No: SUB/707
Attachments: [5 Year Bore and Reticulation Improvement Program](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

An updated five year program of proposed improvements to reticulation systems, including bores, delivery pipelines, storage tanks and areas watered by these systems has been prepared.

A recommendation is made to adopt the *Five Year Plan for Reticulated Areas and Groundwater Bores* and use year one as the basis for inclusion in the draft 2012/2013 financial year budget.

A copy of the proposed program is attached.

BACKGROUND

The Town's use of irrigation water comes under close scrutiny from local residents and visitors alike. All watering carried out by the Town is in accordance with the statutory requirements set out for bore water use by the Department of Water.

The groundwater licence issued to the Town of Cottesloe in October 2007 approved the use of 106,125 kilolitres of groundwater per year. This represents a 34% reduction on the Town's historic allocation, however, the Cottesloe Tennis Club was made responsible for its own bore water licence and therefore their court area has been removed from Council's reticulation area. The Council bore licence has now been extended for an additional 3 years.

The Town of Cottesloe has a number of reticulation systems, most of which are fed by groundwater bores. A number of other smaller areas are connected to the Water Corporation schemes supply.

Areas that are reticulated range from active recreation grounds through to small neighbourhood parks, landscaping around Council buildings and carparks, plus several large areas of road verge.

Water is also used to assist with the establishment of juvenile street trees – either planted as replacements or additions to the existing stock of mature, non-reticulated verge trees.

The Town's reticulation and bore systems have been installed over time by external contractors to varying specifications. This has led to a considerable variation in the quality and effectiveness of watering circuits. The variety of sprinkler pipelines, sprinkler design and layout has led to the practice of repair or replacement on an 'as required' basis.

When coupled with the varying nature of groundwater in the Cottesloe area and the absence of planned replacements, reticulation failures have compromised the capacity of the irrigation system to maintain landscape quality, utilisation of open space by user groups and budget control. This is most evident when the Town's reticulation systems are heavily used over the drier months from October to April.

Where groundwater quality is good and is non-corrosive, the average useful life expectancy of a bore is 20 years. However this can vary. A groundwater bore may typically require air or chemical redevelopment after years of use. It is not unusual for a bore to require redevelopment annually as it approaches the end of its useful life. The need to redevelop annually is a good indicator that collapse may be imminent and where possible this situation should be avoided.

Due to the below ground location of this infrastructure, problems can go undetected and failure is often sudden. The resulting down time can be considerable when bore infrastructure requires removal to allow investigation to identify the cause of the problem.

To identify potential problems, and to program replacement or repairs on a priority basis, bores and pumps need to be assessed on an annual basis. Typical problems encountered include:

- faulty or damaged pumps,
- faulty or damaged bore columns,
- bores requiring redevelopment due to collapse or contamination.

If the problem is pump related, the pump has to be dismantled and a detailed investigation of the problem undertaken.

Where a bore fails completely and requires replacing, the Town is required to apply to the Department of Water for a licence to install a new bore. Such applications can take two months or more to process. Two months without irrigation can have a large impact on the Town's recreation grounds and parks during the summer months. Proactive management of the Town's assets requires recognition of useful life expectancy and the planned replacement of such assets to manage the community's resources in the long-term interests of all.

The proposed five year program takes into consideration the age and condition of the Town's bores, pumps, wells and reticulation systems, their useful life expectancy, known problems, the need to rationalise on the areas under reticulation and the volume of water used.

The Town of Cottesloe also has consultant reports regarding protection of the groundwater resource and systems rationalisation going back over 20 years. Salt

levels for most of the bores and wells have been recorded for approximately 28 years.

Several consultant reports are available over this time period, with the following list of subjects being the main concerns.

- (a) Limited groundwater resource.
- (b) Reduced recharge from rainfall/reduced rainfall.
- (c) Unsustainable draw in certain areas.
- (d) Rising salinity in certain areas.
- (e) Increased demand.

The following list of initiatives was recommended to Council in 2003. Following the receipt of Hydro-Plan in March, 2003 many of these initiatives have now been taken up:

- (i) Soil moisture driven irrigation.
- (ii) Rationalisation of Council bore locations.
- (iii) Reduced extraction rates over long periods.
- (iv) Implementation of a storage and distribution network.
- (v) Reduction of irrigation areas.
- (vi) Responsible use by large users such as golf courses.
- (vii) Monitoring of salinity and flows.
- (viii) Reduction of uncontrolled residential use.
- (ix) Education of stakeholders and regular policy review.
- (x) Increased efforts to recharge stormwater.
- (xi) Drought tolerant plantings with low volume irrigation.

The following update is provided for Council's information:

1. **Soil moisture driven irrigation**

Staff have undertaken investigations regarding the use of soil moisture sensors controlling large reticulation systems on reticulated reserves. Other local governments have had problems with their use and have moved to other systems such as small weather stations linked to controllers. These are expensive and need much higher technical support.

2. **Rationalisation of Council bore locations**

The locations of Council's groundwater bores are not proposed to change in 2012/2013. The future relocation of bores will be considered as replacements are needed, with the main aim being the removal of groundwater bores from the edge of the 'groundwater lens' and the replacements being located at or near the thickest part of the 'lens' near the railway reserve.

Napier Street Bore

The installation of a new bore close the intersection of Napier Street and Curtin Avenue was completed at the end of the 2005/2006 financial year. This is close of the centre of the freshwater 'lens' and delivers water to the Civic Centre and Marine Parade foreshore. It allowed the closure of the old and failing (with a high saline level) Civic Centre bore and its removal.

Pearse Street Bore

The installation of a 135k/litre concrete storage tank on the west side of the Rugby Oval near Pearse Street and a 90k/litre storage tank at the corner of Marine Parade and Pearse Street has allowed both tanks to be filled from the Pearse Street bore (near Curtin Avenue). This is a high-volume, low salt quality supply which is also close to the centre of the available fresh water aquifer.

The storage tanks allowed the closure of the two existing bores reticulating Cottesloe Oval and Harvey Field. Both of these bores had a high level salt content and both were approaching the stage where major upgrading or replacement would have had to be undertaken.

North Cottesloe Primary School Bore

Council currently obtains reticulation water from the North Cottesloe Primary School bore, for which it has no extraction licence. This water is used to reticulate lawns on the Eric Street road reserve from Stirling Highway to Railway Street. The Primary School does not use this bore and Council is the only user. This bore is in average to poor condition and will need a major service the next few years. No provision has been made for the replacement of this bore on Education Department property.

The reticulated lawn on Eric Street provides an entry statement to Cottesloe when turning off Stirling Highway. An improved and more responsible statement could be achieved with native vegetation species being planted on both verges of Eric Street as a display, between the highway and Mann Street. This could initially be reticulated by trickle pipe to establish these plants with the rest of the reticulation sprinkler system being eventually turned off and the bore shut down.

3. Reduced extraction rates over longer periods

During 2005/06, the new bore at the corner of Curtin Avenue and Napier Street was installed, along with the pressure deliver pipeline. This system delivers water to the rehabilitated underground water tank under the Civic Centre main lawn. The bore slowly delivers water, at a low pressure extraction rate, to the tank.

Two new concrete tanks were installed in 2007/08 on the north side of Pearse Street.

4. Implementation of a storage and distribution network

The comments regarding storage tanks at the Civic Centre and Cottesloe Oval/Harvey Field complex also apply to this heading.

A fully functioning distribution network will be of great advantage in the event of a bore breakdown, sudden salt intrusion at one of the bores or damage to a delivery pipeline. Under the installed network the existing bore at the Pearse Street/Curtin Avenue site, the new bore in Napier Street near Curtin Avenue and the Golf Club bore in Forrest Street near Curtin Avenue are linked together. All three bores have delivery pipelines up to Broome Street. These three lines are connected along Broome Street, with the two storage tanks near Pearse Street and the new Golf Club bore also being interconnected. The Broome Street connection pipeline between Pearse Street and Napier Street was installed during 2007/08.

The Pearse Street bore pipeline already runs through to Marine Parade, as does the Napier Street pipeline. The reticulation system on the west side of Marine Parade runs south of Pearse Street, but also north to a point north of John Street.

These changes have created a substantial storage and distribution network between the main bore sources. Coupled with the new bore in Napier Street three main areas salinity concerns (Civic Centre, Cottesloe Oval and Harvey Field) have been addressed.

5. Reduction of irrigation areas

The Town of Cottesloe has irrigation systems in a range of different areas. The following priority categories are listed in terms of community impact if the system failed or could not be renewed:

- (a) Active recreation reserves:
 - Cottesloe Oval
 - Harvey Field
 - Tennis Courts – now responsible for own reticulation and bore water licence.

- (b) Passive recreation reserves and major presentation sites:
 - Jasper Green
 - Grant Marine Park
 - Eric Street foreshore
 - General foreshore area, Grant Street to Beach Street
 - Andrews Park
 - Lawn terraces on both sides of Indiana Tea House.

- (c) Road verges and minor reticulated areas:
 - Eric Street road verges – Stirling Highway to Railway Street
 - Tennis Courts – Broome Street and Napier Street verge frontages
 - Napier Street, south side verge fronting Civic Centre
 - Railway reserve land, north west corner of Railway Street/Claremont Railway Bridge
 - Forrest Street median island, Railway Street to Stirling Highway
 - Napier Street carpark, corner Marine Parade and Napier Street.

No changes are proposed to cut back the reticulated areas of categories (a) and (b).

The following changes are proposed or have been undertaken to category (c):

- (1) *Eric Street Road Verges:* Establish quality native vegetation entry statement off Stirling Highway. End the use of bore water after two years. Close down bore. Aid property owners to take over sections of old Council reticulation system or convert to native vegetation.
- (2) *Tennis Courts and Road Verge Frontages on Broome Street and Napier Street:* The Tennis Club is fully responsible for their own reticulation, with all costs of the well/pump system being funded by the Club. A bore licence has been arranged by the Club for the well, with Council's licence no longer covering the tennis courts. The Broome Street lawned verge has had piping changed so that the verge is reticulated from the Napier Street Council pipeline, leaving the tennis courts as the only reticulated area covered by the tennis courts well.
- (3) *Railway Reserve Land/Park Adjacent to the Rail Reserve, near Swanbourne Railway Bridge:* This area is on rail reserve land and is watered from the water main. Water use could be greatly reduced with native vegetation rather than lawn.
- (4) *Forrest Street Median Island, East of Railway Street:* This lawn area is watered from main, with manual relocation of surface sprinklers. The old sump area is now native vegetation.
- (5) *Napier Street Carpark, Lawn on South West Corner of Carpark:* This is reticulated from the Civic Centre bore. A conversion to native vegetation, initially watered by trickle pipe, would be a more effective use of water and labour.
- (6) *Grant Marine Park:* The area of Grant Marine Park separated by Hamersley Street and Hawkstone Street from the main park area was reticulated and mowed lawn, used by no-one for any purpose. It could be converted to native/local species initially watered by trickle pipe. The original reticulation has been turned off for 2009.

6. **Responsible use by large users such as golf courses**

Golf courses and other large users are now required to be fully involved with Department of Water, with monitoring salinity, volume used etc, and by the use of Management Plans.

As a group, by far the largest users are private property owners. Estimates suggest that up to 100 new bores are installed in the peninsula annually, with no requirements of monitoring or State Government control. This matter requires formal discussion and action by the affected State and Local Governments.

Recent State Government restrictions on the use of private bores to 3 days per week have been a 'step in the right direction' in regards to reducing the removal of ground water.

7. **Monitoring of salinity and flows**

Monitoring of salinity has been occurring at least since 1980 for salinity and more recently for volume/flow.

8. **Reduction of un-controlled residential use**

See point #6. Also, the verge policy proposes that increased efforts be undertaken to persuade local residents and bore owners to consider replacing reticulated lawns with native vegetation.

9. **Education of stakeholders**

The WESROC ongoing Water Quality Management Strategy Implementation Committee's work includes a large education strategy for water saving and related matters.

The 4 year National Water Initiative Project delivered a total of 3 separate information packages on the value of water sources over 3 years, particularly the underground water aquifer, with the last year being 2009/2010.

10. **Increased efforts to recharge stormwater**

This has been the central effort of Council's four year drainage project, with approximately 100 soakage pits being installed on town streets per year, over four years. Ocean outfall drains have been progressively converted to recharge/soak pits, during this period.

11. **Drought tolerant plantings with low volume irrigation**

This matter is covered under point #5, with the creation of three demonstration sites in 2005 for the use of low water-use plants. Drought tolerant plantings with low volume irrigation feature in the *Residential Verge* policy. All Blackspot works such as new roundabouts feature low water use species being used for landscaping.

STRATEGIC IMPLICATIONS

Under Council's *Future Plan 2006-2010*, Objective 5 is to maintain infrastructure and Council buildings in a sustainable way. This five year program complies with that objective.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

The reduction of the number of bores, pumps and areas reticulated has reduced the costs of running these systems and overall water consumption.

The five year program proposes a commitment to the overhaul of existing systems to higher efficiency levels through annual capital works.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

It is not intended that this latest revision be put out for formal community consultation. It is largely the continuation of an existing plan which has already received formal community input.

STAFF COMMENT

Planned replacement programs for reticulation infrastructure on the basis of a 10 year life cycle is now industry standard. Reactive repair and/or replacement of infrastructure is not considered appropriate when that infrastructure group of assets needs to be relied on to provide a critical service.

Groundwater irrigation is considered to be the most sustainable method of irrigating the Town's parks and reserves. The current focus on scheme water restrictions and reduced water availability provides a strong incentive to review the Town's use of scheme water for irrigation of landscapes on a continuous basis.

An equally pressing need in the Cottesloe peninsula area is to address the growth in the number of bores being installed to access what is a limited groundwater supply.

The Town of Cottesloe's practical response to managing a limited resource is to lead by example through the minimisation of the number of bores and the reduction of areas that are reticulated.

The completed four year program for extensive road drainage soak pit installation was aimed at preserving the groundwater resource through the maximisation of road drainage water into the shallow aquifer. This program ended in 2009/2010.

An updated *Five Year Plan for Reticulated Areas and Groundwater Bores* is now proposed, to include all works/actions proposed within this report.

Completion of the program will minimise any potential salinity problem, reduce the volume of groundwater used and ensure that reticulation systems on all reserves are brought up to scratch.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Boland

THAT Council adopt the Five Year Plan for Reticulated Areas and Groundwater Bores and use Year 1 as the basis for inclusion in the draft 2012/2013 financial year budget.

Carried 4/0

10.2.15 DRAFT 5 YEAR PLAN; BUILDINGS

File No: SUB/707
Attachments: [5 YEAR BUILDING PLAN 2012](#)
[5 YEAR CAPITAL WORKS BUILDING](#)
[REFURBISHMENT PROGRAM](#)

Responsible Officer: Carl Askew
Chief Executive Officer

Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 21 February 2012

Author Disclosure of Interest Nil

SUMMARY

Council has adopted 5 Year Plans for the management of the majority of its asset groups. However Council buildings have not had a forward plan created, to manage this group of assets.

This report supplies a draft 5 Year Plan for Buildings, with the recommendation:

That Council adopt the 5 Year Building Plan and use Year One as the basis for inclusion in the 2012/13 financial year budget.

BACKGROUND

Council is financially involved with a variety of buildings in the Town of Cottesloe. This involvement is a mixture depending on whether the building is leased out, it is a public building but not operated by Council staff or whether it is fully owned and operated by staff e.g. Civic Centre, Depot.

This 5 Year Program does not involve discussion on whether Council should be funding such items as insurance, power, water or gas, but rather it attempts to list all known capital improvement needs, over a 5 year period, where such funding is seen as Councils' obligation. The following buildings have some level of Council funding history:

1. Civic Centre / Memorial Hall / Lesser Hall / Gardner's Sheds / Grounds Construction base sheds / Caretakers Cottage:
Full council ownership (fee simple of all land involved), Council responsible for all service charges, maintenance and capital works.
2. Cottesloe Tennis Club:
Site is an 'A' Class Crown Reserve, with a vesting in Council and a 21 year lease commenced in 2005. The lease document makes the Club fully responsible for all costs including capital works. Council has agreed in the past to certain donations or provision of loans for deep sewer connection etc. No annual budget provision is made for any maintenance works.

3. Cottesloe Rugby Club Building:
Site is owned "fee simple" by Council. A 21 year lease exists commencing 2004. An annual payment is made to Council equivalent to a rates payment. No annual budget provision is made for any maintenance works.
4. Anderson Pavilion:
The site is on an A Class Crown Reserve vested in Council. Council is fully responsible for all maintenance and capital works. An annual maintenance allocation is made for all costs including power, water and gas.
5. Council Depot:
The site is owned 'fee simple' by Council, with all costs being met by Council. The future of this site is subject to the relocation of Council staff and services to another location, with this site to be sold for redevelopment.

The property boundary / safety fence has recently been rebuilt. A \$90,000 provision exists for the improvement of buildings and staff amenities in 2011/2012, but this may not be required due to the potential relocation of staff and services to the Mosman Park depot in the next year.

6. The Aged Persons Support Service Building – TAPSS:
This site at 81 Forrest Street, the old Post Office site, is owned 'fee simple', by the Town of Cottesloe. A lease exists for this building. Council is paid rent payments as per the lease conditions. Four Councils make use of the service, with each Council sharing costs. Costs include internal maintenance, cleaning and painting, plus all service costs.

Building structural repairs and upgradings are undertaken by Council, along with external maintenance.

7. Seaview Kindergarten Building:
This site is 'A' Class Crown Reserve vested in Council as "kindergarten". The kindergarten association and teachers have day to day control of the site. There is no current lease existing for the site. No payments are made to Council. Council staff cut lawns and undertake various external maintenance. Council pays all water charges, rubbish collection fees and insurance. Works are arranged and funded by Council for building repairs and upgrading. A lease document is currently being drawn up to achieve a full understanding of obligations for Council and the lessee.

The vesting in Council allows the right to lease out for up to 21 years.

8. North Cottesloe Pre Primary Building:
This site is a Crown land reserve vested in Council. There is a lease agreement (due for renewal) with the Education Department, established in 2006 for a 5 year period. An annual lease fee is paid to Council. Council staff undertake no works on site or to the building.

This site may be affected by changes in the future, in regards to the user group and lease conditions.

9. Marmion Street Ex Child Health Clinic / Toy Library Building:
This site is part of the Crown Reserve occupied by the North Cottesloe Pre-Primary Building.

There is an expired lease agreement with the Education Department for the use of the Pre Primary Building. No lease agreement exists for the Toy Library / Ex Child Health Clinic Building. The Toy Library pays no fees and Council funds all costs.

STRATEGIC IMPLICATIONS

The Town of Cottesloe Future Plan 2006-2010 includes, as Objective 5: "Maintain Infrastructure and Council buildings in a sustainable way".

The one major strategy applying to buildings is 5.6 "Develop a long term asset management plan and accompanying financial plan".

This draft 5 Year Plan provides the long term management plan for Councils building assets.

POLICY IMPLICATIONS

Councils policy on "Engineering Programs – Long Term" applies to all built assets, including Councils' buildings.

STATUTORY ENVIRONMENT

There is no legal or statutory requirement that Council must have a program for keeping its buildings in good condition.

FINANCIAL IMPLICATIONS

Like all other 5 Year Programmes, this proposal for buildings allows Council to plan for expenditure into the future with the appropriate budget allocations. All costs included in the program will be re-considered during the creation of the applicable budget documents.

SUSTAINABILITY IMPLICATIONS

Cost estimates are based on existing buildings and provision for current systems and materials to be properly maintained. No provision has been made for any system replacement with more sustainable products.

CONSULTATION

No public consultation applies.

STAFF COMMENT

Because of existing or proposed lease provisions applying to building use by local leasing organisations, no inclusion has been made in the draft 5 Year Plan for the Cottesloe Rugby Club and Tennis Club buildings, plus the Seaview Kindergarten and North Cottesloe Pre-Primary buildings.

Action is being taken to arrange for all Council depot functions to be relocated to the Mosman Park depot, therefore the old Cottesloe depot is also not included for any future works.

Anderson Pavilion is Councils' total responsibility and should be included in any Building Asset program. A number of capital repairs and heavy maintenance items apply to this building.

In regards to the TAPSS building, substantial work was undertaken in 2010/11 on the building, funded from a \$39,000 Federal Stimulus grant. Any capital improvements other than grant works would be funded on a shared cost basis by the Councils using the facility.

No works have been considered for the existing Cottesloe Depot at this time because of the proposed relocation of all depot functions to the Town of Mosman Parks depot. The expansion required at Mosman Park to allow this relocation is a separate project, with a 'one off' project cost. After relocation, the old depot site would be sold, with all buildings on site being removed.

Public toilets – Indianas Tea House and Barchetta Café: There is no Council obligation to fund maintenance works at both toilets. Lease agreements for both facilities require the lessee to undertake all maintenance to keep them in a good, long term condition.

Civic Centre complex buildings:

Note – a separate 5 year plan is proposed to cover the long term works required for the grounds and limestone walls. There are a number of separate buildings making up the Civic Centre complex requiring capital rehabilitation works, apart from further air conditioning upgrading of the Civic Centre building itself:

Caretakers Cottage: This building was previously used as a base for ranger operations. It has been mostly unused since rangers relocated to the Civic Centre.

It is small and needs maintenance and refurbishment. Council needs to consider what its future use will be. Previous proposals have been considered by Council during budget workshops in 2010/11.

Public Toilets, Napier Street boundary:

These toilets have been relatively neglected for some years apart from ongoing painting to remove graffiti and repairs due to vandalism. A variety of upgrading relating to plumbing, wall fittings, replacement of old toilets and cisterns and window louvers is required.

Civic Centre / Lesser Hall:

This Lesser Hall is over due for a general upgrade. The toilets and plumbing in the building are from a previous era and need to be modernised. Other works involving floor coverings, painting etc would also be considered. This will be considered as a separate report on the future use of the Civic Centre.

Civic Centre / Memorial Hall:

This building complex is an old building requiring ongoing maintenance and restorative works. Previous projects on the building have centred on the roof, air-conditioning and the upgrade of office accommodation. The Memorial Hall floor will require reconditioning. Various portions require repainting and surface treatments. Ongoing works are required to treat moisture ingress into the walls.

An ongoing allowance is required for this group of important Council assets. This will remove the 'out of the blue' budget requests to fix degenerating buildings which could have been at a lower cost if treated earlier.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council adopt the 5 Year Building Plan and use Year One as the basis for inclusion in the 2012/13 financial year budget.

Carried 4/0

**10.2.16 DRAFT 5 YEAR PROGRAM - COTTESLOE CIVIC CENTRE
SURROUNDS - HEAVY MAINTENANCE AND RESTORATION**

File No: SUB/707
Attachments: [PLAN OF SITE CIVIC CENTRE SURROUNDS](#)
[5 YEAR PROGRAM CIVIC CENTRE](#)
[SURROUNDS REHABILITATION](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

The Cottesloe Civic Centre has a large garden and lawn surround with extensive limestone retaining walls, paths, lighting, handrails and access roads. Its condition requires, for the foreseeable future, a Council commitment to fund works involving heavy maintenance and restoration, particularly for the limestone walls.

This work has been funded a year at a time within the annual budget. This report presents a draft 5 year forward plan with indicative annual costs and recommends that Council adopt the draft 5 Year Program covering heavy maintenance and restoration of the Cottesloe Civic Centre surrounds, with Year One being used as the basis for inclusion in the 2012/2013 financial year budget.

BACKGROUND

Council has, over the last 12 years, made an annual financial commitment to the Civic Centre grounds restoration, initially at \$50,000 but rising to an annual allocation of approximately \$170,000, with low points of \$80,000 and two high points above \$360,000. The majority of this allocation has been spent on limestone wall restoration and strengthening.

Generally there has been strong community support demonstrated for the restoration works to continue and substantial works have been completed. However, there remain several large projects which need further funding of various wall sections.

STRATEGIC IMPLICATIONS

In Councils Future Plan 2006 -2010, Objective 5 is "Maintain infrastructure and Council Buildings in a sustainable way."

The applicable Major Strategy is:

5.6: Develop a long term asset management plan and accompanying financial plan.

POLICY IMPLICATIONS

There is no Council policy relating to the restoration of the Cottesloe Civic Centre.

STATUTORY ENVIRONMENT

There are no statutory or legal requirements for Council to fund any asset management long term program.

FINANCIAL IMPLICATIONS

This program proposes a measured allocation, long term, to a continuing project already funded for the past 12 years.

SUSTAINABILITY IMPLICATIONS

The main implication relates to financial sustainability, with planned expenditure over 5 years reducing the chance of emergency funding being required to 'rescue' buildings suffering from major degeneration.

CONSULTATION

No public consultation is proposed for this draft planned stewardship of Council assets.

STAFF COMMENT

It is obvious that, when inspecting the Cottesloe Civic Centre surrounds, substantial works have been completed on many of the worst sections of the limestone walls, a report on which went to Council in 2004. However, major works are still required, some of which would have to be undertaken in one year and requiring a higher level of annual funding.

With the concentration on wall reconstruction, other elements of the Civic Centre gardens have deteriorated. Asphalt internal roads, pedestrian paths, handrails, steps / stairs, lighting and minor support buildings are now in need of 'catch up' works. With the completion of the main stage platform on the main lawn, the remaining budgeted funds for 2011/12 will be directed to the upgrading of hand rails in the gardens and on internal road resurfacing.

Important works in regards to limestone wall reinstatement in the near future include complex repairs to wall joints adjacent to the children's playground and works on the walls and steps immediately above the recently reinstated stage area.

Non-functioning display lights on road access entry pillars need resolution, as does the problem of large tree roots continuing to undermine and crush adjacent walls.

The major works required could be reduced in approximately 5 years, after an enhanced financial commitment. After that time, the annual rehabilitation cost could be reduced to approximately half, i.e. \$100,000, of the past years expenditure levels.

The Cottesloe Civic Centre gardens and surrounds are a rare example of the early 1900's and of mansions surrounded by high class gardens. The past 12 years have seen a restoration effort which could have the majority of urgent tasks completed within 5 more years, for the benefit of the Cottesloe community.

VOTING

Simple Majority

OFFICER& COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Boland

THAT Council adopt the draft 5 Year Program covering heavy maintenance and restoration of the Cottesloe Civic Centre surrounds, with Year One being used as the basis for inclusion in the 2012/2013 financial year budget.

Carried 4/0

10.3 FINANCE

Cr Boland made a declaration of impartiality in relation to the Napier Street parking as he is a member of the adjacent Cottesloe Tennis Club. He stated that there may be a perception that his impartiality on the matter may be affected and declared that he would consider the matter on its merits and vote accordingly.

10.3.1 SIX MONTHLY BUDGET REVIEW FOR 2011/2012

File No: Sub/1215
Attachments: [Budget Review](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Mat Humfrey
Manager Corporate Services
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

Council is being asked to consider the midyear Budget Review for the 2011/2012 financial year.

BACKGROUND

Under the Local Government Act 1995, local governments are required to undertake a budget review each financial year. The budget review must be conducted between 1 January and 31 March each year. The review must be based on at least 6 months worth of financial data.

The Act and Regulations require that the Administration examine each budget allocation, and form a view of how that allocation will proceed for the remainder of the financial year. Any expected material variations, and their impact on the surplus/deficit position of the local government are to be reported.

Council are then required to consider the Budget Review within 30 days of its completion. If Council endorse the budget review, a copy of the review and the Council resolution are then forwarded to the Department of Local Government.

Many local governments use the mid-year budget review as a mid-year financial health check. If it is clear that the end of year result will be a deficit, Council's usually take action (reduce expenditure) to re-balance the budget. If it is clear a surplus will be achieved, some projects that were not previously budgeted for may be included.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996 – 33A

FINANCIAL IMPLICATIONS

The review found several income and expenditure accounts that had material variances – and has identified the budget amendments that would be required to allow for them (page 8 of the review). The net effect of these amendments is an increase in costs of \$73,160.

The budget review showed a larger than anticipated surplus at the completion of the 2010/2011 financial year. Proposals have been put as to how this surplus could be allocated, which, if adopted would provide for a balanced budget.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The mid-year review has shown a net budget variance of \$73,160 (deficit), with parking revenue revised downwards by approximately \$90,000 being the largest variance shown. Parking revenue is difficult to predict and at the same time last year, a similar revision was made, only for parking revenue to exceed initial budgets. The weather, people's behaviour and popularity of the beach and other attractions all play a very large part in the parking revenue received.

Council also had a net surplus in the 2010/2011 financial year that was significantly higher than was anticipated. If no action is taken it will result in a surplus this financial year of \$426,483. Administration has reviewed last year's budget workshops and identified projects that were deferred to achieve a balanced budget at the required rating level. These projects have been included (where possible) into the recommended budget amendments to allocate the surplus.

The budget review meeting also suggested that parts of the surplus could be allocated to reserves. This would have two main benefits, being that Council's reserve levels would be boosted and that Council could opt to use the funds at a later date for strategic projects.

Council is also required to consider its materiality levels, which is the level at which a variance is reported. It is recommended to retain existing levels i.e. 15% or \$25,000 – that is any variance greater than 15% of the budgeted amount or \$25,000 would need to be separately reported.

VOTING

Absolute Majority

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

THAT Council:

1. Adopt the budget review for the 2011/2012 financial year as presented;
2. Make the budget amendments listed on page 8 of the attached budget review;
3. Make the following additional budget allocations:

80,000	Transfer to Leave Reserve
80,000	Transfer to Property Reserve
80,000	Transfer to Infrastructure Reserve
23,000	Creation of Legal Expenses reserve
15,000	Expanded Financial Management Review
52,000	Reinstate parking along Napier Street
19,000	Reinstate shade sail at Civic Centre
7,000	Traffic Study at Curtin/Forrest Streets
35,000	Increased costs of WMRC
25,000	Community Perceptions Survey
7,000	Air-conditioning works at Civic Centre
4. Maintain the materiality level for significant variances as set in the 2011/2012 budget.

AMENDMENT**Moved Cr Rowell, seconded Cr Boland**

Amend the recommendation in part (3) by reducing the Transfer to Infrastructure Reserve from 80,000 to 65,000 and adding a new item of 15,000 to install the wheel ramp on the Curtin Avenue footbridge near Pearse Street as per the 5 Year Cycling Facilities Plan.

Carried 3/1

COMMITTEE RECOMMENDATION

THAT Council:

1. **Adopt the budget review for the 2011/2012 financial year as presented;**
2. **Make the budget amendments listed on page 8 of the attached budget review;**
3. **Make the following additional budget allocations:**

80,000	Transfer to Leave Reserve
80,000	Transfer to Property Reserve
65,000	Transfer to Infrastructure Reserve
23,000	Creation of Legal Expenses reserve
15,000	Expanded Financial Management Review
52,000	Reinstate parking along Napier Street
19,000	Reinstate shade sail at Civic Centre

7,000	Traffic Study at Curtin/Forrest Streets
35,000	Increased costs of WMRC
25,000	Community Perceptions Survey
7,000	Air-conditioning works at Civic Centre
15,000	Installation of the wheel ramp on the Curtin Avenue footbridge near Pearse Street as per the 5 Year Cycling Facilities Plan

4. Maintain the materiality level for significant variances as set in the 2011/2012 budget.

AMENDED SUBSTANTIVE MOTION WAS PUT

Carried 3/1

10.3.2 FRINGE BENEFITS TAX POLICY UPDATE

File No: POL/13
Attachments: [Policy Fringe Benefits Tax](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Christy Watterson
Administration and Governance Officer

Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

The Town of Cottesloe policy for Fringe Benefits Tax has been reviewed by Council staff.

This report recommends that Council adopt the minor changes made to the policy.

BACKGROUND

The current Fringe Benefits Tax policy was adopted in 1995 and is overdue for review.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

This report relates to the Fringe Benefits Tax policy and recommends minor changes. If adopted, the reviewed Fringe Benefits Tax policy will replace the current policy.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

All applicable Australian Accounting Standards

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

Following the review, there is only one minor change to this policy. This change removes employees "commuting use" of vehicles from the Fringe Benefit tax policy.

The attached copy of the policy has tracked changes for the benefit of Councillors, these will be removed before it is published on the website.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Boland noted the previous Policy change in terminology from "Council" to "Town of Cottesloe" and suggested replacing those references in the FBT policy.

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

THAT Council note the policy has been reviewed and adopt the Fringe Benefits Tax policy as per the attachment submitted to the 21 February 2012 meeting of the Works and Corporate Services Committee, and set the next review date for February 2020.

AMENDMENT**Moved Cr Rowell, seconded Cr Boland**

That references to "Council" within the FBT Policy be replaced with "Town of Cottesloe".

Carried 4/0

COMMITTEE RECOMMENDATION

THAT Council note the policy has been reviewed, amended by Committee, and adopt the Fringe Benefits Tax policy as per the attachment submitted to the 21 February 2012 meeting of the Works and Corporate Services Committee, and set the next review date for February 2020.

AMENDED SUBSTANTIVE MOTION WAS PUT

Carried 4/0

**10.3.3 BUDGET AMENDMENT - INDIANA TEA HOUSE TOILET
REFURBISHMENT**

File No: SUB/992
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Mat Humfrey
Manager Corporate Services

Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

Council is being asked to consider a budget amendment to allow a payment to be forwarded to Indiana Tea House (ITH) for the refurbishment of the public toilets and change rooms.

BACKGROUND

In September 2010, Council was asked to contribute to the upgrading of the public toilets and change rooms at Indiana Tea House. In accordance with the ITH lease, these facilities are made available for public use.

Council, and ITH, had received numerous complaints about the condition and cleanliness of the toilets, in particular, in the lead up to the decision. The improving of the toilets and change rooms was intended to assist with cleaning and the overall presentation of the facilities.

Since this time, ITH have gone ahead and completed the works as agreed. However they did not forward their invoices to the Town within the financial year. The item was not placed in this years budget, which means that there is no budgeted expenditure for this item.

Council resolved to have the funds for the expenditure coming from the Property Reserve – which is how the current budget amendment has been structured.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 (s6.8 requires Absolute Majority to authorise expenditure not included in the Annual Budget)

Local Government (Financial Management) Regulations 1996
Indiana Tea House Lease

FINANCIAL IMPLICATIONS

If the recommendation is adopted, the amendment will have no impact on Council's surplus/deficit position for this financial year. This is because the funds will be taken from the Council's Property Reserve, so there would effectively be an 'in' and 'out' on the Rate Setting Statement. Of course this does mean that Council's Property Reserve will be reduced by \$40,000.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

Council resolved at its meeting on 28 September 2010 to authorise the expenditure as requested by ITH. This has been communicated to ITH in due course, who have subsequently undertaken the work.

Council is not able to budget for expenditure in future financial years. In fact, Council is expressly prohibited to set any budgets before 1 June, in the prior financial year, by the Local Government Act. However, it is not for the proprietors of ITH to know this and they have completed the work in good faith, and have now submitted their invoice.

As Council's initial resolution was to use funds from the Property Reserve to fund this transaction, not paying ITH in the last financial year had no effect on the surplus that Council recorded at the end of the financial year. Further, if the budget amendment as recommended is adopted, the expenditure will have no effect on the surplus/deficit that will be recorded at the end of this financial year either – as the funds will come from the reserve.

Administration has received a detailed invoice for the works and is satisfied that the work has been undertaken.

VOTING

Absolute Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council, pursuant to Section 6.8 of the Local Government Act 1995, by Absolute Majority;

- 1. Authorise the expenditure related refurbishment at the toilets and change rooms in the building known as the Indiana Tea House at a cost up to \$40,000.**
- 2. Amended the 2011/2012 adopted budget to include a transfer from the Property Reserve of \$40,000.**

Carried 4/0

**10.3.4 STATUTORY FINANCIAL REPORTS FOR THE PERIOD 1 JULY 2011 TO
31 DECEMBER 2011**

File No: SUB/137
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present to Council the Statement of Financial Activity, the Operating Statements by Program and by Nature and Type, the Statement of Financial Position, and other supporting financial information for the period 1st July 2011 to 31st December 2011 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 Statement of Financial Activity on page 1 of the attached Financial Statements shows favourable operating revenue of \$71,938. Operating expenditure is \$215,515 or 4% less than year to date budget. Material variances are outlined on pages 7 and 8 of the Financial Statements and a detailed analysis of capital projects is shown on pages 22 to 26.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council receive the Statement of Financial Activity, Operating Statements by Program and by Nature and Type, the Statement of Financial Position, and other supporting financial information as included in the attached Financial Statements for the period 1 July 2011 to 31 December 2011, as submitted to the 21 February 2012 meeting of the Works and Corporate Services Committee.

Carried 4/0

10.3.5 LIST OF ACCOUNTS PAID FOR THE MONTH OF DECEMBER 2011

File No: SUB/137
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Wayne Richards
Finance Manager

Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the list of accounts paid for the month of December 2011, as included in the attached Financial Statements, to Council.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The list of accounts paid in December 2011 is included on pages 9 to 15 of the attached Financial Statements. The following significant payments are brought to Council's attention:-

- \$14,798.84 to BCITF for monthly fees collected on their behalf
 - \$20,463.85 to Synergy for street lighting and other electricity charges
 - \$63,450.83 to WA Local Government Superannuation Plan for superannuation contributions
 - \$12,466.30 to UHY Haines Norton Chartered Accountants for audit services
 - \$327,295.34 to FESA for levies collected by Council on their behalf
 - \$10,053.92, 31,176.82 & \$19,760.79 to WMRC for waste disposal services
-

- \$27,744.95 & \$13,832.82 to Roads 2000 for various road works at Seaview Terrace and Congdon Street etc
- \$16,500.00 to Aircomtec for air conditioning works at the Civic Centre
- \$39,069.05 to Honda North for a new passenger vehicle
- \$12,225.84 to Flexi Staff Pty Ltd for contract depot staff
- \$47,981.07 to Westrac Pty Ltd for the purchase of a new skid steer loader less the trade in
- \$34,965.81 to B & N Waste Pty Ltd for green waste collection services
- \$10,070.50 to Burgess Rawson Pty Ltd for the lease of railway land.
- \$25,789.35 to Surf Life Saving WA for lifeguard services
- \$40,439.49 to Transpacific Cleanaway for waste services
- \$72,545.67 \$ \$71,619.72 for fortnightly payroll
- \$400,000 to National Australia Bank being a transfer to an investment account

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council receive the List of Accounts paid for the month of December 2011 as included in the attached Financial Statements, as submitted to the 21 February 2012 meeting of the Works and Corporate Services Committee.

Carried 4/0

10.3.6 SCHEDULE OF INVESTMENTS AND LOANS AS AT 31 DECEMBER 2011

File No: SUB/150 & SUB/151
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the list of accounts paid for the month of December 2011, as included in the attached Financial Statements, to Council.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS**POLICY IMPLICATIONS**

Nil

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

Resource requirement 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 \$4,411,232.76 was invested as at 31 December 2011. Approximately 33% of these funds were invested with the Commonwealth Bank, 32% with Westpac Bank, 18% with Bankwest and 17% with the National Australia Bank.

The Schedule of Loans on page 19 of the attached Financial Statements shows a balance of \$6,369,750.98 as at 31 December 2011. Included in this balance is \$401,392.76 that relates to self supporting loans.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council receive the Schedule of Investments and the Schedule of Loans as at 31 December 2011. These schedules are included in the attached Financial Statements as submitted to the 21 February 2012 meeting of the Works and Corporate Services Committee.

Carried 4/0

10.3.7 PROPERTY AND SUNDRY DEBTORS REPORT AS AT 31 DECEMBER 2011

File No: SUB/145
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Property and Sundry Debtors Reports as at 31 December 2011, 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 Sundry Debtors Report on page 20 of the attached Financial Statements shows a balance of \$42,988.52 of which \$30,305.04 relates to the current month. The balance of aged debtors stood at \$12,683.48.

The Rates and Charges Analysis on page 21 of the attached Financial Statements shows a total balance outstanding of \$1,831,190.17. Of this amount \$199,454.16 and \$400,020.59 are deferred rates and outstanding emergency services levies

respectively. The Statement of Financial Position on page4 shows rates as a current asset as \$1,842,825 as compared to \$1,623,424 this time last year.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council receive the Property and Sundry Debtors Reports as at 31 December 2011, as included in the attached Financial Statements, at the meeting of the Works and Corporate Services Committee on 21 February 2012.

Carried 4/0

**10.3.8 STATUTORY FINANCIAL REPORTS FOR THE PERIOD 1 JULY 2011 TO
31 JANUARY 2012**

File No: SUB/137
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present to Council the Statement of Financial Activity, the Operating Statements by Program and by Nature and Type, the Statement of Financial Position, and supporting financial information for the period 1st July 2011 to 31st January 2012 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 Statement of Financial Activity on page 1 of the attached Financial Statements shows favourable operating revenue of \$46,170. Operating expenditure is \$310,321 or 5% less than year to date budget. Material variances are outlined on pages 7 and 8 of the attached Financial Statements and a detailed breakdown of the capital program is shown on pages 23 to 27. Whilst actual year to date expenditure is \$310,170 less than year to date, most of this relates purely to timing variances.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council receive the Statement of Financial Activity, Operating Statements by Program and by Nature and Type, the Statement of Financial Position, and other supporting financial information as included in the attached Financial Statements for the period 1 July 2011 to 31 January 2012, as submitted to the 21 February 2012 meeting of the Works and Corporate Services Committee.

Carried 4/0

10.3.9 LIST OF ACCOUNTS PAID FOR THE MONTH OF JANUARY 2012

File No: SUB/137
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Wayne Richards
Finance Manager

Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the list of accounts paid for the month of January 2012, as included in the attached Financial Statements, to Council.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The List of Accounts Paid during January 2012 is included in the report on pages 9 to 14 of the attached Financial Statements. The following significant payments re brought to Council's attention;-

- \$16,847.90 to the WA Electoral Commission for the 2011 Local Government Elections
 - \$10,000.00 to Mosman Park Men's Community Shed Inc as salary support for the initiative
 - \$10,232.35 to Synergy for street lighting and other electricity charges
 - \$31,095.80 to WA Local Government Superannuation Plan for staff superannuation contributions
-

- \$13,904.78 to BCITF for monthly fees collected on their behalf.
- \$11,990.00 to Scott Printers Pty Ltd for printing services for the sustainability calendar
- \$14,960.00 to FJ Fitzsimmons & Co for asphalt works at the rear of Broome Street
- \$145,575.38 to the Shire of Peppermint Grove for the quarterly library contribution
- \$35,887.02, \$20,645.67 & \$10,391.39 to WMRC for waste removal services
- \$10,855.00 to Adams Coachlines for providing the Cottesloe Cat service
- \$10,817.95 to Jackson McDonald Lawyers for legal advice
- \$24,904.00 to Apace Aid (Inc) for the installation of a new timber staircase at Cottesloe beach.
- \$11,000.00 to Procott Inc as a contribution towards Hullabaloo
- \$25,789.35 to Surf Life Saving WA for lifeguard services
- \$58,040.63 to Transpacific Cleanaway for waste collection services
- \$74,754.80 & \$73,936.25 to the Town of Cottesloe staff for fortnightly payroll
- \$450,000.00, \$240,000.00 & \$150,000 to the Town of Cottesloe Business Investment Account being transfer of funds.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council receive the List of Accounts Paid for the month of January 2012 as included in the attached Financial Statements, as submitted to the 21 February 2012 meeting of the Works and Corporate Services Committee.

Carried 4/0

**10.3.10 SCHEDULES OF INVESTMENTS AND LOANS AS AT 31 JANUARY
2012**

File No: SUB/150 & SUB/151
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Schedule of Investments and the Schedule of Loans as at 31st January 2012, as included in the attached Financial Statements, to Council.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Schedule of Investments on page 17 of the attached Financial Statements shows that \$3,864,659.17 was invested as at 31 January 2012. Of this, approximately 36% of the funds were invested with Westpac Bank, 23% with the Commonwealth Bank of Australia, 21% with Bankwest and 20% with the National Australia Bank

The Schedule of Loans on page 18 of the attached Financial Statements shows a balance of \$6,369,750.98 as at 31 January 2012. Included in this balance is \$401,392.76 that relates to self supporting loans.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council receive the Schedule of Investments and the Schedule of Loans as at 31 December 2012. These schedules are included in the attached Financial Statements as submitted to the meeting of the Works and Corporate Services Committee on 21 February 2012.

Carried 4/0

**10.3.11 PROPERTY AND SUNDRY DEBTORS REPORTS AS AT 31
JANUARY 2012**

File No: SUB/145
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 21 February 2012
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Property and Sundry Debtors reports as at 31 January 2012, 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 Sundry Debtors Report on pages 19 to 21 of the attached Financial Statements shows a balance of \$91,493.05 of which \$86,592.98 relates to the current month. The balance of aged debtors stood at \$4,900.07.

The Rates and Charges Analysis on page 22 of the attached Financial Statements shows a total balance outstanding of \$1,214,992.75. Of this amount \$199,454.16 and \$383,888.74 relate to deferred rates and outstanding emergency services levies respectively. The Statement of Financial Position on page 4 shows a rates as a current asset as \$1,228,090 as compared to \$1,059,408 at this time last year.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council receive the Property and Sundry Debtors Reports as at 31 January 2012, as included in the attached Financial Statements, at the meeting of the Works and Corporate Services Committee on 21 February 2012.

Carried 4/0

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

Nil

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY ELECTED MEMBERS/OFFICERS BY DECISION OF MEETING

Nil

13 MEETING CLOSURE

The Presiding Member announced the closure of the meeting at 9.00PM.

CONFIRMED: _____ *PRESIDING MEMBER DATE:* / /