

# TOWN OF COTTESLOE



## WORKS AND CORPORATE SERVICES COMMITTEE

# MINUTES

MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE  
109 BROOME STREET, COTTESLOE  
7.00 PM, TUESDAY, 10 DECEMBER 2013

**CARL ASKEW**  
Chief Executive Officer

12 December 2013

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# WORKS AND CORPORATE SERVICES COMMITTEE

## TABLE OF CONTENTS

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ITEM	SUBJECT	PAGE NO
1	DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS.....	3
2	DISCLAIMER .....	3
3	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION .....	3
4	PUBLIC QUESTION TIME .....	3
	4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	3
	4.2 PUBLIC QUESTIONS .....	3
5	PUBLIC STATEMENT TIME.....	3
6	ATTENDANCE .....	3
	6.1 APOLOGIES .....	3
	6.2 APPROVED LEAVE OF ABSENCE .....	3
	6.3 APPLICATIONS FOR LEAVE OF ABSENCE .....	4
7	DECLARATION OF INTERESTS.....	4
8	CONFIRMATION OF MINUTES.....	4
9	PRESENTATIONS .....	4
	9.1 PETITIONS.....	4
	9.2 PRESENTATIONS .....	4
	9.3 DEPUTATIONS .....	4
10	REPORTS .....	5
	10.1 ADMINISTRATION.....	5
	10.1.1 STRATEGIC COMMUNITY PLAN FINAL ADOPTION	5
	10.2 ENGINEERING.....	10
	10.2.1 NORTH COTTESLOE PRIMARY SCHOOL - REQUEST FOR CROSSING ISLANDS - ERIC STREET AND CURTIN AVENUE, COTTESLOE	10
	10.2.2 ROW 4A - REQUEST FOR RECONSIDERATION OF UPGRADING COST FOR 218 BROOME STREET, COTTESLOE	14
	10.3 FINANCE.....	17

---

10.3.1	STATUTORY FINANCIAL REPORTS FOR THE PERIOD 1 JULY 2013 TO 30 NOVEMBER 2013	17
10.3.2	SCHEDULES OF INVESTMENTS AND LOANS AS AT 30 NOVEMBER 2013	19
10.3.3	LIST OF ACCOUNTS PAID FOR THE MONTH OF NOVEMBER 2013	21
10.3.4	RATES AND SUNDRY DEBTORS REPORTS AS AT 30 NOVEMBER 2013	23
<b>11</b>	<b>ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>25</b>
<b>12</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY:.....</b>	<b>25</b>
12.1	ELECTED MEMBERS.....	25
12.2	OFFICERS .....	25
12.2.1	AIR CONDITIONING TENDER – COTTESLOE CIVIC CENTRE.....	25
<b>13</b>	<b>MEETING CLOSED TO PUBLIC .....</b>	<b>27</b>
13.1	MATTERS FOR WHICH THE MEETING MAY BE CLOSED ....	27
13.2	PUBLIC READING OF RECOMMENDATIONS THAT MAY BE MADE PUBLIC.....	28
<b>14</b>	<b>MEETING CLOSURE.....</b>	<b>28</b>

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

The Presiding Member announced the meeting opened at 7:02 PM.

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

Nil

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

Nil

**4.2 PUBLIC QUESTIONS**

Nil

**5 PUBLIC STATEMENT TIME**

Nil

**6 ATTENDANCE****Present**

Cr Robert Rowell	Presiding Member
Mayor Jo Dawkins	
Cr Helen Burke	
Cr Peter Jeanes	
Cr Sally Pyvis	
Cr Philip Angers	

**Officers Present**

Mr Carl Askew	Chief Executive Officer
Mr Mat Humfrey	Manager Corporate & Community Services
Mrs Siobhan French	Administration and Governance Officer

**6.1 APOLOGIES**

Nil

**Officer Apologies**

Mr Geoff Trigg	Manager Engineering Services
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**6.2 APPROVED LEAVE OF ABSENCE**

Nil

**6.3 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**7 DECLARATION OF INTERESTS**

Nil

**8 CONFIRMATION OF MINUTES**

**Moved Cr Jeanes, seconded Mayor Dawkins**

[Minutes November 19 2013 Works and Corporate Services Committee.docx](#)

The Minutes of the Ordinary meeting of the Works and Corporate Services Committee, held on 19 November 2013 be confirmed.

**Carried 6/0**

**9 PRESENTATIONS****9.1 PETITIONS**

Nil

**9.2 PRESENTATIONS**

Nil

**9.3 DEPUTATIONS**

Nil

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

The following items were dealt with en bloc:

10.3.1 Statutory Financial Reports for the Period 1 July 2013 to 30 November 2013

10.3.2 Schedules of Investments and Loans as at 30 November 2013

10.3.3 List of Accounts Paid for the Month of November 2013

10.3.4 Rates and Sundry Debtors Reports as at 30 November 2013

## 10 REPORTS

### 10.1 ADMINISTRATION

#### 10.1.1 STRATEGIC COMMUNITY PLAN FINAL ADOPTION

**File Ref:** SUB/1688  
**Attachments:** [Draft Strategic Community Plan](#)  
[Minutes Council Meeting September 23 2013](#)  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Mat Humfrey  
Manager Corporate & Community Services  
**Proposed Meeting Date:** 10 December 2013  
**Author Disclosure of Interest:** Nil

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#### SUMMARY

This report presents the Town of Cottesloe Strategic Community Plan for adoption by Council.

#### BACKGROUND

As per the Local Government (Administration) Regulations 1996, the Town is required to have a Strategic Community Plan that covers not less than 10 years. Following a review of the last Plan for the Future that Council had (May 2011) and receiving the results of the Community Perceptions Survey earlier this year, the Council through several workshops, constructed a Draft of a Strategic Community Plan.

At its September 2013 Ordinary Meeting, Council resolved to endorse the Draft Community Strategic Plan for advertising. Under the regulations, Council is required ensure that the electors and ratepayers of its district are consulted during the development of a community strategic plan.

The Draft Strategic Community Plan was advertised in September and October, with a lengthy submission period provided. At the close of the advertised period, only two submissions were received.

#### STRATEGIC IMPLICATIONS

If adopted, the Strategic Community Plan will set the strategic direction of Council.

#### POLICY IMPLICATIONS

Nil

#### STATUTORY ENVIRONMENT

##### Local Government Act 1995

##### 5.56. Planning for the future

(1) A local government is to plan for the future of the district.

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- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

### **Local Government (Administration) Regulations 1996**

#### Division 3 — Planning for the future

#### **19C. Strategic community plans, requirements for (Act s. 5.56)**

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
- (a) the capacity of its current resources and the anticipated capacity of its future resources; and
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.
- \*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.



- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

**19DA. Corporate business plans, requirements for (Act s. 5.56)**

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.
- \*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

**19D. Adoption of plan, public notice of to be given**

- (1) After the adoption of a strategic community plan, or modifications of a strategic community plan, under regulation 19C, the local government is to give local public notice in accordance with subregulation (2).
- (2) The local public notice is to contain —

- (a) notification that —
  - (i) a strategic community plan for the district has been adopted by the council and is to apply to the district for the period specified in the plan; and
  - (ii) details of where and when the plan may be inspected;or
- (b) where a strategic community plan for the district has been modified —
  - (i) notification that the modifications to the plan have been adopted by the council and the plan as modified is to apply to the district for the period specified in the plan; and
  - (ii) details of where and when the modified plan may be inspected.

### **FINANCIAL IMPLICATIONS**

There will be minor costs in the adopting of the recommendation, however these can be met within current operational budgets.

### **STAFFING IMPLICATIONS**

Nil

### **SUSTAINABILITY IMPLICATIONS**

Nil

### **CONSULTATION**

Nil

### **STAFF COMMENT**

During the public comment period, only two submissions were received on the Draft Strategic Community Plan. The first of these comments called for more detail, in particular more detail on the proposal to sink the railway line and develop the land that would result. As this plan sets the aspirational position of the Council, it is not appropriate to have that level of detail contained within the plan. However, the comment will be considered and addressed as the Corporate Business Plan is developed where that level of detail can be accommodated. The second submission outlined several documents that were not referenced in the original draft as supporting documents. The suggested changes have been included in the final draft where appropriate.

The relatively low level of feedback received could be a result of several possibilities. The first being the advertising was not effective. The advertisements ran over several weeks in two local papers, as well as in the West Australian, on the Council's website and was mentioned in Council's regular advertising feature. It also received editorial attention when the plan was endorsed for advertising.

The other possibilities are that the community are largely satisfied with Council's overall performance or that the plan raised no concerns with community members. A combination of these two factors is more likely than not the cause of the low level of feedback received. A regularly observed phenomenon in public consultation is that when the public are generally satisfied with a service, or are not concerned about the introduction or change of a service, a very low level of feedback will be received. This is generally due to the fact that many people are busy and unless they feel they need to provide input, will generally focus their energies in other directions.

The Strategic Community Plan represents the first part in the new planning process. It provides the overall direction, which then allows more specific plans to be drawn up and finalised. It is likely that the more detailed plans that will follow, will have more measurable impacts on residents and will attract a higher level of feedback.

While the attached document is largely only a text document, if the plan is adopted, a final colour version with pictures will be developed and ready for release at the annual general meeting of electors.

At this stage, no impediment can be seen to Council adopting the Strategic Community Plan. It provides a clear direction for the administration in developing the further plans required by the Regulations. As such, it is recommended that the plan be adopted.

#### **VOTING**

Absolute Majority

#### **OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Jeanes, seconded Cr Rowell**

**THAT Council, by Absolute Majority, adopt the Strategic Community Plan as attached and provide the public notices as required.**

**Carried 6/0**

## 10.2 ENGINEERING

### 10.2.1 NORTH COTTESLOE PRIMARY SCHOOL - REQUEST FOR CROSSING ISLANDS - ERIC STREET AND CURTIN AVENUE, COTTESLOE

**File Ref:** PR53674  
**Attachments:** [Copy of Request from North Cottesloe Primary School](#)  
[Plan of Eric Street and Charles Street Intersection Island](#)  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Geoff Trigg  
Manager Engineering Services  
**Proposed Meeting Date:** 10 December 2013  
**Author Disclosure of Interest:** Nil

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#### SUMMARY

The North Cottesloe Primary School is developing safer pedestrian access routes to the school site, including improved crossing points over busy roads, in particular Curtin Avenue at Florence Street and Eric Street opposite the new Scout Hall. Pedestrian crossing islands have been requested for both sites.

The officer recommendation is that Council:

1. Contact the owners of 70, 72 and 74 Eric Street to explain the proposal for a median island and connecting path on the north side verge and request comments.
2. Subject to the comments received, arrange for the appropriate site survey and island designs, to be available for Council consideration in February 2014.
3. Refer the matter of the cost of the median island to the mid year budget review for consideration.
4. Inform the North Cottesloe Primary School of its decision regarding an Eric Street crossing island and the Blackspot proposal on Curtin Avenue which will include islands at the Florence Street intersection.
5. Reconsider this matter in February 2014.

#### BACKGROUND

The North Cottesloe Primary School has been developing, over several years, promotion systems for children to walk or ride to school, rather than be transported by vehicles.

Part of this promotion is to maximise the safety of walking and cycling routes to school, including the crossing of busy roads by individual children or children walking in a walking school bus arrangement. On Curtin Avenue, the existing traffic warden crossing near Florence Street has no protective pedestrian island to offer the warden and children crossing at that point a mid-way protective space.

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On Eric Street, where children use the footpath on the west side of Charles Street to deliver them to the south side of Eric Street, there is no safe pedestrian island protection to cross Eric Street.

This, if installed, should attract more children to cross at that point and therefore build up the crossing numbers to justify a new traffic warden to provide the extra safety required for that crossing point.

The school is also supporting the Principal Shared Path extension from Grant Street to Eric Street and is currently working with the Education Department to shift some parking and access from Eric Street to Railway Street as part of the development of new classrooms and entrance to the school.

### **STRATEGIC IMPLICATIONS**

The new draft Strategic Community Plan has been released for public comment and is referred to elsewhere in this agenda. It contains objectives including the conversion of vehicular traffic to pedestrian and cycling facilities and the removal of obstacles to the east/west connections within Cottesloe, such as the Eric Street bridge for school children, both walking and cycling.

### **POLICY IMPLICATIONS**

Nil

### **STATUTORY ENVIRONMENT**

Any plans for pedestrian crossings islands must meet Australian Standards and be pre-approved by Main Roads WA, prior to construction.

### **FINANCIAL IMPLICATIONS**

The requested islands at Florence Street on Curtin Avenue would be funded as part of the Curtin Avenue/Eric Street Federal Blackspot project. The cost of an island on Eric Street opposite the new Scout Hall would be approximately \$25,000 if approved by Council then by Main Roads WA. The 2013/2014 budget does not include this allocation.

### **STAFFING IMPLICATIONS**

Nil

### **SUSTAINABILITY IMPLICATIONS**

Nil

### **CONSULTATION**

Only with North Cottesloe Primary School.

### **STAFF COMMENT**

The school is working to reduce the number of vehicles delivering school children to the school by improving the ease and safety of pedestrian and cycling routes, as well as trying to establish subsidiary or support parking areas to drop off or pick up children, so that they can then join a walking school bus group.

These activities have been supported by Council for some time, in an attempt to reduce reliance on cars to deliver and pick up children at school.

In regards to the request for median islands at the Florence Street intersection on Curtin Avenue, the \$280,000 National Blackspot project for the Curtin Avenue/Eric Street intersection will include the existing Curtin Avenue median island north of Eric Street being extended back to each side of Florence Street. This project is funded 100% by the National Blackspot Program, in 2013/2014.

The request for a pedestrian crossing island in Eric Street opposite the new Scout Hall is more difficult to resolve. If such an island was to be constructed to line up with the concrete footpath crossing point on the west side of Charles Street, it would obstruct the Eric Street/Charles Street intersection and block off a private property double crossover on the north side of Eric Street.

The alternative is to move the island to the west to front 1-3/72 Eric Street, to fit it between the two crossovers of that property. A decision would first be required with the property owners to gain agreement for that location.

The island width would have to be 1.8m and at least 12m long to meet Main Roads WA requirements. It would also require a widening of one or both sides of Eric Street to retain the current useable width of Eric Street, with the logical widening to be on the Scout Hall side. Also, the path leading from Charles Street to the south side of Eric Street would have to be diverted to connect to the gap in the pedestrian island and a short path installed to connect across the verge of 1-3/72 Eric Street to the existing Eric Street footpath on the north side.

The cost of that work is estimated at \$25,000. This particular island is requested by the school to try to attract extra numbers of pedestrians, including school children, to cross at that point. This increase may then justify a crossing warden to be provided.

Council's experience with proposed new median/pedestrian crossing islands with connecting path to an adjacent footpath has not always been successful. Before any costly site surveys or island designs are commenced the affected property owners should be asked for comment.

## **VOTING**

Simple Majority

## **COMMITTEE DISCUSSION**

Cr Jeanes queried the number of children crossing the road at the proposed site of the median island. Chief Executive Officer (CEO) advised that the school has provided figures regarding the number of children crossing Eric Street and the data can be provided to Elected Members prior to the December Council meeting.

**OFFICER & COMMITTEE RECOMMENDATION****Moved Cr Angers, seconded Cr Jeanes****THAT Council:**

- 1. Contact the owners of 70, 72 and 74 Eric Street to explain the proposal for a median island and connecting path on the north side verge and request comments.**
- 2. Subject to the comments received, arrange for the appropriate site survey and island designs, to be available for Council consideration in February 2014.**
- 3. Refer the matter of the cost of the median island to the mid year budget review for consideration.**
- 4. Inform the North Cottesloe Primary School of its decision regarding an Eric Street crossing island and the Blackspot proposal on Curtin Avenue which will include islands at the Florence Street intersection.**
- 5. Reconsider this matter in February 2014.**

**Carried 6/0**

**10.2.2 ROW 4A - REQUEST FOR RECONSIDERATION OF UPGRADING COST FOR 218 BROOME STREET, COTTESLOE**

**File Ref:** PR52542  
**Attachments:** [Copy of Letter Received](#)  
[Copy of Council Policy Rights of Way Laneways](#)  
[Plan of Location](#)  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Geoff Trigg  
Manager Engineering Services  
**Proposed Meeting Date:** 10 December 2013  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

A development approval has been issued for a new house to be constructed at 218 Broome Street, Cottesloe. The new house will use the rear laneway to gain access. Council's Rights of Way/Laneways Policy (adopted in 2004) requires the laneway to be sealed back to the closest sealed road or sealed section of the laneway.

Staff applied this policy and provided an estimated cost. The Owner of 218 Broome Street has disputed this cost. The recommendation is that Council:

1. Receive a report in February 2014 on the Rights of Way/Laneways Policy, possible changes to achieve greater equality of contribution to upgrading levels and implications if major changes are made.
2. Not require any payment from the applicant for the laneway upgrading until the Policy is reviewed.
3. Inform the applicant of Council's decision and that a further response will be provided to the submission when Council receives the full report in February 2014.

**BACKGROUND**

In 2004, Council adopted a new policy for Rights of Way/Laneways, after advertising and full discussion. That policy included, among other aspects, what Council required in regards to laneway upgrading when a new house was designed to have the prime access off an (until then) unsealed laneway.

The applicable part of the policy is:

3. *When a ROW or Laneway is required for primary access to a new development the developer will upgrade by paving, kerbing and drainage, the ROW or Laneway from the nearest built gazetted road or existing built laneway to the furthestmost lot boundary, to the satisfaction of the Manager Engineering Services.*
  4. *The developer may elect to have the Laneway upgrading works done by the Town of Cottesloe or by a Contractor.*
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- (a) *If the Town is to undertake the works, payment of the full estimated value of the works must be received by the Town before works commence.*
- (b) *If the developer employs contractors, a supervision and inspection fee is to be charged, in accord with Section 6.16 of the Local Government Act, 1995.*

The policy has been applied by staff to all development applications since adoption. The same policy came up for review in 2011 and this section remained unchanged by Council.

When applied to 218 Broome Street, the estimated cost of sealing and draining 60m was \$18,500. This 60m remained after 242 Broome Street funded the first 3 property widths in from North Street in 2011 and after allowance for the next 130m being sealed this financial year (as budgeted) by Council as part of its ongoing Laneway Upgrade Program.

### **STRATEGIC IMPLICATIONS**

There are no strategic necessities for the upgrading of laneways in the Future Plan.

### **POLICY IMPLICATIONS**

This item involves potential changes to Council's Right of Way/Laneways Policy.

### **STATUTORY ENVIRONMENT**

Nil

### **FINANCIAL IMPLICATIONS**

Potential reduction in the amount of private funds being applied to the upgrading of public access laneways, with the resultant increase in required Council expenditure to achieve the same result.

### **STAFFING IMPLICATIONS**

Nil

### **SUSTAINABILITY IMPLICATIONS**

Nil

### **CONSULTATION**

Only when the 2004 draft policy was advertised for public comment.

### **STAFF COMMENT**

Staff have applied Council's Rights of Way/Laneway Policy since it was adopted in 2004. In regards to other metropolitan councils there is no single policy adopted by the majority on this subject. Some have fully sealed their laneway systems using rates funding. Others have taken standard contributions for each development using laneways as their principal access point and the combined income has been put towards laneway works, not necessarily the laneways originally contributed to.

In general terms, when a development approval is given, the laneway serving the property can be damaged due to trucks carting away demolition materials and delivering new building products. The upgrading of the laneway is then left until the house is mostly completed.

There are ongoing requests for laneways to be sealed, complaints about builders blocking and damaging laneways and adjacent private fencing and also requests to ban trucks from narrow lanes because of damage, dust and the danger to other users of the laneway system.

In recent years, Council has been funding approximately \$80,000 in its annual budget towards sealing and draining the worst laneways. At that rate, it will be many years before the laneway system is sealed to meet public requests. Even when that happens, there will be sections which will never need upgrading, unless property sizes are reduced through subdivision.

If Council resolves to change the current policy to reduce or remove the condition of laneway upgrading applying to 218 Broome Street, it may also consider reviewing the planned expenditure of \$40,000 on the same laneway this financial year. There are residents who continue to request their laneway access to be sealed for a variety of reasons. The option exists to relocate those funds to such laneways being requested for upgrading.

This subject will require time for a comprehensive report to be written for Council's consideration, prior to any potential new or modified policy being advertised for public comment.

## **VOTING**

Simple Majority

## **COMMITTEE DISCUSSION**

Mayor Dawkins sought clarification that endorsing the officer recommendation would not delay the approval of the owner's development application. CEO confirmed that the development application has been approved and the building permit can be issued, with the owner's contribution to be determined in February 2014.

## **OFFICER & COMMITTEE RECOMMENDATION**

**Moved Mayor Dawkins, seconded Cr Rowell**

**THAT Council:**

- 1. Receive a report in February 2014 on the Rights of Way/Laneways Policy, possible changes to achieve greater equality of contribution to upgrading levels and implications if major changes are made.**
- 2. Not require any payment from the applicant for the laneway upgrading until the Policy is reviewed.**
- 3. Inform the applicant of Council's decision and that a further response will be provided to the submission when Council receives the full report in February 2014.**

**Carried 6/0**

## **10.3 FINANCE**

### **10.3.1 STATUTORY FINANCIAL REPORTS FOR THE PERIOD 1 JULY 2013 TO 30 NOVEMBER 2013**

**File Ref:** SUB/1720  
**Responsible Officer:** Mat Humfrey  
Manager Corporate & Community Services  
**Author:** Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 10 December 2013  
**Author Disclosure of Interest:** Nil

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#### **SUMMARY**

The purpose of this report is to present the Statutory Financial Statements and other supporting financial information for the period 1 July 2013 to 30 November 2013 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 Statement of Financial Activity on page 1 of the attached Financial Statements shows favourable operating revenue of \$107,939 or 9% as compared to year to date budgeted revenue. Operating expenditure is \$954,229 or 20% less than year to date budgeted expenditure which is mainly due to the fact that depreciation for the 2013/2014 financial year has not yet been posted. All material variances are detailed in the Variance Analysis Report on pages 7 to 10 of the attached Financial

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Statements. Capital expenditure is reported in detail on pages 25 to 28 of the attached Financial Statements.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Rowell, seconded Cr Angers**

**THAT Council receive the Statutory Financial Statements including other supporting financial information as submitted to the 10 December 2013 meeting of the Works and Corporate Services Committee.**

**Carried 6/0**

**10.3.2 SCHEDULES OF INVESTMENTS AND LOANS AS AT 30 NOVEMBER 2013**

**File Ref:** SUB/1720  
**Responsible Officer:** Mat Humfrey  
Manager Corporate & Community Services  
**Author:** Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 10 December 2013  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

The purpose of this report is to present the Schedule of Investments and the Schedule of Loans as at 30 November 2013, as included in the attached Financial Statements, to Council.

**BACKGROUND**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

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

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**STAFF COMMENT**

The Schedule of Investments on page 21 of the Financial Statements shows that \$4,707,668.84 was invested as at 30 November 2013. Approximately 32% of the funds are invested with the National Australia Bank, 26% with the Commonwealth Bank of Australia, 26% with Bankwest and 16% with Westpac Bank.

The Schedule of Loans on page 22 of the attached Financial Statements shows a balance of \$5,694,548.91 as at 30 November 2013. Included in this balance is \$315,070.27 that relates to self supporting loans.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Rowell, seconded Cr Angers**

**THAT Council receive the Schedule of Investments and the Schedule of Loans as at 30 November 2013. These schedules are included in the attached Financial Statements as submitted to the 10 December 2013 meeting of the Works and Corporate Services Committee.**

**Carried 6/0**

**10.3.3 LIST OF ACCOUNTS PAID FOR THE MONTH OF NOVEMBER 2013**

**File Ref:** SUB/1720  
**Responsible Officer:** Mat Humfrey  
**Author:** Manager Corporate & Community Services  
Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 10 December 2013  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

The purpose of this report is to present the list of accounts paid for the month of November 2013, as included in the attached Financial Statements, to Council.

**BACKGROUND**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

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

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**STAFF COMMENT**

The list of accounts paid in November 2013 is included in the report on pages 11 to 17 of the attached Financial Statements. The following significant payments are brought to Council's attention;

- \$38,050.50 to OPM (2012) Pty Ltd Trading as Jason Mazda for a new passenger vehicle
- \$127,529.85 to Local Government Insurance Services being insurances for Council
- \$158,120.86 to the Shire of Peppermint Grove for the Library contribution for the second quarter

- \$95,770.80 to Macfield Construction for works at the universal access path at the foreshore
- \$41,354.52 to Transpacific Cleanaway for waste collection services
- \$47,575.00 to Claremont Asphalt for the car park construction works
- \$37,551.55 to Metro Motors Holden for a new passenger vehicle
- \$29,181.43 to Surf Life Saving WA for lifeguard services
- \$25,222.64 to WMRC for waste disposal services
- \$82,304.10 & \$81,577.30 to Town of Cottesloe staff for fortnightly payroll
- \$300,000.00 to the Commonwealth Bank of Australia for a new term deposit

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Rowell, seconded Cr Angers**

**THAT Council receive the list of accounts paid for the month of November 2013 as included in the attached Financial Statements, as submitted to the 10 December 2013 meeting of the Works and Corporate Services Committee.**

**Carried 6/0**



**10.3.4 RATES AND SUNDRY DEBTORS REPORTS AS AT 30 NOVEMBER 2013**

**File Ref:** SUB/1720  
**Responsible Officer:** Mat Humfrey  
**Author:** Manager Corporate & Community Services  
Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 10 December 2013  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

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

**BACKGROUND**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

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

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**STAFF COMMENT**

The Sundry Debtors Report on page 23 of the attached Financial Statements shows a total balance outstanding of \$82,548.83, of which \$55,151.23 relates to the current period. The balance of aged debtors is \$27,397.60.

The Rates and Charges Analysis on page 24 of the attached Financial Statements shows a total balance outstanding of \$2,341,250.79 of which \$177,114.03 and \$472,208.69 relates to deferred rates and outstanding emergency service levies respectively. The Statement of Financial Position on page 4 of the attached Financial Statements shows total rates outstanding as a current asset of \$2,402,499 as compared to \$2,403,164 to the same period last year.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Rowell, seconded Cr Angers**

**THAT Council receive the Rates and Charges Analysis Report and the Sundry Debtors Report as at 30 November 2013. This information is presented in the attached Financial Statements as submitted to the 10 December 2013 meeting of the Works and Corporate Services Committee.**

**Carried 6/0**

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

Nil

**12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY:****12.1 ELECTED MEMBERS**

Nil

**12.2 OFFICERS****12.2.1 AIR CONDITIONING TENDER – COTTESLOE CIVIC CENTRE**

CEO tabled a report, Air Conditioning Tender – Cottesloe Civic Centre, detailing the results of a tender to replace the air conditioning system at the Civic Centre.

**Moved Cr Jeanes, seconded Cr Burke**

**That the report Air Conditioning Tender - Cottesloe Civic Centre be considered as Urgent Business.**

**Carried 6/0**

**AIR CONDITIONING TENDER - COTTESLOE CIVIC CENTRE**

**File Ref:** SUB/1714

**Attachments:** [CONFIDENTIAL Tenders Received](#)

**Responsible Officer:** Carl Askew  
Chief Executive Officer

**Author:** Geoff Trigg  
Manager Engineering Services

**Proposed Meeting Date:** 10 December 2013

**Author Disclosure of Interest:** Nil

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**SUMMARY**

The existing air conditioning system serving the north side of the Civic Centre ground floor, Mayor's Parlour and Council Chambers is old and is budgeted for replacement this 2013/2014 financial year.

An initial quotation was received for a figure in excess of \$100,000. Due to this potential level of expenditure, a tender was called for the new installation, on 22 November 2013 and closed on 6 December 2013.

This report presents the results of this tender and recommends that Council accept the tender lodged by Suburban Air Conditioning and Refrigeration Services Pty Ltd for the air conditioning replacement, covering part of the Cottesloe Civic Centre, for a total tendered cost of \$45,000.

**BACKGROUND**

The Cottesloe Civic Centre has several air conditioning systems. By far the oldest is a Hitachi system (approximately 30 years old). This system can either air condition the Mayor's Parlour and Council Chambers on the upper floor or the north side offices on the ground floor but not both at the same time, depending on the setting that controls motorised baffles to direct the air flow.

There have been ongoing problems with this system in recent years, both with the components starting to give electrical and mechanical problems, and the issue of a choice having to be made on a hot day, when a meeting is held in the Chambers or Mayor's Parlour, as to whether the air conditioning system cools the upper rooms or the staff offices on the lower floor.

It was agreed by Council that the replacement air conditioning system should be included in the 2013/2014 budget for an estimated cost of \$80,000. This figure of \$80,000 was provided by a consultant/contractor in 2011, with improving systems technology tending to reduce that cost or keep pace with inflation between 2011 and 2013.

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Council's Purchasing Policy applies.

**STATUTORY ENVIRONMENT**

The Local Government Act 1995 requires all purchases in excess of \$100,000 be subject to a tender process.

**FINANCIAL IMPLICATIONS**

The original quotation for \$80,000 in 2011 was from a company with a good knowledge of the Civic Centre. The quotation was a guide only for future budgeting purposes and its development had not included a detailed analysis and close inspection of all components of the system. The draft budget therefore included a figure of \$80,000. Once the budget was adopted, a full and firm quotation was requested. That quotation eventually was provided but was in excess of \$100,000. The project therefore had to be tendered out. At the time of tendering, it was expected that Council would have to consider additional expenditure if the project was to be undertaken.

**STAFFING IMPLICATIONS**

Minimal, apart from short term discomfort as the new system is installed and tested.

**SUSTAINABILITY IMPLICATIONS**

The Town takes active measures to reduce its environmental impacts, particularly greenhouse gas emissions. Its commitment to become Carbon Neutral by 2015 has resulted in the identification and significant reduction of

total emissions over the last few years. Electricity consumption at the Civic Centre makes up a large proportion of the Town's emissions footprint and any measure to reduce this consumption will assist the Town in reaching Council's goal. Heating, ventilation and air conditioning (HVAC) is frequently emissions intensive and many councils have made investments in upgrading and improving the efficiency of their HVAC systems. By upgrading to improved technology and a more efficient system the Town will require less purchased electricity, which in turn will assist in the carbon neutral journey and reduce the cost of electricity bills.

### **CONSULTATION**

Nil

### **STAFF COMMENT**

Before the tenders were opened there was an expectation of up to five tenders being received – the original company plus four other companies that arranged site inspections as required by the tender documents. For a variety of reasons, only two tenders were received not including the original company.

Of the two tenders received, one tendered cost was well outside the original \$80,000 budgeted for the works and the increased quotation that caused staff to arrange the tender.

The other tender, from Suburban Air Conditioning and Refrigeration Services for \$45,000, has been investigated and discussions held with that company, which has been operating for over twenty years. Staff can find no reason not to accept this tender. The budgeted amount of \$80,000 will allow for any small extras that may become apparent during installation.

One additional benefit in the proposal is the provision of two separate systems 'upstairs' – one for the Mayor's Parlour and one for the Chambers. This will save energy when only one room needs to be air conditioned.

### **VOTING**

Simple Majority

### **OFFICER & COMMITTEE RECOMMENDATION**

**Carried Cr Burke, seconded Cr Rowell**

**THAT Council accept the tender lodged by Suburban Air Conditioning and Refrigeration Services Pty Ltd for the air conditioning replacement, covering part of the Cottesloe Civic Centre, for a total tendered cost of \$45,000.**

**Carried 6/0**

## **13 MEETING CLOSED TO PUBLIC**

### **13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil

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

Nil

**14 MEETING CLOSURE**

The Presiding Member announced the closure of the meeting at 7:20 AM.

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