

TOWN OF COTTESLOE



WORKS AND CORPORATE SERVICES COMMITTEE

MINUTES

**MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
7.00 PM, TUESDAY, 19 FEBRUARY 2013**

CARL ASKEW
Chief Executive Officer

22 February 2013

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WORKS AND CORPORATE SERVICES COMMITTEE

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1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 7.01PM.

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
Cr Sally Pyvis	
Cr Greg Boland	
Cr Peter Jeanes	Deputy Member
Cr Katrina Downes	Deputy Member

Officers Present

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

6.1 APOLOGIES

Mayor Kevin Morgan

Officer Apologies

Nil

6.2 APPROVED LEAVE OF ABSENCE

Cr Victor Strzina

6.3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 DECLARATION OF INTERESTS

Nil

8 CONFIRMATION OF MINUTES

Moved Cr Rowell, seconded Cr Jeanes

[Minutes December 04 2012 Works and Corporate Services Committee.docx](#)

The Minutes of the Ordinary meeting of the Works And Corporate Services Committee, held on 4 December 2012 be confirmed.

Carried 5/0

9 PRESENTATIONS

Nil

9.1 PETITIONS

Nil

9.2 PRESENTATIONS

Nil

9.3 DEPUTATIONS

Nil

For the benefit of the members of the public present, the Presiding Member determined to consider item 10.2.3 Request for Verge Works, 24-28 Deane Street, Cottesloe, first, then returned to the published order of the agenda.

10 REPORTS

10.1 ADMINISTRATION

10.1.1 COTTESLOE CIVIC CENTRE CATERING CONTRACT

File Ref: SUB/1293
Attachments: [Confidential Contract](#)
Responsible Officer: Mat Humfrey
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 19 February 2013
Author Disclosure of Interest Nil

SUMMARY

Council is being asked to consider extending Beaumonde Catering's contract for catering services for a period of 12 months.

BACKGROUND

The Town called for tenders in October 2010 – for the provision of catering services at the Cottesloe Civic Centre. Several submissions were received with Beaumonde Catering being the successful tenderer.

The contract with Beaumonde provides that any event that is not a Council event or an exempt event, is required to be booked through and catered by Beaumonde. Exempt events include simple wedding ceremonies and small community events such as birthday parties.

The contract expires on 31 March 2013 – with the provision that all existing bookings would be honoured.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

The Town does receive income from event bookings at the Civic Centre. These vary according to the size and type of event – and it would be difficult to ascertain whether the Town would receive more, less or a similar amount of fees under the contract, as it would if the contract didn't exist.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

There are no perceived sustainability implications arising from this agreement.

CONSULTATION

Only with Beaumonde

STAFF COMMENT

The relationship with Beaumonde Catering has been largely positive, although there were teething issues around booking procedures and what was and wasn't permitted within the Civic Centre. These have largely been resolved.

There are several factors that make going to tender for this service difficult at this stage. One such factor is the use of the area known as the Secret Garden for events – which we are currently not taking bookings for. Beaumonde have also floated the idea of having a semi-permanent marquee on the Sunken Lawn, which is the subject of a feasibility study. Ideally any new contract would incorporate provisions for both of these concepts – as well as changes to the operational parts of the agreement to make requirements of both parties clearer.

There is however a need for some certainty in the short term for the caterer, so that they are able to progress with promoting the Civic Centre as a venue. As such it is being recommended that the current agreement be extended for a period of 12 months, to allow for specification to be written – which will allow a more comprehensive tender process to be implemented.

VOTING

Simple Majority

COMMITTEE COMMENT

Committee discussed the semi permanent marquee on the Civic Centre lower lawn as suggested by Beaumonde, with the CEO advising that the Town has requested a full feasibility proposal before the matter can be fully considered.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Jeanes, seconded Cr Downes

THAT Council authorise the Chief Executive Officer to offer under the same terms and conditions to Beaumonde Catering a 1 year extension of the current agreement, as signed on the 02 June 2011.

Carried 5/0

10.1.2 ANNUAL MEETING 2012 - CONFIRMATION OF MINUTES

File Ref: SUB/19
Attachments: [Minutes AGM 5 December 2012](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Carl Askew
Chief Executive Officer
Proposed Meeting Date: 19 February 2013
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 5 December 2012 and note that no questions were taken on notice or required follow up action by administration.

BACKGROUND

Council at its meeting on 22 October 2012 accepted the Annual Report and resolved to hold its Annual General Meeting (AGM) on Wednesday 5 December 2012. Aside from the Mayor, Councillors and Senior Staff, 12 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 \$10,000 and is accommodated within 2012/13 Budget as is the cost of catering to host the AGM.

STAFFING IMPLICATIONS

Nil

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 5 December 2012 are attached to this report for consideration and receipt.

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 Boland, seconded Cr Downes

THAT Council receive the minutes of the Annual General Meeting of Electors held on 5 December 2012 as submitted to the Works and Corporate Services Committee on 19 February 2013.

Carried 5/0

10.1.3 COMPLIANCE AUDIT RETURN FOR 2012

File Ref: SUB/390
Attachments: [Compliance Audit Return 2012](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Carl Askew
Chief Executive Officer
Proposed Meeting Date: 19 February 2013
Author Disclosure of Interest Nil

SUMMARY

A recommendation is made to adopt the Compliance Audit Return for 2012 and authorise the Mayor and CEO to certify same so that it may be returned to the Department of Local Government.

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

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Compliance Audit Return (CAR) for 2012 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 Downes

THAT Council adopt the Compliance Audit Return for 2012 as submitted to the Works and Corporate Services Committee on 19 February 2013 and authorise the Mayor and CEO to certify same so that it may be returned to the Department of Local Government.

Carried 5/0

10.2 ENGINEERING

10.2.1 REQUEST FOR ADULT EXERCISE EQUIPMENT, JASPER GREEN

File Ref: SUB/233
Attachments: [Copy of letter received re Jasper Green](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 19 February 2013
Author Disclosure of Interest Nil

SUMMARY

A request has been received for the installation of adult exercise equipment at Jasper Green.

The recommendation is that Council:

1. Letter drop all properties fronting Jasper Green, explaining the case for adult exercise equipment at the park and requesting comments by the end of March 2013;
2. Reconsider this issue in April 2013, when the results of public consultation are available; and
3. Request staff obtain accurate costing on a range of equipment, for discussion at the April meeting if Council resolves to consider such an installation.

BACKGROUND

This equipment has not previously been requested. The only adult exercise equipment installed by Council has been at two locations on the west side of Marine Parade.

Jasper Green is already equipped with a range of assets for sporting and playground use.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

No funds have been budgeted in 2012/2013 for installation of this equipment. The 5 Year Programme does not include an allocation to these works. The estimated cost of installation would range between \$10,000 and \$20,000 depending on the scale and number of the items required.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Only with the applicant.

STAFF COMMENT

Staff have recently had complaints from residents of commercial fitness classes using equipment at Jasper Green, with some problems being generated with staff maintenance activities. There are no other requests from other residents for new adult exercise equipment at this site.

No formal consultation has occurred with residents fronting the park in regards to potential benefits and conflicts with the requested facility.

VOTING

Simple Majority

COMMITTEE COMMENT

Committee discussed the request for adult exercise equipment on Jasper Green, with Cr Rowell querying whether Council charges operators / professionals who use Council facilities to conduct fitness business operations. The Manager Engineering Services advised that no fees have been charged to date.

Cr Rowell commented that many people utilize Jasper Green, and the addition of adult exercise equipment would be of value to local residents. Cr Pyvis further commented that it is a positive request that should be approached with community consultation.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Jeanes, seconded Cr Downes

THAT Council

- 1. Letter drop all properties fronting Jasper Green, explaining the case for adult exercise equipment at the park and requesting comments by the end of March 2013;**
- 2. Reconsider this issue in April 2013, when the results of public consultation are available; and**
- 3. Request staff obtain accurate costing on a range of equipment, for discussion at the April meeting if Council resolves to consider such an installation.**

Carried 5/0

10.2.2 REQUEST FOR PLAN OF REDEVELOPMENT OF THE VLAMINGH MEMORIAL SITE

File Ref: SUB/212
Attachments: [Copy of letter from Cottesloe Coastcare and photos of site](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 19 February 2013
Author Disclosure of Interest Nil

SUMMARY

Cottesloe Coastcare Association have written to inform Council of their work to rehabilitate the native vegetation area around the Vlamingh Memorial.

Comment is also given of the unsightly condition of the site and the need for a plan to restore both the man made infrastructure and the aesthetics of the memorial.

The officer recommendation is that Council:

1. Advertise its intention to consider the redesign of the Vlamingh Memorial and request community comment on the proposal; and
2. If works are to be undertaken at this site, as a result of community comments received, that funding be considered for inclusion in the 2013/2014 budget.

BACKGROUND

The last time this memorial site was discussed by Council was in 2008, when public comments received rejected the idea considered by Council to relocate the memorial to a site at the Cottesloe Main Beach, the site most probable to have been the original landing site.

Since that time, only general maintenance has taken place. In the new draft 5 Year Footpath Replacement Program, the slab paths around the site are scheduled to be replaced with in-situ concrete in 2015/16. No other improvement works have been proposed for the actual monument.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

For Year 3 (2015/2016) the cost estimate for the 121m of concrete slab paths to be replaced with in-situ concrete is \$8,200.

Other works to replace the steps and refurbish the monument column and plaques could increase the total cost above \$20,000.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil, apart from the letter received.

STAFF COMMENT

The monument, when recently inspected, was in need of general maintenance. That maintenance is now being undertaken. However, the general 'feeling' of the site is of a 1960's design with not much character.

The condition of all of the concrete slab areas can be fixed long term by the replacement with in-situ concrete. The steps up to the viewing area need replacement due to poor aesthetics and safety issues.

The works suggested will only resolve maintenance and safety issues. There is potential to redesign and improve the aesthetics and character of the site, as suggested.

VOTING

Simple Majority

COMMITTEE COMMENT

Committee discussed the works of Cottesloe Coastcare and their subsequent request for Council to improve the current Vlamingh Memorial site, with Cr Pyvis commenting that given the work of Cottesloe Coastcare to enhance the site, Council should support the request and proceed with the community consultation. Committee suggested that officers could write to Cottesloe Coastcare as part of the consultation process.

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

THAT Council:

1. Advertise its intention to consider the redesign of the Vlamingh Memorial and request community comment on the proposal; and
2. If works are to be undertaken at this site, as a result of community comments received, that funding be considered for inclusion in the 2013/2014 budget.

AMENDMENT

Moved Cr Jeanes, seconded Cr Boland

That a new part (2) be created that reads "Request officers write to Cottesloe Coastcare, seeking their input in relation to this proposal" and renumber the original part (2) as part (3).

Carried 5/0

COMMITTEE RECOMMENDATION

THAT Council:

1. Advertise its intention to consider the redesign of the Vlamingh Memorial and request community comment on the proposal;
2. Request officers write to Cottesloe Coastcare, seeking their input in relation to this proposal; and
3. If works are to be undertaken at this site, as a result of community comments received, that funding be considered for inclusion in the 2013/2014 budget.

AMMENDED SUBSTANTIVE MOTION WAS PUT

Carried 5/0

10.2.3 REQUEST FOR VERGE WORKS, 24-28 DEANE STREET, COTTESLOE

File Ref: PR54289 & SUB/442
Responsible Officer: Carl Askew
Chief Executive Officer

Attachments: [Copy of letters received](#)
[Copy of plans](#)
[Copy of Council consideration 22/11/10](#)
[Photos of site](#)

Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 19 February 2013
Author Disclosure of Interest Nil

SUMMARY

A short section of Deane Street east of the Avonmore Terrace intersection is through a cutting, which has created steep side slopes down to a short distance behind the street kerb lines. On the north side, fronting 24-28 Deane Street, the slope slowly crumbles and this material plus soil and small rocks fall to create a build up behind the kerb line which stops vehicle wheels being placed behind the kerb line to allow better street access.

A small amount of debris removal work was undertaken in 2010 by staff after resident complaints. Since that time, there have been statements of objection to that work plus requests for improvement works to that section of Deane Street.

The current request is for more extensive construction works involving a retaining wall to provide a permanent protection of a new 1.2m wide concrete 'pad', level with and behind the north side kerb line.

The recommendation is that Council have staff arrange for a design to be completed for a concrete slab 1.2m wide and a vertical retaining wall up to 1.0m high on the north side of Deane Street, fronting 24, 26 and 28 Deane Street, with quotations to be sought for this work and the total cost to be considered by Council for inclusion in the 2013/2014 budget.

BACKGROUND

This section of Deane Street is unique in Cottesloe in regards to a lack of verge width to at least get a portion of a car width off the street sealed width. The north side embankment is in a much worse condition to the south side. It is also higher and eroding to a greater extent.

There is a narrow asphalt pedestrian ramp running diagonally up the slope on the west side of No24. There appears to have been a variety of attempts to stabilise the slope by local residents, with only partial success.

Cars parked on the kerb line on both sides of Deane Street through the cutting can easily obstruct traffic flow along the street.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

If Council resolves to build the concrete slab plus retaining wall requested, the estimated cost would be in excess of \$20,000.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Only with the applicants and residents who have made comments in the past 2 years.

STAFF COMMENT

The properties on the north side of Deane Street between Broome Street and Avonmore Terrace have a rear access to garages via Fig Tree Lane. A sealed footpath exists fronting these properties at the higher level, on top of the embankment. The loose material slowly building up behind and sometimes over the kerb line on the north side is a mixture of sand, small rocks, old portions of bricks and debris from the degenerating limestone cutting wall.

When Council considered this matter, in November 2010, in regards to minor works undertaken at the same site, the resolution was to undertake no further works but to monitor the site for potential future works if this is considered necessary.

The embankment on the north side is higher, steeper and in worse condition than the south side. Over many years it appears to have been patched up by a variety of methods, mainly to stop a land slide or collapse of the loose surface. The material used includes small rocks and bricks.

Deane Street through this cutting is narrow, and with the odd car trying to park on the kerb, the useful width becomes restricted.

The probability is high that there will be some form of collapse on this embankment, due to the weak nature of the natural limestone plus the accumulation of attempts to build retaining structures on the steep slope.

A retaining wall in reinforced concrete with a narrow concrete slab behind the kerb line at the same level to allow vehicles to place side wheels behind the kerb would be of benefit to road users and residents and reduce the risk of this steep limestone wall.

This structure would require a structural design prior to construction quotations being sought.

The majority of existing vegetation would be unaffected.

VOTING

Simple Majority

COMMITTEE COMMENT

Committee discussed the appearance of the proposed design for the concrete slab and vertical retaining wall, with the Manager Engineering Services advising that limestone coloured concrete would be used to ensure the design reflects the current Cottesloe "character".

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council request staff to arrange for a design to be completed for a concrete slab 1.2m wide and a vertical retaining wall up to 1.0m high on the north side of Deane Street, fronting 24, 26 and 28 Deane Street, with quotations to be sought for this work and the total cost to be considered by Council for inclusion in the 2013/2014 budget.

Carried 5/0

10.2.4 REQUEST FOR COUNCIL WORKS ON PRIVATE LANEWAY

File Ref: PR53867
Responsible Officer: Carl Askew
Chief Executive Officer
Attachments: [Copy of letter](#)
[Plan of laneway – ROW72](#)
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 19 February 2013
Author Disclosure of Interest Nil

SUMMARY

The western end of ROW 72, running between Broome Street and Avonmore Terrace and immediately to the south of Princes Street, is privately owned.

A request has been received for Council to repair this section of laneway due to its poor condition.

The recommendation is that Council:

1. Inform the owner of the privately owned section of ROW72 of the poor condition of this laneway, including photographs showing the condition, with a request for urgent action;
2. Inform the applicant of Council's decision; and
3. Note that if the owner decides not to undertake any repairs to this section of laneway, that Council staff will only undertake repairs of the worst potholes as a matter of public safety.

BACKGROUND

Council is responsible for the maintenance of ROW's or laneways it owns or are vested in it by the Crown. In the past, no responsibility has been taken for the condition of any privately owned land, including privately owned laneways.

In this case, a short section of private laneway is in poor condition with many potholes. The private owner, like all private owners of laneways in Cottesloe, was asked to give Council the laneway so that it could become a Crown laneway and be maintained and upgraded by Council. So far, that donation has not been agreed to, even though private laneways are now rated.

Privately owned laneways, in general, in Cottesloe have carried general traffic from the community for many years. This now means that the public use must continue but Council would not normally undertake general repair or upgrading works.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Council's "Rights of Way / Laneways" policy applies.

STATUTORY ENVIRONMENT

This section of laneway is privately owned and is rated by Council. Council normally cannot expend funds on private rateable land unless by private works where the cost is charged to the private owner.

FINANCIAL IMPLICATIONS

Minimal

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Only with the applicant.

STAFF COMMENT

Because some of the potholes in this section of privately owned but publically used laneway were verging on dangerous, a very small amount of patching was undertaken to at least minimise the threat to public safety.

The condition of this private laneway section is deteriorating into numerous potholes. There are a number of private laneways still existing in Cottesloe, some of which are not sealed or drained. In the past, Council has referred complaints on those laneways back to the private owners, with a request for action. Because the public has used the laneway for many years, its public use cannot be stopped by the owner, but it remains private land on which Council funds cannot be used except in extreme cases of public safety.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Downes, seconded Cr Jeanes

THAT Council:

- 1. Inform the owner of the privately owned section of ROW72 of the poor condition of this laneway, including photographs showing the condition, with a request for urgent action;**
- 2. Inform the applicant of Council's decision; and**
- 3. Note that if the owner decides not to undertake any repairs to this section of laneway, that Council staff will only undertake repairs of the worst potholes as a matter of public safety.**

Carried 5/0

10.2.5 POLICY REVIEW STREET TREES

File Ref: POL/50
Attachments: [Policy Street Trees](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 19 February 2013
Author Disclosure of Interest Nil

SUMMARY

This policy is now due for review.

The officer recommendation is that Council note that the policy has been reviewed and adopt the existing policy for Street Trees, unchanged, with the policy to be next reviewed in February 2021.

BACKGROUND

This policy was originally adopted by Council in 2005. It replaced a previous policy that was very long and complicated.

This policy has been referred to many times by staff and Council has considered a variety of issues relating to multiple street tree removals, damage to trees and issues relating to large unsuitable tree species planted many years ago, e.g. fig trees on narrow road verges.

STRATEGIC IMPLICATIONS

Within Cottesloe's strategic plan, the following provisions apply:

District Development – Environment – Council will promote community awareness of issues affecting the whole environment in relation to sustainability, cleanliness, greening, community safety and conservation.

District Development – Environment – Streetscape – Provision of clean, safe, sustainably managed streetscapes, with appropriate selections of trees and infrastructure, which are pedestrian-friendly and incorporate tidy verges.

District Development – Town Planning – Preservation of nominated properties on the Municipal Inventory, verges, trees and the foreshore and dune system.

POLICY IMPLICATIONS

Review of existing policy.

STATUTORY ENVIRONMENT

All street and road verges in the Town of Cottesloe are vested in Council's control for care, control and maintenance. Council's Local Law on "Activities on Thoroughfares"

and Trading on Thoroughfares and Public Places” also provides extensive powers and control.

FINANCIAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Street trees provide a large component of the Town’s ‘green’ nature and commitment to maximise the positive impact on mature trees on the environment.

CONSULTATION

This policy was advertised before being originally adopted by Council in 2005.

STAFF COMMENT

This policy has proved to be resilient over 7 years, with a number of tree issues being brought to Council because of policy requirements.

Staff have no proposals for change.

VOTING

Simple Majority

COMMITTEE COMMENT

Cr Pyvis addressed Committee and commented that she had been in discussion with Cr Hart regarding the proposed Street Tree policy, advising that Cr Hart requested Council defer the matter for a month, to allow for further consideration by elected members. The CEO confirmed that a copy of the policy would be distributed to elected members for review and comment. Committee further discussed the need for the document to reference the NAMP, with the Manager Engineering Services advising that the NAMP was a separate document and that the policy related to Street Trees.

OFFICER RECOMMENDATION

THAT Council note that the policy has been reviewed and adopt the existing policy for Street Trees, unchanged, with the policy to be next reviewed in February 2021.

NEW MOTION / COMMITTEE RECOMMENDATION

Moved Cr Pyvis, seconded Cr Downes

THAT Council defer consideration of this matter until the March 2013 round of meetings.

Carried 5/0

10.2.6 POLICY REVIEW - SALE OF ASSETS WITH REALISABLE VALUE

File Ref: POL/77
Attachments: [Policy Sale of Fixed Assets with Realisable Value](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 19 February 2013
Author Disclosure of Interest Nil

SUMMARY

This policy is due for review. The officer recommendation is that Council note that a review of the policy has been conducted and adopt the existing policy, with a minor change to the title, "Sale of Fixed Assets with Realisable Value", with the policy to be next reviewed in February 2017.

BACKGROUND

In February 2009, Council adopted this policy. This was after three drainage sump properties had been redeveloped and sold. The Cottlesloe depot site has been considered for sale for many years and is now approaching its final disposal.

Council still owns other land assets which could potentially be considered for a future sale, with funds generated to be reinvested in new public assets.

This policy remains useful in its present form, with only a small change suggested to the title, to specify that the policy is to cover the sale of "fixed" assets with realisable value. This change is suggested as it allows differentiation between this policy and another existing Council policy "Disposal of Surplus Goods".

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Review of existing policy.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

None for the current financial year, apart from the probable depot sale in 2012/13 or 2013/14.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

See "Background".

VOTING

Simple Majority

COMMITTEE COMMENT

Cr Boland addressed Committee and queried some of the wording used in the policy document, suggesting that the words "sacred cows" be replaced with "entrenched assets", and the words "tie up" be changed to "occupy" in the policy document.

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

THAT Council note that a review of the policy has been conducted and adopt the existing policy, with a minor change to the title, "Sale of Fixed Assets with Realisable Value", with the policy to be next reviewed in February 2017.

AMENDMENT**Moved Cr Boland, seconded Cr Downes**

That the officer recommendation be amended to replace the following words in part (3) "sacred cows" with "entrenched assets", and "tie up" with "occupy" in the policy document", after the words "Value,".

Carried 5/0

COMMITTEE RECOMMENDATION

THAT Council note that a review of the policy has been conducted and adopt the existing policy, with a minor change to the title, "Sale of Fixed Assets with Realisable Value", and as amended by the Works and Corporate Services Committee, with the policy to be next reviewed in February 2017.

THE AMENDED SUBSTANTIVE MOTION WAS PUT

Carried 5/0

10.2.7 POLICY REVIEW - PLAYGROUND EQUIPMENT DONATIONS

File Ref: POL/76
Attachments: [Policy Playground Equipment Donations](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 19 February 2013
Author Disclosure of Interest Nil

SUMMARY

This policy is due for review. The officer recommendation is that Council remove the policy for Playground Equipment Donations from its Policy Manual and discontinue its application.

BACKGROUND

This policy was originally adopted in 2008, with the intention that local community organisations could receive redundant playground equipment when replacement items are being installed at Council's playground sites. This could allow playgroups and other organisations to provide play equipment at a lower cost.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Review of existing policy

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

Since the new policy was adopted, no old playground items have been found to be suitable for donation to any public / community group. Such equipment is normally

replaced when they no longer meet Australian Standards due to corrosion, wear or damage.

Council's play equipment must meet the applicable Australian Standards. Under Council's proposed Application Form for private play equipment on road verges, one of the main requirements is that any play item proposed for installation must meet Australian Standards and have annual inspections to ensure the equipment is kept up to standard. On that basis, and with no play items being seen as suitable since 2008, it is recommended that this policy be removed from Council's Policy Manual.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Boland, seconded Cr Downes

THAT Council note that the policy has been reviewed and remove the policy for Playground Equipment Donations from its Policy Manual and discontinue its application.

Carried 5/0

10.2.8 POLICY REVIEW - CROSSOVER CONSTRUCTION

File Ref: POL/41
Attachments: [Policy Crossover Construction](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 19 February 2013
Author Disclosure of Interest Nil

SUMMARY

This policy is due for review. The recommendation is that Council adopt the existing policy for Crossover Construction unchanged, with the policy to be next reviewed in May 2020.

BACKGROUND

This policy was originally adopted in 2004, when Council had no policy on the subject and up to \$80,000 a year was being funded by Council to repair or reconstruct crossovers. The Local Government Act 1995 did not require that level of funding, only a contribution to one crossover per property, for the duration of the property. This policy was adopted and has saved Council substantial funds without major upset at the time of adoption and no current complaints.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Review of existing policy.

STATUTORY ENVIRONMENT

The Local Government Act 1995 applies, Schedule 9.1, Clause 7(2), (3) and (4).

7. Crossing from public thoroughfare to private land or private thoroughfare

(1) In this clause —

private land means land that is neither vacant Crown land nor local government land;

private thoroughfare means a thoroughfare that is principally used for access to private land that abuts the thoroughfare and, for the purposes of this clause, that land is land served by the thoroughfare.

(2) Regulations may be made about crossings from public thoroughfares to private land or to private thoroughfares.

(3) Regulations may authorise a local government to require a person to make or repair a crossing from a public thoroughfare to —

(a) private land that the person owns or occupies; or

(b) a private thoroughfare serving private land that the person owns or occupies, and, if the person fails to do so, to do so itself and recover 50% of the cost as a debt due from the person.

(4) Regulations may provide for the local government to bear some of the cost of making a crossing in certain circumstances.

(5) Regulations may make provision about the proportion in which the cost is attributable to each of several parcels of land that are served by a private thoroughfare.

FINANCIAL IMPLICATIONS

Nil, if current policy is re-adopted.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

This policy has worked very well since it was first adopted. Staff can see no reason for any changes.

VOTING

Simple Majority

COMMITTEE COMMENT

The Manager Engineering Services advised Committee that Council had not contributed funding towards a crossover construction in many years. Committee discussed the actual costing of a crossover construction, with Cr Boland suggesting that the figures listed in the policy be increased to reflect 50% the real value of a crossover construction, to \$200 and \$300 respectively.

OFFICER RECOMMENDATION

Moved Cr Downes, seconded Cr Boland

THAT Council note that the policy has been reviewed and adopt the existing policy for Crossover Construction unchanged, with the policy to be next reviewed in May 2020.

AMENDMENT

Moved Cr Boland, seconded Cr Rowell

That the officer recommendation be amended by replacing the word “unchanged” with the words “with a change to amounts listed in section 3 of the policy to \$300 and \$200 respectively”.

Carried 5/0

COMMITTEE RECOMMENDATION

THAT Council note that the policy has been reviewed and adopt the existing policy for Crossover Construction, with a change to amounts listed in the policy to \$300 and \$200 respectively, with the policy to be next reviewed in May 2020.

THE AMENDED SUBSTANTIVE MOTION WAS PUT

Carried 5/0

10.2.9 POLICY REVIEW - ENGINEERING PROGRAMS - LONG TERM

File Ref: POL/42
Attachments: [Policy Engineering Program Long Term](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 19 February 2013
Author Disclosure of Interest Nil

SUMMARY

This policy is due for review. The recommendation is that Council note that a review of the policy has been conducted, and adopt the existing policy for "Engineering Programs – Long Term", with a minor wording change, with the policy to be next reviewed in May 2020.

BACKGROUND

This policy was adopted by Council in May 2004, in order to provide a basis for the establishment of a raft of 5 year programs covering all aspects of Council infrastructure construction and replacement.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Review of existing policy.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil, if the existing policy is re-adopted.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

Since 2004, this policy has been followed by staff and the list of 5 year forward plans has increased to cover the majority of Council's infrastructure groups. Staff have no changes proposed for this policy.

VOTING

Simple majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Boland, seconded Cr Jeanes

THAT Council note that a review of the policy has been conducted, and adopt the existing policy for "Engineering Programs – Long Term", with a minor wording change, with the policy to be next reviewed in May 2020.

Carried 5/0

10.2.10 FIVE YEAR PLAN - NATURAL AREAS MANAGEMENT

File Ref: 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: 19 February 2013
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 updated 5 Year Natural Areas Management Plan, with the recommendation that Council adopt the Natural Areas Management Plan with Year 1 to be used as the basis for inclusion in the draft 2013/2014 financial year budget 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 organization 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 2013/2014 financial years budget.

STAFFING IMPLICATIONS

Nil

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 is 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 had 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 has changed 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 weedicide 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 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):

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 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 e.g. 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.

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 can be a source of antisocial behavior 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 the scope of 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

COMMITTEE COMMENT

The Manager Engineering Services advised that Cottesloe Coastcare had been consulted prior to the Natural Areas Management Plan being written. Cr Rowell queried whether the Sun Dial could be improved as part of the plan. The Manager Engineering Services advised this plan relates to greenery, and that Cottesloe Coastcare had done lots of work to enhance the vegetation. The CEO advised that the Sun Dial project could be considered separately as an infrastructure upgrade project.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Boland, seconded Cr Downes

THAT Council adopt the Natural Areas Management Plan with Year 1 to be used as the basis for inclusion in the draft 2013/2014 financial year budget for funding consideration.

Carried 5/0

10.2.11 FIVE YEAR LOCAL ROAD REHABILITATION PROGRAM

File Ref: SUB/707
Attachments: [Five Year Local Road Rehabilitation Program](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 19 February 2013
Author Disclosure of Interest Nil

SUMMARY

An updated program of local road rehabilitation and improvement projects, over a five year period, commencing in the 2013/2014 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 roads' 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.

STAFFING IMPLICATIONS

Nil

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 and pot holes 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 any 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 replace 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 Boland

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 2013/14 financial year budget.

Carried 5/0

10.2.12 5 YEAR PLAN: BUILDINGS

File Ref: SUB/707
Attachments: [5 Year Building Plan](#)
[5 Year Capital Works Building Refurbishment Program](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 19 February 2013
Author Disclosure of Interest Nil

SUMMARY

Council adopted its first 5 Year Plan to upgrade its buildings in February, 2012.

This report provides an updated 5 Year Plan for Buildings, with the recommendation that Council adopt the updated 5 Year Building Plan and use Year One as the basis for inclusion in the 2013/14 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:

This site is in the process of being cleaned up ready for sale, all buildings to be demolished.

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. 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.

The lease document has been finalised and is awaiting execution. This clarifies the 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 was a lease agreement with the Education Department, established in 2006 for a 5 year period. An annual lease fee was paid to Council. Council staff undertake no works on site or to the building. The site has been vacated by the North Cottesloe Pre-Primary and the building has been renovated for use by the Cottesloe Childcare Centre. The Cottesloe Childcare Centre have written permission to use the building while the lease is being finalised (as per Council resolution).

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 originally occupied by the North Cottesloe Pre-Primary Building.

This building is to be demolished and a new facility will be established for use by the Cottesloe Toy Library and Childcare Centre. Council staff will have no involvement with the maintenance of the building or its surrounds.

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.

STAFFING IMPLICATIONS

Nil

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 has been taken to arrange for all Council depot functions to be relocated to the Stack Street, Fremantle 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 applied to this building in 2012/2013.

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 because of the relocation of all depot functions to the leased site in Fremantle. After demolition of all buildings on the site, the property is to be sold.

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, until 2012, when the building was converted for residential use. The building is now rented out to a staff member, at a commercial rate.

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 and the replacement of asbestos ceilings has been completed in 2012/2013.

Civic Centre / Lesser Hall:

This Lesser Hall is overdue 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 should also be considered.

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.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Downes, seconded Cr Boland

THAT Council adopt the updated 5 Year Building Plan and use Year One as the basis for inclusion in the 2013/14 financial year budget.

Carried 5/0

10.2.13 FIVE YEAR PLANT REPLACEMENT PROGRAM

File Ref: SUB/70
Responsible Officer: Carl **Askew**
Chief Executive Officer
Attachments: [5 Year Plant Replacement Program](#)
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 19 February 2013
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 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 value of \$100,000 are governed by Council's purchasing policy.

Staff also regularly use State Government Tender lists for pre-approved base tender prices on all vehicle purchases. These lists duplicate WALGA approved vehicle prices.

FINANCIAL IMPLICATIONS

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

STAFFING IMPLICATIONS

Nil

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 City of Subiaco runs a fleet of waste collection trucks, with each truck costing in excess of \$200,000.

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 Boland, 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 2013/2014 financial year budget.

Carried 5/0

10.2.14 FIVE YEAR MAJOR ROAD REHABILITATION AND IMPROVEMENT PROGRAM

File Ref: SUB/707
Attachments: [5 Year Major Road Rehabilitation and Improvement Program](#)
Responsible Officer: Carl Askew
Author: Chief Executive Officer
Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 19 February 2013
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 that Council adopt the Updated *Five Year Major Road Rehabilitation and Improvement Program* and use year one as the basis for inclusion in the draft 2013/2014 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 or resurfacing.

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.

STAFFING IMPLICATIONS

Nil

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. A section of Railway Street from Jarrad Street to Forrest Street was approved for resurfacing in 2012/13 under the MRRG program.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Downes, seconded Cr Rowell

THAT Council adopt the Five Year Major Road Rehabilitation and Improvement Program and use year one as the basis for inclusion in the draft 2013/2014 financial year budget.

Carried 5/0

10.2.15 FIVE YEAR PLAYGROUND CAPITAL IMPROVEMENT PROGRAM

File Ref: 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: 19 February 2013
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 2013/2014.

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.

STAFFING IMPLICATIONS

Nil

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 six 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 & COMMITTEE RECOMMENDATION

Moved Cr Downes, 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 2013/2014 financial year budget.

Carried 5/0

10.2.16 5 YEAR PLAN, LANEWAYS UPGRADING

File Ref: SUB/707
Attachments: [5 Year Laneway Upgrading Program](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 19 February 2013
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; and
2. Include Year 1 of the program into the draft 2013/2014 budget for funding consideration.

BACKGROUND

Council has control of 12.23km of laneways, 8.09km of which are sealed and 4.14km 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 Council's 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.

STAFFING IMPLICATIONS

Nil

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 rear 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 Downes, seconded Cr Jeanes

THAT Council:

- 1. Adopt the 5 Year Laneway Upgrading program; and**
- 2. Include Year 1 of the program into the draft 2013/2014 budget for funding consideration.**

Carried 5/0

10.2.17 FIVE YEAR RETICULATED AREAS AND GROUNDWATER BORES PLAN

File Ref: SUB/707
Attachments: [5 Year Public Bore and Reticulation Improvement Program](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 19 February 2013
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 2013/2014 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 was 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, and not used at all through the winter months.

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 30 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 2013/2014. 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 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. So far, upon request, two properties east of Gordon Street have had the verge reticulation systems connected to their own bores.

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, between Broome Street and Marine Parade.

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.

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 was 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.

STAFFING IMPLICATIONS

Nil

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

COMMITTEE COMMENT

Cr Rowell commented that Eric Street is looking particularly nice, with the Manager Engineering Services advising that there are two properties on Eric Street who requested that the reticulation systems for their verges be connected to their private bores. Cr Boland further commented that there are many excellent native gardens in Cottesloe, citing the corner of Eric Street and Curtin Avenue and the corner of John Street and Broom Street as examples.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Boland, seconded Cr Rowell

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 2013/2014 financial year budget.

Carried 5/0

10.2.18 FIVE YEAR CYCLING FACILITIES PLAN

File Ref: SUB/707
Attachments: [5 Year Cycling Facilities Plan](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 19 February 2013
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 adopt the draft updated 5 Year Program for Cycling Facilities and include Year 1 of the program into the draft 2013/2014 budget for funding consideration.

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.

STAFFING IMPLICATIONS

Nil

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 a number of the recommended ‘Spot’ and Minor Route Improvements in the first 5 years. It includes 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, as well as the proposed widening of 1.0km of the Raia Roberts dual use coastal path.

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.

The project to widen and upgrade the Forrest Street footpath to a dual use status from Curtin Avenue to Marine Parade has again been submitted for a funding grant, for 2013/14. A second project has been submitted, for 2013/14 grant funding. That is the widening to 3.0m of 1km of the Raia Roberts dual use path, from the Cottesloe SLSC to Deane Street. If successful, Council will be asked to fund \$65,000 for the Forrest Street project and \$51,000 for the Raia Roberts path.

These projects were discussed and approved by Council's Bike Plan Review Working Group. This group has reviewed the 2008 Bike Plan and has agreed that the existing plan is worthy of retention, but with additional content to expand the list of minor works for future programs.

It is doubtful that Council would be successful for both projects in 2013/14. The Forrest Street project is more strategic and has a better chance of success. The Raia Roberts path project would become the highest priority after the Forrest Street works were completed.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Pyvis, seconded Cr Boland

THAT Council adopt the draft updated 5 Year Program for Cycling Facilities and include Year 1 of the program into the draft 2013/2014 budget for funding consideration.

Carried 5/0

10.2.19 FIVE YEAR PROGRAM - ROAD SAFETY IMPROVEMENT AND SPEED RESTRICTION

File Ref: SUB/707
Attachments: [Five Year Road Safety Improvement Speed Restriction Program](#)
Responsible Officer: Carl Askew
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 19 February 2013
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 adopt the updated 5 Year Program for Road Safety Improvement and Speed Restriction and include Year 1 of the program into the draft 2013/2014 budget 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 recommended 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 2013/2014 financial years budget.

STAFFING IMPLICATIONS

Nil

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 Pyvis

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 2013/2014 budget for funding consideration.

Carried 5/0

10.2.20 FIVE YEAR FOOTPATH REPLACEMENT PROGRAM

File Ref: SUB/707
Attachments: [Five Year Footpath Replacement Program](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 19 February 2013
Author Disclosure of Interest Nil

SUMMARY

An updated five year program of proposed footpath replacement and new construction projects, commencing in the 2013/2014 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 one becoming – 2013/2014. The majority of Council's planned 2012/2013 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.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

All works are based on condition surveys. Any works budgeted in a particular year 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 13.3km 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 2012/2013, 2000 metres will have been replaced with in-situ concrete.

This is in addition to approximately 43.6km 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

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Pyvis, seconded Cr Boland

THAT Council adopt the Five Year Footpath Replacement Program and use year one as the basis for inclusion in the draft 2013/2014 financial year budget.

Carried 5/0

10.2.21 5 YEAR PROGRAM - COTTESLOE CIVIC CENTRE SURROUNDS - HEAVY MAINTENANCE AND RESTORATION

File Ref: 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: 19 February 2013
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 an updated 5 year forward plan with indicative annual costs and recommends that Council adopt the 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 2013/2014 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 with the 2012/2013 allocation being \$203,000. 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.

STAFFING IMPLICATIONS

Nil

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, in 2011, the remaining budgeted funds for 2011/12 were directed to the upgrading of hand rails in the gardens and on some 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.

Inspections in 2012/13 have revealed a lack of substantial footings at the base of many of the main walls. This will mean extra emphasis must be placed on ensuring the structural stability of any wall sections being repaired.

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 long term benefit of the Cottesloe and broader community.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Downes, seconded Cr Pyvis

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 2013/2014 financial year budget.

Carried 5/0

10.3 FINANCE

10.3.1 MID YEAR BUDGET REVIEW

File Ref: SUB/1359
Attachment: [Budget Review 2012/13](#)
Responsible Officer: Mat Humfrey
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 19 February 2013
Author Disclosure of Interest Nil

SUMMARY

Council is being asked to consider the Budget Review undertaken in January 2013, along with a series of recommended budget amendments.

BACKGROUND

Each year, Council is required to consider a review of its budget, using at least 6 months of “actuals” as a basis for the review. This requirement is given in the *Local Government (Financial Management) Regulations 1996 (Regulation 33A)*.

Administration have reviewed each line item of the budget and presented working papers to a Council workshop held Monday 11 February 2013. Following this workshop, the Budget Review was finalised and readied for presentation to Council.

STRATEGIC IMPLICATIONS

The Budget Review has identified a surplus that can be allocated to a series of places. The allocations recommended will allow Council to progress several key plans, while maintaining a strong financial position and minimising rating pressures in the short to mid term.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996.

Regulation 33A

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
 - (2A) The review of an annual budget for a financial year must –
 - (a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
-

- (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out, it is to be submitted to council.
- (3) A council is to consider the review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
**Absolute majority required*
- (4) Within 30 days after the council has made a determination, a copy of the review and determination is to be provided to the Department.

FINANCIAL IMPLICATIONS

The Town finds itself in the position of having a forecast surplus. This is due to a number of factors (explained in more detail below) but in summary parking and development revenues are up and spending is within (or below) forecasts in most budget codes – resulting in a forecast surplus.

There are several things that can be done with a likely surplus. These are:

- a. Allow for the carry forward surplus to be used in the next budget cycle;
- b. Allocate the surplus to projects to ensure it's spent by the end of the year; or
- c. Allocate the surplus to reserves.

Each option has its pro's and con's – with the best outcome being a combination of the three.

If possible, it is always best to carry a small surplus forward into the next financial year to allow for any unforeseen circumstances. When allocating a surplus at the mid-year budget review, it is prudent to allow a small portion of that surplus to carry forward.

If there are projects that have been omitted from the budget (to contain rate increases), or expenditure that would be incurred in the following years in any case, these projects should be considered to be brought forward. The excess capacity can then be used to reduce rate pressure in the following years.

Allocating funds to Reserves, also reduces rate pressure in outward years, by allowing projects to be funded from savings rather than rates. This is particularly important in years where there are increased cost pressures from inflation or because large projects have cost over runs. Reserves also allow Council to allocate funds to projects they consider worthwhile at any time, as all that is needed to access the funds (for their allocated purpose) is a budget variation. A recent example of this is the Station Street Sump project, which is being fully funded from reserves, and was actioned separately to the budget cycle.

Council has the option of doing all three of the above options this year. There are a series of projects that were omitted from the original budget in order to keep rate increases within the desired level. As conditions have improved, these projects can now be brought back into the current year. There is also the capacity to make an allocation to reserves, to increase financial strength and allow for worthy projects at a later date – while still allowing for a small carry forward surplus to be budgeted for.

With the proposed increase in reserves and projects brought forward (and based on the contents of the 5 year plans and reduced operating costs), it is possible that Council will be able to contain future rate increases in the short to mid-term – without impacting on service provision or asset maintenance obligations.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Senior Staff and Council have been consulted in the preparation of the mid-year budget review.

STAFF COMMENT

Listed below are some of the explanations of budget variances, outlining how the variance has occurred and where appropriate, what the revised forecast is based upon.

Income Variances

Change in opening surplus

The higher than anticipated opening surplus is a result of several factors, including:

- A spike in parking and development revenue in the final quarter;
- Payment of grants that were not anticipated; and
- Several key expenditure areas being lower than forecast.

Parking Infringements

There have been several operational changes to the way in which infringements have been issued and managed, of which the main three are:

- Improvements to the operating efficiency of the Meter Eye system;
- Changes to the way in which rangers are rostered); and
- An overhaul of infringement management and collections

The net result of these changes is that we now anticipate that revenue from parking infringements will be slightly higher than an average year, whereas based on last year's data we initially predicted a below average year.

Other Income

Development Application Fees represents an increase in planning approvals. As can be seen from the year to date and original budget figures, we have nearly achieved our full years income in the first six months. This can be attributed to an increase in planning applications, as well as an increase in the value of the developments being undertaken.

Interim rates are charged when a development alters the value of a property causing rates for that property to be recalculated. In most local governments the most common source of interim rates is where blocks are subdivided. In Cottesloe, the most common source of interim rates is when the older homes are demolished and either replaced by a more bespoke home or left vacant. Vacant land is rated differently to land with houses (% of the value of the property) and it's not uncommon for vacant land to be rated higher than land with a derelict house on it. If an old home is demolished and replaced with a large, well finished home, it's probable that the Gross Rental Value (GRV) will also increase, which results in an increase in the rate charged.

We have also received higher than expected **interest on term deposits**. In a large part this is the interest on the carry forward surplus, which we hadn't budgeted for. We've also received more interest than anticipated on **outstanding rates**. This reflects an increase in the number of people paying by instalments.

There are also minor changes to the Financial Assistance Grant Scheme, the sale of a vehicle that was not budgeted for, and several minor reserve transfers. The \$400,000 reserve transfer (parking reserves) is a result of the Station Street Sump Project.

Expenditure variances

There are many variances to expenditure that have to do mostly with either quotes not being available at the time of the budget being finalised or changed operating conditions in the first half of the financial year. The most significant items are a result of previous budget amendments (to allow for new capital works projects) or recommended budget amendments to deal with the anticipated surplus of funds.

Suggest budget amendments (expenditure)

When the administration team was looking at budget amendment recommendations, our aim was to keep the financial position as stable as possible, to allow for more conservative rate increases in the mid-term, while continuing the level of service provision and meeting asset maintenance obligations. We are also mindful that the Town is likely to be selling a major fixed asset in the mid-term, which will allow for significant investment in infrastructure.

As mentioned above, there is no requirement for Council to completely allocate any surplus funds at this stage, although it is a generally accepted practice to allocate funds where possible. If a small surplus was to be predicted, this can be handled during the next budget cycle.

VOTING

Absolute Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Boland

THAT Council by Absolute Majority:

- 1. Adopt the budget review as presented to the Works and Corporate Services Committee Meeting on 19 February 2013, as set out in attachment 1; and**
- 2. Amend the budget for the year ended 30 June 2013, as per the list of “Revised Forecasts” on pages 2 and 3 of the budget review.**

Carried 5/0

**10.3.2 STATUTORY FINANCIAL REPORTS FOR THE PERIOD 1 JULY 2012 TO
31 DECEMBER 2012**

File Ref: SUB/137
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 19 February 2013
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 1 July 2012 to 31 December 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 allocations.

STAFFING IMPLICATIONS

Nil

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 \$438,039.

Operating Expenditure is \$294,767 or 5% more than year to date expenditure. Material variances are outlined on pages 7 to 9 of the attached Financial Statements.

Capital Expenditure is reported in detail on pages 24 to 27 of the Financial Statements, the variance of \$139,847 for the disability access ramp at the foreshore is a timing issue.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Downes

THAT Council receive the Statement of Financial Activity, Operating Statements by Program and by Nature and Type, Statement of Financial Position, and other supporting financial information as included in the attached Financial Statements for the period 1 July 2012 to 31 December 2012, and as submitted to the 19 February 2013 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.3 SCHEDULES OF INVESTMENTS AND LOANS AS AT 31 DECEMBER 2012

File Ref: SUB/150 & SUB/151
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Wayne Richards
Finance Manager
Proposed Meeting Date: 19 February 2013
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 31 December 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 allocations.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Schedule of Investments on page 20 of the attached Financial Statements shows that \$5,093,314.71 was invested as at 31 December 2012. Approximately 39% of the funds are invested with Westpac Bank, 31% with the National Australia Bank, 15% with the Commonwealth Bank of Australia and 15% with Bankwest.

The Schedule of Loans on page 20 of the attached Financial Statements shows a balance of \$6,041,950.58 as at 31 December 2012. Included in this balance is \$359,499.60 that relates to self supporting loans.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Boland, 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 19 February 2013 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.4 LIST OF ACCOUNTS FOR THE MONTH OF DECEMBER 2012

File Ref: SUB/137
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 19 February 2013
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the list of accounts paid for the month of December 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 allocations.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The list of accounts paid in December 2012 is included in the report on pages 11 to 16 of the attached Financial Statements. The following significant payments are brought to Council's attention;

- \$37,288.70 to cobblestone Concrete for footpath installation
- \$341,314.24 to the Department of Fire and Emergency Services for an instalment of emergency services levies
- \$39,508.60 to B & N Waste Pty Ltd for a bulk and green waste collection

- \$45,211.57 to WMRC for waste disposal charges
- \$59,753.30 to Transpacific Cleanaway for waste collection services
- \$74,953.45 & \$78,021.44 for staff payroll

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Boland

THAT Council receive the List of Accounts Paid for the month of December 2012 as included in the attached Financial Statements, as submitted to the 19 February 2013 meeting of the Works and Corporate Services Committee.

Carried 5/0

**10.3.5 PROPERTY AND SUNDRY DEBTORS REPORTS AS AT 31 DECEMBER
2012**

File Ref: SUB/145
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 19 February 2013
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Property 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 allocations.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Sundry Debtors Report on pages 21 and 22 of the attached Financial Statements shows a balance of \$67,904.51 of which \$36,035.53 relates to the current month. The balance of aged debtors is \$31,868.98.

The rates and Charges Analysis on page 23 of the attached Financial Statements shows a total balance outstanding of \$1,941,723.79. Of this amount, \$202,338.19

and \$428,043.77 are deferred rates and outstanding emergency services levies respectively. The Statement of Financial Position on page 4 shows a balance of \$1,918,052 as compared to \$1,631,805 this time last year.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Downes, seconded Cr Rowell

THAT Council receive the Property and Sundry Debtors Reports as at 31 December 2012. These reports are included in the attached Financial Statements as submitted to the 19 February 2013 meeting of the Works and Corporate Services Committee.

Carried 5/0

**10.3.6 STATUTORY FINANCIAL REPORTS FOR THE PERIOD 1 JULY 2012 TO
31 JANUARY 2013**

File Ref: SUB/137
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 19 February 2013
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 1 July 2012 to 31 January 2013 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 allocations.

STAFFING IMPLICATIONS

Nil

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 \$498,527. This is due to favourable operating conditions in the Transport and Community Amenity program areas.

Operating Expenditure is \$366,937 or 6% more than year to date expenditure. Material variances are outlined on pages 7 to 9 of the attached Financial Statements.

Capital Expenditure is reported in detail on pages 25 to 28 of the Financial Statements, the variance of \$168,922 for the disability access ramp at the foreshore is a timing issue.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Downes, seconded Cr Boland

THAT Council receive the Statement of Financial Activity, Operating Statements by Program and by Nature and Type, Statement of Financial Position, and other supporting financial information as included in the attached Financial Statements for the period 1 July 2012 to 31 January 2013, and as submitted to the 19 February 2013 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.7 SCHEDULES OF INVESTMENTS AND LOANS AS AT 31 JANUARY 2013

File Ref: SUB/150 & SUB/151
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 19 February 2013
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 31 January 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 allocations.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Schedule of Investments on page 21 of the attached Financial Statements shows that \$5,105,257.98 was invested as at 31 January 2013. Approximately 39% of the funds are invested with Westpac Bank, 31% with the National Australia Bank, 15% with the Commonwealth Bank of Australia and 15% with Bankwest.

The Schedule of Loans on page 21 of the attached Financial Statements shows a balance of \$6,041,950.58 as at 31 January 2013. Included in this balance is \$359,499.60 that relates to self supporting loans.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Boland

THAT Council receive the Schedule of Investments and the Schedule of Loans as at 31 January 2013. These schedules are included in the attached Financial Statements as submitted to the 19 February 2013 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.8 LIST OF ACCOUNTS FOR THE MONTH OF JANUARY 2013

File Ref: SUB/137
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 19 February 2013
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the list of accounts paid for the month of January 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 allocations.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The list of accounts paid in January 2013 is included in the report on pages 11 to 16 of the attached Financial Statements. The following significant payments are brought to Council's attention;

\$11,330 for the design and print of the Sustainability Calendar
\$155,884 for the quarterly Grove Library Contribution
\$92,766 & \$37,110 for asphalt works as part of the Town's road program

\$26, 820 for the SLSWA Life guard contract
\$32,598 for conservation works at the Civic Centre

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Downes

THAT Council receive the List of Accounts Paid for the month of January 2013 as included in the attached Financial Statements, as submitted to the 19 February 2013 meeting of the Works and Corporate Services Committee.

Carried 5/0

**10.3.9 PROPERTY AND SUNDRY DEBTORS REPORTS AS AT 31 JANUARY
2013**

File Ref: SUB/145
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 19 February 2013
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Property 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 allocations.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Sundry Debtors Report on pages 22 and 23 of the attached Financial Statements shows a balance of \$153,598 of which \$127,744 relates to the current month. The balance of aged debtors is \$25,584.

The Statement of Financial Position on page 4 shows a rates debtors balance of \$1,299,153 as compared to \$1,228,090 this time last year.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Downes

THAT Council receive the Property and Sundry Debtors Reports as at 31 January 2013. These reports are included in the attached Financial Statements as submitted to the 19 February 2013 meeting of the Works and Corporate Services Committee.

Carried 5/0

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

Nil

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

Cr Boland tabled a New Motion regarding the installation of an Australian Aboriginal Flag. Committee discussed the New Motion, suggesting that the Cottesloe Branch of the RSL and Indigenous groups having connection to Cottesloe should be consulted, prior to a recommendation being made to Council.

Moved Cr Boland, seconded Cr Pyvis

THAT the matter of the installation of an Australian Aboriginal Flag at the Civic Centre be considered as Urgent Business.

Carried 5/0

Moved Cr Boland, seconded Cr Pyvis

THAT the Town of Cottesloe install and fly the Australian Aboriginal Flag on a further flagpole to be installed at the Cottesloe Civic Centre, subject to Administration:

- 1. Obtaining accurate costings for the flag and pole from suppliers;**
- 2. Writing to the Cottesloe branch of the RSL for their comment; and**
- 3. Contacting indigenous groups having connection with Cottesloe for their comment.**

Carried 5/0

12.2 OFFICERS

Nil

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

Nil

13.2 PUBLIC READING OF RECOMMENDATIONS THAT MAY BE MADE PUBLIC

Nil

14 MEETING CLOSURE

The Presiding Member announced the closure of the meeting at 8:15 PM.

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