

# **TOWN OF COTTESLOE**



## **WORKS AND CORPORATE SERVICES COMMITTEE**

# **MINUTES**

**MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE  
109 BROOME STREET, COTTESLOE  
7.00 PM, TUESDAY, 19 AUGUST 2008**



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

The Presiding Member announced the meeting opened at 7.00 pm.

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

Cr Bryan Miller	Presiding Member
Mayor Kevin Morgan	
Cr Ian Woodhill	
Cr Jo Dawkins	Deputy Member
Mr Stephen Tindale	Chief Executive Officer
Mr Graham Patrick	Manager Corporate Services/Deputy CEO
Mr Geoff Trigg	Manager Engineering Services
Miss Kathryn Bradshaw	Executive Assistant

**Apologies**

Cr Victor Strzina  
Cr John Utting

**Leave of Absence (previously approved)**

Cr Patricia Carmichael  
Cr Dan Cunningham

**RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**PUBLIC QUESTION TIME**

Nil

**APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Moved Mayor Morgan, seconded Cr Miller

**The Minutes of the Ordinary Meeting of the Works and Corporate Services Committee held on Tuesday, 22 July 2008 be confirmed.**

Carried 4/0

**ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

**PUBLIC STATEMENT TIME**

Nil

**PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

**REPORTS OF COMMITTEES AND OFFICERS****1 ADMINISTRATION**

The agenda items were dealt with in numerical order with items 3.1, 3.2, 3.3 and 3.4 being voted on en bloc.

**1.1 CEO'S PERFORMANCE REVIEW**

**File No:** PER/1  
**Attachment(s):** [2007 Review](#)  
[2006 Review](#)  
**Author:** Mr Stephen Tindale  
**Author Disclosure of Interest:** Nil  
**Report Date:** 14 August, 2008  
**Senior Officer:** Mr Stephen Tindale

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**SUMMARY**

The report and recommendations of the WA Local Government Association's Workplace Solutions were considered by the CEO Performance Review Panel and the CEO at a meeting held on the 13<sup>th</sup> August 2008.

The report and recommendations have been revised and circulated to elected members as a confidential document.

A recommendation is made to adopt the recommendations of the report.

**STATUTORY ENVIRONMENT**

The relevant sections of the Local Government Act read, in part, as follows:

**5.38. Annual review of certain employees' performances**

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

**5.39. Contracts for CEO's and senior employees**

(1) The employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section."

**5.23. Meetings generally open to the public**

- (1) Subject to subsection (2), the following are to be open to members of the public —
- (a) all council meetings; and
  - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection(1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
- (a) a matter affecting an employee or employees;
  - (b) the personal affairs of any person;
  - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;...
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- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

**POLICY IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**BACKGROUND**

The Town of Cottesloe last considered a performance review of the CEO in June 2006.

The current report and recommendations covers two review periods:-

- 1 January 2006 to 26 February 2007 (2006 Review)
- 27 February 2007 to 26 February 2008 (2007 Review)

The review of Mr Tindale's performance as the CEO of the Town of Cottesloe has been carried out in accordance with Council's statutory obligations. The review was also conducted in accordance with the terms of Mr Tindale's contract with the Town and in particular as it relates to clause 4 'Performance Development and Review'.

Council's CEO Performance Review Panel conducted the performance review at the Council's Offices on Tuesday 23<sup>rd</sup> July 2008. This meeting was facilitated by Mr Simon White, Employee Relations Services, Western Australian Local Government Association.

A further meeting of the CEO Performance Review Panel and the CEO was held on 13<sup>th</sup> August 2008.

Councillors are of the view that, overall, Mr Tindale has met the performance requirements of the position as the Town's Chief Executive Officer.

**CONSULTATION**

Nil

**STAFF COMMENT**

Nil

**VOTING**

Simple Majority



**1.1 OFFICER & COMMITTEE RECOMMENDATION**

Moved Cr Woodhill, seconded Mayor Morgan

**That Council**

- (1) **Receive the performance review reports and endorses the overall rating of '4' – "Meets Expectations".**
- (2) **Change the rating scales throughout the review document to a consistent six point scale.**

Carried 4/0

**1.2 DRAFT STANDING ORDERS LOCAL LAW 2008**

**File No:** SUB/179  
**Attachment(s):** [Correspondence to McLeods](#)  
[Correspondence from McLeods](#)  
[Draft Local Law \(with track changes on\)](#)  
**Author:** Mr Stephen Tindale  
**Author Disclosure of Interest:** Nil  
**Report Date:** 14 August, 2008  
**Senior Officer:** Mr Stephen Tindale

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**SUMMARY**

This matter is represented from the June 2008 meeting of Council.

A recommendation is made to advertise and seek submissions on the proposed local law.

**STATUTORY ENVIRONMENT**

Section 3.5 & 3.12 of the *Local Government Act 1995* applies.

**3.5. Legislative power of local governments**

(1) *A local government may make local laws under this Act prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under this Act.*

(2) *A local law made under this Act does not apply outside the local government's district unless it is made to apply outside the district under section 3.6.*

(3) *The power conferred on a local government by subsection (1) is in addition to any power to make local laws conferred on it by any other Act.*

(4) *Regulations may set out -*

*(a) matters about which, or purposes for which, local laws are not to be made;*  
*or*

*(b) kinds of local laws that are not to be made,*

*and a local government cannot make a local law about such a matter, or for such a purpose or of such a kind.*

(5) *Regulations may set out such transitional arrangements as are necessary or convenient to deal with a local law ceasing to have effect because the power to make it has been removed by regulations under subsection (4).*

**3.12. Procedure for making local laws**

(1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*

(2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*

(3) *The local government is to -*

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(a) give Statewide public notice stating that -

(i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice;

(ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and

(iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

(b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and

(c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

(3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.

(4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.

**\* Absolute majority required.**

(5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.

(6) After the local law has been published in the Gazette the local government is to give local public notice -

(a) stating the title of the local law;

(b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and

(c) advising that copies of the local law may be inspected or obtained from the local government's office.

(7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.

(8) In this section -

making ~ in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

Regulation 3 of the *Local Government Functions and General Regulations* provides the following.

**3. Notice of purpose and effect of proposed local law - s. 3.12(2)**

For the purpose of section 3.12, the person presiding at a council meeting is to give notice of the purpose and effect of a local law by ensuring that -

(a) the purpose and effect of the proposed local law is included in the minutes for that meeting; and

(b) the minutes of the meeting of the council include the purpose and effect of the proposed local law.

### **POLICY IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Direct costs associated with the advertising of any new proposed local law are estimated at around \$2,000.

### **BACKGROUND**

In September 2006 Council passed the following resolutions.

- (1) That Council suspend the operation of Standing Order 12.1 which requires members of Council to rise when invited by the Mayor to speak.
- (2) That the suspension of Standing Order 12.1 be listed as a standard agenda item for each Council and Committee meeting.
- (3) That the CEO be requested to provide a report and recommendations to Council on suggested improvements to Councils Standing Orders.

This report addresses the third resolution.

The proposed *Town of Cottesloe Standing Orders Local Law 2008* is based on a model provided by the Town's legal advisers.

At the June 2008 meeting of Council it was agreed that the model local law should be modified to suit Cottesloe's particular circumstances in six places.

1. Clause 5.2 – Order of business – now includes an agenda item for Public Statement Time.
2. Clause 6.8 – Public Statement Time – now formalises the Town of Cottesloe's custom and practice in relation to public statement time.
3. A model clause – Participation at committee meetings – has been deleted given the inclusion of the new clause 6.8 – Public Statement Time.
4. Clause 8.9 – Speaking twice – has been amended to allow a committee member to speak more than once at a committee meeting.
5. Clause 8.10 – Duration of speeches – has been reduced from a recommended five minutes to three minutes which reflects Cottesloe's current practice.

6. Clause 13.4 – Method of taking a vote – has been modified to delete the right of a member to call for a division with members moving to right or left of the Chair and their individual votes being recorded.

Mayor Morgan also requested consideration of the following modifications.

1. For ease of reference, adopt the paragraph numbering style of our existing Standing Orders, whereby for example, Standing Order 3.3(1) is instead 3.3.1.
2. Add provisions equivalent to 2.4 and 2.5 of the existing Standing Orders, to confirm the existing entitlement of members to require council documents to be produced at a meeting of council.
3. Amend new 3.3(1) to add the following (as per existing 2.1) :

“In addition to the ways a document may be given to a person as provided for by sections 9.50 to 9.54 of the Local Government Act 1995 and sections 75 and 76 of the Interpretation Act 1984, written notice of a council meeting may also be given to a member by the notice being transmitted by post, or otherwise left or delivered to the member’s usual or last known place of residence or business or to another address the member may request by notice in writing to the Chief Executive Officer.”
4. Amend new 5.3(2) (as per existing 10.1) so that it now reads:

“A notice of motion under subclause (1) is to be given at least 24 hours before the publication of the business paper for the meeting at which the motion is moved”
5. Amend new 5.5(1) by adding the words “or committee” after the word “employee” and prior to the word “recommendation”.
6. Amend new 8.1(1) (as per existing 11.2.1) by:
  - (a) Adding the words “by random draw” after the word “allot” and prior to the words “a position”; and
  - (b) Changing the word “member” to “councillor”.
7. Amend *(to make clear that all councillors and not just the Presiding Member are to remain seated when speaking – with this consistency across all speakers thereby ensuring there is not undue focus upon the physical that might otherwise distract from the substance of what is [or is not] being said)*:
  - (a) By changing new 8.5 by adding the following sentence:

“When invited by the Presiding Member to speak, members shall remain seated and address the Council through the Presiding Member.”

- (b) By changing new 9.1(2) by replacing the words “is immediately to sit down” with the words “is to immediately cease doing so”.
- (c) By changing new 9.3(2) by replacing the words “to resume his or her seat” with the words “to cease speaking”

8. Amend new 11.2(1) by replacing the word “five” with “three”.

The modifications were referred to our legal advisers and their response is attached (Attachments 1 and 2).

All of the amendments proposed by Mayor Morgan have now been accommodated and are shown in the draft local law (Attachment 3). The only exception relates to the paragraph numbering style.

## CONSULTATION

Nil.

## STAFF COMMENT

While the change to the paragraph numbering staff is supported by staff, any change from the formats currently in vogue is likely to delay the adoption of the local law as a consequence of having to deal with a likely referral back to the Town of Cottesloe.

## VOTING

Simple Majority

## 1.2 OFFICER & COMMITTEE RECOMMENDATION

Moved Mayor Morgan, seconded Cr Dawkins

**That Council:**

- (a) Give Statewide public notice stating that -
  - (i) the Town of Cottesloe proposes to make *Standing Orders Local Law 2008* the purpose of which is to provide rules and guidelines which are to apply to the conduct of meetings of the Council and its committees and to meetings of electors in accordance with State Government legislation and regulations and the standing orders and the effect of which will result in:
    - (A) better decision making by the Council and committees;
    - (B) the orderly conduct of meetings dealing with Council business;
    - (C) better understanding of the process of conducting meetings; and
    - (D) the more efficient and effective use of time at meetings.
  - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and

- (iii) submissions about the proposed local law may be made to the Town of Cottesloe before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
- (b) As soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister; and
- (c) Provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

Carried 4/0

**1.3 PROCOTT INC. - RELEASE OF 2008/09 FUNDING**

**File No:** SUB/47  
**Attachment(s):** [PROGRESS REPORT & BUDGET](#)  
**Author:** Mr Stephen Tindale  
**Author Disclosure of Interest:** Nil  
**Report Date:** 13 August, 2008  
**Senior Officer:** Mr Stephen Tindale

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**SUMMARY**

A recommendation is made to agree to pay to ProCott the amount of money raised by a Specified Area Rate with the amount raised in rates becoming payable in one lump sum to ProCott on 15 October 2008.

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The specified area rate agreement will raise \$72,000 on behalf of ProCott Inc in 2008/09. This amount has been provided for in the current budget.

**BACKGROUND**

Under Part 3 of the *Specified Area Rate Monies* legal agreement with the Town of Cottesloe, ProCott Inc is required to undertake a number of actions in order to obtain funding from the Council for this financial year.

Specifically, on or before 15th April 2008, ProCott is to prepare and deliver to the Town a programme for the next financial year which:

- (a) is within the objects of ProCott;
- (b) proposes the provision of specific works, services or facilities within the meaning of section 6.37 of the Act;
- (c) will be or is likely to be of special benefit to the Central Business District; and
- (d) sets out the proposed expenditure with respect to each of the specific works, services and facilities referred to in the programme.

ProCott has fulfilled its obligations in this regard and the programme of expenditure was presented to Council at its May 2008 meeting.



At its June 2008 meeting, Council resolved to adopt a Specified Area Rate for the Town Centre for the 2008/09 financial year.

Now that Council has adopted a Specified Area Rate for 2008/09, Council is obliged to consider in detail the programme delivered to it under the legal agreement.

A copy of ProCott's program for 2008/09 is shown as an attachment.

In considering the programme for any financial year, Council has agreed to be concerned only with matters of principle while noting that the expenditure of the ProCott in carrying out the programme may include a reasonable amount for incidental administrative expenses.

Subject to Council agreeing to pay to ProCott the amount of money raised by the Specified Area Rate, the amount raised in rates becomes payable in one lump sum to ProCott on 15 October 2008.

### **CONSULTATION**

Nil

### **STAFF COMMENT**

The progress report and budget is the same as that which was presented to Council in May 2008.

### **VOTING**

Simple Majority

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

Moved Cr Woodhill, seconded Cr Dawkins

**That Council That Council agree to pay to ProCott the amount of money raised by the Specified Area Rate with the amount raised in rates becoming payable in one lump sum to ProCott on 15 October 2008.**

Carried 4/0

## 1.4 METER EYE

**File No:** SUB/198  
**Attachment(s):** [Wilson Technology Services Quotation](#)  
[McLeods Legal Advice on Meter Eye](#)  
**Author:** Mr Graham Pattrick  
**Author Disclosure of Interest:** Nil  
**Report Date:** 12 August, 2008  
**Senior Officer:** Mr Stephen Tindale

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### SUMMARY

A recommendation is made to support a decision not to invite tenders for the acquisition of the Meter-Eye parking system.

### STATUTORY ENVIRONMENT

#### **Local Government Act 1995 - s3.57 -Tenders for providing goods or services**

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

#### **Local Government (Functions and General) Regulations – Regulation 11 Tenders to be invited for certain contracts**

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
  - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act;
  - (b) the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA;
  - (ba) the local government intends to enter into a contract arrangement for the supply of goods or services where —
    - (i) the supplier is either —
      - (I) an individual whose last employer was the local government; or
      - (II) a group, partnership or company comprising at least 75% of persons whose last employer was that local government;
    - (ii) the contract —
      - (I) is the first contract of that nature with that individual or group; and
      - (II) is not to operate for more than 3 years;

- and
- (iii) the goods or services are —
    - (I) goods or services of a type; or
    - (II) (in the opinion of the local government) substantially similar to, or closely related to, goods or services of a type, that were provided by the individual (or persons) whilst employed by the local government;
  - (c) within the last 6 months —
    - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications; or
    - (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;
  - (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government;
  - (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government;
  - (ea) the goods or services are to be supplied —
    - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and
    - (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;
  - (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or
  - (g) the goods to be supplied under the contract are —
    - (i) petrol or oil; or
    - (ii) any other liquid, or any gas, used for internal combustion engines.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Within Council's Future Plan, Objective 3 relates to Beach & Foreshore Enhancement which is to enhance beach access and the foreshore. To this end, Strategy 3.4 requires the introduction of electronically timed parking

**FINANCIAL IMPLICATIONS**

An amount of \$170,691 has been set aside in the 2008/09 budget for the installation of Meter-Eye equipment. Additional income of approximately \$220,000 was anticipated from the installation of Meter-Eye to offset these costs.

**BACKGROUND**

In April 2007 the following motion was adopted by Council.

That Council

- (1) Implement the Meter-Eye equipment throughout the monitored parking areas in Cottesloe in a manner to be confirmed during the budget process for 2007/2008; and
- (2) Request staff to provide a report, within three months, on the long term parking requirements and solutions for the town centre.

Council was subsequently advised that any analysis of long term parking requirements should not be undertaken in isolation from medium and short term parking requirements. As Council staff had neither the expertise nor the time to prepare a comprehensive report on parking requirements and solutions for the town centre, it was recommended that the work be contracted out so that a meaningful report could be brought back to Council.

Details of the parking study brief for a consultant were provided to the June 2007 meeting and extended to include the proposed Meter-Eye rollout for all metered parking spaces within the town rather than just confining it to the town centre.

Council considered the results of the parking study at its September 2007 meeting and amongst a number of other recommendations; it was agreed in principle to install Meter-Eye equipment throughout monitored parking areas on the beachfront as provided for in the 2007/08 budget subject to community consultation.

In November 2007 the following motion was adopted by Council.

That Council:

- (1) Receive this status report on Meter-Eye.
- (2) Note the lack of any opposition or support for the rollout of the Meter-Eye parking system for the timed parking areas on the Cottesloe Beachfront.
- (3) Proceed with the rollout of Meter-Eye subject to the CEO being satisfied with legal advice relating to contract documentation, local laws relating to parking and the legal requirement to call tender.

Delays in the receipt of contract documentation and ARRB test data for the Meter-Eye equipment necessitated a fresh allocation of funding during the consideration of the 2008/2009 budget which was adopted in June 2008.

The required information has now been as well as legal advice on the legal requirement to call tenders which is the subject of this report to Council.

**CONSULTATION**

Advertisements seeking submissions on the proposed rollout of Meter Eye were placed on the Council and Library notice boards for the whole of October and up until the closing date of Monday 12<sup>th</sup> November 2007.

A news item on Meter Eye was published in the October edition of *Cottesloe Council News* and published in the *Post* newspaper on Saturday 6<sup>th</sup> October, 2007.

Advertisements were also placed in the Saturday 13<sup>th</sup> and 27<sup>th</sup> October 2007 editions of the *Post* newspaper.

The Council's webpage also invited submissions and committee members of SOS were informed of the invitation for submissions by way of email notification on the 28<sup>th</sup> September 2007.

No submissions were received.

**STAFF COMMENT**

As the proposed expenditure is in excess of \$100,000 tenders would ordinarily have to be called. However Council has been previously advised that the product is unique. It is the only known parking system that integrates the data transmitted from the Meter-Eye unit into the ticket issuing machine thereby eliminating the duplication of data and reducing the likelihood of data entry errors and resulting in the write-off of incorrectly issued tickets. With only one hand held unit, the Meter-Eye system enables the Ranger to detect and interrogate the overstay signal, populate the infringement fields on the infringement notice and print the infringement notice.

Council was also advised that the Town of Cottesloe had "...good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier" that is capable of meeting the specific requirements of the Town of Cottesloe in requiring a system that eliminates duplication of data entry and provides illuminated signage.

In other words, the Town of Cottesloe could purchase the equipment without calling tenders.

To recap it is proposed that the following equipment will be purchased from Wilson Technology Solutions for a period.

550	Meter-Eye VDS units
2	VDS Handheld/Programmer units
19	Slave units
10	Street Signs
1	Dedicated computer and software

The proposed locations are:-

Number One Carpark	134 bays
Number Two Carpark	354 bays
Marine Parade between Forrest St and Napier Street	38 bays
Forrest Street	16 bays
John Street	44 bays
<b>Total</b>	<b>586 bays</b>

Contract documentation for the purchase and maintenance of the Meter-Eye system has been received and reviewed by Council's legal advisers to ensure that the interests of the Town of Cottesloe are protected. Their advice is attached to this report and will form the basis of ongoing negotiations with Wilson Technology before any order is issued for the purchase, installation and maintenance of the Meter-Eye technology forms the basis for the Officer recommendation below.

The legal advice also confirms that based on the advice given by the Town to McLeods, tenders need not be called for the purchase of the system from Wilson Technology Solutions.

This advice forms the basis of the Officer Recommendation below and is presented in order to remove any possibility of doubt concerning the legal requirement to call tenders for goods and services in excess of \$100,000.

## **VOTING**

Simple majority

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

Moved Cr Dawkins, seconded Cr Woodhill

**That Council enter into a contract with Wilson Technology Solutions for the supply, installation and maintenance of a Meter Eye Road Mounted Vehicle Detection System, in accordance with the quotation from Wilson Technology Solutions, without Council inviting public tenders because the Council is satisfied that it has good reason to believe that, for the reasons identified in the above report, it is unlikely that there is currently another supplier of a system that is as well designed to suit Council's purpose as the system offered by Wilson Technology Services.**

Carried 4/0

**1.5 LIBRARY PROJECT STEERING COMMITTEE**

**File No:** SUB/547  
**Author:** Mr Graham Pattrick  
**Author Disclosure of Interest:** Nil  
**Report Date:** 23 July, 2008  
**Senior Officer:** Mr Stephen Tindale

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**SUMMARY**

A summary of the Library Project Steering Committee meeting held on Wednesday 23 July 2008 is presented for information purposes.

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**BACKGROUND**

There have been ongoing significant developments with the Library Project Steering Committee. As only two Councillors and the Manager Corporate services attend the Library Project Steering Committee meetings, the CEO determined that it would be beneficial to provide full information to all Councillors on a regular basis to the Works and Services Committee and Council.

**CONSULTATION**

Nil

**STAFF COMMENT**

The following provides a summary of the discussions from the last Library Project Steering Committee:

Tender

The committee approved distribution of the tender document to each participating local government for approval. This was raised at the July meeting as a matter of urgent business.

Hydrogeological investigation

Mr Wetjen, a representative from the architects, provided a summary of the 4 options available regarding the required hydrogeological survey. The committee resolved to

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go ahead with the planned approach as it met the initial specifications and had no additional cost.

#### Land amalgamation

Mr Simpson informed the meeting he had been informed the CEO of DPI had signed the papers and passed them on to the Minister for approval. There was no clear timeframe on when this was proposed to go before parliament. There was no indication of any complications with the process of amalgamation.

The minimum timeframe appears to be approval for September/October.

#### Fundraising proposal

The decision to undertake a Research & Action Study to determine the viability of conducting a fundraising campaign was made by the Project Steering Committee at its meeting on 26 September 2007 (Item 5 refers). To facilitate this decision each Council was asked to appoint two delegates each to form the sub-committee, Community & Library Fundraising Steering Committee.

The delegates are:

- Cottesloe - Cr Jo Dawkins (presiding member) and Cr Jay Birnbrauer
- Mosman Park – Cr Libby Eustance and Cr Ian Flack
- Peppermint Grove – Cr Brian Kavanagh and Cr Melanie Lynn

The function of this sub-committee was to assist the consultants by providing key contacts to be part of the research phase. It met three times and the last meeting, held on 23 June 2008, was to consider the Final Report and the Campaign Proposal from FMC and formulate recommendations on how to proceed. To assist with administrative and financing implications this meeting was also attended by the Corporate Finance Managers for Cottesloe and Mosman Park and the CEO of the Shire of Peppermint Grove. Throughout the process the Manager of Library Services has been the contact for both the sub-committee and the consultants.

#### *Final Report*

The report submitted by FMC outlined the case for support, identified the critical success factors, some barriers affecting a successful campaign, the possible outcome and finally a set of four recommendations were put forward. (See Attachment - Library Feasibility Study Report Executive Summary).

#### *Campaign Proposal*

The Campaign Proposal outlined the strategy, timing and investment required to achieve the desired fundraising goal. Also included was a Project Management Model, a schedule of contributions and cash flow projections. The cost of funding the Campaign on the proposed target of \$2million dollars equates to 10.5 cents in the dollar. Additional expenses associated with running the campaign was estimated at \$133,250 over an eighteen month period.

#### **Discussion**



The issues considered by the Community and Library Fundraising Steering Committee in making their recommendation included:

- to consider whether or not to proceed with the Fundraising Campaign;
- to determining the appropriate Committee to have carriage of the campaign phase;
- the process for appointing the consultants given that the fee will exceed \$100,000 requiring a tendering process;
- how the campaign can be funded; and
- the timeframe for conducting the campaign.

Delegates were in agreement that it would be desirable to establish an Endowment Fund for the future development of library and community initiatives. It was seen as a long term strategy that will capitalize on the substantial investment that the building of the new library and community facility will have for future generations, without always having to call on Councils for additional funds.

Concern was expressed that the purpose of the fundraising campaign funds should be clearly identified and the management of the fund should be independent. A Trust with an independent Board will be established in the early stages of the Campaign. It was considered that the Fundraising Steering Committee could continue to report to the Project Steering Committee until the building is nearing completion or when the Project Steering Committee is no longer required. Progress reports could then be directed through the Combined Library Committee.

Given that a tendering process is required based on the size of the consultancy fee there was extensive discussion on how to appoint the consultants to manage the campaign. It was considered desirable to begin the process with the advertising for Expressions of Interest. Through this method suitably qualified companies could be identified and invited to submit tenders.

Delegates were agreed that the process for appointing the consultants should not precede the tendering process for the building contract at which time it is guaranteed that the project will go ahead.

Options on how to fund the Campaign were discussed. It was agreed that seed funding could be provided by each council in the form a loan which would be repaid from monies raised. Because of the length of time that the campaign will run it may be possible to fund the loan over two or three financial years.

#### Lotterywest grant

The Library Project steering Committee has been successful in obtaining a grant of \$650,492 towards the project. There are 2 components of the grant:

1. \$371,059 has been allocated toward the construction of the Community Centre; and,
2. \$279,433 has been allocated for equipment and furniture.

Ms Tricia Hille, the Senior Librarian, was congratulated by the committee for her initiative on this successful outcome.

Photo voltaic cells

At the May meeting the Committee resolved:

1. The proposed PV system utilizing 100 panels be listed in the tender document as a design and development component.
2. Engineering Technology Consultancy be engaged to write the brief for inclusion in the contract documents.

Mr Wetjen has had discussions with Engineering Technology Consultancy (ETC) and Mr Sabastian Corvaia.

It was agreed by the committee that

Engineering Technology Consulting be engaged to:-

1. Prepare an outline of the technical parameters for the 20kw PV system for a lump sum fee of \$2700 + GST.
2. Prepare a performance based specification for the 20kw PV system for inclusion in the documentation as a tender option, plus the evaluation of the technical data submitted with the tender option and contract administration services at a lump sum fee of \$6,300 + GST.

Pre-demolition hazardous materials survey

The committee authorized the Shire of Peppermint Grove to engage Coffey Environments Pty Ltd to undertake a Pre-Demolition Hazardous Material Survey for the Shire office and library buildings located on 1 Leake Street plus sample analysis as required.

Termite barrier

Earlier in the year the question was asked whether the Shire of Peppermint Grove has particular requirements with respect to "termite management" that may not have been addressed especially the use of chemicals, barriers or long term reticulation systems.

Mr Terry Mayor advised that:

*As the primary focus of the development is environmental sustainability it would be incongruous to use chemicals for the termite barrier. Therefore, I would suggest that if in fact a barrier is required, it would be appropriate to use the proprietary product 'Termimesh' for the termite barrier.*

*From my point of view, provided that there are no primary building elements that are or could be subject to attack by subterranean termites, it would be reasonable and logical to demonstrate that the building satisfies the Objectives and Functional Statements of the Building Code of Australia and therefore, a chemical or physical barrier may not be required.*

*It would however be appropriate for this matter to be presented to and discussed with John Massey Group, building assessment consultants, with the aim of determining and formalising the termite management for the buildings.*

Following discussion on this item it was agreed that there was no requirement for a termite barrier given the construction materials.

**VOTING**

Simple majority

**1.5 OFFICER & COMMITTEE RECOMMENDATION**

Moved Cr Woodhill, seconded Cr Dawkins

**That Council accept the report of the Manager of Corporate Services on the library project.**

Carried 4/0

**1.6 POLICY – UNIFORMS – OFFICE STAFF**

**File No:** SUB/85  
**Author:** Miss Kathryn Bradshaw  
**Author Disclosure of Interest:** The author is a recipient of benefits under this policy in common with all office staff.  
**Report Date:** 7 July, 2008  
**Senior Officer:** Mr Stephen Tindale

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**SUMMARY**

This policy replaces the existing uniform policy of February 2000 and aligns the provisions with those agreed in the office staff Enterprise Bargaining Agreement of 2001. This updated policy clarifies the options available to staff for the procurement of an approved corporate uniform. It does not provide any new or increased benefits.

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Replaces policy adopted February 2000 under Council resolution C9.

**STRATEGIC IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Since 2001, the Town of Cottesloe has provided \$400 per annum per person, adjusted annually by CPI, towards the purchase of a Corporate Local Government uniform, which is endorsed by the Australian Taxation Office and approved by the Chief Executive Officer.

The allowance now currently stands at \$533.63 per person, per annum.

**BACKGROUND**

The Town of Cottesloe's Enterprise Bargaining Agreement No. 3 2001 (ASU) contains a provision (Clause 13) for a payment of a uniform allowance to office staff who choose to wear the approved corporate uniform.

This policy update is a realignment of policy with practice and places the Council policy in agreement with the EBA provisions which are legally binding.

A copy of the draft policy follows with changes highlighted in blue:-

**UNIFORMS – OFFICE STAFF**

**References:** [Town of Cottesloe Enterprise Bargaining Agreement No.3, 2001 \(ASU\) Clause 13.](#)

**Related Policy:** Rangers' Uniforms/Depot staff uniform policy

(1) **BACKGROUND**

The Town of Cottesloe EBA contains provision for payment of a uniform allowance to office staff who choose to wear the approved corporate uniform.

(2) **AIM OF THIS POLICY**

To stipulate the method of administering the EBA provision in relation to uniforms for office staff.

(3) **POLICY STATEMENT**

Each year Council will contribute the amount, agreed in the [Town of Cottesloe EBA of 2001](#) and as adjusted annually in accordance with this policy, to each eligible staff member who elects to wear an approved corporate uniform.

The following conditions apply:

- (a) [The approved corporate uniform for the purposes of this policy shall be that provided one of the following options in any given financial year:](#)
  - (i) [Neat n' Trim Uniforms Pty Ltd \(NNT\), StyleCorp Corporate Wear \(LGC\) companies to Local Government staff throughout Australia, unless other items are provided as a condition of employment \(e.g. to Rangers\); or](#)
  - (ii) [Country Road Corporate Wear, whereby the allowance will be paid to employees upon presentation of receipt\(s\) to the value of \\$300 or more and the money will be paid as a 'clothing allowance' through payroll and \*\*will be\*\* subject to tax.](#)
- (b) The amount due to each staff member under this policy may accrue from year to year, if unused, but it will not be paid out in cash on termination of employment. Unless otherwise stipulated in any EBA renegotiations the allowance will be adjusted annually by the prevailing CPI on 30 June.
- (c) The amount credited to each officer's account at the start of each financial year is to increase annually by the prevailing CPI for the previous 12 months as at 30 June each year.
- (d) Council will pay the contribution to the supplier of the uniform, up to the amount currently in the officer's credit, when the uniform is ordered through Council channels. The officer must meet any excess cost incurred in purchasing the uniform. This may be achieved by salary deductions over a period not to exceed 6 months, or by a lump sum payment.
- (e) Officers who are eligible to receive free uniform items as part of their employment conditions may access this provision to acquire additional uniform. In accordance with the EBA, only these officers

may be paid in cash the outstanding balance in their uniform account at the end of each financial year.

### **CONSULTATION**

Nil

### **STAFF COMMENT**

Some confusion has arisen lately in regards to the exact requirements of the uniform policy and in particular, which suppliers are approved. This update will ensure that no further discrepancies arise.

### **VOTING**

Simple Majority

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

Moved Cr Woodhill, seconded Mayor Morgan

**That Council adopt the new *Uniforms – Office Staff* policy.**

Carried 4/0

## 1.7 COTTESLOE CIVIC CENTRE CONCERT

**File No:** SUB/126  
**Author:** Ms Ruth Levett  
**Author Disclosure of Interest:** Nil  
**Report Date:** 13 August, 2008  
**Senior Officer:** Mr Stephen Tindale

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### SUMMARY

The purpose of the report is to present an application for a family style charity concert on the main lawn of the Cottesloe Civic Centre. It is recommended that the application be approved in principle.

### STATUTORY ENVIRONMENT

The *Health (Public Building) Regulations 1992* require that the event be assessed for public safety compliance and issued with a Certificate of Approval.

The *Environmental Protection (Noise) Regulations 1997* specify permissible noise levels and monitoring requirements.

The *Health (Food Hygiene) Regulations 1993* contain provisions for food preparation and service and food storage.

The *Liquor Licensing Act 1988* contains provisions for licensing and the sale and service of alcohol.

### POLICY IMPLICATIONS

The Town of Cottesloe Policy - Outdoor Concerts and Large Public Events applies to the event, specifically Clauses (4) (b) and (c):

Clause (4) Policy:

- (b) all outdoor concerts and major public events shall comply with the Town's 'Guide to Outdoor Concerts and Large Public Events'.
- (c) The Town will support up to two outdoor concerts only at any venue within a 12 month period.

### STRATEGIC IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

In accordance with the schedule of fees in the Guidelines for the hire of the Civic Centre the fee for a category 2 concert is \$500 with a bond of \$1,000.

### BACKGROUND

An application to hold a concert on the Cottesloe Civic Centre main lawn has been received from the Edmund Rice Institute for Social Justice. The event, 'Just Music – Concert for Social Justice', is proposed to be held on Saturday, 6<sup>th</sup> December, 2008

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from 5.00pm to 10.00pm. This date is chosen to commemorate the anniversary of the signing of the *Universal Declaration of Human Rights*.

The proposal is for a concert that will attract a family audience. A crowd of up to 1500 patrons is anticipated to attend. The proposed style of music is 'folk' and 'choir' music.

Take away style food may be purchased from selected food stalls or patrons may bring a picnic basket. A liquor licence is not proposed but permission is sought for BYO to allow patrons to bring alcohol if they wish.

## CONSULTATION

Nil

## STAFF COMMENT

The *Guide to Outdoor Concerts and Large Public Events* requires that a proposal is submitted 90 days prior to the event to seek the in principle support of the Council. Clause 5.2 of the guidelines states that:

*In assessing applications the Council will take into consideration the following:*

- *cultural benefit to the community;*
- *likely impact on residents and the environment;*
- *reputation of the Promoter;*
- *day, time and duration of the event;*
- *the number of similar events held at the venue or nearby venues within the past 12 month period;*
- *the style of music;*
- *participation of community groups and families in the event; and*
- *the presence or absence of alcohol.*

Council's policy for *Outdoor Concerts and Large Public Events* refers to the Town's commitment to:

- *preserving the reasonable amenity of residents and businesses surrounding a venue for the purpose of staging outdoor concerts and large public events, and*
- *to ensuring that the reasonable community/society expectations to be entertained are met.*

The proposal is similar to the style of family concert held as part of the Seadragon Festival in the past. Given the style of music and the popularity of the artists performing it is believed that there is a cultural benefit to the community. Folk and choir music represent a desirable style of entertainment to a large portion of the community. Catering will be provided by a select few mobile food stalls who will apply separately for a licence for the event. As a family event the emphasis will be on people bringing children and picnic hampers.

The promoter, the Edmund Rice Institute for Social Justice (ERISJ), is engaged in community building, fostering an environment where communities are encouraged to care for those less fortunate. The organisation employs a Major Events Coordinator who has competent skills in the management of events. If successful, it is proposed



that this concert will become an annual event to promote the anniversary of the signing of the *Universal Declaration of Human Rights* and global humanity.

It is anticipated that the impact of the concert on residents will be minimal. The number of patrons and the time and duration of the concert are insufficient to cause any major impact. Noise levels will be managed by setting appropriate noise levels in accordance with the Environmental Protection (Noise) Regulations. Background noise levels drop at around 10.00pm by which time the concert will have ceased, further reducing the impact on the community. Being a family concert, this event will not be a Regulation 18 event. Permissible noise levels and conditions at certain locations, monitoring requirements and complaint procedure will be specified.

In addition to the requirements outlined above, the applicant will be required to comply with the Town of Cottesloe's *Guide to Outdoor Concerts and Large Public Events*. The guide addresses all aspects of concert management. Should the application be supported in principle, approval is dependent on the applicant achieving compliance to the satisfaction of the Chief Executive Officer.

There has not been a 'large public event' held in the Civic Centre grounds within the past 12 month period, therefore, this concert is in accordance with clause 4 (c) of the Town's Policy for *Outdoor Concerts and Large Public Events* and can be supported.

It is recommended that this application be approved 'in principle' subject to compliance with the *Guide to Outdoor Concerts and Large Public Events*.

## **VOTING**

Simple Majority

## **OFFICER RECOMMENDATION**

That Council:

- (1) Supports the application from the Edmund Rice Institute for Social Justice to hold a family style concert on the main lawn of the Cottesloe Civic Centre for up to 1500 patrons on Saturday, 6 December 2008 from 5.00pm to 10.00pm; and
- (2) Authorises the Chief Executive Officer to approve the event providing that compliance with the requirements of the *Guide to Outdoor Concerts and Large Public Events* are satisfactorily met.

## **1.7 COMMITTEE RECOMMENDATION**

Moved Cr Woodhill, seconded Cr Dawkins

**That Council refuse the application from the Edmund Rice Institute for Social Justice to hold a family style concert on the main lawn of the Cottesloe Civic Centre for up to 1500 patrons on Saturday, 6 December 2008 from 5.00pm to 10.00pm.**

Carried 4/0

## 2 ENGINEERING

### 2.1 2009/10 STATE AND FEDERAL BLACKSPOT SUBMISSIONS

**File No:** SUB/573  
**Attachment(s):** [Sketches of Proposed Treatments](#)  
**Author:** Mr Geoff Trigg  
**Author Disclosure of Interest:** Nil  
**Report Date:** 12 August, 2008  
**Senior Officer:** Mr Stephen Tindale

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#### SUMMARY

Submissions for the 2009/10 State and Federal Blackspot grants closed on 1 August, 2008. Submissions for seven locations were submitted on behalf of the Town of Cottesloe.

This report recommends the acceptance of these grants if the grants are approved and the provision of a one-third contribution towards the total cost during the 2009/10 financial year.

#### STATUTORY ENVIRONMENT

Main Roads WA (MRWA) is responsible for all traffic control signs and linemarking, including 'Stop', 'Give Way' and speed control signs. The Police Department enforces the law in relation to these lines and signs as well as driver compliance with all posted speed limits. Apart from West Coast Highway and Stirling Highway, all road reserves within the town are vested in the Town of Cottesloe. Therefore responsibility for all road surfaces, kerbing, installation and maintenance of traffic control devices and warning signs rests with the Town of Cottesloe.

Blackspot funding is available to assist local governments to install properly designed traffic treatments which will improve the safety of the built road system - particularly at proven accident sites.

#### POLICY IMPLICATIONS

The only associated policy is the *Traffic Management* policy, adopted in 2002. The policy deals with road hierarchy, general overall objectives, the need to foster cycling, pedestrian activity and the use of public transport plus an elaborate series of intervention guidelines when complaints are received regarding potential dangerous sites.

#### STRATEGIC IMPLICATIONS

The most applicable provision within the Cottesloe Future Plan 2006-2010 is under *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, Cot Cat, Travel Smart, limited parking and the needs of pedestrians, cyclists and other non-vehicular traffic". Blackspot and similar safety improvements would be part of this objective.

**FINANCIAL IMPLICATIONS**

State Blackspot grants are approved on the basis of a \$2:\$1 State:Council contribution level. Federal Government Blackspot grants provide for 100% of the cost for each approved project.

All seven projects have been submitted for State Blackspot funds, with two of these projects also being included for Federal funding.

The total estimated cost of all works is \$261,000 of which Council would contribute \$87,000 if all were approved State Blackspots. Council's contribution would reduce to \$32,000 if the two projects submitted for Federal funds are approved.

**BACKGROUND**

Every year, MRWA makes the data collected on crash statistics available to each local government for their immediate area. Requests are then made for funding submissions under the State and Federal Blackspot programs for solutions to the sites most affected by injuries and damage to property.

A specialist consultant then analyses the data provided and works with the Manager for Engineering Services to determine the sites most likely for success as well as the most applicable treatments.

The data collected is over a five year period and pre-computed costs are assigned to each type of accident to determine a total community cost of accidents occurring at each site. The cost of the proposed treatment is determined and a Benefit Cost Ratio (BCR) is then determined.

The higher the BCR, the better chance of the site crash solution being funded from the grant level available.

A high BCR may also indicate that the Federal Blackspot program may fund 100% of the treatment rather than two-thirds by the State program.

**CONSULTATION**

No public consultation has occurred on this matter. The submissions for Blackspot funding are based on the crash statistics for each site, the applicability of the solution and the benefit cost ratio of the solution.

**STAFF COMMENT**

Prior to these Blackspot submissions being prepared, a Road Safety Audit was undertaken by Porter Consultants in addition to the specific examination of the section of Broome Street between Jarrad Street and Eric Street.

The improvements recommended in the Safety Audit are acceptable to MRWA as an alternative to submissions based on the data included on the annual crash disk, where a Benefit Cost Ratio (BCR) is completed and the result, if over 1.0 is used to justify the proposed treatment.

Staff worked with the consultant to analyse the most accident prone sites and the most applicable Broome Street Safety Audit issues, the types of accidents occurring and the most applicable solutions for a total of eleven different sites. Submissions were then developed for funding under the 2009/10 State and Federal Black Spot programs. These submissions were:

- 1) North Street/Elizabeth Street Intersection  
Proposal: Install two islands in North Street and one in Elizabeth Street at the intersection. Reinforce priority signs with linemarking and signage on Elizabeth Street.  
Accidents: 5 over 5 years  
Benefit Cost Ratio: 1.99  
Project Cost: \$18,000  
State Project
  
- 2) Grant Street/Mann Street Intersection  
Proposal: Install half seagull island in Main Street (south) to prevent right turn through and median islands in Grant Street to prevent 'U' turn and straight through movement.  
Accidents: 5 over 5 years  
Benefit Cost Ratio: 6.15  
Project Cost: \$75,000  
State & Federal grant submissions
  
- 3) Curtin Avenue/Napier Street Intersection  
Proposal: Install two intersection islands in Curtin Avenue and one in Napier Street and reinforce priority (Give Way) in Napier Street  
Accidents: 5 in 5 years  
Benefit Cost Ratio: 1.07  
Project Cost: \$18,000  
State Project
  
- 4) Broome Street – Eric Street to Jarrad Street  
Proposal: Upgrade street lighting to comply with Australian Standards AS 1158.  
Accidents: Proposal based on Road Safety Audit  
Benefit Cost Ratio: Not applicable. Number of night accidents exceeds normal rate.  
Project Cost: \$90,000  
Submitted for State and Federal funding
  
- 5) Broome Street – Forrest Street Intersection  
Proposal: Install intersection lighting (2 extra) to comply with Australian Standard AS 1158

- Accidents: Submission made through the Safety Audit findings.  
Also 6 over 5 years
- Benefit Cost Ratio: 2.25
- Project Cost: \$12,000  
Submitted for State Blackspot
- 6) Marine Parade – Eileen Street Intersection
- Proposal: Install intersection island in Eileen Street, reinforce priority (Give Way) and ban parking adjacent to the intersection.
- Accidents: 6 over 5 years
- Benefit Cost Ratio: 2.16
- Project Cost: \$18,000  
Submitted for State Blackspot
- 7) North Street – Lyons Street Intersection
- Proposal: Install median islands on all 4 legs of intersection and reinforce stop sign controls in Lyons Street.
- Accidents: 7 over 5 years
- Benefit Cost Ratio: 2.75
- Project Cost: \$30,000  
State Project/Possible National Project

Of these 7 projects, 3 were submitted for 2008/09 but could not be fitted into the available MRWA Black Spot funding. These were the Marine Parade/Eileen Street intersection, the lighting upgrade of the Broome Street/Forest Street intersection and the lighting upgrade of Broome Street from Eric Street to Jarrad Street.

These have been submitted again.

Of the remaining 4 projects, North Street/Elizabeth Street requires intersection islands on all 4 street 'legs', North Street/Lyons Street is similar to North Street/Elizabeth Street, Curtin Avenue/Napier Street is similar to the completed treatments (2007/08) at Warton Avenue and Hawkstone Street and Grant Street/Mann Street is a 'V' shaped or 'seagull' island on the south side of Grant Street in Mann Street to make it a left in, left out traffic movement. This would also greatly reduce the 'rat run' traffic using Mann Street and Grant Street.

If approved by MRWA, the 2 projects on North Street will also require approval from Nedlands Council and a minor funding contribution in 2009/10 i.e. half of the third local government contributions.

Blackspot approvals for funding to other Councils to improve intersection and longer lengths of street lighting are now becoming more regular, where lighting is seen to be a road safety issue and night time accidents are increasing above average levels.

Solar lighting would be one consideration if these projects are approved.

Main Roads WA is now investigating received proposals to establish an initial approval list. Council will not be informed of any successful project approvals until early in 2009. Detailed design plans would not be commenced until Council resolves to include its funding for such projects in the next budget. (2009/10)

## **VOTING**

Simple Majority

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

Moved Cr Woodhill, seconded Mayor Morgan

**That Council resolve to agree in principle that the 2009/10 budget include up to one-third contributory funding towards the following seven State and Federal Blackspot submissions, subject to these submissions being approved by Main Roads WA and the Minister for grant funding:**

- (1) North Street/Elizabeth Street Intersection – median islands.**
- (2) Grant Street/Mann Street Intersection – seagull and median islands.**
- (3) Curtin Avenue/Napier Street Intersection – median islands.**
- (4) Broome Street/Eric Street to Jarrad Street Intersection – improved lighting.**
- (5) Broome Street/Forrest Street Intersection – intersection lighting.**
- (6) Marine Parade/Eileen Street Intersection – intersection island.**
- (7) North Street/Lyons Street Intersection – intersection islands.**

Carried 4/0

## 2.2 DISABLED ACCESS RAMP, BARCHETTA SHOWERS/TOILETS

**File No:** SUB/544  
**Attachment(s):** [Copies of Public Comments](#)  
**Author:** Mr Geoff Trigg  
**Author Disclosure of Interest:** Nil  
**Report Date:** 7 August, 2008  
**Senior Officer:** Mr Stephen Tindale

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### SUMMARY

At its June 2008 meeting, Council resolved, in regards to the provision of a disability access ramp at North Cottesloe toilets/showers/change rooms, the following:

That Council:

- (1) Ensure that the disability access ramp at the Barchetta toilets/showers/change rooms is in place by the end of September 2008.
- (2) Send an application to the Western Australian Planning Commission for approval to be gained for the ramp as soon as possible.
- (3) Advertise the project for public comment in accordance with Council's *Public Consultation* policy.

A letter was sent to WAPC on the 27 June, 2008 requesting approval. No answer has yet been received. The public consultation process has been completed and this item presents the results of this process and recommends that Council:

- (1) Note that there has only been public support received as a result of public consultation regarding the proposed disability access ramp to the North Cottesloe public toilets/showers/change rooms.
- (2) Have staff ensure that, as soon as WAPC approval is received for this project, installation works be commenced to have the ramp available for use by the end of September 2008.

### STATUTORY ENVIRONMENT

The *Western Australian Disability Act 1993* requires local governments to develop and implement a Disability Access and Inclusion Plan to ensure that people with disabilities can access facilities and services provided by local governments.

Council adopted such a plan in 2001.

An access ramp between the beach and toilets/change rooms/showers at Barchetta is a high priority in that plan.

### POLICY IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

The Town of Cottesloe's *2006-2010 Future Plan* includes, under Objective 1: Lifestyle, item 1.7 Develop a strategy to ensure access and inclusion of aged persons and persons with disabilities.

Under Objective 3: Beach & Foreshore Enhancement, item 3.5 Improve bicycle and disabled access to beach facilities.

### **FINANCIAL IMPLICATIONS**

\$35,000 approved for construction in the 2007/08 budget, but not expended. A general provision of \$60,000 has been made in the 2008/09 budget for disability access projects.

### **BACKGROUND**

The major project to improve disability access in the Town of Cottesloe in 2007/08 was to be an access ramp between the floor level of the toilets, showers and change rooms under the Barchetta Café and the dual use path.

The site was inspected and the best alignment pegged. Discussions took place with the operator of the Barchetta Café, Cottesloe Coastcare and Council staff involved with disability access.

Vegetation was cleared and the slope roughly shaped. Quotes were arranged for installation.

After the June 2008 Council discussions, it was resolved that the installation must be completed before the start of the main beach season (end of September) on the basis that WAPC has given approval and the public consultation process provides support.

### **CONSULTATION**

This item provides the results of the completed public consultation process.

### **STAFF COMMENT**

A total of six public comments were received (included in the 'attachments'), all in favour of the installation.

As soon as the Western Australian Planning Commission approval is received, it is proposed that this project would be undertaken, as the highest priority project for disability access improvement to Council facilities.

### **VOTING**

Simple Majority

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

Moved Mayor Morgan, seconded Cr Dawkins

**That Council:**

- (1) Note that there has only been public support received as a result of public consultation regarding the proposed disability access ramp to the North Cottesloe public toilets/showers/change rooms.**



- (2) Have staff ensure that, as soon as WAPC approval is received for this project, installation works be commenced to have the ramp available for use by the end of September 2008.

Carried 4/0

## 2.3 TOWN OF COTTESLOE - LOCAL BIKE PLAN

**File No:** SUB/63  
**Attachment(s):** [Draft Town of Cottesloe Bike Plan \(CD Provided\)](#)  
[Copy of Request for Quotation](#)  
**Author:** Mr Geoff Trigg  
**Author Disclosure of Interest:** Nil  
**Report Date:** 13 August, 2008  
**Senior Officer:** Mr Stephen Tindale

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### SUMMARY

In the 2007/08 budget, \$15,000 was allowed for a 50% contribution towards a new Bike Plan Study. A submission was made to the Department for Planning and Infrastructure (DPI) under the Perth Bike Network grant system for \$15,000, to create a \$30,000 budget for a consultant study.

The grant was approved, quotations were requested from three transport consultants and Opus International Consultants were appointed.

After widespread advertising to gain public comments, a public meeting, study of all previous reports on the subject and the study of comments, complaints and requests regarding bike paths in Cottesloe, the draft Cottesloe Bike Plan has now been provided.

This item comments on the draft study and recommends that Council resolve to advertise the draft Town of Cottesloe Local Bike Plan 2008-2013 for public comment, with reconsideration of the draft plan at the October meeting, once public comments have been received.

### STATUTORY ENVIRONMENT

There is no legal reason why a Bike Plan for any municipality must be created, however bike paths and public facilities for bicycle use on road reserves must meet various standards for safety and liability reasons.

### POLICY IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

The Town of 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".

### **FINANCIAL IMPLICATIONS**

No specific budget allocation exists in the 2008/09 budget regarding new bike path improvements or works.

The cost of the study was covered 50/50 by DPI plus Council, for a budget cost in 2007/08 of \$30,000.

### **BACKGROUND**

The Western Suburbs Bike Plan was adopted by Cottesloe, Claremont and Nedlands municipalities in 1999. The actions and strategies proposed covered all three Council areas. Since that time, a large variety of works have been undertaken by the three Councils to achieve the original objectives. Roadworks, Blackspot improvements and other developmental changes to the road reserves have improved conditions for cyclists. However, in some cases, such works have raised a variety of complaints by cyclist with requests for improvements.

In some cases, State Government promises have not been met regarding strategic cycling improvements. An example is the failure to complete the Principal Shared Path route beyond Grant Street to Fremantle, regardless of MRWA and Government commitments for completion of this strategic link.

Since 1999, there has also been a growth in community objectives regarding the need to reduce the reliance on powered vehicles for travel needs, population growth has both increased the number of vehicles on the road system as well as increasing the demand for improved alternative transport facilities and recently, the rapidly increasing fuel cost is pushing the need for more and safer provisions for cyclists.

The Town of Cottesloe has a variety of sustainability, Travelsmart and Integrated Transport commitments all of which promote the need to reduce powered vehicle reliance and increase alternative transport modes.

Annual cycling grants through DPI have tapered off in the past two years, mainly due to a lack of forward vision which, in turn, relies on an applicable Cycle Plan.

Once this plan has been finalised and adopted, the potential increases for successful grant income form DPI to achieve the plans objectives in Cottesloe.

### **CONSULTATION**

The development of this draft plan has included extensive public consultation. It is also proposed that the draft document be put out for public comment before final Council adoption.

### **STAFF COMMENT**

The draft Cottesloe Local Bike Plan supplied by the consultant has provided all requirements listed under the scope of works listed in the Request for Quotation.

The proposed actions and works in the Plan are listed on pages 24 and 28.

The 'Spot' and Minor Route Improvements/Studies on page 24 create no major issues.

The proposed Major Improvements/studies on page 28 total only 5 items but the first two items – extension of the Principal Shared Path along Curtin Avenue and a new railway bridge on Eric Street, are both totally dependant on State Government agreement and funding. Council can continue to press for these works.

Increased pedestrian and bicycle activity on the foreshore dual use path will require consideration, over a period of years, for the widening/upgrading of this path.

A major dual use path upgrade of the Forrest Street footpath from Marine Parade to Curtin Avenue is, again, possible dependant on Council priorities and public/resident acceptance.

Removal of either east side or west side parking bays on Marine Parade to provide for pedestrian and cycling would have a major impact on the use of Marine Parade from Forrest Street to Grant Street, particularly during the summer months when parking is a priority for beach users.

This matter can be re-addressed after the receipt of public comments on the draft plan.

Once a final version of the Local Bike Plan is adopted by Council, it is proposed that a 'forward' plan is developed to prioritise Council requirements over a 5 year period. Annual DPI Cycling grants would then be sought to fund at least 50% of such improvements.

## **VOTING**

Simple Majority

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

Moved Cr Miller, seconded Cr Woodhill

**That Council resolve to advertise the draft Town of Cottesloe Local Bike Plan 2008-2013 for public comment and reconsider the draft plan at the October 2008 meeting of Council once the period for public comments has closed.**

Carried 4/0

## 2.4 TRAFFIC MANAGEMENT STUDY

**File No:** SUB/222  
**Attachment(s):** [Copies of Public Submissions](#)  
**Author:** Mr Geoff Trigg  
**Author Disclosure of Interest:** Nil  
**Report Date:** 7 August, 2008  
**Senior Officer:** Mr Stephen Tindale

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### SUMMARY

Council received this Traffic Management Study from its consultant, Porter Consulting, in May 2008.

Council resolved at its May 2008 meeting:

That Council resolve to advertise the contents of the draft Town of Cottesloe Traffic Management Study for public comment including:

(a) personal notification to all parties who participated in the study and made a submission; and

(b) those people who reside adjacent to the proposed installations

and that the results of this consultation be considered by Council at its ordinary August 2008 meeting.

The public consultation process has been completed.

This report provides the results of this process and recommends, that Council:

- (1) Consider a new 5 Year Program for Road Safety Improvement and Speed Restriction in February 2009, with Year 1 to be 2009/10.
- (2) Inform the authors of both comments on the 2008 Traffic Study of Council's decision in this matter.

### 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.

### POLICY IMPLICATIONS

Council's *Traffic Management Policy* applies.

**STRATEGIC IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

The study cost was met by funds budgeted for expenditure in 2007/08.

Any actions and works to be undertaken as a result of this study are proposed to be included in a new five year Traffic Management Plan, to be presented to Council in 2008/09, with funding levels included.

**BACKGROUND**

In February 2007 Council was advised of a list of eight streets and roads where the trigger points had been exceeded for engineering intervention under Council's *Traffic Management Policy* (particularly in relation to vehicle speeds).

In addition, there are a number of locations which regularly generate comments relating to

- dangerous intersections,
- 'rat runs' through normally quiet residential streets,
- improvements which could either improve safety for pedestrians or cyclists on the road network, and
- the removal of potential black spot locations for all road users.

The February 2007 report proposed the development of a traffic management scheme to include:

- Public participation to locate particular issues and to comment on options for solution.
- Consideration of the three previous traffic management studies (1989, 1994 and 2001) within the Town of Cottesloe.
- The provision of an extensive range of options for the solution of this speeding issue in residential streets, for the consideration and debate by residents, staff and Councillors.
- The consideration of all traffic speed and volume data collected for all roads and streets within the Town of Cottesloe.
- The production of *Traffic Management Plan*.

A 'brief' for a consultant Traffic Management Plan was developed and adopted by Council.

The main requirements for the study, as included in the 'brief' were:

- The study of the last three Traffic Management Plan studies (1989, 1994 and 2001) to ensure that any unanswered or unresolved traffic problems covered in those plans are included for resolution in any new plan.

- Extensive advertising via newspapers, web page, public notice and direct contact to ensure the maximum coverage is achieved to generate comments, proposals and complaints for subjects to be addressed by the study.
- Details to be taken from all Council files of past and present issues communicated by ratepayers, residents and visitors on traffic management issues for inclusion in the study deliberations.
- All traffic count information, road safety audits and black spot crash statistics available from the Town of Cottesloe to be studied for details of locations requiring controls to be put in place.
- The creation of an extensive list of traffic management solutions and devices for consideration by all stakeholders when developing specific solutions to particular traffic management issues.
- Extensive on site and/or public meeting discussions with groups of residents and ratepayers concerning specific traffic management issues.
- A general public meeting using a professional meeting facilitator, to present and receive feedback on, a draft list of proposed traffic management solutions, prior to the plan being finalised.

A requirement was also included for the consideration of non-vehicular traffic issues.

Three consultants were requested to provide quotations, from which Porter Consulting was selected.

The development of this document has taken longer than expected, mainly due to the problem of achieving significant depth and spread of comments from the general public.

The content of applicable files going back several years were studied regarding traffic complaints. Three previous studies were analysed, to find any issues never dealt with. Crash statistics normally used for Black Spot submissions were also studied.

A public meeting was held where people were invited to attend based on their expressed concerns regarding traffic problems in past years. Letters were sent out, and comments were received via e-mail and written letters.

Inspections were then made on site to determine if the concern was genuine and if a solution was available to the expressed concern.

Matters concerning the need to redevelop or realign Curtin Avenue as a future West Coast Highway extension plus requests for major changes on Stirling Highway were seen to be outside the capacity of the study to address and propose solutions for inclusion in a five-year Council program.

In a lot of cases, concerns raised over the last few years have either been dealt with by the use of Black Spot funding, are proposed to be addressed in the 2008/09

'round' of Black Spot projects or have been judged as no longer applicable to works in the area which have removed the cause for concerns.

The remainder of the locations where traffic movement concerns have been expressed were inspected and recommendations provided for improvements or traffic controls to be installed.

The consultant company has three very experienced ex-local government engineers who all checked the recommendations. All proposed installations are based on pragmatic solutions which are standard to the metropolitan area. In many cases, extra 'reminder' signs are proposed to reduce traffic speeds on residential streets. Such signs already exist on certain streets but have not solved the high speed issues.

The remaining solutions concentrate on the 'retro-fitting' of new obstructions to traffic flow in the form of median islands, roundabouts, blister islands and plateaux. Such installations are often supported by the majority, apart from property owners who will have installations built in front of their properties e.g. plateaux in Broome Street.

Council resolved to seek comments from the total public, including an additional effort of informing property owners likely to be affected by proposed traffic control installation.

### **CONSULTATION**

This matter was advertised in a local newspaper, on Council's website, on the notice board and by a large number of letters sent to people who participated in the study in any way and to people who may live beside a future installation.

### **STAFF COMMENT**

Even with the extensive advertising undertaken, only two comments were received, one relating to the southern end of Marine Parade and one regarding the need for an improvement for pedestrians trying to cross Curtin Avenue at Napier Street.

With regards to a crossing of Curtin Avenue at Napier Street, recent submissions for possible Black Spot works in 2009/10 have included a request for funding to install median islands on all three 'legs' of this intersection, for traffic control, similar to the installation on Curtin Avenue at Hawkstone Street and Warton Street during 2007/08.

A pedestrian refuge 'gap' on one of the Curtin Avenue islands would greatly improve pedestrian safety during the crossing of Curtin Avenue at that location.

With regards to the comments made about the southern end of Marine Parade, the proposed reduce speed structure is a low rise speed plateau, not a speed hump. Two of these plateaux have existed in Railway Street near Seaview Terrace, with no noise complaints.

There is no factual evidence that traffic lights on West Coast Highway at North Street and the roundabout on Curtin Avenue at Marine Parade have caused an increase in traffic use of Marine Parade as a diversion.



The main complaints regarding Marine Parade at the southern end, has been speed complaints. This has been borne out by the results of traffic/speed counts on Marine Parade.

The proposal to install time-restricted on-street parking signage on Beach Street related to complaints that the nearby boat ramp on Marine Parade generated the need for extra parking, which impacted on Beach Street.

This item will be discussed with Council's rangers regarding a trial on controlled parking for Beach Street.

The Salvado Street/Avonmore Terrace issue will be monitored, with possible changes as proposed being considered several years into the 'rolling' road safety improvement program, particularly with any accidents registered through the annual 'crash disc' system.

The Salvado Street level crossing is a part Cottesloe, part Mosman Park issue, with the municipal boundary being the railway line. Unless the issue is raised by the Town of Mosman Park, no changes are proposed at this level crossing.

Given that these two public comments were the only results from the advertised public consultation process, including letters being delivered to properties to be possibly impacted on by proposed traffic installation, it is now proposed that a new 5 Year Road Safety Improvement and Speed Restriction Program be created, based on the 2008 Traffic Study, with Year 1 to be 2009/10.

## **VOTING**

Simple Majority

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

Moved Mayor Morgan, seconded Cr Woodhill

**That Council:**

- (1) Consider a new 5 Year Program for Road Safety Improvement and Speed Restriction in February 2009, with Year 1 to be 2009/10.**
- (2) Inform the authors of both comments on the 2008 Traffic Study of Council's decision in this matter.**

Carried 4/0

**3 FINANCE****3.1 STATUTORY FINANCIAL STATEMENTS FOR THE PERIOD ENDING 31 JULY, 2008**

**File No:** SUB/137  
**Attachment(s):** [Financial Statements](#)  
**Author:** Mr Graham Pattrick  
**Author Disclosure of Interest:** Nil  
**Period Ending:** 31 July, 2008  
**Senior Officer:** Mr Stephen Tindale

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**SUMMARY**

The purpose of this report is to present the Operating Statement, Statement of Assets and Liabilities and supporting financial information for the period ending 31 July, 2008, to Council.

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**BACKGROUND**

The Financial Statements are presented monthly.

**CONSULTATION**

Nil

**STAFF COMMENT**

The Operating Statement on page 2 of the Financial Statements shows a favourable variance between the actual and budgeted YTD operating surplus of \$244,106 as at 31 July 2008. Operating Revenue is ahead of budget by \$10,617 (0.16%). Operating Expenditure is \$386,227 (50%) less than budgeted YTD. A report on the variances in income and expenditure for the period ended 31 July 2008 is shown on page 7.

The year end accounting is in full swing for 2007/2008. Until this is finalised there are some significant tasks that cannot be carried out. The most important is running depreciation. This is worth around \$120,000 per month. In addition there are a number of timing issues around waste debtors and grant recoups that will adjust over the next few months. The good news is that these variances are all positive in the current months accounts.

The Capital Works Program is listed on pages 18 & 19 and shows total expenditure of \$63,416 compared to YTD budget of \$468,419. Again it is very early – all indications are that capital expenditure will be as per budget.

### **VOTING**

Simple Majority

### **COMMITTEE COMMENT**

The Committee acknowledged the efforts of Mr Wayne Richards and other team members in preparing the accounts on a timely basis after end of financial year.

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

Moved Cr Miller, seconded Cr Dawkins

**That Council receive the Operating Statement, Statement of Assets and Liabilities and supporting financial information for the period ending 31 July, 2008, as submitted to the 19 August, 2008 meeting of the Works and Corporate Services Committee.**

Carried 4/0

**3.2 SCHEDULE OF INVESTMENTS AND SCHEDULE OF LOANS FOR THE PERIOD ENDING 31 JULY, 2008**

**File No:** SUB/150 & SUB/151  
**Author:** Mr Graham Pattrick  
**Author Disclosure of Interest:** Nil  
**Period Ending:** 31 July, 2008  
**Senior Officer:** Mr Stephen Tindale

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**SUMMARY**

The purpose of this report is to present the Schedule of Investments and Schedule of Loans for the period ending 31 July, 2008, to Council.

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**BACKGROUND**

The Schedule of Investments and Schedule of Loans are presented monthly.

**CONSULTATION**

Nil

**STAFF COMMENT**

The Schedule of Investments on page 13 of the Financial Statements shows that \$2,506,707.85 was invested as at 31 July, 2008

Reserve Funds make up \$2,498,613.75 of the total invested and are restricted funds. Approximately 67% of the funds are invested with the National Australia Bank, 23% with Home Building Society and 10% with BankWest.

The Schedule of Loans on page 14 shows a balance of \$220,384.02 as at 31 July, 2008. There is \$142,456.50 included in this balance that relates to self supporting loans.

**VOTING**

Simple Majority

**3.2 OFFICER & COMMITTEE RECOMMENDATION**

Moved Cr Miller, seconded Cr Dawkins

**That Council receive the Schedule of Investments and Schedule of Loans for the period ending 31 July, 2008, as submitted to the 19 August, 2008 meeting of the Works and Corporate Services Committee.**

Carried 4/0

### 3.3 ACCOUNTS FOR THE PERIOD ENDING 31 JULY, 2008

**File No:** SUB/144  
**Author:** Mr Graham Pattrick  
**Author Disclosure of Interest:** Nil  
**Period Ending:** 31 July, 2008  
**Senior Officer:** Mr Stephen Tindale

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#### **SUMMARY**

The purpose of this report is to present the List of Accounts for the period ending 31 July, 2008, to Council.

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **BACKGROUND**

The List of Accounts is presented monthly.

#### **CONSULTATION**

Nil

#### **STAFF COMMENT**

The following significant payments are brought to your attention that are included in the list of accounts commencing on page 9 of the Financial Statements:

- \$107,051.14 to Roads 2000 for roadworks at Curtin Avenue
- \$17,504.04 to Civica for renewal fee for Authority and e-services
- \$18,257.81 to LGIS for property insurance for 2008/2009
- \$22,786.08 to LGIS for assorted insurances
- \$11,209.29 to Town of Mosman Park for road construction costs
- \$13,548.09 to Cobblestone Concrete for work on footpaths and ramps
- \$122,410.09 for staff payroll for July 2008

#### **VOTING**

Simple Majority

### 3.3 OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Miller, seconded Cr Dawkins

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**That Council receive the List of Accounts for the period ending 31 July, 2008, as submitted to the 19 August, 2008 meeting of the Works and Corporate Services Committee.**

Carried 4/0

**3.4 PROPERTY AND SUNDRY DEBTORS REPORTS FOR THE PERIOD ENDING 31 JULY, 2008**

**File No:** SUB/145  
**Author:** Mr Graham Pattrick  
**Author Disclosure of Interest:** Nil  
**Period Ending:** 31 July, 2008  
**Senior Officer:** Mr Stephen Tindale

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**SUMMARY**

The purpose of this report is to present the Property and Sundry Debtors Reports for the period ending 31 July, 2008, to Council.

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**BACKGROUND**

The Property and Sundry Debtors Reports are presented monthly.

**CONSULTATION**

Nil

**STAFF COMMENT**

The Sundry Debtors Report on pages 15 to 16 of the Financial Statements shows a balance of \$283,549.60 of which \$45,893.21 relates to the current month. The balance of aged debt greater than 30 days stood at \$237,656.39 of which \$96,410.51 relates to pensioner rebates that are being reconciled by the Senior Finance Officer.

Property Debtors are shown in the Rates and Charges analysis on page 17 of the Financial Statements and show a balance of \$6,536,666.70. Of this amount \$234,463.85 and \$772,981.82 are deferred rates and outstanding ESL respectively. As can be seen on the Balance Sheet on page 4 of the Financial Statements, rates as a current asset are \$6,992,543 in 2008 compared to \$6,643,590 last year.

**VOTING**

Simple Majority



**3.4 OFFICER & COMMITTEE RECOMMENDATION**

Moved Cr Miller, seconded Cr Dawkins

**That Council:**

- (1) **Receive and endorse the Property Debtors Report for the period ending 31 July, 2008; and**
- (2) **Receive the Sundry Debtors Report for the period ending 31 July, 2008.**

Carried 4/0

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

Nil

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

Nil

**MEETING CLOSURE**

The Presiding Member announced the closure of the meeting at 7.35 pm.

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