

TOWN OF COTTESLOE



WORKS AND CORPORATE SERVICES COMMITTEE

MINUTES

MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
7.00 PM, TUESDAY, 16 FEBRUARY 2010

CARL ASKEW
Chief Executive Officer

26 February 2010

WORKS AND CORPORATE SERVICES COMMITTEE

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1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Chief Executive Officer announced the meeting opened at 7.02pm.

2 APPOINTMENT OF PRESIDING MEMBER

As both the Presiding Member and Deputy Presiding Member were apologies for the meeting the CEO called for nominations for a presiding member from those members present.

Cr Rowell nominated Cr Cunningham (seconded Cr Carmichael) who accepted the nomination. There being no further nominations Cr Cunningham assumed the chair.

COMMITTEE RESOLUTION

Moved Cr Rowell, seconded Cr Carmichael

That Council appoint Cr Cunningham as the Presiding Member of the Works and Corporate Services Committee for 16 February 2010 meeting.

Carried 5/0

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

Present

Cr Robert Rowell
Cr Patricia Carmichael
Cr Dan Cunningham
Cr Davina Goldthorpe (Deputy Member)
Cr Jay Birnbrauer (Deputy Member)

Officers Present

Carl Askew Chief Executive Officer
Graham Patrick Manager Community & Corporate Services
Geoff Trigg Manager Engineering Services
Ruth Levett Principle Environmental Health Officer
Janna Lockyer Community & Events Support Officer

Apologies

Mayor Morgan Presiding Member
Cr Greg Boland
Cr Vic Strzina
Cr Ian Woodhill

Officer Apologies

Leave of Absence (previously approved)

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 PUBLIC QUESTION TIME

Nil

6 PUBLIC STATEMENT TIME

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

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Moved Cr Rowell, seconded Cr Cunningham

[Minutes December 08 2009 Works and Corporate Services Committee.doc](#)

The Minutes of the Ordinary meeting of the Works And Corporate Services Committee, held on 8 December 2009 be confirmed.

Carried 5/0

9 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10 PETITIONS/DEPUTATIONS/PRESENTATIONS

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

- 10.3.1 Statutory Financial Statements for the Period Ending 31 December 2009
- 10.3.2 Schedule of Investments and Schedule of Loans for the Period Ending 31 December 2009
- 10.3.3 Accounts for the Period Ending 31 December 2009
- 10.3.4 Property and Sundry Debtors Reports for the Period Ending 31 December 2009
- 10.3.5 Statutory Financial Statements for the Period Ending 31 January 2010
- 10.3.6 Schedule of Investments and Schedule of Loans for the Period Ending 31 January 2010
- 10.3.7 Accounts for the Period Ending 31 January 2010
- 10.3.8 Property and Sundry Debtors Reports for the Period Ending 31 January 2010

11 REPORTS OF COMMITTEES AND OFFICERS

11.1 ADMINISTRATION

11.1.1 AUTHORISED OFFICERS - FOOD ACT 2008

File No: SUB/57
Responsible Officer: Ruth Levett
Principal Environmental Health Officer
Author: Ruth Levett
Principal Environmental Health Officer

Proposed Meeting Date: 16 February 2010
Author Disclosure of Interest Nil

SUMMARY

The purpose of the report is to appoint Environmental Health Officers, Ruth Levett and John Gherghetta, as both Authorised Officers and Designated Officers - Food Act 2008 and Chief Executive Officer, Carl Askew, as a Designated Officer - Food Act 2008.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

The Food Act 2008 (the Act) was promulgated in October 2009. The Food Act 2008 s 122 requires that the enforcement agency (Local Government) to appoint Authorised Officers and Designated Officers to carry out the provisions of the Act.

FINANCIAL IMPLICATIONS

No financial resource impact.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

None required.

STAFF COMMENT

The introduction of the Food Act 2008 to replace the provisions under the Health Act 1911, Regulations and Local Laws requires the enforcement agency (Local Government) to appoint officers to enact the provisions of the Food Act 2008.

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The Food Act confers on the Chief Executive Officer (CEO), Department of Health, administrative requirements and provides for the powers of delegation. The CEO has delegated provisions of the Food Act to Local Government (s117).

To carry out the provisions of the Food Act the Local Government is required to appoint Authorised Officers and Designated Officers.

A person who currently holds office as an Environmental Health Officer under the Health Act 1911 holds appropriate qualifications to be appointed as an Authorised Officer.

Pursuant to s126 (13) of the Food Act 2008 the enforcement agency is required to appoint Designated Officers for the purpose of issuing infringement notices. Authorised Officers designated by the enforcement agency under subsection 13 may issue infringement notices for non compliance with the Act. The Designated Officer issuing an infringement notice cannot extend the period for payment, modify the penalty or withdraw the infringement notice. The issue must be reviewed by another Designated officer.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Goldthorpe

That Council:

- 1. Appoint Environmental Health Officers, Ruth Levett and John Gherghetta as Authorised both Officers and Designated Officers - Food Act 2008.**
- 2. Appoint Chief Executive Officer, Carl Askew as Designated Officer - Food Act 2008.**

Carried 5/0

11.1.2 SCHEDULE OF FEES - FOOD ACT 2008

File No: SUB/57
Attachments: [Schedule of Fees Food Act 2008 doc](#)
Responsible Officer: Ruth Levett
Principal Environmental Health Officer
Author: Ruth Levett
Principal Environmental Health Officer
Proposed Meeting Date: 16 February 2010
Author Disclosure of Interest Nil

SUMMARY

To consider the introduction of fees and charges to be set under the Local Government Act 1995 for the notification, registration and inspection of food businesses following the introduction of the Food Act 2008. It is recommended that a Schedule of Fees and Charges be adopted.

STRATEGIC IMPLICATIONS

Objective 7: Organisation Development

To effectively manage Council's resources and work processes.

- Implement system to allow for better cost recovery for services provided by the Environmental Health Service to the food businesses. This will ultimately lead to better decision making, communication and service delivery.

POLICY IMPLICATIONS

Nil.

STATUTORY ENVIRONMENT

- Local Government Act 1995
The Food Act 2008 gives Local Government autonomy to impose and recover fees under the Local Government Act 1995 Part 6 Division 5 Subsection 2 for:

Notification (s107)
Registration (s110)
Any function performed under the Act (s140 (1))
Provision of information or for carrying out any inspection (s140 (12))

Local Government Act 1995 section 6.19 requires Council to give public notice when introducing fees and charges outside the annual budget process. The Notice is to give the intention of introducing the fee and when the fee would be effective.

Local Government Act 1995 section 6.16(3) requires that fees and charges be adopted by an absolute majority decision of Council.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

Estimated revenue from registration, assessment and inspection of food premises for 2010/2011 is \$27,000.

The 2009 Eating House Licence and registration fee was \$350. Since the introduction of the Food Act 2008 this fee can no longer be charged as the law supporting this fee has been repealed.

There are 53 registered food premises within the Town of Cottesloe of which 38 are registered Eating Houses – budget impact \$13,300. The additional 15 premises are regularly assessed but have not attracted a fee for service.

Anticipated additional income for 2009/2010

It is proposed that the new Schedule of Fees and charges be introduced from 1 July 2010 when the Schedule will be incorporated into the 2010/2011 budget and renewals of licences are due.

Very low risk and exempt premises such as canteens, chemists and newsagents will need to complete the notification forms but will not be required to pay a fee.

SUSTAINABILITY IMPLICATIONS

Where fees are not set under the new legislation, there is no alternative ability to charge fees and recover costs. The proposed fees are based on reasonable cost recovery for service provided and apart from the regular annual budget review, it is difficult to justify introducing other fees at the stage.

CONSULTATION

The new legislation has received considerable media exposure and all known food premises have been circulated with relevant information. The legislation is well known to the Food Industry Associations.

The Health Department of Western Australia has consulted widely with stakeholders over a number of years during the development of the legislation.

STAFF COMMENT

The Food Act 2008 (The Act) passed in July 2008 and effective October 2009, provides for food safety regulation over the entire food supply chain; and replaces all previous food and food licensing legislation, including the Health Act 1911 Part 8, the Health (Food Hygiene) Regulations 1993, Health (Meat Hygiene) Regulations 2001, Health (Pet Meat) Regulations 1990 and the Town of Cottesloe Health Local Laws relating to fish premises and Eating House Local Laws.

This represents a significant shift in the direction of food regulation and management in Western Australia and is consistent with other states and territories. The Town of Cottesloe will be an enforcement agency under the new legislation and is required to appoint authorised officers to implement the Act. Environmental Health Officers are

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considered officers for appointment as Authorised Officers by Council (Food Act 2008 s 122). A separate report is provided to consider authorisation.

The Act gives autonomy to Local Government to impose and recover fees under the Local Government Act 1995 Part 6 Division 5 Subdivision 2 for functions under the Act such as notification, registration, assessments, transfers etc. Fees should reflect the cost incurred in providing the service which includes regular risk assessments, sampling, education/training and administration.

The Local Government as part of its role as an enforcement agency will be required to undertake a risk assessment for each food business and review the assessment should circumstances change within the business.. All food businesses will now be required to notify and register the business in order that an assessment can be carried out to determine the level of risk.

The Food Act 2008 s107 applies to anyone who operates a food business and requires all premises selling food (as defined in the Act) and operating within the municipality to notify the Local Government on the prescribed form. The definition of a 'food business' has been expanded and now includes all businesses such as, but not limited too food manufacturers, supermarkets, butchers, newsagents and chemists. The current system only applies to eating houses selling meals.

Each food business will be required to notify the enforcement agency and pay a prescribed fee, referred to as the Notification Fee in the attachment. Existing registered Eating Houses will not be required to pay this fee because the Town records hold the required information.

The notification process will provide the agency with the information necessary for the classification of the food business by their potential risk into one of four categories – high, medium, low and very low. A matrix specified under the Australia New Zealand Food authority (ANZFA) – Priority Classification System for Food Businesses is used in determining the category of risk.

For the Town of Cottesloe, risk categories have been defined to include:

- HIGH RISK - Food premises that undertake extensive food preparation, or cooking, or that handle high risk foods, or premises that manufacture food with or without direct sales to the public. Examples: restaurants, take away premises, butchers, fish shops, cafes that cook food.
- MEDIUM RISK - Food premises that undertake limited food preparation, or reheating foods, or that handle prepared foods that only require refrigeration or dry storage. Examples: lunch bars, sandwich bars and cafes that only reheat or prepare cold foods.
- LOW RISK - Food premises that handle pre-prepared or packaged food, with no food preparation undertaken. Examples: confectionery shop, ice-cream shop, supermarkets only selling groceries.
- VERY LOW RISK - Food premises that sell fruit, vegetables, or food that is wholly contained within protective packages that do not require special

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storage conditions. Examples: greengrocer, liquor store, chemists, newsagencies, and hairdressers providing coffee.

Businesses requiring regular assessment (inspection) will be registered as part of the notification process and a certificate issued. Some businesses (the very low risk premises) will be exempt from registration and a letter will be issued notifying them of their category and should the business change in operation a further assessment will be required.

Under the previous legislation, some of the premises that are not registered are those that are required to be audited under the new legislation as they fall within the high risk category where Food Safety Plans are required to be prepared.

Premises that will now be captured under the Act in addition to the currently registered Eating Houses are:

- Butchers
- Supermarkets
- Bed and breakfast establishments
- Food transportation
- Family Day Care facilities
- Workplace cafeterias
- School canteens (to be exempted)
- Food for charitable organisations (small scale to be exempted)
- Lodging houses
- Food storage businesses

The level of risk will determine the minimum number of assessments to be carried out each year ranging from 4 visits for high risk premises, to two visits per year for low risk premises. Risk assessments are likely to be more complex with an emphasis on outcomes rather than prescriptive requirements.

A new system of auditing involving vulnerable persons such as Nursing Homes and Child Care facilities has been included in the Act. All these activities create additional administrative activities and field work for Authorised Officers (Environmental Health Officers).

Under the previous system of licensing, Eating Houses licenses expired at the 30th June and had to be applied for each year. The Food Act 2008 changed that practice and the business registration remains in force until cancelled. Businesses will be charged an annual risk assessment/inspection fee payable on a pro-rata basis from the date the premises opens. This fee will reflect the number of inspections required per year, sampling regime and other related costs including administration.

Those premises already paying an eating house License and Registration (\$350 per year) will not be paying any more in the current year under the new system. However, fees are proposed to increase in the next financial year, as outlined in the attached schedule, and a significant number of food premises will be paying fees for the first time. These will include butchers, bakers, supermarkets and food

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manufacturers not previously licensed. Premises such as supermarkets which have a number of different classifications within the premises – butcher, deli, grocery, baker, and greengrocery will attract a combined fee to reflect the additional time required to assess these premises. A combined fee consisting of the primary classification fee plus the additional classification fee is provided in preference to charging each section an assessment fee.

There is provision for certain food premises to be exempted from registration. Exempted food premises are defined under the *Food Regulations 2009* and include food businesses which raise money solely for purposes of charity or the community. In these instances either the production of food shall not be potentially hazardous or the food after cooking is for immediate consumption (e.g. sausage sizzle). Notification is required in these instances however a fee would not be charged for the exempted premises. This is one way Councils can support their community organisations.

It is proposed that school canteens and small scale charity organisations within the Town of Cottesloe be exempted from the fees.

Most Local Governments in Western Australia are likely to adopt a similar system of registration with similar fee structures. The Town of Cottesloe proposed fee structure is based on cost recovery only and includes assessments, education, administration and sampling. Where a fee is charged for a re-fit or construction of a new premises the fee reflects the assessment of drawings, negotiation with architects and builders and the re-assessment of the risk profile of the business.

It is recommended that the proposed Schedule of Fees and Charges for food premises be supported and the new fees commence from 1 July, 2010.

VOTING

Absolute Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Birnbrauer

THAT COUNCIL:

- 1. Adopt the following Schedule of Fees – Food Act 2008 and, with the exception of exempt premises, commence to charge the new fees from 1 July, 2010:**

SCHEDULE OF FEES – FOOD ACT 2008

Notification Fee	\$50
Exempted Food Premises	no fee
Registration Fee	\$40

Annual Risk Assessment/ Inspection Fee

Risk Level	Primary Classification	Additional Classification/
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High Risk	\$400	\$200
Medium Risk	\$350	\$150
Low Risk	\$200	\$100
Very low Risk	no fee	no fee

Note: Additional classification means other food businesses in addition to the primary classification within the same business.

Transfer Fee **\$50**

Application Fee
Construction and Establishment of Food Premises (including one off notification fee)

Risk Level	Fee
High /Medium Risk	\$400
Low Risk	\$150
Very Low Risk	\$50
To amend or refurbish a food premises	\$200

- 2. Allow existing registered premises who currently pay fees to be deemed to be registered to 30 June, 2010 when the new Schedule of Fees will apply.**
- 3. Include the Schedule of Fees – Food Act 2008 within the draft Budget 2010/2011.**

Carried 5/0

11.1.3 SCULPTURE BY THE SEA MEMORANDUM OF UNDERSTANDING

File No: SUB/11
Attachments: [MOU for SXS.pdf](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Janna Lockyer
Events & Support Officer

Proposed Meeting Date: 16 February 2010
Author Disclosure of Interest Nil

SUMMARY

Council has received an updated Memorandum of Understanding (MOU) for Sculpture by the Sea. This report recommends that Council support some minor amendments to the MOU and authorise the CEO to sign the Memorandum of Understanding for Sculpture by the Sea on behalf of Council.

BACKGROUND

Council has had a three year Memorandum of Understanding with Sculpture by the Sea covering the period 2007-2009. The previous MOU is attached. Sculpture by the Sea has presented Council with a new Memorandum for the 2010 event and for the following three (3) years.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

The Beach and Acquisition of Artworks policies apply.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Consultation has taken place between Council staff and Sculpture by the Sea Organisers.

STAFF COMMENT

The proposed Memorandum of Understanding presented to Council has a few changes from the initial MOU as follows;

1. Change from a three year agreement to a four year agreement taking it to 2013.
2. An increase in time the sculptures are to be displayed on the beach for 2010 is written into the agreement and will see the event run from 4 March to 23 March.
3. There is an increase to the number of sculptures from 50 to in excess of 60 with security being in place 24 hours a day for the duration of the exhibition.
4. Increase to two fete stalls to act as information and catalogue sales booths.
5. To have exclusive rights to engage the public by the Exhibition's sponsors.
6. Exclusive right to engage in commercial activities on the beach and foreshore (excluding permanent businesses) in the Sculpture by the Sea display area.
7. The provision of extra temporary public toilets.
8. SXSINC has sole right to stage public sculpture exhibitions in the Municipality from the date of the agreement until a period of five years after the expiration of the agreement.

Changes have been made to protect the Event and to ensure Sculpture by the Sea Inc maintain a well organised and well funded event for the future.

Staff have recommended to Sculpture by the Sea that some amendments to the MOU be made including changes to item (7) and change of time frame to item (8). These changes are currently subject to approval by Sculpture by the Sea Inc and will be advised at the Committee meeting. Staff have also recommended that a plan/map of the area be attached to the MOU (refer to attached).

Recently SxS has liaised with the Town for permission to install temporary poles with banners along the Marine Parade median in the vicinity of the main beach / foreshore exhibition area. Officers, with support of Elected members, have agreed to this in-principle to facilitate installation in time for the 2010 exhibition, and Administration is attending to the arrangements accordingly. SxS will undertake the works in consultation with and supervision by the Town, including all underground services checks, traffic management and clean-up. SxS has committed to leave the lockable pole sockets in the median and to allow the Town to store and use the banner poles for other events pending each annual SxS season. SxS is well-accustomed to all the necessary liaison and responsibilities associated with such installations and its other infrastructure for the exhibition. The overall arrangements with the Town in relation to SxS such as liability insurance, security etc can include taking care of the poles and banners from installation through to de-installation.

VOTING

Simple Majority

COMMITTEE COMMENT

Cr Rowell commented on the attachment for the exclusive zone for the Sculpture by the Sea exhibition. Staff are to rename the attachment 'Exclusive advertising zone'.

OFFICER RECOMMENDATION

Moved Cr Birnbrauer, seconded Cr Goldthorpe

That Council support, in principle, the Memorandum of Understanding for Sculpture by the Sea 2010 and authorise the CEO to sign the Agreement on behalf of Council subject to the following amendments:

1. The wording of item (7) be amended to reflect Council's contribution to extra public toilets for the event and;
2. The timeframe of item (8) be amended to a period of two years.

AMENDMENT

Moved Cr Rowell, seconded Cr Cunningham

That point two of the recommendation be amended by replacing the words '*two years*' with '*three years*'

Carried 5/0

COMMITTEE RECOMMENDATION

That Council support, in principle, the Memorandum of Understanding for Sculpture by the Sea 2010 and authorise the CEO to sign the Agreement on behalf of Council subject to the following amendments:

- 1. The wording of item (7) be amended to reflect Council's contribution to extra public toilets for the event and;**
- 2. The timeframe of item (8) be amended to a period of three years.**

Carried 5/0

11.2 ENGINEERING

11.2.1 FIVE YEAR CYCLING FACILITIES PLAN

File No: SUB/707
Attachments: [5 Year - Cycling.pdf](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 16 February 2010
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:

- (1) Adopt the draft 5 Year Program for Cycling Facilities; and
- (2) Include Year 1 of the program in to the draft 2010/2011 budget document for funding considerations.

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

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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 has not been included in previous budgets as a standard inclusion. At various times, different improvements have been funded on an 'as needed' basis.

SUSTAINABILITY IMPLICATIONS

Improvement of cycling facilities will increase the use of bicycles and reduce the use of vehicles on Councils' road system.

CONSULTATION

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

STAFF COMMENT

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

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A number of the recommended 'Spot' treatments would be the responsibility of Main Roads WA, Claremont Town Council, Shire of Peppermint Grove or the Public Transport Authority, where the works are proposed on land controlled by those organisations.

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

Two major projects for consideration in future programs is the widening and in some locations, the relocation of the dual use cycle path on the west side of Marine Parade and potential cycle lane down one side of Marine Parade in place of one line of parking bays on the east or west side of this street. These are both substantial projects which could be controversial. Therefore, staff will investigate both proposals and report to Council during 2010 on the issues involved before any inclusion is made to the 5 Year Plan for cycle facilities, once the Foreshore Development planning has been finalised.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Goldthorpe, seconded Cr Birnbrauer

That Council resolve to adopt the draft 5 Year Program for Cycling Facilities and include Year 1 of the program into the draft 2010/2011 budget document for funding consideration.

Carried 5/0

11.2.2 FIVE YEAR FOOTPATH REPLACEMENT PROGRAM

File No: SUB/707
Attachments: [5 yr footpath.pdf](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 16 February 2010
Author Disclosure of Interest Nil

SUMMARY

An updated five year list of proposed footpath replacement and new construction projects, commencing in the 2010/2011 financial year, is recommended.

A copy of the proposed program is attached.

BACKGROUND

The Town of Cottesloe's first *Five Year Footpath Replacement Program* was adopted by Council in May, 2004. This report extends that program by one extra year, with year two becoming year one – 2010/2011. The majority of Council's planned 2009/10 footpath works have now been completed.

STRATEGIC IMPLICATIONS

Under Council's *Future Plan 2008-2013*, 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*
-

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- *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 1.5metres, increasing to 2.0metres 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*
- *medial centres*
- *schools*
- *local shops*
- *parks/reserves*

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

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

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

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

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

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

All works are based on condition surveys. Any works budgeted in 2010/2011 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 17.0km 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 2009/2010, 1291metres will have been replaced with in-situ concrete.

This is in addition to approximately 39.9km 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.

1.5metre 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.

A recent Council decision will mean that all future path replacement will be in limestone coloured concrete.

VOTING

Simple Majority

COMMITTEE COMMENT

Cr Rowell commented on the colour choice of the concrete for the footpaths, as some beachside Councils like Manly have a similar footpath colour but the colour is often 'broken up' so that any changes are less noticeable.

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After some discussion about these matters and advice from the Manager Engineering Services it was agreed that this matter could be managed administratively as part of the tendering options process.

In addition, there was also some discussion at Committee about an assessment of our footpaths in terms of foot traffic volumes/use, with a view to officers assessing and considering a 'widening' of some footpaths to two meters. Under advice from the Manger Engineering Services it was noted that, if implemented, this would impact on cost but could be considered administratively by officers as the footpath program is reviewed..

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Goldthorpe

That Council resolve to adopt the *Five Year Footpath Replacement Program* and use year one as the basis for inclusion in the draft 2010/2011 financial year budget.

Carried 5/0

11.2.3 FIVE YEAR LOCAL ROAD REHABILITATION PROGRAM

File No: SUB/707
Attachments: [Road rehabilitation 5 yr.pdf](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 16 February 2010
Author Disclosure of Interest Nil

SUMMARY

An updated program of local road rehabilitation and improvement projects, over a five year period, commencing in the 2010/11 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 remove the old surface and portion of the pavement and replace it with a combination of asphaltic concrete mixes. The base layer initially added is 'Thicklift' which is an open grade mix used as a strengthening and connective layer, laid up to 100mm thick, with depth increase dependant on proposed use. The finish or upper layer is the wearing course, which is denser, of better quality and relatively more expensive. 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 also being trialled.

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'

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(higher use distributor/arterial roads) included. A separate program covers the 'major road' projects.

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

STRATEGIC IMPLICATIONS

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

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

POLICY IMPLICATIONS

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

Objective

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

Principle

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

STATUTORY ENVIRONMENT

There is no specific legislation relevant to this report.

FINANCIAL IMPLICATIONS

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

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

All Town roads and streets have been visually inspected, with every road section being allocated a 1-5 score (1 being excellent through to 5 being very poor). To this

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has been added Councils sealed laneways for resealing consideration, as resolved by Council in February 2009.

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

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

In 2007/08, the 3 year supply contract for road surfacing asphalt was recalled. The new contract prices had risen substantially, between 33% and 45%, depending on the type of asphalt used, when compared with the previous 3 year contract. Incremental price increases have taken place since the original contract was accepted. A new three year asphalt supply and lay contract will be considered by Council in approximately May/June 2010.

These extra costs have been factored into the individual asphalt overlay jobs, with a resultant increase in annual costs to complete the normal 2.0 to 2.5km of road length resurfacing.

In addition, in Year 1 – 2010/2011, no MRRG resealing project will be undertaken compared to the normal three. Normally, one third of each of these jobs is funded by Council and two-thirds by MRWA. For 2010/11 the 'saved' level of contribution has been redirected into residential street resurfacing to achieve the 5% of total road surface reseal level required for good asset rehabilitation.

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

That Council:

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

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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 February/March.

The *Five Year Local Road Rehabilitation Program* is therefore based on an approximately 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*.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Goldthorpe

That Council resolve to 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 2010/11 financial year budget.

Carried 5/0

11.2.4 FIVE YEAR MAJOR ROAD REHABILITATION AND IMPROVEMENT PROGRAM

File No: SUB/707
Attachments: [Major road 5yr.pdf](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 16 February 2010
Author Disclosure of Interest Nil

SUMMARY

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

The recommendation is made to:

Adopt the Five Year Major Road Rehabilitation and Improvement Program and note that Year 1 (2010/2011) has no project proposal for inclusion in that years budget allocations.

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.

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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. If MRRG contributory funding is not forthcoming then the Town Council is entirely responsible for all costs associated with road reconstruction.

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

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

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

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

Objective

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

Principle

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

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

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

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

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

STAFF COMMENT

The benefits of a strategic approach to road reconstruction include:

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

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

Because the allocation of Metropolitan Regional Road Groups grants for rehabilitation works (mostly asphalt resurfacing) is based on a points score – highest points to the oldest, worst condition streets, there is no guarantee of funding in any particular year. The Town of Cottesloe has been receiving 2/3rds funding for up to three streets per year for several years. However only one street in each of the last two years was funded.

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 is the case with Cottesloe in 2010/2011 for MRRG for the resurfacing of heavier use streets in Cottesloe. A section of North Street, shared with the City of Nedlands, should have a competitive score in the following year followed by Railway Street south of Eric Street and a section of Jarrod Street.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Birnbrauer

That Council resolve to adopt the Five Year Major Road Rehabilitation and Improvement Program and note that no project is proposed in this category for inclusion in the 2010/2011 budget, with the remaining years being included within Councils long term financial plan.

Carried 5/0

11.2.5 FIVE YEAR PLAN - NATURAL AREAS MANAGEMENT

File No: SUB/707
Attachments: [5 yr NAM plan.pdf](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 16 February 2010
Author Disclosure of Interest Nil

SUMMARY

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

That Council:

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

This report provides an upgraded 5 year Natural Areas 5 year Management Plan, the first plan having been adopted by Council in 2009.

BACKGROUND

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

Cottesloe Coastcare was actively involved in the creation of the plan and discussions have been held with that organisation prior 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

None known.

STATUTORY ENVIRONMENT

None known.

FINANCIAL IMPLICATIONS

Nil.

SUSTAINABILITY IMPLICATIONS

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

STAFF COMMENT

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

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

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

With regards to the items included into each of the 5 years of the proposed program, the general allocations for 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 just north of Curtin Avenue, the area immediately south of the

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

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

Entry Statements, Curtin Ave/Marine Pde:

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

Wide Verges/Eric St (East):

Verges

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

Road Verges/Rail Corridor:

(New tree and shrub plantings relating to the rail corridor would be restricted to adjacent road verges 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 described by Hedde et al (1980).

John Black Dune Park:

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

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The highly degraded state and lack of native vegetation makes this park to be more suitably classified as PNA rather than an RNA, as its management will require establishing native vegetation, rather than enhancing bushland condition. The unique position and large compact shape of this public open space provides such opportunity for public education, interpretation and demonstration, such as planting local species that are aesthetic and are bird and butterfly attracting.

West of Marine Parade/South of Cottesloe SLSC:

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

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

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

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Goldthorpe, seconded Cr Rowell

That Council resolve to adopt the Natural Areas Management Plan and Year 1 be used as the basis for inclusion in the draft 2010/2011 financial year budget for funding consideration.

Carried 5/0

11.2.6 FIVE YEAR PLANT REPLACEMENT PROGRAM

File No: SUB/707
Attachments: [Replacement Plant 5yr.pdf](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 16 February 2010
Author Disclosure of Interest Nil

SUMMARY

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

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

A copy of the proposed program is attached.

BACKGROUND

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

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

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

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

Because the Town of Cottesloe does not have a dedicated construction crew, most major works are undertaken by the Town of Mosman Park or other contractors. This

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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 2008-2013, Objective 5 is to maintain infrastructure and Council buildings in a sustainable way. This five year program complies with that objective.

POLICY IMPLICATIONS

The following Council policies have application:

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

STATUTORY ENVIRONMENT

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

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

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

FINANCIAL IMPLICATIONS

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

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

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

STAFF COMMENT

In the period from 2000/2001 to 2006/2007, Council's budgeted expenditure on the replacement or changeover of its plant and vehicles fleet varied between \$107,700 and \$172,000 (i.e. nett 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.

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

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

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

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

The five year plant program will be modified as machines prove unsuitable, wear out faster or last longer. The program gives a strong indication of expected needs over five years for vehicle and plant replacement. Some of the light vehicles based at the depot were not replaced in 2009/2010, as scheduled, to reduce budget expenditure and so additional replacements have been included in 2010/2011 as a 'catch up', rather than greatly reduce the value of the units.

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.

Some of the light vehicles based at the depot were not replaced in 2009/2010, as scheduled, to reduce budget expenditure, additional replacements are included in 2010/2011 as a 'catch up', rather than greatly reduce the value of this units.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Goldthorpe

That Council resolve to adopt the new Five Year Plant Replacement Program as per attached program and use year one as the basis for inclusion in the draft 2010/2011 financial year budget.

Carried 5/0

11.2.7 FIVE YEAR PLAYGROUND CAPITAL IMPROVEMENT PROGRAM

File No: SUB/707
Attachments: [playground 5 yr.pdf](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 16 February 2010
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 2010/2011.

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

There are no existing Council policies applicable to this subject.

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

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

SUSTAINABILITY IMPLICATIONS

Nil.

CONSULTATION

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

No other consultation with residents has been undertaken, apart from ongoing comments 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.

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

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

For the past four 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.

This program does not take into account the potential for the Federal Government to approve the submission for the expenditure of \$39,000, on playground upgrading, from the second round of the RCLIP grant system. The results of that submission should be known by the end of March 2010.

VOTING

Simple Majority

COMMITTEE COMMENT

Cr Rowell raised concern that playground equipment might be replaced without needing to be replaced. Through the chair staff informed the committee that the five year program seeks to replace equipment in order to bring it into line with current Australian Standards as well as replace degenerating play items or equipment no longer seen to be useful. If it does not require replacement the program is amended accordingly. In addition all equipment is independently assessed against safety, standards by an external qualified consultant.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Goldthorpe

That Council resolve to adopt the Five Year Playground Capital Improvement Program and use year one as the basis for inclusion in the draft 2010/2011 financial year budget.

Carried 5/0

11.2.8 FIVE YEAR PROGRAM - ROAD SAFETY IMPROVEMENT AND SPEED RESTRICTION

File No: SUB/707
Attachments: [Road safety 5yr.pdf](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 16 February 2010
Author Disclosure of Interest Nil

SUMMARY

At the August 2008 meeting, Council resolved to:

- (1) *Consider a new 5 Year Program for Road Safety Improvement and Speed Restriction in February 2009 with Year 1 to be 2009/2010.*
- (2) *Inform the authors of both comments on the 2008 Traffic Study of Council's decision in this matter.*

A Five Year program was supplied by staff to Council in February 2009 and adopted by Council. However, the 2009/2010 (Year 1) program was deferred during the budget process to reduce budget expenditure.

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

- (1) Adopt the draft 5 Year Program for Road Safety Improvement and Speed Restriction; and
- (2) Include Year 1 of the program into the draft 2010/2011 budget document for funding considerations.

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

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

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

Council's *Traffic Management Policy* applies.

STATUTORY ENVIRONMENT

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

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

FINANCIAL IMPLICATIONS

The annual costs for the various projects are listed in the 5 Year Program, for consideration for funding Year 1 in the 2010/2011 financial years budget.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

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

STAFF COMMENT

This proposed 5 Year Program is based on the Porter Consulting Town of Cottesloe Traffic Study adopted by Council in August 2008 but not funded for a start in 2009/2010 due to lack of financial capacity.

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.

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

VOTING

Simple Majority

COMMITTEE COMMENT

Cr Rowell raised the issue of speed in the East ward in particular MacNamara Way and the possibility of installing the rubber speed cushions in the street to control the speed of drivers. The manager Engineering Services informed the Committee that the rubber speed cushions proposed for Broome Street will be the trial and if successful could be 'rolled out' to other areas of concern. However Committee was advised by the Manager Engineering Services that the costs to install such devices were not insignificant and typically required additional lighting and signage. Any roll-out program would need to be subject to budget consideration.

Cr Carmichael also raised concern for the speed of drivers along Marine Parade near the Napier Street intersection pedestrian cross walk.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Birnbrauer

That Council resolve to adopt the draft 5 Year Program for Road Safety Improvement and Speed Restriction and include Year 1 of the program into the draft 2010/2011 budget document for funding consideration.

Carried 5/0

11.2.9 FIVE YEAR RETICULATED AREAS AND GROUNDWATER BORES PLAN

File No: SUB/707
Attachments: [Reticulation 5yr.pdf](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 16 February 2010
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 2010/2011 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 approves 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 is now responsible for its own bore water licence and therefore their court area has been removed from Council's reticulation area.

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.

WORKS AND CORPORATE SERVICES COMMITTEE MINUTES 16 FEBRUARY 2010

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

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

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

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

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

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

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

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

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

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The Town of Cottesloe also has consultant reports regarding protection of the groundwater resource and systems rationalisation going back over 20 years. Salt levels for most of the bores and wells have been recorded for approximately 28 years.

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

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

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

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

The following update is provided for Council's information:

1. **Soil moisture driven irrigation**

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

2. **Rationalisation of Council bore locations**

The locations of Council's groundwater bores are not proposed to change in 2010/2011. 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 has allowed the closure of the old and failing (with a high saline level) Civic Centre bore and its removal.

Pearse Street Bore

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

The storage tanks have 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. A provision has been made for Council expenditure on this Education Department asset in 2012/2013, however this bore could fail at any time due to its age and condition.

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.

Eric Street Bore (Flour Mill)

This bore failed in 2006/07 and its use has now been discontinued.

A portion of this reserve was planted with a variety of native trees and shrubs during 2006/07 and 2007/08.

3. Reduced extraction rates over longer periods

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

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

4. Implementation of a storage and distribution network

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

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

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

These changes could create 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:
 - Cottesloe Flour Mill Reserve (reticulation now ceased)

- 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
- Vlamingh Memorial Park (reticulation now ceased)
- 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) *Cottesloe Flour Mill Reserve:* Over two years convert to native vegetation with minimal mowing. Use of bore water has ceased – completed.
- (2) *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.
- (3) *Tennis Courts and Road Verge Frontages on Broome Street and Napier Street:* The Tennis Club is now 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 now reticulated from the Napier Street Council pipeline, leaving the tennis courts as the only reticulated area covered by the tennis courts well.
- (4) *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.
- (5) *Vlamingh Memorial Park:* This park is now not reticulated with low water use native species replacing the original Buffalo grass lawn.
- (6) *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.
- (7) *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.

(8) *Grant Marine Park:* The area of Grant Marine Park separated by Hamersley Street and Hawkstone Street from the main park area was reticulated and mowed lawn, used by no-one for any purpose. It could be converted to native/local species initially watered by trickle pipe. The original reticulation has been turned off for 2009.

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

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

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

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

7. **Monitoring of salinity and flows**

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

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

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

9. **Education of stakeholders and regular policy review**

This is occurring regarding new policy issues (*Residential Verges*, proposed policies on related issues), annual reconsideration of existing policies and the requirements of the *Consultation* policy.

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 will deliver 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 is 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 are also being 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 will reduce the costs of running these systems and overall water consumption.

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

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Council's first *Five Year Plan for Reticulated Areas and Groundwater Bores* was last advertised for comment in November 2004. Only one response was received and it came from the Sea View Golf Club.

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.

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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 current four year program for extensive road drainage soak pit installation is also aimed at preserving the groundwater resource. This program will end in 2009/2010.

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

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

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Goldthorpe

That Council resolve to adopt the Five Year Plan for Reticulated Areas and Groundwater Bores and use Year 1 as the basis for inclusion in the draft 2010/2011 financial year budget.

Carried 5/0

11.2.10 LARGE FIG TREE - ROOT PROBLEMS, VERGE OF 75 CURTIN AVENUE, COTTESLOE

File No: PRO/837
Attachments: [Fig Tree 75 Curtin.pdf](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 16 February 2010
Author Disclosure of Interest Nil

SUMMARY

At its meeting in September 2009, Council resolved that Council:

1. *“Declines the request to remove the fig tree on the Curtin Avenue road verge fronting No. 75 Curtin Avenue.*
2. *Instruct staff to investigate what, if anything can be done to the tree to reduce any damage to adjacent crossovers and footpaths and to improve the area beneath the tree.*
3. *Inform affected residents and residents who have given comments on this matter of Councils decision.”*

This item provides information on point 2 of the resolution and recommends that Council:

1. Remove the fig tree on the Curtin Avenue road verge fronting No. 75 Curtin Avenue, Cottesloe.
2. Inform affected residents and residents who originally gave comments on this matter of Councils decision.

BACKGROUND

In September 2009, the following applied:

“The owners of 75 Curtin Avenue had provided a number of reasons for the removal of this very large fig tree growing on the road verge initially in late 2008. Due to budget constraints, the removal consideration was put on hold until the new 2009/2010 financial year.

The reasons for removal are:

- *Profuse growth of the tree since the property was purchased in 1996.*
 - *This type of tree has fast growing surface roots that can destroy pipes, foundations and other infrastructure.*
 - *It drops large amounts of rotting fruit and leaves.*
 - *The tree creates ongoing maintenance and potential public liability issues – Council has been to the site at different times to clean up and prune.*
 - *The fruit attracts bees and wasps, with nests having to be removed by Council staff several times.*
-

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- *High potential for this tree to cause future structural damage to the house. Damage is already obvious to the footpath, crossover and driveway.*

Several property owners near No. 75 have provided written support for this tree to be removed (no's 79, 85 and 87). The property on the south side provided a letter of support, listing similar issues, as listed by the owner of No. 75, as reasons for removal.

Comments were also received on a request for removal three years ago when an elderly lady slipped and fell on the path due to dropped fruit. Thanks were given for a temporary fix due to pruning. Concern was expressed on the potential for bee stings affecting a son who has bad reaction to such stings.

However, a letter had been received from the north side owners of No. 77 Curtin Avenue, withdrawing any support for tree removal. The reasons given for retention were that the tree is healthy and not in a dangerous condition. Initial support was given when these owners were away from Cottesloe and the owners of No. 75 requested support for removal due to dangerous condition, lack of tree health and a risk to homes. The owners of No. 77 believe this is not correct. The tree makes a mess but also provides benefits, and is a local landmark."

Staff have inspected the tree several times and details have been gathered regarding adjacent service locations.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Councils Street Trees policy applies.

STATUTORY ENVIRONMENT

- None known

FINANCIAL IMPLICATIONS

In 2008 a quote of \$5,000 was received for this tree to be removed by a contractor. This would be funded from the Street Tree Maintenance account.

SUSTAINABILITY IMPLICATIONS

Involves the potential removal of one large non-local species tree with the potential for replacement landscaping with native shrubs.

CONSULTATION

Nil, apart from discussions with two adjacent residents and reply letters to other street residents.

STAFF COMMENT

Staff with experience in tree root control have inspected on site and discussed alternatives. The west side of the tree is creating the root invasion problem. This is also the side where the strongest winds would originate.

The fig tree is very large, with large root growth in all directions, many of them on or close to the surface. Normally, if a fig tree, plus many other tree types, was planted near infrastructure such as paths, crossovers and houses, a proper root barrier would be installed to restrain root growth and redirect roots down. In this case, to install a root barrier on the trees west side, as much as a trench as possible would be hand dug, all roots would be exposed by the trench and these would then be cut out to allow a deep and solid (e.g. a steel plate) barrier to be installed.

In due course, the tree would re-establish roots on its west side under then beyond this barrier.

This exercise would have cut all roots on the most wind affected side of a very large tree with a significant sail area. The area to establish this trench for the root barrier is the same area where several services have been installed, to provide power, water, communication and gas to properties on the west side of Curtin Avenue. The potential for expensive damage to these services is therefore high while digging the trench.

Staff consider that a root barrier on the west side of this tree would be unpractical given the extreme size of the tree, and the possibility that the proposed works may cause the tree to eventually blow over to the east in a storm. In addition, the proposed works would be both difficult to install and likely to cause service authority facility damage.

Other than the removal of the tree, no alternatives to reduce infrastructure damage due to root invasion can be offered.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Goldthorpe

That Council resolve to:

- 1. Remove the fig tree on the Curtin Avenue road verge fronting No. 75 Curtin Avenue, Cottesloe.**
- 2. Inform affected residents and residents who originally gave comments on this matter of Councils decision.**

Carried 4/1

11.2.11 PRIVATE ACCESS CONDITIONS, RAILWAY STREET, COTTESLOE

File No: PRO/3223
Attachments: [Private Access.pdf](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 16 February 2010
Author Disclosure of Interest Nil

SUMMARY

A complaint has been received from a resident regarding safety problems entering and exiting a property in Railway Street, near Congdon Street, on a bend in the alignment of the street. This report recommends that Council:

1. Install a metal mirror on the road verge of Railway Street adjacent to number 122/124 Railway Street to improve driver vision at this bend.
2. Consider the installation of rubber speed cushions on Railway Street, close to the entry/exit of this bend if these devices are successful once installed on Broome Street.
3. Request Main Roads WA advice on the correct warning signs applicable to bends such as Railway Street, to improve advance warning of the site.
4. Inform the applicant of Councils decision in this matter.

BACKGROUND

Houses and properties have existed on this relatively sharp bend for many years. Railway Street was resurfaced several years ago but was not moved closer to the private property boundaries.

Speed plateaux exist, to slow vehicles down on each side of this bend, the only site in Cottesloe with such protection.

The width of the footpath and verge around this corner is similar to the majority of the total length of Railway Street.

Railway Street is a Local Distributor road, carrying over 3000 vehicles a day, one of the more important roads for that area. Its status changes to a local access road east of Parry Street in the Town of Claremont.

The road reserve width at this bend is 20 metres, and widens to 40 metres to the south.

This bend has not featured in any Black Spot crash statistics because of the lack of accidents at the site. It is also not a speed issue, because vehicles do not, generally, exceed 50km/hr on the bend.

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The road provides for substantial traffic access to private schools and the Swanbourne area over the nearby railway crossing bridge. To close and cul-de-sac Railway Street south of this bend would cause major traffic numbers to find alternative routes along residential streets.

Speed zones in WA are installed and signed by Main Roads WA and policed by the Police Department. Any change to a speed zone must be arranged by Main Roads WA. The proposal to reduce the speed on the bend to 30km/hr, within the 50km/hr area, would not be approved, given the extreme Main Roads WA reluctance to install reduced zoned speeds since the 'blanket' 50km/hr zoning for residential streets was introduced in 2000.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Councils' Traffic Management Policy applies.

STATUTORY ENVIRONMENT

Speed zoning is set by Main Roads WA and the Police Department is responsible for policing those speeds. All structures, controls and installations on the public road system must be approved by Main Roads WA, if it requires line marking and signage.

Council has the vesting responsibility for Railway Street, regarding care, control and maintenance of the road surface and alignment, including any speed control structures.

FINANCIAL IMPLICATIONS

Minor installations such as a mirror or extra signs could be covered under maintenance allocations. All works involving deviations, cul-de-sacs, major speed control devices etc would have to be included in a future budget and could be substantial in cost.

There would be no justification for Black Spot or other forms of road/safety grants.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil. If any closure was proposed, a 35 day objection period would be required to be advertised.

STAFF COMMENT

The road around this bend has existed on the same alignment for many years. The house and access point has also existed for some time.

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There is little room on the 20m wide road reserve to build a road deviation, even if it served the requirement to create a safe entry/exit area to the property involved.

The verge width for Railway Street is similar for the total road length.

The function of the Cottesloe section of Railway Street is a much higher level than the section in Claremont. Any closure north of Eric Street would dramatically disrupt the regional traffic flow and create a series of traffic control issues. Any closure would require an objection period to be advertised, with a probable major negative 'vote' for the idea being recorded by road users.

A metal mirror could be installed on the other side of this property to improve the vision of oncoming traffic. If rubber speed cushions are installed in Broome Street in 2010/11 and are successful, consideration could be given to further installations in Cottesloe, including on Railway Street, closer to the entry/exit of this bend.

With regards to the Council adopted Traffic Study (2008) speed/volume control at this bend was not seen to be an issue. The main area of concern was south of Eric Street at Napier Street and between Jarrod Street and Forrest Street.

The first year of a five year program was not funded in the current budget year, due to expenditure constraints. The highest priority for that first year was intersection islands to be installed at Napier Street.

VOTING

Simple Majority

COMMITTEE COMMENT

In speaking to this item, Cr Rowell advised committee that the identified problems have probably existed since the house was built and it was possible that the value of the property reflected, in part, its location. Some of the proposed solutions by the resident are considered very costly and previous occupants had increased the turning circle inside the property to partially overcome this problem. He indicated that he had, as ward Councillor, spoken to the resident about her concerns.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Goldthorpe

That Council:

- 1. Install a metal mirror on the road verge of Railway Street to improve driver vision at this bend.**
- 2. Consider the installation of rubber speed cushions on Railway Street, close to the entry/exit of this bend if these devices are successful once installed on Broome Street.**
- 3. Request Main Roads WA advice on the correct warning signs applicable to bends such as Railway Street, to improve advance warning of the site.**
- 4. Inform the applicant of Councils decision in this matter.**

Carried 5/0

**11.2.12 REQUEST FOR EMBANKMENT IMPROVEMENT, NORTH SIDE OF
COTTESLOE TENNIS COURTS**

File No: SUB/432
Attachments: [Embankment Improvement.pdf](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 16 February 2010
Author Disclosure of Interest Nil

SUMMARY

A request has been received, from the adjacent land owner, for the embankment on the north side of the Cottesloe tennis courts and the south side of his property to be improved to prevent dust problems in summer when the area is mowed.

The recommendation is that Council:

1. Convert the area immediately north of the Cottesloe tennis courts and west of Broome Street to an area of native shrubs and ground covers and
2. that the applicants be informed of Councils decision.

BACKGROUND

The area involved is a strip running east/west on the north side of the tennis courts and west of Broome Street. It is un-reticulated and although it gets an 'overspray' from the tennis courts watering, in summer the area can be dry and dusty.

Staff only mow the area when it looks overgrown and untidy.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

No requirements

FINANCIAL IMPLICATIONS

Minor maintenance cost 'as is' and less than \$5,000 to mulch, native plant and water site.

SUSTAINABILITY IMPLICATIONS

If planted with shrubs, water would still be required to develop and maintain the plantings. The native vegetation would be a benefit, balancing the extra water use.

CONSULTATION

Nil, apart from the request.

STAFF COMMENT

For an initial set up cost of less than \$5,000, the remnant grass could be sprayed, mulch applied and native shrubs and ground covers planted in Winter. Watering would be from Councils water truck by hand or an extension of the reticulation pipes in Broome Street.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Goldthorpe, seconded Cr Rowell

That Council:

- 1. Convert the area immediately north of the Cottesloe tennis courts and west of Broome Street to an area of native shrubs and ground covers and**
- 2. Inform the applicants of Councils decision.**

Carried 5/0

**11.2.13 RESTORATION OF THE GROUNDWATER AQUIFER - NATIONAL
WATER INITIATIVE**

File No: SUB/415
Attachments: [Groundwater Aquifer.pdf](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 16 February 2010
Author Disclosure of Interest Nil

SUMMARY

The Town of Cottesloe commenced this four year project in June, 2006. The project budget includes a one-third grant from the Federal Government under the National Water Initiative. One of the grant conditions is the preparation of a formal report on progress and expenditure every six months. This will be the seventh six month report for this project.

It is recommended that Council adopt the report and forward it to the National Water Commission.

Copy of the report is attached.

BACKGROUND

Council has previously resolved to undertake this project over a four year period, with the practical tasks to be completed being:

1. The construction of 280 individual soak pits.
2. The removal of 10 separate ocean outfall pipelines with the water being redirected into the water table.
3. The replacement of 7 existing open sumps with replacement structures to remove debris and pollutants prior to their entry into the aquifer.
4. The provision for the interception and removal of debris and pollutants from all structures.
5. A community education programme to change public attitudes to reducing groundwater use and changing garden types.

Each year of the project has its own milestones for the completion of set portions of the above mentioned tasks.

STRATEGIC IMPLICATIONS

Council's *Future Plan 2006-2010* has as objective No. 5 the aim to maintain infrastructure and Council buildings in a sustainable manner. This project is centred on sustainability of the underground water aquifer and long term sustainable drainage structures.

POLICY IMPLICATIONS

Nil.

STATUTORY ENVIRONMENT

All work for this four year project takes place on land controlled by the Town of Cottesloe and involves drainage works of various types.

Council is responsible for the long term construction and maintenance of stormwater drainage systems.

The Federal Government grant for this project required the signing of a legal agreement which places reporting requirements on the Town of Cottesloe.

FINANCIAL IMPLICATIONS

The total project cost is \$2.346m (plus GST) over four years with the Federal Government agreeing to a \$782,000 (plus GST) grant through the National Water Initiative. The State Department of Water has been requested for assistance with this project and an agreement has been finalised by the Department of Water for a \$100,000 grant over 3 years. 2009/2010 will be the third year of this agreement for the State Department of Water grant provision.

Council's 2009/2010 budget includes \$487,000 expenditure for this project, plus a grant income from the National Water Initiative of \$120,000 (plus GST) and \$33,000 from the State Department of Water.

SUSTAINABILITY IMPLICATIONS

Nil.

CONSULTATION

Nil.

STAFF COMMENT

The project is progressing well, with no current concerns regarding the rate of progress or the level of expenditure.

All required milestones have been met for the first half of the fourth year of this project, apart from the completion of the seventh sump conversion, which is currently underway.

The works undertaken have received strong support from within the community and others who are concerned with the future of the Cottesloe aquifer and metropolitan water supplies in general.

In 2007/08 and 2008/09, the first two of three education packages were created and distributed to all properties in Cottesloe, to achieve attitudinal change in regards to the preservation of the Cottesloe freshwater aquifer. One more package will be

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created in the next financial year as per the grant agreements, with the third package planned for March/April 2010.

The Department of Water has agreed in writing to a \$100,000 grant over 3 years to assist this project, particularly for public education. A formal agreement is also in place for this grant with \$33,333 being funded per year for 3 years. 2009/2010 will be the last year of this program.

VOTING

Simple Majority

COMMITTEE COMMENT

In moving the recommendation Cr Rowell and Committee congratulated the Manager Engineering Services for his efforts in restoration of the groundwater aquifer.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Birnbrauer

That Council adopt the report as per the attachment Restoration of Groundwater Aquifer and forward it to the National Water Commission.

Carried 5/0

11.2.14 RESURFACING OF DE NARDI LANE

File No: SUB/47
Attachments: [Request for DeNardi Lane.pdf](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 16 February 2010
Author Disclosure of Interest Nil

SUMMARY

Procott has written to promote the early resurfacing of De Nardi Lane, in brick paving or at least new asphalt.

This report recommends the Council resolve to consider the funding, in 2010/2011, of a red/brown asphalt resurfacing of De Nardi Lane, if this cost can be included in the new financial years budget allocations.

BACKGROUND

Council has never had a program to provide for the resurfacing of old asphalt laneways.

In 2009, Council agreed to consider sealed laneways in the same category as sealed residential streets, in regards to the need for resurfacing.

On that basis, De Nardi Lane has been included in Year 1 of the new five year Residential Street Resurfacing program, for an asphalt resurfacing in 2010/2011.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Councils 'Engineering Programs – Long Term' policy applies.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

The cost estimate for asphalt resurfacing of De Nardi Lane in 2010/2011 is \$12,700. The initial cost estimate for heavy duty vehicle use brick paving is \$80,000.

SUSTAINABILITY IMPLICATIONS

Nil

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CONSULTATION

Nil, apart from with Procott.

STAFF COMMENT

De Nardi Lane is old asphalt in need of resurfacing. The estimated cost is \$12,700 if brown/red asphalt is used.

The actual work would take, at most, two days to complete. If brick paving was undertaken, the actual works would take approximately two weeks, with the laneway closed for that time.

The works would involve:

1. Taking up and removal of the old asphalt plus sufficient depth to allow for a sand base and brick depth.
2. Placing, cement stabilisation, levelling and compaction of the sand base.
3. Supply and laying of heavy duty bricks suitable for heavy vehicles.
4. Cutting and fitting of bricks around drainage grates, building entrances and walls.

It is assumed that there is sufficient depth of base material to have sufficient bearing capacity once the old asphalt and base is removed to a depth sufficient for a new sand base and for the heavy duty brick depth.

VOTING

Simple Majority

OFFICER RECOMMENDATION

Moved Cr Rowell, seconded Cr Birnbrauer

That Council resolve to consider the funding, in 2010/2011, of a red/brown asphalt resurfacing of De Nardi Lane, if this cost can be accommodated in the new financial years budget allocations.

AMENDMENT

Moved Cr Cunningham, seconded Cr Goldthorpe

That the words *'and an investigation shows adequate base course materials'* be added after the words *'new financial years budget allocations'*.

Carried 5/0

COMMITTEE RECOMMENDATION

That Council resolve to consider the funding, in 2010/2011, of a red/brown asphalt resurfacing of De Nardi Lane, if this cost can be accommodated in the new financial years budget allocations and an investigation shows adequate base course materials.

The Substantive Motion was put

Carried 5/0

11.3 FINANCE

11.3.1 STATUTORY FINANCIAL STATEMENTS FOR THE MONTH ENDING 31 DECEMBER 2009

File No: SUB/137
Attachments: [Financial Statements Dec 09.pdf](#)
Responsible Officer: Carl Askew
Author: Chief Executive Officer
Graham Pattrick
Manager Corporate Services

Proposed Meeting Date: 16 February 2010
Author Disclosure of Interest Nil

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 December 2009, to Council.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Operating Statement on page 2 of the Financial Statements shows a favourable variance between the actual and budgeted YTD operating surplus of \$267,971 as at 31 December 2009. Operating Revenue is above budget by \$200,060 (3%). Operating Expenditure is \$89,819 (2%) less than budgeted YTD. A report on the variances in income and expenditure for the period ended 31 December 2009 is shown on page 7.

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The Capital Works Program is listed on pages 24 - 29 and shows total expenditure of \$3,253,815 compared to YTD budget of \$4,740,705. The reason for the significant difference is a timing delay with the library and delayed general capital expenditure due to cashflow restrictions at the start of the year.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Goldthorpe

That Council resolve to receive the Operating Statement, Statement of Assets and Liabilities and supporting financial information for the period ending 31 December, 2009, as per the attached Financial Statements, submitted to the 16 February 2010 meeting of the Works and Corporate Services Committee.

Carried 5/0

**11.3.2 SCHEDULE OF INVESTMENTS AND LOANS FOR THE MONTH OF
DECEMBER 2009**

File No: SUB/150 & Sub/151
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Graham Pattrick
Manager Corporate Services

Proposed Meeting Date: 16 February 2010
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Schedule of Investments and Schedule of Loans for the period ending 31 December 2009, as per attachment, to Council.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

No financial resource impact.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Schedule of Investments on page 19 of the Financial Statements shows that \$5,625,885.22 was invested as at 31 December, 2009.

Reserve Funds make up \$903,814.01 of the total invested and are restricted funds. Approximately 24% of the funds are invested with the National Australia Bank, 38% with Westpac, 13% with Commonwealth and 25% with BankWest.

The Schedule of Loans on page 20 shows a balance of \$6,984,539.75 as at 31 December, 2009. There is \$478,142.12 included in this balance that relates to self supporting loans.

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VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Goldthorpe

That Council resolve to receive the Schedule of Investments and Schedule of Loans for the period ending 31 December, 2009, as per the attached Financial Statements, as submitted to the 16 February 2010 meeting of the Works and Corporate Services Committee.

Carried 5/0

11.3.3 ACCOUNTS FOR THE MONTH OF DECEMBER 2009

File No: SUB/137
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Graham Patrick
Manager Corporate Services

Proposed Meeting Date: 16 February 2010
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the List of Accounts for the period ending 31 December 2009 to Council, as per attachment Financial Statements.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

No financial resource impact.

SUSTAINABILITY IMPLICATIONS

Nil

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:

- \$15,677.50 to WA Local Govt Super Fund for staff deductions
- \$10,099.87 to Verifact for surveillance at the beach front
- \$14,974.71 to WA Local Govt Super Fund for staff deductions
- \$16,260.30 to Synergy for streetlights Sept to December 2009
- \$32,526.34 to B&N Waste for bulk waste collection November 2009
- \$108,775.47 to Roads 2000 for various asphalt work
- \$29,069.40 to WMRC for disposal and tipping fees

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- \$10,905.95 to KMC Group for Civic Centre construction claim
- \$10,714.73 to Red 11 for computing purchases
- \$16,985.28 to Data3 Ltd for Microsoft software license renewal
- \$26,189.35 to GHD Ltd for contamination review at depot site
- \$272,886.55 to FESA for 2nd quarter levies
- \$399,301.70 to Shire of Peppermint Grove for library construction progress payment
- \$11,474.76 to New Image Traffic for traffic control at North street
- \$14,065.85 to WATC for loan repayment
- \$16,275.82 to Roads 2000 for asphalt work on Edward Street
- \$45,862.74 to Transpacific Cleanaway for domestic & commercial waste disposal in November 2009
- \$108,496.30 to Shire of Peppermint Grove for library quarterly payment
- \$18,991.29 to Surf Life Saving WA for November monthly fee
- \$24,751.10 to WMRC for disposal and tipping fees
- \$34,237.50 to Claremont Asphalt & Paving for blackspot modifications at North/Lyons intersection
- \$69,005.87 and \$65,924.86 for staff payroll.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Goldthorpe

That Council resolve to receive the List of Accounts for the period ending 31 December 2009, as per the attached Financial Statements, as submitted to the 16 February 2010 meeting of the Works and Corporate Services Committee.

Carried 5/0

**11.3.4 PROPERTY & SUNDRY DEBTORS REPORT FOR THE MONTH OF
DECEMBER 2009**

File No: SUB/145
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Graham Pattrick
Manager Corporate Services

Proposed Meeting Date: 16 February 2010
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Property and Sundry Debtors Reports for the period ending 31 December 2009 to Council.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

No financial resource impact.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Sundry Debtors Report commences on page 21 of the Financial Statements and shows a balance of \$89,493.44 of which \$53,342.30 relates to the current month. The balance of aged debtors over 30 days stood at \$34,151.14

Property Debtors are shown in the Rates and Charges analysis on page 23 of the Financial Statements and show a balance of \$1,418,651.60. Of this amount \$225,155.86 and \$287,026.21 are deferred rates and outstanding ESL respectively.

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As can be seen on the Balance Sheet on page 4 of the Financial Statements, rates as a current asset are \$1,195,597 in 2009 compared to \$1,248,743 last year.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Goldthorpe

That Council resolve to receive the Property and Sundry Debtors Report for the period ending 31 December 2009, as per the attached Financial Statements, as submitted to the 16 February 2010 meeting of the Works and Corporate Services Committee.

Carried 5/0

**11.3.5 STATUTORY FINANCIAL STATEMENTS FOR THE MONTH OF JANUARY
2010**

File No: SUB/137
Attachments: [Financial Statements Jan 10.pdf](#)
Responsible Officer: Carl Askew
Author: Chief Executive Officer
Graham Pattrick
Manager Corporate Services

Proposed Meeting Date: 16 February 2010
Author Disclosure of Interest Nil

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 January 2010, to Council.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Operating Statement on page 2 of the Financial Statements shows a favourable variance between the actual and budgeted YTD operating surplus of \$729,926 as at 31 January 2010. Operating Revenue is above budget by \$233,516 (3%). Operating Expenditure is \$472,329 (9%) less than budgeted YTD. A report on the variances in income and expenditure for the period ended 31 January 2010 is shown on page 7.

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The Capital Works Program is listed on pages 23 - 28 and shows total expenditure of \$3,343,867 compared to YTD budget of \$5,394,921. The reason for the significant difference is a timing delay with the library and delayed general capital expenditure due to cashflow restrictions at the start of the year.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Goldthorpe

That Council resolve to receive the Operating Statement, Statement of Assets and Liabilities and supporting financial information for the period ending 31 January, 2010, as per the attached Financial Statements, submitted to the 16 February 2010 meeting of the Works and Corporate Services Committee.

Carried 5/0

**11.3.6 SCHEDULE OF INVESTMENTS AND LOANS FOR THE MONTH ENDING
31 JANUARY 2010**

File No: SUB/150 & SUB/151
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Graham Pattrick
Manager Corporate Services

Proposed Meeting Date: 16 February 2010

Author Disclosure of Interest
Nil

SUMMARY

The purpose of this report is to present the Schedule of Investments and Schedule of Loans for the period ending 31 January 2010, as per attachment, to Council.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Schedule of Investments on page 17 of the Financial Statements shows that \$5,168,195.08 was invested as at 31 January, 2010.

Reserve Funds make up \$908,421.92 of the total invested and are restricted funds. Approximately 26% of the funds are invested with the National Australia Bank, 33% with Westpac, 14% with Commonwealth and 27% with BankWest.

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The Schedule of Loans on page 18 shows a balance of \$6,984,539.75 as at 31 January, 2010. There is \$478,142.12 included in this balance that relates to self supporting loans.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Goldthorpe

That Council resolve to receive the Schedule of Investments and Schedule of Loans for the period ending 31 January, 2010, as per the attached Financial Statements, as submitted to the 16 February 2010 meeting of the Works and Corporate Services Committee.

Carried 5/0

11.3.7 ACCOUNTS FOR THE MONTH OF JANUARY 2010

File No: SUB/137
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Graham Patrick
Manager Corporate Services

Proposed Meeting Date: 16 February 2010

Author Disclosure of Interest
Nil

SUMMARY

The purpose of this report is to present the List of Accounts for the period ending 31 January 2010 to Council, as per attachment Financial Statements.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

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

- \$15,314.08 to WA Local Govt Super Fund for staff deductions
 - \$15,271.83 to BCITF for levies in November 2009
 - \$23,958.00 to 360o Environmental for report on Fremantle Harbour dredging
 - \$14,175.06 to Shire of Peppermint Grove for library construction progress payment
 - \$144,658.01 to Roads 2000 for asphalt work on Marine Parade
-

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- \$25,05.40 to Major Motors for the purchase of a new Isuzu truck
- \$46,003.69 to Transpacific Cleanaway for domestic & commercial waste disposal in December 2009
- \$430,951.41 to Shire of Peppermint Grove for library construction progress payment
- \$31,989.70 to WMRC for disposal and tipping fees
- \$72,385.40 to Tennant Australia for new vacuum cleaning machine
- \$67,036.07 and \$67,176.89 for staff payroll.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Goldthorpe

That Council resolve to receive the List of Accounts for the period ending 31 January 2010, as per the attached Financial Statements, as submitted to the 16 February 2010 meeting of the Works and Corporate Services Committee.

Carried 5/0

**11.3.8 PROPERTY & SUNDRY DEBTORS REPORT FOR THE MONTH ENDING 31
JANUARY 2010**

File No: SUB/145
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Graham Pattrick
Manager Corporate Services

Proposed Meeting Date: 16 February 2010

Author Disclosure of Interest
Nil

SUMMARY

The purpose of this report is to present the Property and Sundry Debtors Reports for the period ending 31 January 2010 to Council.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Sundry Debtors Report commences on page 19 of the Financial Statements and shows a balance of \$98,825.12 of which \$75,941.99 relates to the current month. The balance of aged debtors over 30 days stood at \$22,883.13

Property Debtors are shown in the Rates and Charges analysis on page 22 of the Financial Statements and show a balance of \$979,746.94. Of this amount \$221,457.59 and \$277,791.26 are deferred rates and outstanding ESL respectively.

**WORKS AND CORPORATE SERVICES COMMITTEE MINUTES
16 FEBRUARY 2010**

As can be seen on the Balance Sheet on page 4 of the Financial Statements, rates as a current asset are \$757,618 in 2010 compared to \$774,407 last year.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Goldthorpe

That Council resolve to receive the Property and Sundry Debtors Report for the period ending 31 January 2010, as per the attached Financial Statements, as submitted to the 16 February 2010 meeting of the Works and Corporate Services Committee.

Carried 5/0

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

Nil

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

Cr Rowell raised the issue of parking for Sculpture by the Sea and the potential use of the Cottesloe Civic Centre as an overflow when other car parks are full.

Moved Cr Rowell, seconded Cr Cunningham

That the matter be considered as new business of an urgent nature introduced by elected members by decision of meeting

Carried 3/2

COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Cunningham

That Council receive a report from staff in consideration of using the Cottesloe Civic Centre as overflow parking for the Sculpture by the Sea event.

Carried 3/2

14 MEETING CLOSURE

The Presiding Member announced the closure of the meeting at 8.10pm.

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