

# TOWN OF COTTESLOE



## WORKS AND CORPORATE SERVICES COMMITTEE

# MINUTES

MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE  
109 BROOME STREET, COTTESLOE  
7.00 PM, TUESDAY, 22 NOVEMBER 2011

**CARL ASKEW**  
Chief Executive Officer

25 November 2011



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

The Presiding Member announced the meeting opened at 7:04 PM.

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

Cr Rob Rowell	Presiding Member
Mayor Kevin Morgan	
Cr Victor Strzina	
Cr Greg Boland	
Cr Sally Pyvis	

**Officers Present**

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

**Gallery**

Members of the Public (0)  
Media (1)

**Apologies**

Nil

**Officer Apologies**

Nil

**Leave of Absence (previously approved)**

Nil

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

Nil

**4 PUBLIC QUESTION TIME**

Nil

**5 PUBLIC STATEMENT TIME**

Nil

**6 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**Moved Cr Strzina, seconded Cr Boland**

[Minutes October 25 2011 Works and Corporate Services Committee.doc](#)

**The Minutes of the Ordinary meeting of the Works and Corporate Services Committee, held on 25 October 2011 be confirmed.**

**Carried 5/0**

**8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

The Presiding Member addressed the Committee and advised that the Manager for Engineering Services would be commencing work on his budget in the early New Year. The Presiding Member requested that Councillors consider areas for possible improvement and propose works that could beautify Cottesloe.

**9 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

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

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

10.3.2 Statutory Financial Reports for the Period 1 July 2011 to 31 October 2011

10.3.3 List of Accounts Paid For the Month of October 2011

10.3.4 Schedule of Investments and Loans as at 31 October 2011

10.3.5 Property and Sundry Debtors Report as at 31 October 2011

## 10 REPORTS OF COMMITTEES AND OFFICERS

### 10.1 ADMINISTRATION

#### 10.1.1 COTTESLOE SURF LIFE SAVING CLUB DRINKS SERVICE

**File No:** SUB/550-02  
**Attachments:** [Letter of Application for Drinks Service](#)  
**Responsible Officer:** Mat Humfrey  
**Author:** Manager Corporate Services  
Meagan Hodgson  
Community Development Officer

**Proposed Meeting Date:** 22 November 2011  
**Author Disclosure of Interest** Nil

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#### SUMMARY

Council is being asked to consider an application from the Cottesloe Surf Life Saving Club to sell refreshments to the public during three events at Cottesloe Beach.

#### BACKGROUND

Cottesloe Surf Life Saving Club is largely self-funded by members who provide a community service free of charge. To carry out maintenance and repair to the club premises and equipment funds must be generated from various fund raising activities and grants.

The club is seeking permission to sell refreshments during three major events being the Havaiana Thong Challenge, the Rottneest Channel Swim and Sculpture By the Sea. They believe this would help to service the public demand and help the club to generate some much needed funds.

#### STRATEGIC IMPLICATIONS

Nil.

#### POLICY IMPLICATIONS

Beach Policy 7(n)(ii) 'Commercial Activity'.

#### STATUTORY ENVIRONMENT

Beaches and Beach Reserve Local Law has provisions for the maintenance and management of the beaches and beach reserves.

#### FINANCIAL IMPLICATIONS

Nil

#### SUSTAINABILITY IMPLICATIONS

Nil

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## CONSULTATION

Nil

## STAFF COMMENT

The Club has stated that it would like each event considered separately as the actual activity proposed and venues are different at each event.

### 1. Havaiana Thong Challenge

The Club seeks permission to locate a mobile soft drinks caravan on the beach. It would be placed adjacent to the walkway, approximately 50 metres from the groyne and in the vicinity where the path from the Club joins the walkway.

Objections to the placement of a drinks van at this location may come from local vendors who believe that the sale of drinks would deprive them of customers. Council could consider granting permission for a very restricted time with tight restrictions on what could be sold, if permission is given.

### 2. Rottnest Channel Swim

The Club seeks permission to operate two portable coffee dispensing machines on the walkway in the vicinity of the boatshed from approximately 4.30am to 9.30am on the morning of the event. The Club will liaise with Council staff to ensure that all rubbish generated from sales of drinks is adequately dealt with and recycled.

The proposed sale of coffee and other hot drinks would have a minimal impact on the vendors between 4.30am and 7.30am as most aren't open at this time. It would also provide for the participants at this event.

### 3. Sculpture by the Sea

Locate a mobile soft drinks caravan on the beach adjacent to the walkway approximately 50 metres from the groyne and in the vicinity where the path from the Club joins the walkway and to sell souvenirs and club memorabilia from the boatshed.

One of the main benefits to the Town of this event is the increased profile of local businesses and the Town itself. This is achieved by attracting more people to the beach for the event who then go on to use local vendors, where hopefully they will be encouraged to return at another time. As such, anything that detracts from this would reduce overall benefit of the event itself.

Having said this, the sale of souvenirs adds to such an event and makes it more likely for people to return. There would also be other opportunities for fundraising that could arise from the event itself.

## VOTING

Simple Majority

## COMMITTEE DISCUSSION

Mayor Morgan stated that he appreciated that officers did not want to permit activities that would be in competition with existing businesses in the area, and stated that in his opinion what is being proposed would have minimal impact. The Mayor continued

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by stating that our Surf Clubs are not for profit organisations with limited resources and revenue raising capacity and should be supported by Council. It was further stated that during busy periods, Cottesloe drink vendors are at capacity and the Surf Club would not be competing with their businesses. The Mayor suggested that as long as the Surf Club has the support of the event organisers, they should be permitted to sell soft drinks at events such as Haviana's Thong Challenge and Sculpture by the Sea.

## **OFFICER RECOMMENDATION**

### **Moved Cr Strzina, seconded Cr Boland**

THAT Council:

1. Grant permission for the placement of two portable coffee distributing machines for the morning of the Rottnest Channel Swim with the following conditions;
  - a) The machines be marked as "fundraising" for Cottesloe Surf Life Saving Club.
  - b) Service is only available between the hours of 4.30am and 8.30am.
  - c) That a suitable club member is in attendance at the machines whilst drinks are being served.
  - d) The Club provides proof of adequate liability insurance for this kind of activity.
  - e) Subject to compliance with the Food Act 2008 and the Food Standards Code.
  - f) The Club demonstrates that they have support from the organisers at the Rottnest Channel Swim for the placement of these machines.
2. Grant permission for the sale of souvenirs and other memorabilia from the Club's Boatshed during Sculpture By the Sea, subject to compliance with the Food Act 2008 and the Food Standards Code;
3. Decline the request for drinks van during Havaianas Thong Challenge and Sculpture By the Sea;
4. Make the Community Development Officer available to assist the Club to design and organise fund raising activities that coincide with major events at Cottesloe Beach.

## **AMENDMENT**

### **Moved Mayor Morgan, seconded Cr Strzina**

**Amend the recommendation by:**

1. **Create a new point (2) that states "Grant permission for the placement of a mobile soft drinks caravan on the beach adjacent to the walkway, approximately 50 metres from the groyne and in the vicinity where the path from the Club joins the walkway for the Haviana's Thong Challenge, and with the following conditions:**
  - a) The caravan be marked as "fundraising" for Cottesloe Surf Life Saving Club.**

- b) Service is only available between the hours of 5.00am and 5.00pm on the day of the event.
  - c) That a suitable club member is in attendance at the caravan whilst drinks are being served.
  - d) The Club provides proof of adequate liability insurance for this kind of activity.
  - e) Subject to compliance with the Food Act 2008 and the Food Standards Code.
  - f) The Club demonstrates that they have support from the organisers of the Haviana's Thong Challenge for the placement of the caravan."
2. Create a new point (3) that states "Grant permission for the placement of a mobile soft drinks caravan on the beach adjacent to the walkway, approximately 50 metres from the groyne and in the vicinity where the path from the Club joins the walkway for the Sculpture by the Sea, and with the following conditions:
- a) The caravan be marked as "fundraising" for Cottesloe Surf Life Saving Club.
  - b) That a suitable club member is in attendance at the caravan whilst drinks are being served.
  - c) The Club provides proof of adequate liability insurance for this kind of activity.
  - d) Subject to compliance with the Food Act 2008 and the Food Standards Code.
  - e) The Club demonstrates that they have support from the organisers of the Sculpture by the Sea for the placement of the caravan and the dates and times of operation."
3. Delete the existing point (3)

Carried 3/2

**COMMITTEE RECOMENDATION****THAT Council:**

1. Grant permission for the placement of two portable coffee distributing machines for the morning of the Rottnest Channel Swim with the following conditions;
    - a) The machines be marked as “fundraising” for Cottesloe Surf Life Saving Club.
    - b) Service is only available between the hours of 4.30am and 8.30am.
    - c) That a suitable club member is in attendance at the machines whilst drinks are being served.
    - d) The Club provides proof of adequate liability insurance for this kind of activity.
    - e) Subject to compliance with the Food Act 2008 and the Food Standards Code.
    - f) The Club demonstrates that they have support from the organisers at the Rottnest Channel Swim for the placement of these machines.
  2. Grant permission for the placement of a mobile soft drinks caravan on the beach adjacent to the walkway, approximately 50m from the groyne where the path for the Club meets the walkway for the Haviana’s Thong Challenge, and with the following conditions:
    - a) The caravan be marked as “fundraising” for Cottesloe Surf Life Saving Club.
    - b) Service is only available between the hours of 5.00am and 5.00pm on the day of the event.
    - c) That a suitable club member is in attendance at the caravan whilst drinks are being served.
    - d) The Club provides proof of adequate liability insurance for this kind of activity.
    - e) Subject to compliance with the Food Act 2008 and the Food Standards Code.
    - f) The Club demonstrates that they have support from the organisers of the Haviana’s Thong Challenge for the placement of the caravan.
  3. Grant permission for the placement of a mobile soft drinks caravan on the beach adjacent to the walkway, approximately 50m from the groyne where the path for the Club meets the walkway for the Sculpture by the Sea, and with the following conditions:
    - a) The caravan be marked as “fundraising” for Cottesloe Surf Life Saving Club.
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- b) That a suitable club member is in attendance at the caravan whilst drinks are being served.
  - c) The Club provides proof of adequate liability insurance for this kind of activity.
  - d) Subject to compliance with the Food Act 2008 and the Food Standards Code.
  - e) The Club demonstrates that they have support from the organisers of the Sculpture by the Sea for the placement of the caravan and the dates and times of operation.
- 4. Grant permission for the sale of souvenirs and other memorabilia from the Club's Boatshed during Sculpture By the Sea, subject to compliance with the Food Act 2008 and the Food Standards Code;
  - 5. Make the Community Development Officer available to assist the Club to design and organise fund raising activities that coincide with major events at Cottesloe Beach.

**AMENDED SUBSTANTIVE MOTION WAS PUT**

**Carried 4/1**

**10.1.2 DAIP 5 YEAR REVIEW**

**File No:** SUB/1080  
**Attachments:** [5 Year Disability Review](#)  
**Responsible Officer:** Mat Humfrey  
**Author:** Manager Corporate Services  
Meagan Hodgson  
Community Development Officer

**Proposed Meeting Date:** 22 November 2011  
**Author Disclosure of Interest** Nil

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**SUMMARY**

To present for Council's consideration the 5 year review of the Town's Disability Access and Inclusion Plan (DAIP) as required by the *Disability services Act 1993*.

**BACKGROUND**

The current DAIP was adopted in July 2007 and covers the period of 2007 to 2011. It was prepared by consultants using various methods including forums, invitations for submissions from the public and Councillors gathering information from the public.

Significant achievements under the current DAIP include access improvements to the Civic Centre and other buildings and facilities. Over 50% of items in the plan have been completed while others have been surveyed and quoted.

The following processes are required to prepare a new disability plan for the Town covering the period of 2012-2016:

- Adopting this review is the first step.
- The information from this review will be used to develop recommendations for an updated Disability Access and Inclusion Plan.
- Upon the completion of the Draft Plan, Council will be asked to make the Draft Plan available to the public for comments.
- The Draft Plan and feedback will then be presented to Council for consideration.
- If approved the Plan will be lodged with Disability Services Commission and be made available to the public.

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Review used to provide recommendations for updated Disability Access and Inclusion Plan.

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**STATUTORY ENVIRONMENT**

Disability Services Act 1993

**FINANCIAL IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**STAFF COMMENT**

Adopting the review document is the first step in writing the new disability plan for 2012-2016

The review process consisted of:

1. Analysis of the existing Plan
2. Analysis of the Town's achievements in improving access in recent years
3. Consultation with the community, key stakeholders, people with disabilities, their families and carers.
4. Distribution of a survey to gather information from residents, businesses and staff on the ways in which the Town of Cottesloe is working to improve access and inclusion.
5. Assess the training needs of staff and education of the community regarding disability access and inclusion.

The submissions received included two written comments and three surveys. The workshop attendance was low however the input from attendees was of high quality.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Mayor Morgan, seconded Cr Boland**

**THAT Council receive and note the Disability Access and Inclusion Plan 5 year review as presented at the November 2011 Works and Corporate Services Committee.**

**Carried 5/0**

**10.1.3 PROCOTT AGREEMENT**

**File No:** SUB/47  
**Attachments:** [Procott Agreement](#)  
[Letter from McLeods](#)  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Mat Humfrey  
Manager Corporate Services  
**Proposed Meeting Date:** 22 November 2011  
**Author Disclosure of Interest** Nil

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**SUMMARY**

Council is being requested to authorise the Mayor and Chief Executive Officer to sign a new agreement with Procott Incorporated on behalf of the Town.

**BACKGROUND**

Advice from the Department of Local Government was received in early 2011, stating that Council should not be using a specified area rate to raise funds that are forwarded to Procott Inc. and instead, Council should be using a differential general rate for this purpose.

The reason given for this advice is that specified area rates should only be used to fund specific projects, or the payment of loans for a project, that have a direct benefit for the properties the rate is imposed on. Given that Council is not able to specify the exact projects that Procott will undertake each year, the specified area rate ceased being used.

In its place, Council resolved to raise a differential general rate, for the purposes of funding Procott Inc. A differential general rate can be imposed on any area, portion of area, or type of land that can be easily and distinctly recognised within the Town's boundaries. Land zoning or use, as well as location can be used to impose a differential general rate.

While differential general rates offer more freedom in how the funds can be used, it does require advertising of the intended differential rate and for Council to receive and consider submissions on the differential general rate. This adds to the time required to consider the budget, which is why differential general rates have not been as popular as specified area rates in the past.

The move from specified area rates to differential general rates meant that significant changes needed to be made to the agreement that the Town has with Procott Inc. These changes have taken some time to finalise, even though no material changes have been made to the function of the Agreement.

**STRATEGIC IMPLICATIONS**

Nil

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**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

Local Government Act 1995 – s2.5 Local Governments created as bodies corporate

Local Government (Functions and General) Regulations 1996 – 34 Use of the Common Seal

Local Government (Financial Management) Regulations 1996 – 11, 12, 13 and 34 (attached).

**FINANCIAL IMPLICATIONS**

If adopted, the Town will enter into an agreement with Procott Inc to consider a differential general rate each year. While the additional rate will raise the funds forwarded to Procott Inc, there will be an additional cost in that the Town will now be required to advertise the differential general rate.

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

McLeods Barristers and Solicitors have reviewed a draft of the agreement which they have provided comment on. The comment has been attached to the report.

Procott Inc have been sent a copy of the draft with tracked changes.

**STAFF COMMENT**

While the actual function of this agreement will not change, there have been several significant changes to the agreement with Procott Inc that have resulted from the move away from the specified area rate.

In essence, the agreement has moved away from a situation where the Town was funding specified and agreed upon activities, to a situation where a grant is awarded (based on a submission) and then acquitted at the end of the period.

While the form of the agreement may have changed, in reality the process that has been followed for sometime is that of a “grant and acquittal”. The actual situation was by and large what the Department looked at when they gave the advice that they did stating the a specified area rate should not be being used.

At first, it was thought that simply removing the words “specified area rates” and replacing them with “differential general rates” would be sufficient. However, a number of problems arose, and careful drafting was needed to ensure that the agreement would be strong enough to protect the Town as well as Procott. Some of the issues include;

- 1) The Town can raise more than one type of differential general rate, so the actual rate being considered needed to be specifically identified;



- 2) Differential rates are raised in place of general rates, where as specified area rates are raised “on top of” general rates – so the agreement had to be changed to reflect this; and
- 3) As there was a need to move to a “grant and acquittal process”, this needed to be specified in the agreement.

These changes were made and the resulting draft agreement was sent to the Town’s solicitors for comment.

As can be seen in the letter from McLeods, there were eight minor drafting changes that were required in the draft agreement, all of which have been made in the version attached (Track changes include all changes, not just those required in this advice). The letter also contains a question in regards to how the Town will comply with regulations 11 to 13 and 34 of the Local Government (Financial Management) Regulations 1996. These regulations have also been attached to this report.

Regulations 11 to 13 more or less state the Council is required to authorise and have procedures for authorising all payments from its municipal account and that the payments are to be reported each month. Regulation 34 requires that the Town prepare financial reports at the end of each month that includes a balance sheet and a statement of net current assets. The concern raised is that the Town might not be able to comply with these regulations and the contents of the agreement, as Procott will be making payments from funds awarded to them under the agreement.

It is quite common in local governments throughout Western Australia to award grants for any reason that the local government sees fit, including for the provision of community and economic development. The nature of the agreement will create a relationship between Procott Inc and the Town, which requires Procott to undertake economic development type activities (area promotion, promotional events and so on) having been awarded a grant to do so.

If the grant payment is included in the budget documents, the payment of the grant itself is an authorised payment once the budget is adopted. The actual payment will be recorded in the cheque listings in the month that it is paid and will be reflected in the financial statements accordingly.

The payments that Procott then make to fulfill the functions of the grant do not need to be individually authorised by the Town, as the grant itself has been. The Town would require that the grant be acquitted each year, to ensure the funds have been spent as claimed, but this forms part of the grant process, not an authorisation of payment.

The agreement, as attached, does ensure that Procott must spend the funds as proposed and provides mechanisms for the Town to end the agreement if they fail to do so. It also provides Procott with the freedom to seek additional funding and to take on activities that will benefit businesses in the Central Business District.

## **VOTING**

Absolute Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Rowell, seconded Cr Strzina**

**THAT Council by Absolute Majority, authorise the Mayor and Chief Executive Officer to execute under Common Seal the agreement with Procott Incorporated, as submitted to the 22 November 2011 meeting of the Works and Corporate Services Committee.**

**Carried 5/0**

**10.1.4 GRANT MARINE PARK - REQUESTS FOR WEDDING CEREMONIES**

**File No:** SUB/232  
**Attachments:** [Grant Marine Park Map](#)  
**Responsible Officer:** Mat Humfrey  
Manager Corporate Services  
**Author:** Meagan Hodgson  
Community Development Officer

**Proposed Meeting Date:** 22 November 2011  
**Author Disclosure of Interest** Nil

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**SUMMARY**

Council is being asked to consider the use of Grant Marine Park for wedding ceremonies.

**BACKGROUND**

In the past few months the Town has received several enquiries from people wanting to have their wedding ceremony at the Grant Marine Park. These inquiries have been for low key ceremonies and have not included requests for receptions.

Many Council's such as the Town of Vincent and City of Stirling allow bookings of their local parks and open spaces. One such use they allow for is that of simple wedding ceremony. Simple wedding ceremonies typically include the wedding service alone, with restrictions on crowd numbers, the use of chairs and any form of entertainment or catering.

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

As can be seen from the attached aerial drawing there are only a few houses directly neighbouring Grant Marine Park. Council may wish to write to these residents to gain their input, or require administration to notify them when weddings are to be held.

**STAFF COMMENT**

If Council were to approve allowing wedding ceremonies at Grant Marine Park, it could do with strict conditions such as;

- Weddings will take place within the hour booked.
- No amplification or sound equipment allowed.
- No more than 100 people.
- No more than 30 chairs.
- No catering.
- No entertainment.

Fees charged for the use of the Grant Marine Park could be based on the structure for beach weddings, which would be as follows:

Up to 60 guests - \$150.00/hr  
60 – 100 guests - \$300.00/hr

The purpose for the extra charge is to keep guest numbers down in respect to surrounding residential area and limited parking facilities.

Conditions of hire will also include no decorations to avoid littering, limited set up / pack up times and prohibitions on loitering of guests.

As rangers are on duty Saturdays and Sundays during summer they could monitor all weddings at Grant Marine Park, to ensure conditions are strictly adhered to.

**VOTING**

Simple Majority

**COMMITTEE DISCUSSION**

Mayor Morgan questioned which area in particular is being requested for weddings and whether there is a need for officers to be more prescriptive as to the placement of wedding ceremonies at Grant Marine Park. Mayor Morgan queried whether the children's playground area would be separate from the area reserved for weddings. The Manager Corporate & Community Services confirmed that Council have the ability to specify certain areas of Grant Marine Park when wedding applications are made.

**OFFICER RECOMMENDATION**

**Moved Mayor Morgan, seconded Cr Strzina**

THAT Council:

1. Approve the use of Grant Marine Park for simple wedding ceremonies with the following restrictions.
  - a) no more than 100 guests
  - b) ceremonies limited to one hour; with only 1 booking per day
  - c) applicant responsible for all litter
  - d) no more than 30 chairs
  - e) no entertainment for guests

- f) no catering of any kind
  - g) residents directly neighbouring Grant Marine Park to be notified of bookings
2. Approve the fee structure of up to 100 guests as follows:  
Up to 60 guests - \$150.00/hr  
60-100 guests - \$300.00/hr
3. The use of Grant Marine Park for wedding ceremonies to be reviewed in June 2012.

#### **AMENDMENT**

**Moved Mayor Morgan, seconded Cr Boland**

**Amend the recommendation by adding a new part (h) that states “that staff specify the precise location for each application”.**

**Carried 5/0**

#### **AMENDMENT**

**Moved Cr Boland, seconded Mayor Morgan**

**Amend the recommendation by adding a new part (4) that states “Advise neighbouring residents that Council has endorsed wedding ceremonies taking place at Grant Marine Park, and that as per 1(g) residents directly neighbouring Grant Marine Park will be notified of bookings”.**

**Carried 5/0**

#### **COMMITTEE RECOMENDATION**

**THAT Council:**

1. **Approve the use of Grant Marine Park for simple wedding ceremonies with the following restrictions.**
- (a) no more than 100 guests**
  - (b) ceremonies limited to one hour; with only 1 booking per day**
  - (c) applicant responsible for all litter**
  - (d) no more than 30 chairs**
  - (e) no entertainment for guests**
  - (f) no catering of any kind**
  - (g) residents directly neighbouring Grant Marine Park to be notified of bookings**
  - (h) that staff specify the precise location for each application**
2. **Approve the fee structure of up to 100 guests as follows:**  
**Up to 60 guests - \$150.00/hr**  
**60-100 guests - \$300.00/hr**
-

3. The use of Grant Marine Park for wedding ceremonies to be reviewed in June 2012.
4. Advise neighbouring residents that Council has endorsed wedding ceremonies taking place at Grant Marine Park, and that as per 1(g) residents directly neighbouring Grant Marine Park will be notified of bookings.

**AMENDED SUBSTANTIVE MOTION WAS PUT**

**Carried 5/0**

**10.1.5 SUNCORP EVENT APPLICATION**

**File No:** SUB/550-02  
**Attachments:** [Suncorp Event Application](#)  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Mat Humfrey  
Manager Corporate Services

**Proposed Meeting Date:** 22 November 2011  
**Author Disclosure of Interest** Nil

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**SUMMARY**

Council is being asked to consider an application from “Media-V” to hold the “Suncorp – Sunrise” initiative at Cottesloe beach on four separate occasions.

**BACKGROUND**

Media-V are a local promotions company that have a contract with SunCorp to provide the SunCorp Sunwise promotion. The promotion basically involves two vehicles (motor-scooters with trailers and signage) being placed on the beach, with staff members in attendance handing out sunscreen sachets and water bottles.

Media-V have asked to have this promotion at Cottesloe Beach on the following dates:

15 December 2011  
18 December 2011  
12 January 2012  
14 January 2012

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

Beaches and Beach Reserves Local Law 1999.

**FINANCIAL IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

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**STAFF COMMENT**

The Town receives many requests from promotion companies looking to host promotional events within the Town, particularly on the beaches. An example of an event that has been allowed is the Havianna's Thong Challenge, while other events have been declined. The decision usually turns on the type of product that is being promoted and the overall effect that the event will have on beach users. A further consideration is whether the event will add to the beach's profile in the wider community.

While this event would provide a community service, it is also likely that it would result in additional litter on the beach as the sachets and water bottles are potentially discarded. It would also involve the placement of commercial banners and signs (temporary) that would promote SunCorp itself.

Whilst not recommended on this occasion, if Council were to approve the promotion it would be prudent to have the following restrictions on the event itself:

- (a) Aside from the sunscreen sachets and water bottles, no promotional products, pamphlets or other similar advertising to be distributed during the course of this event;
- (b) That Media-V provide a copy of a certificate of currency, demonstrating that they have sufficient public liability insurance;
- (c) The vehicles are not to be on the beach before 10.30am and must be off the beach before 2.30pm; and
- (d) Promotional activities are not to take place in any car park or other public place outside of the activities approved.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Mayor Morgan, seconded Cr Pyvis**

**THAT Council declines the application from Media-V, to have the SunCorp Sunwise event at Cottesloe Beach.**

**Carried 5/0**



## 10.2 ENGINEERING

### 10.2.1 REQUEST FOR ACCESS ROAD TO CURTIN AVENUE FROM COTTESLOE RAILWAY PARKING AREA

**File No:** SUB/610  
**Attachments:** [Copy of Letter](#)  
[Plan of Affected Area](#)  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Geoff Trigg  
Manager Engineering Services  
**Proposed Meeting Date:** 22 November 2011  
**Author Disclosure of Interest** Nil

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#### SUMMARY

The Public Transport Authority has recently provided an upgraded 72 bay parking area to service railway patron car parking on the west side of the Cottesloe train station. This area is becoming well used but there is no direct road connection between Curtin Avenue and this parking area.

A request has been received for Council to build a road connection to the closest part of Curtin Avenue south of Forrest Street and north of the Cottesloe sub-station.

The recommendation is that Council:

1. Inform the applicant that Council will not be constructing a connection road due west of the PTA car park at the Cottesloe Railway Station, to Curtin Avenue.
2. Write to the Public Transport Authority to request that the Authority fund the improvement of the northern access track connecting to Curtin Avenue as well as an upgrading of the Curtin Avenue intersection to improve safety, as a provision of improved access quality and safety for railway patrons using the Cottesloe Station car park.
3. Consider funding improvements to the northern access track and / or the Curtin Avenue intersection if PTA works have not been agreed to.
4. Inform the applicant of Council's decision on this matter.

#### BACKGROUND

The current accesses available to this parking area are either from the south, but from a 'left turn in / left turn out' at Jarrad Street or from Curtin Avenue to the north off a 'Y' junction and via a poor quality track.

The Curtin Avenue road reserve is vested in Council, but the reserve area west of the fenced railway reserve and the eastern boundary of the Curtin Avenue road reserve is not under Council's control.

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The Jarrad Street access to the car park does not allow access for vehicles on Jarrad Street travelling to the west because of a median island on Jarrad Street.

The northern access off Curtin Avenue has safety issues due to the angle of the intersection, the speed / volume of Curtin Avenue traffic and the poor quality track connecting to the north end of the upgraded car park.

### **STRATEGIC IMPLICATIONS**

The area involved has been discussed at length by Council and is proposed to become high quality residential land, possibly a Transit Oriented Development (TOD) and one of the alternative alignments for a future West Coast Highway extension.

Any current uses or changes to this area may well be temporary, prior to large scale future redevelopment.

### **POLICY IMPLICATIONS**

There are no Council policies affected by this proposal.

### **STATUTORY ENVIRONMENT**

The land involved is all vested in the Public Transport Authority for "Railway Purposes". Council has no control over that land apart from a small portion leased annually as a drainage sump on the north side of the sub-station.

Under the Perth Metropolitan Regional Scheme a road reserve for a "Primary Regional Road "(West Coast Highway) cuts through this land adjacent to the fenced railway reserve.

### **FINANCIAL IMPLICATIONS**

If all vesting and legal issues were resolved, and Main Roads WA approved all line marking and signage required for a new road off Curtin Avenue to the parking area, Council would need to budget in excess of \$40,000 (sealed) to build this short access road.

### **SUSTAINABILITY IMPLICATIONS**

The positive impact of this access would be a more easily used access / egress for the car park serving the Cottesloe train station. The potentially negative impact would be possible tree clearing to create the road access and ensure sight clearance on the Curtin Avenue intersection.

### **CONSULTATION**

Nil

### **STAFF COMMENT**

A large part of the use of this new PTA car park would be for all day parking by train users. Therefore, access would be in the morning when Curtin Avenue was busy and egress in the late afternoon, again with heavy Curtin Avenue vehicle use.

Vehicles travelling north and trying to turn right onto this access would cause an obstruction to through traffic as would south bound cars slowing down to turn left. Exiting this new road, particularly to head north, would require a higher level of skill, during busy use of Curtin Avenue. Council has no control of the "Railway Purposes" land through which this requested road would run. If PTA agreed to this use, it is probable that a lease of the area would apply, if Council was to build and maintain this road, at a lease cost to Council.

The site of the proposed new road intersection with Curtin Avenue has safety issues regarding sight clearance, turning movements both into and out of Curtin Avenue, the speed and volume of vehicles on Curtin Avenue and the proximity of nearby intersections with Jarrad Street and Forrest Street. Vehicles travelling south on Curtin Avenue around a bend opposite Forrest Street would also have a reduced reaction time to vehicles pulling out of the car park access road.

Depending on the exact alignment, the new access road construction may require tree clearing for the alignment and to maximise sight clearance at the Curtin Avenue intersection. Council has previously been opposed to the removal of any further trees from this area.

The existing access / egress at Jarrad Street cannot be opened out to allow access for west bound traffic, or egress to the west, due to the proximity of the level crossing gates and the obstruction to traffic flow on Jarrad Street.

In regards to the northern access, a poor quality track connects the north side of the new PTA car park with a 'Y' junction onto Curtin Avenue. The majority of the track is on 'Railway Purposes' land, uncontrolled by Council.

This intersection and track could be improved in both quality and safety without a major cost i.e. less than \$20,000, however the track improvement would require approval from PTA, prior to works being undertaken.

## **VOTING**

Simple Majority

## **OFFICER RECOMMENDATION**

**Moved Mayor Morgan, seconded Cr Rowell**

THAT Council:

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

**AMENDMENT**

Moved Mayor Morgan, seconded Cr Rowell

Amend the recommendation in point (1) by adding the words “on PTA land” after the words “will not be constructing”.

Carried 5/0

**AMENDMENT**

Moved Mayor Morgan, seconded Cr Pyvis

Amend the recommendation by adding a new point (5) that states “Council staff to write to Main Roads WA to request pelican lights be installed on Forrest Street”.

Carried 4/1

**COMMITTEE RECOMMENDATION**

**THAT Council:**

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

**AMENDED SUBSTANTIVE MOTION WAS PUT**

Carried 5/0

**10.2.2 REQUEST FOR ROW 21 COTTESLOE TO BE EXEMPT FROM FUTURE UPGRADING**

**File No:** SUB/261  
**Attachments:** [Copy of Survey Sheets](#)  
[Plan of ROW21](#)  
[Policy Right of Way / Laneways](#)  
[Item 11.1.3 of Council Minutes 28 February 2011](#)  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Geoff Trigg  
Manager Engineering Services  
**Proposed Meeting Date:** 22 November 2011  
**Author Disclosure of Interest** Nil

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**SUMMARY**

The results of a survey detailing comments on the possible exclusion of ROW 21 from any future sealing works, has been received. The survey comments only cover property owners affected by the laneway. The purpose for exclusion from future sealing works is to protect bobtail lizards.

The recommendation is that Council:

1. In relation to its Rights of Way / Laneways policy, exempts the existing non sealed east-west aligned sections of ROW 21 from the need for sealing or drainage improvement, and lists that exemption in the table attached to the policy.
2. Advise in writing the landowners adjacent to ROW 21 that Council has granted the exemption.
3. Modify the 5 year Laneway Upgrading Program by removing all mention of ROW 21.

**BACKGROUND**

ROW 21 runs from Marmion Street east then turns at the east end to connect into Florence Street. Mid way along its length there is a second unsealed connection to Florence Street. The eastern end connection to Florence Street is sealed. The majority of the east / west length is unsealed.

The laneway width is 5.0 meters from Marmion Street to the central Florence Street connection and 3.0 meters for the eastern section.

The majority of the east / west section is unsealed. A sewer main runs down the laneway.

There have been no requests for sealing in recent years. ROW 21 is on the 5 year program for damage improvements and sealing for 2013/2014 and 2014/2015.

Council currently owns this laneway in 'fee simple'.

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**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Council's Right of Way / Laneways policy applies.

**STATUTORY ENVIRONMENT**

There are no statutory requirements for Council to either seal or not seal its laneways.

**FINANCIAL IMPLICATIONS**

Council's 5 year upgrading program includes this laneway for damage and sealing, over 2 financial years, for a total of \$100,000. These funds could be re-directed if the work is cancelled.

**SUSTAINABILITY IMPLICATIONS**

The reason given in the survey for the rejection of laneway upgrading is "that this would protect our bobtails who live and commute from house to house. To protect our Flora and Fauna for our children's future".

**CONSULTATION**

All affected properties appear to have been contacted and asked to fill out the survey form. The received signatures agreeing with the proposal cover the vast majority of owners / residents.

**STAFF COMMENT**

In regards to the inclusion of this laneway in the 5 year program for laneway upgrading, the laneway can easily be removed from 'the list' in the program. This change can be reflected in February 2012 when all updated 5 year programs are presented to Council.

When considering the application of Council's Rights of Way / Laneways policy to this proposal, clauses 15&16 apply as well as Table 5:

15. Where no application for a development has been received relating to the drainage and sealing of a laneway, and one or more landowner wishes to prevent the sealing and drainage of a laneway, then the concerned landowner(s) would undertake the requirements of #16 to present Council with the case to prevent such sealing and drainage.
16. The demonstration of a local landowner attitude against the drainage and sealing of a laneway to meet a development condition must include the signatures of at least two thirds of all landowners affected by the proposal supporting the 'no sealing and drainage' case and accepting that any future requests to Council from any affected landowner to upgrade or seal that laneway must include an acceptance of two thirds of those owners for a differential rating payment system for those properties to fund such improvement works.

**(5) TABLE OF ROW / LANEWAYS FOR WHICH COUNCIL HAS GRANTED EXEMPTION FROM UPGRADING PURSUANT TO CLAUSES 14-16 OF THIS POLICY:**

<b>ROW / Laneway</b>	<b>Date of Council Decision</b>
ROW 14	28 February 2011

Of the 39 affected properties support survey forms have been provided from 28 properties for the proposal. Each signed survey form includes the words:

*We the landowners adjoining Right of Way 21 accept that any future requests to Council from any affected landowners to seal and drain the ROW must include an acceptance from at least two thirds of the landowners who support this sealing / draining, for a differential rating payment system to fund works.*

The requirements of clauses 15 and 16 are therefore met by the signed forms received.

### **VOTING**

Simple Majority

### **COMMITTEE DISCUSSION**

Through the Chair, the Manager for Engineering Services confirmed that the recommendation complies with Council's policy and the Planning Department have been informed and have no objections.

Councillor Rowell referred to previous incidents where residents have submitted similar requests in an attempt to widen their Right of Ways. The Manager for Engineering Services advised that the ROW is not subject to adverse possession and the land will remain Crown Land.

### **OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Pyvis, seconded Cr Strzina**

**THAT Council:**

- 1. In relation to its Rights of Way / Laneways policy, exempts the existing non sealed east-west aligned sections of ROW 21 from the need for sealing or drainage improvement, and lists that exemption in the table attached to the policy.**
- 2. Advise in writing the landowners adjacent to ROW 21 that Council has granted the exemption.**
- 3. Modify the 5 year Laneway Upgrading Program by removing all mention of ROW 21.**

**Carried 5/0**

**10.2.3 2011/2012 ROAD SAFETY IMPROVEMENT AND SPEED RESTRICTION**

**File No:** SUB/707  
**Attachments:** [Five year Road Safety Improvement and Speed Restriction Program](#)  
[Sketches of Proposed Traffic Treatment](#)  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Geoff Trigg  
Manager Engineering Services  
**Proposed Meeting Date:** 22 November 2011.  
**Author Disclosure of Interest** Nil

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**SUMMARY**

Council has budgeted \$78,667 for the installation of speed restricting and / or road safety improvements on existing streets during 2011/2012. This is part of the ongoing 5 year program for Road Safety Improvement and Speed Restriction.

Given the recent reversals in Council's acceptance of such works, this item seeks to ensure that the three original listed works are still ongoing. Funds are, and will be, spent on survey and design works prior to construction.

The recommendation is that Council resolve to proceed with the budgeted road safety improvement and speed restriction works proposed for:

1. The intersection of Marine Parade and Napier Street;
2. The proposed pedestrian crossing island on Broome Street at the northern end of the tennis courts; and
3. The intersection of Grant Street and Mann Street (rubber speed cushions).

**BACKGROUND**

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

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

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

The 2011/2012 listed projects were taken from the approved Year 1 of the 5 Year program.

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**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 2011/2012 budget includes an allocation of \$78,667 for the installations at three sites for speed reduction and / or traffic control.

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

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

**STAFF COMMENT**

Council has previously committed to a long term plan to reduce speeding traffic and install controls at unsafe intersections within the Town of Cottesloe, based on the Traffic Study completed in 2008. A number of issues listed have or will be dealt with via State and Federal Government Black Spot funding applications.

This is the second year of the ongoing program.

The three projects are:

- 1) Installation of a central island in Napier Street, at the Marine Parade intersection, including widening on one side to allow width for the island. This is to allow pedestrians a central island where crossing the intersection and to stop vehicles on Marine Parade using the intersection as a 'U' turn.
- 2) Installation of a pedestrian crossing island on Broome Street, at the northern end of the tennis courts, to line up with the pedestrian path accessing Bryan Way and Marine Parade. This island would also have a slowing effect on traffic in Broome Street.

- 3) The installation of rubber speed cushions in Mann Street and Grant Street at the intersection. This installation was adopted by Council as an alternative to the State Black Spot funded intersection treatment abandoned in 2009/2010.

Sketches of the proposals are included in 'Attachments', however the final design will depend on Main Roads WA requirements for line marking, signage, shape and length of islands etc.

Council's design consultant is currently working on these designs. Once completed, the designs would normally be sent to Main Roads WA for approval. Once approval is given, a survey layout occurs at each site and quotations are received for the construction.

Council had previously agreed with these works, and included funding in the 2011/2012 budget. Given the abandonment of several such works in recent years, and in order to prevent the wastage of funds on works, possibly now not required by Council, this matter is presented as a further opportunity to either commit to or cancel further expenditure.

## **VOTING**

Simple Majority

## **COMMITTEE DISCUSSION**

Mayor Morgan advised that in his opinion the intersection of Mann Street and Grant Street is a "bad intersection" with the potential to cause accidents, especially for those not familiar with the intersection and the fact that it is a dual lane intersection and may look in the wrong direction for traffic.

Councillor Strzina commented that speed cushions do ensure people travel slower, reducing the risk of accidents, however the Mayor commented that speed cushions cause noise pollution for neighbouring residents and the lesson learnt from Broome Street was that lateral deflection is a preferred option. The Manager for Engineering Services advised that the original approved solution by Main Roads was not accepted by Council and confirmed that previous accidents had been the result of side collisions.

Cr Strzina questioned whether a roundabout with the right design could be a possible solution, as it would work to both slow traffic and make it obvious which direction other traffic is coming from. The Manager for Engineering Services commented that there are significant costs associated with installing roundabouts.

## **OFFICER RECOMMENDATION**

### **Moved Cr Rowell, seconded Cr Pyvis**

THAT Council resolve to proceed with the budgeted road safety improvement and speed restriction works proposed for:

1. The intersection of Marine Parade and Napier Street;
2. The proposed pedestrian crossing island on Broome Street at the northern end of the tennis courts; and

3. The intersection of Grant Street and Mann Street (rubber speed cushions).

**AMENDMENT**

**Moved Cr Pyvis, seconded Cr Rowell**

**Amend the recommendation by:**

- 1) Add a point (1) before the word “resolve”
- 2) Renumber points (1) and (2) as sub points (a) and (b)
- 3) Delete point (3)
- 4) Create a new point (2) to read “Request Officers to investigate alternative traffic treatments for the intersection of Grant Street and Mann Street and report back to Council”.

**Carried 5/0**

**COMMITTEE RECOMMENDATION**

**THAT Council:**

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

**AMENDED SUBSTANTIVE MOTION WAS PUT**

**Carried 5/0**

**10.2.4 BLACKSPOT SUBMISSIONS FOR 2012/2013**

**File No:** SUB/573  
**Attachments:** [Copy of Submission](#)  
[Black Spot Report August 2011](#)  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Geoff Trigg  
Manager Engineering Services  
**Proposed Meeting Date:** 22 November 2011  
**Author Disclosure of Interest** Nil

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**SUMMARY**

At its August 2011 meeting, Council agreed to support three Blackspot projects in 2012/2013 if State and /or Federal grants were provided for this work.

Initial Main Roads WA (MRWA) information has now been received indicating that only one of these projects would be approved, with a two thirds State Blackspot funding. The project is to undertake a variety of improvements at the Curtin Avenue / Eric Street intersection. Council had originally only supported the project if Federal (100% of cost) funding was received.

State Black Spot funding means that Council would have to provide a \$92,000 contribution to a total project cost of \$276,000.

The recommendation is that Council:

1. Inform Main Roads WA that the recommended approval for a State Blackspot project for a total cost of \$276,000 on the Curtin Avenue / Eric Street intersection in 2012/2013 is not accepted at this time.
2. Request Main Roads WA that the project be considered for inclusion as a Reserve project in 2012/2013 for Federal Blackspot funding.

**BACKGROUND**

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

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

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

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crash solution being funded from the grant level available. A higher BCR may also indicate that the Federal Blackspot program may fund 100% of the treatment rather than two-thirds by the State program.

The projects put to Main Roads WA prior to the closing date of 15<sup>th</sup> July 2011 were:

- 1) Curtin Avenue / Princes Street – pedestrian crossing islands
- 2) Curtin Avenue / Eric Street – various intersection upgrades
- 3) Eric Street / Railway Street – increase pre-deflection on northern approach
- 4) Marine Parade / Eric Street – rubber speed cushions on Marine Parade

Of these, at its August meeting, Council resolved to support three of the projects, with the Marine Parade / Eric Street works being rejected.

### **STRATEGIC IMPLICATIONS**

The most applicable provision within the Cottesloe Future Plan 2006/2010 is under *Objective 1 – Protect and enhance the lifestyle of residents and visitors.*

Strategy 1.1 states “Develop an integrated transport strategy that includes park and ride, Cot Cat, Travel Smart, limited parking and the needs of pedestrians, cyclists and other non-vehicular traffic”. Blackspot and similar safety improvements would be part of this objective.

### **POLICY IMPLICATIONS**

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

### **STATUTORY ENVIRONMENT**

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

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

### **FINANCIAL IMPLICATIONS**

State Blackspot grants are approved on the basis of a \$2:\$1, State:Council contribution level. Federal Government Blackspot grants provide for 100% of the cost for each approved project. Two of these projects have been submitted for State funding, only one for both State and Federal grants and one for Federal funding only. If Council accepts this State Blackspot grant, it would be committing to a \$92,000 (i.e. 1/3<sup>rd</sup>) contribution to the works.

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**STAFF COMMENT**

This intersection has had 53 recorded accidents over 5 years and is, by far, Council's worst accident statistic intersection. The total solution would only be provided when West Coast Highway is extended through Cottesloe. Previous plans show a grade separated intersection, with Eric Street passing over a new highway alignment.

This project cost of \$276,000 would fund:

- Extension of right turn pocket on Curtin Avenue (north & south)
- Extension of left turn pocket on western leg of Eric Street
- Upgrade of signal lights to LED (Light Emitting Diodes)
- Overhead mast arm on eastern leg of Eric Street (onto Curtin Avenue)
- Install islands (extend back towards Florence Street) and reinforce priority

This work would improve the intersection by creating more space on turning lanes, improving the sight of signal lights on Eric Street and improving traffic control on Curtin Avenue back to Florence Street.

However, the 'total solution' is the extension of West Coast Highway with an intersection treatment (grade separation) that would cope with up to 25,000 vehicles per day. It is therefore fitting that a Federal Blackspot grant, covering 100% of the cost, is more applicable to cover traffic on a road that should be a highway totally under MRWA control and funding.

The cut off point for Federal funding of Blackspot grants came out at a BCR (Benefit Cost Ratio) of 3.05. This project has a 2.99 factor and might get funded on a Reserve project basis if other approved projects don't get taken up. This tends to happen each year, therefore there is still a chance for Federal (100%) funding in 2012/2013.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Mayor Morgan, seconded Cr Strzina**

**THAT Council:**

- 1. Inform Main Roads WA that the recommended approval for a State Blackspot project for a total cost of \$276,000 on the Curtin Avenue / Eric Street intersection in 2012/2013 is not accepted at this time.**
- 2. Request Main Roads WA that the project be considered for inclusion as a Reserve project in 2012/2013 for Federal Blackspot funding.**

**Carried 5/0**

**10.2.5 SPEED CONTROL AND SAFETY IMPROVEMENT, BROOME STREET,  
COTTESLOE**

**File No:** SUB/573  
**Attachments:** [Letters from MRWA](#)  
[Sketch of Speed Plateaux Railway Street and Napoleon Street intersection](#)  
[Sketches of Broome Street Alternative Installations](#)  
[Plan showing Eric Street Blister Island](#)

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

**Author:** Geoff Trigg  
Manager Engineering Services

**Proposed Meeting Date:** 22 November 2011

**Author Disclosure of Interest** Nil

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**SUMMARY**

At its September 2011 meeting, Council in regards to the Broome Street speed cushions, resolved to:

- 1) Remove the existing speed cushions and stanchions.
- 2) Request staff investigate the installation of a traffic slowing island similar to the one at the west end of Eric Street preferably located at the crest of the hill opposite Loma Street or alternatively using lateral deflections on either side of the crest.
- 3) Inform all residents of Broome Street from Forrest Street to Napier Street of the proposed treatments.
- 4) Remove the rubber speed cushions in Railway Street, each side of Napoleon Street, and install a flat top plateaux at the intersection of Railway Street and Napoleon Street.
- 5) Inform Procott of the alternative treatment.

Alternative sketched designs were sent to Main Roads WA in regards to item (2) of Councils resolution.

Main Roads WA has answered the request for consideration of those designs.

The recommendation is:

THAT Council:

- 1) Employ a Traffic Engineering Consultancy company to consider viable aesthetic solutions to the problem of speeding vehicles on Broome Street between Forrest Street and Napier Street, including blister islands but excluding rubber speed cushions, at a consultancy cost up to \$5000.
  - 2) Consider the funding of a red asphalt speed plateau at the Railway Street / Napoleon Street intersection in the 2012/2013 budget.
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**BACKGROUND**

The speed problems on Broome Street have been a concern to Council for many years. These problems have been covered by a series of traffic studies:

- 1) February 1989: Traffic Management Study, Sinclair Knight & Partners. Broome Street between Forrest Street and Napier Street mentioned as a speed problem. Main Roads WA annual intersection rankings for 1988, includes Broome Street / John Street as a multiple accident site.
- 2) February 2001: Cottesloe Traffic Management Plan – Sinclair Knight Merz. This study provided a page of description regarding Broome Street speed issues plus a plan showing a proposed treatment of the section between Forrest Street and Napier Street. The plan shows a blister island north of Forrest Street plus a kerbed median island for the full length of the section. These treatments were never constructed by Council.
- 3) May 2008: Town of Cottesloe Traffic Study - Porter Consulting. This study includes extensive advertising, speed data, the study of all recorded complaints on excessive speed and dangerous locations, previous studies, plus a community workshop to establish the issues to be studied. For Broome Street, the study recommendations included traffic / pedestrian islands at Loma Street and John Street.

As a result of the 2008 study, Council resolved to consider a new 5 year program for Road Safety Improvement and Speed Restriction, to start in 2009 /2010. That program eventually commenced in the 2010/2011 budget, with the Broome Street rubber speed cushions being part of that list of works.

Separate to these studies, in 2006, Council considered the results of speed counting in 2005, on a large number of roads, including Broome Street and resolved in April 2006 due to the high level of speeding on Broome Street, to install four red asphalt speed plateaux in Broome Street, north of Eric Street if residents agreed to the installations. Letters were sent out and 17 responses received, 15 of which supported the works. On this basis works to install the four speed plateaux commenced but were then abandoned after complaints from four people.

In 2008, due to recorded accidents at the Broome Street / John Street intersection, Council was successful in attracting a State Black Spot grant to install pedestrian crossing and speed restriction islands on each of the four 'legs' of the intersection. Designs were completed and approved by Main Roads WA, the island layout survey marked and a corner light pole was relocated. Council resolved to abandon the works after complaints from residents living on the adjacent properties.

In February 2009 Council adopted its first 5 year program for Road Safety Improvement and Speed Restriction, however year 1 of the program was not funded in 2009/10, as a budget reduction. In the 2010/2011 budget, year 1 of the program was both adopted and funded, with three works to be undertaken, including the Broome Street rubber speed cushions. These speed cushions had been agreed to by Council as a replacement to the abandoned Broome Street / John Street Black Spot works.



In due course, design plans were drawn up and, after required changes, Main Roads WA approved the plans. One major change to the plans was the requirement that bollards had to be installed to protect cyclists on the side shoulders through the three rubber speed cushion installations.

All installations were ordered in 2010/2011 but were put in place during July 2011. After consideration at two Council meetings, as per Council resolution from the September 2011, all bollards and rubber speed cushions were removed from Broome Street in September.

### **STRATEGIC IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Councils Traffic Management policy as per the attached documents.

### **STATUTORY ENVIRONMENT**

Main Roads WA sets all speed zone levels in the State and the Police Department is responsible for policing those speeds.

Main Roads WA must also view and give approval for plans to install structures to control speeds and arrange line markings and signage.

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

### **FINANCIAL IMPLICATIONS**

The Broome Street speed cushion installation was included in the 2010/2011 budget as part of a \$100,000 allocation for the Safety and Speed program Year 1. The design, lighting and speed cushion / bollard installation cost Council \$33,500.

The Railway Street speed cushions were a 2010/2011 State Black Spot project funded \$20,000 from MRWA and \$10,000 from Council, totalling \$30,000.

There are no funds allocated in the 2011/2012 budget for any changes or alternatives to these installations.

Installation of a properly equipped roundabout would typically cost \$120,000 to \$150,000. A red asphalt intersection plateau at the Railway Street / Napoleon Street intersection would cost approximately \$25,000. These works would not qualify for a Black Spot grant.

### **SUSTAINABILITY IMPLICATIONS**

Nil

### **CONSULTATION**

Local residents and the community were very involved in pushing for the removal of the Broome Street installations and so Council is well aware of local feelings on this matter, particularly from residents south of Loma Street.

Any device proposed for the Broome Street / Loma Street intersection should require comments being requested from residents from that area.

### **STAFF COMMENT**

As resolved by Council, Main Roads WA was sent a roundabout design and a sketch showing two median islands, one each side of Loma Street.

The request for a design showing an island “similar to the one at the west end of Eric Street” could not be undertaken because the Eric Street island involved no side intersection and the treatment could not be applied at the Loma Street intersection without the intersection being restricted to “left in, left out”.

The roundabout design heavily impacts on the intersection. The south east and north east verges would be cut back and the most southern Civic Centre car park would be reduced in size or removed.

As Main Roads WA has pointed out, a roundabout is normally installed to control turning traffic, not as a pure speed control device on a busy through road’.

The original letter received from MRWA stated that a roundabout would be approved. This statement referred to the proposed line marking and signage. An inspection on site expanded the MRWA understanding of the issues involved and therefore the second letter was sent.

Given the Main Roads WA explanation about the main functions of a roundabout not being speed reduction, the high cost of construction of a roundabout, without grant funding and the impact of a roundabout on adjacent verges, particularly a Civic Centre parking area, a new roundabout at the Broome Street / Loma Street intersection should not be one of the potential solutions for speed control in Broome Street.

It is Council’s responsibility to have traffic management designs completed to Councils requirements. Main Roads WA then ‘vets’ them for line marking and signage standards.

Only when Black Spot submissions are made, and the State or Federal Government is funding two thirds or 100% of the cost, then the designs are checked to ensure that the reasons for accidents are being addressed with the designs.

The issue on this section of Broome Street has always been one of speeding. A roundabout is mainly aimed at controlling turning traffic and removing side collision type accidents.

Now that Council has abandoned the use of rubber speed cushions and previously abandoned Black Spot treatment at John Street involving median islands on each side of the four street ‘legs’ into the intersection, the remaining practical options have been reduced.

The suggestion of blister islands on each side of the Loma Street intersection, on Broome Street, could be considered, with any vegetation planted in the islands being kept low to ensure full vision to drivers using the intersection.

However, as mentioned in the MRWA letter, that Department does not provide solutions to traffic issues and a traffic engineering consultant should be engaged.

Council's main options are:

- 1) Do nothing and accept the liability risk involved.
- 2) Have traffic counts taken prior to considering future actions.
- 3) Allocate funds up to \$5,000 to employ a consultant to consider viable aesthetic solutions to the Broome Street speeding issue, excluding rubber speed cushions and a roundabout.
- 4) Have plans drawn up for blister islands on each side of Broome Street at Loma Street, for public comments to be sought, suitable for formal Main Roads WA consideration.
- 5) Consider the funding of a red asphalt speed plateaux at the Railway Street / Napoleon Street intersection in the 2012/2013 budget.

If Council wishes to find a 'final solution' to this issue, it is recommended that a traffic engineering consultant be employed to consider viable aesthetic options to deal with speeding vehicles on this section of Broome Street, including blister islands on each side of Loma Street but excluding rubber speed cushions.

In regards to the suggested red asphalt plateaux at the Railway Street / Napoleon Street intersection, the first MRWA letter has generally accepted the proposal subject to minor changes. The cost of this work is not included in the 2011/2012 budget.

## **VOTING**

Simple Majority

## **OFFICER RECOMMENDATION**

**Moved Mayor Morgan, seconded Cr Rowell**

THAT Council:

1. Employ a Traffic Engineering Consultancy company to consider viable aesthetic solutions to the problem of speeding vehicles on Broome Street between Forrest Street and Napier Street, including blister islands but excluding rubber speed cushions, at a consultancy cost up to \$5000.
2. Consider the funding of a red asphalt speed plateaux at the Railway Street / Napoleon Street intersection in the 2012/2013 budget.

## **AMENDMENT**

**Moved Mayor Morgan, seconded Cr Rowell**

**Amend the recommendation by deleting point (1) and replacing it with "That Council conduct further traffic monitoring / counting along Broome Street between Forrest and Napier Streets and report back to Council."**

**Carried 5/0**

**COMMITTEE RECOMMENDATION**

**THAT Council:**

- 1. That Council conduct further traffic monitoring / counting along Broome Street between Forrest and Napier Streets and report back to Council.**
- 2. Consider the funding of a red asphalt speed plateaux at the Railway Street / Napoleon Street intersection in the 2012/2013 budget.**

**AMENDED SUBSTANTIVE MOTION WAS PUT**

**Carried 5/0**

## 10.3 FINANCE

### 10.3.1 THE GROVE LIBRARY REINJECTION BORE

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

**Proposed Meeting Date:** 22 November 2011  
**Author Disclosure of Interest** Nil

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#### SUMMARY

Council is being asked to consider a budget variation to facilitate works at the Grove Library on a critical part of the library's climate control system.

#### BACKGROUND

The Grove Library and Community Centre (and the Shire of Peppermint Grove's Administration offices) uses an open-loop aquifer heat exchange system for heating and cooling the buildings. The system comprises one production and one injection bore, and two monitoring bores.

The system has been operating since mid-2010, however towards the end of 2010 water levels in the injection bore rose to above ground level, resulting in flooding and necessitating continual reduction in the re-injection flow rate and thereby reducing the systems performance. This caused the air conditioning system to malfunction over the summer period, creating extremely uncomfortable conditions for customers and Shire staff.

Temporary measures were implemented by the Shire of Peppermint Grove to re-direct the overflow into the stormwater sump and facilitate the functioning of the air-conditioning, while investigations were undertaken. The investigations were coordinated by the project architects Cox Bailey + Howlett Woodland and included the commissioning of an independent report on the causes of, and solutions to, the problems with the re-injection bore.

Due to the complexity of the system and the number of sub-contractors involved in designing, constructing and commissioning the system, the investigation has been prolonged and has required several presentations to the Project Control Group (PCG) by the Architects. The PCG includes the Mayors, Shire President and Chief Executive Officers of the three local governments.

The Project Control Group most recently met on Wednesday 9<sup>th</sup> November to consider the latest update from the architect. Investigations to date show that:

- there were problems with the original design of the reinjection bore
  - there were apparent inadequacies in the construction of the filtering components of the bore
-

- there were apparent inadequacies in the monitoring of the bore

The PCG agreed that while investigations into the responsibility for the malfunctioning of the bore and the potential recovery of costs needs to be pursued, there is an urgency to ensure the proper functioning of the air-conditioning system in time for the summer period. The PCG accepted the recommendations of the independent report to construct a new reinjection bore at a cost of \$147,000.

The PCG also requested that action commences immediately to investigate the recovery of costs.

### **STRATEGIC IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

### **FINANCIAL IMPLICATIONS**

The overall project was approximately \$68,000 under budget.

At the time the Town's financial reports were being prepared, there was a strong indication that this cost would be incurred in the first half of the 2011/12 financial year. As such an accrual was made, which effectively allowed \$40,000 to be carried forward to meet this cost, if it arose. If the funds were not needed, they could be returned to general revenue during the course of the mid-year budget review.

As such, Council will need to fund \$20,000 from the 2011/2012 budget to undertake these repairs. Given the surplus that is available, it would be recommended that this additional cost be authorised as an "over expenditure", which can be accounted for in the mid-year budget review.

### **SUSTAINABILITY IMPLICATIONS**

Nil

### **CONSULTATION**

Nil

### **STAFF COMMENT**

The construction of a new re-injection bore to replace the faulty bore and ensure the effective functioning of the air-conditioning system, has been identified by the Project Control Group as urgent. A thorough investigation of options, including the remediation of the existing bore or the installation of a standard mechanical air-conditioning system, has been undertaken with the optimal option being agreed as the re-injection bore's replacement. This option is seen as maintaining the integrity of

the Environmentally Sustainable Design (ESD) goals, while being the most cost effective option.

While the recovery of costs from responsible contractors will be pursued, it is recommended that this action should not delay the replacement of the re-injection bore with the approaching summer months.

#### **VOTING**

Simple Majority

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

**Moved Mayor Morgan, seconded Cr Pyvis**

**THAT Council authorise the expenditure required to install a new re-injection bore with the funds being directed from the funds carried forward (\$40,000) and the 2010/2011 operating surplus (\$20,000).**

**Carried 5/0**

**10.3.2 STATUTORY FINANCIAL REPORTS FOR THE PERIOD 01 JULY 2011 TO  
31 OCTOBER 2011**

**File No:** SUB/137  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 22 November 2011  
**Author Disclosure of Interest** Nil

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**SUMMARY**

The purpose of this report is to present to Council the Statement of Financial Activity and the Operating Statements by Program and by Nature and Type, the Statement of Financial Position, and supporting financial information for the period 1 July 2011 to 31 October 2011 as included in the attached Financial Statements.

**BACKGROUND**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

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

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**STAFF COMMENT**

The Statement of Financial Activity on page 1 of the attached Financial Statements shows favourable operating revenue of \$106,264. Operating expenditure is \$731,592 or 20% less than year to date budget, and of this, \$598,230 relates to depreciation that had not been run on Council's assets as at 31 October 2011. As the Annual Report for 2011 has now been finalised, Council is in a position to roll the year end start capitalising new assets purchased in the current financial year and also to start running depreciation.



Material variances on the Statement of Financial Activity are outlined on pages 7 and 8 of the attached Financial Statements. Capital expenditure is reported in detail on pages 23 to 27 of the Financial Statements.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Strzina, seconded Cr Rowell**

**THAT Council receive the Statement of Financial Activity, Operating Statements by Program and by Nature and Type, Statement of Financial Position, and other supporting financial information as included in the attached Financial Statements for the period 1 July 2011 to 31 October 2011, and as submitted to the 22 November 2011 meeting of the Works and Corporate Services Committee.**

**Carried 5/0**

**10.3.3 LIST OF ACCOUNT PAID FOR THE MONTH OF OCTOBER 2011**

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

**Proposed Meeting Date:** 22 November 2011  
**Author Disclosure of Interest** Nil

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**SUMMARY**

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

**BACKGROUND**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

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

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**STAFF COMMENT**

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

- \$27,207.60 & \$11,662.25 to Cobblestone Concrete for footpath installation.
  - \$12,704.30 to Synergy for street lighting charges
  - \$45,487.45 to WA Local Government Superannuation Plan for staff superannuation contributions.
  - \$23,859.57 to the Australian Taxation Office for the September 2011 Business Activity Statement.
  - \$137,427.46 to WA treasury Corporation for loan repayments.
-

- \$11,815.59, \$10,967.97 & \$10,238.23 to WMRC for waste disposal.
- \$95,021.14 to LGISWA for Council's insurance.
- \$25,300 to ID Consulting for WESROC related projects.
- \$17,748.61 to B & N Waste for green waste collection.
- \$17,765.00 to Digital Mapping Services for the configuration of Intramaps Public and hosting services.
- \$87,789.06 to Procott Incorporated being levies raised for 2011/2012.
- \$10,213.50 to Civica Pty Ltd as part payment for the Authority upgrade.
- \$20,317.83 TO Wilson Technology Solutions for the purchase of Meter Eye as per the contract agreement.
- \$25,789.35 to Surf Life Saving WA for lifesaving services for October 2011.
- \$96,285.72 to Roads 2000 for road works at Griver Street, Cottesloe.
- \$250,000, \$120,000 & \$390,000 to National Australia Bank being internal transfers to Council's Business Investment Account.
- \$70,062.96 & \$70,767.66 to staff for payroll during October 2011.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Strzina, seconded Cr Rowell**

**THAT Council receive the List of Accounts paid for the month of October 2011 as included in the attached Financial Statements, as submitted to the 22 November meeting of the Works and Corporate Services Committee.**

**Carried 5/0**

**10.3.4 SCHEDULE OF INVESTMENTS AND LOANS AS AT 31 OCTOBER 2011**

**File No:** SUB/150 & SUB/151  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 22 November 2011  
**Author Disclosure of Interest** Nil

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**SUMMARY**

The purpose of this report is to present the Schedule of Investments and the Schedule of Loans as at 31 October 2011, as included in the attached Financial Statements, to Council.

**BACKGROUND**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

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

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**STAFF COMMENT**

The Schedule of Investments on page 18 of the attached Financial Statements shows that \$4,860,543.56 was invested as at 31 October 2011. Approximately 30% of the funds are invested with the Commonwealth Bank of Australia, 29% with Westpac Bank, 25% with the National Australia Bank and 16% with Bankwest.

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

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Strzina, seconded Cr Rowell**

**THAT Council receive the Schedule of Investments and the Schedule of Loans as at 31 October 2011. These schedules are included in the attached Financial Statements as submitted to the 22 November 2011 meeting of the Works and Corporate Services Committee.**

**Carried 5/0**

**10.3.5 PROPERTY AND SUNDRY DEBTORS REPORT AS AT 31 OCTOBER 2011**

**File No:** SUB/145  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 22 November 2011  
**Author Disclosure of Interest** Nil

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**SUMMARY**

The purpose of this report is to present the Property and Sundry Debtors Reports as at 31 October 2011, as included in the attached Financial Statements, to Council.

**BACKGROUND**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

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

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**STAFF COMMENT**

The Sundry Debtors Report on pages 20 and 21 of the attached Financial Statements shows a balance of \$98,486.50, of which \$75,644.30 relates to the current month. The balance of aged debtors stood at \$22,842.20.

Property Debtors are shown in the Rates and Charges Analysis on page 22 of the attached Financial Statements and shows a balance of \$2,613,261.75. Of this amount, \$199,754.16 and \$413,496.53 are deferred rates and outstanding emergency services levies respectively. As can be seen on the Statement of

Financial Position on pages 4 and 5 of the Financial Statements, rates as a current asset are \$2,661,334 as compared to \$2,430,010 this time last year.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Strzina, seconded Cr Rowell**

**THAT Council receive the Property and Sundry Debtors Reports as at 31 October 2011, as included in the attached Financial Statements, at the meeting of the Works and Corporate Services Committee on 22 November 2011.**

**Carried 5/0**

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

Nil

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

Nil

**13 MEETING CLOSURE**

The Presiding Member announced the closure of the meeting at 8.05PM.

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