

# TOWN OF COTTESLOE



## WORKS AND CORPORATE SERVICES COMMITTEE

# MINUTES

MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE  
109 BROOME STREET, COTTESLOE  
7.00 PM, TUESDAY, 16 OCTOBER 2012

**CARL ASKEW**  
Chief Executive Officer

18 October 2012

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

Nil

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

Nil

**4.2 PUBLIC QUESTIONS**

Nil

**5 PUBLIC STATEMENT TIME**

Nil

**6 ATTENDANCE****Present**

Cr Rob Rowell	Presiding Member
Cr Greg Boland	
Cr Victor Strzina	
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

**6.1 APOLOGIES**

Mayor Kevin Morgan

**Officer Apologies**

Nil

**6.2 APPROVED LEAVE OF ABSENCE**

Nil

**6.3 APPLICATIONS FOR LEAVE OF ABSENCE**

Moved Cr Strzina, seconded Cr Rowell

That Cr Boland's request for leave of absence from the November round of meetings be granted.

Carried 4/0

**7 DECLARATION OF INTERESTS**

Nil

**8 CONFIRMATION OF MINUTES**

Moved Cr Strzina, seconded Cr Rowell

[Minutes September 18 2012 Works and Corporate Services Committee.doc](#)

The Minutes of the Ordinary meeting of the Works And Corporate Services Committee, held on 18 September 2012 be confirmed.

Carried 4/0

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

Nil

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

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

10.3.1 Statutory Financial Reports for the Period 1 July 2012 to 30 September 2012

10.3.2 List of Accounts Paid For the Month of September 2012

10.3.3 Schedule of Investments and Loans as at 30 September 2012

10.3.4 Property and Sundry Debtors Report as at 30 September 2012

**9.2 PRESENTATIONS**

Nil

**9.3 DEPUTATIONS**

Nil

## 10 REPORTS

### 10.1 ADMINISTRATION

#### 10.1.1 GOVERNMENT SUSTAINABILITY CONFERENCE 2012 A FINDINGS REPORT

**File No:** SUB/83  
**Responsible Officer:** Andrew Jackson  
Manager Development Services  
**Author:** Nikki Pursell  
Sustainability Officer  
**Proposed Meeting Date:** 15 October 2012  
**Author Disclosure of Interest:** Nil

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#### SUMMARY

In June 2012 Council approved the Sustainability Officer's attendance at the Government Sustainability Conference 2012. This is an annual conference for sustainability practitioners, this year held in Melbourne. The focus of the conference was on ingraining environmentally sustainable policies and practices within government organizations and included presentations from over 20 national and international speakers.

This report outlines some of the relevant findings from the conference.

#### BACKGROUND

The Sustainability Officer's attendance at this year's conference was approved on 19 June 2012 as per the following:

*THAT Council APPROVE the attendance of the Sustainability Officer at the Government Sustainability Conference 2012 in Melbourne on September 18 and 19 2012, and request that a report on the conference be provided within two months of attending the event.*

#### FINANCIAL IMPLICATIONS

With a total cost of \$1,700 the conference represented good value for money and a great opportunity to gain a vast amount of information in a short amount of time.

#### SUSTAINABILITY IMPLICATIONS

Interstate flights have a considerable environmental impact. In this case, the officer included 'carbon offsetting' in the cost of the flight, in order to reduce the impact of travel. While interstate travel is not ideal from a sustainability point of view, being a small local government, the benefits gained from an opportunity such as this are considered to outweigh the impact. The broad wealth of knowledge and experience in other states is invaluable to sustainability officers in Western Australia, and particularly so for the role at the Town of Cottesloe, which can be isolated from the industry.

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## STAFF COMMENT

The conference was a very worthwhile experience and provided a number of ideas and practical project examples which could be applied at the Town of Cottesloe.

Over the two days, 23 presentations were heard from speakers from various backgrounds, including Local, State and Federal Government employees with success stories from all levels; consultants with valuable experience and knowledge to share; and Industry representatives with exciting new technology.

These speakers covered the following themes:

- Driving sustainability in government;
- Sustainable government infrastructure;
- Community engagement;
- Clean energy in the Public Sector;
- Embedding sustainability actions in your organization; and
- Responding to the carbon price.

As well as presentations, a trade show showcased products and services relevant to the sustainability industry. The conference also provided ample opportunities to network with other staff from all around Australia.

Some of the key findings from relevant topics at the conference included:

- **Critical success factors for embedding sustainability into government organizations.** A number of speakers discussed their experience and lessons learnt from driving sustainability in different organizations. Some of the key factors to success include: understanding your drivers (for example, is the main motivation to save money? Set an example? Improve efficiency?); high level commitment from Council and upper management; clear responsibilities and adequate resources; and staff engagement. One of the key points in this discussion was the need for sustainability leadership from the top of an organization. This encourages staff to feel that sustainable behaviour is the social norm. Furthermore, it is important to incorporate sustainability into high level policies/strategic plans to ensure that it is implemented across all sections of the organisation, and not just perceived as a “green issue” to be dealt with by the Sustainability Officer.
- **Green buildings & infrastructure.** The technology and rating systems of “green” Government infrastructure (NABERS; Green Star) was a topic covered in many presentations. An interesting point conveyed was that buildings with a high “green star” rating (for example incorporating grey water reuse, tri-generation (simultaneous generation of electricity and useful heating and cooling), waste minimisation measures, ‘greenwalls’, to name a few), adds financial value to the asset. There is evidence to suggest that these features are not just appealing from a sustainability point of view, but can attract higher sales prices and rent returns.
- **Lessons learnt by Carbon Neutral Councils.** Of particular relevance to Cottesloe was the many lessons learnt by other local governments who have



taken the journey to become carbon neutral. For example, Moreland City Council, Victoria became Carbon Neutral this year, starting out with a Carbon Management Strategy. The Council undertook a number of audits to highlight emissions savings activities and then adopted technological upgrades, including voltage optimization; LED lighting; solar tubes for natural lighting; and an electrical vehicle trial. Finally they produce a complimentary “Offset Policy” to guide their purchases, before finally achieving zero net emissions. An interesting part of this process was that they initiated the project by employing an in-house data manager to review utility bills and accounts. This resulted in \$140,000 worth of savings from duplicate bill payments, etc. The City of Yarra, Victoria, also became Carbon Neutral this year. Along with their target of zero net emissions by 2012, they aimed to reduce energy use by 30% by 2012 and by 50% by 2015. Interestingly they also set renewable energy targets, such that they would produce or purchase 10% of energy from local low carbon suppliers by 2012 and 25% by 2015. The Council has taken a multi-pronged approach to realising their emission reductions targets. Their “Adaptive Asset Policy” encourages investment in anything with a payback period of less than 10years. Furthermore they have dedicated a full time officer position to Greenhouse gas accounting to assist in data management. Both of these Councils demonstrate that the management of emissions data can be performed much like financial accounting, as long as adequate systems and resources are in place.

- **New ideas & technology.** The conference was a great opportunity to see what Councils are doing in the Eastern States. It was interesting to note that there are a number of ways that they are ahead of WA Councils. For example, 1. voltage optimization. This is technology that allows efficient voltage and reduces energy wastage. A number of Victorian Councils have successfully installed this technology, reducing their electricity costs and Greenhouse gas emissions. This was a recommendation of our GHG Reduction Plan 2012 and should be investigated at Cottesloe; 2. The use of clean energy. There were many examples of energy production through tri-generation. While these were not relevant to Cottesloe (we don't have an adequate heat source), many Councils and Government buildings are looking towards alternative energy production. This is great encouragement as we install our solar power system at the Civic Centre this year.
- **Final thought.** It became apparent that there are many different approaches to achieving sustainability in an organization. Opinions differed in regard to focusing on the “low hanging fruit” (the easy, cheaper options such as energy efficient lighting), versus large scale meaningful projects (such as complete building retrofits). This was an interesting discussion, confirming that there is no one route to sustainability, rather practitioners need to “just jump in” and begin the process.

### **Conclusion**

The Sustainability Officer found the conference highly informative and greatly appreciates the opportunity provided by Council to attend.

### **VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Boland, seconded Cr Strzina**

**THAT Council note this report on the Government Sustainability Conference 2012.**

**Carried 4/0**

**10.1.2 2013 HAVAIANAS THONG CHALLENGE**

**File No:** SUB/550-02  
**Attachments:** [Havaianas Thong Challenge Event Application 2013](#)  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Sherilee Macready  
Community Development Officer  
**Proposed Meeting Date:** 16 October 2012  
**Author Disclosure of Interest** Nil

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**SUMMARY**

Havaianas Thong Challenge is a National event held on Australia Day each year. The 2013 event will be the 9th. Cottesloe has been involved in this event for the last three years.

This report recommends that Council support the event on Saturday 26 January 2013.

**BACKGROUND**

The event invites participants to take part in the “Havaianas Thong Challenge” which is a world record attempt for the largest chain of people floating out on the water on inflatable lilos. Participants are required to register either prior to the event or on the day at the beach. As part of the registration process, each participant receives an inflatable Havaianas Thong Lilo, to float on during the record challenge.

Registration fees are;

- Pre-event online registration - \$25
- On the day registration - \$30

(\$10 for every participant is donated to the Cottesloe Surf Life Saving Club / Nippers)

To address safety of registered participants, organisers have included coloured coded arm bands to indicate their swimming competency:

- Red – Novice
- Orange – Intermediate
- Green - Advanced

In 2012 the thong Challenge obtained a record number of participants nationally (over 8,000). Events were held at Bondi Beach (NSW), Torquay (VIC), Mooloolaba (QLD), Glenelg (SA) and Cottesloe (WA), which places Cottesloe as one of Australia’s most iconic beaches.

The event adds value to the community in the following ways:

- Providing generous contribution to the local SLSC and Nippers association;
- Creates a structured, well organized event at Cottesloe Beach;

- Promotes Cottesloe as a family friendly environment to celebrate Australia Day together;
- Advocates Cottesloe's focus on safety with continual water safety and "alcohol prohibited" messages being promoted throughout the event;
- Provides entertainment and activities for all age groups on the day; and
- Supports local businesses by attracting people to the area.

Organisers of the event, Urban Media, have introduced risk control measures including water safety plans and on hand first aid. The water area will also be "roped off" to avoid other members of the public who are celebrating Australia Day from clashing with the event.

### **STRATEGIC IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Beach Policy – this event is in compliance with the Town of Cottesloe's Beach Policy.

### **STATUTORY ENVIRONMENT**

Beaches and Beach Reserves Local Law 2012 has provisions for the maintenance and management of the beaches and beach reserves.

### **FINANCIAL IMPLICATIONS**

Below are the fees associated with Public Events / Multiple Area Events for over 500 people, as per the Town's Schedule of Fees and Charges for the year ending 30 June 2013.

Commercial (<1000 people)	\$3,000 per day
Commercial (>1000 ~ 2000 people)	\$6,000 per day
Commercial (<2000 ~3000 people)	\$10,000 per day

***(GST applies unless there is a valid exemption)***

The event organisers have indicated that they are anticipating between 2000 – 2200 paid participants. Given the organisers are contributing \$10 per participant to the Cottesloe Surf Life Saving Club, it is recommended that Council charge a fee \$6,000 (+ GST) for this Commercial event.

In 2012 event organisers were charged a fee of \$3,000 (+ GST).

### **SUSTAINABILITY IMPLICATIONS**

Organisers have confirmed that the plastic Lilos are not recyclable.

### **CONSULTATION**

Officers contacted the Cottesloe Surf Club to obtain feedback on previous year's events. It was advised, that the 2012 event was overall a positive experience for the club.

The club expressed their positive experience of having full support and cooperation, from partnerships with the Town of Cottesloe Rangers, Cottesloe police, and Water

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police, particularly during the event. In addition, the club advised they secured 70 trained life savers to provide additional water safety on Cottesloe Beach during the event, and were pleased to report that no required water rescues took place during the event.

A minor concern raised was the lack of shaded areas on the beach itself for patrons of the event, as temperatures reached 38C. The club recommended the provision for increased shaded areas on the beach itself, for the 2013 event, be considered to address this issue.

In addition, the club recalled some negative publicity at the time of the 2012 event, with respect to the lack of parking for patrons attending the event. The club recommended provision for additional parking, and perhaps an increase in shuttle buses for patrons to and from the event, be considered.

This event was also considered by the Public Events Committee at its 18 September 2012 meeting. Committee discussed the commercial event fee of \$6,000 in comparison to previous years events. Committee discussed previous Havaianas events and agreed that reducing the signage at the event would be recommended to Council.

### **STAFF COMMENT**

Event organisers have requested that Council approve the presence of the "Havaianas Australia Day Thong Challenge Shop" that will carry Havaianas merchandise such as thongs and beach umbrellas. The sale of this merchandise would compete with local traders and potentially create more advertising, waste, and rubbish on the beach and as such is not supported.

The event organizers have provided examples of signage that will be utilized during the event. Given concerns raised over promotional signage after the last event, it is recommended that signage be limited to only directional and safety signage, with the request for tear drops and large banners to be declined.

In previous years, event organizers have not provided additional toilet facilities. Given the number of complaints received regarding the inadequacy of the public toilet facilities during peak periods, it is recommended that event organizers be required to supply 7 female and 5 male portable toilets to cater for the 2000+ participants.

Concerns have been previously raised over the noise associated with the DJ and announcements during the event and officers will notify the organizers of their responsibility to comply with the Environmental Protection (Noise) Regulations 1997.

### **VOTING**

Simple Majority

### **COMMITTEE DISCUSSION**

Cr Pyvis advised that she would not be voting in favour of the officer recommendation and cited concerns over the fact that the plastic inflatable Lilos provided to all participants in the Havaianas event, are not recyclable. Cr Strzina commented that

the event is fun for the community and questioned the possibility that people attending the 2013 event may reuse their Lilos from previous years.

### **OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Strzina, seconded Cr Rowell**

**THAT Council approve the application to hold the Havaianas Thong Challenge at Cottesloe Beach on Saturday, 26th January from 5:00am to 5:00pm with the following conditions:**

- 1. Adequate arrangements are made for rubbish collection and removal, including provision for recycling.**
- 2. Compliance with the Environmental Protection (Noise) Regulations 1997.**
- 3. Compliance with the requirements for sanitary facilities, access and egress, first aid and emergency response as per the Health (Public Buildings) Regulations 1992.**
- 4. All fees are paid prior to the event, including fees to cover additional costs of cleaning the public toilets and ranger services (if required).**
- 5. Class the event as a commercial event and charge the fee of \$6,000 (+GST) and a bond of \$2,000.**
- 6. Provision of ‘certificates of currency’ to certify that organizers have adequate public liability and event insurance.**
- 7. That signage is limited to only directional and safety signage, with the request for tear drops and large banners to be declined.**
- 8. The request for a “Havianas Australia Day Thong Challenge Shop” is declined.**
- 9. Organizers supply 7 female and 5 male portable toilets to cater for the 2000+ participants.**
- 10. In the event that the 7 day forecast indicates that the maximum temperature for the day of the event will exceed 35 degrees, additional shade structures are permitted with a total area less than 100 square metres, subject to arrangements for these being to the satisfaction of the Chief Executive Officer.**

**Carried 3/1**

### 10.1.3 CELEBRATION OF THE MOTORCAR

**File No:** Sub/550-02  
**Attachments:** [Event Application Celebration of the Motorcar](#)  
[Event Map Celebration of the Motorcar](#)  
[Napier Street Event Entrance Banner](#)

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

**Author:** Sherilee Macready  
Community Development Officer

**Proposed Meeting Date:** 16 October 2012

**Author Disclosure of Interest** Nil

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### SUMMARY

An application has been received for an event, known as the Celebration of the Motorcar. This is an elite motoring exhibition event that was previously held annually, from 1993 to until 2003.

This report recommends that Council approve the application for this event to be held on Sunday 16 December 2012 at the Cottesloe Civic Centre, between 10.30am and 3.30pm.

### BACKGROUND

The event invites members of the public to view an exhibition of Perth's classic, vintage and prestige cars in the grounds of the Cottesloe Civic Centre. The specific location of the exhibition will be on the Main Lawn and Lower Lawn as shown on the attached map.

The primary aim of the event is to raise funds and profile for the organisers chosen charity, Kalparrin. Kalparrin is a not-for-profit organisation coordinated by Parents of Children with Disabilities Inc., located at Princess Margaret Hospital, and is available to support any family member or carer of a child with a disability or special need. Kalparrin's purpose is to make a positive difference to the lives of families and carers of children with special needs through the provision of practical and emotional support. Service providers in the disability sector also use Kalparrin as a trusted information and research service.

General public event admittance fees are as follows;

- Adults admission - \$20
- Children admission - \$10

100% of admission fees are donated to the organiser's chosen charity organisation, Kalparrin.

The original event was created and organised by Paul Blank of Automotive Events Management. The inaugural event, held in 1993, won the West Australian Motoring Event of the Year award. After five successful years of the event held at Cottesloe Civic Centre, demand was such that the event moved to a larger venue at the Claremont Teachers College. The event was held at the teacher's college until 2003.

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Automotive Events Management is looking to resurrect the event in its original location at the Cottesloe Civic Centre grounds.

### **STRATEGIC IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Event Classification Policy

### **STATUTORY ENVIRONMENT**

Environmental Protection (Noise) Regulations 1997

### **FINANCIAL IMPLICATIONS**

Below we have outlined the fees associated with Public Events / Multiple Area Events for over 500 people, as per the Town's Schedule of Fees and Charges for the year ending 30<sup>th</sup> June 2013.

Charity	Nil
Community (<1000 people)	\$550 per day
Community (>1000 ~ <3000 people)	\$1,100 per day
Commercial (<1000 people)	\$3,000 per day
Commercial (>1000 ~ <2000 people)	\$6,000 per day
Commercial (<2000 ~ <3000 people)	\$10,000 per day

The event organisers have indicated that they are anticipating approximately 2000 paid participants – which would attract a fee of \$6,000.

However, the organisers are contributing 100% of the admission fees collected to their chosen charity, namely Kalparrin, which supports activities at Princess Margaret Hospital. As such it is recommended that Council classify this event at a charitable event – which has no fees.

### **SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications with this event.

### **CONSULTATION**

The Principal Environmental Health Officer had raised concerns with regards to noise levels, in particular any noise before 9.00am on a Sunday morning, close to residential areas. In order to limit the impact on neighbours, no activity will take place in the Secret Garden, and noise limits will be put in place for activities on the Western Lawn.

However it is still recommended that neighbouring properties be advised the event will be taking place (if approved) and provide a mechanism for them to provide feedback if required.



**STAFF COMMENT**

This event represents a new opportunity for the Town, to increase the use of the Cottesloe Civic Centre, with events of an appropriate level. It is likely to draw some interest from local residents, who will appreciate the type and value of the cars that will be on display.

Event organisers have advised officers that event signage will be at a minimum and will consist primarily of directional signage. Event signage consists of one 'Celebration of the Motorcar' banner, and specific car trade display signage, which will be restricted to individual car sites. With the focus of the event being the cars themselves, advertising will be kept to an absolute minimum.

Event organizers have also advised officers that materials used to "rope off" areas used to house display cars, will leave as little impact as possible on the lawn areas of the Main and Lower Lawn. The Town's ground staff will be available to assist with marking out the grounds prior to the event, to minimize damage to lawn areas and reticulation systems.

On the morning of the event, display cars will enter the Main Lawn and Lower Lawn on before 9am. Event organisers will be required to keep the noise associated with this to a minimum. Cars will not be running during the day which will assist in keeping noise levels to an acceptable level. Cars will come in the northern entry and leave from the gate close to the War Memorial Hall, keeping all traffic moving in one direction. Support vehicles will need to be parked offsite – with the most appropriate venue being Harvey Field.

The Cars will leave the Civic Centre between 3.30pm and 5.00pm, with all activity ceased for the evening by 5.30pm. This again should minimise noise impacts on nearby residents.

During the event there will be no movement of display cars.

The event is open to the public between 10.30am and 3.30pm.

**VOTING**

Simple Majority

**COMMITTEE DISCUSSION**

Cr Rowell queried what measures would be in place to protect the Civic Centre Lawn and reticulation systems. The Manager Engineering Services advised that the sprinklers would be marked out and protected and that the organisers would be required to rectify any damage.

Assurance was also sought to confirm that 100% of the proceeds will support the named charity. Administration to follow up after the event.

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Strzina, seconded Cr Boland**

**THAT Council approve the application to hold the Celebration of the Motorcar at Cottesloe Civic Centre on Sunday, 16<sup>th</sup> December from 10:30am to 3:30pm with the following conditions:**

- 1. Adequate arrangements are made for rubbish collection and removal, including provision for recycling.**
- 2. Compliance with the Environmental Protection (Noise) Regulations 1997.**
- 3. Compliance with the requirements for sanitary facilities, access and egress, first aid and emergency response as per the Health (Public Buildings) Regulations 1992.**
- 4. All fees are paid prior to the event, including fees to cover additional costs of cleaning the public toilets and ranger services (if required).**
- 5. Class the event as a charity event and charge no fees.**
- 6. Provision of 'certificates of currency' to certify that organizers have adequate public liability and event insurance, to the satisfaction of the Chief Executive Officer, prior to the event.**
- 7. Provision of an 'event management plan' and 'risk assessment document', to the satisfaction of the Chief Executive Officer, prior to the event.**
- 8. Organizers supply 4 female and 2 male portable toilets to cater for the expected number of participants.**
- 9. That support vehicles are parked at Harvey Field and not in public parking areas.**
- 10. No activity at the Civic Centre before 9.00am or after 6.00pm.**

**Carried 4/0**

### 10.1.4 ORDINARY ELECTION - APPOINTMENT OF STATE ELECTORAL COMMISSIONER AS RETURNING OFFICER FOR POSTAL VOTE ELECTIONS

**File No:** SUB/1121  
**Attachments:** Letter from WA Electoral Commission  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Carl Askew  
Chief Executive Officer  
**Proposed Meeting Date:** 16 October 2012  
**Author Disclosure of Interest** Nil

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#### SUMMARY

A recommendation is made to declare, in accordance with section 4.20(4) of the *Local Government Act, 1995*, the Electoral Commissioner to be responsible for the conduct of the 2013 ordinary elections together with any other elections or polls which may also be required and to decide, in accordance with section 4.61(2) of the *Local Government Act, 1995*, that the method of conducting the election will be as a postal election.

#### BACKGROUND

To assist in budget preparations the WA Electoral Commission has provided Council with an estimate for the next scheduled ordinary elections, planned for 19 October 2013.

The current procedure required by the *Local Government Act, 1995* is that the Electoral Commissioner's written agreement is to be obtained before the vote is taken. To facilitate the process, the letter received by the Town from the Electoral Commissioner can be taken as agreement to be responsible for the conduct of the ordinary elections in 2013 for the Town of Cottesloe, together with any other elections or polls that may also be required.

#### STRATEGIC IMPLICATIONS

The following section of the Town of Cottesloe Future Plan applies:

##### Section 4: Underpinning sustainability principles

- (3) *Good Governance: Leadership, transparency, accountability, probity, proper management, effective services, equitable access to services, commitment to partnership working and organisational capacity building.*

Council acknowledges the views and interest of all components of the community and strives to achieve a balanced and proactive position on issues which affect public, commercial and private sectors.

To the extent that postal elections encourage broader participation in local government elections, postal elections can be seen as strengthening the

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acknowledgement that Council gives to "... the views and interest of all components of the community."

## **POLICY IMPLICATIONS**

Nil

## **STATUTORY ENVIRONMENT**

*Local Government Act, 1995* – Sections 4.20(4) and 4.61(2) which read as follows:

### **4.20 CEO to be returning officer unless other arrangements are made**

- (1) *Subject to this section the CEO is the returning officer of a local government for each election.*
- (2) *A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint\* a person other than the CEO to be the returning officer of the local government for an election.*

#### **\* Absolute majority required**

- (3) An appointment under subsection (2) has no effect if it is made after the 80<sup>th</sup> day before election day.
- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election.

#### **\* Special majority required**

- (5) A declaration under subsection (4) has no effect if it is made after the 80<sup>th</sup> day before election day.
- (6) A declaration made under subsection (4) on or before the 80<sup>th</sup> day before election day cannot be rescinded after that 80<sup>th</sup> day.

### **4.61 Choice of methods of conducting the election**

- (1) The election can be conducted as a -  
"postal election" which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or  
"voting in person election" which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted, or delivered, in accordance with regulations.

- (2) The local government may decide\* to conduct the election as a postal election

#### **\* Special majority required**

- (3) A decision under subsection (2) has no effect if it is made after the 80<sup>th</sup> day before election day.
- (4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.
- (5) *A decision made under subsection (2) on or before the 80<sup>th</sup> day before election day cannot be rescinded after that 80<sup>th</sup> day.*

- (6) *For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.*
- (7) *Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.*

### **FINANCIAL IMPLICATIONS**

The estimated cost for the 2013 election is \$27,000 including GST, which has been based on the following assumptions:

- 5,500 electors;
- response rate of approximately 45%;
- 5 vacancies; and
- count to be conducted at the premises of the Town of Cottesloe.

Costs not incorporated in the estimate include:

- non-statutory advertising (i.e. additional advertisements in community newspapers and promotional advertising);
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns; and
- one local government staff member to work in the polling place on election day.

### **SUSTAINABILITY IMPLICATIONS**

Nil

### **CONSULTATION**

Nil

### **STAFF COMMENT**

Given that Council's previous election was held via postal elections and voter turnout was increased, this method of voting is recommended for the 2013 Ordinary Elections.

### **VOTING**

Absolute Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Strzina, seconded Cr Rowell**

**THAT Council:**

- 1. Declare, in accordance with section 4.20(4) of the Local Government Act, 1995, the Electoral Commissioner to be responsible for the conduct of the 2013 ordinary elections together with any other elections or polls which may also be required; and**
- 2. Decide, in accordance with section 4.61(2) of the Local Government Act, 1995, that the method of conducting the election will be as a postal election.**

**Carried 4/0**

**10.1.5 GENERAL ELECTORS MEETING & ACCEPTANCE OF 2011/2012 ANNUAL REPORT**

**File No:** SUB/19  
**Attachments:** [Annual Report 2011 2012](#)  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Carl Askew  
Chief Executive Officer  
**Proposed Meeting Date:** 16 October 2012  
**Author Disclosure of Interest** Nil

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**SUMMARY**

A recommendation is made to accept the Annual Report for the 2011/12 financial year and to hold the General Electors Meeting on Wednesday, 5 December 2012.

**BACKGROUND**

The Annual Report (see attached) is made up of a number of reports including those of the Mayor and CEO, an overview of the plan for the future, the annual financial statements, the auditor's report and other statutory and prescribed reports and information. The last General Meeting of Electors was held on Wednesday, 30 November 2011. Subject to Council's acceptance of the Annual Report, the proposed date for the electors meeting is Wednesday, 5 December 2012.

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

The relevant sections of the *Local Government Act 1995* read as follows:

**5.27. Electors' general meetings**

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
- (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*

**5.29. Convening electors' meetings**

- (1) *The CEO is to convene an electors' meeting by giving -*
  - (a) *at least 14 days' local public notice; and*

(b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.

(2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

### **5.53. Annual reports**

(1) The local government is to prepare an annual report for each financial year.

(2) The annual report is to contain -

(a) a report from the mayor or president;

(b) a report from the CEO;

[(c), (d) deleted]

(e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;

(f) the financial report for the financial year;

(g) such information as may be prescribed in relation to the payments made to employees;

(h) the auditor's report for the financial year;

(ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993;

(hb) details of entries made under section 5.121 during the financial year in the register of complaints, including -

(i) the number of complaints recorded in the register of complaints;

(ii) how the recorded complaints were dealt with; and

(iii) any other details that the regulations may require; and

(i) such other information as may be prescribed.

### **5.54. Acceptance of annual reports**

(1) Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.

*\* Absolute majority required.*

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

### **5.55. Notice of annual reports**

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.



Regulations 15 and 19B of the *Local Government (Administration) Regulations, 1996* require that:

**15. Matters for discussion at general electors' meetings s. 5.27(3)**

*For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.*

**19B. Annual report to contain information on payments to employees s.5.53(2)(g)**

*For the purposes of section 5.53(2)(g) the annual report of a local government for a financial year is to contain the following information -*

- (a) the number of employees of the local government entitled to an annual salary of \$100 000 or more;*
- (b) the number of those employees with an annual salary entitlement that falls within each band of \$10 000 over \$100 000.*

**FINANCIAL IMPLICATIONS**

The cost to produce, print and distribute the Annual Report and report summary is approximately \$8,000 and is accommodated within the 2012/13 Budget.

**SUSTAINABILITY IMPLICATIONS**

The Annual Report summary is printed on recycled paper.

**CONSULTATION**

Nil

**STAFF COMMENT**

The proposed date for the Annual General meeting of Electors of 5 December 2012 is the most suitable in terms of ensuring that the Annual Report summary (the small, coloured version of the Annual Report) is distributed to all households in advance of the meeting.

**VOTING**

Absolute Majority

**OFFICER & COMMITTEE RECOMMENDATION**

Moved Cr Boland, seconded Cr Strzina

**THAT Council:**

- 1. Accept the Annual Report for the 2011/12 Financial Year, and**
- 2. Call for the Annual General Meeting of Electors to be held in the War Memorial Town Hall, Cottesloe Civic Centre, on Wednesday, 5 December 2012 commencing at 7.00pm.**

**Carried 4/0**

## 10.2 ENGINEERING

### 10.2.1 TOWN OF COTTESLOE EXISTING DEPOT SITE - BUSINESS PLAN

<b>File No:</b>	<b>SUB/962</b>
<b>Responsible Officer:</b>	<b>Carl Askew</b> <b>Chief Executive Officer</b>
<b>Attachments</b>	Business Plan Submissions
<b>Author:</b>	<b>Geoff Trigg</b> <b>Manager Engineering Services</b>
<b>Proposed Meeting Date:</b>	<b>16 October 2012</b>
<b>Author Disclosure of Interest</b>	<b>Nil</b>

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#### SUMMARY

At its August 2012 meeting, Council resolved to endorse a Business Plan for the sale of the existing depot site for advertising in line with section 3.59 of the Local Government Act 1995.

Advertising of that plan is completed and this report presents the results of that advertising.

The recommendation is that Council:

1. Note that the Business Plan has been advertised in accordance with section 3.59 of the Local Government Act 1995.
2. Note the receipt of submissions relating to the need for expanded provisions to implement and control both the sale and development of the depot site.
3. Advise the submitters of the ongoing and uncompleted Council deliberations on these requested expanded provisions.
4. Ensure that residents, especially those adjacent to the existing depot site are kept informed of Council decisions on this matter.
5. Ensure that the points raised in the submissions are addressed within the forthcoming report on the proper planning process dealing with the sale and development of the depot site.

#### BACKGROUND

The Town has been actively investigating its options for a works depot for some time.

The reasons for this include;

- 1) To remove a light industrial use from a high quality residential area;
- 2) The freeing up of funds embodied in holding this land; and
- 3) To resolve a number of Occupational Health and Safety issues, as well as environmental issues associated with the works depot.

The Town has previously advertised a business plan for this proposed land transaction. The Act is not clear on how long a business plan remains in effect. There

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is some suggestion that the business plan would only be current for the financial year in which it has been advertised. Council therefore endorsed that Business Plan being re-advertised.

### STRATEGIC IMPLICATIONS

If the depot site were to be sold, it would result in a significant amount of funds being available for strategic projects, such as works on the foreshore or other public infrastructure. It can also be applied to increasing reserves, paying down debt and/or investing in alternative revenue streams for Council.

### POLICY IMPLICATIONS

Sale of Assets with Realisable value

Sale of Council Property

### STATUTORY ENVIRONMENT

#### Local Government Act 1995

#### 3.59. Commercial enterprises by local governments

(1) In this section —

**acquire** has a meaning that accords with the meaning of *dispose*;

**dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;

**land transaction** means an agreement, or several agreements for a common purpose, under which a local government is to —

- (a) acquire or dispose of an interest in land; or
- (b) develop land;

**major land transaction** means a land transaction other than an exempt land transaction if the total value of —

- (a) the consideration under the transaction; and
- (b) anything done by the local government for achieving the purpose of the transaction, is more, or is worth more, than the amount prescribed for the purposes of this definition;

**major trading undertaking** means a trading undertaking that —

- (a) in the last completed financial year, involved; or
- (b) in the current financial year or the financial year after the current financial year, is likely to involve, expenditure by the local government of more than the amount prescribed for the purposes of this definition, except an exempt trading undertaking;

**trading undertaking** means an activity carried on by a local government with a view to producing profit to it, or any other activity carried on by it that is of a kind prescribed for the purposes of this definition, but does not include anything referred to in paragraph (a) or (b) of the definition of *land transaction*.

(2) Before it —

- (a) commences a major trading undertaking;
- (b) enters into a major land transaction; or

- (c) enters into a land transaction that is preparatory to entry into a major land transaction, a local government is to prepare a business plan.
- (3) The business plan is to include an overall assessment of the major trading undertaking or major land transaction and is to include details of —
- (a) its expected effect on the provision of facilities and services by the local government;
  - (b) its expected effect on other persons providing facilities and services in the district;
  - (c) its expected financial effect on the local government;
  - (d) its expected effect on matters referred to in the local government's current plan prepared under section 5.56;
  - (e) the ability of the local government to manage the undertaking or the performance of the transaction; and
  - (f) any other matter prescribed for the purposes of this subsection.
- (4) The local government is to —
- (a) give Statewide public notice stating that —
    - (i) the local government proposes to commence the major trading undertaking or enter into the major land transaction described in the notice or into a land transaction that is preparatory to that major land transaction;
    - (ii) a copy of the business plan may be inspected or obtained at any place specified in the notice; and
    - (iii) submissions about the proposed undertaking or transaction may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
- and
- (b) make a copy of the business plan available for public inspection in accordance with the notice.
- (5) After the last day for submissions, the local government is to consider any submissions made and may decide\* to proceed with the undertaking or transaction as proposed or so that it is not significantly different from what was proposed.
- \*Absolute Majority required*
- (5a) A notice under subsection (4) is also to be published and exhibited as if it were a local public notice.
- (6) If the local government wishes to commence an undertaking or transaction that is significantly different from what was proposed it can only do so after it has complied with this section in respect of its new proposal.
- (7) The local government can only commence the undertaking or enter into the transaction with the approval of the Minister if it is of a kind for which the regulations require the Minister's approval.

- (8) A local government can only continue carrying on a trading undertaking after it has become a major trading undertaking if it has complied with the requirements of this section that apply to commencing a major trading undertaking, and for the purpose of applying this section in that case a reference in it to commencing the undertaking includes a reference to continuing the undertaking.
- (9) A local government can only enter into an agreement, or do anything else, as a result of which a land transaction would become a major land transaction if it has complied with the requirements of this section that apply to entering into a major land transaction, and for the purpose of applying this section in that case a reference in it to entering into the transaction includes a reference to doing anything that would result in the transaction becoming a major land transaction.
- (10) For the purposes of this section, regulations may —
- (a) prescribe any land transaction to be an exempt land transaction;
  - (b) prescribe any trading undertaking to be an exempt trading undertaking.

### **Local Government (Functions and General) Regulations 1996**

#### **8A. Amount prescribed for major land transactions; exempt land transactions prescribed (Act s. 3.59)**

- (1) The amount prescribed for the purposes of the definition of *major land transaction* in section 3.59(1) of the Act is —
- (a) if the land transaction is entered into by a local government the district of which is in the metropolitan area or a major regional centre, the amount that is the lesser of —
    - (i) \$10 000 000; or
    - (ii) 10% of the operating expenditure incurred by the local government from its municipal fund in the last completed financial year;
  - or
  - (b) if the land transaction is entered into by any other local government, the amount that is the lesser of —
    - (i) \$2 000 000; or
    - (ii) 10% of the operating expenditure incurred by the local government from its municipal fund in the last completed financial year.
- (2) A land transaction is an exempt land transaction for the purposes of section 3.59 of the Act if —
- (a) the total value of —
    - (i) the consideration under the transaction; and
    - (ii) anything done by the local government for achieving the purpose of the transaction, is more, or is worth more, than the amount prescribed under subregulation (1); and

- (b) the Minister has, in writing, declared the transaction to be an exempt transaction because the Minister is satisfied that the amount by which the total value exceeds the amount prescribed under subregulation (1) is not significant taking into account —
- (i) the total value of the transaction; or
  - (ii) variations throughout the State in the value of land.

[Regulation 8A inserted in Gazette 27 Sep 2011 p. 3844.]

### **FINANCIAL IMPLICATIONS**

If the depot site were to be sold it would generate a significant windfall amount for the Town.

### **SUSTAINABILITY IMPLICATIONS**

The removal of an industrial use from an urban area will have a positive effect on that area. The sale of the site would result in its remediation, with any contaminants removed and disposed of properly and a redevelopment.

### **CONSULTATION**

The Business Plan as attached has been advertised for comment, with comments closing on 12 October 2012. The advertising and notices comply with all of the requirements of both state and local public notices as described in the Local Government Act 1995.

### **STAFF COMMENT**

The advertised comment period ends on 12<sup>th</sup> October 2012, which is after this agenda closed for printing. To date, 19 submissions have been received. Two of these submissions deal with the expectation that the Business Plan was to be a much bigger document, dealing with zoning, the design of any new subdivision, access, density, amenity, parking, public open space etc. This had never been the purpose of this type of Business Plan. The content of the Plan was designed to meet the requirements of sections 3.59 of the Local Government Act 1995 and 8A of the Local Government (Functions and General) Regulations 1996 Act.

These provisions only cover commercial enterprises by local governments and the amount prescribed for major land transactions. In regards to the much broader decision making on how the site might be sold, what conditions Council may place on the sale, public advertising / consultation provisions, potential Structure Plan creation and development expectations, a separate process is being followed by Council to address these important issues.

Council has already been working through this planning process with two workshops in the last few months, plus a number of agenda items discussed by Council over several years. It is intended that a further workshop will be organised so that councillors can explore various courses of action from the many options available. Residents in the area of the existing depot will be consulted regarding Councils preferred position.

Fifteen submissions are duplicates and request that “the Business Plan be amended to specifically state that a Statutory Activity Centre Structure Plan will be prepared and lodged with the WA Planning Commission prior to the commencement of the Depot Sale process”. The forthcoming report to be considered by Council on the proper planning process for the disposal of the depot site will take account of the content of these submissions.

One submission queries how vehicles will access the site once developed. There is also one submission that deals with the cost / benefit analysis of moving to a new site, a variety of comments relating to the proper planning process for the site and the possibility of a community reference group to assist Council with any sale / development of the site. Again, the content of this submission can be addressed within the planning report regarding proper process on the disposal of the site and its redevelopment.

The statutory requirement for the document advertised by Council had to be called a Business Plan to meet the applicable legislation, however it was never intended to equate to a commercial ‘catch all’ of details dealing with the proposed site. Through a number of staff reports and workshops on this matter, Council has considered a large range of aspects, dealing with Councils ongoing strategic requirement to relocate its depot operations, sell or redevelop for sale the existing site, and invest the income into a range of improved infrastructure and services within the town.

## **VOTING**

Simple Majority

## **COMMITTEE DISCUSSION**

Cr Rowell stated that there was nothing in the plan that discussed the next step in the process. The Manager Engineering Services advised Committee that the document was called a “Business Plan” to comply with legislative requirements. The CEO advised that a further report will be presented to Council in November, that addresses the issues raised by the community feedback, such as subdivision planning.

## **OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Boland, seconded Cr Strzina**

**THAT Council:**

- 1. Note that the Business Plan has been advertised in accordance with section 3.59 of the Local Government Act 1995.**
- 2. Note the receipt of submissions relating to the need for expanded provisions to implement and control both the sale and development of the depot site.**
- 3. Advise the submitters of the ongoing and uncompleted Council deliberations on these requested expanded provisions.**
- 4. Ensure that residents, especially those adjacent to the existing depot site are kept informed of Council decisions on this matter.**

5. **Ensure that the points raised in the submissions are addressed within the forthcoming report on the proper planning process dealing with the sale and development of the depot site.**

**Carried 4/0**



**10.2.2 NORTH STREET / WEST COAST HIGHWAY INTERSECTION - CITY OF NEDLANDS STATE BLACKSPOT SUBMISSION**

**File No:** SUB/486  
**Attachments:** [Copy of City of Nedlands Black Spot Submission](#)  
[Copy of Town of Cottesloe Agenda Item June 2012](#)  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Geoff Trigg  
Manager Engineering Services  
**Proposed Meeting Date:** 18 September 2012  
**Author Disclosure of Interest** Nil

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**SUMMARY**

The City of Nedlands has requested Council's agreement *in principle* to contribute 1/6<sup>th</sup> of the total cost of installing a left turn lane extension in North Street, at the West Coast Highway plus overhead mast arms on the highway, as part of a State Blackspot submission for 2013/2014.

The Officer Recommendation is that Council:

1. Agree, in principle, to a contribution of up to \$24,167 towards a total estimated cost of \$145,000 for a State Black Spot submission for 2013/2014 by the City of Nedlands, for an expanded left turn lane exit from North Street onto West Coast Highway plus two overhead mast arms for traffic lights on West Coast Highway at this intersection.
2. Inform the City of Nedlands of its 'in principle' support for this project on the condition that the Town of Cottesloe reserves its final response for the best solution for the location of the expanded North Street left turn lane being on the Cottesloe side of North Street dependent on Main Roads WA advice regarding the potential to have a separate right turn light phase for North Street traffic turning into West Coast Highway.
3. Inform the City of Nedlands that it is prepared to meet half the cost of the MRWA requirement for a video survey and a SIDRA analysis regarding a potential right turn out of North Street.

**BACKGROUND**

Council has received a presentation by City of Nedlands officers in recent months regarding this proposal, particularly to extend the existing left turn lane out of North Street onto West Coast Highway. Councillors, at that presentation, indicated a preference for light controlled changes to allow a separate right turn phase out of North Street. The Nedlands presentation discussed three options for the left turn lane improvements, with one option being a widening on the south side of North Street, within the Town of Cottesloe. The submission is for a State Black Spot funding, with

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2/3<sup>ds</sup> of the funds coming from the grant and 1/3<sup>rd</sup> being shared between Nedlands and Cottesloe.

The submission also covers two overhead mast arms on the highway to provide very obvious signal information for traffic turning at the intersection. The Benefit Cost Ratio (BCR) submitted of 3.75 was very high (but reduced by the Auditor to 2.37 and still seen as sufficient for approval).

### **STRATEGIC IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **STATUTORY ENVIRONMENT**

Black Spot grant approvals, line marking, traffic control signage and changes to traffic lights at intersections all require Main Roads WA approval. Any works within the Town of Cottesloe will require Council's agreement, apart from any mast arms for highway signal changes.

### **FINANCIAL IMPLICATIONS**

The project is subject to State Black Spot funding and Council is being requested to fund 1/6<sup>th</sup> of the total (\$24,167) of the estimated cost of \$145,000.

### **SUSTAINABILITY IMPLICATIONS**

Nil

### **CONSULTATION**

City of Nedlands.

### **STAFF COMMENT**

The crash statistics, 28 over 5 years, show that there is a problem at this intersection. The proposed improvements of the North Street left turn lane changes and the two new overhead mast arms on West Coast Highway are aimed at the reasons for these crashes. The Main Roads WA Black Spot auditor has investigated the appropriateness of the solutions and the completed BCR of the solution.

The plan for an expanded left turn lane capacity in North Street has not as yet, been agreed to by this Council, particularly 'Option 3', which has a widening on the south or Cottesloe side of North Street. The lane expansion can still take place on the north or Nedlands side, without need of the Town of Cottesloe agreement, however that would remove more street trees and impact on more service alignments.

In regards to the potential provision of an additional phase on the North Street intersection lights to allow a right turn out of North Street, for traffic to head south on Curtin Avenue / West Coast Highway, Main Roads WA have advised:

- *“Main Roads would not consider any changes to the phasing of the traffic signals without video survey information (2 days) and a SIDRA analysis that provides evidence that the changes will be beneficial to the overall functioning of the intersection;*
- *The onus is on the Councils to provide the required evidence; and*
- *Any changes that are made must be paid for by the affected Local authorities.*

*As previously advised, the cost of collecting the data is approximately \$15,000.”*

Without this study, no traffic light changes will be approved to create a separate right turn phase and Council’s stand on this matter will not be tested on site to establish whether the separate light phase would be a solution to the issue.

## **VOTING**

Simple Majority

## **OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Strzina, seconded Cr Rowell**

**THAT Council:**

- 1. Agree, in principle, to a contribution of up to \$24,167 towards a total estimated cost of \$145,000 for a State Black Spot submission for 2013/2014 by the City of Nedlands, for an expanded left turn lane exit from North Street onto West Coast Highway plus two overhead mast arms for traffic lights on West Coast Highway at this intersection.**
- 2. Inform the City of Nedlands of its ‘in principle’ support for this project on the condition that the Town of Cottesloe reserves its final response for the best solution for the location of the expanded North Street left turn lane being on the Cottesloe side of North Street dependent on Main Roads WA advice regarding the potential to have a separate right turn light phase for North Street traffic turning into West Coast Highway.**
- 3. Inform the City of Nedlands that it is prepared to meet half the cost of the MRWA requirement for a video survey and a SIDRA analysis regarding a potential right turn out of North Street.**

**Carried 4/0**

## **10.3 FINANCE**

### **10.3.1 STATUTORY FINANCIAL REPORTS FOR THE PERIOD 1 JULY 2012 TO 30 SEPTEMBER 2012**

**File No:** SUB  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 16 October 2012  
**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, the Operating Statements by Program and by Nature and Type, the Statement of Financial Position, and other supporting information for the period 1 July 2012 to 30 September 2012 as included in the attached Financial Statements.

#### **BACKGROUND**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **STATUTORY ENVIRONMENT**

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

#### **FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocations.

#### **SUSTAINABILITY IMPLICATIONS**

Nil

#### **CONSULTATION**

Nil

#### **STAFF COMMENT**

The Statement of Financial Activity on page 1 of the Financial Statements shows a favourable operating revenue of \$115,476. Operating expenditure is \$429,359 or 16% less than year to date budget, the main reason for this being that depreciation has not yet been posted for the 2012-13 year. Other material variances are outlined on the Variance Analysis Report on pages 7 to 9 of the attached Financial Statements.

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**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, the Statement of Financial Position, and other supporting financial information as included in the attached Financial Statements for the period 1 July 2012 to September 2012, as submitted to the 16 October 2012 meeting of the Works and Corporate Services Committee.**

**Carried 4/0**

**10.3.2 LIST OF ACCOUNTS PAID FOR THE MONTH OF SEPTEMBER 2012**

**File No:** SUB/137  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 16 October 2012  
**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 September 2012, as included in the attached Financial Statements, to Council.

**BACKGROUND**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

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

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocations.

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**STAFF COMMENT**

The list of accounts paid in September 2012 is included in the report on pages 9 to 17 of the attached financial Statements. The following significant payments are brought to Council's attention;

- \$27,951.46 to TAPSS Community Care for the bi annual contribution towards the TAPSS service.
  - \$224,801.73 to the WA Treasury Corporation for a loan repayment.
  - \$45,654.74 to Transpacific Cleanaway for the monthly waste collection service.
  - \$344,407.94 to FESA being instalment 1 of the emergency services levies.
-

- \$157,113.96 to the Shire of Peppermint Grove for the second quarter contribution to the Joint Library.
- \$470,000.00 to the Commonwealth Bank of Australia being a new term deposit
- \$475,000.00 to Bankwest being a new term deposit.
- \$480,000.00 & \$490,000.00 to Westpac Bank being new term deposits
- \$485,000.00 to the National Australia Bank being a new term deposit
- \$71,884.70 & \$74,103.70 to the Town of Cottesloe staff for fortnightly payroll

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Strzina, seconded Cr Rowell**

**THAT Council receive the List of Accounts Paid for the month of September 2012 as included in the attached Financial Statements, as submitted to the 16 October 2012 meeting of the Works and Corporate Services Committee.**

**Carried 4/0**

**10.3.3 SCHEDULES OF INVESTMENTS AND LOANS AS AT 30 SEPTEMBER 2012**

**File No:** SUB/150 AND 151  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 16 October 2012  
**Author Disclosure of Interest** Nil

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**SUMMARY**

The purpose of this report is to present the Schedule of Investments and the Schedule of Loans as at 30 September 2012, as included in the attached Financial Statements, to Council.

**BACKGROUND**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

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

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocations.

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**STAFF COMMENT**

The Schedule of Investments on page 19 of the attached Financial Statements shows that \$5,534,560.10 was invested as at 30 September 2012. Approximately 45% of the funds were invested with Westpac Bank, 28% with the National Australia Bank, 14% with the Commonwealth Bank of Australia and 13% with Bankwest.

The Schedule of Loans on page 20 of the attached Financial Statements shows a balance of \$6,135,459.79 as at 30 September 2012. Included in this balance is \$380,753.94 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 30 September 2012. These schedules are included in the attached Financial Statements as submitted to the 16 October 2012 meeting of the Works and Corporate Services Committee.**

**Carried 4/0**

**10.3.4 PROPERTY AND SUNDRY REPORTS AS AT 30 SEPTEMBER 2012**

**File No:** SUB/145  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Wayne Richards  
Finance Manager

**Proposed Meeting Date:** 16 October 2012  
**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 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**

Nil

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**STAFF COMMENT**

The Sundry Debtors Report on pages 21 and 22 of the attached Financial Statements shows a balance of \$125,079.61 of which \$98,942.83 relates to the current month. The balance of aged debtors is \$26,136.78.

The Rates and Charges Analysis on page 23 of the attached Financial Statements shows a total balance outstanding of \$3,130,321.24. Of this amount, \$205,419.76 and \$480,443.23 are deferred rates and outstanding emergency services levies respectively. The Statement of Financial Position on page 4 shows a balance of \$3,477,200 as compared to \$3,389,519 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 30 September 2012. These reports are included in the attached Financial Statements as submitted to the 16 October 2012 meeting of the Works and Corporate Services Committee.**

**Carried 4/0**

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

Nil

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

Nil

**12.2 OFFICERS**

Nil

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

Nil

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

Nil

**14 MEETING CLOSURE**

The Presiding Member announced the closure of the meeting at 7:14 PM.

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