

# TOWN OF COTTESLOE



## WORKS AND CORPORATE SERVICES COMMITTEE

# MINUTES

**MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE  
109 BROOME STREET, COTTESLOE  
7.00 PM, TUESDAY, 17 SEPTEMBER 2013**

**CARL ASKEW**  
Chief Executive Officer

19 September 2013

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# WORKS AND CORPORATE SERVICES COMMITTEE

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**1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Member announced the meeting opened at 7:01 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 Robert Rowell	Presiding Member
Cr Sally Pyvis	
Cr Greg Boland	
Cr Victor Strzina	
Cr Yvonne Hart	Deputy Member

**Officers Present**

Mr Carl Askew	Chief Executive Officer
Mr Mat Humfrey	Manager Corporate & Community Services
Mr Geoff Trigg	Manager Engineering Services
Ms Nikki Pursell	Sustainability Officer
Mrs Siobhan French	Administration and Governance Officer

**Gallery**

Media (1)  
Members of the Public (3)

**6.1 APOLOGIES**

Mayor Kevin Morgan

**Officer Apologies**

Nil

**6.2 APPROVED LEAVE OF ABSENCE**

Nil

**6.3 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**7 DECLARATION OF INTERESTS**

Nil

**8 CONFIRMATION OF MINUTES**

**Moved Cr Strzina, seconded Cr Boland**

[Minutes August 20 2013 Works and Corporate Services Committee.docx](#)

**The Minutes of the Ordinary meeting of the Works And Corporate Services Committee, held on 20 August 2013 be confirmed.**

**Carried 5/0**

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

Nil

**9.2 PRESENTATIONS**

Nil

**9.3 DEPUTATIONS**

Nil

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

The following items were dealt with enbloc:

10.3.1 Statutory Financial Reports for the Period 1 July 2013 to 31 August 2013

10.3.2 Schedule of Investments and Loans 31 August 2013

10.3.3 List of Accounts Paid for the Month of August 2013

10.3.4 Rates and Sundry Debtors as at 31 August 2013

## 10 REPORTS

### 10.1 ADMINISTRATION

#### 10.1.1 DRAFT NEW POLICY - SUSTAINABLE TRAVEL ALLOWANCE (STAFF)

**File Ref:** SUB/1628  
**Attachments:** [Draft Sustainable Travel Allowance Policy](#)  
**Responsible Officer:** Andrew Jackson  
Manager Development Services  
**Author:** Nikki Pursell  
Sustainability Officer  
**Proposed Meeting Date:** 17 September 2013  
**Author Disclosure of Interest** Nil

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#### SUMMARY

The majority of staff currently commute to work by car. As the Town has committed to reducing its environmental footprint and minimising greenhouse gas emissions, encouraging staff to travel to work via more sustainable means is an important action. One method of encouraging behaviour change is to provide a financial incentive or reward for positive behaviour. With the success of a similar program at the City of Subiaco, the Town is proposing the trial of a Sustainable Travel Allowance for Cottesloe staff.

The purpose of this report is to provide Council with a draft of such a new policy relating to a Sustainable Travel Allowance (STA) for the staff of the Town of Cottesloe and recommends that Council advertise the policy for public comment.

#### BACKGROUND

Annual analysis of Council-related greenhouse gas emissions demonstrates that the largest source of emissions is currently from fuel, namely commuting and private use of Council-owned vehicles. As the Town has committed to becoming carbon neutral by 2015, these emissions need to be reduced. Providing a financial reward or incentive for staff to leave their car at home is a popular approach to encourage staff to consider more sustainable modes of transport. An initiative such as a STA provides staff members with a financial reimbursement, of a similar value to a commute via public transport, when they commute via a more sustainable means (public transport, bicycle, walking, car pooling or any other means that do not produce greenhouse gas emissions).

A similar initiative has been successful at the City of Subiaco. The \$9 per day (after tax) offered to staff who travel by sustainable transport has had an uptake of 61% of all staff members. This means a significant reduction on parking requirements, cost savings for staff, an increase in active transport (walking, riding) and resulting health benefits, not to mention the environmental improvements.

Given the Town of Cottesloe's dedication to minimising its environmental footprint and the need to tackle fleet-related emissions, this report recommends the

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advertising of the draft STA policy prior to introduction of a STA on a trial basis for Cottesloe staff.

### **POLICY IMPLICATIONS**

To ensure there is consistency and transparency in the way the allowance is managed and distributed it is recommended that a policy be adopted to guide implementation. The purpose of this agenda item is to recommend the advertising of the draft policy prior to adoption.

### **FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation. An amount of \$20,000 was set aside in the 2013/2014 Budget to fund such initiatives. While this is an extra cost to Council, the Town currently pays for all fuel purchased for Council-owned vehicles. As the price of fuel is increasing this is a cost-effective method of containing Council's financial burden. Running the initiative as a trial for the remainder of 2013/2014 will allow an accurate estimate of potential usage, uptake and costs for future years.

### **STAFFING IMPLICATIONS**

The proposed allowance may assist in the attraction and retention of non-management staff.

### **SUSTAINABILITY IMPLICATIONS**

Council committed to becoming carbon neutral in 2010, and has been actively taking steps to reduce its greenhouse gas emissions. Fuel use is a large contributor to Council's footprint and therefore needs to be reduced. This is a cost effective approach to reducing fuel related emissions and rewards staff members for positive behaviour.

### **CONSULTATION**

Consultation with management occurred as part of the 2013/2014 budget process. Feedback and advice was sought from the City of Subiaco and to some extent this program is based on their experience. In order to gauge staff interest in the program, a travel survey was distributed to all staff members during July 2013. The results of the survey demonstrate an encouraging interest in the initiative.

### **STAFF COMMENT**

Encouraging staff to commute via more sustainable means involves identifying and removing barriers. One barrier is the cost of public transport. By introducing a financial incentive, the option of leaving the car at home is more appealing to staff. There are numerous benefits to staff including saving fuel-related costs, improved health through active transport and reducing stress. Benefits to Council include greater productivity of staff, more parking available to ratepayers and visitors, staff retention and positive publicity.

In order to determine the interest in a STA at Cottesloe and to determine the likely costs of the initiative, in July 2013 staff were surveyed on their current travel habits. The survey demonstrated that 95% of staff currently drive to work, motivated by convenience, distance travelled and cost of alternatives. Further, 52% of staff said



they would consider leaving their car at home if offered a financial incentive, ranging from every day to once a month. This consultation demonstrates that there is an initial interest and a trial of the allowance is worthwhile.

In order to attract staff to the program, a financial re-imbusement must be sufficiently generous to change behaviour, without drawing too heavily on the Town's finances. The proposed value of the STA is based on the current allowance at the City of Subiaco, as well as the current cost of public transport with Transperth (4 zones). The proposed rates for the 2013/2014 financial year are:

- \$5 per one way trip greater than 2km; or
- \$2.50 per one way trip less than 2km.

If the program is successful, the rates will be reviewed annually in line with CPI and/or Transperth rates on 1st July each year.

A number of factors will influence the final costs, including the uptake (generously estimated at approximately 50% of staff); seasonal variations (the summer months are likely to be much more popular); and the frequency of use. Therefore the expected cost is more likely to be within the range of \$6,000-\$10,000 per year. The number of weeks per year excludes annual leave, sick leave, and public holiday entitlements. An example calculation is as follows:

Anticipated take up	Number of staff	Trips per week	Weeks per year	Total trips	Cost per trip	Total cost per year
Minimum	4	6	38	912	\$5	\$4,560
Expected	8	6	38	1,824	\$5	\$9,120
Maximum	14	6	38	3,192	\$5	\$15,960

The introduction of a STA for staff at the Town has a number of benefits. Such an initiative should bring positive publicity to the Town, reward staff for positive behaviour, foster health and ensure the Town continues its journey towards being carbon neutral.

## VOTING

Simple Majority

## COMMITTEE DISCUSSION

Cr Rowell asked if the Town had been in contact with the City of Subiaco to seek feedback on how its sustainable travel allowance program had been received by its employees. Sustainability Officer (SO) advised that there has reportedly been a 60% uptake of the travel allowance by City of Subiaco employees, reducing the number of employees who travel by car and the City's greenhouse gas emissions.

Cr Boland enquired as to whether verifying which staff members travelled to work via sustainable means would be a time consuming for senior staff. Chief Executive Officer (CEO) advised that monitoring travel is not expected to take up a significant amount to time.

SO also added that if the policy was approved, she would initiate an education campaign for staff, to inform them of the sustainable transport options available to them.

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Strzina, seconded Cr Boland**

**THAT Council advertise the new policy “Sustainable Travel Allowance” for local public comment and receive a further report on the outcomes of the advertising.**

**Carried 5/0**

**10.1.2 GROUP FITNESS AND PERSONAL TRAINING POLICY**

**File Ref:** POL/85  
**Attachments:** [Group Fitness and Personal Training Policy](#)  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Mat Humfrey  
Manager Corporate & Community Services  
**Proposed Meeting Date:** 17 September 2013  
**Author Disclosure of Interest** Nil

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**SUMMARY**

At the June 2013 Ordinary Council meeting, it was resolved that the Group Fitness and Personal Training Policy be advertised for public comment. The policy is now being presented for final adoption.

**BACKGROUND**

Personal Training and Group Fitness Classes have become increasingly popular in recent times and their use of public facilities is beginning to have an impact both on the facilities themselves, as well as nearby residents. In order to manage the Town's assets so that they are used as efficiently as possible the Group Fitness and Personal Training Policy is being presented as a way of managing the use of the Town's reserves.

**STRATEGIC IMPLICATIONS**

Supporting a Healthy Community.

**POLICY IMPLICATIONS**

If adopted, the policy would be included in the Town's Policy Manual.

**STATUTORY ENVIRONMENT**

Town of Cottesloe Local Government Property Local Law 1998.

**FINANCIAL IMPLICATIONS**

While there is a fee associated with this policy, it is not anticipated that the income generated will be in anyway material. As these groups are already operating within the Town, there are no anticipated costs arising from this policy.

**STAFFING IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

There are no perceived sustainability implications arising from this report

**CONSULTATION**

The policy has been advertised for public comment. A total of 5 submissions were received that can be broadly summarised as follows;

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- One submission raised concerns about group fitness classes operating in the early hours and close to residents' houses;
- One submission raised concerns about group fitness classes using dunes and causing damage to them;
- One submission raised concerns about group fitness classes using playground equipment; and
- Two submissions were against the charging of any fee for the use of public space for exercising.

The concerns raised in the first three submissions will be addressed with the implementation of this policy – and indeed represent what could be considered as the purpose of the policy.

While there will be a fee to apply for a permit, this fee is imposed on those who seek to run a business making use of the Town's reserves. Further, the fees will offset the costs of managing the permits so that the reserves are available for all.

### **STAFF COMMENT**

The minimal level of feedback received for this policy is most likely indicative of two things, being;

1. That local governments across the Perth metropolitan area are implementing very similar regimes to that proposed in the policy; and
2. The level of fees set in the policy are very reasonable.

In the main, professional fitness instructors accept that in order to use public assets to run their business from, there will be some level of contribution to the agency that manages those assets. They also accept that there needs to be consideration paid to other users of these reserves, as well as the residents who live nearby. Fitness Australia have a code of conduct which reinforces nearly all of the requirements of the policy as presented.

During discussions and workshops on this issue, there has been some debate about whether or not local governments should require that trainers be accredited in some way before granting a permit. On one side of this argument is that local governments have a duty to ensure that people operating from its facilities are qualified to do so – however there is a very strong counter argument that says that the local government is simply providing the authority to use the space for a set purpose – and as such is in no way responsible for the actions of a private citizen running their own business.

At present, there is more than one industry body and several different types of qualification that could be pursued by a person wishing to be a trainer. As the industry itself matures, it is likely that one peak body will emerge and that they will have a set criteria that a person will have to meet to be able to state that they are a member, much in the same way as there is for other professions. Until such a time, any judgement about the suitability of trainers would be subjective and would need to be made each time a permit was applied for (qualifications such as first aid have a renewal requirement).

This being the case, it is recommended that the Town's policy not include any requirement for qualifications or memberships, but that the administration work with industry representatives and other local governments to progress towards a peak

industry body, membership of which would endorse a person as being suitable to being a fitness instructor.

With the feedback received being able to be addressed, it is recommended that the advertised policy be adopted and implemented.

## **VOTING**

Simple Majority

## **COMMITTEE DISCUSSION**

Cr Rowell commented that the Town should request permit holders sign a form giving indemnity to the Town, should an accident occur. M CCS remarked that the Town's insurers, LGIS, have advised that unless the Town is negligent in its duty in maintaining parks and reserves, the Town will not be considered liable for any accidents or injuries that occur whilst individuals are taking part in a fitness session.

Cr Rowell expressed concerns that the fitness equipment along the foreshore will be used by fitness groups, excluding others. M CCS commented that the intent of the Policy is not to attract fitness groups but regulate existing users. Fitness groups cannot exclude others and the equipment should be used on a first come, first serve basis.

## **OFFICER RECOMMENDATION**

**Moved Cr Boland, seconded Cr Strzina**

THAT Council adopt the Group Fitness and Personal Training Policy as attached.

## **AMENDMENT 1**

**Moved Cr Boland, seconded Cr Strzina**

**That a new point 2 be added to the recommendation to read "Add the \$20 permit application fee to the schedule of fees and charges for 2013/2014 financial year."**

**Carried 5/0**

## **AMENDMENT 2**

**Moved Cr Rowell, seconded Cr Strzina**

**That the policy be reviewed in 12 months time.**

**Carried 4/1**

## **COMMITTEE RECOMMENDATION**

**THAT Council;**

- 1. Adopt the Group Fitness and Personal Training Policy as attached;**
- 2. Add the \$20 permit application fee to the schedule of fees and charges for 2013/2014 financial year; and**
- 3. Review the policy in 12 months time.**

**THE AMENDED SUBSTANTIVE MOTION WAS PUT**

**Carried 5/0**

**10.1.3 USE OF COTTESLOE OVAL BY COTTESLOE "ROOSTERS" AMATEUR FOOTBALL CLUB**

**File Ref:** SUB/231  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Mat Humfrey  
Manager Corporate & Community Services  
**Proposed Meeting Date:** 17 September 2013  
**Author Disclosure of Interest** Nil

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**SUMMARY**

The Town has received a request from the newly formed Cottesloe Roosters Amateur Football Club (Roosters) to play their home games at Cottesloe Oval. This report has been presented for Council to consider that request.

**BACKGROUND**

There two groups that have the use of Cottesloe Oval, being the Cottesloe 'Magpies' Junior Football Club and Cottesloe Rugby Club. The Magpies use the facilities at the Anderson Pavilion as their clubrooms, while the rugby club have the use of the club rooms at the southern end of the reserve.

The ground itself meets the requirements of a 'local' football oval and is of the size required to play senior games. There is currently no alcohol served from the change rooms/canteen as used by the Junior Football Club and there is very limited lighting at the ground.

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STAFFING IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

Nil

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**CONSULTATION**

The Football Club themselves have approached both the Junior Football Club and the Rugby Club at the Town's suggestion. Letters of support have been received, but the letter of support from the Junior Football Club was qualified on the grounds that they were concerned about the impact any liquor license in the area may have on the Junior Football Club and were concerned about fixturing clashes.

A letter of support has also been received from the Honourable Colin Barnett MLA, Member for Cottesloe.

**STAFF COMMENT**

The Cottesloe 'Roosters' first approached officers in early August requesting they be allowed to play home games and train at Cottesloe Oval. As there are no policy implications on the use of that oval at present, the main consideration was any impact on existing users and nearby residents. As such the Club were advised to seek letters of support from the two existing users and to provide them to support their application.

Amateur Football Clubs normally have a bar and social aspect to them. One of the constraints on the "Roosters" use of Cottesloe Oval is that there isn't anywhere at present that they will be able to establish bar facilities. Further, as the site is almost fully developed, there is little prospect of being able to add facilities to cater for this aspect.

The main concern raised by the Junior Football Club and Rugby Club was that of fixture clashes. The "Roosters" have since provided a letter from the West Australian Football Commission stating that they are able to fixture, in conjunction with Junior Football and Rugby WA, to ensure there are no fixturing clashes at collocated facilities.

The impact on residents is difficult to assess as there hasn't been senior football training at this facility for some time. Lighting is limited and the ground is a significant distance from the nearest residence. However it would be reasonably anticipated that senior training at this ground would likely involve more traffic of an evening, increased use of the lights and possibly some noise of an early evening.

While there would no doubt be some issues with a third club establishing itself in this area, given there is already an oval there and that the rugby club is already training of an evening in this location, there is no reason, that can't be dealt with by way of a condition, to stop this club playing its home games and training in this location. Examples of such conditions could be the granting of priority to existing users and the refusal to consider an additional liquor license in the area, but if these conditions are made clear to the Roosters, then they should be able to make their own arrangements.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Strzina, seconded Cr Boland**

**THAT Council grant approval to the Cottesloe Roosters Amateur Football Club to play their home games and train at Cottesloe Oval, subject to the following conditions;**

- 1. No additional liquor license will be considered for the reserve area;**
- 2. In the event of a dispute, priority will be given to the two existing users, being the Cottesloe Junior Football Club and Cottesloe Rugby Club; and**
- 3. The approval will be reviewed at the completion of the 2014 football season.**

**Carried 5/0**



**10.1.4 HULLABALOO 2013**

**File Ref:** SUB/1645  
**Attachments:** [Hullabaloo 2013 Event Application](#)  
[Hullabaloo Risk Management Plan 2013 Draft](#)  
**Responsible Officer:** **Mat Humfrey**  
**Manager Corporate & Community Services**  
**Author:** **Sherilee Macready**  
**Community Development Officer**  
**Proposed Meeting Date:** **17 September 2013**  
**Author Disclosure of Interest** Nil

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**SUMMARY**

Cottesloe Hullabaloo Street Festival is a festival organised by Procott and held in the Cottesloe Village. This year's event is scheduled for Saturday, 9 November 2013.

Council is being asked to provide its approval for this event, subject to conditions outlined in the officer recommendation.

**BACKGROUND**

The Festival is a celebration of the best of Cottesloe has to offer, promoting the lifestyle and opportunities available to the Cottesloe community. This year the Festival is one day in duration as was the 2012 event.

The theme this year is "Our Community" with a focus on fine food, wine and local produce, and local community stalls and entertainment.

The event is being organised by Procott, the local business association, and CIC Events Management. CIC Events Management organise many large events at an elite and administrative level, including the Avon Descent, Indian Ocean Classic, and Kellogg's Nutri-Grain Classic. The motivation behind their events is part entrepreneurial, but also a desire to provide community support and opportunities for locals and for the general public.

Napoleon Street will be closed to traffic on Stirling Highway. The road will close at 3.00pm on Friday, 8 November 2013 and reopen at 7.00pm on Saturday, 9 November 2013. A private car park at the Western end of Station Street will also be closed to traffic at 3.00pm on Friday, 8 November 2013, to house a wine tasting stall. Organisers have gained approval from the car park owners to close the car park. CIC Events Management has engaged the services of a Certified Traffic Management Planner, Chris Letts from Race Director, to write and implement a traffic management plan. Procott have also been advised of the requirement to have authority from Main Roads WA to close a road.

This year's event is building on the 2012 event which had more of an "arts feel", with engagement of high quality "busking entertainers", local schools groups and local musical acts, in addition to the various stalls on Napoleon Street.

A wine tasting stall will be set up at the Western private car park on Station Street and will be open to the public between 11.00am and 3.00pm, indicated on the attached Map as Marquee 3. The required Alcohol Permit will be in place for the

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event. A sectioned licenced alcohol service area will be cordoned off with bunting and will have crowd control security in attendance.

Suitable Certificates of Currency for Public Liability Insurance are required to be presented to the satisfaction of the Chief Executive Officer prior to the event.

### **STRATEGIC IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Outdoor Concerts and Large Public Events Policy

### **STATUTORY ENVIRONMENT**

Main Roads WA is the statutory authority that can authorise road closures.

### **FINANCIAL IMPLICATIONS**

The main cost to the Town in approving this event will be in the officer's time, particularly the Community Development Officer who will assist with preparation tasks leading up to the event, and Rangers, who will be required to assist at the event. The costs can be met within existing budgets.

Council also contributes over \$80,000 annually to PROCOTT to assist with activities to promote the Town Centre. This money is raised through the application of a differential rate.

### **STAFFING IMPLICATIONS**

Rangers will be required to assist at the event.

### **SUSTAINABILITY IMPLICATIONS**

Adequate arrangements are made for rubbish collection and removal, including the provision for recycling.

### **CONSULTATION**

Procott as the organisers of the event have indicated that they have consulted with all the businesses that will be directly or indirectly affected by the running of this event.

### **STAFF COMMENT**

The Procott Board have promoted that a Festival would optimise opportunities to bring both the retailers, service providers and local community groups in the Cottesloe business district together in a Village style atmosphere that would highlight the best that Cottesloe has to offer.

The event showcases Cottesloe to wider community as having a relaxed atmosphere, and an alternative to Subiaco and Claremont.

Last year's Hullabaloo event was a success, with approximately 5,000 people attending the one day Festival on Napoleon Street. Feedback received highlighted the friendly atmosphere of the event, together with the addition of the quality "Upmarket" stalls, and engaging "busker style" entertainment.

Noise levels generated by the entertainment, which were a concern of previous years were well addressed in the 2012 event, with a higher proportion of positive feedback received from retailers and patrons to the low key “busking style” entertainment. Organisers of this year’s event are planning to use similar style entertainers, together with engaging local community groups and entertainers.

To counteract lack of parking at the event, only Napoleon Street will be closed to traffic and parking, together with the Western car park on Station Street. In addition, patrons attending the event will be encouraged to walk, cycle or catch the train to the event, and for those that have to drive to the event, places to park will be promoted by the organisers. Vendor parking will again be housed on the Western side of the train tracks as per the 2012 Event.

Due to the positive feedback received regarding the 2012 event, the thorough risk assessment and event management plan, officers recommend that the event be allowed to proceed with conditions. The conditions are intended to ensure that Procott are aware of their obligations and to protect the interests of the Town.

## **VOTING**

Simple Majority

## **OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Boland, seconded Cr Strzina**

**THAT Council approve the application from CIC Events Management and Procott to hold the Cottesloe Hullabaloo Street Festival on Napoleon Street, on Saturday, 9 November 2013 from 9:00am to 5.00pm, with the following conditions:**

- 1. Adequate arrangements are made for rubbish collection and removal, including the 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. Class the event as “Charitable/Community” and charge no fee for the event.**
- 5. Provision of a certificate of currency to certify that organisers have adequate Public Liability Insurance for all components of the event.**
- 6. Appropriate road closure permits are granted by Main Roads WA.**
- 7. Appropriate Alcohol Permits are granted by the Department of Racing, Gaming and Liquor.**
- 8. The Traffic Management Plan and provider are approved by Main Roads WA, and the plan provided to Cottesloe Police.**

**Carried 5/0**

**10.1.5 CELEBRATION OF THE MOTORCAR - 2013**

**File Ref:** SUB/1670  
**Attachments:** [Celebration of the Motorcar Event Application](#)  
[Celebration of the Motorcar Event Management Plan](#)  
[Celebration of the Motorcar Event Map](#)  
**Responsible Officer:** **Mat Humfrey**  
**Manager Corporate & Community Services**  
**Author:** **Sherilee Macready**  
**Community Development Officer**  
**Proposed Meeting Date:** **17 September 2013**  
**Author Disclosure of Interest** Nil

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**SUMMARY**

Celebration of the Motorcar is an elite motoring exhibition event held in the grounds of the Cottesloe Civic Centre. Paul Blank from Automotive Events Management, and Robyn Coleman from Bridging Communities Inc. are seeking approval for their second Celebration of the Motorcar event, in its modern format. The original event was held annually from 1993 until 2003.

This report recommends that Council approve the application for this event to be held at the Cottesloe Civic Centre, on Saturday, 16 November 2013, between 6.00pm to 8.00pm, and Sunday, 17 November 2013, 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 public 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 organiser's chosen charity, Bridging Communities Inc. Bridging Communities Inc. is a Charity that supports the most vulnerable individuals and families in WA. This year, funds raised by the Celebration of the Motorcar event will enable Bridging Communities to provide up to 100 weighted blankets for children with special needs. These blankets are essential for these children to be able to enjoy undisturbed sleep, thereby helping the whole family in their journey with disability.

General public event admittance fees for the Sunday motoring exhibition are as follows:

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

100% of admission fees, after costs, are donated to the organisation's chosen charity organisation, Bridging Communities Inc.

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

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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.

Organisers have built on the 2012 event to include a Fundraising Cocktail Party on the Main Lawn on the evening of Saturday, 16 November 2013. The cocktail party will be by invitation only event extended to car exhibition owners and other invited guests. Entry fees will be \$60 for the evening event, and include automatic admission to the public event on Sunday, 17 November 2013. Alcohol will be served at the fundraising cocktail party and the required permit will be in place for the event.

Rubbish bins are required, which were supplied by the Council at last year's event in support of this charitable event.

### **STRATEGIC IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Events 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 June 2014.

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 to the Sunday public event – which would attract a fee of \$6,000.

However, the organisers are contributing 100% of the admission fees collected, after costs, to their chosen charity, namely Bridging Communities Inc., which supports the most vulnerable individuals and families in WA. As such it is recommended that Council classify this event at a charitable event – which has no fees.

### **STAFFING IMPLICATIONS**

Nil

### **SUSTAINABILITY IMPLICATIONS**

Adequate arrangements are made for rubbish collection, including the provision for recycling.

**CONSULTATION**

The Principal Environmental Health Officer has 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 into place for activities on the Lower Lawn, with no vehicle activity at the Civic Centre before 9.00am or after 6.00pm on Sunday, 17 November 2013.

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

**STAFF COMMENT**

The 2012 event was well organised and drew interest from local residents, who appreciated the type and value of the cars on display. Officers verified with organisers that 100% of Net admission fees from the event went to the organiser's 2012 Charity, Kalparrin. The Town did not receive any formal noise complaints from surrounding residents to the Cottesloe Civic Centre following the 2012 event and as such is supportive of the event.

The addition of the invitation only Fundraising Cocktail Party on the Saturday night will add value to the event and further raises funds for the organiser's chosen charity, Bridging Communities Inc, and as such is supported.

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 as per the 2012 event, 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.

At the Saturday invitation only event, the cocktail party display cars (approximately 12 cars) will enter the Main Lawn between 2.00pm and 3.00pm for their display that evening. Event organisers will be required to keep the noise associated with this to a minimum and cars will not be running before 9.00am which will assist in keeping noise levels to a minimum.

On the morning of the public event, display cars will enter the Main Lawn and Lower Lawn from 9.00am. 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 3.45pm and 5.00pm on Sunday, 17 November 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 Sunday public event is open to the public between 10.30am and 3.30pm.

## **VOTING**

Simple Majority

## **COMMITTEE DISCUSSION**

Cr Hart commented that she felt the Town was being overly generous by not requesting that the organisers pay the public event fee. Cr Hart added that although profits from the event go to charity, it is a major event that takes place over two days, occupying the Civic Centre grounds and creates an increased workload for the Town's staff.

Cr Boland expressed sympathy with Cr Hart's views but remarked that a precedent was set last year, when the public event fee was not charged.

## **OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Boland, seconded Cr Strzina**

**THAT Council approve the application to hold the Celebration of the Motorcar event at Cottesloe Civic Centre on Saturday, 16 November from 6.00pm to 8.00pm, and Sunday, 17 November 2013 from 10.30am to 3.30pm with the following conditions:**

- 1. Adequate arrangements are made for rubbish collection and removal, including the 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 this event as a charitable event and charge no fees.**
- 6. Provision of 'certificates of currency' to certify that organisers 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. Organisers 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 vehicle activity at the Civic Centre before 9.00am and after 6.00pm on Sunday, 17 November 2013.**

**Carried 4/1**

## 10.2 ENGINEERING

### 10.2.1 REQUEST FOR LANEWAY TO BE NAMED - ROW 39, FORREST STREET/STATION STREET

**File Ref:** SUB/279  
**Attachments:** [Copies of Received Comments](#)  
[Copy of Geographic Names Committee Letter](#)  
[Email from Local Historian](#)  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Geoff Trigg  
Manager Engineering Services  
**Proposed Meeting Date:** 17 September 2013  
**Author Disclosure of Interest** Nil

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#### SUMMARY

At its June 2013 meeting Council resolved to;

1. Write to all property owners on both sides of ROW 39 and ProCott, requesting comments on the idea of naming the laneway, as well as suggestions of a suitable name.
2. Thank the resident who made the suggestion with an explanation of the process now being followed.
3. Reconsider this matter, along with received comments at the August 2013 meeting.

Council considered all received comments and suggestions for the naming of this laneway at its August 2013 meeting and resolved to:

1. Apply to the Landgate Geographic Names Committee for ROW 39 to be named Black Cockatoo Lane and;
2. Inform Procott and the four other people suggesting names for Council's decision, with thanks for their submissions.

This naming proposal was sent to the Geographic Names Committee for approval. The Committee has rejected the name Black Cockatoo Lane because double barrel names are no longer deemed suitable.

This report presents alternatives to the rejected name.

#### BACKGROUND

The original request stated that the laneway is busy, with many properties backing onto it. Google Maps wrongly shows the laneway as De Nardi Lane. The last laneway named was "Doscas Lane", in 2009. This required advertising to owners connected to the lane and then a final approval by Landgate Geographic Names Committee of the new name proposed.

Owners of properties affected by this laneway were contacted and requested to suggest a name. The received suggestions were put to the August meeting.



**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

New name must be approved by the Geographic Names Committee.

**FINANCIAL IMPLICATIONS**

Minimal – cost of 2 new signs

**STAFFING IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Consultation period with property owners on ROW 39 took place and the results were presented to Council in August 2013.

**STAFF COMMENT**

The Geographic Names Committee has rejected all alternatives regarding “Black Cockatoo”, “Cockatoo” and “Carnaby” in relation to this laneway name (see attachments).

Names suggested in the August agenda were:

- Minty Lane
- Peppermint Lane
- Briggs Lane – Albion Hotel licensee in 1870
- Wegg Lane – Albion Hotel owner in approximately 1900
- Butler Lane – Albion Hotel licensee in 1882
- Metcalf Lane – from Metcalf Motors (originally the BP Service Station site)
- Figtree/Fig/Little Fig/Black Fig Lane – probability of rejection due to the existing Fig Tree Lane

Subsequent staff research has also provided the following name suggestions:

- Halfway Lane – The original name for the Albion Hotel was Halfway House.
- Vivian Lane – WR Vivian and Sons, locally based plumbing company, has been active in Cottesloe developments for many years, with Craig Vivian passing away recently.
- Sewell Lane – Molly Sewell, a fisherman’s daughter, sold fish around Cottesloe in the early days.

It is recommended that Council determine a first and second preference for names to be provided to the Geographic Names Committee for approval.

**VOTING**

Simple Majority

**COMMITTEE DISCUSSION**

Committee discussed the suggested names for the ROW with Cr Boland proposing Bullen Lane and Metcalf Lane and Cr Pyvis proposing Halfway Lane. A majority of the Committee confirmed a preference for the names Bullen Lane, followed by Halfway Lane.

Cr Pyvis commented the Cities of Cockburn and Fremantle have an approved list of culturally appropriate Australian Aboriginal names, which they draw upon when allocating names. Cr Pyvis suggested that the Town create its own list of Australian Aboriginal names for future naming opportunities.

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

THAT Council apply to the Landgate Geographic Names Committee for ROW 39 to be named \_\_\_\_\_ as its first preference and \_\_\_\_\_ as second preference.

**AMENDMENT****Moved Cr Pyvis, seconded Cr Strzina**

That Council establish a list of Australian Aboriginal names for future naming opportunities.

Carried 5/0

**COMMITTEE RECOMMENDATION**

THAT Council;

1. Apply to the Landgate Geographic Names Committee for ROW 39 to be named Bullen Lane as its first preference and Halfway Lane as second preference; and
2. Establish a list of Australian Aboriginal names for future naming opportunities.

THE AMENDED SUBSTANTIVE MOTION WAS PUT

Carried 5/0

**10.2.2 PROPOSED CONVERSION OF FORREST STREET FOOTPATH TO DUAL USE PATH**

**File Ref:** SUB/725 & SUB/411  
**Attachments:** [Copy of Emails Received](#)  
[Copy of Cottesloe Local Bike Plan Table 6 2](#)  
[Proposed Major Improvements](#)  
[Copy of Council Information Letter](#)  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Geoff Trigg  
Manager Engineering Services  
**Proposed Meeting Date:** 17 September 2013  
**Author Disclosure of Interest** Nil

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**SUMMARY**

Council applied for a \$64,000 grant in 2012/2013 from Bikewest, under the Perth Bicycle Network Grants for 2013/2014, to convert the existing concrete footpath on the south side of Forrest Street, from Curtin Avenue to Marine Parade, to a 3.0m wide dual use path.

Council was successful in that grant application. The 2013/2014 adopted budget therefore included a total project cost of \$130,000, less the grant receipt of \$64,000. Letters were sent out in August 2013, to effected residents of Forrest Street, on the south side, from Curtin Avenue to Broome Street, with the comment period ending on 20 September 2013.

Two letters of concern have been received up to 12 September. This report addresses these objections and recommends that Council;

1. Proceed with its proposal to build a 3.0m wide red asphalt dual use path on the south side of Forrest Street, from Curtin Avenue to Marine Parade as a replacement of the existing concrete footpath on the same alignment; and
2. Inform residents who have submitted concerns about the project of Council's decision, including an explanation of the points discussed.

**BACKGROUND**

In January 2009, a Council submission was made under the 2009-2010 Perth Bicycle Network Local Government Grants scheme for the conversion of the Forrest Street footpath to a dual use path from Curtin Avenue to Marine Parade. At that time, the estimated cost was \$99,000, and a grant of \$49,000 was requested. That application was successful but Council could not allocate the matching \$50,000 due to budget restrictions, so the grant was returned.

Council has accepted the new grant offer of \$64,000 for 2013/2014 and designs are underway. The grant submission was made after the Bike Plan Review Working Group identified this project as the priority submission for the 2013/2014 financial year. A second submission for the widening of one kilometre of the Raia Roberts dual use path was unsuccessful.

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**STRATEGIC IMPLICATIONS**

The Town of Cottesloe Future Plan 2006-2010 provides for bicycle use.

Objective 1 – Protect and enhance the lifestyle of residents and visitors.

Strategy 1.1 states “Develop an integrated transport strategy that includes park and ride, Cott Cat, Travelsmart, limited parking and the needs of pedestrians, cyclists and other non-vehicle traffic”; and in

Objective 3 – Enhance beach access and the foreshore.

Strategy 3.5 states “Improve bicycle and disabled access to beach facilities”.

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**FINANCIAL IMPLICATIONS**

The 2013/2014 budget includes the expenditure of \$130,000 on the project and the receipt of a \$64,000 grant. A saving of \$66,000 would therefore be made if the project was abandoned.

**STAFFING IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

Increased dual use path use in the Town of Cottesloe is an acceptable sustainability aim of Council, to increase exercise and health of users and to promote forms of transport other than vehicles.

**CONSULTATION**

This report covers concerns up to 12 September regarding the conversion of this footpath to a dual use path. Letters were delivered on 20 August, with a date of closure for comments on 20 September. Any further comments will be provided at the meeting.

**STAFF COMMENT**

The concerns regarding this project received from Forrest Street residents cover the following points:

1. Years ago, Council removed footpaths from Forrest Street between Curtin Avenue and Broome Street from their original location close to property boundaries on both sides of this street. The proposal was to relocate both paths behind the kerb line. Only the south side was rebuilt on the new location so that all path use is now concentrated on the south side.

2. Every summer, the only path, on the south side, is extremely busy, with some pedestrians using the road.
3. Combining cyclists with pedestrians, babies in prams etc. is not wise when all are forced to use the one path on a steep slope down Forrest Street. Cyclists may free wheel down the slope and build up speeds over 40kph.
4. Use of driveways, when reversing onto Forrest Street, will be made more dangerous if the path is widened and cyclists included with pedestrians. Fatal accidents will become more possible. Install a footpath on one side and a cycle path on the other, if a path must be provided.
5. A safety audit is needed, to establish risk factors.
6. There are a number of construction problems if the footpath is to be widened – one light pole, side slope problems, drainage issues.

In answer to these issues:

1. On the north side, any new path would have to be built between the kerb line and the existing high limestone wall. A number of vehicles regularly park there overnight. The rest of the verge is not available for parking.

Also, with the crossing point over Curtin Avenue being aligned to the south side path, and the path from Broome Street to Marine Parade being on the south side, pedestrian traffic would continue to concentrate on the south side.

2. Even if the project is abandoned, pedestrian traffic can only increase, between the train station and the main beach. Extra width is required now, just for pedestrians.

Cyclists can ride on the road in both directions right now. Serious cyclists will probably continue to use the road. Children up to twelve years old can legally ride on the footpath now. There have been no known accidents at Curtin Avenue due to fast moving cyclists hitting Curtin Avenue vehicles.

Without the 3m width, the build up of pedestrian numbers and the light use of the road edge in the busy summer time, pedestrian safety becomes a greater risk therefore pedestrian safety should be considered if the narrow width is retained.

3. Addressed in point 2 above.
4. Even if the project was abandoned, pedestrian numbers will continue to increase. Cycle use of the new dual use path is not expected to dramatically grow. With a 13m wide verge, there is ample room to turn a vehicle to enter Forrest Street front first, rather than reversing.

Council had not discussed any new path on the north side. Given the restrictions and the tendency by pedestrians to continue to use the south side, the possibility of such a north path being constructed is discounted.

5. No new risk factor is being introduced with a 3.0m dual use path rather than the existing 1.8m. Pedestrian use will continue to build up. Children can ride on the existing path now and adults can ride on Forrest Street.

It is not expected that the wider dual use path will be a magnet to a fast build up of cycle use or for massive pedestrian use increase.

6. The construction issues on site are no different to other construction projects. One light pole will be moved back. The path will be on a slope so damage onto the very wide verge is not an issue. Council will pay for any reticulation system relocations and verge lawn level changes.

The issues are the need for an expanded bicycle path network, the consideration for a greater width of the Forrest Street path just for pedestrian needs alone, the probability of reduced Bikewest interest in the Town of Cottesloe submissions if a grant for the same project is returned a second time, and its previous commitment to this project as one of the five main projects on its Bike Plan.

If built, the dual use path will connect the railway station to the main beach. No other path will do that. The beach is the main attraction in Cottesloe and Council promotes the use of public transport – buses and trains – over the use of private cars. The path emphasises that priority.

### **VOTING**

Simple Majority

### **OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Boland, seconded Cr Hart**

**THAT Council;**

1. **Proceed with its proposal to build a 3.0m wide red asphalt dual use path on the south side of Forrest Street, from Curtin Avenue to Marine Parade as a replacement of the existing concrete footpath on the same alignment; and**
2. **Inform residents who have submitted concerns about the project of Council's decision, including an explanation of the points discussed.**

**Carried 5/0**

**10.2.3 INTERNATIONAL PUBLIC WORKS CONFERENCE, DARWIN**

**File Ref:** SUB/1478  
**Attachments:** [Conference Program](#)  
**Responsible Officer:** Carl Askew  
Chief Executive Officer  
**Author:** Geoff Trigg  
Manager Engineering Services  
**Proposed Meeting Date:** 17 September 2013  
**Author Disclosure of Interest** Subject relates to conference attendance by author

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**SUMMARY**

As approved by Council in April 2013, the Manager Engineering Services (MES) attended the 2013 International Public Works Conference in Darwin, Northern Territory, from August 11<sup>th</sup> to 15<sup>th</sup> 2013.

This report provides Council with relevant details on the technical papers attended and the application to local government engineering and the Town of Cottesloe.

**BACKGROUND**

The Institute of Public Works Engineering Australia (IPWEA) is a national association of local government and public works professional and technical staff from around Australia. It is in partnership with the Institution of Engineers Australia, for professional training, including conferences. The Darwin conference was the major national local government engineers event for 2013, occurring every two year in different cities and attracting a large variety of overseas representatives.

The program is attached. The main topics of presentation were:

- Skills shortage
- Environmental sustainability
- Asset management – various
- Water management / Water Sensitive Urban Design (WSUD)
- Water use and reuse
- Storm water management
- Managing safer roads
- Community engagement
- Water infrastructure
- The link between Engineers & Accountants
- Road pavement management
- Contract management
- Benchmarking
- Climate change
- Coastal strategies
- Parks and gardens
- Alternative transport
- Flood management
- Urban delivery

A number of keynote speakers also contributed to the program.

There were up to six 'streams' of papers presented and the most applicable subjects were chosen. The majority of the topics attended applied to current aspects of engineering services in Cottesloe.

### **STRATEGIC IMPLICATIONS**

A strong aspect of this conference was the development of a strategic understanding of the industry and aspects that may affect local government works projects at the local level.

### **POLICY IMPLICATIONS**

Council's Conferences Policy Applies.

### **STATUTORY ENVIRONMENT**

The conference included aspects of legislation and governmental department notes involving local government engineering.

### **FINANCIAL IMPLICATIONS**

This conference attendance was funded from budgeted allocations covering staff training and conference attendance.

### **STAFFING IMPLICATIONS**

No issues occurred while the MES attended the conference.

### **SUSTAINABILITY IMPLICATIONS**

Some papers presented at the conference covered sustainability issues relating to local government engineering works.

### **CONSULTATION**

Nil

### **STAFF COMMENT**

Approximately 480 local government engineering staff attending this conference from all states and territories of Australia, plus at least eight overseas countries. Other attendees brought the number to over 600 involved in the sessions presented.

There were three days of conference sessions (Monday 12 to Wednesday 14 August) plus Thursday 15 August for technical inspections on site around Darwin.

Each day, the sessions started with a keynote address by high profile presenters on specific topics. This was followed by six streams of papers based on particular topic themes e.g. Waste Management, Asset Management, Safer Road Management, Pavement Management, Stormwater, Environmental Management, Buildings, Lighting, Materials, Flood Recovery and Urban Renewal.



The papers attended were:

- Legal and Governance Models for Shared Services in Local Government
- Capacity Building Case Study: Collaboration of Regional Councils to meet their future workforce needs
- Lessons Learned from Building Capacity for Workforce Planning in WA
- What's the New Black – Great Outcomes for Public Works?
- Warm Mix is the Asphalt of the Future
- Determination of the Preferred Intervention Point for Rehabilitation of Dense Graded Asphalt Wearing Courses on the Sand Sub-Grades of the Swan Coastal Plain in Consideration of the Triple Bottom Line.
- Canterbury Earthquakes and Pavement Resilience
- Achievable Carbon Reduction Strategies – The City of Salisbury Experience
- 100 Trends Affecting Public Works Engineering in Australia
- OHS at Orange – A New Approach for Local Government
- Then and Now: Foundation for the Future of Engineering (From the 3Rs to the 3Cs – Community Consultation and Committees)
- South African Local Government – What can we learn
- Please, in My Front Yard – Designing Streets for People, not Cars
- Toowoomba 2011 Flood Recovery
- The Delivery and Benefits of Sustainable Lighting
- Street Lighting Energy Efficiency - The Lights they are a Changin'
- Effective Road Maintenance on Limited Budgets
- Continuing the Debate – Innovative Infrastructure Spending
- A Major Capital Investment Management Framework for Local Government
- Prevention and a Better Cure – The English Government's Pothole Review
- Guide for Pavement Stabilising
- Innovative Surface Technology – Performance of the Road

A number of papers delivered were to bring up to date the current thinking on applicable topics and how Local Government had responded to major issues, including the Christchurch earthquakes, the Queensland floods, the dramatic failure of England's roads due to several extreme years of cold weather and the South African battle to provide functioning infrastructure with high expectations and very limited available funding.

The most applicable presentations for the Town of Cottesloe were:

1. The combination of recycled old asphalt surface material with 'warm' asphalt. Provision of a new asphalt surface can include the cold planing for the first 25mm of an old road surface, the inclusion of up to 20% of this available material into the new asphalt surface to be laid, and the use of a new type of asphalt which does not require the high temperature normally required for road resurfacing.

The result is that less bitumen is used, less crushed stone, less energy used to "cook" and keep hot the new asphalt material and less polluting gases from the final installed product.

This use of changed technology in the asphalt industry is already occurring in several overseas countries and parts of the eastern states. As yet, it is not available in Perth, due to the need for changes to asphalt production plants and take up of the new material by customers.

However, it does provide the expectation of a more environment friendly road surfacing asphalt in the near future.

2. The paper, presented by an ex engineer from Mosman Park, on the intervention point for rehabilitation of asphalt roads dealt with the timing for old asphalt streets to be resurfaced, in the Perth area.

Previous studies around Australia on the decay or destruction rate of asphalt road surfaces have generally settled on an average 20 year interval between resurfacings. This means a 5% resurfacing per year of the total area of Council's stock of roads. That has been the basis for Council's five year forward plan for road and street resurfacing.

This paper covered a study of Swan Coastal Plain Councils, including Cottesloe, when compared with previous understanding of asphalt in regards to the 'life' of asphalt before rehabilitation. The result points towards an expectation of a longer 'life' before resurfacing is needed, approximately 25 years for Perth roads. This in turn, means possibly 4% of streets could be resurfaced, with an annual saving to Council on Local Road Resurfacing.

This study is not completed but the indication is for a reduction in the annual cost of that 5 year program, without damage to the quality of the Town's street resurfacing.

3. The two papers on sustainable lighting and lighting energy efficiency were 'enlightening'.

The City of Sydney is replacing its street lights with new LED lights. This will reduce the City's greenhouse gas output by 7% or 10% of the total. Sydney is also working towards reducing the barriers of LED technology for street lights currently included in the Australian Lighting Standards.

In Victoria, a private company is working with 45 local government authorities to deliver street light energy projects, which should produce energy and greenhouse savings of 50-70%. Street lighting is the largest single contribution to energy consumption and greenhouse emissions for Australian Local Governments.

Perth metropolitan Councils will need to work with Western Power/Synergy to push this exploration of new lighting technologies, particularly LED lamps, to enable local government to fully realise the energy and greenhouse gas reduction targets expected in the eastern states.

4. The "100 Trends Affecting Public Works Engineering in Australia" paper covered many issues that will increase in priority in the future because of the changing political and social landscape.

An ageing Australian population will mean an older work force. The growth of 'red' and 'green' tape is slowing down production and decreasing efficiency of construction and production. Climate change issues are starting to impact on local government construction and maintenance of assets.

Customer feedback and interaction is speeding up, as is the use of new social media outlets to achieve change or stop it. Australian productivity is low compared with many countries, particularly Asia and South East Asia.

The Australian output of professional technical staff is inadequate to replace those leaving the industry, dying or retiring so how do Councils attract and retain such staff? The trend in some areas is a reduction in skill level or a drop to the sub professional level for senior technical employees.

The boom and bust cycle in Australia, particularly in the mining sector has a big impact on local government staff levels, with the loss of trained, qualified staff to the mining sector at very high salaries, then the return of such employees to general industry as the boom fades. How can this be planned for?

The total conference papers were provided electronically and will be a useful reference in future as different trends and projects have an impact.

A number of engineering contacts were made and new materials and techniques/applications noted from the extensive trade display.

Discussions between Perth metropolitan region engineers took place on common issues, particularly Council amalgamations.

The conference was very professionally run covering a large range of topics over six streams.

I would like to thank Council for the chance to attend the largest local government engineering conference in Australia for 2013 and the many useful insights gained.

## **VOTING**

Simple Majority

## **OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Strzina, seconded Cr Boland**

**THAT Council receive this report on the Darwin International Public Works Conference and note the potential applications to the Town of Cottesloe Works Program.**

**Carried 5/0**

## **10.3 FINANCE**

### **10.3.1 STATUTORY FINANCIAL REPORTS FOR THE PERIOD 1 JULY 2013 TO 31 AUGUST 2013**

**File Ref:** SUB/137  
**Responsible Officer:** Mat Humfrey  
Manager Corporate & Community Services  
**Author:** Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 17 September 2013  
**Author Disclosure of Interest** Nil

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#### **SUMMARY**

The purpose of this report is to present the Statutory Financial Statements and other supporting financial information for the period 1 July 2013 to 31 August 2013 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 Statement of Financial Activity on page 1 of the attached Financial Statements shows favourable operating revenue of \$71,826 or 15% as compared to year to date budget. All material variances are detailed in the Variance Analysis Report on pages 7 to 10 of the attached Financial Statements. Operating expenditure is \$472,226 or 24% less than year to date budget. The main factor causing this is the fact that depreciation cannot be processed until the Financial Statements for 2012-2013 have

been signed off by the auditors. Capital expenditure is reported in detail on pages 26 to 29 of the attached Financial Statements.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Rowell, seconded Cr Strzina**

**THAT Council receive the Statutory Financial Statements including other supporting financial information as submitted to the 17 September 2013 meeting of the Works and Corporate Services Committee.**

**Carried 5/0**

**10.3.2 SCHEDULE OF INVESTMENTS AND LOANS 31 AUGUST 2013**

**File Ref:** SUB/150 & SUB/151  
**Responsible Officer:** Mat Humfrey  
Manager Corporate & Community Services  
**Author:** Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 17 September 2013  
**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 August 2013, as included in the attached Financial Statements, to Council.

**BACKGROUND**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

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

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**STAFF COMMENT**

The Schedule of Investments on page 21 of the attached Financial Statements shows that \$3,685,872.43 was invested as at 31 August 2013. Approximately 42% of the funds were invested with the National Australia Bank, 25% with Westpac, 20% with Bankwest and 13% with the Commonwealth Bank of Australia.

The Schedule of Loans on page 22 of the attached Financial Statements shows a balance of \$5,870,772.29 as at 31 August 2013. Included in this balance is \$337,611.36 that relates to self supporting loans

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Rowell, seconded Cr Strzina**

**THAT Council receive the Schedule of Investments and the Schedule of Loans as at 31 August 2013. These schedules are included in the attached Financial Statements as submitted to 17 September 2013 meeting of the Works and Corporate Services Committee.**

**Carried 5/0**

**10.3.3 LIST OF ACCOUNTS PAID FOR THE MONTH OF AUGUST 2013**

**File Ref:** SUB/137  
**Responsible Officer:** Mat Humfrey  
**Author:** Manager Corporate & Community Services  
Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 17 September 2013  
**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 August 2013, as included in the attached Financial Statements, to Council.

**BACKGROUND**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

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

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**STAFF COMMENT**

The list of accounts paid in August 2013 is included in the report on pages 11 to 18 of the attached Financial Statements. The following significant payments are brought to Council's attention:

- \$130,456.55 & \$32,345.83 to LGIS Insurance Broking for insurance services.
- \$53,210.87 to Subaru Wangara for a new passenger vehicle
- \$29,069.70 to TAPSS Community Care being Council's quarterly contribution towards the service.
- \$158,120.86 to the Shire of Peppermint Grove being Council's quarterly contribution towards the library service.
- \$36,994.81 to Transpacific Cleanaway for waste collection services.



- \$27,438.40 to The Planning Group WA Pty Ltd for design advice services.
- \$450,000.00 to Bankwest for a new term deposit.
- \$450,000.00 & \$490,000.00 to Westpac bank for a new term deposit.
- \$250,000.00 & \$480,000.00 to the Town's investment account with National Australia Bank.
- \$475,000.00 to National Australia Bank for a new term deposit.
- \$78,460.01 & \$77,883.88 to Town of Cottesloe staff for fortnightly payroll.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Rowell, seconded Cr Strzina**

**THAT Council receive the list of accounts paid for the month of August 2013 as included in the attached financial Statements, as submitted to the 17 September 2013 meeting of the Works and Corporate Services Committee.**

**Carried 5/0**

**10.3.4 RATES AND SUNDRY DEBTORS AS AT 31 AUGUST 2013**

**File Ref:** SUB/145  
**Responsible Officer:** Mat Humfrey  
**Author:** Manager Corporate & Community Services  
Wayne Richards  
Finance Manager  
**Proposed Meeting Date:** 17 September 2013  
**Author Disclosure of Interest** Nil

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**SUMMARY**

The purpose of this report is to present the Rates and Sundry Debtors reports as at 31 August 2013, as included in the attached Financial Statements, to Council.

**BACKGROUND**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

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

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

**SUSTAINABILITY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**STAFF COMMENT**

The Sundry Debtors Report on pages 23 and 24 of the attached Financial Statements shows a total balance outstanding of \$112,032.56 of which \$91,581.03 relates to the current period. The balance of aged debtors is \$20,451.53.

The Rates and Charges Analysis on page 25 of the attached Financial Statements shows total rates outstanding of \$5,418,690.26. Of this amount, \$177,114.03 and \$714,826.68 relates to deferred rates and outstanding emergency services levies respectively.

**VOTING**

Simple Majority

**OFFICER & COMMITTEE RECOMMENDATION**

**Moved Cr Rowell, seconded Cr Strzina**

**THAT Council receive the Rates and Sundry Debtors Reports as at 31 August 2013. This information is presented in the attached Financial Statements as submitted to the 17 September 2013 meeting of the Works and Corporate Services Committee.**

**Carried 5/0**

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

Nil

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

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 7:52 PM.

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