

TOWN OF COTTESLOE



WORKS AND CORPORATE SERVICES COMMITTEE

MINUTES

**MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
6.00 PM, TUESDAY, 18 FEBRUARY 2014**

CARL ASKEW
Chief Executive Officer

21 February 2014

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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 6:05 PM.

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

The Presiding Member addressed the members of the public present and alerted them to the officer recommendation for item 10.2.1 Proposed New Footpath in Torrens Street, Cottesloe, advising that the recommendation was that Council not build a new footpath in Torrens Street.

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

Nil

4.2 PUBLIC QUESTIONS

Mr Dale Alcock, 7 Hawkstone Street, Cottesloe - Re. Item 10.2.1 Proposed New Footpath in Torrens Street, Cottesloe

Mr Alcock advised that he had prepared questions and a statement, however, given the comments of the Presiding Member he no longer wished to proceed with the asking the questions and making a statement.

5 PUBLIC STATEMENT TIME

Mr Grant Pearce, 14/6 Eric Street, Cottesloe - Re. Item 10.2.1 Proposed New Footpath in Torrens Street, Cottesloe

Mr Pearce advised that given the comments of the Presiding Member, he no longer wished to make a statement.

Mr Steven Cole, 2 Torrens Street, Cottesloe – Re. Item 10.2.1 Proposed New Footpath in Torrens Street, Cottesloe

Mr Cole stated that he endorsed the officer recommendation and praised the consultation process for paying due consideration to the opinions of affected residents.

Mr Adam Johnson, 91 Nanson Street, Wembley – Re. Item 10.1.1 Tender – Bulk and Green Waste Collection Services

Mr Johnson addressed Committee and advised that he is the founder of Garbologie, a company which submitted both a confirming tender and an alternative tender for bulk and green waste collection services within the Town of Cottesloe.

Mr Johnson advised that Garbologie is an entrepreneurial company with the aim to create a world without waste. Mr Johnson stated that verge collections have been “ticking along” for the last decade and Garbologie provides a completely different methodology to bulk waste collections, by sorting the bulk waste on the verge. Mr Johnson added that under Garbologie’s proposal the bulk waste would be collected by a convoy of three box trucks and separated into three groups; resalable items, recyclable items and disposable items. Mr Johnson further advised that Garbologie’s methodology would be beneficial to the Town by reducing the amount of waste sent to landfill and highlighted the rising cost of waste disposal and the amount the Town spends on waste disposal each year.

Mr Johnson urged Committee to show leadership in the area of waste management and stated that selecting Garbologie was an opportunity for Council to be innovative.

Mr David Azzopardi, 52 Forrest Street, Cottesloe – Re. Item 10.2.4 Request for Norfolk Island Pine Tree Removal, Forrest Street, Cottesloe

Mr Azzopardi asked whether the retaining wall and steps, which have been damaged by the tree, would be replaced or repaired. Manager Engineering Services (MES) advised that if the tree were to be removed maintenance of the steps and retaining wall would take place as soon as possible.

Mr Azzopardi also queried whether he would be consulted on where a replacement tree would be placed. MES stated that if the verge tree were to be removed, the affected property owners would be consulted on the placement of the new tree.

Mr Charles Anderson, 54 Forrest Street, Cottesloe -- Re. Item 10.2.4 Request for Norfolk Island Pine Tree Removal, Forrest Street, Cottesloe

Mr Anderson expressed concern that if the tree were to fall down the affect would be catastrophic and potentially be a threat to life.

6 ATTENDANCE

Present

Cr Robert Rowell	Presiding Member
Mayor Jo Dawkins	
Cr Peter Jeanes	
Cr Sally Pyvis	
Cr Philip Angers	

Officers Present

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

Gallery

Media (1)
Members of the public (13)

6.1 APOLOGIES

Cr Helen Burke

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 Mayor Dawkins, seconded Cr Angers

[Minutes December 10 2013 Works and Corporate Services Committee.docx](#)

The Minutes of the Ordinary meeting of the Works And Corporate Services Committee, held on 10 December 2013 be confirmed.

Carried 5/0

9 PRESENTATIONS**9.1 PETITIONS**

Nil

9.2 PRESENTATIONS

Nil

9.3 DEPUTATIONS

For the benefit of the members of the public present, the Presiding Member determined to consider item 10.2.1 Proposed New Footpath in Torrens Street, Cottesloe first, followed by items 10.1.1 Tender – Bulk and Green Waste Collection Services and 10.2.4 Request for Norfolk Island Pine Tree Removal, Forrest Street, Cottesloe, then returned to the published order of the agenda.

The following items were dealt with en bloc:

- 10.2.9 Five Year Major Road Rehabilitation and Improvement Program
- 10.2.10 Five Year Local Road Rehabilitation and Improvement Program
- 10.2.11 Five Year Plan – Natural Areas Management
- 10.2.12 Five Year Playground Capital Improvement Program
- 10.2.13 Five Year Reticulated Areas and Groundwater Bores Plan
- 10.2.14 Five Year Plan – Buildings
- 10.2.15 Five Year Footpath Replacement Program
- 10.2.16 Five Year Program – Cottesloe Civic Centre Surrounds – Heavy Maintenance and Restoration
- 10.2.17 Five Year Plant Replacement Program
- 10.2.18 Five Year Plan – Laneways Upgrading
- 10.2.19 Five Year Program – Road Safety Improvement and Speed Restriction
- 10.2.20 Five Year Cycling Facilities Plan

Followed by:

- 10.3.1 Budget Review
- 10.3.2 Statutory Financial Reports for the Period 1 July 2013 to 31 December 2013
- 10.3.3 Schedule of Investments and Loans as at 31 December 2013
- 10.3.4 List of Accounts Paid for the Month of December 2013
- 10.3.5 Rates and Sundry Debtors Reports as at 31 December 2013
- 10.3.6 Statutory Financial Reports for the Period 1 July 2013 to 31 January 2014
- 10.3.7 Schedule of Investments and Loans as at 31 January 2014
- 10.3.8 List of Accounts Paid for the Month of January 2014
- 10.3.9 Rates and Sundry Debtors Reports as at 31 January 2014

10 REPORTS

10.1 ADMINISTRATION

10.1.1 TENDER - BULK AND GREEN WASTE VERGE COLLECTION SERVICES

File Ref: SUB/1761
Attachments: [Confidential Tender Assessment Scores](#)
Responsible Officer: Andrew Jackson
Manager Development Services
Author: Darrell Monteiro
Principal Environmental Health Officer
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

Council is being asked to consider a recommendation to accept the tender from B & B Waste Pty Ltd for a period of 2 years from 1 March 2014 until 29 February 2016 for the annual verge collection services.

BACKGROUND

The Town outsources the services for collection of bulk and green waste from residential premises within the Town. This is the most cost-effective and efficient way of acquiring these services. The cost of the service was estimated to be over \$100,000 per annum, which is the threshold at which tenders must be called. As such, a Request for Tender document (RFT) was compiled and tenders called for in January 2014. Tenders closed on 10 February 2014.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

The Tender was advertised in the West Australian on 18 January 2014. The documents were made available on the Town's website and several companies made enquiries about the tender.

STAFF COMMENT

A total of 9 tenders were received. Complying tenders were received from:

- B & B Waste Pty Ltd
- Steann Pty Ltd
- Garbologie
- KRS Contracting (pricing based on tonnages)
- WA Recycling Services
- D & M Waste

Alternative tenders were also received before the deadline from:

- Garbologie (completely different operational and pricing methodology)
- WA Recycling Services (use of older vehicles)
- D & M Waste (alternative pricing quoted using tonnages collected)

All tenders were assessed against the criteria within the request for tender documents, being:

Price	50%
Demonstrated experience supplying similar services	12.5%
Skills and experience of key personnel	12.5%
Demonstrated understanding of the methodology	12.5%
Demonstrated understanding of plant requirements	12.5%

Based on the evaluation, the top three tenders were from:

1. B & B Waste Pty Ltd – 88 points
2. WA Recycling Services (Alternative) – 82 points
3. Garbologie (Alternative) – 81 points

B & B Waste Pty Ltd is a company owned and run by a relative of the previous contractor, B & N Waste who was very good at managing the contract. By selecting B & B Waste for the verge collection contract it is anticipated that the collections will continue to run smoothly with no changes required.

An assessment matrix has been supplied as a confidential attachment. It contains information about the applicants that could be considered commercially sensitive.

All tenderers will be advised in writing of the outcome of the tender results.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Mayor Dawkins advised that she had several questions she would like to put to the Principal Environmental Health Officer, before deciding upon a tender. The other Committee members echoed the sentiments of Mayor Dawkins.

OFFICER RECOMMENDATION

THAT Council accept the Tender from B & B Waste Pty Ltd for Bulk and Green Waste Verge Collection Services from 1 March 2014 until 29 February 2016 at an estimated annual cost of \$109,000 plus GST.

Lapsed due to lack of a mover or seconder

NEW MOTION AND COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Major Dawkins

That Council defer the item until the Ordinary Council meeting on Monday 24 February 2014 for the provision of additional information and advice to members.

Carried 5/0

10.1.2 TOWN OF COTTESLOE CARBON INVENTORY REPORT 2012/2013 AND SOLAR POWER UPDATE

File Ref: SUB/1161
Attachments: [Town of Cottesloe Carbon Report 2012 2013](#)
Responsible Officer: Andrew Jackson
Manager Development Services
Author: Nikki Pursell
Sustainability Officer
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

The Town of Cottesloe Carbon Inventory Report summarises the findings from the 2012/2013 greenhouse gas inventory. The report and inventory provide the fourth consecutive year of carbon accounting for the Town. As the Town aims to become carbon neutral by 2015, annual data collection and reporting is necessary to track progress and highlight areas for improvements. The 2012/2013 inventory calculated 372 tonnes of Carbon Dioxide equivalent (CO_{2-e}) from the Town's operations for the financial year. This compares to a baseline greenhouse gas footprint of 806 tonnes of CO_{2-e} for the baseline year of 2009/2010.

During 2012/2013 significant actions were undertaken to reduce the Town's emissions, in particular, the installation of 79 photovoltaic panels at the Cottesloe Civic Centre. The 15kW solar power system installed in January 2013 has led to a 20% decrease in the quantity of purchased electricity for the site. Over the eleven months since installation, the Town's electricity bill for the site has decreased from \$37,600 (February to December 2012) to \$32,000 (February to December 2013). Without taking into account the increased cost in electricity, this is a saving of \$5,500 over 11 months.

Other opportunities for abatement will be investigated over the coming year.

BACKGROUND

The Town produces an annual carbon inventory in order to document greenhouse gas emissions resulting from operational activities. This informs the process of becoming carbon neutral, for which Council committed to achieve by 2015.

On 21 June 2011, Council was presented with the baseline measurements of the Town's carbon footprint. The document identified sources of emissions, summarised the Town's greenhouse gas profile, and concluded that the Town had a carbon footprint of 806 tonnes CO_{2-e} for that year. The development of the inventory marked the completion of Step 1 in the process to become carbon neutral.

Subsequent inventories presented to Council have demonstrated a continued reduction in emissions. The carbon footprint for 2010/2011 was recorded as 724 tonnes of CO_{2-e}, and in 2011/2012 this was further reduced to 478 tonnes CO_{2-e}.

In June 2012 Step 2 of the process was completed with the development of a Greenhouse Gas Reduction Plan, presented to Council on 17 July 2012. This document set emissions reduction targets and recommended an approach to carbon abatement. The Town is now investigating the purchase of offsets in order to reach zero net emissions and complete the process of achieving carbon neutrality by 2015.

Discussion of the 2012/2013 Inventory

The attached report provides a description and analysis of the 2012/2013 inventory. The report has been based on the format of the 2009/2010 and 2010/2011 documents to allow for easy comparison. The 2012/2013 inventory calculated 372 tonnes of CO_{2-e} from the Town's operations for the period 1 July 2012 to 30 June 2013.

The primary emissions-related activities at the Town for 2012/2013 were:

- Petrol combustion from fleet vehicles for transportation (includes work and private use of vehicles);
- Purchased electricity for Council buildings and infrastructure;
- Purchased electricity for Western Power-owned streetlights; and
- Council generated waste sent to landfill.

While fuel for fleet vehicles remain the largest contribution to the Town's footprint, actual emissions have decreased over the last year. This is due to the sale of a number of high fuel-use vehicles and the purchase of a single fuel efficient "pool car". The report discusses the Town's current practice of providing staff with Council-owned cars for private use and makes recommendations regarding this practice as a method of reducing Council's emissions footprint.

There have been significant reductions in the emissions relating to purchased electricity for Council buildings, discussed further in the next section. Purchased electricity for street lighting remains unchanged as ownership of the infrastructure falls to Western Power and the Town has no authority to make changes. Waste has decreased but issues about accuracy in data collection remain. Business travel and paper use make up a very small proportion of the total emissions.

Solar Power Savings

The Town has received significant gains from the installation of the 15kW solar power system at the Civic Centre, in both costs to Council and a reduction in emissions from purchased electricity. With the goal of carbon neutrality and the rising costs of electricity, the investment was prudent and timely.

The monthly savings vary seasonally, with the sunny summer months recording greater production than winter. The monthly savings in electricity vary from 7% in winter to almost 40% in summer. This is to be expected with the change in daylight hours and sunny conditions.

It is estimated that for the 12 months following installation, the system has resulted in a saving of \$6,500 from purchased electricity. The increased cost of electricity has

not been included in this calculation, therefore it is likely that Council has saved significantly more than \$6,500 this year.

POLICY IMPLICATIONS

Climate Change Policy

The Town has demonstrated a proactive approach to climate change mitigation through its commitment to become carbon neutral. Emissions abatement actions, such as the installation of the solar power system will leave the Town better prepared to deal with climate change while alleviating the effects of rising energy costs.

FINANCIAL IMPLICATIONS

Installation of the solar power system was covered in the 2012/2013 budget. Annual savings are transferred to the Sustainability Reserve to fund future energy efficiency and emissions reduction actions.

SUSTAINABILITY IMPLICATIONS

The carbon neutral project has positive ongoing sustainability gains through reducing Council-related emissions. It also strongly demonstrates to the community the Town's proactive approach to sustainability and encourages behaviour change at home.

CONSULTATION

Activity data for the 2012/2013 inventory was collected from a range of sources, including utility bills, monthly reports and directly from service providers. Further detail can be found in the 2012/2013 inventory.

STAFF COMMENT

The 2012/2013 inventory illustrates a significant decrease in Council-related emissions. Since the baseline year, the total carbon footprint has decreased by 430 CO_{2-e}, a reduction of over 50%. This is the result of a combination of abatement actions implemented by the Town and changes to the way emissions are reported and calculated. The results of this inventory demonstrate an encouraging trend and confirm that the Town is on track to meeting its emissions reductions targets.

The attached report illustrates the Town's ongoing commitment to sustainability. It is recommended that this report be published on the Town's website for the purpose of transparency and improved community awareness.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Jeanes, seconded Cr Pyvis

THAT Council:

- 1. Note the completion of the emissions inventory and report for 2012/2013 and the progress made in reducing the Town's emissions;**
- 2. Publish the 2012/2013 Carbon Inventory Report on the Town's website by March 2014.**

Carried 5/0

10.1.3 2013 NATIONAL HUMAN RESOURCES CONFERENCE - REPORT

File Ref: SUB/72
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Lydia Giles
Executive Officer
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest This report relates to conference attendance by the Author

SUMMARY

In August 2013 Council approved the Executive Officer's attendance at the 2013 National Local Government Human Resources Conference. This is a bi-annual conference for human resources practitioners, which was organised by Local Government Association of Queensland, and was held in Gold Coast. The focus of the conference was on addressing issues and challenges that local government sector finds itself facing from increasing demanding constituency and reformist state and federal governments, amidst times of unprecedented and growing financial pressures and continuing change.

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

BACKGROUND

The Executive Officer's attendance at the 2013 conference was approved on 26 August 2013 as per the following:

"THAT Council approve the attendance of the Town's Executive Officer at the National Local Government HR Conference 2013 from 6 – 8 November 2013 and request that a report on the conference be provided within two months of attending the event".

STRATEGIC IMPLICATIONS**Objective 7: Organisation Development**

To effectively manage Council's resources and work processes.

- Deliver high quality professional governance and administration
- Ensure our workplace enables staff to be innovative and confident
- Enhance our ability to embrace and manage change.

POLICY IMPLICATIONS

Council's Conferences Seminars and Training Policy adopted in July 2012 applies

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

With total cost of \$ 2,500 the conference represented good value for money and a great opportunity to gain information in a short amount of time.

SUSTAINABILITY IMPLICATIONS

The conference organiser limited the use of papers by introducing the use of 'apps' and iPads were provided to all attendees. The 'apps' contains information on the what sessions is about, who the presenters are and where the location of the presentation was going to be held. A note option was available within the 'apps' for attendees to take notes then email to themselves.

CONSULTATION

Nil

STAFF COMMENT

The conference was a worthwhile experience and provided a number ideas that could improve the Town's Human Resources procedures. Over 3 days of conference sessions (6 to 8 November 2013) there were approximately 110 attendees from local government offices in Western Australia, South Australia, Queensland, New South Wales, and Victoria. There were over 19 presentations to choose from speakers with various backgrounds, not only from within the local government industry but also from private sector.

The speakers of interest to the author covered the following themes:

- Productivity through Innovation
- Case of Individual Flexibility Arrangement
- Workforce Challenges in large/Urban Councils
- Enterprise Bargaining

A trade show was also available presenting products and services relevant to human resources areas such as the Cloud-Based Human Resources Compensation and Management System, Salary Packaging Australia, Weight Watchers at Work, and the Australian Business Lawyers.

Some key findings from relevant topics at the conference include:

- Presentation by **Dr Felicity – Ann Lewis** (President of ALGA), outlining that Local Government as an employer of over 190,000 people with assets over \$250 million deserves to be recognised in the constitution. She suggested a few points that local government should continue doing; such as increasing women's involvement, especially in the senior staff level (currently only at 20%), continue partnerships with different stakeholders, for example Mobile Muster; and more initiative for people with disabilities.
- **Telstra's** involvement as primary communication provider for local government focused themselves on the ever changing future of IT. By continued development of its products, especially one that will improve productivity and to make it part of Councils' day to day business. One example included *wifi* hot spots.
- From the workshop on **Productivity through Innovation**, Council was encouraged to develop a 'creative culture', open mindedness, and changing the

way we do things in local government by doing more with less by capitalising on the development in technology, local government will provide value that benefits the community.

- **Individual Flexibility Arrangement (IFA)**. Special Counsel Lawyer Alana Paterson provided the attendees with template document for Councils to use should the matter arise and a few tips on how to respond to IFA requests.
- Group workshops were presented to the attendees to encourage information exchange;
 - **Challenges faced by urban councils**, the inputs included: breaking down the silos, encourage staff to survey their manager's leadership skills. Councils also need to think about how they can be more competitive (via remuneration strategy), and using innovation as the differentiating factor.
 - Representatives from different states presented their findings on **Enterprise bargaining (EBA)**. In NSW some councils use EBA to encourage employee engagement. It was made available for council to engage staff in healthy lifestyle and provide the option to *cash-in* sick leave. It was also highlighted in general discussion that bullying has become top issue for Council to be mindful of as it has and will cost money when it results in stress related claim.
- **Warringah Council (NSW)** was presented their initiative for improving staff writing skill. The initiatives were created along the side of 'life' skill development and linked the result to the individual's performance management. They also introduce writing competition for their staff with reward to the winners.

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

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Mayor Dawkins

THAT Council note this report on the National Human Resources Conference 2013.

Carried 5/0

10.2 ENGINEERING

10.2.1 PROPOSED NEW FOOTPATH IN TORRENS STREET, COTTESLOE

File Ref:	SUB/508
Attachments:	Plan of Torrens Street Copy of Letter Sent To Residents Copies of Resident Replies Copy of New Footpath Construction Policy
Responsible Officer:	Carl Askew Chief Executive Officer
Author:	Geoff Trigg Manager Engineering Services
Proposed Meeting Date:	18 February 2014
Author Disclosure of Interest:	Nil

SUMMARY

As part of its 2013/2014 budget, Council included three projects for installation under the Safety and Speed Program heading for Capital Works. One of these projects, as described to Council in the five year programs presented in February 2013, was the installation of a new concrete footpath in Torrens Street, Cottesloe, from Broome Street to Hawkstone Street. Letters have been sent to all residents of Torrens Street explaining the proposed works and requesting comments, particularly on what side of the street the path should be located.

This report presents the public comments and recommends that Council:

1. Not build a new footpath in Torrens Street.
2. Inform all Torrens Street property owners of this decision.

BACKGROUND

The five year ongoing program for Road Safety Improvement and Speed Restriction is based on the results of a 2008 traffic management consultant study involving extensive public involvement and comment.

In regards to Torrens Street, one of the very few Cottesloe streets without a public use footpath, the problem was the clash of vehicles on the street with pedestrian movement along the street surface.

The study recommendation was for a new footpath to be installed. The study did not recommend the side of the street on which the path should be installed.

STRATEGIC IMPLICATIONS

The new Strategic Community Plan has, as Priority Area 5, the heading "Providing sustainable infrastructure and community amenities". This project fits that Priority Area.

POLICY IMPLICATIONS

Council's "New Footpath Construction Policy" applies.

STATUTORY ENVIRONMENT

There are no statutory requirements for residential street footpaths.

FINANCIAL IMPLICATIONS

The 2013/2014 budget includes funding for this project,

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

This report deals with the results of public consultation with all Torrens Street residents.

STAFF COMMENT

In the reply to the request to land owners for comments on this proposal, a total of 19 answers have been received by the time this agenda closed, all of which were against the construction of a footpath.

The reasons voiced against the proposal included:

- Waste of money – spend the cost on a number of alternative works.
- The street is very quiet and doesn't need a pedestrian footpath.
- A path on either side of the street will negatively impact on the owner-funded verge improvements.
- The path will impact of the aesthetics of the street.
- Torrens Street is not a thoroughfare with direct beach access.
- Construction would cause problems to traffic and walkers.
- Reticulation will need relocation.
- The minimal verge width and slope makes the proposal impractical.

With the total rejection of the proposal by property owners in Torrens Street, it is recommended that the construction of a footpath in Torrens Street not be continued with.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Jeanes, seconded Mayor Dawkins

THAT Council:

- 1. Not build a new footpath in Torrens Street.**
- 2. Inform all Torrens Street property owners of this decision.**

Carried 5/0

10.2.2 NORTH COTTESLOE PRIMARY SCHOOL - REQUEST FOR CROSSING ISLAND - ERIC STREET OPPOSITE THE SCOUT HALL, COTTESLOE

File Ref: PR53674
Attachments: [Copy of Plan Showing Proposed Island](#)
[Copy of Letter Sent to Affected Properties](#)
[Copies of Letters Received From Affected Properties](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

At its December 2013 meeting Council resolved in answer to a letter received from the North Cottesloe Primary School, the following

THAT Council:

- 1. Contact the owners of 70, 72 and 74 Eric Street to explain the proposal for a median island and connecting path on the north side verge and request comments.*
- 2. Subject to the comments received, arrange for the appropriate site survey and island designs, to be available for Council consideration in February 2014.*
- 3. Refer the matter of the cost of the median island to the mid year budget review for consideration.*
- 4. Inform the North Cottesloe Primary School of its decision regarding an Eric Street crossing island and the Blackspot proposal on Curtin Avenue which will include islands at the Florence Street intersection.*
- 5. Reconsider this matter in February 2014.*

This report deals with items one and five of the resolution. Letters were sent to affected properties in Eric Street regarding the proposed crossing island.

The recommendation is that Council:

1. Not proceed with the construction of a pedestrian crossing island plus footpath extensions and a road widening in Eric Street just west of Charles Street,
2. Inform the North Cottesloe Primary School Principal and P&C Committee of this decision.

BACKGROUND

The North Cottesloe Primary School has been developing, over several years, promotion systems for children to walk or ride to school, rather than be transported by vehicles.

Part of this promotion is to maximise the safety of walking and cycling routes to school, including the crossing of busy roads by individual children or children walking in a walking school bus arrangement.

On Eric Street, where children use the footpath on the west side of Charles Street to deliver them to the south side of Eric Street, there is no safe pedestrian island protection to cross Eric Street.

This, if installed, should attract more children to cross at that point and therefore build up the crossing numbers to justify a new traffic warden to provide the extra safety required for that crossing point.

This crossing island, if built, would impact on three properties on the north side of Eric Street. Letters were sent to property owners requesting comments on the proposal.

STRATEGIC IMPLICATIONS

The new Strategic Community Plan contains objectives including the conversion of vehicular traffic to pedestrian and cycling facilities and the removal of obstacles to the east/west connections within Cottesloe, such as the Eric Street bridge for school children, both walking and cycling.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Any plans for pedestrian crossings islands must meet Australian Standards and be pre-approved by Main Roads WA, prior to construction.

FINANCIAL IMPLICATIONS

The cost of an island on Eric Street opposite the new Scout Hall would be approximately \$25,000 if approved by Council then by Main Roads WA. The 2013/2014 budget does not include this allocation.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Only with North Cottesloe Primary School and the affected property owners.

STAFF COMMENT

Five letters were sent to the affected property owners, covering numbers 70 and 74 plus the three units of number 72, two of which are owned by the same owner.

Two responses were received, both of which were strongly against the proposal. The reasons given for the opposition were:

- The island will make access to affected crossovers hazardous, because of the visual obstruction and a distraction to vehicles on Eric Street.
- The verge will not be available for visitor parking.
- The grass verge amenity will be lost to neighbouring properties.
- The island is not warranted because no increase in school children usage of the south side of Eric Street had been witnessed.
- Question raised on the suggestion of increased use of Charles Street for children wanting to cross at this location.
- Funds could be better spent on the nearby laneway.
- Better alternative is to build a path on the south verge of Eric Street down to the Curtin Avenue/Eric Street Intersection.
- The proposed island construction is based on subjective views of the school P&C, not accurate data.
- The crossing location is to the west of the end of the Charles Street intersection. Many will 'short cut' across Eric Street to the east regardless of the island.
- Increased traffic noise due to vehicles swerving around the island, one of the reasons why the Broome Street speed bumps were removed.
- More concrete on the verge means less room for trees.
- Extra lighting and signage needed.
- The crossing will be used by drunks using Eric Street, walking from the Ocean Beach Hotel and Cottesloe Beach Hotel with beer bottles thrown into gardens and private gardens being used as public conveniences.

Because of the strong opposition to the project by affected residents, it is proposed that the construction of a pedestrian crossing facility at this location in Eric Street not be proceeded with.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Mayor Dawkins expressed concern that the reasons provided in opposition to the pedestrian crossing island, do not involve child safety and the project should not be prevented based on the current feedback from residents. Mayor Dawkins added that more consultation with the P&C Committee would be desirable before a final decision on the future of the project is made.

OFFICER RECOMMENDATION

THAT Council:

1. Not proceed with the construction of a pedestrian crossing island plus footpath extensions and a road widening in Eric Street just west of Charles Street.
2. Inform the North Cottesloe Primary School Principal and P&C Committee of this decision.

Lapsed for want of a mover or seconder

NEW MOTION AND COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Jeanes

THAT Council defer the item to allow for further consultation between North Cottesloe Primary School, the P&C Committee and the Town to occur.

Carried 5/0

10.2.3 RECONSIDERATION OF RIGHTS OF WAY/LANEWAYS POLICY

File Ref: POL/59
Attachments: [Item 10 4 3 Minutes of Council Meeting 16 December 2013](#)
[Item 12 2 3 Minutes of Council Meeting 23 August 2004](#)
[Item 12 2 5 Minutes of Council Meeting 13 December 2004](#)
[Copy of Council Policy Rights of Way Laneways](#)

Responsible Officer: Carl Askew
Chief Executive Officer

Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

At its meeting on 16 December 2013, in relation to item 10.4.3 “Row 4A – Request for Reconsideration of Upgrading Cost for 218 Broome Street, Cottesloe”, Council resolved to:

- 1. Receive a report in February 2014 on the Rights of Way/Laneways Policy, possible changes to achieve greater equality of contribution to upgrading levels and implications if major changes are made.*
- 2. Not require any payment from the applicant for the laneway upgrading until the Policy is reviewed.*
- 3. Inform the applicant of Council’s decision and that a further response will be provided to the submission when Council receives the full report in February 2014.*

This report provides details on the existing policy and recommends that Council:

Advertise for public comment, a proposed change to Council’s Rights of Way/Laneways Policy with items 3 and 6 being replaced with:

“Where a Right of Way/Laneway upgrade forms part of a Development Application, the ratepayer/developer whose Development Application it is will pay for the upgrade of the Right of Way/Laneway for the full length of their property and the full width of the Right of Way/Laneway.”

BACKGROUND

In 2004, Council adopted a new policy for Rights of Way/Laneways, after advertising and full discussion. That policy included, among other aspects, what Council required in regards to laneway upgrading when a new house was designed to have the prime access off an (until then) unsealed laneway.

The applicable part of the policy is:

3. *When a ROW or Laneway is required for primary access to a new development the developer will upgrade by paving, kerbing and drainage, the ROW or Laneway from the nearest built gazetted road or existing built laneway to the furthestmost lot boundary, to the satisfaction of the Manager Engineering Services.*

and

6. *When a ROW is required for primary or secondary access from an existing property redevelopment, it is conditional (Town Planning) upon the developer to contribute an amount equivalent to 50% of the costs to construct a portion of standard ROW 4m x 20m in area.*
 - (a) *Where a charge has been applied, as condition of development for the upgrade of a ROW, the money is to be placed in a Reserve Account established under Section 6.11 of the Local Government Act, for the specific purpose of ROW upgrade.*

The policy has been applied by staff to all development applications since adoption. The same policy came up for review in 2011 and this section remained unchanged by Council.

STRATEGIC IMPLICATIONS

There are no strategic necessities for the upgrading of laneways in the Strategic Community Plan 2013 to 2023.

POLICY IMPLICATIONS

This item involves potential changes to Council's Right of Way/Laneways Policy.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Potential reduction in the amount of private funds being applied to the upgrading of public access laneways, with the resultant increase in required Council expenditure to achieve the same result.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Only when the 2004 draft policy was advertised for public comment.

STAFF COMMENT

Staff have applied Council's Rights of Way/Laneway Policy since it was adopted in 2004. In regards to other metropolitan councils there is no single policy adopted by the majority on this subject. Some have fully sealed their laneway systems using rates funding. Others have taken standard contributions for each development using laneways as their principal access point and the combined income has been put towards laneway works, not necessarily the laneways originally contributed to.

In general terms, when a development approval is given, the laneway serving the property can be damaged due to trucks carting away demolition materials and delivering new building products. The upgrading of the laneway is then left until the house is mostly completed.

There are ongoing requests for laneways to be sealed, complaints about builders blocking and damaging laneways and adjacent private fencing and also requests to ban trucks from narrow lanes because of damage, dust and the danger to other users of the laneway system.

In recent years, Council has been funding approximately \$80,000 in its annual budget towards sealing and draining the worst laneways. At that rate, it will be many years before the laneway system is sealed to meet public requests. Even when that happens, there will be sections which will never need upgrading, unless property sizes are reduced through subdivision.

A number of metropolitan Councils have been investigated in regards to their laneway policies to find alternatives to parts of Council's current policy. A number of Council's have no or few laneways needing to be upgraded e.g Subiaco has sealed all laneways years ago. Other Councils' policies make no mention of a contribution from developers as a Development Application condition, with the laneway remaining unsealed or Council having an ongoing Council funded laneway sealing program.

Nedlands amended its policy in 2013 so that if the right of way upgrade forms part of the Development Application the property owner/developer will pay for the upgrade of the right of way for the length of the property and for the full width.

Vincent has a policy very similar to the Cottesloe existing policy in terms of upgrading contribution/sealing and drainage of laneways, other than no contribution from property developers where the Development Application only covers minor works with no increase on laneway usage. Vincent is also close to completing the sealing and drainage of all laneways it controls, with a substantial Council annual program.

In regards to reconsideration of the existing policy, the "Objectives", "Principals", and "Issues" sections all appear to be capable of remaining, with no controversial issues. Under "Policy", the only two parts deemed in need of reconsideration are parts 3 and 6.

One of the main issues with Council's previous policy (prior to 2004) was that it created short sections of sealed laneway with longer sections of undeveloped sand/dust, creating a patchwork laneway approach. Newly developed properties

contributed to increased traffic use of these unsealed sections, leading to increased dust and potholes to those sections.

The main alternatives for change is to go back to the pre 2004 attitude for laneway improvement conditions on Development Applications, requiring the upgrade of a laneway, if it is not already upgraded, for the length of the property, only, over the width of that laneway.

That will return Council to the patchwork scenario until either Council funds the missing sections or long term redevelopment of individual house sites gradually fills in these gaps.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Committee discussed the advantages and disadvantages of the officer recommendation and suggested potential changes to the current Rights of Way/Laneways Policy.

Committee expressed a preference for all home/land developers at the time of development to contribute a sum equal to the length/width of their laneway and if that laneway has already been improved that the funds support the Town's overall laneway upgrade program.

Committee requested that Administration provide wording for additional changes to Council's Right of Way/Laneways Policy, to be provided to Elected Members before the next Council meeting on Monday 24 February 2014.

OFFICER RECOMMENDATION

THAT Council advertise for public comment, a proposed change to Council's Rights of Way/Laneways Policy with items 3 and 6 being replaced with:

"Where a Right of Way/Laneway upgrade forms part of a Development Application, the ratepayer/developer whose Development Application it is will pay for the upgrade of the Right of Way/Laneway for the full length of their property and the full width of the Right of Way/Laneway."

Lapsed for a want of a mover or seconder

NEW MOTION & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council defer the item until the Ordinary Council meeting on Monday 24 February 2014 to enable Administration to provide wording for additional changes to Council's current Rights of Way/Laneways Policy.

Carried 5/0

10.2.4 REQUEST FOR NORFOLK ISLAND PINE TREE REMOVAL, FORREST STREET, COTTESLOE

File Ref: SUB/450-02
Attachments: [Copy of Letter Received](#)
[Plan of Site](#)
[Copy of Arborist Assessment and Report](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

The received letter signed by the owners of two Forrest Street properties expresses concern on the obvious lean of a large Norfolk Island Pine Tree towards their properties, as well as the tree root system damaging part of the adjacent retaining wall and steps.

The request is for the tree to be removed before it falls and causes major damage to both houses.

The recommendation is that Council:

1. Arrange for the removal of the large Norfolk Island Pine verge tree on the south side of 52 Forrest Street, Cottesloe.
2. Inform the two property owners who brought this matter to Council's attention of this decision.
3. Install a new/replacement Norfolk Island Pine tree seedling on the verge, further away from the retaining wall and steps.

BACKGROUND

This tree is large, with an obvious lean towards the adjacent houses. It is close to both the old limestone retaining wall on the north side of Forrest Street and the steps and retaining wall of the steps coming up from street level to the upper lawn area.

A specialist tree consultant has been employed to assess the condition of the tree, the potential for the tree to fall and the damage being done to the adjacent walls by the tree roots.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Council's Street Tree Policy applies.

STATUTORY ENVIRONMENT

The major issue is potential public liability regarding a tree falling on houses if Council has known the tree is dangerous.

FINANCIAL IMPLICATIONS

The tree removal would be expected to cost \$3,000 to \$4,000, with the retaining wall and steps repair costing an additional \$2,000.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

A large healthy pine tree being removed is not preferred however public safety is a major issue with this tree.

A replacement tree much further back from the wall could be considered.

CONSULTATION

Only with the property owners who have made the request.

STAFF COMMENT

The consultant report has been received and is in the attachments. It generally states that the tree is in good health and that there are no signs of recent movement.

There is one very large surface root that appears to buttress the tree on the south side. That side is where the Forrest Street retaining wall and the west side wall of the pedestrian steps are in poor condition, at least partially due to root growth.

Given the size of the tree, the obvious lean of the majority of the trunk and the activity of root growth on the south side of the tree into the adjacent retaining walls, it is recommended that the tree be removed.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Jeanes commented that he would have difficulty with Council removing a mature tree without good reason, citing that the attached arborist's report stated that the tree is good health. Cr Jeanes added that he would be happy for the tree to be removed if there was a threat to homes but the evidence provided to date does not suggest that is the case.

Committee considered the need for an additional arborist report to investigate the safety and/or vulnerability of the tree.

With the affected residents in attendance, Cr Pyvis invited comments from Mr Azzopardi and Mr Anderson. Mr Azzopardi advised that his family had lived at 52 Forrest Street for 18 years and in his opinion the lean of the tree has become more

pronounced. Mr Azzopardi added that the tree's roots have damaged the nearby steps resulting in the steps being dangerous to use.

Mr Anderson addressed Committee and advised that his family have lived at 54 Forrest Street "on and off" for 50 years. Mr Anderson reiterated the comments of Mr Azzopardi, adding that he believes the state of the nearby steps has deteriorated and the retaining wall has been displaced.

Cr Jeanes and Cr Pyvis also flagged the need for the Town to consider a "greening program" for specific areas of the Town to increase tree stock.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Angers

THAT Council:

- 1. Arrange for the removal of the large Norfolk Island Pine verge tree on the south side of 52 Forrest Street, Cottesloe.**
- 2. Inform the two property owners who brought this matter to Council's attention of this decision.**
- 3. Install a new/replacement Norfolk Island Pine tree seedling on the verge, further away from the retaining wall and steps.**

Carried 4/1

10.2.5 REQUEST FOR LARGE SUGAR GUM TREE REMOVAL, 68 NAPIER STREET, COTTESLOE

File Ref: SUB/484 & SUB/234
Attachments: [Plan of Site](#)
[Copy of Email and Photos Received](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

The received email message and photos deals with concern on the condition of an old, large Sugar Gum tree on the verge fronting 68 Napier Street, with a request for removal.

The recommendation is that Council:

1. Arrange for the removal of the large gum verge tree on the south side of 68 Napier Street.
2. Inform the property owner of Council's decision on this matter.

BACKGROUND

The tree involved is an old Sugar Gum tree that has been heavily trunk pruned years ago. It now has long heavy branches.

The request from the owners of 68 Napier Street is for the removal of the tree, due its danger to their house.

There is a high tension power pole and line on the west side of the tree and a support pole on the north east side of the tree with a guy wire very close to the tree connecting the two poles.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Council's Street Tree Policy applies.

STATUTORY ENVIRONMENT

The major issue is the potential public liability regarding a tree falling on houses if Council has known the tree is potentially dangerous to both the house and the high tension power line

FINANCIAL IMPLICATIONS

The cost of the tree removal is estimated at \$3,000. Heavy pruning would cost an estimated \$2,000 - \$2,5000.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Any large tree being removed is not a good sustainability result, however, the nearby house and high tension power line are seen as reasons why removal is recommended.

CONSULTATION

Only with the adjacent property owner.

STAFF COMMENT

The existing long branches coming from the original heavy pruned base provides a large sail area in heavy winds. One branch coming off that base could damage or remove the power main nearby, damage the house or the power pole and support guy wire which are on a 90° corner of the power pole line.

These branches can only get larger, with the resultant increased danger and liability.

The alternative is heavy pruning of the tree to remove the long offshoot branches which cost close to the removal cost and will recreate the new sucker growth growing in the same way as the existing branches.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Mayor Dawkins queried why an aborist had not been consulted in order for Committee to make a more informed decision on the future of the tree. Committee echoed the sentiments of Mayor Dawkins. MES advised that the officer recommendation was made as the tree is in close proximity to a high tension power line.

Committee noted the associated costs for removal and pruning and were of the opinion that further advice was required in relation to the safety of the tree.

Cr Pyvis stated that she believed the Sugar Gum Tree in question is a magnificent tree that provides character to the streetscape and should be considered a Council asset.

OFFICER RECOMMENDATION

THAT Council:

1. Arrange for the removal of the large gum verge tree on the south side of 68 Napier Street.
2. Inform the property owner of Council's decision on this matter.

Lapsed for want of a mover or seconder

NEW MOTION AND COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Pyvis

THAT Council:

1. Engage an arborist to inspect and report on the large gum verge tree on the south side of 68 Napier Street.
2. Inform the property owner of Council's decision on this matter

Carried 5/0

10.2.6 NORTH STREET - ASPHALT RESURFACING OF EASTERN END

File Ref: SUB/486
Attachments: [Plans of Site](#)
[Copy of Letter Sent to City of Nedlands 3 May 2013](#)

Responsible Officer: Carl Askew
Chief Executive Officer

Author: Geoff Trigg
Manager Engineering Services

Proposed Meeting Date: 18 February 2014

Author Disclosure of Interest: Nil

SUMMARY

The City of Nedlands is proposing to apply to Main Roads WA for a short length of resurfacing on North Street at the eastern end, as a road grant application. The Town of Cottesloe has been asked if it is agreeable to sharing the 1/3rd of cost to be met by local government to complete this road resurfacing to the West Coast Highway.

The recommendation is that Council:

1. Refers for consideration the sum of \$7,772 in the draft 2014/2015 budget to finance 1/3rd of the total cost of the resurfacing of a 60m section of North Street at its intersection with the West Coast Highway, on the Cottesloe side of the shared municipal boundary.
2. Inform the City of Nedlands of Council's decision on this matter.

BACKGROUND

At its May 2013 meeting, Council rejected a proposal by the City of Nedlands to share costs for a Blackspot project at the West Coast Highway/North Street intersection involving road widening, expansion of the left turn lane and overhead traffic control lights. Approximately 60m of North Street at this east end had been left out of the resurfacing of the street undertaken two years ago because of this Blackspot proposal.

The road surface is still in a poor condition requiring a short length of resurfacing. The Town of Cottesloe section is from the centreline to the southern kerb line and does not include an area north of the centre line.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Blackspot 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 highway signal changes.

FINANCIAL IMPLICATIONS

The project is subject to Metropolitan Regional Road Group funding and Council is being requested to fund 1/6th of the total of the estimated cost in 2014/2015.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

City of Nedlands.

STAFF COMMENT

The remaining short section of North Street, south of the centre line, belongs to the Town of Cottesloe and is in need of being resurfaced. The rest of Council's portion of North Street was resurfaced two years ago in conjunction with the City of Nedlands. No other works are proposed on the south side of the street. The City of Nedlands will continue with expansion works on the north side to lengthen the left turn lane onto West Coast Highway, as proposed in 2013.

The total surface area to be resurfaced is 1,300m² of which the Town of Cottesloe section is 495m². For the Cottesloe section the total cost estimate is \$23,315. If a Regional Road Group grant of 2/3^{rds} of the total cost is approved, Main Roads WA would fund \$15,543 and the Town of Cottesloe \$7,772.

The City of Nedlands cost would be larger because of the larger surface area north of the centreline.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council

- 1. Refers for consideration the sum of \$7,772 in the draft 2014/2015 budget to finance 1/3rd of the total cost of the resurfacing of a 60m section of North Street at its intersection with the West Coast Highway, on the Cottesloe side of the shared municipal boundary.**
- 2. Inform the City of Nedlands of Council's decision on this matter.**

Carried 5/0

10.2.7 PUBLIC TRANSPORT AUTHORITY PARKING AREA LEASE - RAILWAY STREET, COTTESLOE

File Ref: SUB/609
Attachments: [Copy of Plan of Lease Area](#)
[Copy of Report 22 August 2005](#)
[Copy of New Lease Details](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

The property agent company handling Public Transport Authority (PTA) leasing of land, Burgess Rawson, has had a new Lease Agreement drawn up to cover the lease areas originally covering the Railway Street parking area plus the separate drainage sump and parking area beside Brixton Street, as one lease.

The recommendation is that Council:

1. Accept the new lease document provided by Burgess Rawson on behalf of the Public Transport Authority, to cover the parking and drainage sump areas on the west side of Railway Street and Brixton Street, Cottesloe.
2. Authorise the Chief Executive Officer to sign the lease on behalf of the Town of Cottesloe, and apply the official Town seal to the formal lease document.

BACKGROUND

This lease area originally cost Council less than \$1,000 per year, paid to the Public Transport Authority. In less than 10 years, the lease cost was approaching \$40,000. Staff negotiated with Burgess Rawson, the Property Manager for all PTA leases, and the rental cost was reduced to \$10 per m² per year, resulting in a halved lease payment for \$17,510. This lease has now be upgraded, with an adjacent drainage sump lease being amalgamated into the larger parking area lease, and the new amalgamated lease area being allocated a new lease number.

The new lease rental will be \$18,360 per year plus GST. Council will also have to pay \$1,400 for solicitor's fees to arrange the new documentation as a "one off" payment.

This parking area is used mainly by the general public using the commercial area, including delivery trucks servicing commercial premises.

STRATEGIC IMPLICATIONS

Council's Strategic Community Plan 2013-2023 does not mention Public Transport Authority Leases in the commercial area.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

This land is vested in the Public Transport Authority. Council, in order to control the land and use it for public parking must pay the applicable rental, through a formal legal agreement. This report covers the new agreement.

FINANCIAL IMPLICATIONS

In March 2013, the rental cost to Council was negotiated from \$35,020 per annum down to \$17,510 per annum. This new agreement takes that to a cost of \$18,360 per annum plus a "one off" payment of \$1,400 for solicitor's fees.

If Council approved the signing of the new lease the costs can be covered within Council's budget allocations.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Only with Burgess Rawson, the PTA property manager for lease areas.

STAFF COMMENT

This matter was listed on the agenda for the recent Town Centre Working Group Meeting but was not discussed.

The signing of a new lease agreement with the attached price increase is not a major concern, particularly since Council achieved a 50% reduction in the lease fee in 2013.

The main issue is whether Council should continue with the parking lease, with consideration given to termination, and the area probably then being used by PTA for railway customer parking.

Over the past years the Town Centre parking strategy examination by staff and discussion with Council has informed decisions in this regard, including adding parking on Town-controlled land adjacent to Railway Street north of the train station and on the former sump site in Station Street.

The PTA strips of parking land along Railway and Brixton Streets are accessible, visible, convenient and constantly used, often full and the Railway Street section has frequent turnover. It supplements limited and congested parking areas serving the Boatshed Market and other businesses, and is taken for granted by the public. It also provides a much-needed commercial vehicles loading zone along Railway Street for

the Town Centre, especially given narrow Napoleon Street and the restricted lanes, as well as central taxi rank at the western end opposite Napoleon Street.

Removal of this parking altogether, or its reduction or changed management by PTA, could cause comment from the community, business and Procott, and may lead to traffic circulation and parking impacts affecting the Town Centre.

However, it might, instead, lead to PTA retaining the area uncharged for PTA customers, with little to no controls on parking by non PTA customers, with little change to traffic circulation and the saving of lease payments by the Town of Cottesloe.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Angers

THAT Council:

- 1. Accept the new lease document provided by Burgess Rawson on behalf of the Public Transport Authority, to cover the parking and drainage sump areas on the west side of Railway Street and Brixton Street, Cottesloe.**
- 2. Authorise the Chief Executive Officer to sign the lease on behalf of the Town of Cottesloe, and apply the official Town seal to the formal lease document.**

Carried 5/0

10.2.8 PROPOSED MARGARET STREET/OZONE PARADE INTERSECTION IMPROVEMENTS

File Ref: SUB/478 & SUB/488
Attachments: [Copy of Plans Showing Alternative Treatments](#)
[Traffic Management Policy](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

As part of its 2013/2014 budget, Council included three projects for installation under the Safety and Speed Program for Capital Works.

One of these projects, as described to Council in the five year programs presented in February 2013, was the intersection of Margaret Street and Ozone Parade to be more defined for intersection safety.

Two alternative plans have been drawn up and are presented for Council consideration.

The recommendation is that Council send design option one, drawing 2013-23-01, to Main Roads WA for approval, prior to construction of the design on-site.

BACKGROUND

The five year ongoing program for Road Safety Improvement and Speed Restriction is based on the results of a 2008 traffic management consultant study involving extensive public involvement and comment.

One of the many concerns voiced by residents and local road users was that the Margaret Street/Ozone Parade intersection was confusing and it was unclear on what were the expected alignments for cars driving through the intersection and who should give way to turning traffic.

Plans on two alternative treatments have been drawn up ready for Main Roads WA consideration. With the large asphalt area of the intersection, the majority of the work is the removal of old kerb lines and installation of replacement kerbing on new alignments.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Council's Traffic Management Policy applies.

STATUTORY ENVIRONMENT

Any changes to this intersection involving traffic control line marking and signage must be pre-approved by Main Roads WA before construction.

FINANCIAL IMPLICATIONS

The 2013/2014 budget includes funding for this approved project. Both designs, if constructed, would cost less than the allocated funding.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

Over the years, staff have received a number of complaints about this intersection, about “near misses” caused by either vehicles speeding through the intersection or the large asphalt surface area of the intersection making it unclear which vehicle should give way to turning traffic.

Two designs showing the main two options for the intersection are provided.

The main traffic flow is towards Broome Street via Ozone Parade from the southern leg of Margaret Street. This creates an impression that the intersection can be used as a sharp turn rather than an intersection of four separate road sections.

Option one shows Margaret Street as a through road from south to north, with the east/west portion of Ozone Parade as a “T” junction off Margaret Street. The north/south section of Ozone Parade is a “T” junction, south off the east/west section of the same street.

Option two provides the south leg of Margaret Street into the east/west section of Ozone Parade as a through road, with a bend on the intersection and “T” junctions for the north leg of Margaret Street and the south leg of Ozone Parade.

Option one is supported. It removes the “through route” of option two that allows speeding. It also allows better vision at the “T” junctions when drivers scan left and right for oncoming vehicles. Option two requires a more than 90° scan by the driver to the left from the south leg (north/south section) of Ozone Parade. In option one, landscaping on the area of asphalt removed on the south side of the intersection, would only be planted with ground covers and low level shrubs, to ensure full vision of the intersection is retained.

VOTING

Simple Majority

COMMITTEE DISCUSSION

In considering this matter Committee were of the view that immediate residents be consulted prior to forwarding design plans to Main Roads WA, hence the amendment.

OFFICER RECOMMENDATION

Moved Cr Jeanes, seconded Cr Rowell

THAT Council send design option one, drawing 2013-12-01, to Main Roads WA for approval, prior to construction of the design on-site.

AMENDMENT

Moved Cr Jeanes, seconded Cr Rowell

That the recommendation be amended to include the following after *That Council* and before *design option* “advise nearby residents of the proposed works prior to sending”.

Carried 5/0

COMMITTEE RECOMMENDATION

THAT Council advise nearby residents of the proposed works prior to sending design option one, drawing 2013-12-01, to Main Roads WA for approval, prior to construction of the design on-site.

THE AMENDED SUBSTANTIVE MOTION WAS PUT

Carried 5/0

10.2.9 FIVE YEAR MAJOR ROAD REHABILITATION AND IMPROVEMENT PROGRAM

File Ref: SUB/707
Attachments: [Five Year Major Road Rehabilitation and Improvement Program](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

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

The recommendation is that Council adopt the Updated *Five Year Major Road Rehabilitation and Improvement Program* and use year one as the basis for inclusion in the draft 2014/2015 financial year budget.

A copy of the program is attached.

BACKGROUND

The projects listed in this report are eligible for funding through the Metropolitan Regional Road Grants (MRRG) pool of funds. These projects attract two-thirds funding from the State Government.

Generally those roads having a traffic threshold of 2000 vehicles per day and classified as Local Distributor, District Distributor A or District Distributor B are eligible.

MRRG funding is for pavement rehabilitation (reconstruction) where the focus is on the road pavement component rather than major streetscape, footpath, street lighting and/or drainage improvements. The submission guidelines incorporate a weighted point scoring system that allows comparison with other projects across the metropolitan area.

A major factor in the point score achieved is the efficiency calculation wherein the project's estimated overall per square metre rate is compared to benchmark figures. This calculation effectively penalises those grant submissions that are based on expensive reconstruction techniques or excessive embedded costs designed to offset the expense of ancillary works such as footpaths etc.

Main Roads WA requires that a five-year forward program of projects be updated and submitted annually with detailed submissions for the first two years. The list of projects proposed for submission later this year is attached.

All roads involved are Council's full responsibility apart from North Street, which is shared with the City of Nedlands. If MRRG contributory funding is not forthcoming

then the Town Council is entirely responsible for all costs associated with road reconstruction or resurfacing.

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

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

STRATEGIC IMPLICATIONS

Under Council's Strategic Community Plan 2013-2023, Priority Area Five is "Providing sustainable infrastructure and community amenities". This five year program complies with that objective.

POLICY IMPLICATIONS

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

Objective

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

Principle

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

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

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

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

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

STAFF COMMENT

The benefits of a strategic approach to road reconstruction include:

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

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

Because the allocation of Metropolitan Regional Road Groups grants for rehabilitation works (mostly asphalt resurfacing) is based on a points score – highest points to the oldest, worst condition streets, there is no guarantee of funding in any particular year. The Town of Cottesloe has been receiving 2/3rds funding for up to three streets per year for several years. However only one street in each of the last three years was funded, with two years not receiving funding.

Other Councils in the metro area have received little to no funding from this grant source for some years because they have ‘caught up’ in the condition of their more heavily used streets and roads and therefore the points scores for their worst streets have been too low to justify grant approval.

This was the case with Cottesloe in 2010/2011 and 2013/2014 for MRRG for the resurfacing of heavier use streets in Cottesloe. However, a section of North Street, shared with the City of Nedlands, from West Coast Highway to Walba Way, was approved by MRWA for resurfacing in 2011/2012, with the one third contribution being shared between Nedlands and Cottesloe. A section of Railway Street from Jarrad Street to Forrest Street was approved for resurfacing in 2012/13 under the MRRG program.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Mayor Dawkins advised that she had a number of queries regarding the five year programs and suggested that a workshop for Elected Members should be organised to discuss and review the programs, before Committee recommendations are made.

Cr Jeanes added that he believed Committee was satisfied with the overall expenditure within the five year programs and did not want to delay the creation of the 2014/2015 financial year budget.

OFFICER RECOMMENDATION

THAT Council adopt the Five Year Major Road Rehabilitation and Improvement Program and use year one as the basis for inclusion in the draft 2014/2015 financial year budget.

Lapsed for want of a mover or seconder

NEW MOTION & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Angers

THAT Council:

- 1. Endorse the overall expenditures contained with the 5 Year Program in order to inform the 2014/15 Budget.**
- 2. Defer consideration of the detail of the Five Year Program to March 2014 to enable an Elected Member Workshop to be conducted, with a focus on Year One of each plan.**

Carried 5/0

10.2.10 FIVE YEAR LOCAL ROAD REHABILITATION PROGRAM

File Ref: SUB/707
Attachments: [Five Year Local Road Rehabilitation Program](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

An updated program of local road rehabilitation and improvement projects, over a five year period, commencing in the 2014/2015 financial year, is recommended.

A copy of the proposed program is attached.

BACKGROUND

Cottesloe has streets totalling 48.5km in length. These include residential streets and the higher traffic volume use distributor and arterial roads. Local roads, in this context, total some 29.8km in length.

Traffic volumes and age are the major impacts on street surface condition and pavement strength in the town rather than other variables such as high water table and poor soil conditions, which are factors in other areas.

To maintain the asset condition sustainable for any road system, routine resurfacing of the total road pavement is required on a 15 to 20 year cycle. In general terms, roads require major reconstruction every 40 years. This time can change depending on weight and volume of traffic use, differing soil conditions, quality of materials used and maintenance efficiency.

In Cottesloe the typical resurfacing technique is to overlay the existing surface with 25 to 30mm of a specialised asphalt called 'Stone Mastic Asphalt'. While slightly more expensive, this mix lasts longer and prevents cracking reflecting from the base level. It provides the majority of strength and a smooth trafficable surface. This technique is efficient, causes minimal disruption to residents and motorists and is cost effective. Alternative treatments, using various asphalt mixes, are trialled at times.

The proposed program is based on a combination of the data provided from the Town's ROMAN II road management software package and from visual inspection of all Town streets. The selected projects are 'local roads' only, with no 'major roads' (higher use distributor/arterial roads) included. A separate program covers the 'major roads' projects.

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

STRATEGIC IMPLICATIONS

Under Council's Strategic Community Plan 2013-2023, Priority Area Five is "Providing sustainable infrastructure and community amenities". This five year program complies with that objective.

POLICY IMPLICATIONS

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

Objective

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

Principle

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

STATUTORY ENVIRONMENT

There is no specific legislation relevant to this report.

FINANCIAL IMPLICATIONS

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

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

All Town roads and streets have been visually inspected, with every road section being allocated a 1-5 score (1 being excellent through to 5 being very poor). To this has been added Councils sealed laneways for resealing consideration, as resolved by Council in February 2009.

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

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

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

That Council:

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

The proposed program is based on streets categorised as level 4-5 poor to very poor condition. This list is revisited every year in January/February.

The *Five Year Local Road Rehabilitation Program* is therefore based on an approximate 2km minimum street resurfacing effort independent of other government grants.

All road works proposed on the major roads e.g. Marine Parade, Curtin Avenue, Broome Street etc are included in the separate *Five Year Major Road Rehabilitation and Improvement Program*.

Included in the draft year five program is a sub program to replace damaged kerbing overdue for replacement on streets where the asphalt surface is acceptable but the kerbing, sometimes for the whole street length, is in very poor condition.

VOTING

Simple Majority

OFFICER RECOMMENDATION

THAT Council adopt the updated Five Year Local Road Rehabilitation Program as per attachment Five Year Local Road Rehabilitation Program and use year one as the basis for inclusion in the draft 2014/15 financial year budget.

Lapsed for want of a mover or seconder

NEW MOTION & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Angers

THAT Council:

- 1. Endorse the overall expenditures contained with the 5 Year Program in order to inform the 2014/15 Budget.**
- 2. Defer consideration of the detail of the Five Year Program to March 2014 to enable an Elected Member Workshop to be conducted, with a focus on Year One of each plan.**

Carried 5/0

10.2.11 FIVE YEAR PLAN - NATURAL AREAS MANAGEMENT

File Ref: SUB/707
Attachments: [Natural Areas Management Five Year Plan](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

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

That Council:

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

This report provides an updated Five Year Natural Areas Management Plan, with the recommendation that Council adopt the Natural Areas Management Plan with year one to be used as the basis for inclusion in the draft 2014/2015 financial year budget for funding consideration.

BACKGROUND

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

Cottesloe Coastcare was actively involved in the creation of the plan and discussions have been held with that organization prior to the draft five year program being compiled.

STRATEGIC IMPLICATIONS

Under Council's Strategic Community Plan 2013-2023, Priority Area Three is "Enhancing beach access and the foreshore". Major Strategy 3.3 is "Improve dune conservation outside the central foreshore zone (implement NAMP)".

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

The annual costs of the various projects are listed in the five year program for consideration of year 1 in the 2014/2015 financial year's budget.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

This program sets an expected level of funding and scale of effort to be applied to Cottesloe's natural vegetation areas for the future and have a significant impact on the local natural environment.

CONSULTATION

The original NAMP was advertised for public consultation and the results considered for inclusion in the plan. The five year program is based on the NAMP.

STAFF COMMENT

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

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

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

With regards to the items included into each of the five years of the proposed program, the general allocations for weedicide application to stop lawn growth into sand dunes, the installation of weed barriers and the seedling allocation for replanting are items which will be split up over a number of sites as required, to 'win back' areas which are seriously degraded. The seedlings requirement will also mean the use of collected seed from locally based species being used to create stock for re-use in this area.

Allowance is made for the ongoing purchase and installation of various forms of erosion control materials, particularly for the beach foreshore dunes.

The five year program also includes proposed expenditure on the eastern end of Eric St between Railway St and Stirling Highway for the road verges, the west side verge of Marine Parade north of Curtin Avenue, the area immediately south of the Cottesloe S.L.S.C. building, road verges adjacent to the railway corridor and John Black Dune Park.

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

Entry Statements, Curtin Ave/Marine Pde:

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

Wide Verges/Eric St (East):

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

Road Verges/Rail Corridor:

New tree and shrub plantings relating to the rail corridor would be restricted to adjacent road verges e.g. Railway St, until a final agreement is signed with the Public Transport Authority.

The remaining majority of the land within the railway line, are the Corridors. This expansive area offers an opportunity to re-establish many local tree species into the Town and resemble the original woodlands and forests.

John Black Dune Park:

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

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

The most recent discussion relating to this park involved the Cottesloe Tennis Club requesting Council agreement on the expansion west by approximately 18m of the tennis courts for one extra line of courts.

West of Marine Parade/South of Cottesloe SLSC:

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

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

One site which requires attention beyond the scope of this program is the Vlamingh Memorial site. Substantial repair, upgrading and re-development of this site needs consideration for funding in a future budget. This matter, as a result of being advertised in March 2013, was reconsidered by Council in April 2013. Council resolved to consider the inclusion of an allocation of \$8,000 in the 2013/2014 budget for a consultant design of an improved Vlamingh Memorial. Due to budget constraints, the \$8,000 allocation was not proceeded with.

VOTING

Simple Majority

OFFICER RECOMMENDATION

THAT Council adopt the Natural Areas Management Plan with year one to be used as the basis for inclusion in the draft 2014/2015 financial year budget for funding consideration.

Lapsed for want of a mover or seconder

NEW MOTION & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Angers

THAT Council:

- 1. Endorse the overall expenditures contained with the 5 Year Program in order to inform the 2014/15 Budget.**
- 2. Defer consideration of the detail of the Five Year Program to March 2014 to enable an Elected Member Workshop to be conducted, with a focus on Year One of each plan.**

Carried 5/0

10.2.12 FIVE YEAR PLAYGROUND CAPITAL IMPROVEMENT PROGRAM

File Ref: SUB/707
Attachments: [Five Year Public Playground Capital Improvement Program](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

The Town of Cottesloe has a long term plan for the upgrading and development of children's playgrounds. The purpose of this report is to provide and obtain approval for an updated five year program, with year one being 2014/2015.

A copy of the proposed program is attached.

BACKGROUND

The Town of Cottesloe has a total of nine public playground sites, spread fairly well across the total town area. The two exercise sites on the beach/verge of Marine Parade are not included in this total.

The individual comments received in recent years have related to particular pieces of equipment needing replacement, the need for protective fences at sites near busy streets, the possible need for sun protection and the need for extra equipment at all sites.

A playground safety specialist consultant has inspected all playground equipment twice in the past two years. All equipment is in good condition, but a variety of small replacements and repairs are taking place following the inspections.

Rubber soft-fall material is now used as a replacement for sand pits under playground equipment. This obviates safety problems associated with broken glass or syringes being hidden in the sand. It also overcomes problems with sand being pushed away from the required areas due to heavy use. Raking is not required on rubber soft-fall surfacing as compared to sand areas.

There are no recorded complaints or demands outstanding for additional playgrounds on file. Accordingly, the five year plan does not envisage new sites being established.

STRATEGIC IMPLICATIONS

Under Council's Strategic Community Plan 2013-2023, Priority Area Five is "Providing sustainable infrastructure and community amenities". This five year program complies with that objective.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

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

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

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

No other consultation with residents has been undertaken, apart from ongoing comments and requests received by playground users.

STAFF COMMENT

The Town is responsible for the care, control and management of playground equipment and other park furniture. While play equipment provides significant amenity value in parks, it nonetheless has attendant liability risks if not maintained or replaced regularly.

Playgrounds, playground equipment and park furniture are susceptible to various external factors that cause them to deteriorate over time.

Proactive management of the Town's assets requires recognition of useful life expectancy and the planned replacement of assets to manage the community's resources in the best long-term interest of all.

Staff undertake comprehensive visual and operational inspections of all park furniture at least once a month and inspections are recorded on file for liability purposes. Basic playground maintenance is carried out in-house. Major repair issues are resolved by the manufacturer or the manufacturer's designated agent.

Replacement of play equipment and parks furniture should be programmed on the basis of useful life expectancy so as to reduce the Town's liability risk and ensure that annual expenditure does not exceed available funding.

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

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

For the past five years the Town's focus has been on progressively upgrading play equipment to meet Australian Standards. The improvement strategy includes:

- Allocating sufficient funds per year to provide for maintenance, repairs and minor unit/component replacements.
- Conducting playground compliance and safety inspections, to ensure that changes to playground standards are considered.
- Developing a soft fall material and containment improvement program including fall zone requirements.

Standards Australian 4486.1.1997 points out that:

The best way to minimise risk to children using a playground is not to include the hazards in the first place and to back this up with a plan for dealing with problems as they arise.

The proposed new five year program seeks to provide for all of these factors as well as creating an attractive, protected and imaginative setting for children's play activities.

There have been a number of playground improvements in past years on Councils' playgrounds due to the Federal RCLIP grant programs. The draft program has been modified accordingly.

VOTING

Simple Majority

OFFICER RECOMMENDATION

THAT Council adopt the Five Year Playground Capital Improvement Program and use year one as the basis for inclusion in the draft 2014/2015 financial year budget.

Lapsed for want of a mover or seconder

NEW MOTION & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Angers

THAT Council:

- 1. Endorse the overall expenditures contained with the 5 Year Program in order to inform the 2014/15 Budget.**
- 2. Defer consideration of the detail of the Five Year Program to March 2014 to enable an Elected Member Workshop to be conducted, with a focus on Year One of each plan.**

Carried 5/0

10.2.13 FIVE YEAR RETICULATED AREAS AND GROUNDWATER BORES PLAN

File Ref: SUB/707
Attachments: [Five Year Public Bore and Reticulation Improvement Program](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

An updated five year program of proposed improvements to reticulation systems, including bores, delivery pipelines, storage tanks and areas watered by these systems has been prepared.

A recommendation is made to adopt the *Five Year Plan for Reticulated Areas and Groundwater Bores* and use year one as the basis for inclusion in the draft 2014/2015 financial year budget.

A copy of the proposed program is attached.

BACKGROUND

The Town's use of irrigation water comes under close scrutiny from local residents and visitors alike. All watering carried out by the Town is in accordance with the statutory requirements set out for bore water use by the Department of Water.

The groundwater licence issued to the Town of Cottesloe in October 2007 approved the use of 106,125 kilolitres of groundwater per year. This represented a 34% reduction on the Town's historic allocation, however, the Cottesloe Tennis Club was made responsible for its own bore water licence and therefore their court area was removed from Council's reticulation area. The Council bore licence has now been extended for an additional three years.

The Town of Cottesloe has a number of reticulation systems, most of which are fed by groundwater bores. A number of other smaller areas are connected to the Water Corporation schemes supply.

Areas that are reticulated range from active recreation grounds through to small neighbourhood parks, landscaping around Council buildings and car parks, plus several large areas of road verge.

Water is also used to assist with the establishment of juvenile street trees – either planted as replacements or additions to the existing stock of mature, non-reticulated verge trees.

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

When coupled with the varying nature of groundwater in the Cottesloe area and the absence of planned replacements, reticulation failures have compromised the capacity of the irrigation system to maintain landscape quality, utilisation of open space by user groups and budget control. This is most evident when the Town's reticulation systems are heavily used over the drier months from October to April, and not used at all through the winter months.

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

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

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

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

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

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

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

STRATEGIC IMPLICATIONS

Under Council's Strategic Community Plan 2013-2023, Priority Area Five is "Providing sustainable infrastructure and community amenities". This five year program complies with that objective.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

The reduction of the number of bores, pumps and areas reticulated has reduced the costs of running these systems and overall water consumption.

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

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

It is not intended that this latest revision be put out for formal community consultation. It is largely the continuation of an existing plan which has already received formal community input.

STAFF COMMENT

Planned replacement programs for reticulation infrastructure on the basis of a 10 year life cycle is now industry standard. Reactive repair and/or replacement of infrastructure is not considered appropriate when that infrastructure group of assets needs to be relied on to provide a critical service.

Groundwater irrigation is considered to be the most sustainable method of irrigating the Town's parks and reserves. The current focus on scheme water restrictions and reduced water availability provides a strong incentive to review the Town's use of scheme water for irrigation of landscapes on a continuous basis.

An equally pressing need in the Cottesloe peninsula area is to address the growth in the number of bores being installed to access what is a limited groundwater supply.

The Town of Cottesloe's practical response to managing a limited resource is to lead by example through the minimisation of the number of bores and the reduction of areas that are reticulated.

The completed four year program for extensive road drainage soak pit installation was aimed at preserving the groundwater resource through the maximisation of road drainage water into the shallow aquifer. This program ended in 2009/2010.

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

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

VOTING

Simple Majority

OFFICER RECOMMENDATION

THAT Council adopt the Five Year Plan for Reticulated Areas and Groundwater Bores and use year one as the basis for inclusion in the draft 2014/2015 financial year budget.

Lapsed for want of a mover or seconder

NEW MOTION & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Angers

THAT Council:

- 1. Endorse the overall expenditures contained with the 5 Year Program in order to inform the 2014/15 Budget.**
- 2. Defer consideration of the detail of the Five Year Program to March 2014 to enable an Elected Member Workshop to be conducted, with a focus on Year One of each plan.**

Carried 5/0

10.2.14 FIVE YEAR PLAN - BUILDINGS

File Ref: SUB/707
Attachments: [Five Year Capital Works Building Refurbishment Program](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

Council adopted its first five year plan to upgrade its buildings in February 2012.

This report provides an updated five year plan for buildings, with the recommendation that Council adopt the updated Five Year Building Plan and use year one as the basis for inclusion in the 2014/15 financial year budget.

BACKGROUND

Council is financially involved with a variety of buildings in the Town of Cottesloe. This involvement is a mixture depending on whether the building is leased out, it is a public building but not operated by Council staff or whether it is fully owned and operated by staff e.g. Civic Centre.

This five year program does not involve discussion on whether Council should be funding such items as insurance, power, water or gas, but rather it attempts to list all known capital improvement needs, over a five year period, where such funding is seen as Councils' obligation. The following buildings have some level of Council funding history:

- 1. Civic Centre / Memorial Hall / Lesser Hall / Gardner's Sheds / Grounds Construction base sheds / Caretakers Cottage:**
Full council ownership (fee simple of all land involved), Council responsible for all service charges, maintenance and capital works.
 - 2. Cottesloe Tennis Club:**
Site is an 'A' Class Crown Reserve, with a vesting in Council and a 21 year lease commenced in 2005. The lease document makes the Club fully responsible for all costs including capital works. Council has agreed in the past to certain donations or provision of loans for deep sewer connection etc. No annual budget provision is made for any maintenance works.
 - 3. Cottesloe Rugby Club Building:**
Site is owned "fee simple" by Council. A 21 year lease exists commencing 2004. An annual payment is made to Council equivalent to a rates payment. No annual budget provision is made for any maintenance works.
-

4. Anderson Pavilion:

The site is on an A Class Crown Reserve vested in Council. Council is fully responsible for all maintenance and capital works. An annual maintenance allocation is made for all costs including power, water and gas.

5. Council Depot:

This site is in the process of being sold.

6. The Aged Persons Support Service Building – TAPSS:

This site at 81 Forrest Street, the old Post Office site, is owned 'fee simple', by the Town of Cottesloe. A lease exists for this building. Council is paid rent payments as per the lease conditions. Four Councils make use of the service, with each Council sharing costs. Costs include internal maintenance, cleaning and painting, plus all service costs.

Building structural repairs and upgradings are undertaken by Council, along with external maintenance.

7. Seaview Kindergarten Building:

This site is 'A' Class Crown Reserve vested in Council as "kindergarten". The kindergarten association and teachers have day to day control of the site. No payments are made to Council.

The lease document has been finalised. The kindergarten association is now responsible for all costs to run and maintain the building and surrounds.

The vesting in Council allows the right to lease out for up to 21 years.

8. North Cottesloe Pre Primary Building:

This site is a Crown land reserve vested in Council. There was a lease agreement with the Education Department, established in 2006 for a five year period. An annual lease fee was paid to Council.

With the new building, no costs will be borne by Council for the operation and maintenance of the building and surrounds.

9. Marmion Street Ex Child Health Clinic / Toy Library Building:

This site is part of the Crown Reserve originally occupied by the North Cottesloe Pre-Primary Building.

This building has been demolished and a new facility has been established for use by the Cottesloe Toy Library and Childcare Centre. Council staff will have no involvement with the maintenance of the building or its surrounds in the 2014/2015 budget.

STRATEGIC IMPLICATIONS

Under Council's Strategic Community Plan 2013-2023, Priority Area Five is "Providing sustainable infrastructure and community amenities". This five year program complies with that objective.

POLICY IMPLICATIONS

Council's policy on "Engineering Programs – Long Term" applies to all built assets, including Council's buildings.

STATUTORY ENVIRONMENT

There is no legal or statutory requirement that Council must have a program for keeping its buildings in good condition.

FINANCIAL IMPLICATIONS

Like all other five year programs, this proposal for buildings allows Council to plan for expenditure into the future with the appropriate budget allocations. All costs included in the program will be re-considered during the creation of the applicable budget documents.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Cost estimates are based on existing buildings and provision for current systems and materials to be properly maintained. No provision has been made for any system replacement with more sustainable products.

CONSULTATION

No public consultation applies.

STAFF COMMENT

Because of existing or new lease provisions applying to building use by local leasing organisations, no inclusion has been made in the draft 5 Year Plan for the Cottesloe Rugby Club and Tennis Club buildings, plus the Seaview Kindergarten and North Cottesloe Pre-Primary buildings.

Action has been taken to arrange for all Council depot functions to be relocated to the Stack Street, Fremantle depot, therefore the old Cottesloe depot is also not included for any future works, due to its sale and proposed private development.

Anderson Pavilion is Council's total responsibility and should be included in any Building Asset program. A number of capital repairs and heavy maintenance items applied to this building in 2012/2013.

In regards to the TAPSS building, substantial work was undertaken in 2010/11 on the building, funded from a \$39,000 Federal Stimulus grant. Any capital improvements other than grant works would be funded on a shared cost basis by the Councils using the facility.

Public toilets – Indianas Tea House and Barchetta Café: There is no Council obligation to fund maintenance works at both toilets. Lease agreements for both facilities require the lessee to undertake all maintenance to keep them in a good, long term condition.

Civic Centre complex buildings: Note – a separate five year plan is proposed to cover the long term works required for the grounds and limestone walls. There are a number of separate buildings making up the Civic Centre complex requiring capital rehabilitation works.

Caretakers Cottage: This building was previously used as a base for ranger operations. It has been mostly unused since rangers relocated to the Civic Centre, until 2012, when the building was converted for residential use. The building is now rented out to a staff member, at a commercial rate.

Public Toilets, Napier Street boundary: These toilets have been relatively neglected for some years apart from ongoing painting to remove graffiti and repairs due to vandalism. A variety of upgrading relating to plumbing, wall fittings, replacement of old toilets and cisterns and window louvers and the replacement of asbestos ceilings was completed in 2012/2013.

Civic Centre / Lesser Hall: The Lesser Hall is overdue for a general upgrade. The toilets and plumbing in the building are from a previous era and need to be modernised. Other works involving floor coverings, painting etc. should also be considered.

Civic Centre / Memorial Hall: This building complex is an old building requiring ongoing maintenance and restorative works. Previous projects on the building have centred on the roof, air-conditioning and the upgrade of office accommodation. The Memorial Hall floor will require reconditioning. Various portions require repainting and surface treatments. Ongoing works are required to treat moisture ingress into the walls.

VOTING

Simple Majority

OFFICER RECOMMENDATION

THAT Council adopt the updated Five Year Building Plan and use year one as the basis for inclusion in the 2014/15 financial year budget.

Lapsed for want of a mover or seconder

NEW MOTION & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Angers

THAT Council:

- 1. Endorse the overall expenditures contained with the 5 Year Program in order to inform the 2014/15 Budget.**
- 2. Defer consideration of the detail of the Five Year Program to March 2014 to enable an Elected Member Workshop to be conducted, with a focus on Year One of each plan.**

Carried 5/0

10.2.15 FIVE YEAR FOOTPATH REPLACEMENT PROGRAM

File Ref: SUB/707
Attachments: [Five Year Footpath Replacement Program](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

An updated five year program of proposed footpath replacement and new construction projects, commencing in the 2014/2015 financial year, is recommended.

A copy of the proposed program is attached

BACKGROUND

The Town of Cottesloe's first *Five Year Footpath Replacement Program* was adopted by Council in May, 2004. This report extends that program by one extra year, with year one becoming – 2014/2015. The majority of Council's planned 2013/2014 footpath works have now been completed.

STRATEGIC IMPLICATIONS

Under Council's Strategic Community Plan 2013-2023, Priority Area Five is "Providing sustainable infrastructure and community amenities". This five year program complies with that objective.

POLICY IMPLICATIONS

The most relevant policy on this matter is *Footpath Replacement – Residential Streets*, adopted in May, 2004 which states:

OBJECTIVE

The Town of Cottesloe aims to replace pre-cast concrete slab footpaths with in-situ concrete in residential areas to improve access, public safety and amenity and provide universal access for all users including people with prams, children, the elderly and people with disabilities.

POLICY APPLICATION

Various factors influence the priority of replacement of concrete slab footpaths. These include:

- *condition rating*
 - *history of repairs, e.g. tree roots, vehicles, building works*
 - *usage levels*
 - *proximity to pedestrian generators/attractors*
 - *user needs and age groupings, e.g. aged persons homes, hospitals*
-

- *existing utility services, e.g. underground power, water mains, telecommunications*
- *single or parallel footpaths, e.g. a majority of streets have footpaths on both verges*

The minimum width of a new in-situ concrete footpath in a residential street will be 1.5 metres, increasing to 2.0 metres where increased use and traffic generators e.g. shopping centres, schools, hospitals, aged persons complexes etc justify this increased width. Major access routes, e.g. from the railway stations, to the Cottesloe Beach area will also require an increased width.

In assessing the factors, the intent is to avoid replacement of existing serviceable slab footpaths with a low maintenance history ahead of higher priority paths. On this basis, condition rating and history of repairs will have the highest weighting for priority.

Usage levels, pedestrian generators and attractors, user needs and age groupings are prioritised as follows:

- *aged persons hospitals/homes complex*
- *medical centres*
- *schools*
- *local shops*
- *parks/reserves*

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

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

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

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

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

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

All works are based on condition surveys. Any works budgeted in a particular year will take place after all affected residents have been informed by a letter drop undertaken by Council's footpath contractor.

STAFF COMMENT

The Town now has approximately 11.4km of pre-cast concrete slab footpaths remaining to be upgraded. These footpaths can be found throughout the Town primarily in residential streets and some commercial precincts. In 2013/2014, 1885 metres will have been replaced with in-situ concrete.

This is in addition to approximately 45.5km of existing in-situ concrete, limestone, asphalt and brick paved paths.

The objective is to progressively replace all pre-cast concrete slab paths based on an indicative five year Capital Works Program.

1.5 metre wide paths are recommended based on minimum standards unless pedestrian numbers or other needs are identified. The current minimum width is considered to be acceptable for prams and manual/electric wheelchairs etc. The latter has become a significant consideration in recent years, as has the adoption of the Australian Road Rules (December 2000) in relation to children under 12 years of age riding 'as of right' on footpaths.

An original assessment of footpaths was completed in 2004/05 based on a condition survey and footpath location in relation to schools, commercial precincts, parks etc. This survey has been repeated recently and the proposed program sees the worst condition paths receiving the earliest attention.

The estimated cost is based on current dollars and the contracted rates per square metre for slab replacement with in-situ concrete, which were included in a 3 year contract adopted by Council in 2011.

VOTING

Simple Majority

OFFICER RECOMMENDATION

THAT Council adopt the Five Year Footpath Replacement Program and use year one as the basis for inclusion in the draft 2014/2015 financial year budget.

Lapsed for want of a mover or seconder

NEW MOTION & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Angers

THAT Council:

- 1. Endorse the overall expenditures contained with the 5 Year Program in order to inform the 2014/15 Budget.**
- 2. Defer consideration of the detail of the Five Year Program to March 2014 to enable an Elected Member Workshop to be conducted, with a focus on Year One of each plan.**

Carried 5/0

**10.2.16 FIVE YEAR PROGRAM - COTTESLOE CIVIC CENTRE SURROUNDS
- HEAVY MAINTENANCE AND RESTORATION**

File Ref: SUB/707
Attachments: [Plan of Site Civic Centre Surrounds](#)
[Five Year Program Civic Centre Surrounds](#)
[Rehabilitation](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

The Cottesloe Civic Centre has a large garden and lawn surround with extensive limestone retaining walls, paths, lighting, handrails and access roads. Its condition requires, for the foreseeable future, a Council commitment to fund works involving heavy maintenance and restoration, particularly for the limestone walls.

This work has been funded a year at a time within the annual budget. This report presents an updated five year forward plan with indicative annual costs and recommends that Council adopt the five year program covering heavy maintenance and restoration of the Cottesloe Civic Centre surrounds, with year one being used as the basis for inclusion in the 2014/2015 financial year budget.

BACKGROUND

Council has, over the last 12 years, made an annual financial commitment to the Civic Centre grounds restoration, initially at \$50,000 but rising to an annual allocation of approximately \$170,000, with low points of \$80,000 and two high points above \$360,000 with the 2013/2014 allocation being \$220,000. The majority of this allocation has been spent on limestone wall restoration and strengthening.

Generally there has been strong community support demonstrated for the restoration works to continue and substantial works have been completed. However, there remain several large projects which need further funding of various wall sections.

STRATEGIC IMPLICATIONS

In Council's Strategic Community Plan 2013-2023, Priority Area Five is "Providing sustainable infrastructure and community amenities", which is applicable to this program.

POLICY IMPLICATIONS

There is no Council policy relating to the restoration of the Cottesloe Civic Centre.

STATUTORY ENVIRONMENT

There are no statutory or legal requirements for Council to fund any asset management long term program.

FINANCIAL IMPLICATIONS

This program proposes a measured allocation, long term, to a continuing project already funded for the past 12 years.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

The main implication relates to financial sustainability, with planned expenditure over five years reducing the chance of emergency funding being required to 'rescue' buildings suffering from major degeneration.

CONSULTATION

No public consultation is proposed for this draft planned stewardship of Council assets.

STAFF COMMENT

It is obvious that, when inspecting the Cottesloe Civic Centre surrounds, substantial works have been completed on many of the worst sections of the limestone walls, a report on which went to Council in 2004. However, major works are still required, some of which would have to be undertaken in one year and requiring a higher level of annual funding.

With the concentration on wall reconstruction, other elements of the Civic Centre gardens have deteriorated. Pedestrian paths, handrails, steps / stairs, lighting and minor support buildings are now in need of 'catch up' works. With the completion of the main stage platform on the main lawn, in 2011, the remaining budgeted funds for 2011/12 were directed to the upgrading of hand rails in the gardens and on some internal road resurfacing.

Important works in regards to limestone wall reinstatement in the near future include complex repairs to wall joints adjacent to the children's playground and works on the walls and steps immediately above the recently reinstated stage area.

Inspections in 2012/13 have revealed a lack of substantial footings at the base of many of the main walls. This will mean extra emphasis must be placed on ensuring the structural stability of any wall sections being repaired.

For 2013/2014, the main project is to be the replacement of a high wall section on the north side of De Bernales Walk, with works to commence in February 2014, now that approval has been received from the State Heritage Council, for the removal of one large pine tree.

Non-functioning display lights on road access entry pillars need resolution, as does the problem of large tree roots continuing to undermine and crush adjacent walls.

The major works required could be reduced in approximately five years, after an enhanced financial commitment. After that time, the annual rehabilitation cost could be reduced to approximately half, i.e. \$100,000, of the past years expenditure levels.

The Cottesloe Civic Centre gardens and surrounds are a rare example of the early 1900's and of mansions surrounded by high class gardens. The past 12 years have seen a restoration effort which could have the majority of urgent tasks completed within five more years, for the long term benefit of the Cottesloe and broader community.

VOTING

Simple Majority

OFFICER RECOMMENDATION

THAT Council adopt the draft five year program covering heavy maintenance and restoration of the Cottesloe Civic Centre surrounds, with year one being used as the basis for inclusion in the 2014/2015 financial year budget.

Lapsed for want of a mover or seconder

NEW MOTION & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Angers

THAT Council:

- 1. Endorse the overall expenditures contained with the 5 Year Program in order to inform the 2014/15 Budget.**
- 2. Defer consideration of the detail of the Five Year Program to March 2014 to enable an Elected Member Workshop to be conducted, with a focus on Year One of each plan.**

Carried 5/0

10.2.17 FIVE YEAR PLANT REPLACEMENT PROGRAM

File Ref: SUB/707
Attachments: [Five Year Plant Replacement Program](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

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

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

A copy of the proposed program is attached.

BACKGROUND

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

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

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

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

Because the Town of Cottesloe does not have a dedicated construction crew, most major works are undertaken by contractors. This removes the need to own large construction items such as backhoe/endloaders, loaders, rollers, graders and large tip trucks.

STRATEGIC IMPLICATIONS

Under Council's Strategic Community Plan 2013-2023, Priority Area Five is "Providing sustainable infrastructure and community amenities". This five year program complies with that objective, with a fleet of vehicles and plant to build and maintain these facilities.

POLICY IMPLICATIONS

The following Council policies have application:

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

STATUTORY ENVIRONMENT

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

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

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

Staff also regularly use State Government Tender lists for pre-approved base tender prices on all vehicle purchases. These lists duplicate WALGA approved vehicle prices.

FINANCIAL IMPLICATIONS

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

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

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

STAFF COMMENT

In the period from 2000/2001 to 2006/2007, Council's budgeted expenditure on the replacement or changeover of its plant and vehicles fleet varied between \$107,700 and \$172,000 (i.e. net of any allocation for the purchase of additional items). The 2007/08 cost of vehicle and plant changeover or replacement was below \$110,000 due to the vehicle policy adopted in 2007 requiring vehicles to be retained for three years. This has meant that only approximately one-third of the vehicle fleet will be replaced per year.

Variations in the amount of expenditure are mainly due to timing differences in the replacement of light vehicles.

The changeover figure is a relatively low figure when compared to other local governments that have construction crews requiring expensive heavy machinery. As an example, the purchase of a new grader for road construction is likely to cost a rural shire in excess of \$300,000 without a trade-in. The City of Subiaco runs a fleet of waste collection trucks, with each truck costing in excess of \$200,000.

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

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

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

The five year plant program will be modified as machines prove unsuitable, wear out faster or last longer. The program gives a strong indication of expected needs over five years for vehicle and plant replacement.

Costs are based on current values and exchange rates. CPI movements and the value of the Australian dollar will affect the program in future years. This will be adjusted each year with each updated program.

VOTING

Simple Majority

OFFICER RECOMMENDATION

THAT Council adopt the new Five Year Plant Replacement Program as per attached program and use year one as the basis for inclusion in the draft 2014/2015 financial year budget.

Lapsed for want of a mover or seconder

NEW MOTION & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Angers

THAT Council:

- 1. Endorse the overall expenditures contained with the 5 Year Program in order to inform the 2014/15 Budget.**
- 2. Defer consideration of the detail of the Five Year Program to March 2014 to enable an Elected Member Workshop to be conducted, with a focus on Year One of each plan.**

Carried 5/0

10.2.18 FIVE YEAR PLAN - LANEWAYS UPGRADING

File Ref: SUB/707
Attachments: [Five Year Laneway Upgrading Program](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

This item provides the updated Five Year Plan for laneway upgrading and recommends that Council adopt the updated Five Year Laneway Upgrading program and Include year one of the program into the draft 2014/2015 budget for funding consideration.

BACKGROUND

Council has control of 12.2km of laneways, 8.9km of which are sealed and 3.3km sand or unbuilt surface. There is another 2.46km of laneways privately owned which have no Council works performed on them.

All previously owned laneways by Council as 'fee simple' have now been converted to Crown Land, maintained by Council.

Increasingly, redevelopment of private properties has meant the design, or Council requirements, has included vehicle garages being accessed from a rear laneway. With this increasing residential traffic using laneways has been a growth in builder's traffic and materials delivery via the laneway system. This has compacted the unsealed surfaces in winter and loosened the same surfaces in summer. Dust and pothole complaints regarding laneways have grown and any heavy rainfall event provides further complaints of water running down unsealed laneways and into private properties.

The 2005 laneways report listed 13.26km of laneways under Council control, 6.38km sealed (48.1%) and 6.88km unsealed (51.9%). A recent tally (2011) listed 12.23km of laneways, 7.635km (62.4%) sealed and 4.59km unsealed (37.6%). The increased percentage of sealed laneways has resulted from short sections being sealed as development conditions or new house construction making use of laneways as main access plus several private sealed lanes being gifted to Council.

STRATEGIC IMPLICATIONS

In Council's Strategic Community Plan 2013-2023, Priority Area Five is "Providing sustainable infrastructure and community amenities", Major Strategy 5.5 requires the development of a long term asset management plan and an accompanying financial plan. Rights of Way/Laneways are a major asset which provide a substantial secondary or support access system to private properties in Cottesloe. The majority of Council's other main asset groups (roads, footpaths, drainage etc) have had five year programs established for several years.

To achieve sustainability in laneways assets, a long term plan to reach a sustainable condition involving surfacing and drainage is needed.

POLICY IMPLICATIONS

Council's' Right of Way/Laneways policy applies

STATUTORY ENVIRONMENT

There are no legal requirements for Council to develop the laneways network. However, Council is liable for injuries or vehicle damage sustained on its laneways in a similar way to public streets. Also, uncontrolled drainage water from laneways into private properties is a Council liability issue.

FINANCIAL IMPLICATIONS

Council has previously adopted a Five Year Laneway Upgrading program, with an annual expenditure of approximately \$75,000 to \$85,000, to be included in annual budget considerations.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

It is not intended to advertise this program. The general proposal of an ongoing laneway upgrading program has been previously advertised.

STAFF COMMENT

Staff receive regular complaints about the condition of the unsealed laneways and the need to both seal and drain them. At the same time, for a variety of good town planning reasons, new houses are encouraged to establish vehicle garages accessed from the rear laneways where possible. If the lane is unsealed, then either a contribution for sealing is taken or the developer of a new house will fund the lane being sealed from the new garage/entry to the closest sealed street or sealed section of lane. This current Council policy (adopted in 2004) will be reconsidered by Council in 2014

Regardless of who funds the construction of a laneway, the entire general public has use of it, similar to a public street. There are a number of lanes in Cottesloe that only require a short section to be sealed and drained to 'finish off' that total lane. In other instances some developers are required to fund long sections of unsealed laneway to meet Council development conditions.

Once a laneway is sealed and drained, it must be maintained by Council but becomes a more valuable community asset, which also adds value to private properties fronting that lane.

As lanes are sealed, they are equipped with drainage soak pits at regular intervals. Properties which currently drain water onto the lanes are required to stop that

drainage and direct their private property drainage water into soak pits on their properties. Any obstructions or illegal extensions on the lane width are removed. This has the side effect of both fully establishing Councils control over the land and removing future adverse possession claims.

The five year program is initially aimed at removing long term maintenance issues, areas prone to drainage/flooding problems and short sections remaining to be completed to finish the entire length.

VOTING

Simple Majority

OFFICER RECOMMENDATION

THAT Council adopt the updated Five Year Laneway Upgrading program and include year one of the program into the draft 2014/2015 budget for funding consideration.

Lapsed for want of a mover or seconder

NEW MOTION & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Angers

THAT Council:

- 1. Endorse the overall expenditures contained with the 5 Year Program in order to inform the 2014/15 Budget.**
- 2. Defer consideration of the detail of the Five Year Program to March 2014 to enable an Elected Member Workshop to be conducted, with a focus on Year One of each plan.**

Carried 5/0

10.2.19 FIVE YEAR PROGRAM - ROAD SAFETY IMPROVEMENT AND SPEED RESTRICTION

File Ref: SUB/707
Attachments: [Five Year Road Safety Improvement Speed Restriction Program](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

This report provides an updated Five Year Program for Road Safety Improvement and Speed Restriction, with the recommendation that Council adopt the draft Five Year Program for Road Safety Improvement and Speed Restriction and include year one of the program into the draft 2014/2015 budget for funding consideration.

BACKGROUND

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

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

The five year program is based on the list contained in the study plus the practical knowledge regarding safety issues gathered by staff over many years.

STRATEGIC IMPLICATIONS

The Strategic Community Plan 2013-2023 contains no major objectives or strategies relating to traffic management.

POLICY IMPLICATIONS

Council's *Traffic Management Policy* applies.

STATUTORY ENVIRONMENT

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

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

FINANCIAL IMPLICATIONS

The annual costs for the various projects are listed in the five year program, for consideration for funding year one in the 2013/2014 financial year's budget.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

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

STAFF COMMENT

This proposed five year program is based on the Porter Consulting Town of Cottesloe Traffic Study adopted by Council in August 2008 but not funded for a start in 2009/2010 due to lack of financial capacity and issues of road safety that have become obvious since that study was completed.

At an expenditure rate of approximately \$100,000 per year, many of the points raised and recommended for solution will not be treated in the five year period of this program. Each additional year, further issues will be included for treatment.

Several issues raised are multi functional and could be included in other programs. As example the Torrens Street new footpath could be included under the disability program to provide paths in streets that do not have them.

A number of other treatments will be applied for through the Main Roads WA Black Spot grant program, which should reduce the cost to Council and speed the program up.

A balance of needs has been created in this five year program, for the safety of drivers, cyclists and pedestrians, as well as the aim of reducing driving speeds on busy roads.

VOTING

Simple Majority

OFFICER RECOMMENDATION

THAT Council adopt the draft Five Year Program for Road Safety Improvement and Speed Restriction and include year one of the program into the draft 2014/2015 budget for funding consideration.

Lapsed for want of a mover or seconder

NEW MOTION & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Angers

THAT Council:

- 1. Endorse the overall expenditures contained with the 5 Year Program in order to inform the 2014/15 Budget.**
- 2. Defer consideration of the detail of the Five Year Program to March 2014 to enable an Elected Member Workshop to be conducted, with a focus on Year One of each plan.**

Carried 5/0

10.2.20 FIVE YEAR CYCLING FACILITIES PLAN

File Ref: SUB/707
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

This report provides an updated Five Year Cycling Facilities Plan, with the recommendation:

That Council budget \$50,000 per year for five years to improve cycling facilities in the Town of Cottesloe, with the widening of the Raia Roberts dual use path to 3.0 metres to be the major project, until completed.

BACKGROUND

Over a number of years, Council has had various cycling paths and facilities installed, based on the old regional bike plan priorities.

With the new Bike Plan adopted in 2008 and recognised by the then Department for Planning and Infrastructure, the priorities recommended in the plan become worthy of consideration for bicycle network annual grant funding. The Bike Plan should also be the basis of Council's budgeted works program to justify consideration for grant funding.

Therefore the recommended priorities included in the Bike Plan form the basis of the five year program. This was presented to Council in 2009 and adopted.

STRATEGIC IMPLICATIONS

The Town of Cottesloe Strategic Community Plan 2013 to 2013 includes:

Priority Area One: Protecting the wellbeing of residents and visitors

Major Strategy 1.1: Develop an "integrated strategy" that includes cycling, park and ride, Cott Cat, public transport and parking management strategies to meet the need of pedestrians, cyclists and other non-vehicular traffic.

Priority Area Three: Enhancing beach access and the foreshore

Major Strategy 3.2: Continue to improve access to beach facilities

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

This is an updated five year program which was included in the previous budget as a standard inclusion. At various times, different improvements have been funded on an 'as needed' basis.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Improved cycling facilities is a strong objective for sustainability in Cottesloe, particularly to have trips undertaken by bicycles not vehicles.

CONSULTATION

Occurred as part of the process to establish the new Bike Plan in 2008 and in 2013, a "Cycling in Cottesloe" Community Feedback form was introduced in the Have a Say part of Council's web page.

STAFF COMMENT

The Cottesloe Bike Plan 2008 – 2013 included a list of small "spot" projects and five major projects. The majority of the "spot" projects have been completed or were found to be the responsibility of Main Roads WA, Claremont or Peppermint Grove Councils, or the Public Transport Authority, where works proposed are on land controlled by those organisations, not the Town of Cottesloe.

Of the five major projects listed in the Bike Plan, two are Main Roads WA responsibility – the Principal Shared Path on Curtin Avenue and the replacement and/or widening of the Eric Street bridge to carry a cycle path. A third project, widening of the Forrest Street footpath to a 3.0m wide dual use path, will be completed by the end of June 2014.

The fourth project is the conversion of one side of parking bays on Marine Parade to a bicycle – only lane. This project is very controversial and Council has neither removed it from the Plan or pushed for the conversion.

The fifth project is the widening of the Raia Roberts narrow dual use path for the 4km ocean frontage west of Marine Parade to 3.0 metres. A grant application to start this work for 1.0km south of the Cottesloe Surf Life Saving Club building was applied for last financial year was not successful. A new application has been made for this financial year, but will not be determined for at least another two months. That application under the Perth Bicycle Network Grant System through the Department of Transport is for \$50,000 out of a total project cost of \$102,000 for one kilometre of widening.

The creation of a "Have Your Say" on bicycle facilities on Council's webpage in late 2013 resulted in a number of submissions but did not expose any more needs to that

already known, particularly to complete the Principal Shared Path along Curtin Avenue,

It is therefore proposed that an annual \$50,000 be allocated for cycling facilities, compared to the previous allowance of \$15,000, with every opportunity taken to apply for grant funds to expand this allocation.

This \$50,000 would be used to extend the widening of the Raia Roberts path south from the Cottesloe Surf Life Saving Club building for several years with or without successful grant applications.

Separate to this program, improved cycle facilities would continue to be funded in the Cottesloe town centre and foreshore redevelopment.

VOTING

Simple Majority

OFFICER RECOMMENDATION

THAT Council budget \$50,000 per year for five years to improve cycling facilities in the Town of Cottesloe, with the widening of the Raia Roberts dual use path to 3.0 metres to be the major project, until completed.

Lapsed for want of a mover or seconder

NEW MOTION & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Angers

THAT Council:

- 1. Endorse the overall expenditures contained with the 5 Year Program in order to inform the 2014/15 Budget.**
- 2. Defer consideration of the detail of the Five Year Program to March 2014 to enable an Elected Member Workshop to be conducted, with a focus on Year One of each plan.**

Carried 5/0

10.3 FINANCE

10.3.1 BUDGET REVIEW

File Ref: SUB/1369
Attachments: [Budget Review for the Year Ended 30 June 2014](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

Council is being asked to consider the Budget Review undertaken in January 2014, along with a series of recommended budget amendments.

BACKGROUND

Each year, Council is required to consider a review of its budget, using at least 6 months of “actuals” as a basis for this review. This requirement is given in the *Local Government (Financial Management) Regulations 1996 (Regulation 33A)*.

Administration have reviewed each line item of the budget and presented working papers to a Council workshop held Wednesday 6 February 2014. Following this workshop, the budget review was finalised and readied for presentation to Council.

STRATEGIC IMPLICATIONS

The Budget Review has identified a surplus that can be allocated to a series of areas. The allocations recommended will allow Council to progress works in the Town Centre – while maintaining a strong financial position and minimising rating pressures in the short to mid term.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996.

Regulation 33A

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
 - (2A) The review of an annual budget for a financial year must –
 - (a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
-

- (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out, it is to be submitted to council.
- (3) A council is to consider the review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
**Absolute majority required*
- (4) Within 30 days after the council has made a determination, a copy of the review and determination is to be provided to the Department.

FINANCIAL IMPLICATIONS

The Town finds itself in the fortunate position of a forecast surplus. This is due to a number of factors (explained in more detail below) but in summary parking and development revenues are up and spending is within (or below) forecasts in most budget codes – resulting in a forecast surplus.

There are several ways to manage a likely surplus. These are;

- a. Do nothing and allow for the carry forward surplus to be used in the next budget cycle;
- b. Allocate the surplus to projects to ensure its spent by the end of the year; or
- c. Allocate the surplus to reserves.

Each option has its advantages– with the best outcome being a combination of the three.

If possible, it is always best to carry a small surplus forward into the next financial year to allow for any unforeseen circumstances. When allocating a surplus at the mid-year budget review, it is prudent to allow a small portion of that surplus to carry forward.

If there are projects that have been omitted from the budget (to contain rate increases), or expenditure that would be incurred in the following years in any case, these projects should be considered to be brought forward. The excess capacity can then be used to reduce rate pressure in the following years.

Allocating funds to Reserves (or reducing budgeted transfers from reserves), also reduces rate pressure in outward years, by allowing projects to be funded from savings rather than rates. This is particularly important in years where there are increased cost pressures from inflation or because large projects have cost over runs. Reserves also allow Council to allocate to projects they consider worthwhile at any time, as all that is needed to access the funds (for their allocated purpose) is a

budget variation. A recent example of this is the Station Street Sump project, which is being fully funded from reserves, and was actioned separately to the budget cycle. Council has the option of doing all three this year. There are a series projects there were omitted from the original budget in order to keep rate increases within the desired level. As conditions have improved, these projects can now be brought back into the current year. There is also the capacity to make an allocation to reserves, to increase financial strength and allow for worthy projects at a later date – while still allowing for a small carry forward surplus to be budgeted for.

With the proposed increase in reserves and projects brought forward, (and based on the contents of the 5 year plans and reduced operating costs) it is possible that Council will be able to contain rate increases in the short to mid-term – without impacting on service provision or asset maintenance obligations.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Senior Staff and Council have been consulted in the preparation of the mid-year budget review.

STAFF COMMENT

Overall the Town is largely tracking on budget. There was a higher than anticipated surplus brought forward from the 2012/2013 financial year (\$362,176), however this is mainly due to the timing of many projects that spanned the financial year. As these projects have now been completed, the actual bottom line impact is quite small.

In the initial budget, a conservative figure for parking revenue was used – due to the uncertainties that surround this particular revenue stream. To allow for projects to be allocated against the likely result, a reserve transfer was scheduled in the budget, but it was noted that this would be reviewed if revenue streams allowed. As the revenue stream is largely tracking as anticipated, these reserve transfers can be wound back.

The Town also appears to be on track to receive approximately \$70,000 in interim rates. During the budget process, several engineering projects were placed on hold, subject to receiving interim rate revenue. As this revenue has now eventuated, the engineering projects can also be reinstated.

When the above factors are considered, the actual bottom line for this review is a surplus amount of approximately \$160,000. For a budget of this size, this is a relatively small amount, and consists largely of additional revenue from the issue of building licenses and planning fees, as well as a range of minor budget changes. During the workshops a number of options for these funds were raised, and from these discussions it is recommended that the funds be allocated to projects within the Town Centre.

As many of the projects in the Town Centre can be initiated with relatively short lead times and are contained within the Town's forward plans, it makes sense to allocate any surplus to this area – as it will result in improved infrastructure and less budgetary pressure in future years. The budget amendments listed on pages 2 and 3 of the budget review document (last section) contain slightly more than the \$160,000 being allocated to Town Centre Projects (\$200,000) with the balance coming from slightly reduced reserve transfer reductions. This will be closely monitored and if it appears that the funds will not be able to be spent on the Town Centre this financial year, a report will be forwarded to move the balance of the funds to the Infrastructure Reserve – to ensure they are spent on relevant projects, rather than allowing any excess funds to fall back into general operating revenue.

VOTING

Absolute Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Mayor Dawkins

THAT Council

- 1. Adopt the budget review as presented to the Works and Corporate Services Meeting, as set out in attachment 1.**
- 2. Amend the budget for the year ended 30 June 2013 as per the “Schedule of Budget Amendments” on pages 2 and 3 of the Budget Review (attachment 1).**

Carried 5/0

**10.3.2 STATUTORY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2013
TO 31 DECEMBER 2013**

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Statutory Financial Statements and other supporting financial information to Council for the period 1 July 2013 to 31 December 2013.

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 operating revenue of \$32,633 or 2% less than 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 \$85,480 or 1% less than year to date budget. Capital expenditure is reported in detail on pages 23 to 26 of the attached Financial Statements.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Mayor Dawkins

THAT Council receive the Statutory Financial Statements including other supporting financial information as submitted to the 18 February 2014 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.3 SCHEDULES OF INVESTMENTS AND LOANS AS AT 31 DECEMBER 2013

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Schedule of Investments and the Schedule of Loans as at 31 December 2013, as included in the attached Financial Statements.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Schedule of Investments on page 19 of the attached Financial Statements shows that \$5,353,103.92 was invested as at 31 December 2013. Approximately 35% of the funds are invested with National Australia Bank, 28% with Bankwest, 19% with Commonwealth Bank of Australia and 18% with Westpac Bank.

The Schedule of Loans on page 20 of the attached Financial Statements shows a balance of \$5,694,548.91 as at 31 December 2013. Included in this balance is \$315,070.27 that relates to self supporting loans.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Mayor Dawkins

THAT Council receive the Schedule of Investments and the Schedule of Loans as at 31 December 2013. These schedules are included in the attached Financial Statements as submitted to the meeting of the Works and Corporate Services Committee on 18 February 2013.

Carried 5/0

10.3.4 LIST OF ACCOUNTS FOR THE MONTH OF DECEMBER 2013

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Wayne Richards
Finance Manager
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the list of accounts paid for the month of December 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 for the month of December 2013 is included on pages 11 to 16 of the attached Financial Statements. The following significant payments are brought to Council's attention;

- \$35,111.91 to Melville Mazda for a new passenger vehicle
- \$40,077.20 to B & B Waste Contractors for waste collection services
- \$48,787.06 to WMRC for waste disposal services
- \$49,573.63 to Transpacific Cleanaway for waste collection services
- \$48,400.00 to Claremont Asphalt for car park construction works
- \$153,826.75 to Mastec Australia Pty Ltd for the supply of waste bins for the introduction of a new bin system

- \$36,754.57 to Macfield Construction Pty Ltd for construction works at the disability footpath at the foreshore.
- \$365,633.87 to the Department of Fire and Emergency Services for the second quarter of the emergency services levies
- \$82,079.81, \$89,135.35 & \$91,919.96 to Town of Cottesloe staff for fortnight payroll

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Mayor Dawkins

THAT Council receive the list of accounts paid for the month of December 2013 as included in the attached Financial Statements, as submitted to the 18 February 2014 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.5 RATES AND SUNDRY DEBTORS REPORTS AS AT 31 DECEMBER 2013

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Rates and Sundry Debtors Reports, as included in the attached Financial Statements, to Council.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Sundry Debtors Report on page 21 of the attached Financial Statements shows a total balance outstanding of \$35,797.24 as at 31 December 2013. Of this amount, \$9,929.87 relates to the current period and the balance of debtors is \$25,867.37.

The Rates and Charges Analysis on page 22 of the attached Financial Statements shows a total balance outstanding of \$2,090,901.03 of which \$463,075.17 and \$177,114.03 relates to deferred rates and outstanding emergency services levies respectively. The Statement of Financial Position on page 4 of the attached Financial Statements shows total rates as a current asset of \$2,108,913 as compared to \$1,918,052 this time last year.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Mayor Dawkins

THAT Council receive the Rates and Charges Analysis Report and Sundry Debtors Report as at 31 December 2013 as submitted to the 18 February 2014 meeting of the Works and Corporate Services Committee.

Carried 5/0

**10.3.6 STATUTORY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2013
TO 31 JANUARY 2014**

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present the Statutory Financial Statements and other supporting financial information to Council for the period 1 July 2013 to 31 January 2014.

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 operating statement on page 1 of the reports shows revenue exceeding budget by \$137,427 (9%) and operating expenditure under budget by \$409,524 (7%). The majority of these variations relate to the timing of operations, however a detailed list of variations and explanations can be found on page 7 of the reports.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Mayor Dawkins

THAT Council receive the Statutory Financial Statements including other supporting financial information as submitted to the 18 February 2014 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.7 SCHEDULES OF INVESTMENTS AND LOANS AS AT 31 JANUARY 2014

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present the Schedule of Investments and the Schedule of Loans as at 31 January 2014, as included in the attached Financial Statements.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The schedule of investments and loans on page 19 of the attached financial statements shows that \$4,899,109 was invested as at 31 January 2014. Of that amount approximately 38% was with the National Australia Bank, 19% with Westpac and 21% with both Bankwest and Commonwealth Banks.

The schedule of loans on page 20 of the attachments shows a balance of \$5,694,548.91 as at 31 January 2014. Included in this balance is \$315,070.27 that relates to self supporting loans.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Mayor Dawkins

THAT Council receive the Schedule of Investments and the Schedule of Loans as at 31 January 2014. These schedules are included in the attached Financial Statements as submitted to the meeting of the Works and Corporate Services Committee on 18 February 2013.

Carried 5/0

10.3.8 LIST OF ACCOUNTS FOR THE MONTH OF JANUARY 2014

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present the list of accounts paid for the month of January 2014, 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 for payment for the month ended 31 January 2014 is included on page 11 to 16 of the attached reports. The following significant payments are brought to Council's attention;

- \$38,081 Grand Toyota - New Toyota Rav4
- \$29,181.43 Surf Life Saving WA – Life Saving Contract
- \$73,856 PRW Contracting PTY Ltd – Car park works on Forrest Street
- \$39,529.98 WMRC – Transfer station waste disposal fees
- \$64,964 Perth Waste – Domestic and Commercial Waste Collection
- \$29,069.70 TAPSS – Council Contribution 1 January 14 to 30 June 2014

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Mayor Dawkins

THAT Council receive the list of accounts paid for the month of January 2014 as included in the attached Financial Statements, as submitted to the 18 February 2014 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.9 RATES AND SUNDRY DEBTORS REPORTS AS AT 31 JANUARY 2014

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 18 February 2014
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present the Rates and Sundry Debtors Reports, 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 page 21 of the attached financial statements shows a balance of \$28,113.52 of which \$6,056.18 relates to the current month, as at 31 January 2014. This leaves a balance outstanding of \$22,057 which is within the expected range for this report.

The rates and charges analysis on page 22 shows a total balance of \$1,470,001.68 of which \$177,317 and \$442,527 relate to deferred rates and outstanding ESL payments. These amounts are within the expected range for this time of the year.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Mayor Dawkins

THAT Council receive the Rates and Charges Analysis Report and Sundry Debtors Report as at 31 January 2014 as submitted to the 18 February 2014 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 7:22 PM.

CONFIRMED: PRESIDING MEMBER_____DATE:../../...