

TOWN OF COTTESLOE



WORKS AND CORPORATE SERVICES COMMITTEE

MINUTES

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

CARL ASKEW
Chief Executive Officer

21 March 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 6:00 PM.

2 DISCLAIMER

The Presiding Member drew attention to the Town's disclaimer.

3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

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

Nil

4.2 PUBLIC QUESTIONS

Nil

5 PUBLIC STATEMENT TIME

Nil

6 ATTENDANCE**Present**

Cr Robert Rowell	Presiding Member
Mayor Jo Dawkins	
Cr Helen Burke	Left at 6:25 PM
Cr Peter Jeanes	
Cr Sally Pyvis	

Officers Present

Mr Carl Askew	Chief Executive Officer
Mr Mat Humfrey	Manager Corporate & Community Services
Mr Geoff Trigg	Manager Engineering Services
Mr Andrew Jackson	Manager Development Services
	Arrived at 6:50 PM
Mrs Siobhan French	Administration and Governance Officer

Gallery

Media (1)

6.1 APOLOGIES

Cr Philip Angers

Officer Apologies

Nil

6.2 APPROVED LEAVE OF ABSENCE

Nil

6.3 APPLICATIONS FOR LEAVE OF ABSENCE

Moved Cr Jeanes, seconded Mayor Dawkins

THAT Cr Rowell's request for leave of absence from the April Works and Corporate Services Committee meeting be granted.

Carried 5/0

7 DECLARATION OF INTERESTS

Nil

8 CONFIRMATION OF MINUTES

Moved Cr Jeanes, seconded Mayor Dawkins

[Minutes February 18 2014 Works and Corporate Services Committee.docx](#)

The Minutes of the Ordinary meeting of the Works And Corporate Services Committee, held on 18 February 2014 be confirmed.

Carried 5/0

9 PRESENTATIONS**9.1 PETITIONS**

Nil

9.2 PRESENTATIONS

Nil

9.3 DEPUTATIONS

Nil

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

Committee referred to the previous Elected Member workshop in relation to the Town's Five Year Plans and as a consequence the following items were dealt with "en bloc":

10.2.1 Five Year Major Road Rehabilitation and Improvement Program

10.2.2 Five Year Local Road Rehabilitation and Improvement Program

- 10.2.3 Five Year Plan – Natural Areas Management
- 10.2.4 Five Year Playground Capital Improvement Program
- 10.2.5 Five Year Reticulated Areas and Groundwater Bores Plan
- 10.2.6 Five Year Plan – Buildings
- 10.2.7 Five Year Footpath Replacement Program
- 10.2.8 Five Year Program – Cottesloe Civic Centre Surrounds – Heavy Maintenance and Restoration
- 10.2.9 Five Year Plant Replacement Program
- 10.2.10 Five Year Plan – Laneways Upgrading
- 10.2.11 Five Year Program – Road Safety Improvement and Speed Restriction

The following items were dealt with “en bloc”:

- 10.3.2 Statutory Financial Reports for the Period 1 July 2013 to 28 February 2014
- 10.3.3 Schedules of Investments and Loans as at 28 February 2014
- 10.3.4 List of Accounts Paid for the Month of February 2014
- 10.3.5 Rates and Sundry Debtors Reports as at 28 February 2014

10 REPORTS

10.1 ADMINISTRATION

10.1.1 2014 WHALEBONE CLASSIC

File Ref: SUB/1793
Attachments: [Whalebone Classic Event Application Form](#)
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Sherilee Macready
Community Development Officer
Proposed Meeting Date: 18 March 2014
Author Disclosure of Interest Nil

SUMMARY

On Friday 11 July, Saturday 12 July and Sunday 13 July 2014, Fun's Back Surf Shop would like to hold their annual Whalebone Classic at Isolators Reef Cottesloe. The event will be organised by Peter Dunn and Simone Quartermaine, owners of Fun's Back Surf Cottesloe, with support from the Cottesloe Longboard Club.

BACKGROUND

The Whalebone Classic is a local event, consisting primarily of a two day professional longboard surfing competition. It has been running for the past 16 years without incident. This year, organisers would like to extend the event to a third day so they will have the capacity to invite surfers from the international circuit to compete in the event.

A marquee tent will be set up for local sponsors to advertise their surf wares. Profits over the weekend are then distributed to Surf Aid International and other not-for-profit organisations.

With 130 competitors expected, together with attending spectators, extra toilets will be provided by the organisers. Rubbish bins are required, which have been supplied by Council in previous years in support of this community event.

There will also be a designated area for complimentary wine and beer tasting from 2.30pm – 4.30pm as has been provided in previous years, and a licensing permit is to be finalised from the Department of Racing, Gaming and Liquor before the event date.

Event commentators will make brief announcements from 7.00am – 5.00pm on each day of the competition.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Beaches and Beach Reserves Policy

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

There is a small cost in the provision of additional bins for the event, but this can be met within normal operational budgets.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Event organisers are encouraged to manage access to Isolators Reef by competitors and members of the public attending the event, using designated pathways.

CONSULTATION

Nil

STAFF COMMENT

As this is an annual event that has been successfully run in the past, there is no reason why this event should not be approved this year.

If Council charges beach hire for this event, under community classification, it would total \$550 per day. The Town has not charged in the past for the use of Isolators Reef for this event as there is little disruption to other patrons using the area.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Jeanes, seconded Mayor Dawkins

THAT Council approve the 2014 Whalebone Classic as proposed with the following conditions:

- 1. That the event organisers are able to provide proof of adequate public liability insurance for all aspects of the event, for no less than \$10 million;**
- 2. Additional toilets are provided to the satisfaction of the Chief Executive Officer;**
- 3. No alcohol is to be served unless a valid licence or permit from the Department of Racing, Gaming and Liquor is provided to the Town prior to the event;**
- 4. That the \$550 fee be waived subject to this support being appropriately acknowledged;**

5. Compliance with the *Environmental Protection (Noise) Regulations 1997*;
6. Compliance with requirements for sanitary facilities, access and egress, first aid and emergency response as per the *Health (Public Buildings) Regulations 1992*.

Carried 5/0

10.1.2 ICEA CLASSIC - 2014

File Ref: SUB/1775
Attachments: [ICEA Event Application Form](#)
[Event Site Map](#)
[Letter Of Support From NCSLSC](#)
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Sherilee Macready
Community Development Officer
Proposed Meeting Date: 18 March 2014
Author Disclosure of Interest Nil

SUMMARY

The Indigenous Communities Education & Awareness (ICEA) Foundation is seeking approval for the 5th ICEA Classic Event, to be held at The Cove, Cottesloe, and its adjacent car park, on Saturday 13 September 2014, between 5.30am and 6.30pm. Cottesloe has been involved in the event since its inception in 2010.

BACKGROUND

The ICEA Classic is an annual youth run surfing event and cultural day organised by not-for-profit organisation, ICEA Foundation, with primary aims to:

- promote mutual respect in the community;
- raise participant's awareness of indigenous cultures;
- create positive experiences for indigenous and non-indigenous relationships; and
- to grow community awareness of environmental sustainability.

The event has to date been held successfully at The Cove, 100m north of Isolators Reef, with primary support from North Cottesloe Surf Life Saving Club and additional support from Cottesloe Surf Life Saving Club.

The 2013 event saw the event site space increase to include the utilisation of the car park adjacent to The Cove. Organisers would like to again include this space as part of their 2014 event (refer attached Map), as it proved a successful addition to their growing event.

With 70 competitors expected, together with a few thousand spectators, extra toilets and rubbish bins will be provided by the organisers.

Event commentators will make brief announcements from 8.00am – 5.00pm on the day of the competition.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

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

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Event organisers are encouraged to manage access to the reef and vegetation areas at The Cove by competitors and members of the public attending the event, using designated pathways.

CONSULTATION

Officers sought feedback from North Cottesloe Surf Life Saving Club and Cottesloe Surf Life Saving Club to gauge their support for the event.

North Cottesloe Surf Life Saving Club stated that they endorse all programs organised by the ICEA Foundation and will provide water safety and other assistance for this year's event. Cottesloe Surf Life Saving Club stated that they will support the event by working together with the North Cottesloe Surf Life Saving Club.

The Sustainability Officer has indicated that she would investigate options for employing the Cott Cat bus for peak times of the event, as per the 2013 event, on the condition that organisers increase promotion of the service to attending patrons. Organisers have indicated that they would like to meet with the Sustainability Officer to discuss sustainability and environmental awareness ideas for the event.

STAFF COMMENT

A map of the event site, including the location of the marquee has been provided. A current Public Insurance Certificate to cover the event will be provided prior to the event. A Project Management Plan which includes a Risk Assessment Plan will also be provided prior to the event.

The event will result in the car park closure at The Cove for at least 24 hours, however, as the location is south of Cottesloe Main Beach, it should provide little disruption to other patrons using the beachfront.

If Council charges beach hire for this event, under community classification, it would total \$550. The Town has not charged in the past for the use of The Cove for this event as there is little disruption to other patrons using the area.

Due to the success of the organiser's previous events, the officer recommendation is to approve this application.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Burke

THAT Council approve the application to hold the 5th ICEA Classic Event at The Cove and its adjacent car park on Saturday 13 September 2014, from 5.30am to 6.30pm subject to the following conditions:

- 1. Adequate arrangement for rubbish collection and removal, including the provision for recycling;**
- 2. The event complies with the requirements for sanitary facilities, access and egress, first aid and emergency response as per the *Health (Public Buildings) Regulations 1992*;**
- 3. The event complies with the *Environmental Protection (Noise) Regulations 1997*;**
- 4. All signage to be approved by the CEO one month prior to the event;**
- 5. Provision of a 'certificate of currency' to satisfy that the organisers have adequate public liability and event insurance;**
- 6. That the \$550 fee be waived subject to this support being appropriately acknowledged.**

Carried 5/0

10.1.3 REVIEW OF THE PURCHASE ORDERS POLICY

File Ref: POL/63
Attachments: [Purchase Orders Policy](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 18 March 2014
Author Disclosure of Interest Nil

SUMMARY

The Town's policy on purchase orders is due for review in October this year. The review has been completed and a revised policy drafted for Council's consideration.

BACKGROUND

The policy on who can issue purchase orders guides the Chief Executive Officer in delegating this authority appropriately. It names several positions and provides the amount that each should be allowed to authorise.

The policy has been in place since 2006 and has operated as intended.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

The relevant sections of the Local Government Act are sections 5.42 to 5.44 inclusive. These sections deal with the provisions for a Council to delegate functions to the Chief Executive Officer, and the subsequent delegating of power from the Chief Executive Officer to other staff.

FINANCIAL IMPLICATIONS

Nil – while this item deals with the authorisation of expenditure, it is only dealing with expenditure that has been authorised as a part of the normal budgeting processes.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Senior staff

STAFF COMMENT

The only recommended change to the policy is to increase the number of officers who are able to commit to relatively small amounts of expenditure (\$250).

While there is certainly some requirement to limit the number of people who are authorised to commit the Town's funds, there is also some basis for not tying up senior staff member's time with authorising expenditure which is of a routine and trivial nature. It's also worth noting that all payments are authorised separately to the signing of purchase orders and payments are regularly checked by both management and the Town's Auditors as a part of the normal course of business.

The changes in this policy attached simply allow officers who are responsible for certain functions or activities to authorise expenditure on things that would be considered routine items. This will not only save the individual officer's time by not requiring purchase orders to be counter signed, it would also save the time of senior staff, who would be spending less time on relatively minor matters.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Pyvis

THAT Council adopt the amended policy "Purchase Orders" as included in Attachment 1 and reported to the Works and Corporate Services Committee of 18 March 2014.

Carried 5/0

10.1.4 COMPLIANCE AUDIT RETURN FOR 2013

File Ref: SUB/1634
Attachments: [Compliance Audit Return 2013](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Carl Askew
Chief Executive Officer
Proposed Meeting Date: 18 March 2014
Author Disclosure of Interest Nil

SUMMARY

A recommendation is made to adopt the Compliance Audit Return for 2013 and authorise the Mayor and CEO to certify same so that it may be returned to the Department of Local Government and Communities.

BACKGROUND

Each year the Department of Local Government issues a Statutory Compliance Audit return that covers a wide range of mandatory actions required of staff, elected members and the Council as a whole under the provisions of the *Local Government Act (1995)*.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Section 7.13 of the *Local Government Act (1995)* provides, in part, that

Regulations may make provision-

- (1) *Requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are –*
- (i) *Of a financial nature or not; or*
 - (ii) *Under*

Regulation 13 of the *Local Government (Audit) Regulations 1996* sets out the specific areas that are subject to audit.

Regulation 14 of the *Local Government (Audit) Regulations 1996* reads as follows:

14. Compliance audit return to be prepared

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*

- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3) *A compliance audit return is to be –*
- (a) Presented to the council at a meeting of the council;*
 - (b) Adopted by the council; and*
 - (c) Recorded in the minutes of the meeting at which it is adopted.*

FINANCIAL IMPLICATIONS

No financial resource impact.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Compliance Audit Return (CAR) for 2013 has been completed and it is recommended that Council adopt the CAR and authorise the Mayor and CEO to certify same so that it can be forwarded to the Department of Local Government.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council adopt the Compliance Audit Return for 2013 as submitted to the Works and Corporate Services Committee on 18 March 2014 and authorise the Mayor and CEO to certify same so that it may be returned to the Department of Local Government.

Carried 5/0

10.2 ENGINEERING

10.2.1 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 March 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

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

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.

Carried 5/0

10.2.2 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 March 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 & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

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.

Carried 5/0

10.2.3 FIVE YEAR PLAN - NATURAL AREAS MANAGEMENT

File Ref: SUB/707
Attachments: [Natural Areas Management 5 Year Plan](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 18 March 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.

The NAMP was developed in consultation with Cottesloe Coastcare

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

COMMITTEE DISCUSSION

Cr Rowell commented on the use of native vegetation on Council verges and referenced the need to have them maintained. The Manager Engineering Services (MES) commented that the Town has an application process for such verge treatments and that many verges at the moment appear in poor condition due to the dry summer. The MES advised Committee that it is the property owners' responsibility to maintain their own verges. Committee also discussed the need to maintain the entry points (verges) to Cottesloe and Cr Pyvis stressed the importance of using native plants in a drying climate, citing examples of exemplary native vegetation verges.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

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.

Carried 5/0

10.2.4 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 March 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-all surfacing as compared to sand areas.

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

STRATEGIC IMPLICATIONS

Under Council's 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 & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

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.

Carried 5/0

10.2.5 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 March 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 & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

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.

Carried 5/0

10.2.6 FIVE YEAR PLAN - BUILDINGS

File Ref: SUB/707
Attachments: [Five Year Capital Works Building Refurbishment Program](#)
Responsible Officer: Carl Askew
Author: Geoff Trigg
Proposed Meeting Date: 18 March 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 & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

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.

Carried 5/0

10.2.7 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 March 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 & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

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.

Carried 5/0

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

File Ref: SUB/707
Attachments: [Plan of 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 March 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 & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

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.

Carried 5/0

10.2.9 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 March 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 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 & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

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.

Carried 5/0

10.2.10 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 March 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 5 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 & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

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.

Carried 5/0

10.2.11 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 March 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 & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

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.

Carried 5/0

10.2.12 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 March 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

COMMITTEE DISCUSSION

Committee discussed a number of issues related to cycle ways and facilities within the Town and the need for cycling facilities to focus on assisting local residents to cycle around the suburb. The Manager Engineering Services advised that the Sustainability Officer recently sought community feedback on the Local Bike Plan, with the many of the respondents expressing the need for the Principal Shared Path to be widened and the Eric Street bridge to be made less dangerous for cyclists. Committee discussed potential new locations for bike paths and setting speed limits for cyclists. Committee concluded that the issues should be discussed in more detail at the next Bike Plan Review Working Group Meeting.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

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.

Carried 5/0

Cr Burke left the meeting at 6:25 PM and did not return.

10.3 FINANCE

10.3.1 BUDGET AMENDMENT – PURCHASE OF BEACH WHEELCHAIRS

File Ref: SUB/1369
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 18 March 2014
Author Disclosure of Interest: Nil

SUMMARY

Council is being asked to consider a budget amendment to allow for the purchase of two beach wheelchairs, as per the resolution of the Disability Services Advisory Committee.

BACKGROUND

The Town has taken a number of steps in the past to improve universal access to the beaches it manages. Appropriate paths have been installed at both Cottesloe and North Cottesloe Beaches and North Cottesloe have in place beach wheelchairs, designed specifically to allow people who require a wheelchair to be able to access the water.

In recent times the lack of a beach wheelchair at Cottesloe Beach has provided an obstacle to people with limited mobility enjoying the beach. This issue has been considered by the Town's Disability Services Advisory Committee, who have considered many possible solutions.

As a part of their discussion, it was suggested that the Town purchase two wheelchairs for Cottesloe Beach, one designed specifically to assist people entering the water, the other to allow people to move on the sand environment.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

The cost of the equipment is estimated at \$10,000.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

The Town's Disability Services Advisory Committee has been extensively consulted on this issue. They have resolved at their meeting on Tuesday 25 February 2014 to request the purchase of this equipment as soon as possible.

STAFF COMMENT

The reason for two wheelchairs at Cottesloe Beach is due in part to the number of "non-swimming" events that occur at the beach. These include things such as weddings, significant family events and Sculpture by the Sea, which would require a person to navigate the sand areas, without specifically wanting to go for a swim. The second use requires a wheelchair to facilitate entry to the water, which has a second and significantly different set of design parameters.

The Committee have investigated and discussed two options, which cover off the requirements above. The estimated cost of purchasing and initially implementing the chairs use is \$10,000.

During the budget review last month, the Town left approximately \$10,000 unallocated from the projected surplus, which could be allocated to this project. It would represent a significant improvement for beach access for the aged and people with disabilities.

Administration staff are also working on two options for the booking and management of the beach wheelchairs. During the week it is expected that the professional life guards would be available to sign in and out the equipment to people who have a booking. For the weekends, ideally, Cottesloe Surf Life Saving Club (CSLSC) would be available to sign chairs in and out as required, however, they have not yet agreed to this. While negotiations will continue, in the event they do not agree, alternatives will need to be found. One such option is for a key holder to be located nearby, with users picking up the key as required and dropping it off when finished.

The equipment will need to be stored at the beach pavilion. The former ranger's office is no longer used by the Town and would be available for use. While not ideal, it will provide an interim measure. A more suitable location, within the CSLSC facilities would be preferred and negotiations with surf club will continue on this track.

This equipment will be offered on an un-assisted basis. People making bookings will be required to acknowledge that the equipment is provided as is, and that users and their carers will need to satisfy themselves that the equipment is suitable for their use before they use it. The Town's insurers will be involved in the development of any such form, however other local governments operate similar facilities so no significant obstacles are anticipated.

VOTING

Absolute Majority

COMMITTEE DISCUSSION

Committee discussed the operational aspects of booking the wheelchairs and sought further information on the request to purchase the beach wheelchairs. The Manager Corporate and Community Services (MCCS) provided a background into the need for beach wheelchairs, advising that the Town's Disability Services Advisory Committee has been working for several years to provide universal access to Cottesloe Main Beach. The MCCS explained that the last hurdle is assisting people with disabilities to move around on the sand and access the water. The MCCS added that one wheelchair is primarily suitable for use on the sand whereas the other wheelchair can be entered into the water.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Jeanes, seconded Mayor Dawkins

THAT Council, by Absolute Majority, amend the budget for the year ended 30 June 2014 to include the following capital expenditure:

Purchase of two beach wheelchairs \$10,000

Carried 4/0

**10.3.2 STATUTORY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2013
TO 28 FEBRUARY 2014**

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 18 March 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 28 February 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 Statement of Financial Activity on page 1 of the attached Financial Statements shows operating revenue of \$309,023 or 17% more than year to date budget. Material variances are outlined on the Variance Analysis report on pages 7 to 10 of the attached Financial Statements. Operating expenditure is \$224,861 or 3% less than year to date budget. Capital expenditure is reported in detail on pages 25 to 28 of the attached Financial Statements.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

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

Carried 4/0

10.3.3 SCHEDULES OF INVESTMENTS AND LOANS AS AT 28 FEBRUARY 2014

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 18 March 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 28 February 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 on page 20 of the attached Financial Statements shows that \$4,440,136.67 was invested as at 28 February 2014. Approximately 31% of the funds are invested with National Australia Bank, 24% with the Commonwealth Bank of Australia, 23% with Bankwest and the remaining 22% with Westpac Bank.

The Schedule of Loans on page 21 of the attached Financial Statements shows a balance of \$5,694,548.91 as at 28 February 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 Cr Jeanes

THAT Council receive the Schedule of Investments and the Schedule of Loans as at 28 February 2014. These schedules are included in the attached Financial Statements as submitted to the meeting of the Works and Corporate Services Committee on 18 March 2014.

Carried 4/0

10.3.4 LIST OF ACCOUNTS FOR THE MONTH OF FEBRUARY 2014

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

SUMMARY

The purpose of this report is to present the list of accounts paid for the month of February 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 paid for the month of February 2014 is included on pages 11 to 17 of the attached Financial Statements. The following significant payments are brought to Council's attention;

- \$48,450.00 to Dielectric Holdings Pty Ltd for the purchase and installation of new CCTV facilities.
- \$158,120.86 to the Shire of Peppermint Grove for the quarterly contribution towards the joint library facility.
- \$216,887.04 to Roads 2000 for road construction works at various locations.
- \$52,581.74 to Perthwaste Green Recycling for waste collection services.
- \$83,343.73 & 86,612.30 for staff fortnightly payroll

- \$200,000.00 to National Australia Bank being a transfer to Council's Investment Account.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

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

Carried 4/0

10.3.5 RATES AND SUNDRY DEBTORS REPORTS AS AT 28 FEBRUARY 2014

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Wayne Richards
Finance Manager
Proposed Meeting Date: 18 March 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 pages 22 and 23 of the attached Financial Statements shows a total balance outstanding of \$49,449.70 as at 28 February 2014. Of this amount, \$33,209.88 relates to the current period and the balance of debtors outstanding is \$16,239.82.

The Rates and Charges Analysis on page 24 of the attached Financial Statements shows a total balance outstanding of \$1,070,101.34 of which \$177,114.03 and \$329,367.57 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 \$1,115,120 as compared to \$1,030,862 the same time last year.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council receive the Rates and Charges analysis report and Sundry Debtors Report as at 28 February 2014 as submitted to the 18 March 2014 meeting of the Works and Corporate Services Committee.

Carried 4/0

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

Nil

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

Nil

12.2 OFFICERS

Nil

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

Moved Mayor Dawkins, seconded Cr Jeanes

In accordance with Standing Orders 15.10 "That the Council meets behind closed doors – Effect of Motion" (LG Act s5.23(2)) that Committee discuss the confidential report behind closed doors.

Carried 4/0

The member of the media was requested to leave the meeting at 6:50 PM.

**13.1.1 SEA VIEW GOLF CLUB BUILDING CONCRETE REPAIRS - TENDERS -
CONFIDENTIAL**

File Ref: SUB/1788
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Andrew Jackson
Manager Development Services
Proposed Meeting Date: 18 March 2014

SUMMARY

Council has received Tenders in response to the Request for Tenders T03/2014 advertised in February, for concrete repairs to the Sea View Golf Club building.

BACKGROUND

In October 2013 Council received a report on the need for significant concrete repairs to the Sea View Golf Club (SVGC) building. Initial quotes ranged from \$90,000 to \$293,400. Council resolved to:

- *Advises Sea View Golf Club that it will agree in principle to equal cost-sharing of the concrete repairs, and other repairs, identified in the Structural Observation Report, on the basis of the current loan from the Town to the Club being extended for a duration covering agreed repayment installments.*
- *Requests officers to obtain further quotes for the concrete repairs, and other repairs, identified in the Structural Observation Report, in consultation with Sea View Golf Club.*
- *Requests officers, based on the costs determined for all of the repairs, to formalise the loan extension with Sea View Golf Club and report to Council for the allocation of funds, from existing budget reserves or future Budget, for its contribution to the total cost.*

After obtaining additional quotes it was considered that the potential cost warranted a request for tender process. This report presents the tenders for consideration and selection of a contractor.

STRATEGIC IMPLICATIONS

- The SVGC course is State heritage listed.
- The Club premises form part of the social heritage value although the building has little heritage value architecturally.
- The golf course/building is a key community recreational asset for the Town.

POLICY IMPLICATIONS

- Relates to asset management and recreational resources.

STATUTORY ENVIRONMENT**Local Government Act 1995 (s.5.38)****5.23. Meetings generally open to public**

- (1) Subject to subsection (2), the following are to be open to members of the public —
- (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
- (a) a matter affecting an employee or employees; and
 - (b) the personal affairs of any person; and
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
 - (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;and
 - (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and
 - (h) such other matters as may be prescribed.
-

- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

FINANCIAL IMPLICATIONS

- Previously unforeseen expenditure – for the Town to contribute, Reserve funds or a budget amendment are required.
- The Club currently services a loan from the Town for reticulation equipment that runs until October 2023.

CONSULTATION

- This matter does not involve public consultation.
- The Club's Board has consulted its members who are supportive of the financial arrangement for the repairs.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Jeanes, seconded Cr Rowell

THAT Council accept the tender submitted by Elite Concrete Protection & Repair for the concrete repairs to the Sea View Golf Club building, at a price of \$59,943.58 (including GST) and authorise the Administration to execute the required documents.

Carried 4/0

MOTION FOR BEHIND CLOSED DOORS**Moved Cr Rowell, seconded Mayor Dawkins****“In accordance with Standing Orders 15.10 that the meeting be re-opened to members of the public and the media”****Carried 4/0***The member of the media returned to the meeting at 7:00 PM***13.2 PUBLIC READING OF RECOMMENDATIONS THAT MAY BE MADE PUBLIC****Cr Rowell read aloud the Committee recommendation for item 13.1.1 to the media:****THAT Council accept the tender submitted by Elite Concrete Protection & Repair for the concrete repairs to the Sea View Golf Club building, at a price of \$59,943.58 (including GST) and authorise the Administration to execute the required documents.****Carried 4/0****14 MEETING CLOSURE**

The Presiding Member announced the closure of the meeting at 7:00 PM.

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