City of Rockingham  
Corporate and Engineering Services Committee  
Meeting Minutes  
4:00pm Tuesday 20 August 2013

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<td>Matters Behind Closed Doors</td>
<td>28</td>
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<tr>
<td>19.</td>
<td>Date and Time of Next Meeting</td>
<td>28</td>
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<tr>
<td>20.</td>
<td>Closure</td>
<td>28</td>
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</table>
1. **Declaration of Opening**

The Chairperson declared the Corporate and Engineering Services Committee Meeting open at **4:01pm**, welcomed all present, and recited the Acknowledgement of Country.

2. **Record of Attendance/Apologies/Approved Leave of Absence**

<table>
<thead>
<tr>
<th>2.1 Councillors</th>
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<tbody>
<tr>
<td>Cr Barry Sammels  Chairperson</td>
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<tr>
<td>Cr Ron Pease</td>
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<tr>
<td>Cr Chris Elliott  Deputising for Cr Hill</td>
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<table>
<thead>
<tr>
<th>2.2 Executive</th>
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<tbody>
<tr>
<td>Mr John Pearson  A/Chief Executive Officer</td>
</tr>
<tr>
<td>Mr Chris Thompson  Director Engineering and Parks Services</td>
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<tr>
<td>Mr John Woodhouse  Director Legal Services and General Counsel</td>
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<tr>
<td>Mr Scott Lambie  Manager Engineering Services</td>
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<tr>
<td>Mr James Henson  Manager Parks Development</td>
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<tr>
<td>Mr Allan Moles  Manager Financial Services</td>
</tr>
<tr>
<td>Mrs Brenda Atkins  Human Resource Coordinator</td>
</tr>
<tr>
<td>Mr Aaron Baxter  Coordinator Engineering Development</td>
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<tr>
<td>Mr Peter Varris  Manager Governance and Councillor Support</td>
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<tr>
<td>Mrs Jelette Edwards  Governance Coordinator</td>
</tr>
<tr>
<td>Ms Sue Langley  Secretary Governance and Councillor Support</td>
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<th>2.3 Members of the Gallery:</th>
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<tr>
<th>2.4 Apologies:</th>
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<tbody>
<tr>
<td>Cr Lorraine Dunkling</td>
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<td>Cr Allan Hill</td>
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<tr>
<th>2.5 Approved Leave of Absence:</th>
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<tr>
<td>Nil</td>
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</table>

3. **Responses to Previous Public Questions Taken on Notice**

Nil

4. **Public Question Time**

**4:01pm** The Chairperson invited members of the Public Gallery to ask questions. There were none.
5. **Confirmation of Minutes of the Previous Meeting**

   **Moved Cr Pease, seconded Cr Sammels:**

   That Council **CONFIRM** the Minutes of the Corporate and Engineering Services Committee Meeting held on 16 July 2013, as a true and accurate record.

   Committee Voting – 3/0

6. **Matters Arising from the Previous Minutes**

   Nil

7. **Announcement by the Presiding Person without Discussion**

   4:02pm The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.

8. **Declarations of Members and Officers Interests**

   4:02pm The Chairperson asked if there were any interests to declare. There were none.

9. **Petitions/Deputations/Presentations/Submissions**

   Nil

10. **Matters for which the Meeting may be Closed**

    Nil

11. **Bulletin Items**

    **Corporate and General Management Services Information Bulletin – August 2013**

    **Corporate Services**
    1. Corporate Services Team Overview
    2. Human Resource Update
    3. Project Status Reports
       3.1 Retention and Disposal Project
       3.2 Document Migration Project
       3.3 Digital Preservation Strategy
       3.4 CCTV
       3.5 Warnbro Library Cable Upgrade
       3.6 Safety Bay Library Cable Upgrade
       3.7 ICT Strategic Plan
    4. Information Items
       4.1 List of Payments July 2013
       4.2 Write off Levies
       4.3 Record Keeping Plan

    **Governance and Councillor Support**
    1. Governance and Councillor Support Team Overview
    2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Referendum – Local Government Financial Recognition
   4.2 Local Government Elections 2013
   4.3 National Sea Change Taskforce Newsletter

**Human Resources**
1. Human Resources Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Employee Wellness Programme
   3.2 Corporate Training Programme
   3.4 Leadership & Management Programme
   3.5 Values Programme
   3.6 Occupational Safety & Health Programme
4. Information Items
   4.1 Human Resource Development Quarterly Statistics

**Economic Development**
1. Economic Development Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Leadership Forums
   3.2 Social Media
   3.3 Global Friendship
4. Information Items
   4.1 NBN Rollout
   4.2 Media Tracking

**Strategy Coordination**
1. Strategy Coordination Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Update of Climate Change Response Plan and implementation of Key Action
   3.2 Risk Analysis Framework – Roll out and Audit
   3.3 Risk Management Training
   3.4 Community Engagement Framework: Training and roll-out
4. Information Items
   4.1 Establishing linkages between the Community Plan, the Specific Purpose Plans and the Team Plans
   4.2 2012 Customer Satisfaction Survey
   4.3 Coordinating the development of a 10 year infrastructure plan
   4.4 4th Generation Team Plans
   4.5 Coordinating the development and implementation of a Development Contribution Scheme
   4.6 New Ideas Incentive Scheme
   4.7 City Scoreboard
   4.8 Climate Change Response Strategy
   4.10 Integrated Risk Management Framework for the City of Rockingham
   4.11 LGMA Challenge
   4.12 Other initiatives that the Strategy Coordination team is involved with
**Legal Services & General Counsel**

1. Legal Services & General Counsel Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   - 4.1 Provision of Legal Advice
   - 4.2 Oversight of Systems and Documentation
   - 4.3 Legal Capacity Building

**Committee Recommendation**

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – August 2013 and the content be accepted.

Committee Voting – 3/0

**Engineering and Parks Services Information Bulletin – August 2013**

**Engineering Services**

1. Engineering Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   - 4.1 Delegated Authority for approval of Directional Signage
   - 4.2 Delegated Authority for Thoroughfare Closures
   - 4.3 Local Area Traffic Management and Road Safety Design Projects 2013/2014
   - 4.4 Delegated Authority for Approval of Engineering Drawings- Subdivisions
   - 4.5 Delegated Authority for acceptance of As-Constructed Engineering Drawings - Subdivisions
   - 4.6 Delegated Authority to approve the release of Bonds for private subdivisional works
   - 4.7 Handover Subdivisional Roads
   - 4.8 Mundijong Road Extension Project

**Engineering Operations**

1. Engineering Operations Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   - 4.1 Road Construction Program Roads to Recovery 2013/2014
   - 4.2 Road Construction Program Main Roads Direct Grant 2013/2014
   - 4.3 Road Construction Program Main Roads Grant 2013/2014
   - 4.4 Road Construction Program Federal Black Spot 2013/2014
   - 4.5 Road Construction Program State Black Spot 2013/2014
   - 4.6 Road Construction Program Municipal Works 2013/2014
   - 4.7 Road Renewal Program Municipal Works 2013/2014
   - 4.8 Road Resurfacing Program Municipal Works 2013/2014
   - 4.9 Footpath Construction Program Municipal Works 2013/2014
   - 4.10 Road Maintenance Program 2013/2014
   - 4.11 Passenger Vehicle Fleet Program 2013/2014
   - 4.12 Light Commercial Vehicles Program 2013/2014
   - 4.13 Heavy Plant Program 2013/2014
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<th>Parks Development</th>
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<td>1. Parks Services Team Overview</td>
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<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<td>4. Information Items</td>
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<td>4.1 Groundwater Monitoring</td>
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<td>4.2 Mundijong Road Environmental Offsets</td>
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<td>4.3 Climate Change Mitigation</td>
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<td>4.4 Lake Richmond Heritage Listing</td>
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<td>4.5 Delegated Subdivision Public Open Space Practical Completion</td>
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<td>4.6 Delegated Subdivision Public Open Space Handovers</td>
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<td>4.7 Delegated Public Open Space Approvals</td>
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<td>4.8 Memorial Seat Approvals</td>
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<td>4.9 Armoured Personnel Carrier (APC) for Veterans Memorial Park</td>
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<th>Asset Management</th>
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<td>1. Asset Management Team Overview</td>
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<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<td>3.1 Road condition inspection and modelling</td>
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<td>3.2 Footpath Condition Audit</td>
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<td>3.3 Drainage data collection</td>
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<td>4. Information Items</td>
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<td>4.1 Asset Management Improvement Strategy</td>
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<td>4.2 Asset Systems Management</td>
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<td>4.3 Lease Management</td>
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<th>Building Maintenance</th>
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<td>1. Building Maintenance Team Overview</td>
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<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<td>3.1 Asbestos audit</td>
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<td>4. Information Items</td>
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<td>4.1 Building Maintenance</td>
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<td>4.2 Graffiti Removal</td>
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<th>Procurement and Capital Projects</th>
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<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<tr>
<td>3.1 Coastal Management Consultants (Sand Drift/Erosion Problems)</td>
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<tr>
<td>3.2 Coastal Infrastructure Facilities Consultant (Jetties/Boat Ramp Planning)</td>
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<td>3.3 Lighting Consultants (Technical Planning/Design, Underground Power Program)</td>
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<td>3.4 Major Project Property Development Planning (Design Modifications/Tender Planning/Structural Testing)</td>
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<td>4. Information Items</td>
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<tr>
<td>4.1 Delegated Written Notification of Successful Tenders</td>
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<td>4.2 Delegated Approval of Tenders by CEO</td>
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<td>4.3 Delegated Release of Retention/Bank Guarantees</td>
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<td>4.4 Proposed Shoalwater North Underground Power Project</td>
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<td>4.5 2013 Public Area Lighting and Arterial Lighting</td>
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<td>4.6 Lark Hill Wind Turbine</td>
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<td>4.7 Bent Street Boat Launching Facility – Proposed Navigation Channel</td>
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<tr>
<td>4.8 Point Peron Boat Launching Facility – Design, Demolition and Replacement</td>
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<td>4.9 Aqua Jetty – Replace/Upgrade HVAC Services</td>
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<td>4.10 Bell Park Toilet – Replacement including Curfew Lockout System</td>
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<td>4.11 Baldivis Library and Community Centre – Design</td>
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<td>4.12 Aqua Jetty – Solar Heating</td>
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<td>4.13 Baldivis Old School – Redevelopment</td>
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<td>4.14 Hymus Street Coastal Protection</td>
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<td>4.15 Repair Rock Armour at Various Boat Launching Facilities</td>
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<td>4.16 Challenger Court Electrical System Upgrade</td>
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<td>4.17 Secret Harbour Surf Life Saving Club – Renovation</td>
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<td>4.18 Kent Street Arts Facility</td>
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<td>4.19 Val Street Jetty Design</td>
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<tr>
<td>4.20 Point Peron Geotextile Sand Container Construction (C12/13-74)</td>
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<td>4.21 Administration Building Fire System Upgrade</td>
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<td>4.22 Settlers Hill Toilet Installation (Grice Reserve)</td>
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<tr>
<td>4.23 Mike Barnett Sporting Complex Roof Replacement</td>
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<tr>
<td>4.24 Administration Building Upgrade of BMS</td>
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<tr>
<td>4.25 Rockingham Museum Roof Tiles Replacement</td>
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<tr>
<td>4.26 Aqua Jetty Rockingham Swimming Club Internal Fit out</td>
<td></td>
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<tr>
<td>4.27 Aqua Jetty Rockingham Swimming Club Installation of Shed</td>
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<tr>
<td>4.28 Aqua Jetty 50m Main Pool Resurfacing</td>
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<tr>
<td>4.29 Currie Street Reserve Sports Floodlighting</td>
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<tr>
<td>4.30 City Centre Infrastructure Works Car Park Designs and Construction</td>
<td></td>
</tr>
</tbody>
</table>

### Waste & Landfill Services

1. Waste & Landfill Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Waste kerbside collection
   4.2 240 litre bin recycling service
   4.3 240 litre bin recycling participation statistics
   4.4 Destroyed and stolen refuse bins
   4.5 Landfill statistics
   4.6 Education and promotion
   4.7 Landfill power station
   4.8 T13/14-19 Supply and delivery of one new crawler loader with optional service agreement and optional trade or outright purchase of the City’s existing crawler loader
   4.9 T13/14-20 Supply and delivery of one used 30,000 litre articulated water cart, trade or outright purchase of the City’s existing Volvo 861 articulated water cart

### Committee Recommendation

That Councillors acknowledge having read the Engineering and Parks Services Information Bulletin – August 2013 and the content be accepted.

Committee Voting – 3/0
12. Agenda Items

Corporate Services

Corporate and Engineering Services

Corporate Services

Reference No & Subject: CS-017/13
Change of Basis of Rates

File No: RTV/1-03

Proponent/s: Mr Allan Moles, Manager Financial Services

Author: Mr Allan Moles, Manager Financial Services

Other Contributors: Mr Allan Moles, Manager Financial Services

Date of Committee Meeting: 20 August 2013

Previously before Council: 20 August 2013

Disclosure of Interest: Executive

Nature of Council’s Role in this Matter: Executive

Site: Lot Area:

Attachments: Plan Number 77069 and 77448

Maps/Diagrams:

Purpose of Report

To seek Council’s endorsement of the City’s applications to the Minister for Local Government, to request changes to the basis of rates under Section 6.28(1) of the Local Government Act 1995.

Background

In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be —

(a) where the land is used predominantly for rural purposes the unimproved value (UV) of the land; and

(b) where the land is used predominantly for non-rural purposes, the gross rental value (GRV) of the land.

Council has been using GRV in areas of land used predominantly for non-rural purposes since the 1987/88 financial year. In order to ensure that the rating methodologies applied within the City are equitable for properties with similar land characteristics, where UV land has been subdivided for development, it is considered more appropriate to change the basis of rates from UV to GRV.
As the process to change the basis of rates is administrative in nature, it is considered more efficient to operate under delegated authority with the details being reported to Council through the Information Bulletins.

In September 2011 Council delegated authority to the Chief Executive Officer to make applications to the Minister however when the delegations were reviewed in July 2012 this delegation was missed. It is intended to seek this delegation when the Delegation Register is next reviewed.

### Applications

Applications will be made to the Minister to change the basis of rating on the following properties from UV to GRV:

<table>
<thead>
<tr>
<th>Plan No.</th>
<th>No. of Blocks</th>
<th>Street, Suburb</th>
<th>Former Tenure</th>
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<tbody>
<tr>
<td>77069</td>
<td>59</td>
<td>Smirk Road, Baldivis</td>
<td>Lot 9052</td>
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<tr>
<td>77448</td>
<td>1</td>
<td>Smirk Road, Baldivis</td>
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</tbody>
</table>

The details including copies of the relevant plans are attached.

### Implications to Consider

a. **Consultation with the Community**
   
   Nil

b. **Consultation with Government agencies**
   
   Nil

c. **Strategic**
   
   **Community Plan**
   
   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:

   **Aspiration 15**: Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

d. **Policy**
   
   Nil

e. **Financial**
   
   These properties will cease to be rated under the UV basis as from the date of Ministerial approval and will be rated under the GRV basis from that date onwards.

f. **Legal and Statutory**
   
   Under Section 6.28(1) of the Local Government Act 1995 the Minister is to determine the method of valuation of land to be used by a local government as the basis for a rate.

### Comments

The intention of the previous Council recommendation was to allow the application to change the basis of rates to be made under delegation, with the details reported to Council through the Information Bulletin. This report is to endorse the above applications as the delegation is yet to be reinstated.

### Voting Requirements

Simple Majority
Officer Recommendation

That Council *ENDORSE* the following applications to the Minister for Local Government, to request changes to the basis of rates under Section 6.28(1) of the Local Government Act 1995, to allow these properties to be rated on a Gross Rental Valuation basis:

<table>
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Committee Recommendation

That Council *ENDORSE* the following applications to the Minister for Local Government, to request changes to the basis of rates under Section 6.28(1) of the Local Government Act 1995, to allow these properties to be rated on a Gross Rental Valuation basis:

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Committee Voting – 3/0

The Committee’s Reason for Varying the Officer’s Recommendation

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
### Purpose of Report


### Background

Nil

### Details

The monthly Financial Management Report includes the following:

1. Statement of Financial Activity by Program
2. Statement of Net Current Assets
3. Other schedules and charts for management information purposes.

### Implications to Consider

a. Consultation with the Community
   
   Not Applicable

b. Consultation with Government Agencies
   
   Not Applicable
c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:

   **Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

d. Policy
   Nil

e. Financial
   Major variances (above $250,000) between budget estimates and actual results for the month to which the statement relates are shown in the supporting documentation.

f. Legal and Statutory

Comments
   The numerous variances identified will be reviewed within the next budget review.

Voting Requirements
   Simple Majority

**Officer Recommendation**

**Committee Recommendation**

   **Committee Voting** – 3/0

**The Committee’s Reason for Varying the Officer’s Recommendation**
   Not Applicable

**Implications of the Changes to the Officer’s Recommendation**
   Not Applicable
Purpose of Report

Council consideration of closing the City of Rockingham Administration Centre over the 2013/14 Christmas/New Year period.

Background

The City of Rockingham normally closes the Administration Centre over the Christmas/New Period, a practice commenced over ten (10) years ago. City staff access accrued rostered days off, annual leave or leave without pay for those days other than the public holidays specified in the relevant Enterprise Bargaining Agreement.

Past statistics show that there is a significant decline in customer demand during the period.

The closure of local government administration offices during this period is commonplace in the metropolitan area with 60% choosing to do so.

Details

The Executive Management Team have considered the forthcoming 2013/2014 Christmas/New Year period and propose that the Administration Centre be closed from 1pm, Tuesday 24 December 2013 to and including Wednesday 1 January 2014, reopening Thursday 2 January 2014.
The closure period is shown in the following calendar:-

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<th>Tuesday</th>
<th>Wednesday</th>
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<th>Friday</th>
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<tr>
<td>Dec 16</td>
<td>Dec 17 Open</td>
<td>Dec 18</td>
<td>Dec 19</td>
<td>Dec 20 Open</td>
<td>Dec 21</td>
<td>Dec 22</td>
</tr>
<tr>
<td>Dec 23 Open</td>
<td>Dec 24 Closure from 1 pm</td>
<td>Dec 25 Christmas Day Public Holiday</td>
<td>Dec 26 Boxing Day Public Holiday</td>
<td>Dec 27 Closure</td>
<td>Dec 28</td>
<td>Dec 29</td>
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<tr>
<td>Dec 30 Closure</td>
<td>Dec 31 Closure</td>
<td>Jan 1 New year’s Day Public Holiday</td>
<td>Jan 2 Open Re-opens</td>
<td>Jan 3</td>
<td>Jan 4</td>
<td>Jan 5</td>
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</tbody>
</table>

The closure of the Administration Centre during this period provides an opportunity for staff to relax over the festive period and be refreshed for work in the new year.

Arrangements will be made for out-services such as libraries and the Operations Centre to ensure that an appropriate level of service is maintained for the community.

**Implications to Consider**

**a. Consultation with the Community**
Advertisements will be placed in the local newspapers, Council website, notice boards and social media platforms advising the closure dates for City services.

**b. Consultation with Government Agencies**
Nil

**c. Strategic**
**Community Plan**
This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:

**Aspiration 15:** Governance systems that ensure decision making a resource allocation is accountable, participative, legally and ethically compliant.

**d. Policy**
Nil

**e. Financial**
Employees will access leave entitlements for the additional days’ leave during the period.

**f. Legal and Statutory**
The relevant clauses of the Rockingham Enterprise Agreements will be followed.

**Comments**
The period between Christmas and New Year is traditionally a quiet time with a reduced demand for over the counter customer service and with supporting advertising, the Administration Centre closure has minimal impact on service delivery to the community.

Rangers and Security will continue to work on a rostered basis and nominated staff will be available for emergency situations.
### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **APPROVE** the closure of the Administration Centre of the 2013/14 Christmas/New Year period from 1pm, Tuesday 24 December 2013 to and including Wednesday 1 January 2014, reopening at 8:30am on Thursday 2 January 2014.

### Committee Recommendation

That Council **APPROVE** the closure of the Administration Centre of the 2013/14 Christmas/New Year period from 1pm, Tuesday 24 December 2013 to and including Wednesday 1 January 2014, reopening at 8:30am on Thursday 2 January 2014.

Committee Voting – 3/0

### The Committee’s Reason for Varying the Officer’s Recommendation

Not Applicable

### Implications of the Changes to the Officer’s Recommendation

Not Applicable
Purpose of Report

To allow Council to delegate some of its powers to the Chief Executive Officer and other relevant officer under various Acts and Regulations.

Background

Sections 5.42 to 5.44 of the Local Government Act 1995 (the Act) states that Council can delegate to the Chief Executive Officer any of its powers or discharge any of its duties.

Section 5.46 of the Act requires that the Chief Executive Officer (CEO) keeps a register of delegations made by the Local Government to the CEO and delegations from the CEO to other employees. All the delegations are to be reviewed at least once every financial year.

Some delegations require the Local Government to delegate its powers directly to some employees as required by certain Acts and regulations such as the Bush Fires Act 1954.

Details

The Delegated Authority register was reviewed by the Executive Management Team consisting of the CEO and the Directors as well as other relevant officers. It is proposed that Council revoke all
previous delegations for the 2012-2013 financial year reviewed in July 2012 and replace them with the delegations for the 2013-2014 financial year.

All delegations created in separate reports throughout the 2013-2014 financial year will also be added to the register in order to keep track of all delegations and ensure they are still relevant.

### Implications to Consider

| a. Consultation with the Community | Not Applicable |
| b. Consultation with Government Agencies | Not Applicable |
| c. Strategic | Not Applicable |
| Community Plan | |
| This item addresses the Community's Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:- |
| **Aspiration 15:** Governance systems that ensure decision making a resource allocation is accountable, participative, legally and ethically compliant. |
| d. Policy | Not Applicable |
| e. Financial | Not Applicable |
| f. Legal and Statutory | |
| In accordance with sections 5.42 to 5.46 of the Local Government Act 1995 regarding the delegation of some powers and duties to the Chief Executive Officer, limits on delegations to the Chief Executive Officer and ability for the Chief Executive Officer to delegate powers and duties to other employees. |

### Comments

Some of the amendments that have occurred to the Delegation of Authority to the Chief Executive Officer and Other Employees are as follows:

- All delegations created in separate reports throughout the 2013-2014 financial year were added to the register in order to keep track of all delegations and ensure they are still relevant such as:
  - 1.15 – Lease Agreement RE: Gary Holland Community Centre
  - 1.16 – Annual Management Plans
  - 1.17 – Sale of Lot 401 Civic Boulevard, Rockingham
  - 1.18 – Shoalwater Visitors’ Centre Lease
  - 9.10 – Road Closures
  - 9.11 – Notices

- Amended 1.12 to recognise "senior employees" in accordance with section 5.37 of the Local Government Act 1995.
- Added 3.9 – Change Basis of Rates due to being left out in error last review.
- Addition of Item 5.6 Administration and Enforcement of the Cat Act 2011 due to the introduction of the Cat Act 2011.
- Section 6 - Building Services was updated in May 2013 due to changes to the Building Act 2011 and Building Regulations 2012.
- Added 6.13 Infringement Notices – Building Services due to a change in the Building Regulations 2012 regarding infringement notices.
- Amend name of delegation item 8.1 from Planning and Development Act 2005 to Planning and Development Act 2005 – Infringement Withdrawal or Mediation.
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 17 SEPTEMBER 2013
PRESIDING MEMBER

- Amend name of delegation item 8.1 from Planning and Development Act 2005 to Planning and Development Act 2005 – Issue of Infringements.
- Amend name of delegation item 8.1 from Planning and Development Act 2005 to Planning and Development Act 2005 – Town Planning Scheme.
- Amend name of delegation item 8.1 from Planning and Development Act 2005 to Planning and Development Act 2005 – Other Delegations.
- Added 9.11 Notices to enable authority to issue notices to prevent and minimise the movement of dust and sand on sites.

Minor typographical and formatting changes have also been made.

**Voting Requirements**

**Absolute Majority**

**Officer Recommendation**

That Council ENDORSE the delegations under the Local Government 1995, other Acts and Regulations as per the attachment ‘City of Rockingham Delegated Authority 2013/14 to the Chief Executive Officer and Other Employees’.

**Committee Recommendation**

That Council ENDORSE the delegations under the Local Government 1995, other Acts and Regulations as per the attachment ‘City of Rockingham Delegated Authority 2013/14 to the Chief Executive Officer and Other Employees’.

Committee Voting – 3/0

**The Committee’s Reason for Varying the Officer’s Recommendation**

Not Applicable

**Implications of the Changes to the Officer’s Recommendation**

Not Applicable
Purpose of Report

To seek Council endorsement of recommendations made at the Disability Access Advisory Committee meeting held on 6 June 2013.

Recommendations to the Corporate and Engineering Services Committee

Advisory Committee Recommendation 1: Request for review of universal access parking bays at the Rockingham City Shopping Centre

That Council DIRECTS the Chief Executive Officer to communicate with the General Manager of Rockingham City Shopping Centre and owners of the Rockingham City Shopping Centre (RCSC), expressing the Committee’s concerns with regard to the usability of some of its universal access car parking bays in parts of this facility.

Background

The committee discussed the locations of universal access (UA) parking bays and their usability at parts of the older section of the RCSC. Some of the UA bays in the older section of the shopping centre have major usability issues. These issues include: accessibility, location, risks faced by car users as pedestrians, and hence usability to a person with a disability. Cr Lorraine Dunkling has suggested that the Chief Executive Officer (CEO) be directed by Council to communicate with the General Manager and owners of RCSEC, expressing the Committee’s concerns.
Implications to Consider

a. Strategic

Community Plan

This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

Aspiration 1: An involved and engaged community enjoying a lifestyle that caters for all residents, including those with specific or special needs.

b. Policy

Disability Access Inclusion Plan

c. Financial

Nil

d. Legal and Statutory

Nil

e. Voting Requirements

Simple Majority

Officer Recommendation if Different to Advisory Committee Recommendation

That Council:

1. REQUEST the Rockingham City Shopping Centre review the location and usability of the universal access car parking bays at the shopping centre.

2. DIRECT the Chief Executive Officer to communicate Council’s request to the Centre Manager at the Rockingham City Shopping Centre.

The Officer’s Reason for Varying the Advisory Committee Recommendation

The wording of the recommendation has been changed to better reflect the intent of the Committee’s recommendation.

Advisory Committee Recommendation 2: Committee Appointments

That Council:

1. ACKNOWLEDGE the resignations of Mr Dean Evans and Ms Natalie Hatton from the Disability Access Advisory Committee and recognise their service and contribution.

2. APPOINT Mr Jordan Steel-John and Ms Annie Taipari as Committee members to the Disability Access Advisory Committee.

Background

Mr Dean Evans and Ms Natalie Hatton have resigned their roles as community members on the Disability Access Advisory Committee due to changes to their personal circumstances and hence their ability to attend and contribute to committee meetings. The Committee has recommended that the vacancies be filled by the appointment of two new community members. The two new prospective members are: Mr Jordan Steel-John and Ms Annie Taipari.

Mr Steel-John has a keen personal interest in the provision of services and access to people with a disability. Ms Taipari is a local manager of an employment service provider specialising in providing employment and support services to people with a disability.
Implications to Consider

a. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:
   
   **Aspiration 1:** An involved and engaged community enjoying a lifestyle that caters for all residents, including those with specific or special needs

b. Policy
   Disability Access Inclusion Plan

c. Financial
   Nil

d. Legal and Statutory
   Nil

e. Voting requirements
   Absolute Majority

Officer Recommendation if Different to Advisory Committee Recommendation

Not applicable

The Officer’s Reason for Varying the Advisory Committee Recommendation

Not applicable

Committee Recommendation

That Council:

1. **REQUEST** the Rockingham City Shopping Centre review the location and usability of the universal access car parking bays at the shopping centre.

2. **DIRECT** the Chief Executive Officer to communicate Council’s request to the Centre Manager at the Rockingham City Shopping Centre.

3. **ACKNOWLEDGE** the resignations of Mr Dean Evans and Ms Natalie Hatton from the Disability Access Advisory Committee and recognise their service and contribution.

4. **APPOINT** Mr Jordan Steel-John and Ms Annie Taipari as Committee members to the Disability Access Advisory Committee.

Committee Voting – 3/0

The Committee’s Reason for Varying the Officer’s Recommendation

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 17 SEPTEMBER 2013

PRESIDING MEMBER

Corporate and Engineering Services
Engineering and Parks Services

Reference No & Subject: EP-025/13  Use of non “as of right” vehicles across Warnbro Sound Avenue

File No: TFT/11-17

Proponent/s: Cossill and Webley on behalf of LandCorp, Peet and Co and Tracc Civil Pty Ltd

Author: Mr Daryl Poole, Engineering Technical Officer – Traffic

Other Contributors: Mr Aaron Baxter, Coordinator Engineering Development

Date of Committee Meeting: 20 August 2013

Previously before Council: 22 June 2010 (CES118/6/10)

Disclosure of Interest: Advocacy

Site: Lot 9004 Warnbro Sound Avenue

Lot Area:

Attachments: Information on Restricted Access Vehicles

Maps/Diagrams: Locality Plan

Locality of crossing point on Warnbro Sound Avenue
Purpose of Report

To seek support to operate four Restricted Access Vehicles (RAV) dump trucks across Warnbro Sound Avenue for the purpose of transporting approximately 300,000 cubic metres of clean sand across Warnbro Sound Avenue, Golden Bay, east to west.

Background

On 22 June 2010 Council granted Cossill and Webley and their contractor APH Contractors, Conditional Approval to use RAVs to transport 115,000 cubic metres across Warnbro Sound Avenue, Golden Bay. A number of conditions were placed upon the Approval; primarily requiring the applicant to comply in all aspects with the City’s Engineering Services requirements and the Road Traffic Act.

Details

Tracc Civil Contractors (for Cossill and Webley) propose to use four 30 tonne RAV dump trucks to transport approximately 300,000 cubic metres of clean sand across Warnbro Sound Avenue, east to west, over a five month period. The Contractor estimates this operation will translate into about 300-400 movements daily, across Warnbro Sound Avenue. This equates to one truck crossing Warnbro Sound Avenue every 2–3 minutes. Proposed work hours are to be from 7.00am to 5.00pm. Permission to work on weekends has not been sought and as such permission is not granted at this time.

The 300-400 truck movements are likely to conflict with about 6,800 vehicle movements on this section of Warnbro Sound Avenue. Tracc Civil Contractors propose the use temporary traffic signals to control Warnbro Sound Avenue traffic to allow unrestricted truck movements. Previously, this method of traffic control resulted in long traffic queues during periods of peak school traffic flows (1430-1530 hrs.). The footpath on the eastern side of Warnbro Sound Avenue will be closed and pedestrian traffic directed to the western footpath.

Tracc Civil have not as yet defined the temporary crossing point. Previously, APH Contractors constructed two, 3.5 metre wide lanes; forming an overall crossing point width of 10 metres. These lanes were asphalt-sealed for a minimum distance of 25 metres to minimise the amount of material being dragged out onto Warnbro Sound Avenue by the truck operation. Regular inspections and sweeping were instituted to protect Warnbro Sound Avenue. The sealed crossing-tracks reduced damage to Warnbro Sound Avenue. The project was also subjected to dilapidation surveys (before and after) of Warnbro Sound Avenue, either side of the crossing point for a distance 20 metres.

An associated issue with past approvals is one of dust management and other environmental nuisances. It is for this reason that the City required the submission of an Environmental Management Plan for approval and dilapidation surveys undertaken to protect the interests of nearby residents.

With respect to the Road Traffic Act component, Main Roads WA, as the ‘Controlling Authority’ for RAV permits and road crossing control, places a number of requirements upon any application. In particular, written agreement from the City of Rockingham supporting the proposal is necessary.

Implications to Consider

a. Consultation with the Community
   Cossill and Webley and Peet and Co have consulted with the neighbouring communities

b. Consultation with Government Agencies
   The Commissioner of Main Roads is the sole authority that can approve the use of traffic signals and issue permits for the use of ‘Restricted Access Vehicles’ on gazetted roads. In this instance, Warnbro Sound Avenue is under the control and management of the City of Rockingham. Main Roads has therefore requested Council consideration into the issuing of permits.
c. **Strategic**  
**Community Plan**  
This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:  

*Aspiration 5: Community facilities and services delivered in a timely manner, able to meet expectations and serve new and growing neighbourhoods.*

d. **Policy**  
Nil

e. **Financial**  
Nil – all costs associated with remedial works on Warnbro Sound Avenue will be borne by the Contractor, Tracc Civil Pty Ltd.

f. **Legal and Statutory**  
Main Roads WA approval is required for Restricted Access Vehicles to cross a public road which has not been included within the general RAV vehicle network.

### Comments

Past experience suggests that nearby residences are likely to be disturbed by the size of the operation and may seek assurances from the contractors and City. The Environmental Protection Authority has produced guidelines (based upon the Environmental Protection Act 1986) for dust and noise/vibrations standards.

Residents displayed significant frustration towards the Developer, Contractor and the City when civil works were carried out over the summer months earlier this year. A substantial amount of airborne material was evident as a result of the type of material that had been stockpiled, the size of the area that had been cleared and exposed, as well as the strong seasonal winds.

The location of the haulage route in relation to existing homes ensures that nuisance dust will be of concern to residents. A number of alternative plans containing different vehicles, detours and a temporary closure of Warnbro Sound Avenue were considered but were deemed unsatisfactory due to the amount of inconvenience the larger community would experience.

The proposal to use RAV dump trucks for the earthwork portion of the development is less than ideal, however it has the advantages of being a faster way to transfer material, it shortens the timeframe residents will be disrupted and protects the City’s infrastructure from being damaged.

### Voting Requirements

Simple Majority

**Officer Recommendation**

That Council SUPPORT the use of up to four Restricted Access Vehicles crossing Warnbro Sound Avenue in Golden Bay, subject to the following conditions:

1. Appropriate Main Roads WA approval for the crossing point being obtained.
2. A Traffic Management Plan be submitted and approved, prior to commencement of works.
3. An asphalt-sealed crossing track, consisting of two, 3.5 metres wide lanes (forming a combined crossing width of approximately 20 metres) and extend 25 metres, either side of Warnbro Sound Avenue, be constructed and subsequently removed after 30 November 2013.
4. Traffic Controllers to be employed during school drop-off and pick-up times to physically guide pedestrians through the crossing point.
5. The Engineering Department be provided with a mutually-agreed dilapidation survey of Warnbro Sound Avenue prior to the start of works.
6. Timely and regular maintenance of the crossing point track, including Warnbro Sound Avenue, to remove material and sand from road pavements.
7. Additional dust monitors to be placed near the intersection of Warnbro Sound Avenue and Three Bears Loop in Secret Harbour and; adjacent to the proposed intersection of Three Bears Loop and Allatoona Avenue in Secret Harbour and; along the road interfaces of Frenchmans Crescent, Lowlands Crescent and Turtle Bend in Secret Harbour.

8. Dust generating activities must cease and not recommence while any of the monitoring device displays:-
   a. PM10 of 50ug/m³ (24 hrs);
   b. PM2.5 of 25ug/m³ (24 hrs);
   c. TSP of 90ug/m³ (24hrs); and/or
   d. TSP of 1000ug/m³ (15 minutes).

9. The cessation of any/all dust generating activities when wind speeds exceed 20 knots (40km/h) from a Southerly, Westerly or South Westerly direction.

**Committee Recommendation**

That Council SUPPORT the use of up to four Restricted Access Vehicles crossing Warnbro Sound Avenue in Golden Bay, subject to the following conditions:

1. Appropriate Main Roads WA approval for the crossing point being obtained.
2. A Traffic Management Plan be submitted and approved, prior to commencement of works.
3. An asphalt-sealed crossing track, consisting of two, 3.5 metres wide lanes (forming a combined crossing width of approximately 20 metres) and extend 25 metres, either side of Warnbro Sound Avenue, be constructed and subsequently removed after 30 November 2013.
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   b. PM2.5 of 25ug/m³ (24 hrs);
   c. TSP of 90ug/m³ (24hrs); and/or
   d. TSP of 1000ug/m³ (15 minutes).

**Committee Voting** – 3/0

**The Committee’s Reason for Varying the Officer’s Recommendation**

Not Applicable

**Implications of the Changes to the Officer’s Recommendation**

Not Applicable
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<tr>
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<th>Motions of which Previous Notice has been given</th>
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<th>Notices of motion for Consideration at the Following Meeting</th>
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<tr>
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<th>Urgent Business Approved by the Person Presiding or by Decision of the Committee</th>
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<th>Matters Behind Closed Doors</th>
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<tr>
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<th>Date and Time of Next Meeting</th>
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<tr>
<td></td>
<td>The next Corporate and Engineering Services Committee Meeting will be held on <strong>Tuesday 17 September 2013</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
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<th>Closure</th>
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<tr>
<td></td>
<td>There being no further business, the Chairperson thanked those persons present for attending the Corporate and Engineering Services Committee meeting, and declared the meeting closed at <strong>4:23pm</strong>.</td>
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