MINUTES
Corporate and Engineering Services Committee Meeting
Held on Tuesday, 20 March 2012 at 4:00pm
City of Rockingham Boardroom
City of Rockingham
Corporate and Engineering Services Committee
Meeting Minutes
4:00pm Tuesday 20 March 2012

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<td>18</td>
<td>Matters Behind Closed Doors</td>
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<td>20</td>
<td>Closure</td>
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</tbody>
</table>
1. **Declaration of Opening**

   The Chairman declared the Corporate and Engineering Services Committee Meeting open at 4:02pm and welcomed all present.

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

   2.1 **Councillors**
   - Cr Barry Sammels
   - Cr Lorraine Dunkling
   - Cr Allan Hill
   - Cr Ron Pease

   2.2 **Executive**
   - Mr Andrew Hammond
   - Mr Chris Thompson
   - Mr John Pearson
   - Mr Ian Daniels
   - Mr Gary Rogers
   - Mr Ben Searcy
   - Mr Allan Moles
   - Mr Graham Rose (from 4:20pm)
   - Mr Peter Varris
   - Mrs Jelette Edwards
   - Ms Sue Langley

   **Members of the Public:**
   - Nil

   **Press:**
   - Nil

   2.3 **Apologies:**
   - Nil

   2.4 **Approved Leave of Absence:**
   - Nil

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

   Nil

4. **Public Question Time**

   Nil
5. **Confirmation of Minutes of the Previous Corporate and Engineering Services Committee Meeting**

   Moved Cr Hill, seconded Cr Pease

   That Council **CONFIRM** the Minutes of the Corporate and Engineering Services Committee Meeting held on 21 February 2012, as a true and accurate record.

   Committee Voting – 4/0

6. **Matters Arising from the Previous Corporate and Engineering Services Committee Meeting Minutes**

   Nil

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

   The Chairman 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**

   Crs Hill and Dunkling made the following declarations of interest prior to item CS-008/12 being discussed at 4:22pm.

   8.1 **Item CS-008/12 Application for Rating Exemption – 1677 Mandurah Road, Baldivis**

   Councillor: Cr Allan Hill

   Type of Interest: Impartiality Interest

   Nature of Interest: Ex-Serviceman

   Extent of Interest (if applicable): Visits the Totally and Partially Disabled Veterans of WA (Inc) Club House as an ex-serviceman

   8.2 **Item CS-008/12 Application for Rating Exemption – 1677 Mandurah Road, Baldivis**

   Councillor: Cr Lorraine Dunkling

   Type of Interest: Impartiality Interest

   Nature of Interest: Member of the RSL

   Extent of Interest (if applicable): Visits the Totally and Partially Disabled Veterans of WA (Inc) Club House as a member of the RSL

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

   Nil

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

    Nil
<table>
<thead>
<tr>
<th>11.</th>
<th><strong>Bulletin Items</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Corporate and General Management Services Information Bulletin – March 2012</strong></td>
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<td><strong>Corporate Services</strong></td>
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<tr>
<td>1. Corporate Services Team Overview</td>
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<td>3.1 Customer Request Management System</td>
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<td>4.1 Town Crier</td>
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<td><strong>Human Resources</strong></td>
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<td>3.1 Employee Health &amp; Wellbeing Programme</td>
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<td>3.2 Leadership &amp; Management Programme</td>
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<td>3.3 Enterprise Agreements</td>
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<td><strong>Economic Development</strong></td>
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<td>3.6 Tourism Strategy</td>
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<td>3. Project Status Reports</td>
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**Committee Recommendation**

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – March 2012 and the contents be accepted.

Committee Voting – 4/0

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<td>4.6 Delegated Authority to approve the release of Cash Bonds for private subdvisional works.</td>
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<td>4.7 Handover of Subdivisional Roads</td>
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<td>4.8 Delegated Authority for the payment of Crossover Subsidies.</td>
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<td>4.9 Mundijong Road Extension (Auslink Funded)</td>
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<td>4.3 Road Construction Program Main Roads Grant 2011/12</td>
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<td>4.5 Road Construction Program State Black Spot 2011/12</td>
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<td>4.11</td>
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<td>4.12</td>
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</tbody>
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**Parks Development**

1. Parks Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Warnbro Dunes Car Park Shoring
4. Information Items
   4.1 Groundwater Monitoring
   4.2 Kent Street Community Arts Centre Landscape Project
   4.3 Lake Richmond Heritage Listing
   4.4 Delegated Subdivision Public Open Space Handovers
   4.5 Delegated Public Open Space Approvals
   4.6 Memorial Seat Approvals

**Asset Management**

1. Asset Management Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Road Reserve and Footpath Survey
4. Information Items
   4.1 Asset Management Improvement Strategy
   4.2 Asset Systems Management
   4.3 Lease Management
   4.4 Engineering & Parks Financial Control

**Building Maintenance**

1. Building Maintenance Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Building Condition Survey
4. Information Items
   4.1 Building Maintenance
   4.2 Graffiti Removal
   4.3 Street Lighting Maintenance

**Capital Projects**

1. Capital Projects Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Coastal Management Consultants (Sand Drift/Erosion Problems)
   3.2 Coastal Infrastructure Facilities Consultant (Jetties/Boat Ramp Planning)
   3.3 Lighting Consultants (Technical Planning/Design, Underground Power Program)
   3.4 Major Project Property Development Planning (Design Modifications/Tender Planning/Structural Testing)
   3.5 Hymus Street Erosion Strategy
### Information Items

- **4.1** Delegated Written Notification of Successful Tenders
- **4.2** Delegated Release of Retention/Bank Guarantee’s
- **4.3** Proposed Shoalwater North Underground Power Project
- **4.4** 2012 Public Area Lighting and Arterial Lighting
- **4.5** Lark Hill Wind Turbine
- **4.6** Bent Street Boat Launching Facility – Proposed Navigation Channel
- **4.7** Point Peron Boat Launching Facility
- **4.8** Waikiki Foreshore Protection Works - RLGIP
- **4.9** Museum Roof Replacement
- **4.10** Aqua Jetty – Replace/Upgrade HVAC Services
- **4.11** Aqua Jetty – Gym/Main Entry Carpet Replacement
- **4.12** Bert England Lodge - Compliance
- **4.13** Bell Park Toilet – Replacement including Curfew Lockout System
- **4.14** Francis Street Toilets – Internal/External Renovations
- **4.15** Aquatic Centre – Renewal of Toilets/Unisex/Change Rooms
- **4.16** Challenger Court – Master Metering and Replacement Distribution Boards
- **4.17** Baldivis Library - Design
- **4.18** Aqua Jetty – Solar Heating
- **4.19** Baldivis Old School - Redevelopment

### Waste & Landfill Services

- **1.** Waste & Landfill Services Team Overview
- **2.** Human Resource Update
- **3.** Project Status Reports
- **3.1**
- **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 (domestic only)
  - **4.5** Landfill statistics
  - **4.6** Education and promotion
  - **4.7** Landfill power station
  - **4.8** T11/12-59 Supply and delivery and licensing of one new material handler with optional service / maintenance agreement

### Committee Recommendation

That Councillors acknowledge having read the Engineering and Parks Services Information Bulletin – March 2012 and the contents be accepted.

Committee Voting – 4/0
12. Agenda Items

4:20pm Mr Rose entered the Corporate and Engineering Services Committee Meeting.
Mr Searcy left the Corporate and Engineering Services Committee Meeting.

Corporate Services

Corporate and Engineering Services
Corporate Services

Reference No & Subject: CS-007/12 Quarterly Budget Review – February 2012
File No: FLM/17-04
Proponent/s: Mr Allan Moles, Manager Financial Services
Author: Mr Allan Moles, Manager Financial Services
Other Contributors: Date of Committee Meeting: 20 March 2012
Previously before Council: Disclosure of Interest:
Nature of Council's Role in this Matter:
Executive Function

Site:
Lot Area:
Attachments: February 2012 Quarterly Budget Review
Maps/Diagrams:

1. Purpose of Report

To present the February Quarterly Budget Review for Council's consideration and to seek Council's authorisation of the budget amendments arising from the review.

2. Background

The City of Rockingham undertakes quarterly budget reviews to monitor its financial performance against the annual budget and to review projections to the end of the financial year. Any variations to the annual budget arising from the review process are presented for Council’s consideration and authorisation.

3. Details

The February 2012 Quarterly Budget Review includes details of transactions during the July 2011 – February 2012 period and adjustments required to the annual budget. The document includes the following information:
1. Summary of Budget Position
2. Detailed statement of Operating Revenue and Expenditure by Department
3. Detailed statement of Non-Operating Revenue and Expenditure
4. Detailed statement at Work Order level.

4. 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
   The net result of the Quarterly Budget Review is a small surplus of $70,325 as per the attached report.

f. Legal and Statutory
   Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires local governments to undertake a budget review between 1 January and 31 March in each financial year. Within 30 days of the review being completed it is to be presented to Council. Council is to consider the review submitted and is to determine (by absolute majority) whether or not to adopt the review, any parts of the review or any recommendations made in the review. Within 30 days after Council has made a determination, a copy of the review and documentation is to be provided to the Department of Local Government.

5. Comments

The main amendments proposed in the Budget Review are summarised below.

Operating Income (Increase of $3,056,243): The sources of additional of income include,

<table>
<thead>
<tr>
<th>Interim Rates</th>
<th>Road Grants &amp; Contributions</th>
<th>Capital Grants - SES</th>
<th>Footpath Inspection Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>$248,000</td>
<td>$290,000</td>
<td>$453,000</td>
<td>$100,000</td>
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</table>

Capital Grants - Bush Fire Brigades | Workers Compensation Claims | $427,000 | $296,000
Sanitation Charges | Grant - Healthy Communities Initiative | $240,000 | $280,000

Operating Expenditure (Increase of $2,877,357): The major changes in operating expenditure relate to the following areas,

<table>
<thead>
<tr>
<th>Other Governance (Building Maintenance)</th>
<th>Lark Hill</th>
<th>Decorative Street Lighting</th>
<th>Engineering Services</th>
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</thead>
<tbody>
<tr>
<td>-$193,000</td>
<td>$300,000</td>
<td>$350,000</td>
<td>$152,000</td>
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<tr>
<td>Depreciation (Various)</td>
<td>$575,000</td>
<td>Public Works Overheads</td>
<td>$120,000</td>
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<tr>
<td>Sanitation &amp; Waste Collection</td>
<td>-$319,000</td>
<td>Asset Management</td>
<td>$144,000</td>
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<tr>
<td>Sanitation Other</td>
<td>$242,000</td>
<td>Major Projects</td>
<td>-$100,000</td>
</tr>
<tr>
<td>Landfill</td>
<td>$819,000</td>
<td>Workers Compensation Claims</td>
<td>$346,000</td>
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<tr>
<td>Strategic Planning &amp; Environment</td>
<td>-$130,000</td>
<td>Healthy Communities Initiative</td>
<td>$280,000</td>
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<td>Statutory Planning</td>
<td>-$110,000</td>
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<tr>
<td>Street Lighting</td>
<td>$404,000</td>
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CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 17 APRIL 2012
Crs Hill and Dunkling made the following declarations of interest prior to item CS-008/12 being discussed at 4:22pm.

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-008/12 Application for Rating Exemption – 1677 Mandurah Road, Baldivis</th>
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<tbody>
<tr>
<td>File No:</td>
<td>RTV/1-03</td>
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<tr>
<td>Proponent/s:</td>
<td>Totally and Partially Disabled Veterans of WA (Inc)</td>
</tr>
<tr>
<td>Author:</td>
<td>Toni Gumina, Senior Rates Officer</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>20 March 2012</td>
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<tr>
<td>Disclosures of Interest:</td>
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<tr>
<td>Cr Hill declared an Impartiality Interest in Item CS-008/12 Application for Rating Exemption – 1677 Mandurah Road, Baldivis, as detailed with Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, as he is an ex-serviceman and visits the Totally and partially Disabled Veterans of WA (Inc) Club House.</td>
<td></td>
</tr>
<tr>
<td>Cr Dunkling declared an Impartiality Interest in Item CS-008/12 Application for Rating Exemption – 1677 Mandurah Road, Baldivis, as detailed with Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, as she is a member of the RSL and visits the Totally and partially Disabled Veterans of WA (Inc) Club House.</td>
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1. **Purpose of Report**

To seek Council’s approval to grant a rating exemption to Totally and Partially Disabled Veterans of WA (Inc.) (TPDVWA).
2. **Background**

Correspondence has been received from TPDVWA seeking a rating exemption on a property they lease from the City of Rockingham. The property at 1677 Mandurah Road Baldivis consists of 6 respite units, caretaker residence, short term respite rooms and club headquarters.

The 6 respite units are managed by Access Housing and a rate exemption was granted to Access Housing in May 2009.

TPDVWA are seeking a rate exemption on the caretaker residence, club headquarters and the short term respite rooms. These rooms can only be used by individuals or couples based on a referral from psychologists and psychiatrists.

TPDVWA states that memberships are only available to personnel who have been classified as totally or partially incapacitated under the provisions of the Commonwealth Act through the Commonwealth Department of Veterans Affairs.

3. **Details**

The TPDVWA has provided a copy of their Constitution and Rules document that confirms the Non-Profit basis of the Association.

4. **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**
   
   The total rates levied for the 2011/2012 financial year are $5,203.09. There are also arrears of $6,525.85 outstanding. If the exemption is granted, $11,728.94 will need to be written off.

f. **Legal and Statutory**
   
   Under Section 6.26(2)(g) of the Local Government Act 1995, land held exclusively for charitable purposes is not rateable land.

5. **Comments**

It is considered, based on the information supplied by TPDVWA, that it satisfies the requirements of Section 6.26(2)(g) of the Local Government Act 1995, in that the property is being held exclusively for charitable purposes.

6. **Voting Requirements**

Simple Majority
7. Officer Recommendation

That Council:

1. **APPROVE** the rating exemption on 1677 Mandurah Road, Baldivis (Assessment No. 946970) leased by Total and Partially Disabled Veterans of WA (Inc.), as it is non rateable land pursuant to Section 6.26(2)(g) of the Local Government Act 1995, effective from 1 July 2009.

2. **APPROVE** the writing off of rates totalling $11,728.94 on Assessment No 946970 as follows,
   a. 2009/2010 $3,123.61
   c. 2011/2012 $5,203.09

8. Committee Recommendation

That Council:

1. **APPROVE** the rating exemption on 1677 Mandurah Road, Baldivis (Assessment No. 946970) leased by Total and Partially Disabled Veterans of WA (Inc.), as it is non rateable land pursuant to Section 6.26(2)(g) of the Local Government Act 1995, effective from 1 July 2009.

2. **APPROVE** the writing off of rates totalling $11,728.94 on Assessment No 946970 as follows,
   a. 2009/2010 $3,123.61
   c. 2011/2012 $5,203.09

Committee Voting – 4/0

9. The Committee's Reason for Varying the Officer's Recommendation

Not applicable

10. Implications of the Changes to the Officer's Recommendation

Not applicable
1. Purpose of Report

To receive the monthly Financial Management Report for January 2012

2. Background

Nil

3. 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.

4. 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**

5. **Comments**
   The numerous variances identified will be reviewed within the current budget review.

6. **Voting Requirements**
   Simple Majority

7. **Officer Recommendation**

8. **Committee Recommendation**

   **Committee Voting – 4/0**

9. **The Committee’s Reason for Varying the Officer’s Recommendation**
   Not applicable

10. **Implications of the Changes to the Officer’s Recommendation**
    Not applicable
## Purpose of Report

For Council to appoint a Councillor representative to the Chief Executive Officer’s (CEO) Performance Review Committee for the period ending on the next ordinary local government election day in October 2013.

## Background

The Chief Executive Officer, Mr Andrew Hammond’s employment contract states the following relating to performance reviews:

**PERFORMANCE REVIEWS**

*The Council shall ensure that a review of the CEO’s performance is conducted annually or more frequently if the Council or the CEO perceives there is a need to do so.*

*The Council shall give the CEO a minimum of ten (10) working days’ notice in writing that a performance review is to be conducted to enable the CEO sufficient time to prepare.*

*Where an external facilitator is to be used, both parties shall agree to the nominated facilitator.*
The CEO shall prepare and submit to the council and/or facilitator an assessment of his own performance prior to the assessment by the council.

The final report on the performance of the CEO is to be forwarded to the Council for it to consider and decide whether to accept or reject the report.

A Committee to review the performance of the Chief Executive Officer was established in late 2008. This Committee is named the CEO Performance Review Committee and consisted of Cr Barry Sammels, Cr Ann Prince, Cr Allan Hill and Cr Ron Pease as elected at a Council meeting held on Tuesday, 25 October 2011.

### 3. Details

At the CEO Performance Review training workshop for elected members on Tuesday, 13 March 2012, Cr Ann Prince advised of her resignation from the CEO Performance Review Committee.

### 4. 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, legally and ethically compliant.*

d. **Policy**
   - Not Applicable

e. **Financial**
   - Not Applicable

f. **Legal and Statutory**
   - In accordance with the Local Government Act 1995 – Section 5.38 Annual Review of Certain Employers Performance whereby the performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

### 5. Comments

The CEO Performance Review Committee, with the assistance of the consultant and Manager Human Resource Development, summarises individual councillor feedback on performance, reviews forthcoming Key Focus Areas, communicates with CEO then has summary recommendation on overall performance, Key Focus Areas and remuneration review (if any) submitted to full Council for endorsement via minutes of the committee.

At a meeting of Council on Tuesday, 28 February 2012 the Terms of Reference of the CEO Performance Review Committee were amended to include a membership criteria, that members must complete performance appraisal training conducted by Talent2, prior to commencing the appraisal process.

It is proposed that the CEO’s Performance Appraisal be undertaken in March/April 2012.
### 6. Voting Requirements

Absolute Majority

### 7. Officer Recommendation

That Council **APPOINT** Cr __________ to the CEO Performance Review Committee for the period ending on the next ordinary local government election day in October 2013.

### 8. Committee Recommendation

That Council **APPOINT** Cr Hamblin to the CEO Performance Review Committee for the period ending on the next ordinary local government election day in October 2013.

Committee Voting – 4/0

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

Not applicable

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

Not applicable
# Economic Development

## Corporate and Engineering Services Advisory and Occasional Committee Minutes

### Economic Development Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>ED-004/12 Global Friendship Committee Minutes held 23 February 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>ECD/74</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Nollaig Baker, Economic Development Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>20 March 2012</td>
</tr>
<tr>
<td>Terms of Reference:</td>
<td>The role of the Committee is to make recommendations to Council on:</td>
</tr>
<tr>
<td></td>
<td>- Promoting awareness of the social and economic importance of the Global Friendships program to the community;</td>
</tr>
<tr>
<td></td>
<td>- Planning and arranging visits to and from global affiliates;</td>
</tr>
<tr>
<td></td>
<td>- Measuring the performance and effectiveness of individual Global Friendships in terms of community and economic development benefit;</td>
</tr>
<tr>
<td></td>
<td>- New Global Friendship proposals; and</td>
</tr>
<tr>
<td></td>
<td>Reviewing the performance and effectiveness of each Global Friendship every four years to assess the degree of activity, value to Council and associated benefits for the City of Rockingham.</td>
</tr>
<tr>
<td>Composition:</td>
<td>3 Councillors, 6 Committee members</td>
</tr>
<tr>
<td></td>
<td>Executive Support – Economic Development Team</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Minutes of the Global Friendship Committee meeting held on 23 February 2012</td>
</tr>
</tbody>
</table>

### Attachments:
- Minutes of the Global Friendship Committee meeting held on 23 February 2012

### Maps/Diagrams:

1. **Receipt of Minutes**

That Council receive the minutes of Global Friendship Committee meeting held on 23 February 2012 for information.
2. **Recommendations to the Corporate and Engineering Services Committee**

There are no recommendations arising from the Global Friendship Committee meeting.

3. **Committee Recommendation**

That Council *RECEIVE* the minutes of Global Friendship Committee meeting held on 23 February 2012 for information.

Committee Voting – 4/0

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

Not applicable

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

Not applicable
1. Purpose of Report

Provide Council with details of the tenders received for Tender T11/12-56 - Period provision of bushland reserve maintenance services for Karnup, Baldivis and Lake Richmond Nature Reserves; document the results of the tender assessment and make recommendations regarding award of the tender.

2. Background

The City recently received a request from the Rockingham Regional Environment Centre (Naregebup) to terminate the current management agreement covering the maintenance of Karnup, Baldivis and Lake Richmond Nature Reserves due to operational and staffing difficulties.

The existing management agreement between the City and the Environment Centre is reviewed annually and was due to expire on the 31 June 2012.

As prescribed in Clause 7 of the agreement, the Environment Centre was required to give 14 days’ notice of intent to terminate and written notification was received on the 6 January 2012.
On the 20 January 2012; the Rockingham Regional Environment Centre was released from the contract.

The tender was advertised in the West Australian on Saturday, 4 February 2012 for T11/12-56 - Period provision of bushland reserve maintenance services for Karnup Town Site, Baldivis Conservation Reserve and Lake Richmond Nature Reserve.

The tender closed at 2pm, Wednesday, 22 February 2012 and was publicly opened immediately after the closing time.

3. Details

Tender submissions were received from:

<table>
<thead>
<tr>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eco-Hire</td>
</tr>
<tr>
<td>Jim’s Trees – Willetton</td>
</tr>
<tr>
<td>Natural Area Holdings</td>
</tr>
<tr>
<td>LD Total</td>
</tr>
<tr>
<td>Greenskills/Ecojobs</td>
</tr>
<tr>
<td>Greening Australia</td>
</tr>
</tbody>
</table>

A panel comprising Manager Parks Development, Contracts Coordinator and the Conservation Coordinator undertook tender evaluations.

Evaluation of the tender, in accordance with the advertised tender assessment criteria, produced the following weighted scores:

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>Jim’s Trees – Willetton</th>
<th>Eco Hire</th>
<th>Natural Area Holdings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>27%</td>
<td>17%</td>
<td>17%</td>
<td>25%</td>
</tr>
<tr>
<td>Performance and experience of Tenderer</td>
<td>28%</td>
<td>19%</td>
<td>22%</td>
<td>26%</td>
</tr>
<tr>
<td>Beneficial effects of Tenderer</td>
<td>5%</td>
<td>4%</td>
<td>4%</td>
<td>4%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>40%</td>
<td>16%</td>
<td>10%</td>
<td>32%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>56%</td>
<td>53%</td>
<td>87%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>Eco Jobs</th>
<th>Greening Australia</th>
<th>LD Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>27%</td>
<td>23%</td>
<td>25%</td>
<td>21%</td>
</tr>
<tr>
<td>Performance and experience of Tenderer</td>
<td>28%</td>
<td>25%</td>
<td>27%</td>
<td>24%</td>
</tr>
<tr>
<td>Beneficial effects of Tenderer</td>
<td>5%</td>
<td>4%</td>
<td>4%</td>
<td>4%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>40%</td>
<td>12%</td>
<td>27%</td>
<td>16%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>64%</td>
<td>83%</td>
<td>65%</td>
</tr>
</tbody>
</table>

The period of the contract shall be from 1 April 2012 or the date of award depending which is the later date for a period of 12 months.
Subject to the mutual agreement of both the Principal and the Contractor, and with the absolute discretion of either party not to extend, the Contract may be extended for maximum of up to 12 additional calendar months.

The Assessment Panel considered the full price schedules submitted and the core services required in meeting the specification of the tender, when scoring the overall price.

4. 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:
   - Infrastructure and Services
     Aspiration 10: Coastal and bushland reserves that are well utilised and managed in a way that will preserve them for future generations.
     Aspiration 15: Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

d. Policy
   Purchasing policy applies. To provide compliance with the Local Government Act 1995; Section 3.57 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, Regulation 11 (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless sub-regulation (2) states otherwise.

e. Financial
   The 2011/12 operational budget allocation for conservation services for Lake Richmond, Baldivis Nature Reserve and Karnup Town Site is $92,408. Accordingly, expenditure for conservation management for the respective reserves will be in accordance with Operational funding allocated for these reserves in 2012/13.
   Work Orders
   Baldivis Nature Reserve 21014
   Karnup Town Site 20989
   Lake Richmond 20878

f. Legal and Statutory
   In accordance with Local Government Act 1995 Section 3.57 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, Regulation 11 (1). Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless sub-regulation (2) states otherwise.

5. Comments

Following consideration of the submissions in accordance with the tender criteria all companies demonstrated the capacity and ability to perform the project, however, the submission received from Natural Area Holdings Pty Ltd is considered to represent the best value to City and are therefore recommended as the preferred tenderer.
6. **Voting Requirements**

Simple Majority

7. **Officer Recommendation**

That Council *ACCEPT* the tender submitted from Natural Area Holdings Pty Ltd, 99C Lord Street, Whiteman, for Tender T11/12-56 - Period provision of bushland reserve maintenance services for Karnup, Baldivis and Lake Richmond Nature Reserves in accordance with the tender documentation for the contract period from 1 April 2012 or the date of award depending which is the later date for a period of 12 months, with the option to extend for a maximum of up to 12 additional calendar months.

8. **Committee Recommendation**

That Council *ACCEPT* the tender submitted from Natural Area Holdings Pty Ltd, 99C Lord Street, Whiteman, for Tender T11/12-56 - Period provision of bushland reserve maintenance services for Karnup, Baldivis and Lake Richmond Nature Reserves in accordance with the tender documentation for the contract period from 1 April 2012 or the date of award depending which is the later date for a period of 12 months, with the option to extend for a maximum of up to 12 additional calendar months.

Committee Voting – 4/0

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

Not applicable

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

Not applicable
1. **Purpose of Report**

Provide Council with details of the tenders received for Tender T11/12-58 - Kent Street Arts Building – Landscaping and Irrigation Works, document the results of the tender assessment and make recommendations regarding award of the tender.

2. **Background**

The tender was advertised in the West Australian on Saturday, 4 February 2012 for T11/12-58 - Kent Street Arts Building – Landscaping and Irrigation Works; the tender closed at 2pm, Wednesday, 22 February 2012 and was publicly opened immediately after the closing time.

3. **Details**

Tender submissions were received from:

<table>
<thead>
<tr>
<th>Company</th>
<th>Lump Sum Amount (GST excl)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Industries Pty Ltd</td>
<td>$146,953</td>
</tr>
<tr>
<td>LD Total</td>
<td>$218,144</td>
</tr>
<tr>
<td>DME Contractors</td>
<td>$176,142</td>
</tr>
<tr>
<td>Earthcare Landscapes</td>
<td>$161,544</td>
</tr>
</tbody>
</table>
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 17 APRIL 2012

<table>
<thead>
<tr>
<th>Company</th>
<th>Lump Sum Amount (GST excl)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frogmat Environmental</td>
<td>$150,152</td>
</tr>
<tr>
<td>LPM</td>
<td>$201,098</td>
</tr>
<tr>
<td>Landscape Systems</td>
<td>$178,124</td>
</tr>
</tbody>
</table>

A panel comprising Manager Parks Development, Contracts Coordinator and the Horticultural Technical Officer undertook tender evaluations.

Evaluation of the tender, in accordance with the advertised tender assessment criteria, produced the following weighted scores:

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>Environmental Industries</th>
<th>Frogmat Environmental</th>
<th>Earthcare Landscapes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>27%</td>
<td>24%</td>
<td>22%</td>
<td>23%</td>
</tr>
<tr>
<td>Performance and experience of Tenderer</td>
<td>28%</td>
<td>25%</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td>Beneficial effects of Tender</td>
<td>5%</td>
<td>4%</td>
<td>4%</td>
<td>4%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>40%</td>
<td>40%</td>
<td>39%</td>
<td>36%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>93%</td>
<td>90%</td>
<td>88%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>DME Contractors</th>
<th>Landscape Systems</th>
<th>LPM</th>
<th>LD Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>27%</td>
<td>24%</td>
<td>23%</td>
<td>22%</td>
<td>23%</td>
</tr>
<tr>
<td>Performance and experience of Tenderer</td>
<td>28%</td>
<td>25%</td>
<td>25%</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td>Beneficial effects of Tender</td>
<td>5%</td>
<td>4%</td>
<td>4%</td>
<td>5%</td>
<td>4%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>40%</td>
<td>33%</td>
<td>33%</td>
<td>29%</td>
<td>27%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>86%</td>
<td>85%</td>
<td>81%</td>
<td>79%</td>
</tr>
</tbody>
</table>

4. **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:-
   Infrastructure and Services
   **Aspiration 6:** Civic buildings, public places and transport infrastructure of contemporary design, constructed and maintained using best practice principles.
**Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

d. **Policy**

Purchasing policy applies. To provide compliance with the Local Government Act 1995; Section 3.57 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, Regulation 11 (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless sub-regulation (2) states otherwise.

e. **Financial**

An amount of $1,100,000 has been allocated for the construction of the Kent Street Arts Centre in the 2011/2012 Budget – W20981.

f. **Legal and Statutory**

In accordance with Local Government Act 1995 Section 3.57 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, Regulation 11 (1). Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless sub-regulation (2) states otherwise.

5. **Comments**

Following consideration of the submissions in accordance with the tender criteria all companies demonstrated the capacity and ability to perform the project, however, the submission received from Environmental Industries is considered to represent the best value to City and are therefore recommended as the preferred tenderer.

6. **Voting Requirements**

Simple Majority

7. **Officer Recommendation**

That Council ACCEPT the tender submitted from Environmental Industries, Unit 2, 2-6 Mallaig Way, Canning Vale, for Tender T11/12-58 - Kent Street Arts Building – Landscaping and Irrigation Works for a total cost of $146,952.61 in accordance with the tender documentation.

8. **Committee Recommendation**

That Council ACCEPT the tender submitted from Environmental Industries, Unit 2, 2-6 Mallaig Way, Canning Vale, for Tender T11/12-58 - Kent Street Arts Building – Landscaping and Irrigation Works for a total cost of $146,952.61 in accordance with the tender documentation.

Committee Voting – 4/0

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

Not applicable

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

Not applicable
Corporate and Engineering Services
Engineering and Parks Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>EP-012/12</th>
<th>Tender T11/12-59 - Supply and delivery of one new Material Handler with optional service agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>T11/12-59</td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr Graham Rose, Manager Waste &amp; Landfill Operations</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Bruce Foster, Contracts Coordinator</td>
<td></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Ken Christie, Landfill Services Coordinator</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>20 March 2012</td>
<td></td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>20 March 2012</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive Function</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive Function</td>
<td></td>
</tr>
</tbody>
</table>

1. **Purpose of Report**

Provide Council with details of the tender received for Tender T11/12-59 - Supply and delivery of one new Material Handler with optional service agreement, document the results of the tender assessment and make recommendations regarding award of the tender.

2. **Background**

The tender was advertised in the West Australian on Saturday, 4 February 2012 for Tender T11/12-59 - Supply and delivery of one new Material Handler with optional service agreement, the tender closed at 2pm, Wednesday, 22 February 2012 and was publicly opened immediately after the closing time.

3. **Details**

Only one tender was received. This tender was from Hitachi Construction Machinery Australia for a ZX250W-3 Hitachi Material Handler to the value of $377,700 (GST Exclusive). The optional service agreement was not included in the tender.

A panel comprising Manager Waste & Landfill Operations, Contracts Coordinator and the Landfill Services Coordinator undertook tender evaluations.
Evaluation of the tender, in accordance with the advertised tender assessment criteria, produced the following weighted scores:

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>Hitachi Construction Machinery Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>15%</td>
<td>13%</td>
</tr>
<tr>
<td>Performance and experience of Tenderer</td>
<td>40%</td>
<td>30%</td>
</tr>
<tr>
<td>Beneficial effects of Tender</td>
<td>5%</td>
<td>2%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>40%</td>
<td>40%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>85%</td>
</tr>
</tbody>
</table>

### 4. 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 12:** Carbon footprint reduction and waste minimisation programs centred upon public awareness and the use of new technologies.
   
   **Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

d. **Policy**  
   Purchasing policy applies. To provide compliance with the Local Government Act 1995; Section 3.57 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, Regulation 11 (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless sub-regulation (2) states otherwise.

e. **Financial**  
   The 2011/12 budget includes a work order for the purchase of this item at a total estimated cost of $370,000. This work order is located under the General Ledger (GL) Account that deals with all the Millar Road Landfill Capital Plant and Equipment Purchases. This GL Account has a balance of $413,359.

f. **Legal and Statutory**  
   In accordance with Local Government Act 1995 Section 3.57 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, Regulation 11 (1). Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless sub-regulation (2) states otherwise.
5. Comments

City Officers inspected a similar machine by Hitachi to assess the operational and mechanical capabilities of the machine offered. The officers were satisfied that the machine would be suitable to complete the operational requirements at the Landfill.

As the tenderer did not include a service agreement with the tender this equipment will be included in the general servicing of machinery by the City.

Following consideration of the submission and their assessment in accordance with the tender criteria by the Assessment Panel, the submission received from Hitachi Construction Machinery (Australia) was deemed to represent best value to the City.

6. Voting Requirements

Simple Majority

7. Officer Recommendation

That Council ACCEPT the Tender submitted from Hitachi Construction Machinery, 111 McDowell Street, Welshpool, for one ZX250W-3 Hitachi Material Handler machine for Tender T11/12-59 Supply and delivery of one new Material Handler for a total cost of $377,700 GST exclusive.

8. Committee Recommendation

That Council ACCEPT the Tender submitted from Hitachi Construction Machinery, 111 McDowell Street, Welshpool, for one ZX250W-3 Hitachi Material Handler machine for Tender T11/12-59 Supply and delivery of one new Material Handler for a total cost of $377,700 GST exclusive.

Committee Voting – 4/0

9. The Committee's Reason for Varying the Officer's Recommendation

Not applicable

10. Implications of the Changes to the Officer’s Recommendation

Not applicable
Corporate and Engineering Services
Advisory and Occasional Committee Minutes
Engineering & Parks Services

Reference No & Subject: EP-013/12
File No: COM/71
Author: Mr Matthew Donaldson, Coastal Engineering Officer
Other Contributors: Mr Gary Rogers, Manager Capital Projects
Date of Committee Meeting: 20 March 2012
Terms of Reference: To advise Council on Marine Infrastructure matters
Composition: 2 Councillors, 13 Community Representatives, State Government Representatives, Executive Support: Engineering & Parks Services Division: Manager Capital Projects and Coastal Engineering Officer.
Disclosure of Interest: Nil
Nature of Council’s Role in this Matter: Executive Function
Attachments: Minutes of Marine Infrastructure Advisory Committee Meeting held on 23 February 2012
Maps/Diagrams:

1. Receipt of Minutes
That Council receive the minutes of Marine Infrastructure Advisory Committee meeting held on 23 February 2012 for information.

2. Recommendations to the Corporate and Engineering Services Committee
There are no recommendations arising from the Marine Infrastructure Advisory Committee meeting.

3. Committee Recommendation
That Council RECEIVE the minutes of Marine Infrastructure Advisory Committee meeting held on 23 February 2012 for information.

Committee Voting – 4/0

4. The Committee’s Reason for Varying the Officer’s Recommendation
Not applicable

5. Implications of the Changes to the Officer’s Recommendation
Not applicable
Corporate and Engineering Services Advisory and Occasional Committee Minutes Engineering & Parks Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>EP-014/12 Rockingham RoadWise Advisory Committee Minutes held 6 February 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>RDS/15-05</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Scott Lambie, Traffic Services Coordinator</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>20 March 2012</td>
</tr>
<tr>
<td>Terms of Reference:</td>
<td>To provide input and advice into road safety matters with the outcome of having a safe and efficient transport network in the City of Rockingham.</td>
</tr>
<tr>
<td>Composition:</td>
<td>1 Councillor, 6 Community Representatives</td>
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<tr>
<td>Executive Support:</td>
<td>Engineering and Parks Division – Traffic Services Team</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Attachments:</td>
<td>Minutes of Rockingham RoadWise Advisory Committee meeting held on 6 February 2012</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

1. **Receipt of Minutes**

   That Council receive the minutes of the RoadWise Advisory Committee meeting held on Monday 6 February 2012 for information.

2. **Recommendations to the Corporate and Engineering Services Committee**

   There are no recommendations arising from the RoadWise Advisory Committee meeting.

3. **Committee Recommendation**

   That Council **RECEIVE** the minutes of the RoadWise Advisory Committee meeting held on Monday 6 February 2012 for information.

   Committee Voting – 4/0

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

   Not applicable

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

   Not applicable
Corporate and Engineering Services
Advisory and Occasional Committee Minutes
Engineering & Parks Services

Reference No & Subject: EP-015/12
Disability Access Reference Group Minutes held 8 February 2012

File No: CSV/761-02
Author: Mr Phillip Yap, Engineering Technical Officer - Transport
Other Contributors: Ms Tenille Wightman, Community Development Officer
Date of Committee Meeting: 20 March 2012
Terms of Reference:
To collate Council’s Disability Services Plan for the improvement of accessibility to Council facilities and services for people with disabilities of all kinds.
Composition:
2 Councillors, 13 Community Representatives
Executive Support from Engineering & Parks Services, Traffic Services Team
Disclosure of Interest:
Nature of Council’s Role in this Matter: Executive Function

Attachments:
Minutes of Meeting held on 8 February 2012

Maps/Diagrams:

1. **Receipt of Minutes**
   
   That Council receive the minutes of the Disability Access Reference Group meeting held on 8 February 2012 for information.

2. **Recommendations to the Corporate and Engineering Services Committee**
   
   There are no recommendations arising from the Disability Access Reference Group meeting.

3. **Committee Recommendation**
   
   That Council **RECEIVE** the minutes of the Disability Access Reference Group meeting held on 8 February 2012 for information.

   Committee Voting – 4/0

4. **The Committee’s Reason for Varying the Officer’s Recommendation**
   
   Not applicable

5. **Implications of the Changes to the Officer’s Recommendation**
   
   Not applicable
13. **Reports of Councillors**
   Nil

14. **Addendum Agenda**
   Nil

15. **Motions of which Previous Notice has been given**
   Nil

16. **Notices of motion for Consideration at the Following Meeting**
   Nil

17. **Urgent Business Approved by the Person Presiding or by Decision of the Committee**
   Nil

18. **Matters Behind Closed Doors**
   Nil

19. **Date and Time of Next Meeting**
   The next Corporate and Engineering Services Committee Meeting will be held on **Tuesday 17 April 2012** in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

20. **Closure**
   There being no further business, the Chairman thanked those persons present for attending the Corporate and Engineering Services Committee meeting, and declared the meeting closed at 4:30pm.