City of Rockingham
Corporate and Engineering Services Committee
Meeting Minutes
4:00pm Tuesday, 21 February 2012

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1. Declaration of Opening

The Chairman declared the Corporate and Engineering Services Committee Meeting open at 4:06pm and welcomed all present.

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

2.1 Councillors

- Cr Barry Sammels Chairperson
- Cr Allan Hill
- Cr Chris Elliott Deputising for Cr Dunkling
- Cr Richard Smith Deputising for Cr Pease until 4:20pm
- Cr Ron Pease From 4:20pm

2.2 Executive

- Mr John Pearson A/Chief Executive Officer
- Mr Chris Thompson Director Engineering and Parks Services
- Mr Ian Daniels Manager Engineering Services
- Mr Ben Searcy Manager Human Resources Development
- Mr Cadell Buss Manager Economic Development
- Mr Allan Moles Manager Accounting Services
- Mr Kelton Hincks Manager Asset Services
- Mr James Henson Manager Parks
- Mr Peter Varris Manager Governance and Councillor Support
- Mrs Jelette Edwards Governance Coordinator
- Ms Sue Langley Secretary Executive Services

Members of the Public: Nil

Press: 1

2.3 Apologies: Cr Lorraine Dunkling

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 Sammels:

That Council **CONFIRM** the Minutes of the Corporate and Engineering Services Committee Meeting held on 6 December 2011, 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**

Nil

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 – February 2012**

**Corporate Services**

1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Customer Request Management System
   3.3 Mobile Computing (AIM) Licensing Fees
   3.4 Disaster Recovery Solution
4. Information Items
   4.1 Change of Basis of Rates

**Governance and Councillor Support**

1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Review of City of Rockingham Local Laws
4. Information Items
   4.1 Newsletters – National Sea Change Taskforce

Human Resources
1. Human Resources Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Employee Health & Wellbeing Programme
   3.2 Leadership & Management Programme
   3.3 Enterprise Agreements
4. Information Items

Economic Development
1. Economic Development Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Printing and Graphic Design Services
   3.2 Leadership Forum
   3.3 Collateral Print and Distribution Audit
   3.4 Global Friendship Activity Timeline
4. Information Items
   4.1 Defence Housing Australia
   4.2 Hotel/Apartment Developers
   4.3 Business Foundations
   4.4 Film Permit
   4.5 Media Tracking

Strategy Coordination
1. Strategy Coordination Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Establishing linkages between the Community Plan, the Specific Purpose Plans and the Team Plans
   4.2 2011 Customer Satisfaction Survey
   4.3 Coordinating the development of a 10 year infrastructure plan
   4.4 Coordinating the development and implementation of a Development Contribution Scheme
   4.5 Operational Team Plans
   4.6 New Ideas Incentive Scheme
   4.7 City Scoreboard
   4.8 Climate Change Response Plan
   4.9 Technical and Financial Risk Analysis on the Impacts of Carbon Tax on City of Rockingham
   4.10 Other Initiatives Managed by the Strategy Coordination Group

Committee Recommendation:
That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – February 2012 and the contents be accepted.

Committee Voting – 4/0
### Engineering and Parks Services Information Bulletin – February 2012

#### 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 2011/2012
   - 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 Cash Bonds for private subdivisional works
   - 4.7 Handover of Subdivisional Roads
   - 4.8 Mundijong Road Extension (Auslink Funded)
   - 4.9 Sepia Depression Ocean Outlet Landline (SDOOL) – Asset Condition Assessment Works

#### 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 2011/12
   - 4.2 Road Construction Program Main Roads Direct Grant 2011/12
   - 4.3 Road Construction Program Main Roads Grant 2011/12
   - 4.4 Road Construction Program Federal Black Spot 2011/12
   - 4.5 Road Construction Program State Black Spot 2011/12
   - 4.6 Road Construction Program Municipal Works 2011/12
   - 4.7 Road Resurfacing Program Municipal Works 2011/12
   - 4.8 Footpath Construction Program Municipal Works 2011/12
   - 4.9 Road Maintenance Program 2011/12
   - 4.10 Passenger Vehicle Fleet Program 2011/12
   - 4.11 Light Commercial Vehicles Program 2011/12
   - 4.12 Heavy Plant Program 2011/12

#### Parks Development
1. Parks Services Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Warnbro Dunes Carpark Shoring
4. Information Items
   - 4.1 Groundwater Monitoring
   - 4.2 Kent Street Community Arts Centre Landscape Project
   - 4.3 Delegated Subdivision Public Open Space Handovers
   - 4.4 Delegated Public Open Space Approvals
   - 4.5 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
4. 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 Operations Centre – Roof Replacement to the Workshop
   4.11 Aqua Jetty – Replace/Upgrade HVAC Services
   4.12 Aqua Jetty – Gym/Main Entry Carpet Replacement
   4.13 Bert England Lodge - Compliance
   4.14 Safety Bay Yacht Club – Asbestos Roof Replacement
   4.15 Bell Park Toilet – Replacement including Curfew Lockout System
   4.16 Francis Street Toilets – Internal/External Renovations
   4.17 Aquatic Centre – Renewal of Toilets/Unisex/Change Rooms
   4.18 Challenger Court – Master Metering and Replacement Distribution Boards
   4.19 Baldivis Library - Design
   4.20 Aqua jetty – Solar Heating
4.21 Baldivis Old School - Redevelopment
4.22 Incoming Correspondence

**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 (domestic only)
   4.5 Landfill Statistics
   4.6 Education / Promotion
   4.7 Power Station
   4.8 T11/12-48 Supply and Laying of a Geosynthetic Clay Liner to cells 9, 10 and 11 at the Millar Road Landfill Facility, Baldivis
   4.9 T11/12-35 Purchase and Collection of Scrap Metal from the Millar Road Landfill Facility, Baldivis

**Committee Recommendation:**
That Councillors acknowledge having read the Engineering and Parks Services Information Bulletin – February 2012 and the contents be accepted.

Committee Voting – 4/0

12. **Agenda items**
1. **Purpose of Report**

To receive the monthly Financial Management Report for November 2011

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
To receive the monthly Financial Management Report for December 2011

## 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**
   

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
Corporate and Engineering Services
Corporate Services

Reference No & Subject: CS-003/12  List of Payments for December 2011
File No: FLM/157
Proponent/s: Ms Vanisha Govender, Financial Accountant
Author: Miss Narelle Fisher, Senior Accounts Payable Officer
Other Contributors: Executives Function
Date of Committee Meeting: 21 February 2012
Previously before Council: No
Disclosure of Interest: No
Nature of Council’s Role in this Matter: Executive Function

1. Purpose of Report
To present a list of payments made under Delegated Authority for confirmation of Council.

2. Background
Nil

3. Details
Nil

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**

Nil

f. **Legal and Statutory**

Regulation 13 (1) & (3) of the Local Government (Financial Management) Regulations 1996 requires a list of payments made under Delegated Authority to be prepared each month and presented to the Council at the next ordinary meeting of Council.

5. **Comments**

Nil

6. **Voting Requirements**

Simple Majority

7. **Officer Recommendation**

That Council **ACCEPT** the attached List of Payments for December 2011 totalling $11,541,390.01 paid under Delegated Authority, in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

8. **Committee Recommendation**

That Council **ACCEPT** the attached List of Payments for December 2011 totalling $11,541,390.01 paid under Delegated Authority, in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

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 present a list of payments made under Delegated Authority for confirmation of Council.

2. **Background**

Nil

3. **Details**

Nil

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**

   Nil

f. **Legal and Statutory**

   Regulation 13 (1) & (3) of the Local Government (Financial Management) Regulations 1996 requires a list of payments made under Delegated Authority to be prepared each month and presented to the Council at the next ordinary meeting of Council.

5. **Comments**

   Nil

6. **Voting Requirements**

   Simple Majority

7. **Officer Recommendation**

   That Council ACCEPT the attached List of Payments for January 2012 totalling $8,954,752.91 paid under Delegated Authority, in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

8. **Committee Recommendation**

   That Council ACCEPT the attached List of Payments for January 2012 totalling $8,954,752.91 paid under Delegated Authority, in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

   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

**Governance and Councillor Support**

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<th>GCS-001/12 Australia Day Awards Selection Panel Meeting held on 15 December 2011</th>
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<tr>
<td>File No:</td>
<td>COM/7</td>
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<tr>
<td>Author:</td>
<td>Mrs Jelette Edwards, A/Manager Executive Services</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>21 February 2012</td>
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<td>Terms of Reference:</td>
<td>To select persons for Australia Day Awards from nominations received.</td>
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<td>Composition:</td>
<td>2 Councillors, 3 Community Members</td>
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<td>Disclosure of Interest:</td>
<td></td>
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<td>Nature of Council’s Role in this Matter:</td>
<td>Executive Function</td>
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<td>Attachments:</td>
<td>Minutes of the Australia Day Awards Selection Panel meeting dated 15 December 2012</td>
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<td>Maps/Diagrams:</td>
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1. **Receipt of Minutes**

That Council receive the minutes of Australia Day Awards Selection Panel meeting held on 15 December 2011 for information.

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

2.1 **Recommendation 1: Nominations received for Premier’s Australia Day Active Citizenship Awards 2012**

Advisory Committee Recommendation:

That Council **ENDORSE** the presentation of the following awards to the nominees as listed:

- **Award for a Person 25 Years of Age or Older**
  - Mrs Anne Moore

- **Award for a Community Group/Event**
  - Family History Society of Rockingham & Districts Inc.
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 15: Governance systems that ensure decision making and resource allocation is accountable, participative, legally and ethically compliant.

b. Policy
In accordance with Council Policy – “Australia Day Functions and Awards”.

c. Financial
Provision of $10,250 has been made in the 2010/11 Council budget.

d. Legal and Statutory
Not Applicable

e. Voting Requirements
Simple Majority

Officer Comments & Recommendation if Different to Committee Recommendation

Nil

3. Committee Recommendation

That Council
1. RECEIVE the minutes of Australia Day Awards Selection Panel meeting held on 15 December 2011 for information.

2. ENDORSE the presentation of the following awards to the nominees as listed:
   a. Award for a Person 25 Years of Age or Older
      Mrs Anne Moore
   
   c. Award for a Community Group/Event
      Family History Society of Rockingham & Districts Inc.

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
Governance and Councillor Support

Reference No & Subject: GCS-002/12 Special Meeting of Electors held on 8 December 2011

File No: GVR/60
Proponent/s: Mrs Jelette Edwards, A/Manager Executive Services
Author: 
Other Contributors: 
Date of Committee Meeting: 21 February 2012
Previously before Council: 
Disclosure of Interest: 
Nature of Council’s Role in this Matter: Executive Function

Site: 
Lot Area: 
Attachments: Minutes of the Special Meeting of Electors held on 8 December 2011
Maps/Diagrams: 

1. Purpose of Report
That Council receive the minutes and consider decisions of the Special Meeting of Electors held on 8 December 2011.

2. Background
The Council received a petition from over 100 electors of the district to hold a Special Meeting of Electors regarding the Golden Bay Structure Plan (Modification to Planning Policy 6.3 – Local Commercial Strategy, Foreshore Management Plan and Amendment 106 – Modification to Golden Bay Development Area). The Special Meeting of Electors was to be held on 8 December 2011 before the 13 December Council Meeting where the above issues were discussed.

3. Details
The Special Meeting of Electors was held on 8 December 2011 and the minutes of the meeting are attached for Councillor’s information.

In relation to any decision made at electors meetings, Section 5.33 of the Local Government Act 1995 states:
(1) All decisions made at an electors’ meeting are to be considered at the next ordinary council meeting or, if that is not practicable – (a) at the first ordinary council meeting after that meeting; or (b) at a special meeting called for that purpose, whichever occurs first.

(2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors’ meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

4. Implications to Consider

a. Consultation with the Community
   Advertising was carried out in the West Australian on 22 November 2011, the Sound Telegraph on 23 and 30 November 2011 the Weekend Courier on 25 November 2011, Council website, libraries and council notice boards advising the community of the date, time, location and reason for the Special Meeting of Electors.

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
   Nil

e. Financial
   Nil

f. Legal and Statutory
   In accordance with section 5.32 of the Local Government Act 1995 (the Act) minutes of electors meeting were taken. Sections 5.28, 5.29, 5.30 and 5.31 of the Act were followed in convening the Special Meeting of Electors.

5. Comments

As there were no decisions made at the meeting the requirements of Section 5.33 of the Act – Decisions made at electors meetings, were not applicable.

6. Voting Requirements

Simple Majority

7. Officer Recommendation

That Council RECEIVE the minutes of the Special Meeting of Electors held on Thursday, 8 December 2011 for information.

8. Committee Recommendation

That Council RECEIVE the minutes of the Special Meeting of Electors held on Thursday, 8 December 2011 for information.

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 Governance and Councillor Support

Reference No & Subject: GCS-003/12 Annual Meeting of Electors held on 31 January 2012

File No: GVR/60
Author: Mrs Jelette Edwards, A/Manager Executive Services

Other Contributors:

Date of Committee Meeting: 21 February 2012
Previously before Council:
Disclosure of Interest: Executive Function
Nature of Council’s Role in this Matter:

Site:
Lot Area:
Attachments:
Maps/Diagrams: Minutes of the Annual Meeting of Electors held on 31 January 2012

1. Purpose of Report

That Council receive the minutes and consider decisions of the Annual Meeting of Electors held on 31 January 2012.

2. Background

At the Council meeting held on 13 December 2011 it was resolved to hold an Annual Meeting of Electors on Tuesday, 31 January 2012.

3. Details

The Annual Meeting of Electors was held on 31 January 2012 and the minutes of the meeting are attached for Councillor's information.

In relation to any decision made at electors meetings, Section 5.33 of the Local Government Act 1995 states:

(1) All decisions made at an electors’ meeting are to be considered at the next ordinary council meeting or, if that is not practicable – (a) at the first ordinary council meeting after that meeting; or (b) at a special meeting called for that purpose, whichever occurs first.
4. Implications to Consider

a. Consultation with the Community
Advertising was carried out in both the Sound Telegraph and Weekend Courier, Council website, libraries and council notice boards advising the community of the date and time of the Annual Meeting of Electors.

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
Nil

e. Financial
Nil

f. Legal and Statutory
In accordance with the Local Government Act 1995 Section 5.33 – Decisions made at Electors meetings.

5. Comments
As there were no decisions made at the meeting the requirements of Section 5.33 are not appropriate.

6. Voting Requirements
Simple Majority

7. Officer Recommendation
That Council RECEIVE the minutes of the Annual Meeting of Electors held on Tuesday, 31 January 2012 for information.

8. Committee Recommendation
That Council RECEIVE the minutes of the Annual Meeting of Electors held on Tuesday, 31 January 2012 for information.

   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. **Receipt of Minutes**

That Council receive the minutes of Chief Executive Officer Performance Review Committee meeting held on 1 February 2012 for information.

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

2.1 **Recommendation 1:** CEO Annual Performance Appraisal Review

Advisory Committee Recommendation:

That Council:

1. **RETAIN** the CEO Performance Review Committee.
2. **AMEND** the CEO Performance Review Committee’s Terms of Reference to include a membership criteria, that members must complete performance appraisal training conducted by Talent2, prior to commencing the appraisal process and the same training be offered to all other elected members.

3. **ACCEPT** the submission received from Talent2 of 50 St George’s Terrace, Perth, dated 20 January 2012, for Denise Mannix to conduct training and the delivery for the CEO performance appraisal for a three year period, at an annual cost of $9,500 (excluding GST).

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

#### b. Policy

Not applicable

#### c. Financial

An amount of $10,000 has been allocated in the 2011/12 Budget for this service as part of Account No 210026.1726 – Corporate Training Program.

#### d. Legal and Statutory

In accordance with the Local Government Act 1995 – Section 5.38 Annual Review of Certain Employees 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.

#### e. Voting Requirements

Simple Majority

### Officer Comments & Recommendation if Different to Committee Recommendation

The Committee made changes to the officer recommendation to retain the CEO Performance Review Committee and include performance training opportunities for all elected members.

### 3. Committee Recommendation

That Council

1. **RECEIVE** the minutes of Chief Executive Officer Performance Review Committee meeting held on 1 February 2012 for information.

2. **RETAIN** the CEO Performance Review Committee.

3. **AMEND** the CEO Performance Review Committee’s Terms of Reference to include a membership criteria, that members must complete performance appraisal training conducted by Talent2, prior to commencing the appraisal process and the same training be offered to all other elected members.

4. **ACCEPT** the submission received from Talent2 of 50 St George’s Terrace, Perth, dated 20 January 2012, for Denise Mannix to conduct training and the delivery for the CEO performance appraisal for a three year period, at an annual cost of $9,500 (excluding GST).

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
#### Economic Development Services

**Reference No & Subject:** ED-001/12 Global Friendship Committee Meeting Minutes held on 15 December 2011

**File No:** ECD/74

**Author:** Ms. Nollaig Baker, Economic Development Officer

**Other Contributors:**

**Date of Committee Meeting:** 21 February 2012

**Terms of Reference:**

- Promoting awareness of the social and economic importance of the Global Friendships program to the community;
- Planning and arranging visits to and from global affiliates;
- Measuring the performance and effectiveness of individual Global Friendships in terms of community and economic development benefit;
- New Global Friendship proposals; and
- 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.

**Composition:**

3 Councillors, 6 Committee Members

**Executive Support – Economic Development Team**

**Disclosure of Interest:**

**Nature of Council’s Role in this Matter:**

**Executive Function**

**Attachments:**

Minutes of the Global Friendship Committee Meeting held on 15th December 2011

**Maps/Diagrams:**

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**1. Receipt of Minutes**

That Council receive the minutes of the Global Friendship Committee meeting held on 15 December 2011 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 the Global Friendship Committee meeting held on 15 December 2011 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

To endorse the City of Rockingham to engage in social media as part of their marketing and communication activities.

2. Background

Social media is one of the world’s most rapidly growing communication tools with Australia having the highest number of active users in the world per head of population. As the public sector increasingly uses social media to engage and converse with residents, the City of Rockingham must consider this important channel of communication. The City of Rockingham’s activities and services for the future are determined by what our community’s needs and aspirations are and engaging with the community on all future plans and strategies is vital to ensure we deliver key outcomes for the community.

One of the Community’s aspirations for the future is ‘Civic Leadership (Aspiration 16 – Community Plan) a Council which engages with all the elements of the community in order to make decisions that respect Rockingham’s unique sense of place whilst positively contributing to its future
prosperity.’ Social media is a channel through which that role can be enhanced, enabling better communication by allowing the City of Rockingham to inform, influence and engage.

The rise in popularity of social media tools and the Internet presents local government with the unique challenge of reinventing the traditional methods of communication such as local newspaper, email, newsletters and building a connected community using social media tools. Reaching this goal requires a clear strategy and understanding of available social media options, including which ones are best suited to the City of Rockingham’s needs and how to deploy them. Our goal is to provide the maximum return on investment and benefit - for citizens, staff and stakeholders.

3. **Details**

The Manager Economic Development established a social media project team in October 2011 with representatives from Executive Services, Community Development and Corporate Services to determine how the City should proceed with a Social Media Strategy. The need for a social media framework is vital to the long term success of the City of Rockingham’s communication strategy. The working group met weekly and adopted a strategic approach with the following areas 3.1 to 3.10 identified in the work breakdown structure of the group. The working group’s goal was to ensure that City of Rockingham had a clear and concise strategy that would inform the Council on how best to proceed with the implementation of a social media policy.

At the outset, Cadell Buss - Manager Economic Development and Chantal Husk - Senior Media and Communications Officer met with a number of local councils, including Town of Kwinana, City of Fremantle and City of Melville, to discuss their position on social media. It was clear that the majority did not have a defined strategy, resulting in little activity and communication from their community and stakeholders.

The Project Group met weekly to determine why and how the City should progress with a social media strategy and to understand the communication opportunities and challenges presented.

The Project Group also engaged social media Experts, such as Marketforce and Precedent to present to the group. Their input assisted the working group in defining the role of social media for City of Rockingham

3.1 **City of Rockingham Council ICT Policy**

Employees will use social media in a manner which is consistent with codes of conduct, confidentiality, in compliance with laws and policies, is consistent with City of Rockingham positions and reinforces the integrity, reputation and values of the City of Rockingham

3.2 **Record Management**

It is envisaged that only a small percentage of social media communications will need to be recorded and this will be the responsibility of the Officers whose role it is to engage in social media and follows the existing record management procedures.

3.3 **Customer Service Charter**

The Customer Service Charter was examined. The group recommends amending the response times to include a separate section on social media with a recommended response time of 24 hours.

*Suggested Outcomes*

*Amend the response time to 24 hours for any social media responses and include this as a disclaimer on the recommended social network platforms.*

3.4 **Risk Management**

The group identified that a Risk Management Plan would be required and a plan was created using the Australian Standards AS/NZS 31000.2009 Risk Management – Principles and Guidelines *(see Attachment 1 – Risk Management Plan).*
The process involved potential risks being recorded and then ranked in order of perceived priority. The second step required the group to profile the risk according to Consequence and Likelihood to determine severity.

The working group agreed that any risk having a medium category would be acceptable. Any risk receiving a High or Very High status would require a Mitigation Strategy.

There were two risks that achieved a High status:

- Risk 3 – Responsible officers not monitoring and responding for their area,
- Risk 10 – Legal implications of comments/documents/videos posted,

and two risks that achieved Very High status:

- Risk 4 – Councillors responding not in line with City’s view,
- Risk 8 – Staff given full access social media sites, this will increase the amount of download undertaken by the City on an overall basis, therefore potential for an increase in bandwidth being required.

The final step is a mitigation procedure for the four risks identified.

- Risk 3 – The Economic Development team is the overall social media Champions and will monitor content.
- Risk 10 – A disclaimer will be written and uploaded to the social media home page at the outset, clearly outlining the types of inappropriate or defamatory comments that will be deleted.
- Risk 4 – Under the Local Government Act 1995, the Mayor is the only media spokesperson. All Councillors will be advised that their social media platforms must be treated as their own and not as a spokesperson for the City.
- Risk 8 – That all staff will be notified about their usage and how they are governed by the ICT (Information, Communication, Technology) Acceptable Use Guidelines.

**Suggested Outcomes**

- **Risk Management plan will be included in the Social Media Policy.**
- **Disclaimer placed on all social media platforms.**

### 3.5 Selecting the Right Channels

Social media by its nature is a two way communication platform, a mutually beneficial dialogue can be built and it is personal and informal in tone. It allows organisations to interact with people as they would on the telephone but on a much larger scale. The power of social media is in two way conversations and it was unanimously agreed that the City should engage from the outset in a two way framework. Residents are already using social media to talk about social issues that fall under the responsibility of Council; conversations that the City is currently not engaged in or able to respond to. Direct engagement and acting publically on feedback both improves awareness of local needs and demonstrates to citizens that they are being listened to. By this, City of Rockingham will connect, engage and interact with the community. People will be allowed to comment and they are listening for feedback. It demonstrates openness, collaboration and transparency across the process.

The group recommended using the following three platforms:

**Platform:** Facebook, Twitter and YouTube

**Why Facebook**

Facebook is a popular, free – access networking website that is operated and privately owned by Facebook Inc. Users can join networks organised by the City to connect and interact with people. Users of Facebook are engaged in sharing information about themselves and their community and with hundreds and even thousands of others. As of January 2012, Facebook has more than 800 million active users.
• Largest English-speaking network
• Most diverse adoption rates
• Most versatile for content
• Low-frequency and low-resource
• Page Set up – one or multiple pages

The group accessed the options for presenting on Facebook. From the outset it was agreed that the City should create one Corporate Page.

With representatives within the group from Youth Services, they presented a strong case for creating a Youth page. It is generally accepted that youth are reluctant to interact direct through a corporate or authority relationship, but are more willing to interact on their own terms.

Much discussion was held on the value of having an additional Youth Page on Facebook as it was generally recognised and confirmed by other LGA’s, that youth would largely ignore a corporate page alone. The age group 10 to 24 represents nearly 20% of Rockingham’s population.

Delaying introduction of a youth page was generally seen as a missed opportunity – not only to reach young people but also to compare the take up of a Facebook page largely administered by Economic Development unit and another largely administered by Community Development Division.

IT was also seen as useful in evaluating management and systems issues in responding to both youth and the community at large.

The language used by youth is often very different to adult expression and there are many services, programs and events that could be marketed in a manner acceptable to youth but which would have little or no take up on a Corporate page.

Several committee members had worked extensively with youth and strongly supported inclusion of a Youth Page from the onset.

Why Twitter

Twitter is similar to Facebook but its primary difference is that posts, or tweets, are restricted to 140 characters or less. It has been described as “the SMS of the Internet.” A Twitter user you can post updates, follow and view updates from other users and send a public reply or private direct message to connect with another Twitterer.

Twitter has over 300 million users as of 2011, generating over 300 million tweets and handling over 1.6 billion search queries per day.

- Continues to grow rapidly
- Affluent base of users
- High-frequency but low-cost
- Big players tuned in and tweeting
- A number of Local Government Mayors are using this platform effectively

Why YouTube

YouTube is a video-sharing website which users can upload, view and share video content. It is the second largest search engine in the world.

- Everyone understands it
- Videos posted can reach a wider audience
- Promotion of Events, City Investment DVDs, Staff Profiles, various programs
- It is currently available on the City of Rockingham Website
Suggested Outcomes

- The City of Rockingham should establish a Corporate page on Facebook
- The City of Rockingham should establish a City of Rockingham Youth page
- The City of Rockingham engages in two way conversation
- The City of Rockingham to increase the current use of YouTube, utilising it for greater promotion of events, City DVD’s and management and staff profiles.
- The Mayor of the City of Rockingham to have an engaging profile on Twitter. It is also recommended that this be reviewed in six months.

3.6 Content Management

Sharing content and information will encourage the City of Rockingham community to participate in dialogue with the Council. It will enhance communications between City of Rockingham Council, its residents and stakeholders.

- Identifying the Target Audience:

The Project Group selected the current audiences that the City engages most frequently with and also identified the target audiences as outlined below. It was agreed that this would be reviewed and expanded over time. For the first six months it was agreed that the following audiences should be targeted.

<table>
<thead>
<tr>
<th>Rate Payers</th>
<th>Ongoing updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors</td>
<td>Activities, Events, Forums</td>
</tr>
<tr>
<td>Youth</td>
<td>Ongoing engagement, graffiti management, upcoming programs, youth festivals, YAC,</td>
</tr>
<tr>
<td>Future employees</td>
<td>New Jobs, profiling existing employees.</td>
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<tr>
<td>Tourists</td>
<td>Tourist Activities and amenities</td>
</tr>
<tr>
<td>Residents General</td>
<td>Plans, strategies, elections, special meetings, notices</td>
</tr>
<tr>
<td>Local Business/Potential Investors</td>
<td>Leadership Forums, options for investment</td>
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- Creating and Managing Content:

The content strategy will be based on the key target audiences above. The instantaneous nature of social media means that users expect responses in minutes rather than hours. The current workflow for the City of Rockingham website allows for different divisions to create, edit and post content to the website. The group recommended that the same workflow be put in place for posting and responding on Facebook, so that the City is presenting one clear consistent voice. Where possible promotional and informational content posted on social media will have a direct link to the City of Rockingham website thus driving more visitors to the City’s website.

The relevant Officers will be empowered to respond quickly without going through an approval process to the Senior Media and Communications Officer. For all responsible Officers, social media training will be provided to enable them to write and create consistent and high quality content. The type of content will be based on news stories, up and coming events, programs and forums.

The Officers/Content Writers will need to take responsibility for what they write and exercise judgement and common sense in line with relevant conduct requirements and policies. As the majority of the engagement will be the responsibility of Community Development, it was recommended that three to four Content Writers be appointed by Community Development with a Sub-editor overseeing them. In particular, the Youth Page Content Writers would need experience and training as any posts and comments on this page would have to be in line with the City of Rockingham Community Vision for the future (see Attachment 2: Social media posting and responding).
Overall monitoring of the posts and comments will be the responsibility of the Economic Development Team.

**Suggested Outcomes**

- **Training will be provided for Content Writers by an experienced Digital Media Specialist firm. There are sufficient funds in the Human Resource training budget.**

- **The workflow will follow the Website model with trained writers and sub editors in place. Experienced Officers will be assigned for the relevant divisions with Community Development having at least three to four Content writers.**

- **For Twitter, the Senior Media and Communications Officer would post on behalf of the Mayor**

**3.7 Marketing Strategy**

A marketing strategy will be implemented prior to the launch of social media. Advertising will take place advising the community that social media is coming to City of Rockingham and encouraging the community to like the profiles on Facebook. Promotion will take place on the City of Rockingham website and in the local media. An official launch event would also be planned to gain additional followers.

**3.8 IT - Functionality and Implications**

It was identified that no new software is required to engage in social media but access for the entire staff will incur a change of internet access permissions currently set. For the Social Media Champion, access to a smart phone will also be essential to ensure speed of response when necessary outside of office hours.

**3.9 Responsibility and Resourcing**

It was agreed that any social media activity undertaken should be integrated as part of the City’s overall strategic communications efforts and the overall responsibility of the Manager Economic Development.

A Social Media Champion is required to oversee the ongoing management of the City’s presence on the social media sites identified previously. It is proposed that this Social Media Champion will report to the Manager of Economic Development.

**3.10 Measurement**

Social media is constantly changing space and the City of Rockingham needs to take a long term perspective on it. As a key communication channel it will need to be reviewed and updated on a regular basis.

**Suggested Outcomes**

- **The Working group continues to meet monthly to review content strategy.**

- **Management and council feedback sessions every three months.**

**4. Implications to Consider**

**a. Consultation with the Community**

A survey was conducted via the summer edition of the Chronicle and the survey was also available on the City’s website, the local media also promoted the survey via community newspapers (see attachment 3 – City of Rockingham Social Media Survey).

An official launch event would be planned to take place along with advertising and promotion.

**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 16:** A Council which engages with all elements of the community in order to make decisions that respect Rockingham’s unique sense of place whilst positively contributing to its future prosperity

d. **Policy**

The City’s Customer Service Charter will be required to be amended to conform with the disclaimer in Facebook regarding response times for enquiries.

This would need to be reviewed again within six months of going live.

e. **Financial**

- **Corporate Training Budget**

  The cost to the City will be $12,000 for staff training and communication launch, as well as $3,000 for mobile hardware for responding to enquiries.

  Funds have already been incorporated in the current team plans, so no additional funding is required.

f. **Legal and Statutory**

Under the *Local Government Act 1995*, section (d) 2.8, the Mayor speaks on behalf of Local Government.

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**Comments**

The City of Rockingham is responsible for ensuring that the residents and stakeholders have access to services and facilities that enable current and future residents to enjoy the best possible lifestyle, education and career opportunities. Social media is about sharing content and information and it provides significant opportunities to engage with the City of Rockingham community through non-traditional means of communication which are becoming the norm in our society.

By actively engaging the community in the City of Rockingham will:

- Gather customer insight
- Improve customer relationships
- Increase community engagement
- Improve recruiting
- Reduce customer service costs
- Improve search engine rankings
- Increase media coverage

Instant communication using social media helps citizens to maintain a constant dialogue with the Council. This dialogue can be especially valuable during times of crisis and there is increased evidence that social media is a great medium for crisis management. The unprecedented use and role of social media during the devastating floods which occurred in South-East Queensland has emerged as a singularly unifying issue in both the lead-up and clean up to a natural disaster which destroyed lives, houses and property. Its astounding role during the floods as both a source of primary source of official communication and amplification of interpersonal and word-of-mouth communication has attracted significant attention and analysis in the worlds of both academia and policy *(see Attachment 4 – Social media breaks new ground for flood crisis response)*.

*(Permission to use this case study was granted by Craig Stevens – Manager Corporate Communications, Brisbane City Council)*.
City of Rockingham could use social media effectively in the case of fire warnings and updates, severe weather conditions, road closures or works and any unforeseen emergency. It is has the power to provide updates on developments instantaneously.

Social media will become a valuable channel for dialogue between City of Rockingham and its community; a way of galvanising people around issues; a platform for people to support each other; and a basis on which people can be involved in making decisions about their neighbourhoods.

The use of social media networking opens greater opportunities for future engagement and it will ensure that the City of Rockingham is committed to the community’s needs and aspirations.

6. **Voting Requirements**

Normal

7. **Officer Recommendation**

That Council *ENDORSE* the introduction of social media as an additional platform into its existing marketing and communication activities.

8. **Committee Recommendation**

That subject to the 24 hour social media response time being clarified for weekend/public holiday situations in the disclaimer that Council *ENDORSE* the introduction of social media as an additional platform into its existing marketing and communication activities.

*Committee Voting – 4/0*

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

The Committee changed the Officer’s recommendation to clarify organisational response times to social media.

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

Not applicable
Corporate and Engineering Services
Advisory and Occasional Committee Minutes
Economic Development Services

Reference No & Subject: ED-003/12 Rockingham Tourism Festival Committee

File No: ECD/70

Author: Ms Desiree Turner, Project Officer Economic Development

Other Contributors:

Date of Committee Meeting: 21 February 2012

Terms of Reference: To oversee preparation of a business case to establish feasibility or otherwise for Council to conduct an annual major tourism event.

Composition: 2 Councillors, 4 Community Members

Executive Support - Economic Development Team

Disclosure of Interest: Executive Function

Nature of Council’s Role in this Matter:

Attachments:

Minutes of the Rockingham Tourism Festival Committee held on 22 December 2011

1. Receipt of Minutes

That Council receive the minutes of Rockingham Tourism Festival Committee meeting held on 22 December 2011 for information.

2. Recommendations to the Corporate and Engineering Services Committee

2.1 Recommendation 1: Annual Major Tourism Event

Advisory Committee Recommendation:

That Council ACCEPT the following six recommendations with slight amendments from the draft Market Validation and Feasibility Study:

1. Allocate a budget of at least $150,000 per annum to be used to attract/stage major tourism events to and in Rockingham.

2. Adopt the selection criteria detailed in section 9 and the selection criteria matrix given as Attachment A to this report as the means to assess the eligibility of events for funding and support. Adopt a process of evaluation where the City's Economic Development team have the responsibility of running an event through the evaluation matrix and then recommending a course of action to Council.

3. Create a part time Events Coordinator position reporting to the Manager Economic Development which actively seeks new major tourism events for the City. Officers actively seek to develop a relationship with Eventscorp to position Rockingham as an events location.
4. Adopt a preference for funding only major tourism events that have Eventscorp as a funding partner.
5. Organise a Workshop for sporting clubs and community groups on how to gain events for Rockingham and assist those clubs and organisations to bid for events.
6. Determine a process for event analysis including considering the Encore Festival and Event Evaluation Kit from Sustainable Tourism CRC. It is recommended that in concert with other event partners the City ensure that this or another agreed process be budgeted and implemented to ensure desired benefits are achieved and strategic directions for the event properly based.

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 14: Economic development opportunities that make visiting, living, working and investing in the City of Rockingham an attractive proposition

b. Policy
   Nil

c. Financial
   Nil

d. Legal and Statutory
   Nil

e. Voting Requirements
   Simple majority

Officer Comments & Recommendation if Different to Committee Recommendation

Notwithstanding the potentially significant economic benefits that a major tourism festival may bring to the City, further analysis and investigation is required as to the financial, legal and general risk implications that the City will be exposed to. It is proposed to bring a detailed report back to Council at either the March or April meeting.

Officer Recommendation

That Council:

1. **THANK** the members of the Rockingham Tourism Festival Committee for their contribution to the project.
2. **DEFER** consideration of this matter pending receipt of a detailed officer’s report that analyses and clearly explains the financial, legal and general risk implications of the City conducting a major tourism event.

3. **Committee Recommendation**

That Council

1. **RECEIVE** the minutes of Rockingham Tourism Festival Committee meeting held on 22 December 2011 for information.
2. **THANK** the members of the Rockingham Tourism Festival Committee for their contribution to the project.
3. **DEFER** consideration of this matter pending receipt of a detailed officer’s report that analyses and clearly explains the financial, legal and general risk implications of the City conducting a major tourism event.

Committee Voting – 4/0

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<thead>
<tr>
<th>4. The Committee's Reason for Varying the Officer's Recommendation</th>
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<th>5. Implications of the Changes to the Officer's Recommendation</th>
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<tr>
<td>Not applicable</td>
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Corporate and Engineering Services
Engineering and Parks Services

Reference No & Subject: EP-001/12 Specific Purpose Strategy: Bushland Management Strategy

File No: 
Proponent/s: 
Author: Mr James Henson, Manager Parks Development
Other Contributors: 
Date of Committee Meeting: 21 February 2012
Previously before Council: 
Disclosure of Interest: 
Nature of Council’s Role in this Matter: Executive Function

Site: 
Lot Area: 
Attachments: Bushland Management Strategy
Maps/Diagrams: 

1. **Purpose of Report**

For Council to consider adopting the Specific Purpose Strategy for Bushland Management.

2. **Background**

The City of Rockingham ‘Community Plan’ was adopted by the Council in March 2011 and officially launched by the Hon John Castrilli MLA, Minister for Local Government in May 2011.

The Community Plan was prepared following comprehensive community consultation comprising community workshops which provided valuable input into the City’s future planning process.

Residents and stakeholders were invited to participate in a series of community workshops during August and September 2010 which identified a number of key themes such as community safety, tourism, the City’s image, youth, community life, environment and public transport as areas of importance.

The draft Community Plan presented to Council and subsequently advertised for public comment then rationalised these core service delivery initiatives into the following key areas, ‘Community’, ‘Infrastructure and Services’, ‘Environment and Land Use’ and ‘Civic Leadership’.
Each Key Focus Area covers four related Aspirations as follows:-

- Community
- Infrastructure and Services
- Environment and Land Use
- Civic Leadership

The associated aspirations are supported by a range of activities, identified in the Specific Purpose Strategies.

Specific Purpose Strategies are critical to achieving the aspirations outlined in the Community Plan, and are linked inextricably with the operational content outlined in the divisional Team Plans, the Asset Management Plan, the Community Infrastructure Projects Plan and ultimately the City’s Corporate Business Plan.
3. Details

This Specific Purpose Strategy deals with the Bushland Management activity, listed under ‘Aspiration 10 – Coastal and Bushland Reserves.

The objective of the Bushland Management Strategy is to prioritise the natural areas under the management of the City according to ecological viability and recommend mechanisms by which they are to be protected or rehabilitated.

The execution of the Bushland Management Strategy involves the following:

- Policy and document review;
- Assessment of reserves according to management and ecological viability priority;
- Development of individual management plans and implementation strategies, and
- A groundwater monitoring program to ascertain and maintain the ecological health of each of the reserves.

The relationship between the Community Plan Aspiration, the purpose of the Strategy and the Key Elements which are required to successfully develop and implement the Strategy is shown below.

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 contained in the Community Plan 2011:-

   **Aspiration 10:** Coastal and bushland reserves that are well utilised and managed in a way that will preserve them for future generations to enjoy

d. Policy
   Nil

e. Financial
   Costs of implementation are contained within the Specific Purpose Strategy.
5. Comments

The development of environmental management plans enables the City to holistically plan management actions by ensuring that nature reserves are prioritised according to their biodiversity values and the threats that may impact upon them. It also ensures that finite resources are used to achieve best long-term outcomes.

Effective management plans will also ensure that management of these areas is in line with sound biodiversity principles.

The Specific Purpose Strategy also sets out the expected timeframes and funding the City is likely to incur in implementing the approved strategy.

It is therefore recommended that Council adopt the Bushland Management Strategy as the guiding document to ensure best practice management of the City’s environmental assets.

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
## Reference No & Subject:

|-----------|--------------------------------------------------------|

<table>
<thead>
<tr>
<th>File No:</th>
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<tbody>
<tr>
<td>Proponent/s:</td>
<td>Mr James Henson, Manager Parks Development</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
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<td>Other Contributors:</td>
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<td>Date of Committee Meeting:</td>
<td>21 February 2012</td>
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<td>Previously before Council:</td>
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<td>Disclosure of Interest:</td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive Function</td>
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| Site: | |
| Lot Area: | |
| Attachments: | Urban Wetlands Monitoring Plan |
| Maps/Diagrams: | |

## 1. Purpose of Report

For Council to consider adopting the Specific Purpose Strategy for Urban Wetlands Monitoring.

## 2. Background

The City of Rockingham ‘Community Plan’ was adopted by the Council in March 2011 and officially launched by the Hon John Castrilli MLA, Minister for Local Government in May 2011.

The Community Plan was prepared following comprehensive community consultation comprising community workshops which provided valuable input into the City’s future planning process.

Residents and stakeholders were invited to participate in a series of community workshops during August and September 2010 which identified a number of key themes such as community safety, tourism, the City’s image, youth, community life, environment and public transport as areas of importance.

The draft Community Plan presented to Council and subsequently advertised for public comment then rationalised these core service delivery initiatives into the following key areas, ‘Community’, ‘Infrastructure and Services’, ‘Environment and Land Use’ and ‘Civic Leadership’.
Each Key Focus Area covers four related Aspirations as follows:

The associated aspirations are supported by a range of activities, identified in the Specific Purpose Strategies.

Specific Purpose Strategies are critical to achieving the aspirations outlined in the Community Plan, and are linked inextricably with the operational content outlined in the divisional Team Plans, the Asset Management Plan, the Community Infrastructure Projects Plan and ultimately the City’s Corporate Business Plan.
3. Details

This Specific Purpose Strategy deals with the Urban Wetland Monitoring Plan, listed under ‘Aspiration 10’ – Coastal and Bushland Reserve Management.

The aim is to develop an Urban Wetland Monitoring Plan to assess the health of constructed wetlands and drainage swales within the City of Rockingham.

Australia faces critical salinity and water quality problems, which are expected to become more severe over the coming decades. Our water resources are under increasing pressure from water shortages, drought and over abstraction, all of which necessitates that we change the way we manage and use water.

The City of Rockingham is committed to managing its many natural wetlands, manmade lakes, ponds and drains in a sustainable way.

The relationship between the Community Plan Aspiration, the purpose of the Strategy and the Key Elements which are required to successfully develop and implement the Strategy is shown below.

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 contained in the Community Plan 2011:-

   Aspiration 10: Coastal and bushland reserves that are well utilised and managed in a way that will preserve them for future generations to enjoy

d. Policy
   Nil
e. **Financial**
   Costs of implementation are contained within the Specific Purpose Strategy.

f. **Legal and Statutory**
   Nil

5. **Comments**

The Key Elements of the monitoring regime have been identified as being critical for the implementation of the Urban Wetlands Monitoring Program:

They include biannual monitoring, assessment of results and observations and implementation of remedial actions.

The Specific Purpose Strategy sets out the expected timeframes and costs the City is likely to incur in implementing the monitoring regime, ensuring sufficient data is collated to allow the City to make operational changes based upon its findings.

It is therefore recommended that Council adopt the Urban Wetland Monitoring Plan as the guiding document for the management of water quality for constructed wetlands throughout the City.

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

4:20pm Cr Ron Pease attended the Corporate and Engineering Services Committee Meeting.

Cr Richard Smith stood down as deputising for Cr Ron Pease.
1. Purpose of Report

For Council to consider adopting the Specific Purpose Strategy for Playground Development.

2. Background

The City of Rockingham ‘Community Plan’ was adopted by the Council in March 2011 and officially launched by the Hon John Castrilli MLA, Minister for Local Government in May 2011.

The Community Plan was prepared following comprehensive community consultation comprising community workshops which provided valuable input into the City’s future planning process.

Residents and stakeholders were invited to participate in a series of community workshops during August and September 2010 which identified a number of key themes such as community safety, tourism, the City’s image, youth, community life, environment and public transport as areas of importance.

The draft Community Plan presented to Council and subsequently advertised for public comment then rationalised these core service delivery initiatives into the following key areas, ‘Community’, ‘Infrastructure and Services’, ‘Environment and Land Use’ and ‘Civic Leadership’.
Each Key Focus Area covers four related Aspirations as follows:

- **Community**
  - SPECIFIC OR SPECIAL NEEDS (Youth, Seniors, People with Disabilities etc)
  - SAFETY
  - CULTURE, ARTS & EDUCATION
  - HEALTH & RECREATION

- **Infrastructure and Services**
  - INFRASTRUCTURE CONSTRUCTION & MAINTENANCE
  - FACILITIES & SERVICES
  - INFRASTRUCTURE PLANNING
  - ALTERNATIVE TRANSPORT SYSTEMS

- **Environment and Land Use**
  - CLIMATE CHANGE
  - COASTAL & BUSHLAND RESERVES
  - LAND USE & DEVELOPMENT CONTROL
  - CARBON FOOTPRINT & WASTE REDUCTION

- **Civic Leadership**
  - IMAGES & SELF ESTEEM
  - ECONOMIC DEVELOPMENT
  - GOVERNANCE
  - COMMUNITY ENGAGEMENT

The associated aspirations are supported by a range of activities, identified in the Specific Purpose Strategies.

Specific Purpose Strategies are critical to achieving the aspirations outlined in the Community Plan, and are linked inextricably with the operational content outlined in the divisional Team Plans, the Asset Management Plan, the Community Infrastructure Projects Plan and ultimately the City’s Corporate Business Plan.
3. **Details**

This Specific Purpose Strategy deals with the Playground Development Plan, listed under ‘Aspiration 4 – Health and Recreation.

The aim of the City of Rockingham’s Playground Development Plan is to guide the provision of playground facilities in the City of Rockingham over the next 10 years.

The plan examines the City’s current playground provision, before considering community needs and demand, demographic projections, playground trends and safety standards. This information is then used to identify actions and create templates to help the City, the community and developers create more appropriate playground provisions in the future.

The plan will be used to guide the City’s Capital Works programming and address the ongoing maintenance needs of playgrounds. The intention is to give strategic direction for the provision and standards of playgrounds and related infrastructure.

The relationship between the Community Plan Aspiration, the purpose of the Strategy and the Key Elements which are required to successfully develop and implement the Strategy is shown below.

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 contained in the Community Plan 2011:-

      **Aspiration 4:** A health community engaging in positive and rewarding lifestyles with access to a range of passive and active recreational and personal development opportunities.
5. Comments

It has been identified that there is a need for the City to consider play spaces and playgrounds in a holistic manner, rather than upgrading new facilities in a piecemeal way. The strategy assesses the needs of the community, the adequacy of existing playgrounds and broader trends and innovations in playground design.

The development of this Playground Plan is aligned with the Strategic framework of the City, more specifically the City of Rockingham Infrastructure Asset Management and Services Plan and the City of Rockingham Community Infrastructure Projects Plan and will provide Council with guidance about the priority and presentation of playgrounds so that the long term needs of residents and visitors are met.

It is therefore recommended that Council adopt the Playground Development Plan as the guiding document to manage the review, provision and design requirement for playgrounds throughout the City.

6. Voting Requirements

Simple Majority

7. Officer Recommendation

That Council **ADOPT** the Specific Purpose Strategy for Playground Development dated 16 May 2011.

8. Committee Recommendation

That Council **ADOPT** the Specific Purpose Strategy for Playground Development dated 16 May 2011.

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**

For Council to consider adopting the Specific Purpose Strategy for feral cat and feral fish control.

2. **Background**

The City of Rockingham ‘Community Plan’ was adopted by the Council in March 2011 and officially launched by the Hon John Castrilli MLA, Minister for Local Government in May 2011.

The Community Plan was prepared following comprehensive community consultation comprising community workshops which provided valuable input into the City’s future planning process.

Residents and stakeholders were invited to participate in a series of community workshops during August and September 2010 which identified a number of key themes such as community safety, tourism, the City’s image, youth, community life, environment and public transport as areas of importance.

The draft Community Plan presented to Council and subsequently advertised for public comment then rationalised these core service delivery initiatives into the following key areas, ‘Community’, ‘Infrastructure and Services’, ‘Environment and Land Use’ and ‘Civic Leadership’.
Each Key Focus Area covers four related Aspirations as follows:-

- **SAFETY**
  A safe community where residents feel secure, relaxed and comfortable within their home, work and social environments.

- **CULTURE, ARTS & EDUCATION**
  A vibrant community, enjoying access to a wide range of educational, cultural and artistic activities and a wide range of other social opportunities.

- **HEALTH & RECREATION**
  A healthy community engaging in positive and rewarding lifestyles with access to a range of passive and active recreational and personal development opportunities.

- **SPECIFIC OR SPECIAL NEEDS**
  An involved and engaged community enjoying a lifestyle that caters for all residents, including those with specific or special needs.

The associated aspirations are supported by a range of activities, identified in the Specific Purpose Strategies.

Specific Purpose Strategies are critical to achieving the aspirations outlined in the Community Plan, and are linked inextricably with the operational content outlined in the divisional Team Plans, the Asset Management Plan, the Community Infrastructure Project Plan and ultimately the City’s Corporate Business Plan.
3. **Details**

This Specific Purpose Strategy deals with Feral Cat/Fish control activity, listed under ‘Aspiration 10 – Coastal and Bushland Reserve Management.

The aim of the Feral Cat / Feral Fish Control Plan is to assess the impacts of feral cat and feral fish on the local environment and develop strategies to manage and control their populations.

Strategies within this plan focus not only on reducing feral fauna population numbers but also on minimising their impact on local biodiversity, commercial farming and human health.

The relationship between the Community Plan Aspiration, the purpose of the Plan and the Key Elements which are required to successfully develop and implement the Plan is shown below.

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 contained in the Community Plan 2011:-

   **Aspiration 10:** Coastal and bushland reserves that are well utilised and managed in a way that will preserve them for future generations to enjoy

d. **Policy**
   Nil
5. Comments

The management of feral fauna within the City is currently undertaken on an as needs basis. The City is made aware of feral populations by resident feedback and sightings from field officers and responds by undertaking on the spot eradication.

Although, this method of control helps to keep population numbers contained, especially when repeated over a period of time, it is not comprehensively effective. Only a proportion of the feral fauna population is removed with each attempt. As feral fauna often have a high recovery rate, numbers can quickly return to their original levels.

As such, the Control Plan endeavours to provide a coordinated approach to feral cat and fish management, through the assessment of population numbers and their associated influence.

It is therefore recommended that Council adopt the Feral Cat/Fish Control Plan as the guiding document to manage feral cat and fish populations and their impact on the local environment.

6. Voting Requirements

Simple Majority

7. Officer Recommendation

That Council **ADOPT** the Specific Purpose Strategy, Feral Cat/Fish Control Plan, dated 16 May 2011.

8. Committee Recommendation

That Council **ADOPT** the Specific Purpose Strategy, Feral Cat/Fish Control Plan, dated 16 May 2011.

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**

For Council to consider adopting the Specific Purpose Strategy; for New Public Toilets

2. **Background**

The City of Rockingham ‘Community Plan’ was adopted by the Council in March 2011 and officially launched by the Hon John Castrilli MLA, Minister for Local Government in May 2011.

The Community Plan was prepared following comprehensive community consultation comprising community workshops which provided valuable input into the City’s future planning process.

Residents and stakeholders were invited to participate in a series of community workshops during August and September 2010 which identified a number of key themes such as community safety, tourism, the City’s image, youth, community life, environment and public transport as areas of importance.

The draft Community Plan presented to Council and subsequently advertised for public comment then rationalised these core service delivery initiatives into the following key areas, ‘Community’, ‘Infrastructure and Services’, ‘Environment and Land Use’ and ‘Civic Leadership’.
Each Key Focus Area covers four related Aspirations as follows:-

The associated aspirations are supported by a range of activities, identified in the Specific Purpose Strategies.

Specific Purpose Strategies are critical to achieving the aspirations outlined in the Community Plan, and are linked inextricably with the operational content outlined in the divisional Team Plans, the Asset Management Plan, the Community Infrastructure Plan and ultimately the City’s Corporate Business Plan.
3. **Details**

This Specific Purpose Strategy deals with New Public Toilets, listed under ‘Aspiration 5 – Infrastructure and Services.

The City of Rockingham’s Community Plan aims to provide a charter for the provision of services, not only in response to the delivery requirements but also to compliment existing policy to achieve the City of Rockingham’s overall community vision.

Part of this vision is to rationalise existing public toilet infrastructure and develop a strategy to provide and maintain safe, accessible, clean and environmentally responsible public toilets to meet the expectations and needs of the wider community.

The relationship between the Community Plan Aspiration, the purpose of the Strategy and the Key Elements which are required to successfully develop and implement the Strategy is shown below.

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 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**

Costs of implementation are contained within the Specific Purpose Strategy.

f. **Legal and Statutory**

Nil

5. **Comments**

Toilets located in either public or commercial settings need to provide an universally inclusive and safe environment. They need to be facilities that patrons feel confident to use, are easy to maintain, and are resource efficient. To achieve this, toilets need to be well located, well designed and effectively managed.

There is a close relationship between design and management. Design choices should be made that allow for easy cleaning and management, resistance to vandalism, and low maintenance requirements. Design and material choices need to ensure that the life requirement of the structure can be realised.

It is therefore recommended that Council adopt the Plan for New Public Toilets as the guiding document to manage the review, placement and design of New Public Toilets within the City.

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
1. **Purpose of Report**

To seek Council's approval for dedication as 'Road' the portions of land (as described in Details below) as part of the road reservation required for the construction of the Mundijong Road Extension.

2. **Background**

The Department of Regional Development and Lands - State Land Services has written to the City advising that a number of land portions are required to be dedicated as 'Road' to facilitate the construction of the Mundijong Road Extension.

3. **Details**

The Department of Regional Development and Lands - State Land Services has advised that to facilitate the dedication under Section 56 of the Land Administration Act 1997, Council must resolve to request the Minister for Lands to dedicate as ‘Road’ the portions of land (as described below) that are involved in the extension of Mundijong Road.

- Part Lot 4097 on Deposited Plan 218495 being part Reserve 43147, shown as Item 5 on drawing 01276-00-CI-DAL-0041
CONFIRMED AT A CORPORATE AND ENGINEERING SERVICES MEETING HELD ON TUESDAY, 20 MARCH 2012

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- Portion of Lot 22 on Deposited Plan 3893 being part A-Class Reserve 18452 for ‘Recreation Picnic Ground’ managed by the City of Rockingham, shown as Item 6 on drawing 01276-00-CI-DAL-0041
- Unallocated Crown Land, shown as Item 6A on drawing 01276-00-CI-DAL-0041
- Part Lot 501 on Deposited Plan 56798 being Reserve 49366, shown as Item 6B on drawing 01276-00-CI-DAL-0041
- Part Lot 777 on Deposited Plan 3893, shown as Item 6C on drawing 01276-00-CI-DAL-0041
- Part Lot 776 on Deposited Plan 3893, shown as Item 7 on drawing 01276-00-CI-DAL-0042
- Lot 4335 on Deposited Plan 11170 being Unallocated Crown Land, shown as Item 8 on drawing 01276-00-CI-DAL-0042
- Portion of Lot 503 on Deposited Plan 56798 being Reserve 49366 for ‘Government Requirements’, shown as Item 9 on drawing 01276-00-CI-DAL-0042
- Portion of Unallocated Crown Land, shown as Item 9A on drawing 01276-00-CI-DAL-0042
- Portion of Lot 1387 on Deposited Plan 218497 being A-Class Reserve 22429, shown as Item 12 on drawing 01276-00-CI-DAL-0044
- Part Lot 396 on Deposited Plan 219858 being Reserve 45512 for ‘Park and Recreation’

4. Implications to Consider

a. Consultation with the Community
For A-Class Reserve 22429, the City has undertaken local public consultation, as required by the Department of Regional Development and Lands (DRDL), and DRDL was advised on 19 September 2011 that no submissions were received. DRDL has advised that the State’s advertising of the proposal closed on 18 November 2011 and no submissions were received.

b. Consultation with Government Agencies
Both Rockingham/Kwinana Development Office and Department of Regional Development and Land Services have been assisting the City this matter.

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 11:** Planning for population growth to ensure that future development and Land-uses contribute to a sustainable city that provides for a genuinely desirable lifestyle.

d. Policy
Not applicable

e. Financial
Not applicable

f. Legal and Statutory
Land Administration Act 1997, Section 56 - Dedication of Roads.
Land acquired for the purpose of a road reserve must be approved by the Local Government, which must then request from the Minister for Lands such dedication of land as a road reserve.

The Local Government must also indemnify the Minister for any costs reasonably incurred by the Minister in granting the request.
5. **Comments**

To allow the construction of the Mundijong Road Extension, various parcels of State owned land must be dedicated by the Minister for Lands to create a ‘Road Reservation’, which formalises the reservation for Mundijong Road identified in the Metropolitan Region Scheme.

6. **Voting Requirements**

Simple Majority

7. **Officer Recommendation**

That Council **AUTHORISE** the Chief Executive Officer to undertake the following actions:

1. Request the Minister for Lands to dedicate as ‘Road’ the following portions of land pursuant to Section 56 of the Land Administration Act 1997:
   - Part Lot 4097 on Deposited Plan 218495 being part Reserve 43147, shown as Item 5 on drawing 01276-00-CI-DAL-0041
   - Portion of Lot 22 on Deposited Plan 3893 being part A-Class Reserve 18452 for ‘Recreation Picnic Ground’ managed by the City of Rockingham, shown as Item 6 on drawing 01276-00-CI-DAL-0041
   - Unallocated Crown Land, shown as Item 6A on drawing 01276-00-CI-DAL-0041
   - Part Lot 501 on Deposited Plan 56798 being Reserve 49366, shown as Item 6B on drawing 01276-00-CI-DAL-0041
   - Part Lot 777 on Deposited Plan 3893, shown as Item 6C on drawing 01276-00-CI-DAL-0041
   - Part Lot 776 on Deposited Plan 3893, shown as Item 7 on drawing 01276-00-CI-DAL-0042
   - Lot 4335 on Deposited Plan 11170 being Unallocated Crown Land, shown as Item 8 on drawing 01276-00-CI-DAL-0042
   - Portion of Lot 503 on Deposited Plan 56798 being Reserve 49366 for ‘Government Requirements’, shown as Item 9 on drawing 01276-00-CI-DAL-0042
   - Portion of Unallocated Crown Land, shown as Item 9A on drawing 01276-00-CI-DAL-0042
   - Portion of Lot 1387 on Deposited Plan 218497 being A-Class Reserve 22429, shown as Item 12 on drawing 01276-00-CI-DAL-0044
   - Part Lot 396 on Deposited Plan 219858 being Reserve 45512 for ‘Park and Recreation’

2. Indemnify the Minister for Lands against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.

8. **Committee Recommendation**

That Council **AUTHORISE** the Chief Executive Officer to undertake the following actions:

1. Request the Minister for Lands to dedicate as ‘Road’ the following portions of land pursuant to Section 56 of the Land Administration Act 1997:
   - Part Lot 4097 on Deposited Plan 218495 being part Reserve 43147, shown as Item 5 on drawing 01276-00-CI-DAL-0041
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- Part Lot 396 on Deposited Plan 219858 being Reserve 45512 for ‘Park and Recreation’

2. Indemnify the Minister for Lands against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.

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 Services

<table>
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<td>File No:</td>
<td>EST/9</td>
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<tr>
<td>Proponent/s:</td>
<td>Western Power</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Darren Dropulich, Senior Project Engineer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
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<td>Date of Committee Meeting:</td>
<td>21 February 2012</td>
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<td>Previously before Council:</td>
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<td>Disclosure of Interest:</td>
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<td>Nature of Council’s Role in this Matter:</td>
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## Site:
- R34459 - Ashford Avenue Reserve
- Lot Area: 1.29 hectares
- Attachments: Western Power Design Drawings

## Purpose of Report

To seek Council’s approval for the upgrade of an existing Western Power transformer unit situated adjacent to 15-17 Ashford Avenue, Rockingham and relocate the unit to Ashford Avenue Reserve.

## Background

Western Power has written to the City seeking approval for the upgrade of an existing transformer unit situated adjacent to 15-17 Ashford Avenue, Rockingham and relocate the unit to Ashford Avenue Reserve.

## Details

Western Power has advised that they are proposing to replace the existing transformer unit with new equipment on Ashford Avenue Reserve (as shown on the attached design drawings) and remove the current unit, located adjacent to 15-17 Ashford Avenue. A new location for the equipment is required as the upgraded unit will not fit in the existing site.

The existing transformer supplies power to approximately 170 customers in the immediate area. Due to the increasing demand for power in the area, Western Power advises that the equipment must be upgraded to avoid poor power quality, equipment failure and potentially extended outages.
The proposed site on Ashford Avenue Reserve will require a land area of 4.0m x 3.7m (14.8 sq.m), with the new transformer unit having the dimensions of 1.8m wide x 1.8m deep x 1.4m high. The unit will be constructed at existing ground level and will have blue-metal laid around the unit within the 4.0m x 3.7m site for earthing purposes.

4. Implications to Consider

a. Consultation with the Community

Western Power has advised that no residents have yet been contacted, however those in the immediate proximity of the proposed site can be consulted.

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 11: Planning for population growth to ensure that future development and Land-uses contribute to a sustainable city that provides for a genuinely desirable lifestyle.

d. Policy

Not applicable

e. Financial

Not applicable

f. Legal and Statutory

Not applicable

5. Comments

As the new transformer unit has a larger land requirement size compared to the current site, Western Power has identified Ashford Avenue Reserve as a suitable location. Following the upgrade works, Western Power will arrange at their cost to provide an easement in their favour over the proposed transformer site on the reserve.

The proposal has also been referred to Parks Development and Parks Operations officers who offered no objections to the works, subject to standard reinstatement requirements, as the proposal does not compromise the integrity of existing or future Parks infrastructure assets.

6. Voting Requirements

Simple Majority

7. Officer Recommendation

That Council APPROVE the upgrade and relocation of the existing Western Power transformer to the Ashford Avenue Reserve on Ashford Avenue, Rockingham, subject to the following conditions:

1. Western Power to consult with residents in the immediate proximity of the proposed site.

2. The creation of an easement in favour of Western Power over the proposed site to be arranged by Western Power at their cost.

3. The reinstatement of the proposed site following the works to conform with Parks Development’s standard requirements for contractors working within City of Rockingham reserves.
8. Committee Recommendation

That Council **APPROVE** the upgrade and relocation of the existing Western Power transformer to the Ashford Avenue Reserve on Ashford Avenue, Rockingham, subject to the following conditions:

1. Western Power to consult with residents in the immediate proximity of the proposed site.
2. The creation of an easement in favour of Western Power over the proposed site to be arranged by Western Power at their cost.
3. The reinstatement of the proposed site following the works to conform with Parks Development’s standard requirements for contractors working within City of Rockingham reserves.

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

To seek approval to enter into a new sub-licence with Business Foundations Inc. (BFI) and the Rockingham City Pipe Band (RCPB) for rooms 23, 24 and 33 of Lot 79 (number 33) Crompton Road, Rockingham, known as the Rockingham Business Development Centre.
2. **Background**

On 24 October 1994 planning approval was issued for the proposed Business Centre at Lot 79 (33) Crompton Way, Rockingham.

South Coast Business Development Office held the management licence for the Rockingham Business Development Centre from 1996 through to 2011. BFI are currently applying for the primary licence of the 1206m2 building, for the purpose of a business incubator which provides a range of accommodation and support services to assist the start up and early development of new small businesses. BFI advised that they do not require the full area of the Crompton Road facility and as such the City will be able to use the balance for community purposes, such as the practice area for the RCPB.

The RCPB has been active since 1995 and were originally based at the Rockingham Soccer Club, Dixon Road, Rockingham. From 1996-2010 the band was based in the Arts and Craft Room, on the second floor of the City of Rockingham, Bridge Building. In 2010, due to office refurbishments, the City requested that the band vacate the room. Since this the band has been temporarily relocated to a large rear shed at the City’s Operations Centre, 2 Hurrell Way Rockingham. This facility was not considered suitable due to poor acoustics, heating and cooling and distance from parking.

The RCPB consists of a bag pipe component and drumming component and is one of the few pipe bands in the state to teach both. They currently meet twice weekly after business hours. They perform at many local events including monthly citizenship ceremonies, Anzac Day services, the Rockingham Festival, Mandurah Crabfest, fetes, school graduation ceremonies and Scottish social events and dances. Individual members also perform at private social functions such as weddings, funerals, birthday parties and other social events.

In the past 16 years the RCPB have raised funds to travel to and participate in the 2003, 300th Gueshi Festival in Ako Japan with members of the Rockingham Council and to Scotland in 2008 for the World Pipe Band Championships. Fundraising has also enabled them to hold many nationwide, solo and full band competitions. Members of RCPB have also been invited to perform with international touring acts such as Andre Reiu, John Farnham, Olivia Newton-John and Anthony Warlow.

3. **Details**

1. Rockingham Business Development Centre, edged in red - aerial view

![Vacant Land](Lot 79, No. 22)

![Crompton Road](Lot 79, No. 22)
The subject property is situated on land zoned light industrial and is positioned adjacent to industrial properties. Directly behind the facility is a 27148m², vacant parcel of crown land, zoned railway and directly behind this is another 1,255,034m² Lot 500 Patterson Road, Plan Number 61891, which is also vacant. It is owned by the WA Land Authority and is zoned General/Special Industry.

The building is positioned against the left boundary with a car park to the front and the right of the building. There are 2 main entrances, one to the front and another on the right of the building. There is also a footpath behind the building which allows pedestrian access from the side car park to 2 rear entrance doors. There are also 4 large roller doors providing vehicle access on the right of the building to rooms 9, 10, 12 and 14

1. Rockingham Business Development Centre, Lot 79 (No. 33) Crompton Rd - street view

Key requirements for the pipe band facility are indoor practice areas with good acoustics, ample storage space for large instruments and other equipment, marching area, space for the band trailer, parking and it must be at suitable distance from residential areas.

The building is split into 38 internal rooms of various sizes, 33 of these are made available to small businesses as offices, storage and other business purposes. The additional 5 rooms are used as a lobby, conference room, day rooms, toilets and shared kitchen. The RCPB are currently using rooms 23, 24 and 33 on a casual basis and are proposing to enter into a formal arrangement in order to provide security of tenure which will allow them to plan for their future.

The application for sub-licence will be for an initial term of 5 years with an option to renew for a further term of 5 years by mutual agreement. A cleaning and maintenance schedule will be negotiated between the City and Business Foundations Inc., based on the standard City of Rockingham Cleaning/Maintenance Schedule.

Planning approval for the Pipe Band is not required as it is covered by the 1994 Planning Approval.

4. Implications to Consider

a. Consultation with the Community
   Nil

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 3:** A vibrant community, enjoying access to a wide range of educational, cultural and artistic activities and a wide range of other social activities.
Aspiration 7: Community facilities and services that are well utilised, accessible and cost effective, and where appropriate, multi-functional.

d. Policy
Nil

e. Financial
RCPB is to be charged a rent of $1.00 per annum ex of GST.
The City will be responsible for all legal fees involved in the sub-license preparation and RCPB's outgoing expenses. The outgoings expenses will be negotiated between COR and BFI and may include costs such as portions rubbish removal, water consumption, power and gas expenses.

f. Legal and Statutory
Section 3.58 of the Local Government Act 1995 deals with the disposal (including a licence) of property and covers the requirement to give public notice and the consideration of submissions in respect of proposals.

Regulation 30 of the Local Government (Functions and General) Regulation 1996 provides for the exemption to the requirement of Section 3.58. Cultural, educational, recreational, sporting or other like nature are included within this exemption. As RCPB is considered both a cultural and recreational body, the lease is exempt from the provisions of Section 3.58.

5. Comments
City officers have spent a significant amount of time searching for suitable facilities for the RCPB. When BFI approached the City stating that it had space available for City and community purpose, it was found that the Business Centre met all of RCPB's key requirements and was deemed the most suitable space available for the band.

Due to the excessive noise generated by band activity, the RCPB must be located away from residential areas. Given this, Lot 79 Crompton Way was identified by City staff as the most suitable property available due to it being situated in a light industrial area.

All parties agree that there may be some disturbance to other users of the facility. The Pipe Band has been operating out of this facility temporarily for the past six months, and no comment has been received regarding excessive noise levels. Noise levels would be considered minimal as the band meets after regular business hours on week nights and occasionally on weekends.

The City's Health Department has assessed the application and have no objection to the proposal.

While the band have been based in Rockingham for the past 15 years they have stated that if they can not find a suitable, permanent venue they may move away from the Rockingham area. Approval of the Pipe Bands application for sub-licence would provide certainty of tenure, allow them to plan for their future and would minimise the risk of the City losing a large, active, cultural and social, community based group.

6. Voting Requirements
Simple Majority

7. Officer Recommendation
That Council ENTER into a sub-licence agreement with Rockingham City Pipe Band and Business Foundations Inc. for a period of 5 years with an option of 5 years extension by mutual agreement for rooms 23, 24 and 33 of the Rockingham Business Development Centre, Lot 79, 33 Crompton Way, Rockingham.
8. **Committee Recommendation**

That Council *ENTER* into a sub-licence agreement with Rockingham City Pipe Band and Business Foundations Inc. for a period of 5 years with an option of 5 years extension by mutual agreement for rooms 23, 24 and 33 of the Rockingham Business Development Centre, Lot 79, 33 Crompton Way, Rockingham.

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>File No:</th>
<th>Author:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EP-009/12</td>
<td>EST/11</td>
<td>Mr Kelton Hincks, Manager Asset Services</td>
</tr>
</tbody>
</table>

**Proponent/s:**

Mr Kelton Hincks, Manager Asset Services

**Date of Committee Meeting:**

21 February 2012

**Previously before Council:**

**Disclosure of Interest:**

**Nature of Council’s Role in this Matter:**

Executive Function

<table>
<thead>
<tr>
<th>Site:</th>
<th>Lot Area:</th>
<th>Attachments:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1-Location Map</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2-Current 4.5m Decorative Kensington Street Light</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3-Proposed Street Light 6.5m Galvanised Urban 42wCFL</td>
</tr>
</tbody>
</table>

#### Maps/Diagrams:

- 1-Location Map
- 2-Current 4.5m Decorative Kensington Street Light
- 3-Proposed Street Light 6.5m Galvanised Urban 42wCFL

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*CONFIRMED AT A CORPORATE AND ENGINEERING SERVICES MEETING HELD ON TUESDAY, 20 MARCH 2012*

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*PRESIDING MEMBER*
2-Current 4.5m Decorative Kensington Street Light

3-Proposed Standard Street Light (6.5m Galvanised Urban 42wCFL)
1. Purpose of Report

To seek Council approval to remove and replace 73 decorative street light poles in Singleton with standard Western Power 6.5metre galvanised outreach poles, utilising 42w compact florescent (CFL) urban lamps.

2. Background

The relevant decorative street lighting is located between Singleton Beach Rd and Crystaluna Drive, Singleton (1 Location Map).

The current lighting is maintained by the City and consists of Kensington style lamps on 4.5metre heritage style poles which were installed as part of the Bayshore Gardens Estate development in 1994.

3. Details

The table below lists the streets, number of poles and the average condition rating for the existing lamps.

*Note: Condition rating 1 is good and condition 10 is poor.*

<table>
<thead>
<tr>
<th>Location</th>
<th>Number of Poles</th>
<th>Average Pole Condition</th>
<th>Average Luminaire Condition</th>
<th>Average Internal Control Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garland Plc</td>
<td>2</td>
<td>7</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Naval Ave</td>
<td>6</td>
<td>7</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Federation Dr</td>
<td>12</td>
<td>6</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Rosebay</td>
<td>2</td>
<td>8</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Sylan</td>
<td>2</td>
<td>8</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Harmony Pde</td>
<td>18</td>
<td>7</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Bluejay Crt</td>
<td>3</td>
<td>8</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Arbor Crt</td>
<td>2</td>
<td>8</td>
<td>10</td>
<td>7</td>
</tr>
<tr>
<td>Wedgetail</td>
<td>2</td>
<td>8</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>Wildflower Ct</td>
<td>2</td>
<td>8</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>Peregrine Ct</td>
<td>2</td>
<td>7</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Eucalypt Ct</td>
<td>2</td>
<td>6</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Cockatoo Ct</td>
<td>2</td>
<td>8</td>
<td>8</td>
<td>5</td>
</tr>
<tr>
<td>Botanic Ct</td>
<td>1</td>
<td>8</td>
<td>8</td>
<td>5</td>
</tr>
<tr>
<td>Singleton Beach Rd</td>
<td>14</td>
<td>7</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td>Murdoch Dr</td>
<td>1</td>
<td>6</td>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>
The table below is a cost comparison between the two different types of street lights.

<table>
<thead>
<tr>
<th></th>
<th>Capital</th>
<th>Operating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cost to Replace Per Unit</td>
<td>Total Replacement Cost x 73</td>
</tr>
<tr>
<td>Kensington Fitting with 70w SONI and 4.5m pole</td>
<td>$3,050</td>
<td>$222,650</td>
</tr>
<tr>
<td>6.5m Galv Pole with 42w CFL Urban Fitting</td>
<td>$1,000</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

4. Implications to Consider

a. Consultation with the Community
   There will be a requirement to inform all affected residents prior to works being undertaken.

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 2:** A safe community where residents feel secure, relaxed and comfortable within their home, work and social environments.
   
   **Aspiration 7:** Community facilities and services that are well utilised, accessible and cost effective, and where appropriate, multi-functional
   
   **Aspiration 12:** Carbon footprint reduction and waste minimisation programs centred upon public awareness and the use of new technologies.

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 estimated cost to replace the existing light poles and fittings with the proposed 6.5m urban fittings is $100,000. Funding for this project will be sought in the mid-year Budget Review.

f. Legal and Statutory
   Not applicable
5. **Comments**

Maintenance for decorative lighting that is not in accordance with the Western Power approved range is currently the responsibility of the City and accordingly, there are over 3,800 decorative light poles in the Rockingham district which attract a maintenance cost over and above that of the standard range.

In view of this, if the street lighting replacement proposal for Singleton is assessed as being Western Power compliant then the assets can ultimately be gifted to the utility.

The intention is to replace the poles and luminaires with a Western Power standard galvanised 6.5metre poles with urban 42w CFL fittings which will improve both the quality and durability of the existing lighting and reduce the current level of repair attached to the aging infrastructure.

Together with this overall reduction in general maintenance costs the comparison table demonstrates a significant saving in long-term costs when power charges and maintenance responsibility are incorporated into the single Western Power asset calculation.

If therefore represents better value to the City to remove and replace the existing light fixtures within the area bordered by Foreshore Drive, Singleton Beach Road and Crystaluna Drive, Singleton.

6. **Voting Requirements**

Simple Majority

7. **Officer Recommendation**

That Council **APPROVE** the removal and replacement of the existing 73 Kensington decorative light fixtures in Singleton with the standard Western Power 6.5m galvanised street lights and luminaires, subject to approved funds being made available in the mid-year budget review.

8. **Committee Recommendation**

That Council **APPROVE** the removal and replacement of the existing 73 Kensington decorative light fixtures in Singleton with the standard Western Power 6.5m galvanised street lights and luminaires, subject to approved funds being made available in the mid-year budget review.

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
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 20 March 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 4:45pm.