City of Rockingham  
Corporate and Engineering Services Committee  
Meeting Minutes  
4:00pm Tuesday 18 June 2013

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<table>
<thead>
<tr>
<th></th>
<th>Notices of Motion for Consideration at the Following Meeting</th>
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<tbody>
<tr>
<td>17.</td>
<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
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<tr>
<td>18.</td>
<td>Matters Behind Closed Doors</td>
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<td>19.</td>
<td>Date and Time of Next Meeting</td>
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</table>
1. Declaration of Opening

The Chairperson declared the Corporate and Engineering Services Committee Meeting open at 4:04pm, welcomed all present, and recited the Acknowledgement of Country.

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

2.1 Councillors
- Cr Barry Sammels, Chairperson
- Cr Lorraine Dunkling
- Cr Allan Hill
- Cr Ron Pease
- Cr Joy Stewart (from 4:14pm), Observer

2.2 Executive
- Mr Andrew Hammond, Chief Executive Officer
- Mr Chris Thompson, Director Engineering and Parks Services
- Mr John Pearson, Director Corporate Services
- Mr John Woodhouse, Director Legal Services and General Counsel
- Mr Scott Lambie, Manager Engineering Services
- Mr Ian Daniels, Project Manager Mundijong Road
- Mr James Henson, Manager Parks Development
- Mr Cadell Buss, Manager Economic Development
- Mr Ben Searcy, Manager Human Resource Development
- Ms Karin Strachan, Manager Strategy Coordination
- Mr Allan Moles, Manager Financial Services
- Mr Peter Varris, Manager Governance and Councillor Support
- Mrs Jelette Edwards, Governance Coordinator
- Ms Sue Langley, Secretary Governance and Councillor Support

2.3 Members of the Gallery: 2

2.4 Apologies: Nil

2.5 Approved Leave of Absence: Nil

3. Responses to Previous Public Questions Taken on Notice

Nil

4. Public Question Time

4:04pm The Chairperson invited members of the Public Gallery to ask questions. There were none.
5. **Confirmation of Minutes of the Previous Meeting**

   **Moved Cr Hill, seconded Cr Dunkling:**

   That Council **CONFIRM** the Minutes of the Corporate and Engineering Services Committee Meeting held on 21 May 2013, as a true and accurate record.

   Committee Voting – 4/0

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

   Nil

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

   4:05pm The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.

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

   4:05pm The Chairperson asked if there were any interests to declare.
   
   There were none.

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

   Nil

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

    Nil

11. **Bulletin Items**

    Corporate and General Management Services Information Bulletin – June 2013

    **Corporate Services**
    1. Corporate Services Team Overview
    2. Human Resource Update
    3. Project Status Reports
       3.1 Mobile Computing (AIM) Licensing Fees
       3.2 Minutes and Agenda Software
       3.3 Online Records Management Training
       3.4 Retention and Disposal Project
       3.5 Document Migration
       3.6 Telephone System Replacement
       3.7 GIS Developments – SLIP & Custodial Module
       3.8 Building Licence Software
       3.9 Civil Drainage Software
       3.10 VM Licencing
       3.11 WiFi Installation
       3.12 Electronic Meeting Papers
    4. Information Items
       4.1 List of Payments May 2013
       4.2 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 Electronic Meeting Papers and Decision Making Process
4. Information Items
   4.1 Notice of Proposal to Amend the WALGA Constitution
   4.2 iPad and Docs on Tap – Councillor Training
   4.3 Governance Support – Advisory Committee
   4.4 National Sea Change Taskforce Newsletter

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

### Economic Development
1. Economic Development Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Leadership Forums
   3.2 Social Media
   3.3 Global Friendship
4. Information Items
   4.1 NBN Rollout
   4.2 Communications Plans
   4.3 Australasian Reporting Awards 2013
   4.4 Economic Development Strategy
   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 2012 Customer Satisfaction Survey
   4.3 Coordinating the development of a 10 year infrastructure plan
   4.4 4th Generation Team Plans
   4.5 Coordinating the development and implementation of a Development Contribution Scheme
   4.6 New Ideas Incentive Scheme
   4.7 City Scoreboard
   4.8 Climate Change Response Strategy
   4.10 Integrated Risk Management Framework for the City of Rockingham
4.11 LGMA Challenge
4.12 Other initiatives that the Strategy Coordination team is involved with

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

**Committee Recommendation**

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

Committee Voting – 4/0

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

**Engineering Services**
1. Engineering Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Delegated Authority for approval of Directional Signage
   4.2 Delegated Authority for Thoroughfare Closures
   4.3 Local Area Traffic Management and Road Safety Design Projects 2012/2013
   4.4 Delegated Authority for approval of Engineering Drawings – Subdivisions
   4.5 Delegated Authority for acceptance of As-Constructed Engineering Drawings - Subdivisions
   4.6 Delegated Authority to approve the release of bonds for private subdivisional works
   4.7 Handover of Subdivisional Roads
   4.8 Mundijong Road Extension Project
   4.9 RoadWise Advisory Committee

**Engineering Operations**
1. Engineering Operations Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Road Maintenance Program 2012/2013
   4.2 Passenger Vehicle Fleet Program 2012/2013
   4.3 Light Commercial Vehicles Program 2012/2013
   4.4 Heavy Plant Program 2012/2013

**Parks Development**
1. Parks Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Groundwater Monitoring
   4.2 Mundijong Road Environmental Offsets
CONFIRMED AT A CORPORATE & ENGINEERING
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4.3 Lake Richmond Heritage Listing
4.4 Beautiful Gardens Competition
4.5 Delegated Subdivision Public Open Space Practical Completion
4.6 Delegated Subdivision Public Open Space Handovers
4.7 Delegated Public Open Space Approvals
4.8 Memorial Seat Approvals

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

Building Maintenance
1. Building Maintenance Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Building Maintenance
   4.2 Graffiti Removal

Procurement and Capital Projects
1. Procurement and 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)
4. Information Items
   4.1 Delegated Written Notification of Successful Tenders
   4.2 Delegated Approval of Tenders by CEO
   4.3 Delegated Release of Retention/Bank Guarantees
   4.4 Proposed Shoalwater North Underground Power Project
   4.5 2012 Public Area Lighting and Arterial Lighting
   4.6 Lark Hill Wind Turbine
   4.7 Bent Street Boat Launching Facility – Proposed Navigation Channel
   4.8 Point Peron Boat Launching Facility – Design, Demolition and Replacement
   4.9 Aqua Jetty – Replace/Upgrade HVAC Services
   4.10 Bell Park Toilet – Replacement including Curfew Lockout System
   4.11 Baldivis Library and Community Centre – Design
   4.12 Aqua Jetty – Solar Heating
   4.13 Baldivis Old School – Redevelopment
   4.14 Hymus Street Coastal Protection
   4.15 Repair Rock Armour at Various Boat Launching Facilities
   4.16 Challenger Court Electrical System Upgrade
4.17 Aqua Jetty Swimming Club Office
4.18 Secret Harbour Surf Life Saving Club – Renovation
4.19 Baldivis Oval – Floodlighting
4.20 Kent Street Arts Facility
4.21 Val Street Jetty Design
4.22 Point Peron Geotextile Sand Container Construction (C12/13-74)

**Waste & Landfill Services**

1. Waste & Landfill Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Waste kerbside collection
   4.2 240 litre bin recycling service
   4.3 240 litre bin recycling participation statistics
   4.4 Destroyed and stolen refuse bins
   4.5 Landfill statistics
   4.6 Education and promotion
   4.7 Landfill power station

**Committee Recommendation**

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

Committee Voting – 4/0
### 12. Agenda Items

#### Corporate Services

#### Corporate and Engineering Services

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<th>Reference No &amp; Subject:</th>
<th>CS-012/13 Monthly Financial Management Report for May 2013</th>
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<td>FLM/88</td>
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<td>Proponent/s:</td>
<td>Mr Allan Moles, Manager Financial Services</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>18 June 2013</td>
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<td>Disclosure of Interest:</td>
<td>Executive</td>
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<td>Nature of Council’s Role in this Matter:</td>
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#### Site:

#### Lot Area:

#### Attachments:

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

#### Purpose of Report

To receive the monthly Financial Management Report for May 2013.

#### Background

Nil

#### Details

The monthly Financial Management Report includes the following:

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

a. Consultation with the Community
   Not Applicable

b. Consultation with Government Agencies
   Not Applicable

c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-
   **Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

d. Policy
   Nil

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

f. Legal and Statutory

Comments

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

Voting Requirements

Simple Majority

Officer Recommendation


Committee Recommendation


Committee Voting – 4/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
The purpose of this report is for the adoption of the 2013/14 financial year budget and gives explanation on its content and detail. A detailed budget document for the 2013/14 financial year has been prepared and supplied to each Councillor for consideration.

Background

The Major Capital items contained in the budget document were included in the City of Rockingham City Business Plan 2013/14-2022/23, which was adopted on 23 April 2013.

Councillors have also been briefed on items to be included with the budget and two briefings related directly to the City Business Plan.

The City of Rockingham Rates Model adopted on 28 May 2013 and proposed Fees and Charges were adopted ‘in principle’ on 23 April 2013.

Details

The budget document is indexed into various categories to give details of various budget expenditures.

Of most interest will be the new items included, and these are listed in Section 3 of the budget document. Of further interest will be section 3.4, which gives details of the expected sources of funding for the various capital items.
The largest single capital item is that of Mundijong Road which is being carried forward to this financial year. It was always predicted that this project will run over 2 financial years so the fact that this project is not completed is as expected. It is estimated to cost approximately $12 million to complete. Reserve transfers will occur this year to the value of $8.5 million with the balance to be funded through loans. Loans predicted will occur as per the City Business Plan.

Baldivis Library and Community Centre is continuing to be constructed totalling $10.2 million.

The projected operating incomes and expenses are included in section 2 of the budget. Total operating revenue is expected to be $130.9 million. Total operating expenditure is expected to be $135.4 million. Total capital expenditure is expected to be $63.5 million. Rate revenue is anticipated to be $57.8 million.

The proposals for rates are included in section 5 of the budget document, as per those adopted by Council at its meeting of 28 May 2013. The rate yield will represent some 44% of Council’s overall official operating income. Surplus from landfill operations is predicted to be approximately $6.8 million with $4.1 million being transferred to reserves to protect the landfill asset and $2.0 million for the Carbon Tax. In the 2013/14 financial year $0.7 million is being used to support City capital construction program.

Fees and Charges included within the budget are as per those adopted by Council ‘in principle’ on 23 April 2013. Fees and Charges are listed in section 8 of the budget document.

Various supporting notes are included in section 7 of the budget.

The Statutory Statements are included in section 6 of the budget. The most important of these is the Rate Setting Statement. The Statutory version is item 6.1.2, however we have also included a ‘Flowchart’ version (item 6.1.1), which we believe is more informative.

### Implications to Consider

**a. Consultation with the Community**

Consultation has occurred consistently with the community in the lead up to the adoption of the budget. The City of Rockingham Community Plan engaged a significant number of ratepayers in its preparation. The Community Infrastructure Plan has been publicly advertised and endorsed by Council. These documents sought public comment. All these documents feed through to the Annual Budget document.

The 2013/14 rates model was publically advertised seeking submissions on differential rates. To date no submission has been received. Submission closing date occurs on 21 June 2013 and further updates on this matter will be provided as needed.

An intensive information program is underway to ensure that reasons for budgets and rates increases are clearly communicated.

**b. Consultation with Government agencies**

Nil

**c. Strategic Community Plan**

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

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

The budget has been prepared in accordance with the City Business Plan, having regard to the City of Rockingham Community Plan.

It is of critical strategic importance that the City of Rockingham maintains a solid rate foundation that is above natural growth. Given the City’s current low rate revenue and the enormous need for infrastructure in the future, it is imperative that revenue be created to ensure the City’s prosperity.
It is also strategically and legislatively important that the City remove itself from the reliance on Millar Road Landfill to maintain City operations. This plan has been successful to date and will see the total landfill cash back reserve reach $13.7 million by the end of the 2013/14 budget cycle. This is lower than previously expected as interest on investment rates have lowered significantly over the last 12 months.

d. Policy

Nil

e. Financial

The budget is the Council’s most important annual financial document and details what is proposed for the forthcoming year. It lists all matters of an operational nature, as well as capital items and various sources of income. The budget is the basis for Council striking its rates for the new financial year.

It is considered important that Councillors understand the financial make-up of various items within the budget for the forthcoming year. The most important items are those of a “new” nature, and these are included in section 3 of the budget document. Section 3.4 lists the proposed new capital projects, and gives details of the expected sources of finances. While brief explanations are included throughout the budget document, Councillors have been involved and briefed consistently over the preceding six months related to the budget contents.

Finances within the City of Rockingham are solid and accurate planning has allowed revenue to be allocated for a number of years in advance thus annualised ‘budget bidding’ does not occur. Councillors have actively supported this view and adopted rates increases to support new infrastructure creation and address historical financial imbalances. Rates for the coming financial year are planned to include differential rates for residential and non-residential properties in the Gross Rental Value (GRV) valuation method. Further Unimproved Value (UV) rates including a concession of up to 10% for Urban Farmland categorised properties that are not vacant. This concession is in the process of being phased out and is proposed to not occur next financial year.

Funds are being collected to cover future carbon pricing liabilities and these continue to be transferred in to cash backed reserves and required by Council Policy.

Recent Council deliberation at the Ordinary April Council Meeting resolved in principle to support the adoption of a 7.6% rate increase in residential properties with the City and an increase or 10.8% for both non-residential and minimum rated properties in the GRV category. This increase has been included in the budget document. Total rate yield is anticipated to be approximately $57.8 million. $4.1 million is proposed to be transferred from Landfill revenue to cash backed reserves, in accordance with the City Business Plan.

The Federal Government Financial Assistance Grants remains steady at $2.2 million and the local roads component of the amount is $1.6 million. The City of Rockingham is a minimum grant Council which means the City receives a fixed sum of money from the Federal Government based on population. Therefore there is an upward trend in this number and it is unlikely to reduce unless there are changes in Federal legislation.

Staff increases are in line with presented Team Plans and are related directly to growth areas, generally Engineering and Parks (i.e. gardeners and the like). Resources as presented in the City Business Plan have also been allocated to manage the new (soon to be) constructed Baldivis Library and Community Resource Centre.

Given the early budget adoption, assumptions have been made related to opening balances. The May 2013 Quarterly Budget Review indicated a deficit opening balance of approximately $6.4 million, excluding carry over works and restricted funding. The 2013/14 Annual Budget opening balance is $15,886,689. This figure is inclusive of uncompleted prior year works. In essence we are anticipating an untied cash opening position of ($2.17 million). Should there be any variance to this figure budget adjustments through the quarterly review process will occur accordingly. Council will need to be mindful of any further changes or requests for additional items throughout the coming financial year. Whilst we do have capacity to make adjustments, little capacity exists to accommodate any new

CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 16 JULY 2013

PRESIDING MEMBER
large costs unless there are other positive movements to Council's end-of-year balance position. Adoption of new items beyond that which are now included in the budget could mean that some of the adopted projects may have to be ‘dropped off’ or be delayed until future years. This process may even still need to occur should there be any large decreases in any of the projected income sources.

It is considered important that Council continues to ‘live within its means’ and to stay focused on the important task of following good financial management practices, especially over the next six years.

Once again contingency funds are limited so various incomes and expenditures will be closely monitored throughout the year, and variations will be processed at the Quarterly Budget Review stages.

f. Legal and Statutory

Preparation and adoption of the budget has occurred in accordance with all legislative requirements.

It is a requirement under section 6.36 of the Local Government Act 1995 that where a Council elects to utilise differential rates then it shall advertise its intention to do so, and call for submissions for a period of least 21 days before any further action occurs. This has occurred. No submissions have been received to date. Further updates, if needed, will be provided at the meeting. In accordance with prescribed legislation, Council is to consider any submission received and may impose the proposed rates with or without modification.

Section 6.47 of the local Government Act 1995 allows a local government to grant a concession in relation to a rate or service charge at the time of imposing the rate or service charge or do so at a later date.

Comments

Officers have presented to Council a long term Business Plan that integrates suitable financial models for the purpose of planning. The Annual Budget as presented represents the first year of the City Business Plan.

The rates incentive scheme as run in prior years is planned to occur again with prizes anticipated to be in the vicinity of $6,000. These prizes are generally sponsored by Council suppliers. Residents are eligible should they pay their rates in full by the due date. Payment of full rates by the due date assists Council's cash flow as well as enabling better interest yields on short term investments.

There is also a State Government requirement for Councils to levy an Emergency Services Levy (ESL). This charge is shown separately on the rate notices. These funds are remitted to FESA for their distribution.

In adopting the budget, there always remains the difficulty that the opening balance may need adjusting as not all figures may have been processed by the adoption date. Staff have attempted to cross check as many items as possible, however, later changes can remain necessary. This is generally corrected at the next Quarterly Budget Review process.

Much commentary has occurred about the City of Rockingham proposed rate increases. In further explanation of proposed future increases, the City is faced with ageing community infrastructure and the needs of a rapidly increasing population. The additional revenue is vital to simply maintain existing infrastructure, such as public toilets, roads, parks, footpaths and recreation centres. We also need to meet the expectations of our community and ensure facilities such as the Baldivis Library are constructed to serve new residents.

In comparison with other local governments, Rockingham’s rates are still very low when compared to other like Perth Metropolitan local governments.

The draft budget as presented is recommended to Council for adoption.

Voting Requirements

Absolute Majority
Officer Recommendation

That Council:

1. **ADOPT** the proposed budget for the 2013/2014 year and the levels of income and expenditures as presented within the Budget document, be authorised.

2. **ADOPT** the following rate levels for the 2013/2014 year;
   
   2.1 For all Residential properties where Gross Rental Valuations are applied, a rate of 7.06 cents in the dollar with a Minimum Rate of $885 to apply.
   
   2.2 For all Non Residential properties where Gross Rental Valuations are applied, a rate of 7.272 cents in the dollar with a Minimum Rate of $885 to apply.
   
   2.3 For all Rural Improved rateable properties where Unimproved Values are applied, a rate of .102 cents in the dollar with a Minimum Rate of $450 to apply.
   
   2.4 For all Rural vacant rateable properties where Unimproved Values are applied, a rate of .092 cents in the dollar with a Minimum Rate of $450 to apply.
   
   2.5 For all properties located within the Harrington Waters Precinct, a specified area rate apply of .0032 cents in the dollar for the purposes of maintaining public grounds within the area at a higher than average standard.

3. That where payments are received after the prescribed time and penalty charges apply, then a penalty interest rate for all Gross Rental Value and Unimproved Value outstanding Rates is set at ten (10%) per cent per annum, to be calculated on a daily basis.

4. That where payments for the Emergency Services Levy (ESL) are received after the prescribed time and penalty charges apply, then a penalty interest rate for all outstanding ESL is set at eleven (11%) per cent per annum, to be calculated on a daily basis.

5. That for those ratepayers not paying by instalments, the penalty interest will commence to be calculated 36 days after the rates notice issue date.

6. That the following Rates Instalment Payment Options be adopted:

   **Option 1**
   
   To pay the total amount of rates and charges included on the rate notice in full by the 35th day after the Rates Notice issue.

   **Option 2**
   
   Payments to be made by two (2) instalments as will be detailed on the Rates Notices with the following anticipated dates:
   
   First Instalment  16th August, 2013
   
   Second Instalment  13th December, 2013

   **Option 3**
   
   Payments to be made by four (4) instalments, as will be detailed on the Rates Notices with the following anticipated dates:
   
   First Instalment  16th August, 2013
   
   Second Instalment  16th October, 2013
   
   Third Instalment  13th December, 2013
   
   Fourth Instalment  13th February, 2014

7. That where payments are made by instalment, an administration charge of $3.50 for each instalment after the first instalment shall apply and interest to be set at five point five (5.5%) per cent per annum, to be calculated on a daily basis.

8. That the transfers/movements to and from the Reserve Accounts, as detailed within the budget document and in accordance with Council’s adopted policies, be authorised.
9. That the Fees and Charges, as listed in Section 8 of this budget document, be imposed for the 2013/2014 year.

10. That a rating concession be applied to the following properties:

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<tr>
<td>245151</td>
<td>$71.40</td>
</tr>
<tr>
<td>245880</td>
<td>$76.50</td>
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<tr>
<td>245890</td>
<td>$73.44</td>
</tr>
<tr>
<td>246200</td>
<td>$61.20</td>
</tr>
<tr>
<td>246700</td>
<td>$94.86</td>
</tr>
</tbody>
</table>

Committee Recommendation

That Council:

1. **ADOPT** the proposed budget for the 2013/2014 year **subject to account number 210210.1826 being reduced by $1.5 million and the opening balance being reduced accordingly** and the levels of income and expenditures as presented within the Budget document, be authorised.

2. **ADOPT** the following rate levels for the 2013/2014 year:

   2.1 For all Residential properties where Gross Rental Valuations are applied, a rate of 7.06 cents in the dollar with a Minimum Rate of $885 to apply.
2.2 For all Non Residential properties where Gross Rental Valuations are applied, a rate of 7.272 cents in the dollar with a Minimum Rate of $885 to apply.

2.3 For all Rural Improved rateable properties where Unimproved Values are applied, a rate of .102 cents in the dollar with a Minimum Rate of $450 to apply.

2.4 For all Rural vacant rateable properties where Unimproved Values are applied, a rate of .092 cents in the dollar with a Minimum Rate of $450 to apply.

2.5 For all properties located within the Harrington Waters Precinct, a specified area rate apply of .0032 cents in the dollar for the purposes of maintaining public grounds within the area at a higher than average standard.

3. That where payments are received after the prescribed time and penalty charges apply, then a penalty interest rate for all Gross Rental Value and Unimproved Value outstanding Rates is set at ten (10%) per cent per annum, to be calculated on a daily basis.

4. That where payments for the Emergency Services Levy (ESL) are received after the prescribed time and penalty charges apply, then a penalty interest rate for all outstanding ESL is set at eleven (11%) per cent per annum, to be calculated on a daily basis.

5. That for those ratepayers not paying by instalments, the penalty interest will commence to be calculated 36 days after the rates notice issue date.

6. That the following Rates Instalment Payment Options be adopted:

   **Option 1**
   To pay the total amount of rates and charges included on the rate notice in full by the 35th day after the Rates Notice issue.

   **Option 2**
   Payments to be made by two (2) instalments as will be detailed on the Rates Notices with the following anticipated dates:
   
   First Instalment 16th August, 2013
   Second Instalment 13th December, 2013

   **Option 3**
   Payments to be made by four (4) instalments, as will be detailed on the Rates Notices with the following anticipated dates:
   
   First Instalment 16th August, 2013
   Second Instalment 16th October, 2013
   Third Instalment 13th December, 2013
   Fourth Instalment 13th February, 2014

7. That where payments are made by instalment, an administration charge of $3.50 for each instalment after the first instalment shall apply and interest to be set at five point five (5.5%) per cent per annum, to be calculated on a daily basis.

8. That the transfers/movements to and from the Reserve Accounts, as detailed within the budget document and in accordance with Council’s adopted policies, be authorised.

11. That the Fees and Charges, as listed in Section 8 of this budget document, be imposed for the 2013/2014 year.

12. That a rating concession be applied to the following properties:

<table>
<thead>
<tr>
<th>Assessment Number</th>
<th>Concession Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>108091</td>
<td>$67.32</td>
</tr>
<tr>
<td>239510</td>
<td>$331.50</td>
</tr>
<tr>
<td>239530</td>
<td>$54.06</td>
</tr>
</tbody>
</table>
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 16 JULY 2013  

### Assessment Number | Concession Value
---|---
239640 | $561.00
240181 | $83.64
240280 | $61.20
240290 | $63.24
240300 | $61.20
240580 | $79.56
240780 | $56.10
240790 | $112.20
240813 | $14.10
241061 | $110.16
241180 | $24.30
241910 | $95.88
243100 | $90.78
243121 | $535.50
243210 | $56.10
243630 | $19.20
244452 | $71.40
244970 | $71.40
244980 | $66.30
245150 | $61.20
245151 | $71.40
245880 | $76.50
245890 | $73.44
246200 | $61.20
246700 | $94.86

**Committee Voting – 4/0**

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

A change to the Officer's Recommendation was tabled at the meeting. The change removes the proposed ‘Rapid Response Cleaning and Streetscape Team’ proposal as presented at the Council Information Workshop held 11 June 2013.

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

Not Applicable
Governance and Councillor Support

4:14pm Cr Stewart joined the meeting.

Corporate and Engineering Services
Governance and Councillor Support Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GCS-004/13 WALGA 2013 Local Government Convention and Annual General Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GVR/6-19</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>WA Local Government Association</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Peter Varris, Manager Governance and Councillor Support</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>18 June 2013</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td></td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive and Advocacy</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td></td>
</tr>
<tr>
<td>Site:</td>
<td></td>
</tr>
<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

Purpose of Report

Council nomination of voting delegates to the Western Australian Local Government Association (WALGA) Annual General Meeting.

Background

The City of Rockingham is a member of WALGA and in the past Council delegates have attended the WALGA Local Government Convention (Convention) and have represented Council’s interests by voting at the WALGA Annual General Meeting (AGM) which is held in conjunction with the Convention. Council has on occasions submitted motions for consideration at the Annual General Meeting, as is the case for the 2013 event.

Details

The 2013 Convention will be held at the Perth Convention and Exhibition Centre from Wednesday 7 August to Friday 9 August 2013, with the AGM being held on the afternoon of the opening day (Wednesday 7 August, 1:30 – 5:00pm).
WALGA has invited representatives from Council to attend the Convention, to nominate two (2) voting delegates for the AGM and to submit motions for consideration on the AGM Agenda. The closing date for registration of voting delegates to the AGM is close of business Friday 12 July 2013.

At its meeting held 23 April 2013 Council resolved to submit a motion to the WALGA Annual General Meeting that advocates for a more committed and coordinated approach across the Western Australian State Government, WALGA and Western Australian local government in addressing the impacts of Climate Change on coastal infrastructure management, development control, land use planning and other potentially affected functions and activities.

The appointment of delegates to support Council’s motion and attend the associated convention is sought.

### Implications to Consider

<table>
<thead>
<tr>
<th>(a)</th>
<th>Consultation with the Community</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(b)</th>
<th>Consultation with Government Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(c)</th>
<th>Strategic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Community Plan</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>Aspiration 15: Governance systems that ensure decision making and resource allocation is accountable, participative, legally and ethically compliant.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(d)</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Council Policy – Councillor Attendance at Conferences, states “All Councillors are entitled to attend Conferences held in the Perth metropolitan area and Peel region provided that no more than four (4) Councillors attend each Conference”.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(e)</th>
<th>Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Funds totalling $45,800 has been provided in the 2012-2013 budget for Councillor Conferences, Training and Courses (210010.1718), of which approximately $27,000 remains unexpended. A similar provision is anticipated for the 2013-2014 budget. Past costs for attendance at the Convention have amounted to approximately $12,000. Attendance at the AGM (only) is free.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(f)</th>
<th>Legal and Statutory</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Nil</td>
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</tbody>
</table>

### Comments

Council has been an active participant in the past at the AGM and Convention with up to three Councillors (usually the WALGA South Metropolitan Zone representatives – currently Crs Dunkling, Prince and Stewart) attending. The two voting delegates at the AGM have traditionally been the two longest service Councillors, in this case, Cr Dunkling and Cr Prince.

However, Cr Dunkling has advised that she is unable to attend the event this year, allowing Cr Stewart to assume a voting delegate position.

### Voting Requirements

Simple Majority
**Officer Recommendation**

That Council **NOMINATE** Cr Prince and Cr Stewart as the voting delegates at the Western Australian Local Government Association Annual General Meeting to be held Wednesday 7 August 2013.

**Committee Recommendation**

That Council **NOMINATE** Cr Prince and Cr Stewart as the voting delegates at the Western Australian Local Government Association Annual General Meeting to be held Wednesday 7 August 2013.

Committee Voting – 4/0

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

Not Applicable

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

Not Applicable
Purpose of Report
To consider the recommendations arising from the Governance Review Committee meeting held 5 June 2013.

Recommendations to the Corporate and Engineering Services Committee

Advisory Committee Recommendation 1: Policy Framework Policy

That Council ADOPTS the following Policy:

Policy Framework

Council Policy Objective
To ensure that all policies, procedures created for the City of Rockingham are relevant, clear, consistent, regularly reviewed and reflect the good governance of the district.

Council Policy Scope
This policy affects all employees, stakeholders and Councillors of the City of Rockingham involved in the preparation and adoption of policy and procedures for the City.

Council Policy Statement
There are two categories of Policy at the City of Rockingham; Council Policy and Executive Policy. Council Policy comprises Statutory, Legislative and General Council Policy. Executive Policy consists of organisational standards and procedures established for operational matters.
Council Policy

A Council Policy is adopted by Council to provide the Chief Executive Officer the broad ‘rules of engagement’ or limits / boundaries in respect to a particular matter requiring action. A Council Policy establishes scope or guidelines for the City's actions and decision-making.

With the exception of a policy established under any Town Planning Scheme or a policy which format is determined under legislation or Australian Standard, the following format is to be used when writing Council Policy:

- Policy Name
- Policy objective
- Policy Scope
- Policy Statement
- Definitions
- Legislation
- Other Relevant Policy/ Key Documents
- Responsible Division
- Review Date

All Council Policy will be recorded in the City's record management system and reviewed at a minimum once every three years.

Statutory Policy

Statutory Policy includes policy created for the City's Town Planning Scheme and approvals, licences and permits provided under the City Local Laws. All Statutory Policy is appealable to the State Administrative Tribunal (SAT).

The use of public consultation in preparing Statutory Policy will provide rigour to the final adopted policy arrangements. Public consultation will be a minimum of 14 calendar days and be at a minimum placed on the City's website, a public notice in the local newspapers, and City managed social media platforms unless otherwise stated in enabling legislation. Public submissions may identify issues that result in the amendment or redrafting and readvertising of the policy proposal.

Legislative Policy

Legislative Policy is policy required by the City under law. These Policies do not necessarily require rigour through a public consultation period. However the City will ensure a consistent approach to policy by applying the same minimum public consultation period as Statutory Policy.

General Council Policy

General Council Policy will comprise policy adopted by Council that are not statutory or legislative in nature and are created for a particular purpose. This policy includes Council ‘directives’ on general matters not specifically originating from a legislative head of power.

This Policy will also undergo the same public consultation process as Statutory and Legislative Policy.
The following diagram outlines the adoption process required for all Council Policy (Statutory, Legislative and General Council Policy):

1. Council Policy Adoption Process (Statutory, Legislative and General Council Policy)

Executive Policies

An Executive Policy is adopted by the Executive Management Team and establishes a whole of organisation approach to operational Policy. It may address several issues:

- It may specify in detail how the City will carry out, apply and/or action a Council Policy.
- It may establish a minimum standard to be adopted for the organisation, such as Human Resources and Information and Communication Technology (ICT) matters, to ensure there is a consistent approach to these matters.
- It may provide the guidelines that the Executive Management Team wishes to set in respect to operational matters within the organisation.

Executive Policies are created as internal documents for City administration and are not adopted by Council.


PSG Manuals are to be managed by individual Directors. They need to be established for each Directorate with a section for each team and reviewed at minimum on an annual basis by the Director. Each amendment and review date must be recorded on the Manual for audit purposes.

PSG Manuals will comprise key processes, procedures, systems and guidelines utilised in the day-to-day operations of the respective Teams. This will ensure recording of administration and systems process and provide business continuity.

The Manual can be in any form decided by each Director. It must identify the key processes and guidelines for each team. Documentation is to ensure a high level of customer service, legislative compliance and meet community plan aspirations.
Confident at a Corporate & Engineering Services Meeting Held on Tuesday, 16 July 2013

Definitions
Nil

Legislation
Section 2.7(3)(b) of the Local Government Act 1995.
Section 5.41(c) and (d) of the Local Government Act 1995

Australian Accounting Standards

Other Relevant Policy/ Key Documents
Nil

Responsible Division
General Management Services

Review Date
31 March 2016

Background

The Council has previously considered the underpinning principles for the preparation of a Policy Framework Policy, most recently to agree to the structure and hierarchy of Council and organisational policy (December 2012) and the inclusion of a public comment period within the adoption process proposed for Council Policy established through a legislative head of power (February 2013).

The proposed Framework has been prepared and is now presented for Council consideration. It outlines the types of policy that pertains to the City, and the relevant format and adoption process required. It will provide a robust foundation for policy adoption and review for the City.

The adoption of the Policy Framework Policy will initiate the review of the City’s existing Policy documents with the objective of ensuring that they reflect contemporary and legislatively compliant practice.

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 and legally and ethically compliant.

b. Policy
   A new Council Policy will be established which provides a framework for the City in respect to policy development, adoption and review.

c. Financial
   It is not anticipated that there are any financial implications arising from the establishment of a Policy Framework beyond that which will be undertaken within existing officer resourcing.
   The inclusion of a specified public comment period in the adoption process for Council policy will result in additional costs for advertising. These costs will be allowed for in future operational budgets.

d. Legal and Statutory
   Section 2.7 of the Local Government Act 1995 defines one role of Council as to ‘determine the local government’s policies’.
e. Voting Requirements

Simple Majority

Officer Recommendation if Different to Advisory Committee Recommendation

Nil

The Officer’s Reason for Varying the Advisory Committee Recommendation

Nil

Advisory Committee Recommendation 2:
Council Information Workshops – Policy Amendment

That Council AMEND the Governance and Meeting Framework Policy to include the following paragraph at the conclusion of point 3. Council Workshops:

“Given that a Council Workshop is not open to the public and does not involve any decision making or formal consideration of matters requiring a decision, there will be matters by which their nature, should not be considered at a Council Workshop.

Matters which are not appropriate include:

(a) applications for development approvals;
(b) recommendations in relation to applications for subdivision approval;
(c) initiation of a town planning scheme amendment or rezoning;
(d) consideration of a proponent’s structure plan; and
(e) applications for any licence, permit, approval or other authorisation under a local law.”

Background

The use of Council Information Workshops has been integrated into the City’s decision making processes and has proven very effective in providing Councillors with a more informed understanding of key matters affecting the City.

The City's Governance and Meeting Framework Policy provides the following point in relation to Council Information Workshops:

3. Council Workshops

Council Workshops may be convened on an occasional basis as a forum for information exchange and discussion between elected members and Council officers and if appropriate, other relevant stakeholders. Debating, collective decision making or revelation of ones intention on how they will vote at a future Council or Committee meeting is not permitted. Expressing an opinion on matters under discussion generally however, is appropriate and welcome.

These Workshops can be called at the request of the Mayor, CEO or by Council motion and conducted, as required, on the second Tuesday of the month from 4pm until 6pm unless special circumstances dictate otherwise.

Workshops are to be chaired as per the Ordinary Council Meeting. All discussion shall be directed through the chair and discussion is limited to the subject on the workshop agenda.

The time limit for the Workshops is 2 hours. A general record should be kept of the workshop noting attendance, requests for further information and interests declared. No minutes as such will be taken nor will specific discussions, actions, or outcomes of the workshops be recorded, received or adopted at a later date.

There are a number of matters that requires Council to assume a quasi-judicial or tribunal role that means the issue should be dealt with in an open and public forum and not in a closed workshop. It is proposed that an amendment be made to the Governance and Meeting Framework Policy to clarify those matters.
The matter of topics not suitable for discussion or presentation at a Council Information Workshop has been the subject of discussion between the Chief Executive Officer and the Director Legal Services and General Counsel.

Council Information Workshops are essentially a ‘concept forum’ as defined by the ‘Local Government Operation Guidelines Number 5 – Concept Forums’ and as a consequence:

a) The Workshop is effectively closed to the public and is not transparent;
b) No decisions are made;
c) No formal debate takes place;
d) No minutes are kept; and


It would therefore be inappropriate for a Workshop to deal with the consideration of an application for a statutory approval, which should be dealt with in an open and public manner. The proposal or application would be public, the report to Council would be public, submissions for and against would be public, as well as Council’s consideration and debate would be undertaken in a public forum (Committee and Council meeting).

In respect to town planning matters, some major planning proposals which are at such a preliminary stage where they are not ready to be put in a formal way to Council may benefit from preliminary discussion between the Administration and Council. However, town planning scheme amendments and rezonings, when prepared and are ready for consideration should not be the subject of a Council Workshop. As would be the case for a structure plan submitted by proponent.

As a consequence the following additional paragraph is proposed for inclusion at the end of point 3 Council Workshops in the Governance and Meeting Framework Policy:

“Given that a Council Workshop is not open to the public and does not involve any decision making or formal consideration of matters requiring a decision, there will be matters by which by their nature, should not be considered at a Council Workshop.

Matters which are not appropriate include:

(a) applications for development approvals;
(b) recommendations in relation to applications for subdivision approval;
(c) initiation of a town planning scheme amendment or rezoning;
(d) consideration of a proponent’s structure plan; and
(e) applications for any licence, permit, approval or other authorisation under a local law.”.

The above paragraph clarifies those matters that should not be referred to a Council Information Workshop and will ensure appropriate rigour and transparency of the decision making process, minimising the risk of appeal and overturn through third party avenues.

**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 and legally and ethically compliant.

b. Policy

The Governance and Meeting Framework Policy will require amendment as consequence of the inclusion of issues unable to be dealt with at a Council Information Workshop.
c. **Financial**
   There are not any financial implications evident as a consequence of the change.

d. **Legal and Statutory**
   The addition to the Council Workshop section of the Governance and Meeting Framework will provide transparency to the Council’s decision making process and minimise the risk of decisions in respect to the issue of approvals, permits and licences being appealed through third party agencies.

e. **Voting requirements**
   Simple Majority

### Officer Recommendation if Different to Advisory Committee Recommendation

| Nil |

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

| Nil |

### Advisory Committee Recommendation 3: Standing Orders Review Update

That Council:

1. **SET ASIDE** the implementation of the local law adoption process for the draft Local Government (Council Meetings) Local Law 2011; and

2. **SUPPORT** the drafting of a new Standing Orders Local Law based on the Town of Victoria Park Standing Orders Local Law 2011 and amended to reflect current and proposed practice at the City of Rockingham previously identified in the former proposed Local Law.

### Background

At its meeting held 11 December 2012 Council resolved the following:

**That Council:**

- **FOREGO** the trial of the Draft Local Government (Council Meetings) Local Law 2011 for a period of three consecutive meetings and subsequent survey as previously resolved at its meeting held 27 September 2011; and

- **IMPLEMENT** the local law adoption process for the draft Local Government (Council Meetings) Local Law 2011.

In carrying out the above resolution the Governance and Councillor Support Team submitted the Draft Local Government (Council Meetings) Local Law 2011 to the Director of Legal Services and General Counsel for his perusal and comment.

The feedback received from the Director suggests that the draft Local Law contains a number of issues that would likely fail to pass the scrutiny of the State Parliament’s Joint Standing Committee on Delegated Legislation (JSCDL). The Director noted 30 points that needed addressing and that significant legal redrafting would be required for the draft Local Law to be considered contemporary and in a form likely to gain JSCDL consent.

The Director identified a number of recently adopted Standing Orders Local Laws which would provide a sound base document for amendment to reflect the requirements of the City.

In responding to the advice from the Director, the Governance and Councillor Support Team have reviewed a number of Standing Orders to identify the Local Law that aligns best with the current draft. The Team have also commenced identifying the amendments needed to make the Local Law appropriate for the City of Rockingham’s circumstances.
The Director Legal Services and General Counsel identified the City of Swan Standing Orders Local Law 2010 and Town of Victoria Park Standing Orders Local Law 2011 as two of the more contemporary models to review. The Governance and Councillor Support Team also reviewed the following Standing Orders:

- Town of Cottesloe Standing Orders Local Law 2012
- City of Subiaco Meeting Procedures Local Law 2012
- City of Belmont Standing Orders Local Law 2012
- City of Gosnells Standing Orders Local Law 2012

Upon review, it was found that the Town of Victoria Park Standing Orders Local Law 2011 aligned best with the current draft proposed by the City.

Preliminary work undertaken has identified the amendments required to the Town of Victoria Park model and it is proposed to refer the drafting of the new City of Rockingham Standing Orders Local Law to the Director Legal Services and General Counsel. Once the draft is prepared it will be referred to the Governance Review Committee for recommendation to Council.

The Governance and Councillor Support Team are conscious of the time that has elapsed during the development of replacement Standing Orders. The review of the current draft by the Director Legal Services and General Counsel was timely as it has prevented potential rework and refreshed public consultation should the JSCDL have rejected the current Local Law proposal.

The new proposal will be contemporary, reflect current practice at the City of Rockingham, and include the previously agreed major initiative of allowing Public Statements to be made at Council and Committee meetings.

<table>
<thead>
<tr>
<th>Implications to Consider</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. Strategic</strong></td>
</tr>
<tr>
<td>Community Plan</td>
</tr>
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</tr>
<tr>
<td><strong>Aspiration 15:</strong> Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.</td>
</tr>
<tr>
<td><strong>b. Policy</strong></td>
</tr>
<tr>
<td>Changes to the Standing Orders will likely require a number of Policy amendments.</td>
</tr>
<tr>
<td><strong>c. Financial</strong></td>
</tr>
<tr>
<td>The statutory process for adopting a Local Law involves community consultation, statutory advertising and publication in the Government Gazette. These costs will be met from Account 210018.1457 – Local Law Amendment Expense which has a budget of $1,000 for the 2012-2013 financial year.</td>
</tr>
<tr>
<td><strong>d. Legal and Statutory</strong></td>
</tr>
<tr>
<td>Part 3, Division 2 of the Local Government Act, 1995 stipulates the requirements for adopting or amending a Local Law.</td>
</tr>
<tr>
<td><strong>e. Voting requirements</strong></td>
</tr>
<tr>
<td>Simple Majority</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Officer Recommendation if Different to Advisory Committee Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Officer’s Reason for Varying the Advisory Committee Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
</tr>
</tbody>
</table>
Committee Recommendation

That Council:

1. **adopts** the following Policy:

Policy Framework

Council Policy Objective
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Council Policy Scope
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Council Policy Statement
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All Council Policy will be recorded in the City’s record management system and reviewed at a minimum once every three years.

Statutory Policy
Statutory Policy includes policy created for the City’s Town Planning Scheme and approvals, licences and permits provided under the City Local Laws. All Statutory Policy is appealable to the State Administrative Tribunal (SAT).

The use of public consultation in preparing Statutory Policy will provide rigour to the final adopted policy arrangements. Public consultation will be a minimum of 14 calendar days and be at a minimum placed on the City’s website, a public notice in the local newspapers, and City managed social media platforms unless otherwise stated in enabling legislation. Public submissions may identify issues that result in the amendment or redrafting and readvertising of the policy proposal.
Legislative Policy

Legislative Policy is policy required by the City under law. These Policies do not necessarily require rigour through a public consultation period. However the City will ensure a consistent approach to policy by applying the same minimum public consultation period as Statutory Policy.

General Council Policy

General Council Policy will comprise policy adopted by Council that are not statutory or legislative in nature and are created for a particular purpose. This policy includes Council ‘directives’ on general matters not specifically originating from a legislative head of power.

This Policy will also undergo the same public consultation process as Statutory and Legislative Policy.

The following diagram outlines the adoption process required for all Council Policy (Statutory, Legislative and General Council Policy):

Executive Policies

An Executive Policy is adopted by the Executive Management Team and establishes a whole of organisation approach to operational Policy. It may address several issues:

- It may specify in detail how the City will carry out, apply and/or action a Council Policy.
- It may establish a minimum standard to be adopted for the organisation, such as Human Resources and Information and Communication Technology (ICT) matters, to ensure there is a consistent approach to these matters.
- It may provide the guidelines that the Executive Management Team wishes to set in respect to operational matters within the organisation.

Executive Policies are created as internal documents for City administration and are not adopted by Council.

PSG Manuals are to be managed by individual Directors. They need to be established for each Directorate with a section for each team and reviewed at minimum on an annual basis by the Director. Each amendment and review date must be recorded on the Manual for audit purposes.

PSG Manuals will comprise key processes, procedures, systems and guidelines utilised in the day-to-day operations of the respective Teams. This will ensure recording of administration and systems process and provide business continuity.

The Manual can be in any form decided by each Director. It must identify the key processes and guidelines for each team. Documentation is to ensure a high level of customer service, legislative compliance and meet community plan aspirations.

Definitions
Nil

Legislation

Section 2.7(3)(b) of the Local Government Act 1995.
Section 5.41(c) and (d) of the Local Government Act 1995

Australian Accounting Standards

Other Relevant Policy/ Key Documents
Nil

Responsible Division
General Management Services

Review Date
31 March 2016

2. **AMEND** the Governance and Meeting Framework Policy to include the following paragraph at the conclusion of point 3. Council Workshops:

   “Given that a Council Workshop is not open to the public and does not involve any decision making or formal consideration of matters requiring a decision, there will be matters by which by their nature, should not be considered at a Council Workshop.

   Matters which are not appropriate include:

   (a) applications for development approvals;
   (b) recommendations in relation to applications for subdivision approval;
   (c) initiation of a town planning scheme amendment or rezoning;
   (d) consideration of a proponent’s structure plan; and
   (e) applications for any licence, permit, approval or other authorisation under a local law.”

3. **SET ASIDE** the implementation of the local law adoption process for the draft Local Government (Council Meetings) Local Law 2011; and

4. **SUPPORT** the drafting of a new Standing Orders Local Law based on the Town of Victoria Park Standing Orders Local Law 2011 and amended to reflect current and proposed practice at the City of Rockingham previously identified in the former proposed Local Law.

Committee Voting – 4/0

<table>
<thead>
<tr>
<th>The Committee's Reason for Varying the Officer's Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Implications of the Changes to the Officer's Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
Purpose of Report

Provide Council with details of the tenders received for Tender T13/14-04 Period Supply and Delivery of Geotextile Fabric, document the results of the tender assessment and make recommendations regarding award of the tender.

Background

The Tender for Period Supply and Delivery of Geotextile Fabric was advertised in the West Australian on Saturday 16 March 2013. The Tender closed at 2:00pm Wednesday 17 April 2013 and was publicly opened immediately after the closing time.

Details

One tender submission was received from Global Synthetics.

The submission received did not include the information requested within the tender documentation and was therefore deemed non-compliant as it failed to address the criteria required.

Due to the submission failing to comply with the criteria within the tender documentation, an assessment panel was not formed.
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 6:** Civic buildings, public places and transport infrastructure of contemporary design, constructed and maintained using best practice principles.

d. Policy

e. Financial
   Tenders were sought in accordance with the funding allocated for Capital works expenditure in accordance with the City’s Business Plan as presented to Council and operational expenditure in accordance with the Engineering and Parks Operations Maintenance Budgets as allocated in the draft 2013/14 operational budget.

f. Legal and Statutory

Comments

Upon opening of the tender it was apparent that the documentation submitted by Global Synthetics did not meet the requirements of the tender. There was some doubt on behalf of the assessment panel, as to whether the documents received constituted a tender submission. However as the documents included the tender price schedule, duly completed and signed by an authorised representative of the company, it was considered prudent to seek a Council resolution formally rejecting the tender submission.

It is proposed that subject to Council agreeing to reject the tender, the City will, during the next 6 months, negotiate with suppliers of the product in order to continue to seek best value for the City.

It is recommended that the tender for T13/14-04 – Period Supply and Delivery of Geotextile Fabric be rejected.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **REJECT** the tender for T13/14-04 – Period Supply and Delivery of Geotextile Fabric, as the submission is non-compliant as it failed to meet the criteria required within the tender documentation.
### Committee Recommendation

That Council **REJECT** the tender for T13/14-04 – Period Supply and Delivery of Geotextile Fabric, as the submission is non-compliant as it failed to meet the criteria required within the tender documentation.

Committee Voting – 4/0

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

Not Applicable

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

Not Applicable
Purpose of Report

For Council to consider its ongoing commitment for the Beautiful Gardens Competition.

Background

Beautiful Gardens Competition

In order to build the capacity of the Rockingham community through engagement, Council established the Beautiful Gardens Competition in 1995.

The intent was for the City to sponsor a garden competition to be titled; “City of Rockingham Beautiful Gardens Competition”.

Purpose of the Committee

A committee was established comprising people with interest, knowledge and expertise in horticultural practice and design. Their reference would be to ensure compliance with the guidelines of the competition and conduct the nomination and judging process.

Beautiful Gardens Principles

Promote a lifelong enjoyment of gardening through sharing ideas, companionship and participation.

The values encouraged through community engagement were as follows:

- Share sustainable principles,
- Encourage independence,
- Optimise a sense of wellbeing, participation and belonging.
Membership

Membership of the Advisory Committee currently comprises of five (5) voting members consisting of:

- **Chairperson**: Cr Joy Stewart
- **Committee**:
  - Cr Ann Prince
  - Ivor Mitchell
  - Fred Reid
  - Vera Reid
  - Rockingham Garden Club
  - Community Representative

The Committee is supported by an Officer of the City nominated by the Chief Executive Officer to act as Secretary in a non-voting role.

Terms of Reference

To administer the Beautiful Gardens Competition

Scope of Committee

It was determined that it was essential to have on the committee people known for their expertise in gardening. From a Community engagement perspective the approach of obtaining a core group of committed and dedicated experts in all facets of gardening provides a base that can be enhanced with input from information gathered from the broader community as and when required.

Current Competition Classifications

The entry classifications for the Beautiful Gardens Competition are as follows:

- Single Residential
- Multi Residential
- Tidy Street
- Native
- Sustainable Garden
- Sports Complex
- School Ground

Details

It has been evident over previous years that the patronage and support for the Beautiful Gardens Competition has been diminishing; in part due to public indifference, busy lives and other important personal commitments.

For this reason, the viability of the competition has at times been questioned, and subsequently, a reduced entry classification was developed in 2012 in an attempt to reinvigorate and maintain the intended focus of the competition.

Efforts to re-engage the local business community through sponsorship and promotion was also explored as part of the new format.

Despite these initiatives, the general interest and overall number of submissions was again very low and as a result the City must consider the ongoing support in view of the financial commitment and officer time allocated to the awards.

The following table identifies the number of submissions received since 2008:

<table>
<thead>
<tr>
<th>Classifications</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>Revised Classifications</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Residential</td>
<td>12</td>
<td>11</td>
<td>4</td>
<td>-</td>
<td>Single Residential</td>
<td>6</td>
</tr>
<tr>
<td>Multi Residential</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>Multi Residential (combined)</td>
<td>1</td>
</tr>
<tr>
<td>Dwelling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi Residential Complex</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Tidy Street (combined)</td>
<td>1</td>
</tr>
<tr>
<td>Tidy Street</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>Native</td>
<td>-</td>
</tr>
</tbody>
</table>
### Classifications

<table>
<thead>
<tr>
<th></th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>Revised Classifications</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tidy Cul-de-sac</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Sustainable Garden</td>
<td>2</td>
</tr>
<tr>
<td>Native</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>-</td>
<td>Sports Complex</td>
<td>-</td>
</tr>
<tr>
<td>Sports Complexes</td>
<td>3</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>School Ground</td>
<td>6</td>
</tr>
<tr>
<td>School ground</td>
<td>4</td>
<td>6</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frog friendly</td>
<td>3</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve Development</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>25</strong></td>
<td><strong>26</strong></td>
<td><strong>13</strong></td>
<td><strong>-</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

### Implications to Consider

**a. Consultation with the Community**

Nil

**b. Consultation with Government Agencies**

Nil

**c. Strategic Community Plan**

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

- **Aspiration 1:** An involved and engaged community enjoying a lifestyle that caters for all residents, including those with specific or special needs
- **Aspiration 3:** A vibrant community, enjoying access to a wide range of educational, cultural and artistic activities and a wide range of other social opportunities.
- **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**

‘Beautiful Garden Competition Policy’ PPG3

**e. Financial**

The cost associated with conducting the Beautiful Gardens Competition is in the region of $8,000 annually and this amount is allocated to the Parks Development public works overhead account 210397.1231

**f. Legal and Statutory**

Section 5.10 of the Local Government Act 1995 outlines the establishment of the number and appointment of members to Advisory committees, and requires an Absolute Majority. It is silent on the requirements for disbanding the same committee, therefore it is appropriate that the same voting criteria be applied.

### Comments

It was anticipated that the new format would increase community interest in the competition and further engage the wider business community through a stronger focus on cross promotion and sponsorship.

Unfortunately, this has not occurred and despite the City’s best efforts the competition has again had a disappointing conclusion.

In light of this, it is considered that the benefits provided to the community by the Beautiful Gardens competition do not warrant continued funding and it is therefore recommended that Council disband the current committee and discontinue support for the competition.
Voting Requirements

Absolute Majority

Officer Recommendation

That Council take the following action:

1. **DISCONTINUE** support for the Beautiful Gardens Competition.
2. **DISBAND** the Beautiful Gardens Advisory Committee as of 1 July 2013 and amend the Governance and Meeting Framework Policy accordingly.
3. **RESCIND** the City’s Beautiful Garden Competition Policy PPG3.

Committee Recommendation

That Council take the following action:

1. **DISCONTINUE** support for the Beautiful Gardens Competition.
2. **DISBAND** the Beautiful Gardens Advisory Committee as of 1 July 2013 and amend the Governance and Meeting Framework Policy accordingly.
3. **RESCIND** the City’s Beautiful Garden Competition Policy PPG3.

Committee Voting – 4/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
## Purpose of Report

For Council to consider adopting the Greening Plan 2012 - 2017.

## Background

The City of Rockingham’s current Greening Plan was adopted by Council in May 2002. The plan was developed to improve urban greening through the assessment of native vegetation. A number of actions arising from the green plan were subsequently implemented, including:

- The identification of locally significant bushland through the *Vegetation Survey and Priority Management Study*, 2007;
- On-going community education workshops on the importance of protecting native vegetation; and
- City funded community revegetation projects.

In February 2012, Council adopted the Bushland Management Strategy, a Specific Purpose Strategy designed to coordinate bushland management priorities as listed under Aspiration 10 of the City of Rockingham Community Plan.
The objective of the Bushland Management Strategy is to assess natural areas under the management of the City and recommend mechanisms by which they are to be protected or rehabilitated. One of the first actions arising from the Bushland Management Strategy was the review and update of the City of Rockingham Greening Plan 2002.

Although the City of Rockingham Greening Plan 2002 is a useful document, it was felt that a change of direction was required. This was due to the following:

- The 2002 plan concentrates only on native vegetation with current literature indicating that all vegetation can contribute to the green amenity of the City.
- The 2002 plan made a distinction between vegetation on conservation reserves and vegetation found outside of formal protection areas (termed local natural areas). The protection of local natural areas is covered in the *City of Rockingham Local Biodiversity Strategy*, which details strategies to protect native vegetation according to land use planning zones.
- The 2002 plan is a strategic document with actions that deals with long term planning (i.e. formulating partnerships, developing biodiversity goals) rather than measurable on-ground actions.

**Details**

In light of the above, the Greening Plan 2012 - 2017 was developed into a systematic implementation plan.

The extent of green areas in the City was determined using infrared imagery, and targets were set to increase the area and improve the condition of green capital. The plan was then structured into three key areas:

(i) Conservation reserves under the direct control of the City;
(ii) Streetscapes on local and primary roads; and
(iii) City of Rockingham parkscapes.

Conservation reserves were assessed using the Native Area Assessment Templates, and were assigned on-ground management actions. Streetscapes were studied under the City of Rockingham Street Tree Masterplan, which assessed the condition of current street trees and detailed what should be planted in the future. Finally, over forty of the City’s passive public parks were reviewed for their green capital, and allocated measures to improve condition and density of parkland vegetation.

The Draft City of Rockingham Greening Plan 2012 - 2017 was advertised for public comment from Monday 15 April to Monday 6 May, 2013.

The document was also made available for comment on the City of Rockingham website, Facebook, all the City libraries.

The draft document was also reviewed through all internal directorates with comments received considered for incorporation into the Plan.

The following comments and suggestions were received following the public consultation period.

<table>
<thead>
<tr>
<th>Respondent</th>
<th>Submission</th>
<th>Response from Parks Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Member</td>
<td>More resources should now be allocated to bushland reserves.</td>
<td>The City acknowledges an on-going need to assess, protect and conserve those nature reserves directly under our control. The City has recently committed more funding towards the protection of these areas.</td>
</tr>
<tr>
<td>Community Member</td>
<td>City of Rockingham is committed to destroying 40 hectares of public open space at Point Peron to be transformed into a private benefit.</td>
<td>The City is a stakeholder in the Point Peron marina development proposal, in that the marina will occur in the City’s municipality. The City is however; not a prime decision maker, as the land is vested with the</td>
</tr>
<tr>
<td>Respondent</td>
<td>Submission</td>
<td>Response from Parks Development</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Community Member</td>
<td>The City should adopt a “no further clearing” program other than what has already been zoned urban or urban deferred in WA Planning Commission documents such as Directions 2031.</td>
<td>The City’s planning department is currently progressing the Local Biodiversity Strategy, which aims to retain vegetation outside of the zoned conservation and parks and recreation areas. It is intended that this strategy, along with the State Government Bush Forever program and internal City of Rockingham documents such as the ‘Greening Plan’, will result in an overall net improvement in green areas across the City.</td>
</tr>
<tr>
<td>Community Member</td>
<td>Tree plantings should encourage passive activities such as shading/sheltering pathways to encourage usage throughout the year. This is currently not the case for example with regard to the lower pathway that encircles the lake at Harmony Park.</td>
<td>This information will be sent to our landscape design team. Modern parks design should take into account useability over different seasons and the City does endeavour to ensure that parks are accessible by all people throughout the year.</td>
</tr>
<tr>
<td>Community Member</td>
<td>This Plan should be given a high priority by the Council and a “Report Card” developed in order to regularly assess whether goals are being achieved and to adopt a holistic adaptive management approach to the Plan if changes are required.</td>
<td>The actions arising out of this plan will be subject to an annual audit, with an overall review due in 2015.</td>
</tr>
<tr>
<td>Community Member</td>
<td>Canopy cover in native reserves is the best way of controlling weeds.</td>
<td>Improving the extent of canopy cover is one of the overarching objectives of the City for the management of our reserves. The ultimate aim is to ensure that these reserves achieve maximum canopy cover, minimum weed extent and minimal disturbance.</td>
</tr>
<tr>
<td>Community Member</td>
<td>Is it possible to enclose most reserves with fox and cat proof fencing</td>
<td>The control of feral animals is a prime concern for the City and has resulted in the development of the ‘City of Rockingham Feral Animal Control Plan, 2011’</td>
</tr>
<tr>
<td>Community Member</td>
<td>Council should promote the idea of Australian native gardens and parks to the residents and to Council staff.</td>
<td>The City is committed to the promotion of native vegetation landscaping. This is further promoted through our use of water wise irrigation techniques that advocate the use of hydro-zoning, where passive areas are planted in parks to reduce the use of active turfed areas.</td>
</tr>
<tr>
<td>Community Member</td>
<td>Mowing is an expensive activity and worse, it spreads weeds. The Plan should include a program for reducing the number of mowers operated by Council. I note that the land opposite my house is mowed more often than necessary.</td>
<td>Although turf is not as effective a climate regulator and is a higher water consumer than native gardens, well maintained turf can provide some ecological benefits. Turf does sequester carbon and moderate microclimates. There is a need, however; to maintain these areas to a high standard to achieve these ecological benefits. Also turf left to over grow becomes unsightly and encourages unsocial behaviour. This explains the amount of mowing undertaken by the City.</td>
</tr>
<tr>
<td>Respondent</td>
<td>Submission</td>
<td>Response from Parks Development</td>
</tr>
<tr>
<td>----------------------------</td>
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<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Community Member</td>
<td>I note that Figure 215 shows a corridor along the north of Lake Richmond to Peron. The corridor is non-existent along the north of Lake Richmond.</td>
<td>Green corridors have been suggested through a policy document devised by the Perth Biodiversity Project. Some of the proposed corridors, such as those near Lake Richmond are in built-up residential areas. The existing vegetation of these areas does not represent the 500m wide corridor that is required to provide an ecological link between bush areas.</td>
</tr>
<tr>
<td>Community Member</td>
<td>In the suggested list of trees to be planted I think it should be recognised that Olive trees are a weed in the Rockingham district.</td>
<td>The olive tree is not native to Australia and is considered a significant bushland weed in South Australia. Certainly, in native reserves the olive is considered a weed as they can form thickets that virtually preclude native plant recruitment.</td>
</tr>
<tr>
<td>Community Member</td>
<td>I experience the wonderful trees along the waterfront with my children. Now those trees have been thinned out and many removed. These trees should be Heritage listed as they make Rockingham unique and set it apart from other coastal towns.</td>
<td>This is something the City would like to pursue in the future with the possible development of a ‘Significant Tree Register’.</td>
</tr>
<tr>
<td>Community Member</td>
<td>Anniversary Park and Solquest Reserve have both had many trees and grass trees removed (often due to being blown over in storms, etc.), but not one has been planted in place of what was removed. A tree planted 10 years ago, would now be 10 years old.</td>
<td>The City has a strong commitment to maintaining its green areas; we have an annual budget which allows for the planting of a significant number of trees within Public Open Space (POS) annually. If a tree is damaged through a storm event and has to be removed, it may not necessarily be replaced in the same park but there will be some tree planting elsewhere in the City.</td>
</tr>
<tr>
<td>Community Member</td>
<td>Why has the Alf Powell Reserve been allowed to become so degraded? I have witnessed its neglect year after year. It is overgrown with weeds that hide the majestic Grass trees -- I went there for the purpose of photographing Grass trees, but was spoilt by the weeds</td>
<td>This reserve has been assessed and has been flagged as a reserve in need of ecological restoration. It certainly does suffer from unauthorised use, and the City is attempting to consolidate the number of tracks throughout the reserve through the use of fencing, brushing (laying branches across the tracks) and revegetation. A management plan is due to be developed for area in the 2014 financial period.</td>
</tr>
<tr>
<td>Community Member</td>
<td>Why are the introduced pests of Japanese Peppers allowed to flourish throughout the whole of Rockingham? I have seen Council Staff cutting them back on many occasions, but no attempt ever seems to be made to remove them, and they just send out more shoots and become bigger than ever.</td>
<td>These are very insidious trees and are extremely hard to eradicate. Woody weeds like Japanese peppers require a branch to be cut and herbicide pasted directly onto the ‘open wound’, they don’t respond to spraying. The trees will often require a number of applications of the herbicide before they start to die back. Often it is not advisable to just remove the plant as the sheer size of them will result in undesirable erosion of an area and will provide an opportunity for other weeds to move in. We do target these trees in our reserves, it is just a very onerous task.</td>
</tr>
<tr>
<td>Community Member</td>
<td>Notice that our Council has been busy spreading truckloads of mulch along Rae Road and other areas -- looks impressive when freshly laid and it certainly is not recycled garden waste, so my immediate thoughts are for all the trees that were mulched.</td>
<td>Mulch used in City landscaping projects is sourced from ‘sustainable forestry practices’. These are plantations grown specifically for wood products such as mulch. Alternatively, mulch is sourced from the City’s landfill where green wastes are...</td>
</tr>
</tbody>
</table>
Respondent | Submission | Response from Parks Development
---|---|---
sacrificed to make this chipped wood mulch. Sadly, the weeds are growing through it already and mowing will be impossible on such a surface, so I really question the wisdom of the use of these precious trees for the making of cosmetic mulch. | wood chipped and recycled. The use of mulch is really important for landscaping as it helps keep moisture in the soil, especially important when trying to establish a garden. You are right though, in that the areas need to be maintained, and our ground crew are consistently engaged to undertake weeding and pruning of our landscaped areas.

**Implications to Consider**

a. **Consultation with the Community**
   As Above

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 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**
   The costs associated with implementing the plan are contained within the Greening Plan 2012 - 2017 and will be met through Parks Development and Parks Operations public works overheads and maintenance budgets.

f. **Legal and Statutory**
   Nil

**Comments**

The development of the City of Rockingham Greening Plan 2012 – 2017 provides a holistic approach to the planning, design and implementation of urban greening across the City.

The plan outlines actions with expected timeframes and costing. The effective implementation of these actions should lead to an improvement in the extent and condition of green areas, which in turn will provide environmental, economic and social benefits to the wider community.

It is therefore recommended that Council adopt the Greening Plan 2012 - 2017 as the guiding document for all greening works in the City.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

**Committee Recommendation**


Committee Voting – 4/0

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

Not Applicable

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

Not Applicable
Corporate and Engineering Services
Engineering and Parks Services

Reference No & Subject:
EP-020/13
Mundijong Road Extension – Temporary Road Closures to Accommodate Road Works

File No:
RDS/23-7

Proponent/s:
Mr Ian Daniels – Project Manager Mundijong Road

Author:

Other Contributors:

Date of Committee Meeting:
18 June 2013

Previously before Council:

Disclosure of Interest:

Nature of Council’s Role in this Matter:
Executive

Site:
Mundijong Road and Baldivis Road Intersection, Baldivis

Lot Area:

Attachments:

Maps/Diagrams:
Aerial image of affected sections of roads
Purpose of Report

For Council to consider a request to temporarily close Mundijong Road (between the Kwinana Freeway and Baldivis Rd) and Baldivis Road (at the Mundijong Road Intersection) to accommodate reconstruction of the road at this location as part of the Mundijong Road Extension Project for up to 5 months.

Background

The Mundijong Road Extension project commenced construction in March 2013. The project is approximately 4.6 kilometres long and will connect Mundijong Road from the Kwinana Freeway through to Mandurah Road and become the new entrance to Rockingham. The intersection with Baldivis Road will become an important connector for the area. The project is programmed for completion in May 2014.

Details

The intersection of Mundijong Road and Baldivis Road will become a 4 way intersection that will allow full turning and flow through movement of all traffic once complete. Due to major services (Dampier to Bunbury Gas Pipeline and Water Trunk Mains) being located approximately 200-300m west of the intersection the levels at the intersection are required to be raised by almost 7m. Added to this is the complication of other service relocations and protection works at this location.

All of these create significant complexities during the construction of an intersection that is already in use.

City Officers have worked with the civil contractors to devise a way in which these works can be undertaken without having to temporarily close these roads however all other options have been proven to be unsafe, costly or simply not approved by a third party.

The only option left is to temporarily close these portions of roads for up to 5 months from August to December 2013.

Implications to Consider

a. Consultation with the Community
   Refer to Legal and Statutory section below
b. Consultation with Government Agencies
   Refer to Legal and Statutory section below
c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-
   Aspiration 5: Community facilities and services delivered in a timely manner, able to meet expectations and serve new and growing neighbourhoods.
d. Policy
   Nil
e. Financial
   Advertising costs will be taken out of the Mundijong Road extension accounts.
f. Legal and Statutory
   Section 3.50(4) of the Local Government Act (LGA) 1995 outlines the following requirements for the temporary closure of roads for periods in excess of four weeks:
(a) Give local public notice of the proposed order giving details of the proposal, including the location of the thoroughfare and where, when and why it would be closed and inviting submissions from any person who wishes to make a submission; and

(b) give written notice to each person who:
   (i) is prescribed for the purposes of this section; or
   (ii) owns land that is prescribed for the purposes of this section; and

(c) allow a reasonable time for submissions to be made and consider any submissions made.

Section 3.50(5) of the Local Government Act 1995 requires a copy of the local public notice referred to above to be sent to the Commissioner of Main Roads.

Council can delegate authority to the Chief Executive Officer under section 5.42 of the Local Government Act 1995 to approve the temporary road closures following consideration of written submissions.

Comments

Due to the extensive nature of the works that are planned for this intersection, extensive pre-planning has occurred and a number of options have been considered that would prevent the temporary closure of these roads. Listed below are a number of issues that have either been considered or have prevented any further exploration of these options:

- Temporary detour on the north/east side becomes difficult because of the proximity of private property to the embankment and the installation of a sewer pressure main which requires relocation as part of the works. Approval has been given to use a small corner of the private property but the sewer main cuts directly across this alternative and therefore makes this unviable;

- Temporary detour on the south/east side using Bodman Place was considered to be the most effective way to allow traffic travelling from south to east and reverse, however approvals were not given to cross large services. Also the sewer pressure main mentioned above also crosses this section along with major water main protection works. Both of these will affect traffic flows in this area. It must be noted that Bodman Place will remain open to local traffic as there are 6 properties on Bodman Place and Sabrina Road that will require access;

- Temporary detour to the west of the intersection would require extensive works to construct the temporary road and this road would effectively cut the whole project. If construction and public traffic were to be allowed to cross paths along this detour significant traffic management would be required. This would not only be costly but would not achieve an appropriate level of safety for both the public and workers.

After exploring all the options it is considered that the construction of this intersection with the road remaining open to traffic or with detours cannot be achieved with an appropriate level of safety and maintaining traffic access during construction would involve an unacceptable risk to the public and the construction workers.

Due to the complexity of the whole project there may be a requirement for other temporary road closures that will require prompt action.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council DELEGATE authority to the Chief Executive Officer under section 5.42 of the Local Government Act 1995, to progress the necessary temporary road closures associated with the construction of the Mundijong Road Extension.
<table>
<thead>
<tr>
<th>Committee Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council <strong>DELEGATE</strong> authority to the Chief Executive Officer under section 5.42 of the Local Government Act 1995, to progress the necessary temporary road closures associated with the construction of the Mundijong Road Extension.</td>
</tr>
<tr>
<td>Committee Voting – 4/0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Committee’s Reason for Varying the Officer’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Implications of the Changes to the Officer’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
### 13. Reports of Councillors

Nil

### 14. Addendum Agenda

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## Corporate and Engineering Services

Corporate Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-014/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>RTV/1-03</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr Allan Moles, Manager Financial Services</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>18 June 2013</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council's Role in this Matter:</td>
<td></td>
</tr>
<tr>
<td>Site:</td>
<td></td>
</tr>
<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
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</tbody>
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### Purpose of Report

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

### Background

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

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

and

(b) where the land is used predominantly for non-rural purposes, the gross rental value (GRV) of the land.
Council has been using GRV in areas of land used predominantly for non-rural purposes since the 1987/88 financial year. In order to ensure that the rating methodologies applied within the City are equitable for properties with similar land characteristics, where UV land has been subdivided for development, it is considered more appropriate to change the basis of rates from UV to GRV.

As the process to change the basis of rates is administrative in nature, it is considered more efficient to operate under delegated authority with the details being reported to Council through the Information Bulletins.

In September 2011 Council delegated authority to the Chief Executive Officer to make applications to the Minister however this delegation was inadvertently omitted when the register of delegations was reviewed in July 2012.

### Details

Applications have been made to the Minister to change the basis of rating on the following properties from UV to GRV,

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The details including copies of the relevant plans have previously been provided to Council in the Information Bulletins.

### Implications to Consider

a. **Consultation with the Community**  
   Nil

b. **Consultation with Government agencies**  
   Nil

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

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

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

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

**Comments**

The intention of the previous Council recommendation was to allow the application to change the basis of rates to be made under delegation, with the details reported to Council through the Information Bulletin. This report is to formalise the applications made since July 2012 when this delegation ceased.

The delegation will be formally re-established in the forthcoming review of Council delegations to the Chief Executive Officer.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

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

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Committee Voting – 4/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
<table>
<thead>
<tr>
<th></th>
<th>Motions of which Previous Notice has been given</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>Notices of motion for Consideration at the Following Meeting</td>
</tr>
<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
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<tr>
<td></td>
<td>Nil</td>
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<td></td>
<td>Matters Behind Closed Doors</td>
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<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>Date and Time of Next Meeting</td>
</tr>
<tr>
<td></td>
<td>The next Corporate and Engineering Services Committee Meeting will be held on <strong>Tuesday 16 July 2013</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
</tr>
<tr>
<td></td>
<td>Closure</td>
</tr>
<tr>
<td></td>
<td>There being no further business, the Chairperson thanked those persons present for attending the Corporate and Engineering Services Committee meeting, and declared the meeting closed at <strong>4:30pm</strong>.</td>
</tr>
</tbody>
</table>