City of Rockingham

MINUTES

Corporate & Engineering Services
Standing Committee Meeting

Held on

Tuesday 15 February 2011

4:00pm

Council Boardroom
Council Administration Building
Civic Boulevard, Rockingham
## CONTENTS

1. Declaration of Opening
2. Record of Attendance/ Apologies/ Approved Leave of Absence
3. Responses to Previous Public Questions Taken on Notice
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5. Confirmation of Minutes of the Previous Meeting
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7. Announcement by the Presiding Person without Discussion
8. Declaration of Member's and Officer's Interest
9. Petitions/ Deputations/ Presentations/ Submissions
10. Matters for which the Meeting may be Closed
11. Bulletin Items
   - Corporate & Executive Services Information Bulletin – February 2011
   - Engineering & Parks Services Information Bulletin – February 2011
12. Agenda Items – Corporate & Engineering Standing Committee

### Corporate Services
- CS-001/11 Change of Basis of Rates
- CS-002/11 Application for Rating Exemption - 8 Goddard St, Rockingham
- CS-003/11 Monthly Financial Management Report for November 2010
- CS-005/11 List of Payments for December 2010
- CS-006/11 List of Payments for January 2011

### Executive Services
- ES-001/11 Australia Day Awards Selection Panel Meeting
- ES-002/11 Local Emergency Management Advisory Committee Meeting
- ES-003/11 Bush Fire Advisory Committee Meeting
- ES-004/11 Advisory & Occasional Committee – Review Committee
- ES-005/11 Annual Meeting of Electors
- ES-006/11 Annual Report 2009/10
- ES-007/11 Floods in Queensland, Victoria and Western Australia - Donation
Economic Development

ED-001/11 Global Friendship Committee
ED-002/11 Global Friendship Committee
ED-003/11 REDAC Committee

Engineering and Parks Services

EP-001/11 Removal of the Palm Beach Estate Pond, Rockingham
EP-002/11 Tender T10/11-39 - Period cleaning of sand soft fall areas to various parks and reserves within the City Of Rockingham
EP-003/11 Tender T10/11-43 - Supply and delivery of one new waste compactor with Optional trade-in of the City’s existing used waste compactor OR outright purchase of the City’s existing used waste compactor
EP-004/11 Assessment of the storm water quality at ocean outfalls: Rockingham Beach & Palm Beach.
EP-005/11 Housing Affordability Fund Program Grant for construction of Nairn Drive adjacent to Baldivis Town Centre - Provision of Bank Guarantee as financial security
EP-006/11 Advisory & Occasional Committee - RoadWise
EP-007/11 Termination and renewal of the Lease and Sub-lease between the City of Rockingham, Rockingham Golf Club Inc and Men of the Trees Inc.
EP-008/11 Tender T10/11-48 Design & installation of a ducted reverse cycle air-conditioning system to the Bert England Lodge Aged Care Facility
EP-009/11 Tender T10/11-45 Period Heating, Ventilation, and Airconditioning (HVAC) mechanical maintenance services for the City of Rockingham
EP-010/11 Tender T10/11-56 Refurbishment of Community Facilities - Centaurus Kindergarten roof replacement and internal refurbishment; - Watts Road Infant Health Centre refurbishment; and Hillman Hall refurbishment.
EP-011/11 Tender T10/11-55 The removal, storage and re-instating of furniture to enable the laying of new floor coverings within the residential units at the Challenger Court Aged Care Facility.
EP-012/11 T10/11-54 The supply and installation of new floor coverings within the residential units at the Challenger Court Aged Care Facility and Sepia Court Childcare Centre.

13. Reports of Councillors

14. Addendum Agenda


15. Motions of which Previous Notice has been Given

16. Notices of Motion for Consideration at the Following Meeting

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

18. Matters Behind Closed Doors

19. Date and Time of Next Meeting

20. Closure
**City of Rockingham**  
**Corporate & Engineering Services Standing Committee Meeting**  
4:00pm Tuesday 15 February 2011

<table>
<thead>
<tr>
<th>MINUTES</th>
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</thead>
<tbody>
<tr>
<td><strong>1. Declaration of Opening</strong></td>
</tr>
<tr>
<td>The Chairman declared the Corporate and Engineering Services Standing Committee Meeting open at 4:02pm and welcomed all present.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2. Record of Attendance/ Apologies/ Approved Leave of Absence</strong></th>
</tr>
</thead>
</table>
| **2.1 Councillors**  
Cr B Sammels Chairperson  
Cr L Dunkling  
Cr P Ellis  
Cr D Hamblin |
| **2.2 Executive**  
Mr A Hammond Chief Executive Officer  
Mr C Thompson Director Engineering & Parks Services  
Mr J Pearson Director Corporate Services  
Mr P Kerp Manager Engineering Services  
Mr G Rogers Manager Capital Works  
Mr C Buss Manager Economic Development  
Mr S McCarthy Manager Engineering Operations  
Mr A Moles Manager Accounting Services  
Mr N Fimmano Manager Executive Services  
Ms S Langley Secretary Executive Services |
| **Members of the Public:** Nil |
| **Press:** Nil |
| **2.3 Apologies:** Nil |
| **2.4 Approved Leave of Absence:** Nil |
3. **Responses to Previous Public Questions Taken on Notice**

Nil.

4. **Public Question Time**

Nil.

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

Moved Cr Dunkling, seconded Cr Hamblin:

That Council **CONFIRM** the Minutes of the Corporate and Engineering Services Standing Committee Meeting held on 7 December 2011, as a true and accurate record.

Committee Voting – 4/0

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

Nil.

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

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

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

Nil.

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

Nil.

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

Nil.

11. **Bulletin Items**

**Corporate & Executive Services Information Bulletin – February 2011**

**Corporate Services**

1. Corporate Services Team Overview
2. Human Resource update
3. Project Status Reports
   3.1 Re-engineering of Management Reports
   3.2 Authority Informix to SQL Conversion
   3.3 Minutes and Agenda Software
   3.4 Customer Request Management System
   3.5 Facilities Booking System
   3.6 Mobile Computing (AIM) Licensing Fees
3.7 Scanning Building Licence Applications  
3.8 Disaster Recovery Solution  

4. Information Items  

**Executive Services**  
1. Executive Services Team Overview  
2. Human Resource update  
3. Project Status Reports  
   3.1 Review of City of Rockingham Local Laws  
   3.2 New Format for Council Agendas, Minutes & Reports  
   3.3 Review of all Council Policies  
4. Information Items  
   4.1 Minor Donations – Delegation of Authority to the Chief Executive Officer  
   4.2 Fire Attendance by COR Appliances & Crews  
   4.3 Emergency Management and Recovery  
   4.4 Newsletter – National Sea Change Taskforce  
   4.5 Newsletter – National Sea Change Taskforce  

**Human Resources**  
1. Human Resources Team Overview  
2. Human Resource update  
3. Project Status Reports  
   3.1 Employee Health & Wellbeing Programme  
   3.2 Corporate Training Programme  
   3.3 Elected Member Training Programme  
4. Information Items  
4.1 Minor Donations – Delegation of Authority to the Chief Executive Officer  
4.2 Fire Attendance by COR Appliances & Crews  
4.3 Emergency Management and Recovery  
4.4 Newsletter – National Sea Change Taskforce  
4.5 Newsletter – National Sea Change Taskforce  

**Economic Development**  
1. Economic Development Team Overview  
2. Human Resource update  
3. Project Status Reports  
   3.1 Brand Development Program  
   3.2 Promotional DVD  
   3.3 Style Guide  
   3.4 Social Media Strategy  
   3.5 Global Friendship Committee at the Australia Day Event  
   3.6 Delegation to Ako, Japan and Kota Kinabalu (Sabah), Malaysia  
4. Information Items  
4.1 Film Permits Issued  
4.2 Rockingham Economic Development Advisory Committee (REDAC)  

**Strategy Coordination**  
1. Strategy Coordination Team Overview  
2. Human Resource update  
3. Project Status Reports  
   3.1 Development and marketing of a Community Plan  
4. Information Items  
   4.1 Establishing linkages between the Community Plan, the Corporate Plan, Specific Purpose Plans and Team Plans  
   4.3 2010 Customer Satisfaction Survey  
   4.4 Co-ordinating the development of a 10 year infrastructure plan
4.5 Co-ordinating the development & implementation of a Developer Contribution Scheme
4.6 Operational Team Plans
4.7 New Ideas Incentive Scheme

Committee Recommendation:
That Councillors acknowledge having read the Corporate and Executive Services Information Bulletin – February 2011 and the contents be accepted.

Committee Voting – 4/0

### Engineering & Parks Services Information Bulletin - February 2011

#### Engineering Services
1. Engineering Services Team Overview
2. Human Resource update
3. Project Status Reports
   3.1 Road / Footpath design consultants 2010 - 2013
   3.2 Drainage Investigation Foreshore Localities
4. Information items
   4.1 2010/11 Footpath Construction and Replacement
   4.2 Mundijong Road Extension (AusLink Funded)
   4.3 Local Area Traffic Management and Road Safety Design Projects 2010/2011
   4.4 Light Vehicle Fleet Replacement Program 2010/2011
   4.5 Heavy Plant Replacement Program 2010/2011
   4.6 Light Commercial Vehicles Replacement Program 2010/2011
   4.7 Handover of Subdivisional Roads
   4.8 Incoming Correspondence
   4.9 Incoming Correspondence

#### Engineering Operations
1. Engineering Operations Team Overview
2. Human Resource update
3. Project Status Reports
4. Information items
   4.1 Road Construction Program Roads to Recovery
   4.2 Road Construction Program Main Roads Direct Grant
   4.3 Road Construction Program Main Roads Grant
   4.4 Road Construction Program Federal Black Spot
   4.5 Road Construction Program State Black Spot
   4.6 Road Construction Program Municipal Works
   4.7 Underpass upgrade Municipal Works
   4.8 Road Resurfacing Municipal Works

#### Parks Services
1. Parks Services Team Overview
2. Human Resource update
3. Project Status Reports
   3.1 Warnbro Foreshore Car Park Shoring
   3.2 Kwinana Equestrian Beach Rehabilitation
4. Information items
   4.1 Green Jobs Team
   4.2 Lennox Reserve POS development

Asset Management
1. Asset Management Team Overview
2. Human Resource update
3. Project Status Reports
   3.1 Annual Playground Safety/Condition Audit
4. Information items
   4.1 Asset Management Improvement Strategy
   4.2 Asset Management Systems
   4.3 Lease Management

Building Maintenance
1. Building Maintenance Team Overview
2. Human Resource update
3. Project Status Reports
   3.1 Old Singleton Hall Renovations
   3.2 Mechanical Services Maintenance Contract Tender
4. Information items
   4.1 Building Maintenance

Capital Projects
1. Capital Projects Team Overview
2. Human Resource update
3. Project Status Reports
   3.1 Coastal Management Consultants (Sand Drift/Erosion Problems)
   3.2 Coastal Infrastructure Facilities Consultant (Jetties/Boat Ramp Planning)
   3.3 Lighting Consultants (Technical Planning/Designs, Underground Power Program)
   3.4 Major Project Property Development Planning (Design Modifications/Tender Planning/Structural Testing)
   3.5 Hymus Street Erosion Strategy
4. Information items
   4.1 Palm Beach Underground Power Project
   4.2 Proposed Shoalwater Underground Power Project
   4.3 2010 Public Area Lighting & Arterial Lighting
   4.4 Settlers Hills Oval Change Rooms
   4.5 Mike Barnett Sporting Complex Refurbishment
   4.6 Mike Barnett Sporting Complex Courts Resurfacing
   4.7 Baldivis Hall / Recreation Centre
   4.8 Georgetown Reserve
   4.9 Careeba Reserve
   4.10 Shoalwater Recreation Reserve
   4.11 Lark Hill Wind Turbine
   4.12 Waste Education Centre at Millar Road Landfill Facility
   4.13 Rockingham Cemetery Self Cleaning Unisex Toilet
   4.14 Settlers Hills Oval Cricket Nets
   4.15 Bent Street Boat Ramp Access
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 15 MARCH 2011

PRESIDING MEMBER

4.16 Palm Beach Jetty
4.17 Point Peron Boat Launching Facility
4.18 Port Kennedy Boat Ramp
4.19 Val Street Jetty - Maintenance
4.20 Waikiki Foreshore Protection Works - RLGIP
4.21 Point Peron Boating Facility Replacement of Existing Boat Ramps - RLGIP
4.22 Aqua Jetty Aquatic Centre - Repair and Repainting of Steel Staircase
4.23 Aqua Jetty Aquatic Centre - Re-Tiling of 25m Indoor Pool
4.24 Mike Barnett Sporting Complex - External Painting
4.25 McLarty Hall - Repairs to External Walls and Windows
4.26 McLarty Hall Timber Flooring
4.27 Sepia Court Child Care Floor Covering Replacement
4.28 Challenger Court Carpet Replacement
4.29 Centaurus Kindergarten Roof Replacement & Internal Refurbishment
4.30 Mike Barnett Roof Replacement
4.31 Hillman Hall Refurbishment
4.32 Watts Road Child Health Care Refurbishment
4.33 Anniversary Park Changing Rooms Roof Replacement
4.34 Museum Roof Replacement
4.35 Soccer Club Demolition
4.36 Waikiki Foreshore Toilet Refurbishment
4.37 Bert England Lodge Air-conditioning
4.39 Warnbro Recreation Centre

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 service
   4.3 Kerbside Recycling Statistics
   4.4 Destroyed and Stolen Refuse Bins (Domestic Only)
   4.5 Landfill statistics
   4.6 School / education
   4.7 Power station

Committee Recommendation:
That Councillors acknowledge having read the Engineering and Parks Services Information Bulletin – February 2011 and the contents be accepted.

Committee Voting - 4/0

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

To seek Council’s authorisation to apply to the Minister for Local Government, seeking approval for a determination pursuant to Section 6.28(1) of the Local Government Act 1995, to change the Basis of Rates from Unimproved Valuation (UV) to Gross Rental Valuation (GRV) for 132 residential lots in Baldivis.
2. Background

Council has been using Gross Rental Valuations in areas of land use 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 for areas of land which have been sub-divided for development since the last determination was made by the Minister for Local Government, it is considered more appropriate to change the basis of rate from Unimproved Valuation (UV) to Gross Rental Valuation (GRV).

The large broad acre lot which has been sub-divided into smaller blocks is rated on UV basis, whereas the subdivided blocks which are classified as residential are more appropriate to be rated under GRV basis. To change the basis of rating from UV to GRV it is necessary to obtain the Minister’s approval prior to implementation.

3. Details

It is recommended that an application be made to the Minister to change the Basis of Rates for the 132 lots from UV to GRV method. It should be noted that if the Basis of Rates for the 132 properties is changed to the GRV method, their rates in most cases would be rated as minimum rated properties at the current rate of $599 per annum. The actual rate charge will depend on the period of rateability from the date of approval of plans by the Western Australian Planning Commission. From that date to the date of approval of the change of Basis of Rates to GRV by the Minister, the relevant properties will be rated under UV basis, and GRV basis from that date onwards.

Areas of land covered by the 132 lots, proposed for change from the Unimproved Valuation District to the Gross Rental Valuation District are shown on the approved Diagram of Survey listed below.

<table>
<thead>
<tr>
<th>Plan No.</th>
<th>No. of Blocks</th>
<th>Former Tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td>66721</td>
<td>65</td>
<td>Lot 9003, Baldivis</td>
</tr>
<tr>
<td>68574</td>
<td>34</td>
<td>Lot 9005, Baldivis</td>
</tr>
<tr>
<td>69411</td>
<td>13</td>
<td>Lot 9024, Baldivis</td>
</tr>
<tr>
<td>68932</td>
<td>20</td>
<td>Lot 9022, Baldivis</td>
</tr>
</tbody>
</table>

4. Implications to Consider

a. Consultation with the Community
   Nil
b. Consultation with Government Agencies
   Nil
c. Strategic
   Nil
d. Policy
   Nil
e. **Financial**

Should Council adopt the recommendation contained in this report, the 132 individual lots will cease to be rated under the UV basis as from the date of Ministerial approval and will be rated under GRV basis from that date onwards.

f. **Legal and Statutory**

Section 6.28(1) of the Local Government Act 1995 – Basis of Rates

<table>
<thead>
<tr>
<th>5. <strong>Comments</strong></th>
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<tbody>
<tr>
<td>Nil</td>
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<table>
<thead>
<tr>
<th>6. <strong>Voting Requirements</strong></th>
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<tbody>
<tr>
<td>Simple Majority</td>
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<thead>
<tr>
<th>7. <strong>Officer Recommendation</strong></th>
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</table>

That Council **REQUEST** the Minister for Local Government to approve, pursuant to Section 6.28(1) of the Local Government Act 1995, to include all the land shown on the approved Diagram of Survey as listed below, within the Gross Rental Valuations boundary and rated on GRV basis, to be effective from the date of Ministerial approval.

**From UV to GRV**

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<td>Lot 9005, Baldivis</td>
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<tr>
<td>69411</td>
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<th>8. <strong>Committee Recommendation</strong></th>
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That Council **REQUEST** the Minister for Local Government to approve, pursuant to Section 6.28(1) of the Local Government Act 1995, to include all the land shown on the approved Diagram of Survey as listed below, within the Gross Rental Valuations boundary and rated on GRV basis, to be effective from the date of Ministerial approval.

**From UV to GRV**

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Committee Voting - 4/0
<table>
<thead>
<tr>
<th></th>
<th>The Committee’s Reason for Varying the Officer’s Recommendation</th>
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<tbody>
<tr>
<td></td>
<td>Not applicable.</td>
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<thead>
<tr>
<th></th>
<th>Implications of the Changes to the Officer’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable.</td>
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</tbody>
</table>
**Corporate and Engineering Services**

Corporate Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-002/11 Application for Rating Exemption - 8 Goddard St, Rockingham</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>RTV/1-03</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Ms A Gumina, Senior Rates Officer</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>15 February 2011</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive Function</td>
</tr>
</tbody>
</table>

**Site:**
8 Goddard Street, Rockingham

**Lot Area:**

**Attachments:**

**Maps/Diagrams:**

1. **Purpose of Report**

To seek Council’s approval to grant a rating exemption to Community First International.

2. **Background**

Correspondence has been received from Community First International seeking rating exemption on property they own that is being used to assist the community through developing skills and abilities of people in the community. They do this through job services and community services programs such as Personal Helpers, Mentors, Personal Support and the Home and Community Care programs.

3. **Details**

The following documents have been received from Community First International:

1. Community First International Ltd Consultation
2. Community First International Ltd Certificate of Incorporation
3. Evidence of GST Concessions, FBT and Income Tax Exemptions and registration as a Deductible Gift Recipient
4. Community First International Ltd 2010 Annual Report
5. Brochures relating to Community First International Ltd’s business

4. Implications to Consider
   a. Consultation with the Community
      Nil
   b. Consultation with Government Agencies
      Nil
   c. Strategic
      Nil
   d. Policy
      Nil
   e. Financial
      The total rates levied for the 2010/11 financial year are $4,906.15. If the exemption is granted $2876.50 will need to be written off, being the residual rates from the date of application for exemption.
   f. Legal and Statutory
      Under Section 6.26(2)(g) of the Local Government Act 1995, land used exclusively for charitable purposes is not rateable land.

5. Comments
   A legal opinion previously obtained for a similar organisation would suggest that Community First International Ltd would be entitled to a rate exemption on their property pursuant to Section 6.26(2)(g) of the Local Government Act 1995. It was considered based on the information supplied by Community First International Ltd that it satisfies the requirements of Section 6.26(2)(g) of the Local Government Act 1995 in that the property is being used exclusively for charitable purposes.

6. Voting Requirements
   Simple Majority

7. Officer Recommendation
   That Council:
   1. APPROVE the rating exemption on Lot 8 Goddard Street, Rockingham (Assessment No 128801) owned by Community First International Ltd, as it is non rateable land pursuant to Section 6.26(2)(g) of the Local government Act 1995, effective from 29 November 2010, this being the date of the request for rate exemption.
   2. WRITE OFF rates totalling $2,876.50 for the 2010/11 financial year.
8. **Committee Recommendation**

That Council:

1. **APPROVE** the rating exemption on Lot 8 Goddard Street, Rockingham (Assessment No 128801) owned by Community First International Ltd, as it is non rateable land pursuant to Section 6.26(2)(g) of the Local government Act 1995, effective from 29 November 2010, this being the date of the request for rate exemption.

2. **WRITE OFF** rates totalling $2,876.50 for the 2010/11 financial year.

Committee Voting – 4/0

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

Not applicable.

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

Not applicable.
1. **Purpose of Report**

To receive the monthly Financial Management Report for November 2010.

2. **Background**

Nil

3. **Details**

The monthly Financial Management Report includes the following:

1. Statement of Financial Activity by Program
2. Statement of Net Current Assets
3. Other schedules and charts for management information purposes.
4. Implications to consider
   
a. Consultation with the Community
   N/A

b. Consultation with Government agencies
   N/A

c. Strategic
   N/A

d. Policy
   N/A

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

f. Legal and Statutory

5. Comments

   The majority of the variances reported for the month are as a result of timing differences between the monthly budgets and actual figures however the annual budget to actual is on track. Any major changes to the budget will be addressed in the next Quarterly Budget Review, which will be presented to Council in March 2011.

   The audit of the Annual Financial Statements has not been finalised and as such the opening surplus is an estimate and may change.

6. Voting requirements

   Simple Majority

7. Officer recommendation


8. Committee Recommendation


   Committee Voting - 4/0

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

   Not applicable.
10. Implications of the Changes to the Officer’s Recommendation

Not applicable.
Corporate and Engineering Services

Corporate Services

**Reference No & Subject:**

| File no: | FLM/88 |
| Proponent/s: | City of Rockingham |
| Author: | Ms Vanisha Govender, Financial Accountant |
| Other contributors: | |
| Date of Committee meeting: | 15 February 2011 |
| Previously before Council: | |
| Disclosure of interest: | |
| Nature of Council’s role in this matter: | Executive Function |

**Site:**

| Lot area: | |

**Attachments:**


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### 1. Purpose of Report


### 2. Background

Nil

### 3. Details

The monthly Financial Management Report includes the following:

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

a. **Consultation with the Community**
   N/A

b. **Consultation with Government agencies**
   N/A

c. **Strategic**
   Nil

d. **Policy**
   Nil

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

f. **Legal and Statutory**

5. **Comments**

The majority of the variances reported for the month are as a result of timing differences between the monthly budgets and actual figures however the annual budget to actual is on track. Any major changes to the budget will be addressed in the next Quarterly Budget Review, which will be presented to Council in March 2011.

The audit of the Annual Financial Statements has not been finalised and as such the opening surplus is an estimate and may change.

6. **Voting requirements**

Simple Majority

7. **Officer recommendation**


8. **Committee Recommendation**


Committee Voting - 4/0

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

Not applicable.

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

Not applicable.
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**Purpose of Report**

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

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**Background**

Nil

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**Details**

Nil

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**Implications to consider**

**a. Consultation with the Community**

N/A

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**CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 15 MARCH 2011**

PRESIDING MEMBER
b. Consultation with Government agencies
   N/A

c. Strategic
   Nil

d. Policy
   Nil

e. Financial
   Nil

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

5. Comments
   Nil

6. Voting requirements
   Simple Majority

7. Officer recommendation
   That Council RECEIVE the attached List of Payments for December 2010 totalling $12,456,923.15 paid under Delegated Authority, in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

8. Committee Recommendation
   That Council RECEIVE the attached List of Payments for December 2010 totalling $12,456,923.15 paid under Delegated Authority, in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

   Committee Voting - 4/0

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

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

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

### Background

Nil

### Details

Nil
4. **Implications to consider**

a. **Consultation with the Community**
   N/A

b. **Consultation with Government agencies**
   N/A

c. **Strategic**
   Nil

d. **Policy**
   Nil

e. **Financial**
   Nil

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

5. **Comments**
   Nil

6. **Voting requirements**
   Simple Majority

7. **Officer recommendation**

8. **Committee Recommendation**
   
   Committee Voting – 4/0

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

10. **Implications of the Changes to the Officer’s Recommendation**
    Not applicable.
### Executive Services

**Corporate and Engineering Services Advisory & Occasional Committee Minutes Executive Services**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>ES-001/11 Australia Day Awards Selection Panel Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Ned Fimmano, Manager Executive Services</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>15 February 2011</td>
</tr>
<tr>
<td>Terms of Reference:</td>
<td>To select persons for Australia Day Awards from nominations received.</td>
</tr>
<tr>
<td>Composition:</td>
<td>2 Councillors, 3 Community Members</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Attachments:</td>
<td>Minutes of the Australia Day Awards Selection Panel meeting dated 10 December 2010</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

### 1. Receipt of Minutes

That Council receive the minutes of the Australia Day Selection Panel meeting held on 10 December 2010.

### 2. Recommendations to Standing Committee

#### 2.1 Recommendation 1: Premiers Australia Day Active Citizenship Awards 2011

**Advisory Committee Recommendation:**

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

a) **Award for a Person Under 25 Years of Age**

   Miss Amy-Lee Marie O’Connor
b) **Award for a Person 25 Years of Age or Older**
   Mr Colin Domney (posthumous nomination)

c) **Award for a Community Group/Event**
   Secret Harbour Surf Life Saving Club

### Implications to Consider

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategic</strong></td>
<td>In accordance with Council’s Strategic Plan – develop partnership and alliances to meet the social and cultural needs of the community.</td>
</tr>
<tr>
<td><strong>Policy</strong></td>
<td>In accordance with Council Policy – “Australia Day Functions and Awards”.</td>
</tr>
<tr>
<td><strong>Financial</strong></td>
<td>Provision of $10,250 has been made in the 2010/11 Council budget.</td>
</tr>
<tr>
<td><strong>Legal and Statutory</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Voting Requirements</strong></td>
<td>Simple Majority</td>
</tr>
</tbody>
</table>

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

Nil

### 3. Committee Recommendation

That Council

1. **RECEIVE** the minutes of the Australia Day Selection Panel meeting held on 10 December 2010.
2. **ENDORSE** the presentation of the following awards to the nominees as listed:
   a) Award for a Person Under 25 Years of Age
      Miss Amy-Lee Marie O’Connor
   b) Award for a Person 25 Years of Age or Older
      Mr Colin Domney (posthumous nomination)
   c) Award for a Community Group/Event
      Secret Harbour Surf Life Saving Club

   Committee Voting – 4/0

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

Not applicable.

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

Not applicable.
Corporate and Engineering Services
Advisory & Occasional Committee Minutes
Executive Services

**Reference No & Subject:** ES-002/11 Local Emergency Management Advisory Committee Meeting

| File No: | EMS/16-04 |
| Author: | Mr Ned Fimmano, Manager Executive Services |
| Date of Committee Meeting: | 15 February 2011 |
| Terms of Reference: | To formulate and oversee the City of Rockingham Emergency Management Plan. |
| Composition: | 1 Councillor, 18 Community Members Executive Support – Executive Services Team |
| Disclosure of Interest: | Executive Function |
| Nature of Council’s Role in this Matter: | |
| Attachments: | Minutes of the Local Emergency Management Advisory Committee meeting dated 20 December 2010 |
| Maps/Diagrams: | |

1. **Receipt of Minutes**

That Council receive the minutes of the Local Emergency Management Advisory Committee meeting held on 20 December 2010.

2. **Recommendations to Standing Committee**

Nil

3. **Committee Recommendation**

That Council **RECEIVE** the minutes of the Local Emergency Management Advisory Committee meeting held on 20 December 2010.

Committee Voting – 4/0

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

Not applicable.
5. **Implications of the Changes to the Officer’s Recommendation**

Not applicable.
Corporate and Engineering Services
Advisory & Occasional Committee Minutes
Executive Services

Reference No & Subject: ES-003/11 Bush Fire Advisory Committee Meeting

File No: 
Author: Mr Ned Fimmano, Manager Executive Services
Other Contributors: 
Date of Committee Meeting: 15 February 2011
Terms of Reference: To advise Council on bush fire prevention matters.
Composition: 1 Councillor, 10 Community Members
Executive Support – Executive Services Team
Disclosure of Interest: 
Nature of Council’s Role in this Matter: Executive Function
Attachments: Minutes of the Bush Fire Advisory Committee meeting dated 7 December 2010
Maps/Diagrams: 

1. Receipt of Minutes

That Council receive the minutes of the Bush Fire Advisory Committee meeting held on 7 December 2010.

2. Recommendations to Standing Committee

Nil

3. Committee Recommendation

That Council RECEIVE the minutes of the Bush Fire Advisory Committee meeting held on 7 December 2010.

Committee Voting - 4/0

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

Not applicable.
5. **Implications of the Changes to the Officer’s Recommendation**

Not applicable.
## Corporate and Engineering Services
### Advisory & Occasional Committee Minutes
#### Executive Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>ES-004/11 Advisory &amp; Occasional Committee - Review Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CPM/28</td>
</tr>
<tr>
<td>Author:</td>
<td>Ned Fimmano – Manager Executive Services Team</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>15 February 2011</td>
</tr>
<tr>
<td>Terms of Reference:</td>
<td>To undertake a review of the relevance and effectiveness of occasional and advisory committees and oversee the performance and functionality of Council and committee agenda and minute papers, including the management and review of the City of Rockingham Standing Orders.</td>
</tr>
<tr>
<td>Composition:</td>
<td>3 Councillors</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive Support – Executive Services Team</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Attachments:</td>
<td>Minutes of Advisory &amp; Occasional Committee – Review Committee Meeting held on 29 November 2010</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

### 1. Receipt of Minutes

That Council receive the minutes of the Advisory & Occasional Committee – Review Committee Meeting held on the 29 November 2010.

### 2. Recommendations to Standing Committee

#### 2.1 Recommendation 1: Pro-formas - Alternative Motions & Notices of Motion

**Advisory Committee Recommendation:**

That Council **ACCEPT** the following Pro-formas for both alternate Motions and Notices of Motion for use by Councillors when submitting either Alternate Motions or Notices of Motion.
CITY OF ROCKINGHAM
NOTICE OF MOTION

In accordance with Clause 3.9 of the City of Rockingham Standing Orders, I request that the following Motion be given consideration at the Ordinary Council Meeting to be held on ______________________

(Insert meeting date)

MOTION:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Reason for MOTION:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

TIME LIMIT

Notices of Motion must be submitted by Councillors either:

At the previous month’s Council meeting (i.e. at the March meeting for consideration at the April meeting), or;

Lodged with the CEO on or before the end of the month prior to the next month’s Council meeting. (i.e. on or before the 31 March for consideration at the April meeting)

____________________
(Please Print Name)

Signature: _____________________     Date: ______________

Please attach any additional information

CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 15 MARCH 2011

______________________________
PRESIDING MEMBER
CITY OF ROCKINGHAM
ALTERNATE MOTION

Ordinary Council Meeting Date: _______________________________
Reference No: ______________
Subject: _________________________________________________

ALTERNATE MOTION:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Reason for ALTERNATE MOTION:

_________________________________________________________________________________
_________________________________________________________________________________
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TIME LIMIT
Alternate Motions must be submitted to the Chief Executive Officer on or before 4.30pm of the Monday prior to the Ordinary Council Meeting at which the item is to be considered.

CR ______________________
(Please Print Name)

Signature: ________________ Date: ______________

CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 15 MARCH 2011

__________________________
PRESIDING MEMBER
Implications to Consider

a. Strategic
   In accordance with Council’s Strategic Plan - Organisational Performance – Best Practise Administrative Systems and Procedures to achieve effective resource management.

b. Policy
   Governance Meeting and Framework Policy

c. Financial
   Nil

d. Legal and Statutory
   Nil

e. Voting Requirements
   Simple Majority

Officer Comments & Recommendation if Different to Committee Recommendation

Nil

2.2 Recommendation 2: Review of Standing Orders Local Law 2001

Advisory Committee Recommendation:

That Council:

1. **CONTINUE** with the review of the City of Rockingham Standing Orders Local Law 2001 and that the review take into consideration the “Draft Model” Local Government (Council Meetings) Local Law from WALGA and City of South Perth Standing Orders Local Law 2007.

2. **APPROVE** in principle the following actions and activities and they be ensconced into the Draft City of Rockingham Standing Orders:
   a) Include after Item 1 in the order of Business the following: Announcements by Elected Members with Discussion - duration 3 minutes
   b) Include provision for en-block motions
   c) Include provision for public forum in lieu of public question time - duration 3 minutes
   d) Include provision for dress code for attendance at Council meetings - note: research is to be undertaken in this matter and a pamphlet produced advising of relevant dress code for attendance at Council Meetings.
   e) Include provision for Alternate Motions to be received by 4.30pm on the Monday prior to the meeting.
   f) Include provision for Notices of Motions to be received at the Council meeting or by the end of the month.

3. **AMEND** the meeting and Governance Framework Policy to provide direction on the way Council is to deal with the appointment of members to Advisory and Occasional Committees.
Implications to Consider

a. Strategic
   In accordance with Council’s Strategic Plan – Organisational Performance – Review organisational procedures to enhance efficiency, effectiveness and compliance.

b. Policy
   Nil

c. Financial
   An allocation of $10,000 for new and local law amendments has been included in the 2010/11 budget.

d. Legal and Statutory
   Compliant with Section 3.12 of the Local Government Act 1995 (Procedure for making Local Law)

e. Voting Requirements
   Simple Majority

Officer Comments & Recommendation if Different to Committee Recommendation

Nil

3. Committee Recommendation

That Council:
1. RECEIVE the minutes of the Advisory & Occasional Committee – Review Committee meeting held on 29 November 2010.
2. ACCEPT the following Pro-formas for both alternate Motions and Notices of Motion for use by Councillors when submitting either Alternate Motions or Notices of Motion.

CITY OF ROCKINGHAM
NOTICE OF MOTION

In accordance with Clause 3.9 of the City of Rockingham Standing Orders, I request that the following Motion be given consideration at the Ordinary Council Meeting to be held on ______________________

(Insert meeting date)

MOTION:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 15 MARCH 2011

PRESIDING MEMBER
Reason for **MOTION**:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

**TIME LIMIT**

Notices of Motion must be submitted by Councillors either:
At the previous month’s Council meeting (i.e. at the March meeting for consideration at the April meeting), or;
Lodged with the CEO on or before the end of the month prior to the next month’s Council meeting. (i.e. on or before the 31 March for consideration at the April meeting)

CR

(Please Print Name)

Signature: ____________________  Date: ____________

Please attach any additional information

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**CITY OF ROCKINGHAM**

**ALTERNATE MOTION**

Ordinary Council Meeting Date: __________________________
Reference No: ______________
Subject: ____________________________________________

---

CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 15 MARCH 2011
PRESIDENTING MEMBER
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 15 MARCH 2011

PRESIDING MEMBER

ALTERNATE MOTION:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Reason for ALTERNATE MOTION:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

TIME LIMIT
Alternate Motions must be submitted to the Chief Executive Officer on or before 4.30pm of the Monday prior to the Ordinary Council Meeting at which the item is to be considered.

CR
(Please Print Name)

Signature: _______________________  Date: _______________

3 CONTINUE with the review of the City of Rockingham Standing Orders Local Law 2001 and that the review take into consideration the “Draft Model” Local Government (Council Meetings) Local Law from WALGA and City of South Perth Standing Orders Local Law 2007.

4 APPROVE in principle the following actions and activities and they be ensconced into the Draft City of Rockingham Standing Orders:-
   a) Include after Item 1 in the order of Business the following: Announcements by Elected Members with Discussion - duration 3 minutes
   b) Include provision for en-block motions
   c) Include provision for public forum in lieu of public question time - duration 3 minutes
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 15 MARCH 2011

PRESIDING MEMBER

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

Not applicable.

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

Not applicable.
Corporate and Engineering Services
Executive Services

Reference No & Subject:
- ES-005/11 Annual Meeting of Electors
- File No: GVR/60
- Proponent/s: City of Rockingham
- Author: Mr Ned Fimmano, Manager Executive Services
- Other Contributors: Mr Ned Fimmano, Manager Executive Services
- Date of Committee Meeting: 15 February 2011
- Previously before Council:
- Disclosure of Interest:
- Nature of Council’s Role in this Matter: Executive Function
- Site:
- Lot Area:
- Attachments:
- Maps/Diagrams:

1. Purpose of Report

Council consideration of setting the meeting date for the Annual Meeting of electors.

2. Background

Council each financial year is required to hold a General Meeting of Electors of the district as required by S5.27 of the Local Government Act 1995.

3. Details

Subject to acceptance by Council of the Annual Report 2009/10, the date for the annual meeting of electors can be set. It should be noted that Council at its April 2003 meeting resolved to hold the Annual Electors Meeting on the first Tuesday in December each year at 7.00pm in the Reception Area of the Council Administration Building. As there has been a slight delay in receiving the Auditors Report for 2009/10, the Annual Meeting of Electors will now be held on Monday, 4 April 2011 at 6:00pm.
4. **Implications to Consider**

a. **Consultation with the Community**
   Advertising will be carried out in both the Sound Telegraph and Weekend Courier, Council Website, Libraries and Council Notice Board advising the community of the date and time of the Annual Electors Meeting.

b. **Consultation with Government Agencies**
   Nil

c. **Strategic**
   In accordance with Council’s Strategic Plan - Organisational Performance - Corporate Governance.

d. **Policy**
   Nil

e. **Financial**
   Funds totalling $1000 have been allocated in the 2010/11 budget for the cost of advertising the Annual Meeting of Electors.

f. **Legal and Statutory**
   Section 5.27 of the Local Government Act 1995, which states as follows, requires Council to hold an annual meeting of electors.

   5.27 (1) A general meeting of the electors of a district is to be held once every financial year.

   (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

   (3) The matters to be discussed at general electors’ meetings are to be those prescribed.

   Section 5.29 requires the giving of at least 14 days public notice of the holding of the meeting.

5. **Comments**

The annual general meeting of electors for 2008/09 was held in the Reception area of Council’s Administration Building on Tuesday 22 December 2009 at 6:00pm. It is proposed that the annual meeting of electors for the financial year ended 2009/10 be held on Monday, 4 April 2011 at 6.00pm and the venue be the Reception Area, Council Administration Building.

6. **Voting Requirements**

Simple Majority

7. **Officer Recommendation**

That Council **APPROVE** the holding of the annual meeting of electors for financial year 2009/10 on Monday, 4 April 2011 at 6:00pm, in the Reception area of the Council Administration Building.
8. **Committee Recommendation**

That Council *APPROVE* the holding of the annual meeting of electors for financial year 2009/10 on Monday, 4 April 2011 at 6:00pm, in the Reception area of the Council Administration Building.

Committee Voting - 4/0

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

Not applicable.

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

Not applicable.
### Corporate and Engineering Services

#### Executive Services

<table>
<thead>
<tr>
<th><strong>Reference No &amp; Subject:</strong></th>
<th><strong>ES-006/11</strong></th>
<th><strong>Annual Report 2009/10</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File No:</strong></td>
<td>IFM/26</td>
<td></td>
</tr>
<tr>
<td><strong>Proponent/s:</strong></td>
<td>City of Rockingham</td>
<td></td>
</tr>
<tr>
<td><strong>Author:</strong></td>
<td>Mr Ned Fimmano, Manager Executive Services</td>
<td></td>
</tr>
<tr>
<td><strong>Other Contributors:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Date of Committee Meeting:</strong></td>
<td>15 February 2011</td>
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<tr>
<td><strong>Previously before Council:</strong></td>
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<td><strong>Disclosure of Interest:</strong></td>
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<tr>
<td><strong>Nature of Council’s Role in this Matter:</strong></td>
<td>Executive Function</td>
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<td><strong>Lot Area:</strong></td>
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</tr>
<tr>
<td><strong>Attachments:</strong></td>
<td>Copy of Annual Report 2009/10</td>
<td></td>
</tr>
<tr>
<td><strong>Maps/Diagrams:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Purpose of Report


#### Background

Section 5.54 of the Local Government Act 1995 requires Council to accept the Annual Report no later than 31 December each year.

If the auditor’s report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor’s report becomes available.

As the auditor’s report has now been received, Council is in a position to accept the Annual Report for 2009/10.
3. **Details**

A draft of the Annual Report for 2009/10 has been prepared and a copy is attached for Councillors information.

The report contains all the items required by Section 5.53 of the Local Government Act 1995.

Copies of the Annual Report will be available prior to the Annual Meeting of Electors to be held on Tuesday, 29 March 2011 at 6:00pm.

4. **Implications to Consider**

a. **Consultation with the Community**

Advertising will be carried out in both the Sound Telegraph and Weekend Courier, Council website, Libraries and Council Notice Board advising the community of the availability of the Annual Report.

b. **Consultation with Government Agencies**

N/A

c. **Strategic**

Whole of the Strategic Plan.

d. **Policy**

Nil.

e. **Financial**

Funds totalling $1,000 have been allocated in the 2010/11 budget for the cost of advertising the availability of the Annual Report.

f. **Legal and Statutory**

Compliance with Sections 5.53, 5.54 and 5.55 of the Local Government Act 1995.

5.53 (1) The local government is to prepare an annual report for each financial year.

(2) The annual report is to contain -

(a) a report from the Mayor or President;

(b) a report from the Chief Executive Officer;

(c), (d) deleted

(e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;

(f) the financial report for the financial year;

(g) such information as may be prescribed in relation to the payments made to employees;

(h) the auditor's report for the financial year;

(ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and

(hb) details of entries made under section 5.121 during the financial year in the register of complaints, including -

i) the number of complaints recorded in the register of complaints;

ii) how the recorded complaints were dealt with; and
ii) any other details that the regulations may require.

5.54 (1) Subject to subclause (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

5.55 The Chief Executive Officer is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5. Comments

As the draft Annual Report for 2009/10 contains all the requirements of Section 5.54 of the Local Government Act 1995, Council is in a position to accept such report.

In accordance with Section 5.55 of the Local Government Act 1995 local public notice of the availability of the Annual Report will be given.

6. Voting Requirements

Absolute majority

7. Officer Recommendation

That Council **ACCEPT** the Annual Report for the financial year ending 30 June 2010.

8. Committee Recommendation

That Council:


3. **GIVE** local public notice of the availability of the Annual Report as soon as practicable, in accordance with Section 5.55 of the Local Government Act.

Committee Voting - 4/0

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


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

Not applicable.
1. **Purpose of Report**

Council consideration to making a donation to assist individuals and communities affected by the devastating floods in Queensland, Victoria and Western Australia.

2. **Background**

Queensland and Victoria, and Carnarvon in Western Australia have been hard hit by devastating floods that have flooded entire communities and resulted in loss of life and property.

In Queensland over thirty (30) lives have been lost, 30,000 homes and businesses destroyed and causing at least $3 billion in damage to crops and lost coal exports.

In Victoria the floods have affected about 80 towns, more than 4,500 people and several thousand properties.

Carnarvon has been hit by its worst floods since 1960 and Carnarvon residents have lost everything in the floods, plantations have also been destroyed.
Further flooding is anticipated in the eastern states which could lead to further loss of life and property.

3. Details

On 29 December 2010, the Queensland Premier launched a disaster relief appeal to help those affected by wide spread flooding in Queensland.

The Premier’s Disaster Relief Appeal is a Trust Fund established to assist those who have suffered a loss due to natural disaster. All money raised by the fund will be directed to address the greatest need. The Premier’s Disaster Relief Appeal Fund is audited by the Queensland Auditor-General.

The Premier also announced the establishment of a Distribution Committee, a committee including representatives from the Australian Red Cross, to manage the disbursement of the donated funds. None of the appointed representatives will receive remuneration for their service, and none of the funds raised will be used to administer the funds with the costs being met by the government.

The City of Perth has also launched the Lord Mayor’s Distress Relief Fund to assist those affected by wide spread flooding in the Carnarvon and Gascoyne region including parts of the Pilbara and Mid West.

The Lord Mayor’s Distress Relief Fund is the recognised State Emergency Fund and is run by an independent board with all money going directly to the victims.

4. Implications to Consider

a. Consultation with the Community
   N/A

b. Consultation with Government Agencies
   N/A

c. Strategic
   N/A

d. Policy
   N/A

e. Financial
   Funds totalling $13,000 will be required and the appropriate budget allocation will be made during the quarterly budget review in March 2011.

f. Legal and Statutory
   N/A

5. Comments

There has been overwhelming generous response from both ordinary and corporate Australians to help victims of the floods.

Many West Australian local authorities are making donations to the floods appeal and Council should give consideration to making a donation to assist in some small way.

6. Voting Requirements

Simple Majority
7. **Officer Recommendation**

That Council:

1. **DONATE** $10,000 towards the Queensland and Victorian floods to assist the individuals and communities affected by the floods.

2. **DONATE** $3,000 to the Lord Mayor's Distress Relief Fund to assist the individuals and communities affected by the Carnarvon Floods.

8. **Committee Recommendation**

That Council:

1. **DONATE** $10,000 towards the Queensland and Victorian floods to assist the individuals and communities affected by the floods.

2. **DONATE** $3,000 to the Lord Mayor's Distress Relief Fund to assist the individuals and communities affected by the Carnarvon Floods.

Committee Voting - 4/0

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

Not applicable.

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

Not applicable.
### Economic Development

### Corporate and Engineering Services

Advisory & Occasional Committee Minutes

<table>
<thead>
<tr>
<th>Economic Development Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reference No &amp; Subject:</strong></td>
</tr>
<tr>
<td><strong>File No:</strong></td>
</tr>
<tr>
<td><strong>Author:</strong></td>
</tr>
<tr>
<td><strong>Other Contributors:</strong></td>
</tr>
<tr>
<td><strong>Date of Committee Meeting:</strong></td>
</tr>
<tr>
<td><strong>Terms of Reference:</strong></td>
</tr>
<tr>
<td><strong>Composition:</strong></td>
</tr>
<tr>
<td><strong>Disclosure of Interest:</strong></td>
</tr>
<tr>
<td><strong>Nature of Council’s Role in this Matter:</strong></td>
</tr>
<tr>
<td><strong>Attachments:</strong></td>
</tr>
<tr>
<td><strong>Maps/Diagrams:</strong></td>
</tr>
</tbody>
</table>

#### 1. Receipt of Minutes

That Council receive the minutes of the Global Friendship Committee held on 16 December 2010 for information.

#### 2. Recommendations to Standing Committee

##### 2.1 Recommendation 1: Appointment of Committee Member

**Advisory Committee Recommendation:**

That Council **APPOINT** Ms Made Delaveris to the Global Friendship Committee.
<table>
<thead>
<tr>
<th>Implications to Consider</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. Strategic</strong></td>
</tr>
<tr>
<td>Council’s Economic Development Plan – 1.3 Continue affiliations in-line with review.</td>
</tr>
<tr>
<td><strong>b. Policy</strong></td>
</tr>
<tr>
<td>In accordance with the Government and Meeting Framework Policy 2009.</td>
</tr>
<tr>
<td><strong>c. Financial</strong></td>
</tr>
<tr>
<td>Nil</td>
</tr>
<tr>
<td><strong>d. Legal and Statutory</strong></td>
</tr>
<tr>
<td>In accordance with the Local Government Act 1995 – Section 5.10 Appointment of Committee Members.</td>
</tr>
<tr>
<td><strong>e. Voting Requirements</strong></td>
</tr>
<tr>
<td>Absolute Majority</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Officer Comments &amp; Recommendation if Different to Committee Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
</tr>
</tbody>
</table>

**3. Committee Recommendation**

That Council:

1. **RECEIVE** the minutes of the Global Friendship Committee held on 16 December 2010 for information.
2. **APPOINT** Ms Made Delaveris to the Global Friendship Committee.

Committee Voting – 4/0

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

Not applicable.

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

Not applicable.
Corporation and Engineering Services
Advisory & Occasional Committee Minutes
Economic Development Services

Reference No & Subject: ED-002/11 Global Friendship Committee
File No: ECD/1-04
Author: Cadell Buss, Manager Economic Development
Other Contributors: 
Date of Committee Meeting: 15 February 2011
Terms of Reference: To coordinate Council’s global friendship relationships and related issues.
Composition: 3 Councillors, 5 Committee Members
Executive Support – Economic Development Team
Disclosure of Interest:
Nature of Council’s Role in this Matter: Executive Function
Attachments: Minutes of the Global Friendship Committee Meeting held on 17 January 2011.
Maps/Diagrams:

1. Receipt of Minutes
That Council receive the minutes of the Global Friendship Committee meeting held on 17 January 2010 for information.

2. Recommendations to Standing Committee
Nil

3. Committee Recommendation
That Council RECEIVE the minutes of the Global Friendship Committee meeting held on 17 January 2011 for information.

Committee Voting - 4/0

4. The Committee’s Reason for Varying the Officer’s Recommendation
Not applicable.
5. Implications of the Changes to the Officer’s Recommendation

Not applicable.
1. **Receipt of Minutes**

That Council receive the minutes of the REDAC Committee held on 15 December 2010 for information.

2. **Recommendations to Standing Committee**

2.1 **Recommendation 1: Appointment of Committee Member**

**Advisory Committee Recommendation:**

That Council **APPOINT** Captain Brett Wolski to the REDAC Committee.

**Implications to Consider**

a. **Strategic**

Council’s Economic Development Implementation Plan - 1.1 Appoint membership and seek Council ratification.

b. **Policy**

In accordance with the Government and Meeting Framework Policy 2009.
3. **Committee Recommendation**

That Council

1. **RECEIVE** the minutes of the REDAC Committee held on 15 December 2010 for information.
2. **APPOINT** Captain Brett Wolski to the REDAC Committee.

Committee Voting - 4/0

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

Not applicable.

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

Not applicable.
**Reference No & Subject:**
- **File No:** R/41239
- **Proponent/s:** City of Rockingham
- **Author:** Mr James Henson, Manager Parks Services
- **Other Contributors:**
- **Date of Committee Meeting:** 15 February, 2011
- **Previously before Council:**
- **Disclosure of Interest:**
- **Nature of Council's Role in this Matter:** Executive Function

**Site:**
- **Lot:** Lot 1626 Rockingham
- **Lot Area:** 3907m²

**Attachments:**
- **Maps/Diagrams:** Bay View Reserve

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**CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 15 MARCH 2011**

__________________________

**PRESIDING MEMBER**
1. **Purpose of Report**

For Council to consider the proposal to remove the Bay View Reserve ornamental pond in the Palm Beach Estate, Rockingham.

2. **Background**

The City received an application from the Palm Beach Residents Association, requesting support for a proposal to have the ornamental pond situated on the reserve bordered by Bay View Street, Lyttleton Street and Lynch Avenue, Palm Beach, removed and reinstated with soft landscaping.

3. **Details**

The Palm Beach estate subdivision was developed by the Lester Group in October 1999 with maintenance responsibilities transferred to the City in December 2002.

Part of the development works involved construction of a large ornamental pond on Bay View Reserve which incorporated a waterfall spillway and fountain.

The construction of the pond involved a double sleeve limestone retaining wall incorporating a 1mm Polyvinyl chloride (PVC) liner over compacted sand.

This construction technique would traditionally have a lifespan of approximately twenty years, however the irregular contraction and expansion of the inner and outer block work has reduced the stability and the integrity of the liner causing constant and unrelated seepage.

4. **Implications to Consider**

   a. **Consultation with the Community**
      
      A ‘letter drop’ will be delivered to all residents adjoining the reserve explaining the intended works and duration of activity.

   b. **Consultation with Government Agencies**
      
      Not applicable

   c. **Strategic**
      
      In accordance with Council’s Strategic Plan Functional Area 2 - Strategy 4.1 Social and Cultural Development and also Functional Area 3 - Strategy 1.10 Land Use and Environment

   d. **Policy**
      
      Not applicable

   e. **Financial**
      
      It is estimated that $35,000 will be required to undertake the project and funds will be sought in the February 2011 Budget Review to carry out these works.

   f. **Legal and Statutory**
      
      Nil

5. **Comments**

City officers have continued to look for a solution to the leaching problems with mixed results. The costly and ongoing repairs are also becoming increasingly temporary and have failed to stem the flow in the long term. The periodic seepage has also continued to worsen over time, creating unsightly staining to the adjoining path and a potential slip hazard liability for park users.
Any major upgrade to the feature in order to guarantee water retention into the future would involve complete replacement of the existing liner and demolition and rebuild of the outer pond walls. To undertake this type of construction Council would need to consider a funding allocation in excess of $200,000.

It is therefore recommended that it represents better value to Council and the wider community to have the pond removed and reinstated with soft landscaping.

6. Voting Requirements

Simple majority

7. Officer Recommendation

That Council **APPROVE** the removal of the Bayview Reserve ornamental pond in the Palm Beach Estate development and the reinstatement of the area with soft landscaping, with works to be undertaken following funds being allocated at the February budget review.

8. Committee Recommendation

That Council:

1. **APPROVE** the removal of the Bayview Reserve ornamental pond in the Palm Beach Estate development and the reinstatement of the area with soft landscaping, with works to be undertaken following funds being allocated at the February budget review.

2. **SUBJECT** to the proposal being advertised and no adverse comments received the project be proceeded with.

   Committee Voting – 4/0

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

To allow comments to be received in relation to the proposed removal of the Bayview Reserve ornamental pond.

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

Not applicable.
1. **Purpose of Report**

To provide Council with details of the Tenders received for T10/11-39 – Period cleaning of sand soft fall areas to various parks and reserves within the City of Rockingham, document the results of the Tender assessment and make recommendations regarding the award of the Tender.

2. **Background**

Tenders were advertised in the West Australian on Saturday, 23 October 2010. Tenders closed at 2.00pm, Wednesday, 10 November 2010 and were publicly opened immediately after the closing time.
The objective of this tender is to have a regular clean of playground soft fall areas in the City’s reserves to remove broken glass, rubbish, leaves and other items.

### 3. Details

Tenders were received as follows:

<table>
<thead>
<tr>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>1    Sifting Sands</td>
</tr>
<tr>
<td>2    Miracle Recreation Equipment</td>
</tr>
<tr>
<td>3    BAX Sand Cleaning</td>
</tr>
<tr>
<td>4    PJ &amp; CA Contracting</td>
</tr>
</tbody>
</table>

A panel comprising the City’s Manager Parks Operations, Turf Coordinator and Coordinator Contracts undertook Tender evaluations.

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

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>Miracle Recreation Equipment</th>
<th>Sifting Sands</th>
<th>BAX Sand Cleaning</th>
<th>PJ &amp; CA Contracting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>20%</td>
<td>16%</td>
<td>19%</td>
<td>15%</td>
<td>14%</td>
</tr>
<tr>
<td>Performance and experience of Tenderer</td>
<td>35%</td>
<td>28%</td>
<td>34%</td>
<td>27%</td>
<td>27%</td>
</tr>
<tr>
<td>Beneficial effects of Tender</td>
<td>5%</td>
<td>3%</td>
<td>5%</td>
<td>4%</td>
<td>3%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>40%</td>
<td>39%</td>
<td>29%</td>
<td>32%</td>
<td>33%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>86%</td>
<td>87%</td>
<td>78%</td>
<td>77%</td>
</tr>
</tbody>
</table>

### 4. Implications to consider

a. **Consultation with the Community**
   Not applicable

b. **Consultation with Government agencies**
   Not applicable

c. **Strategic**
   In accordance with Council’s Strategic Plan, Functional Area 4 - Organisational Performance, Asset Management, Strategy 11 - Best Practice administrative systems and procedures to achieve effective resource management.
d. **Policy**
   Purchasing policy applies.

e. **Financial**
   Funds are allocated in the 2010/11 Budget accounts in the operational work orders for reserve maintenance.

f. **Legal and Statutory**

5. **Comments**
   The Tender submissions provided by Sifting Sands and Miracle Recreation Equipment were both identified through the evaluation process as best meeting the requirements of the tender and the respective contractors were invited to demonstrate the ability of their personnel and capability of their nominated plant and equipment.

   Sifting Sands demonstrated that they have a high capability to undertake the works with skilled staff, allowing for fine sifting of the sand to remove any unwanted material. The process of reporting for rubbish and dangerous material found in the playgrounds together with the before and after photographs was also highly regarded.

   Miracle Recreation Equipment demonstrated they had the ability to undertake maintenance cleaning but it was considered that the nominated machinery did not have the capability to reach the specified depths required to achieve a comprehensive clean. A reporting process was also not submitted.

   Based on these findings, the tender submitted by Sifting Sands is considered to represent the best value for Council and is therefore recommended as the preferred Tenderer.

6. **Voting requirements**
   Simple majority

7. **Officer recommendation**
   That Council **ACCEPT** the Tender submitted by Sifting Sands, 17 Morton Loop, Canning Vale WA for Tender T10/11-39 - Period cleaning of sand soft fall areas to various parks and reserves within the City of Rockingham in accordance with the tender documentation.

8. **Committee Recommendation**
   That Council **ACCEPT** the Tender submitted by Sifting Sands, 17 Morton Loop, Canning Vale WA for Tender T10/11-39 - Period cleaning of sand soft fall areas to various parks and reserves within the City of Rockingham in accordance with the tender documentation.
   
   Committee Voting - 4/0

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

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

To provide Council with details of the Tenders received for T10/11-43 - Supply and delivery of one new waste compactor with Optional trade-in of the City’s existing used waste compactor or outright purchase of the City’s existing used waste compactor, document the results of the Tender assessment and make recommendations regarding the award of the Tender.
2. **Background**

Tenders were advertised in the West Australian on Saturday, 18 December 2010. Tenders closed at 2.00pm, Wednesday, 12 January 2011 and were publicly opened immediately after the closing time.

3. **Details**

Tenders were received from three companies of which 2 tender submissions were non-conforming, as the items of plant submitted did not meet the minimum requirement stipulated in the Tender documentation, of a diesel engine being capable of developing at least 330kw nett flywheel power.

The tender submission from BT Equipment was a conforming tender and was the only one assessed.

<table>
<thead>
<tr>
<th>Company and Compactor Offered</th>
<th>Plant Price Ex GST</th>
<th>Trade-in Value Ex GST</th>
<th>Change over price Ex GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT Equipment - Bomag - BC 772RB-2</td>
<td>$758,000</td>
<td>$200,000</td>
<td>$558,000</td>
</tr>
</tbody>
</table>

A panel comprising the City's Waste Project Engineer, Landfill Waste Coordinator and Coordinator Contracts undertook Tender evaluations.

Evaluation of Tender, in accordance with the advertised Tender assessment criteria, produced the following weighted score:

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>BT Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>20%</td>
<td>18.0%</td>
</tr>
<tr>
<td>Performance and experience of Tenderer</td>
<td>35%</td>
<td>25.0%</td>
</tr>
<tr>
<td>Beneficial effects of Tender</td>
<td>5%</td>
<td>2.0%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>40%</td>
<td>39.9%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>84.9%</td>
</tr>
</tbody>
</table>

4. **Implications to consider**

a. **Consultation with the Community**

   Not applicable

b. **Consultation with Government agencies**

   Not applicable

c. **Strategic**

   In accordance with Council's Strategic Plan, Functional Area 4 - Organisational Performance, Asset Management, Strategy 11 - Best Practice administrative systems and procedures to achieve effective resource management.
5. **Comments**

Clarification was sought from BT Equipment ensuring that the price offered for the new machine and the trade-in offer would remain fixed and not subject to rise and fall price changes and the machine would be delivered to Millar Road Landfill Site. BT Equipment confirmed in writing that the prices would remain fixed and the machine delivered to the Millar Road Landfill.

The City currently operates a fleet of two Bomag Compactors that perform well. BT Equipment is a well established company who have provided a high level of service to the City of Rockingham in the past.

Pricing was also requested for an optional service agreement and the price submitted by BT Equipment allowed for the servicing on 100 hrs usage per month, the staff at the Landfill have advised that the hours per month for the servicing should be increased to 200 hours. Therefore a new service agreement will require to be negotiated with BT Equipment for the servicing of the new plant.

6. **Voting requirements**

Simple majority

7. **Officer recommendation**

That Council ACCEPT the tender submitted by BT Equipment Pty Ltd, 50 Great Eastern Highway, South Guildford, WA for Tender T10/11-43 - Supply and delivery of one new waste compactor with Optional trade-in of the City’s existing used waste compactor or outright purchase of the City’s existing used waste compactor for a new Bomag BC 772RB-2 Refuse Compactor at a cost of $758,000 excluding GST less trade-in of City’s existing waste compactor (Plant No. 60377) for $200,000 excluding GST with a net changeover price of $558,000 excluding GST in accordance with the tender documentation.

8. **Committee Recommendation**

That Council ACCEPT the tender submitted by BT Equipment Pty Ltd, 50 Great Eastern Highway, South Guildford, WA for Tender T10/11-43 - Supply and delivery of one new waste compactor with Optional trade-in of the City’s existing used waste compactor or outright purchase of the City’s existing used waste compactor for a new Bomag BC 772RB-2 Refuse Compactor at a cost of $758,000 excluding GST less trade-in of City’s existing waste compactor (Plant No. 60377) for $200,000 excluding GST with a net changeover price of $558,000 excluding GST in accordance with the tender documentation.

Committee Voting - 4/0

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

Not applicable.
10. Implications of the Changes to the Officer’s Recommendation

Not applicable.
1. **Purpose of Report**

To provide Council with the key findings and recommendations resulting from the 2010 Storm Water testing that was undertaken along Rockingham Beach and Palm Beach by Curtin University.

2. **Background**

The City of Rockingham has previously undertaken water sampling and testing along Palm Beach and Rockingham Beach. Results of the previous water quality samples found elevated levels of Faecal Coliform (bacteria) and nutrient pollutants at locations near stormwater outfalls. These pollutants can lead to degradation of the Cockburn Sound environment and the surrounding recreational beaches.
Based on the high level of pollutants found, the City of Rockingham had identified stormwater pollutant mitigation at ocean outfalls as a high priority.

As a result, in 2008 the City of Rockingham commenced stage one of a coastal stormwater drainage system upgrade. The upgrade reduced stormwater ocean outfalls along Rockingham Beach from four outfalls to two outfalls. Stage two of the upgrade followed in 2009 and involved the reduction of stormwater ocean outfalls from eleven to four along Palm Beach.

In both stages the drainage system was altered to include underground dissipation tanks and Gross Pollutant Traps (GPT’s). The new drainage system allows collected stormwater to be diverted through GPT’s and then passed into underground dissipation tanks.

The collected (filtered) stormwater is then allowed to dissipate into the local aquifers. The excess stormwater in the dissipation tanks, above their capacity, is then allowed to flow out into the ocean through the ocean outfalls.

In 2009, The City of Rockingham engaged Curtin University to undertake water quality tests at each of the two outfalls along Rockingham Beach.

The water quality sampling and testing was continued and extended in 2010 to include the four outfalls along Palm Beach.

### 3. Details

The following key findings and recommendations have been developed by Curtin University based on the results from the 2010 water quality testing along Rockingham Beach and Palm Beach:

- Stormwater quality was generally good. Most test sites show acceptable water quality, especially inshore ocean sites.
- Sampling locations near Samuel Street, Churchill Park and Bell Park generally showed higher levels of contaminants.
- Multi Pollutant Traps (MPT) and Gross Pollutant Traps (GPT) perform well and generally remove considerable amount of pollutants.
- GPT removed high levels of Nitrite Nitrogen (NO2-N) and Nitrate Nitrogen (NO3-N) but only low levels of Ammonia Nitrogen (NH3-N) and Phosphorous (PO4).
- MPT was effective at reducing Ammonia Nitrogen (NH3-N) and Phosphorous (PO4), but Nitrite Nitrogen (NO2-N) and Nitrate Nitrogen (NO3-N) to a lesser extent than GPT.
- Cleaning of MPT’s and GPT’s should be scheduled accordingly. The presence of pollutants in stormwater runoff decreased at the beginning of July, when an increase in pollutant removal efficiency was also noticed.
- Continued long-term monitoring and detailed observations at individual pollutant traps is highly recommended.
- Inshore ocean water quality was generally good. Most of the tested sites showed acceptable water quality.
- Nutrient levels in the inshore ocean water were generally acceptable throughout the study area.
- Faecal Coliform (Bacteria) counts were acceptable throughout the study area. Bacteria Counts were consistent with historical data. High concentrations of Enterococci Bacteria were observed in stormwater, but concentration in seawater was not that high.
- Inshore ocean water quality was marginally better along Palm Beach than that of Rockingham Beach.
- Inshore ocean water quality near drainage discharge points generally showed higher pollutant concentrations.

### 4. Implications to consider

a. **Consultation with the Community**

   Not applicable.
b. **Consultation with Government agencies**
   Cockburn Sound Management Authority.

c. **Strategic**
   In accordance with Council’s Strategic Plan, Functional Area 3 - Land Use and the Environment, Strategy 8.6 - Develop and implement strategies to continue to improve water quality and use within the City, including coastal areas.

d. **Policy**
   Not applicable.

e. **Financial**
   $50,000 is budgeted annually in account 210377.1243 for Consultant Fees - Stormwater Investigation.

f. **Legal and Statutory**
   Nil

5. **Comments**

   The Stormwater Investigation undertaken by Curtin University in 2010 was preliminary. Ongoing investigation over a wider range of storm events will increase the accuracy and relevance of the investigation. The investigation program can be expanded to a detailed investigation.

In order to maintain optimum performance, it is important that the Gross Pollutant Traps and drainage pits installed along Rockingham Beach and Palm Beach (including all on-street stormwater collection pits within the catchment), are properly maintained and cleaned regularly.

6. **Voting requirements**

   Simple majority

7. **Officer recommendation**

   That Council **ENDORSE** the continuation of Curtin University’s annual stormwater investigation program along Rockingham’s recreational beaches.

8. **Committee Recommendation**

   That Council **ENDORSE** the continuation of Curtin University’s annual stormwater investigation program along Rockingham’s recreational beaches.

   Committee Voting - 4/0

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

   Not applicable.

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

    Not applicable.
### Purpose of Report

For Council to consider the approval of a Bank Guarantee of $1,500,000 to meet the requirement of the Australian Government’s Housing Affordability Fund Program to provide a financial security for the construction of Nairn Drive adjacent to the Baldivis Town Centre.

### Background

As reported at the October 2010 Council meeting, Stockland, the developer of the Baldivis Town Centre, approached Council in late December 2009 to facilitate a submission on their behalf to the Housing Affordability Fund (HAF) to seek funding to construct the portion of Nairn Drive adjacent to...
the Baldivis Town Centre, as only State or Local Government bodies were able to apply under the requirements of the Program.

The funding submission was forwarded by the City to the HAF on 8 January 2010 and written notification of the approval of the funding was received on 30 June 2010. A requirement of the funding approval is the provision of a financial security (in the form of a Bank Guarantee) in favour of the Commonwealth of Australia represented by the Department of Families, Housing, Community Services and Indigenous Affairs.

It was subsequently resolved:

“That Council APPROVE for local public notice of its intention to establish a Guarantee by Bank facility for $1,500,000 as the Unconditional Financial Undertaking required by the Australian Government’s Housing Affordability Fund in relation to the funding offered for the construction of Nairn Drive adjacent to the Baldivis Town Centre.”

3. Details

Further to the October 2010 Council resolution, an advertisement was placed in the Public Notices section of the Sound Telegraph dated 12 January 2011 giving notice of the City’s intention to establish a Guarantee by Bank facility for $1,500,000 at the National Australia Bank, as the unconditional financial undertaking required by the Commonwealth of Australia. The advertising period closes at 4:00pm Monday 14 February 2011 and, to date, no submissions have been received.

4. Implications to consider

a. Consultation with the Community
   As this borrowing proposal was not included in the annual budget, one month’s local public notice has been given.

b. Consultation with Government agencies
   Not applicable.

c. Strategic
   Functional Area 3 - Land Use and the Environment
   Strategy 7 - Progress major projects that are essential to economic, social and cultural development outcomes.

d. Policy
   Not applicable.

e. Financial
   The Bank Guarantee will be noted in the City of Rockingham’s Annual Financial Statements.

f. Legal and Statutory

5. Comments

The Housing Affordability Fund requires the provision of a financial security for any funding proposal over $500,000. The funding offered to the City for the construction of Nairn Drive is over this amount ($1,500,000), hence the need to seek Council endorsement to obtain the necessary Bank Guarantee.

As part of the City’s acceptance of the HAF funding agreement, Stockland intends to enter into a legal agreement with the City of Rockingham to protect Council’s interests against non-performance
by Stockland. Once the City has received the funds from the HAF, they can then be disbursed to Stockland under this agreement.

6. **Voting requirements**

Absolute majority

7. **Officer recommendation**

That Council, subject to no adverse comments being received before the closure of the advertising period:

1. **ENTER** into a legal agreement with Stockland for the disbursal of the Housing Affordability Fund funding for the construction of Nairn Drive adjacent to the Baldivis Town Centre as part of the City’s acceptance of the Housing Affordability Fund funding agreement.

2. **APPROVE** a Bank Guarantee to the value of $1,500,000 at the National Australia Bank to meet the requirement of the Housing Affordability Fund funding agreement.

8. **Committee Recommendation**

That Council, subject to no adverse comments being received before the closure of the advertising period:

1. **ENTER** into a legal agreement with Stockland for the disbursal of the Housing Affordability Fund funding for the construction of Nairn Drive adjacent to the Baldivis Town Centre as part of the City’s acceptance of the Housing Affordability Fund funding agreement.

2. **APPROVE** a Bank Guarantee to the value of $1,500,000 at the National Australia Bank to meet the requirement of the Housing Affordability Fund funding agreement.

Committee Voting - 4/0

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

Not applicable.

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

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

Reference No & Subject: EP-006/11 Advisory & Occasional Committee - RoadWise

File No: RDS/15-04
Author: Ms Catherine Frean, Engineering Technical Officer - Transport
Other Contributors: Mr Scott Lambie, Coordinator Traffic Services
Date of Committee Meeting: 15 February 2011
Terms of Reference: To provide input and advice into road safety matters with the outcome of having a safe and efficient transport network in the City of Rockingham.
Composition: 1 Councillors, 6 Community members
Executive Support: Engineering & Parks Services Division – Traffic Services Team

Disclosure of Interest:
Nature of Council's Role in this Matter: Executive Function

Attachments:
Maps/Diagrams: Minutes of Meeting held on 6 December 2010

1. Receipt of Minutes

That Council receive the minutes of the Advisory & Occasional Committee - RoadWise Meeting held on 6 December 2010

2. Recommendations to Standing Committee

2.1 Recommendation 1: Service Centre Along Kwinana Freeway

Advisory Committee Recommendation:

That Council SUPPORT, in principle, the concept of a service centre along the Kwinana Freeway pending further information being provided.
Implications to Consider

a. Strategic
In accordance with Council’s Strategic Plan; Functional Area 3 - Land Use and the Environment, Strategy 9.4 – Develop and implement a Road Safety Strategy.

b. Policy
Nil

c. Financial
Nil

d. Legal and Statutory
Nil

e. Voting Requirements
Simple majority

Officer Comments & Recommendation if Different to Committee Recommendation

BP proposes to build a $35 million facility that will include fuelling facilities for motorists, a separate fuelling facility for trucks with additional trucker facilities such as showers and truck layup area, bus and caravan parking, BBQ and picnic area, conveniences including a BP Wildbean Café, two fast food operators (without drive through) and tourism information services. The facility will be mirrored on both sides of the Kwinana Freeway.

The site of the proposed service centre is between Mundijong and Safety Bay Roads in Baldivis. This site has been chosen because it would allow BP to deliver the convenience and safety benefits to the greatest number of road users.

BP is poised to begin construction of the facility on receipt of final zoning approval from the State Government.

The RoadWise Committee would like further details in the form of a presentation from BP Australia before detailed comments can be provided. The RoadWise Committee would also like to carry out ‘Driver Reviver’ Campaigns at the service centre, as this is a good opportunity to provide road safety information to drivers.

3. Committee Recommendation

That Council RECEIVE the minutes of the Advisory & Occasional Committee – RoadWise Meeting held on 6 December 2010.

Committee Voting – 4/0

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

Not applicable.

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

Not applicable.
Termination and renewal of the Lease and Sub-lease between the City of Rockingham, Rockingham Golf Club Inc and Men of the Trees Inc.

Reference No & Subject: EP-007/11

File No: R/38812

Proponent/s: City of Rockingham/Rockingham Golf Club

Author: Mr Ben Roser, Lease/Property Officer

Other Contributors: Mr Kelton Hincks, Manager Asset Services

Date of Committee Meeting: 15 February 2011

Previously before Council: PD95/6/07, June 2007; PD166/9/07, September 2007

Disclosure of Interest:
Nature of Council’s Role in this Matter: Executive Function

Site: Reserve 38812
Lot Area: 110.0016 Hectares

1. **Purpose of Report**

To seek Council’s endorsement to terminate both the current head lease agreement between the Rockingham Golf Club Inc and the City of Rockingham and the sub-lease between the City of Rockingham, Rockingham Golf Club and the Men of the Trees and re-enter into new agreements for the property known as Reserve 38812, Elanora Drive Cooloongup.

2. **Background**

Rockingham Golf Club

The Rockingham Golf Club (the Golf Club) is a privately owned and managed entity located on a Crown Reserve leased from the City of Rockingham. The current lease agreement between the Golf Club and the City was entered into in July 1995 and is due to expire in July 2016.
Additionally, The Club also sub-leases two portions of land to both the Men of the Trees (approximately 2,700sqm) which is utilised as small nursery and to Optus Mobile Pty Ltd (approximately 135sqm), which currently contains a telecommunications tower and base transceiver station.

During 2010 the Golf Club were approached by Optus to re-enter into a new sub-lease agreement, however the Golf Club were advised by Optus that before negotiations could proceed the Golf Club requires a greater certainty of tenure. As such the Golf Club has approached the City requesting the Lease agreement be amended to improve the term of the head lease.

Men of the Trees

The Men of the Trees Inc (“the Sub-Lessee”) is a not for profit incorporated association that focuses on improving and rehabilitating native bushland areas. The Men of the Trees currently sub-leases a Portion of Reserve 38812 from both the City of Rockingham and the Rockingham Golf Club that was aligned with the head-lease between the City and the Golf Club and issued for a period of twenty (20) years from 1 March 1996, subsequently terminating on the 23 July 2016.

3. Details

Rockingham Golf Club

The subject reserve is located on approximately 110.0016 hectares of slightly undulating semi-cleared bushland that currently provides golfing amenities for the citizens of Rockingham and the surrounding region. Improvements on site include an 18 hole golf course with associated workshops and reticulation, a brick and tile clubhouse and pro-shop and a large bitumised hardstand car park.

While it is noted the original agreement was twenty-one (21) years in duration being made in 1995 and due to expire in 2016, the Planning and Development Act 2005 stipulates that where an agreement is over a vested reserve no agreement can be longer than twenty (20) years in duration, this includes any option to extend or renew the term.

The Golf Club has approached the City to request an extension of the current agreement to lease Crown Reserve 38812 from 2016 to 2036, effectively making the agreement forty (41) years in duration from 1995 to 2036, however, as stated above the Planning and Development Act 2005 stipulates the term of an agreement cannot be more than twenty (20) years in duration.

Further discussions have since occurred between the Golf Club and the City’s Chief Executive Officer where a proposal was put forward for the City to consider terminating the current agreement and establishing a new lease agreement for twenty (20) years to provide greater certainty of tenure which would then enable the Golf Club to re-enter into negotiations with Optus.

Men of the Trees

The portion of Reserve 38812 that is currently sub-leased by the Men of the Trees is accessed via a winding 900 metre loose sand/gravel track.

The site is improved with numerous small sheds and rows of benches used for the cultivation and development of native seedlings. The sheds are used to house tools and office equipment vital to the operations of the association. Water to the site is accessed from a nearby dam.

Contact has been made with the Men of the Trees by City Officers and their agreement to terminate the current sub-lease and enter into a new sub-lease has been received.

4. Implications to Consider

a. Consultation with the Community
   Not applicable

b. Consultation with Government Agencies
   Not applicable
c. **Strategic**

In accordance with Council’s Strategic Plan, Functional Area 2 - The intent to develop partnerships with government, education sector, private sector and the community to work to common goals in providing facilities and services in relation to social and cultural needs.

d. **Policy**

Not applicable

e. **Financial**

As per the current agreement with the Rockingham Golf Club it is intended the head-lease will continue to be leased on a peppercorn rent basis of $2.00 per annum. As per the current sub-lease agreement between the City, the Golf Club and the Men of the Trees it is intended the sub-lease agreement will continue to be leased on a peppercorn basis of $1.00 per annum.

For both agreements, any relevant support provided by Council in relation to associated outgoings will also be reflected within the Lease documentation. The costs associated with preparing the lease documentation for the Golf Club will be met by the Golf Club. The costs associated with preparing the sub-lease documentation for the Men of the Trees will also be met by the Golf Club.

f. **Legal and Statutory**

In negotiating any lease agreement, Council must be aware of the requirements of Section 3.58 of the Local Government Act 1995 and Regulation 30 of the Local Government (Functions and General) Regulations 1996.

Section 3.58 deals with the disposal (including lease) of property and covers the requirement to give public notice and the consideration of submissions in respect of proposals.

Regulation 30 provides for exemptions to the requirements of Section 3.58.

One exemption is to dispose of the reserve for sporting purposes. As The Rockingham Golf Club is considered to be a sporting body, the requirement to give local public notice and consider submissions do not apply. Additionally, another exemption is to dispose of the reserve to any body, incorporated or not whereby the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions.

The City has received complaints from adjacent residents regarding errant golf balls that damage gardens and occasionally cause building damage. At present, there are no Planning conditions which apply that designate responsibility of any damages caused by patrons of the golf course, however, the City has taken advice from its Insurer and Solicitor on the matter and the Lease will be structured to ensure that the Golf Club is responsible for all damages associated with activities on the Golf Course. The Golf Club has agreed to the Lease containing these measures.

5. **Comments**

Under the current state legislation it is not permissible for the City to amend the current Lease to 2036 and as such the best option available for the City is to terminate the current lease agreement and re-enter into a new agreement which would provide the Club with both certainty of tenure and revenue.

An important consideration when assessing such options is the fundamental role that the City must play in supporting and promoting community sport throughout Rockingham. This is particularly important for the Rockingham Golf Club given their regional status and their custodianship of the reserve.

The negotiation of a Lease for a period of twenty years will ensure adherence to the Chief Executive Officer’s recent offer to the Golf Club and may allow the Golf Club to enter into negotiations with
Optus. Additionally, Men of the Trees provide a valuable service to the Rockingham Community, which helps to build relationships and connections within the community, as well as enhancing and maintaining the native community bushland and coastline.

Both agreements are vital to providing security of tenure and the continuing functions of two well recognised bodies.

6. **Voting Requirements**

   Simple majority

7. **Officer Recommendation**

   That Council:
   1. **TERMINATE** the current Lease Agreement dated 25 July 1995 with the Rockingham Golf Club Inc.
   2. **TERMINATE** the current Sub-Lease Agreement dated 1 March 1996 with the Men of the Trees.
   3. **ENTER** into a new Lease agreement with the Rockingham Golf Club Inc commencing 1 January 2011 for a period of twenty (20) years that includes an additional clause that highlights areas of responsibility of the Rockingham Golf Club in relation to any damages that may result to nearby residents as a result of any activities on the golf course.
   4. **ENTER** into a new Sub-Lease agreement with the Men of the Trees commencing 1 January 2011 for a period of ten (10) years with a further ten (10) year option.
   5. **AUTHORISE** the Mayor and Chief Executive Officer to sign and seal both the Lease and Sub-Lease agreements.

8. **Committee Recommendation**

   That Council:
   1. **TERMINATE** the current Lease Agreement dated 25 July 1995 with the Rockingham Golf Club Inc.
   2. **TERMINATE** the current Sub-Lease Agreement dated 1 March 1996 with the Men of the Trees.
   3. **ENTER** into a new Lease agreement with the Rockingham Golf Club Inc commencing 1 January 2011 for a period of twenty (20) years that includes an additional clause that highlights areas of responsibility of the Rockingham Golf Club in relation to any damages that may result to nearby residents as a result of any activities on the golf course.
   4. **ENTER** into a new Sub-Lease agreement with the Men of the Trees commencing 1 January 2011 for a period of ten (10) years with a further ten (10) year option.
   5. **AUTHORISE** the Mayor and Chief Executive Officer to sign and seal both the Lease and Sub-Lease agreements.

Committee Voting – 4/0

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

   Not applicable.

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

    Not applicable.
# Corporate and Engineering Services
## Engineering & Parks Services

<table>
<thead>
<tr>
<th><strong>Reference No &amp; Subject:</strong></th>
<th>EP-008/11 Tender T10/11-48 Design &amp; installation of a ducted reverse cycle air-conditioning system to the Bert England Lodge Aged Care Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File No:</strong></td>
<td>T10/11-48</td>
</tr>
<tr>
<td><strong>Proponent/s:</strong></td>
<td>City of Rockingham</td>
</tr>
<tr>
<td><strong>Author:</strong></td>
<td>Mr Gary Rogers, Manager Capital Projects</td>
</tr>
<tr>
<td><strong>Other Contributors:</strong></td>
<td>Mr John Spearing, Project Engineer, Mr Andrew Davidson, Project Coordinator</td>
</tr>
<tr>
<td><strong>Date of Committee Meeting:</strong></td>
<td>15 February 2011</td>
</tr>
<tr>
<td><strong>Previously before Council:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Disclosure of Interest:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Nature of Council’s Role in this Matter:</strong></td>
<td>Executive Function</td>
</tr>
</tbody>
</table>

**Site:**

**Lot Area:**

**Attachments:**

**Maps/Diagrams:**

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## 1. **Purpose of Report**

To provide Council with details of the Tenders received for T10/11-48 - Design & installation of a ducted reverse cycle air-conditioning system to the Bert England Lodge Aged Care Facility, Rockingham, document the results of the Tender assessment and make recommendations regarding the award of the Tender.

## 2. **Background**

Tenders were advertised in the West Australian on Saturday, 8 January 2011. Tenders closed at 2.00pm, Thursday, 27 January 2011 and were publicly opened immediately after the closing time.
The objective of this work is the design and installation of ducted air-conditioning system to the Bert England Lodge Aged Care Facility. This will result in improved amenity for the residents of the aged care facility. The provision of air-conditioning to this facility will assist the City to meet the requirements of the “Aged Care Act 1997”, particularly Outcome 2 – Health and Personal Care, and Outcome 4 – Physical Environment and Safe Systems of the accreditation standards.

3. Details

Tenders were received as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Lump Sum Tender Price (Excl. GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ductworks Australia Pty Ltd</td>
<td>$346,579</td>
</tr>
</tbody>
</table>

A panel comprising the City's Manager Capital Project, Project Engineer and Project Coordinator undertook Tender evaluations.

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

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>Ductworks Australia Pty Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>35%</td>
<td>25%</td>
</tr>
<tr>
<td>Performance and experience of Tenderer</td>
<td>25%</td>
<td>23%</td>
</tr>
<tr>
<td>Beneficial effects of Tender</td>
<td>5%</td>
<td>0%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>35%</td>
<td>35%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>83%</td>
</tr>
</tbody>
</table>

4. Implications to Consider

a. Consultation with the Community

   Discussions have been held with the Manager of the Bert England Lodge.

b. Consultation with Government Agencies

   Not applicable

c. Strategic

   In accordance with Council's Strategic Plan, Functional Area 4 - Organisational Performance, Asset Management, Strategy 11 - Best Practice administrative systems and procedures to achieve effective resource management.

d. Policy

   Purchasing policy applies.

e. Financial

   Funds of $345,000 are allocated in the 2010/11 Budget account number GL410098.001
f. **Legal and Statutory**


5. **Comments**

A total of ten companies collected the tender documentation, five companies attended the site visit and only one submission was received. Due to only one submission being received the assessment panel sought input from an independent supplier on the goods to be used. The feedback detailed the expected industry standard unit and installation costs for a project of this nature. This confirmed that the submission received represented good value for the City. The submission received also offers a high level of relevant industry experience along with qualifications necessary to perform the required works.

6. **Voting Requirements**

Simple majority

7. **Officer Recommendation**

That Council ACCEPT the Tender submitted by Ductworks Australia Pty Ltd, 2/40 Sustainable Avenue, Bibra Lake WA 6163, for T10/11-48 - Design and installation of a ducted reverse cycle air-conditioning system to the Bert England Lodge Aged Care Facility, for the Lump Sum Tender Price of $346,579 excluding GST, in accordance with the tender documentation.

8. **Committee Recommendation**

That Council ACCEPT the Tender submitted by Ductworks Australia Pty Ltd, 2/40 Sustainable Avenue, Bibra Lake WA 6163, for T10/11-48 - Design and installation of a ducted reverse cycle air-conditioning system to the Bert England Lodge Aged Care Facility, for the Lump Sum Tender Price of $346,579 excluding GST, in accordance with the tender documentation.

Committee Voting - 4/0

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

Not applicable.

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

Not applicable.
## 1. Purpose of Report

To provide Council with details of the tenders received for T10/11-45 – Period HVAC Mechanical Maintenance Services for the City of Rockingham document the results of the tender and make recommendations regarding the award of the contract.

## 2. Background

Tenders were advertised in the West Australian on Saturday, 27th November 2010. Tenders closed at 2.00pm, Wednesday, 15th December 2010 and were publicly opened immediately after the closing time.

The objective of this contract is to ensure the City’s heating; ventilation and air-conditioning assets are operated and maintained effectively to maximise whole of life costs.
3. **Details**

Tenders were received as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Triple M</td>
<td>1</td>
</tr>
<tr>
<td>Downer EDI</td>
<td>2</td>
</tr>
<tr>
<td>PREMAS</td>
<td>3</td>
</tr>
<tr>
<td>Australian HVAC Services</td>
<td>4</td>
</tr>
<tr>
<td>CMS</td>
<td>5</td>
</tr>
<tr>
<td>Essential Refrigeration Services</td>
<td>6</td>
</tr>
</tbody>
</table>

A panel comprising the City's Manager Asset Services, Coordinator Building Maintenance and Coordinator Contracts/Projects undertook Tender evaluations.

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

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>Triple M</th>
<th>Downer EDI</th>
<th>Australian HVAC Services</th>
<th>Essential Refrigeration Services</th>
<th>CMS</th>
<th>PREMAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>30%</td>
<td>22%</td>
<td>22%</td>
<td>26%</td>
<td>23%</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td>Performance and experience of Tenderer</td>
<td>25%</td>
<td>11%</td>
<td>18%</td>
<td>22%</td>
<td>21%</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>Beneficial effects of Tender</td>
<td>5%</td>
<td>2%</td>
<td>2%</td>
<td>3%</td>
<td>4%</td>
<td>3%</td>
<td>3%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>40%</td>
<td>40%</td>
<td>30.2%</td>
<td>36.5%</td>
<td>22.8%</td>
<td>23.3%</td>
<td>33%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>75%</td>
<td>72.2%</td>
<td>87.5%</td>
<td>70.8%</td>
<td>71.3%</td>
<td>81%</td>
</tr>
</tbody>
</table>

4. **Implications to Consider**

a. **Consultation with the Community**
   
   Not applicable

b. **Consultation with Government Agencies**
   
   Not applicable
c. **Strategic**
   In accordance with Council's Strategic Plan, Functional Area 4 - Organisational Performance, Asset Management, Strategy 11 - Best Practice administrative systems and procedures to achieve effective resource management.

d. **Policy**
   Purchasing policy applies.

e. **Financial**
   Adequate funds are available in the annual building maintenance operating budgets.

f. **Legal and Statutory**

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5. **Comments**

All tender submissions were conforming, addressing all requirements of the tender and demonstrated a level of capacity required for this tender.

Australian HVAC Service's submission demonstrated a high level of experience and expertise to undertake the required scope of works as well as a competitive pricing schedule. The assessment matrix clearly identifies Australian HVAC Services as the preferred tenderer and therefore represents best value to the City.

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6. **Voting Requirements**

Simple majority

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7. **Officer Recommendation**

That Council **ACCEPT** the Tender submitted by Australian HVAC Services, 13 Elliot Road, Armadale, WA 6112, for T10/11-45 - Period HVAC Mechanical Maintenance Services for the City of Rockingham in accordance with the tender documentation.

---

8. **Committee Recommendation**

That Council **ACCEPT** the Tender submitted by Australian HVAC Services, 13 Elliot Road, Armadale, WA 6112, for T10/11-45 - Period HVAC Mechanical Maintenance Services for the City of Rockingham in accordance with the tender documentation.

   Committee Voting – 4/0

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

Not applicable.

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

Not applicable.
Corporate and Engineering Services
Engineering & Parks Services

Reference No & Subject: EP-010/11
Tender T10/11-56 Refurbishment of Community Facilities - Centaurus Kindergarten roof replacement and internal refurbishment. - Watts Road Infant Health Centre refurbishment; and Hillman Hall refurbishment.

File No: T10/11-56
Proponent/s: City of Rockingham
Author: Mr Andrew Davidson, Project Coordinator
Other Contributors: Mr Gary Rogers, Manager Capital Projects; Mr John Spearing, Project Engineer

Date of Committee Meeting: 15 February 2011
Previously before Council:
Disclosure of Interest:
Nature of Council’s Role in this Matter: Executive Function

Site:
Lot Area:
Attachments:
Maps/Diagrams:

1. Purpose of Report

To provide Council with details of the Tenders received for T10/11-56 – Refurbishment of Community Facilities - Centaurus Kindergarten roof replacement and internal refurbishment - Watts Road Infant Health Centre refurbishment - Hillman Hall refurbishment, document the results of the Tender assessment and make recommendations regarding the award of the Tender.

2. Background

Tenders were advertised in the West Australian on Saturday, 8 January 2011. Tenders closed at 2.00pm, Thursday, 27 January 2011 and were publicly opened immediately after the closing time.
The objective of this work is the refurbishment of the Centaurus Kindergarten, Watts Road Infant Health Centre and Hillman Hall community facilities.

3. **Details**

Tenders were received as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Centaurus Kindergarten</th>
<th>Watts Road Infant Health Centre</th>
<th>Hillman Hall</th>
<th>Lump Sum Tender Price (Excl. GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Arrange Building</td>
<td>$104,150</td>
<td>$28,062</td>
<td>$65,520</td>
<td>$197,742</td>
</tr>
<tr>
<td>2 CPD</td>
<td>$109,930</td>
<td>$38,320</td>
<td>$83,741</td>
<td>$231,881</td>
</tr>
<tr>
<td>3 Shelford Construction</td>
<td>$120,265</td>
<td>$51,054</td>
<td>$62,814</td>
<td>$234,133</td>
</tr>
<tr>
<td>4 Robinson Buildtech</td>
<td>$198,302</td>
<td>$74,478</td>
<td>$100,120</td>
<td>$372,900</td>
</tr>
</tbody>
</table>

A panel comprising the City's Manager Capital Project, Project Coordinator and Contracts Coordinator undertook Tender evaluations.

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

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>Arrange Building</th>
<th>CPD</th>
<th>Shelford Construction</th>
<th>Robinson Buildtech</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>25%</td>
<td>18%</td>
<td>22%</td>
<td>22%</td>
<td>17%</td>
</tr>
<tr>
<td>Performance and experience of Tenderer</td>
<td>20%</td>
<td>17%</td>
<td>18%</td>
<td>18%</td>
<td>18%</td>
</tr>
<tr>
<td>Beneficial effects of Tender</td>
<td>5%</td>
<td>3%</td>
<td>3%</td>
<td>5%</td>
<td>3%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>50%</td>
<td>50.0%</td>
<td>42.6%</td>
<td>42.2%</td>
<td>26.5%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>88.0%</td>
<td>85.6%</td>
<td>87.2%</td>
<td>64.5%</td>
</tr>
</tbody>
</table>

4. **Implications to Consider**

a. **Consultation with the Community**

Consultation was undertaken with various user groups and stakeholders prior to development of the scope of works and release of the tender.

b. **Consultation with Government Agencies**

Consultation was undertaken with the State Education Department prior to the development of the scope of works for Centaurus Kindergarten.

c. **Strategic**

In accordance with Council’s Strategic Plan, Functional Area 4 - Organisational Performance, Asset Management, Strategy 11 – Best Practice administrative systems and procedures to achieve effective resource management.
d. **Policy**
   
Purchasing policy applies.

e. **Financial**
   
The following funds are allocated in the 2010/11 Budget under the listed Work Orders:
   
   - Centaurus Kindergarten: a/c W20010 $140,000
   - Watts Road Infant Health Centre: a/c W21320 $46,000
   - Hillman Hall: a/c W21319 $60,000

f. **Legal and Statutory**
   

5. **Comments**

   The assessment panel considered the tender applications and found all tenderers provided evidence of having the capacity and experience to undertake the works. The assessment panel considered the level of submission by all tenderers, both in capacity and experience, however given the values of the submissions it is considered that Arrange Building provide best value for money.

6. **Voting Requirements**

   Simple majority

7. **Officer Recommendation**

   That Council **ACCEPT** the Tender submitted by Arrange Building, 160 Hummerston Road, Piesse Brook, WA 6076 for T10/11-56 - Refurbishment of Community Facilities - Centaurus Kindergarten roof replacement and internal refurbishment - Watts Road Infant Health Centre refurbishment - Hillman Hall refurbishment, for the Lump Sum Tender Price of $197,742 excluding GST, in accordance with the tender documentation.

8. **Committee Recommendation**

   That Council **ACCEPT** the Tender submitted by Arrange Building, 160 Hummerston Road, Piesse Brook, WA 6076 for T10/11-56 - Refurbishment of Community Facilities - Centaurus Kindergarten roof replacement and internal refurbishment - Watts Road Infant Health Centre refurbishment - Hillman Hall refurbishment, for the Lump Sum Tender Price of $197,742 excluding GST, in accordance with the tender documentation.

   **Committee Voting** - 4/0

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

   Not applicable.

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

    Not applicable.
Corporate and Engineering Services

Engineering & Parks Services

**Reference No & Subject:**

EP-011/11 Tender T10/11-55 The removal, storage and re-instating of furniture to enable the laying of new floor coverings within the residential units at the Challenger Court Aged Care Facility.

**File No:**

T10/11-55

**Proponent/s:**

City of Rockingham

**Author:**

Mr Andrew Davidson, Project Coordinator

**Other Contributors:**

Mr Gary Rogers, Manager Capital Project

Mr John Spearing, Project Engineer

**Date of Committee Meeting:**

15 February 2011

**Previously before Council:**


**Disclosure of Interest:**

Executive Function

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

Challenger Court Aged Care Facility

**Site:**

Challenger Court Aged Care Facility

**Lot Area:**


**Attachments:**


**Maps/Diagrams:**


### 1. Purpose of Report

To provide Council with details of the Tenders received for T10/11-55 - The removal, storage and re-instating of furniture to enable the laying of new floor coverings within the residential units at the Challenger Court Aged Care Facility, Rockingham, document the results of the Tender assessment and make recommendations regarding the award of the Tender.

### 2. Background

Tenders were advertised in the West Australian on Saturday, 8 January 2011. Tenders closed at 2.00pm, Thursday, 27 January 2011 and were publicly opened immediately after the closing time.
The objective of this work is to remove and reinstate furniture to facilitate the installation of new carpets.

3. Details

Tenders were received as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Lump Sum Tender Price (Excl. GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grace Removals Group</td>
<td>$29,375</td>
</tr>
<tr>
<td>Programmed Facility Management (PFM)</td>
<td>$31,866</td>
</tr>
</tbody>
</table>

A panel comprising the City's Manager Capital Projects, Project Coordinator and Contracts Coordinator undertook Tender evaluations.

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

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>Grace Removals</th>
<th>PFM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>25%</td>
<td>25%</td>
<td>19%</td>
</tr>
<tr>
<td>Performance and experience of Tenderer</td>
<td>25%</td>
<td>24%</td>
<td>18%</td>
</tr>
<tr>
<td>Beneficial effects of Tender</td>
<td>5%</td>
<td>3%</td>
<td>3%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>45%</td>
<td>45%</td>
<td>41.5%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>97.0%</td>
<td>81.5%</td>
</tr>
</tbody>
</table>

4. Implications to Consider

a. Consultation with the Community
   Consultation has been held with the residents of the Challenger Court aged care units, with the selection of the floor coverings and providing an understanding of how the project will proceed.

b. Consultation with Government Agencies
   Not applicable

c. Strategic
   In accordance with Council's Strategic Plan, Functional Area 4 - Organisational Performance, Asset Management, Strategy 11 - Best Practice administrative systems and procedures to achieve effective resource management.

d. Policy
   Purchasing policy applies.

e. Financial
   Funds of $189,917 are allocated in the 2010/11 Budget account number GL 410094, which provides funding for this tender and Tender T10/11-54 (carpet installation).
f. **Legal and Statutory**


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**5. Comments**

The assessment panel considered the tender applications with both companies demonstrated the capacity to undertake the works. Grace Removals’ submission provided evidence of considerable experience in the removal/storage industry and an understanding of the project objectives.

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**6. Voting Requirements**

Simple majority

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**7. Officer Recommendation**

That Council **ACCEPT** the Tender submitted by Grace Removals Group, 236 Berkshire Road, Forrestfield, WA 6058 for Tender T10/11-55 - The removal, storage and re-instating of furniture to enable the laying of new floor coverings within the residential units at the Challenger Court Aged Care Facility, for the Lump Sum Tender Price of $29,375 excluding GST, in accordance with the tender documentation.

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**8. Committee Recommendation**

That Council **ACCEPT** the Tender submitted by Grace Removals Group, 236 Berkshire Road, Forrestfield, WA 6058 for Tender T10/11-55 - The removal, storage and re-instating of furniture to enable the laying of new floor coverings within the residential units at the Challenger Court Aged Care Facility, for the Lump Sum Tender Price of $29,375 excluding GST, in accordance with the tender documentation.

Committee Voting - 4/0

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

Not applicable.

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

Not applicable.
### Purpose of Report

To provide Council with details of the Tenders received for T10/11-54 – The supply and installation of new floor coverings within the residential units at the Challenger Court Aged Care Facility and Sepia Court Childcare Centre, Rockingham, document the results of the Tender Assessment and make recommendations regarding the award of the Tender.

### Background

Tenders were advertised in the West Australian on Saturday, 8 January 2011. Tenders closed at 2.00pm, Thursday, 27 January 2011 and were publicly opened immediately after the closing time.
The objective of this work is the life cycle replacement of floor coverings to Challenger Court Aged Care Units.

### 3. Details

Tenders were received as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Lump Sum Tender Price (Excl. GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Expo</td>
<td>non conforming</td>
</tr>
<tr>
<td>Programmed Facility Management (PFM)</td>
<td>$122,879</td>
</tr>
<tr>
<td>CPD</td>
<td>$187,641</td>
</tr>
</tbody>
</table>

A panel comprising the City’s Manager Capital Project, Project Coordinator and Contracts Coordinator undertook Tender evaluations.

### 4. Implications to Consider

**a. Consultation with the Community**

Consultation has been held with the residents of the Challenger Court aged care units, with the selection of the floor coverings and providing an understanding of how the project will proceed.

**b. Consultation with Government Agencies**

Not applicable

**c. Strategic**

In accordance with Council’s Strategic Plan, Functional Area 4 - Organisational Performance, Asset Management, Strategy 11 – Best Practice administrative systems and procedures to achieve effective resource management.

**d. Policy**

Purchasing policy applies.

**e. Financial**

Adequate funds are allocated in the 2010/11 Budget account number GL 410094, which provides funding for this tender and tender T10/11-55 (furniture removal).

**f. Legal and Statutory**


### 5. Comments

After third party industry consultation the assessment panel considered the tender submissions do not provide value for service to the City.

### 6. Voting Requirements

Simple majority
7. **Officer Recommendation**

That Council *REJECT* all tender submissions and the project be re-advertised in order to seek submissions that provide value for money to the City.

8. **Committee Recommendation**

That Council *REJECT* all tender submissions and the project be re-advertised in order to seek submissions that provide value for money to the City.

Committee Voting – 4/0

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

Not applicable.

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

Not applicable.
13. **Reports of Councillors**

Nil.

14. **Addendum Agenda**
Reference No & Subject: EP-013/11

Request for Tender No: SMRC 2011/01

Refer to and Disposal of Residual Waste

File No: WSM/1

Proponent/s: City of Rockingham

Author: Mr Chris Thompson, Director Engineering & Parks Services

Other Contributors: Mr Graham Rose, Manager Waste & Landfill Services

Date of Committee Meeting: 15 February 2011

Previously before Council:

Disclosure of Interest:

Nature of Council’s Role in this Matter:

Executive Function

1. Voting Requirements

Absolute majority

2. Officer Recommendation

That Council IMPOSE a new waste gate fee for entry to the Millar Road Landfill facility of $66.55 per tonne, (exclusive of GST and the State Landfill levy) with subsequent annual anniversary increases in line with the Consumer Price Index for customers who:
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 15 MARCH 2011

- enter into a three year contract and
- deliver a total annual tonnage over 25,000 tonnes

3. Committee Recommendation

That Council IMPOSE a new waste gate fee for entry to the Millar Road Landfill facility of $66.55 per tonne, (exclusive of GST and the State Landfill levy) with subsequent annual anniversary increases in line with the Consumer Price Index for customers who:
- enter into a three year contract and
- deliver a total annual tonnage over 25,000 tonnes

Committee Voting – 4/0

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

Not applicable.

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

Not applicable.
15. **Motions of which Previous Notice has been given**
   Nil.

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

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

18. **Matters Behind Closed Doors**
   Nil.

19. **Date and Time of Next Meeting**
   The next Corporate and Engineering Services Standing Committee Meeting will be held on **Tuesday 15 March 2011** in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

20. **Closure**
   There being no further business, the Chairman thanked those persons present for attending the Corporate and Engineering Services Standing Committee meeting, and declared the meeting closed at 4:55pm.

21. **Attachments**
   Nil.