City of Rockingham

MINUTES

Corporate & Engineering Services
Standing Committee Meeting

Held on
Tuesday 7 December 2010
4:00pm

Committee Room 1
Council Administration Building
Civic Boulevard, Rockingham
City of Rockingham
Corporate & Engineering Services
Standing Committee Meeting
4:00pm Tuesday 7 December 2010

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City of Rockingham
Corporate & Engineering Services
Standing Committee Meeting
4:00pm Tuesday 7 December 2010

MINUTES

1. Declaration of Opening

In the absence of the Chairperson the Chief Executive Officer assumed the Chair and called for nominations for the position of Acting Chairperson.

Moved Cr Ellis, seconded Cr Hamblin:
That Cr L Dunkling be appointed Acting Chairperson for the meeting.

Carried – 3/0

The A/Chairperson declared the Corporate and Engineering Services Standing Committee Meeting open at 4:06 and welcomed all present.

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

2.1 Councillors

Cr L Dunkling (A/Chairperson)
Cr P Ellis
Cr D Hamblin
Cr A Prince (Deputising for Cr B Sammels)
Cr L Dodd (Observer)

2.2 Executive

Mr A Hammond Chief Executive Officer
Mr C Thompson Director Engineering & Parks Services
Mr J Pearson Director Corporate Services (until 4:57pm)
Mr P Kerp Manager Engineering Services
Mr A Moles Manager Accounting Services
Ms K Strachan Manager Strategy Coordination (until 4:57pm)
Mr N Fimmano Manager Executive Services
Ms S Langley Secretary Executive Services

Members of the Public: Nil

Press: Nil
<table>
<thead>
<tr>
<th>2.3</th>
<th>Apologies:</th>
<th>Cr B Sammels (Mayor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4</td>
<td>Approved Leave of Absence:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

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 Ellis, seconded Cr Hamblin:
     That Council **CONFIRM** the Minutes of the Corporate and Engineering Services Standing Committee Meeting held on 16 November 2010, 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 - December 2010**
      - **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  

**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 Advanced Diploma of Management  
   3.4 Leadership & Management Programme  
   3.5 Elected Member Training Programme  
4. Information items  

**Economic Development**  
1. Economic Development Team Overview  
2. Human Resource update  
3. Project Status Reports  
   3.1 Brand Development Program  
   3.2 Promotional DVD  
4. Information items  
   4.1 Film Permits Issued  

**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 and 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 – December 2010 and the contents be accepted.

Committee Voting – 4/0

Engineering & Parks Services Information Bulletin - December 2010

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 Woodbridge Second Access
   4.4 Local Area Traffic Management and Road Safety Design Projects 2010/2011
   4.5 Light Vehicle Fleet Replacement Program 2010/2011
   4.6 Heavy Plant Replacement Program 2010/2011
   4.7 Light Commercial Vehicles Replacement Program 2010/2011
   4.8 Handover of Subdivisional Roads
   4.9 Correspondence Inward

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
   4.9 Road Maintenance Program

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 Beautiful Gardens Competition
   4.3 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
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

**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
   4.8 T10/11-40 Supply and delivery of two 12.0m x 6.0m transportable buildings to the Millar Road Landfill, Baldivis

**Committee Recommendation:**

That Councillors acknowledge having read the Engineering and Parks Services Information Bulletin – December 2010 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 45 residential lots in Baldivis.

2. **Background**

Council has been using Gross Rental Valuations in areas of land used predominantly for non-rural purposes since the 1987/88 financial year. In order to ensure that the rating methodologies applied within the City are equitable for properties with similar land characteristics 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 rates 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 45 lots from UV to GRV method. It should be noted that if the Basis of Rates for the 45 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 45 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.

**From UV to GRV**

<table>
<thead>
<tr>
<th>Plan No.</th>
<th>No. of Blocks</th>
<th>Former Tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td>68010</td>
<td>45</td>
<td>Lot 9010, 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
   If council adopts the recommendation contained in this report, the 45 individual lots will cease to be rated under 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

**5. Comments**

None

**6. Voting Requirements**

Simple Majority
7. **Officer Recommendation**

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.

<table>
<thead>
<tr>
<th>From UV to GRV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan No.</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>68010</td>
</tr>
</tbody>
</table>

8. **Committee Recommendation**

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.

<table>
<thead>
<tr>
<th>From UV to GRV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan No.</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>68010</td>
</tr>
</tbody>
</table>

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.
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY 15 FEBRUARY 2011

PRESIDING MEMBER
1. **Purpose of Report**

To receive the monthly Financial Management Report for October 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**
      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. Major changes to the budget have been addressed in the Quarterly Budget Review, which will be reflected in next month’s figures.

   The audit of the Annual Financial Statements has not been finalised and as such depreciation has not been allocated this financial year.

6. **Voting requirements**

   Simple Majority

7. **Officer recommendation**


8. **Committee Recommendation**


   Committee Voting – 4/0

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

   Not applicable.

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

    Not applicable.
### Purpose of Report

To 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**
      Nil

   b. **Consultation with Government agencies**
      Nil

   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 November 2010 totalling **$6,356,040.50** 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 November 2010 totalling **$6,356,040.50** 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.
## Executive Services

### Reference No & Subject:

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>ES-004/10 Appointment of Deputy Chief Bushfire Control Officer &amp; Fire Control Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>City of Rockingham</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr Greg Whip, Coordinator Emergency Services</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Ned Fimmano, Manager Executive Services</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>7 December 2010</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>7 December 2010</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>7 December 2010</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Nature of Council's Role in this Matter:</td>
<td>Executive Function</td>
</tr>
</tbody>
</table>

### Site:

<table>
<thead>
<tr>
<th>Site:</th>
<th></th>
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<table>
<thead>
<tr>
<th>Lot Area:</th>
<th></th>
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### Attachments:

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<tr>
<th>Attachments:</th>
<th></th>
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</table>

### Maps/Diagrams:

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<thead>
<tr>
<th>Maps/Diagrams:</th>
<th></th>
</tr>
</thead>
</table>

1. **Purpose of Report**

Seeking Council’s approval for the appointment of Mr Scott Jones as a volunteer Deputy Chief Bushfire Control Officer for the City of Rockingham and Mr Warren Schofield as a volunteer Fire Control officer for the Baldivis Volunteer Bushfire Brigade.

2. **Background**

The City of Rockingham maintains two Volunteer Bushfire Brigades to facilitate the protection of life and property within the Baldivis and Karnup areas.
Pursuant to Sections 38(1) of the Bushfires Act 1954 (as amended), Council may appoint Fire Control Officers in their Bushfire Brigades

3. **Details**

In March 2009 Mr Greg Whip was appointed Chief Bushfire Control Officer, he had previously been one of the two Deputy Chiefs along with Mr Terry Wegwermer. It is seen as a necessary contingency to have a second Deputy to assist in times of volunteer absence or for extended emergency incidents during the Bushfire Season.

In May 2010 at the Annual General Meeting Mr Scott Jones was elected as Captain for the Singleton Bushfire Brigade. Mr Scott Jones has been nominated for the role of the second Deputy Chief Bushfire Control Officer for the City of Rockingham.

In October 2010 Mr Denham Carlyon, the Fire Control Officer for the Baldivis Volunteer Bushfire Brigade, resigned and as a result Mr Warren Schofield has been nominated as Fire Control Officer for the Baldivis Volunteer Bushfire Brigade

4. **Implications to Consider**

   a. **Consultation with the Community**
      Nil

   b. **Consultation with Government Agencies**
      Nil

   c. **Strategic**
      In accordance with Council’s Strategic Plan – Social & Cultural Development – Introduce initiatives to enhance community wellbeing and safety.

   d. **Policy**
      In accordance with Council’s Policy – “Rules Governing the Operation of Bush Fire Brigades”.

   e. **Financial**
      Nil

   f. **Legal and Statutory**
      Section 38(1) of the Bushfires Act 1954 (as amended) provides for the Local government to appoint bush fire control officers under and for the purposes of this Act

5. **Comments**

Nil

6. **Voting Requirements**

Simple Majority.

7. **Officer Recommendation**

That Council:

1. **APPROVE** the appointment of Mr Scott Jones as a volunteer Deputy Chief Bush Fire Control Officer for the City of Rockingham.

2. **APPROVE** the appointment of Mr Warren Schofield as a volunteer Fire Control Officer for the Baldivis Volunteer Bushfire Brigade.
8. **Committee Recommendation**

That Council:

1. **APPROVE** the appointment of Mr Scott Jones as a volunteer Deputy Chief Bush Fire Control Officer for the City of Rockingham.

2. **APPROVE** the appointment of Mr Warren Schofield as a volunteer Fire Control Officer for the Baldivis Volunteer Bushfire Brigade.

Committee Voting – 4/0

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

Not applicable.

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

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

That Council receive the minutes of the Advisory & Occasional Committee - Review Committee Meeting held on the 31 August 2010.

2. **Recommendations to Standing Committee**

2.1 **Recommendation 1: Council Decision Making**

**Advisory Committee Recommendation:**

That an Induction Manual be **PREPARED** that forms the basis of a training and orientation program for relevant staff, elected members and Chairs of Advisory Committees if they are not elected members.
Implications to Consider

<table>
<thead>
<tr>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Strategic</td>
</tr>
<tr>
<td>In accordance with Council's Strategic Plan - Organisational Performance - Best Practise Administrative Systems and Procedures to achieve effective resource management.</td>
</tr>
<tr>
<td>b. Policy</td>
</tr>
<tr>
<td>Governance Meeting and Framework Policy</td>
</tr>
<tr>
<td>c. Financial</td>
</tr>
<tr>
<td>Nil</td>
</tr>
<tr>
<td>d. Legal and Statutory</td>
</tr>
<tr>
<td>Nil</td>
</tr>
<tr>
<td>e. Voting Requirements</td>
</tr>
<tr>
<td>Simple Majority</td>
</tr>
</tbody>
</table>

Officer Comments & Recommendation if Different to Committee Recommendation

Nil

2.2 Recommendation 2: Review of Standing Orders Local Law 2001

Advisory Committee Recommendation:

That a REVIEW of the City of Rockingham Standing Orders Local Law 2001 be undertaken and that the review take into consideration the “Draft Model” Local Government (Council Meetings) Local Law from WALGA.

Implications to Consider

<table>
<thead>
<tr>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Strategic</td>
</tr>
<tr>
<td>In accordance with Council's Strategic Plan - Organisational Performance - Review organisational procedures to enhance efficiency, effectiveness and compliance.</td>
</tr>
<tr>
<td>b. Policy</td>
</tr>
<tr>
<td>Nil</td>
</tr>
<tr>
<td>c. Financial</td>
</tr>
<tr>
<td>An allocation of $10,000 for new and local law amendments has been included in the 2010/11 budget.</td>
</tr>
<tr>
<td>d. Legal and Statutory</td>
</tr>
<tr>
<td>Compliant with Section 3.12 of the Local Government Act 1995 (Procedure for making Local Law)</td>
</tr>
<tr>
<td>e. Voting Requirements</td>
</tr>
<tr>
<td>Simple Majority</td>
</tr>
</tbody>
</table>

Officer Comments & Recommendation if Different to Committee Recommendation

Nil
2.3 Recommendation 3: Alternate Motions

Advisory Committee Recommendation:
That alternate motions submitted by Councillors are required to be *RECEIVED* by 4.30pm on the Monday prior to the Council Meeting day.

Implications to Consider

- **Strategic**
  In accordance with Council’s Strategic Plan - Organisational Performance
- **Policy**
  Nil
- **Financial**
  Nil
- **Legal and Statutory**
  Nil
- **Voting Requirements**
  Simple Majority

Officer Comments & Recommendation if Different to Committee Recommendation

Nil

2.4 Recommendation 4: Notices of Motion

Advisory Committee Recommendation:
That the deadline for Councillors to *SUBMIT* Notices of Motion be aligned to the same cut off date and time as those for Agendas

Implications to Consider

- **Strategic**
  In accordance with Council’s Strategic Plan - Organisational Performance
- **Policy**
  Nil
- **Financial**
  Nil
- **Legal and Statutory**
  Nil
- **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 the 31 August 2010.

2. **PREPARE** an Induction Manual that forms the basis of a training and orientation program for relevant staff, elected members and Chairs of Advisory Committees if they are not elected members.

3. **UNDERTAKE** a 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.

4. **ACCEPT** that alternate motions submitted by Councillors are required to be received by 4.30pm on the Monday prior to the Council Meeting day.

5. **ACCEPT** that the deadline for Councillors to submit Notices of Motion be aligned to the same cut off date and time as those for Agendas

   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.

4:34pm Ms K Strachan, Manager Strategy Coordination left the Corporate & Engineering Services Standing Committee meeting.
Corporate and Engineering Services
Advisory & Occasional Committee Minutes
Executive Services

Reference No & Subject: ES-006/10 Advisory & Occasional Committee - Review Committee

File No: CPM/28
Author: Ned Fimmano – Manager Executive Services
Other Contributors:
Date of Committee Meeting: 7 December 2010
Terms of Reference: 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.

Composition: 3 Councillors
Executive Support – Executive Services Team

Disclosure of Interest: Executive Function

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

Attachments: Minutes of Meeting held on 1 November 2010

1. Receipt of Minutes

That Council receive the minutes of  the Advisory & Occasional Committee – Review Committee Meeting held on the 1 November 2010.

2. Recommendations to Standing Committee

2.1 Recommendation 1: Alternate Motions & Notices of Motions

Advisory Committee Recommendation:
That a Clause on alternate motions and notices of motion be included in the City of Rockingham Standing Orders Local Law.
**Implications to Consider**

a. **Strategic**
   In accordance with Council’s Strategic Plan – Organisational Performance

b. **Policy**
   Nil

c. **Financial**
   Nil

d. **Legal and Statutory**
   Nil

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 the 1 November 2010.

2. **INCLUDE** a Clause on alternate motions and notices of motion in the City of Rockingham Standing Orders Local Law.

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.

4:36pm Ms K Strachan, Manager Strategy Coordination returned to the Corporate & Engineering Services Standing Committee meeting.
1. **Purpose of Report**

To advise Council relating to the use of Section 6.8(1c) of the Local Government Act 1995 relating to advanced authorisation of emergency payments.

2. **Background**

The St Vincent de Paul Society Conference forwarded a request for financial assistance to the City in September this year seeking funding for their annual Christmas Appeal.

Unfortunately the correspondence was misplaced and the application was not able to be considered in the Community Grants Program – Round 2 Funding – October 2010. The Society needs the grant prior to the next available Council meeting in which the payment can be endorsed.
3. **Details**

It is considered that the funding to the Christmas Appeal is critical to its success and in the circumstances Mayor Sammels has agreed to authorise and advance the payment of the funds pursuant to Section 6.8 (1c) of the Local Government Act 1995 relating to the authorisation of advanced payments in the case of emergency.

4. **Implications to Consider**

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

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

c. **Strategic**
   
   In accordance with Council’s Strategic Plan – Social, Cultural Development – Strategy 6 – Develop partnerships and alliances to meet the social and cultural needs of the community.

d. **Policy**
   
   In accordance with Council’s Community Grants Program Policy – Provide funding opportunities for community groups, clubs, organisations and individuals.

e. **Financial**
   
   An emergency payment of $2,000 will be made to the St Vincent de Paul Rockingham.

f. **Legal and Statutory**
   
   In accordance with Section 6.8 of the Local Government Act 1995 – Expenditure from Municipal Fund not included in Annual Budget – Subsection (1c) Payment is Authorised by the Mayor or President in an Emergency.

5. **Comments**

A cheque for the amount of $2,000 will be drawn in accordance with Section 6.8(1c) of the Local Government Act 1995 and forwarded to St Vincent de Paul, Rockingham.

6. **Voting Requirements**

   Simple Majority.

7. **Officer Recommendation**

   That the information be *NOTED*.

8. **Committee Recommendation**

   That the information be *NOTED*.

   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
Strategy Co-ordination

Reference No & Subject: SC-002/10
City of Rockingham Strategic Development Framework Policy

File No: CPM/53
Proponent/s: City of Rockingham
Author: Mr Andrew Hammond, Chief Executive Officer
Other Contributors: Ms Karin Strachan, Manager Strategy Co-ordination
Date of Committee Meeting: 7 December 2010
Previously before Council: 7 December 2010
Disclosure of Interest: None
Nature of Council’s Role in this Matter: Executive Function

Site:
Lot Area:
Attachments:
Maps/Diagrams:

1. Purpose of Report

To establish a Council Policy that serves to:

- Identify and explain the elements of the City’s Strategic Development Framework
- Prescribe the forums in which each of the elements of the framework are formulated, reviewed, discussed and approved.
- Define the involvement and role of the community, staff and elected members in the process.
2. **Background**

In October 2008 Council resolved to adopt a Strategic Development Framework that served to establish a suite of strategies and plans that effectively linked the aspirations of the community with Council's principal service delivery, infrastructure provision and asset management functions.

Since that time the following plans have been developed.

- Community Plan (first draft adopted October 2010 OCM)
- Team Plans (full briefings to Council March 2010)
- City Business Plan incorporating 10 year revenue, major project, service delivery and asset management projections (adopted April 2010 OCM and reviewed November 2010 OCM)

During this time the State Government has undertaken a major "structural reform" program, a significant part of which was the establishment of a uniform set of guidelines that would be used to inform all Western Australian Councils in establishing integrated planning frameworks. The CEO chaired the Ministerial working group that established the principles of the integrated planning framework and also sat on the implementation committee that developed the guidelines.

The Hon John Castrilli MLA, released the guidelines, (The Integrated Planning and Reporting Framework and Guidelines) in October 2010 and also announced that legislation will be enacted that provides for all Councils establishing and adopting Community Plans and 10 Year Corporate Business Plans. The Community Plan and City Business Plan adopted by Council along with attendant Team Plans and subsidiary strategies and plans are all aligned and congruent with the directions and requirements of the guidelines. The City's overall Strategic Development Framework therefore will comply absolutely with the proposed amendments to the Local Government Act.

3. **Details**

A Council Policy is considered necessary to ensure that a uniform and timely approach is taken when dealing with all the elements of the strategy. Just as the "Governance and Meeting Framework Policy" establishes a uniform approach to the way Council deals with committees and meetings, the Strategic Framework Policy will set clear and uniform requirements and directions as to how Council, staff and the community will engage when establishing and reviewing the framework.

All elements within the policy carry a:

- Definition
- Forum
- Demarcation of involvement
- Timeline for adoption, review or briefing

**COMMUNITY PLAN**

**Definition**

An aspirational plan driven by the community that sets the long term vision for the city and establishes the key focus areas that Council must attend to if the vision is to be served.

**Forum**

Independently facilitated workshops attended by community members, followed up with a Councillor / Community Representative/ Staff member Workshop.

**Demarcation of involvement**

**Major Review**

Community establishes the foundation of the plan
Council/ Staff/Community Representatives summarise the plan foundations and further develop the vision and key focus areas.

Staff further refine the vision and key focus areas and submit draft Community Plan to Council via Corporate and Engineering Committee for approval.

Council adopts final plan after community consultation period.

**Minor Review**

Staff collate feedback, form community consultation program and submit to Council for adoption with recommended changes via Corporate and Engineering Committee.

**Timeline**

- Major Review every 4 years (next one 2014)
- Minor Review every 4 years (next one 2012)

**SPECIFIC PURPOSE PLANS AND STRATEGIES**

**Definition**

Plans and strategies that focus upon specific areas of Council involvement or activity. Examples are:

- The Active Ageing Strategy
- The Community Safety Strategy
- The Local Planning Strategy
- The Economic Development Implementation Plan
- The Disability Access Plan

All strategies and plans must be congruent with the higher level key focus areas established in the community plan and contain clear, costed and deliverable tasks that will deliver effective and measurable outcomes.

**Forum**

Advisory Committee meetings, community workshops, community group meetings, Council Briefings (on major issues).

**Demarcation of involvement**

**New or Major Review**

Council to approve establishment or major review of strategy via relevant Standing Committee and if appropriate Advisory Committee prior to staff commencing process.

Staff to prepare draft strategy after engagement with relevant stakeholder groups and advisory committees.

Staff submit draft strategy to Council via relevant Standing Committee for approval to advertise and seek comment.

Staff submit recommended final plan incorporating community consultation outcomes to Council via Standing Committee for final approval.

**Minor review**

Staff to submit minor review recommendations to Council via standing committee for adoption after engagement with relevant advisory committee and community stakeholders.

**Timing**

- Major reviews as needed.
- Minor reviews every two years.
**TEAM PLANS**

**Definition**

A 10 year planning document that explains the key activities of a Council Team in detail for the first 3 years then in a more general context for the remaining 7.

A Council Team is typically a group of staff led by a Manager (e.g. Environmental Health Team led by Rod Fielding, the Capital Projects Team led by Gary Rogers or the Community Safety Team led by Genevieve Rowles). Team Plans also cover individual Council owned community facilities (e.g. The Child Care Centre, The Autumn Centre, Mike Barnett Stadium).

The team plan’s role is to demonstrate how the “day to day” functions of the team will be undertaken, what services will be delivered and what operating projects will be undertaken over the life of the plan. Operating projects delivering tasks and actions identified in specific purpose plans and strategies are also identified.

Progress reports on all operating projects identified in Team Plans are reported upon monthly in the Council Bulletin.

The team plan will also identify and demonstrate the need for new team resources such as new staff, vehicles, plant and equipment and technical apparatus.

Team Plans form the basis of the operational component of the budget and financial projections contained therein are used to formulate the draft budget that is submitted to Council for discussion and approval.

**Forum**

Team Managers will provide a full briefing to Councillors of their Team Plans explaining their future activities, projects, services and other relevant information.

**Demarcation of Involvement**

Staff prepare Team Plans which are approved by Executive Management Team.

Council can amend Team Plan components in City Business Plan Reviews or Budget Adoption process.

**Timing**

Team Plan briefings to Council are undertaken in March of each year.

**THE CITY BUSINESS PLAN**

**Definition**

The City’s principal business planning tool projecting each years revenue and expenditure over a 10 year period, the first three years being detailed and the following 7 of a more general nature.

The main components and drivers of the City Business Plan are:

A Revenue Strategy that predicts the revenue, (rates, grants, fees and charges) that the City anticipates receiving over the life of the plan.

A compilation of the Team Plans that provides 10 year income and expenditure projections related to the day to day operations of the City along with operating projects, both team based and also those identified as key actions within Specific Plans and Strategies.

An annual contribution to asset management as identified in the Asset Management Plan. The City currently contributes approximately 20% of the identified annual maintenance and life cost requirements of civic infrastructure and buildings.

A Major Infrastructure Plan that identifies 10 year expenditure details for major capital works (i.e Mundijong Road, Baldivis Community centre and Library, Goddard Avenue, Val Street Jetty). The plan is underpinned by a series of subsidiary 10 year plans prioritising construction or reconstruction of footpaths, roads and parks and reserves.
A Lending and Reserve Transfer Strategy that identifies the loans the City will raise over 10 years and the monies that will flow in and out of reserve funds. This strategy will also establish safe lending limits to ensure that the City's financial sustainability and stability is not threatened by inappropriately high levels of debt.

**Forum**
Council will receive detailed briefings where revisions of the plan will be highlighted and discussed.

**Demarcation of Involvement**
Staff prepares the City Business Plan and brief Council.
Council adopts the City Business Plan via Corporate and Engineering Standing Committee.

**Timing**
Council briefings in October and April of each year.
Council adoption in November and May of each year.

**THE ANNUAL BUDGET**

**Definition**
A statutory document that activates and delivers year 1 of the City Business Plan. The revenue and expenditure estimates contained within the City Business Plan are used to inform the development of the budget.

**Forum**
Two briefings and special meeting of Council (if requested).

**Demarcation of Involvement**
Staff prepare draft budget based upon year 1 of the City Business Plan and provide briefings to Council.
Council deliberates upon budget at Special Meeting (if requested) then gives final adoption at Council meeting via Corporate and Engineering Standing Committee.

**Timing**
Budget briefings in May.
Special Meeting in June, adoption meeting in June or July.

### 4. Implications to Consider

a. **Consultation with the Community**
The entire strategic development framework is underpinned by a Community Plan, the foundations, aspirations and objectives of which are established from direct community engagement.

b. **Consultation with Government Agencies**
Nil

c. **Strategic**
The adoption of the Policy sets in place a suite of clear and achievable tasks that will contribute to the orderly and effective management of the City's Strategic Framework

d. **Policy**
City of Rockingham Strategic Framework Development Policy (for adoption by Council)

e. **Financial**
Nil
f. Legal and Statutory

In October 2010, the State Government released the Integrated Planning and Reporting Framework Guidelines. The proposed policy is compliant with the guidelines. Requirements to establish long term Strategic Community Plans and Corporate Business Plans will be enacted shortly as amendments to Section 5.56(2) of the Local Government Act 1995 (WA). The proposed policy and Councils established framework will comply with this legislative requirement.

5. Comments

Some concerns have been raised as to the possible devolution of the annual budget process, and Councillor involvement in resource allocation, as a result of the development of this strategic framework. This is an understandable and quite reasonable concern given that until last year all resource allocation was undertaken on an annual budget based approach with little or no information on the City’s long term financial position being used to guide decision making, on resource allocation or revenue raising.

Councillors however now have more involvement in resource allocation as a result of the framework than before. The City Business Plan is reviewed biannually after two briefing sessions as a precursor to the budget deliberations and it is proposed that there also be two budget briefing sessions conducted prior to a special council meeting to debate the draft budget leading on to final budget adoption at an ordinary Council Meeting. That in essence is 4 briefing sessions and 3 Council meetings per year where revenue raising and resource allocation can be discussed and deliberated upon. These briefings and meetings do not include team plan briefings which also provide significant detail on resource allocation.

There are significant differences in the role and function of City Business Plan deliberations and briefings and the Annual Budget deliberations and briefings. The City Business Plan focuses upon planning for services and activities over a 10 year period as opposed to the Budget which focuses upon delivering those services and activities in any one year period.

Given that the City Business Plan identifies each year’s revenue and expenditure projections on a 10 year basis, it follows that year 1 of the plan should always form the foundation of the draft budget submitted to Council.

When compiling and reviewing the City Business Plan, Councillors have been and will continue to be asked to provide some guidance on the level of rate revenue / increases that can be incorporated into the 10 year term of the plan. This advice is critical given that the City’s overall rate revenue currently comprises of 40% of the City’s available operating revenue. In the life of the plan, based upon current rate revenue of $40 million, a 1% increase in rates over and above inflation can generate approximately $5 million for major capital projects or asset management over a 10 year period. This information is therefore critical in being able to plan for the resourcing and timing of major projects into the future.

Notwithstanding the importance of being able to plan into the future, it is legitimate and acceptable for Councillors to make decisions on rate revenue and rate increases, and for that matter any other expenditure items as part of the budget deliberations that do not match the revenue or expenditure projections contained within the City Business Plan. Obviously major variation from the City Business Plan will have significant impact on the 10 year final projections however this policy proposes that the Plan is reviewed in October of each year where the ramifications of the annual budget deliberations can be accommodated and the financial projections adjusted accordingly.

The Team Plan briefings in March along with the monthly report of operating projects to the Council Meeting Bulletin should give Councillors a very sound understanding of what expenditure is proposed across the organisation prior to the budget deliberations commencing.

The principal objective of any contemporary Local Government strategic planning framework should be to see the aspiration and key focus areas identified by the community in their community plan activated by a suite of special purpose strategies, team plans, asset management plans and major...
projects that are then delivered in a timely and cost effective manner via the City Business Planning and Budget processes. It is considered that the City now has the structure in place to achieve that end however continued effective engagement and communication between the community, elected members and Council staff remains critical to the City’s ultimate success.

6. **Voting Requirements**

Simple majority

7. **Officer Recommendation**

That Council *ADOPT* the following City of Rockingham Strategic Development Framework Policy.

**CITY OF ROCKINGHAM**

*Strategic Development Framework*

1. **Policy Objective**

To -

- Identify and explain the elements of the City's Strategic Development Framework.
- Prescribe the forums in which each of the elements of the framework are formulated, reviewed, discussed and approved.
- Define the involvement and role of the community, staff and elected members in the process.

2. **Policy Scope**

- The major elements of the City's Strategic Framework.
- The forums in which the elements are explained, discussed and deliberated upon.
- The demarcation of the involvement of community members, Councillors and staff.
- The timing of the various activities.

3. **Policy Statement**

The following processes, documents and activities form the basis of the City of Rockingham’s Strategic Development Framework.

**COMMUNITY PLAN**

**Definition**

An aspirational plan driven by the community that sets the long term vision for the city and establishes the key focus areas that Council must attend to if the vision is to be served.

**Forum**

Independently facilitated workshops attended by community members, followed up with a Councillor / Community Representative/ Staff member Workshop.

**Demarcation of involvement**

**Major Review**

Community establishes the foundation of the plan

Council/ Staff/Community Representatives summarise the plan foundations and further develop the vision and key focus areas.

Staff further refine the vision and key focus areas and submit draft Community Plan to Council via Corporate and Engineering Committee for approval.

Council adopts final plan after community consultation period.
Minor Review
Staff collate feedback, form community consultation program and submit to Council for adoption with recommended changes via Corporate and Engineering Committee.

Timeline
Major Review every 4 years (next one 2014)
Minor Review every 4 years (next one 2012)

SPECIFIC PURPOSE PLANS AND STRATEGIES
Definition
Plans and strategies that focus upon specific areas of Council involvement or activity. Examples are:

- The Active Ageing Strategy
- The Community Safety Strategy
- The Local Planning Strategy
- The Economic Development Implementation Plan
- The Disability Access Plan

All strategies and plans must be congruent with the higher level key focus areas established in the community plan and contain clear, costed and deliverable tasks that will deliver effective and measurable outcomes.

Forum
Advisory Committee meetings, community workshops, community group meetings, Council Briefings (on major issues).

Demarcation of involvement
New or Major Review
Council to approve establishment or major review of strategy via relevant Standing Committee and if appropriate Advisory Committee prior to staff commencing process.

Staff to prepare draft strategy after engagement with relevant stakeholder groups and advisory committees.

Staff submit draft strategy to Council via relevant Standing Committee for approval to advertise and seek comment.

Staff submit recommended final plan incorporating community consultation outcomes to Council via Standing Committee for final approval.

Minor review
Staff to submit minor review recommendations to Council via standing committee for adoption after engagement with relevant advisory committee and community stakeholders.

Timing
Major reviews as needed.
Minor reviews every two years.

TEAM PLANS
Definition
A 10 year planning document that explains the key activities of a Council Team in detail for the first 3 years then in a more general context for the remaining 7.

A Council Team is typically a group of staff led by a Manager (e.g. Environmental Health Team led by Rod Fielding, the Capital Projects Team led by Gary Rogers or the Community Safety Team led
by Genevieve Rowles). Team Plans also cover individual Council owned community facilities (e.g. The Child Care Centre, The Autumn Centre, Mike Barnett Stadium)

The team plan’s role is to demonstrate how the “day to day” functions of the team will be undertaken, what services will be delivered and what operating projects will be undertaken over the life of the plan. Operating projects delivering tasks and actions identified in specific purpose plans and strategies are also identified.

Progress reports on all operating projects identified in Team Plans are reported upon monthly in the Council Bulletin.

The team plan will also identify and demonstrate the need for new team resources such as new staff, vehicles, plant and equipment and technical apparatus.

Team Plans form the basis of the operational component of the budget and financial projections contained therein are used to formulate the draft budget that is submitted to Council for discussion and approval.

**Forum**

Team Managers will provide a full briefing to Councillors of their Team Plans explaining their future activities, projects, services and other relevant information.

**Demarcation of Involvement**

Staff prepare Team Plans which are approved by Executive Management Team. Council can amend Team Plan components in City Business Plan Reviews or Budget Adoption process.

**Timing**

Team Plan briefings to Council are undertaken in March of each year.

**THE CITY BUSINESS PLAN**

**Definition**

The City’s principal business planning tool projecting each years revenue and expenditure over a 10 year period, the first three years being detailed and the following 7 of a more general nature.

The main components and drivers of the City Business Plan are:

A **Revenue Strategy** that predicts the revenue, (rates, grants, fees and charges) that the City anticipates receiving over the life of the plan.

A compilation of the **Team Plans** that provides 10 year income and expenditure projections related to the day to day operations of the City along with operating projects, both team based and also those identified as key actions within Specific Plans and Strategies.

An annual contribution to asset management as identified in the **Asset Management Plan**. The City currently contributes approximately 20% of the identified annual maintenance and life cost requirements of civic infrastructure and buildings.

A **Major Infrastructure Plan** that identifies 10 year expenditure details for major capital works (i.e Mundijong Road, Baldvis Community centre and Library, Goddard Avenue, Val Street Jetty). The plan is underpinned by a series of subsidiary 10 year plans prioritising construction or reconstruction of footpaths, roads and parks and reserves.

A **Lending and Reserve Transfer Strategy** that identifies the loans the City will raise over 10 years and the monies that will flow in and out of reserve funds. This strategy will also establish safe lending limits to ensure that the City’s financial sustainability and stability is not threatened by inappropriately high levels of debt.

**Forum**

Council will receive detailed briefings where revisions of the plan will be highlighted and discussed.
Demarcation of Involvement
Staff prepares the City Business Plan and brief Council.
Council adopts the City Business Plan via Corporate and Engineering Standing Committee.

Timing
Council briefings in October and April of each year.
Council adoption in November and May of each year.

THE ANNUAL BUDGET
Definition
A statutory document that activates and delivers year 1 of the City Business Plan. The revenue and expenditure estimates contained within the City Business Plan are used to inform the development of the budget.

Forum
Two briefings and special meeting of Council (if requested).

Demarcation of Involvement
Staff prepare draft budget based upon year 1 of the City Business Plan and provide briefings to Council.
Council deliberates upon budget at Special Meeting (if requested) then gives final adoption at Council meeting via Corporate and Engineering Standing Committee.

Timing
Budget briefings in May.
Special Meeting in June, adoption meeting in June or July.

REVIEW
Chief Executive Officer to review on 7 December 2012.

LEGISLATIVE AND STRATEGIC CONTEXT
This Policy complies with amendments to be made in section 5.56 (2) of the Local Government Act 1995 (WA) as suggested by the Integrated Planning and Reporting Framework that was released by the WA State Government in October 2010.

ASSOCIATED DOCUMENTS
None

8. Committee Recommendation
That Council ADOPT the following City of Rockingham Strategic Development Framework Policy.

CITY OF ROCKINGHAM
Strategic Development Framework

1. Policy Objective
To -
- Identify and explain the elements of the City’s Strategic Development Framework.
- Prescribe the forums in which each of the elements of the framework are formulated, reviewed, discussed and approved.
- Define the involvement and role of the community, staff and elected members in the process.
2. **Policy Scope**
   - The major elements of the City's Strategic Framework.
   - The forums in which the elements are explained, discussed and deliberated upon.
   - The demarcation of the involvement of community members, Councillors and staff.
   - The timing of the various activities.

3. **Policy Statement**
   The following processes, documents and activities form the basis of the City of Rockingham’s Strategic Development Framework.

**COMMUNITY PLAN**

**Definition**
An aspirational plan driven by the community that sets the long term vision for the city and establishes the key focus areas that Council must attend to if the vision is to be served.

**Forum**
Independently facilitated workshops attended by community members, followed up with a Councillor / Community Representative / Staff member Workshop.

**Demarcation of involvement**

**Major Review**
Community establishes the foundation of the plan
Council / Staff / Community Representatives summarise the plan foundations and further develop the vision and key focus areas.
Staff further refine the vision and key focus areas and submit draft Community Plan to Council via Corporate and Engineering Committee for approval.
Council adopts final plan after community consultation period.

**Minor Review**
Staff collate feedback, form community consultation program and submit to Council for adoption with recommended changes via Corporate and Engineering Committee.

**Timeline**
Major Review every 4 years (next one 2014)
Minor Review every 4 years (next one 2012)

**SPECIFIC PURPOSE PLANS AND STRATEGIES**

**Definition**
Plans and strategies that focus upon specific areas of Council involvement or activity. Examples are:
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- The Economic Development Implementation Plan
- The Disability Access Plan

All strategies and plans must be congruent with the higher level key focus areas established in the community plan and contain clear, costed and deliverable tasks that will deliver effective and measurable outcomes.
Forum
Advisory Committee meetings, community workshops, community group meetings, Council Briefings (on major issues).

Demarcation of involvement

New or Major Review
Council to approve establishment or major review of strategy via relevant Standing Committee and if appropriate Advisory Committee prior to staff commencing process.

Staff to prepare draft strategy after engagement with relevant stakeholder groups and advisory committees.

Staff submit draft strategy to Council via relevant Standing Committee for approval to advertise and seek comment.

Staff submit recommended final plan incorporating community consultation outcomes to Council via Standing Committee for final approval.

Minor review
Staff to submit minor review recommendations to Council via standing committee for adoption after engagement with relevant advisory committee and community stakeholders.

Timing
Major reviews as needed.

Minor reviews every two years.

TEAM PLANS
Definition
A 10 year planning document that explains the key activities of a Council Team in detail for the first 3 years then in a more general context for the remaining 7.

A Council Team is typically a group of staff led by a Manager (e.g. Environmental Health Team led by Rod Fielding, the Capital Projects Team led by Gary Rogers or the Community Safety Team led by Genevieve Rowles). Team Plans also cover individual Council owned community facilities (e.g. The Child Care Centre, The Autumn Centre, Mike Barnett Stadium)

The team plan’s role is to demonstrate how the “day to day” functions of the team will be undertaken, what services will be delivered and what operating projects will be undertaken over the life of the plan. Operating projects delivering tasks and actions identified in specific purpose plans and strategies are also identified.

Progress reports on all operating projects identified in Team Plans are reported upon monthly in the Council Bulletin.

The team plan will also identify and demonstrate the need for new team resources such as new staff, vehicles, plant and equipment and technical apparatus.

Team Plans form the basis of the operational component of the budget and financial projections contained therein are used to formulate the draft budget that is submitted to Council for discussion and approval.

Forum
Team Managers will provide a full briefing to Councillors of their Team Plans explaining their future activities, projects, services and other relevant information.

Demarcation of Involvement
Staff prepare Team Plans which are approved by Executive Management Team.

Council can amend Team Plan components in City Business Plan Reviews or Budget Adoption process.
Timings
Team Plan briefings to Council are undertaken in March of each year.

THE CITY BUSINESS PLAN

Definition
The City's principal business planning tool projecting each years revenue and expenditure over a 10 year period, the first three years being detailed and the following 7 of a more general nature.

The main components and drivers of the City Business Plan are:

A Revenue Strategy that predicts the revenue, (rates, grants, fees and charges) that the City anticipates receiving over the life of the plan.

A compilation of the Team Plans that provides 10 year income and expenditure projections related to the day to day operations of the City along with operating projects, both team based and also those identified as key actions within Specific Plans and Strategies.

An annual contribution to asset management as identified in the Asset Management Plan. The City currently contributes approximately 20% of the identified annual maintenance and life cost requirements of civic infrastructure and buildings.

A Major Infrastructure Plan that identifies 10 year expenditure details for major capital works (i.e Mundijong Road, Baldivis Community centre and Library, Goddard Avenue, Val Street Jetty). The plan is underpinned by a series of subsidiary 10 year plans prioritising construction or reconstruction of footpaths, roads and parks and reserves.

A Lending and Reserve Transfer Strategy that identifies the loans the City will raise over 10 years and the monies that will flow in and out of reserve funds. This strategy will also establish safe lending limits to ensure that the City's financial sustainability and stability is not threatened by inappropriately high levels of debt.

Forum
Council will receive detailed briefings where revisions of the plan will be highlighted and discussed.

Demarcation of Involvement
Staff prepares the City Business Plan and brief Council.

Council adopts the City Business Plan via Corporate and Engineering Standing Committee.

Timing
Council briefings in October and April of each year.

Council adoption in November and May of each year.

THE ANNUAL BUDGET

Definition
A statutory document that activates and delivers year 1 of the City Business Plan. The revenue and expenditure estimates contained within the City Business Plan are used to inform the development of the budget.

Forum
Two briefings and special meeting of Council (if requested).

Demarcation of Involvement
Staff prepare draft budget based upon year 1 of the City Business Plan and provide briefings to Council.

Council deliberates upon budget at Special Meeting (if requested) then gives final adoption at Council meeting via Corporate and Engineering Standing Committee.
Timing
Budget briefings in May.
Special Meeting in June, adoption meeting in June or July.

REVIEW
Chief Executive Officer to review on 7 December 2012.

LEGISLATIVE AND STRATEGIC CONTEXT
This Policy complies with amendments to be made in section 5.56 (2) of the Local Government Act 1995 (WA) as suggested by the Integrated Planning and Reporting Framework that was released by the WA State Government in October 2010.

ASSOCIATED DOCUMENTS
None

Committee Voting – 4/0

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

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

4:57pm Mr J Pearson, Director Corporate Services and Ms K Strachan, Manager Strategy Coordination left the Corporate & Engineering Services Standing Committee meeting.
1. **Purpose of Report**

For Council to approve the naming of the new Millar Road Landfill Waste Education Centre ‘Ken James Waste Education Centre’, in recognition of the many years of service given to the City and the community by Mr Ken James.
2. **Background**

The City of Rockingham has for many years been involved in the management of waste and part of that process is the education of residents in order to help residents understand the methods of waste disposal and the importance of recycling.

For many years this responsibility has been overseen by one person in particular, Mr Ken James, who has worked in many roles in waste management, and in particular, was the City's first Waste Promotions and Education Officer.

It is recognised that the education of residents is a major key to the management of waste, particularly amongst our children and to achieve this, Council approved the construction of a dedicated waste education facility at the Millar Road Landfill Facility.

3. **Details**

Mr Ken James has provided the City of Rockingham with service over some 33 years, from 1968 to 1985 and from 1991 until his retirement in early 2010.

For all of this time, Ken was involved in waste management within the City of Rockingham and therefore has a vast knowledge of the operations throughout the City.

Ken recognised that in order to minimise waste and to better educate, not only the residents but in particular our children, then programmes needed to be put in place in order to impart this knowledge to our residents.

Ken has been instrumental in this education process and for some 10 years has taken this message out to schools with organised visits being programmed for all schools within the area. These visits became so popular that it became clear that in order to maximize the number of children who are able to learn about waste management, a better strategy needed to be implemented.

Ken then set up an education centre within existing facilities at the Millar Road Landfill facility, and also provided tours of the facility to show the actual waste management process as it occurred.

In addition, to show the importance of recycling, Ken also received grant monies from government bodies and included tours of the South Metropolitan Regional Council (SMRC) in Canning Vale as part of the overall waste management education programme for children within the City of Rockingham.

Ken has thus provided literally thousands of children within the City with a knowledge of Waste Management and the importance of recycling in a productive and understandable way, and which would otherwise not be taught to children.

The importance of imparting this knowledge is immeasurable, however its value in the future cannot be understated and the single handed dedication to this education process by Ken is a legacy that will affect us all long into the future.

It is considered that Ken's length of service with the City of Rockingham and his dedication to the Community in the field of education of its residents in Waste Management makes him eligible for such an honour.

4. **Implications to Consider**

a. **Consultation with the Community**

   Not Applicable

b. **Consultation with Government Agencies**

   Not Applicable
c. **Strategic**

In accordance with the City's Strategic Plan, Functional area 2, Social and Cultural Development - Strategy 4, Develop and manage community facilities and services to meet social, cultural and economic needs.

d. **Policy**

In accordance with Council's Policy - Selection of names to be applied to Council Buildings, the following eligibility criteria are listed:

‘Persons who are nominated to have their names placed on a Council building in recognition of their contribution to the City must:

- be residents or past residents of the City of Rockingham unless otherwise determined by a unanimous decision of Council
- have rendered distinguished service within the community.

Nominees will be selected on the basis of their record of service to the community.

Selection criteria are to include:

- Length of service within the community
- Organisations served
- Positions held
- Specific achievements
- Overall contribution to the City
- Special attributes of the nominee.’

e. **Financial**

Funds totalling approximately $1,000 for the installation of signage, plaque and naming ceremony will be met from accounts as follows:

Naming Ceremony: 210018.1235 – Council Official Openings and Launches

Signage: 410165.0001 – Buildings and fixed equipment, Recreation Reserves.

f. **Legal and Statutory**

Not applicable.

5. **Comments**

The value to the community of the City of Rockingham that Ken has provided in the education of residents and in particular the 1000's of school children who have had in-school visits or visited the Millar Road Landfill Facility and the SMRC cannot be easily measured.

However, Ken's contribution to this process over so many years is recognised as the key to this important process.
6. Voting Requirements

Simple Majority

7. Officer Recommendation

That Council:

1. **APPROVE** the naming of the new Millar Road Landfill Waste Education Centre ‘Ken James Waste Education Centre’, in recognition of the service of Mr Ken James to the City.

2. **CONDUCT** a naming ceremony at a date to be determined on the opening of the new Waste Education Centre.

8. Committee Recommendation

That Council:

1. **APPROVE** the naming of the new Millar Road Landfill Waste Education Centre ‘Ken James Waste Education Centre’, in recognition of the service of Mr Ken James to the City.

2. **CONDUCT** a naming ceremony at a date to be determined on the opening of the new Waste Education Centre.

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*

<table>
<thead>
<tr>
<th><strong>Reference No &amp; Subject:</strong></th>
<th><strong>EP-017/10</strong> Disability Access Reference Group</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File No:</strong></td>
<td>CSV/761</td>
</tr>
<tr>
<td><strong>Author:</strong></td>
<td>Ms Catherine Frean, Engineering Technical Officer - Transport</td>
</tr>
<tr>
<td><strong>Other Contributors:</strong></td>
<td>Mr C Thompson, Director Engineering &amp; Parks Services</td>
</tr>
<tr>
<td><strong>Date of Committee Meeting:</strong></td>
<td>7 December 2010</td>
</tr>
<tr>
<td><strong>Terms of Reference:</strong></td>
<td>To collate Council’s Disability Services Plan for the improvement of accessibility to Council facilities and services for people with disabilities of all kinds.</td>
</tr>
<tr>
<td><strong>Composition:</strong></td>
<td>2 Councillors, 9 community representatives, Executive Support from Engineering &amp; Parks Services, Traffic Services Team</td>
</tr>
<tr>
<td><strong>Disclosure of Interest:</strong></td>
<td>Executive Function</td>
</tr>
<tr>
<td><strong>Nature of Council's Role in this Matter:</strong></td>
<td>Executive Function</td>
</tr>
<tr>
<td><strong>Attachments:</strong></td>
<td>Minutes dated 10 November 2010</td>
</tr>
<tr>
<td><strong>Maps/Diagrams:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**1. Receipt of Minutes**

That Council receive the Minutes of the Disability Access Reference Group meeting held on Wednesday 10 November 2010.

**2. Recommendations to Standing Committee**

Nil

**3. Committee Recommendation**

That Council **RECEIVE** the Minutes of the Disability Access Reference Group meeting held on Wednesday 10 November 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
Engineering & Parks Services

Reference No & Subject: EP-018/10 Rockingham RoadWise Advisory Committee

File No: RDS/15-04
Author: Ms Catherine Frean, Engineering Technical Officer - Transport
Other Contributors: Mr Scott Lambie, Traffic Services Coordinator
Date of Committee Meeting: 7 December 2010
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: 2 Councillors, 6 Community members
Executive Support from Engineering & Parks Services, Traffic Services Team

Disclosure of Interest: Executive Function
Nature of Council’s Role in this Matter: Executive Function
Attachments: Minutes dated 1 November 2010
Maps/Diagrams:

1. Receipt of Minutes

That Council receive the Minutes of the Rockingham RoadWise Advisory Committee meeting held on Monday 1 November 2010.

2. Recommendations to Standing Committee

Nil

3. Committee Recommendation

That Council RECEIVE the Minutes of the Rockingham RoadWise Advisory Committee meeting held on Monday 1 November 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 & Engineering Services Standing Committee Minutes

## Corporate & Engineering Services Engineering and Parks Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>EP-019/10 Tender T10/11-40 - Supply and Delivery of two 12.0m x 6.0m transportable buildings to the Millar Road Landfill site, Baldivis</th>
</tr>
</thead>
<tbody>
<tr>
<td>File no:</td>
<td>T10/11-40</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>City of Rockingham</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Graham Rose, Manager Waste and Landfill Operations</td>
</tr>
<tr>
<td>Other contributors:</td>
<td>Mr Allan Hessey, Project Engineer [Mr Bruce Foster, Contracts Coordinator]</td>
</tr>
<tr>
<td>Date of Committee meeting:</td>
<td>7 December 2010</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of interest:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Nature of Council’s role in this matter:</td>
<td>Executive Function</td>
</tr>
</tbody>
</table>

## Purpose of Report

To provide Council with details of the Tenders received for T10/11-40 – Supply and Delivery of two 12.0m x 6.0m transportable buildings to the Millar Road Landfill site, Baldivis, 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, 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 work is to purchase two new transportable buildings for the Millar Road Landfill and use them as amenity buildings for the staff at the Landfill.

### 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>1 McNally Group Pty Ltd – Alternative Tender</td>
<td>$126,794</td>
</tr>
<tr>
<td>1a McNally Group Pty Ltd – Conforming Tender</td>
<td>$139,442</td>
</tr>
<tr>
<td>2 Demountable Sales and Hire</td>
<td>$145,428</td>
</tr>
<tr>
<td>3 Haven Designs</td>
<td>$214,247</td>
</tr>
<tr>
<td>4 Aussie Portables</td>
<td>$213,200</td>
</tr>
<tr>
<td>5 Nordic Homes</td>
<td>$217,568</td>
</tr>
<tr>
<td>6 BGC Modular</td>
<td>Rejected - Late Tender</td>
</tr>
</tbody>
</table>

A panel comprising the City's Manager Waste and Landfill Operations, Project Engineer 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>McNally Group Alternative</th>
<th>McNally Group Conforming</th>
<th>Demountable Sales and Hire</th>
<th>Haven Designs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>40%</td>
<td>33%</td>
<td>33%</td>
<td>25%</td>
<td>27%</td>
</tr>
<tr>
<td>Performance and experience of Tenderer</td>
<td>20%</td>
<td>19%</td>
<td>19%</td>
<td>13%</td>
<td>13%</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>35%</td>
<td>35%</td>
<td>31.8%</td>
<td>30.5%</td>
<td>20.7%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>90.0%</td>
<td>86.8%</td>
<td>73.5%</td>
<td>63.7%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>Aussie Portables</th>
<th>Nordic Homes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>40%</td>
<td>28%</td>
<td>34%</td>
</tr>
<tr>
<td>Performance and experience of Tenderer</td>
<td>20%</td>
<td>19%</td>
<td>19%</td>
</tr>
<tr>
<td>Assessment Criteria</td>
<td>Max. Points</td>
<td>Aussie Portables</td>
<td>Nordic Homes</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-------------</td>
<td>------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Beneficial effects of Tender</td>
<td>5%</td>
<td>3%</td>
<td>4%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>35%</td>
<td>20.8%</td>
<td>20.4%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>70.8%</td>
<td>77.4%</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 of $160,000 are allocated in the 2010/11 Budget account number GL 410120.1 (W20854)

f. **Legal and Statutory**


### 5. Comments

In accordance with the Local Government (Functions and General) Regulations 1996, Part 4, Division 2, Section 18 (1) the tender received from BGC Modular was rejected as it was received after the time specified in the invitation for tender.

McNally Group Pty Ltd provided a conforming tender and an alternative tender. The alternative tender allowed for a 14.4m x 4.2m building instead of 12m x 6m building as requested in the tender documentation. The plans provided with the alternative tender satisfied the requirements of the tender specification regarding the internal fit out and therefore the plan submitted was assessed.

Clarification was sought from McNally Group Pty Ltd regarding the warranty offered on the buildings and the McNally Group advised in writing that a 12 month warranty was provided on the buildings.

The assessment panel considered that the building plan provided by the McNally Group Pty Ltd with the alternative tender was suitable to the needs of the landfill staff as amenities buildings and through the assessment matrix, identified the alternative tender from the McNally Group Pty Ltd as representing the best value for money to Council and is therefore recommended as the preferred tender.
6. **Voting requirements**

Simple majority

7. **Officer recommendation**

That Council *ACCEPT* the Alternative Tender submitted by McNally Group Pty Ltd, 53 Alacrity Place, Henderson, for T10/11-40 – Supply and Delivery of two 12.0m x 6.0m transportable buildings to the Millar Road Landfill site, Baldivis for the Lump Sum Tender Price of $126,794 excluding GST, in accordance with the tender documentation.

8. **Committee Recommendation**

That Council *ACCEPT* the Alternative Tender submitted by McNally Group Pty Ltd, 53 Alacrity Place, Henderson, for T10/11-40 – Supply and Delivery of two 12.0m x 6.0m transportable buildings to the Millar Road Landfill site, Baldivis for the Lump Sum Tender Price of $126,794 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:

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>EP-020/10 Change of the City’s existing Used Waste Compactor offered for Trade-in and Purchase of a New Waste Compactor</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>T10/11-43</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>City of Rockingham</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Graham Rose, Manager Waste and Landfill Operations</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Bruce Foster, Contracts Coordinator</td>
</tr>
<tr>
<td>Date of Committee meeting:</td>
<td>7 December 2010</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Nature of Council’s role in this Matter:</td>
<td></td>
</tr>
<tr>
<td>Site:</td>
<td></td>
</tr>
<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

1. Purpose of Report

To seek approval from Council to dispose of plant No. 60377 for trade in as part of T10/11-43 - Supply and Delivery of One New Waste Compactor with Trade-in of the City’s existing Used Waste Compactor.

2. Background

Approval was granted in the 2010/2011 Adopted Budget for Plant No. 60387 – Waste Compactor to be trade-in for a new Waste Compactor.
In September 2010, Plant No. 60387, had a blown engine and due to the immediate operational need for the waste compactor at the Landfill, instead of trading in the waste compactor the engine was replaced.

The reason for the engine replacement and not trading in the compactor was due to the down time it takes to go through the purchasing process and delivery timeframe (approx 4 to 5 months) and the high cost of hiring a replacement waste compactor. Replacing the engine was the most efficient and effective option at that time.

The new engine in Plant No. 60387 has a two year warranty and therefore no longer requires to be traded-in in 2010/2011.

### 3. Details

The waste compactor proposed for trade in has been operating at the Landfill site since 2007 and is due for replacement. The waste compactor is essential plant for the landfill and the continued operation of the compactors at the landfill is necessary to meet the operational requirements of the landfill.

### 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
   - Amendment of plant No. has no financial implication

f. Legal and Statutory
   - In accordance with the Local Government Act 1995 section 3.57, and Part 4 of the Local Government (Functions and General) Regulations 1996 apply.

### 5. Comments

During the 2010/2011 Budget process, Council included in the adopted budget the replacement of Plant No. 60387 Bomag 772RB2 Landfill Waste Compactor.

The other waste compactor at the Landfill, Plant No. 60377 is of a similar age to Plant No. 60387 and to ensure that operational management of the landfill is not jeopardised by the possible failure of Plant No. 60387 in the short term, it is requested to allow Plant No. 60377 to be traded in by public tender for a new waste compactor. The changeover of the major plant at the landfill ensures the long term security of providing quality machinery to complete the waste disposal services at the landfill.

The approved allocation of $800,000 in Council’s 2010/2011 Budget for a new Waste Compactor does not need to be changed.
With the change in plant number, a tender for a new waste compactor and trade-in of the existing waste compactor has been prepared for advertising in late December 2010 and this tender is expected to close in late January 2011.

6. **Voting requirements**

Simple Majority

7. **Officer recommendation**

That Council **APPROVE** the disposal of Plant No. 60377, Bomag BC772RB, instead of Plant No. 60387 through Tender T10/11-43 - Supply and Delivery of One New Waste Compactor with Trade in of the City’s existing Used Waste Compactor.

8. **Committee Recommendation**

That Council **APPROVE** the disposal of Plant No. 60377, Bomag BC772RB, instead of Plant No. 60387 through Tender T10/11-43 - Supply and Delivery of One New Waste Compactor with Trade in of the City’s existing Used Waste Compactor.

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 provide Council with details of the quotes received for W10/11-02 – Supply, Delivery and Licensing of one (1) new Bulk Water Tanker of minimum 15000GVM for Fire Services, document the results of the quotations and make recommendations regarding the award of the supply and delivery of the bulk water tanker.

### Background

In accordance with the Local Government (Functions & General) Regulations 1996, Part 4 – division 2 Section 11 subsection (2) (b), a tender exemption applies to WALGA’s Preferred Supply Contracts, and therefore local governments are not required to go to public tender when purchasing from WALGA’s arrangement, irrespective of contract value or length.
3. Details

Quotations were sought from three (3) companies from the WALGA Preferred Supply Contracts No. TPS 0815 and received as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Truck Chassis Type</th>
<th>Value ex GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>WA Hino</td>
<td>Hino FG8J KB</td>
<td>$210,251</td>
</tr>
<tr>
<td>Skipper Trucks</td>
<td>Iveco Acco F2350G</td>
<td>$249,030</td>
</tr>
<tr>
<td>Major Motors</td>
<td>Isuzu FSR 850</td>
<td>$191,970</td>
</tr>
<tr>
<td>Major Motors</td>
<td>Isuzu FVR 1000</td>
<td>$233,270</td>
</tr>
</tbody>
</table>

A panel comprising the City’s Fleet Coordinator, Coordinator Contracts and Deputy Chief Fire Control officer undertook evaluation of the submissions received, with the following weighted scores results as follows:

<table>
<thead>
<tr>
<th>Performance &amp; experience of Supplier</th>
<th>or Motors FSR 850</th>
<th>or Motors FVR 1000</th>
<th>WA</th>
<th>Skipper Trucks</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>48%</td>
<td>46%</td>
<td>35%</td>
<td>27%</td>
</tr>
<tr>
<td>50</td>
<td>50%</td>
<td>41.1%</td>
<td>45.7</td>
<td>38.5%</td>
</tr>
<tr>
<td>10</td>
<td>98%</td>
<td>87.1%</td>
<td>80.7</td>
<td>65.5%</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 the City’s Strategic Plan; Functional Area 4 - Organisational Performance, Strategy 11 - Best practice administrative systems and procedures to achieve effective resource management.
### 4. Policy
Purchasing Policy applies

### 5. Financial
Funds of $208,700 are allocated in the 2010/2011 Budget account number GL 410290

### 6. Legal and Statutory
In accordance with the Local Government (Functions & General) Regulations 1996, Part 4 - division 2 Section 11 subsection (2) (b)

### 5. Comments
All companies were invited to provide vehicles for inspection however, only the Isuzu series of trucks of the four (4) quotations received, were made available to be rigorously inspected and tested by fire services personnel and workshop staff in accordance with the selection criteria under performance and experience of the supplier.

The assessment in accordance with the selection criteria indicates the submission received from Major Motors for the Isuzu FSR 850 series truck chassis represents the best value to the City and is therefore recommended as the preferred supplier.

### 6. Voting Requirements
Simple majority

### 7. Officer Recommendation
That Council **ACCEPT** the quotation in accordance with WALGA’s Contract No. TPS 0815 submitted by Major Motors, 789 Abernethy Road, Forrestfield, WA 6058, for the Supply, Delivery and Licensing of one (1) New Isuzu FSR850 series truck chassis fitted with Bulk Water Tanker, with the total vehicle capacity being a minimum of 15000GVM at the total price of $191,970 ex GST and dispose of the existing water tanker registration 7FB 562 at public auction.

### 8. Committee Recommendation
That Council **ACCEPT** the quotation in accordance with WALGA’s Contract No. TPS 0815 submitted by Major Motors, 789 Abernethy Road, Forrestfield, WA 6058, for the Supply, Delivery and Licensing of one (1) New Isuzu FSR850 series truck chassis fitted with Bulk Water Tanker, with the total vehicle capacity being a minimum of 15000GVM at the total price of $191,970 ex GST and dispose of the existing water tanker registration 7FB 562 at public auction.

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

#### 13.1 Appreciation

Cr Dodd congratulated Council on hosting an excellent Christmas Dinner that took place on Friday, 3 December 2010 at the Gary Holland Community Centre.

### 14. Addendum Agenda

Nil.

### 15. Motions of which Previous Notice has been given

Nil.

### 16. Notices of motion for Consideration at the Following Meeting

Nil.

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

Nil.

### 18. Matters Behind Closed Doors

Nil.

### 19. Date and Time of Next Meeting

The next Corporate and Engineering Services Standing Committee Meeting will be held on **Tuesday 15 February 2011** in the Committee Room 1, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

### 20. Closure

There being no further business, the A/Chairman thanked those persons present for attending the Corporate and Engineering Services Standing Committee meeting, and declared the meeting closed at 5:04pm.

### 21. Attachments

Monthly Financial Management Report - October 2010