MINUTES
Corporate and Engineering Services Committee Meeting
Held on Tuesday 16 April 2013 at 4:00pm
City of Rockingham Boardroom
# City of Rockingham

## Corporate and Engineering Services Committee Meeting Minutes

4:00pm Tuesday 16 April 2013

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<th>Notices of Motion for Consideration at the Following Meeting</th>
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<tbody>
<tr>
<td>16.</td>
<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
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<tr>
<td>17.</td>
<td>Matters Behind Closed Doors</td>
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<td>18.</td>
<td>Date and Time of Next Meeting</td>
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<tr>
<td>19.</td>
<td>Closure</td>
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</table>
1. **Declaration of Opening**

The Chairperson declared the Corporate and Engineering Services Committee Meeting open at 4:02pm, welcomed all present, and recited the Acknowledgement of Country.

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

<table>
<thead>
<tr>
<th>2.1 Councillors</th>
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<tbody>
<tr>
<td>Cr Barry Sammels</td>
<td>Chairperson</td>
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<td>Cr Lorraine Dunkling</td>
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<td>Cr Allan Hill</td>
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<td>Cr Ron Pease</td>
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<tr>
<td>Cr Joy Stewart</td>
<td>Observer</td>
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<td>Cr Chris Elliott</td>
<td>Observer (from 4:04pm)</td>
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<tr>
<th>2.2 Executive</th>
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<tr>
<td>Mr Andrew Hammond</td>
<td>Chief Executive Officer</td>
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<td>Mr Chris Thompson</td>
<td>Director Engineering and Parks Services</td>
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<tr>
<td>Mr John Pearson</td>
<td>Director Corporate Services</td>
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<tr>
<td>Mr Scott Lambie</td>
<td>Manager Engineering Services</td>
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<td>Mr Gary Rogers</td>
<td>Manager Procurement and Projects</td>
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<td>Mr James Henson</td>
<td>Manager Parks Development</td>
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<td>Mr Cadell Buss</td>
<td>Manager Economic Development</td>
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<tr>
<td>Ms Karin Strachan</td>
<td>Manager Strategy Coordination</td>
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<td>Mr Allan Moles</td>
<td>Manager Financial Services</td>
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<tr>
<td>Mr Peter Varris</td>
<td>Manager Governance and Councillor Support</td>
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<tr>
<td>Mrs Jelette Edwards</td>
<td>Governance Coordinator</td>
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<tr>
<td>Ms Sue Langley</td>
<td>Secretary Governance and Councillor Support</td>
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</tbody>
</table>

| 2.3 Members of the Gallery:     | 2                           |                             |
| 2.4 Apologies:                  | Nil                         |                             |
| 2.5 Approved Leave of Absence: | Nil                         |                             |

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

Nil

4. **Public Question Time**

4:02pm The Chairperson invited members of the Public Gallery to ask questions. There were none.
5. **Confirmation of Minutes of the Previous Meeting**

   **Moved Cr Hill, seconded Cr Pease:**

   That Council *CONFIRM* the Minutes of the Corporate and Engineering Services Committee Meeting held on 19 March 2013, as a true and accurate record.

   Committee Voting – 4/0

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

   Nil

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

   **4:03pm** The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.

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

   **4:03pm** The Chairperson asked if there were any interests to declare.

   There were none.

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

   Nil

   **4:04pm** Cr Elliott entered the meeting.

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

    Nil

11. **Bulletin Items**

    Corporate and General Management Services Information Bulletin – April 2013

    **Corporate Services**

    1. Corporate Services Team Overview
    2. Human Resource Update
    3. Project Status Reports
       3.1 Mobile Computing (AIM) Licensing Fees
       3.2 Minutes and Agenda Software
       3.3 Online Records Management Training
       3.4 Retention and Disposal Project
       3.5 Document Migration
       3.6 Telephone System Replacement
       3.7 GIS Developments – SLIP & Custodial Module
       3.8 Building Licence Software
       3.9 Civil Drainage Software
       3.10 VM Licencing
       3.11 WiFi Installation
       3.12 Electronic Meeting Papers
    4. Information Items
       4.1 List of Payments March 2013
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<th>Governance and Councillor Support</th>
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<tr>
<td>1. Governance and Councillor Support Team Overview</td>
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<tr>
<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<tr>
<td>3.1 Electronic Meeting Papers and Decision Making Process</td>
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<td>4. Information Items</td>
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<tr>
<td>4.1 Salaries and Allowances Tribunal Forum</td>
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<td>4.2 National Sea Change Taskforce Newsletter</td>
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<tr>
<th>Human Resources</th>
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<tbody>
<tr>
<td>1. Human Resources Team Overview</td>
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<tr>
<td>2. Human Resource Update</td>
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<tr>
<td>3. Project Status Reports</td>
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<tr>
<td>3.1 Employee Wellness Programme</td>
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<td>3.2 Corporate Training Programme</td>
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<td>3.4 Leadership &amp; Management Programme</td>
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<td>3.5 Values Programme</td>
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<td>3.6 Occupational Safety &amp; Health Program</td>
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<td>4. Information Items</td>
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<thead>
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<th>Economic Development</th>
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<tr>
<td>1. Economic Development Team Overview</td>
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<tr>
<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<tr>
<td>3.1 Leadership Forums</td>
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<td>3.2 Social Media</td>
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<td>3.3 Global Friendship</td>
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<td>4. Information Items</td>
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<tr>
<td>4.1 NBN Rollout</td>
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<td>4.2 Extension of the Printing and Graphic Design Tender with Media Engine</td>
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<td>4.3 Australian Business Awards</td>
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<td>4.4 Media Tracking</td>
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<th>Strategy Coordination</th>
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<tr>
<td>1. Strategy Coordination Team Overview</td>
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<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<td>4. Information Items</td>
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<tr>
<td>4.1 Establishing linkages between the Community Plan, the Specific Purpose Plans and the Team Plans</td>
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<tr>
<td>4.2 2012 Customer Satisfaction Survey</td>
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<tr>
<td>4.3 Coordinating the development of a 10 year infrastructure plan</td>
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<td>4.4 4th Generation Team Plans</td>
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<td>4.5 Coordinating the development and implementation of a Development Contribution Scheme</td>
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<td>4.6 New Ideas Incentive Scheme</td>
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<td>4.7 City Scoreboard</td>
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<td>4.8 Climate Change Response Strategy</td>
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<td>4.10 Integrated Risk Management Framework for the City of Rockingham</td>
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<tr>
<td>4.11 LGMA Challenge</td>
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<tr>
<td>4.12 Other initiatives that the Strategy Coordination team is involved with</td>
</tr>
</tbody>
</table>
### Legal Services & General Counsel

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

### Committee Recommendation

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

Committee Voting – 4/0

### Engineering and Parks Services Information Bulletin – April 2013

#### Engineering Services

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

#### 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 2012/2013
   - 4.2 Road Construction Program Main Roads Grant 2012/2013
   - 4.3 Road Construction Program Federal Black Spot 2012/2013
   - 4.4 Road Construction Program State Black Spot 2012/2013
   - 4.5 Footpath Construction Program Municipal Works 2012/2013
   - 4.6 Road Maintenance Program 2012/2013
   - 4.7 Passenger Vehicle Fleet Program 2012/2013
   - 4.8 Light Commercial Vehicles Program 2012/2013

#### Parks Development

1. Parks Services Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Greening Plan Review
### 3.2 Tamworth Swamp Management Plan Review
### 3.3 Feral Cat / Fish Control Implementation Strategy
### 4. Information Items
#### 4.1 Groundwater Monitoring
#### 4.2 Mundijong Road Environmental Offsets
#### 4.3 Lake Richmond Heritage Listing
#### 4.4 Delegated Subdivision Public Open Space Handovers
#### 4.5 Delegated Public Open Space Approvals
#### 4.6 Memorial Seat Approvals

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

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

### Procurement and Capital Projects
1. Procurement and Capital Projects Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Coastal Management Consultants (Sand Drift/Erosion Problems)
   - 3.2 Coastal Infrastructure Facilities Consultant (Jetties/Boat Ramp Planning)
   - 3.3 Lighting Consultants (Technical Planning/Design, Underground Power Program)
   - 3.4 Major Project Property Development Planning (Design Modifications/Tender Planning/Structural Testing)
4. Information Items
   - 4.1 Delegated Written Notification of Successful Tenders
   - 4.2 Delegated Approval of Tenders by CEO
   - 4.3 Delegated Release of Retention/Bank Guarantees
   - 4.4 Proposed Shoalwater North Underground Power Project
   - 4.5 2013 Public Area Lighting and Arterial Lighting
   - 4.6 Lark Hill Wind Turbine
   - 4.7 Bent Street Boat Launching Facility – Proposed Navigation Channel
   - 4.8 Point Peron Boat Launching Facility – Design, Demolition and Replacement
   - 4.9 Aqua Jetty – Replace/Upgrade HVAC Services
   - 4.10 Bell Park Toilet – Replacement including Curfew Lockout System
   - 4.11 Baldivis Library and Community Centre - Design
   - 4.12 Aqua Jetty – Solar Heating
   - 4.13 Baldivis Old School - Redevelopment
<p>| | |</p>
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<tr>
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<tbody>
<tr>
<td>4.14</td>
<td>Hymus Street Coastal Protection</td>
</tr>
<tr>
<td>4.15</td>
<td>Repair Rock Armour at Various Boat Launching Facilities</td>
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<tr>
<td>4.16</td>
<td>Challenger Court Electrical System Upgrade</td>
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<tr>
<td>4.17</td>
<td>Aqua Jetty Swimming Club Office</td>
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<tr>
<td>4.18</td>
<td>Secret Harbour Surf Life Saving Club - Renovation</td>
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<tr>
<td>4.19</td>
<td>Baldivis Oval - Floodlighting</td>
</tr>
<tr>
<td>4.20</td>
<td>Kent Street Arts Facility</td>
</tr>
<tr>
<td>4.21</td>
<td>John Butts Reserve – Toilet Block</td>
</tr>
</tbody>
</table>

**Waste & Landfill Services**

1. Waste & Landfill Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Waste kerbside collection
   4.2 240 litre bin recycling service
   4.3 240 litre bin recycling participation statistics
   4.4 Destroyed and stolen refuse bins
   4.5 Landfill statistics
   4.6 Education and promotion
   4.7 Landfill power station
   4.8 T12/13-70 Verge Waste Collection Services

**Committee Recommendation**

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

Committee Voting – 4/0
12. Agenda Items

Corporate Services

Corporate and Engineering Services

Corporate Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-005/13</th>
<th>Adoption of City Business Plan 2013/14-2022/23</th>
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</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CPM/7</td>
<td></td>
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<tr>
<td>Proponent/s:</td>
<td>Mr John Pearson, Director Corporate Services</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td></td>
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<tr>
<td>Other Contributors:</td>
<td></td>
<td></td>
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<tr>
<td>Date of Committee Meeting:</td>
<td>16 April 2013</td>
<td></td>
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<tr>
<td>Previously before Council:</td>
<td></td>
<td></td>
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<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
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Purpose of Report

This report seeks adoption of the 2013/14 to 2022/23 City Business Plan, covering a 10 year period. The details of the Plan are provided in the attached separate document to this report.

Background

A City Business Plan is prepare bi annually and is updated according to latest predictions. This plan will again be reviewed in November 2013.

Details

The City of Rockingham Business Plan places emphasis on new projects and asset preservation. Key Projects are as follows:

- Baldivis District Sporting Complex Land acquisition totalling $2.797 million commencing in 2014/15
- Secret Harbour Surf Life Saving Club Redevelopment totalling $5.034 million commencing in 2013/14
CONFIRMED AT A CORPORATE & ENGINEERING
SERVICES MEETING HELD ON TUESDAY, 21 MAY 2013

- Redevelopment of the Laurie Stanford Reserve totalling $5.372 million commencing in 2015/16
- Construction of a new Depot in Southern Rockingham totalling $6 million commencing in 2015/16
- Redevelopment/relocation of the Rockingham Aquatic Centre totalling $27.365 million in 2018/19
- Building Maintenance and Asset Preservation (asset rejuvenation) of $108.04 million over 10 years
- Roads capital improvement program of $118.016 million over 10 years
- Construction of further buildings to support required staff in 2017/18 totalling $24 million.
- Construction of Secret Harbour Library in 2016/17 totalling $2.015 million
- Construction of a new City Centre multilevel parking facility totalling $12 million in 2015/16
- Provision made for adequate plant and equipment to serve the City for the duration of the plan.

The Plan includes information and projections current as at April 2013. This plan includes costed projects as supplied from the Team Plans as presented to Councillors during March 2013.

A summary type format is utilised with all projects being included on a simplified single sheet so that reader can see all the projects together.

Council is requested to adopt the plan, which will indicate the various projects to then be taken into account for the 2013/14 operational budget year and provide direction on future years activities.

**Implications to Consider**

a. **Consultation with the Community**
   Nil

b. **Consultation with Government Agencies**
   Nil

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

   **Aspiration 5:** Community facilities and services delivered in a timely manner, able to meet expectations and serve new and growing neighbourhoods.

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

d. **Policy**
   Nil

e. **Financial**
   The City Business Plan indicates the financial position of the Council for the next 10 years and is one of the most important planning documents that Council needs to consider. It provides a broad framework for major activities to be undertaken. As much as possible, all the financial implications are shown on a single sheet, for simplicity purposes and for ease of reading.

   This plan includes major facilities that need to either be maintained or constructed. Specifically, annual allocations have been made towards building and asset rejuvenation. Should Council adopt the plan, by 2017 the City will be allocated some $10 million per annum specifically toward asset rejuvenation. The intention is for this money to be quarantined for this purpose. The 2013/14 allocation of revenue to asset preservation will be over $4 million.
The plan further provides separation of revenue between standard municipal revenue and Millar Road Landfill. Provisioning has been made as much as possible to ensure acceptable levels of reserves occur for the Millar Road Landfill Facility to ensure funds are available should any undue hardship be encountered. Should the plan be followed and achieved, over $14 million will be in the landfill reserve by the end of 2013/14. This is line with the suggested levels of between $15 and $20 million.

Debt management is now under control with capacity to borrow if needed. Prior year restraint in borrowing and growing revenue has seen debt servicing ratios for future years remain well below the recommended 8% ranging between 3% to 6% (debt serving ratio is the percentage of operating revenue that is allocated towards maintaining debt principal and interest payments).

Rates increases have been included at a rate yield of 9.9% for seven years. This is in line with prior year recommendation and adopted business plans. Further models can be prepared as needed but in essence the City needs the rate increase to ensure future sustainability and ease reliance on landfill revenue. The majority of landfill revenue is now being used for construction/acquisition of new facilities/equipment. Council has the opportunity to change the officer recommendations and City Business Plan estimates related to rate increases as deemed appropriate however the adoption of this plan in its current form will indicate to staff that all team plans and future financial planning documents include the proposed rate increases. A rates model will be prepared for Council adoption that provides for rate differentials to be applied within the City thus most residents in the City will not receive an increase of this size.

The Developer Contributions Scheme has now been Gazetted and is now functioning as expected.

f. Legal and Statutory

Regulation 19DA of the Local Government (Administration) Regulations 1996 specifies the requirements associated with the adoption of a Corporate Business Plan.

Specifically these requirements include the need to:

(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district;

(b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and

(c) develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.

A local government is to review the current corporate business plan for its district every year.

These requirements are necessary after 30 June 2013. Whilst the plan prepared complies with future legislation, it exceeds current legislative requirements.

Comments

As Councillors are aware, there were numerous projects that needed to be considered and this plan is prepared in accordance with previously support documents presented to Council. This includes the Community Infrastructure Plan and numerous other strategies. Every effort has been made to include as many of these as possible.

While the Council is faced with some financial challenges the City now has a solid balance sheet capable of withstanding most external risks. With adequate rate increases the City can ensure that projects and new infrastructure are able to be constructed to meet community demand. Emphasis continues on the need to replace assets and building facilities which are crucial to the running of the organisation and create a situation where Council is able to maintain an appropriate debt position whilst still bolstering its cash reserves. This is being achieved.
It should be noted that the figures are indicative only and many options have been considered, alternatives tried, as well as detailed analysis made of various items. The Plan includes information and projections current as at April 2013.

A summary type format is utilised with all projects being included on a simplified single sheet so that Councillors can see all the projects together.

With strong strategic and financial management Council has the ability to achieve significant outcomes for the City. Funds are always tight, however the City has successfully implemented “foundation stone” changes in the financial mixes of revenues entering the City and the effects of this will assist in ensuring financial prosperity for the City of Rockingham.

There are significant differences in the role and function of the 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 one 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 to ensure our success.

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 variations from the City Business Plan will have significant impact on the 10-year final projections however this has the capacity to be reviewed at the next business plan cycle.

The Team Plan briefings as presented in March 2013 along with the Business Plan as presented now should give Councillors a very sound understanding of what expenditure is proposed across the organisation prior to the budget deliberations commencing.

The principle objective of any contemporary local government strategic planning framework should be to identify the aspiration and key focus areas identified by the community in its Community Plan, which is activated by a suite of special-purpose strategies, team plans, asset management plans and major projects, and then deliver them in a timely and cost-effective manner via the City Business Planning and Budget processes.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council ADOPTS the City of Rockingham – City Business Plan 2013/14 - 2022/23.

**Committee Recommendation**

That Council ADOPTS the City of Rockingham – City Business Plan 2013/14 - 2022/23.

Committee Voting – 4/0

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

Not Applicable

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

Not Applicable
### Purpose of Report


### Background

Nil

### Details

The monthly Financial Management Report includes the following:

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

### Implications to Consider

a. **Consultation with the Community**
   - Not Applicable

b. **Consultation with Government Agencies**
   - Not Applicable
c. Strategic

Community Plan

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

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

d. Policy

Nil

e. Financial

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

f. Legal and Statutory


**Comments**

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**


**Committee Recommendation**


Committee Voting – 4/0

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

Not Applicable

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

Not Applicable
Corporate and Engineering Services
Corporate Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-007/13</th>
<th>Proposed 2013/2014 Fees and Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>FLM/277</td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Allan Moles, Manager Financial Services</td>
<td></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td></td>
<td>16 April 2013</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council's Role in this Matter:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot Area:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td>Proposed Schedule of Fees and Charges for 2013/14</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of Report**

To present the proposed 2013/2014 fees and charges and seek ‘in principle’ support from Council.

**Background**

The fees and charges imposed by the City of Rockingham can be categorised into three main types:

1. Fees and charges set by Council under Section 6.16 of the Local Government Act 1995 (the Act) "Fees and Charges".
2. Fees and charges set by Council under other sections of the Act or other legislation.
3. Fees and charges imposed under other legislation and Council does not have discretion to change them.

**Details**

The Proposed Schedule of Fees and Charges for 2013/14 document lists all fees and charges with details of the current and proposed fees.

The fees and charges in the following areas are proposed to change and are highlighted in the document:

- Cat Trap Hire Fees
- Security Patrol Service Charge
- Challenger Court Maintenance Fees
• Domestic and Commercial Waste Service Fees
• Temporary Outdoor Events Ground Hire Fees
• Private Swimming Pool and Spa Inspection Fees
• Footpath/Kerbing Inspection Fees
• Vehicle Hire Fees

The statutory fees in relation to town planning are subject to prescribed fees which will not be known until later in the financial year and any changes will be included in the final fees and charges report in the budget.

### Implications to Consider

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

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

<table>
<thead>
<tr>
<th></th>
<th>Strategic</th>
</tr>
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<tbody>
<tr>
<td>c</td>
<td>Community Plan</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th></th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>d</td>
<td>Nil</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Financial</th>
</tr>
</thead>
</table>

The fees and charges endorsed will be included in the 2013/2014 Budget for formal adoption.

<table>
<thead>
<tr>
<th></th>
<th>Legal and Statutory</th>
</tr>
</thead>
</table>
| f | Sections 6.16 to 6.19 of the Local Government Act 1995 relate to the imposition of fees and charges.  
A local government may impose (by absolute majority) and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.  
In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —  
(a) the cost to the local government of providing the service or goods;  
(b) the importance of the service or goods to the community; and  
(c) the price at which the service or goods could be provided by an alternative provider.  
A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.  
If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —  
(a) determine an amount that is inconsistent with the amount determined under the other written law; or  
(b) charge a fee or charge in addition to the amount determined by or under the other written law. |
A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.

Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

(a) its intention to do so; and
(b) the date from which it is proposed the fees or charges will be imposed.

### Comments

Nil

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **ENDORSE** the proposed Schedule of Fees and Charges for the 2013/14 financial year.

### Committee Recommendation

That Council **ENDORSE** the proposed Schedule of Fees and Charges for the 2013/14 financial year.

Committee Voting – 4/0

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

Not Applicable

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

Not Applicable
Purpose of Report
To seek Council's approval for the updated Significant Accounting Policies used in the preparation of the City's financial reports.

Background
The City's Significant Accounting Policies are used to prepare the City's financial statements and are published as the first note to the financial statements including the Adopted Budget and the Annual Financial Report.

The Significant Accounting Policies provide additional information regarding the interpretation and compliance with the Australian Accounting Standards, the Local Government Act and relevant Regulations.

Following the requirement to report the City's assets on a 'fair value' basis the Significant Accounting Policies have been reviewed and updated.

Details
To comply with the requirement to record the City's assets on a 'fair value' basis the City is required to revalue each asset every three years. Under the 'fair value' basis assets are valued at their current market value or current replacement cost, rather than the original cost.

Included in the Significant Accounting Policies is the 'capitalisation threshold' which determines the level of expenditure that requires a purchase to be recorded as an asset. For example the current capitalisation threshold for an item of furniture is $500.
The WA Local Government Accounting Manual produced by the Department of Local Government provides a guide to the capitalisation thresholds for different classes of assets however, in determining an appropriate capitalisation threshold, the financial capacity of the local authority is the main factor. Due to the size of the City and taking into account its financial capacity the current capitalisation thresholds are considered too low.

Following a review it is recommended that some classes of assets be increased to at least the suggested capitalisation thresholds as follows,

<table>
<thead>
<tr>
<th>Class of Asset</th>
<th>Current Capitalisation Threshold</th>
<th>Proposed Capitalisation Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>Buildings &amp; Fixed Equipment</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Furniture &amp; Equipment</td>
<td>$500</td>
<td>$2,000</td>
</tr>
<tr>
<td>Plant &amp; Equipment</td>
<td>$1,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Tools</td>
<td>$500</td>
<td>$2,000</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

The impact of the new thresholds is that asset purchases at the lower end of the expenditure value will no longer be recorded as assets and will be shown as an operating expense. The reduction in the number of assets being recognised will assist in the fair value process with only the major assets needing to be re-valued.

**Implications to Consider**

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

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

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

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

d. **Policy**
   
   Nil

e. **Financial**
   
   The value of the assets currently on the City’s Asset Register under the proposed capitalisation thresholds will be expensed and future purchases will be identified as operating expenditure rather than capital expenditure, however there is not expected to be any cash flow implications from this change.

f. **Legal and Statutory**
   
   Under the Local Government Act Section 2.7(2) the role of council is to (1) oversee the allocation of the local government’s finances and resources and (2) determine the local government’s policies.

   The City’s financial reporting is required to comply with the Australian Accounting Standards and the requirements of the Local Government Act and the relevant Regulations.
Comments

The increase in capitalisation thresholds will reduce the number of assets at the lower end of the value scale and therefore will reduce the effort required in revaluing these assets every three years. The cost of these purchases will be included as operating costs rather than capital costs.

It should be noted however that these capitalisation thresholds apply only to the financial reporting of assets and do not necessarily change the asset management function of the City.

Voting Requirements

Simple Majority

Officer Recommendation

That Council ADOPT the amended Significant Accounting Policies.

Committee Recommendation

That Council ADOPT the amended Significant Accounting Policies as follows,

Significant Accounting Policies

Council Policy Objective

To ensure consistency and compliance in the City’s financial reporting.

Council Policy Scope

This policy is relevant for all financial reports produced by the City.

Council Policy Statement

The significant accounting policies which have been adopted for the preparation of financial reports are:

(a) Basis of Preparation

The financial report is a general purpose financial statement which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the local Government Act 1995 and accompanying regulations.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of the selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this financial report.
In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears in the Notes to the financial statements.

(c) **Goods and Services Tax**
Revenues, expenses and assets capitalised are stated net of any GST recoverable.

Receivables and payables in the statement of financial position are stated inclusive of applicable GST. The net amount of GST recoverable from, or payable to the ATO, is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the ATO, are presented as operating cash flows.

(d) **Cash and Cash Equivalents**
Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in the statement of financial position.

(e) **Trade and Other Receivables**
Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(f) **Inventories**

*General*

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

*Land Held for Resale*

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until Finance costs and holding charges incurred after development is completed are expensed.

Revenue arising from the sale of property is recognised in the statement of comprehensive income as at the time of signing an unconditional contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council’s intention to release for sale.

(g) **Fixed Assets**

Each class of fixed assets is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation or impairment losses.

*Initial Recognition*

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent costs are included in the asset’s carrying amount or recognised as a separate asset, as appropriate, only when it is probable future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other
repairs and maintenance are recognised as expenses in the statement of comprehensive income in the period in which they are incurred.

**Revaluation**

Certain asset classes may be re-valued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases in the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised as profit or loss.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the re-valued amount of the asset.

Those assets carried at a re-valued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be re-valued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**Land under Roads**

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB1051 - Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a) (i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a) (i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

**Depreciation of Non-Current Assets**

All non-current assets having a limited useful life (excluding freehold land) are separately and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

<table>
<thead>
<tr>
<th>Asset Category</th>
<th>Life (Years)</th>
<th>Depreciation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leasehold Buildings</td>
<td>40</td>
<td>(2.5% pa)</td>
</tr>
<tr>
<td>Other infrastructure Asset - Landfill</td>
<td>3</td>
<td>(33.33%pa)</td>
</tr>
<tr>
<td>Building and Fixed Equipment</td>
<td>40</td>
<td>(2.5% pa)</td>
</tr>
<tr>
<td>Furniture, Fittings and Equipment</td>
<td>10</td>
<td>(10.0%pa)</td>
</tr>
<tr>
<td>Computer Equipment</td>
<td>3-5</td>
<td>(20.0-33.33%pa)</td>
</tr>
<tr>
<td>Plant Machinery and Equipment</td>
<td>8</td>
<td>(12.5%pa)</td>
</tr>
<tr>
<td>Mobile Plant and vehicles</td>
<td>5</td>
<td>(20%pa)</td>
</tr>
</tbody>
</table>
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 21 MAY 2013

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Useful Life</th>
<th>Depreciation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tools</td>
<td>5 years</td>
<td>(20%pa)</td>
</tr>
<tr>
<td>Parks</td>
<td>15 years</td>
<td>(6.7%pa)</td>
</tr>
<tr>
<td>Road Seals- Asphalt</td>
<td>20 years</td>
<td>(5%pa)</td>
</tr>
<tr>
<td>Road Construction</td>
<td>20 years</td>
<td>(5%pa)</td>
</tr>
<tr>
<td>Road (unsealed)-gravel</td>
<td>20 years</td>
<td>(5%pa)</td>
</tr>
<tr>
<td>Footpaths and Crossovers</td>
<td>20 years</td>
<td>(5%pa)</td>
</tr>
<tr>
<td>Drainage</td>
<td>50 years</td>
<td>(2%pa)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>50 years</td>
<td>(2%pa)</td>
</tr>
<tr>
<td>Photocopiers</td>
<td>5-10 years</td>
<td>(10-20%pa)</td>
</tr>
</tbody>
</table>

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income. When re-valued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

**Capitalisation Threshold**

Fixed assets are capitalised if their cost exceeds the following:

- Land: Nil
- Buildings and Fixed Equipment: $5,000
- Furniture and Equipment: $2,000
- Plant and Equipment: $2,000
- Infrastructure: $5,000

**Financial Instruments**

**Initial Recognition and Measurement**

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

**Classification and Subsequent Measurement**

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method or at cost.

Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

(a) The amount in which the financial asset or financial liability is measured at initial recognition;
(b) Less principal repayments;
(c) Plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method; and
(d) Less any reduction for impairment.
The effective interest rate method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

(i) Financial assets at fair value through profit and loss
Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

(ii) Loans and receivables
Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost.
Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

(iii) Held-to-maturity investments
Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost.
Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(iv) Available-for-sale financial assets
Available-for-sale financial assets, are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable.
They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to the asset previously recognised in other comprehensive income is reclassified into profit or loss.
Available-for-sale financial assets are included in current assets where they are expected to be sold within 12 months after the end of the reporting period. All other financial assets are classified as non-current.

(v) Financial liabilities
Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Impairment
At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in profit or loss. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified into profit or loss at this point.
De-recognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Council no longer has any significant continued involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expire. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(i) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a re-valued amount in accordance with another standard (e.g. AASB 116). Any impairment loss of a re-valued asset is treated as a revaluation decrease in accordance with that other standard.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

(j) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services.

The amounts are unsecured and are usually paid within 30 days of recognition.

(k) Employee Benefits

Provision is made for the Council's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for the benefits. In determining the liability, consideration is given to the employee wage increases and the probability the employee may not satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity matching the expected timing of cash flows.

(l) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(m) Provisions

Provisions are recognised when:

(a) The Council has a present legal or constructive obligation as a result of past events;
(b) For which it is probable that an outflow of economic benefits will result; and
(c) That outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.
Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Council, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

Joint Venture

The Council’s interest in a joint venture has been recognised in the financial statements by including its share of any assets, liabilities, revenues and expenses of the joint venture within the appropriate line items of the financial statement. Information about the joint venture is set out in Notes.

The Council’s interest in joint venture entities are recorded using the equity method of accounting in the financial report.

When the Council contributes assets to the joint venture or if the Council purchases assets from the joint venture, only the portion of gain or loss not attributable to the Council’s share of the joint venture shall be recognised. The Council recognises the full amount of any loss when the contribution results in a reduction in the net realisable value of current assets or an impairment loss.

Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2(c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government’s operation for the current reporting period.

Superannuation

The Council contributes to a number of superannuation funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council’s operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council’s intentions to release for sale.
(s) **Rounding Off Figures**
All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

(t) **Comparative Figures**
Where required, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

(u) **Budget Comparative Figures**
Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

**Definitions**
Nil

**Legislation**
*Local Government Act 1995 and relevant Regulations*
*Australian Accounting Standards*

**Other Relevant Policies/ Key Documents**
Nil

Committee Voting – 4/0

**The Committee’s Reason for Varying the Officer’s Recommendation**
Not Applicable

**Implications of the Changes to the Officer’s Recommendation**
Not Applicable
Purpose of Report
To consider the concept of installing Christmas decorations in public places during the festive season.

Background
The matter of Christmas decorations was raised at the most recent Annual Electors meeting and over the past 4 years has been the subject of comment and speculation by the local community, the media and some elected members. The City currently does not have a policy position on Christmas decorations in public places notwithstanding that some decorations are placed within the internal confines of the administration offices.

Details
Staff have visited the Cities of Mandurah and Fremantle and discussed the costs, logistics and community reaction to the provision of Christmas decorations. These local governments have provided decorations for many years and their proximity, size and socio economic mix make them an instructive example for this exercise.

The City of Fremantle expends approximately $20000 per annum on upgrading and replacing their existing decorations and a similar amount for installation and removal. Approximately $50000 would be required to establish the initial stock of their decorations. The decorations add significant value to
the amenity of the Fremantle CBD in the vicinity of the Kings Square area and provide a positive community and economic development dividend, notwithstanding that such a dividend would be difficult to quantify. Plans have been made to extend the decorations to the “Cappuccino Strip” in the years to come. The City conducts a “switching on the Christmas lights” ceremony in the first week in December which essentially launches Christmas retail activity within the CBD as well as providing a popular festive event for the local community.

The City of Mandurah expended $45000 two years ago to refurbish their stock of decorations and further expenditure to replace wearing stock is anticipated in the forthcoming years. As with Fremantle, $20000 is allocated annually towards installation and removal. Decorations are installed along the old traffic bridge and along Mandurah Terrace and add significant value to the amenity and “festive feel” of the City’s annual Christmas parade.

Both organisations intend to continue with their Christmas decorations for the short to medium term. Community feedback about the decorations albeit anecdotal, is mixed, ranging from very supportive, on the basis of community and economic benefit to opposed, on the basis of cost and the need to divert expenditure to higher priorities.

**Implications to Consider**

a. **Consultation with the Community**
   Should Council resolve to proceed with the concept, consultation with local business groups and the community generally would be initiated.

b. **Consultation with Government Agencies**
   City of Mandurah and City of Fremantle

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

   **Aspiration 13:** A community that is welcoming and desirable in the eyes of the residents and non-residents alike.

d. **Policy**
   Nil

e. **Financial**
   
   The initial cost of establishing a stock of Christmas decorations is likely to amount to $50,000 with a $10000 to $15000 annual cost thereafter for repairs and replacements. The annual cost of installation and removal is estimated to be approximately $20000 per annum. These amounts would require allocation in the 2013/2014 budget deliberations and appurtenant Team Plans within the Community Development Division.

f. **Legal and Statutory**
   Nil

**Comments**

In analysing the Fremantle and Mandurah examples, several differences emerge as to any proposal Rockingham might consider.

In an economic development context, the entire Fremantle CBD is essentially a retail area that would certainly benefit from attractive Christmas decorations given its competition with neighbouring retail attractors such as Garden City Shopping Centre at Melville and the Perth CBD, both of which carry extensive Christmas decoration. It could be argued that an absence of decoration in the Fremantle CBD, or the removal of the “switching on the lights” ceremony could have a negative impact on important Christmas retail activity and the local Fremantle economy generally.
The Mandurah example is intrinsically linked to their Christmas parade which is an extremely popular community event. Mandurah Terrace and the old traffic bridge is certainly not the hub of retail activity in the City notwithstanding that those patrons to the food and beverage precinct in the vicinity of Mandurah Terrace could benefit, as indeed the patrons of the Rockingham Waterfront Village precinct might with decorations in the vicinity of Bell and Churchill Parks.

In terms of economic benefit, Mandurah is very similar to Rockingham in having a “stand alone” shopping mall, outside of the originally established CBD, the management thereof investing heavily in Christmas decorations, retail promotions etc. Rockingham Shopping Centre management make a significant effort in creating a friendly and welcoming festive atmosphere within their facility.

It follows therefore that little economic development benefit would be generated from the installation of Christmas decorations in Rockingham, however the general amenity and “festive feel” of Rockingham could be improved and therefore add value to the City’s community development effort.

Some low cost opportunities do exist, including installation of festive message banners on existing street poles, coloured lights on one of the more significant trees in the waterfront area, perhaps with a “switching on ceremony” or even decorating the tower of the Administration Centre. All of these options would still bear a capital and operational cost, however nowhere near as much as the Mandurah or Fremantle models. Whether these activities would generate a “festive feel” given their relative isolation and low scale is questionable.

It is considered therefore that if the City does pursue the Christmas Decoration option it should do so on a scale that will provide a significant improvement to the festive amenity of identified target areas. Council should therefore be prepared to commit to at least $50000 initial capital expenditure, with $15000 per annum thereafter for replacements and repairs and the ongoing allocation of $20000 per annum for installation and removal. In essence, undertake the project on an appropriate scale or don’t do it at all.

The location of the decorations would be subject to further consideration, community discussion and Council decision however areas within the Waterfront Village and City Centre Precincts and their linking thoroughfares all present reasonable opportunities.

Such an activity would essentially be driven for community benefit, as opposed to economic development yield and as such be overseen by the Community Development Division.

The decision to proceed therefore essentially becomes one of resource allocation and a subjective assessment of what community benefit the decorations would return from the capital and operational funds that would be invested, balanced of course against the City’s other financial priorities.

On the basis that the City already invests significantly in a range of highly popular community based events and activities i.e Australia Day / New Year’s Eve and that little would be achieved in terms of economic development yield, it will be recommended that the concept not be proceeded with.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **NOT PROCEED** with the concept of installing Christmas decoration in public places in the City of Rockingham.

**Committee Recommendation**

That Council **ESTABLISH** the following Occasional Committee:

Christmas Decoration Occasional Committee
Terms of Reference
To investigate options for Christmas decorations within the City of Rockingham including ongoing replacement and repair costs with a projected budget of $50,000 per annum to be considered for the 2013/2014 financial year.

Committee Composition
3 Councillors
Executive Support – Manager Community Capacity Building

Committee Voting – 4/0

The Committee’s Reason for Varying the Officer’s Recommendation
The Committee changed the Officer’s recommendation for the Council to investigate options for Christmas decorations within the City of Rockingham including ongoing replacement and repair costs.

Implications of the Changes to the Officer’s Recommendation
Not Applicable
### Koorana Primary School Memorandum of Understanding (MoU) for Shared Facilities

**Reference No & Subject:** EP-007/13 / Koorana Primary School Memorandum of Understanding (MoU) for Shared Facilities

**File No:** R/44065

**Proponent/s:**
- Mr James Henson, Manager Parks Development
- Mr Adam Johnston, Manager Parks Operations

**Author:**
- Mr James Henson, Manager Parks Development
- Mr Adam Johnston, Manager Parks Operations

**Other Contributors:**
- Mr James Henson, Manager Parks Development
- Mr Adam Johnston, Manager Parks Operations

**Date of Committee Meeting:** 16 April 2013

**Previously before Council:**

**Disclosure of Interest:**

**Nature of Council's Role in this Matter:** Executive

**Site:**
- Lots 490 on Diagram 83997 and 4240 on Deposited Plan 21008

**Lot Area:**
- Lots 490 on Diagram 83997 and 4240 on Deposited Plan 21008

**Attachments:** Memorandum of Understanding

**Maps/Diagrams:** Aerial Image of subject site
Purpose of Report

For Council to adopt the Memorandum of Understanding (MoU) between the City of Rockingham and Minister for Education, for the maintenance of a shared community oval at Koorana Primary School; Lot 490 on Diagram 83997 and Lot 420 on Deposited Plan 21088.

Background

The City of Rockingham (City) and the Department of Education (School), has had a number of agreements which cover some but not all the shared spaces adjoining City controlled public open space.

The City previously agreed to be responsible for the ongoing maintenance of the entire oval and surrounds and the School agreed to contribute to specific proportions of such maintenance and to other charges as the City governs the bookings from a number of sporting clubs currently allocated common use of the reserve.

Details

To date, the maintenance costs have been reconciled per activity at the end of each financial year; however, it is proposed to replace the current fiduciary process with an agreed baseline rate, inclusive of all the maintenance activities, which can then be divided equally.

The agreed area under shared use is 1.3 hectares and maintenance costs for this area will be proportioned accordingly.

Implications to Consider

a. Consultation with the Community
   
   Not Applicable

b. Consultation with Government Agencies
   
   Negotiation regarding the development of the final agreement has been done in consultation with the Department of Education.
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 21 MAY 2013

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Corporate and Engineering Services Committee Minutes
Tuesday 16 April 2013

5. Strategic

Community Plan

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

Aspiration 5: Community facilities and services delivered in a timely manner, able to meet expectations and serve new and growing neighbourhoods.

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

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

d. Policy

Not Applicable

e. Financial

Funds are allocated in the Parks Operations budget for expenditure relating to the overall reserve maintenance.

A cost recovery contribution from the School will be required to cover the maintenance costs for the prescribed area identified in the MoU.

The calculated cost of routine maintenance of the grassed area of the shared facility is $2.03 per square metre per annum calculated from the City’s rate of $20,325 including GST per hectare as at the commencement date, with a Consumer Price Index (CPI) increase annually.

The following schedule identifies the breakdown of activity for the annual reserve maintenance:

<table>
<thead>
<tr>
<th>Description</th>
<th>Frequency (per annum)</th>
<th>Hours</th>
<th>Unit Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mowing Broad acre – Tractor</td>
<td>45</td>
<td>1</td>
<td>75</td>
<td>$3,375.00</td>
</tr>
<tr>
<td>Mowing Surrounds</td>
<td>25</td>
<td>2</td>
<td>30</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Granular Fertiliser Application</td>
<td>4</td>
<td>1</td>
<td>380</td>
<td>$1,520.00</td>
</tr>
<tr>
<td>Foliar Fertiliser Application</td>
<td>3</td>
<td>1</td>
<td>290</td>
<td>$870.00</td>
</tr>
<tr>
<td>Wetting Agent</td>
<td>2</td>
<td>1</td>
<td>650</td>
<td>$1,300.00</td>
</tr>
<tr>
<td>Broadacre Weed Control</td>
<td>1</td>
<td>1</td>
<td>300</td>
<td>$300.00</td>
</tr>
<tr>
<td>Sports Field Linemarking</td>
<td>2</td>
<td>1</td>
<td>480</td>
<td>$960.00</td>
</tr>
<tr>
<td>Irrigation Maintenance - Labour</td>
<td>25</td>
<td>1.5</td>
<td>60</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Irrigation Maintenance - Parts</td>
<td>item</td>
<td></td>
<td></td>
<td>$700.00</td>
</tr>
<tr>
<td>Irrigation Maintenance - Bore / Pump</td>
<td>item</td>
<td></td>
<td></td>
<td>$600.00</td>
</tr>
<tr>
<td>Topdressing - 10mm Biannually</td>
<td>item</td>
<td></td>
<td></td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Vertimow - Biannually</td>
<td>item</td>
<td></td>
<td></td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Coring / Decompaction - Biannually</td>
<td>item</td>
<td></td>
<td></td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 21 MAY 2013

<table>
<thead>
<tr>
<th>Description</th>
<th>Frequency (per annum)</th>
<th>Hours</th>
<th>Unit Rate $</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilities</td>
<td>item</td>
<td></td>
<td>$ 600.00</td>
<td></td>
</tr>
<tr>
<td>Sport Goal Post Repairs</td>
<td>item</td>
<td></td>
<td>$ 350.00</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$ 20,325.00</strong></td>
</tr>
<tr>
<td>Per Hectare Cost</td>
<td></td>
<td></td>
<td></td>
<td><strong>$ 20,325.00</strong></td>
</tr>
<tr>
<td>Square Metre Rate</td>
<td></td>
<td></td>
<td></td>
<td><strong>$ 2.033</strong></td>
</tr>
</tbody>
</table>

f. Legal and Statutory

The agreement is governed by the laws of the State of Western Australia. The Parties irrevocably submit to the non-exclusive jurisdiction of the courts of Western Australia.

All relevant Reserve Management Orders have been amended to allow the City the power to licence for the purpose of Public Recreation the whole of any portion thereof for a term of twenty one (21) years, pursuant to the provisions of section 18 of the Land Administration Act 1997.

In addition, in principal approval has been obtained from the Minister of Lands for the licence. This in principle approval to deal in Crown land is valid for six (6) months following execution of the documents and final approval is required by producing the final document to the Department of Regional Development and Lands for endorsement.

Comments

The final draft has been vetted by City Officer’s and is considered to represent good value when compared with equivalent expenditure for sports oval maintenance across the City.

In addition, the agreement does not negate any potential changes to existing land uses for future development.

It is therefore recommended the Chief Executive Officer sign the Memorandum of Understanding.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **APPROVE** the Memorandum of Understanding (MoU) between the City of Rockingham and Minister for Education for the maintenance of the shared space located at Koorana Primary School, Lot 490 on Diagram 83997 and Lot 420 on Deposited Plan 21088.

Committee Recommendation

That Council **APPROVE** the Memorandum of Understanding (MoU) between the City of Rockingham and Minister for Education for the maintenance of the shared space located at Koorana Primary School, Lot 490 on Diagram 83997 and Lot 420 on Deposited Plan 21088.

Committee Voting – 4/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
## Purpose of Report

Provide Council with details of the tenders received for Tender T12/13-70 – Verge waste collection services, document the results of the tender assessment and make recommendations regarding award of the tender.

## Background

Tender T12/13-70 – Verge waste collection services was advertised in the West Australian on Saturday 2 March 2013. The tender closed at 2.00pm, Wednesday 20 March 2013 and was publicly opened immediately after the closing time.

## Details

### Tender Summary:

The type of works to be undertaken under the Contract includes the delivery of verge waste collection management services for the City for green waste verge collection and bulk/recyclables waste verge collection services.

The period of the contract shall be from 1 July 2013 to 30 June 2014.
Tender submissions were received from:

<table>
<thead>
<tr>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>D&amp;M Waste Services</td>
</tr>
<tr>
<td>WA Recycling Service</td>
</tr>
<tr>
<td>KRS Contracting – Non-Conforming</td>
</tr>
</tbody>
</table>

A panel comprising Manager Waste Services, Manager Engineering Operations, Project Engineer, Waste and Landfill and the Procurement Coordinator undertook tender evaluations.

The tender submission received from KRS Contracting did not provide a rate for the collection of bulkwaste as required in the tender specifications and was therefore deemed non-conforming.

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

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>D&amp;M Waste Services</th>
<th>WA Recycling Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>10%</td>
<td>6.5%</td>
<td>5.1%</td>
</tr>
<tr>
<td>Performance and Experience of Tenderer</td>
<td>20%</td>
<td>17.3%</td>
<td>13.3%</td>
</tr>
<tr>
<td>Tenderers Resources &amp; Delivery</td>
<td>15%</td>
<td>13.5%</td>
<td>11.0%</td>
</tr>
<tr>
<td>Methodology Statement</td>
<td>20%</td>
<td>15.0%</td>
<td>13.8%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>35%</td>
<td>35.0%</td>
<td>33.9%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>87.3%</td>
<td>77.1%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Quantity</th>
<th>Unit</th>
<th>Rate per Unit</th>
<th>Amount ($) *</th>
<th>Rate per Unit</th>
<th>Amount ($) *</th>
</tr>
</thead>
<tbody>
<tr>
<td>3x Greenwaste - Cost per Collection per rateable residential property</td>
<td>44,000</td>
<td>ea</td>
<td>$ 4.50</td>
<td>$ 198,000</td>
<td>$ 4.50</td>
</tr>
<tr>
<td>1x Bulk/Recyclables - Cost per Collection per rateable residential property</td>
<td>44,000</td>
<td>ea</td>
<td>$ 9.50</td>
<td>$ 418,000</td>
<td>$ 10.25</td>
</tr>
<tr>
<td>Total Cost for 12 months (3 Greenwaste &amp; 1 Bulkwaste.)</td>
<td></td>
<td></td>
<td></td>
<td>$1,012,000</td>
<td></td>
</tr>
</tbody>
</table>

Subject to the mutual agreement of both the Principal and the Contractor, and with the absolute discretion of either party not to extend, the Contract may be extended for maximum of up to 12 additional calendar months.

### Implications to Consider

a. **Consultation with the Community**
   - Not Applicable

b. **Consultation with Government Agencies**
   - Not Applicable

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1 A table showing the annual cost of the verge waste tender was distributed at the Corporate and Engineering Services Committee and included in minutes.
C. Strategic

Community Plan

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

**Aspiration 12:** Carbon footprint reduction and waste minimisation programs centred upon public awareness and the use of new technologies.

d. Policy


e. Financial

The tender price is approximately $400,000 more than the 2012/2013 expenditure however this cost is recovered as part of the Domestic Local Government Waste Service Charges.

If the tender is awarded the 2013/2014 draft budget will be adjusted and the Domestic Local Government Waste Service Charges increased if necessary.

f. Legal and Statutory


Comments

Following consideration of the two conforming submissions received, both demonstrated a capacity to perform the services, however, the submission from D & M Waste Services when assessed against the tender criteria was considered to represent best value to the City and they are therefore recommended as the preferred tenderer.

The estimated cost for the service by D & M Waster Services is $1,012,000 for 2013/14 (calculated on 44,000 properties x 4 collections). Additional new properties will be included throughout the 2013/14 financial year therefore increasing the cost of the service.

Voting Requirements

Simple Majority

Officer Recommendation

That Council *ACCEPT* the tender submitted from D & M Waste Services, 163 Boomerang Road, Oldbury for Tender T12/13-70 - Verge waste collection services in accordance with the tender documentation for the contract period being from 1 July 2013 to 30 June 2014 for an estimated cost of $1,012,000.

Committee Recommendation

That Council *ACCEPT* the tender submitted from D & M Waste Services, 163 Boomerang Road, Oldbury for Tender T12/13-70 - Verge waste collection services in accordance with the tender documentation for the contract period being from 1 July 2013 to 30 June 2014 for an estimated cost of $1,012,000.

Committee Voting – 4/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
Purpose of Report

To seek Council approval to enter into a periodic lease agreement with Patrick Aan de Brugh for the 930sqm property at 204 Millar Road Baldivis, known as the Landfill Caretaker’s Residence.

Background

The facility was originally built to house the City’s contracted security company from 1995 through to August 2009. The house was then refurbished and leased to a City of Rockingham landfill employee on a periodic basis for a rent of $170 per week from November 2009 through to February 2013. The lease was conditional upon the tenant providing an after-hours security service and maintaining continued employment at the landfill facility.

In February 2013, landfill employee Patrick Aan de Brugh expressed an interest in leasing the property. There were no other expressions of interest in leasing the subject property.

Details

The house is 230sqm comprising of four bedrooms, two living areas, one dining area, two bathrooms, laundry, double lock up garage, patio/pergola area, garden shed, reverse cycle air conditioning to the main living area and security roller shutters on all windows.

The lease will be a conditional upon Patrick Aan de Brugh remaining employed at the landfill facility and effectively performing additional after hours security reporting. The lease will not be for a set term due to this condition and as such will be a periodic tenancy lease agreement rather than a
fixed term lease. A periodic residential tenancy lease agreement is for an unlimited time and enables the termination of lease with a minimum of 21 days written notice or by mutual agreement.

**Position of residential premises at the Millar Road Landfill Facility bordered in red**

The City's Health Services Department have advised that because the property sits within the landfill's buffer zone the property must only be leased for the purpose of a caretaker's residence and to persons employed at the landfill facility.

A property condition report has been completed for the property which will serve as a guide to the original condition of the property prior to tenancy and can be cross referenced at the time of lease termination.

**Implications to Consider**

**a. Consultation with the Community**

In February 2013 a notice was put up on the landfill lunch room/office notice board advising that expressions of interest were being taken for the property which was due to be available for rent. There has been no further advertising outside of the Landfill staff as the property should only be leased for residential purposes to an employee of the landfill facility for the secondary purpose of caretaker's residence.

**b. Consultation with Government Agencies**

Not Applicable

**c. Strategic Community Plan**

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

**Aspiration 2:** A safe community where residents feel secure, relaxed and comfortable within their home, work and social environments.
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 21 MAY 2013

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d. Policy

Nil

e. Financial

The tenant will be required to pay an initial bond payment of four weeks rent totalling $1000 and a pet bond of $260. At termination of the tenancy, should the property require any cleaning or maintenance works caused as a result of the tenant actions, outstanding utility usage costs, and fumigation (pet bond only) these costs will be paid from the bond monies. All remaining bond monies will be returned to the tenant after they have vacated the properties and all cleaning and maintenance has been completed.

The tenant will be responsible for all electricity sub meter charges.

The City will remain responsible for all expenses relating to bore licencing, land rates, telephone land line connection and any associated usage charges.

f. Legal and Statutory

Section 3.58 of the Local Government Act 1995 relates to the disposal of property, including leasing and covers the requirement to give public notice and the consideration of submissions in respect of proposals.

Regulation 30(2)(d) provides an exemption to the requirements of Section 3.58 as the lease is to a City employee for use as the employee’s residence.

The Residential Tenancy Act WA 1987 governs all residential tenancies, both fixed term and periodic. The Act provides the requirement for the tenant to be provided with a Tenant Guide as prepared by the Department of Commerce and it provides for all periodic tenancy conditions including proper notice, conditions of termination, maximum bond amounts, maintenance responsibilities and rent variation.

Comments

The proposed tenant has a wife and three children aged eight, six and three, own a small dog and are aware of the unique qualities of the property such as no mains water, high dust levels in warmer months, and restrictions on land line phone usage. There have been no objections to keeping a dog at the property from the Ranger Coordinator, Landfill Manager or Director of Engineering and Parks Services.

The proposed tenant has indicated a willingness to lease the property on a long term basis, have a good rental and payment history (Elders Real Estate Southern Gateway), and are considered as highly desirable tenant.

Considering the location of the subject property and the security monitoring aspect of the agreement, it is recommended that the lower rental figure of $250 per week be applied.

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVE entering into a periodic lease with Patrick Aan de Brugh for the Landfill Caretaker’s Residential property at 204 Millar Rd Baldivis for a weekly rental of $250 with the following conditions:

- Should the tenant cease employment at the landfill facility the lease must terminate within a maximum of twenty one days.
- The tenant must agree to provide regular access to Officers within the City’s Environmental Health Services Department for the purpose of testing drinking water quality.

2 The words ‘be applied’ had been omitted, now included.
- The tenant must agree not to use the landline phone connection excepting for security purposes or in case of emergency should mobile phone reception fail.

### Committee Recommendation

That Council **APPROVE** entering into a periodic lease with Patrick Aan de Brugh for the Landfill Caretaker’s Residential property at 204 Millar Rd Baldivis for a weekly rental of $250 with the following conditions:

- Should the tenant cease employment at the landfill facility the lease must terminate within a maximum of twenty one days.
- The tenant must agree to provide regular access to Officers within the City’s Environmental Health Services Department for the purpose of testing drinking water quality.
- The tenant must agree not to use the landline phone connection excepting for security purposes or in case of emergency should mobile phone reception fail.

Committee Voting – 4/0

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

Not Applicable

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

Not Applicable
## Purpose of Report

Provide Council with the details of the tenders received for Tender W12/13-67 – Period supply of electricity to nominated sites within the City, document the results of the assessment and make a recommendation regarding the award of the tender.

## Background

The City of Rockingham has a multitude of accounts with Synergy for the supply of electricity to City controlled properties at varying gazetted tariff rates. 21 of these sites consume greater or close to 50 megawatt hours per annum and are therefore contestable to the open market.

A study was conducted in November 2012 to examine the current peak and off peak energy usage rates at these sites at the current tariff rates. The results of this study indicated that the City would benefit by tendering these sites in the open market.

Tender W12/13-67 - Period supply of electricity to nominated sites within the City was sent out via the WALGA E-Quote system to Alinta, Synergy and Perth Energy on Wednesday, 13 February 2013. Tenders closed at 5.00pm Wednesday, 6 March 2013.
One tender submission was received from Synergy, details of which are as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Off Peak %</th>
<th>Annual KWhs</th>
<th>On Peak C/Per Kwh</th>
<th>Off Peak C/Per Kwh</th>
<th>Supplier Charge Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 1209 Crocker St, Rockingham WA 6168</td>
<td>46.24%</td>
<td>143,435</td>
<td>36.37</td>
<td>10.39</td>
<td>$3.1263</td>
</tr>
<tr>
<td>Lot 148 Rockingham Beach Rd, Rockingham WA 6168</td>
<td>73.71%</td>
<td>85,022</td>
<td>36.37</td>
<td>10.39</td>
<td>$3.1263</td>
</tr>
<tr>
<td>Okehampton Rd Warnbro WA, 6169</td>
<td>41.90%</td>
<td>148,222</td>
<td>36.37</td>
<td>10.39</td>
<td>$3.1263</td>
</tr>
<tr>
<td>Lot 104 Warnbro Sound Ave, Port Kennedy WA 6172</td>
<td>41.90%</td>
<td>158,908</td>
<td>36.37</td>
<td>10.39</td>
<td>$3.1263</td>
</tr>
<tr>
<td>Lot 2 Warnbro Sound Ave Port, Kennedy WA 6172</td>
<td>41.90%</td>
<td>132,975</td>
<td>36.37</td>
<td>10.39</td>
<td>$3.1263</td>
</tr>
<tr>
<td>Lot 102 Warnbro Sound Ave, Port Kennedy WA 6172</td>
<td>41.90%</td>
<td>125,112</td>
<td>36.37</td>
<td>10.39</td>
<td>$3.1263</td>
</tr>
<tr>
<td>Lot 8002 Kent St Rockingham, WA 6168</td>
<td>41.91%</td>
<td>116,079</td>
<td>36.37</td>
<td>10.39</td>
<td>$3.1263</td>
</tr>
<tr>
<td>Lot 103 Warnbro Sound Ave, Port Kennedy WA 6172</td>
<td>41.90%</td>
<td>105,410</td>
<td>36.37</td>
<td>10.39</td>
<td>$3.1263</td>
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<tr>
<td>Lot 1073 Albenga Pl Secret, Harbour WA 6173</td>
<td>41.90%</td>
<td>59,690</td>
<td>36.37</td>
<td>10.39</td>
<td>$3.1263</td>
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<tr>
<td>Lot 712 Harrington Waters Dr, Waikiki WA 6169</td>
<td>68.71%</td>
<td>62,926</td>
<td>36.37</td>
<td>10.39</td>
<td>$3.1263</td>
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<tr>
<td>U 2 Lot 2068 Arcadia Dr, Shoalwater WA 6169</td>
<td>41.90%</td>
<td>47,525</td>
<td>36.37</td>
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<tr>
<td>Flinders Lane Rockingham WA, 6168</td>
<td>68.71%</td>
<td>59,859</td>
<td>36.37</td>
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<tr>
<td>Lot 995 Navigator Dr Singleton, WA 6175</td>
<td>68.71%</td>
<td>51,490</td>
<td>36.37</td>
<td>10.39</td>
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<tr>
<td>Lot 11 Council Ave Rockingham, WA 6168</td>
<td>53.60%</td>
<td>380,799</td>
<td>36.37</td>
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<tr>
<td>Lot 277 McNicholl St, Rockingham WA 6168</td>
<td>43.20%</td>
<td>311,830</td>
<td>36.37</td>
<td>10.39</td>
<td>$3.1263</td>
</tr>
<tr>
<td>Lot 2237 Kitson St Lot 2237, Kitson St</td>
<td>69.36%</td>
<td>73,419</td>
<td>36.37</td>
<td>10.39</td>
<td>$3.1263</td>
</tr>
<tr>
<td>Lot 2170 Millar Rd W Baldivis, WA 6171</td>
<td>52.04%</td>
<td>148,685</td>
<td>36.37</td>
<td>10.39</td>
<td>$3.1263</td>
</tr>
<tr>
<td>Lot 149 Rockingham Beach, Rd Rockingham WA 6168</td>
<td>75.07%</td>
<td>92,212</td>
<td>36.37</td>
<td>10.39</td>
<td>$3.1263</td>
</tr>
<tr>
<td>Lot 634 Chelmsford Ave Port, Kennedy WA 6172</td>
<td>75.07%</td>
<td>58,323</td>
<td>36.37</td>
<td>10.39</td>
<td>$3.1263</td>
</tr>
<tr>
<td>Lot 30 Endeavour Dr Port, Kennedy WA 6172</td>
<td>75.07%</td>
<td>42,881</td>
<td>36.37</td>
<td>10.39</td>
<td>$3.1263</td>
</tr>
<tr>
<td>Lot 201 Central Prom, Rockingham WA 6168</td>
<td>42.47%</td>
<td>734,186</td>
<td>36.37</td>
<td>10.39</td>
<td>$3.1263</td>
</tr>
</tbody>
</table>

A panel comprising Manager Asset Services, Manager Procurement and Projects and the Procurement Coordinator undertook tender evaluations.

Implications to Consider

a. Consultation with the Community
   Nil

b. Consultation with Government Agencies
   Nil

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

   **Aspiration 7:** Community facilities and services that are well utilised, accessible and cost effective and where appropriate, multi-functional.
d. **Policy**


e. **Financial**

Annual expenditure for the 21 sites is approximately $900,000. This contract is estimated to reduce this amount by approximately 15% per year. Allowance has been made in the 2013/2014 draft budget for expenditure at these sites.

f. **Legal and Statutory**


**Comments**

Following consideration of the sole submission against the assessment criteria Synergy demonstrated the capacity to deliver the requirements of the tender satisfactorily and are therefore recommended as the preferred tenderer.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **ACCEPT** the tender submitted from Synergy, 228 Adelaide Terrace, Perth for Tender W12/13-67 – Period supply of electricity to nominated sites within the City, in accordance with the tender documentation for the contract period being from the date of award for a period 24 months.

**Committee Recommendation**

That Council **ACCEPT** the tender submitted from Synergy, 228 Adelaide Terrace, Perth for Tender W12/13-67 – Period supply of electricity to nominated sites within the City, in accordance with the tender documentation for the contract period being from the date of award for a period 24 months.

Committee Voting – 4/0

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

Not Applicable

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

Not Applicable
### Purpose of Report

To seek Council’s endorsement of the Chief Executive Officer’s proposed response to actions requested by the Counsel Assisting the Coroner as a result of a recent Coroner’s Inquest.

### Background

In December 2010 two men aged 37 and 31 died while attempting to walk across the sand bar which runs between Mersey Point and Penguin Island. An inquest was held before Coroner Mulligan from 18 to 25 February 2013 which explored the reasons for the deaths.

Correspondence dated 12 March 2013 was received from Counsel Assisting the State Coroner advising that the Coroner is considering making recommendations in relation to various matters and seeking a response from the City by 26 April 2013.

### Details

The strategies suggested by the Counsel Assisting the Coroner in the letter to the City dated 12 March 2013 referred to the placement of signage in the carpark and on the beach, as well as markers to be placed in the water showing the sand bar location. In addition it was indicated that the Coroner is considering recommending that the City:

* provide a small parcel of land at Mersey Point suitable for a storage building to be erected to house basic amenities and equipment necessary for Surf Lifesaving WA to operate,
* be accessible from the road by life guards,
* provide a permanent financial commitment in partnership with the Department of Environment and Conservation (DEC) to ensure that Surf Lifesaving WA can operate in this area.

**Implications to Consider**

a. **Consultation with the Community**
   Nil

b. **Consultation with Government Agencies**
   Discussions and meetings held with Department of Environment and Conservation and Department of Transport.

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

   **Aspiration 2:** A safe community where residents feel secure, relaxed and comfortable within their home, work and social environments

d. **Policy**
   Nil

e. **Financial**
   The majority of the proposed recommendations from the Coroner have minimal financial implications to the City, apart from the payment of an annual operational subsidy which is not a recommendation that is supported.

   The City has just ended the final year of a three year agreement with Surf Lifesaving WA (SLSWA) to provide a professional lifeguard service agreement for the Secret Harbour beach area from December 2012 to April 2013. The total cost of this agreement for the 2012/13 summer season was $48,520.96. The City has negotiated a new three year agreement with SLSWA for a similar financial cost in the coming year.

   The City currently provides a subsidy for the Secret Harbour Surf Lifesaving Club of $10,000 per financial year, from Foreshores and Beaches line items (Secret Harbour Foreshore Maintenance). In addition to this, the City provided a grant through the community grants program this financial year to the cost of $19,800 towards operational costs for the club.

f. **Legal and Statutory**
   The City is responsible for managing the land above the high water mark, which forms part of reserve 22948 which is vested in the City with the power to lease.

   Department of Environment and Conservation are responsible for the management of all foreshore land below the high water mark and for all activities that take place within the Shoalwater Marine Park. Therefore Department of Environment and Conservation are the responsible entity for the management of the sand bar crossing.

**Comments**

As indicated above the management responsibility of the sand bar crossing and for all activities past the high water mark rest with the state agencies DEC and Department of Transport (DoT).

The City has previously collaborated with officers from DEC and DoT in respect to the Mersey Point jetty and associated foreshore management requirements. Officers from both agencies are represented on the City’s Marine Infrastructure Advisory Committee, and these matters have been discussed at previous committee meetings.

In addition, following the tragic incident, discussions were held between the City and DEC in respect to the DEC implementing additional public safety measures for the management of the sand bar.
Following consideration of the matters raised in the correspondence received from the Counsel Assisting the Coroner, officers from Community Development and Engineering and Parks Services met to discuss these matters further, and following which it is suggested that the response by the City include the following:

The City continues to be willing to work in collaboration with DEC in respect to the implementation of management strategies initiated by either DEC or following a recommendation from the Coroner.

The City will consider any future request received from DEC or Surf Lifesaving WA for the placement of a small storage facility readily accessible to the life guards operating at Mersey Point.

The City will consider any future grant request received from Surf Lifesaving WA for equipment purchases required to operate at Mersey Point.

The City considers that the arrangement between DEC and Surf Lifesaving WA is a matter separate to the City and any financial arrangements including the payment of an operating subsidy is a matter for consideration by DEC.

The City meets significant annual maintenance costs associated with the jetty that services the commercial ferry operator and the DEC. In addition this area of coast is extremely dynamic and twice annually the City is required to excavate, stock pile and remove sand that is accreting at this location. The ongoing maintenance and foreshore management requirements and costs are met entirely by the City.

Voting Requirements

Simple Majority

Officer Recommendation

That Council SUPPORT the City’s position as outlined below in its response to the Counsel Assisting the Coroner;

1. The City continues to be willing to work in collaboration with Department of Environment and Conservation (DEC) in respect to the implementation of management strategies initiated by either DEC or following a recommendation from the Coroner.

2. The City will consider any future request received from DEC or Surf Lifesaving WA for the placement of a small storage facility readily accessible to the life guards operating at Mersey Point.

3. The City will consider any future grant request received from Surf Lifesaving WA for equipment purchases required to operate at Mersey Point.

4. The City considers that the arrangement between DEC and Surf Lifesaving WA is a matter separate to the City and any financial arrangements including the payment of an operating subsidy is a matter for consideration by DEC.

5. The City meets significant annual maintenance costs associated with the jetty that services the commercial ferry operator and the DEC. In addition this area of coast is extremely dynamic and twice annually the City is required to excavate, stock pile and remove sand that is accreting at this location. The ongoing maintenance and foreshore management requirements and costs are met entirely by the City.

Committee Recommendation

That Council SUPPORT the City’s position as outlined below in its response to the Counsel Assisting the Coroner;

1. The City continues to be willing to work in collaboration with Department of Environment and Conservation (DEC) in respect to the implementation of management strategies initiated by either DEC or following a recommendation from the Coroner.
2. The City will consider any future request received from DEC or Surf Lifesaving WA for the placement of a small storage facility readily accessible to the life guards operating at Mersey Point.

3. The City will consider any future grant request received from Surf Lifesaving WA for equipment purchases required to operate at Mersey Point.

4. The City considers that the arrangement between DEC and Surf Lifesaving WA is a matter separate to the City and any financial arrangements including the payment of an operating subsidy is a matter for consideration by DEC.

5. The City meets significant annual maintenance costs associated with the jetty that services the commercial ferry operator and the DEC. In addition, this area of coast is extremely dynamic and twice annually the City is required to excavate, stock pile and remove sand that is accreting at this location. The ongoing maintenance and foreshore management requirements and costs are met entirely by the City.

Committee Voting – 4/0

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

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