MINUTES
Corporate and Engineering Services Committee Meeting
Held on Tuesday, 15 May 2012 at 4:00pm
City of Rockingham Boardroom
City of Rockingham  
Corporate and Engineering Services Committee  
Meeting Minutes  
4:00pm Tuesday 15 May 2012

## CONTENTS

<table>
<thead>
<tr>
<th></th>
<th>Declaration of Opening</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Record of Attendance/Apologies/Approved Leave of Absence</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Responses to Previous Public Questions Taken on Notice</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Public Question Time</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Confirmation of Minutes of the Previous Meeting</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Matters Arising from the Previous Minutes</td>
<td>5</td>
</tr>
<tr>
<td>7</td>
<td>Announcement by the Presiding Person without Discussion</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>Declaration of Member’s and Officer’s Interest</td>
<td>5</td>
</tr>
<tr>
<td>9</td>
<td>Petitions/Deputations/Presentations/Submissions</td>
<td>5</td>
</tr>
<tr>
<td>10</td>
<td>Matters for which the Meeting may be Closed</td>
<td>5</td>
</tr>
<tr>
<td>11</td>
<td>Bulletin Items</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Corporate and General Management Services Information Bulletin – May 2012</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Engineering and Parks Services Information Bulletin – May 2012</td>
<td>7</td>
</tr>
<tr>
<td>12</td>
<td>Agenda Items – Corporate and Engineering Committee</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Corporate Services</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>CS-013/12 Rating Methodology 2012/13 Financial Year</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>CS-014/12 Quarterly Budget Review – May 2012</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>CS-015/12 Customer Service Charter</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>CS-016/12 Customer Service Review Committee Minutes held 26 April 2012</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>CS-017/12 Monthly Financial Management Report for February 2012</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Governance and Councillor Support</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>GCS-006/12 WALGA 2012 Local Government Convention and Annual General Meeting</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Economic Development</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>ED-006/12 Global Friendship Committee Minutes held 19 April 2012</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Strategy Coordination</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>SC-002/12 Risk Management Policy</td>
<td>30</td>
</tr>
</tbody>
</table>
CONFIRMED AT A CORPORATE AND ENGINEERING SERVICES MEETING HELD ON TUESDAY, 19 JUNE 2012

PRESIDING MEMBER

<table>
<thead>
<tr>
<th>Engineering and Parks Services</th>
<th>36</th>
</tr>
</thead>
<tbody>
<tr>
<td>EP-021/12 Disability Access Reference Group Minutes 4 April 2012</td>
<td>36</td>
</tr>
<tr>
<td>EP-022/12 Tender T12/13-12 Period Installation of Pipelines, Drainage Products and Associated Works</td>
<td>38</td>
</tr>
<tr>
<td>EP-023/12 Tender T12/13-03 – Structural Lining of Deteriorated Drainage Pipelines, End Sealing and Sealing of Junctions</td>
<td>41</td>
</tr>
<tr>
<td>EP-024/12 Tender T12/13-13 - Period Road Sweeper Hire</td>
<td>44</td>
</tr>
<tr>
<td>EP-025/12 Tender T12/13-16 – Period Supply of Herbicide and Pesticide Services for Turf, Horticultural, Conservation, Kerb line and Footpath Treatments</td>
<td>47</td>
</tr>
<tr>
<td>EP-026/12 Rockingham RoadWise Advisory Committee Minutes 2 April 2012</td>
<td>50</td>
</tr>
<tr>
<td>EP-027/12 Tender T11/12-67 Design, Demolition and Replacement of the Point Peron Boat Ramp Finger Jetties</td>
<td>51</td>
</tr>
<tr>
<td>EP-028/12 Street Name Signage Standard</td>
<td>55</td>
</tr>
</tbody>
</table>

13. Reports of Councillors | 58 |
14. Addendum Agenda | 58 |
15. Motions of which Previous Notice has been Given | 58 |
16. Notices of Motion for Consideration at the Following Meeting | 58 |
17. Urgent Business Approved by the Person Presiding or by Decision of the Committee | 58 |
18. Matters Behind Closed Doors | 58 |
19. Date and Time of Next Meeting | 58 |
20. Closure | 58 |
# City of Rockingham
## Corporate and Engineering Services Committee
### Meeting Minutes
#### Tuesday 15 May 2012 - Council Boardroom

### 1. Declaration of Opening
The Chairman declared the Corporate and Engineering Services Committee Meeting open at **4:00pm** and welcomed all present.

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

<table>
<thead>
<tr>
<th>2.1 Councillors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Barry Sammels</td>
</tr>
<tr>
<td>Cr Lorraine Dunkling</td>
</tr>
<tr>
<td>Cr Allan Hill</td>
</tr>
<tr>
<td>Cr Ron Pease</td>
</tr>
<tr>
<td>Cr Joy Stewart</td>
</tr>
<tr>
<td>Cr Chris Elliott</td>
</tr>
<tr>
<td>Chairperson</td>
</tr>
<tr>
<td>Observer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.2 Executive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Andrew Hammond</td>
</tr>
<tr>
<td>Mr Chris Thompson</td>
</tr>
<tr>
<td>Mr John Pearson</td>
</tr>
<tr>
<td>Mr James Henson</td>
</tr>
<tr>
<td>Mr Kelton Hincks</td>
</tr>
<tr>
<td>Mr Ben Searcy</td>
</tr>
<tr>
<td>Ms Karin Strachan</td>
</tr>
<tr>
<td>Mr Allan Moles</td>
</tr>
<tr>
<td>Mr Peter Varris</td>
</tr>
<tr>
<td>Mrs Jelette Edwards</td>
</tr>
<tr>
<td>Ms Nolliaig Baker</td>
</tr>
<tr>
<td>Ms Sue Langley</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Director Engineering and Parks Services</td>
</tr>
<tr>
<td>Director Corporate Services</td>
</tr>
<tr>
<td>Manager Parks Development</td>
</tr>
<tr>
<td>Manager Asset Services</td>
</tr>
<tr>
<td>Manager Human Resource Development</td>
</tr>
<tr>
<td>Manager Strategy Coordination</td>
</tr>
<tr>
<td>Manager Financial Services</td>
</tr>
<tr>
<td>Manager Governance and Councillor Support</td>
</tr>
<tr>
<td>Governance Coordinator</td>
</tr>
<tr>
<td>Economic Development Officer</td>
</tr>
<tr>
<td>Secretary Governance and Councillor Support</td>
</tr>
</tbody>
</table>

| Members of the Public: Nil |
| Press: 1 |

| 2.3 Apologies: Nil |
| 2.4 Approved Leave of Absence: Nil |

### 3. Responses to Previous Public Questions Taken on Notice
Nil
4. Public Question Time

4:01pm The Chairman invited members of the Public Gallery to ask questions. There were none.

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

Moved Cr Dunkling, seconded Cr Hill:

That Council CONFIRM the Minutes of the Corporate and Engineering Services Committee Meeting held on 17 April 2012, as a true and accurate record.

Committee Voting – 4/0

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

Nil

7. Announcement by the Presiding Person without Discussion

4:02pm The Chairman announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the Council meeting.

8. Declarations of Members and Officers Interests

The Chairman asked if there were any interests to declare. There were none.

9. Petitions/Deputations/Presentations/Submissions

9.1 Petitions

During the meeting Cr Elliott tabled a petition comprising 237 signatures requesting Council to install a freshwater tap with hose cock to be located at the junction of the beach path and public car park for the dog beach situated at the western end of Crystaluna Drive and the southern end of Marillana Drive in Golden Bay.

10. Matters for which the Meeting may be Closed

Nil

11. Bulletin Items

Corporate and General Management Services Information Bulletin – May 2012

Corporate Services
1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Customer Request Management System
   3.2 Mobile Computing (AIM) Licensing Fees
   3.3 Disaster Recovery Solution
4. Information Items
   4.1 Change of Basis of Rates
   4.2 List of Payments
Governance and Councillor Support
1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Totally and Partially Disabled Veterans of WA (Inc.)
   4.2 National Sea Change Taskforce Newsletter
   4.3 Council Policy Review
   4.4 Local Government Amendment Act 2012

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

Economic Development
1. Economic Development Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Printing and Graphic Design Services
   3.2 Leadership Forum
   3.3 Collateral Print and Distribution Audit
   3.4 Global Friendship
   3.5 Social Media
   3.6 Tourism Strategy
4. Information Items
   4.1 Film Permit
   4.2 Media Tracking

Strategy Coordination
1. Strategy Coordination Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Establishing linkages between the Community Plan, the Specific Purpose Plans and the Team Plans
   4.2 2011 Customer Satisfaction Survey
   4.3 Coordinating the development of a 10 year infrastructure plan
   4.4 Coordinating the development and implementation of a Development Contribution Scheme
   4.5 Operational Team Plans
   4.6 New Ideas Incentive Scheme
   4.7 City Scoreboard
   4.8 Climate Change Response Plan
   4.10 Integrated Risk Management Framework for the City of Rockingham
   4.11 LGMA Challenge
   4.12 Other initiatives that the Strategy Coordination team is involved with
Committee Recommendation

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – May 2012 and the contents be accepted.

Committee Voting – 4/0

Engineering and Parks Services Information Bulletin – May 2012

Engineering Services
1. Engineering Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Delegated Authority for approval of Directional Signage
   4.2 Delegated Authority for Thoroughfare Closures
   4.3 Local Area Traffic Management and Road Safety Design Projects 2011/2012
   4.4 Delegated Authority for approval of Engineering Drawings - Subdivisions
   4.5 Delegated Authority for acceptance of As-Constructed Engineering Drawings - Subdivisions
   4.6 Delegated Authority to approve the release of Bonds for private subdivisional works
   4.7 Handover of Subdivisional Road
   4.8 Delegated Authority for the payment of Crossover Subsidies
   4.9 Mundijong Road Extension (Auslink Funded)

Engineering Operations
1. Engineering Operations Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Road Construction Program Roads to Recovery 2011/12
   4.2 Road Construction Program Main Roads Direct Grant 2011/12
   4.3 Road Construction Program Main Roads Grant 2011/12
   4.4 Road Construction Program Federal Black Spot 2011/12
   4.5 Road Construction Program State Black Spot 2011/12
   4.6 Road Construction Program Municipal Works 2011/12
   4.7 Road Resurfacing Program Municipal Works 2011/12
   4.8 Footpath Construction Program Municipal Works 2011/12
   4.9 Road Maintenance Program 2011/12
   4.10 Passenger Vehicle Fleet Program 2011/12
   4.11 Light Commercial Vehicles Program 2011/12
   4.12 Heavy Plant Program 2011/12

Parks Development
1. Parks Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Warnbro Dunes Car Park Shoring
4. Information Items
   4.1 Groundwater Monitoring
   4.2 Kent Street Community Arts Centre Landscape Project
   4.3 Lake Richmond Heritage Listing
<table>
<thead>
<tr>
<th>4.4</th>
<th>Delegated Subdivision Public Open Space Handovers</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.5</td>
<td>Delegated Public Open Space Approvals</td>
</tr>
<tr>
<td>4.6</td>
<td>Memorial Seat Approvals</td>
</tr>
</tbody>
</table>

**Asset Management**
1. Asset Management Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Road Reserve and Footpath Survey
4. Information Items
   4.1 Asset Management Improvement Strategy
   4.2 Asset Systems Management
   4.3 Lease Management
   4.4 Engineering & Parks Financial Control

**Building Maintenance**
1. Building Maintenance Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Building Condition Survey
4. Information Items
   4.1 Building Maintenance
   4.2 Graffiti Removal
   4.3 Street Lighting Maintenance

**Capital Projects**
1. Capital Projects Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Coastal Management Consultants (Sand Drift/Erosion Problems)
   3.2 Coastal Infrastructure Facilities Consultant (Jetties/Boat Ramp Planning)
   3.3 Lighting Consultants (Technical Planning/Design, Underground Power Program)
   3.4 Major Project Property Development Planning (Design Modifications/Tender Planning/Structural Testing)
   3.5 Hymus Street Erosion Strategy
4. Information Items
   4.1 Delegated Written Notification of Successful Tenders
   4.2 Delegated Release of Retention/Bank Guarantee’s
   4.3 Proposed Shoalwater North Underground Power Project
   4.4 2012 Public Area Lighting and Arterial Lighting
   4.5 Lark Hill Wind Turbine
   4.6 Bent Street Boat Launching Facility – Proposed Navigation Channel
   4.7 Point Peron Boat Launching Facility
   4.8 Waikiki Foreshore Protection Works - RLGIP
   4.9 Museum Roof Replacement
   4.10 Aqua Jetty – Replace/Upgrade HVAC Services
   4.11 Bert England Lodge - Compliance
   4.12 Bell Park Toilet – Replacement including Curfew Lockout System
   4.13 Francis Street Toilets – Internal/External Renovations
   4.14 Aquatic Centre – Renewal of Toilets/Unisex/Change Rooms
   4.15 Challenger Court – Master Metering and Replacement Distribution Boards
4.16 Baldivis Library - Design
4.17 Aqua jetty – Solar Heating
4.18 Baldivis Old School - Redevelopment

**Waste & Landfill Services**
1. Waste & Landfill Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Waste kerbside collection
   4.2 240 litre bin recycling service
   4.3 240 litre bin recycling participation statistics
   4.4 Destroyed and stolen refuse bins (domestic only)
   4.5 Landfill statistics
   4.6 Education and promotion
   4.7 Landfill power station
   4.8 T11/12-56 Supply, delivery and licensing of one rear loading refuse truck with optional trade of Council’s existing rear loading refuse truck 1987

**Committee Recommendation**

That Councillors acknowledge having read the Engineering and Parks Services Information Bulletin – May 2012 and the contents be accepted.

Committee Voting – 4/0
12. Agenda Items

Corporate Services

Corporate and Engineering Services
Corporate Services

Reference No & Subject: CS-013/12
File No: RTV/11
Proponent/s: Mr John Pearson, Director Corporate Services
Author: Mr John Pearson, Director Corporate Services
Other Contributors:
Date of Committee Meeting: 15 May 2012
Previously before Council:
Disclosure of Interest:
Nature of Council’s Role in this Matter: Executive Function

1. Purpose of Report

This report is written to adopt “in principle” proposed rates in the dollar for the 2012/13 financial year.

The recommendations involve the following:

- Increase the GRV rate in the dollar by 15% in all GRV rating differential categories
- Make no changes to Rural Unimproved UV category
- Increase the Rural Improved UV category rate in the dollar by 42%
- Increase the Urban Farmland UV rate in the dollar by 14.5%
- Increase minimum payments for GRV properties from $699 to $799
- Reduce minimum payments for UV properties from $490 to $425

The new yield from all rates for the 2012/13 year is projected to be some $52.398 million excluding any specified area rates associated with underground power and Harrington Waters. All money from rates is used across a wide array of services.
2. **Background**

A City Business Plan has been prepared that indicates the level of rates needed to service current and future City requirements. This plan provided detailed financial information for the City which gave clarity to rate changes needed. The rate changes recommended are in accordance with previous resolutions of Council associated with the City Business Plan.

3. **Details**

The City has received new valuations for properties in the UV category from Landgate which are required to be utilised for rate calculations in the 2012/13 financial year. Valuations received for UV properties increased by approximately 3.3%. Should the officer recommendation be endorsed by Council, the total rate yield for the 2012/13 financial year will be $52.398 million.

4. **Implications to Consider**

a. **Consultation with the Community**
   
   Nil at this stage. Advertising of rate differentials will be in accordance with 6.36 of the Local Government Act 1995. The community has an opportunity to provide comment from this advertising process.

b. **Consultation with Government agencies**

   Nil

c. **Strategic**

   The recently endorsed Community Plan requires the investigation of new revenue streams. To this end, the endorsement of rate changes assists in revenue creation and ensures service delivery and asset preservation.

   It is of critical strategic importance that the City of Rockingham maintains a solid rate foundation that is above natural growth. Given the City’s current low rate revenue and the enormous need for infrastructure in the future, it is imperative that revenue be created to ensure the City’s prosperity.

d. **Policy**

   Nil

e. **Financial**

   The adoption “in principle” of the proposed rates for the 2012/13 are anticipated to yield approximately $52.398 million. This is a net increase of $6.745 million.

   The attached chart to this report provides further explanation.

f. **Legal and Statutory**

   Adoption of rates normally occurs at budget adoption time, which is proposed to occur in June 2012. This report proposes to adopt the rate levels “in principle” at this time.

   It is a requirement under section 6.36 of the Local Government Act 1995 that where a Council elects to utilise Differential Rates then it shall advertise its intention to do so, and call for submissions for a period of least 21 days before any further action occurs. Further, in accordance with Section 6.33 (3) of the Local Government Act 1995), ministerial approval will be required to impose a differential rate that is more than twice the lowest differential general rate imposed. With proposed rates presented for endorsement by Council at this meeting, ministerial approval will not be required.
5. Comments

Council staff has presented to Council a long term business plan that integrates suitable financial models. The plan indicates the need to spend significant resources on asset preservation. There are expectations by the community that the Council will act in a wide variety of fields; in the majority of cases this involves additional costs.

The proposals contained within this report are for the 2012/13 financial year.

GRV Properties – Proposed Rates

The Rates Model includes a new GRV rate in the dollar of 6.8655 cents for residential properties (including Residential Rural Improved), and other GRV properties classified/coded as Commercial or Industrial properties. This is a 15% increase on the prior year.

GRV properties classified/coded as Broadacre Residential Unimproved, Broadacre Development and Residential Unimproved Rural are proposed to be 11.73 cents in the dollar, an increase of approximately 15% on the year prior.

UV Properties – Proposed Rate

Actual UV rate in the dollars are listed as follows:

- Rural Improved - .098 cents in the dollar
- Rural Unimproved - .079 cents in the dollar
- Urban farmland - .079 cents in the dollar

Minimum Rate - GRV

It is proposed that these be increased from $699 to $799 for the 2012/13 year.

Minimum Rate – UV

It is proposed that these be decreased from $490 to $425 for the 2012/13 year.

6. Voting Requirements

Simple Majority

This is all that is required, as the matter is merely an "in principle" issue at this time, as the formal adoption of rates is part of the budget resolutions.

7. Officer Recommendation

That Council ADOPT “in principle” the following rates in the dollar and minimum rates for the 2012/13 financial year:

1. Residential GRV rate of 6.8655 cents in the dollar
2. Commercial/Business GRV rate of 6.8655 cents in the dollar
3. Light Industry GRV rate of 6.8655 cents in the dollar
4. General Industry GRV rate of 6.8655 cents in the dollar
5. Residential Rural Improved GRV rate of 6.8655 cents in the dollar
6. A GRV differential for Broadacre Residential Unimproved rate of 11.73 cents in the dollar
7. A GRV differential for Residential Unimproved Rural rate of 11.73 cents in the dollar
8. A GRV differential for Broadacre Development rate of 11.73 cents in the dollar
9. A UV Rural Improved rate of .098 cents in the dollar
10. A UV Rural Unimproved rate of .079 cents in the dollar
11. A UV Urban Farmland rate of .079 cents in the dollar
12. A minimum rate of $799 for all properties rates on GRV
13. A minimum rate of $425 for properties on UV
8. Committee Recommendation

That Council **ADOPT** “in principle” the following rates in the dollar and minimum rates for the 2012/13 financial year:

1. Residential GRV rate of 6.8655 cents in the dollar
2. Commercial/Business GRV rate of 6.8655 cents in the dollar
3. Light Industry GRV rate of 6.8655 cents in the dollar
4. General Industry GRV rate of 6.8655 cents in the dollar
5. Residential Rural Improved GRV rate of 6.8655 cents in the dollar
6. A GRV differential for Broadacre Residential Unimproved rate of 11.73 cents in the dollar
7. A GRV differential for Residential Unimproved Rural rate of 11.73 cents in the dollar
8. A GRV differential for Broadacre Development rate of 11.73 cents in the dollar
9. A UV Rural Improved rate of .098 cents in the dollar
10. A UV Rural Unimproved rate of .079 cents in the dollar
11. A UV Urban Farmland rate of .079 cents in the dollar
12. A minimum rate of $799 for all properties rates on GRV
13. A minimum rate of $425 for properties on UV

Committee Voting – 4/0

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

Not applicable

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

Not applicable
4:15pm Prior to discussing this item Cr Elliott requested permission from the Chair to table a petition requesting Council to install a freshwater tap with hose cock to be located at the junction of the beach path and public car park for the dog beach situated at the western end of Crystaluna Drive and the southern end of Marillana Drive in Golden Bay.

Corporate and Engineering Services
Corporate Services

Reference No & Subject: CS-014/12 Quarterly Budget Review – May 2012
File No: FLM/17-04
Proponent/s: Mr Allan Moles, Manager Financial Services
Author:
Other Contributors:
Date of Committee Meeting: 15 May 2012
Previously before Council: 
Disclosure of Interest: Executive Function
Nature of Council’s Role in this Matter: Executive Function

1. Purpose of Report
To present the May 2012 Quarterly Budget Review for Council’s consideration and to seek Council’s authorisation of the budget amendments arising from the review.

2. Background
The City of Rockingham undertakes quarterly budget reviews to monitor its financial performance against the annual budget and to review projections to the end of the financial year. Any variations to the annual budget arising from the review process are presented for Council’s consideration and authorisation.

3. Details
The May 2012 Quarterly Budget Review includes details of transactions during the July 2011 – April 2012 period and adjustments required to the annual budget. The document includes the following information:
1. Summary of Budget Position
2. Detailed statement of Operating Revenue and Expenditure by Department
3. Detailed statement of Non-Operating Revenue and Expenditure
4. Detailed statement at Work Order level.

4. Implications to Consider

a. Consultation with the Community
   Not applicable

b. Consultation with Government Agencies
   Not applicable

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

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

d. Policy
   Nil

e. Financial
   The net result of the Quarterly Budget Review is a small unrestricted surplus of $208,162.
   This figure is made up as follows,
   
   **Anticipated closing surplus position** $5,661,255
   **Less: Funds carried over for incomplete projects** $4,353,093
   **Less: Restricted funds (unspent grants)** $1,100,000
   **Unrestricted Surplus** $208,162

f. Legal and Statutory
   Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires local governments to undertake a budget review between 1 January and 31 March in each financial year. Within 30 days of the review being completed it is to be presented to Council. Council is to consider the review submitted and is to determine (by absolute majority) whether or not to adopt the review, any parts of the review or any recommendations made in the review. Within 30 days after Council has made a determination, a copy of the review and documentation is to be provided to the Department of Local Government.

5. Comments

The main amendments proposed in the Budget Review are summarised below.

Funds have been carried forward for work and projects not expected to be completed by the end of June 2012 totalling $4,353,093 which is after any matching revenue expected. These projects include,

<table>
<thead>
<tr>
<th>Project</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mundijong Road</td>
<td>$8,552,354</td>
</tr>
<tr>
<td>Karnup District Water Management Plan</td>
<td>$183,000</td>
</tr>
<tr>
<td>Folly Road Sports Complex Feasibility Study</td>
<td>$150,000</td>
</tr>
<tr>
<td>Decorative Street Lighting Replacement</td>
<td>$100,000</td>
</tr>
<tr>
<td>Various plant purchases including 4 x Rubbish Trucks</td>
<td>$2,087,000</td>
</tr>
<tr>
<td>Singleton Master Plan</td>
<td>$199,480</td>
</tr>
</tbody>
</table>
Operating revenue has increased by $937,218 however this is largely due to the receipt of $836,250 grant funding for the Baldivis Library which is restricted funds.

Operating expenditure is expected to be $4.0 million less than anticipated however $944,900 is non-cash expenses and more than $1.7 million is due to salary costs being less than budgeted. This is mainly due to long service leave entitlements not taken during the year and it is proposed to transfer $1.5 million to the Employee Leave Reserve. An additional $1.5 million is also proposed to be transferred to the Refuse Reserve.

The final surplus/deficit position is reported as a surplus of $5,661,255 however this is dependent on the amount of incomplete works at the end of the financial year.

6. Voting Requirements

Absolute Majority

7. Officer Recommendation

That Council:

1. ADOPT the May 2012 Quarterly Budget Review; and
2. AMEND the budget accordingly.

8. Committee Recommendation

That Council:

1. ADOPT the May 2012 Quarterly Budget Review; and
2. AMEND the budget accordingly.

Committee Voting – 4/0

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

Not applicable

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

Not applicable
1. **Purpose of Report**

To consider updating the policy which outlines the City’s acceptable customer service standards (Customer Service Charter).

2. **Background**

In February 2010, Council adopted the City’s Customer Service Charter which set out the City’s commitment to providing quality services, the benchmark to measure performance by and provided staff with clear standards for which they should strive.

3. **Details**

In February 2012, Council endorsed the introduction of social media as an additional platform to the City’s existing marketing and communication activities. The Social Media Strategy outlines the requirement for social media requests to be responded to within a 24 hour timeframe (excluding weekends and public holidays). As a result, the City’s Customer Service Charter needs to be updated to reflect the additional communication channels and provide appropriate response times.

4. **Implications to Consider**

a. **Consultation with the Community**

   Nil
b. **Consultation with Government Agencies**
   Nil

c. **Strategic**
   **Community Plan**
   This item addresses the Community’s Vision for the future and specifically the following Aspiration/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**
   Customer Service Charter

e. **Financial**
   Nil

f. **Legal and Statutory**
   Nil

5. **Comments**
   The Customer Service Charter has been updated to include Social Media requests with the requirement for all requests to be responded to within one business day.

6. **Voting Requirements**
   Simple Majority

7. **Officer Recommendation**
   That Council **ADOPT** the revised Customer Service Charter:

8. **Committee Recommendation**
   That Council **ADOPT** the revised Customer Service Charter:

   **City of Rockingham**
   
   **Customer Service Charter**

   **Our commitment**
   The City of Rockingham is committed to providing you with a friendly, positive, professional and efficient service. Our Customer Service Charter outlines our commitment and gives you standards against which to measure our performance. It also provides our staff with clear standards to aspire to. We will continually strive to improve the quality and standard of our service.

   **Our Community’s vision for the future**
   The community, in partnership with Council has developed a clear and powerful vision for the future of the City of Rockingham. This vision will guide and assist us with our continuing journey in leading Rockingham’s evolution into one of the safest, most liveable and sustainable Cities in the nation.

   **Who are our Customers**
   Our Customer Service Charter relates to any person or organisation having dealings with the City of Rockingham.

   **Service standards you can expect**
   We will:
   - Treat customers with courtesy, respect and understanding
- Deal with your request promptly
- Supply our customers with accurate information
- We will take ownership of your enquiry and always strive for first contact resolution
- Ensure our website will contain quality and easily accessible information

In person
- We will provide you with a friendly, positive, professional and efficient service
- Our frontline Customer Service staff will wear our corporate uniform
- All staff will wear a name badge
- We will listen and discuss your requirements in full
- We will take ownership of your enquiry and strive for first contact resolution
- If our Customer Service staff are unable to assist because your enquiry requires specialised information, the appropriate officer will be called to the counter and will attend within five minutes
- If the Officer you have requested is not available we will ensure an appropriate officer will attend to your enquiry. Alternatively, we will arrange for the Officer to contact you to arrange an appointment

On the Telephone
- We will endeavour to answer your call within six rings
- We will provide a 24-hour telephone service for after hours and emergency calls
- We will answer all calls courteously and introduce ourselves using our first name
- We will make every effort to take ownership of your enquiry to reduce transferred calls
- When we need to transfer your call, we will ensure that you are put in contact with the most appropriate person
- We will return any messages within one (1) business day

Social Media
- We will reply to your query within one (1) business day.

In writing (including letters, email & fax)
- We will write to you in clear, concise language that is easily understood
- We will send out standard information within 24 hours
- Upon receipt of your enquiry or request for service, we will send you an acknowledgement card, which will provide you with a reference number and the contact details of the Officer handling your enquiry
- General correspondence will be responded to within seven (7) working days
- If your enquiry is complex and requires in-depth research or is of a technical nature that will take longer than seven (7) working days, we will acknowledge your letter, provide details of the Officer handling your enquiry and where possible provide a completion date

Freedom of Information
The Freedom of Information Coordinator is required to deal with FOI requests in accordance with the Principles of Administration set out in Section 4 of the Freedom of Information Act 1992. The Freedom of Information Coordinator will:
- Assist customers to obtain access to documents
- Allow access to documents to be obtained promptly
- Assist customers to ensure that personal information contained in documents is accurate, complete, up to date and not misleading
If you require any further information on Freedom of Information, please contact the FOI Coordinator:
- Telephone: 08 9528 0333
- Email: council@rockingham.wa.gov.au

The City of Rockingham Freedom of Information – Information Statement is available from our website: www.rockingham.wa.gov.au

Disability Access and Inclusion

The City of Rockingham acknowledges that people with disabilities are valuable members of our community who are entitled to equitable access to services and facilities. For Customers having difficulties accessing some of the City’s services due to a disability, the City can provide the services of an interpreter upon request. All of the documents produced by the City are available in alternate formats. The City also participates in the Better Hearing Australia initiative.

For further information on the City’s Disability Access and Inclusion Plan:
- Visit the City’s website www.rockingham.wa.gov.au or
- Telephone 08 9528 0333

How you can help us meet our commitment

We ask you to:
- Treat our staff how you would like to be treated
- Have a note pad and pen on hand when you call the City
- Supply us with complete and accurate information
- Inform us promptly of any change of address
- Phone the Officer nominated on correspondence sent to you and quote the reference number

We value your feedback

We would like to hear from you whether you have a request for service, a complaint or compliment.
- In person: Administration Building
  Civic Boulevard, Rockingham
  Monday to Friday
  8.30am to 4.30pm
- By phone: 08 9528 0333
- By Fax: 08 9592 1705
- By writing to: Chief Executive Officer
  City of Rockingham
  PO Box 2142
  ROCKINGHAM DC WA 6967
- By email: council@rockingham.wa.gov.au
- Social Media: www.facebook.com/city-of-rockingham
- Website: www.rockingham.wa.gov.au

Your feedback assists us to monitor the quality and standard of our service.

Committee Voting – 4/0

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

Not applicable

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

Not applicable
Corporate and Engineering Services Advisory and Occasional Committee Minutes
Corporates Services

1. **Receipt of Minutes**

That Council receive the minutes of the Customer Service Review Committee meeting held on Thursday, 26 April 2012 for information.

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

2.1 **Recommendation 1**: Service complaint from Mr and Mrs Dorritt about the decision not to reissue tip passes

**Advisory Committee Recommendation:**

That Council DIRECT the Chief Executive Officer to take the following action:

- Provide a refund of $30.00 for landfill entry fees;
- Provide 2 x Green Waste and 2 x General Waste tip passes;
- Correspond with Mrs Dorrit in order to resolve concerns she has raised in relation to the manner in which the matter was dealt with by customer service staff.

**Implications to Consider**

a. **Strategic**

   Community Plan

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

b. Policy
The City does not currently have a policy for tip passes. A policy will be developed as part of the review of the waste strategy.

c. Financial
In the 2010/11 Financial Year the City reissued 773 tip passes. The total value of the reissue was approximately $160,000.

The City is aware that there is a market for the sale of tip passes. Residents have been known to offer their tip passes for sale on online classifieds (such as Gumtree).

The 2011/12 Tip passes hold a value of $210.00

d. Legal and Statutory
Nil

e. Voting Requirements
Simple Majority

Officer Comments & Recommendation if Different to Committee Recommendation
Nil

3. Committee Recommendation

That Council:
1. RECEIVE the minutes of the Customer Service Review Committee meeting held on Thursday, 26 April 2012 for information.
2. DIRECT the Chief Executive Officer to take the following action:
   - Provide a refund of $30.00 for landfill entry fees;
   - Provide 2 x Green Waste and 2 x General Waste tip passes;
   - Correspond with Mrs Dorrit in order to resolve concerns she has raised in relation to the manner in which the matter was dealt with by customer service staff.

Committee Voting – 4/0

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

Not applicable

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

Not applicable
### Purpose of Report
To receive the monthly Financial Management Report for March 2012

### 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
- **Consultation with the Community**
  
  Not Applicable
b. **Consultation with Government agencies**
   Not Applicable

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

d. **Policy**
   Nil

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

f. **Legal and Statutory**

5. **Comments**
   The numerous variances identified will be reviewed within the current budget review.

6. **Voting Requirements**
   Simple Majority

7. **Officer Recommendation**

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

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

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

Council nomination of voting delegates and consideration of motions for submission to the Western Australian Local Government Association (WALGA) Annual General Meeting.

2. Background

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

3. Details

The 2012 Convention will be held at the Perth Convention and Exhibition Centre from Wednesday 1 August to Friday 3 August 2012, with the AGM being held on the afternoon of the opening day (Wednesday 1 August 1:30 – 5:30pm).

WALGA has invited representatives from Council to attend the Convention, to nominate two (2) voting delegates for the AGM and to submit motions for consideration on the AGM Agenda. The closing date for submission of motions to the AGM is close of business Monday 4 June 2012.
WALGA provide the following guidelines for formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- AGM motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

4. **Implications to Consider**

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

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

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

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

d. **Policy**
   Council Policy – *Councillor Attendance at Conferences*, states “All Councillors are entitled to attend Conferences held in the Perth metropolitan area and Peel region provided that no more than four (4) Councillors attend each Conference”.

e. **Financial**
   Funds totalling $26,000 has been provided in the 2011-2012 budget for Councillor Conferences and Courses (210010.1718), $13,000 of which remains unexpended. A similar provision is anticipated for the 2012-2013 budget. Past costs for attendance at the Convention have amounted to approximately $11,000. Attendance at the AGM only is free.

f. **Legal and Statutory**
   Nil

5. **Comments**

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

6. **Voting Requirements**

Simple Majority
7. **Officer Recommendation**

That Council *NOMINATE* Cr Dunkling, Cr Prince and Cr Stewart as the voting delegates at the Western Australian Local Government Association Annual General Meeting to be held Wednesday 1 August 2012.

8. **Committee Recommendation**

That Council *NOMINATE* Cr Dunkling, Cr Prince and Cr Stewart as the voting delegates at the Western Australian Local Government Association Annual General Meeting to be held Wednesday 1 August 2012.

Committee Voting - 4/0

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

Not applicable

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

Not applicable
ECONOMIC DEVELOPMENT

Corporate and Engineering Services
Advisory and Occasional Committee Minutes
Economic Development Services

Reference No & Subject: ED-006/12
File No: ECD/74
Author: Ms Nollaig Baker, Economic Development Officer

Date of Committee Meeting: 15 May 2012

Terms of Reference:
The role of the Committee is to make recommendations to Council on:

- Promoting awareness of the social and economic importance of the Global Friendships program to the community;
- Planning and arranging visits to and from global affiliates;
- Measuring the performance and effectiveness of individual Global Friendships in terms of community and economic development benefit;
- New Global Friendship proposals; and
- Reviewing the performance and effectiveness of each Global Friendship every four years to assess the degree of activity, value to Council and associated benefits for the City of Rockingham.

Composition:
3 Councillors, 6 Committee members

Disclosure of Interest:
Executive Support – Economic Development Team

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

Attachments:
Minutes of the Global Friendship Committee meeting held on 19 April 2012

1. **Receipt of Minutes**

That Council receive the minutes of Global Friendship Committee meeting held on 19 April 2012 for information.

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

There are no recommendations arising from the Global Friendship Committee meeting.
3. **Committee Recommendation**

That Council *RECEIVE* the minutes of Global Friendship Committee meeting held on 19 April 2012 for information.

Committee Voting – 4/0

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

Not applicable

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

Not applicable
1. Purpose of Report

To adopt the Risk Management Policy in support of the development and roll-out of an integrated Risk Management Framework throughout the organisation as per the Risk Management Framework Report (Ref. SC-001/12) endorsed by Council on 24 April 2012.

2. Background

The City of Rockingham does not currently follow a standard integrated approach for the identification and mitigation of risk for the City and its operations. On 24 April 2012, Council endorsed for the City to develop and implement a Risk Management Framework as per the AS/NZS ISO 31000:2009 standard.

AS/NZS ISO 31000:2009 defines risk as the “effect of uncertainty on objectives”. A risk is often specified in terms of an event or circumstance and the consequences that flow from it. Risk management is defined as “coordinated activities to direct and control an organisation with regard to risk” and a risk management framework is a “set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation”.

The City’s Strategic Community Plan along with its integration through the specific purpose plans and team plans provides a perfect platform for the incorporation of a Risk Management Framework throughout all these levels of strategic thinking. Due to the presence of various levels of internal and
external risks that the City is exposed to on a daily basis, it is vital that the City considers strategic, financial, operational and compliance risk across all divisions, activities and projects. Such an approach will enable the City to optimise decision making on resource allocation and service delivery and will also enhance integrated delivery of the Strategic Community Plan.

### 3. Details

The Risk Management Policy will be guiding the City’s risk management approach, and is one of the first components of the framework that needs to be approved by Council before the risk management working group (RMWG) can proceed with the development of the other components of the framework. It provides the purpose of the risk management framework, roles of different stakeholders and the timing of review processes.

**Proposed Risk Management Framework for CoR**

1. Equip the working group
   - Develop and distribute briefing document
   - Risk management documentation and training

2. EMT and Council Mandate & Commitment
   - Risk Management Policy & Framework

3. Design Framework for Managing Risk
   - Understand organisational context (incl. survey)
   - Develop Principles
   - Develop Consequence and Likelihood criteria
   - Design Risk Register Template
   - Develop Implementation Timeline
   - Staff training & Accountability
   - Integration into organisational processes
   - Resources
   - External and Internal communication and reporting

4. Implement Risk Management for CoR
   - Implement the Framework for Managing Risk by engaging on a Divisional / Team wide level (Strategic/Corporate Risk register, Operational Risk register, Compliance Risk register)
   - Implement Timeline and identified actions
   - Ongoing Communication and Reporting
   - Document Control

5. Measure implementation

6. Monitor and Review Framework

Following Council approval of the Risk Management Policy, the RMWG will proceed with the following next steps:

- Development of risk analysis process, including consequence and likelihood criteria for evaluating each identified risk
- Submit a Report to Council (July) on the proposed threshold levels that would justify Risk analysis and development of mitigation actions for any particular strategy, plan, operating activity or project.
- Risk management survey to be sent out at Director, Manager and Co-ordinator level in order to determine current level of awareness and application of risk management. This will be the benchmark against which progress and success with implementation will be measured through a second survey to be sent out roughly 18 months later.
• Development and roll-out of a risk register template.
• Development of risk responsibility matrix to identify areas of responsibility within each risk register.
• Staff training (following completion of all the required frameworks, documents and processes).
• Co-ordinating the development of risk registers for (following completion of all the required frameworks, documents and processes):
  o Strategic risk
  o Operational risk
  o Compliance risk
  o Financial risk
  o Emergency risk

A key requirement that was identified by both the Risk Management Working Group and the Steering Group, is to keep the process and the tools that will be used for the risk management process as simple and understandable as possible. The definition of successful implementation of integrated risk management for the City would be acceptance and ownership by staff, with risk analysis becoming a part of every-day decision making for each and every staff member. This change in the culture of the organisation will be monitored by means of a survey to staff before and after the introduction of risk management (time period of 12-18 months in-between).

4. Implications to Consider

a. Consultation with the Community
   No community consultation required since the Risk Management Policy is for internal use only

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.

   Upon implementation of integrated risk management for the City, all agenda items will include a section on “Risk Implications” and will require an evaluation of the risks associated with the agenda item as well as identified actions in terms of mitigating or accepting the risk.

d. Policy
   Proposed Policy on Risk Management for the City of Rockingham to be presented to Council in May 2012, along with this Report.

e. Financial
   Financial implications include:
   Costs:
   • Possible resource requirements with regards to appointing someone for the co-ordination of risk management throughout the City - $100 000 annually
   • Direct costs associated with the training of staff on the risk management framework and process for the City - $40 000 once off
   • Direct costs associated with auditing the Risk Management Framework annually - $30 000 annually
Savings:

- A fully functional Risk Management Framework and Risk Management culture will enable the City to save anything between $10,000 - $500,000 or even more, on an annual basis

1. **Legal and Statutory**

   This policy is in line with Risk Management Standard ISO 31000:2009.

5. **Comments**

The application of integrated risk management for the City of Rockingham will enable Council to make more informed decisions on opportunities and challenges presented to the City.

Council will guide the Executive Management Team (EMT) and the Risk Management Working Group (RMWG) with regards to the level of depth that should be applied to the application of Risk Analysis for identified opportunities or threats – *i.e.* magnitude of financial impact or other thresholds. The RMWG will present a proposal to the July Council meeting in this regard.

The Risk Management Steering Group has been established to guide the RMWG and to ensure that the risk management framework and process is in line with the direction of the City and the Strategic Community Plan.

6. **Voting Requirements**

   Simple Majority

7. **Officer Recommendation**

   That Council *ADOPTS* the Risk Management Policy for the City of Rockingham.

8. **Committee Recommendation**

   That Council *ADOPTS* the Risk Management Policy for the City of Rockingham as follows:

   **RISK MANAGEMENT POLICY**

   **Policy Objective**

   Risk management is defined as "coordinated activities to direct and control an organisation with regard to risk", and has a big role to play in ensuring sustainability for any organisation.

   The City of Rockingham is conforming to Risk Management Standard ISO 31000:2009 in its implementation of integrated risk management within the organisation. The City’s risk management framework will be aligned with the strategic framework and will provide systems to identify, evaluate and act upon risk in the context of the:

   - **Strategic Community Plan**
   - **Specific Purpose Strategies and Plans**
   - **Team Plans**
   - **Asset Management Plan**
   - **Community Infrastructure plan**
   - **Other Significant Capital Projects**

   **Policy Scope**

   The Policy affects all employees, services and activities of the City of Rockingham.

   **Policy Statement**

   The roles and responsibilities of the various risk management stakeholders can be summarised as follows:
Council

Council will determine the appropriateness of risk analysis and mitigation to strategies, plans and projects and set the threshold levels (based on financial impact as well as other potential consequences) for the application of risk management.

Chief Executive Officer and Executive Management

The CEO and Executive Management will establish a risk tolerance for the City and be responsible for the full implementation of AS/NZS ISO 31000:2009 throughout the City and the monitoring and promotion of risk management policies and procedures at a strategic level.

All agenda items will include a section on "Risk Implications" and will require an evaluation of the risks associated with the agenda item as well as actions identified in mitigating or accepting the risk.

Risk Management Working Group (RMWG)

The RMWG will establish the framework and processes required for an integrated Risk Management approach at the City. Specific areas of focus will include:

- Development of a risk prioritisation matrix with consequence and likelihood criteria
- Development of risk register templates
- Developing and maintaining a responsibility matrix
- Ongoing communication, training and guidance to all teams across the organisation
- Measuring the implementation of risk management across the organisation
- Updating the framework where and when it would be required.

This Policy, the risk management framework and the risk registers will be reviewed biennially in parallel with the strategic community plan review process and risk treatments will be audited to ensure their implementation and effectiveness.

Definitions

Agenda Item: An officer report to a Committee or Council Meeting
Chief Executive Officer: The Chief Executive Officer of the City of Rockingham
City: The entity known as the City of Rockingham
Executive Management: The Divisional Directors of the City of Rockingham
Risk Management: Coordinated activities to direct and control an organisation with regard to risk
Risk Management Framework: Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation
Risk Management Working Group: The Group of key City employees representing various divisions across the organisation that will be responsible
Risk Prioritisation Matrix: Risk analysis template to be used for the analysis and prioritisations of risks
Risk Register: A register of the various risk prioritisation matrices developed for the City (eg. Finance Risk, HR Risk etc.), indicating the owner of that risk prioritisation matrix as well as controls that have been put in place to manage these risks
Strategic Community Plan: The City's Strategic document, developed from community inputs, and addresses a total of 16 Community Aspirations

Legislation

Local Government Act 1995 Section 2.7(2)

Other Relevant Policies/ Key Documents


Committee Voting – 4/0
9. **The Committee's Reason for Varying the Officer's Recommendation**

Not applicable

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

Not applicable
## Corporate and Engineering Services Advisory and Occasional Committee Minutes
### Engineering and Parks Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>EP-021/12 Disability Access Reference Group Minutes 4 April 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CSV/761-02</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Phillip Yap, Engineering Technical Officer – Transport</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Ms Tenille Wightman, Community Development Officer</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>15 May 2012</td>
</tr>
<tr>
<td>Terms of Reference:</td>
<td>To collate Council’s Disability Services Plan for the improvement of accessibility to Council facilities and services for people with disabilities of all kinds.</td>
</tr>
<tr>
<td>Composition:</td>
<td>2 Councillors, 13 Community Representatives</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td>Minutes of Disability Access Group Meeting held on 4 April 2012</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

### 1. Receipt of Minutes

That Council receive the minutes of Disability Access Reference Group meeting held on 4 April 2012 for information.

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

#### 2.1 Recommendation 1: Access Management System.

**Advisory Committee Recommendation:**

That Council **DIRECT** the Chief Executive Officer to send a letter to the State and Federal Ministers for Disability Services requesting the ministers consider an access management system, similar to the National Key Scheme (NKS) in United Kingdom for Australia in order to reduce the level of misuse and vandalism to the universal access toilets.
Implications to Consider

a. Strategic

Community Plan

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

Aspiration 1: An involved and engaged community enjoying a lifestyle that caters for all residents, including those with a specific or special need.

b. Policy

Nil

c. Financial

Nil

d. Legal and Statutory

Nil

e. Voting Requirements

Simple Majority

Officer Comments & Recommendation if Different to Committee Recommendation

Nil

3. Committee Recommendation

That Council:

1. RECEIVE the minutes of Disability Access Reference Group meeting held on 4 April 2012 for information.

2. DIRECT the Chief Executive Officer to send a letter to the State and Federal Ministers for Disability Services requesting the ministers consider an access management system, similar to the National Key Scheme (NKS) in United Kingdom for Australia in order to reduce the level of misuse and vandalism to the universal access toilets.

Committee Voting – 4/0

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

Not applicable

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

Not applicable
1. **Purpose of Report**

Provide Council with details of the tenders received for Tender T12/13-12 Period Installation of Pipelines, Drainage Products and Associated Works, document the results of the tender assessment and make recommendations regarding the award of the tender.

2. **Background**

Tenders were advertised in the West Australian on Saturday 24 March 2012 for Tender T12/13-12 Period Installation of Pipelines, Drainage Products and Associated Works. Tenders closed at 2:00pm, Wednesday 18 April 2012 and were publicly opened immediately after the closing time.

3. **Details**

Tenders were received from the following companies:

<table>
<thead>
<tr>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Densford Civil Pty Ltd</td>
</tr>
<tr>
<td>HAS Earthmoving</td>
</tr>
</tbody>
</table>
A panel comprising Manager Engineering Operations, Construction Engineer, Senior Maintenance Coordinator and Contracts & Projects Coordinator undertook the tender evaluations.

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

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Densford Civil Pty Ltd</th>
<th>HAS Earthmoving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>25%</td>
<td>21%</td>
</tr>
<tr>
<td>Performance and experience of Tenderer</td>
<td>17%</td>
<td>13%</td>
</tr>
<tr>
<td>Beneficial effects of Tender</td>
<td>5%</td>
<td>4%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>46.3%</td>
<td>30.2%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>93.3%</td>
<td>68.2%</td>
</tr>
</tbody>
</table>

4. Implications to Consider

a. Consultation with the Community
   Not applicable

b. Consultation with Government Agencies
   Not applicable

c. Strategic
   Community Plan
   This item addresses the Community's Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:
   Aspiration 6: Civic buildings, public places and transport infrastructure of contemporary design, constructed and maintained using best practice principles.

d. Policy
   In accordance with Council's Purchasing Policy to deliver a best practise approach and procedures for internal purchasing for the City, and to ensure that integrity over the whole of the purchasing process is maintained and that the calling of tenders is a transparent process demonstrating fairness and equity.

e. Financial
   Capital works expenditure will be in accordance with the City Business Plan and in accordance with the Engineering Operational Road Maintenance 2012/13 draft budget, Work Order W21484.

f. Legal and Statutory
   In accordance with Local Government Act 1995 Section 3.57 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, Regulation 11 (1). Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless subregulation (2) states otherwise.
5. **Comments**

Clarification was sought from Densford Civil Pty Ltd regarding the price mechanism unit rates. Densford Civil Pty Ltd provided a written response which was considered as low risk and acceptable to the City.

The submission from Densford Civil Pty Ltd represents value for money to the City in accordance with the advertised selection criteria and is therefore recommended as the preferred tenderer for the period 1 July 2012 to 30 June 2014. Works will be allocated based on price, level of service, proven experience and suitability.

6. **Voting Requirements**

Simple Majority

7. **Officer Recommendation**

That Council **ACCEPT** the tender submitted by Densford Civil Pty Ltd, 12 Sarich Court, Osborne Park WA 6017 for Tender T12/13-12 Period Installation of Pipelines, Drainage Products and Associated Works in accordance with the tender documentation for the contract period 1 July 2012 to 30 June 2014.

8. **Committee Recommendation**

That Council **ACCEPT** the tender submitted by Densford Civil Pty Ltd, 12 Sarich Court, Osborne Park WA 6017 for Tender T12/13-12 Period Installation of Pipelines, Drainage Products and Associated Works in accordance with the tender documentation for the contract period 1 July 2012 to 30 June 2014.

Committee Voting – 4/0

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

Not applicable

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

Not applicable
1. **Purpose of Report**

Provide Council with details of the tenders received for Tender T12/13-03 Structural Lining of Deteriorated Drainage Pipelines, End Sealing and Sealing of Junctions, document the results of the tender assessment and make recommendations regarding award of the tender.

2. **Background**

Tenders were advertised in the West Australian on Saturday, 24 March 2012 for Tender T12/13-03 Structural Lining of Deteriorated Drainage Pipelines, End Sealing and Sealing of Junctions. Tenders closed at 2.00pm, Wednesday, 18 April 2012 and were publicly opened immediately after the closing time.

3. **Details**

Tender submissions were received from the following companies:

<table>
<thead>
<tr>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allpipe Technology</td>
</tr>
<tr>
<td>Interflow Pty Ltd</td>
</tr>
</tbody>
</table>

---

**Reference No & Subject:**  
EP-023/12  
**Tender T12/13-03 – Structural Lining of Deteriorated Drainage Pipelines, End Sealing and Sealing of Junctions**

**File No:**  
T12/13-03

**Proponent/s:**  
City of Rockingham

**Author:**  
Mr Aulad Hossain, Senior Maintenance Coordinator

**Other Contributors:**  
Mr Stuart McCarthy, Manager Engineering Operations  
Mr Darren Dropulich, Construction Engineer  
Mr Bruce Foster, Contracts Coordinator

**Date of Committee Meeting:**  
15 May 2012

**Previously before Council:**  

**Disclosure of Interest:**  

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

**Site:**

**Lot Area:**

**Attachments:**

**Maps/Diagrams:**

---

CONFIRMED AT A CORPORATE AND ENGINEERING SERVICES MEETING HELD ON TUESDAY, 19 JUNE 2012  
_________________________  
PRESIDING MEMBER
A panel comprising Manager Engineering Operations, Construction Engineer and Senior Maintenance Coordinator undertook tender evaluations.

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>Interflow Pty Ltd</th>
<th>Allpipe Technologies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>27%</td>
<td>25%</td>
<td>15%</td>
</tr>
<tr>
<td>Performance and experience of Tenderer</td>
<td>18%</td>
<td>16%</td>
<td>7%</td>
</tr>
<tr>
<td>Beneficial effects of Tender</td>
<td>5%</td>
<td>2%</td>
<td>2%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>50%</td>
<td>43.5%</td>
<td>20.6%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>86.5%</td>
<td>44.6%</td>
</tr>
</tbody>
</table>

4. Implications to Consider

a. Consultation with the Community
   Not Applicable

b. Consultation with Government Agencies
   Not Applicable

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

   **Aspiration 6:** Civic building, public places and transport infrastructure of contemporary design, constructed and maintained using best practice principles.

d. Policy
   Purchasing policy applies. To provide compliance with the Local Government Act 1995; Section 3.57 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, Regulation 11 (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless subregulation (2) states otherwise.

e. Financial
   Expenditure for this tender will be in accordance with the Engineering Operational Road Maintenance draft budget 2012/13, Work Order W21484.

f. Legal and Statutory
   In accordance with Local Government Act 1995 Section 3.57 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, Regulation 11 (1). Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless subregulation (2) states otherwise.
5. Comments

The submission from Interflow Pty Ltd represents value for money to the City in accordance with the advertised selection criteria and is therefore recommended as the preferred tenderer for the period 1 July 2012 to 30 June 2014. Works will be allocated based on price, level of service, proven experience and suitability.

6. Voting Requirements

Simple Majority

7. Officer Recommendation

That Council ACCEPT the tender submitted by Interflow Pty Ltd, Unit 4/76 Berriman Drive, Wangara WA 6065, for Tender T12/13-03 Structural Lining of Deteriorated Drainage Pipelines, End Sealing and Sealing of Junctions in accordance with the tender documentation for the contract period 1 July 2012 to 30 June 2014.

8. Committee Recommendation

That Council ACCEPT the tender submitted by Interflow Pty Ltd, Unit 4/76 Berriman Drive, Wangara WA 6065, for Tender T12/13-03 Structural Lining of Deteriorated Drainage Pipelines, End Sealing and Sealing of Junctions in accordance with the tender documentation for the contract period 1 July 2012 to 30 June 2014.

Committee Voting – 4/0

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

Not applicable

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

Not applicable
1. Purpose of Report

Provide Council with details of the tenders received for Tender T12/13-13 Period Road Sweeper Hire, document the results of the tender assessment and make recommendations regarding award of the tender.

2. Background

Tenders were advertised in the West Australian on Saturday, 24 March 2012 for Tender T12/13-13 Period Road Sweeper Hire. Tenders closed at 2.00pm, Wednesday, 18 April 2012 and were publicly opened immediately after the closing time.

3. Details

Tender submissions were received from the following companies:

<table>
<thead>
<tr>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Wastewater Catchment Services Pty Ltd</td>
</tr>
<tr>
<td>Clean IT Environmental Solutions</td>
</tr>
</tbody>
</table>
A panel comprising Manager Engineering Operations, Construction Engineer and Senior Maintenance Coordinator undertook tender evaluations.

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>Environmental</th>
<th>Clean IT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>27%</td>
<td>24%</td>
<td>24%</td>
</tr>
<tr>
<td>Performance and experience of Tenderer</td>
<td>18%</td>
<td>13%</td>
<td>17%</td>
</tr>
<tr>
<td>Beneficial effects of Tender</td>
<td>5%</td>
<td>3%</td>
<td>5%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>50%</td>
<td>50%</td>
<td>38.2%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>90.0%</td>
<td>84.2%</td>
</tr>
</tbody>
</table>

### 4. Implications to Consider

**a. Consultation with the Community**

Not Applicable

**b. Consultation with Government Agencies**

Not Applicable

**c. Strategic**

*Community Plan*

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

**Aspiration 6:** Civic building, public places and transport infrastructure of contemporary design, constructed and maintained using best practice principles.

**d. Policy**

Purchasing policy applies. To provide compliance with the Local Government Act 1995; Section 3.57 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, Regulation 11 (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless subregulation (2) states otherwise.

**e. Financial**

Expenditure for this tender will be in accordance with the Engineering Operational Road Maintenance draft budget 2012/13, Work Order W21484.

**f. Legal and Statutory**

In accordance with Local Government Act 1995 Section 3.57 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, Regulation 11 (1). Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless subregulation (2) states otherwise.
5. Comments

Due to the diverse nature of the engineering works, together with the understanding that at times one contractor may not be available to carry out the required tasks on demand, the assessment panel considered that it represented better value to the City to award a panel contract with works to be allocated based on availability, price, level of service and proven performance along with suitability in relation to specific job requirements.

Clean IT Environmental Solutions and Environmental Wastewater Catchment Service Pty Ltd both represent value for money to the City in accordance with the advertised selection criteria and are therefore recommended as the preferred tenderers for the period 1 July 2012 to 30 June 2014.

6. Voting Requirements

Simple Majority

7. Officer Recommendation

That Council ACCEPT the tenders submitted from Environmental Wastewater Catchment Services Pty Ltd, 4 Egmont Road, Henderson, WA, 6166, and Clean IT Environmental Solutions, 7 Bulbey Street, Bellevue, WA, 6056 for Tender T12/13-13 – Period Road Sweeper Hire for the contract period 1 July 2012 to 30 June 2014 in accordance with the tender documentation.

8. Committee Recommendation

That Council ACCEPT the tenders submitted from Environmental Wastewater Catchment Services Pty Ltd, 4 Egmont Road, Henderson, WA, 6166, and Clean IT Environmental Solutions, 7 Bulbey Street, Bellevue, WA, 6056 for Tender T12/13-13 – Period Road Sweeper Hire for the contract period 1 July 2012 to 30 June 2014 in accordance with the tender documentation.

Committee Voting – 4/0

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

Not applicable

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

Not applicable
1. **Purpose of Report**

Provide Council with details of the tenders received for Tender T12/13-16 – Period Supply of Herbicide and Pesticide Services for Turf, Horticultural, Conservation, Kerb line and Footpath Treatments and document the results of the tender assessment and make recommendations regarding award of the tender.

2. **Background**

The Tender was advertised in the West Australian on Saturday, 24 March 2012 for Tender T12/13-16 – Period Supply of Herbicide and Pesticide Services for Turf, Horticultural, Conservation, Kerb line and Footpath Treatments; the Tender closed at 2pm, Wednesday, 18 April 2012 and was publicly opened immediately after the closing time.

3. **Details**

Tender submissions were received from:

<table>
<thead>
<tr>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website Weed &amp; Pest WA Pty Ltd</td>
</tr>
<tr>
<td>Lovegrove Turf Services</td>
</tr>
</tbody>
</table>
A panel comprising Manager Parks Operations, Parks Operations Coordinator and Turf Management Coordinator undertook tender evaluations.

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>Website Weed &amp; Pest WA Pty Ltd</th>
<th>Lovegrove Turf Services</th>
<th>Turfmaster Pty Ltd</th>
<th>Greening Australia (WA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>20%</td>
<td>16%</td>
<td>16%</td>
<td>20%</td>
<td>14%</td>
</tr>
<tr>
<td>Performance and Experience of Tenderer</td>
<td>15%</td>
<td>13%</td>
<td>12%</td>
<td>15%</td>
<td>10%</td>
</tr>
<tr>
<td>Tenders Resources and Delivery / Availability</td>
<td>20%</td>
<td>17%</td>
<td>16%</td>
<td>20%</td>
<td>16%</td>
</tr>
<tr>
<td>Beneficial Effects of Tender</td>
<td>5%</td>
<td>4%</td>
<td>3%</td>
<td>3%</td>
<td>3%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>40%</td>
<td>37.9%</td>
<td>23.4%</td>
<td>26.3%</td>
<td>22.8%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>87.9%</td>
<td>70.4%</td>
<td>84.3%</td>
<td>65.8%</td>
</tr>
</tbody>
</table>

4. Implications to Consider

a. Consultation with the Community
   Not Applicable

b. Consultation with Government Agencies
   Not Applicable

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

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

   **Aspiration 6:** Civic buildings, public places and transport infrastructure of contemporary design, constructed and maintained using best practice principles.

   **Aspiration 10:** Coastal and bushland reserves that are well utilised and managed in a way that will preserve them for future generations.
CONFIRMED AT A CORPORATE AND ENGINEERING SERVICES MEETING HELD ON TUESDAY, 19 JUNE 2012

PRESIDING MEMBER

---

d. **Policy**

Purchasing policy applies. To provide compliance with the Local Government Act 1995; Section 3.57 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, Regulation 11 (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless subregulation (2) states otherwise.

e. **Financial**

The 2012/13 operational budget allowance for herbicide and pesticide services for parks, streetscapes and conservation areas is $244,021.00. The 2012/13 operational budget allowance for kerb line and footpath weed control treatment is $62,920.00. Accordingly, expenditure for herbicide and pesticide treatment for the respective parks, streetscapes, conservation areas, kerb lines and footpaths will be in accordance with the actual operational funding allocated for 2012/13.

f. **Legal and Statutory**

In accordance with Local Government Act 1995 Section 3.57 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, Regulation 11 (1). Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless subregulation (2) states otherwise.

---

5. **Comments**

Following consideration of the submissions in accordance with the tender criteria all companies demonstrated capacity to undertake all or part of the works, however, the submission received from Website Weed & Pest WA Pty Ltd is considered the best value to the City and therefore recommended as the preferred tenderer.

6. **Voting Requirements**

Simple Majority

7. **Officer Recommendation**

That Council **ACCEPT** the tender submitted from Website Weed & Pest WA Pty Ltd, 3 Tanner Court, Wellard WA 6170, for Tender T12/13-16 – Period Supply of Herbicide and Pesticide Services for Turf, Horticultural, Conservation, Kerb line and Footpath Treatments in accordance with the tender documentation for the contract period being from the date of award to 30 April 2014.

8. **Committee Recommendation**

That Council **ACCEPT** the tender submitted from Website Weed & Pest WA Pty Ltd, 3 Tanner Court, Wellard WA 6170, for Tender T12/13-16 – Period Supply of Herbicide and Pesticide Services for Turf, Horticultural, Conservation, Kerb line and Footpath Treatments in accordance with the tender documentation for the contract period being from the date of award to 30 April 2014.

Committee Voting – 4/0

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

Not applicable

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

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

Reference No & Subject: EP-026/12 Rockingham RoadWise Advisory Committee Minutes 2 April 2012
File No: RDS/15-05
Author: Mr Scott Lambie, A/Manager Engineering Services
Other Contributors: 
Date of Committee Meeting: 15 May 2012
Terms of Reference: To provide input and advice into road safety matters with the outcome of having a safe and efficient transport network in the City of Rockingham.
Composition: 1 Councillor, 6 Community Representatives
Executive Support: Engineering and Parks Division – Traffic Services Team
Disclosure of Interest: Executive Function
Nature of Council’s Role in this Matter:
Attachments: Minutes of Rockingham RoadWise Advisory Committee meeting held on 2 April 2012
Maps/Diagrams:

1. Receipt of Minutes

That Council receive the minutes of the RoadWise Advisory Committee meeting held on Monday 2 April 2012 for information.

2. Recommendations to the Corporate and Engineering Services Committee

There are no recommendations arising from the RoadWise Advisory Committee meeting.

3. Committee Recommendation

That Council RECEIVE the minutes of the RoadWise Advisory Committee meeting held on Monday 2 April 2012 for information.

Committee Voting – 4/0

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

Not applicable

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

Not applicable

---

1 Date of RoadWise Advisory Committee meeting incorrectly shown in the agenda as 12 March 2012
Corporate and Engineering Services
Engineering & Parks Services

Reference No & Subject: EP-027/12
Tender T11/12-67 Design, Demolition and Replacement of the Point Peron Boat Ramp Finger Jetties

File No: T11/12-67

Proponent/s: Mr Matthew Donaldson, Coastal Engineering Officer
Mr Gary Rogers, Manager Capital Projects

Author: Mr Matthew Donaldson, Coastal Engineering Officer
Mr Gary Rogers, Manager Capital Projects

Other Contributors: Mr Gary Rogers, Manager Capital Projects

Date of Committee Meeting: 15 May 2012

Previously before Council: 15 May 2012

Disclosure of Interest: Executive Function

Nature of Council’s Role in this Matter:

Site: Point Peron

Lot Area: 

Attachments: 

Maps/Diagrams: 

1. Purpose of Report

To provide Council with details of the tender submissions received for T11/12-67 – Design, Demolition and Replacement of the Point Peron Boat Ramp Finger Jetties, document the results of the tender assessment and make recommendations regarding the award of the tender.

2. Background

In November 2010 the City completed extensive boat ramp reconstruction and replacement works to the pre-cast concrete panels at the Point Peron Boat Launching Facility.

Excluded from these works at the time, was the existing timber finger jetties, due to funding availability under the Recreational Boating Facilities Scheme (RBFS).

The City was encouraged to apply for further RBFS funding in 2011/12 to complete works to the Point Peron Finger Jetties.

The City entered into an agreement with the Department of Transport on 26 July 2011 after successfully acquiring $350,000 funding contribution through the RBFS, to utilise these funds towards the replacement of the finger jetties.

The tender was advertised in the West Australian newspaper on Saturday, 3 March 2012 and closed on Wednesday 28 March 2012 at 2:00pm the tenders were publicly opened immediately after the tender closing time.
3. Details

The existing timber jetties require significant maintenance and do not meet expected Australian design standards for public boat ramps.

The scope of works for T11/12-67 – Design, Demolition and Replacement of the Boat Ramp Finger Jetties shall be completed in three stages, comprising of the following:

- Detailed design and documentation of three (3) piled floating finger jetties.
- Holding/finger jetty demolition and removal from site.
- Construction of three (3) piled floating jetty systems.

The demolition and construction stage shall commence once all design and documentation is approved. It is envisaged that works shall be completed between July and early September 2012, in time for the peak summer season.

Tender submissions were received as follows:

<table>
<thead>
<tr>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walcon Marine Australia Pty Ltd</td>
</tr>
<tr>
<td>Jetty Constructions</td>
</tr>
<tr>
<td>Sea-Slip Pontoons &amp; Products Pty Ltd</td>
</tr>
<tr>
<td>Mandurah Jetty Construction</td>
</tr>
<tr>
<td>Engineered Water Systems</td>
</tr>
</tbody>
</table>

A panel comprising of Manager Capital Projects, Coastal Engineering Officer and a representative from the Department of Transport New Coastal Assets undertook tender evaluations.

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>Walcon Marine Australia Pty Ltd</th>
<th>Jetty Constructions</th>
<th>Sea-Slip Pontoons &amp; Products Pty Ltd</th>
<th>Mandurah Jetty Construction</th>
<th>Engineered Water Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>35%</td>
<td>30%</td>
<td>20%</td>
<td>26%</td>
<td>27%</td>
<td>34%</td>
</tr>
<tr>
<td>Performance and experience of Tenderer</td>
<td>25%</td>
<td>22%</td>
<td>13%</td>
<td>17%</td>
<td>18%</td>
<td>24%</td>
</tr>
<tr>
<td>Beneficial effects of Tender</td>
<td>5%</td>
<td>3%</td>
<td>3%</td>
<td>3%</td>
<td>4%</td>
<td>3%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>35%</td>
<td>35%</td>
<td>25.1%</td>
<td>24.9%</td>
<td>23.5%</td>
<td>22%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>90%</td>
<td>61.1%</td>
<td>70.9%</td>
<td>72.5%</td>
<td>83%</td>
</tr>
</tbody>
</table>

4. Implications to Consider

a. Consultation with the Community

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

Consultation was undertaken with the 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 7:** Community facilities and services that are well utilised, accessible and cost effective, and where appropriate, multi-functional.

d. **Policy**

Purchasing policy applies. To provide compliance with the Local Government Act 1995; Section 3.57 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, Regulation 11 (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless subregulation (2) states otherwise.

e. **Financial**

The replacement of these finger jetties will reduce annual maintenance expenditure currently required for these facilities and significantly enhance the capacity to meet community expectations. The $350,000 grant received for this project through the Recreational Boating Facilities Scheme (RBFS) will be supplemented by Council funding provided for in the 2011/2012 budget. The work order for the above works is 21660.

f. **Legal and Statutory**

In accordance with Local Government Act 1995 Section 3.57 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, Regulation 11 (1). Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless subregulation (2) states otherwise.

5. **Comments**

Following consideration of the submissions in accordance with the tender criteria all companies demonstrated the capacity to complete the project, however, the submission received from Walcon Marine Australia Pty Ltd is considered the best value to the City and is therefore recommended as the preferred tenderer.

6. **Voting Requirements**

Simple Majority

7. **Officer Recommendation**

That Council ACCEPT the tender submitted from Walcon Marine Australia Pty Ltd, 2 Quarry Way, Greenfields, WA 6210 for the lump sum amount of $344,741 for Tender T11/12-67 – Design, Demolition and Replacement of the Point Peron Boat Ramp Finger Jetties in accordance with the tender documentation.

8. **Committee Recommendation**

That Council ACCEPT the tender submitted from Walcon Marine Australia Pty Ltd, 2 Quarry Way, Greenfields, WA 6210 for the lump sum amount of $344,741 for Tender T11/12-67 – Design, Demolition and Replacement of the Point Peron Boat Ramp Finger Jetties in accordance with the tender documentation.

Committee Voting – 4/0
9. **The Committee's Reason for Varying the Officer's Recommendation**

Not applicable

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

Not applicable
Purpose of Report
To seek Council’s approval of a Street Name Signage Standard to ensure that all new and replacement street name signage is provided to the same standard throughout the City.

Background
In early 2011 the Economic Development team undertook an audit of street signs within the City’s boundaries. This audit uncovered there was no strategy for consistency of signs and there were three different signage applications being used. These were the City’s old logo, the crest and what is referred to as the ‘Rockingham ship’

The team also determined that to change all signs to one uniform approach would cost the City just over $500,000.

At the December 2011 meeting, Council considered a report in relation to the development of a street sign policy and resolved as follows:

“That Council DEVELOP a policy to standardise street signage which should include colour and a City logo/crest.”

Details
Street name signs are located at intersections to enable ready recognition of the street name by all road users, including pedestrians and cyclists as well as people in motor vehicles. To achieve this purpose the following general requirements and recommendations are applicable:
(a) Street name signs shall be installed at every intersection for the benefit of all road users including pedestrians, except that it is not necessary to display the name of a major street at all minor street intersections along that major street. However, it is essential that the major street name is displayed at regular intervals, normally at major intersecting streets and more significant side streets.

(b) Signs should be located where road users expect to look for them and where they are readily visible and conspicuous.

(c) Colour combinations used on signs shall maintain the legibility of the legend in both day and night conditions, and should contrast with the background setting.

(d) Either retroreflective material shall be used on the signs or they shall be internally illuminated.

(e) Signs should be legible at an appropriate distance, ie designed and installed so that they may be identified and read by an approaching driver sufficiently far in advance to permit any necessary manoeuvre.

(f) The design should be simple with the street name clearly discernible ahead of any other information.

(g) Signs should be consistently designed and located.

(h) As far as practicable, signs should be mounted separately from any other sign on the same post.

Well designed and located street name signs perform an important traffic safety function, particularly in busy traffic conditions, by enabling motorists to identify an intersecting street without having to take their attention off the road for an unnecessarily long period, or slow down to a point where they could become a hazard to other road users.

Section 2.6 of Australian Standard AS1742.5 – 1997; Manual of Uniform Traffic Control Devices – Part 5: Street Name & Community Facility Name Signs recommends that the colour for street name signs, including supplementary plates where used, is black text on a white background. Where authorities wish to depart from this recommendation requirements such as adequate contrasting and night legibility shall be observed.

Section 2.7 of AS1742.5 – 1997 states that street name signs must also be retroreflective material which at least meets the photometric performance and other requirements of Class 1 material as specified in AS/NZS 1906.1.

4. Implications to Consider

a. Consultation with the Community
   Not Applicable

b. Consultation with Government Agencies
   Not Applicable

c. Strategic
   Community Plan

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

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

d. Policy
   Nil

e. Financial
   Nil

f. Legal and Statutory
   Not Applicable
5. Comments

It is unknown whether items such as the current logo will change over time, in addition the ship logo used on some current signs is not part of any of the City’s brand collateral and does not have any relevance in the City’s current style guide.

The use of the City’s crest for future signs is the most practical, from a cost and branding perspective.

At present the current adopted Style guide does not include street name signage.

To allow continuity of street name signage from now on it is thought that the best possible solution is allow the CEO to amend the current Style Guide to include street name signs and for these to follow the recommendations of AS1742.5 – 1997 by using black text on a white background. For continuity purposes and for recognition that the reader is in the City of Rockingham it is also recommended to include the Council Crest as this will not change over time.

6. Voting Requirements

Simple Majority

7. Officer Recommendation

That Council DIRECT the Chief Executive Officer to amend the Style Guide to include street name signs as black text on white background with the Council Crest.

8. Committee Recommendation

That Council DIRECT the Chief Executive Officer to amend the Style Guide to include street name signs as blue text on yellow background with the Council Crest.

Committee Voting – 4/0

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

As a substantial number of existing Council street signs are of this colour arrangements.

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

Not applicable
13. Reports of Councillors
   Nil

14. Addendum Agenda
   Nil

15. Motions of which Previous Notice has been given
   Nil

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

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

18. Matters Behind Closed Doors
   Nil

19. Date and Time of Next Meeting
   The next Corporate and Engineering Services Committee Meeting will be held on Tuesday 19 June 2012 in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

20. Closure
   There being no further business, the Chairman thanked those persons present for attending the Corporate and Engineering Services Committee meeting, and declared the meeting closed at 4:48pm.