MINUTES

Corporate and Engineering Services Committee Meeting

Held on Tuesday, 20 November 2012 at 4:00pm
City of Rockingham Boardroom
# City of Rockingham

## Corporate and Engineering Services Committee Meeting Minutes

4:00pm Tuesday 20 November 2012

<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Declaration of Opening</td>
<td>4</td>
</tr>
<tr>
<td>2. Record of Attendance/Apologies/Approved Leave of Absence</td>
<td>4</td>
</tr>
<tr>
<td>3. Responses to Previous Public Questions Taken on Notice</td>
<td>4</td>
</tr>
<tr>
<td>4. Public Question Time</td>
<td>5</td>
</tr>
<tr>
<td>5. Confirmation of Minutes of the Previous Meeting</td>
<td>5</td>
</tr>
<tr>
<td>6. Matters Arising from the Previous Minutes</td>
<td>5</td>
</tr>
<tr>
<td>7. Announcement by the Presiding Person without Discussion</td>
<td>5</td>
</tr>
<tr>
<td>8. Declaration of Member’s and Officer’s Interest</td>
<td>5</td>
</tr>
<tr>
<td>9. Petitions/Deputations/Presentations/Submissions</td>
<td>5</td>
</tr>
<tr>
<td>10. Matters for which the Meeting may be Closed</td>
<td>5</td>
</tr>
<tr>
<td>Corporate and General Management Services Information Bulletin – November 2012</td>
<td>5</td>
</tr>
<tr>
<td>Engineering and Parks Services Information Bulletin – November 2012</td>
<td>7</td>
</tr>
<tr>
<td>12. Agenda Items – Corporate and Engineering Committee</td>
<td></td>
</tr>
<tr>
<td>Corporate Services</td>
<td></td>
</tr>
<tr>
<td>CS-037/12 Adoption of City Business Plan 2012/13-2022/23</td>
<td>10</td>
</tr>
<tr>
<td>CS-038/12 Bad Debt Write Offs</td>
<td>15</td>
</tr>
<tr>
<td>CS-039/12 Endorsement of Record Keeping Plan</td>
<td>18</td>
</tr>
<tr>
<td>CS-040/12 Monthly Financial Management Report for September 2012</td>
<td>21</td>
</tr>
<tr>
<td>Governance and Councillor Support</td>
<td></td>
</tr>
<tr>
<td>GCS-016/12/2013 Council and Committee Meetings</td>
<td>23</td>
</tr>
<tr>
<td>GCS-017/12 Annual Report 2011/2012</td>
<td>27</td>
</tr>
<tr>
<td>GCS-018/12 Annual Meeting of Electors 2011/2012</td>
<td>30</td>
</tr>
<tr>
<td>Human Resources</td>
<td></td>
</tr>
<tr>
<td>HR-007/12 Recommendation from the Chief Executive Officer Performance Review Advisory Committee Meeting held on 12 November 2012</td>
<td>33</td>
</tr>
<tr>
<td>Strategy Coordination</td>
<td></td>
</tr>
<tr>
<td>SC-004/12 Climate Change Response Strategy</td>
<td>35</td>
</tr>
<tr>
<td>Engineering and Parks Services</td>
<td>40</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>----</td>
</tr>
<tr>
<td>EP-079/12 Support for Speed Limit Change – Safety Bay Road, Baldivis</td>
<td>40</td>
</tr>
<tr>
<td>EP-080/12 Placement of Plaques on Second Face of New Waikiki Foreshore Memorial Wall</td>
<td>43</td>
</tr>
<tr>
<td>EP-081/12 Memorandum of Understanding (MoU) for Department of Education Shared Facilities</td>
<td>46</td>
</tr>
</tbody>
</table>

13. Reports of Councillors 52
14. Addendum Agenda 52
15. Motions of which Previous Notice has been Given 52
16. Notices of Motion for Consideration at the Following Meeting 52
17. Urgent Business Approved by the Person Presiding or by Decision of the Committee 52
18. Matters Behind Closed Doors 52
19. Date and Time of Next Meeting 52
20. Closure 52
City of Rockingham
Corporate and Engineering Services Committee
Meeting Minutes
Tuesday 20 November 2012 - Council Boardroom

1. Declaration of Opening

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

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

2.1 Councillors

Cr Barry Sammels  Chairperson
Cr Lorraine Dunkling
Cr Allan Hill
Cr Ron Pease

2.2 Executive

Mr Andrew Hammond (from 4:07pm)  Chief Executive Officer
Mr Chris Thompson  Director Engineering and Parks Services
Mr John Pearson  Director Corporate Services
Mr John Woodhouse (from 4:06pm)  Director Legal Services and General Counsel
Mr Scott Lambie  A/Manager Engineering Services
Mr James Henson  Manager Parks Development
Mr Cadell Buss  Manager Economic Development
Mr Ben Searcy (from 4:07pm)  Manager Human Resource Development
Ms Karin Strachan  Manager Strategy Coordination
Mr Allan Moles  Manager Financial Services
Mr Michael Yakas  Manager Customer and Corporate Support
Mr Peter Varris  Manager Governance and Councillor Support
Mrs Jelette Edwards  Governance Coordinator
Ms Sue Langley  Secretary Governance and Councillor Support

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**

4:02pm The Chairperson 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 Pease, seconded Cr Hill:

That Council **CONFIRM** the Minutes of the Corporate and Engineering Services Committee Meeting held on 16 October 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**

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

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

4:03pm The Chairperson asked if there were any interests to declare. There were none.

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

Nil

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

Nil

11. **Bulletin Items**

**Corporate and General Management Services Information Bulletin – November 2012**

**Corporate Services**

1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Mobile Computing (AIM) Licensing Fees
   3.2 Minutes and Agenda Software
   3.3 Online Records Management Training
   3.4 Retention and Disposal Project
   3.5 Document Migration
   3.6 Telephone System Replacement
   3.7 GIS Developments – SLIP & Custodial Module
   3.8 Building Licence Software
   3.9 Civil Drainage Software
   3.10 Authority 4J’s Licence
   3.11 VM Licencing
4. Information Items
   4.1 List of Write Offs for 2011/2012 under $2000
   4.2 Write off Levies
   4.3 Change of Basis of Rates
   4.4 List of Payments

**Governance and Councillor Support**
1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Electronic Meeting Papers and Decision Making Process
4. Information Items
   4.1 National Sea Change Taskforce Newsletter

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

**Economic Development**
1. Economic Development Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Leadership Forum
   3.2 City Chronicle
   3.3 Social Media
   3.4 Global Friendship
4. Information Items
   4.1 Media Tracking

**Strategy Coordination**
1. Strategy Coordination Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Establishing linkages between the Community Plan, the Specific Purpose Plans and the Team Plans
   4.2 2012 Customer Satisfaction Survey
   4.3 Coordinating the development of a 10 year infrastructure plan
   4.4 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 Strategy
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 4 DECEMBER 2012  

| 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 |

4:06pm Mr John Woodhouse, Director Legal Services and General Counsel entered the meeting.
4:07pm Mr Andrew Hammond, Chief Executive Officer and Mr Ben Searcy, Manager Human Resource Development entered the meeting.

**Committee Recommendation**

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

**Committee Voting – 4/0**

**Engineering and Parks Services Information Bulletin – November 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 2012/13
   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 for the payment of Crossover Subsidies
   4.7 Delegated Authority to approve the release of Bonds for private subdivisional works
   4.8 Handover of Subdivisional Roads

**Engineering Operations**

1. Engineering Operations Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Road Construction Program Roads to Recovery 2012/13
   4.2 Road Construction Program Main Roads Direct Grant 2012/13
   4.3 Road Construction Program Main Roads Grant 2012/13
   4.4 Road Construction Program State Black Spot 2012/13
   4.5 Road Construction Program Municipal Works 2012/13
   4.6 Road Renewal Program Municipal Works 2012/13
   4.7 Road Maintenance Program 2012/13
   4.8 Passenger Vehicle Fleet Program 2012/13
   4.9 Light Commercial Vehicles Program 2012/13
   4.10 Heavy Plant Program 2012/13

**Parks Development**

1. Parks Services Team Overview
2. Human Resource Update
<table>
<thead>
<tr>
<th>3. Project Status Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Greening Plan Review</td>
</tr>
<tr>
<td>3.2 Tamworth Swamp Management Plan Review</td>
</tr>
<tr>
<td>3.3 Feral Cat/Fish Control Implementation Strategy</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>4. Information Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Groundwater Monitoring</td>
</tr>
<tr>
<td>4.2 Mundijong Road Environmental Offsets</td>
</tr>
<tr>
<td>4.3 Lake Richmond Heritage Listing</td>
</tr>
<tr>
<td>4.4 Delegated Subdivision Public Open Space Handovers</td>
</tr>
<tr>
<td>4.5 Delegated Public Open Space Approvals</td>
</tr>
<tr>
<td>4.6 Memorial Seat Approvals</td>
</tr>
</tbody>
</table>

**Asset Management**

1. Asset Management Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Levels of Service Customer Survey
   3.2 Access Audit
   3.3 Audit Public Scheme Water Facilities
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 Singleton Street Lighting Replacement
4. Information Items
   4.1 Building Maintenance
   4.2 Graffiti Removal

**Procurement and 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)
4. Information Items
   4.1 Delegated Written Notification of Successful Tenders
   4.2 Delegated Release of Retention/Bank Guarantees
   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 – Design, Demolition and Replacement
   4.8 Aqua Jetty – Replace/Upgrade HVAC Services
4.9 Bell Park Toilet – Replacement including Curfew Lockout System
4.10 Baldivis Library and Community Centre – Design
4.11 Aqua Jetty – Solar Heating
4.12 Baldivis Old School – Redevelopment
4.13 Hymus Street Coastal Protection
4.14 Repair Rock Armour at Various Boat Launching Facilities
4.15 Challenger Court Electrical System Upgrade
4.16 Aqua Jetty Swimming Club Office
4.17 Secret Harbour Surf Life Saving Club – Renovation
4.18 Baldivis Oval – Floodlighting

Waste & Landfill Services
1. Waste & Landfill Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Waste kerbside collection
   4.2 240 litre bin recycling service
   4.3 240 litre bin recycling participation statistics
   4.4 Destroyed and stolen refuse bins
   4.5 Landfill statistics
   4.6 Education and promotion
   4.7 Landfill power station
   4.8 T12/13-50 Supply and delivery of one new waste compactor with optional trade-in of Council’s existing used waste compactor OR outright purchase of Council’s existing used waste compactor
   4.9 T12/13-53 Construction of landfill cell 15 and associated works at the Millar Road Landfill Facility, Baldivis

Committee Recommendation

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

Committee Voting – 4/0
12. Agenda Items

Corporate Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-037/12</th>
<th>Adoption of City Business Plan 2012/13-2022/23</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CPM/7</td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr John Pearson, Director Corporate Services</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr John Pearson, Director Corporate Services</td>
<td></td>
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<tr>
<td>Other Contributors:</td>
<td>Mr John Pearson, Director Corporate Services</td>
<td></td>
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<tr>
<td>Date of Committee Meeting:</td>
<td>20 November 2012</td>
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<tr>
<td>Previously before Council:</td>
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<tr>
<td>Disclosure of Interest:</td>
<td>Executive Function</td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td></td>
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<tr>
<td>Site:</td>
<td></td>
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<tr>
<td>Lot Area:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td>City Business Plan 2013/14 – 2022/23</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
<td></td>
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</tbody>
</table>

Purpose of Report

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

Background

A City Business Plan is prepared biannually and is updated according to latest predictions. This plan will again be reviewed in April 2013.

Details

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

- Baldivis District Sporting Complex Land acquisition totalling $3.209 million commencing in 2014/15
- Secret Harbour Surf Life Saving Club Redevelopment totalling $5.034 million commencing in 2013/14
Redevelopment of the Laurie Stanford Reserve totalling $5.372 million commencing in 2015/16
Construction of a new depot in southern Rockingham totalling $6 million commencing in 2015/16
Redevelopment/relocation of the Rockingham Aquatic Centre totalling $27.365 million in 2018/19
Building Maintenance and Asset Preservation (asset rejuvenation) of $108.04 million over 10 years
Roads capital improvement program of $118.016 million over 10 years
Construction of further buildings to support required staff in 2017/18 totalling $24 million
Construction of Secret Harbour Library in 2016/17 totalling $2.015 million
Provision made for adequate plant and equipment to serve the City for the duration of the plan.

The plan includes information and projections current as at November 2012. It should be noted that this review of the Business Plan is indicative only and it is not until team plans are finalised in January and the April 2013 Business Plan is adopted that certainty is provided in ensuring all projects are achievable.

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

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

**Implications to Consider**

a. **Consultation with the Community**
   Nil

b. **Consultation with Government Agencies**
   Nil

c. **Strategic**
   **Community Plan**
   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-
   **Aspiration 5:** Community facilities and services delivered in a timely manner, able to meet expectations and serve new and growing neighbourhoods.
   **Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

d. **Policy**
   Nil

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

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

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

Rates increases have been included at a rate yield of 9.9% for seven years. This is in line with prior year recommendations and adopted business plans. Further models can be prepared as needed but in essence the City needs the rate increase to ensure future sustainability and ease reliance on landfill revenue. The majority of landfill revenue is now being used for construction/acquisition of new facilities/equipment. Council has the opportunity to change the officer recommendations and City Business Plan estimates related to rate increases as deemed appropriate, however, the adoption of this plan in its current form will indicate to staff that all team plans and future financial planning documents include the proposed rate increases.

Recent changes in State planning policies have allowed for local governments to collect revenue from “new” land parcels created within the City boundaries. The City has now implemented a Developer Contributions Scheme and is collecting revenue for newly created land within the City boundaries. This document is still awaiting approval from the State Government and as such revenues predicted in current and prior years have not been as anticipated (some $1.9 million below expectations). Adjustments have been made to accommodate this amount in the recommended Business Plan presented now. Adjustments to revenue for future years have been adjusted down accordingly; however, the assumption is that the Developer Contributions Scheme will be approved by the State without significant change.

f. Legal and Statutory

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

Specifically these requirements include the need to:

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

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

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

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

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

Comments

As Councillors are aware, there were numerous projects that needed to be considered and this plan is prepared in accordance with previously support documents presented to Council. This includes the Community Infrastructure Plan and numerous other strategies. Every effort has been made to include as many of these as possible.
Council needs to understand the role that the Developer Contributions Scheme has in funding future projects. In essence, without the scheme adopted and implemented, major infrastructure (particularly in Baldivis) will be delayed until other revenue sources can be found. Whilst confident that what is proposed is achievable, some timing parts of the scheme fall outside the City of Rockingham’s control.

While the Council is faced with some financial challenges, with adequate rate increases it will ensure it’s in a strong financial position. Emphasis continues on the need to replace assets and building facilities which are crucial to the running of the organisation and create a situation where Council is able to maintain an appropriate debt position while still bolstering its cash reserves. This is being achieved.

It should be noted that the figures are indicative only and many options have been considered, alternatives tried, as well as detailed analysis made of various items. The plan includes information and projections current as at November 2012.

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

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

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

Given that the City Business Plan identifies each year’s revenue and expenditure projections on a 10-year basis, it follows that year one of the plan should always form the foundation of the draft budget submitted to Council. When compiling and reviewing the City Business Plan, Councillors have been and will continue to be asked to provide some guidance on the level of rate revenue/increases that can be incorporated into the 10-year term of the plan. This advice is critical to ensure our success.

Notwithstanding the importance of being able to plan into the future, it is legitimate and acceptable for Councillors to make decisions on rate revenue and rate increases, and for that matter any other expenditure items as part of the budget deliberations that do not match the revenue or expenditure projections contained within the City Business Plan. Obviously, major variations from the City Business Plan will have significant impact on the 10-year final projections, although this has the capacity to be reviewed at the next business plan cycle.

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

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

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

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

Committee Voting – 4/0

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

Not applicable

Implications of the Changes to the Officer’s Recommendation

Not applicable
Corporate and Engineering Services

Reference No & Subject: CS-038/12  
Bad Debt Write Offs

File No: FLM/113

Proponent/s: Ms Vanisha Govender, A/Manager Financial Services
Mrs Janice Burgess, Accounts Receivable Officer

Author: Ms Vanisha Govender, A/Manager Financial Services
Mrs Janice Burgess, Accounts Receivable Officer

Other Contributors: Ms Vanisha Govender, A/Manager Financial Services
Mrs Janice Burgess, Accounts Receivable Officer

Date of Committee Meeting: 20 November 2012

Previously before Council:

Disclosure of Interest:

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

Site:

Lot Area:

Attachments:

Maps/Diagrams:

Purpose of Report

To report to Council debts that are unable to be collected, and request that they be written off.

Background

An examination of old outstanding sundry debtors’ balances has been undertaken to establish the likelihood of full or partial recovery of the balances in question. Detailed below are the results of this examination.

Details

Write Offs

<table>
<thead>
<tr>
<th>Debtor Number</th>
<th>Name</th>
<th>Date</th>
<th>Details</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>137</td>
<td>D P Jones</td>
<td>2004</td>
<td>Dog Prosecution</td>
<td>$2,228.40</td>
</tr>
<tr>
<td>211</td>
<td>Mr J Miller</td>
<td>2004</td>
<td>Dog Prosecution</td>
<td>$3,339.50</td>
</tr>
<tr>
<td>1281</td>
<td>Alliance Demolition Group</td>
<td>2011</td>
<td>Tip Fees</td>
<td>$37,653.79</td>
</tr>
<tr>
<td>1379</td>
<td>Cruisers Softball Club</td>
<td>2006-2007</td>
<td>Seasonal ground fees.</td>
<td>$2,640.00</td>
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</tbody>
</table>
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 4
DECEMBER 2012

Corporate and Engineering Services Committee Minutes
Tuesday 20 November 2012

Debtor Number | Name | Date | Details | Amount $
---|---|---|---|---
1738 | Mr Guy Nichols | 2007-2010 | Meals on Wheels | $3262.22
1950 | Mr E Nickels | 2009 | Meals on Wheels | $2092.00
2303 | Ms M Byrne | 2008 | Dog Prosecution | $6500.00
3415 | Marsh Civil Engineering Contractors Pty Ltd | 2011 | Tip Fees | $3570.26

TOTAL WRITE OFF $61,286.17

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
Provision has been raised for the write off of the debtors in 2011/12.

f. Legal and Statutory
Section 6.12c of the Local Government Act 1995 enables a Local Government to write off an amount of money.

Comments
The decision to write off the debts was made after every possible method of recovery failed to generate payment.

Voting Requirements
Simple Majority

Officer Recommendation
That Council WRITE OFF the following debts amounting to $61,286.17.

1. DP Jones $ 2,228.40
2. Mr J Miller $ 3,339.50
3. Alliance Demolition Group $37,653.79
4. Cruisers Softball Club $ 2,640.00
5. Mr Guy Nicholls $ 3,262.22
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 4 DECEMBER 2012

PRESIDING MEMBER

Committee Recommendation

That Council WRITE OFF the following debts amounting to $61,286.17.

1. DP Jones $ 2,228.40
2. Mr J Miller $ 3,339.50
3. Alliance Demolition Group $37,653.79
4. Cruisers Softball Club $ 2,640.00
5. Mr Guy Nicholls $ 3,262.22
6. Mr E Nickels $ 2,092.00
7. Ms M Byrne $ 6,500.00
8. Marsh Civil Engineering Contractors Pty Ltd $ 3,570.26

Committee Voting – 4/0

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

Not applicable

Implications of the Changes to the Officer’s Recommendation

Not applicable
Purpose of Report

To seek Council endorsement of the City’s revised Record Keeping Plan which has been prepared in accordance with the State Records Act 2000.

Background

The State Records Act 2000 (the Act) provides for the keeping of State records. Section 19 of the Act requires that each government organisation has a record keeping plan which has to be approved by the State Records Commission. The purpose of the government organisation’s record keeping plan is to set out the matters above which records are to be created by the organisation and how it is to keep its records. The record keeping plan is the primary means of providing evidence of compliance with the Act and that best practices have been implemented in the organisation.

Details

The City’s Record Keeping Plan (Plan) was last approved by the State Records Commission on 5 December 2007. The State Records Act section 28(5) requires that an organisation must review its Plan within five years of the approval date and a report of the review must be submitted to the State Records Commission.

The City’s Senior Records Officer, Mrs M Tesoriero together with Manager Customer & Corporate Support, Mr M Yakas has undertaken a complete review of the City’s Plan. Over the past five years, a significant number of organisational structural changes and improvements have been
made, so it was deemed necessary to undertake a complete review and an updated Plan has been developed. Some to the key improvements/changes over the past 5 years include:

- Scanning incoming correspondence and electronic distribution
- Implemented Content Management Systems to capture amendments and alterations to the City’s website
- Development of a Disaster Recovery Plan for Electronic Records
- Development of a Disaster Recovery Plan for Hardcopy Records
- Development of procedure for contractors, consultants and other organisations providing outsourced functions
- Undertake staff satisfaction survey for the Records Services

### Implications to Consider

<table>
<thead>
<tr>
<th>a.</th>
<th>Consultation with the Community</th>
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<tr>
<td></td>
<td>Not Applicable</td>
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<tr>
<th>b.</th>
<th>Consultation with Government Agencies</th>
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<tr>
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<thead>
<tr>
<th>c.</th>
<th>Strategic</th>
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<tbody>
<tr>
<td></td>
<td>Community Plan</td>
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<tr>
<td></td>
<td>This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>d.</th>
<th>Policy</th>
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<td>Not Applicable</td>
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<tr>
<th>e.</th>
<th>Financial</th>
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<td>Not Applicable</td>
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<thead>
<tr>
<th>f.</th>
<th>Legal and Statutory</th>
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<tr>
<td></td>
<td>Under Section 19 of the State Records Act 2000 each government organisation must have a record keeping plan that has been approved by the State Records Commission.</td>
</tr>
</tbody>
</table>

### Comments

A revised version of the document is attached. The document also outlines identified improvements for the preceding 5 year period.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **ENDORSE** the revised Record Keeping Plan which will be submitted to the State Records Commission for consideration and approval.

### Committee Recommendation

That Council **ENDORSE** the revised Record Keeping Plan, as per attachment to Item CS-039/12, which will be submitted to the State Records Commission for consideration and approval.

Committee Voting – 4/0
<table>
<thead>
<tr>
<th><strong>The Committee’s Reason for Varying the Officer’s Recommendation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable</td>
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<table>
<thead>
<tr>
<th><strong>Implications of the Changes to the Officer’s Recommendation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable</td>
</tr>
</tbody>
</table>
Purpose of Report

To receive the monthly Financial Management Report for September 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

a. Consultation with the Community
   Not Applicable
b. Consultation with Government Agencies
   Not Applicable
c. **Strategic**

Community Plan

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

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

d. **Policy**

Nil

e. **Financial**

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

f. **Legal and Statutory**


<table>
<thead>
<tr>
<th>Comments</th>
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<tbody>
<tr>
<td>The numerous variances identified have been reviewed within the current budget review.</td>
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<table>
<thead>
<tr>
<th>Voting Requirements</th>
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<tbody>
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<td>Simple Majority</td>
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</table>

**Officer Recommendation**


<table>
<thead>
<tr>
<th>Committee Recommendation</th>
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</table>

Committee Voting – 4/0

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

Not applicable

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

Not applicable
## Purpose of Report

Council consideration of the dates proposed for Committee and Council meetings for the 2013 year.

## Background

In accordance with the Local Government Act 1995 a local government is to at least once a year give local public notice of the date, time and place for Council and Committee meetings for the next 12 months.

Council meetings have traditionally been held on the fourth Tuesday of each month commencing at 6:00pm in the Council Chamber. The Community Development Committee, the Planning Services Committee and the Corporate and Engineering Services Committee generally meet in the Council Boardroom commencing at 4:00pm on the following dates:

- Community Development Committee – Second Monday of each month.
- Planning Services Committee – Third Monday of each month.
- Corporate and Engineering Services Committee – Third Tuesday of each month.
Details

The exception to the above include the January recess where no Council or Committee meetings are held unless a Special Meeting of Council is required and the compression of the meeting schedule in December where all the Council meeting is brought forward by two weeks to accommodate the Christmas season, resulting in the Committee Meetings being held in the first week of the month.

Implications to Consider

a. Consultation with the Community
   Advertising will be undertaken in the Sound Telegraph, Weekend Courier, Council website, social media platforms, City libraries and notice boards advising the scheduled dates for Committee and Council meetings.

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, legally and ethically compliant.

d. Policy
   Governance and Meeting Framework Policy applies.

e. Financial
   Cost of advertising the meetings is provided for in Governance and Councillor Support account 210018.1204 Advertising with an amount of $1,580 budgeted for the 2012-2013 financial year.

f. Legal and Statutory
   Section 5.25(1)(g) of the Local Government Act 1995 (the Act) stipulates the giving of public notice of the date and agenda for Council and Committee meetings.

   Regulation 12(1) of the Local Government (Administration) Regulations 1996 further refine the Act to specify time, place and types of committees that must be advertised.

Comments

The proposed schedule of meeting dates follows that which has been set for previous years. The trend in local government has been to seek more effective, timely and responsive decision making, much of this having been driven by the community and proponents of issues before Council.

Notwithstanding the use of delegation of authority and policy to assist in timely and consistent decision making, the process to gain a Council decision is often a lengthy one. It is also recognised that the application of the existing committee system has served Council well in the past. It is proposed to undertake a review of the administrative timeframes used for the decision making process in an endeavour to identify areas of potential efficiency. This may require consideration of the current schedule of meetings and structure of committees. Any identified or suggest improvements will be directed to Council via the Governance Review Committee.

Council Information Workshops will also be scheduled throughout the year, generally once per month if required, falling on the first Tuesday or Wednesday of the month (pending the scheduling of Citizenship ceremonies).
### Voting Requirements

Simple Majority

### Officer Recommendation

That Council *APPROVE* the following Council and Committee dates for 2013:

1) **Council Meetings** (commencing at 6:00pm in the Council Chambers)

<table>
<thead>
<tr>
<th>Month</th>
<th>April</th>
<th>July</th>
<th>October</th>
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<td>January</td>
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<td>February</td>
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<tr>
<td>March</td>
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</table>

2) **Community Development Committee** (commencing at 4:00pm in the Council Boardroom)

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<th>Month</th>
<th>April</th>
<th>July</th>
<th>October</th>
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<td>February</td>
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<tr>
<td>March</td>
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</table>

3) **Planning Services Committee** (commencing at 4:00pm in the Council Boardroom)

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<tr>
<td>March</td>
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</table>

4) **Corporate & Engineering Services Committee** (commencing at 4:00pm in the Council Boardroom)

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<th>Month</th>
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<tr>
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<td>17</td>
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</table>

### Committee Recommendation

That Council *APPROVE* the following Council and Committee dates for 2013:

1) **Council Meetings** (commencing at 6:00pm in the Council Chambers)

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</tbody>
</table>

2) **Community Development Committee** (commencing at 4:00pm in the Council Boardroom)

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<td>16</td>
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</tbody>
</table>
4) Corporate & Engineering Services Committee (commencing at 4:00pm in the Council Boardroom)

<table>
<thead>
<tr>
<th>January – No meeting</th>
<th>April 16</th>
<th>July 16</th>
<th>October 15</th>
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<tbody>
<tr>
<td>February 19</td>
<td>May 21</td>
<td>August 20</td>
<td>November 19</td>
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<tr>
<td>March 19</td>
<td>June 18</td>
<td>September 17</td>
<td>December 3</td>
</tr>
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Committee Voting – 4/0

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

Not applicable

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

Not applicable
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 4 DECEMBER 2012

Corporate and Engineering Services
General Management Services

Reference No & Subject: GCS-017/12 Annual Report 2011/2012
File No: IFM/26
Proponent/s: Mr Peter Varris, Manager Governance and Councillor Support
Author: Mr Peter Varris, Manager Governance and Councillor Support
Other Contributors: 
Date of Committee Meeting: 20 November 2012
Previously before Council: 
Disclosure of Interest: 
Nature of Council’s Role in this Matter: Executive Function

Site: 
Lot Area: 
Attachments: Draft 2011/2012 Annual Report
Maps/Diagrams: 

Purpose of Report

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

Should the auditor’s report not be available in time for the Annual Report to be accepted by 31 December, then the local government is to accept the Annual Report no later than two months after the auditor’s report becomes available.

Preparation of the Annual Report has progressed in anticipation that the auditor’s report will be received prior to the November ordinary Council meeting enabling Council consideration of the Annual Report at this meeting.

Details
A draft of the Annual Report for 2011/2012 has been prepared by the Economic Development Team and a copy is attached for Council consideration.

The report has been prepared using best practice from both local government and other industries. The contents include all those matters stipulated by Section 5.53 of the Local Government Act 1995.
The City has worked towards holding the Annual Meeting of Electors on Tuesday 18 December 2012 at 6:00pm and the printed copies of the Annual Report will be available prior to that meeting.

**Implications to Consider**

a. **Consultation with the Community**
   The availability of the Annual Report is advertised in conjunction with the statutory advertising required for the Annual Meeting of Electors. Advertising will appear in the local press, City website, social media platform, libraries and notice boards.

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, legally and ethically compliant.

d. **Policy**
   Nil

e. **Financial**
   Funds for advertising the electors’ meeting are provided for in Account 210018.1204 – Advertising Governance and Councillor Support.

f. **Legal and Statutory**
   Part 5 Division 5 of the Local Government Act 1995 (the Act) specifies the legislative requirements for preparation and acceptance of the Annual Report.
   
   Section 5.53(1) of the Act requires a local government to prepare an annual report for each financial year.
   
   Section 5.53(2) of the Act specifies the content of the Annual Report, including a report from the Mayor, a report from the Chief Executive Officer, an overview of the plan for the future, the financial reports for the year under review, the auditor’s report, and specified information including that relating to employees, disability services, and complaints.
   
   Section 5.54(1) of the Act specifies that the Annual Report is to be accepted by Absolute Majority decision.
   
   Section 5.55 of the Act notes that the Chief Executive Officer is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local council.

**Comments**

As the draft Annual Report for 2010/11 contains all the requirements of Section 5.54 of the Local Government Act 1995, Council is in a position to accept such report.

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

**Voting Requirements**

Absolute Majority
Officer Recommendation


Committee Recommendation

That Council **ACCEPT** the draft Annual Report for the financial year ending 30 June 2012 inclusive of the Audited Financial Report 2011/12 subject to the following amendments:

1. Page 85, fourth line under the heading ‘Sector Planning’, delete the word ‘each’ and substitute with the words ‘the remainder’. i.e. it will now read - “Implementation costs for planning processes for the remainder of the Sectors is anticipated as follow:”

2. Page 90 and 91, delete the heading ‘City Centre Transport System’ in both places where it occurs and substitute with the heading ‘Strategic Metropolitan Centre – Activity Centre Plan’.

Committee Voting – 4/0

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

The Committee changed the Officer’s Recommendation to include minor changes to the draft Annual Report for the financial year ending 30 June 2012.

Implications of the Changes to the Officer’s Recommendation

Not applicable
Corporate and Engineering Services
General Management Services

Reference No & Subject:
File No: GCS-018/12
Proponent/s: Annual Meeting of Electors 2011/2012
Author: GVR/60
Other Contributors: Mr Peter Varris, Manager Governance and Councillor Support
Date of Committee Meeting: 20 November 2012
Previously before Council:
Disclosure of Interest:
Nature of Council’s Role in this Matter: Executive Function

Purpose of Report
Council consideration of the date to hold the Annual Meeting of Electors for the 2011/2012 year.

Background
In accordance with section 5.27 of the Local Government Act 1995, a general meeting of electors of a district is to be held once every financial year. The meeting is to be held not more than 56 days after the local government accepts the annual report for the previous financial year.

Details
Best industry practice is to endeavour to hold the Annual Meeting of Electors in the same calendar year that the financial year ended. This is often dependent on the timing of the audit of the City’s financial statements and the receipt of the audit statement.

The Annual Report for 2011/2012 will be presented to Council for consideration at its 27 November 2012 meeting. The acceptance of the Annual Report will trigger the timeline for the Annual Meeting of Electors, necessitating it to be held by 22 January 2013.

It is proposed to hold the Annual Meeting of Electors for 2011/2012 at 6:00pm, Tuesday 18 December 2012 in the Reception Area of the Administration Centre.
Implications to Consider

a. Consultation with the Community
Statutory advertising is required to be carried out requiring the Chief Executive Officer to convene and electors’ meeting by giving at least 14 days’ local public notice.
Advertising will be carried out in both the Sound Telegraph and Weekend Courier, City website, social media platforms, Libraries and City notice boards.

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, legally and ethically compliant.

d. Policy
Nil

e. Financial
Funds for advertising the electors’ meeting are provided for in Account 210018.1204 – Advertising Governance and Councillor Support.

f. Legal and Statutory
Section 5.27 of the Local Government Act 1995 and Part 3 of the Local Government (Administration) Regulations 1996 specify the legislative requirements for annual meeting of electors. Part 3 of the Local Government

Comments
The Annual Meeting of Electors for 2010/2011 was held at 6:00pm on the 31 January 2012, and for the 2009/2010 year it was held 6:00pm, 4 April 2011.
The Local Government Act 1995, Section 5.33 notes that all decisions made at an electors’ meeting are to be considered at the next ordinary council meeting or, if that is not practicable, at the first ordinary council meeting after that meeting; or at a special meeting called for that purpose, whichever happens first.
It is anticipated that the outcomes of the 2011/2012 Annual meeting of Electors will be presented to the ordinary Council Meeting in February 2013.
The Officer’s recommendation is subject to the Annual Report being accepted at the Ordinary Council in November 2012.

Voting Requirements
Simple Majority

Officer Recommendation
That subject to the 2011/2012 Annual Report being accepted at it ordinary meeting held 27 November 2012, Council APPROVE the holding of the Annual Meeting of Electors for 2011/2012 on Tuesday 18 December 2012 commencing at 6:00pm in the reception area of the City Administration Centre.
<table>
<thead>
<tr>
<th>Committee Recommendation</th>
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<tbody>
<tr>
<td>That subject to the 2011/2012 Annual Report being accepted at its ordinary meeting held 27 November 2012, Council APPROVE the holding of the Annual Meeting of Electors for 2011/2012 on Tuesday 18 December 2012 commencing at 6:00pm in the reception area of the City Administration Centre.</td>
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Committee Voting – 4/0

<table>
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<tr>
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<table>
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<tbody>
<tr>
<td>Not applicable</td>
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</table>
Human Resources

Corporate and Engineering Services
Human Resources

Reference No & Subject: HR-007/12
Recommendation from the Chief Executive Officer Performance Review Advisory Committee Meeting held on 12 November 2012

File No: PSL/1298 & PSL/702
Author: Mr Ben Searcy, Manager Human Resource Development

Other Contributors: Date of Committee Meeting: 20 November 2012
Disclosure of Interest:
Nature of Council’s Role in this Matter:
Attachments: Minutes of the Chief Executive Officer Performance Review Advisory Committee Meeting held on 12 November 2012
Maps/Diagrams:

Purpose of Report
For Council to consider the submission received from Portland Broome consulting organisation to undertake the performance review for the 2012 period.

Recommendations to the Corporate and Engineering Services Committee

Advisory Committee Recommendation 1:
Appointment of performance consultant

Moved Cr Sammels, seconded Cr Hamblin
That Council APPOINT Portland Broome as the performance consultant for the 2012 CEO Performance and Personal Development Review.

Background
The Chief Executive Officer, Mr Andrew Hammond’s employment contract states the following relating to performance reviews:

PERFORMANCE REVIEWS

- The Council shall ensure that a review of the CEO’s performance is conducted annually or more frequently if the Council or the CEO perceives there is a need to do so.
- The Council shall give the CEO a minimum of ten (10) working days notice in writing that a performance review is to be conducted to enable the CEO sufficient time to prepare.
- Where an external facilitator is to be used, both parties shall agree to the nominated facilitator.
- The CEO shall prepare and submit to the council and/or facilitator an assessment of his own performance prior to the assessment by the council.
- The final report on the performance of the CEO is to be forwarded to the Council for it to consider and decide whether to accept or reject the report.

A committee to review the performance of the Chief Executive Officer was established in late 2008. This Committee is named the CEO Performance Review Committee and now consists of Cr Barry Sammels, Cr Deb Hamblin, Cr Ron Pease and Cr Allan Hill. In the past an independent facilitator has facilitated this process, with the last year being conducted by Ms Denise Mannix of Talent2.

**Implications to Consider**

<table>
<thead>
<tr>
<th>a. Strategic</th>
<th>Community Plan</th>
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<tbody>
<tr>
<td>This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:</td>
<td>-</td>
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<tr>
<td><strong>Aspiration 15:</strong> Governance systems that ensure decision making and resource allocation is accountable, participative, legally and ethically compliant.</td>
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</tbody>
</table>

| b. Policy | Not applicable |
| c. Financial | An amount of $16,000 has been allocated in the 2012/13 budget for this service as part of account number 210026.1726 – corporate training programme. |

| d. Legal and Statutory | In accordance with the Local Government Act 1995 – Section 5.38 Annual Review of Certain Employees Performance whereby the performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment. |

| e. Voting Requirements | Simple Majority |

**Officer Recommendation if Different to Advisory Committee Recommendation**

Nil

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

Nil

**Committee Recommendation**

That Council **APPOINT** Portland Broome as the performance consultant for the 2012 CEO Performance and Personal Development Review.

Committee Voting – 4/0

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

Not applicable

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

Not applicable
Strategy Coordination

Corporate and Engineering Services
Strategy Coordination

Reference No & Subject: SC-004/12 Climate Change Response Strategy
File No: CPM/80 (D12/97312)
Proponent/s: Karin Strachan, Manager Strategy Coordination
Author: Kari Strachan, Manager Strategy Coordination
Other Contributors:
Date of Committee Meeting: 20 November 2012
Previously before Council:
Disclosure of Interest:
Nature of Council’s Role in this Matter: Executive Function
Site:
Lot Area:
Attachments: Climate Change Response Strategy
Maps/Diagrams:

Purpose of Report

Council to adopt the City of Rockingham Climate Change Response Strategy. The Strategy identifies the Climate Change Risks for the City over the next 60 years, including mitigation and adaptation actions to address these Risks.

Background

Climate Change can be defined as a significant and lasting change in the statistical distribution of weather patterns over periods ranging from decades to millions of years. It may be a change in average weather conditions or the distribution of events around that average (e.g. more or fewer extreme weather events). Climate Change may be limited to a specific region or may occur across the whole Earth. Historic trends and modeling into the future indicate that the Coast of Western Australia (and the City of Rockingham) is susceptible to various risks as a result of anticipated changes in our climate.

Geographically, the City of Rockingham is contained within a complex geophysical system with a large variety of coastal and wetland habitats. Potential Climate Changes, such as sea-level rise, decline in rainfall, increased annual temperatures and changes in the frequency and intensity of extreme events will have broad ranging impacts on the natural systems that contribute to the economic, social and environmental prosperity of the region. Some elements such as sea level rise will occur gradually over many years, and so integration into a Disaster Management Plan is not...
appropriate. Local Government plans will need to accommodate this gradual, incremental long term change. Other Climate Change elements such as storms, cyclones and heat waves are highly visible, sudden, and extreme events that require disaster planning. Understanding how this variation applies to the particular Local Government area for the City of Rockingham may be useful for planning effective adaptation measures.

**Details**

The purpose of the Climate Change Response Strategy is to:

- **Provide an overview of what Climate Change is and how it could potentially impact the organisation and its activities**
- **Address those Strategic Community Plan Aspirations that would be affected by the variables associated with Climate Change and to link this to the City’s Operations**
- **Provide a “vehicle” through which the identified community and organisational Strategic objectives can be driven through targeted mitigation and adaptation actions that have been developed through a Risk analysis process**

The desired outcome of the Climate Change Response Strategy is to:

- **Provide a comprehensive link between the Strategic Community Plan and Operational Team Plans with regards to planning for and acting upon the possible threat and associated implications of Climate Change**
- **Prompt staff within the organisation that Climate Change requires pro-active planning**
- **Provide a source of information which identifies the following elements with regards to Climate Change:**
  - Climate Change variables that could impact on the City
  - Risks associated with these variables
  - Actions to address these risks
  - Team plans and Responsible people that would be required to plan and budget for these actions and implement them
- **Provide a framework within which identified actions can be tracked for implementation and updated on an ongoing basis in order to ensure that the City remains pro-active with regards to Climate Change mitigation and adaptation**

The Strategy supports at least five of the aspirations that have been specified in the City’s Strategic Community Plan.

**Key Aspirations covered by this Climate Change Response Strategy:**
- Infrastructure Construction & Planning
- Facilities & Services
- Climate Change
- Coastal and Bushland Reserves
- Carbon footprint & Waste reduction

**Purpose of this Climate Change Response Strategy:**
To Identify the Climate Change Risks for CoR and to develop Adaptation and Mitigation actions to address these Risks

Key variable 1: Sea level rise
Key variable 2: Reduced rainfall
Key variable 3: Increased temperature
Key variable 4: Increased intensity of storm events
Key variable 5: Ocean acidification / Sea temp rise
The strategy covers the next 60 years, and will be reviewed annually in order to update the assumptions and identified actions as and when new knowledge becomes available.

The key strategic objectives from the Climate Change Response Strategy are focussed on two entities, namely the community and the organisation:

**Community objectives**
- Educate the community on what Climate Change is and how it would affect them
- Address all potential Health and Safety issues with regards to the community
- Ensure continuity of services and facilities to the community as far as is possible, especially with extreme events

**Organisational objectives**
- Ensure knowledge and awareness amongst staff about what Climate Change is and what potential threats it could hold for the organisation and its operations
- Develop business continuity plan through the City’s risk management framework
- Minimise costs associated with planning for and reacting to Climate Change events, without compromising the sustainability of the organisation and the safety of its people

Key next steps that would ensure a common level of understanding and ongoing implementation of the identified actions presented from the Risk analysis include:
- An vigorous approach towards knowledge transfer across the organisation and within the community
  - The Climate Change focus group will address this through appropriate briefing documents and information sessions
- Active tracking of the implementation of identified mitigation and adaptation actions that have been developed from the Risk Analysis and are in support of the Key Strategic objectives
  - The Climate Change focus group meet on a monthly basis to discuss progress with the implementation of the actions and to develop further actions as and when required
- Ongoing update and incorporation of the mitigation actions identified in the Corporate Local Action plan (CLAP) which sets targets for corporate greenhouse gas emissions reduction. The CLAP was first developed and endorsed in 2000 to help the City achieve its 20% emissions reduction target, as set by the Cities for Climate Protection Programme (CCP). The Plan is regularly reviewed to ensure that it is current and to enable actions to be modified and priorities to be re-set.

**Implications to Consider**

**a. Consultation with the Community**

The Draft Climate Change Response Strategy was endorsed by Council in September 2012 and then presented to the community for consultation during October and November. Community consultation proceeded through internet, media release and newspaper advertising as well as copies in the Libraries and Admin reception. An email account was created where community members could email their comments to. Invites and prompts for feedback were also sent through Facebook and Twitter.

No community feedback was received.

Information sessions will be held to inform the community of Climate Change impacts as and when required.
b. **Consultation with Government Agencies**

Ongoing interaction with Government Departments as and when new knowledge becomes available with regards to Climate Change.

The Climate Change Authority was established on 1 July 2012, and provides independent advice on the operation of Australia’s carbon price, emissions reduction targets, caps and trajectories, and other Australian Government climate change initiatives. The Authority is established under the Climate Change Authority Act 2011.

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:

**Aspirations 4 & 5:** “A healthy community engaging in positive and rewarding lifestyles with access to a range of passive and active recreational and personal development opportunities” and “Community facilities and services delivered in a timely manner, able to meet expectations and serve new and growing neighbourhoods”.

**Aspiration 9:** “Planning systems, infrastructure standards and community awareness programs that serve to acknowledge and mitigate the impacts of Climate Change.

**Aspiration 10:** “Coastal and bushland reserves that are well utilised and managed in a way that will preserve them for future generations to enjoy”.

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

d. **Policy**

Nil

e. **Financial**

Financial implications include the implementation of a number of actions identified from the Strategy.

**Costs:**

- **Operating costs:**
  - An amount of $50 000 has been budgeted for Climate Change as an operating project in the 2012/2013 Financial year within the Strategic Planning and Environment Team Plan
  - Actions identified from the Climate Change Response Strategy will be brought to Council for approval through the Team Plan budgeting process as Operating projects on an annual basis
  - Day-to-day operating expenses associated with actions identified in the Climate Change Response Strategy have been included in current team plans and will be updated accordingly on an annual basis

- **Capital costs:** Varies, depending on the scope of the work required. These costs will be incorporated in the total costs of the infrastructure projects and will be brought to Council through the major and minor infrastructure planning process

- **Asset management costs:** To be incorporated into the Asset Management Plan on an ongoing basis

- **Consultant costs:** Minimal, since most work will be done in-house as far as possible
f. Legal and Statutory

The *Clean Energy Legislation Amendment Act 2012* (CELA Act) and related Acts were passed in June 2012. The CELA Act makes amendments to the Clean Energy Act 2011 and related legislation establishing the Government’s carbon pricing mechanism. It contains provisions concerning the coverage of gaseous fuels by the mechanism and minor, technical and consequential amendments to ensure the legislation is clear and consistent.

Although not directly addressing Climate Change, the above legislation needs to be considered in parallel with the City’s Climate Change Response Strategy.

**Comments**

The City’s Climate Change Response Strategy forms an integral part of various Community Plan Aspirations. The implementation of the identified actions from the Risk analysis proceeds through the various team Plans, the Asset Management Plan and the Infrastructure Plan.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council *ADOPT* the City of Rockingham Climate Change Response Strategy as per the attachment to Item SC-004/12.

**Committee Recommendation**

That Council *ADOPT* the City of Rockingham Climate Change Response Strategy as per the attachment to Item SC-004/12.

Committee Voting – 4/0

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

Not applicable

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

Not applicable
**Corporate and Engineering Services**

**Engineering and Parks Services**

### Reference No & Subject:

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>EP-079/12</th>
<th>Support for Speed Limit Change – Safety Bay Road, Baldivis</th>
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<tbody>
<tr>
<td>File No:</td>
<td>SAF1-06</td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr Scott Lambie, A/Manager Engineering Services</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Daryl Poole, Technical Officer - Traffic</td>
<td></td>
</tr>
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<td>Other Contributors:</td>
<td>20 November 2012</td>
<td></td>
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<td>Disclosure of Interest:</td>
<td>Advocacy</td>
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<td>Nature of Council’s Role in this Matter:</td>
<td>Safety Bay Road – Kwinana Freeway to Nairn Drive in Baldivis</td>
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</table>

### Site:

- Safety Bay Road – Kwinana Freeway to Nairn Drive in Baldivis

### Lot Area:

- Locality plan

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**CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 4 DECEMBER 2012**

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**PRESIDING MEMBER**
Purpose of Report

To consider a reduction of the current posted speed limit on a section of Safety Bay Road, in Baldivis.

Background

In recent correspondence from Main Roads WA, the City has been advised that the Speed Zoning Section of Main Roads has undertaken a preliminary assessment of the existing speed limit within the section of Safety Bay Road which runs between the intersections of Nairn Drive and the Kwinana Freeway interchange.

Main Roads has found that with the increased levels of roadside development, the construction of new traffic signals in addition to the existing signalised intersection, new business access points, together with increasing traffic volumes within Safety Bay Road indicate that the existing 80 km/h posted speed limit could soon be considered unreasonable for the environment.

Due to this, Main Roads have requested that the City of Rockingham consider a proposal to reduce the speed limit to 70km/h and advise Main Road of the City’s position.

Details

The section of Safety Bay Road proposed for a speed reduction is between Kwinana Freeway and Nairn Drive, Baldivis and covers a distance of approximately 1.6 km. The current posted speed limit for this section is 80 km/h between Nairn Drive and Baldivis Road, with the section between Baldivis Road and the Freeway interchange currently posted at 80km/h west bound and 70 km/h east bound.

In recent years, significant residential development within Settlers Hills (east) has occurred south of Safety Bay Road with several road connection points being connected to this section of Safety Bay Road (south side). On the north side, the further development of the Baldivis Shopping Complex and the completion of Masters Home Improvement Store have required additional access points off Safety Bay Road (north).

Implications to Consider

a. Consultation with the Community
   Nil

b. Consultation with Government Agencies
   The Commissioner of Main Roads is the sole authority that determines speed limits on all public roads and also the signing and pavement markings associated with road treatments. In this instance, Safety Bay Road is under the control and management of the City of Rockingham. Main Roads has therefore requested Council consideration in implementing a lower (70 km/h) speed limit.

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
   No significant cost incurred to the City.
f. **Legal and Statutory**

Road Traffic Act 1974 (Regulations) Section 111 (2)(a)(iii) allows for the Governor of Western Australia to make regulations empowering Main Roads to erect traffic signs and traffic control devices.

Main Roads Act 1930 Section 16(1b) and (1c): The Commissioner is deemed to always having the authorization to operate traffic signs and traffic control signals and similar devices.

Local Government Act 1995 Section 9.46(1) provides that roads vested under the control and management of a local government are to be considered property of the local government.

<table>
<thead>
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<th>Comments</th>
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<tr>
<td>Changing land use patterns, similar to what has occurred adjacent to Safety Bay Road, Baldivis, can act as a trigger for examination of existing speed limits and other road safety considerations. Invariably the concern is that the existing speed limit could be considered higher than desirable for the increasing number of users (vehicle and pedestrian) within this section of road.</td>
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<table>
<thead>
<tr>
<th>Voting Requirements</th>
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<tbody>
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<td>Simple Majority</td>
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<table>
<thead>
<tr>
<th>Officer Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council <strong>SUPPORT</strong> the implementation of a posted speed limit of 70km/h for the section of Safety Bay Road, between Kwinana Freeway and Nairn Drive, Baldivis.</td>
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<table>
<thead>
<tr>
<th>Committee Recommendation</th>
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Committee Voting – 4/0

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

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<tr>
<th>Implications of the Changes to the Officer’s Recommendation</th>
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</thead>
<tbody>
<tr>
<td>Not applicable</td>
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</tbody>
</table>
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 4 DECEMBER 2012

PRESIDING MEMBER

Corporate and Engineering Services
Engineering and Parks Services

Reference No & Subject: EP-080/12 Placement of Plaques on Second Face of New Waikiki Foreshore Memorial Wall

File No: COM/13-06

Proponent/s: Mr James Henson, Manager Parks Development

Author: Mr Chris Thompson, Director Engineering and Parks Services

Other Contributors:

Date of Committee Meeting: 20 November 2012

Previously before Council: 

Disclosure of Interest: 

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

Site: R/47275 – Waikiki Foreshore

Lot Area: 18,328m2

Attachments:

Maps/Diagrams:

Purpose of Report

To seek Council approval for the placing of memorial plaques on the second (2nd) face of the newly constructed Waikiki Memorial Wall.

Background

The Waikiki Memorial wall was recently reconstructed as part of the Waikiki Foreshore redevelopment. The plaques from the original wall were removed and reinstated on the new wall, however, the original (western) face is now fully allocated and no additional placements are available to the public.

Details

The design of the new Waikiki Memorial wall which was completed in early 2011 had increased the number of available placements for plaques from 115 on the original wall, to 128. During the construction of the wall, many additional requests had been received for allocations on the new wall and by the time construction had been completed, the additional 13 places had all been reserved.

At the completion of the wall, all of these requests were attended to and the 1st (western) face of the wall is now fully allocated with no further placements available.

Interest in the wall has still not abated and additional requests are continuing to be received. There is now a further 60 requests for plaques which hinges on Council’s decision to agree to the eastern face of the wall being used for memorial display.
Implications to Consider

a. Consultation with the Community
   Significant support for the placing of memorials on the eastern face of the Waikiki memorial wall has been received from the wider community.

b. Consultation with Government Agencies
   Permission must be sought through the Office of Australian War Graves for verification to use official insignia.

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
   The Placing and Maintenance of Memorial Plaques within the City of Rockingham.

e. Financial
   Costs of approximately $550 for the administration, manufacture and installation of the plaque are borne by the applicant.

f. Legal and Statutory
   Authorisation would be required from the Department of Veterans Affairs and the Department of Defence for permission to display the Navy, Army and Air Force emblems on a commemorative plaque.

Comments

Interest in the memorial wall is ongoing and if the current level of interest continues, it is likely that if the eastern face of the wall was to be opened up to further plaques, it would become fully allocated within an estimated 2 – 3 years.

There is currently no plan to provide further memorial walls at any location with the City and it is not currently included in any Specific Purpose Strategy. There is still considerable space on the Rockingham memorial wall at Rockingham beachfront to accommodate plaques, however this area does not fulfil the needs of many residents who find the Waikiki wall more appropriate for their individual circumstances.

The problem with the ongoing use of walls outside cemeteries is that the proportion of places available represents only a very small percentage of the City’s population and for a limited time period over the life of the City and its residents. Once this wall is full, the City will be in the same position, with no further places available.

Residents in 50 or 100 years may very well still have a memorial wall in-situ containing plaques for long past residents for which little or no connection to the current residents remain. It is not considered viable to continue to build memorial walls for the placement of plaques. With a population of 110,000 increasing annually, it is not a sustainable proposition to continue to construct memorial walls outside of the cemeteries on which to place plaques and indeed, there is opposition just as there is support for the placement of memorials plaques in public places. The Metropolitan Cemeteries Board recently opened the new Rockingham Regional Memorial Park, designed to service the needs of the community for several generations to come in respect to memorialising past family members.

As a step to giving the residents more options outside of a cemetery, a revised ‘Memorials Policy’ has been drafted for future Council consideration that will give additional options to residents, e.g., memorial seats, picnic settings and the like. The City would also only guarantee the applicant a certain period of placement at any location in accordance with the Western Australian Cemeteries
Act 1986, thereby allowing others into the future an opportunity, and also to replace weathered and worn memorials that will over time fall into disrepair or require ongoing maintenance with associated costs to the City and its ratepayers.

While there is certainly public interest, for and against, the ongoing practice of building memorial walls is not seen as viable, particularly as less costly alternatives may be available. In the short term, the 2nd face of the Waikiki wall is suitable and can accommodate some 128 plaques, however it is not recommended that the City continue to construct and administer the practice of building memorial walls outside those areas provided by the Metropolitan Cemeteries Board.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council:

1. **APPROVE** the use of the eastern face of the newly constructed Waikiki Memorial Wall for the placement of memorial plaques.
2. **NOT SUPPORT** any further construction of commemorative memorial walls within the City of Rockingham, outside those areas provided by the Metropolitan Cemeteries Board.

### Committee Recommendation

That Council:

1. **APPROVE** the use of the eastern face of the newly constructed Waikiki Memorial Wall for the placement of memorial plaques.
2. **REQUEST** a review be undertaken for the construction and use of commemorative memorial walls within the City of Rockingham in 2014.

Committee Voting – 4/0

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

The Committee changed the Officer’s recommendation to allow for further consideration on the construction and use of commemorative memorial walls within the City of Rockingham.

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

Not applicable
<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>EP-081/12 Memorandum of Understanding (MoU) for Department of Education Shared Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proponent/s:</td>
<td>Mr James Henson, Manager Parks Development</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Adam Johnston, Manager Parks Operations</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>20 November 2012</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>20 November 2012</td>
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<td>Lot Area:</td>
<td>1. Endeavour Primary School – Memorandum of Understanding</td>
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<tr>
<td>Attachments:</td>
<td>2. Settlers Hills Primary School – Memorandum of Understanding</td>
</tr>
<tr>
<td></td>
<td>3. Secret Harbour Primary School – Memorandum of Understanding</td>
</tr>
<tr>
<td></td>
<td>4. Waikiki Primary School – Memorandum of Understanding</td>
</tr>
<tr>
<td></td>
<td>5. Rockingham Lakes Primary School – Memorandum of Understanding</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td>Aerial Images of specific locations</td>
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</table>
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 4 DECEMBER 2012
Purpose of Report

For Council to adopt the Memorandum of Understandings (MoU’s) between the City of Rockingham and Minister for Education, for the maintenance of shared Community ovals for the following Primary Schools in the City of Rockingham.

1. Endeavour Primary School, Lot 503 on DP 23846 and Lot 507 on DP 25503
2. Settlers Hills Primary School, Lot 1410 on DP 41082 and Lot 1409 on DP 41082
3. Secret Harbour Primary School, Lot 178 on DP 19215 and Lot 1386 on DP 19215
4. Waikiki Primary School, Lot 1150 on DP 50119 and Lot 1151 on DP 67546
5. Rockingham Lakes Primary School, Lot 787 on DP 33711 and Lot 5017 on DP 39562

Background

The City of Rockingham (City) and the Department of Education (School), has had a number of agreements which cover some but not all the shared spaces adjoining City controlled Public Open Space.
The City previously agreed to be responsible for the ongoing maintenance of the entire oval and surrounds and the Schools agreed to contribute to specific proportions of such maintenance and to other charges as the City governs the bookings from a number of Sporting Clubs currently allocated common use of the reserves.

**Details**

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

**Implications to Consider**

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

b. **Consultation with Government Agencies**
   Negotiation regarding the development of the final agreements has been done in consultation with the Department of Education.

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

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

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

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

d. **Policy**
   Not Applicable

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

   Cost recovery contributions from the Schools will be required to cover the maintenance cost for the prescribed area identified in the MoU.

   The calculated cost of routine maintenance of the grassed area of the shared facility is $2.03 per square metre per annum calculated from the City’s rate of $20,325 including GST per hectare as at the commencement date.

   1. **Endeavour Primary School** - 1.6 hectares.
   2. **Settlers Hills Primary School** - 1.0 hectares.
   3. **Secret Harbour Primary School** - 1.6 hectares.
   4. **Waikiki Primary School** - 1.4 hectares.
   5. **Rockingham Lakes Primary School** - 1.8 hectares.
The following schedule identifies the breakdown of activity for the annual reserve maintenance:

### Maintenance Schedule

<table>
<thead>
<tr>
<th>Description</th>
<th>Frequency (per annum)</th>
<th>Hours</th>
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<td>Granular Fertiliser Application</td>
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<td></td>
<td></td>
<td></td>
<td><strong>$ 20,325</strong></td>
</tr>
<tr>
<td><strong>Square Metre Rate</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$ 2.033</strong></td>
</tr>
</tbody>
</table>

### Legal and Statutory

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

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

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

### Comments

The final draft has been vetted by City Officers and is considered to represent good value when compared with equivalent expenditure for sports oval maintenance across the City.
In addition, the agreement does not negate any potential changes to existing land uses for future development.

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council *APPROVE* the Memorandum of Understandings between the City of Rockingham and Minister for Education for the maintenance of the shared spaces located on the following lots:

1. Endeavour Primary School, Lot 503 on DP 23846 and Lot 507 on DP 25503.
2. Settlers Hills Primary School, Lot 1410 on DP 41082 and Lot 1409 on DP 41082.
4. Waikiki Primary School, Lot 1150 on DP 50119 and Lot 1151 on DP 67546.
5. Rockingham Lakes Primary School, Lot 787 on DP 33711 and Lot 5017 on DP 39562.

**Committee Recommendation**

That Council *APPROVE* the Memorandum of Understandings between the City of Rockingham and Minister for Education for the maintenance of the shared spaces located on the following lots:

1. Endeavour Primary School, Lot 503 on DP 23846 and Lot 507 on DP 25503.
2. Settlers Hills Primary School, Lot 1410 on DP 41082 and Lot 1409 on DP 41082.
4. Waikiki Primary School, Lot 1150 on DP 50119 and Lot 1151 on DP 67546.
5. Rockingham Lakes Primary School, Lot 787 on DP 33711 and Lot 5017 on DP 39562.

Committee Voting – 4/0

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

Not applicable

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

Not applicable
<table>
<thead>
<tr>
<th></th>
<th>Reports of Councillors</th>
<th>Nil</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>Addendum Agenda</td>
<td>Nil</td>
</tr>
<tr>
<td>15.</td>
<td>Motions of which Previous Notice has been given</td>
<td>Nil</td>
</tr>
<tr>
<td>16.</td>
<td>Notices of motion for Consideration at the Following Meeting</td>
<td>Nil</td>
</tr>
<tr>
<td>17.</td>
<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
<td>Nil</td>
</tr>
<tr>
<td>18.</td>
<td>Matters Behind Closed Doors</td>
<td>Nil</td>
</tr>
<tr>
<td>19.</td>
<td>Date and Time of Next Meeting</td>
<td>The next Corporate and Engineering Services Committee Meeting will be held on <strong>Tuesday 4 December 2012</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
</tr>
<tr>
<td>20.</td>
<td>Closure</td>
<td>There being no further business, the Chairperson thanked those persons present for attending the Corporate and Engineering Services Committee meeting, and declared the meeting closed at <strong>4:38pm</strong>.</td>
</tr>
</tbody>
</table>