MINUTES
Corporate and Engineering Services Committee Meeting

Held on Tuesday 17 September 2013 at 4:00pm
City of Rockingham Boardroom
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1. **Declaration of Opening**

The Chairperson declared the Corporate and Engineering Services Committee Meeting open at **4:00pm**, welcomed all present, and recited the Acknowledgement of Country.

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

2.1 **Councillors**
- Cr Barry Sammels
- Cr Lorraine Dunkling
- Cr Ron Pease
- Cr Chris Elliott

2.2 **Executive**
- Mr Andrew Hammond
- Mr Chris Thompson
- Mr John Pearson
- Mr John Woodhouse
- Mr Scott Lambie
- Mr Cadell Buss
- Mr Ben Searcy
- Mr Peter Varris
- Mrs Jelette Edwards
- Ms Sue Langley

2.3 **Members of the Gallery:**
- 2

2.4 **Apologies:**
- Cr Allan Hill

2.5 **Approved Leave of Absence:**
- Nil

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

Nil

4. **Public Question Time**

4:00pm  The Chairperson invited members of the Public Gallery to ask questions. There were none.

5. **Confirmation of Minutes of the Previous Meeting**

Moved Cr Pease, seconded Cr Elliott:

That Council **CONFIRM** the Minutes of the Corporate and Engineering Services Committee Meeting held on 20 August 2013, as a true and accurate record.

Committee Voting – 4/0
### 6. Matters Arising from the Previous Minutes

Nil

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

**4:01pm** 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

**4:01pm** 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

**4:01pm** The Chairperson advised in accordance with section 5.23(2)(a) of the Local Government Act 1995 – if there were any questions or debate on Confidential Item GM-005/13 – Light Vehicle Fleet – Fringe Benefit Tax Implications, then the Committee will need to defer the matter at Agenda Item 18 - Matters Behind Closed Doors.

There were no questions or request for debate.
CONFIDENTIAL ITEM
NOT FOR PUBLIC ACCESS
Section 5.95(3) Local Government Act 1995 (the Act)
This item may be discussed behind closed doors as per Section 5.23(2)(a) of the Act – A matter affecting an employee or employees

Corporate and Engineering Services
General Management Services

Reference No & Subject: GM-005/13 Light Vehicle Fleet – Fringe Benefit Tax Implications
File No: CPM/3-04
Proponent/s: Mr Andrew Hammond, Chief Executive Officer
Author: Mr Allan Moles, Manager Financial Services
Other Contributors: Corporate and Engineering Services
Date of Committee Meeting: 17 September 2013
Previously before Council: 17 September 2013
Disclosure of Interest: The remuneration packages of the Chief Executive Officer, Directors and Managers will be affected by the proposed changes to the Light Vehicle Fleet Policy.

Nature of Council’s Role in this Matter: Executive

Site:
Lot Area:
Attachments:
Maps/Diagrams:

Voting Requirements
Simple Majority

Officer Recommendation
That Council ADOPT the revised Light Vehicle Fleet Policy as follows:
**Light Vehicle Fleet Policy**

**Policy Objective**

- To provide a fleet of cost effective and functional light vehicles for operational purposes.
- To incrementally transfer the Executive and Management Team from City supplied vehicles to annual vehicle allowances.
- To provide vehicles and vehicle allowances as part of remuneration packages that are competitive within the Local Government employment market.
- To continually improve the environmental performance of the light vehicle fleet with the objective of achieving a 4 Star Australian Government Green Vehicle Guide rating across the entire fleet.

**Policy Statement**

**Provision of Vehicles**

Motor vehicles will be provided to the Chief Executive Officer (CEO), Directors and Managers as part of an overall remuneration package in line with professional and employment market requirements. The Mayor has the option of being provided with a similar vehicle to the CEO in accordance with Regulation 34AD of the Local Government (Administration) Regulations 1996.

Vehicles will be allocated to other staff on an operational needs basis only, however those staff, subject to certain conditions, will have access to restricted private use upon the payment as specified in the Supply and Use of Passenger Vehicle Fleet and Fuel Card Guidelines, adjustable from time to time.

Commuting use will be provided for all other vehicles to qualifying staff.

**Remuneration benchmarks for vehicle standards:**

- **CEO / Mayor** – Holden Statesman V8
- **Directors** - Holden Calais
- **Managers** – Holden Commodore Omega

The specification and standard of general usage vehicles will be based on operational need.

The value of these vehicles will be subject to annual adjustment of the consumer price index (CPI) as at the end of each financial year based upon the most recently released Australian Bureau of Statistics data.

**Vehicle Standards**

All vehicles must achieve at least a 3.5 star, and where possible a 4 star rating as assessed by the Australian Government Green Vehicle Guide.

All vehicles must have an *Australasian New Car Assessment Program* (ANCAP) safety rating of at least 4 stars.

Purchasing decisions must be based upon operating cost and estimated residual value.

The vehicles identified in the Supply and Use of Passenger Vehicle Fleet Guidelines, which may be reviewed from time to time, and their accompanying State Government contract prices that prevail from time to time will form the benchmark of remuneration packaging.

These vehicles are a remuneration guide only. Vehicles will be supplied of similar standard and level of appointment after evaluation of operating cost, resale value, safety rating and environmental performance. CEO, Directors and Managers wishing to vary the standards of the supplied vehicle may do so provided that:

- The variation from State Government Contract price does not exceed plus/minus 20% of the benchmark price.
- The vehicle is operationally suitable and appropriate as approved by the CEO.
- An adjustment in the cash component of the salary is made to reflect the variation.
Vehicle Allowance

CEO, Directors and Managers appointed on or before the 31st December 2013 have the option of receiving an annual allowance in lieu of the provision of a motor vehicle on the following conditions:

The base allowance will be calculated at 45% of the capital cost (inclusive of GST and rounded to the closest hundred) of the CEO benchmark vehicle valuation. For the purposes of relativity and to honour existing vehicle entitlements, Director’s and Manager’s allowances will then be extended at 85% and 70% of the CEO’s allowance respectively.

CEO - $58900 @ 45% = $26500
Directors - $26500 @ 85% = $22500
Managers - $26500 @ 70% = $18500

These allowances will vary in line with the annual CPI valuation adjustment of the benchmark vehicle used for the calculation.

Officers in receipt of a vehicle allowance are not entitled to claim a mileage / kilometreage allowance for the use of their private vehicle for work purposes.

Officers in receipt of a vehicle allowance must maintain their personal vehicle in a lawful, roadworthy and presentable condition and ensure that the vehicle carries all appropriate licencing and insurance coverage and is used for their own day to day work purposes as would a City provided vehicle. There is no requirement for personal vehicles to be made available to other members of staff for work purposes.

Officers in receipt of a vehicle allowance are not to use general fleet or “pool” vehicles for either business or private purposes without the approval of the CEO.

CEO, Directors and Managers appointed on or after 1st of January 2014 will be provided with a vehicle allowance only; no option will exist for the provision of a City vehicle. For the purposes of clarity, the renewal of existing employment contracts will retain the option for the supply of a City vehicle in accordance with this policy.

The CEO will implement Executive Policies and Procedures to ensure that insurance, liability and other areas of corporate risk are managed appropriately and effectively.

Environmental Footprint

Council is keen to improve the environmental footprint of the light vehicle fleet and will use Australian Government Green Vehicle Guide star ratings as an indicator of overall reduction in fuel consumption, carbon emissions and air pollution.

The current range of functional and effective 4 star vehicles is somewhat limited however, the motor vehicle industry is gradually responding to the environmental challenge. In time it is hoped that the market will expand to provide an extensive range of cost competitive and functional 4 star vehicles.

Subject to the availability of a cost effective and functional fleet range, all vehicles purchased in the future must achieve at least a 3.5 star rating as provided in the Green Vehicle Guide. The provision of 4 star vehicles is encouraged, provided that vehicles are functional and cost effective.

Vehicle Usage

The private use of the City’s motor vehicles is subject to users maintaining their vehicle in a clean and orderly manner and adhering at all times to insurance policy requirements. Non-staff members may only drive City vehicles with the express permission of the staff member concerned and in absolute compliance with the City’s insurance policy. It is the responsibility of the staff member to verify insurance compliance.

Misuse, abuse, neglect of vehicles or non-compliance with insurance conditions will result in private use rights being withdrawn.

All vehicles are to be car pooled and available for operational use during business hours.
**Allocation Categories**

CEO / Mayor - Unrestricted private use of fully serviced vehicle throughout Australia.

Directors – Unrestricted private use of fully serviced vehicle throughout Western Australia.

Managers – Restricted private use of vehicle limited to 500 kilometre radius of the municipal boundary. Must provide fuel whilst on periods of annual, purchased leave, and long service leave. In cases of personal leave the City shall continue to provide for the purchase of fuel.

General usage – Restricted private use of vehicle limited to 500 kilometre radius of the municipal boundary. Unavailable for private use during any periods of leave other than periods of personal leave of up to a maximum of 48 hours.

Commuting use – Strictly restricted to direct carriage between workplace and residence.

The CEO is authorised to amend vehicle usage categories for Directors, Managers and General usage provided there is no impact on organisational operational requirements.

**Implementation**

The Supply and Use of Passenger Vehicle Fleet Guidelines is reviewed on an annual basis to ensure currency.

**Committee Recommendation**

That Council **ADOPT** the revised Light Vehicle Fleet Policy as follows:

**Light Vehicle Fleet Policy**

**Policy Objective**

- To provide a fleet of cost effective and functional light vehicles for operational purposes.
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**Implementation**

The Supply and Use of Passenger Vehicle Fleet Guidelines is reviewed on an annual basis to ensure currency.

Committee Voting – 4/0

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

**Corporate and General Management Services Information Bulletin – September 2013**

**Corporate Services**
1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Retention and Disposal Project
   3.2 Document Migration Project
   3.3 Digital Preservation Strategy
   3.4 CCTV
   3.5 Warnbro Library Cable Upgrade
   3.6 Safety Bay Library Cable Upgrade
   3.7 ICT Strategic Plan
4. Information Items
   4.1 List of Payments August 2013
   4.2 Change of Basis of Rates

**Governance and Councillor Support**
1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Candidate Information Session
   4.2 Local Government Elections
   4.3 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
   3.3 Leadership & Management Programme
   3.4 Values Programme
   3.5 Occupational Safety & Health Programme
4. Information Items

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

**Strategy Coordination**
1. Strategy Coordination Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Update of Climate Change Response Plan and implementation of Key Actions
   3.2 Risk Analysis Framework – Roll out and Audit
   3.3 Risk Management Training
   3.4 Community Engagement Framework: Training and roll-out

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 4th Generation Team Plans
   4.5 Coordinating the development and implementation of a Development Contribution Scheme
   4.6 New Ideas Incentive Scheme
   4.7 City Scoreboard
   4.8 Climate Change Response Strategy
   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

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

Committee Recommendation
That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – September 2013 and the content be accepted.

Committee Voting – 4/0

Engineering and Parks Services Information Bulletin – September 2013

Engineering Services
1. Engineering Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Delegated Authority for approval of Directional Signage
   4.2 Delegated Authority for Thoroughfare Closures
   4.3 Local Area Traffic Management and Road Safety Design Projects 2013/2014
   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 Project

**Engineering Operations**
1. Engineering Operations Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Road Construction Program Roads to Recovery 2013/2014
   4.2 Road Construction Program Federal Black Spot 2013/2014
   4.3 Road Construction Program Municipal Works 2013/2014
   4.4 Footpath Construction Program Municipal Works 2013/2014
   4.5 Road Maintenance Program 2013/2014
   4.6 Passenger Vehicle Fleet Program 2013/2014
   4.7 Light Commercial Vehicles Program 2013/2014
   4.8 Heavy Plant Program 2013/2014

**Parks Development**
1. Parks Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Golden Bay Shared Use Oval
   3.2 Mornington Reserve Development
   3.3 Lake Richmond Boardwalk
   3.4 Bakewell to Port Kennedy Drive- Irrigation Project
   3.5 Warnbro Recreation Ground Irrigation Upgrade
   3.6 Rae Road Streetscape Project- Read to Seabrooke Avenue
   3.7 Dixon Road Management Plan Review
   3.8 Tramway Management Plan Review
4. Information Items
   4.1 Groundwater Monitoring
   4.2 Mundijong Road Environmental Offsets
   4.3 Climate Change Mitigation
   4.4 Lake Richmond Heritage Listing
   4.5 Delegated Subdivision Public Open Space Practical Completion
   4.6 Delegated Subdivision Public Open Space Handovers
   4.7 Delegated Public Open Space Approvals
   4.8 Memorial Seat Approvals

**Parks Operations**
1. Building Maintenance Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Hourglass Reserve replacement of long jump running track
   3.2 Stan Twight Reserve replacement of netting to turf cricket practice nets
   3.3 Waterfront Village porous paving to tree surrounds
   3.4 Play Equipment Replacement
   3.5 Anniversary Park AFL Boundary Fence Replacement
4. Information Items
   4.1 Parks Maintenance Program 2013/2014

**Asset Management**
1. Asset Management Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Road condition inspection and modelling
   3.2 Footpath Condition Audit
4. Information Items
   4.1 Asset Management Improvement Strategy
   4.2 Asset Systems Management

**Building Maintenance**
1. Building Maintenance Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Asbestos audit
4. Information Items
   4.1 Building Maintenance
   4.2 Graffiti Removal

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

**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
<table>
<thead>
<tr>
<th>4.2</th>
<th>240 litre recycling bin service</th>
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<tr>
<td>4.3</td>
<td>240 litre bin recycling participation statistics</td>
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<td>4.4</td>
<td>Destroyed and stolen refuse bins</td>
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<td>4.5</td>
<td>Landfill statistics</td>
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<td>4.6</td>
<td>Education and promotion</td>
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<td>4.7</td>
<td>T13/14-19 Supply and delivery of one new crawler loader with optional service agreement and optional trade or outright purchase of the City’s existing crawler loader</td>
</tr>
<tr>
<td>4.8</td>
<td>T13/14-20 Supply and delivery of one used 30,000 litre articulated water cart, trade or outright purchase of the City’s existing Volvo 861 articulated water cart</td>
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### Committee Recommendation

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

Committee Voting – 4/0
12. Agenda Items

Corporate Services

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<thead>
<tr>
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<tbody>
<tr>
<td>File No:</td>
<td>FLM/88</td>
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<tr>
<td>Proponent/s:</td>
<td>Mr Allan Moles, Manager Financial Services</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Allan Moles</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Allan Moles</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>17 September 2013</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>17 September 2013</td>
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<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
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<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
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<tr>
<td>Site:</td>
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<td>Lot Area:</td>
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<td>Maps/Diagrams:</td>
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**Purpose of Report**


**Background**

Nil

**Details**

The monthly Financial Management Report includes the following:
1. Statement of Financial Activity by Program
2. Statement of Net Current Assets
3. Other schedules and charts for management information purposes.
Implications to Consider

a. Consultation with the Community
   Not Applicable

b. Consultation with Government Agencies
   Not Applicable

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

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

d. Policy
   Nil

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

f. Legal and Statutory

Comments

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

Voting Requirements

Simple Majority

Officer Recommendation


Committee Recommendation


Committee Voting – 4/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
Corporate and Engineering Services Committee Minutes
Tuesday 17 September 2013

Governance and Councillor Support

Corporate and Engineering Services General Management Services

Reference No & Subject: GCS-008/13
Recommendations from the Governance Review Committee Meeting held on 27 August 2013

File No: CPM/3-01
Author: Mr Peter Varris, Manager Governance and Councillor Support

Other Contributors:
Date of Committee Meeting: 17 September 2013

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

Attachments:
1. Minutes of the Governance Review Committee Meeting held on 27 August 2013
2. Council Policy Review

Maps/Diagrams:

Purpose of Report
To consider the recommendations arising from the Governance Review Committee Meeting held 27 August 2013 including –

- a restructure of committees to ensure sound decision-making of Council and the effective and efficient use of elected member time;
- the change of dates for the October 2013 round of Council and Committee meetings to accommodate a Special Council Meeting after the local government elections for the purpose of swearing in new Councillors, electing the Mayor and Deputy Mayor and appointing Councillors to committees;
- a review of Council Policies; and
- a change of terms of reference for the Audit Committee to comply with amendments to the Local Government (Audit) Regulations 1996.

Recommendations to the Corporate and Engineering Services Committee

Advisory Committee Recommendation 1: Committee Restructure

That Council:

1. **DISBAND** the Community Development Committee, Planning Services Committee, and Corporate and Engineering Services Committee effective from 30 September 2013;
2. **ESTABLISH** the following committees effective 1 October 2013 –

**Planning and Engineering Services Committee**
- Committee Composition – 5 Councillors, 5 Deputies
- Meets – Third Monday of the month.

**Corporate and Community Development Committee**
- Committee Composition – 5 Councillors, 5 Deputies
- Meets – Third Tuesday of the month.

3. **AMEND** the Governance and Meeting Framework Policy to reflect point 2 above and to include the following statement after the first paragraph under 2 Standing Committee Meetings –

**Standing Committee Membership Concept**

Where practicable, each councillor will be member of one of the standing committees and deputy for the other. In the interest of representational equity, where possible each standing committee will comprise a councillor elected from each of the Wards of the City.

**Background**

Section 5.2 of the Local Government Act 1995 (the Act) provides that ‘The council of a local government is to ensure that there is an appropriate structure for administering the local government.’

Section 5.8 of the Act provides that ‘A local government may establish (by absolute majority decision) committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.’

The following factors have been considered in the review of the City's committee structure:

- Quality of decision-making;
- Community participation;
- Accountability; and
- Efficiency and effectiveness.

The present committee structure has been in place for many years and has been embedded through the Governance and Meeting Framework Policy.

Three core committees, Community Development Committee, Planning Services Committee and Corporate and Engineering Services Committee, meet essentially once per month to make recommendations to Council. All advisory and occasional committees report through these core committees to Council.

Each core committee membership comprises four councillors (quorum of two), with three nominated deputy members.

The organisational alignment to the committee structure is as follows:

**Community Development Committee**: Community Development Division and Community and Leisure Facilities Team (part of Corporate Services Division).
**Planning Services Committee**: Planning and Development Division (including Building and Health Services).

**Corporate and Engineering Services Committee**: Corporate Services Division (excluding Community and Leisure Facilities Team), General Management Services Division, Legal Services Division, Engineering and Parks Services Division.

Notwithstanding that regulation 5 of the Local Government (Administration) Regulations 1996 provides that only those committees to which the Council has delegated a power or duty need to be open to the public, the City of Rockingham Standing Orders Local Law 2001 provides that each of the core committees shall be open to the public and allow a period of time for public questions.

The monthly meeting schedule (with the exception of December and January) is as follows:

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Community Development Committee 4:00pm</td>
<td>Council Information Workshop 4:00pm</td>
</tr>
<tr>
<td>3</td>
<td>Planning Services Committee 4:00pm</td>
<td>Corporate and Engineering Services Committee 4:00pm</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Ordinary Council meeting 6:00pm</td>
</tr>
</tbody>
</table>

Table 1 – Current Core Committee Meeting Schedule

Councillor Membership is noted in the following table:

<table>
<thead>
<tr>
<th>Councillor</th>
<th>Community Development Committee</th>
<th>Planning Services Committee</th>
<th>Corporate &amp; Engineering Services Committee</th>
<th>Information Workshop</th>
<th>Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Sammels</td>
<td>Dep</td>
<td>Dep</td>
<td>Chair</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Cr Hamblin</td>
<td>✓</td>
<td>Dep</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Cr Dunkling</td>
<td>✓</td>
<td>Dep</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Cr Elliott</td>
<td>Dep</td>
<td>✓</td>
<td>Dep</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Cr Hill</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Cr Liley</td>
<td>Chair</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Cr Pease</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Cr Prince</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Cr Smith</td>
<td>Dep</td>
<td>Chair</td>
<td>Dep</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Cr Stewart</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Members</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

Table 2 – Current Core Committee Membership
Details

The question of whether an alternate system to the current committee based decision making structure has not been investigated in the review. It is generally considered by both councillors and officers that the committee system works well at the City of Rockingham and should be retained.

Core Committee Workloads

In reviewing the efficiency and effectiveness of the committee structure the following data in respect to duration times of core committee meetings and number of agenda items was gathered. This data does not separately identify the time utilised in the respective meetings to deal with procedural matters, question time or submissions, and discussion on information bulletins. The data relates to the period July 2011 to June 2013.

### Community Development Committee

<table>
<thead>
<tr>
<th>Total Items</th>
<th>Total Duration (minutes)</th>
<th>Average minutes per item</th>
<th>Meeting Average Items</th>
<th>Meeting Average Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>153 items</td>
<td>1035 minutes</td>
<td>6.76</td>
<td>6.95 items</td>
<td>47.05 minutes</td>
</tr>
</tbody>
</table>

### Planning Services Committee

<table>
<thead>
<tr>
<th>Total Items</th>
<th>Total Duration (minutes)</th>
<th>Average minutes per item</th>
<th>Meeting Average Items</th>
<th>Meeting Average Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>211 items</td>
<td>1249 minutes</td>
<td>5.92</td>
<td>9.59 items</td>
<td>56.77 minutes</td>
</tr>
</tbody>
</table>

### Corporate and Engineering Services Committee

<table>
<thead>
<tr>
<th>Total Items</th>
<th>Total Duration (minutes)</th>
<th>Average minutes per item</th>
<th>Meeting Average Items</th>
<th>Meeting Average Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 items</td>
<td>860 minutes</td>
<td>2.87</td>
<td>13.64 items</td>
<td>39.09 minutes</td>
</tr>
</tbody>
</table>

Table 3 – Current Core Committee Agenda Items and Duration - July 2011 – June 2013

A focus of the review has been to ensure that there is sound organisational alignment to the committee structure and that there is effective and efficient use of both elected members and officer time in the decision making process. There is some capacity to reduce the number of core committees from three to two, potentially reducing the number of meetings to be attended by some councillors and officers, and as a consequence reducing the governance arrangements for agendas and minute preparation. The most appropriate arrangement for two core committees at the City would be as follows:

**Planning and Engineering Services Committee:** Planning and Development Division (including Building and Health Services) and Engineering and Parks Services Division.

**Corporate and Community Development Committee:** Corporate Services Division, General Management Services Division, Legal Services Division, and Community Development Division.

This would see Community Development being combined with Corporate and General Management Services, while Planning Services and Engineering and Parks combine.

In considering the potential workload for each core committee, the data from the past two years has again been used, extracting the number of Engineering and Parks Services agenda items from the Corporate and Engineering Services Committee meetings and applying the information across the proposed structure. This provides a broad indication of what the average meeting duration and number of items may have been should the structure have been in place since July 2011.

### Planning and Engineering Committee

<table>
<thead>
<tr>
<th></th>
<th>Average Monthly Items</th>
<th>Average Monthly Duration (minutes)</th>
<th>Average Duration/Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Services</td>
<td>9.59</td>
<td>56.77</td>
<td>5.92</td>
</tr>
<tr>
<td>Engineering &amp; Parks Services</td>
<td>6.86</td>
<td>19.69</td>
<td>2.87</td>
</tr>
<tr>
<td>Total Average Items</td>
<td>16.45</td>
<td>76.46 (1 hour 16 minutes)</td>
<td></td>
</tr>
</tbody>
</table>

Table 4 – Proposed Planning & Engineering Committee Agenda Items and Duration - July 2011 – June 2013
As can be demonstrated with the past data, the potential structure would see both new core committees with a relatively equitable workload. Planning and Engineering Services Committee would have dealt with an average of 16 items at a meeting of 1 hour 16 minutes average duration, and the Corporate and Community Development Committee would have dealt with an average of 13 items at a meeting of 1 hour and 6 minutes average duration.

Committee Membership Concept

A new membership concept is proposed with the proposed change to the core committees. It is suggested that the membership be increased from four to five, as a consequence increasing the quorum to three.

It is recommended that each councillor sits on a core committee and acts as deputy for the other. The recent change to Ward representation makes it possible for each Ward to be represented on each core committee. As a consequence, it is possible that should a Ward councillor be unable to attend a meeting, a fellow Ward councillor could act a deputy (if available). The proposed membership concept is demonstrated in the following tables:

<table>
<thead>
<tr>
<th>Councillor</th>
<th>Planning &amp; Engineering Services Committee</th>
<th>Corporate &amp; Community Development Committee</th>
<th>Information Workshop</th>
<th>Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rockingham Ward</td>
<td>✓</td>
<td>Dep</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Rockingham Ward</td>
<td>Dep</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Rockingham Ward</td>
<td>✓</td>
<td>Dep</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Safety Bay Ward</td>
<td>✓</td>
<td>Dep</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Safety Bay Ward</td>
<td>✓</td>
<td>Dep</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Safety Bay Ward</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Comet Bay Ward</td>
<td>✓</td>
<td>Dep</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Comet Bay Ward</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Baldivis Ward</td>
<td>✓</td>
<td>Dep</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Baldivis Ward</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Members</td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

OR
Two options are provided due to the uneven membership of the Rockingham and Safety Bay Wards.

Although not a legislative requirement, the above core committee membership concept could be included in the Governance and Meeting Framework to ensure the underlying principle of equity of councillor membership and Ward representation across the core committees.

Core Committee Meeting Schedule

An opportunity presents itself to consider the timing of the core committees with the reduction from three to two. Although there are a number of variations, the following four are considered:

Option 1 – Committees Weeks 2 and 3:

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Corporate and Community Development Committee 4:00pm</td>
<td>Council Information Workshop 4:00pm</td>
</tr>
<tr>
<td>3</td>
<td>Planning and Engineering Services Committee 4:00pm</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Ordinary Council meeting 6:00pm</td>
</tr>
</tbody>
</table>

Option 1 provides that the timelines for Planning Services, Engineering and Parks, and Community Development remain essentially unaffected. Corporate and general Management Services would need to be brought forward by one week.

This option retains the existing schedule of core committee meetings spread over two weeks and a disadvantage is the possible constraint to corporate reporting deadlines.
### Option 2 – Committees Weeks 2 and 3:

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Planning and Engineering Services Committee 4:00pm</td>
<td>Council Information Workshop 4:00pm</td>
</tr>
<tr>
<td>3</td>
<td>Corporate and Community Development Committee 4:00pm</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Ordinary Council meeting 6:00pm</td>
</tr>
</tbody>
</table>

Option 2 extends the reporting timelines for Community Development although constricts Planning Services and Engineering and Parks.

Once again the existing two week spread of core committee meetings is retained. There would be an initial impact on Planning and Engineering report deadlines until this option embedded.

### Option 3 - Committees both Week 3:

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Council Information Workshop 4:00pm</td>
</tr>
<tr>
<td>3</td>
<td>Planning and Engineering Services Committee 4:00pm</td>
<td>Corporate and Community Development Committee 4:00pm</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Ordinary Council meeting 6:00pm</td>
</tr>
</tbody>
</table>

Option 3 seeks to hold both core committees on Week 3. Planning, Engineering, Corporate and General Management Service’s timeline remain unaffected. Community Development extends by a week.

This option provides minimal disruption to reporting timelines and reflects the existing (but restricted) timelines for Council agenda preparation.
Option 4 – Committees both Week 2:

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Planning and Engineering Services Committee</td>
<td>Corporate and Community Development Committee</td>
</tr>
<tr>
<td></td>
<td>4:00pm</td>
<td>4:00pm</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Council Information Workshop</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4:00pm</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Ordinary Council meeting 6:00pm</td>
</tr>
</tbody>
</table>

Option 4 will, with the exception for Community Development, bring forward the reporting timelines for the organisation.

An advantage of this option is that it provides a two week period for councillors and proponents to absorb the committee recommendations. It also allows additional time to prepare sound responses to alternate motions. It provides more time for Council agenda preparation. However there is the possible constraint to the corporate reporting deadlines.

Quality of Decision-Making

It is considered that the proposed core committee arrangement will promote a better quality of decision-making, reducing the number of core committee agendas and minutes to read and comprehend, albeit the quantity of reports and information provided will remain unchanged.

The implementation of Option 3 would provide minimal interruption to the existing reporting timelines and existing timeframes to propose and respond to alternate motions remain unchanged.

Community Participation

There will be minimal impact to community and public participation in the decision-making process. The reduction of core committees to two will mean one less opportunity to ask public questions, nevertheless the ability to ask questions at core committees is based on matters before the committee or pertaining to the nature of report areas, and this will be retained.

The media generally attends all committee meetings and the proposed structure will reduce the time imposition in this regard.

Customers

There will be no impact on the timeliness of decisions for proponents and applicants as the formal arrangements for council meetings will remain unchanged.

Accountability

It is not considered that the proposed core committee arrangements will diminish accountability. The formal decision-making body, Council, will continue to meet once per month in an open forum and the core committees will remain open to the public and media scrutiny. Notwithstanding councillors having a role to represent the interests of electors, ratepayers and residents of the City, the implementation of the core committee membership concept will enable each Ward to be represented on a committee, underpinning a ‘whole of City’ approach to decision-making.

Efficiency and Effectiveness

The time obligations for councillors to attend meetings will in some cases decrease and the proposed structure will potentially free up time for other areas of focus.

At an organisational level, there will be some savings with the reduction of one committee. Committee agenda and minute preparation will be streamlined and there is an opportunity to increase the quality of reports through vetting processes. The number of officers attending each
core committee may increase, which may necessitate a slight modification to seating arrangements in the Boardroom. There are no changes required to the City's Standing Orders Local Law (which is currently under review).

Any change to the structure of the core committees will require an amendment to the Governance and Meeting Framework Policy.

It would be a practical approach to implement the changes to the core committee arrangements to coincide with the election to committees at the special council meeting to be held post the local government election on 19 October 2013.

**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, legally and ethically compliant.

b. **Policy**

   Council’s Governance and Meeting Framework policy guides the City in regards the decision-making process and committee structure. Amendments to the policy are required to implement the changes recommended within this report. These are detailed in the recommendation.

c. **Financial**

   Implementing the proposed committee restructure will result in administrative and governance savings derived from the reduction in committees. Savings are difficult to quantify however they included advertising, stationery, officer time, etc.

d. **Legal and Statutory**

   Section 5.2 of the Local Government Act 1995 (the Act) provides that ‘The council of a local government is to ensure that there is an appropriate structure for administering the local government.’

   Section 5.8 of the Act provides that ‘A local government may establish (by absolute majority decision) committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.’

e. **Voting Requirements**

   **Absolute Majority**

---

**Advisory Committee Recommendation 2:**

**October 2013 Schedule of Meetings**

That Council:

1. **AMEND** the Committee and Council meeting dates for October 2013 to the following dates and times:
   - Planning and Engineering Services Committee: 4:00pm, Tuesday 22 October 2013;
   - Corporate and Community Development Committee: 4:00pm Wednesday 23 October 2013; and
   - Ordinary Council: 6:00pm, Tuesday 29 October 2013.

2. **CONDUCT** a Special Council Meeting at 6:00pm, Monday 21 October 2013 to swear in newly elected members and appoint representatives to various committees, working parties and liaison groups.

Carried – 3/0
Local government elections for the City of Rockingham will be conducted Saturday 19 October 2013 soon after which the City holds a Special Council meeting to swear in new Councillors, elect the Mayor and Deputy Mayor and appoint Councillors to Committees.

Last year Council resolved that the following meetings will be held in October 2013:

- Community Development Committee: Monday 7 October 2013
- Planning Services Committee: Monday 14 October 2013
- Corporate and Engineering Services Committee: Tuesday 15 October 2013
- Ordinary Council: Tuesday 22 October 2013

As a consequence of the timing of the local government elections and the requirement of a Special Council Meeting, it is recommended that the October 2013 schedule of meetings for Committees and Ordinary Council be changed.

Subject to Council adopting the recommendations from the Committee Structure Review, the following Schedule of meetings is recommended:

- **Special Council**: Monday 21 October 2013 at 6pm (Council Chambers)
- **Planning & Engineering Services Committee**: Tuesday 22 October 2013 at 4:00pm (Boardroom)
- **Corporate and Community Development Committee**: Wednesday 23 October 2013 at 4:00pm (Boardroom)
- **Ordinary Council**: Tuesday 29 October 2013 at 6:00pm (Council Chambers)

The Committee meetings will commence with the election of the Chairperson and Deputy Chairperson and provide new Councillors with the opportunity to be involved in the Committee deliberations before the Ordinary Council meeting.

Regulation 12(2) of the *Local Government (Administration) Regulations 1996* specifies that a local government is to give local public notice of any change to the date, time or place of a council meeting.

Notices will be placed on the administration and library notice boards and City social media platforms, as well as advertisements in the Sound Telegraph and Weekend Courier advising the change of dates for the Council and Committee meetings.

### 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, legally and ethically compliant.

**b. Policy**

Council’s Governance and Meeting Framework guides the City in scheduling Council and committee meetings and appointing members to committees.

**c. Financial**

Cost of approximately $700 will be limited to advertising in the local newspapers and will be sourced from Account 210018.1204 Advertising 2013/2014 Budget $9,000.
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 15 OCTOBER 2013

Corporate and Engineering Services Committee Minutes
Tuesday 17 September 2013

PAGE 28

CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 15 OCTOBER 2013

PRESIDING MEMBER

d. Legal and Statutory

Regulation 12(2) of the Local Government (Administration) Regulations 1996 specifies that a local government is to give local public notice of any change to the date, time or place of a council meeting.

Section 2.29 of the Local Government Act 1995 specifies that a person elected as a councillor is to make a declaration in the prescribed form before acting in the office.

Clause 2 of Schedule 2.3 of the Act specifies that the position of Mayor and Deputy Mayor is to be filled after an ordinary election.

e. Voting requirements

Simple Majority

Advisory Committee Recommendation 3: Council Policy Review

That Council:

1. RESCIND the following Council Policies –

- Allocation and Use of Council Vehicles
- Annual Pioneers’ Function
- Annual Training and Development Program
- After Hours Answering Service
- Archive Documents – Retrieval of
- Autumn Centre Administrative Policy and Procedures for the Operation of the Autumn Centre Strategic Development Committee
- Catering for Council Functions
- Conditions of Use for Closed Circuit Television Equipment
- Corporate Credit Cards
- Council Administration Facilities / Function Rooms Booking Procedure
- Council Refreshment Facilities
- Expenses Associated with Interstate or Overseas Travel
- External Storage Devices and Removable Media
- Facsimile/Answering Machines - Councillors
- Incidental Memo Books
- On Site Community Consultation Meetings
- Promotion of Local Government Elections and Extra Ordinary Elections
- Public Enquiries and Complaints
- Public Interest Disclosure Act 2003 - Internal Procedures
- Public Question Time
- Ranger and Police Joint ATV (All Terrain Vehicle) Patrols
- Ranger Services
- Reception Room – Use of
- Remuneration Packaging
- Response to Death of Employees
- Response to Enquiries From the State Ombudsman
- Security
- Selection of Names to be Applied to Council Buildings
- Sexual Harassment
- Study Leave and Reimbursement of Study Fees
- Use and Care of Rockingham Bells
- Use of Halls by Charitable Organisation and Community Groups Policy and Register
- Witness and Jury Service
2. **AMEND** the Policy Framework as follows:

- Amend the third paragraph under ‘General Council Policy’ to read: ‘The following diagram outlines the adoption process required for all new or substantially amended Council Policy (Statutory, Legislative and General Council Policy):’

Carried – 3/0

**Background**

At its meeting held 25 June 2013, Council adopted the Policy Framework recommended by the Governance Review Committee. The Framework established a structure of Policy for the City, including Council Policy, Executive Policy and organisational Procedures. In simple terms, Council Policy is adopted by Council, Executive Policy is approved by the Chief Executive Officer, and organisational Procedures are the responsibility of the respective Directors.

The adoption of the Policy Framework has initiated a review of Council Policy with the initial review recommendations being presented to the Governance Review Committee for consideration.

To facilitate the review process the current Council Policy Manual was evaluated by the Chief Executive Officer and Manager Governance and Councillor Support. A table of recommended actions was drafted and distributed to all Divisions for comment. The attached table details existing Council Policy and the recommended actions taking into consideration all relevant organisational input. The review does not consider current Town Planning Policy which is current and appropriate for purpose.

The review considers three categories of action in respect to individual Council Policy –

- Retain – The Policy is generally current, contemporary and relevant. A minor revision might be required to policy structure and wording.
- Modify – The Policy is to be retained but rewritten, generally removing operational aspects for development of Executive Policy or organisational Procedure. The Policy might be deleted in future to be combined with one or more Policies of a similar nature.
- Delete – The Policy is no longer relevant, superseded, or should more appropriately be dealt with through an Executive Policy or organisational Procedure.

The review considers 69 individual Policies, recommending the retention of 16, the modification of 20, and the deletion of 33. A short explanation of the recommended action for each Policy is included in the attached table. A copy of the existing Policy Manual has been provided as a separate attachment.

The Policies that are proposed for rescissions are either obsolete, have been replaced by an Executive Policy or Procedure, or will be replaced in due course.

Thought has been given to ensure that an unacceptable policy void does not arise due to a rescission, and where it might, the Policy will be retained until an acceptable replacement has been prepared. Officers will commence rewriting Policy listed to be retained and/or modified, including the preparation of Executive Policy and Procedures.

Any major amendments to Council Policy will undergo the adoption process specified in the Policy Framework, however it is not anticipated that minor policy structure and wording changes will be subject to a public comment period.

In addition to the review of Council Policy two minor amendments are recommended to the Policy Framework. Firstly, the term ‘Procedures, Standards and Guidelines (PSG) Manual’ has proved cumbersome to use at an organisational level and it is proposed to substitute the term with the more generic ‘Procedures Manual’.

Secondly, the adoption process for Council Policy was developed on the basis of dealing with new Policy or substantial Policy revision. It was not intended that minor changes that do not alter the

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1 Typographical error corrected.
overall intent and application of a Policy should be subject to a public comment period. It is recommended that the third paragraph under ‘General Council Policy’ be amended to read ‘The following diagram outlines the adoption process required for all new or substantially amended Council Policy (Statutory, Legislative and General Council Policy:”

### 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, legally and ethically compliant.

b. **Policy**

   Council’s Policy Framework policy will be amended as a consequence of the proposal.

c. **Financial**

   There are no significant financial implications as a consequence of the recommendation. Costs are limited to officer time and administrative arrangements.

d. **Legal and Statutory**

   Section 2.7(2) of the *Local Government Act 1995* that Council is to determine the local government’s policies.

e. **Voting requirements**

   Simple Majority

### Advisory Committee Recommendation 4:

**Audit Committee – Terms of Reference**

That Council AMEND the Governance and Meeting Framework Policy to specify the terms of reference for the Audit Committee as follows –

**Terms of Reference**: To oversee the risk management, internal control, legislative compliance and external audit processes of the City, including receipt of the auditor’s statements and management reports.

Carried – 3/0

### Background

The Governance and Meeting Framework Policy details the following Occasional Committee:

**4.2 Audit Committee**

Terms of Reference: To oversee the external audit processes of the City, including receipt of the auditors statements and management reports.

Composition: 4 Councillors

Executive Support: Corporate Services Division – Finance Team

Amendments to the Local Government (Audit) Regulations 1996 came into effect 9 February 2013 which extended the functions of local government Audit Committees to include reviewing the effectiveness of the local government’s systems in regard to risk management, internal control and legislative compliance.

Specifically, the amendments require the local government’s Chief Executive Officer to review, at least once every two years, the appropriateness of the local government’s systems and procedures in regard to risk management, internal control and legislative compliance, and provide a report of that review to the Audit Committee for consideration.
To align the Governance and Meeting Framework Policy with current legislative requirements the following change to the terms of reference of the City’s Audit Committee is proposed:

4.2 Audit Committee
Terms of Reference: To oversee the risk management, internal control, legislative compliance and external audit processes of the City, including receipt of the auditor’s statements and management reports.
Composition: 4 Councillors
Executive Support: Corporate Services Division – Finance Team

The change of terms of reference will reflect current legislative requirements. The Department of Local Government and Communities have advised that a Guideline will be prepared to provide more detail as to what falls within the terms ‘risk management’, ‘internal control’ and ‘legislative compliance’.

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, legally and ethically compliant.

b. Policy
The change of terms of reference initiates an amendment to Council’s Governance and Meeting Framework policy.

c. Financial
Although the change of legislation imposes a requirement to review the City’s risk management, internal controls and compliance which will result in some financial implications, there are none related to the change of terms of reference.

d. Legal and Statutory
Regulation 17 of the Local Government (Audit) Regulations 1996 specify that the Chief Executive Officer is to report to the Audit Committee the results of reviews in respect to the City’s systems and procedures pertaining to risk management, internal control and legislative compliance.

e. Voting requirements
Simple Majority

Officer Recommendation if Different to Advisory Committee Recommendation

That Council:

1. **DISBAND** the Community Development Committee, Planning Services Committee, and Corporate and Engineering Services Committee effective from 30 September 2013;

2. **ESTABLISH** the following committees effective 1 October 2013 –
   Planning and Engineering Services Committee
   Committee Composition – 5 Councillors, 5 Deputies
   Meets – Third Monday of the month.
Corporate and Community Development Committee

Committee Composition – 5 Councillors, 5 Deputies


Meets – Third Tuesday of the month.

3. **AMEND** the Governance and Meeting Framework Policy to reflect point 2 above and to include the following statement after the first paragraph under 2 Standing Committee Meetings –

**Standing Committee Membership Concept**

Where practicable, each councillor will be member of one of the standing committees and deputy for the other. In the interest of representational equity, where possible each standing committee will comprise a councillor elected from each of the Wards of the City.

4. **AMEND** the Committee and Council meeting dates for October 2013 to the following dates and times:

- Planning and Engineering Services Committee: 4:00pm, Tuesday 22 October 2013;
- Corporate and Community Development Committee: 4:00pm Wednesday 23 October 2013; and
- Ordinary Council: 6:00pm, Tuesday 29 October 2013.

5. **CONDUCT** a Special Council Meeting at 6:00pm, Monday 21 October 2013 to swear in newly elected members and appoint representatives to various committees, working parties and liaison groups.

6. **RESCIND** the following Council Policies –

- Allocation and Use of Council Vehicles
- Annual Pioneers’ Function
- Annual Training and Development Program
- After Hours Answering Service
- Archive Documents – Retrieval of
- Autumn Centre Administrative Policy and Procedures for the Operation of the Autumn Centre Strategic Development Committee
- Catering for Council Functions
- Conditions of Use for Closed Circuit Television Equipment
- Corporate Credit Cards
- Council Administration Facilities / Function Rooms Booking Procedure
- Council Refreshment Facilities
- Expenses Associated with Interstate or Overseas Travel
- External Storage Devices and Removable Media
- Facsimile/Answering Machines - Councillors
- Incidental Memo Books
- On Site Community Consultation Meetings
- Promotion of Local Government Elections and Extra Ordinary Elections
- Public Enquiries and Complaints
- Public Interest Disclosure Act 2003 - Internal Procedures
- Public Question Time
- Ranger and Police Joint ATV (All Terrain Vehicle) Patrols
- Ranger Services
- Reception Room – Use of
- Remuneration Packaging
• Response to Death of Employees
• Response to Enquiries From the State Ombudsman
• Security
• Selection of Names to be Applied to Council Buildings
• Sexual Harassment
• Study Leave and Reimbursement of Study Fees
• Use and Care of Rockingham Bells
• Use of Halls by Charitable Organisation and Community Groups Policy and Register
• Witness and Jury Service

7. **AMEND** the Policy Framework policy as follows:
   • Substitute the term ‘PSG Manual/s’ with ‘Procedures Manual’ where ever it occurs.
   • Amend the third paragraph under ‘General Council Policy’ to read ‘The following diagram outlines the adoption process required for all new or substantially amended Council Policy (Statutory, Legislative and General Council Policy):’

8. **AMEND** the Governance and Meeting Framework policy to specify the terms of reference for the Audit Committee as follows –

   Terms of Reference: To oversee the risk management, internal control, legislative compliance and external audit processes of the City, including receipt of the auditor's statements and management reports.

The Officer’s Reason for Varying the Advisory Committee Recommendation

Administrative simplicity.

**Committee Recommendation**

That Council:

1. **DISBAND** the Community Development Committee, Planning Services Committee, and Corporate and Engineering Services Committee effective from 30 September 2013;

2. **ESTABLISH** the following committees effective 1 October 2013 –
   
   **Planning and Engineering Services Committee**
   Committee Composition – 5 Councillors, 5 Deputies
   Meets – Third Monday of the month.

   **Corporate and Community Development Committee**
   Committee Composition – 5 Councillors, 5 Deputies
   Meets – Third Tuesday of the month.

3. **AMEND** the Governance and Meeting Framework Policy to reflect point 2 above and to include the following statement after the first paragraph under 2 Standing Committee Meetings –
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   - Council Refreshment Facilities
   - Expenses Associated with Interstate or Overseas Travel
   - External Storage Devices and Removable Media
   - Facsimile/Answering Machines - Councillors
   - Incidental Memo Books
   - On Site Community Consultation Meetings
   - Promotion of Local Government Elections and Extra Ordinary Elections
   - Public Enquiries and Complaints
   - Public Interest Disclosure Act 2003 - Internal Procedures
   - Public Question Time
   - Ranger and Police Joint ATV (All Terrain Vehicle) Patrols
   - Ranger Services
   - Reception Room – Use of
   - Remuneration Packaging
   - Response to Death of Employees
   - Response to Enquiries From the State Ombudsman
   - Security
   - Selection of Names to be Applied to Council Buildings
   - Sexual Harassment
   - Study Leave and Reimbursement of Study Fees
   - Use and Care of Rockingham Bells
   - Use of Halls by Charitable Organisation and Community Groups Policy and Register
   - Witness and Jury Service

7. **AMEND** the Policy Framework as follows:
8. **AMEND** the Governance and Meeting Framework Policy to specify the terms of reference for the Audit Committee as follows –

**Terms of Reference:** To oversee the risk management, internal control, legislative compliance and external audit processes of the City, including receipt of the auditor’s statements and management reports.

Committee Voting – 4/0

<table>
<thead>
<tr>
<th>The Committee’s Reason for Varying the Officer’s Recommendation</th>
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<tbody>
<tr>
<td>Not Applicable</td>
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<tr>
<th>Implications of the Changes to the Officer’s Recommendation</th>
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<tbody>
<tr>
<td>Not Applicable</td>
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</table>
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 15 October 2013** *(subject to Council decision on Committee Structure Review)* 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 Chairperson thanked those persons present for their assistance and support provided during his term as Chairperson to the Corporate and Engineering Services Committee meeting, and declared the meeting closed at **4:20pm**.