City of Rockingham  
Corporate and Community Development Committee Meeting Minutes  
4:00pm Tuesday 20 March 2018

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1. **Declaration of Opening**

The Chairperson declared the Corporate and Community Development Committee Meeting open at **4:00pm**, welcomed all present, and delivered the Acknowledgement of Country.

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

<table>
<thead>
<tr>
<th>2.1 Councillors</th>
<th>Chairperson</th>
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<tbody>
<tr>
<td>Cr Joy Stewart</td>
<td></td>
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<tr>
<td>Cr Lee Downham</td>
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<td>Cr Mark Jones</td>
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<td>Cr Andrew Burns</td>
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<td>Cr Leigh Liley</td>
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<thead>
<tr>
<th>2.2 Executive</th>
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<tr>
<td>Mr Bob Jeans</td>
<td>A/Chief Executive Officer</td>
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<tr>
<td>Mr John Pearson</td>
<td>Director Corporate Services</td>
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<tr>
<td>Mr Michael Holland</td>
<td>Director Community Development</td>
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<tr>
<td>Mr Peter Doherty</td>
<td>Director Legal Services and General Counsel</td>
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<tr>
<td>Mr Khushwant Kumar</td>
<td>Manager Financial Services</td>
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<td>Mr Allan Moles</td>
<td>Manager Waste Services</td>
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<tr>
<td>Mr Mark Tidman</td>
<td>Manager Investment Attraction</td>
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<tr>
<td>Mr Ben Searcy</td>
<td>Manager Human Resources Development</td>
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<tr>
<td>Mr Peter Varris</td>
<td>Manager Governance and Councillor Support</td>
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<tr>
<td>Mr Nick Brown (until 4:05pm)</td>
<td>Manager Community and Leisure Facilities</td>
</tr>
<tr>
<td>Mr Gary Rogers</td>
<td>Manager Community Infrastructure Planning</td>
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<tr>
<td>Ms Mary-Jane Rigby (until 4:24pm)</td>
<td>Manager Community Support and Safety Services</td>
</tr>
<tr>
<td>Mrs Julia Dick</td>
<td>Collaborative Manager, Community Capacity Bldg</td>
</tr>
<tr>
<td>Ms Alison Oliver</td>
<td>Manager Library and Information Services</td>
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<tr>
<td>Ms Nollaig Baker</td>
<td>Strategic Projects Coordinator – Corporate Risk</td>
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<tr>
<td>Ms Jessica Morgana</td>
<td>Coordinator Business Systems</td>
</tr>
<tr>
<td>Mrs Jo Hunter (until 4:05pm)</td>
<td>Senior Projects Officer (Office of the CEO)</td>
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<tr>
<td>Mrs Jelette Edwards</td>
<td>Governance Coordinator</td>
</tr>
<tr>
<td>Ms Sue Langley</td>
<td>Governance Officer</td>
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<tr>
<td>Mrs Diane Zanre</td>
<td>PA to Director Community Development</td>
</tr>
</tbody>
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| 2.3 Members of the Gallery: | 1 |

| 2.4 Apologies:     | Nil |

| 2.5 Approved Leave of Absence: | Nil |
3. Responses to Previous Public Questions Taken on Notice

Nil

4. Public Question Time

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

5. Confirmation of Minutes of the Previous Meeting

Moved Cr Liley, seconded Cr Jones:

That Committee CONFIRMS the Minutes of the Corporate and Community Development Committee Meeting held on 20 February 2018, as a true and accurate record.

Committee Voting – 5/0

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 noted the interests declared in Items 8.1 to 8.2 and asked if there were any further interests to declare.

<table>
<thead>
<tr>
<th>8.1</th>
<th>Item CD-004/18</th>
<th>Recommendations from the Rockingham Education and Training Advisory (RETAC) Committee held on the 12 February 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councillor:</td>
<td>Cr Katherine Summers</td>
<td></td>
</tr>
<tr>
<td>Type of Interest:</td>
<td>Impartiality</td>
<td></td>
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<tr>
<td>Nature of Interest:</td>
<td>Cr Summers is known to potential applicants wishing to apply for the Tertiary Scholarship Scheme should the policy and guidelines be amended to include studying interstate.</td>
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<tr>
<td>Extent of Interest:</td>
<td>Not Applicable</td>
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<tr>
<th>8.2</th>
<th>Item CD-008/18</th>
<th>Draft Health and Wellbeing Strategy 2018-2022</th>
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<tr>
<td>Officer:</td>
<td>Mr Michael Holland, Director Community Development</td>
<td></td>
</tr>
<tr>
<td>Type of Interest:</td>
<td>Impartiality</td>
<td></td>
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<tr>
<td>Nature of Interest:</td>
<td>Mr Holland is the President of the Rockingham Sporting Football and Social Club Inc. who are mentioned in the strategy.</td>
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<tr>
<td>Extent of Interest:</td>
<td>Not Applicable</td>
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<td>9.</td>
<td>Petitions/Deputations/Presentations/Submissions</td>
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<td>Nil</td>
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<th>10.</th>
<th>Matters for which the Meeting may be Closed</th>
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<td>Nil</td>
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<th>11.</th>
<th>Bulletin Items</th>
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<td></td>
<td>Corporate and General Management Services Information Bulletin – March 2018</td>
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<td><strong>Corporate Services</strong></td>
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<td></td>
<td>1. Corporate Services Team Overview</td>
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<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<td>3.1 Team Plan and Budgeting Module</td>
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<td>3.2 Mobile Computing - Infringements</td>
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<td>3.3 Email Archive Solution</td>
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<td>3.4 Implementation of a Contracts Register</td>
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<td>3.5 Customer Service Call Recordings</td>
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<td>3.6 Upgrade System Centre Configuration Manager (SCCM) and Windows 10 Standard Operating Environment (SOE)</td>
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<td>3.7 Electronic Floodlight Pre-payment Solution Trial</td>
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<td>3.8 Landfill Capping of Cells 12 to 15</td>
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<td><strong>Information Items</strong></td>
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<td></td>
<td>4.1 List of Payments February 2018</td>
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<td>4.2 Monthly Financial Management Report January 2018</td>
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<td>4.3 Awarding of Tenders by CEO - Delegated Authority</td>
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<td>4.4 Development Contribution Scheme</td>
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<td><strong>Governance and Councillor Support</strong></td>
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<td>1. Governance and Councillor Support Team Overview</td>
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<td>3. Project Status Reports</td>
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<td>3.1 Review of Local Laws</td>
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<td>3.2 Optimisation of Tablet Technology for Business Papers</td>
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<td>3.3 Review of Council Policy, Code of Conduct, Guides</td>
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<td></td>
<td><strong>Information Items</strong></td>
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<td>4.1 Local Government Amendment Bill – Suspension/Dismissal of Councillors</td>
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<td>4.2 Global Friendship</td>
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<td>4.3 Chilled Water Dispensers</td>
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<td>4.4 Freedom of Information (FOI) Requests</td>
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<td>4.5 Australian Coastal Councils Association Inc. Newsletter</td>
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<td>4.6 Citizenships</td>
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<td>4.7 Coming Events</td>
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<td>4.8 Notice of Motion – Status Report</td>
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<td><strong>Human Resources</strong></td>
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<td></td>
<td>1. Human Resources Team Overview</td>
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<td>2. Human Resource Update</td>
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3. Project Status Reports
   3.1 Employee Wellness Programme
   3.2 Corporate Training Program
   3.3 RESPECT Program
   3.4 Occupational Safety and Health (OSH) Program
   3.5 Leadership and Management Program
4. Information Items
   4.1 Recruitment
   4.2 Occupational Safety and Health Statistics
   4.3 CEO Recruitment

Strategy and Corporate Communications
1. Strategy and Corporate Communications Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Risk Management Framework
   3.2 Re-development of Community Plan 2019-2029
   3.3 Implementation and Printing of Community Plan
   3.4 Governance Portal – Rock Port
   3.5 Community Plan Strategy Focus Groups
   3.6 LGMA Benchmarking Project
   3.7 Replacement of Signage
   3.8 Tourism and Marketing
4. Information Items
   4.1 Organisational performance measurement
   4.2 Community Engagement
   4.3 8th Generation Team Plans
   4.4 Social Media
   4.5 Media Tracking

Investment Attraction
1. Investment Attraction Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Commercial Business and Property Investment Attraction - General
   3.2 Commercial Business and Property Investment Attraction - Defence
   3.3 Small Business Support
   3.4 Economic Development Strategy
   3.5 Rockingham Technopole
4. Information Items
   4.1 Various Meetings

Legal Services & General Counsel
1. Legal Services & General Counsel Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   Provision of Legal Advice
      4.1 Legal Advice – Local Government Operational Matters
      4.2 SAT (State Administrative Tribunal) Matters
      4.3 Supreme Court
      4.4 Training and Professional Development
Committee Recommendation

Moved Cr Liley, seconded Cr Burns:
That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – March 2018 and the content be accepted.

Committee Voting – 5/0

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<th>Community Development Information Bulletin – March 2018</th>
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<td>3. Project Status Reports</td>
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<td>4. Information Items</td>
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<td>4.1 Youth and Community Support Services</td>
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<td>4.2 Rockingham Connect Community Transport Project</td>
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<td>4.3 Community Safety</td>
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<td>4.4 Compliance Community Engagement</td>
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<td>Library Services</td>
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<tr>
<td>1. Library Services Team Overview</td>
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<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<td>4. Information Items</td>
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<tr>
<td>4.1 January 2018 Library Services Statistics</td>
</tr>
<tr>
<td>4.2 Mary Davies Library and Community Centre</td>
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<td>4.3 Rockingham Central Library</td>
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<td>4.4 Safety Bay Library</td>
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<td>4.5 Warnbro Community Library</td>
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<tr>
<td>4.6 January 2018 Library Facebook Statistics</td>
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<tr>
<td>Community Infrastructure Planning</td>
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<tr>
<td>1. Community Infrastructure Planning Team Overview</td>
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<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<tr>
<td>3.1 Baldivis District Sporting Complex</td>
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<td>3.2 Veteran’s Memorial Skate Park (Port Kennedy) – Planning and Concept Design</td>
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<td>3.3 Baldivis Outdoor Recreation Space – Planning and Concept Design</td>
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<td>3.4 Rockingham Central (Library / Youth / Community Centre) - Planning and Concept Design</td>
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<td>3.5 Baldivis Outdoor Courts - Planning</td>
</tr>
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<td>4. Information Items</td>
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<tr>
<td>4.1 Koorana Reserve Master Plan</td>
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<td>4.2 Projects in progress</td>
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<tr>
<td>Community Capacity Building</td>
</tr>
<tr>
<td>1. Community Capacity Building Team Overview</td>
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<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<tr>
<td>3.1 Kidsport</td>
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<tr>
<td>3.2 Perth Symphony Orchestra</td>
</tr>
</tbody>
</table>
4. Information Items
   4.1 Community Grants Program
   4.2 Community Capacity Building
   4.3 Seniors
   4.4 Youth Development
   4.5 Sport, Recreation and Health and Wellbeing
   4.6 Cultural Development and the Arts

**Community and Leisure Facilities**
1. Community and Leisure Facilities Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Mike Barnett Sports Complex
   4.2 Warnbro Community Recreation Centre
   4.3 Aqua Jetty
   4.4 Rockingham Aquatic Centre
   4.5 Gary Holland Community Centre
   4.6 Autumn Centre

**Committee Recommendation**

Moved Cr Liley, seconded Cr Burns:

That Councillors acknowledge having read the Community Development Information Bulletin – March 2018 and the content be accepted.

Committee Voting – 5/0

4:05pm Mr Brown, Manager Community and Leisure Facilities and Mrs Hunter, Senior Projects Officer (Office of the CEO) departed the meeting.
### 12. Agenda Items

#### Corporate Services

**Corporate Services**

**Reference No & Subject:** CS-003/18 Budget Review – February 2018 (Absolute Majority)

**File No:** FLM/17-05

**Proponent/s:** Mr Khushwant Kumar, Manager Financial Services

**Author:** Miss Gemma Hodges, Senior Financial Services Officer

**Other Contributors:**

**Date of Committee Meeting:** 20 March 2018

**Previously before Council:**

**Disclosure of Interest:**

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

**Site:**

**Lot Area:**

**Attachments:**

**Maps/Diagrams:** February 2018 Budget Review

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**Purpose of Report**

To present the February 2018 Budget Review for Council’s consideration and to obtain authorisation of the budget amendments arising from the review.

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**Background**

The City undertakes budget reviews to monitor its financial performance against the annual budget and to review projections to the end of the financial year. Three budget reviews are presented in the 2017/2018 financial year: September 2017, February 2018 and May 2018. Any variations of the annual budget arising from the review process are presented for Council’s consideration and authorisation.

The February 2018 Budget Review is a mandatory review and needs to be submitted to the Department of Local Government, Sport and Cultural Industries once it has been approved by Council.
Details

The February 2018 Budget Review includes details of transactions during the July 2017 – February 2018 period and adjustments required to the annual budget. The document includes the following information:

1. Summary of Budget Position
2. Summary of Major Amendments
3. Summary Statement of Operating and Non-Operating Revenue and Expenditure by Department

Implications to Consider

a. Consultation with the Community
   Nil

b. Consultation with Government Agencies
   Nil at this stage. This budget review, once adopted by Council, will be submitted to the Department of Local Government, Sport and Cultural Industries pursuant to Regulation 33A(4) of the Local Government (Financial Management) Regulations 1996.

c. Strategic
   Community Plan
   This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective contained in the Community Plan 2015-2025:
   
   **Aspiration C:** Quality Leadership
   **Strategic Objective:** Governance - Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.

   d. Policy
      Nil

   e. Financial
      The overall effect of the various budget amendments is a surplus of $52,800.

   f. Legal and Statutory
      Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires local governments to undertake a budget review between 1 January and 31 March in each financial year. Within 30 days of the review being completed it is to be presented to Council. Council is to consider the review submitted and is to determine (by absolute majority) whether to adopt the review, any parts of the review or any recommendations made in the review. Within 30 days after Council has made a determination, a copy of the review and documentation is to be provided to the Department of Local Government, Sport and Cultural Industries.
      
      Section 6.8(1)(b) of the Local Government Act 1995 requires a local government not to incur expenditure from municipal funds until it has been approved in advance by absolute majority by Council.

   g. Risk
      All Council decisions are subject to risk assessment according to the City's Risk Framework.
      Implications and comment will only be provided for the following assessed risks.
      
      Customer Service / Project management / Environment : High and Extreme Risks
      Finance / Personal Health and Safety : Medium, High and Extreme Risks
      Nil
Comments

The main amendments proposed in the Budget Review are summarised in the February 2018 Budget Review attachment under the Summary of Major Amendments (page 2).

Some of the material amendments included in the budget review are summarised below.

Operating Expenditure

Operating expenditure has decreased by $3.42 million and includes the following major amendments:

- Expenditures related to Sanitation and Waste Services have reduced by $2.08 million. This is due to the reduction in the amount of waste going to landfill as a result of the 3 bin system.
- Expenditures related to the Millar Road Landfill operation have decreased by $2.56 million. This is due to a reduction in waste received at the landfill, resulting in a reduction to the landfill levy.

Operating Revenue

Operating Revenue has decreased by $6.65 million and includes the following major amendments:

- Revenue relating to Millar Road Landfill tip entry fees and charges has reduced by $5.75 million. This is a reflection of the City losing a major contract with the Southern Metropolitan Regional Council.
- Operating revenue of $320,000 for grants related to the Better Bins Program will be paid in 2018/2019 and has been removed in the current year’s budget.
- The City is expecting additional revenue of $214,000 from enforcement of fines related to animal control and parking.
- New income of $286,000 for facility hire/fees is budgeted for the Mike Barnett facility which came under the City’s management in January.
- Additional grants expected for 2017/2018:
  - Lotterywest ($220,000) for Recreation Grounds Secret Harbour Grants
  - MRD Road Recovery Program Grant ($468,000)
  - MRRG Program Grant ($437,000) for new project.

Non-Operating Expenditure

Non-Operating expenditure has increased by $1.01 million and includes:

- Expenditures on Aqua Jetty for the solar heating system have decreased by $227,000.
- New expenditures of $408,000 for road resurfacing for Wambro Sound Ave between Halliburton Ave and Holcombe Rd. This is a MRRG funded project.
- New expenditures of $247,000 for road resurfacing for Wambro Sound Ave between Okehampton Rd and Safety Bay Rd. This is a MRRG funded project.
- Expenditures of $350,000 to replace a Moxy Water Cart. Plant is not economical to repair.

Non-Operating Revenue

Non-operating revenue has increased by $4.14 million and includes:

- New borrowing for Goddard House of $3.3 million. The actual proposed loan for the Central Library which was cancelled in the September Budget Review needs to be reinstated for the purchase of Goddard House.
- Funds transfer ($784,000) for capital works from reserves for works performed during the year.

Other budget amendments are relatively standard and as would be expected.
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<tr>
<th><strong>Voting Requirements</strong></th>
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<tr>
<td>Absolute Majority</td>
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<tr>
<th><strong>Officer Recommendation</strong></th>
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<tbody>
<tr>
<td>That Council <em>ADOPTS</em> the February 2018 Budget Review.</td>
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<thead>
<tr>
<th><strong>Committee Recommendation</strong></th>
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<tr>
<td><em>Moved Cr Jones, seconded Cr Burns</em>:</td>
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<tr>
<td>That Council <em>ADOPTS</em> the February 2018 Budget Review.</td>
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<tr>
<td>Committee Voting – 5/0</td>
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<tr>
<th><strong>The Committee's Reason for Varying the Officer's Recommendation</strong></th>
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<tbody>
<tr>
<td>Not Applicable</td>
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<tr>
<th><strong>Implications of the Changes to the Officer’s Recommendation</strong></th>
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<tr>
<td>Not Applicable</td>
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</table>
## Purpose of Report

To seek Council adoption of the amended Council Policy – Leasing.

## Background

On 27 January 2015, Council endorsed the Leasing Policy for public comment and on 24 March 2015 Council adopted the Policy in its current format.

On 19 December 2017, Council approved the reviewed Council Policy – Leasing for the purpose of public comment.

## Details

Since 2015 the practical implementation of the current Council Policy – Leasing has highlighted several areas for improvement and these have been targeted during the policy review process. In summary, the main amendments to this policy when compared to the policy adopted in 2015 are:

- Commercial rent increases will no longer be dependent on CPI and instead will have an annual fixed percentage increase of 3%. The intention of this change is to bring the practice in line with industry standards and remove the administrative burden of checking the current CPI when each lease anniversary occurs.
• Commercial lease tenant responsibilities have been updated to include maintenance and capital works.
• A new section has been added to provide requirements for entering into commercial leases with telecommunication carriers over land owned in freehold or Crown Land under the care, control and management of the City pursuant to the Land Administration Act 1997.
• Fire inspections have been included as the responsibility of the City when dealing with Community Leases.
• The Community Type Two leases now incorporates the responsibilities and requirements of all community lessees that would have previously been separated into type two and type three leases. The aim of this change is to streamline the process and to provide greater consistency for community groups.
• The requirement for Community Type Two lessees to maintain roofing has been removed to improve operational ease when a building has a City-managed portion with lettable spaces included.

### Implications to Consider

**a. Consultation with the Community**

As per Council approval, the reviewed Council Policy – Leasing was advertised for public comment, for a minimum period of two weeks, via Rockport, the City’s website and community newspapers from Wednesday 24 January 2018. The City received no comments regarding the Policy.

**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 and Strategic Objective(s) contained in the Community Plan 2015-2025:

**Aspiration B:** Strong Community

**Strategic Objective:** Services and Facilities - Community facilities and services that accommodate contemporary community expectation and are justified, well used, cost effective and, where appropriate, multi-functional.

**d. Policy**

The Council Policy – Leasing is considered to be a general Council Policy under the Council Policy Framework. In accordance with the Policy Framework, the substantially amended Council Policy – Leasing has undergone a 14-day public consultation process.

**e. Financial**

Nil

**f. Legal and Statutory**

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

The Commercial Tenancies (Retail Shops Agreements) Act 1985 regulates commercial tenancy agreements in relation to particular types of premises, namely retail shops and any premises used wholly or predominantly for the carrying on of a retail business or a specified business.

The Land Administration Act 1997, specifically section 18(2), requires the prior approval of the Hon. Minister for Lands, as delegated, for transactions involving interests in Crown Land.
g. **Risk**

All Council decisions are subject to risk assessment according to the City’s Risk Framework.

Implications and comment will only be provided for the following assessed risks.

Customer Service / Project management / Environment : High and Extreme Risks
Finance / Personal Health and Safety : Medium, High and Extreme Risks

Nil

**Comments**

After three years of operating with the current Policy it is considered prudent to amend the Policy to provide extra clarity and efficiency when dealing with lessees. The reviewed Council Policy – Leasing will improve the governance systems currently used to oversee leases within the City. The policy clearly articulates what is expected of the City and lessees to ensure uniformity and equity across all groups.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **ADOPTS** the amended Council Policy – Leasing.

**Committee Recommendation**

Moved Cr Burns, seconded Cr Jones:

That Council **ADOPTS** the amended Council Policy – Leasing, as follows:

**Council Policy - Leasing**

**Council Policy Objective**

The purposes of this Policy are:

- To establish a uniform and equitable approach to community leases
- To ensure that a commercial lease returns a market rent
- To demarcate certain responsibilities of lessee and lessor.

**Council Policy Scope**

All land and buildings owned, managed or controlled by the City, with the lawful capacity to be leased.

**Council Policy Statement**

**Commercial Leases**

**Definition**

A “commercial lease” is a lease between the City and an entity that is not an incorporated not for profit association and includes a lease where the tenant is an individual, a company or a statutory or government body. A commercial lease must be in accordance with the purpose of the land on which it is provided.

A commercial lease must be advertised to the public for comment for a minimum of 14 days pursuant to Section 3.58 of the Local Government Act 1995. All comments received in opposition to the lease must be submitted to the Chief Executive Officer.

**Rent**

The rent on commencement is to be the market rent as determined by a licenced valuer or is to be determined by a tender or auction process. An annual fixed percentage increase of 3% will be applied. The rent is to be reviewed to market at the commencement of every third year.
Term
A maximum of 5 years

Responsibilities of a tenant
The tenant is responsible for:
- Payment of all outgoings, rates, taxes, insurances and a fee for document preparation.
- Maintenance of mechanical services (such as lifts and air conditioners), roofing, fit-out and structure.
- Capital renewal, upgrade and capital expansion of all assets on the leased land.

Responsibilities of City
Nil

Commercial Leases for Telecommunication
The City may consider granting commercial leases to telecommunication carriers over freehold land owned by the City or over crown reserves for which the City is the management body pursuant to a Management Order.

Definition
A “telecommunication lease” is a commercial lease between the City and a telecommunications carrier that permits the leased property to be used to house and operate telecommunications infrastructure and equipment.

Rent
The rent on commencement is to be the market rent as determined by a licenced valuer or by a tender or auction process. The rent will be based upon various factors including the amount of space required, the demand for that space for telecommunications infrastructure and equipment, the term of the lease, the carrier’s ability to grant sub-leases to other telecommunications carriers to co-locate telecommunications infrastructure and equipment and the effects which the tenants use of the leases space will have on other land owned or managed by the City.

Rent is payable yearly in advance for the term of the lease. An annual fixed percentage increase of 3% will be applied. The rent is to be reviewed to market at the commencement of every fifth year.

Term
A maximum of 20 years

Responsibilities of Tenant
The tenant is responsible for:
- Payment of all outgoings, rates, taxes, insurances and a fee for document preparation
- Maintenance of any of the City’s infrastructure affected by the tenants infrastructure and equipment
- Capital upgrade and capital expansion of all assets within the leased area

Responsibilities of City
Nil

Community Leases

Definition
A “community lease” is a lease between the City and an incorporated not for profit association or a company limited by guarantee.

An “incorporated not for profit association” is an incorporated association that:
- Cannot operate for the profit or gain of its individual members
b) Contributes to the community in a social, sporting, cultural, environmental or charitable context

c) Demonstrates local volunteer involvement.

Rent
A nominal rental payment of $1 is to be payable for the term of the lease.

Classification of Community Leases
Community leases are classified according to the two types set out below.

Community Type One
A Community Type One lease is a lease to an association with a single sport focus, discretionary membership regime, with exclusive use rights and lease coverage of all buildings and playing areas. Playing areas are generally one sport specific and not open to any other recreational activities. Significant investment is required to establish and maintain club facilities and this is typically funded by membership fees, revenue from well organised club related licenced food and beverage activities, government grants and loans. They require long term leases to facilitate reasonable return on their significant capital investment.

Term
A maximum of 20 years

Responsibilities of Tenant
The tenant is responsible for:

• Payment of all outgoings, rates, taxes, insurances and a fee for document preparation.
• Maintenance of mechanical services, roofing, fit-out and structure.
• Capital renewal, upgrade and capital expansion of all assets on the leased land.

Responsibilities of City
• Fire and termite inspections

Community Type Two
A Community Type Two lease is a lease to an association facilitating sporting, artistic, cultural, social, and special interest activities with a need to exclusively occupy City premises. The association must demonstrate an accessible and affordable membership regime, good governance and facilitate programs and activities that add value to the social and community fabric of the City. The associations should generate wide community interest and appeal, encouraging significant volunteer involvement from a wide range of local residents. Where possible, associations should make premises available on a fee for service basis to community organisations requiring occasional or casual meeting space.

For sporting associations the lease coverage will extend to clubhouse facilities only and the land must be a City owned or managed reserve vested or zoned for public recreation and/or sporting pursuits and form part of the City’s community infrastructure framework. The adjacent playing areas are typically used by the association however are available outside of authorised club usage times for general recreation and other sporting activities throughout the year.

Term
A maximum of 5 years

Responsibilities of Tenant
The tenant is responsible for:

• Payment of all outgoings, rates, taxes and insurances
• Maintenance of fit-out
• Capital upgrade and capital expansion of all assets within the leased area.
Responsibilities of City

- Maintenance of roofing, mechanical services and structure.
- Fire and termite inspections and servicing
- Capital renewal of existing assets

Community Leases in Commercial Property

Associations that qualify as community lessees may be considered for commercial premises on the following basis:

- The City is unable to attract a commercial tenant after a prolonged advertising and marketing campaign.
- The rent is to be 70% of the market valuation with annual rent adjusted by the Consumer Price Index in other years.
- The term is limited to 3 years with no option to renew.
- At the end of the term the premises will be offered to market at commercial valuation with the incumbent lessee having first option to lease.

Casual Hire

All lessees are permitted to casually hire spaces to community groups and others requiring community based meeting rooms or facilities on a casual or occasional hire basis for a relevant fee.

Community Grant Program

Grants are available to eligible tenants for the purpose of the maintenance, rates, capital upgrade and capital expansion of leased premises through the Community Grants Program.

Responsibilities of City

Satisfaction of lessor’s responsibilities under the lease is subject to availability of funds and will be considered in the context of all City expenditure priorities as part of normal business planning and budget considerations. The City will pay for the replacement of capital items to the standard allowed for under the Sports Facilities Provision Policy, anything required above this standard must have the difference contributed by the club.

General Governance

The Chief Executive Officer is to establish Administrative Procedures and implement organisational systems that ensure all leased premises are managed efficiently, consistently with the lease and fairly. This includes:

- Regular inspections of leased premises
- Rent reviews
- Recovery of prepaid statutory authority and public utility fees and charges
- Protection of the City’s financial interests
- Timely management of end of lease issues including termination or renewal
- Uniformity of leasing documentation and application processes
- Strategic allocation of resources for major maintenance and repairs
- Asset maintenance, renovation and repairs to leased premises.

Definitions

<table>
<thead>
<tr>
<th>Capital Expansion</th>
<th>Means creation of a new asset to additional service level requirements.</th>
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<tbody>
<tr>
<td>Capital Item</td>
<td>Means a capitalised fixed asset pursuant to the City’s Significant Accounting Policies relating to buildings and fixed equipment (current capitalisation threshold $5,000).</td>
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</tbody>
</table>
Capital Renewal

Means restores, rehabilitates, replaces existing asset to its original capacity. This may include the fitment of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use. Expenditure under this definition is capital in nature and is determined by the City’s financial capital thresholds.

Capital Upgrade

Means enhances existing asset to provide higher level of service.

Fit Out

Means the necessary fixed equipment and surface materials required to make the spaces of the building suitable for occupation such as floor/wall tilling, carpets, painting, etc.

Maintenance

Means regular ongoing day to day work necessary to keep assets operating and to achieve its optimum life expectancy. Example painting, glazing, air conditioning repairs, tap seal repairs.

Mechanical Services

Means all services at the premises that involve motors, machines, and the flow of heated or cooled fluids, usually in conjunction with electrical or electromechanical controls.

Operational

Means regular activities to provide public health, safety and amenity. Example cleaning, energy, security.

Roof

Means the material/s covering the upper structure of the building and includes associated roof plumbing, skylights, non-mechanical vents, etc.

Structure

Means the sections of the building that are load bearing, permanently in one place and form an integral part of the shape of the building.

Legislation

Local Government Act 1995 – Section 3.58

Land Administration Act 1997

Commercial Tenancies (Retail Shops Agreements) Act 1985

Other Relevant Policies/ Key Documents

Council Policy – Community Grants Program

Council Policy – Sports and Community Facility Provision

Responsible Division

Corporate Services

Review Date

01 December 2019

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable
Corporate Services
Customer and Corporate Support

Reference No & Subject: CS-005/18 Recommendation from the Customer Service Review Committee Meeting held on 27 February 2018

File No: CUS/26-04
Author: Miss Jessica Morgana, Acting Manager Customer and Corporate Support
Other Contributors: Mr Scott Wildgoose, Senior Projects Officer
Date of Committee Meeting: 20 March 2018
Disclosure of Interest: Executive
Nature of Council’s Role in this Matter: Executive
Attachments: Minutes of the Customer Service Review Committee Meeting held on 27 February 2018
Maps/Diagrams:

Purpose of Report
To consider the service complaint received from Mr George Stewart regarding the City’s response to reports of non-compliance at 2 Canouan Loop, Secret Harbour. The Customer Service Review Committee met on 27 February 2018 to discuss Mr Stewart’s service complaint.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1
Service complaint from Mr Stewart regarding the City’s response to reports of non-compliance at 2 Canouan Loop, Secret Harbour.

That Council:

1. **CONFIRMS** that Mr Stewart’s complaint was not handled in an effective manner.
2. **DIRECTS** the Chief Executive Officer to issue an apology to Mr Stewart for the delays experienced.
3. **DIRECTS** the Director Engineering and Parks Services to confirm all appropriate works related to the complaint have been carried out in accordance with clause 2.7 (2) (b) (ii) of the Activities in Thoroughfares and Public Places and Trading Local Law 2001 at 2 Canouan Loop, Secret Harbour.
4. **DIRECTS** the Chief Executive Officer to review the City’s process of categorising customer complaints or queries at the first point of contact to improve efficiency and effectiveness in complaint and query handling.
Officer Recommendation if Different to Advisory Committee Recommendation

That Council:
1. **CONFIRMS** that Mr Stewart’s complaint was not handled in an effective manner.
2. **DIRECTS** the Chief Executive Officer to:
   1) Issue an apology to Mr Stewart for the delays experienced.
   2) Confirm all appropriate works related to the complaint have been carried out in accordance with clause 2.7 (2) (b) (ii) of the Activities in Thoroughfares and Public Places and Trading Local Law 2001 at 2 Canouan Loop, Secret Harbour.
   3) Review the City’s process of categorising customer complaints or queries at the first point of contact to improve efficiency and effectiveness in complaint and query handling.

The Officer’s Reason for Varying the Advisory Committee Recommendation

To ensure the recommendation complies with the Local Government Act 1995.

Background

On 14 December 2017, Mr Stewart submitted a service complaint form stating his unhappiness with the lack of response to his two letters and alleging that the City’s inaction had caused him a physical injury.

On 21 December 2017, the City notified Mr Stewart that his complaint had been received and referred to the Director Planning and Development Services for investigation.

On 16 January 2018, the City advised Mr Stewart that the investigation was complete and stated:

- Mr Stewart should telephone Ranger Services if anyone parks illegally on his verge and that the City would erect “No Parking” signs on his verge.
- It is not against City of Rockingham local laws for owner/occupiers to park on their own verge or permit someone else to do so. The City would not prosecute his neighbour for doing that.
- The City apologises for any inconvenience or stress caused by the lack of initial contact by Ranger Services.
- Infrastructure Compliance Officers had inspected the crossover and verge treatments at 2 Canouan Loop and subsequent rectification works have been requested.
- That on 4 January 2018 the owners of 2 Canouan Loop were issued with a notice advising that they had 30 days to trim back the verge garden to a maximum height of 750mm.
- The two unresolved matters of the crossover and the verge are being managed by Engineering Services. These matters will be followed through until they are resolved.

On 24 January 2018, the City wrote to Mr Stewart advising that the owner of 2 Canouan Loop had removed the illegal crossover and pruned the bushes as requested by the City.

On 30 January 2018, the City received a letter from Mr Stewart highlighting:

a) That he had been provided conflicting information by the City. One letter had stated that the owner had pruned the bushes however another letter had previously stated that the owner was required to trim the verge to a maximum height of 750mm. Mr Stewart states that it is clear to see that the bushes have only been trimmed back and are not a maximum height of 750mm.

b) The crossover has been dug out and replaced with mulch and sand which still does not provide a stable surface for pedestrians.
   i. Upon further inspection, mulch is an allowed common practice, however further modification is still required. Clause 2.7 (2) (b) (ii) of the Activities in Thoroughfares and Public Places and Trading Local Law 2001 states - that the planting and maintenance of a garden (including mulch) is a permissible verge treatment...
provided that where there is no footpath, a pedestrian has safe and clear access of a minimum width of 2m along that part of the verge immediately adjacent to the kerb.

c) No finalised outcome has been achieved given three months has passed since his original letter and numerous City investigations.

**Implications to Consider**

<table>
<thead>
<tr>
<th>a.</th>
<th>Strategic</th>
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<td>Strategic Objective: Governance – Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.</td>
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<th>b.</th>
<th>Policy</th>
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<tr>
<td>The Customer Service Review Committee is underpinned by the Council’s Service Complaints Policy. This policy requires that in the event that a service complaint cannot be resolved by the Chief Executive Officer or Director, the City is to convene the Customer Service Review Committee which will review the complaint and provide a recommendation to Council.</td>
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<th>c.</th>
<th>Financial</th>
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<td>Nil</td>
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<th>d.</th>
<th>Legal and Statutory</th>
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<td>Nil</td>
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<th>e.</th>
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**Committee Recommendation**

Moved Cr Liley, seconded Cr Jones:

That Council:

1. **CONFIRMS** that Mr Stewart’s complaint was not handled in an effective manner.
2. **DIRECTS** the Chief Executive Officer to:
   1) Issue an apology to Mr Stewart for the delays experienced.
   2) Confirm all appropriate works related to the complaint have been carried out in accordance with clause 2.7 (2) (b) (ii) of the Activities in Thoroughfares and Public Places and Trading Local Law 2001 at 2 Canouan Loop, Secret Harbour.
3) Review the City’s process of categorising customer complaints or queries at the first point of contact to improve efficiency and effectiveness in complaint and query handling.

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<th>Committee Voting – 5/0</th>
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**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 approve the composition of the official and community delegation who will visit the City of Ako in Japan for a reciprocal sister city visit in 2018.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1:
Reciprocal visit to City of Ako in 2018

That Council:

1. **APPROVES** the following composition for an official delegation to travel to the City of Ako in Japan in 2018:
   - Mayor Barry Sammels
   - Cr..............................
   - Cr..............................
   - Two Global Friendship Committee Members
   - Chief Executive Officer
   - Global Friendship Committee Executive Support

2. **APPROVES** the invitation of expressions of interests from community members to participate in a community delegation to the City of Ako, Japan in conjunction with the official delegation.
Officer Recommendation if Different to Advisory Committee Recommendation

That Council:

1. **APPROVES** the following composition for an official delegation to travel to the City of Ako in Japan in 2018:
   - Mayor Barry Sammels
   - Cr………………………
   - Cr………………………
   - Two Global Friendship Committee Members
   - Chief Executive Officer

2. **APPROVES** the invitation of expressions of interests from community members to participate in a community delegation to the City of Ako, Japan in conjunction with the official delegation.

The Officer’s Reason for Varying the Advisory Committee Recommendation

It is the responsibility of the Chief Executive Officer to determine the participation or otherwise of City officers in any civic delegation.

Background

The City of Rockingham has hosted several visiting delegations from the City of Ako in the past five years, including the Ako Children’s Choir, two teacher/student delegations, and the most recent Mayoral/Citizen delegation. That delegation comprised the Mayor, Chairman of Ako City, two Directors of Ako City Office, Chief of Ako City Office, staff of Ako City Office and a citizen delegation with a total of 17 from the City of Ako visiting the City of Rockingham from 6-10 November 2017 for the 20th Anniversary of the Sister City Relationship.

During the visit an official meeting was held on 7 November 2017 and the City of Ako asked when the City of Rockingham would visit them in Japan. In recent communication from Mr Fujimoto (Director, City of Ako), the City of Ako has asked if we could visit for their Summer Twilight Festival on 25 August 2018. The most important festival for Ako is the Ako Gishi festival held on 14 December annually.

Given the composition of the most recent visit from Ako, it is proposed that a similar delegation reciprocate.

The inclusion of a community delegation to the visit will provide an opportunity for interested members of the community to become involved in the sister city relationship. This will create opportunities for contacts, business relationships and links to share information. Some of these groups who are interested may have been involved in previous visits to or from Ako.

The Global Friendship committee discussed that any visits to Ako, must have a purpose and reportable outcomes for the City of Rockingham and the community. The Global Friendship Committee executive support will liaise with their counterpart at the City of Ako to put in place arrangements to facilitate the exchange of information with delegates.

All persons on the delegation will have an objective for their participation focused on furthering our Sister City relationship, and report the outcomes back to Council and the community. Councillors who are on the official party will also have a portfolio to cover, visit with their Ako counterpart and report back about their experience.

The committee agreed to not set a specific date in 2018 so to be able to plan the visit to accommodate all parties. The committee discussed that the date does not need to coincide with one of Ako’s festivals, it can be a date best suited to all. The timing of the visit will be determined through close communication with the City of Ako in order to maximise the opportunities to achieve the best possible outcomes.
The success of the professional interchange between officers from both Ako and Rockingham during the most recent Ako visit has highlighted the potential to further similar exchanges in professional areas.

The Global Friendship Committee executive support will liaise with Ako to gain knowledge and contacts and identify operational areas which may benefit from future professional exchanges. For example the City of Ako has a very extensive and long running program about recycling that has been very successful. They try to incorporate the intent of the ‘Let’s reduce and recycle!’ slogan to all parts of their business.

This visit will continue the momentum from the 20th Anniversary visit from the Mayor of Ako in November 2017. The sister city relationship is now maturing and on the next chapter of the relationship. The relationship will now go forward with clear purpose and outcomes for the City of Rockingham and the wider community.

### Implications to Consider

a. **Strategic**
   **Community Plan**
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:
   
   **Aspiration B:** Strong Community
   
   **Strategic Objective:** Capacity Building and Wellbeing – A healthy community that volunteers, embraces lifelong learning and cultural awareness, and is involved with a diverse range of vibrant and sustainable community, sporting, cultural and artistic organisations and pursuits.

b. **Policy**
   The Global Friendship Council Policy allows for:
   
   - One visit to each endorsed affiliate every two years provided that the relationship is active and reciprocal;
   - One reciprocal visit from each endorsed affiliate every two years provided that the relationship is active and reciprocal;
   - The composition of the delegation is subject to Council approval and will be led by the Mayor;
   - Partners of delegates must travel at their own expense; and
   - Visiting officials of affiliated cities will be afforded reciprocal hospitality including accommodation, civic events and receptions and district tours and visits.

   A City of Rockingham official delegation last visited the City of Ako in March 2011. The visit in 2018 will be 7 years from the last visit.

c. **Financial**
   The official delegation expenses can all be covered within the Global Friendship Committee budget. Costs are estimated to be $35,000 for the official delegation.

   Community members that are part of an incorporated organisation and association will be able to apply for a community grant up to $3000 to help with costs to visit Ako, Japan.

d. **Legal and Statutory**
   Nil

e. **Voting Requirements**
   Simple Majority
f. Risk

All Council decisions are subject to risk assessment according to the City's Risk Framework.

Implications and comment will only be provided for the following assessed risks.

- Customer Service / Project management / Environment: High and Extreme Risks
- Finance / Personal Health and Safety: Medium, High and Extreme Risks

Nil

Committee Recommendation

Moved Cr Jones, seconded Cr Liley:

That Council:

1. APPROVES the following composition for an official delegation to travel to the City of Ako in Japan in 2018:
   - Mayor Barry Sammels
   - Cr……………………
   - Cr……………………
   - Two Global Friendship Committee Members
   - Chief Executive Officer

2. APPROVES the invitation of expressions of interests from community members to participate in a community delegation to the City of Ako, Japan in conjunction with the official delegation.

Committee Voting – 4/1
(Cr Downham voted against)

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 in nominating a Council representative to Comet Bay College Board.

Background

The Principal of Comet Bay College has formally requested that a City of Rockingham Councillor be nominated to the College Board. The Board feels that the College would benefit from having a direct contact with the City of Rockingham.

The Board meets twice a term in week four and week eight from 4.30pm to 6.00pm. The tenure is for three years initially, from 20 March 2018 to 20 March 2020. Council had representation on the Comet Bay College Board up to October 2015.

Details

Council has been active in its advocacy in nominating representatives for various non Council committees and organisations. This is an effective method of providing input on behalf of the City and the community.

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 and Strategic Objective(s) contained in the Community Plan 2015-2025:

   **Aspiration C:** Quality leadership
   **Strategic Objective:** Governance – Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.

   d. Policy
      Nil

   e. Financial
      Nil

   f. Legal and Statutory
      Nil

   g. Risk
      All Council decisions are subject to risk assessment according to the City’s Risk Framework. Implications and comment will only be provided for the following assessed risks.

      Customer Service / Project management / Environment: High and Extreme Risks
      Finance / Personal Health and Safety: Medium, High and Extreme Risks

      Nil

**Comments**

Non Council bodies and organisations are responsible for their own governance and can determine their Board arrangements accordingly. The author has no view on the benefits that might be derived from representation on the Comet Bay College Board.

There is no requirement for the Council to have a representative on the Board, however, it is often advantageous when Council has the opportunity to reflect the City’s and community views on deliberations, services and projects delivered by various agencies and bodies not under the control of the local government.

Nevertheless a Council representative while a member of an independent Board must always consider the primary interests of that Board in the first instance.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **NOMINATES** Cr ___________ as Council representative to the Comet Bay College Board until October 2019.
**Committee Recommendation**

**Moved Cr Liley, seconded Cr Jones:**

That Council **NOMINATES** Cr ___________ as Council representative to the Comet Bay College Board until October 2019.

Committee Voting – 5/0

**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

That Council approves the Rockingham Education and Training Advisory (RETAC) Committee recommendation to amend the Tertiary Scholarship Scheme.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1:
Amend the Scholarship Application Assessment Criteria for the Rockingham Tertiary Scholarship Scheme (TSS) Policy.

That Council AMENDS the TSS policy and guidelines to define the scholarship requirements for undertaking interstate courses not available within Western Australia. The applicant must meet the other eligibility criteria as well.
The scholarship application assessment criteria for the Tertiary Scholarship Scheme Policy to read:

**Council Policy Objective**
To enable more Rockingham residents to undertake an undergraduate university degree, TAFE diploma or enter a recognised alternate pathway to university course through the Tertiary Scholarship Scheme, and successfully attain a tertiary qualification.

**Council Policy Scope**
This policy establishes the applicant’s age requirements, scholarship categories, financial commitment, assessment criteria and role of an internal committee in order to facilitate the successful delivery of the scholarship program.

**Council Policy Statement**

**Scholarship Purpose**
To enable eligible Rockingham residents aged 18 – 40, aspiring to enter tertiary education for the first time, to undertake an Undergraduate University Degree, a TAFE Diploma, or a recognised Alternate Pathway to University Program from a registered provider.

**Scholarship Categories**
Based on an annual budget amount of up to $90,000, including committed funds from previous years, the scholarship scheme will provide:

- up to twenty (20) Scholarships for University undergraduate entrance in the amount of $10,000/scholarship, equating to $2,500 per year, for up to four (4) years or upon completion of degree, whichever occurs first, for an undergraduate degree
- up to ten (10) scholarships for TAFE entrance in the amount of $4000/scholarship, equating to $2,000/year, for up to two (2) years, or upon completion of Diploma whichever occurs first, for a Diploma
- up to ten (10) scholarships for Alternate Pathway to University courses (from a registered provider) in the amount of $2000/scholarship for up to one (1) year

The above funds/scholarship category are notional, and if not utilised can be used in other categories, although the total amount is capped at $90,000 p/a.

**Scholarship Application Assessment Criteria**
Applicants must meet the following eligibility criteria:

- City of Rockingham resident for a minimum of three (3) years at the time of the application
- aged between 17 and 40 years
- an Australian Citizen or Permanent Resident
- can demonstrate financial hardship (see Definitions)
- must provide evidence of ATAR score and/or offer of a place at University, TAFE or Alternate Pathway provider
- Interstate enrolments only if the course of study is not available within Western Australia. The applicant must provide evidence that the nominated course of study is not available within Western Australia. (see Definitions)

**Rockingham Education and Training Advisory Committee (RETAC)**
Recommendations will be provided to Council by RETAC. All staff recommendations to RETAC must be developed by Officers working within the Community Capacity Building team.

**Executive Policies and Procedures**
The CEO shall ensure that executive policies and procedures are implemented that provide for the effective and equitable consideration, approval, distribution, measurement and acquittal of scholarship funds.
Definitions

Scholarship: financial support provided to a Rockingham resident to enable access to an appropriate tertiary education qualification.

Financial hardship: scholarship applicant and/or applicant’s family, if applicant still a dependant is in receipt of a Health Care Card or support payment/benefit/pension or tax support through either Department of Human Services or Department of Veterans Affairs.

Interstate Placement: to undertake tertiary education in an Australian State other than Western Australia.

Legislation

Nil

Other Relevant Policies/Key Documents

Council Report CD 033/14
Council Report CD 012/17

Responsible Division

Community Development

Review Date

Every two years

Officer Recommendation if Different to Advisory Committee Recommendation

Nil

The Officer’s Reason for Varying the Advisory Committee Recommendation

Nil

Background

The Tertiary Scholarship Scheme Policy currently does not define the requirements for enrolment in interstate study on the basis of the course of study not being offered within Western Australia. The amended Policy will support assessment of applications and recommendations from RETAC.

Implications to Consider

a. Strategic

Community Plan

This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective contained in the Community Plan 2015-2025:

Aspiration B: A Strong Community

Strategic Objective: Capacity Building and Wellbeing: A healthy community that volunteers, embraces lifelong learning and cultural awareness, and is involved with a diverse range of vibrant and sustainable community, sporting and artistic organisations and pursuits

b. Policy

This policy has been drafted in accordance with Council’s Policy Framework and is classified as a ‘general’ Council Policy.

c. Financial

Funds will be used from the Post-Secondary Scholarship Program allocated budget.
d. Legal and Statutory
Nil

e. Voting Requirements
Simple Majority

f. Risk
All Council decisions are subject to risk assessment according to the City’s Risk Framework.
Implications and comment will only be provided for the following assessed risks.

- Customer Service / Project management / Environment: High and Extreme Risks
- Finance / Personal Health and Safety: Medium, High and Extreme Risks

Nil

Committee Recommendation

Moved Cr Burns, seconded Cr Jones:

That Council AMENDS the TSS policy and guidelines to define the scholarship requirements for undertaking interstate courses not available within Western Australia. The applicant must meet the other eligibility criteria as well.

The scholarship application assessment criteria for the Tertiary Scholarship Scheme Policy to read:

Council Policy Objective
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Council Policy Scope
This policy establishes the applicant’s age requirements, scholarship categories, financial commitment, assessment criteria and role of an internal committee in order to facilitate the successful delivery of the scholarship program.

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Interstate Placement: to undertake tertiary education in an Australian State or Territory other than Western Australia.

Legislation

Nil

Other Relevant Policies/Key Documents

Council Report CD 033/14
Council Report CD 012/17

Responsible Division

Community Development

Review Date

Every two years

Committee Voting – 5/0

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

The Committee changed the recommendation to ensure all Australian States and Territories are included in the Policy.

Implications of the Changes to the Officer’s Recommendation

Not Applicable
# Community Development Committee Minutes

**Reference No & Subject:** CD-005/18

**Recommendation from the Disability Access and Inclusion Advisory Committee Meeting held on 28 February 2018**

**File No:** CSV/763-07

**Author:** Ms Michele Gray, Community Development Officer

**Other Contributors:** Mrs Belinda Trowbridge, Coordinator Community Capacity Building

**Date of Committee Meeting:** 20 March 2018

**Disclosure of Interest:** Executive

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

**Attachments:** Minutes of the Disability Access and Inclusion Advisory Committee Meeting held on 28 February 2018

**Maps/Diagrams:**

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## Purpose of Report

To seek Council approval to amend the Terms of Reference for the Disability Access and Inclusion Advisory Committee.

## Recommendations to the Corporate and Community Development Committee

**Advisory Committee Recommendation 1 of 1:**

**Approve the Terms of Reference for the Disability Access and Inclusion Advisory Committee**

That Council **APPROVES** the Terms of Reference for the Disability Access and Inclusion Advisory Committee to read as follows:

“To represent the Community by providing advice/support to Council with regard to the implementation of the Disability Access and Inclusion Plan/Strategy and to **address and improve** City controlled disability access and inclusion within the City of Rockingham”.

## Officer Recommendation if Different to Advisory Committee Recommendation

That Council **APPROVES** the Terms of Reference for the Disability Access and Inclusion Advisory Committee to read as follows:

“To represent the Community by providing advice/support to Council with regard to the implementation of the Disability Access and Inclusion Plan/Strategy and to **provide advice to improve** City controlled disability access and inclusion within the City of Rockingham”.

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

The Committee’s role is not to address and improve; the Committee’s role is to provide advice. The Terms of Reference have been amended to reflect this.

Background

As per the Governance and Meeting Framework Policy, the Disability Access and Inclusion Advisory Committee reviewed their Terms of Reference at the meeting held on 28 February 2018.

A number of small changes to the Terms of Reference are recommended by the Advisory Committee as outlined below:

To represent the Community by providing advice/support to Council with regard to the implementation of the Disability Access and Inclusion Plan/Strategy and to address and improve City controlled disability access and inclusion issues within the boundaries of City of Rockingham.

Implications to Consider

a. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:

   **Aspiration B:** Strong Community

   **Strategic Objective:** Mobility and Inclusion - Community services, programs and infrastructure that effectively caters for all residents including seniors, youth and vulnerable populations.

b. Policy
   The Governance and Meeting Framework Policy stipulates that Advisory Committees are to provide recommendations to Council in line with their terms of reference. Additionally, Advisory Committees are to review their terms of reference and membership composition within three months of an ordinary local government election.

c. Financial
   Nil

d. Legal and Statutory
   Nil

e. Voting Requirements
   Simple Majority

f. Risk
   All Council decisions are subject to risk assessment according to the City’s Risk Framework.
   Implications and comment will only be provided for the following assessed risks.
   - Customer Service / Project management / Environment : High and Extreme Risks
   - Finance / Personal Health and Safety : Medium, High and Extreme Risks
   - Nil

Committee Recommendation

Moved Cr Jones, seconded Cr Liley:

That Council **APPROVES** the Terms of Reference for the Disability Access and Inclusion Advisory Committee to read as follows:
“To represent the Community by providing advice/support to Council with regard to the implementation of the Disability Access and Inclusion Plan/Strategy and to provide advice to improve City controlled disability access and inclusion within the City of Rockingham”.

Committee Voting – 5/0

<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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<tr>
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# Community Development

## Community Capacity Building

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-006/18 Recommendations from the Christmas Festival Occasional Committee Meeting held on 1 March 2018 (Absolute Majority)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CSV/2810</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Sheila Cleaver, A/Coordinator Cultural Development and the Arts</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Ms Jillian Obiri-Boateng, Collaborative Manager Community Capacity Building</td>
</tr>
<tr>
<td></td>
<td>Mr Michael Holland, Director Community Development</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>20 March 2018</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td>Minutes of the Christmas Festival Occasional Committee Meeting held on 1 March 2018</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
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</table>

## Purpose of Report

For Council to review the recommendations from the Christmas Festival Occasional Committee meeting held on 1 March 2018.

## Recommendations to the Corporate and Community Development Committee

### Advisory Committee Recommendation 1 of 2

**Christmas Festival Occasional Committee**

That Council **APPROVE** the Christmas Festival Occasional Committee’s revised Terms of Reference to:

‘To provide advice on an expansion of the Christmas Lights program and to conduct an annual Christmas Festival within the Rockingham Waterfront Village Precinct’.

### Officer Recommendation if Different to Advisory Committee Recommendation

Not applicable

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

Not applicable
Background

At the 27 September 2016 Council meeting, it was resolved:

“That Council APPROVES the revised Christmas Festival Occasional Committee Terms of Reference:

To provide advice on an expansion of the Christmas Lights program and to conduct an annual Christmas Festival at the Rockingham Foreshore.”

The Christmas Festival Occasional Committee Terms of Reference (TOR) has remained the same since the last revision and subsequent adoption at the 27 September 2016 Council meeting. It is timely to revise the TOR to enable the committee to provide recommendations with some flexibility regarding the location of the Christmas Lights and Festival, especially in light of the current lack of a confirmed timeline for works on the Foreshore Redevelopment.

Advisory Committee Recommendation 2 of 2
Christmas Festival Occasional Committee

That Council ALLOCATES $100,000 to the 2017/18 Christmas Festival budget to commence planning for the 2018 festival.

Officer Recommendation if Different to Advisory Committee Recommendation

That Council NOT SUPPORT the Christmas Festival Occasional Committee Recommendation.

The Officer’s Reason for Varying the Advisory Committee Recommendation

The Foreshore Redevelopment Project works are due to commence in autumn 2018, which presents challenges for the planning of the 2018 Christmas Lights and Festival. At this time the contractor is unknown and as such a timeline is not available for works. This will have an impact on the location and availability of light poles for the display of a large proportion of the Christmas lights and the availability of Churchill Park for a festival.

A discussion was held at the Advisory Committee meeting regarding relocating a significant proportion of the Christmas lights to the Village green and also holding a large Christmas Festival including a street parade there.

With the uncertainty around the timing, the impact of the Foreshore Redevelopment and creating a large scale community event in a different location, it is considered to not be the appropriate time to schedule this extensive expansion.

The Director Corporate Services has advised that should Council not approve the Officer Recommendation, that Council would only need to allocate $10,000 to the 2017/18 Christmas Festival budget for the costs associated with the initial contract requirements.

Background

The Christmas Festival Occasional Committee has been providing advice on an expansion of the Christmas Lights program and subsequent launch event since its inaugural meeting on Tuesday 4 June 2013. The Christmas Lights display grows annually, however the primary focus of the display is within Railway Terrace and Churchill Park along the Rockingham Foreshore.

The Foreshore Redevelopment Project works are due to commence in Autumn 2018, which presents challenges for the planning of the 2018 Christmas Lights and Festival to launch the event. Due to the uncertainty around timeframes, the Christmas Festival Occasional Committee concluded that the main focus of the Christmas Lights Display and subsequent launch event (Festival) could be moved to the Village Green, for 2018.

A parade (similar in route for the Anzac parade) could take place consisting of community representatives from various organisations and emergency services. The route could be confirmed as works associated with the Rockingham Foreshore Redevelopment project become clearer.
The parade could end at the Village Green, where the Festival could take place. Details of parade and Festival to launch the Christmas lights would need to be further defined within ‘Scope of Works’ documents which could be provided to the Christmas Festival Occasional Committee for discussion at the next meeting.

A draft timeline was discussed and it was decided that planning for the 2018 Christmas Lights display and subsequent Festival would need to commence immediately. In order to develop the Scope of Works that informs contracts with providers, funds would need to be made available in the 2017/2018 budget.

### Implications to Consider

**a. Strategic**

Community Plan

This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:

**Aspiration B:** A Strong Community

**Strategic Objective:** Capacity Building and Wellbeing – A healthy community that volunteers, embraces lifelong learning and cultural awareness, and is involved with a diverse range of vibrant and sustainable community, sporting and artistic organisations and pursuits

**b. Policy**

Governance and Meeting Framework Council Policy which stipulates that Occasional Committees provide recommendations to Council in line with their terms of reference.

**c. Financial**

Nil

**d. Legal and Statutory**

Local Government Act 1995 s6.8 (1) (b) A local government is not to incur expenditure form its municipal fund for an additional purpose except where the expenditure is authorised in advance by resolution (Absolute Majority)

**e. Voting Requirements**

Absolute Majority

**f. Risk**

All Council decisions are subject to risk assessment according to the City’s Risk Framework.

Implications and comment will only be provided for the following assessed risks.

Customer Service / Project management / Environment : High and Extreme Risks

Finance / Personal Health and Safety : Medium, High and Extreme Risks

Nil

### Committee Recommendation

**Moved Cr Jones, seconded Cr Burns:**

That Council **APPROVES** the Christmas Festival Occasional Committee’s revised Terms of Reference to:

‘To provide advice on an expansion of the Christmas Lights program and to conduct an annual Christmas Festival within the Rockingham Waterfront Village Precinct’.

Committee Voting – 5/0
Moved Cr Jones, seconded Cr Burns:

That Council **ALLOCATES** $10,000 to the 2017/18 Christmas Festival budget to commence planning for the 2018 festival.

Committee Voting – 5/0

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

The Committee changed the recommendation so planning for the festival can commence.

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

Not Applicable
Purpose of Report

To seek approval of Council to disband the Neighbours Unite Advisory Committee.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1:
Review Neighbours Unite Advisory Committee

That Council DISBANDS the Neighbours Unite Advisory Committee.

Officer Recommendation if Different to Advisory Committee Recommendation

Nil

The Officer’s Reason for Varying the Advisory Committee Recommendation

Nil

Background

The formally titled Neighbourhood Watch Advisory Committee, was re-named to the Neighbours Unite Advisory Committee in 2016. This shift coincided with a locally branded crime prevention neighbourhood based program, Neighbours Unite.

Neighbours Unite (NU) is a current and ongoing City operational project with an allocated budget. It is listed as a project within the adopted Community Safety Strategy 2015-2020, with the aim to build safer, vibrant and connected communities.
It is a requirement under the Governance and Meeting Framework Policy to review the composition, terms of reference and frequency of an advisory committee biennial. In accordance with this Policy, officers conducted a review of the functionality of the Neighbours Unite Advisory Committee between the dates of January 2015 – August 2017 in consideration of the current Terms of Reference: “To provide strategic advice to Council on supporting safe, secure and confident neighbourhoods across the City of Rockingham.”

The Manager Community Support and Safety Services, provides executive support to the Advisory Committee and presented the findings of this review at its meeting held on Monday 12 February 2018. It was discussed that the advisory committee did not provide adequate strategic advice to add value to the program or suitable opportunity for volunteer involvement.

The City currently hosts regular planning sessions that are open to all Neighbours Unite champions and volunteers to attend, enabling the capture of a wider demographic. The attendance numbers are larger than those of the Advisory Committee and the planning sessions provide an enhanced opportunity to capture ideas and workshop them over a two hour period. Neighbours Unite Advisory Committee member and long term volunteer Mr Bob Cooper, advised ‘that he felt the planning sessions and volunteer meetings were far more valuable and the Advisory Committee had become a waste of time’. This comment was supported by all committee members who are also active Neighbours Unite volunteers.

The Chairperson, Cr Matthew Whitfield gave all members the opportunity to provide feedback as to whether the Committee be disbanded or not. Following discussion, the Committee unanimously agreed to disband the Advisory Committee on the provision that volunteer meetings continue to be held.

The Committee were advised that the volunteer meetings and planning sessions will continue as they are vital to the ongoing success of community led safety and crime prevention initiatives.

### Implications to Consider

**a. Strategic**

**Community Plan**

This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objectives contained in the Community Plan 2015-2025:

- **Aspiration B:** Strong Community  
  **Strategic Objective:** Safety and Support - A community that feels safe and secure in home, work, and leisure environments, and has access to a range of effective support services and partnerships when encountering challenging or difficult times.

- **Aspiration C:** Quality Leadership  
  **Strategic Objective:** Community Engagement and Advocacy: An engaged and informed community that participate in local decision making and can rely upon the Council to advocate on its behalf when important issues challenge the best interests of the City and its residents.

**b. Policy**

The Neighbours Unite Advisory Committee operates under the Governance and Meeting Framework Policy.

**c. Financial**

Nil

**d. Legal and Statutory**

As per section 5.8 of the Local Government Act 1995 (the Act) a local government may establish a committee by absolute majority. Section 5.11 of the Act - Tenure of Committee Membership continues until the committee is disbanded. This legislation is silent on the disbanding of committees.
e. Voting Requirements
Simple Majority

f. Risk
All Council decisions are subject to risk assessment according to the City's Risk Framework.
Implications and comment will only be provided for the following assessed risks.
Customer Service / Project management / Environment : High and Extreme Risks
Finance / Personal Health and Safety : Medium, High and Extreme Risks
Nil

Committee Recommendation

Moved Cr Burns, seconded Cr Jones:
That Council DISBANDS the Neighbours Unite Advisory Committee.

Committee Voting – 5/0

The Committee's Reason for Varying the Officer's Recommendation
Not Applicable

Implications of the Changes to the Officer’s Recommendation
Not Applicable

4:24pm Ms Dick, Collaborative Manager, Community Capacity Building departed the meeting.
Purpose of Report

To seek Council’s adoption of the Health and Wellbeing Strategy 2018-2022 following the public comment period.

Background

At Council Meeting on 28 November 2017, it was resolved:


Details

The Draft Health and Wellbeing Strategy 2018-2022 was endorsed for public comment for a period of seven weeks concluding on Wednesday 17 January 2018.
The City received seven submissions, all supporting the draft strategy with some suggestions regarding the demand on the current health services, homelessness and social cohesion, Safety Bay beach dog area, alcohol and drug education, provision of a Health and Wellbeing Expo and the cancellation of outstanding debt to the City for local sporting clubs.

The public comments and officer responses are detailed below.

<table>
<thead>
<tr>
<th></th>
<th>Public Comment</th>
<th>Officer Response</th>
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<tbody>
<tr>
<td>1</td>
<td>Lynette Mayberry - With Council going to manage the Mike Barnett Sports Complex which is also Home to the Prime Movers (Seniors Exercise Group) I hope we now have access to cooling fans operating in the heat of summer in an uninsulated building.</td>
<td>This information has been forwarded to Community and Leisure Facilities division.</td>
</tr>
<tr>
<td>2</td>
<td>Shane Poppet – Rockingham Football, Sporting and Social Club Inc. (RFS&amp;SC) has an outstanding debt to the City, against which they make regular payments. The debt is an outstanding loan generated nearly 30 years ago in 1990 to contribute to the building of the Club. The debt was originally $117,622 with the Club having repaid $70,200 over 6 years to substantially reduce the debt owing to the City. It is anticipated it will take the Club another 5 years to clear the outstanding debt. The new lease the Club recently signed with the City makes it clear the building belongs to the City, not the Club. The Club is aware that the City’s recent sporting club facility developments (inc Secret Harbour Surf Lifesaving Club and the Golden Bay and Singleton Sports Pavilions) had no requirements for user sporting groups to make a financial contribution. The club has been in operation for 64 years and has a membership base of over 500 people, with an estimated 2,000 people benefit from the health and wellbeing and social outcomes the club provides to the community. The Club is administered by 8 volunteers, with an onus on them to keep the Club sustainable and vibrant. They indicate the ongoing debt has a significant financial and social impact, as well as the future sustainability. The club provides a valuable community service offering a healthy lifestyle through sport and recreation, particularly for young boys and girls offering football and netball, gender diversity, social inclusion, and strong mental health community benefits. The work of the volunteers far outweighs the debt repayment. “If Council cancels the debt and the Club maintains the Major Sponsor and directs the $10,000 back into the Club, it would mean a huge financial outcome to the players and those involved with the Club. In simple terms this request is an investment in the community. That said the Committee understands that the loan was legitimate in 1990 and not repaid as per the agreement. What we are seeking is consideration that different times require different decisions and we hope you can give consideration to this formal request.”</td>
<td>A new strategic approach to facility provision generated through the Community Infrastructure Plan and Business Plan has seen a fundamental shift in how the City provides community and sporting infrastructure. On this basis outstanding historical loans should be reviewed and a report presented to Council for consideration. The existing Self-supporting Loan Policy should also be reviewed concurrently and included in the report. An action will be included in the strategy to reflect this.</td>
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Please note this comment has been condensed.
<table>
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<tr>
<td>3</td>
<td>Ms Kathleen Burton of Joondalup - I think the strategy is very good, and it looks like you did a very good community consultation and understand residents’ opinions and challenges well. Some exciting big challenges to address! My only feedback is on the budget part- that $10,000 for a community connectors program is probably not enough. The City of Melville is implementing something similar now and it is much more expensive. They will probably share information with you if you ask. Regarding the main funding available for partnerships through the community grants budget. This is quite restrictive in terms of who and what you can fund and you may miss out of really smart innovative partnerships with other organisations because this stream of funding won't work for them.</td>
<td>Social Connector Programs differ substantially. Social Connector programs at the City will involve the development of substantial partnerships, so the funding is considered adequate. The Community Grants program funds local Not for profit community organisations to implement programs, projects and events independently. Partnerships are developed separately, and are usually based on –in-kind contributions.</td>
</tr>
<tr>
<td>4</td>
<td>Samantha Menezes - The Alcohol and Drug Foundation - Would like to provide information on the programs they deliver in WA that would help address the identified priority areas of the strategy, such as The Good Sports Program. The Good Sports program is a preventative health initiative implemented through voluntary community sporting clubs and assists the clubs to be healthier, safer and family friendly. In summary the ADF in WA would like to help the City of Rockingham address the four priority areas of the Health and Wellbeing Strategy 2018-2022 through the delivery of free programs, resources and support to help reduce harm from alcohol and other drugs in the City of Rockingham. Please note the comment has been condensed.</td>
<td>The City is currently investigating Managing Alcohol in the City. The Good Sports Program has been promoted to Sporting Clubs via workshops and email correspondence. Partnerships with Not for profits are developed regularly, and this will be pursued. This is addressed in Key Element1, Sport, Recreation and Physical Activity</td>
</tr>
</tbody>
</table>
| 5 | Kim Hewson – Dog exercise areas- There is confusion over dog exercise areas and surrounding walkways/park areas not signed properly (referring to Safety Bay beach dog area). The strategy does not include dog beach conditions or refer to another document which will include such information. The Safety Bay dog beach would be one of the most utilised sections of beach along the City of Rockingham coast, however the most unsafe. Two suggestions to address this are.  
  a) Dozer seaweed away to allow a potentially injury free walking environment for people walking dogs.  
  b) Extend the dog beach area from Donald Drive to Ernest Street.. | The information in relation to the Safety Bay dog beach has been forwarded to the Engineering and Parks division. |
<table>
<thead>
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<td>The consultation indicates that seniors, retirees, new parents and people living in Safety Bay, Warnbro, Port Kennedy, Singleton, Golden Bay and Baldivis tend to be walking far less than the rest of the community. I could not locate stats to support this statement in the strategy but wish to question the statement and stats supporting this. Living in Safety Bay and a daily walker/exerciser/dog walker, there are hundreds of local people who walk/exercise daily. SEIFA Index – I could not identify throughout the strategy any reference to the SEIFA Index which would provide an assessment of the welfare of the community. As per the ABS website (<a href="http://www.abs.gov.au/websitedbs/censushome.nsf/home/seifa">http://www.abs.gov.au/websitedbs/censushome.nsf/home/seifa</a>), ‘Some common uses of SEIFA include: • determining areas that require funding and services, • identifying new business opportunities, • research into the relationship between socio-economic disadvantage and various health and educational outcomes’.</td>
<td>This information was part of the outcomes of the Community Consultation, and reflects community attitudes. The SEIFA index was considered in the development of the City’s Community Support Services Strategy 2017 - 2022.</td>
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<td>6 Mark Burrows, South Metropolitan Health Service The draft plan is quite comprehensive and includes some excellent recommendations and strategies. I am pleased to see that some of the Health Services consultation is reflected in the draft. It is identified that acute services can and very much does link with services provided in the community. Concerns raised were individuals’ social circumstances impacting their options for maintaining or improving their level of health and wellbeing. In terms of accommodation and the draft report, has there been or is there scope to consider homelessness as an issue within the Social Cohesion parts of the plan? If there is potential to collaborate and influence it through the plan we would be very supportive. The second issue regarding access to care post hospital discharge is, I think, also something of an unknown in terms of potential WA Health – Local Government collaboration in that typically the person needing care may or may not have family or friends available to provide this if they return to the community. WA Health operates an “Interim Hospital Package” program which as it implies, is a time limited source of support. From recent data it is becoming evident that demands for this service are growing and that family and friends can struggle to maintain themselves at the same time as caring for someone else. I have seen examples from the UK where funding streams have been amalgamated between acute health services and local government to break down the silo effect and related problems for these people and, the results can be significant. If this is something that could be explored as an addition within the plan we would also be very supportive. Please note the comment has been condensed.</td>
<td>The City works collaboratively with South Metropolitan Health Services on several areas when implementing programs and events, advocating for and supporting their services. Homelessness and the City’s role with this vulnerable population is addressed in the City’s Community Support Services Strategy 2017 – 2022. The City’s vision as stated in the Strategy is to support the development of a sustainable healthy community, encouraging healthy lifestyles, physical activity and social engagement. Acute health care is not within the City’s role. The City addresses advocating for services in the Community Support Services Strategy 2017 – 2022.</td>
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Public Comment | Officer Response
--- | ---
7 | Sports Advisory Committee –
Need to acknowledge the impact of adults modelling positive behaviour in regards to healthy eating and alcohol use in sporting clubs.
Need to acknowledge contributions from commercial providers and local Not for Profits to Health and Wellbeing activities
Need for the City to investigate the need for and implement a Health and Wellbeing Expo.
This is acknowledged on p/26 of the Strategy
This is acknowledged on p/17 of the Strategy
This has been added as an action within Key Element 4, Community Education and Awareness

Implications to Consider

a. Consultation with the Community
Following Council endorsement at the 28 November 2017 meeting, the Draft Health and Wellbeing Strategy was publically advertised for a period of seven weeks. This period occurred from Wednesday 29 November 2017 to Wednesday 17 January 2018. The draft strategy was advertised via a public notice within the Friday 8 December 2017 edition of the Weekend Courier Newspaper and the Wednesday 12 December 2017 edition of the Sound Telegraph Newspaper.
Information about how to comment and a copy of the draft strategy were available through the ‘Share Your Thoughts’ page on the City’s website.
Hard copy versions of the draft strategy were available to read at the City’s four libraries, Aqua Jetty, Mike Barnett Sports Complex and the City’s administration building.
The Sports Advisory Committee (SAC) members were provided a copy of the draft strategy, informed of the public comment period closing date and asked to provide any comment before this date.

b. Consultation with Government Agencies
South Metropolitan Health Services received a copy of the draft strategy after the initial community consultation period for further comment.

c. Strategic Community Plan
This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:

Aspiration B: A Strong Community

Strategic Objective: Capacity Building and Wellbeing – A healthy community that volunteers, embraces lifelong learning and cultural awareness, and is involved with a diverse range of vibrant and sustainable community, sporting, cultural and artistic organisations and pursuits.

d. Policy
The Strategic Development Framework Policy (for Community Plan strategies) which stipulates Councillors, staff, stakeholders and members of the community should be involved or participate in the strategic development process.
e. **Financial**  
The costs associated with the implementation actions outlined in the Health and Wellbeing Strategy 2018-2022 will be incorporated into the relevant team plans over the strategy timeframe and where required incorporated into the City's Business Plan.

f. **Legal and Statutory**  
Nil

g. **Risk**  
All Council decisions are subject to risk assessment according to the City's Risk Framework. Implications and comment will only be provided for the following assessed risks.  

   - Customer Service / Project management / Environment: High and Extreme Risks  
   - Finance / Personal Health and Safety: Medium, High and Extreme Risks

Nil

**Comments**

The feedback provided during the public comment period supported the strategy in principle and the response was positive.

The City will continue to partner with local and state health organisations to attract much needed services to support the health and wellbeing of the community, as identified in the ongoing actions of the draft strategy.

**Voting Requirements**

Simple Majority

**Officer Recommendation**


**Committee Recommendation**

Moved Cr Liley, seconded Cr Jones:  

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
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<th>Reports of Councillors</th>
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<th>Addendum Agenda</th>
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<th>Motions of which Previous Notice has been given</th>
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<th>Notices of motion for Consideration at the Following Meeting</th>
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<th>Urgent Business Approved by the Person Presiding or by Decision of the Committee</th>
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<th>Matters Behind Closed Doors</th>
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<th>Date and Time of Next Meeting</th>
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<td>The next Corporate and Community Development Committee Meeting will be held on <strong>Tuesday 17 April 2018</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
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<td>There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at <strong>4:26pm</strong>.</td>
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