MINUTES

Corporate and Community Development Committee Meeting

Held on Tuesday 21 June 2016 at 4:00pm
City of Rockingham Boardroom
City of Rockingham
Corporate and Community Development Committee Meeting Minutes
4:00pm Tuesday 21 June 2016

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<td>Motions of which Previous Notice has been Given</td>
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<td>16.</td>
<td>Notices of Motion for Consideration at the Following Meeting</td>
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<td>17.</td>
<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
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<td>18.</td>
<td>Matters Behind Closed Doors</td>
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<td>Corporate Services</td>
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<tr>
<td>CS-020/16 Settlement Agreement – Belgravia Health and Leisure Group Pty Ltd</td>
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<td>19.</td>
<td>Date and Time of Next Meeting</td>
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<td>20.</td>
<td>Closure</td>
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City of Rockingham
Corporate and Community Development Committee Meeting Minutes
Tuesday 21 June 2016 - Council Boardroom

1. Declaration of Opening

The Chairperson declared the Corporate and Community Development Committee Meeting open at 4:02pm, welcomed all present, and delivered the Acknowledgement of Country.

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

2.1 Councillors
Cr Leigh Liley Chairperson
Cr Lee Downham
Cr Justin Smith
Cr Kelly McManus
Cr Joy Stewart
Cr Chris Elliott Observer

2.2 Executive
Mr Andrew Hammond Chief Executive Officer
Mr John Pearson Director Corporate Services
Mr John Woodhouse Director Legal Services and General Counsel
Mr Michael Holland Director Community Development
Ms Karin Strachan Manager Strategy and Corporate Communications
Mr Mark Tidman Manager Investment Attraction
Mr Gary Rogers Manager Community Infrastructure Planning
Mrs Jillian Obiri-Boateng Manager Community Support and Safety Services
Ms Julia Dick Manager Community Capacity Building
Ms Alison Oliver Manager Library and Information Services
Ms Vanisha Govender Manager Financial Services
Mr Michael Yakas Manager Customer and Corporate Support
Ms Fiona Lambrick Manager Information Services
Mr Nick Brown Manager Community and Leisure Facilities
Mr Ben Searcy Manager Human Resources Development
Mr Peter Varris Manager Governance and Councillor Support
Mrs Jelette Edwards Governance Coordinator
Ms Sue Langley Governance Officer
Mrs Diane Zanre PA to Director Community Development

2.3 Members of the Gallery: Nil

2.4 Apologies: Nil

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

<table>
<thead>
<tr>
<th>3.1</th>
<th>Dr Clayton Massey, Principal - Tranby College, Baldivis – Baldivis South Youth Space</th>
</tr>
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<tbody>
<tr>
<td>Question</td>
<td>When did the Council make the decision to change the location from the corner of Eighty Road and Tranby Drive to the current location?</td>
</tr>
<tr>
<td>Response</td>
<td>Included in the April 2015 report was an aerial image of Tranby Reserve. The image included a star to depict the approximate location of the youth space on the reserve. Following design works the report presented to the Corporate and Community Development Committee on 17 May 2016 was able to accurately pinpoint the location. It is important to note, that at Ordinary Council Meeting on 28 April 2015, Council resolved to: APPROVE Tranby Reserve located on Lot 1409 Tranby Drive, Baldivis as the preferred location for the neighbourhood level Baldivis South Outdoor Youth Space.</td>
</tr>
</tbody>
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4. Public Question Time

4:02pm The Chairperson invited members of the Public Gallery to ask questions. There were none.

5. Confirmation of Minutes of the Previous Meeting

Moved Cr Smith, seconded Cr McManus:

That Committee CONFIRMS the Minutes of the Corporate and Community Development Committee Meeting held on 17 May 2016, 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

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

8. Declarations of Members and Officers Interests

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

9. Petitions/Deputations/Presentations/Submissions

Nil
10. Matters for which the Meeting may be Closed

4:03pm The Chairperson advised in accordance with section 5.23(2)(c) of the Local Government Act 1995 – if there were any questions or debate on Confidential Item CS-020/16 Settlement Agreement – Belgravia Health and Leisure Group Pty Ltd, then the Committee will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors.

As there were questions, this report was dealt with behind closed doors at Item 18 - Matters Behind Closed Doors.

11. Bulletin Items

Corporate and General Management Services Information Bulletin – June 2016

Corporate Services
1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Online Records Management Training
   3.2 Automation of Records Management Processes
   3.3 Intranet Redevelopment
   3.4 Upgrade of Intramaps
   3.5 Integrated Team Plan Module
   3.6 Mobile Computing – Infringements
   3.7 Development and Implementation of a CoR (City of Rockingham) Governance Portal
   3.8 Library Management System
   3.9 Bushfire Mitigation System Upgrade
   3.10 CCTV - Waterfront Upgrade
   3.11 CCTV – Mobile Unit
   3.12 CCTV – Security Vehicle Camera
   3.13 Expansion of Private Fibre – Bungaree Park to Waterfront Village
   3.14 Warnbro Library Radio Frequency Identification (RFID) Installation
   3.15 Wi-Fi Installation to Selected City Buildings
   3.16 Multi-function device replacements
   3.17 Development of Next Generation Standard Operating Environment (SOE)
   3.18 Replacement of Reception Room Audio Visual Equipment
   3.19 Information Communication Technology Security Equipment
   3.20 Integrate Security Access Control Systems
   3.21 Implement Data Centre 1/Data Centre 2 Configuration as per Business Continuity Plan Requirements
4. Information Items
   4.1 Change of Basis of Rates June 2016
   4.2 List of Payments May 2016
   4.4 Development Contribution Scheme
   4.5 Rockingham Aquatic Centre
   4.6 Autumn Centre
   4.7 Mike Barnett Sports Complex
   4.8 Warnbro Community Recreation Centre
   4.9 Aqua Jetty
| 4.10 | Gary Holland Community Centre |
| 4.11 | Lease Management |
| 4.12 | Lease Consents and Maintenance Grants |
| 4.13 | Land Management |

**Governance and Councillor Support**

1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   - 4.1 Governance Forum
   - 4.2 Local Government Legislation Amendment Bill 2014
   - 4.3 Advisory Committee Review
   - 4.4 Freedom of Information (FOI) Requests
   - 4.5 Australian Coastal Councils Conference 2016
   - 4.6 Australian Coastal Councils Association Inc. Newsletter
   - 4.7 Citizenships
   - 4.8 Coming Events
   - 4.9 Notice of Motion – Status Report

**Human Resources**

1. Human Resources Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Employee Wellness Programme
   - 3.2 Corporate Training Programme
   - 3.3 RESPECT Programme
   - 3.4 Occupational Safety and Health Programme
   - 3.5 Leadership and Management Programme
4. Information Items
   - 4.1 Recruitment and Onboarding
   - 4.2 Occupational Safety and Health Statistics

**Strategy and Corporate Communications**

1. Strategy and Corporate Communications Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Risk Management
   - 3.2 Community Engagement Framework
   - 3.3 Lean Six Sigma Project
   - 3.4 Graphic Design for Intranet
   - 3.5 Protection of Intellectual Property
   - 3.6 Journal Software Subscription
4. Information Items
   - 4.1 Annual Customer Satisfaction Survey
   - 4.2 Coordinating the Development of a 10 Year minor Infrastructure Plan
   - 4.3 7th Generation Team Plans
   - 4.4 Digital Media Strategy
   - 4.5 Social Media
   - 4.6 Media Tracking
**Investment Attraction**
1. Investment Attraction Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Marketing City of Rockingham
   3.2 Online Forecasting Tool
   3.3 Small Business Leadership Forums and Investment Attraction Seminars
   3.4 City Centre Marketing Plan
   3.5 Business Tourism Hotel Feasibility
   3.6 Dixon Road Marketing Plan
4. Information Items
   4.1 Various Meetings
   4.2 Property Council Events
   4.3 Defence
   4.4 Investment Prospectus

**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 Documentation
   Legal Capacity Building
   4.3 Conference – 2016 General Counsel Summit

**Committee Recommendation**

Moved Cr Smith, seconded Cr Stewart:
That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – June 2016 and the content be accepted.

Committee Voting – 5/0

**Community Development Information Bulletin – June 2016**

**Community Support and Safety Services**
1. Community Support and Safety Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Regional Community Services Leadership Programmes
   3.2 Social Connector Pilot
   3.3 Rockingham Connect
4. Information Items
   4.1 Youth and Community Support Services
   4.2 Community Safety

**Library Services**
1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
</table>
|   | 3.1 Rockingham Campus Community Library Transition  
   | 3.2 Warnbro Community Library Agreement  
   | 4. Information Items  
   | 4.1 April 2016 Library Statistics  
   | 4.2 Mary Davies Library and Community Centre  
   | 4.3 Rockingham Central Library  
   | 4.4 Safety Bay Library  
   | 4.5 Warnbro Community Library  
   | 4.6 Spydus Library Management System  

**Community Infrastructure Planning**

1. Community Infrastructure Planning Team Overview  
2. Human Resource Update  
3. Project Status Reports  
   | 3.1 Laurie Stanford Reserve Master Plan Implementation  
   | 3.2 Rhonda Scarrott Reserve Master Plan Implementation  
   | 3.3 Reserve and Open Space Master Plans  
   | 3.4 Secret Harbour Surf Life Saving Club Redevelopment  
   | 3.5 Eighty Road Reserve Development  
   | 3.6 Lark Hill Northern Expansion  
   | 3.7 Baldivis District Sporting Complex Needs and Feasibility Study and Concept Plans  
   | 3.8 Aqua Jetty Stage 2 Feasibility and Business Modelling  
   | 3.9 Baldivis South Community Centre  
   | 3.10 Rockingham Central (Library / Youth / Community Centre)  
   | 3.11 Baldivis South Youth Space  
   | 3.12 Inclusive Play Space  
   | 3.13 Youth Outdoor Recreation Space Strategy Review  
   | 3.14 Community Purpose Site Strategy  
   | 3.15 Enclosed Off-Leash Dog Exercise Area Design  
   | 3.16 East Baldivis Shared Use Reserve Concept Plans  
   | 3.17 Community Infrastructure Plan Review  
   | 3.18 Infrastructure Planning and Development Grants  

4. Information Items  

**Community Capacity Building**

1. Community Capacity Building Team Overview  
2. Human Resource Update  
3. Project Status Reports  
   | 3.1 New Year’s Eve Celebration 2015  
   | 3.2 Australia Day Celebrations 2016  
   | 3.3 Community Grants Program (CGP)  
   | 3.4 Youth Encouragement Award  
   | 3.5 Disability Access and Inclusion Plan (DAIP) Implementation  
   | 3.6 Christmas Decoration Program  
   | 3.7 Reconciliation Action Plan (RAP)  

4. Information Items  
   | 4.1 Seniors  
   | 4.2 Rockingham Learning City Strategy 2013-2016  
   | 4.3 Area Activation
### Committee Recommendation

**Moved Cr Smith, seconded Cr Stewart:**

That Councillors acknowledge having read the Community Development Information Bulletin – June 2016 and the content be accepted.

Committee Voting – 5/0
12. Agenda Items

Corporate Services

Corporate Services

Financial Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-021/16 Adoption of the 2016/2017 Budget, Setting of Rates and Related Issues</th>
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<tbody>
<tr>
<td>File No:</td>
<td>FLM/313</td>
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<tr>
<td>Risk Register No:</td>
<td>330</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr John Pearson, Director Corporate Services</td>
</tr>
<tr>
<td>Author:</td>
<td>Mrs Vanisha Govender, Manager Financial Services</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>21 June 2016</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></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>Site:</td>
<td></td>
</tr>
<tr>
<td>Lot Area:</td>
<td>Draft Annual Budget 2016/2017</td>
</tr>
<tr>
<td>Attachments:</td>
<td>Draft Annual Budget 2016/2017</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td>Draft Annual Budget 2016/2017</td>
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Purpose of Report

The purpose of this report is for the adoption of the 2016/2017 financial year budget and to provide explanation on its content and detail. A detailed budget document for the 2016/2017 financial year has been prepared and supplied to each Councillor for consideration.

Background

The major capital items contained in the budget document were included in the City of Rockingham City Business Plan 2016/2017-2025/2026, which was adopted on 26 April 2016.

Councillors have also been briefed on items to be included within the budget, and two briefings related directly to the City Business Plan and one specifically on the Annual Budget.
The City of Rockingham Rates Model was endorsed on 24 May 2016 and the proposed Fees and Charges were endorsed on 22 March 2016.

Details

The proposed capital expenditure for the City is included in Section 3 of the budget document. This totals $91.91 million, which includes $82.6 million for capital expenditure and the balance is for reserve transfers and loan repayments. Of further interest will be pages 130-137 which give details of the expected sources of funding for the various capital items.

Funds of $30.64 million have been carried forward for works and projects not completed by the end of June 2016. The projects carried forward into the next budget cycle are significant, however, below are some of the reasons for these major projects not being completed:

- Laurie Stanford Reserve Redevelopment ($3.9 million) and Rhonda Scarrott Reserve Redevelopment ($3.8m): Both contracts were awarded at the beginning February 2016. The anticipated completion date of the projects is March 2017.
- Eighty Road Reserve Development ($4.09 million): Tender documents are being finalised, with an anticipated completion of the contract in May 2017.
- Three bin Collection System ($5.4 million): Has been deferred to 2016/2017 to facilitate the commencement of this service from January 2017.
- Landfill Access Road and internal layout modification ($1.45 million): This project is still in the planning stage with a final concept to be finalised. Construction will commence in 2016/2017.
- Baldivis Road Widening ($1.75 million): Works are scheduled to commence in June 2016.
- All Abilities Playground ($1.5 million): The design phase of this project is anticipated to be completed by June 2016 and works will commence in the 2016/2017 financial year.
- Various plant items ($3.9 million): As a result of a long lead time, delivery of plant has been anticipated for early in the new financial year.

Total operating revenue is expected to be $168.56 million. Total operating expenditure is expected to be $194.75 million (including non cash). Total capital expenditure is expected to be $91.91 million. Rate revenue is anticipated to be $79.8 million.

The proposals for rates are included in section 5 (page 173) of the budget document, as per those adopted by Council at its meeting of 24 May 2016. The rate yield will represent 47% of the City’s overall official operating income.

The Statutory Statements and Notes to the Statutory Statements are included in section 5 of the budget. The most important of these is the Rate Setting Statement. The Statutory Rate Setting Statement is included on page 149, however, a Flowchart version has also been included (page 184).

Fees and Charges included within the budget are as per those endorsed by Council on 22 March 2016. Fees and Charges are listed in section 6 of the budget document.

Implications to Consider

a. Consultation with the Community

Consultation has occurred consistently with the community in the lead up to the adoption of the budget. The City of Rockingham Community Plan engaged a significant number of ratepayers in its preparation. All these documents feed through to the Annual Budget document. Further, the Community Plan Strategies have all involved community consultation.
The 2016/2017 rates model was publically advertised seeking submissions on differential rates. Submissions will close on 17 June 2016 after publication of this report. A copy of any submissions and a summary thereof will be tabled at the June 2016 Corporate and Community Development Committee meeting.

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 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

Not Applicable

e. Financial

The budget is an extremely important annual financial document and details what is proposed for the forthcoming year. It lists all matters of an operational nature, as well as capital items and various sources of income. The budget is the basis for Council striking its rates for the new financial year.

It is considered important that Councillors understand the financial make up of various items within the budget for the forthcoming year. The most important items are those of a “new” nature, and these are included in section 3 of the budget document. While brief explanations are included throughout the budget document, Councillors have been involved and briefed consistently over the preceding six months relating to the budget contents.

The 2016/2017 capital budget includes the following major capital projects:

- Waterfront Village Foreshore Park Redevelopment - $10.6 million
- Laurie Stanford Reserve Redevelopment - $4.3 million
- Community Infrastructure Acquisition - $9.1 million
- Rhonda Scarrott Clubrooms - $4.2 million
- Baldivis 80 Road – Clubrooms and Playing Fields - $4.1 million
- Baldivis South Community Centre - $2.3 million
- Baldivis Road - $2.2 million
- Landfill Cell Construction – Cell 17 - $2.4 million
- Road resurfacing and road renewals - $6.2 million

Finances within the City of Rockingham are solid, and accurate planning has allowed revenue to be allocated for a number of years in advance thus annualised “budget bidding” does not occur. Councillors have actively supported this view and adopted rates increases to support new infrastructure creation and address historical financial imbalances. Rates for the coming financial year are planned to include differential rates for residential and non-residential properties in the Gross Rental Value (GRV) valuation method.

Recent Council deliberation at the May 2016 Ordinary Council Meeting resolved to endorse a 4% rate increase across the City. Total rate yield is anticipated to be approximately $79.8 million.
The Federal Government Financial Assistance Grants remains steady at $4.3 million and the local roads component of the amount is $1.8 million. The City of Rockingham is a minimum grant Council which means the City receives a fixed sum of money from the Federal Government based on population. Therefore there is an upward trend in this number and it is unlikely to reduce unless there are changes in Federal legislation.

Given the early budget adoption, assumptions have been made related to opening balances. The 2016/2017 Annual Budget opening balance is $34.1 million which includes $30.08 million in monies carried forward for capital projects (excluding non cash items), $2.95 million in restricted funds for Bert England Lodge and $1.1 million in unspent grants. The City's surplus position as at 30 June 2016 will be $6,108. Should there be any variance to this figure, budget adjustments through the budget review process will occur accordingly. Council will need to be mindful of any further changes or requests for additional items throughout the coming financial year. While the City does have capacity to make adjustments, little capacity exists to accommodate any new large costs unless there are other positive movements to the City's end-of-year balance position. Adoption of new items beyond that which are now included in the budget could mean that some of the adopted projects may have to be "dropped off" or be delayed until future years. This process may even still need to occur should there be any large decreases in any of the projected income sources.

f. Legal and Statutory

Preparation and adoption of the budget has occurred in accordance with all legislative requirements. Part 6 of the Local Government Act 1995 legislates all matters to do with finance for local government which the City has complied with.

It is a requirement under section 6.36 of the Local Government Act 1995 that where a Council elects to utilise differential rates then it shall advertise its intention to do so, and call for submissions for a period of at least 21 days before any further action occurs. This has occurred. Further updates, if needed, will be provided at the meeting. In accordance with prescribed legislation, Council is to consider any submission received and may impose the proposed rates with or without modification.

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

Officers have presented to Council a long term Business Plan that integrates suitable financial models for the purpose of planning. The Annual Budget 2016/2017 as presented represents the first year of the City Business Plan.

The rates incentive scheme as run in prior years is planned to occur again with prizes still to be confirmed. These prizes are generally sponsored by City suppliers. Residents are eligible should they pay their rates in full by the due date. Payment of full rates by the due date assists the City's cash flow as well as enabling better interest yields on short term investments.

The City has implemented Rates Smoothing for the 2016/2017 financial year. Ratepayers will have the statutory options available (payment in full or by 2 or 4 instalments) plus the ability to pay either weekly, fortnightly or monthly.
There is also a State Government requirement for local governments to levy an Emergency Services Levy (ESL). This charge is shown separately on the rates notices. These funds are remitted to the Department of Fire and Emergency Services (DFES). The City has been informed that ESL increases for the 2016/2017 financial year are as follows:

1. Category 1 – 3.0%
2. Category 2 – 4.4%
3. Category 3 – 5.6%
4. Category 5 – 4.4%

The draft budget as presented is recommended to Council for adoption.

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That Council **ADOPTS** the proposed Annual Budget for the 2016/2017 financial year and the income and expenditures as presented within the budget document, which includes:

- The following rates:
  - For all Residential properties where Gross Rental Valuations are applied, a rate of 6.7808 cents in the dollar with a minimum rate of $1,085 to apply.
  - For all Non Residential properties where Gross Rental Valuations are applied, a rate of 8.13696 cents in the dollar with a minimum rate of $1,085 to apply.
  - For all Unimproved Valued properties a rate of 0.101 cents in the dollar with a minimum rate of $559 to apply.
  - For all properties located within the Harrington Waters Precinct, a specified area rate apply of 0.002496 cents in the dollar for the purposes of maintaining public grounds within the area at a higher than average standard.

- Where payments are received after the prescribed time and penalty charges apply, then a penalty interest rate for all Gross Rental Value and Unimproved Value outstanding rates is set at 10% per annum, to be calculated on a daily basis, unless a Rates Smoothing arrangement is entered into.

- Where payments for the Emergency Services Levy (ESL) are received after the prescribed time and penalty charges apply, then a penalty interest rate for all outstanding ESL is set at 11% per annum, to be calculated on a daily basis, unless a Rates Smoothing arrangement is entered into.

- For those ratepayers who have entered into the Rates Smoothing arrangement, penalty interest of 10% per annum is applicable if there is an outstanding balance at the end of the smoothing period and 11% if there is an outstanding ESL balance at the end of the smoothing period

- For those ratepayers not paying by instalments or Rates Smoothing, the penalty interest will commence to be calculated 38 days after the rates notice issue date.

- The following Rates Instalment Payment Options:
  
  **Option 1**
  
  To pay the total amount of rates and charges included on the rate notice in full by 19 August 2016, the 37th day after the rates notice issue date.
Option 2
Payments to be made by two instalments as will be detailed on the rates notices with the following anticipated dates:
- First Instalment: 19 August 2016
- Second Instalment: 19 December 2016

Option 3
Payments to be made by four instalments, as will be detailed on the rates notices with the following anticipated dates:
- First Instalment: 19 August 2016
- Second Instalment: 19 October 2016
- Third Instalment: 19 December 2016
- Fourth Instalment: 20 February 2017

- Where payments are made by instalment, an administration charge of $3.50 for each instalment after the first instalment shall apply and interest to be set at 5.5% per annum, to be calculated on a daily basis.
- Where payments are made by Rates Smoothing arrangements interest is to be set at 5.5% per annum.
- The transfers/movements to and from the Reserve Accounts, as detailed within the budget document and in accordance with Council’s adopted policies.
- The imposition of the 2016/2017 Fees and Charges, as listed in Section 6 of the budget document.

Committee Recommendation
Mr John Pearson, Director Corporate Services tabled the one submission received on the proposed rates and minimum payments for 2016/2017 along with comments for consideration as part of the determination of the 2016/2017 budget.

Moved Cr Downham, seconded Cr McManus:
That Council ADOPTS the proposed Annual Budget for the 2016/2017 financial year and the income and expenditures as presented within the budget document, which includes:

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- Where payments are received after the prescribed time and penalty charges apply, then a penalty interest rate for all Gross Rental Value and Unimproved Value outstanding rates is set at 10% per annum, to be calculated on a daily basis, unless a Rates Smoothing arrangement is entered into.
• Where payments for the Emergency Services Levy (ESL) are received after the prescribed time and penalty charges apply, then a penalty interest rate for all outstanding ESL is set at 11% per annum, to be calculated on a daily basis, unless a Rates Smoothing arrangement is entered into.

• For those ratepayers who have entered into the Rates Smoothing arrangement, penalty interest of 10% per annum is applicable if there is an outstanding balance at the end of the smoothing period and 11% if there is an outstanding ESL balance at the end of the smoothing period

• For those ratepayers not paying by instalments or Rates Smoothing, the penalty interest will commence to be calculated 38 days after the rates notice issue date.

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  Third Instalment  19 December 2016
  Fourth Instalment  20 February 2017

• Where payments are made by instalment, an administration charge of $3.50 for each instalment after the first instalment shall apply and interest to be set at 5.5% per annum, to be calculated on a daily basis.

• Where payments are made by Rates Smoothing arrangements interest is to be set at 5.5% per annum.

• The transfers/movements to and from the Reserve Accounts, as detailed within the budget document and in accordance with Council’s adopted policies.

• The imposition of the 2016/2017 Fees and Charges, as listed in Section 6 of the budget document.

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
Consideration of a proposal to amend the Western Australian Local Government Association (WALGA) constitution and nomination of voting delegates to the WALGA Annual General Meeting.

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

The City has been given formal notice that at the AGM a motion to amend the WALGA constitution will be put to delegates as an item of business.

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**General Management Services**

**Governance and Councillor Support**

**Reference No & Subject:**
- GMS-012/16
- WALGA 2016 Local Government Convention and Annual General Meeting

**File No:**
- GVR/6-19

**Risk Register No:**
- WA Local Government Association

**Proponent/s:**
- Mr Peter Varris, Manager Governance and Councillor Support

**Author:**
- Mr Peter Varris, Manager Governance and Councillor Support

**Other Contributors:**
- Mr Peter Varris, Manager Governance and Councillor Support

**Date of Committee Meeting:**
- 21 June 2016

**Previously before Council:**

**Disclosure of Interest:**

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

**Site:**

**Lot Area:**

**Attachments:**
- WALGA Constitution with Proposed Amendments

**Maps/Diagrams:**
- WALGA Constitution with Proposed Amendments
The proposed amendments are outcomes of WALGA’s periodic governance review which commenced in July 2015 and focused on ensuring consistency between the Constitution, Corporate Governance Charter and Standing Orders.

The proposed amendments to the Constitution, which were endorsed by Special Majority at the 2 March 2016 meeting of State Council, are as follows:

1. A term limit of two consecutive full terms will be applied to the President as is currently the case for the Deputy President;
2. Councillors whose Councils are suspended under Section 8.15C (2)(c) will be restricted from being Zone delegates;
3. The Constitution will specify that State Council is to adopt Standing Orders;
4. Confirmation that representatives will vote by secret ballot in elections;
5. Confirmation that the President does not have a casting vote in the case of a tied vote pertaining to an election; and,
6. A number of technical or minor wording amendments.

Details

The 2016 Convention will be held at the Perth Convention and Exhibition Centre from Wednesday 3 August to Friday 5 August 2016, with the AGM being held on the afternoon of the opening day (Wednesday 3 August 1:30 – 5:30pm).

WALGA has invited representatives from Council to attend the Convention and to nominate two (2) voting delegates for the AGM.

The motion to amend the WALGA constitution is as follows –

That the WALGA Constitution be amended as follows:

1. In Clause 5(7)(b) of the Constitution for “sub-clause 5(9)” read “sub-clause 5(11)”.
2. Clause 10 (2) of the Constitution be amended with the last sentence to read:

   “The President shall exercise a casting vote only, in the event of there being an equality of votes in respect of a matter considered by the State Council but excluding an election held in accordance with Clause 16.”

3. Clause 10 of the Constitution be amended by inserting as sub-clause (9):

   “(9) State Council shall adopt Standing Orders that will apply to all meetings.”

4. Clause 14(4a) and Clause 20 of the Constitution be amended by inserting as sub-clause (h) and sub-clause (j), respectively:

   “is a Councillor of an Ordinary Member that has been peremptorily suspended under Section 8.15C (2)(c) of the Local Government Act 1995”

5. Clause 16(2)(b) of the Constitution be amended to read:

   “(b) representatives are to vote on the matter by secret ballot.”

6. Clause 17 of the Constitution be amended by inserting as sub-clause (5):

   “(5) Where the incumbent President seeks and is re-elected for a consecutive term, that person shall not hold office beyond two (2) full consecutive terms.”

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**

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

e. **Financial**

   Funds totalling $30,000 has been provided in the 2015-2016 budget for Councillor Development (210010.1718), and a similar provision is anticipated for the 2016-2017 budget. Past costs for attendance at the Convention have amounted to approximately $12,000. Attendance at the AGM only is free.

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

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<th>Comments</th>
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<tr>
<td>A marked up version of the WALGA constitution is attached. The proposed changes have a sound governance foundation and should be supported.</td>
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Council has been an active participant in past at the AGM and Convention with up to three Councillors (usually the WALGA South Metropolitan Zone representatives – currently Crs Hamblin, Smith and Whitfield) attending. The two voting delegates at the AGM have traditionally been the two longest service Councillors.

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<tr>
<th>Voting Requirements</th>
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<td>Simple Majority</td>
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<th>Officer Recommendation</th>
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<td>That Council:</td>
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1. **SUPPORTS** the amendments to the Western Australian Local Government Association Constitution as proposed by the WALGA State Council on 2 March 2016; and |

CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 19 JULY 2016

PRESIDING MEMBER
2. NOMINATES Cr _________ and Cr _________ (Cr _________ as reserve) as the voting delegates at the Western Australian Local Government Association Annual General Meeting to be held Wednesday 3 August 2016.

Committee Recommendation

Moved Cr Smith, seconded Cr McManus:
That Council SUPPORTS the amendments to the Western Australian Local Government Association Constitution as proposed by the WALGA State Council on 2 March 2016.

Committee Voting – 5/0

Moved Cr Downham, seconded Cr Smith:
That Council NOMINATES Cr Hamblin and Cr Whitfield (Cr McManus as reserve) as the voting delegates at the Western Australian Local Government Association Annual General Meeting to be held Wednesday 3 August 2016.

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

To request Council to appoint Mr Gary Anderson as the Department of Education’s (South Metro Education Regional Office) representative to the Rockingham Education and Training Advisory Committee (RETAC).

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1:
Appointment to vacant advisory committee position

That Council **APPOINTS** Mr Gary Anderson as the Department of Education’s representative to RETAC.

Officer Recommendation if Different to Advisory Committee Recommendation

Not Applicable

The Officer’s Reason for Varying the Advisory Committee Recommendation

Not Applicable
Background

The Governance and Meeting Framework Policy identifies the composition of RETAC as:

- Two Councillors
- One Community member
- Two University representatives
- One Department of Education (South Metro Education Regional Office) representative
- One South Metropolitan TAFE representative
- One Independent Schools representative

The Committee provides recommendations to Council in accordance with their respective terms of reference which are “To provide advice and guidance to Council on education, training and lifelong learning within the City of Rockingham”.

Ms Margaret Collins was the Council-appointed Department of Education representative to RETAC for a two year term. Ms Collins tendered her resignation in December 2015, due to her retirement from the Department. Upon Ms Collins’ resignation, the Department of Education was requested to nominate a new representative. Mr Gary Anderson has been nominated by the Department of Education (South Metro Education Regional Office) to become its representative to RETAC.

The Department of Education representative provides insight on education infrastructure, programs and restrictions; thereby providing relevant and current advice to RETAC when considering recommendations to Council.

Mr Anderson has worked as an education professional for 36 years and has held a number of advisory positions with the Department of Education. Currently Mr Anderson is the Assistant Regional Executive Director South Metro for the Department of Education, which encompasses oversight of all schools in Rockingham. Mr Anderson has working knowledge of the Rockingham community as a previous teacher at Rockingham Senior High School.

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:** Building Capacity and Awareness

**Strategic Objective:** Capacity Building and Wellbeing – 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.

**Aspiration C:** Quality Leadership

**Strategic Objective:** Community engagement and advocacy – An engaged and informed community that participates 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.

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.
b. **Policy**
   The Governance and Meeting Framework Policy which stipulates the composition of advisory committees, and provides recommendations to Council in line with their terms of reference.

c. **Financial**
   Nil

d. **Legal and Statutory**
   Local Government Act 1995 Section 5.10(1)(a) A Committee is to have as its members persons appointed by the local government to be members of the committee.

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 Downham, seconded Cr Stewart:
That Council **APPOINTS** Mr Gary Anderson as the Department of Education’s representative to RETAC.

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

To request Council to approve the continuation of the Neighbourhood Watch Advisory Committee to operate as an Advisory Committee of Council.

To request Council to approve the change of name of the Neighbourhood Watch Advisory Committee to the Neighbours Unite Advisory Committee.

To request Council to appoint Ms Donna Williams and Ms Antoinette Williamson to the Neighbourhood Watch Advisory Committee.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1of 3:
Discussion Paper: Neighbourhood Watch

That Council APPROVES the continuation of the Neighbourhood Watch Advisory Committee to operate as an Advisory Committee of Council.

Officer Recommendation if Different to Advisory Committee Recommendation

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

Nil

Background

Neighbourhood Watch (NHW) has existed for 35 years and its activities and approaches are managed by Police via the State Neighbourhood Watch office, a section of the community Engagement Division of Western Australia Police (WAPOL). Following a review of the program in 2015, WAPOL recognised that it was struggling to find an audience and released the Western Australian Neighbourhood Watch strategy 2015-2017.

The City has supported a traditional NHW program for many years and continues to support volunteers locally; however a declining membership has led to a review of the local approach and effectiveness of the advisory committee to provide strategic direction to an operational project.

A discussion paper recommending alternatives to the NHW Advisory Committee was provided to the committee. The paper outlined the very low local NHW membership, the future direction of the State NHW strategy and the alignment of the new local approach, Neighbours Unite, with both this strategy and the City’s Community Safety Strategy. It also referenced the lack of effectiveness of the Advisory Committee in reference to strategic objectives. Four potential alternative approaches to operating were identified to enable further community involvement in Neighbourhood Watch and Neighbours Unite.

1. Establish a Neighbourhood Watch Working Group
2. Focus on the Neighbours Unite program approach to Neighbourhood Watch
3. Continue the quarterly Neighbours Unite Planning Sessions
4. Disband the Neighbourhood Watch Advisory Committee

The discussion paper was discussed at the February, April and May 2016 Neighbourhood Watch Advisory committee meetings.

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:** 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:** Governance – Governance system that enable Council to make informed decisions and considered decisions, effectively supported by an executive informing and implementing those decisions, all within an accountable, legally compliant, transparent and ethical environment.

b. Policy

The Governance and Meeting Framework Policy which stipulates that Advisory committees provide recommendations to Council in line with their terms of reference.
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PRESIDING MEMBER

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

Advisory Committee Recommendation 2 of 3:
Re-Naming Neighbourhood Watch Advisory Committee

That Council APPROVES the change of name of the Neighbourhood Watch Advisory Committee to 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

In 2015, Western Australian Police (WAPOL) released a Western Australian Neighbourhood Watch (NHW) strategy 2015-2017. The strategy identified localised branding as a new approach to build broader community involvement, to reduce the fear of crime, help neighbourhoods become more open, friendly and robust and improve quality of life for residents.

The Neighbourhood Watch Advisory Committee identified the need for a new approach and recommended a new tagline and branding of Neighbours Unite in September 2014. This new branding was an innovative local approach to promote Neighbourhood Watch type activities and to increase community membership. This recommendation was approved by Council in October 2014.

There has been significant confusion with the existing Neighbourhood Watch volunteers who are members of the NHW Advisory committee on the Neighbours Unite branding and approach since its inception. It is anticipated by changing the name of the Neighbourhood Watch Advisory Committee to the Neighbours Unite Advisory Committee; this may reduce some of the confusion and provide more consistency in the promotion of the program.

Following the first planning session combining past and current Neighbourhood Watch volunteers and Neighbours Unite members held on 10 May 2016, the NHW Advisory committee gained a stronger understanding and commitment to the new branding of Neighbourhood Watch, and are supportive of the Neighbours Unite approach.

Neighbours Unite has proven to be a successful local approach in attracting residents to take an interest in Community Safety initiatives. The city has approximately 160 residents currently signed up to the Neighbours Unite program and under 15 signed as Neighbourhood Watch Volunteers. WAPOL and State Neighbourhood Watch are very supportive of the City of Rockingham branding of the program and are pleased that it has attracted so much community support.
**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:** 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:** Governance – Governance system that enable Council to make informed decisions and considered decisions, effectively supported by an executive informing and implementing those decisions, all within an accountable, legally compliant, transparent and ethical environment.

b. **Policy**
   
   The Governance and Meeting Framework Policy which stipulates that Advisory committees provide recommendations to Council in line with their terms of reference.

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

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**Advisory Committee Recommendation 3 of 3:**

**Appointment to vacant positions (Absolute Majority)**

That Council **APPOINTS** Ms Donna Williams and Ms Antoinette Williamson to the Neighbourhood Watch Advisory Committee.

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

Nil

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

Nil
Background
The Neighbourhood Watch Advisory Committee composition consists of six community representatives and two Councillors. There are currently two community vacancies on the Committee due to two member resignations. The advisory committee requested that executive support officers fill the two vacant positions prior to the new appointment period of July – October 2016. Officers approached two current Neighbourhood Watch/Neighbours Unite Members who have displayed significant interest and input into the programs.

Antoinette Williamson applied to be on the NHW advisory committee and has consistently involved herself in planning sessions and assisting to promote Neighbourhood Watch in her area for a number of years. Antoinette expressed interest to fulfil the temporary committee role and accepts that she will need to re-apply in July 2016 once all positions become vacant.

Donna Williams is a new resident to Rockingham having moved to Western Australia within the last 12 months. Donna has involved herself and her family in Neighbours Unite initiatives, hosted a neighbour day event and has been very active in her new neighbourhood bring a new energy. Donna has expressed interest to join as a Neighbourhood Watch volunteer and is very keen to promote the Neighbours Unite initiative broadly in Rockingham. Donna expressed interest to fulfil the temporary committee role and accepts that she will need to re-apply in July 2016 once all positions become vacant.

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:** Governance – Governance system that enable Council to make informed decisions and considered decisions, effectively supported by an executive informing and implementing those decisions, all within an accountable, legally compliant, transparent and ethical environment.

b. Policy
   The Governance and Meeting Framework Policy which stipulates that Advisory committees provide recommendations to Council in line with their terms of reference.

c. Financial
   Nil

d. Legal and Statutory
   Local Government Act S.5.10(1)(a) a committee is to have as its members persons appointed by the local government to be members of the committee

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 McManus, seconded Cr Smith:
That Council APPROVES the continuation of the Neighbourhood Watch Advisory Committee to operate as an Advisory Committee of Council.

Committee Voting – 5/0

Moved Cr Smith, seconded Cr Downham:
That Council APPROVES the change of name of the Neighbourhood Watch Advisory Committee to the Neighbours Unite Advisory Committee.

Committee Voting – 5/0

Moved Cr Smith, seconded Cr Downham:
That Council APPOINTS Ms Donna Williams and Ms Antoinette Williamson to the Neighbourhood Watch 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
Purpose of Report


Background

The Western Australian Disability Services Act 1993 requires public authorities, including Local Government Authorities, to develop and implement a Disability Access and Inclusion Plan (DAIP) that will further the principles and objectives of the Disability Services Act 1993.

Upon submission of a revised draft DAIP to the City’s Executive in June 2015, it was decided that the City would develop a DAIP as per legislative requirements, and also develop a Disability Access and Inclusion Strategy (DAIS).
This DAIS and DAIP should be read in conjunction with each other. The DAIS is an overarching strategy for the City and identifies broader strategic aspirations regarding disability access and inclusion for our community. The DAIP addresses the City's legislative responsibilities and both documents are based on the fundamental values of respect and dignity for all.

Following Council approval on 26 April 2016, a public comment period for the draft Disability Access and Inclusion Strategy 2016-2019 and draft Disability Access and Inclusion Plan 2016-2019 was advertised. The public comment period ran for 28 days from 27 April 2016 to 24 May 2016.

**Details**

**Community Engagement**

Notice of the public comment period was advertised to the community and other stakeholders using a variety of means, including the City’s website, local newspapers, Facebook posts and 15 stakeholder networks. Collectively the three Facebook posts reached an average of 1256 people, and attracted 39 instances of engagement by people clicking on the link or either sharing or liking the post. The information about the draft DAIS and DAIP provided on the City’s ‘Share Your Thoughts’ page, was viewed by 72 individuals during the public comment period.

Three submissions were received during the public comment period from the Disability Services Commission (DSC), members of the Disability Access and Inclusion Advisory Committee (DAIAC), and an elected member of the DAIAC.

The feedback provided was generally supportive, and the majority of comments focused on enhancing the readability and consistency of the documents. No comments were received in relation to the specific actions outlined in either the draft DAIS or draft DAIP.

The key points of feedback provided, and the City’s response, are summarised below:

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<th>Comment</th>
<th>Officer Response</th>
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| A committee member of the DAIAC suggested a number of formatting and editing changes to enhance the readability of the DAIS and the DAIP, including:  
- change references of Councillors, to elected members;  
- change heading 4.3 of the DAIS from City of Rockingham to Organisational Consultation;  
- include an introductory paragraph under heading 4.4 of the DAIS; and  
- update the name of Rockingham Central Library and remove reference to Murdoch University. | Both documents were amended in line with suggested formatting and editing changes to enhance consistency and readability. |
| A committee member of the DAIAC noted that page 2 of the DAIS should include a statement indicating that alternative formats of the document can be obtained by contacting the City of Rockingham. | The DAIS was amended to include this. |
| Committee members of the DAIAC expressed their support for the documents, indicating that they are well written and cover lots of areas that are important to people with disability. | No action required. |
A member of the DAIAC noted that on page 13 of the DAIP, the first list should include people with neurological and cognitive disability; and people with psychiatric disability, so that it aligns with the description of different types of disability provided on page 6 of the DAIS.

Page 13 of the DAIP refers to the outcomes of an earlier consultation process. Therefore, to be a true reflection of the consultation response, amending this list was not supported.

Both DSC and an committee member of the DAIAC noted that Section 4.2 of the DAIP should include a reference to the use of the City’s website for consultation relating to the DAIP. The committee member also noted that this section should include a statement that agents, contractors and City facility lessees will be made aware of the DAIP.

This section of the DAIP was amended to address these requirements.

DSC provided feedback in relation to the use of font and colour, to ensure the documents were easily readable.

Both the DAIS and DAIP were amended in line with suggested formatting and editing changes to enhance readability.

DSC recommended minor amendments to the wording of the Outcome Statements/Key Elements in the DAIP, such that it aligns with the wording provided in the Disability Services Regulations 2004.

Both the DAIS and the DAIP were amended to ensure alignment with the regulations.

DSC expressed support for the DAIP, indicating that: the requirements for compliance with the Disability Services Act have been met; and the City of Rockingham has demonstrated its commitment to disability access and inclusion issues by including funding amounts and an employment target.

No action required.

Implications to Consider

a. Consultation with the Community

Following Council approval on 26 April 2016, the draft DAIS and draft DAIP were made available for public comment for a period of 28 days from 27 April 2016 to 24 May 2016. The following actions were taken to engage the community and other stakeholders during the public comment period:

- Information about the public comment period with instructions, links and an invitation to make a comment were promoted through the ‘Share Your Thoughts’ page on the City’s website, from 27 April 2016 to 24 May 2016.

- Posts were placed on the City’s Facebook page on 28 April 2016, 5 May 2016 and 17 May 2016, inviting community members to review the draft DAIS and draft DAIP and provide their comments.

- A notice was published in the Public Notices section of the Sound Telegraph on 29 April 2016 and in the Weekend Courier on 11 May 2016, inviting community members to make a comment.

- An invitation to comment was included in the Council Column published in the Sound Telegraph on 29 April 2016.
− Hard copies of the documents with instructions on making a comment were available in the City’s Libraries and in the main Administration Building from 27 April 2016 to 24 May 2016.

− A CORI notice circulated on 27 April 2016, invited City of Rockingham staff to share the information with their networks and to provide a comment.

− Emails were sent on 27 April 2016 and 17 May 2016 inviting members of the DAIAC to make a public comment and providing them with the link to the ‘Share Your Thoughts’ page on the City’s website. Additionally, members were invited to attend a meeting on 11 May 2016 for the purpose of the DAIAC to provide collective feedback. Three members attended this meeting.

− An email was sent on 27 April 2016 to the Let’s Talk Network, inviting members (disability service providers and stakeholders) to make a public comment and providing them with the link to the ‘Share Your Thoughts’ page on the City’s website. Members were asked to share this information with their networks and clients. Additionally, members were reminded of the public comment period at the network meeting held on 18 May 2016.

− An email was sent to selected stakeholders on 27 April 2016 providing information about the public comment period and the link to the ‘Share Your Thoughts’ page on the City’s website. This included: City of Rockingham Managers (of identified relevant teams); the Disability Services Commission; the City of Rockingham Reconciliation Action Committee and Reconciliation Network; and various peak body organisations such as Carers WA, VisAbility, Multiple Sclerosis Society of WA, Developmental Disability WA, Autism WA and the Deaf Society of WA.

− An email was sent on 11 May 2016 to the Seniors Events and News distribution list, inviting recipients to make a public comment and providing them with the link to the ‘Share Your Thoughts’ page on the City’s website.

b. Consultation with Government Agencies

The draft DAIS and draft DAIP were sent to DSC for their information and inviting them to provide any comments. DSC provided feedback on the DAIP confirming that the requirements for compliance with the Disability Services Act had been well-addressed. Full details of the feedback provided by DSC are included in the details section above.

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 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.

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 implementing the actions outlined in the DAIS and DAIP will be met through relevant operational budgets. Capital upgrades will be incorporated into future Business Plan reviews with priorities considered along with all other City projects.
f. **Legal and Statutory**
   
   The DAIP is a legislative requirement under the Disability Services Act 1993 and the Disability Services Regulations 2004.


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

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<th>Comments</th>
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<tr>
<td>The finalisation of the DAIS and DAIP 2016-2019 is an important strategic advancement that will facilitate improvements for disability access and inclusion in the City of Rockingham. The public comment period for the draft DAIS and DAIP was promoted widely, using a range of engagement methods to consult with the general community as well as targeted stakeholders and networks. Where feedback was provided, it was generally supportive and comments were focused on enhancing the readability and consistency of the documents. No comments were received in relation to the specific actions outlined in either the DAIP or the DAIS.</td>
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<th>Voting Requirements</th>
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<tbody>
<tr>
<td>Simple Majority</td>
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<tr>
<th>Officer Recommendation</th>
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<tr>
<th>Committee Recommendation</th>
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<tbody>
<tr>
<td>Moved Cr Smith, seconded Cr Stewart:</td>
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<tr>
<td>Committee Voting – 5/0</td>
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<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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### CONFIDENTIAL ITEM

NOT FOR PUBLIC ACCESS

Section 5.95(3) Local Government Act 1995 (the Act)

This item may be discussed behind closed doors as per Section 5.23(2)(c) of the Act

<table>
<thead>
<tr>
<th>Reference No &amp; Subject: CS-020/16</th>
<th>Settlement Agreement – Belgravia Health and Leisure Group Pty Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No: CPM/140</td>
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<tr>
<td>Risk Register No:</td>
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<tr>
<td>Proponent/s:</td>
<td>Mr John Pearson, Director Corporate Services</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
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<td>Other Contributors:</td>
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<tr>
<td>Date of Committee Meeting: 21 June 2016</td>
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<tr>
<td>Previously before Council:</td>
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<tr>
<td>Disclosure of Interest: Executive</td>
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<tr>
<td>Nature of Council’s Role in this Matter: Executive</td>
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| Site:                             |                                                               |
| Lot Area:                         |                                                               |
| Attachments:                      |                                                               |
| Maps/Diagrams:                    |                                                               |

**Voting Requirements**

Absolute Majority
Officer Recommendation

That Council:

1. **APPROVES** the Settlement Agreement with Belgravia Health and Leisure Pty Ltd.
2. **ALLOCATE** $400,000 in the 2015/2016 Annual Budget for the purposes of paying the compensation referred to in the Settlement Agreement.

Committee Recommendation

Moved Cr Smith, seconded Cr Downham:

That Council:

1. **APPROVES** the Settlement Agreement with Belgravia Health and Leisure Pty Ltd.
2. **ALLOCATE** $400,000 in the 2015/2016 Annual Budget for the purposes of paying the compensation referred to in the Settlement Agreement.

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

Moved Cr Downham, seconded Cr Smith:

That the meeting again be open to the public.

Carried – 5/0

5:13pm The meeting came out from behind closed doors and the Chairperson invited members of the gallery and Officers to rejoin to the meeting.

The Chairperson did not read aloud the Committee Recommendation carried behind closed doors as no members of the gallery returned to the meeting.

19. **Date and Time of Next Meeting**

The next Corporate and Community Development Committee Meeting will be held on **Tuesday 19 July 2016** in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

20. **Closure**

There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at **5:13pm**.