City of Rockingham
Corporate and Community Development Committee Meeting Minutes
4:00pm Tuesday 20 May 2014

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Corporate and Community Development Committee Minutes
Tuesday 20 May 2014
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<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
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<td>50</td>
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<td>19.</td>
<td>Date and Time of Next Meeting</td>
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<tr>
<td>20.</td>
<td>Closure</td>
<td>50</td>
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</table>
City of Rockingham  
Corporate and Community Development Committee Meeting Minutes  
Tuesday 20 May 2014 - Council Boardroom

1. **Declaration of Opening**

The Chairperson declared the Corporate and Community Development Committee Meeting open at **4:03pm**, welcomed all present, and recited the Acknowledgement of Country.

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

<table>
<thead>
<tr>
<th>2.1 Councillors</th>
<th></th>
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<tbody>
<tr>
<td>Cr Leigh Liley</td>
<td>Chairperson</td>
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<tr>
<td>Cr Matthew Whitfield</td>
<td>Deputising for Cr J Smith</td>
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<tr>
<td>Cr Joy Stewart</td>
<td>Deputising for Cr Sammels</td>
</tr>
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<td>Cr Chris Elliott</td>
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<td>Cr Ron Pease</td>
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<table>
<thead>
<tr>
<th>2.2 Executive</th>
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<tbody>
<tr>
<td>Mr Andrew Hammond</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Mr John Pearson</td>
<td>Director Corporate Services</td>
</tr>
<tr>
<td>Mr John Woodhouse</td>
<td>Director Legal Services and General Counsel</td>
</tr>
<tr>
<td>Mr Michael Holland</td>
<td>Director Community Development</td>
</tr>
<tr>
<td>Mr Ben Searcy</td>
<td>Manager Human Resource Development</td>
</tr>
<tr>
<td>Ms Vanisha Govender</td>
<td>Manager Financial Services</td>
</tr>
<tr>
<td>Mr Michael Yakas</td>
<td>Manager Customer and Corporate Support</td>
</tr>
<tr>
<td>Mr Ashley Pittard</td>
<td>Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td>Mrs Jillian Obiri-Boateng</td>
<td>Manager Community Support and Safety Services</td>
</tr>
<tr>
<td>Mr Nick Brown</td>
<td>Manager Community and Leisure Facilities</td>
</tr>
<tr>
<td>Ms Jane Elton</td>
<td>Manager Community Capacity Building</td>
</tr>
<tr>
<td>Ms Alison Oliver</td>
<td>Manager Library and Information Services</td>
</tr>
<tr>
<td>Mr Peter Varris</td>
<td>Manager Governance and Councillor Support</td>
</tr>
<tr>
<td>Ms Nollaig Baker</td>
<td>Strategic Projects Coordinator</td>
</tr>
<tr>
<td>Ms Julie McDonald</td>
<td>Coordinator Community Capacity Building</td>
</tr>
<tr>
<td>Ms Janine Jolly</td>
<td>Coordinator Aged Care Facilities</td>
</tr>
<tr>
<td>Mrs Jelette Edwards</td>
<td>Governance Coordinator</td>
</tr>
<tr>
<td>Mrs Ann Fitzpatrick</td>
<td>Governance Assistant</td>
</tr>
<tr>
<td>Ms Diane Zanre</td>
<td>PA Director Community Development</td>
</tr>
</tbody>
</table>

| 2.3 Members of the Gallery:     | 1                                         |

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<thead>
<tr>
<th>2.4 Apologies:</th>
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<tbody>
<tr>
<td>Cr Barry Sammels (Mayor)</td>
<td></td>
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<tr>
<td>Cr Justin Smith</td>
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</tr>
</tbody>
</table>
2.5 Approved Leave of Absence: Nil

3. Responses to Previous Public Questions Taken on Notice
   Nil

4. Public Question Time
   4:04pm The Chairperson invited members of the Public Gallery to ask questions. There were none.

5. Confirmation of Minutes of the Previous Meeting
   Moved Cr Whitfield, seconded Cr Stewart:
   That Committee CONFIRM the Minutes of the Corporate and Community Development Committee Meeting held on 15 April 2014, 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
   4:05pm 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
   8.1 Item CD-016/14 Recommendations from the Community Grants Program Advisory Committee Meeting held on 3 April 2014
       (Item 8.1 of the Community Grants Program Grant Applications Round Four)
       Councillor: Cr J Smith
       Type of Interest: Impartiality
       Nature of Interest: Cr J Smith is a life member of the Rockingham Kwinana Chamber of Commerce. He is also a member, coach and his son plays football for the Secret Harbour Dockers Football Club
       Extent of Interest (if applicable): Not Applicable
       4:06pm The Chairperson noted the interest declared in Item CD-016/14 and asked if there were any further interests to declare.

   8.2 Item CD-016/14 Recommendations from the Community Grants Program Advisory Committee Meeting held on 3 April 2014
       (Item 8.1 of the Community Grants Program Grant Applications Round Four)
       Councillor: Cr Sammels
### Confirmed at a Corporate and Community Development Meeting held on Tuesday, 17 June 2014

#### Type of Interest: Impartiality

#### Nature of Interest:
Cr Sammels is Vice Patron of The Cruising Yacht Club and his son plays for Rockingham Rams.

#### Extent of Interest (if applicable):
Not Applicable

#### Item CD-016/14

**Recommendations from the Community Grants Program Advisory Committee Meeting held on 3 April 2014**

(Item 8.1 of the Community Grants Program Grant Applications Round Four)

**Councillor:** Cr Stewart  
**Type of Interest:** Impartiality  
**Nature of Interest:** Cr Stewart is a past Commodore of the Cruising Yacht Club.

**Extent of Interest (if applicable):**  
Not Applicable

The Chairperson noted there were no more interests declared.

### Petitions/Deputations/Presentations/Submissions

#### 9.1 Cr Liley – PLA WA Awards of Excellence

Cr Liley advised the Council that the City of Rockingham was successful in the recent PLA WA Awards of Excellence in two categories. Cr Liley received the two awards on behalf of the City at a presentation in South Perth on 8 May 2014.

### Matters for which the Meeting may be Closed

Nil

### Bulletin Items

**Corporate and General Management Services Information Bulletin – May 2014**

**Corporate Services**

1. Corporate Services Team Overview  
2. Human Resource Update  
3. Project Status Reports  
   3.1 Retention and Disposal Project  
   3.2 Document Migration Project  
   3.3 Digital Preservation Strategy  
   3.4 Website Re-Design 6  
   3.5 Closed-Circuit Television (CCTV)  
   3.6 Warnbro Library Cable Upgrade  
   3.7 Safety Bay Library Cable Upgrade  
   3.8 ICT Strategic Plan  
   3.9 Data Centre 1 (DC1) Storage Area Network (SAN) Replacement  
   3.10 Redevelopment of Standard Operating Environment (SOE)  
   3.11 Virtual Machine (VM) Upgrade to Version 5 & MS Server 8 to 2012
<table>
<thead>
<tr>
<th>3.12 Training Room Projector</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.13 Plotter/Scanner replacement</td>
</tr>
<tr>
<td>4. Information Items</td>
</tr>
<tr>
<td>4.1 Change of Basis of Rates</td>
</tr>
<tr>
<td>4.2 List of Payments April 2014</td>
</tr>
</tbody>
</table>

**Community and Leisure Facilities**

1. Community and Leisure Facilities Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   - 4.1 Rockingham Child Care Service
   - 4.2 Rockingham Aquatic Centre
   - 4.3 Rockingham Autumn Centre
   - 4.4 Gary Holland Community Centre
   - 4.5 Warnbro Community Recreation Centre
   - 4.6 Mike Barnett Sports Complex
   - 4.7 Aqua Jetty
   - 4.8 Challenger Court – Aged Persons Units
   - 4.9 Bert England Lodge

**Governance and Councillor Support**

1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   - 4.1 Delegation Review
   - 4.2 Advisory Committees – Executive Support Officer Training
   - 4.3 National Sea Change Taskforce Newsletter

**Human Resources**

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

**Strategy and Corporate Coordination**

1. Strategy Coordination Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Update of Climate Change Response Strategy and implementation of Key Actions
   - 3.2 Risk Analysis Framework – Roll out and Audit
   - 3.3 Risk Management Training
   - 3.4 Community Engagement Framework
   - 3.5 Corporate Communication
   - 3.6 Regional Leadership Campaign
### Corporate and Community Development Committee Minutes

**Tuesday 20 May 2014**

**CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 17 JUNE 2014**

<table>
<thead>
<tr>
<th>3.7 Online Forecasting Tool</th>
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<tbody>
<tr>
<td>3.8 Mundijong (Kulija) Road Communication Plan</td>
</tr>
<tr>
<td>3.9 Tourism Strategy</td>
</tr>
<tr>
<td>3.10 Website Review</td>
</tr>
</tbody>
</table>

#### Information Items

- 4.1 Annual Customer Satisfaction Survey
- 4.2 Coordinating the development of a 10 year infrastructure plan
- 4.3 5th Generation Team Plans
- 4.4 Coordinating the development and implementation of a Development Contribution Scheme
- 4.5 City Scoreboard
- 4.6 Development of the 2015/2025 Strategic Community Plan
- 4.7 Print and Graphic Design Tender
- 4.8 Style Guide Update
- 4.9 Social Media
- 4.10 Media Tracking
- 4.11 Global Friendship
- 4.12 Other initiatives that the Strategy and Corporate Communications team is involved with

### Committee Recommendation

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – May 2014 and the content be accepted.

Committee Voting – 5/0

### Community Development Information Bulletin – May 2014

#### Community Support Services

1. Community Support Services Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Regional Community Services Leadership Programmes
   - 3.2 Urban Art
   - 3.3 Rockingham Connect
4. Information Items
   - 4.1 Youth Services
   - 4.2 Out of School Hours Care (OOSHC)
   - 4.3 Social Connector Pilot Program
   - 4.4 Security Support Services
   - 4.5 Community Safety/Crime Prevention

#### Library Services

1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   - 4.1 Library Services Statistics March 2014
   - 4.2 Mary Davies Library and Community Centre Update
   - 4.3 Safety Bay Library Update
   - 4.4 Warnbro Community Library Update
**Community Infrastructure Planning**

1. **Community Infrastructure Planning Team Overview**
2. **Human Resource Update**
3. **Project Status Reports**
   - 3.1 Coastal South Sub District Local and District Sporting Strategy
   - 3.2 Mary Davies Library and Community Centre
   - 3.3 Youth Outdoor Recreation Space Strategy – Implementation Actions
   - 3.4 Regional Cycling Facilities Feasibility Study
   - 3.5 Golden Bay Primary School - Shared Use Open Space Development and Agreement
   - 3.6 Secret Harbour Surf Life Saving Club Redevelopment (SHSLSC)
   - 3.7 Baldivis Primary Shared Use Reserve
   - 3.8 Lot 1507 Active Public Open Space Development
   - 3.9 Baldivis District Sporting Complex Feasibility Study and Concept Plans
   - 3.10 Active Ageing Precinct Master Plan
   - 3.11 Rockingham Youth Venue – Feasibility Planning
   - 3.12 Public Open Space Strategy
   - 3.13 Community Purpose Site Strategy
   - 3.14 Laurie Stanford Reserve – Management and Business Planning
   - 3.15 Secret Harbour Community Library Feasibility Study and Concept Plan
   - 3.16 Sports Reserve Floodlighting Program
   - 3.17 Aquatic Facilities Strategy
   - 3.18 Community Infrastructure Plan

4. **Information Items**

**Community Capacity Building**

1. **Community Capacity Building Team Overview**
2. **Human Resource Update**
3. **Project Status Reports**
   - 3.1 Rockingham Regional Environmental Centre (RREC)
   - 3.2 Community Grants Program (CGP)
   - 3.3 Youth Encouragement Award (YEA)
   - 3.4 Infrastructure Planning and Development Grants (IPDG)
   - 3.5 Bert England Lodge – Management and Governance
   - 3.6 Disability Access and Inclusion Plan (DAIP)
   - 3.7 Christmas Decorations Program

4. **Information Items**
   - 4.1 Active Ageing
   - 4.2 Active Ageing Community Expo for Seniors and Carers
   - 4.3 Active Ageing Forums
   - 4.4 Youth Development
   - 4.5 Sport and Recreation
   - 4.6 Rockingham Early Years Group (REYG)
   - 4.7 Rockingham Education and Training Advisory Committee (RETAC)
   - 4.8 Community Capacity Building Events
   - 4.9 Outdoor Event Applications
   - 4.10 Cultural Development and Arts
   - 4.11 Reconciliation Action Plan (RAP)
Committee Recommendation

That Councillors acknowledge having read the Community Development Information Bulletin – May 2014 and the content be accepted.

Committee Voting – 5/0
12. Agenda Items

Corporate Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-015/14 Rating Methodology– 2014/2015 Financial Year</th>
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<tbody>
<tr>
<td>File No:</td>
<td>RTV/11</td>
</tr>
<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></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>20 May 2014</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
</tr>
<tr>
<td>Site:</td>
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<tr>
<td>Lot Area:</td>
<td></td>
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<tr>
<td>Attachments:</td>
<td></td>
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<tr>
<td>Maps/Diagrams:</td>
<td>Rates Modelling Summary</td>
</tr>
</tbody>
</table>

Purpose of Report

This report is written to adopt ‘in principle’ proposed rates in the dollar for the 2014/2015 financial year.

Background

The City’s Business Plan that has been adopted indicates the level of rates needed to service current and future City requirements. This plan provided detailed financial information for the City which gave clarity to rate changes needed. The City Business Plan indicated the need to generate $64.05 million in rates in the 2014/2015 financial year.

The new yield from all rates for the 2014/2015 year is projected to be some $62.6 million excluding any specified area rates associated with Harrington Waters. All money from rates is used across a wide array of services.
The proposed rating methodology is to apply differential rates for the 2014/2015 financial year in accordance with Section 6.36 of the Local Government Act 1995 as follows:

**Gross Rental Valuation (GRV) Properties**

Properties rated on a GRV basis make up approximately 99.4% of the total rates levied and have been classified into the following rate categories:

**GRV – Residential**

A differential general rate of 6.022 cents in the dollar applies to Residential land.

Residential land means any land used, or designed, or adapted for use, for the purpose of a dwelling and includes vacant land within the Residential, Rural, Special Rural, Special Residential, Commercial, District Town Centre, Primary Centre Waterfront Village, Primary Centre Urban Village and Primary Centre City Centre zones under the City of Rockingham Town Planning Scheme No. 2.

Dwelling has the meaning given to it in the City of Rockingham Town Planning Scheme No. 2.

The rate applied to GRV - Residential is the differential general rate used as the basis on which the other GRV rate categories are calculated. The GRV - Residential rate is a decrease of 14.7% over the 2013/2014 rate in the dollar. Residential properties make up approximately 84% of the total GRV rates levied.

**GRV – Non-Residential**

A differential rate of 6.925 cents in the dollar applies to Non Residential land.

Non Residential land means all land other than Residential land.

The City has implemented a 13% differential rate on Non Residential properties to assist in the cost of infrastructure specifically designed to support the non-residential sector. This includes construction of major City Centre infrastructure and roads specifically designed to form new ‘gateways’ into the City from major traffic thoroughfares. Non Residential properties make up approximately 16% of the total GRV rates levied.

**GRV - Minimum Rate**

It is proposed that the minimum rate on all GRV properties be increased from $885 to $956 for the 2014/2015 year.

**Unimproved Valuation (UV) Properties**

Properties rated on a UV basis make up approximately 1% of the total rates levied and have been classified into the following rate categories:

**UV – Improved**

A general rate of 0.098 cents in the dollar applies to all UV land. UV land generates approximately 0.6% of rate yield.

**UV - Minimum Rate**

It is proposed that the minimum rate for all UV properties be increased from $450 to $480 for the 2014/2015 year.
**Rates Modelling Summary**

<table>
<thead>
<tr>
<th>Proposed Rate</th>
<th>Minimum</th>
<th>Yield from Ratios</th>
<th>New Proposal</th>
<th>Yields</th>
</tr>
</thead>
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**Yields 2014-15**

<table>
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<tr>
<th>Rates Modelling - Projected Yields: 2014-15</th>
<th>Also compared to Prior Year</th>
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</table>

**Values - Rate Levy 2013-14 Year**

<table>
<thead>
<tr>
<th>Gross Rental Values (GTV)</th>
<th>Values of Mill.</th>
<th>% of MTN</th>
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**Charges**

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<tr>
<th>Rates Modelling - Projected Yields: 2014-15</th>
<th>Also compared to Prior Year</th>
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**Values - Rate Levy 2014-15 Year**

<table>
<thead>
<tr>
<th>Gross Rental Values (GTV)</th>
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**CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 17 JUNE 2014**

**PRESIDING MEMBER**
Implications to Consider

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

b. Consultation with Government agencies
   Nil

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

d. Policy
   Nil

e. Financial
   The adoption ‘in principle’ of the proposed rates for 2014/2015 are anticipated to yield approximately $62.59 million. This is a net increase of $4.15 million and is below what was required to be yielded from Business Plan calculations.
   
   The City has received a rates revaluation from Landgate adjusting the land valuations. Given the significant increase in Residential values (up approximately 27.9%) compared to Non Residential values (up approximately 8%), it is simply not feasible to increase rates in line with those specified within the Business Plan. It is proposed to increase rate total yield by 7.12%.

f. Legal and Statutory
   Adoption of rates occurs as part of the budget adoption, which is proposed to occur in June 2014. This report proposes to adopt the rate levels in principle at this time.
   
   It is a requirement under section 6.36 of the Local Government Act 1995 that where a Council elects to utilise differential rates then it shall advertise its intention to do so, and call for submissions for a period of least 21 days before any further action occurs. Further, in accordance with Section 6.33 (3) of the Local Government Act 1995, ministerial approval will be required to impose a differential rate that is more than twice the lowest differential general rate imposed. With proposed rates presented for endorsement by Council at this meeting, ministerial approval will not be required.

g. Risk
   Risk Implications of Implementing Officer Recommendation
   Nil

   Risk Implications of Not Implementing Officer Recommendation
   High:
   - Non compliance with relevant legislation

Comments

City staff have presented to Council a long term Business Plan that integrates suitable financial models. The plan indicates the need to spend significant resources on asset preservation and creation of new infrastructure to support growing populations. There are expectations by the community that the Council will act in a wide variety of fields; in the majority of cases this involves additional costs.
The reduction in proposed rate revenue when compared to the City Business Plan will be drawn from operational savings which are yet to be identified. This essentially means the City will need to identify savings across the organisation equal to 2.5% of rate yield. This potentially could be achieved through reviewing the capacity of the organisation to achieve projects as proposed in the team and business plans.

**Voting Requirements**

Simple Majority

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

**Officer Recommendation**

That Council ENDORSE for the purpose of public comment the following rates in the dollar and minimum rates for the 2014/2015 financial year:

**Gross Rental Valuation (GRV) Properties**

**GRV – Residential**

A differential general rate of **6.022 cents** in the dollar applies to Residential land.

Residential land means any land used, or designed, or adapted for use, for the purpose of a dwelling and includes vacant land within the Residential, Rural, Special Rural, Special Residential, Commercial, District Town Centre, Primary Centre Waterfront Village, Primary Centre Urban Village and Primary Centre City Centre zones under the City of Rockingham Town Planning Scheme No. 2.

Dwelling has the meaning given to it in the City of Rockingham Town Planning Scheme No. 2.

**GRV – Non-Residential**

A differential rate of **6.925 cents** in the dollar applies to Non Residential land.

Non Residential land means all land other than Residential land.

**GRV - Minimum Rate**

The minimum rate on all GRV properties is **$956**.

**Unimproved Valuation (UV) Properties**

**UV - Improved**

A general rate of **0.098 cents** in the dollar applies to UV land.

**UV - Minimum Rate**

The minimum rate for all UV properties is **$480**.

**Committee Recommendation**

That Council ENDORSE for the purpose of public comment the following rates in the dollar and minimum rates for the 2014/2015 financial year:

**Gross Rental Valuation (GRV) Properties**

**GRV – Residential**

A differential general rate of **6.022 cents** in the dollar applies to Residential land.

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Dwelling has the meaning given to it in the City of Rockingham Town Planning Scheme No. 2.
GRV – Non-Residential
A differential rate of 6.925 cents in the dollar applies to Non Residential land.
Non Residential land means all land other than Residential land.

GRV - Minimum Rate
The minimum rate on all GRV properties is $956.

Unimproved Valuation (UV) Properties

UV
A general rate of 0.098 cents in the dollar applies to UV land.

UV - Minimum Rate
The minimum rate for all UV properties is $480.

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

4:13pm The Chief Executive Officer acknowledged the work undertaken by the Director Corporate Services and the Financial Services Team on the Rates Modelling for the City.

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1 The word ‘improved’ was deleted as it was a typographical error.
Corporate and Engineering Services
Financial Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-016/14 Proposed 2014/2015 Fees and Charges</th>
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<td>FLM/301</td>
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<td>Proponent/s:</td>
<td>Ms Vanisha Govender, Manager Financial Services</td>
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<tr>
<td>Other Contributors:</td>
<td>Mr Wayne Smith, Coordinator Financial Services</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>20 May 2014</td>
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Purpose of Report
To present the proposed 2014/2015 fees and charges and seek in principle support from Council.

Background
The fees and charges imposed by the City of Rockingham can be categorised into three main types:
1. Fees and charges set by Council under Section 6.16 of the Local Government Act 1995 (the Act) “Fees and Charges”.
2. Fees and charges set by Council under other sections of the Act or other legislation.
3. Fees and charges imposed under other legislation and Council does not have discretion to change them.

Details
The Proposed Schedule of Fees and Charges for 2014/2015 document lists all fees and charges with details of the current and proposed fees.
The fees and charges in the following areas are proposed to change and are highlighted in the document:
- Rate book photocopy fees
• Noise Regulation 18 Exemption
• Rockingham City Child Care Centre
• Dog and Cat Act Registrations
• Challenger Court Maintenance Fees
• Halls and Community Centres
• Autumn Centre Fees
• Hires fees for Grounds and Reserves
• Libraries
• Rockingham Aquatic Centre
• Entertainment Licence
• Ground Hire
• Temporary Outdoor Events Ground Hire Fees
• Copy of House Plans
• Private Swimming Pool and Spa Inspection Fees
• Vehicle Bond Hire Fees

Prior to 1 July 2013, the GST treatment of fees and charges was determined by Treasury. Council is now expected to use a principle-based approach to determine if a fee or charge is subject to GST. As a result Council engaged Genesis Accounting to lodge a private ruling with the Australian Tax Office (ATO). The ruling was lodged on the 21 January 2014 and is expected to be received in May 2014. The GST treatment in the fees and charges is based on the consultations that Genesis Accounting had with the ATO. Should there be any changes once the final ruling is received, this will be included in the final budget.

Domestic and Waste Service Fees have not been amended as this is pending advice from the Department of Environmental Regulations on the Landfill Levy increase. If an increase is determined this will be included in the fees and charges report in the budget.

### Implications to Consider

a. Consultation with the Community
   Not Applicable

b. Consultation with Government Agencies
   Australian Taxation Office (ATO) was consulted with regard to the GST treatment of Fees and Charges.

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

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

d. Policy
   Nil

e. Financial
   The fees and charges endorsed will be included in the 2014/2015 Budget for formal adoption.
f. Legal and Statutory

Sections 6.16 and 6.17 of the Local Government Act 1995 relate to the imposition of fees and charges.

A local government may impose (by absolute majority) and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors:

(a) the cost to the local government of providing the service or goods;
(b) the importance of the service or goods to the community; and
(c) the price at which the service or goods could be provided by an alternative provider.

g. Risk

Risk Implications of Implementing Officer Recommendation
Nil

Risk Implications of Not Implementing Officer Recommendation

High:
- Non compliance with relevant legislation

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<tr>
<th>Comments</th>
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<tr>
<th>Voting Requirements</th>
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<tr>
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<td>That Council-ENDORSE-the proposed Schedule of Fees and Charges for the 2014/2015 financial year.</td>
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Committee Voting – 5/0

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<tr>
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<tr>
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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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Corporate Services
Financial Services

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<th>Reference No &amp; Subject:</th>
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<td>Mrs Vanisha Govender, Manager Financial Services</td>
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<td>Nature of Council’s Role in this Matter:</td>
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</table>

Site:
Lot Area:
Attachments:
Maps/Diagrams:

May 2014 Quarterly Budget Review

Purpose of Report

To present the May 2014 Quarterly Budget Review for Council’s consideration and to seek Council’s authorisation of the budget amendments arising from the review.

Background

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

Details

The May 2014 Quarterly Budget Review includes details of transactions during the July 2013 - April 2014 period and adjustments required to the annual budget. The document includes the following information:

1. Summary of Budget Position
2. Summary of Major Budget Amendments
3. Summary of Projects Carried Forward
4. Detailed Statement of Revenue and Expenditure by Department
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 contained in the Community Plan 2011:
   
   **Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.


d. Policy
   Nil

e. Financial
   The overall effect of the various budget amendments and carry forwards is an anticipated carryover of $6.03 million of which $5.99 million is committed to programmed works and projects already commenced, leaving an uncommitted surplus of $60,000.

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.

g. Risk
   Risk Implications of Implementing Officer Recommendation
   Nil

   Risk Implications of Not Implementing Officer Recommendation
   High:
   - Non compliance with relevant legislation

Comments

The main budget amendments proposed in the Budget Review are summarised in the May 2014 Quarterly Budget Review attachment.

Funds of $5.97 million have been carried forward for works and projects not expected to be completed by the end of June 2014. These projects are summarised in the May 2014 Quarterly Budget Review attachment. As such, the City has a predicted closing balance of $6.03 million. Of this, $60,000 is not committed to programmed works and projects.

The final surplus/deficit is dependent on the amount of incomplete works at the end of the financial year and will be finalised during the preparation and audit of the Annual Financial Statements.

Voting Requirements

Absolute Majority
**Officer Recommendation**

That Council:
1. **ADOPT** the May 2014 Quarterly Budget Review; and
2. **AMEND** the budget accordingly.

**Committee Recommendation**

That Council:
1. **ADOPT** the May 2014 Quarterly Budget Review; and
2. **AMEND** the budget accordingly.

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
Financial Services

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<td>Nature of Council’s Role in this Matter:</td>
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| Site:                  |                                                            |
| Lot Area:              |                                                            |
| Maps/Diagrams:        |                                                            |

**Purpose of Report**
To receive the monthly Financial Management Report for March 2014.

**Background**
Nil

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

**Implications to Consider**
a. Consultation with the Community
   Not Applicable
b. **Consultation with Government Agencies**
   Not Applicable

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

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

d. **Policy**
   Nil

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

f. **Legal and Statutory**

g. **Risk**
   **Risk Implications of Implementing Officer Recommendation**
   Nil
   **Risk Implications of Not Implementing Officer Recommendation**
   High:
   - Non compliance with relevant legislation

**Comments**
The numerous variances identified have been reviewed within the current budget review.

**Voting Requirements**
Simple Majority

**Officer Recommendation**

**Committee Recommendation**

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 seek approval of Council to disband the Autumn Centre Advisory Committee.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1:
Disband the Autumn Centre Advisory Committee

That Council DISBAND the Autumn Centre Advisory Committee with the understanding that there is no further value to be added under the current terms of reference.

Background

Since the completion of all the items in its action plan, the Autumn Centre Advisory Committee members and its Executive Officers have had concerns that there has not been enough work to justify continuing with this committee. With this in mind, a workshop was arranged and facilitated by Ms Karin Strachan, Manager Strategic Development, to determine if continuation of the committee was viable.

The workshop was held on 27 March 2014, attended by the members of the Autumn Centre Advisory Committee and key City of Rockingham staff, to determine possible key focus areas and next steps for the committee.

At the Autumn Centre Advisory Committee meeting held on 10 April 2014, Ms Strachan presented the conclusion and recommendations from the workshop held on 27 March 2014. After discussion it became evident that there was not enough scope within the current terms of reference for the Committee to add further value as most of the activities referred to, are being met efficiently by Autumn Centre operational staff.
The Committee faces one of two options:

**Option 1:** Disband the Committee with the understanding that there is no further value to be added under the current terms of reference. A new committee can be formed if such a need would arise in the future.

**Option 2:** Develop new terms of reference (Key Focus Areas) for the Committee to be able to add value from a fresh perspective.

The Chairperson Cr Joy Stewart gave all members an opportunity to give their views as to whether the committee be disbanded or not. After discussion, the committee recommended to disband the Autumn Centre Advisory Committee.

The City will continue to monitor customer service through feedback and regular surveys.

### Implications to Consider

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>a. Strategic</strong></td>
<td><strong>Community Plan</strong></td>
</tr>
<tr>
<td></td>
<td>This item addresses the Community’s Vision for the future and specifically the following Aspiration contained in the Community Plan 2011:</td>
</tr>
<tr>
<td></td>
<td><strong>Aspiration 7:</strong> Community facilities and services that are well utilised, accessible and cost effective, and where appropriate, multi-functional</td>
</tr>
<tr>
<td><strong>b. Policy</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>c. Financial</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>d. Legal and Statutory</strong></td>
<td>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. The legislation is silent on the disbanding of committees.</td>
</tr>
<tr>
<td><strong>e. Voting Requirements</strong></td>
<td>Simple Majority</td>
</tr>
<tr>
<td><strong>f. Risk</strong></td>
<td><strong>Risk Implications of Implementing Officer Recommendation</strong> Nil</td>
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<tr>
<td></td>
<td><strong>Risk Implications of Not Implementing Officer Recommendation</strong> Nil</td>
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| Officer Recommendation if Different to Advisory Committee Recommendation | Nil |
| The Officer’s Reason for Varying the Advisory Committee Recommendation | Nil |

### Committee Recommendation

That Council **DISBAND** the Autumn Centre Advisory Committee with the understanding that there is no further value to be added under the current terms of reference.

Committee Voting – 5/0
<table>
<thead>
<tr>
<th><strong>The Committee’s Reason for Varying the Officer’s Recommendation</strong></th>
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Corporate Services
Community and Leisure Facilities

Reference No & Subject: CS-020/14 Rockingham Volunteer Sea Rescue Group (Inc) Lease

File No: LGS/67
Risk Register No: 416
Proponent/s: Rockingham Volunteer Sea Rescue Group (Inc)
Author: Mr Paul O’Leary, Coordinator Community Facilities
Other Contributors: Mr Nick Brown, Manager Community and Leisure Facilities
Ms Renee Sinclair-Deane, Leasing Administration Officer

Date of Committee Meeting: 20 May 2014
Previously before Council:

Disclosure of Interest: Executive

Nature of Council’s Role in this Matter:

Site: Rockingham Volunteer Sea Rescue Group Building, Point Peron Rd, Peron, Western Australia.
Lot Area: Rockingham Volunteer Sea Rescue Group – A 1564sqm portion of reserve 39475, situated at Lot 2804 Point Peron Rd.

Attachments:
Maps/Diagrams: Rockingham Volunteer Sea Rescue Group – leased area 1564sqm outlined blue on reserve 39475

Purpose of Report

To seek Council approval to enter into a lease with Rockingham Volunteer Sea Rescue Group (Inc).

Background

The lessee notified the City of its wish to enter into a new lease agreement in January 2013. Its previous agreement commenced in July 1987 and expired in June 2008. Since this time the lease has been subject to a ‘Holding Over’ clause.

A new lease was not entered into in July 2008 as the lessee was uncertain whether it would remain in its current location or move to a new site within the proposed marina development. The lessee’s members voted on this issue in October 2012, the result of which affirmed it would remain in its current location and seek to enter into a new lease agreement with the City.

Details

Rockingham Volunteer Sea Rescue Group (Inc) membership has grown to 450, of which 65 are active, manning the rescue vessels, the radio tower and telephones to provide the boating public of
Rockingham and surrounding districts with emergency coverage 24 hours per day, seven days per week.

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**Implications to Consider**

a. **Consultation with the Community**
   Rockingham Volunteer Sea Rescue Group (Inc) has requested in writing to enter into a new lease agreement with the City and is aware of the proposed terms and conditions of the lease.

b. **Consultation with Government Agencies**
   The Department for Lands has provided initial support for the lease.
   Final approval of the lease will be sought from the Minister for Lands once the lease documents have been signed by all parties.

c. **Strategic**
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration contained in the Community Plan 2011:
Aspiration 7: Community facilities and service that are well utilised, accessible and cost effective, and where appropriate, multi-functional.

d. Policy
Council approved the development of a Leasing Policy at its October 2013 Council Meeting. The lease document referred to in this report will be drafted according to the conditions of the proposed draft leasing policy specifically annual rent of $1, term of five years, lessees to be responsible for all outgoings inclusive of utility costs, maintenance, insurances, all other relevant charges and levies and access to the community grants scheme for tenancy related financial assistance.

e. Financial
The City will receive annual rent of $1.
Tenants are responsible for paying all outgoings.

f. Legal and Statutory
Section 3.58 of the Local Government Act 1995 (the Act) relates to the disposal of property, including leasing and covers the requirement to give public notice and the consideration of submissions in respect of proposals.
Local Government (Functions and General) Regulations 1996, Regulation 30(2)(b)(i), permits exemptions to the application of Section 3.58 of the Act. Exemptions are permitted for bodies incorporated and organisations of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and where the members of which are not entitled or permitted to receive any pecuniary profit from the body’s transactions.
Rockingham Volunteer Sea Rescue Group Inc falls within this exemption.

g. Risk
Risk Implications of Implementing Officer Recommendation
Nil
Risk Implications of Not Implementing Officer Recommendation
Medium:
- Discontinuation of an emergency service.

Comments
Rockingham Volunteer Sea Rescue Group (Inc) is a long standing and active community group providing the invaluable service of aiding and assisting the boating community in times of boating distress and maintaining the safety of our coastal waters. It has maintained the property to a high standard and has plans to further extend the building to accommodate larger ocean rescue craft. The group is extremely eager to enter into a new lease with the City and is regularly in contact with City Officers seeking news regarding its progress.

Should Council not agree to entering into a new lease with the Rockingham Volunteer Sea Rescue Group (Inc), the lessee will be served a notice to vacate the premises.

Voting Requirements
Simple Majority

Officer Recommendation
That Council APPROVE entering into a new lease with Rockingham Volunteer Sea Rescue Group (Inc) for a 1564sqm portion of Lot 2804 Point Peron Road, Peron at a rental of $1 per annum, for a term of five years and include the requirement for the group to be responsible for all utility, maintenance and other outgoing expenses charged against the property.
Committee Recommendation

That Council **APPROVE** entering into a new lease with Rockingham Volunteer Sea Rescue Group (Inc) for a 1564sqm portion of Lot 2804 Point Peron Road, Peron at a rental of $1 per annum, for a term of five years and include the requirement for the group to be responsible for all utility, maintenance and other outgoing expenses charged against the property.

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
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 17 JUNE 2014

PRESIDING MEMBER
• **Cash and Investments** – bank reconciliations and bank account management; investment transactions; receipting and banking procedures; petty cash.

• **Purchasing and Accounts Payable** – purchase orders; credit card procedures; fuel purchase cards; payments and payables including electronic funds transfer procedures and data integrity.

• **Financial Reconciliations and Other Controls** – Trust fund; stock control; acquisition/disposal and Depreciation of assets; cost and administration allocations.

• **Accounts Receivable and Debt Collection** – rates; fees and charges; sundry debtors.

• **Payroll** – wages and salaries; superannuation data audit report.

• **Outstations** – libraries; recreation and community facilities; depot and landfill; etc.


The consultants’ report provided the opinion that ‘the review of the Financial management Systems and Procedures developed by the City of Rockingham indicate that, except for those matters identified in the findings and recommendations section of this report, they are appropriate and effective for the particular operations and size of the City.

In addition, the review has concluded that, except where indicated, the City has observed the requirements of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996’.

The report identifies 15 findings and made 15 recommendations in relation to the review and these are detailed in the attached minutes, along with the respective City response to each.

The majority of findings are minor in nature and it reflects the hard work and commitment to improvement demonstrated not only by the whole of the organisation, but particularly the Financial Services Team. Many of the findings of the financial management systems review were known by the City which has been active in seeking remedies to systemic issues particularly relating to cash handling (outstations) and financial reporting by contracted third parties (Gary Holland Community Centre; Bert England Lodge). Other findings raised have been managed in alternate ways to that recommended by the consultants, without any deleterious effect to the robustness of the financial systems in place.

The (yet to be appointed) City’s Internal Auditor will follow up of the recommendations of the Financial Management Systems Review to ensure satisfactory action has been undertaken to address issues identified. Future reviews of the financial management systems will be part of the Internal Auditor’s responsibilities.

### Implications to Consider

a. **Strategic**

   **Community Plan**

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

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

b. **Policy**

   Not Applicable

c. **Financial**

   The review of the City’s Financial Management Systems has identified and confirmed areas of financial management that require remedial attention and action has been initiated to address those matters accordingly. Any financial cost of remediation will be sourced from existing budget allocations.
d. **Legal and Statutory**

Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 states that ‘The CEO is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the result of those reviews’.


e. **Voting Requirements**

Simple Majority

f. **Risk**

- **Risk Implications of Implementing Officer Recommendation**
  
  Nil

- **Risk Implications of Not Implementing Officer Recommendation**
  
  Nil

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<tr>
<td>That Council <em>RECEIVE</em> the Financial Management Review Report – October 2013 and acknowledge the City’s responses to the findings and recommendations contained therein.</td>
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General Management Services
Governance and Councillor Support

<table>
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<th>Reference No &amp; Subject:</th>
<th>GMS-008/14 WALGA 2014 Local Government Convention and Annual General Meeting</th>
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<td>WA Local Government Association</td>
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<td>Author:</td>
<td>Mr Peter Varris, Manager Governance and Councillor Support</td>
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<td>Other Contributors:</td>
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<td>Executive and Advocacy</td>
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<td>Nature of Council’s Role in this Matter:</td>
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Site:  
Lot Area:  
Attachments:  
Maps/Diagrams: 

Purpose of Report

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

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.

Details

The 2014 Convention will be held at the Perth Convention and Exhibition Centre from Wednesday 6 August to Friday 8 August 2014, with the AGM being held on the afternoon of the opening day (Wednesday 6 August 1:30 – 5:30pm).

WALGA has invited representatives from Council to attend the Convention, to nominate two (2) voting delegates for the AGM and to submit motions for consideration on the AGM Agenda.
WALGA provide the following guidelines for formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- AGM motions submitted by Member Local Government s must be accompanied by fully researched and documented supporting comment.
- Motions are to be received by WALGA in early June 2014.

### Implications to Consider

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<thead>
<tr>
<th>a.</th>
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**Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative, legally and ethically compliant.

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| 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”.

<table>
<thead>
<tr>
<th>e.</th>
<th>Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds totalling $26,000 has been provided in the 2013-2014 budget for Councillor Development (210010.1718), and a similar provision is anticipated for the 2014-2015 budget. Past costs for attendance at the Convention have amounted to approximately $12,000. Attendance at the AGM only is free.</td>
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<td></td>
</tr>
<tr>
<td>Low:</td>
<td></td>
</tr>
<tr>
<td>• Misrepresentation of the City by delegates.</td>
<td></td>
</tr>
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</table>

**Risk Implications of Not Implementing Officer Recommendation** |
| Low: |
| • No representation at key industry forum/membership organisation. |
## Comments

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

## Voting Requirements

Simple Majority

### Officer Recommendation

That Council **NOMINATE** Cr Hamblin and Cr Stewart (Cr Pease as reserve) as the voting delegates at the Western Australian Local Government Association Annual General Meeting to be held Wednesday 6 August 2014.

### Committee Recommendation

That Council **NOMINATE** Cr Hamblin and Cr Stewart (Cr Pease as reserve) as the voting delegates at the Western Australian Local Government Association Annual General Meeting to be held Wednesday 6 August 2014.

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
Community Development

4:34pm Cr Stewart departed the meeting.

Community Development

Community Capacity Building

**Reference No & Subject:**

CD-016/14  Recommendations from the Community Grants Program Advisory Committee Meeting held on 3 April 2014

**File No:**

GRS/48

**Risk Register No:**

365-369

**Author:**

Mrs Narelle Edmonds, Community Development Officer

**Other Contributors:**

Ms Jane Elton, Manager Community Capacity Building

**Date of Committee Meeting:**

20 May 2014

**Disclosure of Interest:**

Cr Justin Smith declared an Impartiality Interest in Item 8.1 Community Grants Program Grant Applications Round Four as detailed in Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, as he is a life member of the Rockingham Kwinana Chamber of Commerce. He is also a coach and his son plays football for the Secret Harbour Dockers Football Club

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

Executive

**Attachments:**

Minutes of the Community Grants Program Advisory Committee Meeting held on 3 April 2014

**Maps/Diagrams:**


**Purpose of Report**

That Council approve the Community Grants Program Advisory Committee Recommendations as tabled.

**Recommendations to the Corporate and Community Development Committee**

**Advisory Committee Recommendation 1:**

Approval and non-approvals of the CGP, minor project, event and infrastructure planning and development grants Round Four.

That Council **APPROVE** the allocation of funds for Round Four of the Community Grants Program as follows:
<table>
<thead>
<tr>
<th>Applicant Minor Project/Events</th>
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CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 17 JUNE 2014
PRESIDING MEMBER

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**Background**

Round Four of the Community Grants Program (CGP) closed on Friday 14 March 2014. A total of 20 applications were received for minor projects, events and infrastructure planning and development grants.

One application was not approved and all other requests were approved in varying amounts with some conditions imposed, totalling $132,892.74.

**Implications to Consider**

a. **Strategic**

Community Plan

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

**Aspiration 7:** Community facilities and services that are well utilised, accessible and cost effective, and where appropriate, multi-functional.

b. **Policy**

The Community Grants Program operates in line with the Community Grants Program Policy and Guidelines. The Community Grants Program operates in line with the Council’s Governance and Meeting framework Policy.

c. **Financial**

If Council approves the CGP minor project and event grant round four applications, an amount of $84,337.86 will be utilised from the CGP budget which currently has a balance of $84,858.05 leaving a further balance of $520.19.

d. **Legal and Statutory**

Nil

e. **Voting Requirements**

Simple Majority
f. Risk

Risk Implications of Implementing Officer Recommendation
Low:
- Failure to comply with Community Grants Policy and Guidelines

Risk Implications of Not Implementing Officer Recommendation
Low:
- Community's reaction impacting the Council and City's reputation.

Officer Recommendation if Different to Advisory Committee Recommendation
Nil

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

Committee Recommendation

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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
13. Reports of Councillors

Nil

14. Addendum Agenda

Nil

15. Motions of which Previous Notice has been given

Community Development

4:37pm Cr Stewart returned to the meeting.

Community Development

Community Capacity Building

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-017/14 Notice of Motion – Construction of an All Abilities Playground</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CSV/684-03</td>
</tr>
<tr>
<td>Risk Register No:</td>
<td>343, 344, 345, 417, 418, 419</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Cr Joy Stewart</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Jane Elton, Manager Community Capacity Building</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Ashley Pittard, Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td></td>
<td>Mr James Henson, Manager Parks Development</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>20 May 2014</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>
</tbody>
</table>

Site:
Lot Area:
Attachments:
Maps/Diagrams:

Purpose of Report

Provide officer comment and advice in response to a Notice of Motion submitted by Councillor Stewart.
**Background**

Cr Stewart submitted the following motion for consideration at the 27 May 2014 Council Meeting

“That Council:

1) **INCLUDE** monies in the 2015/16 budget to enable the construction of an All Abilities Playground within the City of Rockingham and;

2) **INCLUDE** the construction of an All Abilities Playground into the 2014-2017 Disability Access and Inclusion Plan.”

**Details**

Play is an activity that people of all ages enjoy and City’s role is to provide a good quality and well distributed range of opportunities throughout the municipality. This includes the provision of play spaces in parks, youth activity spaces in both urban spaces and parkland, and areas that promote natural play and playful activity in green open spaces.

Play facilitates the learning of life skills and is an integral part of child and youth development and for these reasons, the provision of quality outdoor play spaces is vitally important in local communities. Many children and adults who have a disability are not able to use public play spaces for a variety of reasons.

An All Abilities or inclusive play space is one which is universally accessible, meaning that children regardless of ability can participate and play side by side without needing separate facilities. Communities, led by local governments and playground designers, and more frequently supported by developers, philanthropic trusts, service groups and corporations have responded to community needs for inclusive play spaces, and so accessibility has become a key criterion in the development or redevelopment of play spaces throughout Australia.

Apart from the play equipment themselves, all inclusive play spaces are thoroughly accessible including path networks and car parking areas, through to toilets and other relevant amenities.

The City plays an important role in providing and maintaining play spaces for children and young people and currently provides over 373 playground spaces throughout the municipality, though this number changes rapidly as new suburbs are developed. The annual average budget for play equipment renewal at present is approximately $1,000,000 per annum.

The City recognises the importance of addressing the play space needs of all community members, to ensure play spaces are welcoming and inclusive for children and young people of all abilities. The City’s current Playground Development Plan (2011) provides an operational framework that is used to identify actions and create templates to help the City, the community and developers create more appropriate playground provisions. The plan is used to guide the City’s Capital Works programming and address the ongoing maintenance needs of playgrounds. It provides direction for the provision and standards of playgrounds and related infrastructure. The plan outlines design criteria (4.3) which includes; ‘Access and inclusion for all: playgrounds will include appropriate walkways, ramps and handrails.’

Currently, the City provides play spaces with accessibility in a number of locations including: Fantasy Park, Rand Ave, Waikiki; City Park, off Westralia Gardens, Rockingham; Lark Hill Sportsplex, Port Kennedy and Greeson Reserve, Greeson Parkway, Secret Harbour.

Accessible features of Fantasy Park:

- Liberty swing for wheelchairs: The Liberty Swing is an accessible swing for children who use a wheelchair, providing the opportunity for the whole family to experience the joy of having a swing in the park. Access to the Liberty swing is available by a key available through the City’s Customer Service Team.

- There are two sets of playground equipment, both on a soft fall base that is linked to the nearby pathway. A ramp provides access to the lower platform. One play structure has ramp access to the top of a slide.
- Accessible slides: Access to the top of the slides is via wide undulating pathways with gradients no steeper than 1:8. Two slides have level access across soft fall material from the pathway to the top of the slides. Slides have sand and soft fall material at the base.
- Sensory garden – touch (feel the texture) and squeeze the leaves to get the aroma of the plants/shrubs.
- Touch panels – with animal and bird shapes – feel the outline
- Fantasy Park is planned to undergo a significant asset replacement with provisions for the upgrade in the City's Business Plan presented to Council at the April 2014 Ordinary Council Meeting. The Fantasy Park asset replacement provisions planned include:

<table>
<thead>
<tr>
<th>Asset Replacement</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Playground equipment replacement 2017/18</td>
<td>$230,000</td>
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<tr>
<td>Toilet 2017/18</td>
<td>$250,000</td>
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<tr>
<td>Lighting 2018/19</td>
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Accessible play equipment at Fantasy Park

Accessible features of City Park:

- Liberty swing for wheelchairs: The Liberty Swing is an accessible swing for children who use a wheelchair, providing the opportunity for the whole family to experience the joy of having a swing in the park. Access to the Liberty swing is available by a key available through the City’s Customer Service Team.

Liberty swing – City Park
**Implications to Consider**

a. **Consultation with the Community**
   The desire for an inclusive play space in Rockingham was raised at the Disability Access and Inclusion Plan consultation workshop on 2 April 2014.

b. **Consultation with Government Agencies**
   Nil

c. **Strategic Community Plan**
   This item addresses the Community's Vision for the future and specifically the following Aspirations contained in the Community Plan 2011:
   
   **Aspiration 1:** An involved and engaged community enjoying a lifestyle that caters for all residents, including those with specific or special needs.
   
   **Aspiration 4:** A healthy community engaging in positive and rewarding lifestyles with access to a range of passive and active recreational and personal development opportunities.
   
   **Aspiration 5:** Community facilities and services delivered in a timely manner, able to meet expectations and serve new and growing neighbourhoods.
   
   **Aspiration 7:** Community facilities and services that are well utilised, accessible and cost effective and where appropriate multi-functional.

d. **Policy**
   Playground Development Plan 2011
   Planning Policy 3.4.1 - Public Open Space
   Disability Access and Inclusion Plan 2012

e. **Financial**
   Should Cr Stewart’s Notice of Motion be supported an approximate amount of $500,000 - $2,000,000 would need to be allocated to the City Business Plan 2014-24 (depending on project scope), although funding may be sought from a range of sources to reduce the City's financial contribution.

f. **Legal and Statutory**
   Nil

g. **Risk**
   **Risk Implications of Implementing Officer Recommendation**
   Low:
   - Community Infrastructure not able to be delivered in acceptable timeframe

   **Risk Implications of Not Implementing Officer Recommendation**
   Medium:
   - Facilities do not meet community expectations / needs
   - Underestimate facility / infrastructure operating budget requirements in facility business planning phase

   **Risk Implications of Implementing Notice of Motion Recommendation**
   High:
   - Facilities do not achieve outcomes due to not undertaking proper research and planning
Medium:
- No awareness of cost to implement the playground
- This project is not in the City Business Plan which if included will have financial and facility planning consequences

Risk Implications of Not Implementing Notice of Motion Recommendation
Low:
- Community Infrastructure not able to be delivered in acceptable timeframe

### Comments

The Community Infrastructure Planning Team Plan 2014/15 has allocated funds in the draft budget to undertake a more detailed strategic approach to the provision of play spaces relevant to community needs and demographics, including specific strategic direction on providing play spaces for children and young people with disability. The plan will be in the form of ‘Play Space Planning Framework’ (PSPF), which will be part of the draft Public Open Space Strategy currently being developed. The PSPF will outline the strategic approach to be applied in the planning and design of play spaces, as part of a hierarchy of facility provision. This approach will address demographic needs, and provide district level as well local play spaces.

A strategic framework will allow the City to target resources to optimise outcomes and provide guidance for the provision of inclusive play opportunities for people of all ages, interests and abilities. There are a diverse range of needs for people with disability (which include but are not limited to; physical, mobility, visual, sensory, intellectual, amenity for carers, etc.). It must be noted that as there are an extensive range of ability levels and associated disabilities it is extremely complex to deliver totally inclusive play infrastructure. The design is often problematic, although not insurmountable to deliver inclusive play opportunities to many people of a differing range of abilities. It is important that the solutions across the City are complementary so that the full range of needs are catered for in numerous play spaces, and to ensure universal access and inclusion into as many play spaces as practicable.

As with all community infrastructure projects, appropriate and rigorous planning principles must be applied in conjunction with community engagement prior to Council approval and commitment. The PSPF may include:
- assessing and mapping existing play spaces across a municipality including their distribution, adequacy, character, and degree of accessibility/inclusiveness;
- establishing a framework for future provision in order to find a balance between what is needed and what is manageable and affordable;
- establishing a budget which recognises not only the cost but the value of play spaces and ongoing maintenance;
- involving local residents and stakeholders;
- identifying a clear vision of the function and objectives for individual spaces;
- selecting a site using some clear criteria;
- designing and constructing the space;
- managing the space - monitoring and maintenance; and
- marketing the space and distributing information about available opportunities.

In relation to a specific inclusive play space, further planning would also need to investigate:
- the scope of the project including size, play equipment styles and breadth;
- preferred location;
- supporting amenities such as toilets, change facilities, path networks, car parking, shade, seating, and access by public transport; and
funding models and partnerships including developers, development contributions, philanthropic trusts, foundations such as Touched by Olivia Foundation, Corporations, Government Grants, Service Clubs and the like.

The cost of play space equipment and that designed for specific inclusive needs and safety would require significant capital funding. To ensure a holistic play experience at a key venue, additional amenities may be required such as toilet and change provision, car parking, hard and soft landscaping, shelters, seating and so forth.

The ability to align an open amount of monies to a specific year without comprehensive planning, community engagement and business case modelling could pose significant risks to the City in delivering a quality inclusive play space facility. Therefore, it would be anticipated that a project of this calibre may require a minimum of one year for each of the project planning and delivery stages: plan, design, secure funding and construction.

Therefore, it is recommended that Council do not include monies in the 2015/16 budget for a specific All Abilities Playground. It is also recommended not to include the construction of an All Abilities Playground into the 2014-2017 Disability Access and Inclusion Plan. Instead, it is recommended that Council support a strategic and robust planning approach, which includes thorough investigation around a project scope. The concept of developing and implementing a ‘Play Space Planning Framework’ would better meet community needs, by providing a more strategic approach to the future provision of inclusive play spaces, and allow the City to target financial resources and deliver strong community infrastructure outcomes.

It is recommended that Council support the development of a PSPF, which is to form a chapter of the draft Public Open Space Strategy 2015-18. This framework would incorporate investigation and engagement around the future need and provision of inclusive play spaces within the City of Rockingham.

The investigation of Inclusive Play Spaces, as part of the PSPF, should be included as an action item in the draft Disability Access and Inclusion Plan 2014-2017, which will be taken to Council in July 2014 for permission to go for public comment.

Voting Requirements
Simple Majority

Officer Recommendation

That Council:
1. SUPPORT developing a Play Space Planning Framework, which is included in the Public Open Space Strategy 2015-18, incorporating the future need and provision of inclusive play spaces within the City of Rockingham.
2. INCLUDE an action in the draft Disability Access and Inclusion Plan 2014-2017, ‘to investigate inclusive play spaces, as part of the Play Space Planning Framework’.

Notice of Motion from Cr Joy Stewart

That Council:
1. INCLUDE monies in the 2015/16 budget to enable the construction of an All Abilities Playground within the City of Rockingham and;
2. INCLUDE the construction of an All Abilities Playground into the 2014-2017 Disability Access and Inclusion Plan.
Committee Recommendation

Moved Cr Stewart, Seconded Cr Liley
That Council:

1. **SUPPORT** the construction of an All Abilities Playground prior to the end of 2015/2016 financial year.
2. **DIRECT** the Chief Executive Officer to investigate options for the construction of an All Abilities Playground including its form, function, cost, location and grant funding opportunities and submit a report to Council on or before March 2015.

Committee Voting – 5/0

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

To enable the Council to have a more accurate understanding of all relevant elements of the project prior to giving the matter consideration in the business planning/budgeting process.

Implications of the Changes to the Officer’s Recommendation

Not Applicable
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<thead>
<tr>
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<th>Notices of Motion for Consideration at the Following Meeting</th>
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<tbody>
<tr>
<td></td>
<td>Nil</td>
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<td><strong>17. Urgent Business Approved by the Person Presiding or by Decision of the Committee</strong></td>
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<td><strong>18. Matters Behind Closed Doors</strong></td>
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<td><strong>19. Date and Time of Next Meeting</strong></td>
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<td></td>
<td>The next Corporate and Community Development Committee Meeting will be held on <strong>Tuesday 17 June 2014</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
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<td><strong>20. Closure</strong></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>5:06pm</strong>.</td>
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