MINUTES
Corporate and Community Development Committee Meeting
Held on Tuesday 21 July 2015 at 4:00pm
City of Rockingham Boardroom
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| 19. | **Date and Time of Next Meeting** |
| 20. | **Closure** |
# City of Rockingham
## Corporate and Community Development Committee Meeting Minutes
### Tuesday 21 July 2015 - Council Boardroom

### 1. Declaration of Opening

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

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

#### 2.1 Councillors

- Cr Leigh Liley
- Cr Matthew Whitfield
- Cr Chris Elliott
- Cr Barry Sammels (Mayor)
- Cr Joy Stewart

#### 2.2 Executive

- Mr Andrew Hammond (Chairperson)
- Mr John Pearson
- Mr Michael Holland
- Mr Ben Searcy
- Ms Karin Strachan
- Ms Vanisha Govender
- Miss Jessica Morgana
- Mr Ashley Pittard
- Mrs Jillian Obiri-Boateng
- Mr Nick Brown
- Ms Jane Elton
- Ms Alison Oliver
- Mr Peter Varris
- Ms Julia Dick
- Mrs Jelette Edwards
- Mrs Ann Fitzpatrick
- Mrs Diane Zanre
- Ms Mary Jane Rigby

#### 2.3 Members of the Gallery:

- 1

#### 2.4 Apologies:

- Cr Justin Smith

#### 2.5 Approved Leave of Absence:

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

Nil

4. **Public Question Time**

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:04pm</td>
<td>The Chairperson invited members of the Public Gallery to ask questions.</td>
</tr>
<tr>
<td>4.1</td>
<td><strong>Ms Regina Ryan – Rockingham Campus Community Library</strong></td>
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<tr>
<td></td>
<td>Ms Ryan asked the following questions supporting the retention of the library and its staff.</td>
</tr>
<tr>
<td></td>
<td>Is the Committee aware that the Library has been operating in its present location for 17 years and that 5 staff members have been there since it opened. Other staff have also been employed for a long time too?</td>
</tr>
<tr>
<td></td>
<td>We are all employed by Murdoch University however the majority of our patrons are public patrons, along with Challenger students we give the same service to all our clients.</td>
</tr>
<tr>
<td></td>
<td>Rockingham Campus Community Library is the first place the public come if they need help. The growing need for electronic communication puts a huge demand on our computers and the staff. Banks, Centrelink, Job recruitment centres, the Tax Office, Passport renewals all send people to the library.</td>
</tr>
<tr>
<td></td>
<td>A great number of these people are illiterate when it comes to using the computers, scanners. Our culture is not to send anyone away if we can help them regardless of staff time.</td>
</tr>
<tr>
<td></td>
<td>Traditional library services are still a priority. The staff have built a trusting, friendly and comfortable place for these people to come. Mr French, Mrs Clayfield, Mrs Shap, Tam, Ronnie, Marlene, Teresa, Tanya, Ron, I could go on and on with the names and what they read and their ailment, their likes and their dislikes.</td>
</tr>
<tr>
<td></td>
<td>Is the Committee aware that the building is not just walls, a roof and books but a lifeline for some people. The staff know the lonely soul who hasn’t talked to anyone all week and will spend time having a chat. It is a community building that is kept humming by the staff.</td>
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<tr>
<td></td>
<td>Is the Committee aware of the shock it will be when people who trust us with their lives, happy or sad will not be seeing the same faces when new staff are recruited.</td>
</tr>
<tr>
<td></td>
<td>The Chairperson advised that the City recognised the facility is a valuable resource for the community and noted that the matter is on the agenda tonight for discussion and recommendation to Council.</td>
</tr>
<tr>
<td>4:09pm</td>
<td>The Chief Executive Officer advised that subject to Council supporting the recommendation to operate the Rockingham Campus Community Library, the City will undertake a recruitment process based on respect and equal opportunity where current library staff can apply for the advertised positions and where their existing experience with the facility will provide support toward their application.</td>
</tr>
</tbody>
</table>

4:09pm There being no further questions the Chairperson closed Public Question Time.
5. **Confirmation of Minutes of the Previous Meeting**

*Moved Cr Whitfield, seconded Cr Elliott:*

That Committee **CONFIRM** the Minutes of the Corporate and Community Development Committee Meeting held on 16 June 2015, as a true and accurate record.

Committee Voting – 5/0

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6. **Matters Arising from the Previous Minutes**

Nil

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

4:12pm 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.

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

4:13pm The Chairperson asked if there were any interests to declare. There were none.

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

Nil

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

Nil

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11. **Bulletin Items**

*Corporate and General Management Services Information Bulletin – July 2015*

**Corporate Services**

1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Retention and Disposal Project
   3.2 Integrated team plan and risk management module
   3.3 Mobile Computing – Infringements
   3.4 Authority Mobile – Asset Management / Inspections
   3.5 Purchasing Card Module
   3.6 Online Application Lodgement System – RockinghamAnytime
   3.7 Intranet Redevelopment
   3.8 Closed-Circuit Television (CCTV) – Stage 2
   3.9 Closed-Circuit Television (CCTV) – Stage 3
   3.10 Service Management Processes
   3.11 Replacement of DC1 and DC2 Servers and VMware Upgrade
   3.12 Upgrade to System Centre Configuration Manager (SCCM)
   3.13 IntraMaps 8 Upgrade
   3.14 Implement Radio Frequency Identification (RFID) Safety Bay Library
   3.15 Integrate Security Access Control Systems
   3.16 Implement DC1/DC2 configuration as per Business Continuity Plan
requirements
3.17 WiFi – Main Administration
3.18 Bushfire Mitigation System Upgrade
4. Information Items
4.1 Change of Basis of Rates June 2015
4.2 List of Write Offs for 2014/2015 under $2000
4.3 List of Payments June 2015
4.4 Challenger Court
4.5 Rockingham Aquatic Centre
4.6 Rockingham Child Care Service
4.7 Autumn Centre
4.8 Warnbro Community Recreation Centre
4.9 Mike Barnett Sports Complex
4.10 Aqua Jetty
4.11 Gary Holland Community Centre
4.12 Lease Management
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 Docs on Tap
4.2 Global Friendship
4.3 Freedom of Information (FOI) Requests
4.4 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 20
3.5 Occupational Safety and Health Programme
3.6 People with Disability Employment Project
3.7 Online Learning Management Systems
3.8 Health Surveillance Project
4. Information Items
4.1 Recruitment and Onboarding
4.2 Occupational Safety and Health 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 Management Training and Printing
3.3 Community Engagement Framework
3.4 Lean six sigma project
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>3.5</td>
<td>Corporate e-Newsletter</td>
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<td>3.6</td>
<td>Graphic design for Intranet</td>
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<td>3.7</td>
<td>Protection of Intellectual Property</td>
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<td>3.8</td>
<td>Journal Software subscription</td>
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<td>4.</td>
<td>Information Items</td>
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<tr>
<td>4.2</td>
<td>Coordinating the development of a 10 year minor infrastructure plan</td>
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<td>4.3</td>
<td>6th Generation Team Plans</td>
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<td>4.4</td>
<td>Coordinating the implementation of a Development Contribution Scheme</td>
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<td>4.5</td>
<td>City Scoreboard</td>
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<td>4.6</td>
<td>Roll-out of Risk Analysis Framework</td>
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<td>4.7</td>
<td>Digital media strategy</td>
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<td>4.8</td>
<td>Social Media</td>
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<td>4.9</td>
<td>Media Tracking</td>
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<tr>
<td>4.10</td>
<td>Other initiatives that the Strategy and Corporate Communications team is involved with</td>
</tr>
</tbody>
</table>

**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 Southern Innovation and Enterprise Centre
   4.3 Tourism Council Workshops
   4.4 New Business Ventures
   4.5 Coleman Group Meeting
   4.6 Minister of Defence at Innovation WA Event
   4.7 Sea Change Beachside Development

**Legal Services & General Counsel**
1. Legal Services & General Counsel Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Legal Advice – Local Government Operational Matters
   4.2 Documentation
   4.3 SAT (State Administrative Tribunal) Matters
   Legal Capacity Building
   4.4 Training – Prosecutions – Evidence Gathering
   4.5 Law Society – In-House and Government Lawyers Committee
Committee Recommendation

Moved Cr Whitfield, seconded Cr Elliott:

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – July 2015 and the content be accepted.

Committee Voting – 5/0

<table>
<thead>
<tr>
<th>Community Development Information Bulletin – July 2015</th>
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<tbody>
<tr>
<td>Community Support and Safety Services</td>
</tr>
<tr>
<td>1. Community Support and Safety Services Team Overview</td>
</tr>
<tr>
<td>2. Human Resource Update</td>
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<tr>
<td>3. Project Status Reports</td>
</tr>
<tr>
<td>3.1 Regional Community Services Leadership Programmes</td>
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<tr>
<td>3.2 Social Connector Project</td>
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<td>3.3 Rockingham Connect</td>
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<tr>
<td>4. Information items</td>
</tr>
<tr>
<td>4.1 Youth Services</td>
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<td>4.2 Community Safety</td>
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<tr>
<td>Library Services</td>
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<tr>
<td>1. Library Services Team Overview</td>
</tr>
<tr>
<td>2. Human Resource Update</td>
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<tr>
<td>3. Project Status Reports</td>
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<tr>
<td>4. Information items</td>
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<tr>
<td>4.1 Library Statistics May 2015</td>
</tr>
<tr>
<td>4.2 Mary Davies Library and Community Centre</td>
</tr>
<tr>
<td>4.3 Safety Bay Library</td>
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<td>4.4 Warnbro Community Library</td>
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<tr>
<td>4.5 Rockingham Campus Community Library Transition</td>
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<tr>
<td>4.6 “Treat Yourself” Library Events</td>
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<tr>
<td>Community Infrastructure Planning</td>
</tr>
<tr>
<td>1. Community Infrastructure Planning Team Overview</td>
</tr>
<tr>
<td>2. Human Resource Update</td>
</tr>
<tr>
<td>3. Project Status Reports</td>
</tr>
<tr>
<td>3.1 Coastal South Sporting Infrastructure Assessment</td>
</tr>
<tr>
<td>3.2 Baldivis Library and Community Centre</td>
</tr>
<tr>
<td>3.3 Regional Cycling Facilities Feasibility Study</td>
</tr>
<tr>
<td>3.4 Golden Bay Primary School - Shared Use Open Space Development and Agreement</td>
</tr>
<tr>
<td>3.5 Secret Harbour Surf Life Saving Club Redevelopment (SHSLSC)</td>
</tr>
<tr>
<td>3.6 Baldivis Primary School Shared Use Reserve</td>
</tr>
<tr>
<td>3.7 Lot 1507 Active Public Open Space Development</td>
</tr>
<tr>
<td>3.8 Baldivis District Sporting Complex Feasibility Study and Concept Plans</td>
</tr>
<tr>
<td>3.9 Rockingham Youth Venue - Feasibility Planning</td>
</tr>
<tr>
<td>3.10 Public Open Space and Community Purpose Site Strategy</td>
</tr>
<tr>
<td>3.11 Secret Harbour Community Library - Feasibility Study and Concept Plan</td>
</tr>
<tr>
<td>3.12 Sport Reserve Floodlighting Program</td>
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<td>3.13 Aquatic Facilities Strategy</td>
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<tr>
<td>3.14 Community Infrastructure Plan</td>
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</tbody>
</table>
**Corporate and Community Development Committee Minutes**  
Tuesday 21 July 2015

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### 3.15 Rhonda Scarrott Reserve Master Plan Implementation

### 3.16 Laurie Stanford Reserve Master Plan Implementation

### 3.17 Play Space Strategy

### 3.18 Reserve and Open Space Master Plans

### 3.19 Dog Exercise Areas

### 3.20 Karnup Community Infrastructure Plan

### 4. Information items

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<tr>
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<tbody>
<tr>
<td>4.1</td>
<td>Infrastructure Planning and Development Grants 2015/2016</td>
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<td>4.2</td>
<td>Inclusive Play Space</td>
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<tr>
<td>4.3</td>
<td>Community Sport and Recreation Facilities Fund</td>
</tr>
</tbody>
</table>

### 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 2015
   - 3.3 Community Grants Program (CGP)
   - 3.4 Youth Encouragement Award (YEA)
   - 3.5 Infrastructure Planning and Development Grants (IPDG)
   - 3.6 Disability Access and Inclusion Plan (DAIP)
   - 3.7 Christmas Decoration Program
   - 3.8 Murdoch Partnership Agreement
   - 3.9 Reconciliation Action Plan (RAP)

### 4. Information items

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<tbody>
<tr>
<td>4.1</td>
<td>Seniors</td>
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<td>4.2</td>
<td>Learning City Strategy</td>
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<td>4.3</td>
<td>Cultural and Linguistically Diverse</td>
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<td>4.4</td>
<td>Place Activation/Sponsor Recognition</td>
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<td>4.5</td>
<td>Youth Development</td>
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<td>4.6</td>
<td>Sport, Recreation and Health and Wellbeing</td>
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<td>4.7</td>
<td>Cultural Development and the Arts</td>
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<td>4.8</td>
<td>Outdoor Event Applications</td>
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<tr>
<td>4.9</td>
<td>Sustainability</td>
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</tbody>
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**Committee Recommendation**

Moved Cr Elliott, seconded Cr Whitfield:

That Councillors acknowledge having read the Community Development Information Bulletin – July 2015 and the content be accepted.

Committee Voting – 5/0

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1 Incorrectly recorded in Agenda as 2014, now corrected.
## Purpose of Report

To adopt the materiality level for variances required to be reported in the 2015/2016 Statements of Financial Activity.

## Background

The City is required to prepare a Statement of Financial Activity for each month which includes, in part, details of the budgeted and actual revenue/expenditure to the end of the relevant month and “material” variances between the budget and actual.

Each year Council is required to adopt the level considered “material” for the purposes of reporting these variances.

The adopted material variance level for 2014/2015 was $250,000.
Details

The Australian Accounting Standards (AAS) state that “materiality means, in relation to information, that information which if omitted, misstated or not disclosed has the potential to adversely affect decisions about the allocation of scarce resources made by users of the financial report or the discharge of accountability by the management or governing body of the entity”.

Essentially the smaller the entity the lower the materiality level, as it is the relative impact that is important. Variances of $10,000 may be considered material to an individual but when considered in the context of the City, which is an entity with a total budgeted expenditure of over $224 million and total budgeted revenue of $165 million, this limit would not be considered material.

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


d. Policy
   Nil

e. Financial
   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
   Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 requires a local government to adopt a percentage or value calculated in accordance with AAS to be used in statements of financial activity for the reporting of financial variance.

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

Previous years' variances have been calculated in accordance with AAS and have used a variance of $250,000. This value is still considered acceptable and should Council adopt the officer recommendation, will again be used to report variances in the monthly statement of financial activity.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council *ADOPT* $250,000 as the value to be used in Statements of Financial Activity for reporting material variances for the 2015/2016 financial year.

### Committee Recommendation

**Moved Cr Whitfield, seconded Cr Stewart:**

That Council *ADOPT* $250,000 as the value to be used in Statements of Financial Activity for reporting material variances for the 2015/2016 financial year.

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

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.

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**Reference No & Subject:**

|-----------|--------------------------------------------------|

**File No:**

| FLM/88-02 |

**Risk Register No:**

| 89 |

**Proponent/s:**

Mrs Vanisha Govender, Manager Financial Services

Ms Antonietta Landro, Financial Accountant

**Author:**

Mrs Vanisha Govender, Manager Financial Services

**Other Contributors:**

Ms Antonietta Landro, Financial Accountant

**Date of Committee Meeting:**

21 July 2015

**Previously before Council:**

Nil

**Disclosure of Interest:**

Nil

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

Executive

**Site:**

Nil

**Lot Area:**

Nil

**Attachments:**


**Maps/Diagrams:**

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 contained in the Community Plan 2015-2025:
   
   Aspiration C: Quality Leadership
   
   Strategic Objective: Governance - Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.

   d. Policy
   Nil

e. Financial
   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

Any variances identified have been reviewed within the current budget review.

Voting Requirements

Simple Majority

Officer Recommendation

<table>
<thead>
<tr>
<th>Committee Recommendation</th>
</tr>
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<tbody>
<tr>
<td><strong>Moved Cr Elliott, seconded Cr Sammels:</strong></td>
</tr>
<tr>
<td>Committee Voting – 5/0</td>
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<table>
<thead>
<tr>
<th>The Committee’s Reason for Varying the Officer’s Recommendation</th>
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<tbody>
<tr>
<td>Not Applicable</td>
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<table>
<thead>
<tr>
<th>Implications of the Changes to the Officer’s Recommendation</th>
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<tbody>
<tr>
<td>Not Applicable</td>
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</table>
## Purpose of Report

To consider the change of dates for the October 2015 round of Council and Committee meetings to accommodate a Special Council Meeting after the local government elections for the purpose of swearing in new Councillors, electing the Mayor and Deputy Mayor and appointing Councillors to committees.

## Background

Local government elections for the City of Rockingham will be conducted on Saturday 17 October 2015. Soon after, the City holds a Special Council meeting to swear in new Councillors, elect the Mayor and Deputy Mayor and appoint Councillors to Committees.

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

- Planning and Engineering Services Committee: Monday 19 October 2015
- Corporate and Community Development Committee: Tuesday 20 October 2015
- Ordinary Council: Tuesday 27 October 2015
As a consequence of the timing of the local government elections and the requirement of a Special Council Meeting, it is recommended that the October 2015 schedule of meetings for Committees and Ordinary Council be changed.

### Details

Due to the 2015 Local Government Elections, the following Schedule of meetings is recommended:

- **Special Council**: Monday 19 October 2015 at 6pm (Council Chambers)
- **Planning and Engineering Services Committee**: Tuesday 20 October 2015 at 4:00pm (Boardroom)
- **Corporate and Community Development Committee**: Wednesday 21 October 2015 at 4:00pm (Boardroom)
- **Ordinary Council**: Tuesday 27 October 2015 at 6:00pm (Council Chambers)

### Implications to Consider

- **a. Consultation with the Community**
  New dates for Committee Meetings and the date of the Special Council Meeting will be advertised to the public via social media and the two local papers.

- **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 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**
  Not Applicable

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

  Regulation 12(3) of the *Local Government (Administration) Regulations 1996* states that the local government needs to give local public notice of the date, time, place and purpose of a Special Meeting when it is open to members of the public.

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

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

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

Notices will be placed on the administration and library noticeboards, the City's Facebook page, and advertisements in the local papers the Sound Telegraph and Weekend Courier advising the change of dates for the Council and Committee meetings.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:
1. AMEND the Committee and Council meeting dates for October 2015 to the following dates and times:
   - Planning and Engineering Services Committee: 4:00pm, Tuesday 20 October 2015;
   - Corporate and Community Development Committee: 4:00pm Wednesday 21 October 2015; and
   - Ordinary Council: 6:00pm, Tuesday 27 October 2015.
2. CONDUCT a Special Council Meeting at 6:00pm, Monday 19 October 2015 to swear in new elected members and appoint representatives to various committees, working parties and liaison groups.

Committee Recommendation

Moved Cr Sammels, seconded Cr Stewart:

That Council:
1. AMEND the Committee and Council meeting dates for October 2015 to the following dates and times:
   - Planning and Engineering Services Committee: 4:00pm, Tuesday 20 October 2015;
   - Corporate and Community Development Committee: 4:00pm Wednesday 21 October 2015; and
   - Ordinary Council: 6:00pm, Tuesday 27 October 2015.
2. CONDUCT a Special Council Meeting at 6:00pm, Monday 19 October 2015 to swear in new elected members and appoint representatives to various committees, working parties and liaison groups.

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**

The purpose of this report is for Council to adopt a revised and updated Occupational Safety and Health Policy.

### Background

The *Occupational Safety and Health Act (WA) 1984* ("The Act") and the *Occupational Safety and Health Regulations (WA) 1996* are the principal legislation governing occupational safety and health in Western Australian workplaces.

The Act requires that workplaces adopt a policy in relation to the provision of safe and healthy workplaces.

The Council adopted an Occupational Safety and Health Policy Statement in 2012. As part of the ongoing and regular review of policies, the Occupational Safety and Health Policy Statement has been updated into the proposed Occupational Safety and Health Policy. If adopted by Council, the Occupational Safety and Health Policy will supersede the former document (the Occupational Safety and Health Policy Statement).
Details

The proposed Occupational Safety and Health Policy outlines the City’s commitment to occupational safety and health, and provides an overview of how the City will maintain and enhance that commitment.

The Act places certain duties of care for safety and health at the workplace on employers and employees, and also places emphasis in the duties of care on the prevention of accidents and injury or harm. Supporting documents, such as the Occupational Safety and Health Manual, assist employees in understanding those roles, responsibilities and duties with regard to safety and health with the workplace.

Supporting activities, such as the City Employee and Contractor Induction, enable employees to gain an understanding of the safety culture of the City.

The combination of Policy, documentation and activities ensure the City’s obligations under legislation are met, and provide a mechanism for regular review and continuous improvement.

At its meeting held on 26 May 2015 Council resolved to endorse the draft policy for the purpose of public consultation.

Implications to Consider

a. Consultation with the Community
   The community was advised of the draft policy by way of advertisement in the Sound Telegraph issued on 5 June 2015, and invited to make comment or submissions. Full copies of the draft policy were available from the City’s website and from the Customer Service Reception. Submissions and comments closed on 19 June 2015.

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

e. Financial
   Covered in existing budgets.

f. Legal and Statutory
   The proposed Occupational Safety and Health Policy complies with the requirements of the Occupational Safety and Health Act 1984.

g. Risk
   Risk Implications of Implementing Officer Recommendation
   Nil
Risk Implications of Not Implementing Officer Recommendation

Medium
- Non compliance with legislative requirements.

Comments

No comments were received from the community during the two week consultation period.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ADOPT** the Occupational Safety and Health Policy.

**Occupational Safety and Health Policy**

**Council Policy Objective**
The purpose of this policy is to assist the Chief Executive Officer to meet his or her obligations under the Occupational Safety and Health Act (WA) 1984.

**Council Policy Scope**
This policy applies to all employees.

**Council Policy Statement**
The City of Rockingham provides and maintains a safe and healthy work environment in its workplaces in accordance with legislative obligations by ensuring:

- Implementation of safe systems and work practices
- Provision of adequate resources to enable occupational safety and health issues to be rectified in a timely manner
- Compliance with relevant aspects of the occupational safety and health legislation, regulations, associated codes of practice, guidance notes and industry standards
- Integration of occupational safety and health risk management processes into daily working operations
- Implementation of the Occupational Safety and Health management system, through the City's Occupational Safety and Health Manual, departmental occupational safety and health plans, policies, procedures and related programs.

Employees must cooperate with occupational safety and health actions taken to maintain a safe and healthy work environment. In addition, employees must take reasonable care of their own occupational safety and health and not adversely affect others in the workplace by their actions or inactions.

**Definitions**

**Employees** – includes workers, volunteers and contractors.

**Legislation**

- Occupational Safety and Health Act (WA) 1984
- Occupational Safety and Health Regulations (WA) 1996
- Workers’ Compensation and Rehabilitation Act (WA) 1981
Other Relevant Policies/ Key Documents - Internal

Occupational Safety and Health Manual  
Injury Management Procedure  
Safe Work Method Statements, relevant to work practices  
Employee Induction and Orientation  
Contractor Induction  
Accident/Incident Report Form

Other Relevant Policies/ Key Documents - External

Codes of Practice, relevant to work areas and work practices  
Australian Standards, relevant to work areas and work practices  
2B Workers’ Compensation form

Responsible Division

General Management Services

Review Date

1 May 2016

Committee Recommendation

**Moved Cr Whitfield, seconded Cr Elliott:**

That Council **ADOPT** the Occupational Safety and Health Policy.

**Occupational Safety and Health Policy**

**Council Policy Objective**

The purpose of this policy is to assist the Chief Executive Officer to meet his or her obligations under the Occupational Safety and Health Act (WA) 1984.

**Council Policy Scope**

This policy applies to all employees.

**Council Policy Statement**

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- Occupational Safety and Health Act (WA) 1984
- Occupational Safety and Health Regulations (WA) 1996
- Workers’ Compensation and Rehabilitation Act (WA) 1981

**Other Relevant Policies/ Key Documents - Internal**
- Occupational Safety and Health Manual
- Injury Management Procedure
- Safe Work Method Statements, relevant to work practices
- Employee Induction and Orientation
- Contractor Induction
- Accident/Incident Report Form

**Other Relevant Policies/ Key Documents - External**
- Codes of Practice, relevant to work areas and work practices
- Australian Standards, relevant to work areas and work practices
- 2B Workers’ Compensation form

**Responsible Division**
- General Management Services

**Review Date**
- 1 May 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
Corporate and Community Development Committee Minutes
Tuesday 21 July 2015
CD-028/15

CONFIRMED AT A CORPORATE AND COMMUNITY
DEVELOPMENT MEETING HELD ON TUESDAY, 18
AUGUST 2015

Community Development

Community Support and Safety Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-028/15</th>
<th>Closed Circuit Television (CCTV) Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CSV/3097</td>
<td></td>
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<tr>
<td>Risk Register No:</td>
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<tr>
<td>Proponent/s:</td>
<td></td>
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<tr>
<td>Author:</td>
<td></td>
<td>Mr Michael Holland, Director Community Development</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
<td>Ms Jillian Obiri-Boateng, Manager Community Support and Safety Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ms Diane Zanre, PA to Director Community Development</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>21 July 2015</td>
<td></td>
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<tr>
<td>Disclosure of Interest:</td>
<td></td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td></td>
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<tr>
<td>Site:</td>
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<tr>
<td>Lot Area:</td>
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<td>Attachments:</td>
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<tr>
<td>Maps/Diagrams:</td>
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Purpose of Report

To seek Council's adoption of the Closed Circuit Television (CCTV) Policy.

Background

Commencing in 2000, CCTV systems were installed across the City of Rockingham. The systems operated utilising fragmented and limited funding without a policy relating to the management and operations of the CCTV systems.

In 2013/14 the City was successful in securing funding of $775,000 from the Federal Government specifically targeted at improving the CCTV hardware, systems and policies in the City. The external funding was combined with $550,000 of City funds to develop a contemporary CCTV plan. The CCTV Plan 2014 - 2019 proposed the roll out of new digital CCTV technology, removal of obsolete systems and hardware and the development of appropriate and well-designed governance practices.
The CCTV Plan identified three key elements as:
1. Contemporary CCTV Surveillance Systems
2. CCTV Governance
3. CCTV Operations and Support

Key Element 1 is currently being implemented with stage one and stage two completed. This has achieved new equipment installed at:

- Waterfront Village
- City Centre
- Baldivis City Centre (focus around Mary Davies Library and Community Centre)

Element 2 reflects the need for a transparent decision making process be in place. This requires the development of a Council Policy which will provide the framework for CCTV operations in the City.

The City currently does not have a CCTV Policy and historically the City has operated the system on an operational ad hoc basis.

At the March 2015 Ordinary Council Meeting Council resolved to approve the development of a CCTV Policy.

### Details

The CCTV Policy has been developed to establish functional categorisation of CCTV systems and outline protocols for the management of recorded data.

### Implications to Consider

- **a. Consultation with the Community**
  
  The CCTV Policy was advertised for public comment in accordance with the requirements of City of Rockingham Policy Framework for a period of 14 days, closing 19 June 2015.

  At the end of the advertising period, no comments were received on the proposed Draft CCTV Policy.

- **b. Consultation with Government Agencies**
  
  Nil

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

  **Aspiration B:** Strong Community

  **Strategic Objective:** Safety, Appearance and Cleanliness - Attractive, appealing and welcoming foreshores, beaches and public spaces that are clean, safe and litter free.

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

  **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**

The CCTV Policy has been prepared in accordance with the City of Rockingham Policy Framework. To this end, this policy has been publically advertised for a period of 14 days.

e. **Financial**

Nil

f. **Legal and Statutory**

Nil

g. **Risk**

Risk Implications of Implementing Officer Recommendation

Nil

Risk Implications of Not Implementing Officer Recommendation

Nil

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>The draft CCTV policy was advertised for a public comment period of 14 days in the Sound Telegraph on 3 June 2015 and the Weekend Courier on 5 June 2015, it was also advertised on the City of Rockingham website. No comments were received.</td>
</tr>
<tr>
<td>The policy will require the Chief Executive Officer to establish Executive Policies and Procedures that would ensure CCTV is operated effectively and in line with statutory requirements.</td>
</tr>
<tr>
<td>This would include entering a Memorandum of Understanding with the WA Police.</td>
</tr>
<tr>
<td>It is believed that the new CCTV policy will improve the governance systems currently in place for the CCTV system. The policy provides the five key categories in which CCTV fit and clearly identifies how CCTV footage will be released.</td>
</tr>
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<table>
<thead>
<tr>
<th>Voting Requirements</th>
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<tbody>
<tr>
<td>Simple Majority</td>
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<table>
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<tr>
<th>Officer Recommendation</th>
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<tbody>
<tr>
<td>That Council <strong>ADOPT</strong> the Closed Circuit Television Policy.</td>
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</table>

**Closed Circuit Television (CCTV)**

<table>
<thead>
<tr>
<th>Council Policy Objective</th>
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<tbody>
<tr>
<td>To establish functional categorisation of CCTV and protocols for the management of recorded data.</td>
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</table>

<table>
<thead>
<tr>
<th>Council Policy Scope</th>
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<tbody>
<tr>
<td>This policy applies to all CCTV systems owned, managed or controlled by the City of Rockingham for the purpose of surveillance and protection.</td>
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</table>

<table>
<thead>
<tr>
<th>Council Policy Statement</th>
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<table>
<thead>
<tr>
<th>Surveillance Purpose</th>
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<tbody>
<tr>
<td>There are five categories of CCTV cameras.</td>
</tr>
<tr>
<td>• Public Area Permanent (Fixed)</td>
</tr>
<tr>
<td>• Public Area Portable (Temporary)</td>
</tr>
<tr>
<td>• Vehicle-based (Mobile)</td>
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</tbody>
</table>
• Buildings and Assets Permanent (Fixed)

• Service/Staff Areas Permanent (Fixed)

Release or Viewing of Recorded Footage and Still Photographs to WA Police
The release or viewing of recorded footage and still photographs to the WA Police is permitted subject to the terms and conditions contained within the MOU between the City and the WA Police.

Release or Viewing of Recorded Footage and Still Photographs Prohibited
Unless specifically directed under law, the release or viewing of recorded footage and still photographs other than to the WA Police is expressly prohibited.

Memorandum of Understanding (MoU)
A Memorandum of Understanding (MoU) between the City of Rockingham and WA Police is to establish the principles, protocols, roles and responsibilities regarding the access to viewing, release and copying of recorded footage and still photographs.

Executive Policy and Procedures
The Chief Executive Officer is to establish Executive Policies and Procedures that would ensure CCTV is operated effectively in line with Statutory Requirements

Definitions
“CCTV System” - Is a system that comprises of Closed Circuit Television (CCTV) cameras, information stores, connections and applications for storage, retrieval and viewing of information.

Legislation
Nil

Other Relevant Policies/ Key Documents
CCTV Plan 2014-2019

Responsible Division
Community Development

Review Date
May 2018

Committee Recommendation

Moved Cr Sammels, seconded Cr Whitfield:
That Council ADOPT the Closed Circuit Television Policy.

Closed Circuit Television (CCTV)

Council Policy Objective
To establish functional categorisation of CCTV and protocols for the management of recorded data.

Council Policy Scope
This policy applies to all CCTV systems owned, managed or controlled by the City of Rockingham for the purpose of surveillance and protection.

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**Definitions**
"CCTV System" - Is a system that comprises of Closed Circuit Television (CCTV) cameras, information stores, connections and applications for storage, retrieval and viewing of information.

**Legislation**
Nil

**Other Relevant Policies/ Key Documents**
CCTV Plan 2014-2019

**Responsible Division**
Community Development

**Review Date**
May 2018

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 Council’s adoption of the Community Safety Strategy (2015-2020) following public consultation.

Background

The City implemented the concept of a Community Safety team in 2005. In 2008 a dedicated Manager Community Safety was employed delivering a variety of community development projects and programs as well as Rangers Services and Emergency Services. The provision of an externally managed Community Safety patrol was initiated five years ago. Following an internal review Rangers and Emergency Services moved to the Health Services team in 2014. This enabled a much clearer understanding of what Community Safety could mean to the City and the development of a Community Safety Strategy commenced. The need for a Community Safety Strategy was further emphasised by the 2014 Customer Satisfaction Survey outcomes which indicated Safety programs were used often and very often by only 10% of the community, but were considered to be of high or extremely high importance by 73% of the community. This indicates the need for programmes in line with community consultation. Additionally the snapshot of overall outcomes included community safety within the areas to focus on improving.
Council adopted the City of Rockingham Strategic Community Plan at the 25 November 2014 meeting. The outcomes from a series of Planning for the Future workshops identified the vision and aspirations which form the basis of the Plan. In order to achieve the community’s vision and aspirations, Community Plan Strategies are required to be developed and approved by Council. With two aspirations identified within the Community Plan in relation to safety the need for a Community Safety Strategy was identified.


**Details**

Community safety is a difficult subject to describe and to gauge in terms of community understanding, of what it means to people. Community consultation was undertaken to determine this and thus inform the development of a Community Safety Strategy. The content of the Strategy, including key elements and key actions were identified based on desk top research and the outcomes from a number of community consultations. The consultation process included 1,000 responses to the Community Safety Strategy survey, the 700 plus responses to the Community Safety Service review, the ‘planning for the future’ workshops that informed the Strategic Community Plan and the outcomes of this year’s Customer Satisfaction surveys.

The Executive summary reflects all these outcomes as follows:

The work of local government is about supporting a positive quality of life for its residents with a positive perception of being safe in the community central. The City of Rockingham’s approach to community safety has traditionally been based on the development, review and regular updating of Crime Prevention Plans as described by the Office of Crime Prevention (OCP). These plans have focused on environmental, situational and social crime prevention. The plans have not discussed or described community safety, but essentially have been a list of actions ascribed to various divisions and departments within the City, other community stakeholders and West Australian Police (WAPOL).

In 2004, the City signed a local government partnership agreement with the OCP and developed the 2006 – 2008 Community Safety Crime Prevention Plan. The City has continued to review and develop new Plans every two years with a prime focus on the prevention of crime. Little attention was paid to perception of safety.

The Plans have been the responsibility of the City’s Community Safety section, previously known as City Safe up until April 2014 comprised of Rangers, Emergency Services, Security and Community Development Officers.

In 2014, the compliance based sections of Community Safety, including Rangers and Emergency Services were transferred to Health Services and Security to Asset Maintenance. This has enabled what is now the Community Support and Safety Services section to focus on purely community safety initiatives from a community capacity building perspective. At this time the section’s tagline of ‘Community safety starts with you’ was identified as a way to assist the community to take ownership of initiatives and awareness campaigns to increase their own safety.

Research at an international, national and state level indicates that provision of Community Safety Patrols as a visible surveillance mechanism can increase both perception of safety at community level and reporting of anti-social behaviour. The community consultation undertaken for the Strategy found that the community valued a safety service capable of quality surveillance, but there was dissatisfaction with the current externally managed approach.

The transition of a community safety patrol would allow the development of a visible, responsive and flexible service to the Rockingham community. Vivid car design and noticeable external cameras sends a message that inappropriate behaviour can be seen and reported. Educating the community about the ability of a community safety patrol to record and retain evidence footage as well as direct stream evidence footage to Police when required can impact positively on the community’s perception of both their own safety and the service.

Engaging with the community to build an understanding of where local government can impact community safety and what lies in the province of the Police is one of the challenges of building a
safe community. Working towards this understanding depends on identifying the key elements that will lead to a community that feels safer, has a higher perception of safety. The key elements also need to reflect the outcomes defined by the relevant aspirations identified within the City of Rockingham Community Strategic Plan 2015-2025.

In order to meet these aspirations, the City needs to build a connected and active community where people feel safe to participate in community life through the delivery of education and experiences regarding safe behaviour across all settings in ways that are accessible and meaningful. The City needs to build partnerships that provide safe opportunities in the City’s places, spaces and venues both indoor and out for people to live, work and play through a focus on preventative education. The City needs to empower the community to take responsibility for increasing communication and safe behaviours from early years through to older years as a way to build a community that feels safe. The City needs to provide tools and knowledge regarding safety awareness education with the view to build and embed a more positive perception of safety within the community. The City needs to provide Community Safety Patrols and a CCTV approach that is flexible, responsive and visible.

For the City to work towards this vision the Strategy has been based on research at international, national and state levels combined with the outcomes of the community consultation. This process led to the development of the following key elements:

**Community Connection and Awareness:** build connection and awareness between people at both the neighbourhood and community level, so that people feel confident they are not alone, that they are part of the community.

**Community Engagement and Education:** engage the community through educational activities designed to build knowledge regarding strategies that can increase their safety, and to empower their ownership of safety at a personal and community level.

**Community Based Surveillance:** to build a community that connects to and values a Community Safety Patrol and that takes responsibility in getting to know their neighbourhoods and community and utilises innovative technologies to increase their level of safety.

**Use of New and Emerging Technology:** identify the ongoing emergence of new and innovative technologies that can offer opportunities for improving community safety.

**Designing a Safe Community:** The City will design and manage built and natural environments which increase people’s perception of safety and have in place measures for new designs by external providers that comply with relevant rules and regulations.

Of particular importance is key element number three with its emphasis on the twin community based surveillance tools of a Community Safety Patrol and a well-managed CCTV project. The intended transition from an externally managed community safety patrol funded through a Safety levy to internal management based on rates revenue provides the City with the opportunity to develop a flexible, responsive and accessible patrol. The new patrols will focus on increasing visibility across the community and as a result this should have a positive impact on community perception of the patrol as a surveillance mechanism aimed at increasing their safety and feelings of safety.

The Community Safety Strategy was endorsed for public comment for a one month period concluding on Friday 26 June 2015. Comments received are presented and discussed as follows.

<table>
<thead>
<tr>
<th>No.</th>
<th>Comment</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Graffiti Task Force</strong>&lt;br&gt;The <strong>Tough on Graffiti Strategy 2011 - 2015</strong> provides the state direction to manage graffiti vandalism reduction initiatives. The vision of the Strategy is that all Western Australians feel safe living in communities which are free of graffiti vandalism.&lt;br&gt;The WA Police Graffiti Team's current</td>
<td>The City is aware of the Tough on Graffiti Strategy and currently works closely with the Community Engagement Division at WA Police</td>
</tr>
<tr>
<td>No.</td>
<td>Comment</td>
<td>Response</td>
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<tr>
<td></td>
<td>focus includes management of long term graffiti hotspots with an extension to the reduction of graffiti on private property where possible.</td>
<td>Staff costs are not a requirement of strategies.</td>
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<tr>
<td></td>
<td>Current technologies to report graffiti are provided with the reporting of graffiti vandalism now available online or by mobile phone.</td>
<td></td>
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<tr>
<td></td>
<td>Further information about the strategies initiatives can be found at <a href="http://www.goodbyegraffiti.wa.gov.au">www.goodbyegraffiti.wa.gov.au</a>.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Neighbourhood Watch Advisory Committee Member</td>
<td>Comment noted</td>
</tr>
<tr>
<td></td>
<td>Congratulations to the person or team that put this document together. Not an enviable task for sure.</td>
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<tr>
<td></td>
<td>My only comments relate to nil costs being allocated to development costs of the plan.</td>
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<td></td>
<td>ie 7.1 just as a for instance and moving through the document Partnership with local Police teams showing a nil cost.</td>
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<tr>
<td></td>
<td>My view would be that there will be a staff cost through normal office hours put in etc.</td>
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<td></td>
<td>My fear would be that if this invisible cost is not shown any future budget may be difficult to increase or maintain.</td>
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<td></td>
<td>I hope you see this as a positive response to what is obviously a lot of hard work that has been put in.</td>
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<tr>
<td>3</td>
<td>Town of Victoria Park</td>
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<tr>
<td></td>
<td>Just had a quick look through the Strategy and it looks great, I'm really interested in the Neighbours Unite initiative. The Town runs something similar so I look forward to seeing how you roll this out, maybe I can steal an idea or two.</td>
<td></td>
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<tr>
<td></td>
<td>Also the $1.5mil for CCTV over 5 years. That's a huge investment in infrastructure, will your Council support that? If you do go ahead with this project for that amount you should investigate getting a University in to run a thorough evaluation of the project, the data and findings would be very useful.</td>
<td></td>
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<tr>
<td></td>
<td>Good luck!</td>
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</tbody>
</table>
Implications to Consider

a. Consultation with the Community
   The Draft Community Safety Strategy was open for public comment for a period of four weeks from 29 May – 26 June 2015. The Draft Strategy was available to residents via the
   City of Rockingham website, Facebook page and at all local Libraries from 29 May 2015.
   The public comment period was promoted in public notices in the Sound Telegraph on
   Wednesday 3 June and Weekend Courier on Friday 5 June 2015.
   The Draft Strategy was directly sent via email to the City Safe and Neighbourhood Watch Advisory Committees, and local service providers. It was also distributed to the Metropolitan
   Local Government Community Safety network.

b. Consultation with Government Agencies
   The Draft Strategy was directly sent to WA Police via email.

c. 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 A: A Tourism Lifestyle**
   **Strategic Objective:** Safety Appearance and Cleanliness – Attractive, appealing and welcoming foreshores, beaches and public spaces that are clean, safe and litter free.

   **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.

d. Policy
   The strategy has been developed in accordance with the City of Rockingham Strategic Development Framework Policy

e. Financial
   The Community Support and Safety Services Team Plan 2015/2016 includes the budget
   required to implement the identified elements of the strategy.

f. Legal and Statutory
   Nil

g. Risk
   **Risk Implications of Implementing Officer Recommendation**
   Nil
   **Risk Implications of Not Implementing Officer Recommendation**
   Nil

Comments

The community consultation that led to the development of this Strategy identified that people wanted to be connected to their neighbourhood and to their community, wanted to see visible CCTV and Community Safety patrols on the streets, wanted to receive education in regard to local safety issues and wanted their natural and built environment to promote a feeling of being safe to enjoy public spaces and places.
This led to the development of the five key elements and the actions within each key element described within the Strategy. As the strategy closely linked to the aspirations of the community, minimal feedback was received, indicating that the community who had participated in the initial consultation for the development of the strategy are satisfied with the outcome.

The public notice period attracted three submissions; one from another Local Government Authority, one from WA Police and one from a local community member. All submissions were general comments pertaining to operational matters not strategic key elements. As such no changes were required. Additionally all three submissions indicated positive support of the strategy.

### Voting Requirements

Simple Majority

### Officer Recommendation


### Committee Recommendation

Moved Cr Liley, seconded Cr Sammels:


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

**NOTE:** The Chairperson identified a number of typographical errors in the Strategy which will be rectified.
Purpose of Report

To seek Council approval for the City to operate a public library from the site of the Rockingham Campus Community Library, enter into a sub-lease with Murdoch University for a period of up to four years and allocate additional funds to the 2015/2016 budget in order to commence operation.

Background

The Rockingham Campus Community Library is located at the Murdoch University campus on Dixon Road. Established as part of a tripartite agreement with Murdoch University, Western Australian Department of Training, South Metropolitan College of TAFE (now Challenger Institute of Technology) and the City of Rockingham in 1997, the library opened to the public in 1998.

A Heads of Agreement document outlined the initial contributions from each organisation for the construction and fit out of the library along with some general management principles. A proposed management agreement outlining future financial responsibilities was not completed however the Policy Advisory Committee was formed and met quarterly to guide the development and management of the library service.

While no formal management agreement was developed, management responsibility was handed over to Murdoch University and the general consensus over the years was for financial contributions
to be based on usage by partner organisation patrons. Having the highest usage overall the City’s contributions increased over time, currently approximately 45% of the total contributions. Murdoch University has continued to maintain management responsibility until the present day.

The library currently stands as the second busiest of the City of Rockingham libraries based on figures from the 2013/2014 financial year and current figures show there is still high usage from patrons of each organisation. Public patrons number approximately 29,000, annual loans 180,000 and annual visitors 165,000. Library stock at present, with a combination of stock from each organisation is approximately 80,000 physical items along with access to various databases, eResources and downloadable books and audio available to all patrons.

Details

Murdoch University advised the City in September 2014 that a decision had been made to withdraw all undergraduate courses from the Rockingham campus and relocate to the Murdoch South Street campus at the end of the semester. Subsequent to this they had completed a review of their library services and determined that they could meet their student’s needs for library materials from the South Street branch of the library and therefore a library service for the Rockingham University campus was no longer required. The City was advised that Murdoch wished to relinquish their administration role and withdraw their services from the library at the end of the semester, effectively handing over management of the service to the City within the space of two months. The City was not in a position to meet that timeline and further negotiation led to a withdrawal timeline of up to twelve months.

In October 2014 a transition group was formed in order to effectively manage the withdrawal of Murdoch from the library, focusing on both strategic and operational processes. Murdoch University took the lead on this process.

Challenger Institute of Technology took the opportunity during the transition process to assess their requirements and subsequently have advised the City in June 2015 of their withdrawal from the partnership effective 30 September 2015 therefore leaving the City as the only remaining partner in the entity. This requires a decision on the future of the library service and options for a way forward.

Following further consultation an interim service model was agreed with reduced staffing and opening hours required, therefore minimising the funding required to keep the library operational. Murdoch University will continue as the administration, however are not contributing financially to the partnership through the transition process. This interim model has required a minor increase in the contributions from the City and Challenger however was not a significant financial burden. Staffing numbers have decreased by natural attrition and casual staff are being utilised in order to maintain services and opening hours.

As a consequence of the withdrawal of Murdoch University the Library Management System ‘Sierra’ which is currently licenced to Murdoch University and hosted by them on behalf of the City is no longer fit for purpose and a tender process has begun in order to replace this with a new system. Regardless the decision on the future of the Rockingham Campus Community Library the three remaining library branches require access to an automated Library Management System and therefore the changes need to occur as soon as possible to ensure operation of these branches can continue. At this stage the implementation process is estimated to take approximately seven months.

Implications to Consider

a. Consultation with the Community
   Nil

b. Consultation with Government Agencies
   Nil
c. **Strategic**

**Community Plan**

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

**Aspiration B:** *Strong Community*

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

d. **Policy**

Nil

e. **Financial**

The financial contribution required from the City to commence operation of the library in October 2015 consists of the following:

- Capital start-up expenditure (ICT, equipment and services) $250,000
- Operating expenditure for 8 months of operation $615,000

With the current agreed financial contribution for 2015/2016 of $430,823 the additional funds required from the City for 2015/2016 is $696,000

Annual operational budget 2016/2017 $945,000 with future years indexed by 4%

There are currently no funds allocated within the City’s Business Plan to accommodate this service.

f. **Legal and Statutory**

Negotiation of sub-lease with Murdoch University is continuing.

A draft sub-lease has been received and contains a number of clauses and conditions which are not acceptable to the City. A response has been sent to Murdoch however no reply has been received to date. If suitable terms cannot be reached then operation of the library at the current premises will not go ahead and further investigation will need to take place.

Local Government Act s5.42(1) A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43."

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

g. **Risk**

**Risk Implications of Implementing Officer Recommendation**

Nil

**Risk Implications of Not Implementing Officer Recommendation**

Nil

**Comments**

Following a review of the current service and taking into account the high usage figures which indicate a well utilised community facility a number of options have been considered when determining the possible short term future of the Rockingham Campus Community Library when the partners have withdrawn from the Heads of Agreement.
Option One – City maintains operation as stand-alone public library in current location

The current library facility has been purpose built to house a library and is in a location that is accessible to and recognised by the community as the Rockingham Library.

This option would require a lease on the building which is currently being negotiated with Murdoch University for a term of three years with a one year extension. All furniture and shelving would remain in the library for the term of the lease so there is no fit-out in terms of reception desks and other purpose built furniture within the building. ICT equipment and infrastructure would be supplied by the City and would require an initial capital investment however without the burden of the purchase of shelving and other furniture the set-up costs for this option are significantly reduced.

The lease allows the City exclusive use of the library building and the adjacent public car parking spaces with only a small area of the library being segregated for use by Murdoch University as a student information counter, and the server room housing ICT connections required by the remaining university buildings to be shared.

This option will see operation of the library include:

- 8.0 full time equivalent staff
- 51 hours of operation weekly (a reduction of 9 hours from the current operation)
- 60,000 plus physical library items
- Regular programming of library events and programs in line with current branch libraries

There is currently no allocation for either a start-up or ongoing operational budget within the City Business Plan for the Rockingham Campus Community Library and funds would need to be allocated in order to proceed.

Benefits to the City in maintaining a library in this facility include:

- Community knowledge of the library at this location and the ability for them to maintain their routines
- Building fit for purpose with little or no modification required
- Reduced capital outlay with major furniture infrastructure to be written into the lease
- Quick turnaround from Murdoch administration to City administration with little impact on the community.

Negatives for the City in maintaining a library in this facility include:

- The short term nature of the lease and the time allowed for planning a future library for Rockingham on this timeline
- Lease negotiations may not favour the City
- Unsure of the future of the Murdoch Rockingham Campus with little or no student activity and no future direction leaving the library in an area that is no longer activated or adequately utilised.

Option Two – City seeks rental opportunities in the city centre to fit out and operate a public library

If a suitable lease agreement cannot be reached to maintain a library in the current location then an option remains to seek a lease on a commercial property in the City Centre. This would require significant financial input for the purchase of furniture, shelving and the fit-out of the building for use as a public library. The space available would likely cover less floor area than the current building and would require stock to be removed and either stored off-site and be accessible on demand or moved on to remaining branch libraries as a short term option.

Depending on the size of the building it may not be possible to provide all services currently offered at the Rockingham Campus Community Library, or to include new services to bring it into line with the other library branches. While it is difficult to produce an operating plan with little idea of available space it would be envisaged that as much as possible resources would be required in
similar numbers to those in option one with the possibility of small reductions for ongoing operational costs.

Option two would require the purchase of shelving, staff and public facing furniture and the fit-out required for turning the building into an appropriate space for a library operation. Indicative costs for items based on other projects could range upwards of $250,000 for basic fixtures and fittings.

Benefits to the City for option two include:
- Library located in an area with higher activation and usage
- Ability to develop a new service for the Rockingham community with a move to a completely new service model

Negatives to the City for option two include:
- Higher capital outlay required to purchase shelving and furniture
- Leasing fees would be of a commercial nature and therefore considerably higher than the community lease currently being negotiated with Murdoch University
- Longer lead time required with the setup of a building not purpose built for a library service leading to greater disruption for the community

Option Three – City withdraws from the library and disperses stock and services to remaining branch libraries

While this would be a difficult decision to make if the City is unable to negotiate a suitable lease arrangement with Murdoch University and no commercial opportunities arise that are fit for purpose the only other option would be to close the library in the short term and consider long term options. Closing the library would allow the City time to do the long term planning for the future of a library service in the Rockingham area.

This option would require a number of changes to our current branch libraries in order for them to cater to the likely increase in patronage to those branches including increased opening hours, staff and services.

Benefits to the City in option three include:
- Ability to save $450,000 per year (current contribution) and a further $500,000 per year if the City managed the library solely.

Negatives to the City in option three include:
- Risk of community backlash at closing a heavily used City facility
- Increased pressure placed on remaining library branches

After serious consideration based on public library usage statistics, location, current usage by students and access to a purpose built facility it is recommended to pursue Option One, a short term lease in the current location at the Murdoch Rockingham Campus. While there are unknown factors in regards to the future of the campus itself this option allows the City the time it requires to develop plans for the long term future of a library in the Rockingham area with little disruption to the community.

**Voting Requirements**

Simple Majority for Option one
Absolute Majority for Options two and three
Officer Recommendation

That Council:

1. **APPROVE** that the City operate a public library at the Rockingham Campus Community Library subject to a sub-lease being negotiated and entered into.

2. **DELEGATE** to the CEO authority to enter into a sub-lease with Murdoch University for a period of up to four years.

3. **ALLOCATE** funds of $696,000 in the 2015/2016 budget for the purpose of operating the Rockingham Campus Community Library.

Committee Recommendation

Moved Cr Elliott, seconded Cr Stewart:

That Council:

1. **APPROVE** that the City operate a public library at the Rockingham Campus Community Library subject to a sub-lease being negotiated and entered into.

2. **DELEGATE** to the CEO authority to enter into a sub-lease with Murdoch University for a period of up to four years.

3. **ALLOCATE** funds of $696,000 in the 2015/2016 budget for the purpose of operating the Rockingham Campus Community Library.

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

NOTE: The Chief Executive Officer extended his appreciation to the Director Community Development and his staff for their efforts in dealing with the complex and challenging issues comprising the Community Safety Strategy and Rockingham Campus Community Library. The Committee acknowledged Mr Holland, Ms Oliver and Ms Obiri-Boateng and staff accordingly.
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<thead>
<tr>
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<th>Reports of Councillors</th>
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<td>13.</td>
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<th>Addendum Agenda</th>
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<td>14.</td>
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<th>Motions of which Previous Notice has been given</th>
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<td>15.</td>
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<th>Notices of motion for Consideration at the Following Meeting</th>
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<tr>
<td>16.</td>
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<th>Urgent Business Approved by the Person Presiding or by Decision of the Committee</th>
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<tr>
<td>17.</td>
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<th>Matters Behind Closed Doors</th>
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<td>18.</td>
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<th>Date and Time of Next Meeting</th>
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<td>19.</td>
<td>The next Corporate and Community Development Committee Meeting will be held on <strong>Tuesday 18 August 2015</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
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<td>20.</td>
<td>There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at <strong>4:58pm</strong>.</td>
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