MINUTES
Corporate and Community Development Committee Meeting
Held on Tuesday 17 July 2018 at 4:00pm
City of Rockingham Boardroom
City of Rockingham
Corporate and Community Development Committee Meeting Minutes
4:00pm Tuesday 17 July 2018

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1. Declaration of Opening

The Chairperson declared the Corporate and Community Development Committee Meeting open at **4.00pm**, welcomed all present, and referred to the Acknowledgement of Country.

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

| 2.1 Councillors |  
|-----------------|-----------------|
| Cr Joy Stewart  | Chairperson     |
| Cr Lee Downham  |                 |
| Cr Mark Jones   |                 |
| Cr Andrew Burns |                 |
| Cr Leigh Liley  |                 |

| 2.2 Executive |  
|---------------|-----------------|
| Mr Bob Jeans  | A/Chief Executive Officer |
| Mr John Pearson| Director Corporate Services |
| Mr Michael Holland| Director Community Development |
| Mr Michael Yakas | Manager Customer and Corporate Support |
| Mr Allan Moles | Manager Waste Services |
| Ms Karin Strachan | Manager Strategy and Corporate Communications |
| Mr Mark Tidman | Manager Investment Attraction |
| Mr Ben Searcy (until 4.13pm) | Manager Human Resources Development |
| Mr Peter Varris | Manager Governance and Councillor Support |
| Mr Nick Brown | Manager Community and Leisure Facilities |
| Mr Gary Rogers | Manager Community Infrastructure Planning |
| Ms Mary-Jane Rigby (until 4.13pm) | Manager Community Support and Safety Services |
| Mrs Jillian Obiri-Boateng | Collaborative Manager Community Capacity Bldg |
| Ms Julia Dick | Collaborative Manager Community Capacity Bldg |
| Ms Alison Oliver | Manager Library and Information Services |
| Mrs Jelette Edwards | Governance Coordinator |
| Mr Aiden Boyham | City Media Officer |
| Mrs Karen Gravett | A/Governance Officer |
| Mrs Diane Zanre | PA to Director Community Development |

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<th>2.3 Members of the Gallery:</th>
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<td>2.4 Apologies:</td>
<td>Nil</td>
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<td>2.5 Approved Leave of Absence:</td>
<td>Nil</td>
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Responding to Previous Public Questions Taken on Notice

Nil

Public Question Time

4:01pm The Chairperson invited members of the Public Gallery to ask questions.

4.1 Mr James Mumme, 36 Gloucester Avenue, Shoalwater – Strategic Community Plan 2015-2025 and the Draft Community Plan Vision, Community Aspirations and Strategic Objectives (2019 – 2029)

The Chairperson invited Mr Mumme to present his questions to the Corporate and Community Development Committee. Mr Mumme asked the following questions:

1. Measurement of implementation. Mr Mumme referred to the Strategic Community Aspiration regarding quality leadership that Council has “governance systems that enable Council to make informed and considered decisions ... within an accountable, ...transparent and ethical environment.” He believes that the community expects accountable to mean liable to give an explanatory statement of account or a statement of reasons for an event (Macquarie Dictionary).

In the Strategic Community Plan 2015-25 there is a section called ‘How do we measure success in implementing community aspirations’, where the City measured its success in providing Civic Leadership in 2014 by the number of Council meetings each year, citizenship ceremonies and attendance at Pioneer luncheons (page 23).

Can Council help me to understand how the three numbers constitute a measurement of accountable, transparent and ethical leadership?

2. How to reconcile conflicting aspirations. Mr Mumme advised that over the years he has observed that the Community Aspirations are quoted to provide validation of council motions. For instance the Mangles Bay Marina was said to meet the Tourism lifestyle aspiration even though it breached the Sustainable Environment aspiration that "Coastal and bushland reserves managed for future generations to enjoy", by wiping out 77ha of Bush Forever site. It is important to avoid giving the impression that council merely quotes whatever aspiration suits its immediate motives.

What are the guidelines for situations when Council faces the challenge of a proposal that breaches one aspirations but meets another?

3. Under Environment and Land Use measurement of success we learn that "31,000sq metres of retail floor space has been created and development approvals worth $1.4b have been processed". One could easily argue that these figures contradict Community Aspirations for climate change, Carbon Footprint and waste reduction? How will Council reconcile these contradictions in the new plan?

4. Under Sustainable Environment: Land Use and development Control, (2015-25) one Specific purpose strategy is "Local Planning Strategy: Planning for housing and settlement, biodiversity and conservation areas as well as land use and transport." What evidence is there of measurement of success for this strategy?

The Chairperson advised that the question will be taken on notice.
4:05pm There being no further questions the Chairperson closed Public Question Time.

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

   Moved Cr Burns, seconded Cr Jones:

   That Committee **CONFIRMS** the Minutes of the Corporate and Community Development Committee Meeting held on 19 June 2018, as a true and accurate record.

   Committee Voting – 5/0

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

   Nil

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

   4:06pm The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.

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

   4:06pm The Chairperson noted the interests declared in Item 8.1 and asked if there were any further interests to declare.

   **8.1 Item CD-018/18 Recommendations from the Community Grants Program committee meeting held on 21 June 2018**

   Councillor/Officer: Cr Joy Stewart
   
   Type of Interest: Impartiality
   
   Nature of Interest: Cr Stewart is a past Commodore of the Cruising Yacht Club of WA Inc and advised that she has long-time friends who are Members, and also volunteers her time at the Cockburn Sound Regatta.
   
   Extent of Interest: Not Applicable

   The Chairperson noted there were no further interests declared.

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

   Nil

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

    Nil

11. **Bulletin Items**

    **Corporate and General Management Services Information Bulletin – July 2018**

    **Corporate Services**

    1. Corporate Services Team Overview
    2. Human Resource Update
    3. Project Status Reports
    3.1 Team Plan and Budgeting Module
    3.2 Mobile Computing – Infringements
| 3.3 Email Archive Solution |
| 3.4 Implementation of a Contracts Register |
| 3.5 Customer Service Call Recordings |
| 3.6 Upgrade System Centre Configuration Manager (SCCM) and Windows 10 Standard Operating Environment (SOE) |
| 3.7 Electronic Floodlight Pre-payment Solution Trial |
| 3.8 Landfill Capping of Cells 12 to 15 |

### Information Items

| 4.1 List of Payments June 2018 |
| 4.2 Monthly Financial Management Report May 2018 |
| 4.3 Awarding of Tenders by CEO – Delegated Authority |
| 4.4 Development Contribution Scheme |
| 4.5 Lease Management |
| 4.6 Leased/Licenced Property Maintenance Grants |

### Governance and Councillor Support

1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Review of Local Laws
   3.2 Optimisation of Tablet Technology for Business Papers
   3.3 Review of Council Policy, Code of Conduct, Guides
4. Information Items
   4.1 Stop Puppy Farming
   4.2 Global Friendship
   4.3 Freedom of Information (FOI) Requests
   4.4 Citizenships
   4.5 Pioneers’ Luncheon – Friday 19 October 2018
   4.6 Coming Events
   4.7 Notice of Motion – Status Report

### Human Resources

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

### Strategy and Corporate Communications

1. Strategy and Corporate Communications Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Re-development of Community Plan 2019-2029
   3.2 Community Plan Strategy Focus Groups
   3.3 Tourism and Marketing
4. Information Items
   4.1 Organisational performance measurement
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**Investment Attraction**

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

**Legal Services & General Counsel**

1. Legal Services & General Counsel Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Legal Advice – Local Government Operational Matters
   4.2 SAT (State Administrative Tribunal) Matters
   4.3 Training – Contract Management Training – pilot group

**Committee Recommendation**

**Moved Cr Liley, seconded Cr Burns:**

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – July 2018 and the content be accepted.

Committee Voting – 5/0

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4.4 Safety Bay Library
4.5 Warnbro Community Library
4.6 May 2018 Facebook Statistics

**Community Infrastructure Planning**

1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Baldivis District Sporting Complex – Master Planning
   3.2 Veteran’s Memorial Skate Park (Port Kennedy) – Planning and Concept Design
   3.3 Baldivis Outdoor Recreation Space – Planning and Concept Design
   3.4 Rockingham Central (Library / Youth / Community Centre) - Planning and Concept Design
   3.5 Baldivis Outdoor Courts - Planning
4. Information items
   4.1 Koorana Reserve Master Plan
   4.2 Baldivis South Community Centre
   4.3 The Harbour Playground (Secret Harbour Inclusive Play Space)
   4.4 Projects in progress

**Community Capacity Building**

1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Kidsport
   3.2 Perth Symphony Orchestra
4. Information items
   4.1 Community Grants Program
   4.2 Volunteering
   4.3 Reconciliation Action Plan (RAP)
   4.4 Disability Access and Inclusion Plan and Strategy 2016-2019
   4.5 Seniors
   4.6 Early Years, Children and Learning Community
   4.7 Youth Development
   4.8 Sport, Recreation and Health and Wellbeing
   4.9 Cultural Development and the Arts

**Community and Leisure Facilities**

1. Community and Leisure Facilities Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information items
   4.1 Mike Barnett Sports Complex
   4.2 Warnbro Community Recreation Centre
   4.3 Aqua Jetty
   4.4 Rockingham Aquatic Centre
   4.5 Gary Holland Community Centre
   4.6 Autumn Centre
   4.7 Warnbro Community Recreation Centre transition update
   4.8 Challenger Court and Challenger Lodge transition update
Committee Recommendation

Moved Cr Liley, seconded Cr Burns:
That Councillors acknowledge having read the Community Development Information Bulletin – July 2018 and the content be accepted.

Committee Voting – 5/0
12. Agenda Items

Corporate Services

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<td>FLM/327</td>
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<td>Proponent/s:</td>
<td>Mr Khushwant Kumar, Manager Financial Services</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Linda Zietsman, Coordinator Financial Services</td>
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<tr>
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<td>17 July 2018</td>
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<td>Executive</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

To adopt the materiality level for variances required to be reported in the 2018/2019 Statement 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.

From 2009/2010 until 2017/2018 the adopted material variance level has been $250,000.
Details

The Australian Accounting Standards (AAS) state that “material 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 $288 million and total budgeted revenue of $179 million, this limit would not be considered material.

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 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 the Australian Accounting Standards (AAS) to be used in statement of financial activity for the reporting of financial variances.

g. Risk

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

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

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

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

Nil

Comments

The City has been using a material variance value of $250,000 since 2010. 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.
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 21 AUGUST 2018

Voting Requirements
Simple Majority

Officer Recommendation

That Council **ADOPTS** $250,000 as the value to be used in the Statement of Financial Activity for reporting material variances for the 2018/2019 financial year.

Committee Recommendation

Moved Cr Burns, seconded Cr Jones:

That Council **ADOPTS** $250,000 as the value to be used in the Statement of Financial Activity for reporting material variances for the 2018/2019 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

4:13pm Ms Rigby, Manager Community Support and Safety Services and Mr Searcy, Manager Human Resources Development departed the meeting.
General Management Services

General Management Services
Strategy and Corporate Communication Services

Reference No & Subject:

GM-019/18 Draft Community Plan Vision, Community Aspirations and Strategic Objectives (2019 – 2029)

File No: CPM/80

Proponent/s: Ms Karin Strachan, Manager Strategy and Corporate Communications

Author: Ms Karin Strachan

Other Contributors: Mr Bob Jeans, Acting Chief Executive Officer

Date of Committee Meeting: 17 July 2018

Previously before Council: 31 October 2017 (GMS-020/17)

Disclosure of Interest:

Nature of Council’s Role in this Matter: Executive

Site: 
Lot Area: 
Attachments: 
Maps/Diagrams:

Purpose of Report

To seek Council endorsement of the draft Community Plan Vision, Community Aspirations and Strategic Objectives (2019 – 2029) for the purposes of community consultation.

Background

The City of Rockingham Strategic Community Plan (2015-2025) was adopted by Council on 21 November 2014, and met all the requirements that are stipulated in the Local Government Act 1995.

The Act requires a full review of the Strategic Community Plan four (4) years from when it is adopted. The development of the City of Rockingham Strategic Community Plan (2019-2029) is a result of this requirement.

The City held a series of “Planning for the future” workshops and conducted surveys to determine from the community what their vision and aspirations were for the City for the next 10-20 years. From the inputs received, the draft Community Plan Vision, Community Aspirations and Strategic Objectives for the City’s Strategic Community Plan (2019-2029) were developed.
The workshops and surveys were held over a period of four months, from February 2018 to May 2018.

**Details**

More than 500 sets of inputs were received from the community during the initial consultation process. The groups and surveys that provided inputs into the process include the following:

- Community members – a total of seven workshops were held at various venues across the City (10,000 random sample invites were sent to the community to attend these workshops)
- The City's business community (organised in conjunction with Rockingham Kwinana Chamber of Commerce)
- Rockingham Youth Advisory Council
- Kolbe College and Rockingham High School Students
- The Disability Access and Inclusion Advisory Committee (DAIAC) - members were asked to provide their inputs
- Members of the community at the Salvation Army in Rockingham
- Visitors to the City Libraries (by providing comments on questions in a survey book)
- An online survey to the Rock Port community
- A public survey on Facebook
- Rock Port working group online forum and workshop

Workshops were facilitated by Mr. Michael Smith from Black House Pty. Ltd., who is an expert facilitator, with the ability of effectively extracting the community’s aspirations from the conversations that were held. Mr. Smith also facilitated the workshops for the development of the previous two Strategic Community Plans for the City.

A Councillor workshop was held on 1 May 2018. The purpose of this workshop was to present the outcomes from the community workshops and surveys, and to identify the priority areas for the community. A representative from each of the community workshops was in attendance to support the outcomes of their workshops. There was a strong level of alignment with the feedback presented and what the Councillors believed should be the key focus areas for the City for the next ten years.

The draft *Community Plan Vision, Community Aspirations and Strategic Objectives (2019-2029)* represents the result of this overall process.

City staff did not participate in the workshop discussions, to ensure that the outcomes were totally driven by the community.

It is anticipated that following the period of community consultation of the draft *Community Plan Vision, Community Aspirations and Strategic Objectives (2019–2029)*, the final draft version of the City’s *Strategic Community Plan (2019-2029)* will likely be presented for consideration at the October 2018 Council meeting.

**Implications to Consider**

a. **Consultation with the Community**

   The community was actively engaged through a series of community workshops and surveys, followed by a Councillors workshop which involved ten community representatives.

   Public comment will be invited on the draft *Community Plan Vision, Community Aspirations and Strategic Objectives (2019 – 2029)*.

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 Strategic Community Plan 2015-2025:

**Aspiration C:** Quality Leadership

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

d. Policy
City of Rockingham Strategic Framework Policy (2010)
e. Financial
The Strategy and Corporate Communications team had a 2017/2018 budget of $70,000 for the development of the Strategic Community Plan (2019-2029). $63,772 of this amount was spent. An amount of $10,000 has been included in the 2018/2019 budget for the final design and printing of the Strategic Community Plan booklet.
f. Legal and Statutory
Regulation 19C (Section 5.56 of the Local Government Act 1995), states that Local Government Strategic Community Plans are required to cover at least 10 financial years, be reviewed every 4 years and should clearly set out the vision, aspirations and objectives of the community in the district. The capacity of the Local Government’s current resources and anticipated future resources should also be considered within this plan, as well as the region’s demographic trends. A key requirement for the development of such a plan is that the electors and ratepayers are consulted during its development.
g. Risk
All Council decisions are subject to risk assessment according to the City’s Risk Framework.

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

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

**Comments**

Subject to endorsement by Council of the draft Community Plan Vision, Community Aspirations and Strategic Objectives (2019 – 2029), it will be promoted widely for public comment. The Rock Port working group and the workshop attendees will also be consulted on the draft, with an invitation for them to provide feedback and comments.

Following feedback from the public consultation process, the final draft Strategic Community Plan (2019-2019) will be presented to Council for adoption (anticipated for October).

Once adopted, the City’s Strategic Community Plan (2019-2029) will be activated through the Community Plan Strategies, the Asset Management Plan and the Community Infrastructure Plan. Any newly identified Community Plan Strategies will be reconciled with the Community Plan Strategies that were associated with the previous Strategic Community Plan (2015-2025). The identified actions will also be incorporated into the ten-year team plans, and the annual budget.

Ongoing annual measurement of implementation will also be conducted.

**Voting Requirements**

Simple Majority
Officer Recommendation

That Council ENDORSES the draft Community Plan Vision, Community Aspirations and Strategic Objectives (2019 – 2029) for the purposes of community consultation.

Committee Recommendation

Moved Cr Jones, seconded Cr Burns:

That Council ENDORSES the draft Community Plan Vision, Community Aspirations and Strategic Objectives (2019 – 2029) for the purposes of community consultation as follows:

Our Community’s Vision for the Future:

- be home to a welcoming and inclusive community that understands, represents and preserves its unique sense of purpose and place
- be recognised and admired as a contemporary and vibrant destination, renowned for its natural beauty and world class coastal and marine environments
- offer a safe, relaxed and friendly tourism lifestyle, underpinned by a diverse range of community facilities, services and cultural activities all linked with a first class public transport system
- prosper from investment that generates employment opportunities, created by a diverse and robust economic base including retail, services, tourism, education, defence, horticulture and light and heavy industrial activities
- continue to reduce our carbon footprint and the generation of waste
- manage and use our land and marine environments in a manner that preserves them and recognises that the climate is changing.

Aspiration 1: Actively Pursue Tourism and Economic Development

- Coastal destination
- MICE (meetings, incentives, conferences and events)
- Investment attraction
- Marketing and promotion
- Attractions and events
- Infrastructure investment – local, regional and state
- Business development

Aspiration 2: Grow and Nurture Community Connectedness and Wellbeing

- Youth development and involvement
- Accessibility
- Aboriginal heritage and inclusion
- Community engagement
- Community capacity building
- Community safety and support
- Services and facilities

Aspiration 3: Plan for Future Generations

- Infrastructure planning
- Responsive planning and control of land use
- Climate change adaptation
• Sustainable waste solutions
• Alternative energy applications
• Preservation and management of bushland and coastal reserves
• Liveable suburbs

**Aspiration 4: Deliver Quality Leadership and Business Acumen**

• Effective governance
• Revenue sources
• Leadership in sustainability
• Strategic and sustainable financial planning
• Management of current assets
• Benchmarking and optimising performance
• Key stakeholder partnership

**Aspiration 1: Actively Pursue Tourism and Economic Development**

*Coastal destination:*
Promote the City as the premier metropolitan coastal tourism destination.

*MICE (meetings, incentives, conferences and events):*
Identify and attract conferences and high profile business and sporting events to the City to develop its profile as a destination of choice for event organisers.

*Investment attraction*
Attract local and international investment to the City to contribute to the local economy.

*Marketing and promotion:*
Develop and implement effective marketing approaches to promote the City as a destination of choice for visitors, investors and businesses.

*Attractions and events:*
Seek to host iconic community events and attractions that will entice residents and visitors throughout the year.

*Infrastructure investment – local, regional and state:*
Lobby local, state and federal stakeholders to establish infrastructure and development opportunities for the City.

*Business development:*
Support business development initiatives throughout the City.

**Aspiration 2: Grow and Nurture Community Connectedness and Wellbeing**

*Youth development and involvement:*
Engage and encourage youth to become actively involved in contributing to the wellbeing of our community.

*Accessibility*
Ensure that the City's infrastructure and services are accessible to seniors and to people with a disability.

*Aboriginal heritage and inclusion:*
Strengthen relationships with Aboriginal people which foster mutual respect and support.

*Community engagement:
Facilitate comprehensive community engagement on issues facing the City, ensuring that residents can provide input into shaping our future.

**Community capacity building:**
Empower the community to be culturally aware and involved with a diverse range of vibrant community initiatives that incorporate volunteering, sport, culture and the arts.

**Community safety and support:**
Provide support to residents and visitors so they feel safe and secure at home and outdoors.

**Services and facilities:**
Provide cost effective services and facilities which meet community needs.

**Aspiration 3: Plan for Future Generations**

**Infrastructure planning:**
Plan and develop community, sport and recreation facilities which meet the current and future needs of the City's growing population.

**Responsive planning and control of land use:**
Plan and control the use of land to meet the needs of the growing population, with consideration of future generations.

**Climate change adaptation:**
Acknowledge and understand the impacts of climate change, and identify actions to mitigate and adapt to those impacts.

**Sustainable waste solutions:**
Embrace technologies to assist with the responsible and sustainable disposal of waste.

**Alternative energy applications:**
Embrace new technology and apply alternative energy solutions to City facilities and services.

**Preservation and management of bushland and coastal reserves:**
Encourage the sustainable management and use of the City's bushland and coastal reserves.

**Liveable suburbs:**
Plan for attractive sustainable suburbs that provide housing diversity, quality public open spaces, walkways, amenities and facilities for the community.

**Aspiration 4: Deliver Quality Leadership and Business Acumen**

**Effective governance:**
Apply systems of governance which empower the Council to make considered and informed decisions within a transparent, accountable, ethical and compliant environment.

**Revenue sources:**
Identify and implement strategies to introduce alternative revenue sources for the City.

**Leadership in sustainability:**
Provide community education on the management of waste, and provide opportunities for community involvement in sustainability programs.

**Strategic and sustainable financial planning:**
Undertake long-term resource planning and allocation, with prioritised spending on core services, infrastructure development and asset management.

**Management of current assets:**
Maintain civic buildings, sporting facilities, public places and road and cycle way infrastructure based on best practice principles and life cycle cost analysis.
Benchmarking and optimising performance:
Explore opportunities to review, enhance and optimise performance through local government benchmarking programs and community feedback mechanisms.

Key stakeholder partnerships:
Foster relationships and partnerships with key stakeholders to achieve enhanced community outcomes.

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 consider a review of Council Advocacy positions

Background

At its meeting held 27 September 2016 Council resolved to support the establishment of an Advocacy Position Register. As a consequence the Governance and Meeting Framework Policy was amended to institute the concept.

The Policy defines an Advocacy position as “a matter out of the scope of control of the local government but in which Council seeks to promote on behalf of the community”. The Policy also addresses the manner in which the Advocacy Position Register is to be reviewed, with the objective of providing incoming Councillors (after an election) the opportunity to ‘have a say’ on previously resolved advocacy positions of Council.

Details

City Officers researched all Council decisions identified as ‘Advocacy’ back to the commencement of 2011. A desktop review was undertaken, removing from consideration any Council resolution that was –

- identified as an Advocacy decision but was not;
- clearly actioned / completed; and
- superseded / obsolete or redundant.
Fifteen positions remained and these were presented at the March 2018 Councillor Engagement Session at which the City Executive addressed each. Since this time a further three Council resolutions have been added to the Register.

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

d. **Policy**
   The Governance and Meeting Framework Policy specifies that an Advocacy Position Register is to be maintained and guides the manner in which it is to be reviewed.

e. **Financial**
   - Nil

f. **Legal and Statutory**
   - Nil

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

### Comments

The Advocacy positions and the Officer recommendation for each are as follows –

**Prostitution Green Bill 2011 – OCM 26/07/2011 SP-037/11**

The original purpose of the Council resolution was to provide comment and a position on draft prostitution legislation. The position focussed on support of a regulatory approach enforced by the Police Service and prohibiting prostitution within residential areas, while local government’s role should be limited to development approval. This Bill is still before State Parliament and has not progressed. The current State Government has not made any commitments regarding legislative reform of the sex industry.

Recommendation - RETAIN
Constitutional Recognition of Local Government – OCM 25/10/2011 ES-035/11

The purpose of the Council resolution was to support the amendment of the Australian Constitution to establish financial recognition of local government which would allow the Commonwealth to directly fund local governments. This has been an industry objective for many years and is unchanged.

Recommendation - RETAIN

Climate Change Declaration – OCM 25/10/2011 SC-002/11

The purpose of the Council resolution acknowledge that climate change is occurring and to commit to a number of actions in addressing climate change impacts. The City continues to address climate change issues at a collaborative level through the Peron Naturaliste Partnership, and at a local level through its Strategic Planning and Environment team.

Recommendation – RETAIN

Metropolitan Local Government Review Panel – OCM 22/05/2012 GM-002/12

The purpose of the Council resolution was to provide a position to the State Government in respect to the draft findings of the metropolitan Local Government Review Panel. The local government reform agenda of the previous State Government was abandoned. While a number of the positions reflected in the resolution are still relevant, these were made in the context of the overall political environment of the day. The current review of the Local Government Act 1995 will address many of these and will be presented to Council in due course. Any position on local government reform in the future should be considered based on the agenda and proposals raised at the time.

Recommendation – DELETE

Mangles Bay Marina – OCM 26/06/2012 GM-004/12

The purpose of the Council resolution was to establish a position of support for the proposed Mangles Bay Marina subject to it meeting various conditions, including environmental and State planning approvals. The Marina proposal did not receive the necessary Metropolitan Region Scheme amendment to proceed.

Recommendation – DELETE

Planning and Development Legislation Amendment (Western Trade Coast Protection Area) Bill 2015 OCM 24/11/2015 PDS-080/15

The purpose of the Council resolution was to establish a response to the above Bill. The Bill is no longer proceeding with the change of State Government. While the principles within the resolution in respect the Kwinana Air Quality Buffer Zone remain relevant, they are better addressed in a later Advocacy position.

Recommendation – DELETE

Mobile Phone Coverage – OCM 24/11/2015 GMS-028/15

The purpose of the Council resolution was to support effective telecommunication coverage throughout the City, seek support of the responsible Federal Minister in remediing ‘black spots’, and encouraging affected residents to direct complaints of poor coverage through the Federal Department of Communications. With ongoing residential and commercial development within the City this issue is likely to remain relevant.

Recommendation – RETAIN

Western Trade Coast Protection Area – Environmental Protection Authority Referral – OCM 23/08/2016 PDS-054/18

The purpose of the Council resolution was to seek the support of the State Government via the Environmental Protection Authority, to undertake a proper scientific examination of the entire Western Trade Coast Protection Area buffer line. Similar to the Advocacy position identified earlier in this report, the issue is better addressed in a later Council resolution.

Recommendation – DELETE
Development Assessment Panels – OCM23/08/2016 PDS-055/16

The purpose of the Council resolution was to adopt a policy position that Development Assessment Panels be abolished. It further provided support to certain reforms should the Panels remain in place. Point 1(a) of the resolution remains relevant, whereas points 1(b) and 2 are completed.

Recommendation – RETAIN point 1(a)

Internet Ports – OCM 27/09/2016 GMS-021/16

The purpose of the Council resolution was to encourage City residents to direct orders and fault concerns regarding internet ports through Telstra, and any dissatisfaction of Telstra’s response through their local Federal member of parliament. This position continues to be relevant.

Recommendation – RETAIN

Perth Transport Plan for 3.5 Million People and Beyond – OCM 25/10/2016 PDS-073/16

The purpose of the Council resolution was to make a submission to the Department of Transport’s Perth Transport Plan for 3.5 Million People and Beyond and identify specific policy positions on infrastructure proposals. Part 1 of the resolution regarding a submission on the document has been completed, and Part 2(i) is no longer relevant as the planned Perth Freight Link/Roe Highway Extension has been cancelled. Parts 2(ii) to (v), in support of the Outer Harbour project and Karnup Train Station, remain relevant.

Recommendation – RETAIN points 2(ii) – (v)

Implementation of a ban on plastic bags within the municipality – OCM20/12/2016 EP-043/16

The purpose of the resolution was to support a Western Australian Local Government Association policy position on the banning of plastic bags. The current State Government has implemented a state wide ban on single use plastic shopping bags. The City is considering policy around the single use plastics.

Recommendation – DELETE

Western Trade Coast Protection Area – Buffer Definition – OCM23/05/2017 PDS-025/17

The purpose of the Council resolution was to express concern about the limited review undertaken by the Environmental Protection Authority on the buffer line in Mandogalup, seek the support of the State Government to undertake a proper scientific examination of the entire Western Trade Coast Protection Area buffer line, and that the Western Australian Planning Commission be tasked with the responsibility of resolving the Western Trade Coast land use planning framework, following definition of the buffer line.

This remains the current position of the City and supersedes the earlier resolutions of Council.

Recommendation – RETAIN

Kwinana Loop Freight Railway – OCM 23/05/2017 PDS-026/17

The purpose of the resolution was to engage with the State Government to seek the abolition of the proposal to reinstate the ‘Kwinana Loop Freight Railway’. The Kwinana Loop Railway matter will be resolved through the State Government’s Westport Taskforce planning process for the proposed Kwinana outer harbour. The position of Council remains current and relevant.

Recommendation – RETAIN

Wanliss Street Marina – OCM 26/09/2017 PD-054/17

The purpose of the Council resolution was to establish a position of support for a development application for the proposed Wanliss Street marina being authorised by the Department of Planning Lands and Heritage upon State Government confirmation of certain conditions. This conditional support remains relevant.

Recommendation – RETAIN
Cape Peron – Future and Conservation Park – OCM 22/05/2018 PD-022/18 and OCM 26/06/2018 PD-030/18

The purpose of the Council resolution is to support the lobbying of State Government departments to urgently establish a consultation process to determine the future use and management of Cape Peron that aligns with the City’s strategic aspirations for Environment and Tourism. A secondary part of the Notice of Motion on this issue is to seek a determination of the land reservation around a ‘Class A’ Reserve and ‘Conservation Park’. This is unresolved.

Recommendation – RETAIN

Safety Bay Road, Baldivis – Pedestrian Crossing – OCM 26/06/2018 EP-007/18

The purpose of the Council Resolution is to support a warden controlled crossings on Baldivis Road and Safety Bay Road, Baldivis. This position is current.

Recommendation – RETAIN

Karnup Locality Boundary – OCM 26/06/2018 PD-029/18

The purpose of this Council resolution is to support three options in respect to boundary changes for the Singleton and Karnup locality boundary and seek public consultation on the matter. This position is current.

Recommendation – RETAIN

Voting Requirements

Simple Majority

Officer Recommendation

That Council ENDORSES the Advocacy Position Register as at 1 July 2018 and the actions noted therein.

Committee Recommendation

Moved Cr Liley, seconded Cr Jones:

That Council ENDORSES the Advocacy Position Register as at 1 July 2018 and the actions noted therein.

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
General Management Services
Governance and Councillor Support

Reference No & Subject: GM-021/18  Ward Boundaries and Councillor Representation Review
File No: GOV/27-04
Proponent/s: Mr Peter Varris, Manager Governance and Councillor Support
Author: Mrs Jelette Edwards, Governance Coordinator
Other Contributors: Mr Peter Varris, Manager Governance and Councillor Support
Date of Committee Meeting: 17 July 2018
Previously before Council: 20 February 2017 (GMS-004/17)
Disclosure of Interest: Executive
Nature of Council’s Role in this Matter:
Site:
Lot Area:
Attachments: Draft Discussion Paper Review of Wards and Councillor Representation 2018
Maps/Diagrams:

Purpose of Report
To consider a discussion paper on a review of City of Rockingham Ward boundaries and Councillor representation for the purpose of public consultation in accordance with clause 7 of Schedule 2.2 of the Local Government Act 1995.

Background
At its meeting held 28 February 2017 Council resolved the following –

That Council REVIEWS the City of Rockingham ward boundaries and Councillor representation after the 2017 ordinary local government elections with an objective of implementing any changes prior to the 2019 ordinary local government elections.

This was in response to a request from the Local Government Advisory Board (LGAB) for the City to undertake some projections of elector numbers for the October 2017 and October 2019 elections and then consider whether a ward and Councillor representation review was necessary.

At the time data from the LGAB showed that representation for Baldivis Ward had moved from being under-represented to over-represented and Comet Bay remained over-represented.

A foundation of local government elections is the ‘one vote – one value’ principle; wherever possible there should be equal representation of councillors to electors across the Wards. The LGAB provides for a +/-10% deviation in representation from the City average.
It was anticipated that population growth in Baldivis Ward would equalise the ratios over time. At the time of the last review, it was anticipated that the proposed State Government development of Keralup would proceed, with accompanying future population growth. The development has since been 'shelved'. This had a significant impact on projections.

The City did not have time to initiate a review prior to the 2017 local government elections and committed to pursuing a review prior to the 2019 elections.

**Details**

The following Councillor / Elector ratios were in place as at the October 2017 election. As can be seen, all Wards with the exception of Rockingham were outside the recommended +/-10% deviation as specified by the LGAB.

<table>
<thead>
<tr>
<th>Wards</th>
<th>Number of Electors</th>
<th>Number of Councillors</th>
<th>Councillor/Elector Ratio</th>
<th>Ratio Deviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Bay</td>
<td>20519</td>
<td>3</td>
<td>1:6840</td>
<td>+12.62</td>
</tr>
<tr>
<td>Rockingham</td>
<td>21144</td>
<td>3</td>
<td>1:7048</td>
<td>+9.96</td>
</tr>
<tr>
<td>Comet Bay</td>
<td>17932</td>
<td>2</td>
<td>1:8966</td>
<td>-14.54</td>
</tr>
<tr>
<td>Baldivis</td>
<td>18683</td>
<td>2</td>
<td>1:9342</td>
<td>-19.34</td>
</tr>
</tbody>
</table>

**Table 1: City of Rockingham elector to Councillor ratios – current situation 21 October 2017 with silent electors removed**

In developing projections, the following fundamentals were established –

- Future Ward boundaries to be based on suburbs so as to align with population projection source data from Forecast ID.
- Silent electors are excluded as suburb data is not available. This is only 1.36% of the elector base.
- Apply population percentage changes based of Forecast ID data for 18 year old and over.
- For current Ward arrangements, assume 50/50 population split of Port Kennedy between Safety Bay Ward and Comet Bay Ward and 50/50 population split of Waikiki between Safety Bay Ward and Rockingham Ward.

Applying population growth projections to the base data from the October 2017 elections produced the following outcomes –

<table>
<thead>
<tr>
<th>Forecast 2025 Wards</th>
<th>Number of Electors</th>
<th>Number of Councillors</th>
<th>Councillor/Elector Ratio</th>
<th>Ratio Deviation %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Bay</td>
<td>24307</td>
<td>3</td>
<td>1:8102</td>
<td>15.68</td>
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<tr>
<td>Rockingham</td>
<td>22195</td>
<td>3</td>
<td>1:7398</td>
<td>23.01</td>
</tr>
<tr>
<td>Comet Bay</td>
<td>17980</td>
<td>2</td>
<td>1:8990</td>
<td>6.44</td>
</tr>
<tr>
<td>Baldivis</td>
<td>31606</td>
<td>2</td>
<td>1:15803</td>
<td>-64.47</td>
</tr>
<tr>
<td>City Total</td>
<td>96087</td>
<td>10</td>
<td>1:9609</td>
<td></td>
</tr>
</tbody>
</table>

**Table 2: City of Rockingham elector to Councillor ratios – current Ward arrangement 2025**
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 21 AUGUST 2018

The following options are detailed in the attached draft Discussion Paper –

Option 1 – Ten Councillors / No Wards

<table>
<thead>
<tr>
<th>Forecast 2025</th>
<th>Number of Electors</th>
<th>Number of Councillors</th>
<th>Councillor/Elector Ratio</th>
<th>Ratio Deviation %</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Total</td>
<td>96087</td>
<td>10</td>
<td>1:9608</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 4: No Wards Forecast for 2025 with silent electors removed

<table>
<thead>
<tr>
<th>Forecast 2027</th>
<th>Number of Electors</th>
<th>Number of Councillors</th>
<th>Councillor/Elector Ratio</th>
<th>Ratio Deviation %</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Total</td>
<td>99605</td>
<td>10</td>
<td>1:9960</td>
<td>0</td>
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</tbody>
</table>

Table 5: No Wards Forecast for 2027 with silent electors removed
Option 2 – Ten Councillors / Two Wards

<table>
<thead>
<tr>
<th>Ward Description</th>
<th>Number of Electors</th>
<th>Number of Councillors</th>
<th>Councillor/Elector Ratio</th>
<th>Ratio Deviation %</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Ward</td>
<td>38105</td>
<td>4</td>
<td>1.9526</td>
<td>0.86</td>
</tr>
<tr>
<td>West Ward</td>
<td>57982</td>
<td>6</td>
<td>1.9664</td>
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</tr>
<tr>
<td>City Total</td>
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<td>1.9609</td>
<td></td>
</tr>
</tbody>
</table>

Table 6: Two Wards Forecast for 2025 with silent electors removed

Option 3 – Ten Councillors / Three Wards

<table>
<thead>
<tr>
<th>Ward Description</th>
<th>Number of Electors</th>
<th>Number of Councillors</th>
<th>Councillor/Elector Ratio</th>
<th>Ratio Deviation %</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Ward</td>
<td>31606</td>
<td>3</td>
<td>10535</td>
<td>-9.64</td>
</tr>
<tr>
<td>North Ward</td>
<td>35445</td>
<td>4</td>
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<td>South Ward</td>
<td>29036</td>
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<td>9679</td>
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<tr>
<td>City Total</td>
<td>96087</td>
<td>10</td>
<td>1.9609</td>
<td></td>
</tr>
</tbody>
</table>

Table 8: Three Wards Forecast for 2025 with silent electors removed
**Corporate and Community Development Committee Minutes**
**Tuesday 17 July 2018**

**East Ward** – current Baldivis Ward – 3 Councillors
**North Ward** – East Rockingham, Rockingham, Hillman, Cooloongup, Peron, Garden Island and Shoalwater, Safety Bay, Waikiki – 4 Councillors
**South Ward** – Comet Bay Ward inc. all of Port Kennedy and Warnbro – 3 Councillors

<table>
<thead>
<tr>
<th>Forecast Wards</th>
<th>2027</th>
<th>Number of Electors</th>
<th>Number of Councillors</th>
<th>Councillor/Elector Ratio</th>
<th>Ratio Deviation %</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Ward</td>
<td>34620</td>
<td>3</td>
<td>11540</td>
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<tr>
<td>North Ward</td>
<td>35789</td>
<td>4</td>
<td>8947</td>
<td>10.17</td>
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<tr>
<td>South Ward</td>
<td>29196</td>
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<tr>
<td>City Total</td>
<td>99605</td>
<td>10</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

*Table 9: Three Wards Forecast for 2027 with silent electors removed*

**Option 4 – Ten Councillors / Four Wards**

**Safety Bay Ward** – Safety Bay, Waikiki, Warnbro and Port Kennedy - 3 Councillors
**Rockingham Ward** – East Rockingham, Rockingham, Hillman, Cooloongup, Peron, Garden Island and Shoalwater - 2 Councillors
**Comet Bay Ward** – Karnup, Keralup, Singleton, Golden Bay, Secret Harbour– 2 Councillors
**Baldivis Ward** – Baldivis suburbs only - 3 Councillors

<table>
<thead>
<tr>
<th>Forecast Wards</th>
<th>2025</th>
<th>Number of Electors</th>
<th>Number of Councillors</th>
<th>Councillor/Elector Ratio</th>
<th>Ratio Deviation %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Bay</td>
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<tr>
<td>Rockingham</td>
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<tr>
<td>Comet Bay</td>
<td>17156</td>
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<td>1.8578</td>
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<td>Baldivis</td>
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<tr>
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<td>1.9609</td>
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<td></td>
</tr>
</tbody>
</table>

*Table 10: Four Wards Forecast for 2025 with silent electors removed*

**Safety Bay Ward** – Safety Bay, Waikiki, Warnbro and Port Kennedy - 3 Councillors
**Rockingham Ward** – East Rockingham, Rockingham, Hillman, Cooloongup, Peron, Garden Island and Shoalwater - 2 Councillors
**Comet Bay Ward** – Karnup, Keralup, Singleton, Golden Bay, Secret Harbour– 2 Councillors
**Baldivis Ward** – Baldivis suburbs only - 3 Councillors

<table>
<thead>
<tr>
<th>Forecast Wards</th>
<th>2027</th>
<th>Number of Electors</th>
<th>Number of Councillors</th>
<th>Councillor/Elector Ratio</th>
<th>Ratio Deviation %</th>
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<tbody>
<tr>
<td>Safety Bay</td>
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<tr>
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<td>1.9961</td>
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</tr>
</tbody>
</table>

*Table 11: Four Wards Forecast for 2027 with silent electors removed*
Option 5 – Eleven Councillors / Four Wards

<table>
<thead>
<tr>
<th>Ward</th>
<th>Description</th>
<th>Councillors</th>
<th>Ratio</th>
<th>Deviation %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Bay Ward</td>
<td>Shoalwater, Safety Bay, Waikiki, Warnbro</td>
<td>3</td>
<td>1.8128</td>
<td>6.95</td>
</tr>
<tr>
<td>Rockingham Ward</td>
<td>East Rockingham, Rockingham, Hillman, Cooloongup, Peron, Garden Island</td>
<td>2</td>
<td>1.8960</td>
<td>-2.57</td>
</tr>
<tr>
<td>Comet Bay Ward</td>
<td>Karnup, Keralup, Singleton, Golden Bay, Secret Harbour, Port Kennedy</td>
<td>3</td>
<td>1.8517</td>
<td>2.50</td>
</tr>
<tr>
<td>Baldivis Ward</td>
<td>Baldivis suburbs only</td>
<td>3</td>
<td>1.9411</td>
<td>-7.73</td>
</tr>
</tbody>
</table>

City Total: 96087 11

Table 12: Four Wards/11 Crs Forecast for 2025 with silent electors removed

<table>
<thead>
<tr>
<th>Ward</th>
<th>Description</th>
<th>Councillors</th>
<th>Ratio</th>
<th>Deviation %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Bay Ward</td>
<td>Shoalwater, Safety Bay, Waikiki, Warnbro</td>
<td>3</td>
<td>1.8180</td>
<td>9.66</td>
</tr>
<tr>
<td>Rockingham Ward</td>
<td>East Rockingham, Rockingham, Hillman, Cooloongup, Peron, Garden Island</td>
<td>2</td>
<td>1.9063</td>
<td>-0.08</td>
</tr>
<tr>
<td>Comet Bay Ward</td>
<td>Karnup, Keralup, Singleton, Golden Bay, Secret Harbour, Port Kennedy</td>
<td>3</td>
<td>1.8871</td>
<td>2.03</td>
</tr>
<tr>
<td>Baldivis Ward</td>
<td>Baldivis suburbs only</td>
<td>3</td>
<td>1.1010</td>
<td>-11.64</td>
</tr>
</tbody>
</table>

City Total: 99605 11

Table 13: Four Wards/11 Crs Forecast for 2027 with silent electors removed
**Option 6 – Nine Councillors / Three Wards**

<table>
<thead>
<tr>
<th>Forecast Wards</th>
<th>2025</th>
<th>Number of Electors</th>
<th>Number of Councillors</th>
<th>Councillor/Elector Ratio</th>
<th>Ratio Deviation %</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Ward</td>
<td></td>
<td>31606</td>
<td>3</td>
<td>1:10535</td>
<td>1.32</td>
</tr>
<tr>
<td>North Ward</td>
<td></td>
<td>35445</td>
<td>3</td>
<td>1:11815</td>
<td>-10.67</td>
</tr>
<tr>
<td>South Ward</td>
<td></td>
<td>29036</td>
<td>3</td>
<td>1:9679</td>
<td>9.34</td>
</tr>
<tr>
<td>City Total</td>
<td></td>
<td>96087</td>
<td>9</td>
<td>1:10676</td>
<td></td>
</tr>
</tbody>
</table>

*Table 14: Three Wards/9 Crs Forecast for 2025 with silent electors removed*

<table>
<thead>
<tr>
<th>Forecast Wards</th>
<th>2027</th>
<th>Number of Electors</th>
<th>Number of Councillors</th>
<th>Councillor/Elector Ratio</th>
<th>Ratio Deviation %</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Ward</td>
<td></td>
<td>34620</td>
<td>3</td>
<td>1:11540</td>
<td>-4.27</td>
</tr>
<tr>
<td>North Ward</td>
<td></td>
<td>35789</td>
<td>3</td>
<td>1:11930</td>
<td>-7.79</td>
</tr>
<tr>
<td>South Ward</td>
<td></td>
<td>29196</td>
<td>3</td>
<td>1:9732</td>
<td>12.06</td>
</tr>
<tr>
<td>City Total</td>
<td></td>
<td>99605</td>
<td>9</td>
<td>1:11067</td>
<td></td>
</tr>
</tbody>
</table>

*Table 15: Three Wards/9 Crs Forecast for 2027 with silent electors removed*

**Implications to Consider**

a. **Consultation with the Community**

Clause 7 of Schedule 2.2 of the Local Government Act 1995 requires that before carrying out a review a local government has to give local public notice advising the review is to be carried out and that submissions may be made within a six week period.

b. **Consultation with Government Agencies**

The Local Government Advisory Board has been consulted in respect to requirements of carrying out a review of Ward boundaries and Councillor representation.

c. **Strategic Community Plan**

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

**Aspiration C:** Quality Leadership

**Strategic Objective:** Governance - Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.
CONFIRMED AT A CORPORATE AND COMMUNITY
DEVELOPMENT MEETING HELD ON TUESDAY, 21
AUGUST 2018

PRESIDING MEMBER

d. **Policy**
   Nil

e. **Financial**
   A review into the City’s ward boundaries and Councillor representation will require research and public consultation. Costs are absorbed as a part of normal operating costs.

f. **Legal and Statutory**
   Schedule 2.2 of the Local Government Act 1995 (the Act) specifies the requirements for ward boundary and Councillor representation reviews.
   In particular, clause 6(3) of the Act stipulates that a local government is to carry out a review at any time when requested by the Advisory Board.

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

### Comments

A presentation was made to the June 2018 Councillor Engagement Session to provide the background of the proposed review and some of the outcomes from City Officer investigations. Since this time there has been a review of the data used in the calculations. An error was discovered and this has resulted in a change in the options suggested for the Discussion Paper.

At the Session one line of feedback was to consider an increase in Councillor numbers from ten to eleven and maintain a four Ward arrangement. City Officers had not considered options of increasing Councillor numbers based on the policy position of the LGAB of not permitting increases in elected member numbers during the local government reform process. This policy has since been dropped. The 11 Councillor, four Ward option has been included in subsequent City Officer investigations.

A simple ten Councillor, two Ward model, where Baldivis Ward remains unchanged and the other three Wards are amalgamated into one western Ward cannot meet the Councillor to elector ratio requirements in the years through to 2027 (as shown in tables 16 and 17).

#### Ten Councillors / Two Wards Version 1

<table>
<thead>
<tr>
<th>Forecast Wards</th>
<th>Number of Electors</th>
<th>Number of Councillors</th>
<th>Councillor/Elector Ratio</th>
<th>Ratio Deviation %</th>
</tr>
</thead>
<tbody>
<tr>
<td>East</td>
<td>31606</td>
<td>4</td>
<td>1:7902</td>
<td>17.77</td>
</tr>
<tr>
<td>West</td>
<td>64481</td>
<td>6</td>
<td>1:10747</td>
<td>-11.84</td>
</tr>
<tr>
<td>City Total</td>
<td>96087</td>
<td>10</td>
<td>1:9609</td>
<td></td>
</tr>
</tbody>
</table>

*Table 16: Two Wards V1 Forecast for 2025 with silent electors removed*
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 21 AUGUST 2018

PRESIDING MEMBER

The suggested eleven Councillor, existing four Ward model (Port Kennedy split 50/50 for Comet Bay and Safety Bay Wards and Waikiki 50/50 split for Safety Bay and Rockingham Wards) was investigated with the outcomes below in Tables 18 and 19. This model cannot meet the Councillor to elector ratio requirements in the years through to 2027.

A further line of feedback from Councillors was that an occasional committee be established to consider options for community consultation purposes.

While it is acknowledged that this was part of the process used in the City’s 2012 Ward boundaries and Councillor representation review, the City believes it would be more expedient and prudent for the proposed Discussion Paper proceed without the involvement of a Council committee. Council will have the opportunity to further consider the options along with any submissions received from the community consultation period.

While some options proposed for the discussion paper are slightly outside the LGAB tolerances, their inclusion is considered acceptable for consultation purposes.
OFFICER RECOMMENDATION


COMMITTEE RECOMMENDATION

Moved Cr Burns, seconded Cr Jones:


Committee Voting – 5/0

THE COMMITTEE'S REASON FOR VARYING THE OFFICER'S RECOMMENDATION

Not Applicable

IMPLICATIONS OF THE CHANGES TO THE OFFICER'S RECOMMENDATION

Not Applicable
Community Development

Reference No & Subject: CD-018/18
File No: GRS/48-02
Author: Ms Andrea Clark, Community Development Officer
Other Contributors: Ms Belinda Trowbridge, Coordinator Community Capacity Building
Date of Committee Meeting: 17 July 2018
Disclosure of Interest: Nil
Nature of Council’s Role in this Matter: Executive
Attachments: Minutes of the Community Grants Program Committee Meeting held on 21 June 2018.
Maps/Diagrams:

**Purpose of Report**

For Council to approve the Community Grants Program Committee Recommendations as listed in the report.

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

**Advisory Committee Recommendation 1 of 1:**

*Approvals of the Community Grants Program Round One, Major Event Sponsorship, Major Grants and Infrastructure Planning and Development Grants.*

1. That Council **APPROVES** the allocation of funds for Major Event Sponsorship, Major Grants and Infrastructure Planning and Development Grants under the 2018/2019 Community Grants Program (CGP) round one, subject to any listed additional conditions:
The Cruising Yacht Club of WA Inc. – The Cockburn Sound Regatta

Amount Requested ($): 20,000 for three years
Officer Recommendation ($): $10,700 each year for three years (2018/2019; 2019/2020; 2020/2021)
Committee Recommendation ($): $12,700 each year for three years (2018/2019; 2019/2020; 2020/2021)

Additional Grant Conditions:
Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.

Autism West Support Inc. - Rockingham Social Groups

Amount Requested ($): 6,720
Officer Recommendation ($): 6,720
Committee Recommendation ($): 6,720

Friends of Rockingham Arts Centre Inc.

FoRAC Annual Program 2018-2019

Amount Requested ($): 10,000
Officer Recommendation ($): 7,000
Committee Recommendation ($): 7,000

Additional Grant Conditions:
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.
- Acquittal must include a comprehensive breakdown of grant funds for each workshop, including facilitator fees and FoRAC membership status, participation numbers, fees charged and outcomes.

Friends of Rockingham Arts Centre Inc.

Rockingham Writers Convention 2018

Amount Requested ($): 5,150
Officer Recommendation ($): 5,150
Committee Recommendation ($): 5,150

Additional Grant Conditions:
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.

Rockingham Basketball and Recreation Association RBRA 25th Anniversary and Presentation Evening

Amount Requested ($): 9,988.68
Officer Recommendation ($): 4,609
Committee Recommendation ($): 5,151.45

Additional Grant Conditions:
- Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance current at the time of the event.

Rockingham Chamber of Commerce Inc.

Regional Business Awards

Amount Requested ($): 5,500
Officer Recommendation ($): 5,500
Committee Recommendation ($): 5,500

Additional Grant Conditions:
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the event (expires July 2017).
- Your organisation is required to provide Naming Rights to City of Rockingham for an awards category, preferably the ‘Outstanding Corporate Community Event’ category.
<table>
<thead>
<tr>
<th>Major Grants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Bay Ex-Services and Community Club Inc. Signing of the Armistice Centenary Ball</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
</tbody>
</table>

Additional Grant Conditions:
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.
- Subject to total project funding being secured from Department of Veterans Affairs (DVA) no later than 30 working days prior to event date. City of Rockingham funding will not be paid to your organisation until DVA funding has been secured and proof of such funding is provided to City of Rockingham.
- Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.

<table>
<thead>
<tr>
<th>Major Grants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Living Stone Foundation trading as Lifeline WA Inc. Ladies lunch for Lifeline; Leg it for Lifeline; Heartlines for Lifeline</td>
<td>7,400</td>
<td>7,400</td>
<td>7,400</td>
</tr>
</tbody>
</table>

Additional Grant Conditions:
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.

<table>
<thead>
<tr>
<th>Major Grants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Royal Society for the Prevention of Cruelty to Animals Western Australia (Incorporated) Inspector equipment required to safely handle and transport animals</td>
<td>10,000</td>
<td>4,501</td>
<td>4,501</td>
</tr>
</tbody>
</table>

Additional Grant Conditions:
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.
- Your organisation is to provide a report of incidents attended specific to the City of Rockingham area and how this funded equipment assisted.

<table>
<thead>
<tr>
<th>Major Grants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veteran Car Club of WA (Peel Branch) Warnbro Community Car Show</td>
<td>9,800</td>
<td>7,900</td>
<td>7,900</td>
</tr>
</tbody>
</table>

Additional Grant Conditions:
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.

<table>
<thead>
<tr>
<th>Major Grants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westerly Family Centre Inc. The Rockingham Women's Health and Wellbeing Day</td>
<td>3,372.70</td>
<td>3,122.70</td>
<td>3,122.70</td>
</tr>
</tbody>
</table>

Additional Grant Conditions:
- Your organisation is to include healthy food and drink options at The Rockingham Women's Health and Wellbeing Day.

Total $97,931.38 $72,602.70 $75,145.15

Carried 4/0
2. That Council **NOT APPROVES** the allocation of funds for Major Grant under the 2018/2019 Community Grants Program Round One:

<table>
<thead>
<tr>
<th>Major Grant</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conscious Care Community Ltd</td>
<td>9,595</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Start-up costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$9,595</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

Carried 4/0

3. That Council **NOT APPROVES** the allocation of funds for Infrastructure Planning and Development Grants under the 2018/2019 Community Grants Program Round One:

<table>
<thead>
<tr>
<th>Infrastructure Planning and Development Grants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warnbro Bowling Club</td>
<td>30,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rockingham District Hockey Club</td>
<td>30,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$73,076</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

Include in correspondence:
- The City will engage RDHA to partner in the development of a suitable turf replacement strategy.

| Rockingham City Pipe Band                      | 10,000                | 0                          | 0                             |
| Safety Bay Petanque                            | 3,076                 | 0                          | 0                             |
| **Total**                                      | **$73,076**           | **$0**                     | **$0**                        |

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

1. That Council **APPROVES** the allocation of funds for Major Event Sponsorship and Major Grants under the 2018/2019 Community Grants Program Round One, subject to listed additional conditions:

<table>
<thead>
<tr>
<th>Major Event Sponsorship</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Cruising Yacht Club of WA Inc. – The Cockburn Sound Regatta</td>
<td>20,000 for three years</td>
<td>$10,700 each year for three years (2018/2019; 2019/2020; 2020/2021)</td>
</tr>
</tbody>
</table>

**Additional Grant Conditions:**
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.
1 Major Grants | Amount Requested ($) | Officer Recommendation ($) |
---|---|---|
**Autism West Support Inc. - Rockingham Social Groups** | 6,720 | 6,720 |
**Friends of Rockingham Arts Centre Inc.**  
FoRAC Annual Program 2018-2019 | 10,000 | 7,000 |
**Additional Grant Conditions:**  
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.  
- Acquittal must include a comprehensive breakdown of grant funds for each workshop, including facilitator fees and FoRAC membership status, participation numbers, fees charged and outcomes.

**Friends of Rockingham Arts Centre Inc.**  
Rockingham Writers Convention 2018 | 5,150 | 5,150 |
**Additional Grant Conditions:**  
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.

**Rockingham Basketball and Recreation Association**  
RBRA 25th Anniversary and Presentation Evening | 9,988.68 | 4,609 |
**Additional Grant Conditions:**  
- Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.  
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance current at the time of the event.

**Rockingham Chamber of Commerce Inc.**  
Regional Business Awards | 5,500 | 5,500 |
**Additional Grant Conditions:**  
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the event (expires July 2017).  
- Your organisation is required to provide Naming Rights to City of Rockingham for an awards category, preferably the ‘Outstanding Corporate Community Event’ category.

**Safety Bay Ex-Services and Community Club Inc.**  
Signing of the Armistice Centenary Ball | 10,000 | 10,000 |
**Additional Grant Conditions:**  
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.  
- Subject to total project funding being secured from Department of Veterans Affairs (DVA) no later than 30 working days prior to event date. City of Rockingham funding will not be paid to your organisation until DVA funding has been secured and proof of such funding is provided to City of Rockingham.

---

1 A header row was inserted into the table to reflect the items below related to Major Grants.
The Living Stone Foundation trading as Lifeline WA Inc.
Ladies lunch for Lifeline; Leg it for Lifeline; Heartlines for Lifeline

<table>
<thead>
<tr>
<th>Major Grants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Living Stone Foundation trading as Lifeline WA Inc.</td>
<td>7,400</td>
<td>7,400</td>
</tr>
</tbody>
</table>

Additional Grant Conditions:
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.

The Royal Society for the Prevention of Cruelty to Animals Western Australia (Incorporated)
Inspector equipment required to safely handle and transport animals

<table>
<thead>
<tr>
<th>Major Grants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Royal Society for the Prevention of Cruelty to Animals Western Australia (Incorporated)</td>
<td>10,000</td>
<td>4,501</td>
</tr>
</tbody>
</table>

Additional Grant Conditions:
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.
- Your organisation is to provide a report of incidents attended specific to the City of Rockingham area and how this funded equipment assisted.

Veteran Car Club of WA (Peel Branch)
Warnbro Community Car Show

<table>
<thead>
<tr>
<th>Major Grants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veteran Car Club of WA (Peel Branch)</td>
<td>9,800</td>
<td>7,900</td>
</tr>
</tbody>
</table>

Additional Grant Conditions:
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.

Westerly Family Centre Inc.
The Rockingham Women's Health and Wellbeing Day

<table>
<thead>
<tr>
<th>Major Grants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westerly Family Centre Inc.</td>
<td>3,372.70</td>
<td>3122.70</td>
</tr>
</tbody>
</table>

Additional Grant Conditions:
- Your organisation is to include healthy food and drink options at The Rockingham Women’s Health and Wellbeing Day.

Total $97,931.38 $72,602.70

2. That Council **NOT APPROVES** the allocation of funds for Major Grant under the 2018/2019 Community Grants Program Round One:

<table>
<thead>
<tr>
<th>Major Grant</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conscious Care Community Ltd</td>
<td>9,595</td>
<td>0</td>
</tr>
</tbody>
</table>

Total $9,595 $0
3. That Council **NOT APPROVES** the allocation of funds for Infrastructure Planning and Development Grants under the 2018/2019 Community Grants Program Round One:

<table>
<thead>
<tr>
<th>Infrastructure Planning and Development Grants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warnbro Bowling Club</td>
<td>30,000</td>
<td>0</td>
</tr>
<tr>
<td>Rockingham District Hockey Club</td>
<td>30,000</td>
<td>0</td>
</tr>
<tr>
<td>Rockingham City Pipe Band</td>
<td>10,000</td>
<td>0</td>
</tr>
<tr>
<td>Safety Bay Petanque</td>
<td>3,076</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$73,076</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

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

There were two recommendations that differed:

**The Cruising Yacht Club of WA Inc. – The Cockburn Sound Regatta (CSR):** The applicant did not request the administration costs to be covered by the Major Event Sponsorship. Even though the moorings play a role in allowing events the size of CSR to be conducted the maintenance should not fall on local government, it is therefore recommended not to support mooring maintenance. A 50% reduction is deemed reasonable towards the entertainment, advertising, security and equipment hire and full costs towards volunteer shirts/meals and safety boat fuel. Hence the funding is recommended in the amount of $10,700 per year for three years.

**Rockingham Basketball and Recreation Association (RBRA) 25th Anniversary and Presentation Evening:** The applicant did not request the trophy costs to be covered by the Major Grant. There are requested items listed in the budget that should be the responsibility of the RBRA to fund. Consequently it is recommended that the City support only a portion of the requested hall hire, catering, decorations and entertainment costs. Table centre pieces are not essential to the delivery of the event, so are recommended not to be funded.

**Background**

Round one of the CGP closed at 4.30pm on Friday 4 May 2018. A total of 17 applications were received in round one of the CGP, one was incomplete and therefore could not be assessed leaving 16 applications being assessed:

- Major Event Sponsorship – one application
- Major Grants – 11 applications
- Infrastructure Planning and Development Grants – four applications

**Implications to Consider**

a. **Strategic**

**Community Plan**

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

**Aspiration A:** A Tourism Lifestyle

**Strategic Objective:** Investment Attraction - A strategic and focussed approach to attracting major investment to the City’s coastal nodes, City Centre and inland settlements that promotes quality retail, commercial and residential development, improved civic infrastructure and leisure tourism experiences for residents and visitors.
Aspiration B: A Strong Community

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

b. Policy
The CGP operates in line with the CGP Policy and the Governance and Meeting Framework Policy.

c. Financial
If Council approves the CGP Committee recommendation, funds will be used from the 2018/2019 CGP budget. CGP has an allocated budget of $546,000.

d. Legal and Statutory
Nil

e. Voting Requirements
Simple Majority

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

Committee Recommendation

Moved Cr Downham, seconded Cr Jones:

1. That Council **APPROVES** the allocation of funds for Major Event Sponsorship and Major Grants under the 2018/2019 Community Grants Program Round One, subject to listed additional conditions:

<table>
<thead>
<tr>
<th>Major Event Sponsorship</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Cruising Yacht Club of WA Inc. – The Cockburn Sound Regatta</td>
<td>20,000 for three years</td>
<td>$10,700 each year for three years (2018/2019; 2019/2020; 2020/2021)</td>
</tr>
</tbody>
</table>

Additional Grant Conditions:

- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.
**Major Grants**

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autism West Support Inc. - Rockingham Social Groups</td>
<td>6,720</td>
<td>6,720</td>
</tr>
<tr>
<td><strong>Friends of Rockingham Arts Centre Inc.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FoRAC Annual Program 2018-2019</td>
<td>10,000</td>
<td>7,000</td>
</tr>
</tbody>
</table>

**Additional Grant Conditions:**
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.
- Acquittal must include a comprehensive breakdown of grant funds for each workshop, including facilitator fees and FoRAC membership status, participation numbers, fees charged and outcomes.

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friends of Rockingham Arts Centre Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rockingham Writers Convention 2018</td>
<td>5,150</td>
<td>5,150</td>
</tr>
</tbody>
</table>

**Additional Grant Conditions:**
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rockingham Basketball and Recreation Association</td>
<td>9,988.68</td>
<td>4,609</td>
</tr>
</tbody>
</table>

**Additional Grant Conditions:**
- Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance current at the time of the event.

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Bay Ex-Services and Community Club Inc.</td>
<td>10,000</td>
<td>10,000</td>
</tr>
</tbody>
</table>

**Additional Grant Conditions:**
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.
- Subject to total project funding being secured from Department of Veterans Affairs (DVA) no later than 30 working days prior to event date. City of Rockingham funding will not be paid to your organisation until DVA funding has been secured and proof of such funding is provided to City of Rockingham.

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Living Stone Foundation trading as Lifeline WA Inc.</td>
<td>7,400</td>
<td>7,400</td>
</tr>
</tbody>
</table>

**Additional Grant Conditions:**
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Royal Society for the Prevention of Cruelty to Animals Western Australia (Incorporated)</td>
<td>10,000</td>
<td>4,501</td>
</tr>
</tbody>
</table>

**Inspector equipment required to safely handle and transport animals**
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 21 AUGUST 2018

PAGE 45

Major Grants | Amount Requested ($) | Officer Recommendation ($)  
---|---|---  
**Veteran Car Club of WA (Peel Branch)**  
Warnbro Community Car Show | 9,800 | 7,900  
Additional Grant Conditions:  
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.  
- Your organisation is to provide a report of incidents attended specific to the City of Rockingham area and how this funded equipment assisted.

**Westerly Family Centre Inc.**  
The Rockingham Women’s Health and Wellbeing Day | 3,372.70 | 3122.70  
Additional Grant Conditions:  
- Your organisation is to include healthy food and drink options at The Rockingham Women’s Health and Wellbeing Day.

Total | $97,931.38 | $72,602.70

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

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

2. That Council **APPROVES** the allocation of funds for Major Grants under the 2018/2019 Community Grants Program Round One, subject to listed additional conditions:

Major Grants | Amount Requested ($) | Officer Recommendation ($)  
---|---|---  
**Rockingham Chamber of Commerce Inc.**  
Regional Business Awards | 5,500 | 5,500  
Additional Grant Conditions:  
- Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the event (expires July 2017).  
- Your organisation is required to provide Naming Rights to City of Rockingham for an awards category, preferably the ‘Outstanding Corporate Community Event’ category.

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

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

3. That Council **NOT APPROVES** the allocation of funds for Major Grant under the 2018/2019 Community Grants Program Round One:

Major Grant | Amount Requested ($) | Officer Recommendation ($)  
---|---|---  
**Conscious Care Community Ltd**  
Start-up costs | 9,595 | 0  

Total | $9,595 | $0

Committee Voting – 5/0
Moved Cr Jones, seconded Cr Liley:
4. That Council **NOT APPROVES** the allocation of funds for Infrastructure Planning and Development Grants under the 2018/2019 Community Grants Program Round One:

<table>
<thead>
<tr>
<th>Infrastructure Planning and Development Grants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warnbro Bowling Club</td>
<td>30,000</td>
<td>0</td>
</tr>
<tr>
<td>Rockingham District Hockey Club</td>
<td>30,000</td>
<td>0</td>
</tr>
<tr>
<td>Rockingham City Pipe Band</td>
<td>10,000</td>
<td>0</td>
</tr>
<tr>
<td>Safety Bay Petanque</td>
<td>3,076</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$73,076</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

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**

### General Management Services

#### General Management Services

Strategy and Corporate Communications

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GM-022/18 Notice of Motion – City Chronicle “Opt in” and Printed Material and Paper Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CPM/80</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Cr Matthew Whitfield</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Karin Strachan, Manager Strategy and Corporate Communications</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Bob Jeans, Acting Chief Executive Officer</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>17 July 2018</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>

**Purpose of Report**

To provide City Officer comment and advice on Cr Whitfield’s Notice of Motion.
Background

Cr Whitfield submitted the following Motion for consideration at the 24 July 2018 Council meeting:

1. That Council **DIRECTS** the CEO to stop delivering the printed City Chronicle from January 2019 unless residents OPT IN to receive it.
2. That Council **DIRECTS** the CEO to undertake a campaign to make residents aware of this impending change and to continue producing the online Chronicle.
3. That Council **DIRECTS** the CEO to prepare a report for Council that outlines further measures that could be taken by the administration to reduce the amount of printed material and paper usage and to prepare that report by November 2018 so that Council can look at setting targets to reduce the dependency of paper-based materials.

In support of the Motion, Cr Whitfield provided the following reasons:

1. Environmentally speaking I am sure that we are all acutely aware of the need to reduce our dependency on paper to conserve our precious resources. We live in a world where the shift is towards sustainable resources and we should strive to be leaders in this field. The City Chronicle outlines the great work that the City is doing and provides great information to those that read this document, however it is the authors view that at least half are simply thrown in the bin straight away (that is roughly 14,000 copies) and this excellent information can be found online and can be delivered, environmentally friendly, through the internet (rockport in this case)
2. The Opt out is not working effectively for whatever reason, out of approximately 51,000 households only 804 people have decided to subscribe online.
3. 51,000 households received a paper copy of the verge waste collection, 7 days 49,000 households received a 20 page glossy chronicle and then a few weeks later all of the rates notices will be going out. Surely this is a great example where we could do things smarter and more environmentally friendlier.
4. Cost! The most recent chronicle cost $37,235 to print and produce and the delivery cost was $23,869 totalling $61,104. There are four editions of the chronicle every year and around $250,000 a year could be saved by this measure.
5. Cost – Printed material (for internal and external use) can be anywhere up to $500,000 a year and this can include glossy team plan presentations, council agendas and committee agendas (all of which can be accessed using City issued IPAD’s). Money can be saved through these measures.
6. Naturally there are legislative requirements in regards to certain documentation needing to be printed and delivered, or used internally. However within any organisation efficiency dividends will be found and we are no exception. Surely we can save some of the $500,000 allocated to printing related material.

The Notice of Motion raises two principal matters:

1. City Chronicle (cost and distribution)
2. Other Media (cost and paper usage)

City Chronicle

History

The City Chronicle has been the City's official newsletter for 20 years (since 1998) and gives feedback to the community on the great work the City is doing. It is sent out to the community three times a year to provide updates on the latest information and events at the City, to prompt the community regarding certain happenings that could affect them and to promote services available, including online services.

In the earlier years, four editions of the City Chronicle were produced per year. This was reduced in 2016 to only three editions a year in order to save printing and distribution costs (*Autumn, Winter-Spring, and Summer editions*).
Findings from the *Annual Customer Satisfaction Survey* have proven year upon year that the City Chronicle is the community's preferred method of finding out about City news.

A total of 49,729 copies of the 2018 Winter/Spring edition were recently distributed via semi-addressed mail. This is around 40 copies less than the previous distribution of the City Chronicle, possibly as a result of electronic sign-ups on Rock Port.

Currently there are 3,850 Rock Port users. These users have been prompted on various occasions over the past 18 months to sign up for electronic copies of the various e-newsletters and other digital publications that are regularly sent out through Rock Port. Only 841 of these users have signed up for the digital version of the City Chronicle through Rock Port. This represents only 22% of the total Rock Port users, and suggests the remaining 78% of users still prefer to receive the printed copy.

The City will continue to encourage electronic sign-ups for the City Chronicle, as it has over the past 18 months. The ongoing growth in the number of Rock Port users should lead to more electronic sign-ups for the City Chronicle and the City’s other newsletters. Social media is increasing in popularity, and has proven to be a helpful tool for ongoing promotion of electronic sign-ups.

### Circulation

<table>
<thead>
<tr>
<th>City Chronicle: Number of copies posted (2015 - 2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>44,000</td>
</tr>
</tbody>
</table>

Table 1: *City Chronicle Distribution Totals*

Table 1 illustrates that the highest number of posted City Chronicle copies was reached in the Autumn 2018 edition, with a slight reduction in the copies sent in the latest Winter/Spring edition. This could be likely due to the number of Rock Port sign-ups for the City Chronicle.

### Delivery Method

The distribution of the City Chronicle through semi-addressed mail was the result of a Council request six years ago. This means that the document is directed to the recipient with his/her name on the cover sheet. Recipients can choose to opt out of receiving the newsletter by means of signing up for an electronic copy through Rock Port or by opting out altogether.

Unaddressed mail is generally cheaper than semi-addressed mail, however, as no addresses are used in the delivery process, there is no option for residents to opt out.

Direct mail (aka junk mail) is the cheapest delivery option, however, it has been found to have a much lower delivery rate and the read-rate is generally also low due to its association with advertising content.
Delivery costs for the City Chronicle are shown below.

<table>
<thead>
<tr>
<th>Method</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semi-addressed mail</td>
<td>± 49 cents</td>
</tr>
<tr>
<td>Unaddressed mail</td>
<td>± 37 cents</td>
</tr>
<tr>
<td>Sound Telegraph insert (will reach 37,600 households and 5,000 businesses)</td>
<td>± 15 cents</td>
</tr>
<tr>
<td>Direct mail (~ &quot;junk&quot; mail)</td>
<td>± 11 cents</td>
</tr>
</tbody>
</table>

Table 2: City Chronicle Delivery Costs

**Paper Type**

The “glossy” paper being used currently provides the best balance between quality and cost for the City’s newsletters and brochures. It currently costs 22% less than recycled paper, and is still 3% less expensive than the next alternative (which is not recycled paper and of a thinner quality). The availability of alternative paper options is reviewed every six months.

**Cost**

The average printing and distribution costs of a 16-page City Chronicle in 2015 compared to the average printing and distribution costs in 2018 are shown in the table below.

<table>
<thead>
<tr>
<th></th>
<th>Average Posted</th>
<th>Average Production Cost</th>
<th>Average Delivery Cost</th>
<th>Average Total Cost</th>
<th>Average Production cost per copy</th>
<th>Average Postage Rate per copy</th>
<th>Total Cost Per Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>46,600</td>
<td>$22,300</td>
<td>$29,700</td>
<td>$52,000</td>
<td>$0.47</td>
<td>0.44</td>
<td>$0.91</td>
</tr>
<tr>
<td>2018</td>
<td>49,750</td>
<td>$22,900</td>
<td>$34,200</td>
<td>$57,000</td>
<td>$0.44</td>
<td>0.48</td>
<td>$0.92</td>
</tr>
</tbody>
</table>

Table 3: City Chronicle Printing and Distribution Costs

**Other Local Governments**

Enquiries with other local governments show that printed newsletters delivered by Australia Post are still a very popular communication method. Of 13 local governments contacted, 10 send a regular printed newsletter to all their residences:

<table>
<thead>
<tr>
<th>Local Government</th>
<th>Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town of Mosman Park</td>
<td>5,000</td>
</tr>
<tr>
<td>Town of Bassendean</td>
<td>10,300</td>
</tr>
<tr>
<td>City of Subiaco</td>
<td>10,686</td>
</tr>
<tr>
<td>City of Kwinana</td>
<td>15,000</td>
</tr>
<tr>
<td>Town of Victoria Park</td>
<td>19,000</td>
</tr>
<tr>
<td>City of Melville</td>
<td>35,000</td>
</tr>
<tr>
<td>City of Cockburn</td>
<td>46,000</td>
</tr>
<tr>
<td>City of Joondalup</td>
<td>60,000</td>
</tr>
<tr>
<td>City of Wanneroo</td>
<td>80,000</td>
</tr>
<tr>
<td>City of Stirling</td>
<td>90,000</td>
</tr>
</tbody>
</table>

The distribution method used by eight of the above Councils is via Australia Post unaddressed mail. One Council utilises direct mail (aka junk mail) and another one distributes their newsletter as a newspaper insert.

Of these 10 comparative Councils, only one uses recycled paper stock and three use part-recycled paper stock.
Other Media

The City manages its design and print requirements through a tendered company. A three year contract has recently been signed with Media Engine as the City’s preferred design and print company.

Whilst acknowledging the need for printed media in many circumstances, the City has also embraced the digital technology shift of recent years through the use of Docs on Tap for Council and other meeting agendas and minutes, greater use of its website and Rockport communication portal, and through the use of social media.

The advantages of this dual approach is that both the digitally educated and those who prefer printed media can be reached. With the organic increase in uptake of electronic options by community (and staff) further cost savings will be achieved over time.

Publications

The City produces a range of printed documents for external and for internal usage. Some of these are listed below.

<table>
<thead>
<tr>
<th>External</th>
<th>Internal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Report</td>
<td>Annual Budget</td>
</tr>
<tr>
<td>Community Plan Strategies</td>
<td>Annual Business Plan</td>
</tr>
<tr>
<td>Council Rates and rates information</td>
<td>Custom triplicate report books</td>
</tr>
<tr>
<td>City Chronicle</td>
<td>Council Agendas</td>
</tr>
<tr>
<td>Customer Satisfaction Survey</td>
<td>Team Plans Booklets</td>
</tr>
<tr>
<td>Brochures for the Libraries and other facilities</td>
<td>Customer Satisfaction survey outcomes</td>
</tr>
<tr>
<td>Brochures to market various services</td>
<td>Risk Management Manual</td>
</tr>
<tr>
<td>Letterheads and envelopes</td>
<td>Business Continuity Plan</td>
</tr>
<tr>
<td>Event information and flyers</td>
<td>Rock Face newsletter</td>
</tr>
</tbody>
</table>

Costs

The City spends between $480k - $520k on design and print per annum.

Reducing Costs

Throughout its many interactions and communications with the community, and also internally throughout the organisation (both City and Council), the City produces a wide array of printed material. The printing of these materials is a necessary and legitimate business expense, however, the City attempts to reduce such costs in as many ways as possible. Cost reduction is an ongoing effort at the City and not a once-off event. It is a ‘business as usual’ practice.

The use of Rock Port (and other electronic options) as a communication medium is strongly encouraged and actively promoted by the City, and other cost considerations and negotiations are factored into every publication (large or small), such as:

- To print or to go digital or a combination
- How many to print
- Size of the document
- Paper stock it is printed on
- Distribution options
- Postage costs

Examples where cost savings have been already achieved due to the consideration of the above variables are listed below:

- **Annual report**: Significant cost reductions have been introduced with the design and print of the Annual report. From a cost of close to $30,000 in 2013, the annual cost of the Annual Report has been brought down to $10,000 since 2015.

- **Random Flyers**: The cost of design and print of flyers has also been reduced over the past years, from $4,500 for 10 random flyers two years ago to $3,500 this year.
In addition, clever design (size and format of the document) sometimes allows for cost savings and is incorporated whenever possible. An example would be the design of the invitations to the Strategic Community Plan workshops where the return slip was designed as a postcard that tears off the invitation, to reduce paper and additional envelope costs.

Further consideration (ongoing) is given to the consolidation of publications in order for less postage to occur. There are some instances, however, where the delivery of a single message is important. In such instances, the inclusion of various messages in the same envelope could create confusion and should rather be avoided.

**Details**

**City Chronicle**

*Hard Copy versus Digital Copy*

The 2017 Annual Customer Satisfaction survey has again provided evidence that the City Chronicle is the community’s preferred method of finding out about City news.

Seniors, in particular, (35% of people between 50 and 65 years, and 43% of people above 65 years) rate the City Chronicle as their preferred choice of finding out about City news. The local newspapers, (a medium traditionally popular in the older demographic), gets approximately half the votes (15% and 25% respectively) from these two age groups as a method for receiving City news.

Community members can currently “opt out” of postal delivery of the City Chronicle entirely. In so doing they will receive no postal or electronic copy of the City Chronicle. Currently, a total of 19 households have indicated that they do not want to receive the City Chronicle at all. This represents 0.000038% of the average number of City Chronicles sent out with each edition.

Community members can “opt in” to receive electronic delivery of the City Chronicle and not receive it by post. This option has been, and will continue to be, actively promoted through Rock Port. Currently there are 841 “opt-ins” through Rock Port for electronic copies of the City Chronicle. This represents 2% of the average number of City Chronicles sent out with each edition.

The “opt-out of City Chronicle” option will be promoted along with the “opt-in for electronic copies” in future editions.

**Other Media**

The City continues to promote electronic means of communication through its various channels and it continues to consider and implement cost savings when designing, printing and distributing documents.

**Implications to Consider**

a. **Consultation with the Community**

Feedback from the Annual Customer Satisfaction Report shows the City Chronicle in its current format as the preferred medium for hearing about City news.

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:** Community Engagement and Advocacy - An engaged and informed community that participates in local decision making and can rely upon the Council to advocate on its behalf when important issues challenge the best interests of the City and its residents
Corporate and Community Development Committee Minutes
Tuesday 17 July 2018
GM-022/18

CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 21 AUGUST 2018

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d. Policy
Not Applicable

e. Financial
Current annual cost of printing and distribution of the City Chronicle: $172,000

f. Legal and Statutory
Not Applicable

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

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

Nil

Comments

In support of the Motion, Cr Whitfield provided the following reasons:

1. Environmentally speaking I am sure that we are all acutely aware of the need to reduce our dependency on paper to conserve our precious resources. We live in a world where the shift is towards sustainable resources and we should strive to be leaders in this field. The City Chronicle outlines the great work that the City is doing and provides great information to those that read this document, however it is the authors view that at least half are simply thrown in the bin straight away (that is roughly 14,000 copies) and this excellent information can be found online and can be delivered, environmentally friendly, through the internet (Rock Port in this case)

Comment:
Although it is reasonable to assume that not every resident reads the City Chronicle, there is no evidence to support Cr Whitfield’s proposition that 14,000 editions of the City Chronicle ‘are simply thrown in the bin straight away’. It is an unsubstantiated assertion.

On the contrary, the findings from the Annual Customer Satisfaction Survey have confirmed that the City Chronicle is the community’s preferred method of finding out about City news.

The City’s demographic data indicates a 2016 Rockingham population of 50 years and older of 28%, with an estimated increase of this demographic to almost 30% by 2026. Opting in to electronic copies via digital media is something many seniors will not choose to do.

National Seniors Australia conducted a survey on seniors and their experience of the digital transformation. The report found that there a digital divide between the young and old (~ the intergenerational digital divide) but also within the over 50 demographic (~ the intergenerational digital divide). Some older Australians are digitally literate and active, while many others struggle.

The expectation for community members to “opt-in” to receive the City Chronicle will lead to a disadvantage of many seniors, who now enjoy reading a ‘hard copy’ edition City Chronicle in the comfort of their homes.

In summary, the ‘opt in’ method could be used, and would save money, but it would place the senior members of the community at a distinct disadvantage, and potentially disenfranchise them from the Council’s messages and great work. The decision is ‘efficiency’ versus ‘effectiveness’.

2. The Opt out is not working effectively for whatever reason, out of approximately 51,000 households only 804 people have decided to subscribe online.
Comment:
At total of 841 out of 3,850 Rock Port users have signed up for electronic copies of the City Chronicle (not 804). This represents 22% of the total Rock Port users. Rock Port users have been prompted on various occasions over the past 18 months to sign up for electronic copies of the various e-newsletters and other digital publications that are regularly sent out through Rock Port.

Only 22% of the total Rock Port users have signed up for electronic copies of the City Chronicle; the remaining 78% of users still prefer to receive the printed copy.

3. 51,000 households received a paper copy of the verge waste collection, 7 days 49,000 households received a 20-page glossy chronicle and then a few weeks later all of the rates notices will be going out. Surely this is a great example where we could do things smarter and more environmentally friendlier.

Comment:
The consolidation of mail-outs will be pursued throughout the City in order to achieve further cost benefits.

4. Cost! The most recent chronicle cost $37,235 to print and produce and the delivery cost was $23,869 totalling $61,104. There are four editions of the chronicle every year and around $250,000 a year could be saved by this measure.

Comment:
Since 2016 there have been three (3) City Chronicles distributed per year. This has reduced the cost from $210,000 per annum to $172,000 per annum. The City Chronicle is normally printed as a 16-page edition. There are instances, such as with the most recent publication, where the volume and the significance of the content justifies a 20-page edition. Such instances are limited to a minimum in order to achieve ongoing design and print cost savings.

The “glossy” paper being used currently provides the best balance between quality and cost for the City’s newsletters and brochures. It currently costs 22% less than recycled paper. The availability of alternative paper options is reviewed every six months.

5. Cost – Printed material (for internal and external use) can be anywhere up to $500,000 a year and this can include glossy team plan presentations, council agendas and committee agendas (all of which can be accessed using City issued IPAD’s). Money can be saved through these measures.

6. Naturally there are legislative requirements in regards to certain documentation needing to be printed and delivered, or used internally. However within any organisation efficiency dividends will be found and we are no exception. Surely we can save some of the $500,000 allocated to printing related material.

Comment:
The City seeks to minimise its use of paper, although paper is a necessary part of doing business. Opportunities to reduce the use of paper are explored as part of the ‘business as usual’ practices operated daily throughout the City.

The extent to which elected members choose to operate ‘paper free’ is a decision for each Councillor. The Council could so decide to eliminate all paper copies straight away, however, practice has shown that the shift to a paperless regime has been gradual and steady. In practice, a balance is achieved, whilst working towards using less, and making savings.

The City continues to seek cost saving opportunities on an ongoing basis, as illustrated by the examples provided. The ongoing use of electronic means of communication throughout the City is evidence of that.
Voting Requirements
Simple Majority

Officer Recommendation
Cr Whitfield’s Notice of Motion is not supported.

Notice of Motion from Cr Matthew Whitfield

That Council:

1. That Council DIRECTS the CEO to stop delivering the Printed City Chronicle from January 2019 unless residents OPT IN to receive it.

2. That Council DIRECTS the CEO to undertake a campaign to make residents aware of this impending change and to continue producing the online chronicle.

3. That Council DIRECTS the CEO to prepare a report for Council that outlines further measures that could be taken by the administration to reduce the amount of printed material and paper usage and to prepare that report by November 2018 so that Council can look at setting targets to reduce the dependency of paper based materials.

Note: As a Committee member had not been authorised by Cr Whitfield to move his Notice of Motion, this Item will be referred to Council on Tuesday, 24 July 2018 without a Committee Recommendation.
<table>
<thead>
<tr>
<th></th>
<th>Notices of motion for Consideration at the Following Meeting</th>
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<tbody>
<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>17.</td>
<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
</tr>
<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>18.</td>
<td>Matters Behind Closed Doors</td>
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<tr>
<td></td>
<td>Nil</td>
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<tr>
<td>19.</td>
<td>Date and Time of Next Meeting</td>
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<tr>
<td></td>
<td>The next Corporate and Community Development Committee Meeting will be held on <strong>Tuesday 21 August 2018</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
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<tr>
<td>20.</td>
<td>Closure</td>
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<td>There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at <strong>4:40pm</strong>.</td>
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