MINUTES
Corporate and Community Development Committee Meeting
Held on Tuesday 19 November 2013 at 4:00pm
City of Rockingham Boardroom
## CONTENTS

1. Declaration of Opening .......................................................... 4  
2. Record of Attendance/Apologies/Approved Leave of Absence ......... 4  
3. Responses to Previous Public Questions Taken on Notice ............ 5  
4. Public Question Time ............................................................. 5  
5. Confirmation of Minutes of the Previous Meeting ....................... 5  
6. Matters Arising from the Previous Minutes .............................. 5  
7. Announcement by the Presiding Person without Discussion ......... 5  
8. Declaration of Member’s and Officer’s Interest ......................... 5  
9. Petitions/Deputations/Presentations/Submissions ....................... 5  
10. Matters for which the Meeting may be Closed .......................... 5  
11. Bulletin Items .................................................................. 5  

### Corporate and General Management Services Information Bulletin – November 2013

- GMS-005/13 2014 Council Meetings ........................................... 15  
- GMS-006/13 Rescission of Redundancy Policy .............................. 18  
- GMS-007/13 Recommendation from the Chief Executive Officer Performance Review Advisory Committee Meeting held on 29 October 2013 .................................................. 20  
- GMS-008/13 Recommendation from the Audit Committee Meeting held on 29 October 2013 .................................................. 23  
- GMS-009/13 Annual Report 2012/2013 ...................................... 26  

### Community Development

- CD-005/13 Secret Harbour Surf Life Saving Club Annual Fee for Service Agreement .......................................................... 29  
- CD-007/13 Setting of Fees and Charges Associated with the Implementation of the Cat Act 2011 and Cat Regulations 2012 .............................. 37
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>Reports of Councillors</td>
</tr>
<tr>
<td>14.</td>
<td>Addendum Agenda</td>
</tr>
<tr>
<td>15.</td>
<td>Motions of which Previous Notice has been Given</td>
</tr>
<tr>
<td></td>
<td>Community Development</td>
</tr>
<tr>
<td></td>
<td>CD-008/13 Notice of Motion - Police Presence and Enforcement in the Waterfront Village Precinct</td>
</tr>
<tr>
<td>16.</td>
<td>Notices of Motion for Consideration at the Following Meeting</td>
</tr>
<tr>
<td>17.</td>
<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
</tr>
<tr>
<td>18.</td>
<td>Matters Behind Closed Doors</td>
</tr>
<tr>
<td>19.</td>
<td>Date and Time of Next Meeting</td>
</tr>
<tr>
<td>20.</td>
<td>Closure</td>
</tr>
</tbody>
</table>
1. **Declaration of Opening**

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

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

<table>
<thead>
<tr>
<th>2.1 Councillors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Leigh Liley</td>
<td>Chairperson</td>
</tr>
<tr>
<td>Mayor Barry Sammels (until 4:24pm)</td>
<td></td>
</tr>
<tr>
<td>Cr Matthew Whitfield</td>
<td></td>
</tr>
<tr>
<td>Cr Justin Smith</td>
<td></td>
</tr>
<tr>
<td>Cr Joy Stewart</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.2 Executive</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Andrew Hammond</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Mr John Pearson</td>
<td>Director Corporate Services</td>
</tr>
<tr>
<td>Mr John Woodhouse</td>
<td>Director Legal Services and General Counsel</td>
</tr>
<tr>
<td>Mr Michael Holland</td>
<td>Director Community Development</td>
</tr>
<tr>
<td>Mr Cadell Buss</td>
<td>Manager Economic Development</td>
</tr>
<tr>
<td>Mr Ben Searcy</td>
<td>Manager Human Resource Development</td>
</tr>
<tr>
<td>Ms Karin Strachan</td>
<td>Manager Strategy Coordination</td>
</tr>
<tr>
<td>Mr Michael Yakas</td>
<td>Manager Customer and Corporate Support</td>
</tr>
<tr>
<td>Ms Vanisha Govender</td>
<td>Manager Financial Services</td>
</tr>
<tr>
<td>Mr Ashley Pittard</td>
<td>Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td>Mrs Jillian Obiri-Boateng</td>
<td>Manager Community Support Services</td>
</tr>
<tr>
<td>Ms Genevieve Rowles</td>
<td>Manager Community Safety</td>
</tr>
<tr>
<td>Ms Jane Elton</td>
<td>Manager Community Capacity Building</td>
</tr>
<tr>
<td>Ms Alison Oliver</td>
<td>Manager Library and Information Services</td>
</tr>
<tr>
<td>Mr Peter Varris</td>
<td>Manager Governance and Councillor Support</td>
</tr>
<tr>
<td>Mrs Jelette Edwards</td>
<td>Governance Coordinator</td>
</tr>
<tr>
<td>Ms Sue Langley</td>
<td>Governance Officer</td>
</tr>
<tr>
<td>Ms Ann Fitzpatrick</td>
<td>Governance Assistant</td>
</tr>
</tbody>
</table>

| 2.3 Members of the Gallery: | 2 |
| 2.4 Apologies: | Nil |
| 2.5 Approved Leave of Absence: | Nil |
3. **Responses to Previous Public Questions Taken on Notice**
   
   Nil

4. **Public Question Time**
   
   4:01pm The Chairperson invited members of the Public Gallery to ask questions. There were none.

5. **Confirmation of Minutes of the Previous Meeting**
   
   Moved Cr Sammels, seconded Cr Stewart:
   
   That Council **CONFIRM** the Minutes of the Corporate and Community Development Committee Meeting held on 23 October 2013, as a true and accurate record.

   Committee Voting – 5/0

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

7. **Announcement by the Presiding Person without Discussion**
   
   4:01pm The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.

8. **Declarations of Members and Officers Interests**
   
   4:02pm The Chairperson asked if there were any interests to declare. There were none.

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

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

11. **Bulletin Items**
    
    **Corporate and General Management Services Information Bulletin – November 2013**
    
    **Corporate Services**
    
    1. Corporate Services Team Overview
    2. Human Resource Update
    3. Project Status Reports
       
       3.1 Retention and Disposal Project
       3.2 Document Migration Project
       3.3 Digital Preservation Strategy
       3.4 CCTV
       3.5 Warnbro Library Cable Upgrade
       3.6 Safety Bay Library Cable Upgrade
       3.7 ICT Strategic Plan
4. **Information Items**  
   4.1 List of Payments October 2013  
   4.2 Change of Basis of Rates  
   4.3 List of Write Offs for 2012/13

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

**Governance and Councillor Support**  
1. Governance and Councillor Support Team Overview  
2. Human Resource Update  
3. Project Status Reports  
4. Information Items  
   4.1 Policy Framework and Review  
   4.2 Standing Orders Local Law Review  
   4.3 Agenda Settlement Process  
   4.4 25th Anniversary of City Status  
   4.5 National Sea Change Taskforce Newsletter

**Human Resources**  
1. Human Resources Team Overview  
2. Human Resource Update  
3. Project Status Reports  
   3.1 Employee Wellness Programme  
   3.2 Corporate Training Programme  
   3.4 Leadership & Management Programme  
   3.5 Values Programme  
   3.6 Occupational Safety & Health Programme  
4. Information Items

**Economic Development**  
1. Economic Development Team Overview  
2. Human Resource Update  
3. Project Status Reports  
   3.1 Leadership Forums  
   3.2 Social Media  
   3.3 Global Friendship  
4. Information Items  
   4.1 Media Tracking

**Strategy Coordination**  
1. Strategy Coordination Team Overview  
2. Human Resource Update
3. Project Status Reports
   3.1 Update of Climate Change Response Plan and implementation of Key Actions
   3.2 Risk Analysis Framework – Roll out and Audit
   3.3 Risk Management Training
   3.4 Community Engagement Framework: Training and roll-out
4. Information Items
   4.1 Establishing linkages between the Community Plan, the Specific Purpose Plans and the Team Plans
   4.2 2013 Customer Satisfaction Survey
   4.3 Coordinating the development of a 10 year infrastructure plan
   4.4 4th Generation Team Plans
   4.5 Coordinating the development and implementation of a Development Contribution Scheme
   4.6 New Ideas Incentive Scheme
   4.7 City Scoreboard
   4.9 Integrated Risk Management Framework for the City of Rockingham
   4.10 LGMA Challenge
   4.11 Other initiatives that the Strategy Coordination team is involved with

Legal Services & General Counsel
1. Legal Services & General Counsel Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Provision of Legal Advice
   4.2 Oversight of Systems and Documentation
   4.3 Legal Capacity Building

Committee Recommendation
That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – November 2013 and the content be accepted.

Committee Voting – 5/0

Community Development Information Bulletin – November 2013

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

Library Services
1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information items
   4.1 Manager Library and Information Services Update
   4.2 Baldivis Library and Community Centre Update
   4.3 Safety Bay Library Update
   4.4 Warnbro Community Library Update

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

**Community Capacity Building**
1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Rockingham Regional Environmental Centre (RREC)
   3.2 Community Grants Program (CGP)
   3.3 Infrastructure Planning and Development Grants (IPDG)
   3.4 Bert England Lodge – Management and Governance
   3.5 Disability Access and Inclusion Plan (DAIP)
   3.6 Christmas Decorations Program
4. Information Items
   4.1 Community Garden
   4.2 Rockingham City Football Club
   4.3 Rockingham Rams Football Club
   4.4 Active Ageing
   4.5 Challenger Court – Aged Persons Units
   4.6 Challenger Lodge
   4.7 Seniors Planning Project
   4.8 Active Ageing Seniors Expo
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4.9</td>
<td>Active Ageing Seniors Week</td>
</tr>
<tr>
<td>4.10</td>
<td>Stay on Your Feet Week</td>
</tr>
<tr>
<td>4.11</td>
<td>Active Ageing Forums</td>
</tr>
<tr>
<td>4.12</td>
<td>Active Ageing Events</td>
</tr>
<tr>
<td>4.13</td>
<td>Youth Development</td>
</tr>
<tr>
<td>4.14</td>
<td>Sport and Recreation</td>
</tr>
<tr>
<td>4.15</td>
<td>Rockingham Early Years Group (REYG)</td>
</tr>
<tr>
<td>4.16</td>
<td>Rockingham Education and Training Advisory Committee (RETAC)</td>
</tr>
<tr>
<td>4.17</td>
<td>Community Capacity Building Events</td>
</tr>
<tr>
<td>4.18</td>
<td>Outdoor Event Applications</td>
</tr>
<tr>
<td>4.19</td>
<td>Cultural Development and Arts</td>
</tr>
<tr>
<td>4.20</td>
<td>Reconciliation Action Plan (RAP)</td>
</tr>
</tbody>
</table>

**Community Safety**

1. Community Safety Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Security Support Services
   4.2 Community Safety/Crime Prevention
   4.3 Ranger Services
   4.4 Emergency Services
   4.5 Emergency Management and Recovery

**Committee Recommendation**

That Councillors acknowledge having read the Community Development Information Bulletin – November 2013 and the content be accepted.

Committee Voting – 5/0
12. Agenda Items

Corporate Services

Corporate Services
Customer and Corporate Support

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-024/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>RTV/4</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Michael Yakas, Manager Customer and Corporate Support</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>19 November 2013</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 authorise an incentive prize draw which will encourage ratepayers to register and receive their annual rate notice and instalment notices electronically.

Background

Traditionally the annual rate notice and instalment notices have been printed and mailed out using an external print-house. The City is able to utilise technologies that will allow rate notices to be electronically sent to ratepayers via email. The rates notices are sent as smart PDF’s which allows ratepayers to click on links imbedded in the notice and will be directed to the City’s payment gateway, website or other external websites.

Details

The electronic delivery of rate notices aligns with the City’s strategic direction for Customer Service improvements as notices can be delivered and accessed more conveniently. In June 2013, a
registration portal was set up allowing rate payers to register their details online. A notification about this facility was provided on the 2013/14 Annual Rate Notice.

Encouraging ratepayers to receive their notices electronically has both business and environmental benefits. It is anticipated that the City could save a substantial amount on postage fees.

As at 1 July 2013 the City had 48,197 rateable assessments, assuming the City was successful in migrating between 20% and 50% of ratepayers to electronic notice delivery, indicative postage savings for the annual rate notice run are estimated to be between $4,500 and $11,500 per annum. Non-financial environmental benefits include a reduction in the number of paper notices, envelopes and promotional materials being printed.

To encourage ratepayers to migrate from traditional postage methods to electronic delivery methods an incentive prize draw is proposed, where ratepayers who register by 30 April 2014 will automatically be entered into a draw. The incentive draw will consist of 2 prizes of $500 each. A multi-channel advertising campaign will be developed including advertising on the City’s website, Facebook page, Twitter account and other traditional channels (City Chronicle, Newspaper and future rate instalment notices).

**Implications to Consider**

| a. Consultation with the Community | Not Applicable |
| b. Consultation with Government Agencies | Not Applicable |
| c. Strategic | Community Plan |
| Strategic Community Plan | This item addresses the Community’s Vision for the future and specifically the following Aspiration contained in the Community Plan 2011: |
| Aspiration 15: Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant. |
| d. Policy | Not Applicable |
| e. Financial | Allocation of $1,000 required in the 2013/14 quarterly budget review. |
| f. Legal and Statutory | Not Applicable |

**Comments**

The electronic delivery of rate notices aligns with the City’s strategic direction for Customer Service improvements which provides ratepayers with a contemporary method of receiving their rate notice.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council APPROVE an incentive prize draw consisting of 2 cash prizes of $500 each for ratepayers that register to receive their annual and instalment notices electronically by 30 April 2014.
**Committee Recommendation**

That Council *APPROVE* an incentive prize draw consisting of 2 cash prizes of $500 each for ratepayers that register to receive their annual and instalment notices electronically by 30 April 2014.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
### Corporate Services
Financial Services

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>FLM/88</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mrs Vanisha Govender, Manager Financial Services</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>19 November 2013</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td></td>
</tr>
</tbody>
</table>

**Site:**

**Lot Area:**

**Attachments:** Monthly Financial Management Report for September 2013

**Maps/Diagrams:**

### Purpose of Report

To receive the monthly Financial Management Report for September 2013.

### Background

Nil

### Details

The monthly Financial Management Report includes the following:

1. Statement of Financial Activity by Program
2. Statement of Net Current Assets
3. Other schedules and charts for management information purposes.

### Implications to Consider

a. **Consultation with the Community**
   
   Not Applicable

b. **Consultation with Government Agencies**
   
   Not Applicable
c. **Strategic**

**Community Plan**

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

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

d. **Policy**

Nil

e. **Financial**

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

f. **Legal and Statutory**


**Comments**

The numerous variances identified will be reviewed within the next budget review.

**Voting Requirements**

Simple Majority

**Officer Recommendation**


**Committee Recommendation**


Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
General Management Services

General Management Services
Governance and Councillor Support

Reference No & Subject: GMS-005/13 2014 Council Meetings
File No: CPM/26
Proponent/s: Mr Peter Varris, Manager Governance and Councillor Support
Author: 19 November 2012
Other Contributors: GCS-016/12 (20 November 2012)
Date of Committee Meeting: Executive
Previously before Council: 
Disclosure of Interest: 
Nature of Council’s Role in this Matter: 
Site: 
Lot Area: 
Attachments: 
Maps/Diagrams: 

Purpose of Report
Council consideration of the dates proposed for Council meetings for the 2014 year.

Background
In accordance with the Local Government Act, 1995 a local government is to at least once a year give local public notice of the date, time and place for Council meetings for the next 12 months.

The Governance and Meeting Framework notes that Council meetings are generally held on the fourth Tuesday of each month commencing at 6:00pm in the Council Chamber. The Planning and Engineering Services Committee and Corporate and Community Development Committee generally meet in the Council Boardroom commencing at 4:00pm on the following dates:
- Planning and Engineering Services Committee – Third Monday of each month.
- Corporate and Community Development Committee – Third Tuesday of each month.

Details
The exception to the above include the January recess where no Council meetings are held unless a Special Meeting of Council is required (supported by an Agenda Briefing Forum) and the compression of the meeting schedule in December where the Council meeting is brought forward by
two weeks to accommodate the Christmas season, resulting in the Committee Meetings being held in the first week of the month.

The following dates are scheduled for meetings in 2014:

1) Council Meetings (commencing at 6:00pm in the Council Chambers)

<table>
<thead>
<tr>
<th>January 21</th>
<th>April 22</th>
<th>July 22</th>
<th>October 28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Meeting if required.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 25</td>
<td>May 27</td>
<td>August 26</td>
<td>November 25</td>
</tr>
<tr>
<td>March 25</td>
<td>June 24</td>
<td>September 23</td>
<td>December 9</td>
</tr>
</tbody>
</table>

2) Planning and Engineering Services Committee (commencing at 4:00pm in the Council Boardroom)

<table>
<thead>
<tr>
<th>January – No meeting</th>
<th>April 14</th>
<th>July 14</th>
<th>October 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 17</td>
<td>May 19</td>
<td>August 18</td>
<td>November 17</td>
</tr>
<tr>
<td>March 17</td>
<td>June 16</td>
<td>September 15</td>
<td>December 1</td>
</tr>
</tbody>
</table>

3) Corporate and Community Development Committee (commencing at 4:00pm in the Council Boardroom)

<table>
<thead>
<tr>
<th>January – No meeting</th>
<th>April 15</th>
<th>July 15</th>
<th>October 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 18</td>
<td>May 20</td>
<td>August 19</td>
<td>November 18</td>
</tr>
<tr>
<td>March 18</td>
<td>June 17</td>
<td>September 16</td>
<td>December 2</td>
</tr>
</tbody>
</table>

**Implications to Consider**

a. **Consultation with the Community**
   Advertising will be undertaken in the Sound Telegraph, Weekend Courier, Council website, social media platforms, City libraries and notice boards advising the scheduled dates for Committee and Council meetings.

b. **Consultation with Government Agencies**
   Nil

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

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

d. **Policy**
   Governance and Meeting Framework Policy applies.

e. **Financial**
   Cost of advertising the meetings is provided for in Governance and Councillor Support account 210018.1204 Advertising with an amount of $9,000 budgeted for the 2013-2014 financial year.

f. **Legal and Statutory**
   Section 5.23(1) of the Local Government Act 1995 specifies that Council meetings and all meetings of any Committee to which a local government power of duty has been delegated are to be open to members of the public.

   Section 5.25(1)(g) of the Local Government Act, 1995 (the Act) stipulates the giving of public notice of the date and agenda for Council and Committee meetings.
Regulation 12(1) of the Local Government (Administration) Regulations 1996 further refine the Act to specify time, place and types of committees that must be advertised.

**Comments**

The proposed schedule of meeting dates follows that which has been established in the recent review of the standing committees. The trend in local government has been to seek more effective, timely and responsive decision making, much of this having been driven by the community and proponents of issues before Council.

Notwithstanding the use of delegation of authority and policy to assist in timely and consistent decision making, the process to gain a Council decision is often a lengthy one. It is also recognised that the application of the committee system has served Council well in the past.

The schedule of Standing Committee meetings is determined in accordance with the Governance and Meeting Framework Policy. There is no legislative requirement to advertise the meeting dates of the Standing Committees as they do not make decision through Council delegated authority.

Council Information Workshops will also be scheduled throughout the year, generally once per month if required, falling on the second Tuesday of the month in accordance with the Governance and Meeting Framework Policy.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **APPROVE** the following Council meeting dates for 2014:

1) Council Meetings (commencing at 6:00pm in the Council Chambers)

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>February 25</td>
<td>May 27</td>
<td>August 26</td>
<td>November 25</td>
</tr>
<tr>
<td>March 25</td>
<td>June 24</td>
<td>September 23</td>
<td>December 9</td>
</tr>
<tr>
<td>April 22</td>
<td>July 22</td>
<td>October 28</td>
<td></td>
</tr>
</tbody>
</table>

**Committee Recommendation**

That Council **APPROVE** the following Council meeting dates for 2014:

1) Council Meetings (commencing at 6:00pm in the Council Chambers)

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>February 25</td>
<td>May 27</td>
<td>August 26</td>
<td>November 25</td>
</tr>
<tr>
<td>March 25</td>
<td>June 24</td>
<td>September 23</td>
<td>December 9</td>
</tr>
<tr>
<td>April 22</td>
<td>July 22</td>
<td>October 28</td>
<td></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
## Purpose of Report


## Background

The Redundancy Policy was adopted by Council in February 1997 and refers to the maximum severance payment payable to terminating employees, a counselling process for severing employees, termination during notice periods and exclusions.

This policy has since been superseded by the City’s three Enterprise Agreements:
- City of Rockingham Enterprise Agreement 2012;
- City of Rockingham (Outside Workforce) Enterprise Agreement 2011;
- City of Rockingham Child Care Services Enterprise Agreement 2012.

## Details

All employees at the City are employed under one of the City’s three Enterprise Agreements or a fixed term contract of employment that make reference to a specific clause on redundancy. This clause clearly outlines all terms and conditions of such redundancy payments. Therefore the details as outlined in the Redundancy Policy are superseded and no longer relevant.
Implications to Consider

a. Consultation with the Community
   Not Applicable

b. Consultation with Government Agencies
   Not Applicable

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

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

d. Policy
   The Council Policy – Redundancy Policy is to be rescinded and is now covered by the City’s industrial instruments including Enterprise Agreements and individual employment contracts.

e. Financial
   Nil

f. Legal and Statutory
   Section 5.41 of the Local Government Act 1995 states one of the functions of the Chief Executive Officer is to be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees).

Comments

Nil

Voting Requirements

Simple Majority

Officer Recommendation


Committee Recommendation


Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
General Management Services
Human Resource Development

Reference No & Subject: GMS-007/13
Recommendation from the Chief Executive Officer Performance Review Advisory Committee Meeting held on 29 October 2013

File No: PSL/1298 and PSL/702

Author: Mr Ben Searcy, Manager Human Resource Development

Other Contributors:

Date of Committee Meeting: 19 November 2013

Disclosure of Interest:

Nature of Council’s Role in this Matter:

Attachments: Minutes of the Chief Executive Officer Performance Review Advisory Committee Meeting held on 29 October 2013

Maps/Diagrams:

Purpose of Report

For Council to consider the submission received from Portland Broome Organisational Consultants to undertake the performance review for the 2013 period.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1:
Appointment of Performance Consultant

Moved Cr Sammels, seconded Cr Pease:
That Council APPOINT Portland Broome Organisational Consultants as the performance consultant for the 2013 CEO Performance and Personal Development Review.

Background

The Chief Executive Officer, Mr Andrew Hammond’s employment contract states the following relating to performance reviews:

PERFORMANCE REVIEWS

- The Council shall ensure that a review of the CEO’s performance is conducted annually or more frequently if the Council or the CEO perceives there is a need to do so.
- The Council shall give the CEO a minimum of ten (10) working days’ notice in writing that a performance review is to be conducted to enable the CEO sufficient time to prepare.
- Where an external facilitator is to be used, both parties shall agree to the nominated facilitator.
- The CEO shall prepare and submit to the council and/or facilitator an assessment of his own performance prior to the assessment by the council.
The final report on the performance of the CEO is to be forwarded to the Council for it to consider and decide whether to accept or reject the report.

A Committee to review the performance of the Chief Executive Officer was established in late 2008. This Committee is named the CEO Performance Review Committee and now consists of Cr Barry Sammels, Cr Deb Hamblin, Cr Ron Pease and Cr Justin Smith. In the past an independent consultant has facilitated this process, with the last review being conducted by Portland Broome Organisational Consultants, Mr Paul Syme in November 2012.

Mr Paul Syme of Portland Broome Organisational Consultants, having conducted the Performance and Personal Development Review of the CEO in 2012 has submitted a proposal to undertake the 2013 Review. The proposal includes a timeframe and process map that the CEO, Mr Andrew Hammond has agreed with.

For reasons of equity, fairness and consistency with the rest of the organisation, it is recommended retention of the three tiered assessment approach currently used ie. measurement of performance against key elements of the position description, measurement of general management and leadership competencies, and measurement of previously set (and establishment of new) Key Focus Areas, generally followed by an overall performance assessment and comments.

The submission received from Portland Broome Organisational Consultants is suited to the City's needs in structure and process. The CEO, Mr Andrew Hammond is in agreement with Portland Broome Organisational Consultants offers value and service for the CEO Performance and Personal Development Review and would agree to them being the nominated facilitator.

It is proposed that the CEO's Performance and Personal Development Review be undertaken in November 2013.

### Implications to Consider

| a. Strategic |  |
| Community Plan | This item addresses the Community’s Vision for the future and specifically the following Aspiration contained in the Community Plan 2011: |
| \textbf{Aspiration 15:} Governance systems that ensure decision making and resource allocation is accountable, participative, legally and ethically compliant. |  |
| b. Policy | Not Applicable |  |
| c. Financial | The Portland Broome Organisational Consultants proposal is for a total cost of $15,200. An amount of $16,000 has been allocated in the 2013/14 budget for this service as part of account number 210026.1344 – Consultants Fees. |  |
| d. Legal and Statutory | In accordance with the Local Government Act 1995 – Section 5.38 Annual Review of Certain Employees Performance whereby the performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of employment. |  |
| e. Voting Requirements | Simple Majority |  |

### Officer Recommendation if Different to Advisory Committee Recommendation

Nil

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

Nil
<table>
<thead>
<tr>
<th><strong>Committee Recommendation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council <strong>APPOINT</strong> Portland Broome Organisational Consultants as the performance consultant for the 2013 CEO Performance and Personal Development Review.</td>
</tr>
<tr>
<td>Committee Voting – 5/0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>The Committee’s Reason for Varying the Officer’s Recommendation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Implications of the Changes to the Officer’s Recommendation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
General Management Services
Governance and Councillor Services

Reference No & Subject: GMS-008/13
Recommendation from the Audit Committee Meeting held on 29 October 2013

File No: CPM/109
Author: Mr Peter Varris, Manager Governance and Councillor Support

Date of Committee Meeting: 19 November 2013

Disclosure of Interest:

Nature of Council’s Role in this Matter:

Attachments: Minutes of the Audit Committee Meeting held on 29 October 2013

Maps/Diagrams:

Purpose of Report


Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1:
Audited Financial Report 2012-2013

That Council:


Background

Council is required to accept the Audited Financial Report which will be included as part of the Annual Report.

Council’s Auditors have now completed the audit and have provided their Independent Auditor’s Report and Management Report.

The Audited Financial Report includes financial information relating to Bert England Lodge, which is operated on behalf of the City of Rockingham, under a Management Agreement, by Southern Cross Care (WA) Inc. These figures have been incorporated into the Financial Report and are disclosed in Note 34.

The major change included in the Audited Financial Report is the mandatory requirement to revalue non-current assets. Effective from 1 July 2012, the Local Government (Financial Management) Regulations 1996 were amended and the measurement of non-current assets at fair value became mandatory.
The amendments allow for a phasing in of fair value in relation to fixed assets over three years as follows:

(a) for the financial year ending on 30 June 2013, the fair value of plant, furniture and equipment of the local government; and

(b) for the financial year ending on 30 June 2014, the fair value of land and building of the local government; and

(c) for a financial year ending on or after 30 June 2015, the fair value of infrastructure assets and all other assets of the local government.

Thereafter, in accordance with the regulations, each asset class must be revalued at least every 3 years.

Council has commenced the process of adopting Fair Value in accordance with the Financial Management Regulations. Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

In 2012/2013 the revaluation resulted in an overall revaluation deficit of $289,957.

**Implications to Consider**

**a. Strategic**

**Community Plan**

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

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

**b. Policy**

Nil

**c. Financial**

The closing position reported in the Rate Setting Statement for the year ended 30 June 2013 is a surplus of $19,722,218 which is $5,335,529 more than the estimated surplus included in the Adopted Budget for 2013/2014. The bulk of the increase is due to:

a) Bert England Lodge (BEL) surplus of $1.6million. This result is due to a required change in treatment of BEL funds in 2012/2013 financial year. This money is still restricted despite change in treatment of funds.

b) Cash back reserve has been increased by a further $2.6million. These monies have been transferred to Employee Leave Reserve in 2013/2014. The Employee Leave Reserve is extremely low and over a number of years has been increased as funds have become available. It is standard practice for local government to have reserves created that represent (or cash back) staff leave entitlements. As staff levels increase in future years this reserve will need to be further monitored.

c) The balance $1.1million contributes to the general surplus of $1.5million as result of additional income, expenditure savings and final balance day adjustments. A proposal for utilising these funds will be a further agenda item in the future and has previously been discussed with the Council.

**d. Legal and Statutory**

Section 6.4 of the Local Government 1995 (the Act) requires Council to prepare an annual financial report for the preceding financial year which is to be presented in the manner and form prescribed.

Section 6.4(3) of the Act requires Council to submit to its auditor the accounts balanced up to the last day of the preceding financial year and the annual financial report by 30 September.
Section 5.53(2) of the Act requires Council to prepare an annual report that includes the financial report for the financial year and the auditor's report for the financial year.

Section 5.54 of the Act requires Council to accept the annual report for a financial year by no later than 31 December after that financial year, unless the auditor’s report is not available in time, then it is to be accepted no later than 2 months after the auditor’s report becomes available.

e. Voting Requirements

Simple Majority

<table>
<thead>
<tr>
<th>Officer Recommendation if Different to Advisory Committee Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Officer’s Reason for Varying the Advisory Committee Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee Recommendation</th>
</tr>
</thead>
</table>

That Council:


Committee Voting – 5/0

<table>
<thead>
<tr>
<th>The Committee’s Reason for Varying the Officer’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Implications of the Changes to the Officer’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
General Management Services  
Governance and Councillor Support

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-009/13 Annual Report 2012/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>IFM/26</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr Peter Varris, Manager Governance and Councillor Support</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>19 November 2013</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council's Role in this Matter:</td>
<td>Executive</td>
</tr>
</tbody>
</table>

Site:  
Lot Area:  
Attachments: Annual Report 2012/2013  

**Purpose of Report**


**Background**

Section 5.54 of the Local Government Act 1995 requires Council to accept the Annual Report no later than 31 December each year.

Should the auditor’s report not be available in time for the Annual Report to be accepted by 31 December, then the local government is to accept the Annual Report no later than two months after the auditor’s report becomes available.

Preparation of the Annual Report has progressed in anticipation that the Audit Committee would consider the Annual Financial Statements and Audit Report for 2012/2013 by late October 2013 with a recommendation to Council for its November 2013 ordinary meeting. To facilitate the process the Annual Report is presented for consideration at this meeting.

**Details**

A draft of the Annual Report for 2012/2013 has been prepared by the Economic Development Team and earlier distributed to Councillors to provide comment and feedback.

The report has been prepared using best practice from both local government and other industries. The contents include all those matters stipulated by Section 5.53 of the Local Government Act 1995.
Council has resolved to hold the Annual Meeting of Electors on Tuesday 17 December 2012 at 6:00pm and the printed copies of the Annual Report will be available prior to that meeting.

### Implications to Consider

a. **Consultation with the Community**

The availability of the Annual Report is advertised in conjunction with the statutory advertising required for the Annual Meeting of Electors. Advertising will appear in the local press, City website, social media platform, libraries and notice boards.

b. **Consultation with Government Agencies**

Nil

c. **Strategic**

**Community Plan**

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

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

d. **Policy**

Nil

e. **Financial**

Funds for advertising the electors’ meeting are provided for in Account 210018.1204 – Advertising Governance and Councillor Support.

f. **Legal and Statutory**

Part 5 Division 5 of the Local Government Act 1995 (the Act) specifies the legislative requirements for preparation and acceptance of the Annual Report.

Section 5.53(1) of the Act requires a local government to prepare an annual report for each financial year.

Section 5.53(2) specifies the content of the Annual Report, including a report from the Mayor, a report from the Chief Executive Officer, an overview of the plan for the future, the financial reports for the year under review, the auditor’s report, and specified information including that relating to employees, disability services, and complaints.

Section 5.54(1) specifies that the Annual Report is to be accepted by Absolute Majority decision.

Section 5.55 notes that the Chief Executive Officer is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local body.

### Comments

To facilitate the process of holding the Annual Meeting of Electors in a timely manner Council consideration of the Annual Report is sought.

In accordance with Section 5.55 of the Local Government Act 1995 local public notice of the availability of the Annual Report will be given.

### Voting Requirements

Absolute Majority

### Officer Recommendation

That Council **ACCEPT** the Annual Report for the financial year ending 30 June 2013.
<table>
<thead>
<tr>
<th><strong>Committee Recommendation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council <strong>ACCEPT</strong> the Annual Report for the financial year ending 30 June 2013.</td>
</tr>
<tr>
<td>Committee Voting – 5/0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>The Committee’s Reason for Varying the Officer’s Recommendation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Implications of the Changes to the Officer’s Recommendation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
## Community Development

### Community Capacity Building

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-005/13 Secret Harbour Surf Life Saving Club Annual Fee for Service Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>RCS/50-02</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Secret Harbour Surf Life Saving Club</td>
</tr>
<tr>
<td>Author</td>
<td>Ms Tenille Voges, Coordinator Sport and Recreation</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Ms Jane Elton, Manager Community Capacity Building</td>
</tr>
<tr>
<td></td>
<td>Mr Michael Holland, Director Community Development</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>19 November 2013</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>23 November 2004 - CES418/11/04</td>
</tr>
<tr>
<td></td>
<td>22 February 2005 - CES20/2/05</td>
</tr>
<tr>
<td></td>
<td>22 May 2007 – CD57/5/07</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
</tr>
<tr>
<td>Site:</td>
<td></td>
</tr>
<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

### Purpose of Report

The purpose of this report is to seek Council’s endorsement of a new annual fee for service agreement over a three year term, between the City of Rockingham and Secret Harbour Surf Life Saving Club (SHSLSC).

### Background

In 2005, the City received a request from the SHSLSC for a fee for service agreement towards the procurement of rescue equipment and maintenance of beach patrols. At the Council meeting held on 22 February 2005, Council agreed to provide the fee for service of $10,000 per year to the SHSLSC for a two year period commencing 1 July 2005, with the matter of providing the fee for subsequent years be reviewed prior to the adoption of the 2007/08 budget.

The City reviewed the agreement in 2007, and on 22 May 2007, Council agreed to enter into a further three year term with the SHSLSC for the procurement of rescue equipment and the provision of beach patrols commencing 1 July 2007. Council agreed to allocate up to $10,000 in the 2007/08, 2008/09 and 2009/10 budgets for this purpose.
This agreement, in addition to a professional lifeguard service by Surf Life Saving Western Australia (SLSWA) funded by the City, formed a three way partnership between the City, SLSWA and SHSLSC to ensure strong coverage of patrols over the summer seasons over this time.

**Details**

In 2010, no new request was made to the City from the SHSLSC for a similar agreement; so no new agreement was initiated at that time. Feedback from the club indicated that a change in Committee and a lack of communication regarding the previous agreements between the City and the club were responsible for a request not being forwarded to the City to renew the agreement.

With the implementation of the Community Grants Program (CGP) in July 2010, funding became available for clubs and organisations to apply for financial support through this program. The City’s Community Grants Policy (CGP) relates to entities wishing to apply for funding toward worthwhile programs, projects, initiatives and events. SHSLSC is eligible under the criteria to apply for funding towards projects above. The CGP does not include the opportunity for groups to apply for funding towards professional fees, wages and salaries. Due to this, the SHSLSC indicated that they believed this limited the opportunity for them to apply for grants towards patrol hours and rescue operations. The club is however, is eligible to apply for funding towards other aspects of their service through this mechanism and has been encouraged to do so.

The implementation of the CGP created confusion for the SHSLSC as they believed that they were unable to request the reinstatement of the fee for service agreement while the grants program was in place. The club therefore, did not request or receive the fee for service for the following three years.

In October 2013, the City received formal correspondence from the SHSLSC requesting reinstatement of the fee for service agreement for $10,000 per annum for three years from 2013/14 to 2015/16 between the City and SHSLSC. City officers have reviewed the current demand for the service provided by the club and the details are listed below.

**Demand Statistics**

Secret Harbour Beach is a dynamic and active beach that attracts a growing patronage each year.

In the past 12 months the SHSLSC had a 15% increase in membership to 756 members. This is the highest number of members for the club since its inception. In the 2012 SHSLSC Annual Report, the club reported more than 73,000 visitors during patrol hours on weekends and public holidays over the 2012/13 season. This was an increase of 8000 people from the last season. During the season the club performed 1050 rescues, 1556 first aid cases and 9970 preventative action. This included 244 rescues and 2328 preventatives at Secret Harbour, and 118 rescues and 1678 preventative actions at the Penguin Island sandbar.

The 2012/13 summer season was recorded to be one of the busiest in years. This was possibly due to the hot summer and increase in population growth in the southern coastal area resulting in more people seen to be visiting the local beaches. The large number of rescues and preventive actions that the club members engage in over the summer season makes the service the club provides of large benefit to the community and visitors the beach.

**Current Lifeguard Agreements**

The City has identified benefits for a professional lifeguard service and due to this provides funding towards continuation of a professional lifeguard service in partnership with Surf Life Saving Western Australia (SLSWA). The City provides funding for a contract with SLSWA for the provision of a professional lifeguard service at Secret Harbour Beach from 1 December to 28 February (Monday to Friday) until 2016. For the 2013/14 season, the City has allocated $48,374.35 plus GST towards this professional lifeguard service. Currently the SHSLSC provides the lifeguard service on weekends to support this paid service at no charge to the City.

**Future Plans and Challenges**

For the 2012/13 season, the club extended patrols into Penguin Island Sandbar (Mercy Point) and extended some patrols at Secret Harbour on an as required basis. With the increased visitors to the beach the club have had to be more proactive in the southern reaches at Golden Bay and Singleton...
through the use of Inflatable Rescue Boats and Rhino and this has been an area identified with a need for continued vigilance, and potential establishment of outposts.

Ultimately as the SHSLSC grows it is anticipated that the club will be able to extend the rostered patrols on a routine basis into the afternoons by growing more patrol teams i.e. morning and afternoon patrols while still providing a service to other Rockingham Beaches concurrently.

The club has identified significant challenges to be worked through in expanding these services with regard to: transport, lack of radio coverage, storage and funding, an ongoing requirement to upskill their members and rostering of members. The club is currently working with the City on the redevelopment of the club facilities, to cater for the expanding membership and duties.

Funding will also be an ongoing issue with the increase of the service. This has led to the SHSLSC proposal requesting a new three year fee for service commitment from the City, with a financial contribution of $10,000 plus GST paid annually each year, beginning with the 2013/14 season.

<table>
<thead>
<tr>
<th>Implications to Consider</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Consultation with the Community</td>
</tr>
<tr>
<td>Not Applicable</td>
</tr>
<tr>
<td>b. Consultation with Government Agencies</td>
</tr>
<tr>
<td>Not Applicable</td>
</tr>
<tr>
<td>c. Strategic</td>
</tr>
<tr>
<td>Community Plan</td>
</tr>
<tr>
<td>This item addresses the Community’s Vision for the future and specifically the following Aspirations contained in the Community Plan 2011:</td>
</tr>
<tr>
<td><strong>Aspiration 2:</strong> A safe community where residents feel secure, relaxed and comfortable within their home, work and social environments.</td>
</tr>
<tr>
<td><strong>Aspiration 4:</strong> A healthy community engaging in positive and rewarding lifestyles with access to a range of passive and active recreational and personal development opportunities.</td>
</tr>
<tr>
<td><strong>Aspiration 7:</strong> Community facilities and services that are well utilised, accessible, cost effective, and where appropriate multifunctional.</td>
</tr>
<tr>
<td>d. Policy</td>
</tr>
<tr>
<td>Nil</td>
</tr>
<tr>
<td>e. Financial</td>
</tr>
<tr>
<td>Currently there is no line item in the City’s Annual Budget to accommodate this proposed fee for service arrangement. Council would need to allocate $10,000 per year for three years, commencing 2013/14 to 2015/16.</td>
</tr>
<tr>
<td>f. Legal and Statutory</td>
</tr>
<tr>
<td>The Local Government Act 1995, Part 9 identifies that a local government may authorise the members of a surf life saving club to perform specific functions on a beach.</td>
</tr>
<tr>
<td>The City of Rockingham Local Government Property Local Law 2001, clause 5.13 also discussed the powers of surf life saving club members. The City is currently working with the club to ensure that all recommended members are authorised by the City as per this local law.</td>
</tr>
<tr>
<td>The Local Government Act 1995, Part 6, section 6.8(1)(b) identifies that a Local Government is not to incur expenditure from its municipal fund except where the expenditure is authorised in advance by resolution. This resolution requires absolute majority.</td>
</tr>
</tbody>
</table>
Comments

The fee for service to the SHSLSC has been supported by Council since 2005 as part of an overall partnership between the City, SLSWA and SHSLSC. During this time, the membership and patrol requirements of the club has expanded extensively with the club at an all-time record for membership and patrol hours for the 2012/13 summer season.

The statistics of beach usage at Secret Harbour indicates that there are still a large proportion of people drawn to the area over the summer period. This is one of the main reasons for the City providing funding towards a professional lifeguard service from Monday to Friday for Secret Harbour and surrounds. Rockingham residents rely on the service provided by the SHSLSC to ensure Secret Harbour beach and other beach locations in the City are safe to attend, as they provide patrols to compliment the professional lifeguard service by providing patrols on weekends. This factor along with the known hazardous conditions of the beach requires Council’s consideration of resources now and into the future. The forever changing nature of the beach conditions requires lifeguards, paid or voluntary, to be proficient in their patrols.

The City provides funding for a contract with SLSWA for the provision of a similar lifeguard service at Secret Harbour Beach from 1 December to 28 February (Monday to Friday) until 2016. SHSLSC provides the lifeguard service on weekends to support this paid service. Discussion with staff from SLSWA has demonstrated that there is support from the agency for the City to re-enter into a fee for service agreement with the SHSLSC.

Based on the service the SHSLSC provides to both the Rockingham community and visitors to the area, it is suggested that Council continue to support the Club’s request to provide a fee for service agreement of $10,000 per year for three years commencing 2013/14. A new agreement will need to be developed to ensure the City is getting value from the annual subsidy agreement.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council:

1. **APPROVE** the City entering into a three year agreement with the Secret Harbour Surf Lifesaving Club for a fee for service of $10,000 plus GST per year for the provision of beach patrol and rescue service in season.

2. **ALLOCATE** $10,000 in the 2013/14 Adopted Budget for the fee for service agreement.

Committee Recommendation

That Council:

1. **APPROVE** the City entering into a three year agreement with the Secret Harbour Surf Lifesaving Club for a fee for service of $10,000 plus GST per year for the provision of beach patrol and rescue service in season.

2. **ALLOCATE** $10,000 in the 2013/14 Adopted Budget for the fee for service agreement.

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
4:24pm Mayor Sammels departed the meeting.

Community Development
Community Safety

Reference No & Subject: CD-006/13 Extension of Contract Associated with the Implementation of the Abandoned Shopping Trolley Management Plan

File No: CPM/14

Proponent/s: Ms Genevieve Rowles, Manager Community Safety

Author: Ms Genevieve Rowles, Manager Community Safety

Other Contributors: Ms Genevieve Rowles, Manager Community Safety

Date of Committee Meeting: 19 November 2013

Previously before Council: 8 October 2012 (CSA-013/12), 28 May 2013 (CSA-004/13)

Disclosure of Interest: Executive

Nature of Council’s Role in this Matter: Executive

Site: Lot Area:

Attachments: Shopping Trolleys Tagged

Maps/Diagrams: Shopping Trolleys Tagged

Purpose of Report

To consider a three month contract extension for services provided in association with the City’s Abandoned Shopping Trolley Management Plan.

Background

The City continues to be a recipient of complaints regarding abandoned shopping trolleys and their impact on amenity and the perceived safety of residents within the City.

Since Council’s October 2012 resolution to implement the Abandoned Shopping Trolley Management Plan officers have been working to determine an optimal approach for the management of this issue. The depth and complexities involved with the management of abandoned shopping trolleys include:

- The Local Government Act 1995 in relation to the impounding and disposal of trolleys.
- The effectiveness of infringements and prosecutions.
- Retailers and actions and intent and effectiveness of existing collection systems.
• Establishment of incentives and desire to avoid disincentives.
• Substantial resources required of the City to implement an effective management plan.

Early 2013 the City’s Abandoned Shopping Trolley Management Plan was developed and details strategies, principals and processes intended to reduce the level of abandonment of shopping trolleys, expedite their collection and impact/decrease the associated perception of crime and community concerns.

To date the management plan has focussed on a number of multi-faceted principles with key stakeholders. These key principles include consultation, clarification of roles and responsibilities, education, compliance and enforcement.

Details

The following chart illustrates the number of shopping trolleys tagged, impounded and released from the impound facility from 19 August to 31 October 2013. It is evident from the statistical data gathered to date, a large number of trolleys continue to be located and reported outside of shopping centre boundaries and these reported abandoned shopping trolleys are being collected by retailers and/or their contractors within the 24 hour time frame specified in the Activities in Thoroughfares and Public Places and Trading Local Law 2001.

1. Shopping Trolleys Tagged

In the months leading up to the employment of a contractor to locate, tag, report, monitor and where required, impound abandoned shopping trolleys, the Community Safety Service collected information on behalf of the City. Comparing this information to the figures provided in the above chart demonstrates a marked decrease in amount of time abandoned shopping trolleys remain in public places. There has also been a significant decrease in the amount of customer complaints made to the City since August 2013.

An analysis of the data to date indicates retailers and their contractors are complying with the Activities in Thoroughfares and Public Places and Trading Local Law 2001, in regards to collecting trolleys within 24 hours of notification of their location. However the high number of trolleys which continue to be tagged each month identifies a gap in current processes. One of the intended outcomes of the management plan was for ‘hotspot’ areas to be identified and communicated between the City, retailers and retailer contractors. This was to ensure retailers and their...
contractors aligned their collection routes and times to service identified areas of need. The statistics indicate this has not occurred.

It is noted with concern that one of the reasons this may not have occurred to date, is that retailers and their contractors have started to rely on reports from the City for the location of abandoned shopping trolleys instead of employing proactive strategies to locate and collect abandoned shopping trolleys themselves.

The cost of providing this service is also concerning as after the three month period the City has expended approximately $50,000 and has not generated any substantial revenue as the retailers are collecting the trolleys within the prescribed 24 hour period.

### Implications to Consider

<table>
<thead>
<tr>
<th>a.</th>
<th>Consultation with the Community</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b.</th>
<th>Consultation with Government Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c.</th>
<th>Strategic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Community Plan</td>
</tr>
<tr>
<td></td>
<td>This item addresses the Community’s Vision for the future and specifically the following Aspiration contained in the Community Plan 2011:</td>
</tr>
<tr>
<td></td>
<td><strong>Aspiration 2:</strong> A safe community where residents feel secure, relaxed and comfortable within their home, work and social environments.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>d.</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>e.</th>
<th>Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Funds for the previous contract were allocated in the 2013/14 budget for a 12 week period and if the contract were to be extended an additional $50,000 would need to be allocated from municipal funds to cover the contracted service provision and administrative support.</td>
</tr>
<tr>
<td></td>
<td>A budget amendment will also be required to reflect a decrease in the income (for infringements and impound release fees) for abandoned shopping trolleys within the Community Safety budget 2013/14.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>f.</th>
<th>Legal and Statutory</th>
</tr>
</thead>
</table>

### Comments

To ensure that the retailers and their contractors continue to meet the requirements of the Activities in Thoroughfares and Public Places and Trading Local Law 2001, the continuation of the contract appears to be justified and the most prudent way forward at this point in time. An additional three months of service provision will ensure, during the busiest period of retail activity, abandoned shopping trolleys are managed appropriately by retailers and contractors. During this period specified timeframes will continue to be closely monitored with infringements issued and shopping trolleys impounded on each and every occasion that the 24 hour collection period is not adhered to.

During this extended period of time officers will arrange further meetings with representatives from the major retailers, (namely Coles and Woolworths Rockingham as they are consistently noted as the retailers with the most reports of located abandoned shopping trolleys). These meetings will aim to further enable a process of improvement and further community education, to ensure reasonable expectations of the community, customers and Council, regarding trolley collection are met.
Internal meetings are currently underway to evaluate the current provisions in the City’s Activities in Thoroughfares and Public Places and Trading Local Law 2001 in relation to shopping trolleys. It is envisioned that a number of recommendations for alterations to Part 4, Division 2, Shopping Trolleys will be included for consideration in a report to Council in coming months. This includes assessing the effectiveness of clause 4.6(1) which may result in a decrease in the time specified for the collection of an abandoned shopping trolley once reported and clause 4.6(2) deleting the option for a retailer to request the City to return an abandoned shopping trolley when reported. Non-compliance with specified time frames will continue to result in the issuing of infringements and the impounding of shopping trolleys that have not been collected.

There are a number of options City officers will need to identify and investigate to determine future potential revenue streams if the City is to continue providing the current mode of service delivery.

Over the coming three months consideration will be given to provide training to Community Safety officers in the Activities in Thoroughfares and Public Places and Trading Local Law 2001. Any such training would increase competency throughout the team and allow for assistance to be provided, where deemed appropriate, in the application of the Abandoned Shopping Trolley Management Plan.

There are financial impacts from the implementation of the Abandoned Shopping Trolley Management Plan as minimal income has been generated by infringement and impound release fees. This has resulted in a shortfall of $36,000 in expected revenue. As such if the contract is extended by three months the true cost of providing this service over the six month period is estimated at $138,000. This figure is comprised of $70,000 for the contracted services, $32,000 for administrative support and $36,000 of revenue that has not been generated as was anticipated in 2013/14 budget.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council:

1. **APPROVE** the City entering into a contract for a further three months with Austwide Commercial Cleaning and Trolley Systems Pty Ltd, PO Box 1811, Oxenford, Queensland 4210 with the same terms and conditions as the previous contract.

2. **APPROVE** the allocation of $50,000 of municipal funds to the Community Safety budget 2013/14 for the provision of the abandoned shopping trolley service contract.

Committee Recommendation

That Council:

1. **APPROVE** the City entering into a contract for a further three months with Austwide Commercial Cleaning and Trolley Systems Pty Ltd, PO Box 1811, Oxenford, Queensland 4210 with the same terms and conditions as the previous contract.

2. **APPROVE** the allocation of $50,000 of municipal funds to the Community Safety budget 2013/14 for the provision of the abandoned shopping trolley service contract.

Committee Voting – 4/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
Purpose of Report

To seek Council approval for the introduction of fees and charges for services associated with the management of cats under provisions within the Local Government Act 1995 for inclusion in the 2013/14 adopted budget.

Background

The Cat Act 2011 and Cat Regulations 2012 came into effect on 1 November 2013. The State legislation is intended to promote responsible cat ownership by requiring all cats over the age of six months be microchipped, sterilized and registered with the Local Government Authority where the cat resides.

The following fees and charges address the requirements of the Local Government Act 1995 and are determined appropriate for the City to provide this service and as such, require inclusion in the 2013/14 annual budget. Local Laws are currently being prepared and will further define the City and cat owner’s roles and responsibilities.

Details

As the 2013/14 adopted budget does not contain fees and charges in relation to the recently enacted state cat legislation, there is a need for these to be established by Council. The Local Government Act 1995, s6.16(1) ‘Fees and Charges’ stipulates a local government may impose and
recover a fee or charge for any goods or services it provides or proposes to provide, other than a service fee for which a service charge is imposed. Section 6.17 of the Local Government Act 1995 ‘Setting the level of fees and charges’ directs the local government to consider the cost to the local government in providing the service, the importance to the community of the service being provided and the price it could be provided by an alternate provider.

The proposed fees were determined and the level set, in order to recover the costs associated with services required to collect, impound, release and rehome or otherwise dispose of cats. The setting of fees is also consistent with fees and charges adopted in the current budget for the same services currently provided for the management of dogs.

Additional fees are required to be approved by Absolute Majority of Council in accordance with s6.16 Local Government Act 1995 and s6.19 of the Local Government Act 1995 requires the local government provide public notice of those fees prior to them being applied.

The City’s intention to introduce the proposed fees and charges and the date from which it is proposed the fees and charges will be imposed, will be advertised in the local newspaper, exhibited to the public on a notice board at the local governments office, at every local government library in the district and on the City’s website for seven days.

The Local Government Act 1995, Part 3, Division 3, Subdivision 4 requires the City comply with the following sections when collecting, impounding and releasing goods; s3.37 Contraventions that can lead to impounding; s3.39 Power to remove and impound; s3.42 Impounded non-perishable goods; s3.46 Goods may be withheld until costs paid; s3.47 Disposing of confiscated or uncollected goods; s3.48 Recovery of impounding expenses.

The impounding and releasing process established for use with cats complies with the Local Government Act 1995 and endeavours to cover costs incurred by the City in providing the abovementioned services.

Fees and charges for the registration of cats and for applications to be a cat breeder are defined in the Cat Act 2011 and the Cat Regulations 2012, therefore these are not required to be incorporated into this report.

The proposed fees and charges for cat management are as follows:

1. Cat Impound Release Fee $50 (GST Exclusive).
2. Cat Surrender Fee $65 (GST Exclusive).
3. Cat Sustenance Fee $15/day (GST Exclusive).
4. Release of Cat Outside Impound Facility Opening Times $50 (GST Exclusive).
5. Application to keep more than two (2) cats $55 (GST Inclusive).
6. Inspection of Register 0.50 (GST Inclusive).
7. Certified Copy of an Entry in the Register $1.00 (GST Inclusive).

<table>
<thead>
<tr>
<th>Description</th>
<th>GST Status</th>
<th>Proposed Fee (excl. GST)</th>
<th>GST Amount</th>
<th>Total Fee (inc. GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impounded Cats</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Cat Impound Release Fee</td>
<td>OSS</td>
<td>50.00</td>
<td>5.91</td>
<td>50.00</td>
</tr>
<tr>
<td>• Cat Surrender Fee</td>
<td>Taxable</td>
<td>59.09</td>
<td>1.36</td>
<td>65.00</td>
</tr>
<tr>
<td>• Cat Sustenance Fee (per day or part thereof)</td>
<td>Taxable</td>
<td>13.64</td>
<td>4.55</td>
<td>15.00</td>
</tr>
<tr>
<td>• Release of Cat Outside Impound Facility Opening Times</td>
<td>Taxable</td>
<td>45.45</td>
<td></td>
<td>50.00</td>
</tr>
<tr>
<td>Other Cat Related Charges</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Application to Keep More Than Two (2) Cats</td>
<td>OSS</td>
<td>55.00</td>
<td></td>
<td>55.00</td>
</tr>
<tr>
<td>• Inspection of Register</td>
<td>OSS</td>
<td>0.50</td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>• Certified Copy of an Entry in the Register</td>
<td>OSS</td>
<td>1.00</td>
<td></td>
<td>1.00</td>
</tr>
</tbody>
</table>
Implications to Consider

a. Consultation with the Community
   A public education process has been put in place through the local papers and City's website in order to inform the community of the requirements under the new Cat Legislation.

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 Aspirations contained in the Community Plan 2011:
   - **Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable and legally and ethically compliant.
   - **Aspiration 2:** A safe community where residents feel secure, relaxed and comfortable within their home, work and social environments.

d. Policy
   Not Applicable

e. Financial
   It is anticipated that the financial implications will be minimal due to setting of levels of fees and charges being directly calculated to ensure the City recovers all costs incurred.

f. Legal and Statutory
   The establishment of fees and charges detailed complies with the Local Government Act 1995 and is in accordance with sections 6.16, 6.17 and 6.19.

Comments

The proposed fees and charges are essential to the implementation of the Cat Act 2011 and Cat Regulations 2012 and are intended to provide a strong incentive for responsible cat ownership and management. The Local Government Act 1995 (The Act) stipulates conditions for the establishment and setting of fees and charges, and in seizing, impounding, releasing and disposal of property. To comply with The Act and to be able to enact all elements of the Cat Act 2011 and Cat Regulations 2012, the fees and charges outlined in this report require establishment.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council **APPROVE** the following fees and charges to be included in the 2013/2014 budget from 6 December 2013 for the management cats, pursuant to sections 6.16, 6.17 and 6.19 of the Local Government Act 1995.
**Committee Recommendation**

That Council **APPROVE** the following fees and charges to be included in the 2013/2014 budget from 6 December 2013 for the management cats, pursuant to sections 6.16, 6.17 and 6.19 of the Local Government Act 1995.

<table>
<thead>
<tr>
<th>Description</th>
<th>GST Status</th>
<th>Proposed Fee (excl. GST) 01/07/2013</th>
<th>GST Amount</th>
<th>Total Fee (inc. GST) 01/07/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impounded Cats</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Cat Impound Release Fee</td>
<td>OSS</td>
<td>50.00</td>
<td></td>
<td>50.00</td>
</tr>
<tr>
<td>• Cat Surrender Fee</td>
<td>Taxable</td>
<td>59.09</td>
<td>5.91</td>
<td>65.00</td>
</tr>
<tr>
<td>• Cat Sustenance Fee (per day or part thereof)</td>
<td>Taxable</td>
<td>13.64</td>
<td>1.36</td>
<td>15.00</td>
</tr>
<tr>
<td>• Release of Cat Outside Impound Facility Opening Times</td>
<td>Taxable</td>
<td>45.45</td>
<td>4.55</td>
<td>50.00</td>
</tr>
<tr>
<td>Other Cat Related Charges</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Application to Keep More Than Two (2) Cats</td>
<td>OSS</td>
<td>55.00</td>
<td></td>
<td>55.00</td>
</tr>
<tr>
<td>• Inspection of Register</td>
<td>OSS</td>
<td>0.50</td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>• Certified Copy of an Entry in the Register</td>
<td>OSS</td>
<td>1.00</td>
<td></td>
<td>1.00</td>
</tr>
</tbody>
</table>

**Committee Voting – 4/0**

**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**

<table>
<thead>
<tr>
<th>Community Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Development</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community Safety</th>
</tr>
</thead>
</table>

**Reference No & Subject:** CD-008/13

**Notice of Motion - Police Presence and Enforcement in the Waterfront Village Precinct**

<table>
<thead>
<tr>
<th>File No:</th>
<th>CPM/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proponent/s:</td>
<td>Cr Joy Stewart</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Genevieve Rowles, Manager Community Safety</td>
</tr>
</tbody>
</table>

**Date of Committee Meeting:** 19 November 2013

**Previously before Council:**

**Disclosure of Interest:**

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

<table>
<thead>
<tr>
<th>Site:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot Area:</td>
</tr>
<tr>
<td>Attachments:</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
</tr>
</tbody>
</table>

**Purpose of Report**

To seek Council approval for the City to undertake an advocacy role with WA Police and other key stakeholders in relation to the management of antisocial and alcohol related issues in the Waterfront Village Precinct.

**Background**

Cr Stewart submitted the following motion for consideration at the November 2013 Ordinary Council Meeting:
“That Council:

1. **REQUEST** more police presence and enforcement in the vicinity of Kent Street entertainment venues in the Waterfront Village precinct, particularly in the early hours of the mornings of weekends, in order to reduce the current unacceptable level of anti-social behaviour which includes:
   - Public drunkenness
   - Urinating in public places
   - Street Drinking
   - Street Fighting
   - Obscene Language

2. **DIRECT** the CEO to ensure that the provision of new technology public toilet systems, both portable and fixed, are considered in the future planning and design of public open space situated within the Waterfront Village precinct."

Complaints received by Councillors and the City highlight continued concern over anti-social behaviour and alcohol related issues in the Waterfront Village Precinct. The issues reported to the Community Safety Service (CSS) and the City include aggressive and violent behaviour and unsavoury and antisocial behaviour. Contributing factors attributed to these issues include the availability and supply of alcohol in the precinct, transport availability to users of the area when egressing from the establishments and the close proximity of a number of licensed commercial premises.

### Details

The Waterfront Village Precinct Closed Circuit Television (CCTV) camera system continues to operate in the area. Requests from WA Police for the provision of recorded images in relation to incidents are regular and information is provided by officers from the Community Safety team.

The Information Technology Services team have recently completed works to restore the linkage of this camera system to the Rockingham Police Station. The City has been advised that although monitoring of the system is not supported or undertaken by WA Police Officers, the availability of live streaming from the camera is utilised by the police as deemed appropriate to operational requirements.

The Community Safety Service (CSS) and WA Police exchange information on a daily basis in order to prevent, prepare for and respond to issues in the area. Resources are allocated to service areas of priority and it is important to note these allocations are determined from statistics generated from reports received.

The process governing the placement of toilet facilities in recreation areas is primarily driven by public support, however the location of such facilities is often controversial and lengthy public consultation is required to ascertain both the necessity and the positioning of any facility.

Notwithstanding, it is becoming increasingly evident that the City may need to give adequate consideration to the provision of new technology automated public toilets; which are available for use outside normal business hours, due to the increased patronage and after-hours activity within the area of the Rockingham Foreshore and Waterfront Village precincts.

Design considerations relevant to the placement of such facilities include the following:

- Where high traffic and pedestrian volume exists;
- In an area where there are ‘Activity Generators’ such restaurants and bars;
- In areas highly visible from all or most directions with open sight lines.

When deciding on an appropriate location of automated toilet facilities within the Waterfront Village precinct the following factors will also be considered.

1. The proximity and location of existing infrastructure;
2. The location of existing services;
3. The existing lighting;
4. The degree of natural surveillance;
5. The proximity of neighbouring properties;
6. The potential screening from neighbouring properties and;
7. The general universal access and safety concerns.

**Implications to Consider**

**a. Consultation with the Community**

In reference to toilet facilities extensive consultation would need to be carried out with the local community, including a direct mail out to all property owners within the target area. The issue can also be raised through the City Safe Advisory Committee.

**b. Consultation with Government Agencies**

Consultation with the WA Police through the Rockingham Police Station will be undertaken.

**c. Strategic**

**Community Plan**

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

**Aspiration 2:** A safe community where residents feel secure, relaxed and comfortable within their home, work and social environments.

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

d. **Policy**

Not Applicable

e. **Financial**

Not Applicable

f. **Legal and Statutory**

Not Applicable

**Comments**

The Waterfront Village Precinct is an important community areas and is a highly utilised space by residents and visitors to the City. All users have a right to feel safe and secure whilst enjoying this amenity.

The Notice of Motion from Cr Stewart should be supported as any advocacy towards a stronger Police presence in the Waterfront Village Precinct will benefit the community. Any increase in Police presence within this area, particularly in the early hours of the morning and weekends would assert in meeting community needs and aspirations in relation to Community Safety.

Therefore the City will continue to advocate on behalf of the community, to police and other key stakeholders, for additional resources to be allocated to the City to decrease the occurrences of antisocial behaviour in the Waterfront Village Precinct.

The provision of any public toilets, located at the Waterfront Village Precinct, both portable and fixed would take into account latest technology, community consultation, location and fit within budget constraints.

**Voting Requirements**

Simple Majority
Officer Recommendation

That Council SUPPORT the Notice of Motion by Councillor Stewart.

Notice of Motion from Cr Stewart

That Council:

1. REQUEST more police presence and enforcement in the vicinity of Kent Street entertainment venues in the Waterfront Village precinct, particularly in the early hours of the mornings of weekends, in order to reduce the current unacceptable level of anti-social behaviour which includes:
   - Public drunkenness
   - Urinating in public places
   - Street Drinking
   - Street Fighting
   - Obscene Language

2. DIRECT the CEO to ensure that the provision of new technology public toilet systems, both portable and fixed, are considered in the future planning and design of public open space situated within the Waterfront Village precinct.

Committee Recommendation

That Council:

1. REQUEST more police presence and enforcement in the vicinity of Kent Street entertainment venues in the Waterfront Village precinct, particularly in the early hours of the mornings of weekends, in order to reduce the current unacceptable level of anti-social behaviour which includes:
   - Public drunkenness
   - Urinating in public places
   - Street Drinking
   - Street Fighting
   - Obscene Language

2. DIRECT the CEO to ensure that the provision of new technology public toilet systems, both portable and fixed, are considered in the future planning and design of public open space situated within the Waterfront Village precinct.

Committee Voting – 4/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
<table>
<thead>
<tr>
<th></th>
<th>Notices of motion for Consideration at the Following Meeting</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>19.</td>
<td>Date and Time of Next Meeting</td>
</tr>
<tr>
<td></td>
<td>The next Corporate and Community Development Committee Meeting will be held on <strong>Tuesday 3 December 2013</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
</tr>
<tr>
<td>20.</td>
<td>Closure</td>
</tr>
<tr>
<td></td>
<td>There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at <strong>4:36pm</strong>.</td>
</tr>
</tbody>
</table>