# City of Rockingham
Corporate and Community Development Committee Meeting Minutes
4:00pm Tuesday 21 May 2019

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<td>GM-014/19 Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018</td>
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<td>Date and Time of Next Meeting</td>
</tr>
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<td><strong>20.</strong></td>
<td>Closure</td>
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</table>
City of Rockingham
Corporate and Community Development
Committee Meeting Minutes
Tuesday 21 May 2019 - Council Boardroom

1. Declaration of Opening

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

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

<table>
<thead>
<tr>
<th>2.1 Councillors</th>
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</thead>
<tbody>
<tr>
<td>Cr Joy Stewart</td>
<td>Chairperson</td>
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<tr>
<td>Cr Mark Jones</td>
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<tr>
<td>Cr Andrew Burns</td>
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<tr>
<td>Cr Leigh Liley</td>
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<table>
<thead>
<tr>
<th>2.2 Executive</th>
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</thead>
<tbody>
<tr>
<td>Mr Michael Parker</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Mr John Pearson</td>
<td>Director Corporate Services</td>
</tr>
<tr>
<td>Mr Michael Holland</td>
<td>Director Community Development</td>
</tr>
<tr>
<td>Mr Peter Doherty</td>
<td>Director Legal Services and General Counsel</td>
</tr>
<tr>
<td>Mr Peter Varris</td>
<td>Manager Governance and Councillor Support</td>
</tr>
<tr>
<td>Mr Michael Yakas</td>
<td>Manager Customer and Corporate Support</td>
</tr>
<tr>
<td>Mr Allan Moles</td>
<td>Manager Financial Services</td>
</tr>
<tr>
<td>Mr Nuno Dionisio</td>
<td>Manager Waste Services</td>
</tr>
<tr>
<td>Mr Khushwant Kumar</td>
<td>Financial Controller</td>
</tr>
<tr>
<td>Ms Nollaig Baker</td>
<td>A/Manager Strategy, Tourism, Marketing and Communications</td>
</tr>
<tr>
<td>Mr Ben Searcy</td>
<td>Manager Human Resources Development</td>
</tr>
<tr>
<td>Mr Nick Brown</td>
<td>Manager Community and Leisure Facilities</td>
</tr>
<tr>
<td>Mr Gary Rogers</td>
<td>Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td>Mr Dean Stoitis</td>
<td>A/Manager Community Support and Safety Services</td>
</tr>
<tr>
<td>Ms Alison Oliver</td>
<td>Manager Library and Information Services</td>
</tr>
<tr>
<td>Ms Belinda Trowbridge</td>
<td>A/Manager Community Capacity Building</td>
</tr>
<tr>
<td>Mr Peter Le</td>
<td>Senior Legal and Councillor Liaison Officer</td>
</tr>
<tr>
<td>Mr Michael Callaghan</td>
<td>Media and Communications Coordinator</td>
</tr>
<tr>
<td>Mr Aiden Boyham</td>
<td>City Media Officer</td>
</tr>
<tr>
<td>Ms Sue Langley</td>
<td>Governance Officer</td>
</tr>
<tr>
<td>Mrs Diane Zanre</td>
<td>PA to Director Community Development</td>
</tr>
<tr>
<td>Mrs Andrea Clark</td>
<td>PA to Director Engineering and Parks Services</td>
</tr>
<tr>
<td>Ms Janine Neeling</td>
<td>Governance Assistant</td>
</tr>
</tbody>
</table>
2.3 Members of the Gallery:  Nil
2.4 Apologies:
    Cr Lee Downham
2.5 Approved Leave of Absence:  Nil

3. Responses to Previous Public Questions Taken on Notice
   Nil

4. Public Question Time
   4:00pm  The Chairperson invited members of the Public Gallery to ask questions. There were none.

5. Confirmation of Minutes of the Previous Meeting
   Moved Cr Liley, seconded Cr Burns:
   That Committee CONFIRMS the Minutes of the Corporate and Community Development Committee Meeting held on 16 April 2019, as a true and accurate record.
   Committee Voting – 4/0

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
   4:01pm  The Chairperson asked if there were any interests to declare. There were none.

9. Petitions/Deputations/Presentations/Submissions
   Nil

10. Matters for which the Meeting may be Closed
    4:01pm  The Chairperson advised in accordance with section 5.23(2)(e)(iii) of the Local Government Act 1995 – if there are any questions or debate on Confidential Item CS-006/19 Proposed Contracted Waste Disposal Fees and Charges – Western Metropolitan Regional Council, then the Committee will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors.
        There were no questions or request for debate.
CONFIDENTIAL ITEM
NOT FOR PUBLIC ACCESS
Section 5.95(3) Local Government Act 1995 (the Act)
This item may be discussed behind closed doors as per Section 5.23(2)(e)(iii) of the Act

Corporate Services
Waste Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-006/19</th>
<th>Proposed Contracted Waste Disposal Fees and Charges – Western Metropolitan Regional Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>WSM/34-02</td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr Nuno Dionisio, Manager Waste Services</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Allan Moles, Manager Financial Services</td>
<td></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>21 May 2019</td>
<td></td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
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</tr>
</tbody>
</table>

| Site:                  | Lot 2170 Millar Road West, Baldivis |
| Lot Area:              |                                             |
| Attachments:           |                                             |
| Maps/Diagrams:        |                                             |

Voting Requirements
Simple Majority

Committee Recommendation
Moved Cr Jones, seconded Cr Burns:
That Council **ADOPTS** the Officer Recommendation.

Committee Voting – 4/0
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 18 JUNE 2019  

PRESIDING MEMBER
## Bulletin Items

### Corporate and General Management Services Information Bulletin – May 2019

#### Corporate Services

1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Team Plan and Budgeting Module
   - 3.2 Implementation of a Contracts Register
   - 3.3 Implementation of Online timesheets
   - 3.4 Major review and upgrade of the website
   - 3.5 Server operating system upgrade
   - 3.6 Implement Performance and Personal Development Module
4. Information Items
   - 4.1 List of Payments April 2019
   - 4.2 Monthly Financial Management Report March 2019
   - 4.3 Awarding of Tenders by CEO - Delegated Authority
   - 4.4 Development Contribution Scheme
   - 4.5 Leased Property Maintenance Grants
   - 4.6 Delegated Authority to Dispose of Property by way of Lease
   - 4.7 Lease Tenure Matters
   - 4.8 Kerbside Collection Summary

#### 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 Ward Boundaries and Councillor Representation
   - 4.2 Freedom of Information (FOI) Requests
   - 4.3 Citizenships
   - 4.4 Australian Coastal Councils Association Inc. Newsletter
   - 4.5 WALGA Quarterly Overview Report
   - 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 Programme
   - 3.2 Corporate Training Programme
   - 3.3 RESPECT Programme
   - 3.4 Occupational Safety and Health (OSH) Programme
   - 3.5 Leadership and Management Programme
4. Information Items
   - 4.1 Recruitment
   - 4.2 Occupational Safety and Health Statistics
Strategy, Tourism, Marketing and Communications
1. Strategy, Tourism, Marketing and Communications Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Implementation and Printing of Community Plan 2019-2029
   3.2 Tourism and Marketing
   3.3 Mobile Servicing Facility
   3.4 Digital Platform Development
   3.5 Project Management Framework
   3.6 Governance Portal
4. Information Items
   4.1 Organisational Performance Measurement
   4.2 Community Engagement
   4.3 Team Plans
   4.4 Social Media
   4.5 Media Tracking

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 Renaissance Technopole
4. Information Items
   4.1 Various Meetings
   4.2 Mobile Black Spot Program

Legal Services & General Counsel
1. Legal Services & General Counsel Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   Provision of Legal Advice
   4.1 Legal Advice – Local Government Operational Matters
   4.2 SAT (State Administrative Tribunal) Matters
   4.3 Magistrates Court Matters

Committee Recommendation

Moved Cr Jones, seconded Cr Burns:
That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – May 2019 and the content be accepted.

Committee Voting – 4/0
Community Development Information Bulletin – May 2019

Community Support and Safety Services
1. Community Support and Safety Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information items
   4.1 Youth and Community Support Services
   4.2 Rockingham Connect Community Transport Project
   4.3 Community Safety
   4.4 Compliance Community Engagement

Library Services
1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information items
   4.1 March 2019 Library and Information Services Statistics
   4.2 Mary Davies Library and Community Centre
   4.3 Rockingham Central Library
   4.4 Safety Bay Library
   4.5 Warnbro Community Library
   4.6 Library and Information Services Facebook Activity

Community Infrastructure Planning
1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information items
   4.1 Baldivis District Sporting Complex
   4.2 Koorana Reserve Master Plan – Design
   4.3 Port Kennedy Skate Park – Construction
   4.4 Cooloongup Skate Park – Concept design
   4.5 Rockingham Youth Centre
   4.6 Community Infrastructure Plan Review

Community Capacity Building
1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Perth Symphony Orchestra
4. Information Items
   4.1 Community Grants Program
   4.2 Volunteering
   4.3 Reconciliation Action Plan (RAP)
   4.4 Seniors
   4.5 Early Years, Children and Learning Community
   4.6 Youth Development
   4.7 Sport, Recreation and Health and Wellbeing
   4.8 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 Aqua Jetty  
   4.3 Gary Holland Community Centre  
   4.4 Rockingham Aquatic Centre  
   4.5 Warnbro Community Recreation Centre  
   4.6 Autumn Centre  

## Committee Recommendation

Moved Cr Liley, seconded Cr Jones:

That Councillors acknowledge having read the Community Development Information Bulletin – May 2019 and the content be accepted.

Committee Voting – 4/0
12. Agenda Items

Corporate Services

Corporate Services

Financial Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-007/19</th>
<th>City Business Plan 2019/2020 to 2028/2029 (Absolute Majority)</th>
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<tbody>
<tr>
<td>File No:</td>
<td>CPM/7</td>
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<tr>
<td>Proponent/s:</td>
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<tr>
<td>Author:</td>
<td>Mr John Pearson, Director Corporate Services</td>
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<td>Lot Area:</td>
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<tr>
<td>Maps/Diagrams:</td>
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Purpose of Report

The purpose of the report is to adopt the City Business Plan 2019/2020 to 2028/2029.

Background

The City of Rockingham’s Business Plan provides a 10-year financial overview of the City’s operations. Pursuant to the Council Policy – Strategic Development Framework, the City’s Business Plan must be reviewed and adopted by Council in November and May each financial year. The last version of the City Business Plan was adopted at the November 2018 Council meeting.

Details

The April 2019 version of the City Business Plan meets the City’s statutory requirements of the Local Government Act 1995.
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 18 JUNE 2019

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The City Business Plan provides allocations of financial resources to ensure that the key strategic objectives of the City are achieved. It also ensures that resources exist to safeguard standard operating functions, and ensure funding allocations are provided so capital construction programs may occur.

It also provides an overview of the main community infrastructure projects. This is particularly relevant in local governments with rapidly growing populations such as the City of Rockingham.

<table>
<thead>
<tr>
<th>Community Infrastructure Plan (CIP) Projects</th>
<th>Construction Start Year</th>
<th>CIP Figure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rockingham Youth Venue</td>
<td>2018/2019</td>
<td>$ 2,000,000</td>
</tr>
<tr>
<td>Kooral Reserve Master Plan</td>
<td>2019/2020</td>
<td>$ 4,189,000</td>
</tr>
<tr>
<td>Baldivis District Sporting Complex (fields,</td>
<td>2019/2020</td>
<td>$ 20,123,000</td>
</tr>
<tr>
<td>pavilion, civil works)</td>
<td></td>
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<tr>
<td>Baldivis Indoor Recreation Centre</td>
<td>2020/2021</td>
<td>$ 18,800,000</td>
</tr>
<tr>
<td>Baldivis District Sporting Complex (outdoor</td>
<td>2021/2022</td>
<td>$ 7,329,000</td>
</tr>
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<td>courts)</td>
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<tr>
<td>Rockingham Foreshore Activity Node</td>
<td>2021/2022</td>
<td>$ 2,398,000</td>
</tr>
<tr>
<td>Stan Twight Reserve Clubroom Extension</td>
<td>2022/2023</td>
<td>$ 3,819,000</td>
</tr>
<tr>
<td>Baldivis Outdoor Recreation Space</td>
<td>2022/2023</td>
<td>$ 1,500,000</td>
</tr>
<tr>
<td>Aqua Jetty Stage 2</td>
<td>2024/2025</td>
<td>$ 18,627,000</td>
</tr>
<tr>
<td>Anniversary Park Master Plan</td>
<td>2025/2026</td>
<td>$ 3,097,000</td>
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<tr>
<td>East Baldivis Recreation Reserve</td>
<td>2026/2027</td>
<td>$ 5,363,000</td>
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<tr>
<td>Baldivis South Outdoor Courts</td>
<td>2027/2028</td>
<td>$ 1,329,000</td>
</tr>
<tr>
<td>Secret Harbour Community Library</td>
<td>2028/2029</td>
<td>$ 1,459,000</td>
</tr>
<tr>
<td>Rockingham Aquatic Centre Redevelopment</td>
<td>2028/2029</td>
<td>$ 14,852,600</td>
</tr>
<tr>
<td>Waikiki/Warnbro Outdoor Recreation Space</td>
<td>2029/2030</td>
<td>$ 1,081,000</td>
</tr>
<tr>
<td>Arpenteur Park Master Plan</td>
<td>2030/2031</td>
<td>$ 3,093,000</td>
</tr>
<tr>
<td>Lark Hill Sportsplex Northern Expansion</td>
<td>2031/2032</td>
<td>$ 18,538,000</td>
</tr>
</tbody>
</table>

The above table represents a start date only and should be read in context with the key assumptions contained in the Business Plan document and Community Infrastructure Plan (CIP). These dates may change depending on the accuracy of these assumptions.

Key Assumptions:

- All revenues and expenses from the Millar Road Landfill Facility have been quarantined and clearly indicated where included.
- The figures included within the plan are based upon present conditions as well as projections based on current knowledge.
- Rate increases for the first three years of the plan need to be at least 3.6%, the remainder at 3%. This is net of natural rate growth which is expected to be approximately 1.5%.
- The City of Rockingham is a minimum Financial Assistance Grant (FAGs) local government and receives FAGs in line with population growth. This is anticipated to grow in line with population and can be reasonably anticipated.
- The assumption has been made that grants for major capital programs will be available on some occasions. With the exception of road grants, capital grants have been included where known and approved. Capital road grants have been averaged for the duration of the plan.
- Recurring grants have been calculated to increase in line with inflation.
- Contributions and reimbursements have been calculated to increase in line with inflation.
- City’s fees and charges have already been put before Council and have been included accordingly.
- Increases in the sanitation charges will be in line with expense requirements.
Interest on investments of the City’s “unrestricted funds” will remain similar to previous years. Over a longer term view this is considered acceptable. There will be variations to the interest earnings on each of the City’s cash reserve accounts due to the fluctuations in the amounts transferred into and out of the respective reserve accounts. All interest related to cash reserves is earmarked to be deposited into the related reserve.

State planning policies allow for local governments to collect revenue from “new” land parcels created within the City boundaries. The City has implemented a Developer Contribution Scheme and is collecting revenue for newly created land within the City boundaries. The City now has a few years of history related to contributions and the accuracy of population forecasts. Given its hit and miss nature in recent years, caution is used when considering this revenue.

For all other income, allowances have been made for these to merely increase in line with inflation, where these are expected to continue into future years.

Employee costs are expected to increase moderately in the forthcoming years. This will need to be reviewed annually in line with staff number increases related to population growth. A 1.5% increase in the employee cost is directly related to population growth.

Materials and contractors is an area where there can be large cost fluctuations depending upon what is planned. A base figure from prior years has been used and this has been increased or decreased depending on planned operational works. The trend is for this to increase over future years.

Utilities have been calculated to increase above inflation given known charge increases. Historically, this has been difficult to estimate, particularly related to electricity costs. Unit rates for power have been known to increase in past years by much more than inflation.

Insurances have been calculated to increase by inflation in future years.

Transfers to and from reserves are to occur as per the separate Reserves Summary which is included in section 4 of the Business Plan. Cash reserves are a mixture of cash held by statutory requirement and by decision of Council. The ratio of this mixture will adjust year-in, year-out according to prevailing conditions.

The details of loans projected to be repaid each year are shown on the Loans Summary which is included in section 4 of this document. Proposed borrowings are directly related to projects. The City has implemented a modified Gross Debt to Operating Revenue Ratio to measure suitable debt to be held on the balance sheet. This ratio for any given year should not exceed 45%. A Debt Servicing Ratio is also used which is not to exceed 8%.

Except for year one where known carry overs have been accommodated, all opening balances remain at $0 for the duration of the plan. This will adjust as budget reviews predict the opening balance for the annual budget.

The Team Plans have been used to inform major operating outcomes for City operations.

### 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 Strategic Community Plan 2019-2029:

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

   **Strategic Objective:** Strategic and sustainable financial planning – Undertake long term resource planning and allocation, with prioritised spending on core services, infrastructure development and asset management.
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 18 JUNE 2019

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CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 18 JUNE 2019

PRESIDING MEMBER

d. Policy
Nil

f. Legal and Statutory
This version of the City Business Plan complies with Regulation 19DA of the Local Government (Administration) Regulations 1996.

Regulation 19DA requires a local government to prepare a corporate business plan covering a period of at least four financial years each financial year. The plan must contain priorities in line with the Strategic Community Plan, internal operations planning, resource management and other integrated matters relating to long term financial planning. Regulation 19DA(6) also requires Council to make a determination on the Business Plan via absolute majority.

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

This plan, similar to prior years, requires significant resources to be delivered to new community infrastructure in the coming decade, and keeps rate increases to a minimum.

Given the population growth of the City, the construction of new facilities to service the community needs to be matched with the replacement of existing assets and buildings. A balance between this goal areas is always difficult and catering for specific needs can vary between years. The full cost of any new item needs to be fully investigated and taken into account with those costs projected across the years.

Millar Road Landfill continues to provide significant revenue to the City although this has fallen slightly. Actions are occurring to ensure the landfill assists in providing a revenue stream to the City. Ultimately, the City needs to prepare itself for a time when extraordinary revenue from this facility does not exist. If this happens sooner rather than later, rate increases or alternate revenues would need to be found to cover the loss in income.

The City is currently facing some financial challenges. The City is highly reliant on residential rate revenue and lacks diversity of rateable land uses when compared against similar local governments. Noticeably, the City currently lacks a significant rateable industrial precinct. It should be noted that the locality of East Rockingham will assist somewhat in correcting this situation over the next two decades. This plan also reviews expenditure to ensure increases are kept to a minimum.

Given the above, the City is not in a position to finance new facilities without increasing rates at or above 3.6% for the next three years. This is also coupled with increasing debt levels, which will have ongoing repayment implications.

Notwithstanding the above, a City Business Plan needs to be flexible enough to allow for changes that may arise. When such situations do arise, Council should be prepared to consider varying its forward plans as much as possible to take advantage of any changes. This said, it should be conditional upon any new projects (which may or may not involve grants) not significantly impinging upon the City’s core goals and long term financial and non-financial objectives.

Voting Requirements

Absolute Majority
Officer Recommendation
That Council *ADOPTS* the April 2019 City of Rockingham Business Plan 2019/2020 to 2028/2029.

Committee Recommendation
Moved Cr Burns, seconded Cr Liley:
That Council *ADOPTS* the April 2019 City of Rockingham Business Plan 2019/2020 to 2028/2029.

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
Corporate Services
Financial Services

Reference No & Subject: CS-008/19 May 2019 Budget Review (Absolute Majority)

File No: FLM/17-05

Proponent/s: Mr Khushwant Kumar, Financial Controller
Mr Allan Moles, Manager Financial Services
Mr Edwin Boudville, Cost Accountant

Author:

Other Contributors:

Date of Committee Meeting: 21 May 2019

Previously before Council:

Disclosure of Interest:

Nature of Council’s Role in this Matter: Executive

Site:

Lot Area:

Attachments: May 2019 Budget Review

Maps/Diagrams:

Purpose of Report

To adopt the May 2019 Budget Review.

Background

The City undertakes budget reviews to monitor its financial performance against the annual budget and to review projections to the end of the financial year. Three budget reviews are presented in the 2018/2019 financial year: September 2018, February 2019 and May 2019. Any variations to the annual budget arising from the review process are presented for Council’s consideration and authorisation.

Details

The May 2019 Budget Review includes details of transactions during the July 2018 – April 2019 period and adjustments required to the annual budget. The document includes the following information:

- Summary of Budget Position
- Summary of Major Amendments
- Summary of Projects Carried Forward
• Summary Statement of Operating and Non-Operating Revenue and Expenditure by Department

### 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 Strategic Community Plan 2019-2029:

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

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

#### d. Policy
Nil

#### e. Financial

The overall effect of the various budget amendments and carry forwards is an anticipated surplus of $32.47 million; of which, $32.40 million is committed to existing projects, leaving a small uncommitted surplus of $69,728. The actual surplus/deficit is dependent on the amount of incomplete works at the end of the financial year and will be finalised during the preparation and audit of the Annual Financial Statements.

#### f. Legal and Statutory

Section 6.8(1)(b) of the Local Government Act 1995 requires a local government not to incur expenditure from municipal funds until it has been approved in advance by absolute majority by Council.

#### 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 amount of $32.40 million has been carried forward for projects not expected to be completed by the end of June 2019. These projects are summarised in the May 2019 Budget Review attachment under Summary of Carry Forwards. The following are the largest carry forwards:

- **Vehicles, Plant and Equipment Purchases** $7.56 million
- **Baldivis District Sports Complex Stage 1** $4.75 million
- **Waterfront Village- Foreshore Park Redevelopment** $3.31 million
- **Rockingham Foreshore Project** $2.00 million
- **Port Kennedy Drive (Stage 1) – Upgrade Roads** $1.85 million
- **Point Peron Boat Launching Facility** $1.00 million
The main budget amendments proposed in the Budget Review are summarised in the May 2019 Budget Review attachment under the Summary of Major Amendments. The following are the main budget amendments:

- Expenditure on Decorative Street Lighting Maintenance has been reduced by $416,582.
- Interest on Investments has been increased by $750,000 to reflect revised estimates.
- Revenue from Parking Fines has been increased by $358,000 to reflect revised estimates.
- Transfers to Reserve have increased by $1.65 million.

Voting Requirements

Absolute Majority

**Officer Recommendation**

That Council ADOPTS the May 2019 Budget Review.

**Committee Recommendation**

Moved Cr Jones, seconded Cr Burns:

That Council ADOPTS the May 2019 Budget Review.

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

This report is written to approve proposed rates in the dollar for the 2019/2020 financial year to allow for public advertising to commence.

Background

The City’s Business Plan that has been adopted indicates the level of rates needed to service current and future City requirements. This plan provided detailed financial information for the City which gave clarity to rate changes needed. The City Business Plan indicated the need to generate $92.097 million in rates in the 2019/2020 financial year.

The new yield from all rates for the 2019/2020 year is projected to be some $90.81 million. This does not include interim rates which are anticipated to make up any shortfall when compared against the Business Plan requirements. All money from rates is used across a wide array of services.

Details

The proposed rating methodology is to apply differential rates for the 2019/2020 financial year in accordance with Section 6.36 of the Local Government Act 1995 as follows:

Gross Rental Valuation (GRV) Properties

Properties rated on a GRV basis make up approximately 99.5% of the total rates levied and have been classified into the following rate categories:
GRV - Residential
A differential general rate of 7.26200 cents in the dollar applies to Residential land.

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

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

The rate applied to GRV-Residential is the differential general rate used as the basis on which the other GRV rate categories are calculated. The GRV-Residential rate is an increase of 3.6% over the 2018/2019 rate in the dollar.

GRV - Non Residential
A differential rate of 8.58600 cents in the dollar applies to Non Residential land.

“Non-Residential land” means all land other than Residential land.

The City has implemented an 18.2% differential rate on Non Residential properties to assist in the cost of infrastructure specifically designed to support the non-residential sector.

GRV - Minimum Rate
It is proposed that the minimum rate on all GRV properties be increased from $1158 to $1200 for the 2019/2020 year.

Unimproved Valuation (UV) Properties
A general rate of 0.1025 cents in the dollar applies to all UV land. UV land generates approximately 0.5% of rate yield. The UV-Improved rate is a decrease of 0.8% on the 2018/2019 rate in the dollar.

It is proposed that the minimum rate for all UV properties will be decreased from $630 to $625 for the 2019/2020 financial year.

**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 Strategic Community Plan 2019-2029:

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

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

d. Policy
   Nil

e. Financial
   The approval of the proposed rates for 2019/2020 is anticipated to yield approximately $90.8 million. This is in line with what was required to be yielded from City Business Plan calculations.
UV properties are revalued annually; whereas, GRV properties are revalued every three years.

The proposed model increases rates by 3.6% as per the adopted Business Plan.

f. Legal and Statutory
Adoption of rates occurs as part of the budget adoption which is proposed to occur in June 2019. This report proposes to approve the rate levels at this time for the purpose of public advertising.

It is a requirement under Section 6.36 of the Local Government Act 1995 that where a Council elects to use differential rates, then it shall advertise its intention to do so, and call for submissions for a period of at least 21 days before any further action occurs.

Further, the local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification. This will occur during the budget adoption process.

In accordance with Section 6.35 of the Local Government Act 1995, a local government may impose a minimum payment greater than the general rate which would otherwise be payable. A local government is to ensure the minimum payment is not imposed on more than 50% of properties in a category.

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
City staff have presented to Council a long term City Business Plan that integrates suitable financial models. The plan indicates the need to spend significant resources on asset preservation and creation of new infrastructure to support growing populations. There are expectations by the community that the Council will act in a wide variety of fields; in the majority of cases, this involves additional costs. It should be noted that due to Section 6.35 of the Local Government Act 1995 minimum payments for UV properties have been reduced.

Voting Requirements
Simple Majority

Officer Recommendation
That Council APPROVES for the purpose of public comment the following rates in the dollar and minimum rates for the 2019/2020 financial year:

**Gross Rental Valuation (GRV) Properties**

**GRV - Residential**
A differential general rate of **7.26200 cents** in the dollar applies to Residential land.

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

**GRV - Non Residential**
A differential rate of **8.58600 cents** in the dollar applies to Non Residential land.

Non Residential land means all land other than Residential land.
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 18 JUNE 2019

GRV - Minimum Rate
The minimum rate on all GRV properties is $1200.

Unimproved Valuation (UV) Properties
A general rate of 0.1025 cents in the dollar applies to UV land.

UV - Minimum Rate
The minimum rate for all UV properties is $625.

Committee Recommendation

Moved Cr Liley, seconded Cr Jones:
That Council APPROVES for the purpose of public comment the following rates in the dollar and minimum rates for the 2019/2020 financial year:

Gross Rental Valuation (GRV) Properties

GRV - Residential
A differential general rate of 7.26200 cents in the dollar applies to Residential land.
“Residential land” means any land used, or designed, or adapted for use, for the purpose of a dwelling and includes vacant land within the Residential, Development, Rural, Special Rural, Special Residential, Commercial, District Town Centre, Primary Centre Waterfront Village, Primary Centre Urban Village, Primary Centre City Centre, Primary Centre City Living, Primary Centre Campus and Primary Centre Urban Living zones under the City of Rockingham Town Planning Scheme No. 2.

GRV - Non Residential
A differential rate of 8.58600 cents in the dollar applies to Non Residential land.
Non Residential land means all land other than Residential land.

GRV - Minimum Rate
The minimum rate on all GRV properties is $1200.

Unimproved Valuation (UV) Properties
A general rate of 0.1025 cents in the dollar applies to UV land.

UV - Minimum Rate
The minimum rate for all UV properties is $625.

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
General Management Services

General Management Services
Strategy, Tourism, Marketing and Communications

Reference No & Subject: GM-012/19  
Tourist Destination Strategy (2019-2024)

File No: CPM/195

Proponent/s: Ms Nollaig Baker, Acting Manager Strategy, Tourism, Marketing and Communications

Author: Mr Michael Parker, Chief Executive Officer

Other Contributors:

Date of Committee Meeting: 21 May 2019


Disclosure of Interest: Executive

Nature of Council’s Role in this Matter:

Site:  
Lot Area:


Maps/Diagrams: 2. Schedule of submission

Purpose of Report

To seek Council’s adoption of the Tourist Destination Strategy (2019-2024).

Background

At the Council meeting held on 26 March 2019 (Council Report GM-007/19) Council endorsed the draft Tourist Destination Strategy (2019-2024) for the purpose of community consultation for a four week period.

The key strategic objective of the Tourist Destination Strategy is to effectively and measurably promote Rockingham as a destination - as a place to visit, live and invest in.

This Report presents the outcomes of the four week community consultation period, and seeks adoption from Council for the Tourist Destination Strategy (2019-2024).
Details

The draft Tourist Destination Strategy (2019-2024) was endorsed for public comment for a four week period ending on Wednesday 24 April 2019. It was advertised through the City’s ‘share your thoughts’ website page, promoted on Facebook and issued to relevant Rock Port users.

A total of 53 public submissions were received, which included various points on different topics. The main themes that emerged are:

- overall support for the draft Tourist Destination Strategy (2019-2024)
- the need for a face to face tourist office, and the need for the City to continue to financially support the Rockingham Visitor Centre
- support for the sustainable development of Cape Peron
- support for the development of Caravan facilities within the city and for the development of “grey nomads” as a market segment.
- investment attraction and ongoing investment in infrastructure to support tourism development
- suggestions about the current and future branding of Rockingham region
- focus on promotion of the whole of the City of Rockingham and not just the coastal hubs

The main topics have been summarised in the following table and an officer response provided to address the comments.

See the Attachment 2 for the full schedule of all comments received.

<table>
<thead>
<tr>
<th>Topics identified</th>
<th>Officer response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support for the draft Tourist Destination Strategy (2019-2024) (total of 33 comments).</td>
<td>Comments noted with thanks.</td>
</tr>
<tr>
<td>Support for the Rockingham Visitor Centre as an important face to face service for visitors, and for the City to continue to provide financial funding. (total of 16 comments).</td>
<td>In the Draft Tourist Destination Strategy it reads that: “The City will enter into a Fee for service contractual agreement with Tourism Rockingham for the operation of the Rockingham Visitor Centre (RVC), for a period of three years (July 2019 to end of June 2022), with the option to extend for another three years following this period.” An amount of $100,000 has been allocated for this purpose for the next three years until June 2022.</td>
</tr>
<tr>
<td>Support for the sustainable development of Cape Peron (total of 12 comments).</td>
<td>Following the City’s advocacy actions, the Hon Minister for Planning has agreed to facilitate collaborative planning investigations to determine the future use of Cape Peron. It is expected that the process will commence, under the direction of the Department of Planning, Lands and Heritage, during the second half of 2019</td>
</tr>
<tr>
<td>Topics identified</td>
<td>Officer response</td>
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<td>-----------------------------------------------------------------------------------</td>
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<tr>
<td>Request for more focus on the market segment of “grey nomads”, investment in caravan parks and caravan dumping points <em>(total of 9 comments)</em>.</td>
<td>Figure 12 on page 28 identifies the market segments as determined by their attractiveness and Rockingham’s competitiveness in these segments. Focus will initially be on the five identified priority segments highlighted. ‘Grey nomads’ does not currently fall within these top five priority segments as the City does not have the facilities available to attract this market segment. Private landholders are required/able to provide caravan dumping points in some instances. The City does not support their installation in public areas (e.g. City reserves, road reserves or car parks). The City considers that Caravan Parks are an important component of tourism accommodation within the district. Caravan Parks can provide an affordable holiday accommodation experience. The City will consider any proposal to establish a Caravan Park on its planning merit, based on compliance with Town Planning Scheme No.2. Long-stay parks such as residential parks, park home parks and lifestyle villages have not achieved the intent of short stay accommodation associated with Caravan Parks. Any proposal to establish a Caravan Park must also satisfy the test of a Caravan Park as a vehicle capable of conveyance used for accommodation. The locational criteria for establishing a new Caravan Park include access to transport links, uniqueness of the site, setting, tourism activities and amenities, suitability in a land use context and capability, bush fire management, public submissions, size and function. Any new Caravan Parks should therefore be appropriately located to their intended market, function and context. The preference is for new Caravan Park sites to be zoned ‘Special Use – Caravan Park’. The City is also guided by WAPC Planning Bulletin 49 Caravan Parks and Planning Bulletin 83 Planning for Tourism.</td>
</tr>
<tr>
<td>The need for investment attraction including tourist accommodation and activities <em>(total of 6 comments)</em>.</td>
<td>The City is in the process of recruiting a new Manager Economic Development and Investment Attraction. It is anticipated that the Economic Development Strategy will be finalised by the end of 2019 and this will address investment attraction.</td>
</tr>
</tbody>
</table>
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 18 JUNE 2019

PRESIDING MEMBER

<table>
<thead>
<tr>
<th>Topics identified</th>
<th>Officer response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concern about the branding of Rockingham and the perceptions of Rockingham with suggestions for rebranding (total of 5 comments).</td>
<td>The implementation of this strategy will address most of the items raised. The development of the City's Tourism Marketing Plan will also further consider and address the suggestions received. A consistent and collaborative approach to marketing Rockingham will raise the profile of Rockingham. The Unique Selling Proposition can be summarised as follows: Rockingham is where the coast comes to life. It is Western Australia’s premium destination for ecotourism and aquatic adventures, where nature and marine wildlife can be experienced just a short drive from the City, the airport and surrounding regions.</td>
</tr>
</tbody>
</table>
| Comments on the lack of focus on promotion of the non-coastal areas with the City of Rockingham (total of 3 comments).                                                                 | Two key competitive advantages which have been identified for the Rockingham Region are:  
  - Eco - Connection with nature ocean, bushland and wildlife, and  
  - Adventure - Active outdoor experiences to suit all.  
  Ecotourism and Adventure is one of the priority market segments. Furthermore, the following item has been added under the Key Strategic Element ‘Destination Marketing’ (page 31) and added as an associated action within the identified actions (page 36):  
    - Identify opportunities in the non-coastal areas of Rockingham which could be developed and promoted to enhance Rockingham’s image as a tourist destination that caters for the needs of all. More photos of inland activities have been added to the draft strategy |

**Implications to Consider**

a. **Consultation with the Community**

Community and industry inputs were incorporated into the development of the strategy, and were obtained from:

- The consultation process for the City of Rockingham Strategic Community Plan (2019-2029).
- Tourism Strategy Development workshop with the local business community
- Online survey to the community through Rock Port and Facebook
- The Tourism Strategy Development Advisory committee (TSDAG), which held a total of six meetings between April and September. This group included representatives from:
o Destination Perth, Tourism WA, Perth Convention Bureau, Department of Biodiversity, Conservation and Attractions, Rockingham Visitor Centre, Tourism Rockingham, Rockingham Kwinana Chamber of Commerce, Hogs' Breath, Rockingham Apartments and Rockingham Wild Encounters
- Community feedback obtained on the draft Tourist Destination Strategy (2019-2024) over a four week period during April.
- Councillor Engagement Sessions

b. Consultation with Government Agencies
The TSDAG included a representative from DBCA (Department of Biodiversity, Conservation and Attractions) and a representative from Tourism WA

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 Strategic Community Plan 2019-2029:

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

**Strategic Objectives:**
- Coastal destination: Promote the City as the premier metropolitan coastal tourism destination.
- Marketing and promotion: Develop and implement effective marketing approaches to promote the City as a destination of choice for visitors, investors and businesses.
- 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.

d. Policy
The Strategic Development Framework Policy (for Community Plan Strategies) which stipulates Councillors, staff, stakeholders and members of the community should be involved or participate in the strategic development process.

e. Financial
The costs associated with the implementation actions outlined in the Tourist Destination Strategy 2019-2024 will be incorporated in the relevant team plans over the strategic timeframe and where required, be incorporated into the City's Business Plan.

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**
The feedback received during the public comment period overall supported the strategy.
The development of the Tourist Destination Strategy (2019-2024) has established the City’s strategic direction and priority actions to inform the Rockingham Region’s future direction with tourism and marketing. It has fostered a collaborative approach with relevant stakeholders to establish Rockingham’s priority market segments. It has further informed the City of the role and relevancy of the Rockingham Visitor Centre.
It is proposed within the Tourist Destination Strategy that the City renew its fee for service with Tourism Rockingham Inc. for the Rockingham Visitor Centre to manage accommodation bookings and provide a face-to-face tourist information service for visitors to Rockingham for the next three years. The City and the Rockingham Visitor Centre will jointly work on campaigns to attract visitors and position Rockingham as a destination of choice in WA.

Under Council’s Leasing Policy – Tourism Rockingham Inc. will be offered a Community Lease with an annual rent payable of $1. Tourism Rockingham Inc. through the Tourist Information Officer will continue to manage function bookings for the Gary Holland Community Centre for the next three years through a service fee from the City.

The process of the strategy development has already seen significant progress made, strengthened previous relationships and developed new strategic contacts with key industry players. This strategy and subsequent Marketing Plan will aim to raise the profile of Rockingham and position it as a premium destination for the local community, visitors and investors.

The City’s definition of success for tourism in Rockingham will be:
- Rockingham has a recognised brand that is championed by all.
- Rockingham is recognised as a world class coastal tourism destination for day trip and overnight visitors.
- Increase in domestic and international visitor numbers and expenditure.
- Rockingham has a collaborative and unified tourism industry that works together for the common good of the destination.
- Rockingham has increased investment in accommodation infrastructure, attractions and tour experiences.
- Rockingham has increased availability of jobs relating to the tourism industry leading to a reduction in unemployment figures.
- Accreditation of Rockingham as an ECO Destination through Ecotourism Australia.

The success of the Tourist Destination Strategy is reliant on a number of external factors such as the economic climate which influences investment attraction and visitor numbers, and the collaboration of key stakeholders.

### Voting Requirements

**Simple Majority**

<table>
<thead>
<tr>
<th>Officer Recommendation</th>
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<table>
<thead>
<tr>
<th>Committee Recommendation</th>
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</thead>
<tbody>
<tr>
<td>Moved Cr Burns, seconded Cr Liley:</td>
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</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
General Management Services
Governance and Councillor Support

Reference No & Subject: GM-013/19  Proposed Dogs and Parking Amendment
Local Law 2019

File No: LWE/67-03

Proponent/s: Mrs Jelette Edwards, Governance Coordinator

Author: Mr Alan Bedwell, Coordinator Prosecutions

Other Contributors: 21 May 2019

Date of Committee Meeting: 27 November 2018 (GM-034/18), 18 December 2018 (GM
051/18)

Previously before Council:

Disclosure of Interest: Legislative

Nature of Council's Role in this Matter:

Site:
Lot Area:

Attachments:
1. City of Rockingham Dogs and Parking Amendment Local Law 2019
2. City of Rockingham Dogs Local Law 2000 with marked amendments
3. City of Rockingham Parking Local Law 2018 with marked amendments

Maps/Diagrams:

Purpose of Report

To amend the City’s Dogs Local Law 2000 and Parking Local Law 2018 to correct minor formatting
errors.

The purpose and effect of the City of Rockingham Dogs and Parking Amendment Local Law 2019:

**Purpose:** To enable the City of Rockingham to manage and control Dogs and Parking and to correct
clause numbering and formatting errors in the City of Rockingham Dogs Local Law 2000 and
amendments to the City of Rockingham Parking Local Law 2018 in accordance with the request from
the Joint Standing Committee on Delegated Legislation.

**Effect:** The City of Rockingham Dogs Local Law 2000 and the City of Rockingham Parking Local Law
2018 are amended, clearer and consistent.
Background

At the City's meeting on 27 November 2018, Council resolved to adopt a Dogs Amendment Local Law 2018 to update the City of Rockingham Dogs Local Law 2000. On 18 December 2018, Council resolved to make a new Parking Local Law 2018 to replace the previous Parking and Parking Facilities Local Law.

These local laws were published in the Government Gazette on 18 January and 22 February 2019 respectively and came into effect 14 days after publication. As part of the process to put these local laws into law, the City is required to make a submission to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL). The JSCDL oversees subsidiary legislation such as Regulations and local laws.

The JSCDL has written to the City requesting some minor amendments to be made to the City's Dogs Local Law 2000 and Parking Local Law 2018.

Details

The requested amendments are illustrated on the attached City of Rockingham Dogs and Parking Amendment Local Law 2019. The amendments relate to the numbering of clauses and alignment of paragraphs.

In addition, while clause 7.3 of the Dogs Local Law 2000 deals in part with a different infringement payable if the dog concerned is a ‘dangerous dog’, the Schedule to which it refers no longer contains any reference to dangerous dogs as all offence relating to the confinement of dangerous dogs are dealt with the Dog Act 1976 and Regulations. Part 7 will be replaced in its entirety to make all the changes clear.

Implications to Consider

a. Consultation with the Community

Section 51 of the Dog Act 1976 provides that a local government may make local laws about dogs using the process set out in section 3.12 of the Local Government Act 1995 (the Act). The Parking Local Law 2018 is also amended as per section 3.12 of the Act.

The local government is required to give state-wide and local public notice stating that it proposes to make a local law, the purpose and effect of which is summarized in the notice for a period of 6 weeks after it first appears.

The purpose and effect of the City of Rockingham Dogs and Parking Amendment Local Law 2019:

**Purpose:** To enable the City of Rockingham to manage and control Dogs and Parking and to correct clause numbering and formatting errors in the City of Rockingham Dogs Local Law 2000 and amendments to the City of Rockingham Parking Local Law 2018 in accordance with the request from the Joint Standing Committee on Delegated Legislation.

**Effect:** The City of Rockingham Dogs Local Law 2000 and the City of Rockingham Parking Local Law 2018 are amended, clearer and consistent.

b. Consultation with Government Agencies

As part of the local law making process, the City is required to send a copy of the proposed Amendment local law to the Minister for Local Government.

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 Strategic Community Plan 2019-2029:
Aspiration 4: Deliver Quality Leadership and Business Expertise

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

d. Policy
Not Applicable

e. Financial
Advertising and gazettal costs will be approximately $1000.

f. Legal and Statutory
Section 3.12 of the Local Government Act 1995 (the Act) is the procedure for making local laws.

Section 3.12(2) of the Act provides that - at a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

Section 3.12(3) of the Act provides that –
(3) The local government is to —
   (a) give Statewide public notice stating that —
      (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
      (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
      (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
   and
   (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
   (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
   (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.

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 amendments required by the JSCDL are typographical and minor. The JSCDL has confirmed that the Dogs Local Law 2000 and Parking Local Law 2018 are still in force. The City will not enforce the specific clauses for amendment in a manner contrary to advised amendments to be made. For example for Item 4 in Schedule 1 of the Parking Local Law 2018 – the reference for the prescribed offence is 2.6(1). This will be changed to 2.6(a). When enforcing this offence officers will enforce the offence according to clause 2.6(a).
During the review of these changes further changes were found and will be made along with the required changes.

For the Dogs Local Law 2000 the changes are minor however for clarity whole part 7 has been replaced. This also enable the removal of a reference to Dangerous Dogs which is no longer applicable.

In the Parking Local Law 2018 the JSCDL required typographical changes to clause 4.5(2) and item 4 and 5 in schedule 1. Officers found that there were also other changes that need to be made in order to make the local law clear for ease of use. These changes were to clarify clause 4.5(3) and 4.5(4) as there are two sections in the Parking Local Law 2018 that deal with bus stops. These changes led to consequential changes in Schedule 1 – Prescribed Offences. Items 56 and 57 in Schedule 1 – Prescribed Offences were also clarified to ensure the offence related private land.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council:

1. **DIRECTS** the Chief Executive Officer in accordance with sections 3.12(3)(a) and (3a) of the Local Government Act 1995 (the Act), to give State wide and local public notice stating that:
   
   (a) It is proposed to make a Dogs and Parking Amendment Local Law, and a summary of its purpose and effect;
   
   (b) Copies of the proposed Amendment local law may be inspected at the City’s offices;
   
   (c) Submissions about the proposed Amendment local law may be made to the City within a period of not less than 6 weeks after the notice is given;

2. **DIRECTS** the Chief Executive Officer in accordance with s3.12(3)(b), as soon as the notice is given, to supply a copy of the proposed local law to any person requesting it;

3. **DIRECTS** the Chief Executive Officer in accordance with s3.12(3)(c) of the Act, to supply a copy of the proposed local law to any person requesting it;

4. **NOTES** that the results will be presented to Council for consideration of any submissions received;

5. **RESOLVES** to undertake to the Joint Standing Committee on Delegated Legislation that the City will:

   (1) When the Parking Local Law 2018 is next amended or reviewed, amend the City of Rockingham Parking Local Law as follows:
   
   (a) Amend clauses 4.5(2)(i), (j) and (k).
   
   (b) Amend Schedule 1 – Item 4.
   
   (c) Amend Schedule 1 – Item 5.
   
   (d) Make all necessary consequential amendments.

   (2) Until the Local Law is amended in accordance with undertaking 1:
   
   (a) The City will not enforce the Dogs Local Law 2000 or the Parking Local Law 2018 in a manner contrary to the amendments set out in the draft Amendment Local Law; and

   (b) Where the Dogs Local Law 2000 and Parking Local Law 2018 are made publicly available, whether in hard copy or electronic form (including on the City’s website), ensure that it is accompanied by a copy of these undertakings.
Committee Recommendation

Moved Cr Burns, seconded Cr Jones:

That Council:

1. **DIRECTS** the Chief Executive Officer in accordance with sections 3.12(3)(a) and (3a) of the Local Government Act 1995 (the Act), to give State wide and local public notice stating that:
   (a) It is proposed to make a Dogs and Parking Amendment Local Law, and a summary of its purpose and effect;
   (b) Copies of the proposed Amendment local law may be inspected at the City’s offices;
   (c) Submissions about the proposed Amendment local law may be made to the City within a period of not less than 6 weeks after the notice is given;

2. **DIRECTS** the Chief Executive Officer in accordance with s3.12(3)(b), as soon as the notice is given, to supply a copy of the proposed local law to any person requesting it;

3. **DIRECTS** the Chief Executive Officer in accordance with s3.12(3)(c) of the Act, to supply a copy of the proposed local law to any person requesting it;

4. **NOTES** that the results will be presented to Council for consideration of any submissions received;

5. **RESOLVES** to undertake to the Joint Standing Committee on Delegated Legislation that the City will:
   (1) When the Parking Local Law 2018 is next amended or reviewed, amend the City of Rockingham Parking Local Law as follows:
      (a) Amend clauses 4.5(2)(i), (j) and (k).
      (b) Amend Schedule 1 – Item 4.
      (c) Amend Schedule 1 – Item 5.
      (d) Make all necessary consequential amendments.
   (2) Until the Local Law is amended in accordance with undertaking 1:
      (a) The City will not enforce the Dogs Local Law 2000 or the Parking Local Law 2018 in a manner contrary to the amendments set out in the draft Amendment Local Law; and
      (b) Where the Dogs Local Law 2000 and Parking Local Law 2018 are made publicly available, whether in hard copy or electronic form (including on the City’s website), ensure that it is accompanied by a copy of these undertakings.

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
General Management Services
Governance and Councillor Support

Reference No & Subject: GM-014/19 Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018
File No: LWE/67-03
Proponent/s: Mrs Jelette Edwards, Governance Coordinator
Author: Mr Peter Varris, Manager Governance and Councillor Support
Other Contributors: Mr David Caporn, Manager Compliance and Emergency Liaison
Date of Committee Meeting: 21 May 2019
Previously before Council: 26 June 2018 (GM-017/18), 27 November 2018 (GM-034/18)
Disclosure of Interest: Legislative

Purpose of Report
To propose a response to a request by the WA Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL) to further amend the City’s Bush Fire Control and Bush Fire Brigades Local Law 2001.

Background
At the 27 November 2018 Council Meeting, Council resolved to make a Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 which was published in the Government Gazette on 18 January 2019.

The intent of the amendments was to remove matters set out in the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 that were not required to be regulated by the Bush Fires Act 1954 and could be dealt with by other means.

Subsidiary legislation such as local laws are subject to scrutiny by the WA Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL). The committee has advised the City that it considers a number of the changes made by the Amendment Local Law to be inconsistent with the Bush Fires Act 1954 (the Act) and has requested the City to reinstate a number of the clauses deleted by the amendment local law, failing which it will recommend to Parliament that the amendment local law be disallowed.
In November 2016, the Baldivis Volunteer Bush Fire Brigade (VBFB) was transformed into a Department and Fire and Emergency Services (DFES) Volunteer Fire and Emergency Service (VFES) and assigned additional responsibilities in keeping with its evolving area of operation. In the case of the Baldivis VFES this included structural; fire-fighting capability.

In 2017 the City transitioned the management of the City’s Incident Control Vehicle (ICV) to DFES. The volunteer group that managed the ICV on behalf of the City have been retained but with increased support and training opportunities under the management of DFES.

These changes (Baldivis VFES and DFES managed ICV) have not led to any change in ‘area of operation’ and have derived significant benefits for the City and the community, with greater presence of DFES in the City’s district; additional training and support for volunteers; and increased localised capability to combat emergencies.

The Singleton VBFB is managed by the City of Rockingham and provides first response services for bushfire in the localities of Karnup and Keralup. Singleton VBFB was established in 1979 and currently has 50 registered members. Brigade members have been in discussions with the City and representatives of the DFES over several months in 2018 about the future of the brigade and the potential for increased functions and responsibilities within the City’s district.

At the Singleton VBFB general meeting held on 19 December 2018, members voted in favour of becoming a DFES managed VFES. During the consultation, DFES representatives have indicated that if the Singleton VBFB is converted to a VFES, it would be allocated ‘natural hazards’ training and responsibilities whilst maintaining its primary role in combating bushfires. There would be no change to its primary area of operation.

**Details**

Clauses that the amendment local law deleted, which the JSCDL require to be reinstated, relate to matters about which the Act provides that a local government may make local laws, and in particular under s62 of the Act:

62. **Local government may make local laws**

(1) **A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995 for and in relation to**

(a) **the appointment, employment, payment, dismissal and duties of bush fire control officers; and**

(b) **the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and**

(c) **any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.**

The JSCDL may have misunderstood the City’s intent. In correspondence to the Mayor, the Deputy Chair of the JSCDL advises that the minutes of the Council meeting of 26 June 2018 (pp165-6) state that the City is deleting a number of clauses from the local law as the matters dealt with can be ‘regulated administratively by the City’.

The agenda and meeting minutes do not say that. The actual words used are that these matters can be dealt with by ‘other means’. This does not mean ‘regulation’ - the objective of the amendment local law was to change the Bush Fire Brigades local law to the effect that only those matters required to be dealt with by a local law by s43 of the Act are regulated.

In addition, while it did not take issue with any of the other matters deleted from the Bush Fire Brigades local law, while not part of the Amendment Local Law the JSCDL also noted that clause 6.1 of the Bush Fire Control and Bush Fire Brigades Local Law 2001 refers to ‘Rules’; and that the clause amounts to a subdelegation which is unlawful. It has strongly recommended that the Rules be inserted as a schedule to the local law.
All this aside, City's only Volunteer Bush Fire Brigade (Singleton) is soon to be managed by DFES. The Baldivis VBFB and ICV volunteer group have already been transformed into a DFES VFES. The City received a letter in May 2019 from the DFES Commissioner confirming an agreement in principle to transition Singleton VBFB to a DFES VFES. The expectation is that this work will be completed within 6 months and before the commencement of the next bushfire season.

Due to this it may be more pragmatic to deal with this issue as outlined in the ‘comment’ section below rather than further amend the Bush Fire Control and Bush Fire Brigades Local Law 2001.

### Implications to Consider

a. **Consultation with the Community**

   It would be quite straightforward to make a local law to address the matters required by the JSCDL. Section 62 of the Bush Fires Act 1954 provides that a local government may make local laws about bush fire brigades using the process set out in section 3.12 of the Local Government Act 1995.

   Amongst other things this requires a local government to give state-wide and local public notice stating that it proposes to make a local law, the purpose and effect of which is summarized in the notice for a period of 6 weeks after it first appears.

   An amendment local law would need to state its purpose and effect, be advertised for community feedback for a period of 6 weeks, and copies sent to the Ministers for Local Government and Fire and Emergency Services.

   The results of the community consultation and feedback from the Ministers are to be considered by Council before it makes the local law.

b. **Consultation with Government Agencies**

   As noted above, if an amendment local law is preferred, the relevant Ministers must be given a copy and also invited to provide comments.

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 Strategic Community Plan 2019-2029:

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

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

d. **Policy**

   Not Applicable

e. **Financial**

   Not Applicable

f. **Legal and Statutory**

   Section 3.12 of the Local Government Act 1995 (the Act) is the procedure for making local laws.

   Section 3.12(2) of the Act provides that - at a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

   Section 3.12(3) of the Act provides that – the local government is to –

   (3) The local government is to —

   (a) give Statewide public notice stating that —
(i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
(ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
(iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

and

(b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and

(c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

(3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.

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 review of the Bush Fush Fire Control and Bush Fire Brigades Local Law commenced early in 2018. Much has transpired in respect to the operational management of Bush Fire Brigades since that time.

The City received a letter in May 2019 from the DFES Commissioner confirming an agreement in principle to transition Singleton VBFB to a DFES VFES. The expectation is that this work will be completed within 6 months and before the commencement of the next bushfire season. The Baldivis VFES and ICV are already under the management of DFES.

It will take 4 to 6 months to process a further amendment local law which reinstates the matter required by the JSCDL. As such, the City could advise the JSCDL that it has no issue with the City of Rockingham Bush Fire Brigades Amendment Local Law 2018 being disallowed.

The effect of this is that when Parliament accepts the JSCDL motion that the Amendment Local law be disallowed, the original requirements of the Bush Fire Brigades Local Law will revert to what they were before amendment and as they have operated since 2001.

This does not mean that the City disagrees with the committee’s correspondence; the position of the JSCDL is acknowledged and respected. It is simply that the City will shortly have no bush fire brigades to manage and no need for a local law at all; making an amendment would be pointless.

When the Singleton VBFB is transferred to DFES and no longer under the control of the City, the Bush Fire Control and Bush Fire Brigades local law can be repealed altogether.

If Council prefers to instead amend the local law as advised by the JSCDL, Council needs to resolve the following:

That Council:

1. **UNDERTAKES** to the Joint Standing Committee on Delegated Legislation (JSCDL) that it will;
   (a) re-insert the following clauses into the City of Rockingham Bush Fire Control and Bush Fire Brigades Local law 2001:
      (i) Clauses 3.2(2)-5
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 18 JUNE 2019

PRESIDING MEMBER

(ii) Part 4, Division 2 (clauses 4.3-4.5)
(iii) Part 4, Division 3 (clauses 4.6-4.8)
(iv) Clauses 4.10-4.12
(v) Part 5 (clauses 5.1-5.6)
(vi) Part 7 (clauses 7.1-7.4)

(b) make any necessary consequential amendments.

2. Until the City of Rockingham Bush Fire Control and Bush Fire Brigades Local law 2001 is amended in accordance with undertaking 1, the City will not enforce the principal local law in a manner that is consistent with undertaking 1.

3. Until the City of Rockingham Bush Fire Control and Bush Fire Brigades Local law 2001 is amended in accordance with undertaking 1, the City will, when making the principal local law available to the public (whether in hard copy or electronic form – including on the City’s website), ensure that it is accompanied by a copy of these undertakings.

The Officers agree to the JSCDL amendments on the following clauses:

- Reinsert clauses 3.2(2)-(5). These clauses provide more detail about how the Captain, First Lieutenant and other bush fire brigade officers are to be appointed and what should happen if, for example, the positions become vacant. These clauses should be re-inserted in order for the principal local law to comply with section 43 of the Act.
- Reinsert Part 4, Division 2 (clauses 4.3-4.5). These clauses deal with the role and duties of the Chief Bush Fire Control Officer. They should be re-inserted in order for the principal local law to comply with section 62(1)(a) of the Act.
- Reinsert Part 4, Division 3 (clauses 4.6-4.8). These clauses deal with, for example, when a brigade must hold its annual general meeting, how a brigade must nominate one of its members to be considered by the City when it appoints a bush fire brigade officer. These clauses should be re-inserted in order for the principal local law to comply with sections 62(1)(a) and (b) of the Act.
- Reinsert clauses 4.10-4.12. These clauses deal further with nominations and recommendations for bush fire control officers, to be considered by the City when it appoints such an officer. They should be re-inserted in order for the principal local law to comply with section 62(1)(a) of the Act.
- Reinsert Part 5 (clauses 5.1-5.6). These clauses determine the types of membership which are available in a brigade, the eligibility requirements for each type of membership and the role of each type of member. They should be re-inserted in order for the principal local law to comply with section 62(1)(b) of the Act.
- Reinsert Part 7 (clauses 7.1-7.4). These clauses provide for how a brigade is to ensure that it receives the equipment it requires from the City. For example, the brigade must make funding requests for additional equipment. These clauses should be re-inserted in order for the principal local law to comply with section 62(1)(b) of the Act.

Given that in six months the City will have no Bush Fire Brigades to manage, the most pragmatic approach to this issue is for the JSCDL to disallow the amendment local law and for the City to commit to the repeal of the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 upon transition of the Singleton VBFB.

Voting Requirements

Simple Majority
Officer Recommendation

That Council:

1. **ADVISES** the Joint Standing Committee on Delegated Legislation (JSCDL) that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed;

2. **ADVISES** the JSCDL that this does not mean that the City disagrees with its position which is acknowledged and respected, but simply that the City of Rockingham’s only remaining Bush Fire Brigade will soon transition to a Volunteer Fire and Emergency Service and responsibility will be assumed by the WA Department of Fires and Emergency Services (DFES), making further amendments to the local law pointless; and

3. **COMMENTS** to the JSCDL that the City will begin the process to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 month of transferring responsibility of the existing brigade to DFES.

Committee Recommendation

Moved Cr Burns, seconded Cr Liley:

That Council:

1. **ADVISES** the Joint Standing Committee on Delegated Legislation (JSCDL) that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed;

2. **ADVISES** the JSCDL that this does not mean that the City disagrees with its position which is acknowledged and respected, but simply that the City of Rockingham’s only remaining Bush Fire Brigade will soon transition to a Volunteer Fire and Emergency Service and responsibility will be assumed by the WA Department of Fires and Emergency Services (DFES), making further amendments to the local law pointless; and

3. **COMMENTS** to the JSCDL that the City will begin the process to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 month of transferring responsibility of the existing brigade to DFES.

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
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 18 JUNE 2019

PRESIDING MEMBER

## Community Development

### Community Infrastructure Planning

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-008/19 Rockingham Youth Centre Concept Plan</th>
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<tbody>
<tr>
<td>File No:</td>
<td>CPR/1198</td>
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<tr>
<td>Proponent/s:</td>
<td>Ms Carly Kroczek, Senior Community Infrastructure Planning Officer</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Gary Rogers, Manager Community Infrastructure Planning</td>
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<tr>
<td>Other Contributors:</td>
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<tr>
<td>Date of Committee Meeting:</td>
<td>21 May 2019</td>
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<td>Previously before Council:</td>
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<td>Disclosure of Interest:</td>
<td>Executive</td>
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<td>Nature of Council's Role in this Matter:</td>
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| Site:                  | Lot 48 (20) Mackinnon Street, Rockingham     |
| Lot Area:              | 634m²                                         |
| Attachments:           | Rockingham Youth Centre Concept Plan (May 2019) |
| Maps/Diagrams:        | 1. Location Plan; 2. Site Plan; 3. Concept Plan |
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 18 JUNE 2019

PRESIDING MEMBER
3. Concept Plan

Purpose of Report

To seek Council endorsement of the Rockingham Youth Centre concept plan to enable the project to proceed to detailed design.

Background

The need for a youth centre in Rockingham is well documented and is included in both the City’s Community Infrastructure Plan 2018 and Children and Young People’s Strategy 2018 – 2023.

In September 2018, following Council approval, the City purchased 20 Mackinnon Street, Rockingham and this existing building was identified as suitable location for a future youth centre.

Following the purchase of the building, Site Architecture Studios were appointed to complete the concept, design development and contract documentation for the proposed Rockingham Youth Centre.

Details

The proposed design of the Rockingham Youth Centre aims to create flexible spaces, which can be used in a range of different ways. The design ensures maximum safety of both staff and young people attending the centre, whilst still ensuring a welcoming and inviting atmosphere.
The key features of the design include:

**Ground Floor**

The ground floor will be the main entry point to the centre. The design proposes to improve the natural light and ventilation into the centre through the creation of a double height entry court. This area will feature natural materials and greenery is able to be secured from the remainder of the ground floor to provide a secure after hour’s entry point to the ground floor counselling rooms and first floor multipurpose spaces.

The remainder of the ground floor features:

- A reception desk, placed to ensure maximum surveillance of the ground floor areas, whilst also providing a secure area for staff
- Two counselling rooms
- Unisex toilet facilities
- Group study nooks
- Computer/IT area
- Kitchen area suitable to run cooking classes and other activities
- Large open space that can be configured for a range of different informal activities
- Outdoor activity space
- Workshop area suitable for a range of activities such as bike repair classes and furniture upcycling
- Storage

**First Floor**

The majority of staff amenities and workstations are located on the first floor. The staff areas have allowed for all current youth services staff to relocate to the centre, as well as providing spaces for visiting City Officers and future growth of the team if required. This floor is able to be accessed by both a lift and stairwell and can be secured from the ground floor after hours to allow access by external service providers and community groups.

Other features of the first floor include:

- Unisex toilet facilities, including a universal accessible toilet and dedicated staff toilet
- Small group room suitable for approximately 40 people
- Large multipurpose room suitable for approximately 50 people
- Small kitchenette
- Storage areas

**Implications to Consider**

a. **Consultation with the Community**

Extensive consultation has been undertaken with young people, service providers and the local community on the need for and design of a youth centre in Rockingham.

During the development of the concept plan for the youth centre proposed to be located at Mackinnon Street, the Project Team consulted with the City’s Youth Reference Group.

Local service providers have been kept informed of the project through the various interagency network meetings which the City is represented on.

Due to the specific nature of the facility, the general community have not been consulted on the design.
b. Consultation with Government Agencies
   The City has discussed this project with Lotterywest with the intent of submitting a future funding application.

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 Strategic Community Plan 2019-2029:

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

   **Strategic Objective:** Services and Facilities – Provide cost effective services and facilities which meet community needs

d. Policy
   The concept plan is consistent with the requirements of the City’s Sports and Community Facility Provision Standards and Dimensions Guide (March 2018).

   The City’s Strategic Development Framework Policy outlines the process for the review of the Community Infrastructure Plan and projects within this plan. The policy requires any existing item, which is subject to either a 20% or $2 million cost variation, whichever is the lesser, to be submitted to Council for consideration after explanation at a Councillor Engagement Session. As approval to proceed with this project is being requested outside the annual review of the Community Infrastructure Plan, a Councillor Engagement Session has not been held.

e. Financial
   The cost estimate received as part of the Concept Plan Report estimates the conversion and fit out of the Mackinnon Street property into a youth centre is approximately $1.9 million. This excludes project design, information technology infrastructure for staff, and the City’s project management costs.

   The 2018 Community Infrastructure Plan estimated the development of a youth centre in Rockingham at approximately $1,400,000. The estimate in the Community Infrastructure Plan did not account for the required compliance upgrades or relocation of the City’s two youth teams to the centre, however included all project management and design costs.

   The City has held discussions with Lotterywest in regards to potential funding support for the project. Subject to Council endorsement of the concept plan, the City intends to submit an application to Lotterywest for approximately $800,000. This funding will contribute to the youth specific activity and counselling spaces, and first floor group rooms. The City will be required to fund the staff amenities and compliance upgrades.

   The project scope will be continually reviewed throughout the design phase to ensure that the final design is within budget parameters. Areas for cost savings have already been identified and will be incorporated into the detailed design.

   The tender for the fit out of the centre will be advertised once confirmation of all funding sources is received.

f. Legal and Statutory
   The existing building and concept plan has been reviewed by an independent building surveyor to ensure the design will comply with National Construction Code.

   The concept plan has also been reviewed by an independent access consultant who is a member of the Association of Consultants in Access Australia to ensure the proposed design enables access for people with a disability and will achieve compliance with relevant disability access standards and legislation. This includes the Disability Discrimination Act 1992, Disability (Access to Premises – Buildings) Standards 2010 and the Building Code of Australia.

   Pending Council approval of the concept plan, both consultants will also review the detailed designs for compliance to the above standards and legislation.
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

The fit out/renovation of the Rockingham Youth Centre is dependent on securing external funding. This has been identified as a high financial risk.

If external funding is not forthcoming, the scope of the project will be refined and implementation delayed until a staging plan is developed or additional funding can be secured.

Comments

The design of the Rockingham Youth Centre provides for flexible, multipurpose spaces which can be reconfigured to meet community needs, which will change over time. The design maximises all areas of the building and will provide a safe, contemporary space for both young people and City of Rockingham staff.

The design of the centre has responded to feedback received during consultation and has been positively received by those involved.

The development of the Rockingham Youth Centre will achieve implementation actions in the City’s Children and Young People Strategy and Community Infrastructure Plan.

Council approval of the concept plan is required to enable this project to progress to detailed design.

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVES the Rockingham Youth Centre Concept Plan (May 2019) to enable the project to proceed to detailed design.

Committee Recommendation

Moved Cr Liley, seconded Cr Burns:
That Council APPROVES the Rockingham Youth Centre Concept Plan (May 2019) to enable the project to proceed to detailed design.

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
Community Development
Community Support and Safety Services

Reference No & Subject: CD-009/19
File No: COM/55-04
Author: Mr Dean Stoitis, A/Manager Community Support and Safety Services
Other Contributors:
Date of Committee Meeting: 21 May 2019
Disclosure of Interest: Executive
Nature of Council's Role in this Matter: Executive
Attachments:
Maps/Diagrams: Minutes of the City Safe Advisory Committee Meeting held on 11 April 2019

Purpose of Report
That Council approve the recommendation to amend the City Safe Advisory Committee Terms of Reference.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1:
City Safe Advisory Committee
That Council **APPROVES** the amendment to the Terms of Reference for the City Safe Advisory Committee to:
"To provide strategic input into the development and review of City of Rockingham Community Safety Strategies and support the delivery of strategy actions."

Officer Recommendation if Different to Advisory Committee Recommendation
Not Applicable

The Officer’s Reason for Varying the Advisory Committee Recommendation
Not Applicable

Background
The City Safe Advisory Committee’s current Terms of Reference are:
"To provide a consultative forum that can effectively advise Council on community safety matters that arise in the City of Rockingham."
The current Terms of Reference were considered by the committee to be too operational and consultative focused.

At the 28 July 2015 meeting Council endorsed the City's Community Safety Strategy 2015-2020, which provides strategic direction on community safety within the City. The strategy actions have and continue to be implemented.

The committee wants to provide increased strategic advice to Council on community safety strategies and improve their level of support for the delivery of strategy actions. The amended Terms of Reference better represent this updated committee direction.

### Implications to Consider

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<tr>
<td>a.</td>
<td>Strategic Community Plan</td>
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<td>This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019-2029:</td>
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<td><strong>Aspiration 2:</strong> Grow and Nurture Community Connectedness and Wellbeing</td>
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<td><strong>Strategic Objective:</strong> Community Safety and Support: Provide support to residents and visitors so they feel safe and secure at home and outdoors.</td>
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<td>b.</td>
<td>Policy</td>
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<td>The Governance and Meeting Framework Policy stipulates that Advisory committees are to provide recommendations to Council in line with their terms of reference.</td>
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<td>c.</td>
<td>Financial</td>
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<td>d.</td>
<td>Legal and Statutory</td>
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<td>e.</td>
<td>Voting Requirements</td>
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<td>Simple Majority</td>
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<td>f.</td>
<td>Risk</td>
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<td>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.</td>
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<td>Customer Service / Project management / Environment : High and Extreme Risks</td>
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<td>Finance / Personal Health and Safety : Medium, High and Extreme Risks</td>
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<td>Nil</td>
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### Committee Recommendation

Moved Cr Burns, seconded Cr Jones:

That Council **APPROVES** the amendment to the Terms of Reference for the City Safe Advisory Committee to:

“To provide strategic input into the development and review of City of Rockingham Community Safety Strategies and support the delivery of strategy actions.”

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
For Council to adopt the revised Closed Circuit Television (CCTV) Policy

Background
Council adopted the Closed Circuit Television (CCTV) Policy at the 28 July 2015 Council Meeting
Council adopted an amendment to the Closed Circuit Television (CCTV) Policy at the 25 October 2016 Council meeting. This minor amendment primarily involved the City increasing the types of camera we are able to release or view recorded footage and still photograph for operational purposes.

Details
The proposed amendments are within the Council Policy Statement section of the CCTV Policy are detailed below:

Amendment 1
Remove:
Release or Viewing of Recorded Footage and Still Photographs Prohibited Unless specifically directed under law, or for required maintenance purposes, the release or viewing of recorded footage and still photographs other than to the WA Police is expressly prohibited for the following three surveillance purpose categories—
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 18 JUNE 2019

PRESIDING MEMBER

Corporate and Community Development Committee Minutes
Tuesday 21 May 2019
CD-010/19

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--- Public Area Permanent (Fixed)
--- Public Area Portable (Temporary)
--- Vehicle-based (Mobile)

And replace with:

Unless required by law, the release or viewing of live, recorded footage and still photographs from all categories of cameras to members of the public is expressly prohibited.

Amendment 2

Remove

Release or Viewing of Recorded Footage and Still Photographs Permissible The Chief Executive Officer may release or view recorded footage and still photographs for operational requirements only for the following two surveillance purpose categories—

--- Buildings and Assets Permanent (Fixed)
--- Service/Staff Areas Permanent (Fixed)

And replace with:

For operational requirements, the Chief Executive Officer may release or view live, recorded footage and still photographs from all categories of cameras.

Amendment 3:

Remove below words

Executive Policy and Procedures

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

Replaced with:

Executive Policy and Procedures

The Chief Executive Officer is to maintain Executive Policies and Procedures that will ensure CCTV is operated effectively in accordance with statutory requirements.

**Implications to Consider**

a. Consultation with the Community

In line with Council Policy – Policy Framework, as these amendments are considered minor, no public comment period with the community is required.

b. Consultation with Government Agencies

In line with Council Policy – Policy Framework, as these amendments are considered minor, no public comment period including government agencies is required.

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 Strategic Community Plan 2019-2029:

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

**Strategic Objective:** Community Safety and Support: Provide support to residents and visitors so they feel safe and secure at home and outdoors.

d. Policy

These amendments have been developed in line with the City’s Council Policy – Policy Framework.
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 18 JUNE 2019

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e. Financial
Nil

f. Legal and Statutory
The operations of this policy will occur in line with the Freedom of Information Act 1992.

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 2015, the City took an initial conservative approach to use, viewing or releasing footage and photographs.

Over the last four years, the City has developed executive policy and procedures and significantly improved our understanding of the operation and requirements of the City’s CCTV’s system. This has resulted in gradually increasing access, by authorised staff, to footage and still photography which has assisted City operations. The proposed minor policy amendments will permit authorised access to all five types of cameras which will further improve the City’s operational abilities.

Voting Requirements

Simple Majority

Officer Recommendation

That Council ADOPTS the amended Closed Circuit Television (CCTV) Council Policy.

Committee Recommendation

Moved Cr Jones, seconded Cr Burns:
That Council ADOPTS the amended Closed Circuit Television (CCTV) Council Policy

Closed Circuit Television (CCTV)

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

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

Council Policy Statement

Surveillance Purpose
There are five categories of CCTV cameras:

- Public Area Permanent (Fixed)
- Public Area Portable (Temporary)
- Vehicle-based (Mobile)
- Buildings and Assets Permanent (Fixed)
- Service/Staff Areas Permanent (Fixed)
Release or Viewing of Recorded Footage and Still Photographs

Release or Viewing of Recorded Footage and Still Photographs Prohibited

Unless specifically directed under law, or for required maintenance purposes, the release or viewing of recorded footage and still photographs other than to the WA Police is expressly prohibited for the following three surveillance purpose categories—

- Public Area Permanent (Fixed)
- Public Area Portable (Temporary)
- Vehicle-based (Mobile)

Unless required by law, the release or viewing of live, recorded footage and still photographs to members of the Public is expressly prohibited.

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

Release or Viewing of Recorded Footage and Still Photographs Permissible

The Chief Executive Officer may release or view recorded footage and still photographs for operational requirements only for the following two surveillance purpose categories—

- Buildings and Assets Permanent (Fixed)
- Service/Staff Areas Permanent (Fixed)

For operational requirements, the Chief Executive Officer may release or view live, recorded footage and still photographs.

Memorandum of Understanding (MoU)

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

Executive Policy and Procedures

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

Definitions

CCTV System - is a system that compromises of Closed Circuit Television (CCTV) cameras, information stores, connections and applications for storage, retrieval and viewing of information.

Legislation

Nil

Other Relevant Policies/ Key Documents

CCTV Plan 2014-2019

Responsible Division

Community Development

Review Date

February 2020

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**
   Nil

16. **Notices of motion for Consideration at the Following Meeting**
   Nil

17. **Urgent Business Approved by the Person Presiding or by Decision of the Committee**
   Nil

18. **Matters Behind Closed Doors**
   Nil

19. **Date and Time of Next Meeting**
   The next Corporate and Community Development Committee Meeting will be held on **Tuesday 18 June 2019** in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

20. **Closure**
   There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at **4:23pm**.