MINUTES
Corporate and Community Development Committee Meeting
Held on Tuesday 17 November 2015 at 4:00pm
City of Rockingham Boardroom
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<td>66</td>
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<td>20.</td>
<td>Closure</td>
<td>66</td>
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</tbody>
</table>
1. **Declaration of Opening**

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

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

2.1 **Councillors**

Cr Leigh Liley  
Cr Matthew Whitfield  
Cr Justin Smith  
Cr Kelly McManus  
Cr Barry Sammels (Mayor)  
Cr Chris Elliott

Chairperson  
Deputising for Cr Lee Downham  
Observer  
Deputising for Cr Joy Stewart

2.2 **Executive**

Mr Andrew Hammond  
Mr John Pearson  
Mr John Woodhouse  
Mr Michael Holland  
Ms Karin Strachan  
Ms Carly Kroczek  
Mrs Jillian Obiri-Boateng  
Ms Alison Oliver  
Ms Vanisha Govender  
Mr Michael Yakas  
Mr Ben Searcy  
Mr Peter Varris  
Mrs Jelette Edwards  
Ms Sue Langley

Chief Executive Officer  
Director Corporate Services  
Director Legal Services and General Counsel  
Director Community Development  
Manager Strategy and Corporate Communications  
A/Manager Community Infrastructure Planning  
Manager Community Support and Safety Services  
Manager Library and Information Services  
Manager Financial Services  
Manager Customer and Corporate Support  
Manager Human Resources Development  
Manager Governance and Councillor Support  
Governance Coordinator  
Governance Officer

2.3 **Members of the Gallery:**

1

2.4 **Apologies:**

Cr Lee Downham  
Cr Joy Stewart

2.5 **Approved Leave of Absence:**

Nil

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

Nil
4. Public Question Time

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

5. Confirmation of Minutes of the Previous Meeting

Moved Cr Smith, seconded Cr McManus:

That Committee CONFIRM the Minutes of the Corporate and Community Development Committee Meeting held on 21 October 2015, as a true and accurate record.

Committee Voting – 5/0

6. Matters Arising from the Previous Minutes

Nil

7. Announcement by the Presiding Person without Discussion

4:04pm The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.

8. Declarations of Members and Officers Interests

| 8.1 | Item GMS-024/15 | Recommendations from the Chief Executive Officer Performance Review Committee Meeting held on 30 October 2015 |
|---------------------------------|---------------------------------------------------------------|
| Councillor: | Cr Deb Hamblin |
| Type of Interest: | Impartiality |
| Nature of Interest: | Cr Hamblin is employed by Murdoch University |
| Extent of Interest (if applicable): | Murdoch University is referred to in the Economic Development Strategy which is a proposed Key Focus Area for the Chief Executive Officer |

| 8.2 | Item CD-043/15 | Recommendation from the Community Grants Program Advisory Committee Meeting held on 15 October 2015 |
|---------------------------------|---------------------------------------------------------------|
| Councillor: | Cr Leigh Liley |
| Type of Interest: | Impartiality |
| Nature of Interest: | Cr Liley has a relative who is a member of Coastal District Care. |
| Extent of Interest (if applicable): | Not Applicable |
8.3 Item CD-043/15  
Recommendation from the Community Grants Program Advisory Committee Meeting held on 15 October 2015

- Councillor: Cr Matthew Whitfield
- Type of Interest: Impartiality
- Nature of Interest: Cr Whitfield is a board member of Baldivis Events Inc.
- Extent of Interest (if applicable): Not Applicable

8.4 Item CD-043/15  
Recommendation from the Community Grants Program Advisory Committee Meeting held on 15 October 2015

- Councillor: Cr Chris Elliott
- Type of Interest: Impartiality
- Nature of Interest: Cr Elliott is Chair of Singleton Primary School Board.
- Extent of Interest (if applicable): Not Applicable

8.5 Item CD-043/15  
Recommendation from the Community Grants Program Advisory Committee Meeting held on 15 October 2015

- Officer: Mr Michael Holland
- Type of Interest: Indirect Financial
- Nature of Interest: Mr Holland’s daughter may be undertaking some casual work for Street Hassle Events.
- Extent of Interest (if applicable): Not Applicable

4:05pm The Chairperson noted the interests declared in Items 8.1 to 8.5 and asked if there were any further interests to declare.

The Chairperson noted there were no further interests declared.

9. Petitions/Deputations/Presentations/Submissions

Nil

10. Matters for which the Meeting may be Closed

4:05pm The Chairperson advised in accordance with section 5.23(2)(a) and (c) of the Local Government Act 1995 – if there are any questions or debate on Confidential Item GMS-024/14 – Chief Executive Officer Performance Review, then the Committee will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors.

As there were questions, this report was dealt with behind closed doors at Item 18 - Matters Behind Closed Doors.
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)(a) and (c) of the Act

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-024/15 Recommendations from the Chief Executive Officer Performance Review Committee Meeting held on 30 October 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>PSL/1208, PSL/702</td>
</tr>
<tr>
<td>Risk Register No:</td>
<td></td>
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<tr>
<td>Proponent/s:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Ben Searcy, Manager Human Resource Development</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>17 November 2015</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
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<tr>
<td>Disclosure of Interest:</td>
<td>Cr Deb Hamblin declared an Impartiality Interest in Item GMS-024/14 Chief Executive Officer Performance Review as detailed in Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, as she is employed by Murdoch University.</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Confidential Attachments as per Section 5.95 of the Local Government Act 1995</td>
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<tr>
<td>Site:</td>
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<tr>
<td>Lot Area:</td>
<td></td>
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<tr>
<td>Attachments:</td>
<td>1. Minutes of the Chief Executive Officer Performance Review Committee Meeting held on 30 October 2015</td>
</tr>
<tr>
<td></td>
<td>2. Chief Executive Officer Performance Review Report 2015 from Portland Broome Organisational Consultants</td>
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<tr>
<td>Maps/Diagrams:</td>
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## 11. Bulletin Items

### Corporate and General Management Services Information Bulletin – November 2015

#### Corporate Services

1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Online Records Management Training
   3.2 Automation of Records Management Processes
   3.3 Intranet Redevelopment
   3.4 Upgrade of Intramaps
   3.5 Integrated Team Plan and Risk Management Module
   3.6 Mobile Computing – Infringements
   3.7 Development and Implementation of CoR (City of Rockingham) Mobile App
   3.8 Library Management System
   3.9 Bushfire Mitigation System Upgrade
   3.10 CCTV - Waterfront Upgrade
   3.11 CCTV – Mobile Unit
   3.12 CCTV – Security Vehicle Camera
   3.13 Expansion of Private Fibre – Council Avenue
   3.14 Warnbro Library Radio Frequency Identification (RFID) Installation
   3.15 WiFi Installation to Selected City Buildings
   3.16 Multi-function Device Replacements
   3.17 Development of Next Generation Standard Operating Environment (SOE)
   3.18 Replacement of Reception Room Audio Visual Equipment
   3.19 Information Communication Technology Security Equipment
   3.20 Integrate Security Access Control Systems
   3.21 Implement DC1/DC2 Configuration as per Business Continuity Plan Requirements
4. Information Items
   4.1 Amendment to Rate Record – s6.39(2)(a)(b) of Local Government Act
   4.2 Write off
   4.3 List of Payments October 2015
   4.4 Rockingham Aquatic Centre
   4.5 Aqua Jetty
   4.6 Warnbro Community Recreation Centre
   4.7 Mike Barnett Sports Complex
   4.8 Gary Holland Community Centre
   4.9 Lease Management

#### Governance and Councillor Support

1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Report Template – Risk Implications
   4.2 Freedom of Information (FOI) Requests
   4.3 Australian Coastal Councils Association Inc. Newsletter
   4.4 Citizenships
   4.5 Coming Events
Human Resources
1. Human Resources Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Employee Wellness Programme
   3.2 Corporate Training Programme
   3.3 Leadership and Management Programme
   3.4 RESPECT Programme
   3.5 Occupational Safety and Health Programme
4. Information Items
   4.1 Recruitment and Onboarding
   4.2 Occupational Safety and Health Statistics

Strategy and Corporate Coordination
1. Strategy Coordination Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Risk Management Training and Printing
   3.2 Community Engagement Framework
   3.3 Lean six sigma project
   3.4 Corporate e-Newsletter
   3.5 Graphic design for Intranet
   3.6 Protection of Intellectual Property
   3.7 Journal Software subscription
4. Information Items
   4.1 Annual Customer Satisfaction Survey
   4.2 Coordinating the development of a 10 year minor infrastructure plan
   4.3 6th Generation Team Plans
   4.4 Coordinating the implementation of a Development Contribution Scheme
   4.5 City Scoreboard
   4.6 Roll-out of Risk Analysis Framework
   4.7 Digital media strategy
   4.8 Social Media
   4.9 Media Tracking
   4.10 Other initiatives that the Strategy and Corporate Communications team is involved with

Investment Attraction
1. Investment Attraction Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Marketing City of Rockingham
   3.2 Online Forecasting Tool
   3.3 Small Business Leadership Forums and Investment Attraction Seminars
   3.4 City Centre Marketing Plan 33
   3.5 Business Tourism Hotel Feasibility
   3.6 Dixon Road Marketing Plan
4. Information Items
   4.1 Various Meetings
   4.2 Lot 200 and 201 Chalgrove Avenue
   4.3 Asian Developers
   4.4 Tourism WA Awards – Silent Auction
Committee Recommendation

Moved Cr Sammels, seconded Cr Smith:

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

Committee Voting – 5/0

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<td>3. Project Status Reports</td>
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<td>4.1 Youth Services</td>
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<td>4.2 Community Safety</td>
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| Library Services                                           |
| 1. Library Services Team Overview                          |
| 2. Human Resource Update                                    |
| 3. Project Status Reports                                   |
| 3.1 Rockingham Campus Community Library Transition          |
| 3.2 Warnbro Community Library Agreement                     |
| 4. Information Items                                        |
| 4.1 September 2015 Library Statistics                       |
| 4.2 Mary Davies Library and Community Centre                |
| 4.3 Safety Bay Library                                      |
| 4.4 Warnbro Community Library                               |

<p>| Community Infrastructure Planning                          |
| 1. Community Infrastructure Planning Team Overview          |
| 2. Human Resource Update                                    |
| 3. Project Status Reports                                   |
| 3.1 Laurie Stanford Reserve Master Plan Implementation      |
| 3.2 Rhonda Scarrott Reserve Master Plan Implementation       |
| 3.3 Reserve and Open Space Master Plans                     |
| 3.4 Secret Harbour Surf Life Saving Club Redevelopment      |
| 3.5 Eighty Road Reserve Development                         |</p>
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<td>Lark Hill Northern Expansion</td>
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<td>3.7</td>
<td>Baldivis District Sporting Complex Needs and Feasibility Study and Concept Plans</td>
</tr>
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<td>3.8</td>
<td>Aqua Jetty Stage 2 Feasibility and Business Modelling</td>
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<td>3.9</td>
<td>Baldivis South Community Centre</td>
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<td>3.10</td>
<td>Rockingham Youth Venue Feasibility and Concept Plans</td>
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<td>Baldivis South Youth Space</td>
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<td>3.12</td>
<td>Inclusive Play Space</td>
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<td>3.13</td>
<td>Youth Outdoor Recreation Space Strategy Review</td>
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<td>3.14</td>
<td>Community Purpose Site Strategy</td>
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<td>3.18</td>
<td>Infrastructure Planning and Development Grants</td>
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4. Information Items

**Community Capacity Building**

1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 New Year’s Eve Celebration 2015
   3.2 Australia Day Celebrations 2016
   3.3 Community Grants Program (CGP)
   3.4 Youth Encouragement Award (YEA)
   3.5 Disability Access and Inclusion Plan (DAIP) Implementation
   3.6 Christmas Decoration Program
   3.7 Reconciliation Action Plan (RAP)

4. Information Items
   4.1 Seniors
   4.2 Place Activation
   4.3 Learning City Strategy
   4.4 Youth Development
   4.5 Sport, Recreation and Health and Wellbeing
   4.6 Cultural Development and Arts
   4.7 Outdoor Event Applications
   4.8 Social Media

**Committee Recommendation**

**Moved Cr Whitfield, seconded Cr McManus:**

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

Committee Voting – 5/0
12. Agenda Items

Corporate Services

Corporate Services

Financial Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-032/15 Adoption of City Business Plan 2016/2017 to 2025/2026</th>
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<tbody>
<tr>
<td>File No:</td>
<td>CPM/7</td>
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<td>Risk Register No:</td>
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<tr>
<td>Proponent/s:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr John Pearson, Director Corporate Services</td>
</tr>
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<td>Other Contributors:</td>
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<tr>
<td>Date of Committee Meeting:</td>
<td>17 November 2015</td>
</tr>
<tr>
<td>Previously before Council:</td>
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<tr>
<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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<td>Site:</td>
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<td>Lot Area:</td>
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<tr>
<td>Attachments:</td>
<td>City Business Plan 2016/2017 to 2025/2026</td>
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<tr>
<td>Maps/Diagrams:</td>
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</tbody>
</table>

Purpose of Report

The purpose of the report is to adopt the City Business Plan 2016/2017 to 2025/2026.

Background

A City Business Plan is prepared twice each financial year and is updated with the latest information and predictions. The last version of the City Business Plan was adopted at the April 2015 Ordinary Council Meeting.

Details

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 ensures funding allocations are provided so capital construction programs can occur.
Of major interest to the City is its ability to finance the construction of new facilities. This is particularly relevant in high population growth areas. The proposed project timetable for this is:

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Cost</th>
<th>Start Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldivis South Community Centre</td>
<td>3,502,000</td>
<td>2016</td>
</tr>
<tr>
<td>Mike Barnett Netball Courts Upgrade</td>
<td>340,000</td>
<td>2016</td>
</tr>
<tr>
<td>Baldivis District Sportsplex Stage 1 (2 x Ovals, 1 x Pavilion)</td>
<td>12,200,000</td>
<td>2017</td>
</tr>
<tr>
<td>Rockingham Outdoor Youth Space</td>
<td>1,379,000</td>
<td>2017</td>
</tr>
<tr>
<td>Baldivis South Outdoor Courts</td>
<td>1,206,000</td>
<td>2018</td>
</tr>
<tr>
<td>Rockingham Central (Library/Youth/Community Centre)</td>
<td>4,932,000</td>
<td>2018</td>
</tr>
<tr>
<td>Baldivis Outdoor Youth Space</td>
<td>658,000</td>
<td>2018</td>
</tr>
<tr>
<td>East Baldivis Recreation Reserve (Shared Use)</td>
<td>6,432,000</td>
<td>2020</td>
</tr>
<tr>
<td>Stan Twight Reserve Clubroom Extension</td>
<td>4,470,000</td>
<td>2021</td>
</tr>
<tr>
<td>Arpenteur Park Extension</td>
<td>3,020,000</td>
<td>2021</td>
</tr>
<tr>
<td>Aqua Jetty Stage 2 (Expansion)</td>
<td>12,728,000</td>
<td>2021</td>
</tr>
<tr>
<td>Secret Harbour Community Library</td>
<td>2,621,000</td>
<td>2022</td>
</tr>
<tr>
<td>Baldivis District Sportsplex Stage 2 (2 x Ovals, 1 x Pavilion)</td>
<td>10,441,000</td>
<td>2023</td>
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<tr>
<td>Baldivis District Sportsplex Stage 3 (Netball Courts and Infrastructure)</td>
<td>5,915,000</td>
<td>2025</td>
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<tr>
<td>Anniversary Park Extension</td>
<td>3,576,000</td>
<td>2025</td>
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<tr>
<td>Waikiki/Warnbro Outdoor Youth Space</td>
<td>688,000</td>
<td>2025</td>
</tr>
<tr>
<td>Baldivis Sports and Fitness Centre</td>
<td>24,014,000</td>
<td>*2026</td>
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<tr>
<td>Rockingham Aquatic Centre Relocation</td>
<td>31,084,000</td>
<td>*2028</td>
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</tbody>
</table>

*Projects outside scope of current Business Plan – estimate of timeframe only

<table>
<thead>
<tr>
<th>Implications to Consider</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Consultation with the Community</td>
</tr>
<tr>
<td>b. Consultation with Government Agencies</td>
</tr>
<tr>
<td>c. Strategic Community Plan</td>
</tr>
</tbody>
</table>

Aspiration B: Strong Community
Strategic Objective: Community facilities and services that accommodate contemporary community expectation and are justified, well used, cost effective and, where appropriate, multi-functional.

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

The Strategic Development Framework Policy requires a City Business Plan to be reviewed twice per year with formal briefings provided to Council prior to adoption. Council resolved at the September 2015 Ordinary Council Meeting to defer the briefing on the City Business Plan until November 2015 due to the local government elections. This requirement has been met.

e. Financial

There are significant financial implications related to the adoption of this document. Numerous assumptions have been made in order to ensure the outcomes proposed in the plan are achieved.

Revenue

Historically the City had significant revenue challenges based on a number of factors:

1. Rate increases had historically been kept at unsustainably low levels.
2. Landfill revenues had been subsidising low level rate increases.
3. The City is significantly reliant on residential land for rates, lacking diversity of rating categories, specifically industrial land. It should be noted that much of this issue is beyond the control of the City.

To correct these matters, approximately six years ago the City embarked on a rating strategy that increased rates significantly above traditional levels to ensure a stronger rate base to support infrastructure and service delivery to a rapidly growing community. This also reduced the City’s reliance on landfill revenues to sustain City operations. To this end, landfill revenues are now fully planned pursuant to section 3.59 of the Local Government Act 1995 and have been quarantined accordingly.

The City also has approximately $14 million in cash backed reserves to cover any matters that require financial support related to the landfill facility and to fund post-closure remediation costs. The City Business Plan as presented earmarks surplus landfill revenues for infrastructure creation across the City however this can only occur after landfill requirements have been met. Waste management is in a state of transition at the moment and can be considered a high risk industry.

External influences on waste management will impact the Millar Road Landfill Facility, this includes further increases in the State Landfill Levy. In July 2009 the State Landfill Levy was $8 per tonne and it has increased to $55 per tonne today and is expected to increase to $70 per tonne by July 2019. This levy directly impacts not only the cost of landfill but the revenue generated by the facility.

In the 2014/2015 State Budget the Western Australian Government stated that the increases [in the State Landfill Levy] will help divert the amount of waste being dumped at tips in the metropolitan area and encourage investment in alternative waste treatment options and other government initiatives to support increased recycling.

To this end, City of Rockingham Landfill revenues are anticipated to be volatile in future years and will need to be closely monitored. Currently the predictions on revenue at the facility are optimistic and will be closely monitored and reviewed in future years.

Operating revenue for the City as audited in the 2014/2015 financial year is $130.5 million with a further $47.7 million received in non-operating grants and contributions. Of this $47.7 million in non-operating grants and contributions, $35.2 million in non-cash assets (traditionally roads, park and drains) was gifted from developers to the City. This is an increase of $9.6 million above the 2013/2014 contribution. With the rapid increase in assets being received it is considered prudent to ensure that sustainable funding remains available for asset management given the continued growth. The presented Business Plan allocates $9 million in year one for asset management, increasing to $10.5 million in year 10.
Population growth in the City is driving increases in rate revenue of approximately 2% per year. As such the plan has been prepared which incorporates an annual rate increase of 4% for the duration of the plan, exclusive of the 2% natural growth. Further, with the exception of road grants, no other capital grants have been provided for except those that are approved to be received. Given successive rate increases over the previous 5 years in excess of 5%, a 4% increase is proposed at this time.

Developer contributions from the Developer Contributions Scheme have remained unchanged but will be updated with more accurate forecasts once the Community Infrastructure Plan is adopted.

**Debt**

Debt within the City of Rockingham is low and this facilitates the opportunity for debt now to be used to build new infrastructure. The plan proposes to increase debt from its current level of $15.9 million to $65.4 million in 2023/2024 and decreasing down to $59.5 million by 2025/2026. Debt repayment timeframes are between 10 and 20 years with the majority of loans proposing a 15-year repayment timeframe.

Traditionally, debt levels have been measured by way of ratios, usually measured against revenues. To this end, one could theoretically be increasing debt held on an organisation’s balance sheet and provided the revenues are increasing higher than the debt created, your representative debt ratios would improve. The Business Plan continues to use ratios as a measure of acceptable debt. A modified Gross Debt to Operating Revenue Ratio benchmark is used combined with a Debt Servicing Ratio to ensure the City of Rockingham does not allow debt to expand beyond reasonable levels.

In explanation of this, gross debt is the amount of debt liability (the principal) on the balance sheet of an organisation at any given time. Operating revenue is the total ordinary, recurrent revenue that an organisation would expect to receive throughout a given period (typically a financial year). For the purposes of the City of Rockingham, and to give definition to the modified Gross Debt to Operating Revenue Ratio, operating revenue is the total operating revenue (this includes all Developer Contributions Scheme funds however it excludes operating revenue from the landfill), plus 75% of the net landfill surplus. Net landfill surplus is the surplus of landfill running costs (revenue minus expenses). With the calculation of this ratio, it is not recommended to exceed 45%. That is to say that should there be a sudden or unusual revenue shock there is capacity for the City to still pay debt as this ratio would increase but not to such an extent that the City is unlikely to be able to meet its debt repayment obligations.

A Debt Servicing Ratio is the ratio that measures the portion of operating revenue that is used to service debt on an annual basis. It is recommended that this ratio not exceed 8%.

The proposed plan intends to maximise debt to build new infrastructure based on revenue available to borrow against. It also recognises the timeframes needed to ensure that projects can be properly planned and therefore has been heavily influenced by the Community Infrastructure Plan. As such, debt levels and the corresponding ratios are demonstrated in the table below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Gross Debt</th>
<th>Gross Debt to Operating Revenue Ratio</th>
<th>Debt Servicing Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>31,200,000</td>
<td>27.0%</td>
<td>3.8%</td>
</tr>
<tr>
<td>2017</td>
<td>41,400,000</td>
<td>34.0%</td>
<td>5.1%</td>
</tr>
<tr>
<td>2018</td>
<td>42,500,000</td>
<td>33.6%</td>
<td>4.5%</td>
</tr>
<tr>
<td>2019</td>
<td>41,600,000</td>
<td>32.0%</td>
<td>4.3%</td>
</tr>
<tr>
<td>2020</td>
<td>44,400,000</td>
<td>32.0%</td>
<td>4.4%</td>
</tr>
<tr>
<td>2021</td>
<td>47,600,000</td>
<td>33.0%</td>
<td>4.9%</td>
</tr>
<tr>
<td>2022</td>
<td>57,900,000</td>
<td>38.2%</td>
<td>5.3%</td>
</tr>
<tr>
<td>2023</td>
<td>65,500,000</td>
<td>41.7%</td>
<td>6.0%</td>
</tr>
</tbody>
</table>
Infrastructure and Services

The plan attempts to provide financial resources for all City functions and thus there needs to be an understanding between cost of service delivery and the ability to construct new infrastructure. Once a new facility is constructed, the operating costs will then need to be absorbed into annual cost allocations to deliver services. Every attempt is made to ensure adequate funds are available given known variables.

The Community Infrastructure Plan classifies community infrastructure into three categories: “Must Have”, “Should Have” and “Nice to Have”. All community infrastructure from the categories “Must Have” and “Should Have” are included with the exception of the Baldivis Sports and Fitness Centre and Rockingham Aquatic Centre Relocation. These are predicted to occur in 2026 and 2028 respectively. No financial allocations have been made to fund “Nice to Have”.

Asset Management

Of critical concern is the need to maintain the ever increasing asset base in the City. To fund the construction of new community infrastructure, expenditure allocations towards asset management have been reduced substantially from predictions made in prior versions of the City Business Plan. While not ideal, the impact of this decision will not be seen immediately and the possibility exists that unforeseen extra revenue may become available in the future. Should this occur, it should be allocated to asset management. The plan proposes to borrow approximately $6 million over the next 10 years to assist funding asset management.

f. Legal and Statutory

Regulation 19DA of the Local Government (Administration) Regulations 1996 specifies the requirements associated with the adoption of a corporate business plan.

Specifically these requirements include the need to:

(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district;

(b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and

(c) develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.

A local government is to review the current corporate business plan for its district every year.

This version of the City Business Plan is not intended to comply with this statutory requirement.

g. Risk

Nil

Comments

There is the ability for Council to amend any part of this document as it sees appropriate. It should be remembered that the first year of the Business Plan is essentially the first year of the annual budget thus an adoption of this plan is instructing staff that Council is satisfied with the proposals as...
configured. The Business Plan is divided into sections to assist in reading and dissecting the information. Functions generally termed to be standard are contained in notes 3.1 to 3.9. Detailed Team Plan information will be contained in the next version.

Notes 4.1 and 4.2 articulate the planned loans to be raised and cash backed reserve transfers that will need to occur. It is important to note that cash backed reserves are all formed pursuant to section 6.11 of the Local Government Act 1995 and they have many and varied purposes. Cash backed reserves are required to be restricted out of general municipal funds. For reasons of financial planning these reserves have been used to:

1. Support existing legislative requirements (e.g. requirements to have reserves created and maintained to support specified area rates or developer contributions)
2. Support planned future needs (e.g. strategic master planning or city centre development)
3. Support well planned and good governance practices (e.g. employee leave liability reserve, legal expenses reserve or waste and landfill preservation reserve).

With the exception of point 1 noted above, Council may resolve to increase or decrease reserves at its discretion. It should be noted that the cash backed reserves for the City of Rockingham are not excessive and are similar to other like local governments in the metropolitan area.

Note 2.1 will be of most interest to Councillors as it clearly articulates the major community infrastructure construction program for the next 10 years and aligns this with sustainable debt. Council may resolve as it chooses to move the order of priority of these projects. It should be noted that Note 2.1 demonstrates the start year only and not the completion year. Some of the infrastructure projects proposed may have a construction phase spanning more than one year. It is believed that the overall objectives of this plan, targeted towards building new infrastructure in high population growth areas, are achievable. The ability always exists to make modifications to City plans should significant unplanned difficulties be encountered.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council ADOPTS the City Business Plan 2016/2017 to 2025/2026.

### Committee Recommendation

Moved Cr Smith, seconded Cr Whitfield:

That Council ADOPTS the City Business Plan 2016/2017 to 2025/2026 based on a 5% per annum rates increase.

Committee Voting – 4/1
Cr McManus voted against.

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

The Committee changed the Officer's Recommendation to apply an annual rate increase of 5% for the City Business Plan 2016/2017 to 2025/2026 (compared to the Officer proposed 4%).

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

The increase in annual rates will enable the City to apply the additional revenue towards asset preservation and community infrastructure.
**Reference No & Subject:**

<table>
<thead>
<tr>
<th>CS-033/15</th>
<th>Endorsement of the Council Policy - Procurement Framework</th>
</tr>
</thead>
</table>

| File No:          | CPM/35           |
| Risk Register No: |                 |
| Proponent/s:      |                 |
| Author:           | Mr John Pearson, Director Corporate Services |
| Other Contributors: |                 |
| Date of Committee Meeting: | 17 November 2015 |
| Previously before Council: | August 2015 (CS-024/15) |

**Purpose of Report**

To adopt the Council Policy - Procurement Framework.

**Background**

Approximately two years ago the City commenced a process of improving the procurement practices in the City. This included review of current processes, investigations into ways of improving best value, system improvements to reduce misconduct risk, and best organisational fit for the Procurement Team.

In May 2015 procurement functions in the City were organisationally relocated to Corporate Services from Engineering and Parks Services.

Given the growth in procurement transactions and cumulative cash value it is essential that an excellent policy framework exists for procurement functions.
Details

The Council Policy - Procurement Framework addresses the following matters:


2. Ethics, Misconduct, Conflict and Disclosure of Interest - procurement functions must be undertaken in adherence with the principles and rules as detailed in the City of Rockingham Code of Conduct.

3. Best Value – when procuring on behalf of the City, employees shall balance factors such as price, quality, timeliness of services, experience and other relevant selection criteria to ensure the best value for the City.

4. Process Uniformity and Consistency – suppliers, contractors and persons dealing with the City will be treated consistently, equally and fairly.

5. Risk Management – processes and practices are to minimise risk to the City but will be balanced against the cost of achieving this. It is recognised that it will never be possible to completely eliminate risk but the Chief Executive Officer must ensure appropriate procedures are in place to reduce risk.

6. Strategic Alignment – when undertaking the procurement functions on behalf of the City, regard shall be had for initiatives listed in its forward planning documents.

7. Contract Management – The contractual obligations and responsibilities of suppliers to the City must be managed, measured and monitored to ensure that the City receives best value and its full contractual entitlements. The Chief Executive Officer must ensure that organisational systems are in place that provide for an enterprise-wide contract management effort.

8. Organisational Awareness and Training – the Chief Executive Officer shall ensure employees undertaking procurement activities on behalf of the City receive appropriate training in procurement and contract management.

Implications to Consider

a. Consultation with the Community

The community was advised of the draft policy by way of advertisement in the Sound Telegraph on 23 September 2015 and the Weekend Courier on 25 September 2015 and invited to comment or present submissions in relation to its adoption. Full copies of the draft policy were also available on the City’s website and from Customer Service. Submissions and comments closed on 9 October 2015.

No comments or submissions were received in relation to adoption of the Council Policy – Procurement Framework.

b. Consultation with Government Agencies

Not Applicable

c. Strategic

Community Plan

The policy addresses the Community's Vision for the future; specifically the following Aspiration and Strategic Objective contained in the Community Plan 2015-2025:

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

d. Policy
The Council Policy - Procurement Framework is classified as a General Council Policy pursuant to the Policy Framework. The draft policy was publically advertised pursuant to the Policy Framework.

The Council Policy – Purchasing Policy currently is in force. This policy will be revoked in the near future and replaced with Council Policy - Purchasing Policy - Purchase of Goods and Services below $150,000.

e. Financial
Nil

f. Legal and Statutory
Nil

g. Risk
Nil

Comments
In February 2015 the Corruption and Crime Commission of Western Australia released a Report on Misconduct Risk in Local Government Procurement. The report determined that systemic weaknesses exist in the local government sector leaving local governments vulnerable to procurement fraud and corruption.

Prior to this report’s release, work had already commenced in the City to improve procurement practices. This work included the proposed introduction and adoption of a Council Policy - Procurement Framework providing clarity on different procurement functions, purchasing, tenders, contract management and requiring associated executive policies and procedures be prepared and followed.

On 1 October 2015 amendments to the Local Government (Functions and General) Regulations 1996 came into effect. As such the some minor changes have been made to the policy to reflect the increase in minimum tender threshold from $100,000 to $150,000.

Work has commenced on writing new procedures for procurement and rewriting of the Council Policy - Purchasing Policy - Purchase of Goods and Services below $150,000. This policy is a statutory requirement and will be presented to Council in the near future.

The Council Policy - Procurement Framework is considered a cornerstone policy document that assists in ensuring that procurement functions are conducted in a transparent manner with a focus of best value and risk reduction.

Voting Requirements
Simple Majority

Officer Recommendation
That Council ADOPTS the Council Policy - Procurement Framework.
Committee Recommendation

Moved Cr Whitfield, seconded Cr Smith:
That Council ADOPTS the Council Policy - Procurement Framework.

Council Policy - Procurement Framework

Council Policy Objective
To ensure procurement functions in the City are statutorily compliant, provide uniform fairness and equity, are transparent and accountable and achieve best value for the City.

Council Policy Scope
All City employees.

Council Policy Statement
Procurement of goods and services at the City or Rockingham is a critically important business process. In achieving Council’s policy objective, the Chief Executive Officer must ensure that the following key areas of activity are observed, understood and embraced across the organisation in order to deliver best value:

2. Ethics, Misconduct, Conflict and Disclosure of Interest - procurement functions must be undertaken in adherence with the principles and rules as detailed in the City of Rockingham Code of Conduct.
3. Best Value – when procuring on behalf of the City, employees shall balance factors such as price, quality, timeliness of services, experience and other relevant selection criteria to ensure the best value for the City.
4. Process Uniformity and Consistency – suppliers, contractors and persons dealing with the City will be treated consistently, equally and fairly.
5. Risk Management – processes and practices are to minimise risk to the City but will be balanced against the cost of achieving this. It is recognised that it will never be possible to completely eliminate risk but the Chief Executive Officer must ensure appropriate procedures are in place to reduce risk.
6. Strategic Alignment – when undertaking the procurement functions on behalf of the City, regard shall be had for initiatives listed in its forward planning documents.
7. Contract Management – The contractual obligations and responsibilities of suppliers to the City must be managed, measured and monitored to ensure that the City receives best value and its full contractual entitlements. The Chief Executive Officer must ensure that organisational systems are in place that provide for an enterprise wide contract management effort.
8. Organisational Awareness and Training – the Chief Executive Officer shall ensure employees undertaking procurement activities on behalf of the City receive appropriate training in procurement and contract management.
The following policy and procedural framework will guide the City’s procurement effort:

Definitions

**Procurement** - the overarching function that describes the activities and processes to acquire goods and services. Importantly, and distinct from “purchasing”, procurement involves the activities involved in establishing fundamental requirements and criteria, sourcing suppliers, conducting tenders, developing performance standards and performance evaluation and negotiation of contracts. It also includes purchasing activities required to order and receive goods.

**Purchasing** - the process of ordering and receiving goods and services. It includes all procedures in ordering such as requests, approvals, creation of purchase order records and all procedures in receipting of ordered items or services. It is a subset of the wider procurement process.

**Contract** - agreement between two parties enforceable under law. In this context an agreement between the City and supplier to pay a consideration for goods provided or services rendered. The contract is created after the purchasing order is issued or the outcomes of a procurement process communicated in writing.

**Contract Management** - overseeing the contract to ensure that the contractual obligations of both parties are met and/or satisfied.
**Legislation**

Section 3.57 of the Local Government Act 1995 requires a local government to invite tenders before entering into a contract for the supply of goods or services under which another person is to supply goods of services.

Regulation 11A of the Local Government (Functions and General) Regulations 1996 provides the requirement for local governments adopt and implement a purchasing policy for other persons to supply goods and services where consideration is or is expected to be $150,000 or less.

Regulations 11-24AJ of the Local Government (Functions and General) Regulations 1996 provide details related to tenders for providing of goods and services.

**Other Relevant Policies/ Key Documents**

Council delegation of authority to CEO, Item 1.7 (Expressions of Interest and Tenders – For Supply of Goods or Services) and Item 1.8 (Acceptance of Tenders For Supply of Goods or Services)

Council Policy – Council Policy - Purchasing Policy - Purchase of Goods and Services below $150,000

Executive Policy – Purchasing of Goods and Services above $150,000

Executive Policy – Purchasing of Goods and Service below $150,000

Executive Policy – Contract Management

Procedure – Better Practice Purchasing Procedures

Procedure – Better Practice Contract Management Procedures

Procedure – Record keeping for procurement

**Responsible Division**

Corporate Services

**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


File No: FLM/88-02
Risk Register No: 89
Proponent/s: Mrs Vanisha Govender, Manager Financial Services
Author: Ms Antonietta Landro, Financial Accountant
Other Contributors: 
Date of Committee Meeting: 17 November 2015
Previously before Council: 
Disclosure of Interest: Executive
Nature of Council’s Role in this Matter: Executive

Site: 
Lot Area: 
Maps/Diagrams: 

Purpose of Report
To receive the monthly Financial Management Report for September 2015.

Background
Nil

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

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

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

   **Aspiration C:** Quality Leadership

   **Strategic Objective:** Governance - Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.

d. **Policy**
   
   Nil

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

f. **Legal and Statutory**
   

g. **Risk**
   
   Nil

**Comments**

Any variances identified will be reviewed within the current budget review.

**Voting Requirements**

Simple Majority

**Officer Recommendation**


**Committee Recommendation**

Moved Cr Sammels, seconded Cr Smith:


Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
General Management Services

Governance and Councillor Support

Reference No & Subject:
- File No: IFM/26 and GVR/60
- Risk Register No: GMS-025/15
- Proponent/s: Mr Peter Varris, Manager Governance and Councillor Support
- Author: Mr Peter Varris, Manager Governance and Councillor Support
- Date of Committee Meeting: 17 November 2015
- Previously before Council: 
- Disclosure of Interest: 
- Nature of Council’s Role in this Matter: Executive

Site:
- Lot Area:
- Maps/Diagrams:

Purpose of Report
Council’s consideration of acceptance of the Annual Report for 2014/2015 and scheduling of the date to conduct the Annual Meeting of Electors for 2014/2015.

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

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

Preparation of the Annual Report has progressed in anticipation that the Audit Committee would consider the Annual Financial Statements and Audit Report for 2014/2015 by late October 2015 with a recommendation to Council at this ordinary meeting. As a part of the process the Annual Report is also presented for consideration at this meeting.
In accordance with section 5.27 of the Local Government Act 1995, a general meeting of electors of a district is to be held once every financial year. The meeting is to be held not more than 56 days after the local government accepts the annual report for the previous financial year.

**Details**

A draft of the Annual Report for 2014/2015 has been prepared by the Strategy and Corporate Communication Team and earlier distributed to Councillors to provide comment and feedback.

The report has been prepared using best practice from both local government and other industries. The contents include all those matters stipulated by Section 5.53 of the Local Government Act 1995.

Industry best practice is to endeavour to hold the Annual Meeting of Electors in the same calendar year that the financial year ended. This is often dependent on the timing of the audit of the City's financial statements and the receipt of the audit statement.

The Audit Committee considered the Audited Annual Financial Reports for 2014/2015 (a key component of the Annual Report) in late October 2015, with a Committee recommendation presented to this Ordinary Council Meeting.

The acceptance of the Annual Report will trigger the timeline for the Annual Meeting of Electors, necessitating it to be held by Wednesday 20 January 2016.

It is proposed to hold the Annual Meeting of Electors for 2014/2015 at 6:00pm, Wednesday 16 December 2015 in the Reception Area of the Administration Centre.

**Implications to Consider**

a. **Consultation with the Community**

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

Statutory advertising is required to be carried out requiring the Chief Executive Officer to convene an electors’ meeting by giving at least 14 days’ local public notice.

b. **Consultation with Government Agencies**

Nil

c. **Strategic**

**Community Plan**

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

**Aspiration C:** Quality leadership

**Strategic Objective:** Governance – Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.

d. **Policy**

Nil

e. **Financial**

Funds for advertising the electors’ meeting are provided for in Account 210018.1204 – Advertising Governance and Councillor Support. The cost is anticipated to be less than $750.
f. Legal and Statutory

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

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

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

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

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

Section 5.27 of the Local Government Act 1995 and Part 3 of the Local Government (Administration) Regulations 1996 specify the legislative requirements for annual meeting of electors, including when a meeting is to be held, the matters to be discussed (Annual Report and other General Business), who may vote and how, and the procedure at the meeting.

g. Risk

Nil

Comments

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

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

The Annual Meeting of Electors for 2013/2014 was held at 6:00pm on 17 December 2014 and was held in December the previous two years.

The Local Government Act 1995, Section 5.33 notes that all decisions made at an electors’ meeting are to be considered at the next ordinary council meeting or, if that is not practicable, at the first ordinary council meeting after that meeting; or at a special meeting called for that purpose, whichever happens first.

It is anticipated that the outcomes of the 2014/2015 Annual meeting of Electors will be presented to the ordinary Council Meeting in January 2016.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council:

1. **ACCEPTS** the Annual Report for the financial year ending 30 June 2015.

2. **APPROVES** the conduct of the Annual Meeting of Electors for 2014/2015 on Wednesday 16 December 2015 commencing at 6:00pm in the Reception Room in the City Administration Centre.
**Committee Recommendation**

**Moved Cr Sammels, seconded Cr Smith:**

That Council:

1. **ADOPTS** the Annual Report for the financial year ending 30 June 2015.
2. **APPROVES** the conduct of the Annual Meeting of Electors for 2014/2015 on Wednesday 16 December 2015 commencing at 6:00pm in the Reception Room in the City Administration Centre.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
**Reference No & Subject:**

GMS-026/15 Delegation of Authority – Local Government to Chief Executive Officer and Other Employees (Absolute Majority)

**File No:**

CPM/130

**Risk Register No:**

**Proponent/s:**

Mrs Jelette Edwards, Governance Coordinator

**Author:**

Mr Peter Varris, Manager Governance and Councillor Support

**Other Contributors:**

**Date of Committee Meeting:**

27 July 2010 (CES126/70), 28 September 2010 (CES161/9/10), 28 June 2011 (ES-020/11), 24 July 2012 (GCS-009/12), 27 August 2013 (GCS-007/13) and 22 July 2014 (GMS-011/14)

**Disclosure of Interest:**

Nature of Council’s Role in this Matter:

**Site:**

City of Rockingham Delegated Authority - Local Government to Chief Executive Officer and Other Employees

**Lot Area:**

**Attachments:**

**Maps/Diagrams:**

**Purpose of Report**

To enable Council to delegate some of its powers to the Chief Executive Officer (CEO) and other relevant employees under the Local Government Act 1995 (the Act) and other various Acts and Regulations.

**Background**

Section 5.42 of the Act states that the local government by absolute majority may delegate to the CEO to exercise any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43 of the Act or the Planning and Development Act 2005 section 214(2), (3) or (5).

Section 5.46 of the Act requires that the CEO keep a register of delegations made by the local government to the CEO and delegations from the CEO to other employees, all the delegations are to be reviewed at least once every financial year.

Some delegations require the Local Government to delegate its powers directly to some employees as required by other Acts and Regulations such as the Bush Fires Act 1954.
Details

A major review of the delegations was undertaken to verify that items on the delegations register are, in fact, delegations. Some items have found to be authorisations (undertaken by Authorised or Appointed Officers) while other functions were found to be operational in nature and not a power or decision to be delegated.

All delegations created in separate reports throughout the year will also be added to the register to ensure they are captured and exercised/actioned.

Implications to Consider

a. Consultation with the Community
   Not Applicable

b. Consultation with Government Agencies
   Not Applicable

c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:
   
   **Aspiration C:** Quality Leadership
   
   **Strategic Objective:** Governance – Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.

d. Policy
   Not Applicable

e. Financial
   Not Applicable

f. Legal and Statutory
   In accordance with section 5.46 of the Local Government Act 1995 the Chief Executive Officer is to keep a register of any delegations made to the Chief Executive Officer and employees. At least once every financial year the delegations need to be reviewed by the delegator.

g. Risk
   Nil

Comments

Due to the major review each delegation is listed below with a list of amendments made. There have been typographical amendments made that will not be specified in detail.

<table>
<thead>
<tr>
<th>No.</th>
<th>Delegation Name</th>
<th>Amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Use of Council Crest and Logo</td>
<td>No change</td>
</tr>
<tr>
<td>1.2</td>
<td>Extension of Contracts</td>
<td>No change</td>
</tr>
<tr>
<td>1.3</td>
<td>Signs, Hoardings and Bill Posting</td>
<td>Corrected terminology</td>
</tr>
<tr>
<td>1.4</td>
<td>Give Notice of Breach or Offence</td>
<td>Delete as this is an authorisation not a delegation.</td>
</tr>
<tr>
<td>No.</td>
<td>Delegation Name</td>
<td>Amendments</td>
</tr>
<tr>
<td>-----</td>
<td>----------------</td>
<td>------------</td>
</tr>
</tbody>
</table>
| 1.5 | Appoint Authorised Persons | Incorporating all appointments of Authorised Persons including:  
|     |                | • Local Government Act 1995  
|     |                | • Building Act 2011  
|     |                | • Food Act 2008  
|     |                | • Cat Act 2011  
| 1.6 | Powers of Entry | Insert s3.31 of the Local Government Act 1995 to include procedure for entering property and delete item 1 of function delegated as it is not necessary  
| 1.7 | Expression of Interest and Tenders - For Supply of Goods or Services | Minor Change - remove subclause (a) from Reg 14.4(a) as not relevant  
| 1.8 | Acceptance/Rejection of Tenders - For Supply of Goods or Services | No change  
| 1.9 | Disposal of Property | Function delegated made clear to Dispose of Property, removed any information referring to Disposal of confiscated and uncollected goods, amend Council Condition to reflect correct processes and amend incorrect legislation  
| 1.10 | Power to Lease | To be deleted as this is already incorporated in Disposal of Property delegation  
| 1.11 | Execution of Deed of Assignment | No change  
| 1.12 | Employment of Persons Other than the Chief Executive Officer | Minor change - amend subclause to (1)(b)  
| 1.13 | Appoint Acting Chief Executive Officer | No change  
| 1.14 | Legal Representation - Elected Members and Officers | No change  
| 1.15 | Lease Agreement RE: Gary Holland Community Centre | To be deleted as delegation no longer required as lease has been entered into  
| 1.16 | Annual Management Plans | No change  
| 1.17 | Sale of Lot 401 Civic Boulevard, Rockingham | To be deleted as delegation no longer required as sale has been completed  
| 1.18 | Shoalwater Visitors' Centre Lease | To be deleted as delegation no longer required as lease has been entered into  
| 1.19 | Planning Approval - Proposed Grouped Dwellings on Lot 467 (No.28) Lewington Street, Rockingham | To be deleted as delegation no longer required as development application process completed  
| 1.20 | Award Tender T14/15-09 - Construction of Secret Harbour Surf Life Saving Club Building | To be deleted as delegation no longer required as tender has been awarded and construction nearing completion  
| 1.21 | Enter into Licence with the Secret Harbour Dockers Football Club (Incorporated) | To be deleted as delegation no required as licence agreement has been entered into  
| 1.22 | Sale of Lot 3 Mandurah Road, Karnup | No change  
| 1.23 | Enter into Contract with Wilson Parking | To be deleted as delegation no longer required as contract entered into  
| 1.24 | Sale of Lots 200 and 201 Chalgrove Avenue, Rockingham | New delegation as of 23 June 2015  
| 1.25 | Transition of City of Rockingham Child Care Services to Wanslea Early Learning and Development Inc. | New delegation as of 23 June 2015  
| 1.26 | Temporary Restricted Access Vehicle (RAV) Application (Baldivis Road and Safety Bay Road) | New Delegation as of 28 July 2015  
| 1.27 | Murdoch University Sub-lease | New Delegation as of 25 August 2015  

1 Typographical error corrected
<table>
<thead>
<tr>
<th>No.</th>
<th>Delegation Name</th>
<th>Amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.28</td>
<td>Tender T15/16-42 Construction of Safety Bay Road Principal Shared Path Stage One</td>
<td>New Delegation as of 25 August 2015</td>
</tr>
<tr>
<td>1.29</td>
<td>Wambro Community Library Agreement</td>
<td>New Delegation as of 25 August 2015</td>
</tr>
<tr>
<td>1.30</td>
<td>Approve Lease Property Grants</td>
<td>New Delegation as of 25 August 2015</td>
</tr>
<tr>
<td>1.31</td>
<td>Waste Industry Protocol</td>
<td>New Delegation as of 22 September 2015</td>
</tr>
<tr>
<td>2.1</td>
<td>Street Entertainers Permits - Issuing of</td>
<td>To be deleted as delegation will be incorporated into the Permits and Licences Delegation</td>
</tr>
<tr>
<td>2.2</td>
<td>Electoral Roll Eligibility Claims Processing</td>
<td>To be deleted as delegation not needed due to Chief Executive Officer already has ability to process electoral roll eligibility claims</td>
</tr>
<tr>
<td>3.1</td>
<td>Establishment of Funds</td>
<td>To be deleted as it is not a delegation as the legislation already stipulates the establishment of funds</td>
</tr>
<tr>
<td>3.2</td>
<td>Municipal Fund Procedures and Payment</td>
<td>Remove references to incorrect legislation and amend title to Payment of Municipal Fund and Trust Fund</td>
</tr>
<tr>
<td>3.3</td>
<td>Trust Fund</td>
<td>Change Title to Trust Fund – Transfers, remove references to incorrect legislation and remove delegated function – make payment from Trust Fund</td>
</tr>
<tr>
<td>3.4</td>
<td>Write off Monies Owing</td>
<td>Change Title to Waive/Grant Concession or Write Off Monies Owing, minor changes to function delegated and remove references to incorrect legislation</td>
</tr>
<tr>
<td>3.5</td>
<td>Investments</td>
<td>To be deleted as it is not a delegation as Council has an Investment Policy</td>
</tr>
<tr>
<td>3.6</td>
<td>Amending the Rate Record</td>
<td>Change Title to Amend the Rate Record, amend references to incorrect legislation, amend the function delegated by removing references to information in the record as it is not needed</td>
</tr>
<tr>
<td>3.7</td>
<td>Agreement as to Payment of Rates and Service Charges</td>
<td>Delete the Council’s conditions on delegation as not needed and amend references to incorrect legislation</td>
</tr>
<tr>
<td>3.8</td>
<td>Rates or Service Charges Recoverable in Court</td>
<td>Amend references to legislation</td>
</tr>
<tr>
<td>3.9</td>
<td>Change of Basis of Rates</td>
<td>Remove meeting date information and amend references to legislation</td>
</tr>
<tr>
<td>3.10</td>
<td>Dealing with Lessors/Lessees</td>
<td>Amend the record keeping section and amend references to legislation</td>
</tr>
<tr>
<td>3.11</td>
<td>Recovery of Unpaid Rates</td>
<td>Add another function to be delegated by having the ability to lodge a caveat, amend references to legislation, amend the Council’s condition on delegation</td>
</tr>
<tr>
<td>3.12</td>
<td>Extension of Time for Objection to the Rate Record</td>
<td>Add another function delegated by having the ability to disallow or allow the objection wholly or in part, amend references to legislation, remove Council’s conditions on delegation</td>
</tr>
<tr>
<td>3.13</td>
<td>Fixed Term Tenancy Agreements - Signing Of</td>
<td>Change Title to Residents Contracts – Signing Of to reflect correct name of contracts, amend function delegated to amend correct name of contracts</td>
</tr>
<tr>
<td>4.1</td>
<td>Bush Fires Act – Powers and Duties</td>
<td>Add information to function delegated and statutory power being delegated to incorporate section 38 of the Bush Fires Act 1954 to appoint Bush Fire Control Officer</td>
</tr>
<tr>
<td>4.2</td>
<td>Bush Fire Permits – Issuing Of</td>
<td>To be deleted as Chief Executive Officer and Bush Fire Control Officer has authority to issue Bush Fire Permits as per section 23(A)(i) of the Bush Fires Act 1954</td>
</tr>
<tr>
<td>4.3</td>
<td>Bush Fires Act – Prohibited Burning Times</td>
<td>No change</td>
</tr>
<tr>
<td>No.</td>
<td>Delegation Name</td>
<td>Amendments</td>
</tr>
<tr>
<td>-----</td>
<td>----------------</td>
<td>------------</td>
</tr>
<tr>
<td>4.4</td>
<td>Bush Fires Act – Prosecutions/ Infringement Notices</td>
<td>Add information to function delegated to incorporate the ability to prosecute for offences, amend officers position name</td>
</tr>
<tr>
<td>5.1</td>
<td>Approve Minor Grants</td>
<td>No change</td>
</tr>
<tr>
<td>5.2</td>
<td>Permits and Licences</td>
<td>Will now be under Health Services</td>
</tr>
<tr>
<td>6.1</td>
<td>Building and Demolition Permits</td>
<td>No change</td>
</tr>
<tr>
<td>6.2</td>
<td>Occupancy Permits and Building Approval Certificates</td>
<td>No change</td>
</tr>
<tr>
<td>6.3</td>
<td>Enforcement – Authorised Persons</td>
<td>To be deleted as an authorisation and authorised persons will now be appointed under delegation 1.5 Appoint Authorised Persons</td>
</tr>
<tr>
<td>6.4</td>
<td>Building Orders</td>
<td>No change</td>
</tr>
<tr>
<td>6.5</td>
<td>Building Information</td>
<td>No change</td>
</tr>
<tr>
<td>6.6</td>
<td>Private Swimming Pools</td>
<td>No change</td>
</tr>
<tr>
<td>6.7</td>
<td>Smoke Alarms</td>
<td>No change</td>
</tr>
<tr>
<td>6.8</td>
<td>Sand Drift Prevention and Abatement</td>
<td>No change</td>
</tr>
<tr>
<td>6.9</td>
<td>Street Verandahs</td>
<td>Amend incorrect legislation and add the local law to compliance links</td>
</tr>
<tr>
<td>6.10</td>
<td>Fencing</td>
<td>No change</td>
</tr>
<tr>
<td>6.11</td>
<td>Building Enforcement</td>
<td>To be deleted as delegation no longer required as proceedings including prosecution are commenced by authorised persons appointed under delegation 1.5 Appoint Authorised Persons and proceedings under the City’s local laws are commenced by authorised persons</td>
</tr>
<tr>
<td>6.12</td>
<td>State Administrative Tribunal</td>
<td>No change</td>
</tr>
<tr>
<td>6.13</td>
<td>Infringement Notices – Building Services</td>
<td>No change</td>
</tr>
<tr>
<td>7.1</td>
<td>Food Act 2008 - Prohibition Orders</td>
<td>No change</td>
</tr>
<tr>
<td>7.2</td>
<td>Food Act 2008 - Registration of Food Business</td>
<td>No change</td>
</tr>
<tr>
<td>7.3</td>
<td>Food Act 2008 - Appointment of Authorised Persons and Designated Officers</td>
<td>To be deleted as delegation to be moved to under delegation 1.5 Appoint Authorised Persons</td>
</tr>
<tr>
<td>7.4</td>
<td>Food Act 2008 - Prosecutions</td>
<td>Add legislation reference to infringements</td>
</tr>
<tr>
<td>7.5</td>
<td>Health Act 1911</td>
<td>Change Title to Health Act 1911 – Licences and amend reference to legislation</td>
</tr>
<tr>
<td>7.6</td>
<td>Health Act 1911 – Treatment of Sewage and Disposal of Liquid Waste</td>
<td>No change</td>
</tr>
<tr>
<td>7.7</td>
<td>Liquor Control Act 1988</td>
<td>Change Title to Liquor Control Act 1988 – Certification of Premises</td>
</tr>
<tr>
<td>7.8</td>
<td>Gaming and Wagering Commission Act 1987</td>
<td>Change Title to Gaming and Wagering Commission Act 1987 – Certification of Premises</td>
</tr>
<tr>
<td>7.9</td>
<td>Stall Holder and Traders Permits</td>
<td>To be deleted as it will now come under delegation Permits and Licences</td>
</tr>
<tr>
<td>7.10</td>
<td>Outdoor Eating Area Licences</td>
<td>No change</td>
</tr>
<tr>
<td>7.11</td>
<td>Disposing of Confiscated or Uncollected Goods</td>
<td>No change</td>
</tr>
<tr>
<td>7.12</td>
<td>Dogs – Keeping of More Than Two</td>
<td>Amend references to legislation with more information</td>
</tr>
<tr>
<td>7.13</td>
<td>Administration and Enforcement of the Cat Act 2011</td>
<td>Remove appointment of authorised person and move that section to 1.5 Appoint Authorised Persons</td>
</tr>
<tr>
<td>8.1</td>
<td>Planning and Development Act 2005 – Infringement Withdrawal or Mediation</td>
<td>To be deleted as it is an authorisation not a delegation and appointment of designated person to be moved to delegation 1.5 Appoint Authorised Persons</td>
</tr>
</tbody>
</table>
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 8 DECEMBER 2015

PRESIDING MEMBER

<table>
<thead>
<tr>
<th>No.</th>
<th>Delegation Name</th>
<th>Amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.2</td>
<td>Planning and Development Act 2005 – Issue of Infringements</td>
<td>To be deleted as it is an authorisation not a delegation and appointment of designated person to be moved to delegation 1.5 Appoint Authorised Persons</td>
</tr>
<tr>
<td>8.3</td>
<td>Planning and Development Act 2005 – Town Planning Scheme</td>
<td>Amend references from Planning Approval to Development Approval, amend legislation references to Planning and Development (Local Planning Schemes) Regulations 2015 which replace TPS2 provisions, delete Planning Procedure to improve readability</td>
</tr>
<tr>
<td>8.4</td>
<td>Planning and Development Act 2005 – Other Delegations</td>
<td>Minor amendment to Liquor Licence Applications section</td>
</tr>
<tr>
<td>9.1</td>
<td>Road Closures – Temporary</td>
<td>No change</td>
</tr>
<tr>
<td>9.2</td>
<td>Executive Functions</td>
<td>To be deleted as it is now incorporated into the General Works delegation.</td>
</tr>
<tr>
<td>9.3</td>
<td>Landscape Plans</td>
<td>Change Title to General Works - Approved Subdivisions, add in authority to approve landscape plans and add the Planning and Development Act 2005 s170 under Statutory Power being delegated</td>
</tr>
<tr>
<td>9.4</td>
<td>General Works</td>
<td>Amendments made to Statutory Power being Delegated to Local Government (Uniform Local Provisions) Regulations 1996</td>
</tr>
<tr>
<td>9.5</td>
<td>Payment of Subsidies</td>
<td>To be deleted as operational matter</td>
</tr>
<tr>
<td>9.6</td>
<td>Release of Cash Bonds</td>
<td>Change Title to Control and Management of Land, Facilities and Reserves and amend statutory power delegated to Land Administration Act 1997</td>
</tr>
<tr>
<td>9.7</td>
<td>Road Closure</td>
<td>To be deleted as Mundijong Road project has now been completed</td>
</tr>
<tr>
<td>9.9</td>
<td>Notices</td>
<td>To be deleted as this is an authorisation and not a delegation</td>
</tr>
<tr>
<td>10.1</td>
<td>Delegation to Gallipoli Centenary Plaque Occasional Committee</td>
<td>To be deleted as the committee has now been disbanded</td>
</tr>
</tbody>
</table>

After conducting the review, it was found that some of the delegations were authorisations. In most cases the legislation will stipulate whether a matter is a delegation or an authorisation. Some delegations will also be incorporated together to make the register easier to use as all the relevant information is in one area. For example previously there have been several different delegations to Appoint Authorised Persons. By combining all these delegations into one it will ensure all relevant legislation that need to appoint authorised persons will be taken into account.

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That Council APPROVES the delegations under the Local Government Act 1995, other Acts and Regulations as per the attachment ‘City of Rockingham Delegated Authority - Local Government to Chief Executive Officer and Other Employees.’

**Committee Recommendation**

Moved Cr McManus, seconded Cr Smith:

That Council APPROVES the delegations under the Local Government Act 1995, other Acts and Regulations as per the attachment ‘City of Rockingham Delegated Authority - Local Government to Chief Executive Officer and Other Employees.’

Committee Voting – 5/0
<table>
<thead>
<tr>
<th><strong>The Committee’s Reason for Varying the Officer's Recommendation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Implications of the Changes to the Officer’s Recommendation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
Purpose of Report
To make amendments to the Light Vehicle Fleet Policy to more accurately reflect current motor vehicle values and operating costs.

Background
At the November 2008 Ordinary Council Meeting, Council adopted a Light Vehicle Fleet Policy to ensure that Council's light fleet was managed in a contemporary and environmentally suitable manner. This policy has been reviewed and updated regularly, most recently in September 2013 where the inclusion of an option for the Executive and Managers to take up a motor vehicle allowance was included. The policy objectives have been amended from time to time and are currently:

• To provide a fleet of cost effective and functional light vehicles for operational purposes.
• To incrementally transfer the Executive and Management Team from City supplied vehicles to annual vehicle allowances.
• To provide vehicles and vehicle allowances as part of remuneration packages that are competitive within the Local Government employment market.
• To continually improve the environmental performance of the light vehicle fleet with the objective of achieving a 4 Star Australian Government Green Vehicle Guide rating across the entire fleet.

Details

Motor Vehicle Allowances

Motor vehicle allowances were introduced in September 2013 and the Council policy currently provides for annual adjustment utilising the cost of living adjustment as at 30 June each year, the current allowances are as below:

<table>
<thead>
<tr>
<th>Level</th>
<th>September 2013</th>
<th>August 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>$18,500</td>
<td>$19,285</td>
</tr>
<tr>
<td>Director</td>
<td>$22,500</td>
<td>$23,454</td>
</tr>
<tr>
<td>CEO</td>
<td>$26,500</td>
<td>$27,623</td>
</tr>
</tbody>
</table>

The introduction of motor vehicle allowances has been relatively successful with 15 officers choosing to take up the allowance in lieu of the provision of a motor vehicle. This leaves 15 officers with a City owned management/executive vehicle.

The current policy applies annual CPI movement as the basis for the adjustment of the allowance. A review of the allowance indicates that annual CPI movement is greater than the year in year out movement of vehicle capital and operational costs which was, and remains, the policy intent.

In the circumstances it is proposed to amend the annual adjustment methodology of the allowance by utilising the cash in lieu of vehicle adjustments calculated annually by the WA Salaries and Allowance Tribunal for Public Service Office Holders in accordance with Section 6(1) (c), (d) and (e) of the Salaries and Allowances Act 1975.

That allowance has not moved in the last two (2) years compared with a CPI movement of 4.2%. The WA Salaries and Allowance Tribunal is an independent statutory body with significant expertise in these matters so a more effective adjustment regime is anticipated.

Provision of Motor Vehicles for Private Use

Valuation of Remuneration Benefit

Notwithstanding the policy objective of incrementally transferring the Executive and Management Team from City supplied vehicles to annual vehicle allowances, the City continues to provide motor vehicles to some Directors and Managers in line with their employment contract entitlements.

The provision of a motor vehicle requires the calculation of an annualised remuneration benefit for salary packaging and Fringe Benefit Tax purposes. The City utilises the Western Australian Local Government Association (WALGA) revision of the Mercer (a large well recognised Human Resource Consultancy Group) formula which is currently 30% of vehicle value plus $3,000. The formula essentially establishes the annual fixed and marginal costs of the vehicle.

Policy provisions are silent upon annual adjustment which has seen the formula fall well behind current costs. The current Mercer formula is 30% of vehicle value plus $5,000. It is proposed to adjust the formula to this level and in the future review annually based upon advice from Mercer.

Assigning Vehicle Standards and Benchmark Values

The standard of vehicle benefit to be supplied to Managers and Directors was established some years ago and based upon a Holden Commodore (Evoke) for Managers and a Holden Calais for Directors. It is unlikely that these vehicles will be available in the years to come so it is considered prudent to assign a value only and establish a more accurate method than CPI movement to guide annual adjustment.

Once again CPI movement has far outstripped the annual cost increases in motor vehicles as demonstrated in the following table.
<table>
<thead>
<tr>
<th>Vehicle</th>
<th>Market Value</th>
<th>Policy Value</th>
<th>Discrepancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holden Evoke (Manager)</td>
<td>$28,046</td>
<td>$32,511</td>
<td>15.9%</td>
</tr>
<tr>
<td>Holden Calais V (Director)</td>
<td>$37,819</td>
<td>$47,591</td>
<td>20.5%</td>
</tr>
</tbody>
</table>

Based on the current actual value of motor vehicles guided by State Fleet contract prices it is proposed to reduce the Director Vehicle valuation benchmark to $38,000 and the Manager Vehicle valuation benchmark to $28,000.

It is also proposed to adjust these benchmark values annually in line with the average State Fleet contract price movement of the top three selling non-commercial vehicles in Australia as provided by the Federal Chamber of Automotive Industries. Currently the top three selling vehicles are Toyota Corolla, Mazda 3 and Hyundai i30.

**Mayoral Vehicle**

The existing policy makes provision for the supply of a motor vehicle to the Mayor for civic and private purposes. The incumbent Mayor chooses to use his own vehicle for civic purposes and receive an allowance in line with provisions of the Local Government Act. The Department of Local Government has issued new guidelines for the provision of vehicles to elected members since the inception of this policy. A new policy based upon the guidelines will be submitted for Council consideration at a later date.

**Australian Government Green Car Guide**

The “star ratings” used by the Green Car Guide have been discontinued and replaced with individual vehicle specifications on carbon dioxide emissions and fuel consumption. The current policy sets a 3.5 star minimum standard with aspiration for 4 stars where possible. Now that the ratings have been discontinued it is proposed to use the combined urban and extra urban carbon dioxide tailpipe emissions and litres per 100 kilometre fuel consumption as the policy ceiling. Given the policy intent to minimise carbon emissions and fuel consumption a ceiling of 170 grams of carbon per kilometre and 9 litres of fuel per 100 kilometres is suggested which closely aligns with the old “4 star ratings”.

### Implications to Consider

a. Consultation with the Community
   
   Nil

b. Consultation with Government Agencies
   
   Nil

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

   **Aspiration C:** Quality Leadership

   **Strategic Objective:** Governance – Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.

d. Policy
   
   The proposed Policy amendment is not considered substantial in its affect and will be excluded from the community consultation process used for new or major amendments to Council Policy.
e. Financial
The proposed changes will ensure that vehicle benefits and allowances are an actual reflection of capital and marginal vehicle expenditure.

f. Legal and Statutory
Local Government Act 1995 Section 2.7 (2) (d) provides that Council has the role of determining the local governments policies.
Local Government Act 1995 Section 5.41 provides that the CEO is responsible for the management, supervision and direction of employees.

g. Risk
Nil

Comments
The overall objective of the changes to policy are to establish a much more accurate methodology in adjusting the capital value, operating costs and assigned benefits relating to Vehicle Allowances and the provision of City Vehicles to Managers and Directors with contractual entitlements.

The changes do not affect the intent of the policy or the standard of vehicles provided to staff.

All data proposed to guide annual adjustment in the future comes from the independent, qualified and reputable sources of Mercer, the WA Salaries and Allowances Tribunal, the Federal Automotive Chamber of Commerce and Industry and the WA State Fleet supply service.

The new ceilings on carbon emission and fuel consumption will continue to reduce the environmental footprint of City vehicles. As national emission standards improve the range of vehicles complying with the new ceilings will increase and hopefully allow for a further reduction with the ceilings.

Voting Requirements
Simple Majority

Officer Recommendation
That Council ADOPTS the amended Light Vehicle Fleet Policy.

Committee Recommendation
Moved Cr Sammels, seconded Cr McManus:
That Council ADOPTS the amended Light Vehicle Fleet Policy as follows:

Light Vehicle Fleet Policy

Council Policy Objective
• To provide a fleet of cost effective and functional light vehicles for operational purposes.
• To incrementally transfer the Executive and Management Team from City supplied vehicles to annual vehicle allowances.
• To provide vehicles and vehicle allowances as part of remuneration packages that are competitive within the Local Government employment market.
• To continually improve the environmental performance of the light vehicle fleet with the objective of reducing carbon emissions and fuel consumption across the entire fleet.
Council Policy Scope
This policy covers all City employees who use City owned vehicles or receive a vehicle allowance.

Council Policy Statement

Vehicle Allowance
CEO, Directors and Managers appointed on or after 1 January 2014 shall receive a vehicle allowance.

Directors and Managers appointed on or before the 31 December 2013 have the option of either receiving the allowance or being supplied with a motor vehicle in line with the provisions of their employment contract. For the purposes of clarity, the renewal of existing employment contracts will retain the option for the supply of a City vehicle in accordance with this policy.

Officers electing to receive an allowance cannot revert back to the provision of a motor vehicle.

Annual Allowances as at 1 July 2015
- CEO - $27,623
- Directors - $23,454
- Managers - $19,285

The allowances will be adjusted annually on the 30 June of each year in accordance with movements in the “Motor Vehicle Benefits – Cash Value of a Motor Vehicle” determined from time to time by the W.A. Salaries and Allowances Tribunal for Public Service Office Holders in accordance with Section 6(1) (c), (d) and (e) of the Salaries and Allowances Act 1975.

Officers in receipt of a vehicle allowance shall not:
- claim a mileage / kilometreage allowance for the use of their private vehicle for work purposes;
- use general fleet or “pool” vehicles for either business or private purposes without the approval of the CEO; and
- use City “Travelsmart” cards or other prepaid ticketing devices for City related travel on public transport.

Officers in receipt of a vehicle allowance shall:
- maintain their vehicle in a lawful, roadworthy and presentable condition;
- ensure that their vehicle carries all appropriate licencing and insurance coverage; and
- use their vehicle for their own day to day work purposes as would a City provided vehicle. (There is no requirement to avail their vehicle for the usage by other officers).

The CEO shall implement Executive Policies and Procedures to ensure that insurance liability, and other areas of risk are managed appropriately and effectively.

Provision of Vehicles
Motor vehicles shall be provided to Directors and Managers appointed on or before 31 December 2013 in line with the provisions of their employment contract and provided that they have not been in receipt of a vehicle allowance.

The CEO shall allocate vehicles to other staff on an operational needs basis and may authorise limited private or commuting use.

The CEO will implement Executive Policies and Procedures that manages risks associated with private usage and also ensure that a reasonable financial contribution is made by officers authorised with limited private usage.
**Vehicle Valuation Benchmarks – estimated State Fleet contract price.**

Directors - $38,000

The cash component of the Directors’ salary will be adjusted on a fortnightly basis in accordance with the variation between the benchmark amount and the actual purchase price of the City supplied vehicle using the Mercer Vehicle Provision Formula of 30% of purchase price plus $5,000 per annum. The variation to purchase price cannot exceed plus or minus 20%.

Managers – $28,000

The benchmark amount will be adjusted annually as at the 30 June in line with the average of the annual movement of the State Fleet Contract price for the top three (3) selling Australian vehicle models as provided by the Federal Chamber of Automotive Industries.

The Mercer Vehicle Provision Formula will be adjusted annually as at the 30 June in line with advice from Mercer.

**Vehicle Standards**

The CEO will implement Executive Policies and Procedures that provide for the following outcomes when purchasing vehicles:

- 4 Star ANCAP rating *(Australasian New Car Assessment Program)*
- Emissions less than 170 CO₂ (g/km) combined at tailpipe. *(Australian Government Green Vehicle Guide)*
- Fuel consumption less than 9L/100km combined. *(Australian Government Green Vehicle Guide)*
- Operationally fit for purpose
- Least life cost / operational cost

**Vehicle Usage**

The private use of the City’s motor vehicles is subject to users maintaining their vehicle in a clean and orderly manner and adhering at all times to insurance policy requirements. Misuse, abuse, neglect of vehicles or non-compliance with insurance conditions may result in private use rights being withdrawn. All vehicles are to be car pooled and available for operational use during business hours.

**Private Use Availability**

Directors – Unrestricted private use of fully serviced vehicle throughout Western Australia.

Managers – Restricted private use of vehicle limited to 500 kilometre radius of the municipal boundary. Must provide fuel whilst on periods of annual, purchased leave, and long service leave.

General usage – Restricted private use of vehicle limited to 500 kilometre radius of the municipal boundary. Unavailable for private use during any periods of leave other than periods of personal leave of up to a maximum of 48 hours.

Commuting use – Strictly restricted to direct carriage between workplace and residence.

**Variations to Policy**

The CEO is authorised to vary policy provisions relating to:

- vehicle standards, when specialised operational requirements prevail; and
- private use availability, when occasional requests are made that will not impact either operationally or financially on the City.

**Definitions**

Nil
Legislation
Nil

Other Relevant Policies/ Key Documents
Executive Policy – Light Vehicle Fleet - Vehicle Allowances
Executive Policy - Light Vehicle Fleet – Vehicle Allocation and Usage

Responsible Division
Human Resources Development

Review Date
30 June 2016

Committee Voting – 5/0

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

Implications of the Changes to the Officer’s Recommendation
Not Applicable
## Community Development

### Community Capacity Building

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-043/15 Recommendation from the Community Grants Program Advisory Committee Meeting held on 15 October 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GRS/48</td>
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<tr>
<td>Risk Register No:</td>
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<tr>
<td>Author:</td>
<td>Ms Rebecca Stuart, Community Development Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Ms Julia Dick, Manager Community Capacity Building, Ms Claire O'Neill, Projects Administration Officer</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>17 November 2015</td>
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</table>

**Disclosure of Interest:**

- **Cr Leigh Liley** declared an Impartiality Interest in Item CD-043/15 Recommendations from the Community Grants Program Advisory Committee Meeting held on 15 October 2015 (Item 8.1 Community Grants Program Applications Round Two) as detailed in Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) regulations 2007, as she has a relative who is a member of Coastal District Care.

- **Cr Matthew Whitfield** declared an Impartiality Interest in Item CD-043/15 Recommendations from the Community Grants Program Advisory Committee Meeting held on 15 October 2015 (Item 8.1 Community Grants Program Applications Round Two) as detailed in Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) regulations 2007, as he is a board member of Baldivis Events Inc.

- **Cr Chris Elliott** declared an Impartiality Interest in Item CD-043/15 Recommendations from the Community Grants Program Advisory Committee Meeting held on 15 October 2015 (Item 8.1 Community Grants Program Applications Round Two) as detailed in Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) regulations 2007, as he is Chair of Singleton Primary School Board.

- **Mr Michael Holland** declared an Indirect Financial Interest in CD-043/15 Recommendations from the Community Grants Program Advisory Committee Meeting held on 15 October 2015 (Item 8.1 Community Grants Program Applications Round Two) as detailed in Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) regulations 2007, as his daughter may be undertaking some casual work for Street Hassle Events.
Nature of Council’s Role in this Matter: Executive

Attachments:
Minutes of the Community Grants Program Advisory Committee Meeting held on 15 October 2015.

Maps/Diagrams:

Purpose of Report

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

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1
Approvals of the CGP, minor project/event and infrastructure planning and development grants Round Two.

That Council **APPROVES** the allocation for Round Two of the 2015/2016 Community Grants Program as follows:

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

Nil

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

Nil

**Background**

Round Two applications were invited from the community and closed on Friday 4 September 2015. Applications have been assessed and are presented to Council for approval.

Round Two of the Community Grants Program (CGP) closed on Friday 4 September 2015. A total of 22 applications were received. 16 minor project/event applications have been assessed totalling $104,674.25. (Three applications were ineligible and one application was withdrawn). Two applications have been assessed for Infrastructure Planning and Development Grants (IPDG) in the amount of $12,750.

**Implications to Consider**

a. **Strategic**

   **Community Plan**

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

   **Aspiration B:** Strong Community

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

b. **Policy**

   The CGP operates in line with the CGP Policy and Guidelines and the Council’s Governance and Meeting Framework Policy.

c. **Financial**

   If Council approved the CGP minor project and event grant round two applications, an amount of $104,674.25 will be utilised from the CGP budget which currently (20 October 2015) has a balance of $432,341.63 leaving a further balance of $327,667.38.

   If Council approved the IPDG round two applications, an amount of $12,750 will be utilised from the IPDG budget which currently has a balance of $40,599.50, leaving a further balance of $27,849.50.

d. **Legal and Statutory**

   Nil

e. **Voting Requirements**

   Simple Majority

f. **Risk**

   Nil
Committee Recommendation

Moved Cr Whitfield, seconded Cr Smith:
That Council **APPROVES** the allocation for Round Two of the 2015/2016 Community Grants Program as follows:

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Recommendation Lost – 2/3
(Crs Sammels, McManus and Liley voted against)
Moved Cr Liley, seconded Cr McManus:
That Council **APPROVES** the allocation for Round Two of the 2015/2016 Community Grants Program as follows:

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Committee Voting – 3/2
(Crs Whitfield and Smith voted against)

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

Not Applicable

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

Not Applicable
Purpose of Report

To seek Council’s adoption of the City of Rockingham Community Infrastructure Plan (CIP) 2015 – 2025.

Background

At its meeting held 27 October 2015, Council deferred consideration of the CIP 2015 - 2025 to provide new and existing Councillors more time to consider the document.

The City of Rockingham, given its urban development, continues to experience significant population growth and change. This change represents a substantial challenge for the City in meeting the subsequent service delivery pressures, and in particular, the increasing expectations of the community for new and upgraded community infrastructure. To address the challenges this growth brings, the City must be innovative and responsible in a bid to meet the aspirations of the existing and future community. A CIP is developed to implement a contemporary approach to infrastructure planning and resultant provision to deliver facilities and services that contribute towards a sustainable, vibrant, cohesive, healthy, and safe community.

On this basis, the existing CIP has been reviewed and a new CIP prepared with the purpose to:

- Guide the development, timing, design and location of community infrastructure over the next ten years;
• Clearly identify the services and facilities required for the City’s emerging population based upon supply / demand analysis and identification of service catchments;

• Specifically identify the capital and lifecycle costs associated with proposed community infrastructure to ensure consistency and integration with the City’s Business Plan;

• Meet the requirements of State Planning Policy 3.6 Development Contributions for Infrastructure (SPP3.6), and thus provide a robust basis for the City’s Development Contributions Plan; and

• Provide the City with a documented framework of community infrastructure planning principles and standards for the planning of community infrastructure within urban growth areas over the next ten to twenty years (and beyond).

The preparation of the CIP has been undertaken within the context of the City’s strategic planning framework to ensure alignment with the community aspirations captured in the City of Rockingham Strategic Community Plan 2015 - 2025 and City Business Plan. Given these direct strategic planning linkages and cross-organisational impacts, the CIP has been produced based upon a number of overarching principles related to community amenity, urban development, financial capacity and asset sustainability.

On 22 September 2015, (GMS-013/15) Council endorsed the Strategic Development Framework Policy which stated that the Community Infrastructure Plan is “A ten year planning instrument that identifies costs and prioritises the City’s community infrastructure development program. The annual priorities identified in the plan inform the Major Project Plan component of the City Business Plan.” It stated that the CIP will be subject to a full annual review. The review is to provide the following information on each project:

• Details of the original needs analysis and justification of the project
• Details of the original scope, scale, form and function of the project
• Details of the original costing and verification of the current costing
• Details, justification and the cost of any amendments to the original scope of the project
• Assessment as to whether the originally intended purpose remains relevant

The Policy stipulates that the CIP is to be discussed annually at a September Councillor Engagement Session followed by consideration (adoption) at the October Council meeting.

Details

The CIP identifies the services and facilities required to service the City’s population over the next ten years through a detailed analysis of population growth and settlement patterns, community profile and trends, existing community facility provision, facility service catchments and locally appropriate facility provision standards. Importantly, the CIP specifically focuses on community infrastructure which can be described as those facilities and services which help communities and neighbourhoods to function effectively including sporting and recreational facilities, community centres, and libraries and cultural facilities. While the delivery of community infrastructure can cross over between Local Government, State Government, the not-for-profit sector and commercial providers, the facilities included within the CIP are specifically restricted to those deemed the core responsibility of Local Government.

The City’s definition of Community Infrastructure is:

“Community infrastructure is public physical structures, facilities and environments which help communities to meet their social needs to maximise their potential for human development and to enhance community wellbeing. These represent community, cultural, health, resource, and sport and recreation facilities that can accommodate and support community services, programs, activities, and a person’s access to them.”

Community infrastructure is generally provided under a hierarchy of provision with different scales of facilities servicing varying sized catchments. The establishment of such a locally relevant community infrastructure hierarchy, and inter-related standards of provision per head of population,
provides the basis for the City's CIP. Given that the planning of community infrastructure is based fundamentally on localised assessments, there is no cross-industry accepted hierarchy or associated terminology. A City of Rockingham specific hierarchy has been determined (using the SPP 3.6 – Development Contributions for Infrastructure – Local Government Guidelines as a basis) for decision making regarding the types of facilities required and the standard of service required for a particular catchment.

The CIP includes a detailed needs analysis based upon the City's planning and policy context, current and future community profiles, future population projections, existing community infrastructure provision, locally relevant community infrastructure planning standards including the Sports Facilities Provision Policy, and contemporary community facility delivery models. For each facility type, the needs analysis identifies current provision and future provision requirements, along with a detailed facility brief (location, building/facility area, land area required, facility uses, functional areas, capital cost estimate, capital funding model, and delivery timeframe). This facility brief, and the resultant facility concept plan, forms the basis of the capital expenditure strategy within the CIP.

There were a number of prominent outcomes from the needs analysis process that have had a direct influence on the CIP outcomes. Based on recent and future residential settlement patterns there are a number of new facilities required at the sub district and neighbourhood level within the areas of Baldivis, Secret Harbour and Golden Bay. Given the emergence of the Rockingham City Centre as a strategic metropolitan centre and accompanying population growth, there are new facilities required within the centre to serve the broader district catchment. With projected increases in the number of young people there are a wide range of dedicated facilities required for this demographic at the district, sub district and neighbourhood level. Ageing facilities in the City's more established suburbs such as Rockingham and Singleton also necessitates infrastructure upgrades to service existing and future demands. Overall, based upon the City’s land use planning and capital expenditure context the needs analysis outcomes have a strong focus towards the delivery of multipurpose facilities, shared use facilities, equitable provision standards across the municipality, and the delivery of facilities within accessible district centres.

The projects within the CIP, based upon the needs analysis, includes a combination of new infrastructure and redeveloped infrastructure to meet current and future community demands.

### Implications to Consider

**a. Consultation with the Community**

Consultation with key stakeholders will continue throughout the more detailed development and design processes for each specific project where relevant.

Consultation with land developers will occur from Structure Planning stage through to detailed planning and design development processes for each specific community facility especially when identified on a Section 152 Public Open Space Reserve.

To aid community understanding, a succinct Community Infrastructure Plan publication shall be produced following its adoption and associated Business Plan completion.

**b. Consultation with Government Agencies**

While the Community Infrastructure Plan 2015 – 2025 has not been subject to broad consultation with Government Agencies it should be noted that many individual projects are, or will be the subject of consultation during the more detailed planning and design development processes for each specific community facility.

This consultation with key Government Agencies may include a range of government agencies including the Department of Planning, Department of Lands, Department of Water for the purpose of land acquisition/transfer/excision, Management Orders, water licences, planning referrals and the like. Also consultation with such agencies as the Department of Sport & Recreation for recreation planning and funding and the Department of Education for shared use agreements.
c. Strategic

Community Plan

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

Aspiration B: Strong Community

Strategic Objective: Mobility and Inclusion: Community services, programs and infrastructure that effectively cater for all residents including seniors, youth and vulnerable populations

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

Aspiration C: Quality Leadership

Strategic Objective: Infrastructure: Civic Buildings, sporting facilities, public places and transport infrastructure planned, designed, constructed and maintained using best practice principles and life cycle cost analysis, and implemented in line with informed population growth analysis

Aspiration D: Sustainable Environment

Strategic Objective: Land Use and Development Control: Planning for population growth and guiding development and land use to ensure that future generations enjoy a sustainable city and a genuinely desirable lifestyle

d. Policy

Strategic Development Framework Policy 2015 outlines the detail and timing of the annual Community Infrastructure Plan review.

The Sports Facility Provision Policy 2015 provides guidelines (size and scale) for the future creation and redevelopment of existing sporting facilities by ensuring a consistent and equitable approach based upon relevant National and State Sporting Association preferred facility guidelines.

e. Financial

The CIP 2015 - 2025 provides financial data for the City Business Plan, which is to be considered at Ordinary Council Meetings biannually. The capital expenditure implications associated with this CIP for the listed projects is approximately $132,582,000 at 2015/2016 current market costs, and these costs are subject to escalation to the year of construction of individual projects. Revenue through external grants and development contributions which may reduce municipal expenditure will be considered as part of the City’s revenue strategy that underpins the business planning process.

The facility concept plans and capital cost estimates included within the CIP remain subject to ongoing review. Through the planning process a suitably qualified Project Architect was appointed to prepare respective facility concept plans (where the project is sufficiently developed or standards apply to enable them to be considered realistic) and a qualified Quantity Surveyor independently certifies the associated capital cost estimates.

It is proposed to provide Council with the opportunity to independently review projects if, for whatever reason, a significant cost increase occurs which might materially affect the City’s capacity to deliver the business plan within its indicative timeframes. This would give Officers and Council the opportunity to re-evaluate the project and consider alternative options such as staging the project or, if endorsed as proposed, the resulting impact of other projects within the business plan.
As per the Strategic Development Framework Policy all new items with a capital cost of more than $2 million must be submitted to Council for consideration after explanation at a Councillor Engagement Session. Any existing item that is subject to either a 20% or $2 million cost variation; whichever is the lesser shall be submitted to Council for consideration after explanation at a Councillor Engagement Session. Council will consider the impact that the variation might have on the City’s overall financial capacity and determine the future form and status of the project.

f. Legal and Statutory

The preparation and endorsement of the CIP remains consistent with the requirements of State Planning Policy 3.6 – Development Contributions for Infrastructure and alignment with the City of Rockingham Town Planning Scheme No.2.

g. Risk

Nil

Comments

The forward planning and delivery of community infrastructure is fundamental to the social well-being of the City’s residents, and remains a key element to achieving our community’s vision for the future. The CIP forms an essential part of the City’s integrated strategic planning framework through direct alignment with the Strategic Community Plan, City Business Plan, and Development Contributions Plan. The preparation and endorsement of the CIP remains consistent with the requirements of State Planning Policy 3.6 – Development Contributions for Infrastructure.

The focus of this report is on presenting to Council the City’s facility needs to be developed over the next ten years and beyond. Community infrastructure will be required into the future and depends on the number, distribution and demographic characteristics of current and future populations, securing the land for development and any other constraints, strategic direction of the City, planning considerations and financial capacity to deliver infrastructure. The prioritisation and delivery of projects must reflect a City-wide focus, in order for the entire population to benefit from the projects.

This schedule of community infrastructure, and resultant capital expenditure requirement, is dependent upon capital funding availability as identified through the City Business Plan. As such this corporate strategy has significantly influenced facility delivery timeframes with due consideration of those community needs and priorities. The capital expenditure implications associated with the CIP for the listed projects is approximately $132,582,000 at 2015/2016 current market costs and to meet community needs should be delivered in a desirable timeframe of approximately 15 years, subject to the City’s financial capacity.

While the CIP has primarily focused on facility delivery over the next ten years, it has been necessary to schedule construction over an extended fifteen year timeframe. This enables larger scale regional and major district level infrastructure to fit within the City’s overall financial planning strategies and resource capacity. Notably, these extended facility delivery timeframes will then need to be balanced with additional community infrastructure requirements, both new and major asset redevelopment will be identified through future annual versions of the CIP.

The CIP 2015 – 2025 shall guide the planning and delivery of community infrastructure and inform other elements in the City’s integrated planning framework including the City Business Plan and Development Contributions Plan. Notably, each element of infrastructure within the plan still remains dependent on a number of factors including land availability and acquisition, needs assessments and feasibility, planning approvals, detailed design, costs and construction. Key decision milestones or major variations for each specific community facility will remain subject to future Council consideration.

Voting Requirements

Simple Majority
Officer Recommendation

That Council *ADOPTS* the City of Rockingham Community Infrastructure Plan 2015 – 2025.

Committee Recommendation

Moved Cr Whitfield, seconded Cr McManus:

That Council *ADOPTS* the City of Rockingham Community Infrastructure Plan 2015 – 2025.

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
### Community Development

**Community Capacity Building**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-045/15 Recommendation from the Rockingham Education and Training Advisory Committee Meeting held on 12 October 2015 (Absolute Majority)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CSV/1522-03</td>
</tr>
<tr>
<td>Risk Register No:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Julie McDonald, Coordinator Community Capacity Building</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Ms Julia Dick, Manager Community Capacity Building</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>17 November 2015</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
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<tr>
<td>Attachments:</td>
<td>Minutes of the Rockingham Education and Training Advisory Committee Meeting Advisory Committee Meeting held on 12 October 2015</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

### Purpose of Report

To consider nominations from the University and Independent School representatives for appointment on the Rockingham Education and Training Advisory Committee.

### Recommendations to the Corporate and Community Development Committee

#### Advisory Committee Recommendation

**Rockingham Education and Training Advisory Committee**

That Council **APPOINTS** the following two representatives to the Rockingham and Education Training Advisory Committee from November 2015 to September 2016:

- Mrs Lynette Vernon as a University representative
- Mr Des Mitchell as the Independent Schools representative.

#### Officer Recommendation if Different to Advisory Committee Recommendation

Nil

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

Nil
Background

Rockingham Education and Training Advisory Committee

Terms of Reference
To provide advice and guidance to Council on education, training and lifelong learning within the City of Rockingham

Membership
Two Councillors
One Community Member
Two University representatives
One Department of Education (South Metro Education Regional Office) representative
One Challenger Institute of Technology representative
One Independent School representative

Current Vacancies
One University representative
One Independent School representative

Nominations September 2015
In September 2015 letters were sent to all Western Australian Universities and to all of the local Independent Schools seeking nominations for the two vacant positions.

Nominations Received for the University Representative
- Mrs Lynette Vernon

Nominations Received for the Independent Schools Representative
- Mr Paul King
- Mr Des Mitchell

Implications to Consider

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

Aspiration B: Strong Community
Strategic Objective: Building Capacity and Awareness – A healthy community that volunteers, embraces lifelong learning and cultural awareness, and is involved with a diverse range of vibrant and sustainable community, sporting, cultural and artistic organisations and pursuits

b. Policy
Governance and Meeting Framework Council Policy which stipulates that Advisory Committees provide recommendations to Council in line with their terms of reference

c. Financial
Nil

d. Legal and Statutory
The Local Government Act 1995, Sections 5.10(1)(a) specifies the legislative requirement in respect to person's appointed by the local government to be members of the committee.

e. Voting Requirements
Absolute Majority

f. Risk
Nil
Committee Recommendation

Moved Cr Sammels, seconded Cr Smith:

That Council *APPOINTS* the following two representatives to the Rockingham and Education Training Advisory Committee from November 2015 to September 2016:

- Mrs Lynette Vernon as a University representative
- Mr Des Mitchell as the Independent Schools representative.

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable
### 13. Reports of Councillors

Nil

### 14. Addendum Agenda

Nil

### 15. Motions of which Previous Notice has been given

<table>
<thead>
<tr>
<th>General Management Services</th>
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**General Management Services**

**Investment Attraction Services**

<table>
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<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-028/15 Notice of Motion from Cr Whitfield – Mobile Phone Coverage</th>
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<tr>
<td>File No:</td>
<td>GOV/7 D15/129290</td>
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<td>Proponent/s:</td>
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<tr>
<td>Author:</td>
<td>Mr Peter Melling, Manager Investment Attraction</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Andrew Hammond, Chief Executive Officer</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>17 November 2015</td>
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<tr>
<td>Previously before Council:</td>
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<td>Disclosure of Interest:</td>
<td></td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
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**Purpose of Report**

Cr Whitfield has submitted the following Notice of Motion for consideration at the November 2015 Ordinary Council Meeting:
1. “That Council SUPPORTS our Metropolitan City having adequate Mobile Coverage throughout all suburbs.

2. That Council DIRECTS the Chief Executive Officer to write to the Federal Communications Minister asking that the Mobile Coverage shortfalls be addressed in Baldivis and any other affected suburbs.”

**Background**

Cr Whitfield advises that there are mobile coverage shortfalls in Baldivis and mobile towers have not kept pace with the rapid development experienced by that suburb.

**Details**

The City does not have any statistical or technical data to support Cr Whitfield’s proposition however anecdotal advice from some residents of Baldivis do suggest coverage issues.

Business decisions to install new telecommunications infrastructure thus improving mobile device coverage do not come under the control of the Minister for Communications. These decisions are essentially commercial ones made by service providing companies such as Telstra, Optus, Vodaphone, and Virgin etc. It follows that the quality of coverage in Baldivis may vary from service provider to service provider as it does elsewhere in the metropolitan area.

The Minister for Communications could choose to advocate on behalf of the City in this regard however the likelihood of a successful outcome is hard to predict.

**Implications to Consider**

a. **Consultation with the Community**
   A survey of residents is proposed using digital / social media products to ascertain evidence of poor telecommunications “hotspots” in Baldivis.

b. **Consultation with Government Agencies**
   Telecommunications Industry Ombudsman.

c. **Strategic**
   **Community Plan**
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:
   
   **Aspiration D:** Sustainable Environment
   
   **Strategic Objective:** Land-Use and Development Control – Planning for population growth and guiding development and land use to ensure that future generations enjoy a sustainable city and a genuinely desirable lifestyle.

d. **Policy**
   Not Applicable

e. **Financial**
   Staff resources would be required to undertake the survey. Depending on the survey model utilised, a nominal cost of up to $1000 might be incurred.

f. **Legal and Statutory**
   The City has no legal jurisdiction in this matter.

g. **Risk**
   Nil
Comments

Enquiries were made to the office of the Telecommunications Industry Ombudsman who advised that they were unable to assist with infrastructure connections.

Whilst a letter to the Minister for Communications might have little impact, the City has nothing to lose in seeking ministerial support and advocacy in requesting the commercial service providers to expand their coverage in Baldivis.

Any request for advocacy from the Minister should be supported by some statistical data that can point to “hot spots” in the area that require attention therefore a resident survey should be commissioned to support the City’s proposition. It is not considered prudent to make an unsolicited request to the Minister for Communications for better coverage without supporting statistical data.

The City does not have any documented evidence of shortcomings in other “affected” areas so it is proposed to focus the request on Baldivis.

 Voting Requirements

Simple Majority

Officer Recommendation

That Council:
1. **Supports** effective telecommunications coverage throughout the City.
2. **Directs** the Chief Executive Officer to facilitate a survey of Baldivis residents to establish poor coverage “hotspots” in Baldivis.
3. **Directs** the Chief Executive Officer to seek the support of the Federal Minister for Communications in requesting commercial service providers to remedy identified poor coverage “hotspots” in Baldivis.

Notice of Motion from Cr Whitfield

That Council:
1. **Supports** our Metropolitan City having adequate Mobile Coverage throughout all suburbs.
2. **Directs** the Chief Executive Officer to write to the Federal Communications Minister asking that the Mobile Coverage shortfalls be addressed in Baldivis and any other affected suburbs.

Committee Recommendation

Moved Cr Whitfield, seconded Cr McManus:

That Council:
1. **Supports** effective telecommunications coverage throughout the City.
2. **Directs** the Chief Executive Officer to seek the support of the Federal Minister for Communications in requesting commercial service providers to remedy identified poor coverage “hotspots” in Baldivis.
3. **Directs** the Chief Executive Officer to engage in a public awareness campaign directed at Baldivis residents encouraging them to nominate Baldivis as a black spot area through the Federal Department of Communications ‘mobile coverage’ email address.

Committee Voting – 5/0
The Committee’s Reason for Varying the Officer’s Recommendation

Additional information was provided to clarify the current process for funding mobile coverage shortfalls in ‘black spot’ areas.

Implications of the Changes to the Officer’s Recommendation

Not Applicable
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

Moved Cr Sammels, seconded Cr Smith:
That the Community and Corporate Development Committee Closes the meeting to the members of the gallery and Officers (with the exception of the Chief Executive Officer and Manager Human Resources Development) in accordance with section 5.23(2)(a) and (c) of the Local Government Act 1995 to allow the Community and Corporate Development Committee to discuss Confidential Item GMS-024/15 Recommendations from the Chief Executive Officer Performance Review Committee Meeting held on 30 October 2015.

Carried – 5/0

4:52pm The Chairperson requested that members of the gallery and Officers depart the meeting.

The meeting resumed behind closed doors.
## 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)(a) and (c) of the Act

<table>
<thead>
<tr>
<th>General Management Services</th>
<th>Human Resource Development</th>
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<tbody>
<tr>
<td><strong>Reference No &amp; Subject:</strong></td>
<td>GMS-024/15 Recommendations from the Chief Executive Officer Performance Review Committee Meeting held on 30 October 2015</td>
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<tr>
<td><strong>File No:</strong></td>
<td>PSL/1208, PSL/702</td>
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<td><strong>Risk Register No:</strong></td>
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<tr>
<td><strong>Proponent/s:</strong></td>
<td>Mr Ben Searcy, Manager Human Resource Development</td>
</tr>
<tr>
<td><strong>Author:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Other Contributors:</strong></td>
<td></td>
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<tr>
<td><strong>Date of Committee Meeting:</strong></td>
<td>17 November 2015</td>
</tr>
<tr>
<td><strong>Previously before Council:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Disclosure of Interest:</strong></td>
<td>Cr Deb Hamblin declared an Impartiality Interest in Item GMS-024/14 Chief Executive Officer Performance Review as detailed in Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, as she is employed by Murdoch University.</td>
</tr>
<tr>
<td><strong>Nature of Council’s Role in this Matter:</strong></td>
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<tr>
<td><strong>Site:</strong></td>
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<td><strong>Lot Area:</strong></td>
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<tr>
<td><strong>Attachments:</strong></td>
<td>Confidential Attachments as per Section 5.95 of the Local Government Act 1995</td>
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<tr>
<td><strong>Maps/Diagrams:</strong></td>
<td>1. Minutes of the Chief Executive Officer Performance Review Committee Meeting held on 30 October 2015</td>
</tr>
<tr>
<td></td>
<td>2. Chief Executive Officer Performance Review Report 2015 from Portland Broome Organisational Consultants</td>
</tr>
</tbody>
</table>
Voting Requirements

Simple Majority

Advisory Committee Recommendation 1 of 2:
Chief Executive Officer Performance Review

That Council:

1. **ADOPTS** the following six (6) key focus areas for the Chief Executive Officer’s action in 2016.
   - Develop and deliver a digital based community consultation and engagement program that can deliver the following:
     - Targeted communication on complex issues such as rate increases and the City’s jurisdiction (or lack of) in some major development projects;
     - Portal based opt in / out functions that link residents with special interest activities such as seniors / environment / economic development and also mainstream publications such as the City Chronicle;
     - Tablet and smart phone applications that streamline existing customer service systems; and
     - Targeted systems that engage special interest groups and individuals in developing and measuring the performance of core service delivery and all Community Plan Strategies.
     - Institute a range of initiatives that might serve to mitigate the negative impacts of the rate base inequity currently suffered by the City including:
       - Government, Community and Stakeholder Group awareness programmes;
       - Expansion of the City’s rate base; and
       - Alternative rate payment options that lessen the impact of annual rate increases.
     - Develop a new Seniors Strategy that addresses the impact on services and facilities that the City’s ageing population will have both in the short, medium and long term. The strategy should pay particular attention to provision of seniors housing and the further expansion or development of “Autumn Centre” type facilities if warranted.
     - Continue the implementation of the City’s Economic Development Strategy with particular focus upon Hotel Attraction, City Centre Development and the implementation of the Rockingham Beach Foreshore and Kennedy Bay Masterplans.
     - Ensure land acquisition and preconstruction design and development is undertaken for the Baldivis Sports Facility so as construction can commence in line with Community Infrastructure Plan expectations.
     - Maintain cost control on major project planning and construction in line with Council Policy and Business Plan / Budget forecasting.

2. **APPROVES** of an increase in the cash component of the remuneration package by 3.3% as at the contract anniversary date.

3. **APPROVES** of an increase in the Chief Executive Officer’s personal development allowance by 3.3% as at the contract anniversary date.
Advisory Committee Recommendation 2 of 2:
Appointment of Consultant for Chief Executive Officer Performance Review

That Council APPOINT Portland Broome Organisational Consultants as the performance consultant for the 2016 Chief Executive Officer Performance and Personal Development Review.

Committee Recommendation

Moved Cr Whitfield, seconded Cr McManus:

That Council:

1. ADOPTS the following six (6) key focus areas for the Chief Executive Officer’s action in 2016.
   • Develop and deliver a digital based community consultation and engagement program that can deliver the following:
     • Targeted communication on complex issues such as rate increases and the City’s jurisdiction (or lack of) in some major development projects;
     • Portal based opt in / out functions that link residents with special interest activities such as seniors / environment / economic development and also mainstream publications such as the City Chronicle;
     • Tablet and smart phone applications that streamline existing customer service systems; and
     • Targeted systems that engage special interest groups and individuals in developing and measuring the performance of core service delivery and all Community Plan Strategies.
     • Institute a range of initiatives that might serve to mitigate the negative impacts of the rate base inequity currently suffered by the City including:
       • Government, Community and Stakeholder Group awareness programmes;
       • Expansion of the City’s rate base; and
       • Alternative rate payment options that lessen the impact of annual rate increases.
     • Develop a new Seniors Strategy that addresses the impact on services and facilities that the City’s ageing population will have both in the short, medium and long term. The strategy should pay particular attention to provision of seniors housing and the further expansion or development of “Autumn Centre” type facilities if warranted.
     • Continue the implementation of the City’s Economic Development Strategy with particular focus upon Hotel Attraction, City Centre Development and the implementation of the Rockingham Beach Foreshore and Kennedy Bay Masterplans.
     • Ensure land acquisition and preconstruction design and development is undertaken for the Baldivis Sports Facility so as construction can commence in line with Community Infrastructure Plan expectations.
     • Maintain cost control on major project planning and construction in line with Council Policy and Business Plan / Budget forecasting.

2. APPROVES of an increase in the cash component of the remuneration package by 3.3% as at the contract anniversary date.

3. APPROVES of an increase in the Chief Executive Officer’s personal development allowance by 3.3% as at the contract anniversary date.

   Committee Voting – 5/0
Moved Cr Smith, seconded Cr Sammels:
That Council APPOINTS Portland Broome Organisational Consultants as the performance consultant for the 2016 Chief Executive Officer Performance and Personal Development Review.
Committee Voting – 5/0

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

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
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</table>

Moved Cr Sammels, seconded Cr Smith:
That the meeting again be open to the public.
Carried – 5/0

5:05pm The meeting came out from behind closed doors and the Chairperson invited members of the gallery and Officers to rejoin the meeting.
The Chairperson did not read aloud the Committee Recommendations carried behind closed doors as no members of the gallery returned to the meeting.

19. Date and Time of Next Meeting
The next Corporate and Community Development Committee Meeting will be held on Tuesday 8 December 2015 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 5:06pm.