City of Rockingham

MINUTES

Corporate and Community Development Committee Meeting

Held on Wednesday 19 April 2017 at 4:00pm
City of Rockingham Boardroom
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<td>19</td>
<td>Date and Time of Next Meeting</td>
<td>37</td>
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<td>20</td>
<td>Closure</td>
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</tbody>
</table>
# Corporate and Community Development Committee Minutes

**City of Rockingham**  
Corporate and Community Development Committee Meeting Minutes  
Wednesday 19 April 2017 - Council Boardroom

## 1. Declaration of Opening

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

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

### 2.1 Councillors

- Cr Leigh Liley
- Cr Lee Downham
- Cr Justin Smith
- Cr Barry Sammels (Mayor)
- Cr Deb Hamblin (Deputy Mayor)
- Chairperson Deputising for Cr Joy Stewart

### 2.2 Executive

- Mr Andrew Hammond
- Mr John Pearson
- Mr Michael Holland
- Mr Peter Doherty
- Mr Michael Yakas
- Ms Karin Strachan
- Mr Mark Tidman
- Ms Mary-Jane Rigby
- Mrs Jillian Obiri-Boateng
- Ms Alison Oliver
- Mrs Jelette Edwards
- Ms Brenda Atkins
- Ms Sally Carlton
- Ms Renae Veedikint
- Ms Sue Langley
- Mrs Diane Zanre
- Ms Carly Kroczek
- Mr Brendan Birney
- Chief Executive Officer
- Director Corporate Services
- Director Community Development
- Director Legal Services and General Counsel
- Manager Customer and Corporate Support
- Manager Strategy and Corporate Communications
- Manager Investment Attraction
- Manager Community Support and Safety Services
- Manager Community Capacity Building
- Manager Library and Information Services
- Governance Coordinator
- Human Resources Coordinator
- Coordinator Landfill Compliance and Development
- Senior Project Officer (Office of the CEO)
- Governance Officer
- PA to Director Community Development
- Senior Community Infrastructure Planning Officer
- Assistant Accountant

### 2.3 Members of the Gallery:

1

### 2.4 Apologies:

- Cr Joy Stewart

### 2.5 Approved Leave of Absence:

Nil
<table>
<thead>
<tr>
<th>3.</th>
<th>Responses to Previous Public Questions Taken on Notice</th>
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<tbody>
<tr>
<td></td>
<td>Nil</td>
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<tr>
<td>4.</td>
<td>Public Question Time</td>
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<tr>
<td>4:01pm</td>
<td>The Chairperson invited members of the Public Gallery to ask questions.</td>
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<tr>
<td>4.1</td>
<td>Mr Sunny Miller, Safety Bay – Residential Green Waste Verge Collection – Round 2 – Sound Telegraph</td>
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<tr>
<td></td>
<td>The Chairperson invited Mr Miller to present his question to the Corporate and Community Development Committee. Mr Miller asked the following question:</td>
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<tr>
<td></td>
<td>The Chairperson advised that the Council will review the wording.</td>
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<tr>
<td>4:03pm</td>
<td>There being no further questions the Chairperson closed Public Question Time.</td>
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<tr>
<td>5.</td>
<td>Confirmation of Minutes of the Previous Meeting</td>
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<tr>
<td></td>
<td>Moved Cr Smith, seconded Cr Downham:</td>
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<tr>
<td></td>
<td>That Committee CONFIRMS the Minutes of the Corporate and Community Development Committee Meeting held on 21 March 2017, as a true and accurate record.</td>
</tr>
<tr>
<td></td>
<td>Committee Voting – 5/0</td>
</tr>
<tr>
<td>6.</td>
<td>Matters Arising from the Previous Minutes</td>
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<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>7.</td>
<td>Announcement by the Presiding Person without Discussion</td>
</tr>
<tr>
<td>4:03pm</td>
<td>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.</td>
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<tr>
<td>8.</td>
<td>Declarations of Members and Officers Interests</td>
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<tr>
<td>4:03pm</td>
<td>The Chairperson asked if there were any interests to declare.</td>
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<td></td>
<td>There were none.</td>
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<td>9.</td>
<td>Petitions/Deputations/Presentations/Submissions</td>
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<td></td>
<td>Nil</td>
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<td>10.</td>
<td>Matters for which the Meeting may be Closed</td>
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<td></td>
<td>Nil</td>
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<td>11.</td>
<td>Bulletin Items</td>
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<td></td>
<td>Corporate and General Management Services Information Bulletin – April 2017</td>
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<td>Corporate Services</td>
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<td></td>
<td>1. Corporate Services Team Overview</td>
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<tr>
<td></td>
<td>2. Human Resource Update</td>
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</tbody>
</table>
3. Project Status Reports
   3.1 Integrated Team Plan and Budgeting Module
   3.2 eGovernance Portal
   3.3 Automation records management processes
   3.4 Facility Booking Module
   3.5 Online Zoning Statements
   3.6 AV Upgrades
   3.7 ICT Security Infrastructure
   3.8 Upgrade LAN Switches
   3.9 Replace Multi-Function Machines
   3.10 Introduce Three Bin Collection System
   3.11 Waste Audit
   3.12 School Recycling Program
   3.13 Bin Tagging Program
   3.14 Construction of Cell 16 and Leachate Dams
   3.15 Landfill Access Road and Associated Infrastructure
   3.16 Construction of Cell 17
   3.17 Landfill Capping of Cells 12 and 13

4. Information Items
   4.1 Change of Basis of Rates
   4.2 Amendment to Rate Record – Non-rateable Land s6.26 (2) (d) of the Local Government Act
   4.3 Amendment to Rate Record – Non-rateable Land s6.26 (2) (a) (i) of the Local Government Act
   4.4 List of Payments March 2017
   4.5 Monthly Financial Management Report February 2017
   4.6 Awarding of Tenders by CEO - Delegated Authority
   4.7 Development Contribution Scheme
   4.8 Autumn Centre
   4.9 Rockingham Aquatic Centre
   4.10 Warnbro Community Recreation Centre
   4.11 Mike Barnett Sports Complex
   4.12 Aqua Jetty
   4.13 Gary Holland Community Centre
   4.14 Lease Management
   4.15 Lease Consents and Maintenance Grants
   4.16 Excisions
   4.17 Waste Collection Services; Waste Diversion Percentage
   4.18 Landfill Services; Tip Passes
   4.19 Landfill Services; Landfill Statistics

**Governance and Councillor Support**

1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Extraordinary Vacancy – Rockingham Ward
   4.2 Motions for WALGA Annual General Meeting – 2 August 2017
   4.3 Freedom of Information (FOI) Requests
   4.4 Australian Coastal Councils Association Inc. Newsletter
### Human Resources
1. Human Resources Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Employee Wellness Programme
   - 3.2 Corporate Training Programme
   - 3.3 RESPECT Programme
   - 3.4 Occupational Safety and Health Programme
   - 3.5 Leadership and Management Programme
4. Information Items
   - 4.1 Recruitment and Onboarding
   - 4.2 Occupational Safety and Health Statistics

### Strategy and Corporate Communications
1. Strategy and Corporate Communications Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Risk Management
   - 3.2 Governance Portal – Rock Port
   - 3.3 Protection of Intellectual Property
   - 3.4 Implementation of Digital Media Strategy
4. Information Items
   - 4.1 Organisational performance measurement
   - 4.2 Community Engagement
   - 4.3 8th Generation Team Plans
   - 4.4 Social Media
   - 4.5 Media Tracking

### Investment Attraction
1. Investment Attraction Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Marketing City of Rockingham
   - 3.2 Online Forecasting Tool
   - 3.3 Small Business Leadership Forums and Investment Attraction Seminars
   - 3.4 Hotel Attraction Project
4. Information Items
   - 4.1 Various Meetings
   - 4.2 Lot 55 (14) Trafalgar Gardens, Port Kennedy
   - 4.3 City Centre Precinct

### Legal Services & General Counsel
1. Legal Services & General Counsel Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   - Provision of Legal Advice
     - 4.1 Legal Advice – Local Government Operational Matters
     - 4.2 Documentation
     - 4.3 SAT (State Administrative Tribunal) Matters
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 16 MAY 2017

PRESIDING MEMBER

Committee Recommendation

Moved Cr Downham, seconded Cr Smith:
That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – April 2017 and the content be accepted.

Committee Voting – 5/0

<table>
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<th>Community Development Information Bulletin – April 2017</th>
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<td>3.1 Regional Community Services Leadership Programmes</td>
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<td>4.1 Youth and Community Support Services</td>
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<td>4.2 Rockingham Connect Community Transport Project</td>
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<td>4.3 Community Safety</td>
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Community Infrastructure Planning

1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
3.1 Rockingham Foreshore Activity Node – Planning and Concept Design
3.2 Rockingham Central (Library / Youth / Community Centre) - Planning and Concept Design
3.3 East Baldivis Recreation Reserve – Shared Use Planning and Concept Design
3.4 Baldivis Outdoor Recreation Space Planning
3.5 Baldivis District Sporting Complex Planning
4. Information Items
4.1 Laurie Stanford Reserve Master Plan Implementation
4.2 Rhonda Scarrott Reserve Master Plan Implementation
4.3 Baldivis South Sports Pavilion
4.4 Baldivis South Youth Space Development
4.5 Secret Harbour Inclusive Play Space
4.6 Mike Barnett Netball Courts Upgrade
4.7 Baldivis South Community Centre
4.8 Baldivis Enclosed Dog Park
4.9 Singleton Youth Space Replacement
4.10 Infrastructure Planning and Development Grants
4.11 2017 Community Infrastructure Plan Review

**Community Capacity Building**
1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 KidSport
   3.2 Perth Symphony Orchestra
4. Information Items
   4.1 Community Grants Program
   4.2 Community Capacity Building
   4.3 Reconciliation Action Plan (RAP) 2014-2017
   4.4 Seniors
   4.5 Youth Development
   4.6 Sport, Recreation and Health and Wellbeing
   4.7 Cultural Development and the Arts

**Committee Recommendation**

Moved Cr Smith, seconded Cr Hamblin:
That Councillors acknowledge having read the Community Development Information Bulletin – April 2017 and the content be accepted.

Committee Voting – 5/0
12. Agenda Items

Corporate Services

Corporate and Engineering Services
Financial Services

Reference No & Subject: CS-005/17 Proposed 2017/2018 Fees and Charges
File No: FLM/306
Proponent/s: Mrs Vanisha Govender, Manager Financial Services
Author: Mr Brendan Birney, Assistant Accountant
Other Contributors: Date of Committee Meeting: 19 April 2017
Previously before Council: Disclosure of Interest: Executive
Nature of Council’s Role in this Matter:

Site: Lot Area: Attachments: Proposed Schedule of Fees and Charges for 2017/2018
Maps/Diagrams:

Purpose of Report
To approve the proposed Schedule of Fees and Charges for 2017/2018.

Background
The fees and charges imposed by the City of Rockingham can be categorised into four main types:
1. Fees and charges set by Council under Section 6.16 of the Local Government Act 1995 (the Act).
2. Fees and charges set by Council under other sections of the Act or other legislation where Council has the discretion to set the charge.
3. Fees and charges imposed covered by local law or other legislation and Council does not have discretion to change them.
4. An agreed amount where Council believes a sum should be recovered through contractual requirement.
Details

The proposed Schedule of Fees and Charges for 2017/2018 document lists all fees and charges with details of the current and proposed fees.

The fees and charges below are new fees for 2017/2018:

- Teachers Personal Development Day
- Traders Permit (Food)- Annual External Referral Fee
- Built Strata Application Fee
- Breakthrough Music Competition-for competitor outside Rockingham
- Youth Development Training Vouchers
- Autumn Centre – Multipurpose Room Hire and Photocopy fees
- Additional Green Waste Only Service

The fees and charges in the following areas are proposed to change and are highlighted yellow in the document:

- Autumn Centre Visitor Entry Fee
- Household Waste Services Fees
- Swimming Pool Inspection Fees
- Landfill Operations Fees
- Other Waste Services Fees
- Search of records and photocopying
- Kennel Licence
- Other Dog Related Charges
- Impounded Dogs (Local Law)
- Impounded Cats (Local Law)
- Keeping of Cats
- Application for Approval to Construct or Alter Food Premises
- Application for other Certifications, Permits & Licences
- Development Applications
- Minor Planning Service Fees
- Halls and Community Centres
- Hire fees for Recreation Grounds and Reserves
- Rockingham Aquatic Centre

Implications to Consider

a. Consultation with the Community
   Not Applicable

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

**Community Plan**

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

**Aspiration 4:** 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**

The fees and charges endorsed will be included in the 2017/2018 Annual Budget for adoption.

The annual fees and charges estimated per the Business Plan for 2017/2018 are $50 million.

f. **Legal and Statutory**


Regulation 25 of the Local Government (Financial Management) Regulations 1996 provides that the annual budget is to include an estimate of the total revenue from the fees or charges from each program.

Section 6.16(1) of the Local Government Act 1995 allows a local government to impose (by absolute majority) and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

Section 6.16(2) of the Local Government Act 1995 states that a fee or charge may be imposed for the following:

(a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;

(b) supplying a service or carrying out work at the request of a person;

(c) providing information from local government records, subject to some limitations;

(d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;

(e) supplying goods.

Section 6.17(1) of the Local Government 1995 states that in determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors:

(a) the cost to the local government of providing the service or goods;

(b) the importance of the service or goods to the community; and

(c) the price at which the service or goods could be provided by an alternative provider

Section 6.16(3) of the Local Government Act 1995 requires that fees and charges are to be imposed when adopting the annual budget.

Council is requested to approve the Schedule of Fees and Charges for 2017/2018. The proposed fees and charges will be adopted as part of the 2017/2018 Annual Budget in June 2017.
g. Risk

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

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

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

Nil

Comments

It is considered best practice to approve fees and charges prior to budget adoption. This is to ensure all community members can be adequately informed of any changes and to assist in budget preparation. All relevant fees have been considered pursuant to Section 6.17 of the Act.

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
Purpose of Report

The purpose of the report is to adopt the City Business Plan 2017/2018 to 2026/2027.

Background

A City Business Plan is prepared twice each financial year which is updated with the latest information and predictions. The last version of the City Business Plan was adopted at the November 2016 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 project timetable for this is:
The above table represents a start date only and should be read in context with the Key Assumptions contained in the Business Plan document and Community Infrastructure Plan. These dates may change depending on the accuracy of these assumptions.

### Implications to Consider

<table>
<thead>
<tr>
<th>Implications to Consider</th>
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</thead>
<tbody>
<tr>
<td>a. Consultation with the Community</td>
<td>Nil</td>
</tr>
<tr>
<td>b. Consultation with Government Agencies</td>
<td>Nil</td>
</tr>
<tr>
<td>c. Strategic Community Plan</td>
<td>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:</td>
</tr>
<tr>
<td><strong>Aspiration B:</strong> Strong Community</td>
<td></td>
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<tr>
<td><strong>Strategic Objective:</strong> Community facilities and services that accommodate contemporary community expectation and are justified, well used, cost effective and, where appropriate, multi-functional.</td>
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<tr>
<td><strong>Aspiration C:</strong> Quality Leadership</td>
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<tr>
<td><strong>Strategic Objective:</strong> 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.</td>
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</tr>
</tbody>
</table>
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. 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.

**Key Assumptions**

- In developing this plan, various parameters have been developed, allowances made, and several assumptions effected in an attempt to take out the “abnormal” and any “one off” effects so as to arrive at relatively consistent recurrent data calculations relating to recurrent operating costs.
- All revenues and expenses from the Millar Road Landfill Facility have been quarantined and clearly indicated where included.
- The figures included within the plan are based upon present conditions, as well as projections based on current knowledge.
- Rate increases for the term of the plan need to be at least 3%. This is net of natural rate growth which is expected to be approximately 1.5%. In essence, the average ratepayer can expect an annual rate increase of approximately 3%.
- The City of Rockingham is a minimum Financial Assistance Grant (FAGS) local government and receives FAGS in line with population growth. This is anticipated to grow in line with population and can be reasonably anticipated.
- The assumption has been made that grants for major capital programs will be available on some occasions. With the exception of road grants, capital grants have been included where known and approved. Capital road grants have been averaged for the duration of the plan.
- Recurring grants have been calculated to increase in line with inflation.
- Contributions and reimbursements have been calculated to increase in line with inflation.
- All of the City’s fees and charges will be put before Council prior to budget adoption, with the majority of these expected to be increased by at least the level of inflation.
- Increases in the sanitation charges will be in line with expense requirements.
- Interest on investments of the City’s “unrestricted funds” will remain similar to previous years. Over a longer term view this is considered acceptable. There will be variations to the interest earnings on each of the City's cash reserve accounts due to the fluctuations in the amounts transferred into and out of the respective reserve accounts. All interest related to cash reserves is earmarked to be deposited into the related reserve.
- State planning policies allow for local governments to collect revenue from “new” land parcels created within the City boundaries. The City has implemented a Developer Contribution Scheme and is collecting revenue for newly created land within the City boundaries. Ongoing adjustments need to be made to this revenue stream and adjusted accordingly. This is a best estimate with current information available.
- For all other income, allowances have been made for these to merely increase in line with inflation, where these are expected to continue into future years.
- Employee costs are expected to increase moderately in the forthcoming years. This will need to be reviewed annually in line with staff number increases related to population growth. A 1.5% increase in the employee cost is directly related to population growth.
• Materials and contractors is an area where there can be large cost fluctuations depending upon what is planned. A base figure from prior years has been used and this has been increased or decrease depending on planned operational works. The trend is for this to increase over future years.

• Utilities have been calculated to increase in line with inflation and known charge increases. Historically this has been difficult to estimate, particularly related to electricity costs. Unit rates for power have been known to increase in past years by as much as 25%.

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

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

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

• The opening balance remains $0 for the duration of the plan. This will obviously adjust as budget reviews predict the opening balance for the annual budget.

• The discretionary money for each year is an important figure as to how the City will be able to finance its new projects into the future. A great deal of effort has been put into identifying a figure which is relatively reliable for use into future years, however, various assumptions have had to be made so as to arrive at this figure. Historically it tends to be conservative by nature to restrict unsustainable spending patterns.

• The Team Plans are used to inform major operating outcomes for City operations. Details of specific operational functions are included.

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, consistent 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.

The City Business Plan as presented complies with this statutory requirement.

g. Risk

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

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

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

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

Nil
Comments

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. Team Plan information will be contained at the end of the document.

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 program for the next ten 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 infrastructure in high population growth areas, are achievable. The ability always exists to make modifications to City plans should significant unplanned difficulties be encountered.

Most importantly the Business Plan demonstrates the nexus between the Community Infrastructure Plan (CIP) and the City’s ability to fund its construction through the Business Plan. Of significance, the Business Plan matches the proposed construction dates in the CIP. These timings, which are subject to often unpredictable changes, are considered reasonable and appropriate.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council ADOPTS the City Business Plan 2017/2018 to 2026/2027.

Committee Recommendation

Moved Cr Smith, seconded Cr Downham:

That Council ADOPTS the City Business Plan 2017/2018 to 2026/2027.

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
Purpose of Report

To consider amendments to the Governance and Meeting Framework Policy to –

- Include provisions for an Advocacy Position Register; and
- Include provisions relating to CEO Briefings as part of Councillor Engagement Sessions, after the period provided for public comment.

Background

At its meeting held 27 September 2016 Council considered recommendations from the Governance Review Committee and subsequently supported the amendment of the Governance and Meeting Framework policy to incorporate the establishment of an Advocacy Position Register and provisions related to CEO Briefings.

Officers drafted the amendments which were presented to the February 2017 Council meeting.

Council supported the draft amendments for the purpose of inviting public submissions.
Details

The draft Council Policy was advertised for public comment in the local newspapers and the City of Rockingham website (Share Your Thoughts), with submissions invited to be made no later than 24 March 2017.

No submissions were received on the draft policy amendments.

Implications to Consider

a. Consultation with the Community

Advertisements were published in the Sound Telegraph (22 March 2017) and Weekend Courier (10 March 2017) inviting submissions from the public on the draft policy in accordance with the requirements of Council’s Policy Framework. Invitations for comment were also invited through the City’s website. Submissions were to be received by close of business 24 March 2017. No submissions were made.

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

The Governance and Meeting Framework Policy establishes the many of the protocols and arrangements relating to Council’s decision making processes. Adopting the officer recommendation will amend the policy to incorporate provisions about an Advocacy Position Register and CEO Briefings to Council. This amendment would be advertised for public submissions.

e. Financial

Not Applicable

f. Legal and Statutory

Section 2.7 of the Local Government Act 1995 states that it is the role of Council to determine the local government’s policies.

Section 5.23 of the Act specifies that all Council meetings are to be open to the members of the public.

g. Risk

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

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

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

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

Nil
**Comments**

The proposed amendments to the Governance and Meeting Framework policy will provide a more responsive approach to the City’s decision-making process. The formalisation of the CEO Briefing as a part of the Councillor Engagement Sessions will provide Councillors the opportunity to be regularly informed and provide feedback on progress with Key Focus Areas and strategic matters affecting the City.

The inclusion of an Advocacy Position Register in the policy will facilitate a regular review of advocacy decision and enable new Councillors to have input on advocacy positions established prior to their election.

No submissions were received through the public consultation process and accordingly the Policy is recommended to Council for formal adoption.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **APPROVES** the proposed amendments to the Governance and Meeting Framework policy.

**Committee Recommendation**

Moved Cr Smith, seconded Cr Downham:

That Council **APPROVES** the following proposed amendments to the Governance and Meeting Framework policy –

1. Addition of the following section relating to an Advocacy Position Register –

   **“Advocacy Position Register**

   A register will be established and maintained to record all Council decisions that comprise an advocacy position of the City. An Advocacy position relates to a matter out of the scope of control of the local government but in which Council seeks to promote on behalf of the community. This can be to State or Federal government Ministers, departments, agencies, Not-for-Profits organisations and commercial enterprises responsible for the matter impacting upon the community.

   The ‘Advocacy Position Register’ will record the following elements of advocacy decision –

   - Date of Council Resolution
   - Report Number and Title
   - File No.
   - Responsible Division
   - Purpose of Report
   - Council Resolution and Vote
   - Date of Review

   A copy of the full minuted Council report and any attachment will be maintained as support to the register.

   Every two years the Register will be subject to review. A discussion paper will be prepared and presented at the November Councillor Engagement Session that falls after each ordinary local government election. Feedback from the Session will provide the foundation of a report to Council to determine the relevancy of advocacy decisions recorded in the register.
To facilitate the review, the Advocacy Position Register and the review discussion paper will be raised and distributed at any Candidate Information Sessions conducted by the City prior to each Council election.

2. Amendment of the Councillor Engagement Session section -

1. **“Councillor Engagement Sessions**

Councillor Engagement Sessions will be convened on an occasional basis as a forum for information exchange between elected members and Council officers and facilitated Councillor only discussions on major strategic issues. Debating, collective decision making or revelation of ones intention on how they will vote at a future Council or Committee meeting is not permitted. Expressing an opinion on matters under discussion generally however, is appropriate and welcome.

Councillor Engagement Sessions can be called at the request of either the Mayor, CEO or by Council motion and conducted, as required, on the second Tuesday of the month from 4pm until 6pm and on other occasions when special circumstances dictate.

Sessions are to be chaired by the Mayor, Deputy Mayor or nominated Councillor as is the process with other meetings of Council.

The Sessions will comprise of two three different modes of engagement.

1) **Information Exchange:** Staff, consultants or relevant stakeholders to present to Council on complex strategic and operational issues.
   a. Between 30% and 50% of the allotted time depending on the nature and complexity of the issue, will be allocated for questions from and discussion between Councillors.
   b. Briefing notes and supporting documentation is to be distributed to Councillors at least five working days before the session.
   c. “Power Point” presentations are to be kept to a minimum and all other forms of digital and personal communication techniques should be utilized wherever possible.

2) **Strategic Discussion:** A facilitated discussion between Councillors on major and or complex strategy and policy issues.
   a. Minimum timeframe 45 minutes.
   b. Discussion to be facilitated by an appropriately trained staff member
   c. Staff are not to participate in discussions unless asked to do so.
   d. All strategic discussions must be informed by a discussion paper prepared by a staff member and distributed at least five working days prior to the session.

3) **CEO Briefing Session:** A session dedicated solely for the Chief Executive Officer and Councillors to discuss and provide feedback on matters of strategic significance.
   a. To be conducted two hours every three months.
   b. Topics to be limited to progress with Key Focus Areas identified by Council at the annual CEO performance appraisal and any other significant strategic issues, challenges and opportunities facing either the corporation or the City generally.
   c. Matters of a general operational or low level strategic nature should be addressed via the channels provided in the Councillor Communication Protocol or through the normal Council meeting process.
   d. A confidential program detailing the items to be discussed is to be circulated seven days prior to the CEO Briefing.
   e. Councillors wishing to raise other matters at the CEO Briefing that fall within the criteria of 3) b. above must submit them to the Mayor for consideration for inclusion at least five days prior the CEO Briefing.
A general record should be kept of the session noting attendance, requests for further information and interests declared. No minutes as such will be taken nor will specific discussions, actions, or outcomes of the workshops session be recorded, received or adopted at a later date.

Given that a Council Workshop an Engagement Session is not open to the public and does not involve any decision making or formal consideration of matters requiring a decision, there will be matters by which by their nature, should not be considered at a Council Workshop Session.

Matters which are not appropriate include:

a. applications for development approvals;
b. recommendations in relation to applications for subdivision approval;
c. initiation of a town planning scheme amendment or rezoning;
d. consideration of a proponent’s structure plan; and
e. applications for any licence, permit, approval or other authorisation under a local law.”

Committee Voting – 5/0

<table>
<thead>
<tr>
<th>The Committee’s Reason for Varying the Officer’s Recommendation</th>
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<tbody>
<tr>
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<th>Implications of the Changes to the Officer’s Recommendation</th>
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<tbody>
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</table>
Purpose of Report

The purpose of this report is for Council to consider a revised and updated Occupational Safety and Health Policy for the purpose of public consultation.

Background

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

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

The Council last reviewed the Occupational Safety and Health Policy in May 2015. As part of the ongoing and regular review of policies, the Occupational Safety and Health Policy has been reviewed. If adopted by Council, the proposed Occupational Safety and Health Policy will supersede the current version.
The revised Occupational Safety and Health Policy outlines the City’s commitment to occupational safety and health, and provides an overview of how the City will maintain and enhance that commitment.

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

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

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

A copy of the current Policy is attached for reference purposes.

The draft Occupational Safety and Health Policy is proposed as follows:

**Occupational Safety and Health Policy**

**Council Policy Objective**
To outline the City’s commitment to continually improve the occupational safety and health standards and systems within the workplace.

**Council Policy Scope**
All employees and other persons whose safety and health could be at risk through the City’s working activities.

**Council Policy Statement**
The City is committed to reducing hazards and incidents in compliance with its legislative obligations, regulations, Australian Standards, codes of practice and other relevant requirements.

The City shall, as far as reasonably practical:

- provide and monitor measurable safety performance objectives and targets across the City
- provide and maintain workplaces, plant and systems of work so that employees and other persons are not exposed to hazards
- provide adequate training, instruction and supervision to enable employees to perform their work safely and effectively
- involve employees and other persons in the decision-making process through regular communication and consultation
- provide adequate allocation of resources to achieve safety outcomes
- achieve continuous improvement through the monitoring and review of measurable objectives and targets
- build a reporting culture where hazards and risks are consistently reported by employees and other persons so that risks are identified, assessed and appropriately controlled
- support and encourage employees to participate in health and well-being programs.

**Responsibilities**
Employees must:

- comply with the City’s requirements regarding safety and health to maintain a safe and healthy workplace
• take reasonable care of their own health and safety and not adversely affect employees or other persons in the workplace by their actions or inactions.

Leading Hands, Supervisors, Coordinators, Managers and Directors must:

• implement appropriate processes and disseminate relevant information to ensure the safety and health of employees and other persons under their control.

Definitions

Employee – an employee of the City of Rockingham

Other persons – includes volunteers, contractors and subcontractors engaged by the City to provide services, visitors to and users of City buildings and facilities and any person whose safety and health could be at risk through the City’s working activities.

Legislation

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

Other Relevant Policies/ Key Documents - Internal

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

Other Relevant Policies/ Key Documents - External

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

Responsible Division

General Management Services

Review Date

August 2018

Implications to Consider

a. Consultation with the Community

The Draft Policy will be advertised for public comment in accordance with the requirements of Council’s Policy Framework. This advertising will comprise community newspapers, the City’s website and City noticeboards with the public having 14 days to provide comment and feedback.

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 D:** Quality Leadership

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

d. Policy

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

e. Financial

The cost of advertising will be covered in existing budgets. There are no anticipated additional costs in adopting the proposed/updated Policy.

f. Legal and Statutory

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

g. Risk

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

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

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

Nil

**Comments**

Nil

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **ENDORSE** the Occupational Safety and Health Policy for the purpose of public consultation.

**Committee Recommendation**

Moved Cr Downham, seconded Cr Sammels:

That Council **ENDORSE** the following Occupational Safety and Health Policy for the purpose of public consultation.

**Occupational Safety and Health Policy**

**Council Policy Objective**

To outline the City’s commitment to continually improve the occupational safety and health standards and systems within the workplace.
Council Policy Scope
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Council Policy Statement
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- involve employees and other persons in the decision-making process through regular communication and consultation
- provide adequate allocation of resources to achieve safety outcomes
- achieve continuous improvement through the monitoring and review of measurable objectives and targets
- build a reporting culture where hazards and risks are consistently reported by employees and other persons so that risks are identified, assessed and appropriately controlled
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Responsibilities
Employees must:

- comply with the City’s requirements regarding safety and health to maintain a safe and healthy workplace
- take reasonable care of their own health and safety and not adversely affect employees or other persons in the workplace by their actions or inactions.

Leading Hands, Supervisors, Coordinators, Managers and Directors must:

- implement appropriate processes and disseminate relevant information to ensure the safety and health of employees and other persons under their control.

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WorkCover 2B Workers' Compensation form

Responsible Division
General Management Services

Review Date
August 2018

Committee Voting – 5/0

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### Purpose of Report

To seek Council’s adoption of the final Community Support Services Strategy 2017–2022 following the public comment period.

### Background

One of the City of Rockingham’s identified aspirations from the Strategic Community Plan is to build a strong community. Council endorsed the first Community Support Services Strategy 2012-2015 in February 2013, which took a capacity building approach in developing the community support services sector to focus on the needs of the more vulnerable sections of the population in the City of Rockingham. Positive and tangible outcomes have been created as a result of this strategy.

The development of a current Community Support Services Strategy (CSSS) 2017-2022 is required to enhance the existing work within the sector and to continue to identify those populations who are vulnerable or disadvantaged including the level of support the City aims to provide within the Rockingham community. The Draft Community Support Services Strategy 2017-2022 was endorsed...
by Council on 24 January 2017 to be released to the community for public comment. The City received six submissions and feedback considered for inclusion in the final document.

**Details**

The City aims to build collaborative effort, encourage the development of aligned services, advocate for more funding and improve the sustainability of funding models as an overarching outcome of this strategy. The consultation for the development of this strategy was targeted at Federal and State Government departments and state/local not for profit providers operating within the community services sector. The major issues identified within Rockingham as a result of this consultation were:

- Low income families
- Social isolation
- Mental health and suicide ideation
- Substance abuse
- Family and domestic violence
- Low levels of tertiary qualifications and disengagement from school
- Lack of services, funding and/or sustainability of funding
- Lack of collaboration across the sector for the creation of hubs.

The Community Support Services Strategy 2017-2022 identifies three key elements based on research and consultation outcomes that provide clear direction for the City over the next five years.

The key elements are as follows:

**Key Element One: Building an Effective, Accessible and Sustainable Sector**

**Key Element Two: City Provision of Services**

**Key Element Three: Infrastructure Development and Access**

The key elements provide synergy at a state level as identified by the Western Australian Council of Social Services (WACOSS) who is focussing on advocacy, influencing leaders, educating the community and leading public debate for the next six years. Additionally, the City will work collaboratively to build local organisations capacity to provide people with the support services they need.

The CSSS was endorsed for public comment for a period of one month concluding on Friday 3 March 2017. This was promoted in each local newspaper, via the City Website and throughout City Libraries. Invitation to comment was distributed to the Community Support Services Network, KRAFTY Network and Rockingham/Kwinana Homelessness Interagency working Group (RKHIWG).

**Table 1: Comments Requiring Additions/Alterations to the Community Support Services Strategy 2017 – 2022.**

<table>
<thead>
<tr>
<th>Public Comment</th>
<th>Officer Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Key Element 1: Building an Effective, Accessible and Sustainable Sector</strong></td>
<td></td>
</tr>
<tr>
<td>1. Section 5.2 Paragraph 4: The reference to those living a “hobo style” life is discriminatory and offensive</td>
<td>Reference removed from strategy</td>
</tr>
<tr>
<td>2. Section 3.2 Homelessness: definition of homelessness</td>
<td>For the purpose of this strategy the MacKenzie &amp; Chamberlain definition of homelessness is deemed appropriate</td>
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<tr>
<td></td>
<td>Public Comment</td>
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</tr>
<tr>
<td>3</td>
<td>Section 11.1 New Actions: remove action to join Shelter WA Membership</td>
</tr>
<tr>
<td>4</td>
<td>Section 3.5 Mental Health</td>
</tr>
<tr>
<td>5</td>
<td>Section 4.1 Survey Results: City of Rockingham will not be responsible for anything to do with supporting actions for homelessness within its boundaries</td>
</tr>
<tr>
<td>6</td>
<td>Land to be provided for use of rough sleepers for camping by the City of Rockingham</td>
</tr>
<tr>
<td>7</td>
<td>Not a single mention of the specific and different, needs and issues, faced by lesbian, gay, bisexual, trans, and/or intersex (LGBTI) people in the City. As you may be aware, the LGBTI community faces higher than average levels of bullying, suicide, mental health issues, homelessness and continued discrimination in a number of ways.</td>
</tr>
<tr>
<td>8</td>
<td>An inclusive, modern and quickly expanding City simply cannot publish these strategies spanning to 2021 and 2022 without single mention of the significant LGBTI community living within its boundaries.</td>
</tr>
<tr>
<td>9</td>
<td>The Committee should consider setting up consultative groups representing the CaLD communities who could become engaged in exploring options that would be appropriate for these communities.</td>
</tr>
<tr>
<td>10</td>
<td>Suggested that Council should build on existing out-of-city services and support the community in terms of social acceptability and image (regarding LGBTI).</td>
</tr>
<tr>
<td>11</td>
<td>What then should be the City's role in the interests of the City and all who live here and are affected by those consequences? Will the City undertake a more forceful advocacy role on behalf of the homeless?</td>
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<tr>
<td></td>
<td>Public Comment</td>
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<tr>
<td><strong>Key Element 1: Building an Effective, Accessible and Sustainable Sector</strong></td>
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<tr>
<td>12.</td>
<td>An advocacy role for the City in which missing funding is actively sought by the City either on its own behalf or on behalf of NFP agencies, not by the already over-stretched and stressed NFP sector. Surely it makes more sense to have the City with its sound governance reputation and wealth of expertise to seek funding on behalf of the NFP.</td>
</tr>
<tr>
<td>13.</td>
<td>Drug awareness – that Council is continuing to support the schools Drug Awareness promoted by Lorraine Dunkling. I believe it is important to view drug-taking as primarily a mental health issue rather than a criminal act and to tackle awareness in the young.</td>
</tr>
<tr>
<td>14.</td>
<td>Recommend that the City of Rockingham consider funding part or all of a Homeless Outreach Worker position for a pilot period (2 years or even 3).</td>
</tr>
<tr>
<td>15.</td>
<td>Improve Section 3 ‘Background’ to be more sensitive to vulnerable persons.</td>
</tr>
<tr>
<td>16.</td>
<td>Improve wording within Section 3.3 to reduce negative stereotyping, particularly of people experiencing homelessness.</td>
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<tr>
<td>17.</td>
<td>Engage community in surveys, but ensure an effective Communications Strategy is in place prior to project commencement.</td>
</tr>
<tr>
<td>18.</td>
<td>Commit to developing and implementing a protocol for staff when encountering street present people experiencing homelessness.</td>
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<td>19.</td>
<td>Commit to continued participation in the Homelessness Inter-Agency Group meeting.</td>
</tr>
<tr>
<td><strong>Key Element 2: City Provision of Services</strong></td>
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<tr>
<td>20.</td>
<td>There needs to be an acknowledgment that these are particular issues that differ from the broader population.</td>
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<tr>
<td><strong>Key Element 2: City Provision of Services</strong></td>
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<tr>
<td>21. What will be the loss of funds? Why is this?</td>
<td>Possible loss of funding for two youth workers due to a change in funding priorities by State Government</td>
</tr>
<tr>
<td>22. Would Council consider instituting some mechanism to remedy this imbalance? Some expenditure here could surely save much waste or resources mopping up the repercussions of issues later in life.</td>
<td>This comment is in reference to the City provision of services towards Seniors in comparison to at risk young people. The City currently provides outreach to at risk young people in education settings and in community spaces. Further to this the city delivers a broad range of youth development and family education programs. These will be highlighted in more detail in to the pending Children &amp; Young People Strategy.</td>
</tr>
<tr>
<td>23. Possible removing of youth funding</td>
<td>This comment is in reference to the State Government Funding for Youth Outreach and is address in Section 6.1 Youth Services, Section 10: Risk Management and Key Element 2.</td>
</tr>
<tr>
<td>24. Can there be an arrangement for applying a test of the potential impacts of measures including Grant applications on the Strong Community aspiration and particularly on the vulnerable sections of the Community?</td>
<td>All current City of Rockingham programs undergo some form of measurement and evaluation. The creation of a measurement tool is considered as an action external to this strategy. Refer to Section 9.Measuring Success</td>
</tr>
<tr>
<td>25. Confirm the need for homelessness service provision in the City of Rockingham.</td>
<td>Refer to action in Key Element 1 to conduct service sector mapping</td>
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</table>

**Key Element 3: Infrastructure Development and Access**

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<thead>
<tr>
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<tr>
<td>26. “As a way forward, the city needs to focus its resources on the community as a whole in terms of provision of infrastructure, open space and services. Its role is not to resource infrastructure and services for specific support issues such as homelessness and mental health. This has been and is the business of federal and state government, as well as philanthropic contributions” - ref page 3 - These comments appear to be mutually exclusive particularly when you consider the wonderful effort and initiatives the City puts in the area’s local seniors population- a group who are not the city as a whole.</td>
<td>Demographic specific centres such as the Autumn Centre; are community use spaces available to deliver a diverse range of activities and programs to meet the varied needs of a large percentage of the Rockingham population.</td>
</tr>
<tr>
<td>27. Undertake a comprehensive affordable housing and homelessness needs analysis to support the Strategy.</td>
<td>Refer to new Actions; Key Element 1: Advocate for more affordable and social housing within the City</td>
</tr>
<tr>
<td>Public Comment</td>
<td>Officer Response</td>
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</tr>
<tr>
<td><strong>Key Element 3: Infrastructure Development and Access</strong></td>
<td></td>
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<tr>
<td>28. Clarify the City's role in responding to homelessness, maximising and co-ordinating the opportunities local governments have through its town planning, public health, community safety and community services functions in developing a holistic response to social issues.</td>
<td>Refer to Section 5.6 and section 6 along with actions pertaining to Key Elements 1, 2 and 3.</td>
</tr>
</tbody>
</table>

**Implications to Consider**

a. **Consultation with the Community**

Following Council endorsement at the 24 January 2017 meeting, the Draft Community Support Services Strategy 2017-2022 was publicly advertised for a 28 day period. This period closed Friday 3 March 2017. The community was made aware of this draft document and public comment period by:

- A public notice within the Wednesday 8 February 2017 edition of the Sound Telegraph Newspaper and the Friday 10 February 2017 edition of the Weekend Courier Newspaper
- Information about the public comment period with instructions, links and invitation to make a comment were promoted through the 'Share Your Thoughts' page on the City’s website
- Information about the public comment period with instructions and links to make a comment were promoted through the Strategies and Future Plans page on the City’s website
- Three hard copy versions of the draft strategy were available to read at the City’s four libraries
- Three hard copy versions of the draft strategy were available to read at the City’s front Administration
- An email was sent to three distribution lists (KRAFTY, Community Support Services Service Providers and Homelessness networks). This contained information on the public comment period, attachments of the draft strategy and how to submit comments
- Social media through two Facebook posts (31 January and 14 February 2017). The Facebook post contained information about the public comment period and a hyperlink to the Share Your Thoughts page

b. **Consultation with Government Agencies**

The draft strategy was provided to Department Child Protection and Family Services and the Department of Local Government and Communities for comment.

c. **Strategic Community Plan**

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

**Aspiration B: Strong Community**

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

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

e. Financial

The costs associated with the implementation actions outlined in the Community Support Services Strategy 2017-2022 will be incorporated into the relevant team plans over the strategy timeframe and where required incorporated into the City’s Business Plan.

f. Legal and Statutory

Nil

g. Risk

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

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

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

Nil

Comments

The submissions received during the public comment period provided some constructive and valuable feedback towards the development of the final version of this strategy. It is important to note that this strategy is aimed at focussing on all vulnerable populations and a capacity building approach is the ethos behind all actions.

The adoption of the Community Support Services Strategy 2017-2022 will provide a strategic direction for the City to facilitate an active role in supporting the needs of vulnerable populations. This strategy aims to build and strengthen the community service sector across the City of Rockingham in collaboration and partnership with state and local Not-for-Profits and state and federal governments.

Voting Requirements

Simple Majority

Officer Recommendation


Committee Recommendation

Moved Cr Downham, 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
<table>
<thead>
<tr>
<th></th>
<th>Reports of Councillors</th>
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<tbody>
<tr>
<td></td>
<td>Nil</td>
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<td></td>
<td>Addendum Agenda</td>
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<td>Motions of which Previous Notice has been given</td>
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<td>Nil</td>
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<td>Notices of motion for Consideration at the Following Meeting</td>
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<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
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<td>Matters Behind Closed Doors</td>
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<td>Date and Time of Next Meeting</td>
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<td>The next Corporate and Community Development Committee Meeting will be held on <strong>Tuesday 16 May 2017</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
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<td>Closure</td>
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<td>There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at <strong>4:18pm</strong>.</td>
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