MINUTES

Corporate and Community Development Committee Meeting

Held on Tuesday 16 April 2019 at 4:00pm
City of Rockingham Boardroom
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## City of Rockingham

Corporate and Community Development Committee Meeting Minutes

Tuesday 16 April 2019 - Council Boardroom

### 1. Declaration of Opening

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

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

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<th>2.1 Councillors</th>
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<tr>
<td>Cr Joy Stewart</td>
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<td>Cr Andrew Burns</td>
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<td>Cr Leigh Liley</td>
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<td>Cr Chris Elliott</td>
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<th>2.2 Executive</th>
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<td>Mr Michael Parker</td>
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<td>Mr John Pearson</td>
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<td>Mr Michael Holland</td>
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<td>Mr Peter Doherty</td>
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<td>Mr Michael Yakas</td>
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<td>Ms Karin Strachan</td>
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<td>Mr Nick Brown</td>
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<td>Ms Jillian Obiri-Boateng</td>
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<td>Ms Alison Oliver</td>
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<td>Mrs Jelette Edwards</td>
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<td>Mr Khushwant Kumar</td>
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<td>Ms Brenda Atkins</td>
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<td>Mr Dean Stoitis</td>
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<td>Ms Carly Kroczek</td>
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<td>Mr Aiden Boyham</td>
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<td>Ms Sue Langley</td>
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<td>Ms Janine Neeling</td>
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| 2.3 Members of the Gallery: | Nil |

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<th>2.4 Apologies:</th>
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<td>Cr Lee Downham</td>
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<td>Cr Mark Jones</td>
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| 2.5 Approved Leave of Absence: | Nil |
3. **Responses to Previous Public Questions Taken on Notice**  
Nil

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

5. **Confirmation of Minutes of the Previous Meeting**  
Moved Cr Liley, seconded Cr Burns:  
That Committee **CONFIRMS** the Minutes of the Corporate and Community Development Committee Meeting held on 19 March 2019, as a true and accurate record.  
Committee Voting – 4/0

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

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

8. **Declarations of Members and Officers Interests**  
4:01pm The Chairperson asked if there were any interests to declare. There were none.

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

10. **Matters for which the Meeting may be Closed**  
4:02pm The Chairperson advised in accordance with section 5.23(2)(b) of the Local Government Act 1995 – if there are any questions or debate on Confidential Item CD-005/19 Recommendation/s from the Rockingham Education and Training Advisory Committee Meeting held on 25 March 2019, then the Corporate and Community Development Committee will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors. There were no questions or request for debate.
CONFIDENTIAL ITEM

NOT FOR PUBLIC ACCESS

Section 5.95(3) Local Government Act 1995 (the Act)
This item may be discussed behind closed doors as per Section 5.23(2)(b) of the Act

Community Development
Community Capacity Building

Reference No & Subject: CD-005/19 Recommendation/s from the Rockingham Education and Training Advisory Committee Meeting held on 25 March 2019

File No: CSV/3360-06
Author: Ms Sheila Cleaver, Community Development Officer
Other Contributors:
- Ms Tenille Voges, Coordinator Recreation and Wellbeing
- Ms Jillian Obiri-Boateng, Collaborative Manager Community Capacity Building
- Ms Julia Dick, Collaborative Manager Community Capacity Building

Date of Committee Meeting: 16 April 2019
Disclosure of Interest: Executive
Nature of Council’s Role in this Matter: Executive
Attachments: Minutes of the Rockingham Education and Training Advisory Committee Meeting held on 25 March 2019
Maps/Diagrams:

Voting Requirements
Simple Majority

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1:
Recommendations: Tertiary Scholarship Applications

That Council:
1. APPROVES the successful applicants for the Tertiary Scholarships round one 2019.
2. **NOTES** the unsuccessful applicants for the Tertiary Scholarships round one 2019.

3. **WITHHOLDS** the release of the names of successful recipients until the recipients have been formally advised.

### Officer Recommendation if Different to Advisory Committee Recommendation

That Council:

1. **APPROVES** the successful applicants for the Tertiary Scholarships round one 2019.

2. **NOTES** the unsuccessful applicants for the Tertiary Scholarships round one 2019.

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

As this is a Confidential Report there is no need to withhold the release of the names as the City will inform all successful and unsuccessful applicants following the outcome of the Council meeting.

Also, for good governance and transparency, and to ensure Council is aware of the unsuccessful applicants, Officers felt it was prudent to include a list of unsuccessful applicants in the report.

### Committee Recommendation

Moved Cr Burns, seconded Cr Liley:

That Council:

1. **APPROVES** the successful applicants for the Tertiary Scholarships round one 2019.

2. **NOTES** the unsuccessful applicants for the Tertiary Scholarships round one 2019.

Committee Voting – 4/0

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

Not Applicable

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

Not Applicable
## 11. Bulletin Items

**Corporate and General Management Services Information Bulletin – April 2019**

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

### Governance and Councillor Support
1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Review of Local Laws
   3.2 Optimisation of Tablet Technology for Business Papers
   3.3 Review of Council Policy, Code of Conduct, Guides
4. Information Items
   4.1 Local Government Legislation Amendment Bill 2019
   4.2 Ward Boundaries and Representation Review
   4.3 Global Friendship
   4.4 Freedom of Information (FOI) Requests
   4.5 Citizenships
   4.6 Australian Coastal Councils Association Inc. Newsletter
   4.7 Coming Events
   4.8 Notice of Motion – Status Report

### Human Resources
1. Human Resources Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Employee Wellness Programme
   3.2 Corporate Training Programme
   3.3 RESPECT Programme
   3.4 Occupational Safety and Health (OSH) Programme
   3.5 Leadership and Management Programme
4. Information Items
   4.1 Recruitment
   4.2 Occupational Safety and Health Statistics
### Strategy, Tourism, Marketing and Communications
1. Strategy, Tourism, Marketing and Communications Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Implementation and Printing of Community Plan 2019-2029
   3.2 Tourism and Marketing
   3.3 Mobile Servicing Facility
   3.4 Digital Platform Development
   3.5 Project Management Framework
   3.6 Governance Portal
4. Information Items
   4.1 Organisational Performance Measurement
   4.2 Community Engagement
   4.3 Team Plans
   4.4 Social Media
   4.5 Media Tracking

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

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

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**Committee Recommendation**

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

Committee Voting – 4/0
**Community Development Information Bulletin – April 2019**

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

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

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

**Community Capacity Building**
1. Community Capacity Building Team Overview  
2. Human Resource Update  
3. Project Status Reports  
4. Information items  
   4.1 Community Grants Program  
   4.2 Volunteering  
   4.3 Reconciliation Action Plan (RAP)  
   4.4 Disability Access and Inclusion Plan and Strategy 2016-2019  
   4.5 Seniors  
   4.6 Early Years, Children and Learning Community  
   4.7 Youth Development  
   4.8 Sport, Recreation and Health and Wellbeing  
   4.9 Cultural Development and the Arts
Corporate and Community Development Committee Minutes
Tuesday 16 April 2019

CONFIRMED AT A CORPORATE AND COMMUNITY
DEVELOPMENT MEETING HELD ON TUESDAY 21
MAY 2019

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

Committee Recommendation

Moved Cr Burns, seconded Cr Liley:
That Councillors acknowledge having read the Community Development Information Bulletin – April 2019 and the content be accepted.

Committee Voting – 4/0
12. Agenda Items

Corporate Services

Corporate Services

Financial Services

Reference No & Subject: CS-003/19 Proposed 2019/2020 Fees and Charges
File No: FLM/17-05
Proponent/s: Mr Khushwant Kumar, Financial Controller
Author: Mr Brendan Biney, Senior Financial Services Officer
Other Contributors: Date of Committee Meeting: 16 April 2019
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 2019/2020
Maps/Diagrams:

Purpose of Report

To approve the proposed Schedule of Fees and Charges for financial year 2019/2020.

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.
Details

The proposed Schedule of Fees and Charges for 2019/2020 document lists all fees and charges with details of the current and proposed fees, excluding Landfill Services fees and charges.

The fees and charges below are new for 2019/2020 and are highlighted in yellow in the document:

- Rockingham Toy Library - Lost and Damaged Toys
- Art Program Events at Mary Davies Library and Community Centre - Charge for art program event materials
- Autumn Centre – Chi Ball
- Commission of art/craft/sculpture sales
- Seasonally Allocated Facility Hire
- Aquatic Centre Group Fitness Classes
- Aquatic Centre Group Fitness Free Trial Class Promotion
- Aquatic Centre Children Swim Free Day Promotion
- Senior and Junior Player Water Polo
- Aqua Jetty fees – as per page 20 to 23 of the attachment
- Mike Barnett – Annual Shooting Pass
- Dog Microchipping
- Cat Microchipping

The Fees and Charges in the following areas are proposed to change and are highlighted in yellow in the document:

- Art Professional Development
- Banner Poles
- Culture and Arts Workshop
- Coffee at Safety Bay Library
- Boobook Children’s Activity Room Bond
- Autumn Centre – Yoga Classes
- Rockingham Arts Centre Room Hire
- Recreation Grounds Hire
- Non Prepaid Reserve Flood Lighting
- Aquatic Centre- as per page 18 to 19 of the attachment
- Aqua Jetty – as per page 20 to 23 of the attachment
- Mike Barnett- as per page 23 to 24 of the attachment
- Cemeteries- as per page 26 to 27 of the attachment
- Mandatory Swimming Pool/Spa Inspection Fees
- Annual Food Premises Licence Fee – Medium Risk
- Household Waste Services
- Other Waste Services- as per page 48 of the attachment
- Community Lease
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 Strategic Community Plan 2019-2029:
   
   **Aspiration 4:** Deliver Quality Leadership and Business Expertise
   
   **Strategic Objective:** Effective governance – Apply systems of governance which empower the Council to make considered and informed decisions within a transparent, accountable, ethical and compliant environment.

   d. Policy
   Nil

   e. Financial
   The Fees and Charges endorsed will be included for adoption in the 2019/2020 Annual Budget.
   The annual fees and charges estimated as per the 2019/2020 Business Plan are $46.7 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 and
   (e) supplying goods.
   
   Section 6.17(1) of the Local Government Act 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 2019/2020. The proposed fees and charges will be adopted in June 2019 as part of the 2019/2020 Annual Budget.

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 that all community members are adequately informed of any changes and to assist in budget preparation.

All relevant fees have been considered pursuant to Section 6.17 of the Local Government Act 1995 with approximately 25% of fees and charges being recommended to change.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **APPROVES** the proposed Schedule of Fees and Charges for financial year 2019/2020.

**Committee Recommendation**

Moved Cr Burns, seconded Cr Elliott:

That Council **APPROVES** the proposed Schedule of Fees and Charges for financial year 2019/2020.  

Committee Voting – 4/0

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

Not Applicable

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

Not Applicable
Purpose of Report

The Customer Service Review Committee met on 20 March 2019 to discuss the Service Complaint received from Mr Phillip Franzone regarding his complaint about the fencing at Lot 155 (No. 60) Lookout Vista, Singleton.

Advisory Committee Recommendation 1 of 1
Service Complaint from Mr Franzone regarding his complaint about fencing at Lot 155 (No.60) Lookout Vista, Singleton.

That Council DIRECTS the Chief Executive Officer to write to Mr Franzone advising that no power is conferred upon the City of Rockingham to determine a sufficient fence for the purposes of the Dividing Fences Act 1961.

Background

On 10 December 2018, Mr Franzone submitted a service complaint regarding his complaints about fencing at Lot 155 (No. 60) Outlook Vista, Singleton. He advised that the City has not conducted due diligence to ascertain if the fencing structure conforms to the City of Rockingham Fencing Local Law 2000. In the service complaint, Mr Franzone states that his preferred resolution is for the City to
conduct due diligence and ascertain if the fencing structure is a ‘sufficient fence’ in accordance with the City of Rockingham Fencing Local Law 2000.

In accordance with the City’s Service Complaint’s Policy, Mr Robert Jeans, Director Planning and Development Services investigated the issue and on 21 January 2019 Mr Franzone was provided a written response. Mr Jeans’ investigations deemed that the City’s Building Services department acted in good faith in responding to the concerns raised and has been proactive in investigating if the fence conforms to the City of Rockingham Fencing Local Law 2000. Mr Jeans confirmed that the City was currently investigating whether the fence is a sufficient fence and a further response would be provided in four weeks.

On 22 February 2019, Mr Jeans advised Mr Franzone that the fence had been constructed by a professional fencing contractor. It was the correct height, constructed of sound materials and was solid and intact. As a building permit was not required for the erection of the fence, the City did not have the manufacturer’s specifications. In the absence of these specifications, the City is not able to confirm that the fence is a sufficient fence under the City’s Fencing Local Law 2000. The role of determining if a fence is a sufficient fence is through the Magistrates Court of Western Australia under the Dividing Fences Act 1961.

On 4 February 2019, Mr Franzone emailed Mr Michael Yakas, Manager Customer and Corporate Support and requested that his service complaint be referred to the Customer Service Review Committee for the following reasons:

- the City has taken an excessive length of time to determine if the fencing structure complies with legislative requirements;
- the City has not responded to his enquiries in accordance with its Customer Service Charter;
- the City may not have adhered to correct administrative procedures in addressing his concerns.

On 20 March 2019, the Customer Service Review Committee met to discuss Mr Franzone’s service complaint. During the meeting, Mr Franzone raised additional matters which did not form part of the service complaint. These items are being investigated and will be responded to outside of the service complaints process.

### Implications to Consider

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| **a. Strategic** | **Community Plan**  <br> This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019-2029:  
**Aspiration 4:** Quality Leadership and Business Expertise.  
**Strategic Objective:** Effective Governance – Apply systems of governance which empower the Council to make considered and informed decisions with a transparent, accountable, ethical and compliant environment. |
| **b. Policy** | The Customer Service Review Committee is underpinned by the Council’s Service Complaints Policy. This policy requires that in the event that a service complaint cannot be resolved by the Chief Executive Officer or Director, the City is to convene the Customer Service Review Committee which will review the complaint and provide a recommendation to Council. |
| **c. Financial** | Nil |
| **d. Legal and Statutory** | In accordance with Section 24 of the Dividing Fences Act 1961, a local government shall make a local law prescribing what constitutes a sufficient fence. |
Schedule 1 of the City of Rockingham Fencing Local Law 2000 provides the specifications for a sufficient fence on a residential lot.

The role of determining if a fence is a ‘sufficient fence’ is through the Magistrates Court of Western Australia under the Dividing Fences Act 1961.

e. Voting Requirements
Simple Majority

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

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

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

Nil

Committee Recommendation

Moved Cr Burns, seconded Cr Elliott:
That Council DIRECTS the Chief Executive Officer to write to Mr Franzone advising that no power is conferred upon the City of Rockingham to determine a sufficient fence for the purposes of the Dividing Fences Act 1961.

Committee Voting – 4/0

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

Implications of the Changes to the Officer’s Recommendation
Not Applicable
## Purpose of Report

To rescind outdated Council Policies related to Financial Services including Management of Carbon Pricing and Significant Accounting Policy.

## Background

A review of Council Policies related to Financial Services has identified two policies that are no longer relevant.


In April 2013, Council adopted Council Policy - Significant Accounting Policy which sets out the significant accounting policies used in the preparation of the City's financial statements.
Details

The Council Policy – Management of Carbon Pricing is no longer relevant as the carbon tax was repealed by the Clean Energy Legislation (Carbon Tax Repeal) Act 2014 and the City’s obligations relating to funds collected under the Policy were completed on 30 October 2017.

All funds collected by the City in relation to future carbon tax liabilities have been either refunded or acquitted in accordance with the Voluntary Waste Industry Protocol for the handling of early collected carbon charges in the landfill sector.

The Council Policy – Significant Accounting Policy is no longer current and there have been numerous amendments to the significant accounting policies as they are regulated by the relevant Australian Accounting Standards (AAS) and the Local Government (Financial Management) Regulations 1996.

The City has limited discretion in relation to these significant accounting policies with asset capitalisation thresholds and depreciation rates for non-current assets the only significant policies able to be determined by the City.

The significant accounting policies are included in the Annual Budget and Annual Financial Statements as notes to the financial statements and are adopted by Council as part of these documents.

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 Strategic Community Plan 2019-2029:

   Aspiration 4: Deliver Quality Leadership and Business Expertise
   Strategic Objective: Effective Governance – Apply systems of governance which empower the Council to make considered and informed decisions within a transparent, accountable, ethical and compliant environment.

d. Policy
   Nil
e. Financial
   There is no financial impact of this item.
f. Legal and Statutory
   The Local Government (Financial Management) Regulations 1996 requires that the annual budget, annual financial report and other financial reports of a local government must comply with the AAS unless a provision of the AAS is inconsistent with a provision of the regulations, then the provision of these regulations prevails to the extent of the inconsistency.
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 rescinding of these Council Policies will have no effect on the operations of the City as the carbon tax no longer applies and the significant accounting policies are already regulated by the relevant AAS and the Local Government (Financial Management) Regulations 1996.

Voting Requirements

Simple Majority

Officer Recommendation

That Council RESCINDS the following:
2. Council Policy - Significant Accounting Policy

Committee Recommendation

Moved Cr Burns, seconded Cr Elliott:
That Council RESCINDS the following:
2. Council Policy - Significant Accounting Policy

Committee Voting – 4/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
Purpose of Report

To seek Council’s approval of a budget amendment to award the tender for T18/19-22 – Preparation of conceptual design, detailed design and detailed specification for the development of Koorana Reserve.

Background

The Koorana Reserve Master Plan is a project listed in the City’s Community Infrastructure Plan 2018-2028. The funding split of this project is over two financial years with $460,000 allocated in the 2018/2019 financial year, and the remaining $3,279,000 being allocated in the 2019/2020 financial year.

The City of Rockingham undertakes three budget reviews during the year to monitor its financial performance against the annual budget, and to review projections to the end of the financial year. Any variations of the annual budget arising from the review process are presented for Council’s consideration and approval.
Details

The adopted 2018/2019 budget included an amount of $460,000 as part of an operating account for the Koorana Reserve Master Plan.

As part of the September 2018 budget review process the $460,000 allocated for the Koorana Reserve Master Plan project was proposed to be re-allocated to a new capital project work order. During the review, an administrative error resulted in the funds being removed from the operating account and not re-allocated to the requested capital project work order.

A tender for the preparation of conceptual design, detailed design and detailed specification for the development of Koorana Reserve was advertised in February 2019. Assessment of tenders received has been completed, with the preferred tenderer being identified by the assessment panel.

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 Strategic Community Plan 2019-2029:

   Aspiration 4: Deliver Quality Leadership and Business Expertise

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

   d. Policy
      Nil

e. Financial

   To enable the City to progress with the acceptance of a tender for T18/19-22 – Preparation of conceptual design, detailed design and detailed specification for the development of Koorana Reserve, an allocation of $220,000 is required.

   The remaining $240,000 that is required for this project will be requested through the May 2019 budget review and carried forward.

f. Legal and Statutory

   Local Government Act 1995 Section 6.8(1)(b) A local government is not to incur expenditure from municipal funds for an additional purpose except where the expenditure is authorised in advance by resolution (Absolute Majority).

g. Risk

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

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

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

   Nil
<table>
<thead>
<tr>
<th><strong>Comments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>In order for the City to proceed with the award of Tender T18/19-22 Preparation of conceptual design, detailed design and detailed specification for the development of Koorana Reserve, an allocation of $220,000 is required.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Voting Requirements</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Absolute Majority</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th><strong>Officer Recommendation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council <em>ALLOCATES</em> $220,000 for the award of tender T18/19-22 – Preparation of conceptual design, detailed design and detailed specification for the development of Koorana Reserve.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Committee Recommendation</strong></th>
</tr>
</thead>
</table>
| Moved Cr Liley, seconded Cr Burns:  
That Council *ALLOCATES* $220,000 for the award of tender T18/19-22 – Preparation of conceptual design, detailed design and detailed specification for the development of Koorana Reserve. |

Committee Voting – 4/0

<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>
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<tbody>
<tr>
<td>Not Applicable</td>
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</table>
Corporate and Community Development Committee Minutes
Tuesday 16 April 2019
CD-007/19

CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 21 MAY 2019

PRESIDING MEMBER

Community Development
Community Capacity Building

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-007/19 Proposed Baldivis War Memorial</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>COM/178</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Baldivis War Memorial Friends and Supporters Group</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Niloufer Ali, Community Development Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Ms Belinda Trowbridge, Coordinator Community Capacity Building</td>
</tr>
<tr>
<td></td>
<td>Ms Julia Dick, Collaborative Manager Community Capacity Building</td>
</tr>
<tr>
<td></td>
<td>Ms Jillian Obiri-Boateng, Collaborative Manager Community Capacity Building</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>16 April 2019</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council's Role in this Matter:</td>
<td></td>
</tr>
<tr>
<td>Site:</td>
<td>Lot 14 Arpenteur Drive, Baldivis</td>
</tr>
<tr>
<td>Lot Area:</td>
<td>3755 m²</td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td>1. Settlers Town Square Reserve</td>
</tr>
<tr>
<td></td>
<td>2. Example of War Memorial Design Concept</td>
</tr>
</tbody>
</table>

Purpose of Report

For Council to direct the CEO to investigate and consult with the community regarding the proposed development of a small war memorial in Baldivis and the renaming of Settlers Town Reserve to Remembrance Park Baldivis.

Background

A request was received from Ms Jessica Abbott to consider the building of a war memorial in Settlers Town Square, Baldivis and to rename Settlers Town Reserve to Remembrance Park Baldivis. Ms Abbott also established the Baldivis War Memorial Friends and Supporters Group (BWMFASG) which have now formed a committee to communicate with the community and the City of Rockingham, with the aim of having the memorial built.

BWMFASG created an online petition in September 2018, encouraging the community to show their support for this proposed project. As of 19 February 2019, 203 people had signed the petition. The group have also created a Facebook page with updates on the proposed project as well as a website with detailed information about the proposal.
Additional physical signatures have been gathered for the petition from other supporters including: Willow Tree Realty Office, Reece Whitby MLA and the Totally and Partially Disabled Veterans Association of WA. BWMFASG have support from HQ Limestone who have offered to build the memorial, charging only the cost of materials required. The group has also investigated state and federal grant funding that could be accessed for the purpose of a war memorial.

Furthermore, it has been discovered that there is currently a war memorial located near the corner of Safety Bay Road and Old Mandurah Road, Baldivis that is in a very dilapidated state. The investigation process will gather more information about the history of this memorial and the process required to decommission it, if appropriate.

### Details

The City is considering the request to install a small war memorial in Baldivis and renaming of the current reserve. The population of Baldivis was 32,856 in 2016 and is projected to experience significant growth and reach 69,761 in 2036. The Baldivis War Memorial would provide a local small memorial which would aim to recognise those who have served and are currently serving in the Australian Armed Forces. The site that is under consideration is Settlers Town Square, located on Clyde Ave and Arpenteur Drive, Baldivis. The BWMFASG suggested the reserve be renamed Remembrance Park Baldivis. This suggestion will form part of the investigation and consultation process.

The BWMFASG has suggested that the following items be included in the proposed Baldivis war memorial:

- Memorial made from reconstituted limestone blocks in a staggered brick pattern
- Infill panels to be laser cut metal images
- Main wall 3m in length and height of 2m
- Angled side walls 2m in length and height of 2m = 7x2m in total
- Black metal lettering and tri-service logo
- Bench seating within the park.

Image 1: Settlers Town Square Reserve
The proposal from the BWMFASG has suggested that the site could be used for small services on ANZAC Day, Remembrance Day and other special occasions as well as a quiet space available locally for personal reflection and remembrance. BWMFASG indicated that the proposed war memorial should not try to compete with or replace the larger community services/events that are held at Port Kennedy and Rockingham War Memorials to commemorate significant occasions such as ANZAC Day.

Image 2: Supplied image of the proposed memorial from BWMFASG as an example of the Redbank Army Camp

**Implications to Consider**

a. **Consultation with the Community**

The City of Rockingham propose to undertake a community consultation process to ascertain support for the project from local residents using the below methods:

- Letter and hard copy survey sent to residents living within 400m of the proposed site
- Online survey open to the public and promoted through the City’s social media channels
- Rockport email with an electronic link to the survey to be sent to residents
- Consult with: The Returned and Services League (RSL) WA, Rockingham RSL, Port Kennedy RSL and Totally and Partially Veterans Associations of WA

The consultation process will be open for 4 weeks.

b. **Consultation with Government Agencies**

Should the community be supportive of the war memorial and the renaming of the reserve, the City will also need to:

- Seek approval from the Department of Defence and Army Brand Manager
- Undertake the geographic reserve naming process with the Landgate Geographic Names Committee

When a naming action has been presented to the Geographic Names Committee (GNC), it shall determine whether the naming proposal in its current form conforms to all required naming polices.
c. Strategic

Community Plan

This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective contained in the Strategic Community Plan 2019-2029:

Aspiration 2: Grow and Nurture Community Connectedness and Wellbeing

Strategic Objective: Community capacity building: Empower the community across all ages and abilities to be culturally aware and involved with a diverse range of community initiatives that incorporate volunteering, sport, culture and the arts.

d. Policy

Nil

e. Financial

The consultation process will be cost approximately $500 and will be covered by the Community Capacity Building budget.

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

As BWMFASG have only currently obtained 203 signatures the completion of a more extensive community consultation process will determine if there is a greater level of community support for this project.

Additionally, given the expected population growth in Baldivis, City officers are supportive of ascertaining the level of community support for establishing a small war memorial and renaming the reserve. A small war memorial reflective of the “neighbourhood” level park if supported, in that location, would provide an accessible location for quiet individual and family reflection and contemplation and also allow community groups to hold small local level events on significant occasions. Larger community services/events such as ANZAC Day should continue to be held at Rockingham and Port Kennedy War Memorials as there is greater capacity to accommodate large numbers of attendees.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. ACCEPTS the concept of a small war memorial and the renaming of Settlers Town Square has merit.

2. DIRECTS the CEO to investigate and undertake community consultation regarding the proposed development of a small war memorial in Baldivis and the renaming of Settlers Town Square to Remembrance Park Baldivis.
### Committee Recommendation

**Moved Cr Burns, seconded Cr Elliott:**

That Council:

1. **ACCEPTS** the concept of a small war memorial and the renaming of Settlers Town Square has merit.
2. **DIRECTS** the CEO to investigate and undertake community consultation regarding the proposed development of a small war memorial in Baldivis and the renaming of Settlers Town Square to Remembrance Park Baldivis.

Committee Voting – 4/0

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

Not Applicable

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

Not Applicable
<table>
<thead>
<tr>
<th></th>
<th>Reports of Councillors</th>
<th>Nil</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>Addendum Agenda</td>
<td>Nil</td>
</tr>
<tr>
<td>15.</td>
<td>Motions of which Previous Notice has been given</td>
<td>Nil</td>
</tr>
<tr>
<td>16.</td>
<td>Notices of motion for Consideration at the Following Meeting</td>
<td>Nil</td>
</tr>
<tr>
<td>17.</td>
<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
<td>Nil</td>
</tr>
<tr>
<td>18.</td>
<td>Matters Behind Closed Doors</td>
<td>Nil</td>
</tr>
<tr>
<td>19.</td>
<td>Date and Time of Next Meeting</td>
<td>The next Corporate and Community Development Committee Meeting will be held on <strong>Tuesday 21 May 2019</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
</tr>
<tr>
<td>20.</td>
<td>Closure</td>
<td>The Chairperson on behalf of the Committee expressed appreciation to Ms Karin Strachan, for all her valuable commitment to her position of Manager Strategy, Tourism, Marketing and Communications and wished her well for her future. 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>4:12pm</strong>.</td>
</tr>
</tbody>
</table>