MINUTES
Corporate and Community Development Committee Meeting
Held on Tuesday 20 September 2016 at 4:00pm
City of Rockingham Boardroom
City of Rockingham
Corporate and Community Development Committee Meeting Minutes
4:00pm Tuesday 20 September 2016

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City of Rockingham
Corporate and Community Development Committee Meeting Minutes
Tuesday 20 September 2016 - 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 Chairperson
Cr Lee Downham
Cr Justin Smith
Cr Kelly McManus
Cr Joy Stewart

2.2 Executive

Mr Andrew Hammond Chief Executive Officer
Mr John Pearson Director Corporate Services
Mr Michael Holland Director Community Development
Ms Karin Strachan Manager Strategy and Corporate Communications
Mr Mark Tidman Manager Investment Attraction
Mr Gary Rogers Manager Community Infrastructure Planning
Mrs Jillian Obiri-Boateng Manager Community Support and Safety Services
Ms Julia Dick Manager Community Capacity Building
Ms Alison Oliver Manager Library and Information Services
Ms Vanisha Govender Manager Financial Services
Mr Jessica Morgana A/Manager Customer and Corporate Support
Mr Heath TrewHELLA A/Manager Information Services
Mr Nick Brown Manager Community and Leisure Facilities
Mr Ben Searcy Manager Human Resources Development
Mr Peter Varris Manager Governance and Councillor Support
Mrs Jelette Edwards Governance Coordinator
Ms Mary Jane Rigby Coordinator Community Safety
Mr Mark Toomath Coordinator Leisure Facilities
Ms Sue Langley Governance Officer
Mrs Diane Zanre PA to Director Community Development

2.3 Members of the Gallery: 1

2.4 Apologies: Nil

2.5 Approved Leave of Absence: Nil
3. **Responses to Previous Public Questions Taken on Notice**

Nil

4. **Public Question Time**

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

5. **Confirmation of Minutes of the Previous Meeting**

Moved Cr Downham, seconded Cr Smith:

That Committee **CONFIRMS** the Minutes of the Corporate and Community Development Committee Meeting held on 16 August 2016, as a true and accurate record.

Committee Voting – 5/0

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

Nil

7. **Announcement by the Presiding Person without Discussion**

4:02pm The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.

8. **Declarations of Members and Officers Interests**

4:02pm The Chairperson asked if there were any interests to declare. There were none.

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

Nil

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

Nil

11. **Bulletin Items**

**Corporate and General Management Services Information Bulletin – September 2016**

**Corporate Services**

1. Corporate Services Team Overview
2. Human Resource Update
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 Security Infrastructure
   - 3.8 Expansion of Fibre Network
   - 3.9 Upgrade LAN Switches
3.10 Replace Multi-Function Machines

4. Information Items
   4.1 List of Payments July 2016
   4.3 Rates
   4.4 Delegated Approval of Tenders by CEO
   4.5 Development Contribution Scheme
   4.6 Autumn Centre
   4.7 Mike Barnett Sports Complex
   4.8 Warnbro Community Recreation Centre
   4.9 Aqua Jetty
   4.10 Gary Holland Community Centre
   4.11 Lease Management
   4.12 Lease Consents and Maintenance Grants
   4.13 Excisions

**Governance and Councillor Support**
1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Freedom of Information (FOI) Requests
   4.2 Annual Returns
   4.3 8 Year Local Laws Review
   4.4 Australian Coastal Councils Association Inc. Newsletter
   4.5 Citizenship
   4.6 Citizen of the Year Awards
   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 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 Lean Six Sigma Project
   3.3 Journal Software subscription and Local Government Managers Australia (LGMA) benchmarking tool
   3.4 Governance Portal
   3.5 Protection of Intellectual Property
3.6 Implementation of Digital Media Strategy
3.7 Community Plan Strategy Focus Groups

4. Information Items
4.1 Annual Customer Satisfaction Survey
4.2 Community Engagement Framework
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

**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
   Legal Capacity Building
   4.4 Training – Introduction to Local Government

**Committee Recommendation**

Moved Cr McManus, seconded Cr Downham:
That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – September 2016 and the content be accepted.

Committee Voting – 5/0

**Community Development Information Bulletin – September 2016**

**Community Support and Safety Services**
1. Community Support and Safety Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Regional Community Services Leadership Programmes
   3.2 Social Connector Pilot
4. Information Items
   4.1 Youth and Community Support Services
   4.2 Rockingham Connect Community Transport Project
   4.3 Community Safety
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 18 OCTOBER 2016

PRESIDING MEMBER

Library Services
1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Warnbro Community Library Agreement
4. Information Items
   4.1 Library and Information Services Statistics July 2016
   4.2 Mary Davies Library and Community Centre
   4.3 Rockingham Central Library
   4.4 Safety Bay Library
   4.5 Warnbro Community Library
   4.6 Library and Information Services Facebook Statistics July 2016

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 Eighty Road Reserve Clubroom Development
   4.4 Baldivis South Youth Space Development
   4.5 Rockingham Enclosed Off-Leash Dog Exercise Area Development
   4.6 Secret Harbour Inclusive Play Space
   4.7 Mike Barnett Netball Courts Upgrade
   4.8 Baldivis South Community Centre
   4.9 Future Enclosed Off-Leash Dog Exercise Area (Baldivis)
   4.10 Singleton Youth Space Replacement
   4.11 Reserve and Open Space Master Plans
   4.12 Infrastructure Planning and Development Grants

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 Disability Access and Inclusion Plan and Strategy 2016-2019
   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 Downham:
That Councillors acknowledge having read the Community Development Information Bulletin – September 2016 and the content be accepted.

Committee Voting – 5/0
## 12. Agenda Items

### Corporate Services

#### Reference No & Subject:
- Reference No: CS-023/16
- Subject: Bad Debt Write Offs

#### File No:
- FLM/113

#### Risk Register No:
- None

#### Proponent/s:
- Mrs Vanisha Govender, Manager Financial Services
- Mrs Janice Burgess, Accounts Receivable Officer

#### Author:
- Mrs Vanisha Govender, Manager Financial Services

#### Other Contributors:
- Mrs Janice Burgess, Accounts Receivable Officer

#### Date of Committee Meeting:
- 20 September 2016

#### Previously before Council:
- None

#### Disclosure of Interest:
- None

#### Nature of Council’s Role in this Matter:
- Executive

### Purpose of Report

The purpose of this report is to obtain Council approval to write off two debts totalling $13,388.61.

### Background

An examination of old outstanding sundry debtors’ balances has been undertaken to establish the likelihood of full or partial recovery of the balances in question. Administrative attempts to recover the monies have not succeeded and further recovery attempts are not economical to pursue.

### Details

The following debtors have been raised for tip fees. The necessary debt collection processes have been followed, however we have not been successful in recovering these debts.
1. Debtor 753 - $9,977.48
The debt originated in February 2012 and the debt was forwarded to the City's debt collectors. Debt collection procedures to locate the debtor were unsuccessful. Debtor was deregistered with ASIC (Australian Securities and Investments Commission) on 30 November 2014 and the debt collectors were unable to enforce the judgement debt. The City has considered the option to commence proceedings in the Supreme Court of Western Australia to have the company reinstated. This option is not economical based on the estimates of the court application and associated legal fees and the City is unable to commence proceedings against a deregistered company. It is therefore not viable to recover the debt.

2. Debtor 2460 - $3,411.13
The debt originated in February 2011 and relates to unpaid tip fees. Debtor was placed under the control of Administrators, Hall Chadwick Chartered Accountants and Business Advisors, in March 2011. Administrators have advised that due to insufficient recoveries from realisation of company assets and the write off of a significant amount of the company's outstanding/disputed debtors, it is unlikely that any funds will be available to pay a dividend to any class of creditor. The debt is considered irrecoverable.

**Implications to Consider**

<table>
<thead>
<tr>
<th>a.</th>
<th>Consultation with the Community</th>
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<tr>
<td></td>
<td>Not Applicable</td>
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<tr>
<th>b.</th>
<th>Consultation with Government Agencies</th>
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<td>Not Applicable</td>
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<thead>
<tr>
<th>c.</th>
<th>Strategic</th>
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<tbody>
<tr>
<td>Community Plan</td>
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<tr>
<td>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:</td>
<td></td>
</tr>
<tr>
<td><strong>Aspiration C:</strong></td>
<td>Quality Leadership</td>
</tr>
<tr>
<td><strong>Strategic Objective:</strong></td>
<td>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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<thead>
<tr>
<th>d.</th>
<th>Policy</th>
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<tbody>
<tr>
<td></td>
<td>Nil</td>
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<thead>
<tr>
<th>e.</th>
<th>Financial</th>
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<tr>
<td>The City has budgeted for the write off of these debts.</td>
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<thead>
<tr>
<th>f.</th>
<th>Legal and Statutory</th>
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<tr>
<td>Section 6.12(c) of the Local Government Act 1995 enables a Local Government to write off an amount of money.</td>
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<tr>
<th>g.</th>
<th>Risk</th>
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<tbody>
<tr>
<td>All Council decisions are subject to risk assessment according to the City’s Risk Framework.</td>
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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 recommended that Council write off the two debts totalling $13,388.61 as described in this report.

Voting Requirements
Simple Majority

Officer Recommendation
That Council WRITE OFF the following debts amounting to $13,388.61:
1. Debtor 753 $ 9,977.48
2. Debtor 2460 $ 3,411.13

Committee Recommendation
Moved Cr McManus, seconded Cr Downham:
That Council WRITE OFF the following debts amounting to $13,388.61:
1. Debtor 753 $ 9,977.48
2. Debtor 2460 $ 3,411.13

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 approve fees and charges for the Coastal Community Centre, Golden Bay, for 2016/17.

Background

The Coastal Community Centre (CCC) was built in 1993 and since that time has been managed by the Coastal Community Centre Management Committee (CCCMC) which is comprised of representatives of groups who hire the facility including the Golden Bay Residents Association.

The main features of the facility include:

- A single, multi-use wooden court, line marked for basketball, volleyball and badminton.
- Foyer/lobby
- Administration office
- One carpeted meeting room
- Large playgroup room including separate toilets/small office, internal and external storage and fenced external play area
- Male and female change-room/toilets
- Large kitchen with servery
- Storage rooms with cage separation

The Centre operates with no paid staff, minimal advertising/marketing and no centre run programs. Bookings for the CCC are made through the CCCMC (bookings officer) with users collecting a key for the facility from a private residence and returning the key at the conclusion of the booking.

The City is responsible for all operational costs associated with the Centre including utilities, maintenance (including painting, floor resurfacing/line-marking, electrical maintenance, HVAC servicing), building insurance, fire protection services and pest control. All revenue generated through court hire fees and meeting/playgroup room bookings is collected by the CCCMC and forwarded to the City.

Since opening, the CCCMC has shown a level of commitment to the CCC which has ensured the facility is always appropriately presented and accessible for all user groups.

In August 2016, the CCCMC advised the City that due to the retirement of senior office bearers, it was no longer able to continue to manage the bookings for the CCC. As a result, the CCC has been added to the portfolio of community centres and public halls that the City manages. There is now a requirement for the City to adopt hire fees for this facility.

### Details

The proposed fees for adoption are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>GST Status</th>
<th>Proposed Fee (excl. GST) 31/10/2016 $</th>
<th>GST Amount $</th>
<th>Total Fee (incl. GST) 31/10/2016 $</th>
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<tbody>
<tr>
<td><strong>COASTAL COMMUNITY CENTRE</strong></td>
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<tr>
<td>Main Hall (capacity 245)</td>
<td></td>
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<tr>
<td>Non-commercial (regular)</td>
<td>Taxable</td>
<td>20.00</td>
<td>2.00</td>
<td>22.00</td>
</tr>
<tr>
<td>Commercial (regular)</td>
<td>Taxable</td>
<td>30.00</td>
<td>3.00</td>
<td>33.00</td>
</tr>
<tr>
<td>Non-commercial (casual)</td>
<td>Taxable</td>
<td>22.73</td>
<td>2.27</td>
<td>25.00</td>
</tr>
<tr>
<td>Commercial (casual)</td>
<td>Taxable</td>
<td>32.73</td>
<td>3.27</td>
<td>36.00</td>
</tr>
<tr>
<td>Function</td>
<td>Taxable</td>
<td>39.09</td>
<td>3.91</td>
<td>43.00</td>
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<td><strong>Meeting Room (capacity 50)</strong></td>
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<tr>
<td>Non-commercial (regular)</td>
<td>Taxable</td>
<td>12.27</td>
<td>1.23</td>
<td>13.50</td>
</tr>
<tr>
<td>Commercial (regular)</td>
<td>Taxable</td>
<td>15.00</td>
<td>1.50</td>
<td>16.50</td>
</tr>
<tr>
<td>Non-commercial (casual)</td>
<td>Taxable</td>
<td>15.00</td>
<td>1.50</td>
<td>16.50</td>
</tr>
<tr>
<td>Commercial (casual)</td>
<td>Taxable</td>
<td>17.73</td>
<td>1.77</td>
<td>19.50</td>
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<tr>
<td><strong>Playgroup Room (capacity 60)</strong></td>
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<tr>
<td>Non-commercial (regular)</td>
<td>Taxable</td>
<td>12.27</td>
<td>1.23</td>
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<td>1.77</td>
<td>19.50</td>
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All prices are per hour.
The existing categories of hirer will be used which are:

**Commercial hirer:**
- a) Any department, agency or instrumentality of the State or the Commonwealth or any statutory body;
- b) Any company or body corporate other than an association incorporated under the Associations Incorporations Act 1987; or
- c) Any individual intending to use the hired facility for profit or gain.

**Non-commercial:** Any person or body other than a commercial hirer.

A regular hirer is one who makes ten or more bookings in a financial year.

**Function hire** is a booking that involves the consumption of alcohol.

### Implications to Consider

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<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>
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**Aspiration B:** Strong Community

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

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<td></td>
<td>In 2016/2017, the Coastal Community Centre is budgeted to generate $18,400 from fees and charges. This amount is likely to increase over the coming years as the fees for the facility are brought into line with existing City managed facilities.</td>
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<tr>
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<td>Additional or amended fees are required to be approved by Absolute Majority of Council in accordance with section 6.16 (3) Local Government Act 1995. In addition, section 6.19 of the Local Government Act 1995 requires local public notice of those fees prior to the being applied. Should Council adopt the officer recommendation, the fees will come into effect on 31 October 2016.</td>
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CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 18 OCTOBER 2016

PRESIDING MEMBER
Comments

The CCC is a strategically important facility given its location in the southern suburbs where there is significant population growth. The facility is currently moderately utilised by a range of stakeholders including local schools, sporting clubs/associations and other community interest/hobby groups. It is anticipated further utilisation will be stimulated through increased awareness raising using the City’s existing marketing resources.

Historically the fees at the CCC have been set lower than comparative facilities in the City of Rockingham. This is a reflection of the CCCMC being a voluntary group with a focus of ensuring the facility is accessible to the local community. While the City shares this view, it is also mindful that fees and charges must be consistent across all facilities.

The 2016/17 fees proposed for the Coastal Community Centre are consistent with the fees currently being charged by the CCCMC. The intent is to increase the fees over a number of years to bring them in line with comparable Council facilities.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council **ADOPTS** the following fees and charges for the Coastal Community Centre, Golden Bay for the 2016/2017 financial year commencing on 31 October 2016.

<table>
<thead>
<tr>
<th>Description</th>
<th>GST Status</th>
<th>Proposed Fee (excl. GST) 31/10/2016</th>
<th>GST Amount $</th>
<th>Total Fee (incl. GST) 31/10/2016 $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COASTAL COMMUNITY CENTRE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Hall (capacity 245)</td>
<td>Taxable</td>
<td>20.00</td>
<td>2.00</td>
<td>22.00</td>
</tr>
<tr>
<td>Non-commercial (regular)</td>
<td>Taxable</td>
<td>30.00</td>
<td>3.00</td>
<td>33.00</td>
</tr>
<tr>
<td>Commercial (regular)</td>
<td>Taxable</td>
<td>22.73</td>
<td>2.27</td>
<td>25.00</td>
</tr>
<tr>
<td>Non-commercial (casual)</td>
<td>Taxable</td>
<td>32.73</td>
<td>3.27</td>
<td>36.00</td>
</tr>
<tr>
<td>Commercial (casual)</td>
<td>Taxable</td>
<td>39.09</td>
<td>3.91</td>
<td>43.00</td>
</tr>
<tr>
<td>Function</td>
<td>Taxable</td>
<td>12.27</td>
<td>1.23</td>
<td>13.50</td>
</tr>
<tr>
<td><strong>Meeting Room (capacity 50)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-commercial (regular)</td>
<td>Taxable</td>
<td>15.00</td>
<td>1.50</td>
<td>16.50</td>
</tr>
<tr>
<td>Commercial (regular)</td>
<td>Taxable</td>
<td>15.00</td>
<td>1.50</td>
<td>16.50</td>
</tr>
<tr>
<td>Non-commercial (casual)</td>
<td>Taxable</td>
<td>17.73</td>
<td>1.77</td>
<td>19.50</td>
</tr>
<tr>
<td>Commercial (casual)</td>
<td>Taxable</td>
<td>12.27</td>
<td>1.23</td>
<td>13.50</td>
</tr>
<tr>
<td><strong>Playgroup Room (capacity 60)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-commercial (regular)</td>
<td>Taxable</td>
<td>15.00</td>
<td>1.50</td>
<td>16.50</td>
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<td>17.73</td>
<td>1.77</td>
<td>19.50</td>
</tr>
</tbody>
</table>
Committee Recommendation

Moved Cr Stewart, seconded Cr Smith:
That Council **ADOPTS** the following fees and charges for the Coastal Community Centre, Golden Bay for the 2016/2017 financial year commencing on 31 October 2016.

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<tr>
<th>Description</th>
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<td>1.77</td>
<td>19.50</td>
</tr>
</tbody>
</table>

Committee Voting – 5/0

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

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

To consider replacing the Council Policy - Recognition of Employee Long Service Policy in order to comply with legislative requirements.

Background

The Recognition of Employee Long Service Council Policy was adopted in 2005 and is an amalgam of recognition of continuing service and matters relating to the severance of contracts. This policy reflects neither the intent nor requirements of Section 5.50 of the Local Government Act 1995 which relates to payments to employees in addition to contract or award whose employment with the local government is finishing.

Details

The current policy does not meet legislative requirement because of the following:

1) The policy focuses on administrative and ceremonial responses to resignation or retirement which outside of monetary considerations and more appropriately ensconced in Executive Policies and Administrative Procedures.
2) The policy refers to severance payments which are within the aegis of the City’s Enterprise Agreements and Employment Contracts and should not be dealt with as a policy matter. The Chief Executive Officer is charged with the responsibility of ensuring that all payments to employees are compliant with the appropriate industrial relations legal framework.

3) The policy duplicates section 19A of the Local Government (Administration) Regulations which is not appropriate.

The policy refers to recognising and rewarding employees for continuing service which is not the intent of the legislation. The recognition and reward of staff whilst employed is the responsibility of the Chief Executive Officer and is undertaken by a range of contemporary organisational development programs.

A Policy is required that prescribes the amount and circumstances in which retiring or resigning staff might be provided with a gratuity or gift in recognition of their years of service. Whilst the regulations in effect limit the amount to $5,000, in terms of appropriate and sensible governance and public accountability, an amount far less than that should be considered. Establishment of a limit is somewhat subjective however a maximum of $500 commensurate with years of service is put forward for consideration.

**Implications to Consider**

- **a. Consultation with the Community**
  Local Public Notice in accordance with the Local Government Act 1995 Section 5.50.

- **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 City currently has a policy void in this area which requires prompt attention.

- **e. Financial**
  It is somewhat difficult to assess accurately what the actual expenditure might be on a year in, year out basis however financial impact would be minimal and at most $1,500 to $2,000 per year. The Human Resource Development team budget accommodates the expenditure.

- **f. Legal and Statutory**
  Section 5.50 of the Local Government Act 1995 provides that a local government must have a policy that sets out the amount, circumstances and manner of assessment in making payments to employees finishing their employment. Any proposal that serves to pay a finishing employee more than that stated in the policy must be subject to local public notice seeking community comment.
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 policy will supersede the existing inappropriate version.

The following criteria are recommended in establishing the value of gift.

- Continuous service of 5 years or more but less than 10 years continuous service: $50
- Continuous service of 10 years or more but less than 15 years of continuous service: $150
- Continuous service of 15 years or more but less than 20 years of continuous service: $300
- Continuous service of 20 years or more: $500

Matters relating to certifications of appreciation, recognition ceremonies and the like will be undertaken in the normal course of the administrative functions of the City.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ADOPTS** the amended Council Policy – Gratuity Payments to Finishing Employees.

Committee Recommendation

Moved Cr Smith, seconded Cr Downham:

That Council **ADOPTS** the amended Council Policy – Gratuity Payments to Finishing Employees.

Council Policy – Gratuity Payments to Finishing Employees

Council Policy Objective

To comply with section 5.50 (1) of the Local Government Act 1995 and set out the circumstances in which the City may pay to an employee whose employment with the City is finishing, an amount in addition to any amount which the employee is entitled to under a contract of employment or Enterprise Agreement, and the manner of assessment of the additional amount.

Council Policy Scope

All employees

Council Policy Statement

This policy outlines the circumstances in which gratuity payments may be made to a finishing employee. These payments, when made, are in addition to any amount that the employee is entitled to under a contract of employment or Enterprise Agreement. This policy shall not be considered as a contractual entitlement under the employment relationship.

When an employee’s services are ceasing with the City, the employee will be entitled to a gratuity as outlined below based on completed years of service.
The gratuity payment identified within this policy does not apply to an employee who has been dismissed by the City for any reason.

**Prescribed Amounts for Gratuity Payments**

<table>
<thead>
<tr>
<th>Period of employment</th>
<th>Amount of Gratuity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous service of 5 years or more but less than 10 years continuous service.</td>
<td>A gift to the value of $50.</td>
</tr>
<tr>
<td>Continuous service of 10 years or more but less than 15 years of continuous service.</td>
<td>A gift to the value of $150.</td>
</tr>
<tr>
<td>Continuous service of 15 years or more but less than 20 years of continuous service.</td>
<td>A gift to the value of $300.</td>
</tr>
<tr>
<td>Continuous service of 20 years or more.</td>
<td>A gift to the value of $500.</td>
</tr>
</tbody>
</table>

For the purpose of this policy, continuous service shall deem to include:

(a) Any period of absence from duty of annual leave, long service leave, accrued paid bereavement leave, accrued paid personal leave and public holidays.

(b) Any period of authorised paid absence from duty necessitated by sickness of or injury to the employee but only to the extent of three months in each calendar year but not including leave without pay or parental leave.

(c) Any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of one year.

For the purpose of this policy, continuous service shall not include:

(a) Any period of unauthorised absence from duty unless the City determines otherwise.

(b) Any period of unpaid leave unless the City determines otherwise.

**Definitions**

Nil

**Legislation**

Local Government Act 1995
Fair Work Act 2009

**Other Relevant Policies/ Key Documents**

City of Rockingham Enterprise Agreement(s)

**Responsible Division**

General Management Services

**Review Date**

April 2017
<table>
<thead>
<tr>
<th>The Committee’s Reason for Varying the Officer’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-018/16 Delegation of Authority – Local Government to Chief Executive Officer and Other Employees (Absolute Majority)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CPM/130</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mrs Jelette Edwards, Governance and Councillor Support</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Peter Varris, Manager Governance and Councillor Support</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>20 September 2016</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
</tr>
<tr>
<td>Site:</td>
<td></td>
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<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td>City of Rockingham Delegated Authority – Local Government to Chief Executive Officer and Other Employees</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of Report**

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

**Background**

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

**Details**

A review of the delegations was undertaken to verify head of power, update legislation and other information. All delegations created in separate report throughout the year will be added to the register as they are adopted to ensure they are captured and exercised/actioned.
Implications to Consider

a. Consultation with the Community
   Not Applicable

b. Consultation with Government Agencies
   Not Applicable

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

d. Policy
   Not Applicable

e. Financial
   Not Applicable

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

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

A review of the delegations are listed below with the amendments that have been made. There have been typographical amendments made that will not be specified in detail.

<table>
<thead>
<tr>
<th>No.</th>
<th>Delegation Name</th>
<th>Amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Use of Council Crest and Logo</td>
<td>No change</td>
</tr>
<tr>
<td>1.2</td>
<td>Extension of Contracts</td>
<td>No change</td>
</tr>
<tr>
<td>1.3</td>
<td>Signs, Hoardings and Bill Posting</td>
<td>No change</td>
</tr>
<tr>
<td>1.4</td>
<td>Appoint Authorised Persons</td>
<td>No change</td>
</tr>
<tr>
<td>1.5</td>
<td>Powers of Entry</td>
<td>No change</td>
</tr>
<tr>
<td>1.6</td>
<td>Expression of Interest and Tenders - For Supply of Goods or Services</td>
<td>No change</td>
</tr>
<tr>
<td>1.7</td>
<td>Acceptance/Rejection of Tenders - For Supply if Goods or Services</td>
<td>Add in excluding GST.</td>
</tr>
<tr>
<td>1.8</td>
<td>Disposal of Property</td>
<td>No change</td>
</tr>
<tr>
<td>1.9</td>
<td>Execution of Deed of Assignment</td>
<td>No change</td>
</tr>
<tr>
<td>No.</td>
<td>Delegation Name</td>
<td>Amendments</td>
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<tr>
<td>------</td>
<td>----------------------------------------------------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>1.10</td>
<td>Employment of Persons Other than the Chief Executive Officer</td>
<td>No change</td>
</tr>
<tr>
<td>1.11</td>
<td>Appoint Acting Chief Executive Officer</td>
<td>No change</td>
</tr>
<tr>
<td>1.12</td>
<td>Legal Representation - Elected Members and Officers</td>
<td>No change</td>
</tr>
<tr>
<td>1.13</td>
<td>Annual Management Plans</td>
<td>No change</td>
</tr>
<tr>
<td>1.14</td>
<td>Sale of Lot 3 Mandurah Road, Karnup</td>
<td>No change</td>
</tr>
<tr>
<td>1.15</td>
<td>Sale of Lots 200 and 201 Chalgrove Avenue, Rockingham</td>
<td>No change</td>
</tr>
<tr>
<td>1.16</td>
<td>Transition of City of Rockingham Child Care Services to Wanslea Early Learning and Development Inc.</td>
<td>Deleted as it is no longer needed and project complete.</td>
</tr>
<tr>
<td>1.17</td>
<td>Temporary Restricted Access Vehicle (RAV) Application (Baldivis Road and Safety Bay Road)</td>
<td>Deleted as completed.</td>
</tr>
<tr>
<td>1.18</td>
<td>Murdoch University Sub-lease</td>
<td>Deleted as completed.</td>
</tr>
<tr>
<td>1.19</td>
<td>Tender T15/16-42 Construction of Safety Bay Road Principal Shared Path Stage One</td>
<td>Deleted as completed.</td>
</tr>
<tr>
<td>1.20</td>
<td>Warnbro Community Library Agreement</td>
<td>No change</td>
</tr>
<tr>
<td>1.21</td>
<td>Approve Lease Property Grants</td>
<td>No change</td>
</tr>
<tr>
<td>1.22</td>
<td>Waste Industry Protocol</td>
<td>No change</td>
</tr>
<tr>
<td>1.25</td>
<td>Land Acquisition To Purchase Privately Owned Land</td>
<td>New delegation as of 26 April 2016.</td>
</tr>
<tr>
<td>1.26</td>
<td>Provision of Baldivis Fire and Rescue Services</td>
<td>New delegation as of 26 July 2016.</td>
</tr>
<tr>
<td>2.1</td>
<td>Payment From Municipal Fund and Trust Fund</td>
<td>No change</td>
</tr>
<tr>
<td>2.2</td>
<td>Trust Fund - Transfers</td>
<td>No change</td>
</tr>
<tr>
<td>2.3</td>
<td>Waive/Grant Concession Or Write Off Monies Owing</td>
<td>No change</td>
</tr>
<tr>
<td>2.4</td>
<td>Amend the Rate Record</td>
<td>No change</td>
</tr>
<tr>
<td>2.5</td>
<td>Agreement as to Payment of Rates and Service Charges</td>
<td>No change</td>
</tr>
<tr>
<td>2.6</td>
<td>Rates or Service Charges Recoverable in Court</td>
<td>No change</td>
</tr>
<tr>
<td>2.7</td>
<td>Change of Basis of Rates</td>
<td>No change</td>
</tr>
<tr>
<td>2.8</td>
<td>Dealing with Lessors/Lessees</td>
<td>No change</td>
</tr>
<tr>
<td>2.9</td>
<td>Recovery of Unpaid Rates</td>
<td>No change</td>
</tr>
<tr>
<td>2.10</td>
<td>Extension of Time for Objection to the Rate Record</td>
<td>No change</td>
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<td>2.11</td>
<td>Residents Contracts - Signing Off</td>
<td>No change</td>
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<tr>
<td>3.1</td>
<td>Bush Fires Act - Powers and Duties</td>
<td>No change</td>
</tr>
<tr>
<td>3.2</td>
<td>Bush Fires Act - Prohibited Burning Times</td>
<td>No change</td>
</tr>
<tr>
<td>3.3</td>
<td>Bush Fires Act - Prosecutions</td>
<td>No change</td>
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<td>4.1</td>
<td>Approve Minor Grants</td>
<td>No change</td>
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<tr>
<td>5.1</td>
<td>Building and Demolition Permits</td>
<td>No change</td>
</tr>
<tr>
<td>5.2</td>
<td>Occupancy Permits and Building Approval Certificates</td>
<td>No change</td>
</tr>
<tr>
<td>5.3</td>
<td>Building Orders</td>
<td>No change</td>
</tr>
<tr>
<td>5.4</td>
<td>Building Information</td>
<td>No change</td>
</tr>
<tr>
<td>5.5</td>
<td>Private Swimming Pools</td>
<td>No change</td>
</tr>
<tr>
<td>5.6</td>
<td>Smoke Alarms</td>
<td>No change</td>
</tr>
<tr>
<td>5.7</td>
<td>Sand Drift Prevention and Abatement</td>
<td>No change</td>
</tr>
</tbody>
</table>
### Corporate and Community Development Committee Minutes
Tuesday 20 September 2016

#### Amendments

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</thead>
<tbody>
<tr>
<td>5.8</td>
<td>Street Verandahs</td>
<td>No change</td>
</tr>
<tr>
<td>5.9</td>
<td>Fencing</td>
<td>No change</td>
</tr>
<tr>
<td>5.10</td>
<td>State Administrative Tribunal Proceedings</td>
<td>No change</td>
</tr>
<tr>
<td>5.11</td>
<td>Infringement Notices - Building Services</td>
<td>No change</td>
</tr>
<tr>
<td>6.1</td>
<td>Food Act 2008 - Prohibition Orders</td>
<td>No change</td>
</tr>
<tr>
<td>6.2</td>
<td>Food Act 2008 - Registration of Food Business</td>
<td>No change</td>
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<tr>
<td>6.3</td>
<td>Food Act 2008 - Prosecutions</td>
<td>No change</td>
</tr>
<tr>
<td>6.4</td>
<td>Health Act 1911 - Licences</td>
<td>Remove VIII under Statutory Power being delegated as it is repealed legislation.</td>
</tr>
<tr>
<td>6.5</td>
<td>Health Act 1911 - Treatment of Sewage and Disposal of Liquid Waste</td>
<td>No change</td>
</tr>
<tr>
<td>6.6</td>
<td>Liquor Control Act 1988 - Certification Of Premises</td>
<td>No change</td>
</tr>
<tr>
<td>6.7</td>
<td>Gaming And Wagering Commission Act 1987 - Certification Of Premises</td>
<td>No change</td>
</tr>
<tr>
<td>6.8</td>
<td>Outdoor Eating Area Licences</td>
<td>No change</td>
</tr>
<tr>
<td>6.9</td>
<td>Disposing of Confiscated or Uncollected Goods</td>
<td>No change</td>
</tr>
<tr>
<td>6.10</td>
<td>Dog Act 1976 - Section 10AA</td>
<td>No change</td>
</tr>
<tr>
<td>6.11</td>
<td>Administration and Enforcement of the Cat Act 2011</td>
<td>No change</td>
</tr>
<tr>
<td>6.12</td>
<td>Permits And Licences</td>
<td>No change</td>
</tr>
<tr>
<td>7.1</td>
<td>Planning and Development Act 2005 - Town Planning Scheme</td>
<td>Addition of Two Grouped Dwellings under Grant of Planning Approval 1(n). Amend title of Item 1, Grant of Planning Approval to Grant of Development Approval. Amend title of Item 3, Refusal of Planning Approval to Refusal of Development Approval.</td>
</tr>
<tr>
<td>7.2</td>
<td>Planning and Development Act 2005 - Other Delegations</td>
<td>No change</td>
</tr>
<tr>
<td>8.1</td>
<td>Road Closures - Temporary</td>
<td>No change</td>
</tr>
<tr>
<td>8.2</td>
<td>General Works - Approved Subdivisions</td>
<td>Delegation to be amended to Approved Subdivisions and remove item 4 in Function delegated as it is no longer required. The responsibility for this delegation has now moved to the Planning and Development Services Directorate which is reflected in the delegations.</td>
</tr>
<tr>
<td>8.3</td>
<td>Payment of Subsidies</td>
<td>No change</td>
</tr>
<tr>
<td>8.4</td>
<td>Control and Management of Facilities and Reserves</td>
<td>No change</td>
</tr>
</tbody>
</table>

The attached register has been renumbered to accommodate the above changes.

### Voting Requirements

**Absolute Majority**

### Officer Recommendation

That Council **APPROVES** the delegations under the Local Government Act 1995 and other Acts and Regulations as per the attachment 'City of Rockingham Delegated Authority – Local Government to Chief Executive Officer and Other Employees dated 19 August 2016.'
Committee Recommendation

Moved Cr Smith, seconded Cr McManus:
That Council APPROVES the delegations under the Local Government Act 1995 and other Acts and Regulations as per the attachment ‘City of Rockingham Delegated Authority – Local Government to Chief Executive Officer and Other Employees dated 19 August 2016.’

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
General Management Services
Governance and Councillor Support

Reference No & Subject: GMS-019/16

File No: GOV/39-2

Author: Mr Peter Varris, Manager Governance and Councillor Support

Other Contributors:

Date of Committee Meeting: 20 September 2016

Disclosure of Interest:

Nature of Council’s Role in this Matter:

Attachments: Minutes of the Governance Review Committee Meeting held on 6 September 2016

Maps/Diagrams:

Purpose of Report

To consider recommendations arising from the Governance Review Committee in respect to the following matters –

- Establishment of a register of Advocacy Decisions and process for the register review;
- Modification to Council Report Templates to include a new topic ‘Implementation’;
- Consider the requirement for a Council policy to provide parameters on the provision, use, support and replacement of digital tablet devices for City of Rockingham Councillors; and
- Review and assess the current practice of the CEO providing a specific briefing to Councillors once every quarter.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 4:
Recognition of ‘Policy Positions’ of Council

That Council –

1. SUPPORTS the establishment of a register of Advocacy Decisions;
2. ENDORSES that the review of the Advocacy Position Register be subject to a discussion paper(s) at the November Councillor Engagement Session after each ordinary Council election;
3. SUPPORTS the concept that the Advocacy Position Register and supporting discussion paper(s) be raised and distributed at Candidate Information Sessions prior to each Council election; and
4. SUPPORTS the amendment to the Governance and Meeting Framework Policy to include the establishment of the Advocacy Position Register and the process for its review.
Occasionally Council is called upon to adopt a particular stance or ‘policy position’ in relation to a matter of community relevance but out of the City’s jurisdiction. These issues would likely be advocacy in nature and may be subject to change as a result of turnover in elected members.

These ‘policy positions’ will provide guidance to the Chief Executive Officer when dealing with such matters on behalf of the City, particularly when interacting, influencing or lobbying with stakeholders.

In addressing the nature and ramifications of Advocacy decisions in the Governance and Meeting Framework, it is proposed that Council establishes a register of Advocacy policy positions decisions. It is also proposed that this register be reviewed soon after each Council election to provide an opportunity for incoming Councillors to determine whether those policy positions are current, relevant and appropriate. A possible time frame would be within three months of the election, providing sufficient time for new Councillors to settle into their roles and gain an understanding of their decision making role.

Should Council be supportive of the proposal to identify Council’s Advocacy decision making role in the Governance and Meeting Framework Policy, and the establishment of a register of Advocacy Policy Positions, officers will draft an amendment to the Framework Policy including a proposed register layout.

**Implications to Consider**

a. **Strategic**

   **Community Plan**

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

   **Aspiration 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.

b. **Policy**

   The Governance and Meeting Framework Policy will be amended to include relevant clauses in relation to the establishment of a register of Council Advocacy Positions and the process for the register review.

c. **Financial**

   Not Applicable

d. **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.

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

### Advisory Committee Recommendation 2 of 4:
**Council Report Template Modification – Implementation Implications**

That Council **APPROVES** the inclusion of the topic ‘Implementation’ in the Implication to Consider section of reports to Council.

### Officer Recommendation if Different to Advisory Committee Recommendation

Nil

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

Nil

### Background

The current Council report template includes the following topics as ‘implications’ for Council consideration –

- a. Consultation with the Community
- b. Consultation with Government Agencies
- c. Strategic Community Plan
- d. Policy
- e. Financial
- f. Legal and Statutory
- g. Risk

These issues are integral matters that may influence the decision and therefore merit specific focus for Council consideration.

It has been recent practice in Council resolutions to direct the Chief Executive Officer to implement Council’s decision in a specific manner, for example “that the Chief Executive Officer be directed to write …”.

To minimise the need for ‘conditioning’ a Council resolution with an implementation directive, it is proposed to include a new topic in the ‘Implications to Consider’ section of the Council report template –

- a. Implementation

The intention is to detail in this section how the Chief Executive Officer proposes to implement the decision of Council. For example, in the case of a planning scheme consent, would be what instrument would be issued, and when, to the proponent. On an advocacy matter, the details of which Minister would be written to or what type of campaign would be commissioned.

Section 5.41(c) of the Local Government Act 1995 identifies that one of the CEO’s functions is to cause council decisions to be implemented.

The identification of Implementation considerations is to provide Council with a broad understanding of how it is proposed to implement Council’s decision.
Implications to Consider

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

   **Aspiration 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.

b. Policy
   Nil

c. Financial
   Not Applicable

d. Legal and Statutory
   Section 5.41(b) of the Local Government Act 1995 states that it is a function of the CEO to ensure advice and information is available to the Council so informed decisions can be made.

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

Advisory Committee Recommendation 3 of 4:
Proposed Council Policy – Digital Tablets Devices for Councillor Use

That Council **SUPPORTS** the preparation of a Council Policy to provide the parameters on the provision, use, support and replacement of digital tablet devices for City of Rockingham Councillors.

Officer Recommendation if Different to Advisory Committee Recommendation

Nil

The Officer’s Reason for Varying the Advisory Committee Recommendation

Nil

Background

The City of Rockingham has provided iPads to Councillors since late 2012, primarily for the purpose of accessing Council business papers (agenda and minutes) in a digital format. The provision of the digital business papers has been through the use of an application (App), Docs on Tap.

Training has been provided to Councillors on the use of both iPad and Docs on Tap, at a group and individual level.
Coordination for the supply of the tablet and relevant training has been through the Governance and Councillor Support Team (GCS), in consultation with the CEO and Information Systems Team.

There is no Council policy in place to guide the City in the provision, use and support of tablet devices for Councillors.

Notwithstanding some limitations with Docs on Tap, the provision of tablet devices to Councillors has been relatively successful. A survey of end users of Docs on Tap (via tablet devices) demonstrated a high level of acceptance of accessing Council business papers digitally via tablets, highlighted some shortcomings of Docs on Tap, and identified training that is required.

All Councillors are provided with current iPad Pros, at a minimum 128GB storage and wi-fi enabled. These replaced earlier 3rd generation iPads.

It was decided to adopt iPads as the primary device to deliver digital business papers mainly because Docs on Tap used that Operating System platform. Docs on Tap can now be accessed on Android and Windows 8/10 systems. Advantages of using iPads is that it is intuitive to use and less likely to fail through misuse. The annotation capacity has been one of the limiting features.

In originally setting up Councillors for iPads, the GCS Team created iTune accounts for each, including passwords, hints, passcodes, etc. Future access is proposed to be through Councillors’ personal iTunes accounts.

Councillors with digital tablets have received limited technical support through the GCS Team, and to date no device has needed repairs. Councillors can access wireless internet access through the City’s ‘COR Wi-Fi’ at the Administration Building. Access beyond this must be supplied through Councillors’ own cellular (Mobile tethering) or home Wi-Fi arrangements. A wireless printer is made available for use in the Councillors’ Lounge.

Retiring Councillors have been permitted to purchase their allocated tablet device at a nominal cost ($50 plus GST).

The City would benefit from more formal policy arrangements being established regarding tablet device use, support and replacement.

It is proposed to prepare a Council policy to deal with the provision of tablet devices to Councillors and the arrangements in respect to its support and replacement. Key recommendations are as follows –

Use of digital tablet devices by Councillors

- Tablet device to be provided for the purpose of accessing Council business papers through the City’s specified digital business paper system (ie. Docs on Tap).
- With the exception of accessing the City’s wireless internet system which is available at the City’s Administration Centre, a Councillor is responsible for the arrangement and cost of accessing wireless internet at his or her home and other locations.
- Councillors are to use their own personal accounts to access the tablet operating platform supported by the City, e.g. iTunes, Microsoft or Google account.

Replacement of digital tablet devices allocated to Councillors

- The tablet device is provided for the Councillor’s continuous term of office and will only be replaced –
  a) when a change in City business systems or technology warrants; or
  b) when the functionality of the device and applications impairs effective communication; or
  c) through accidental loss or breakage.
- Notwithstanding the point above, a digital tablet device for a Councillor will depreciate at a rate of 25% pa.
- A Councillor must ensure that any personal information or software applications on the digital tablet device is removed or backed up prior to replacement.
Support of digital tablet devices allocated to Councillors

- A Councillor provided with a City owned digital tablet device is responsible for keeping the device in good working order.
- Any loss of, or damage to the device must be reported immediately to the Governance and Councillor Support Team, which will assess whether repairs need to be undertaken and/or a replacement device arranged.
- A standard suite of operational software applications will be installed on Councillor digital tablet devices. Other applications may be installed by a Councillor at his or her own cost.
- The City will provide training to Councillors to develop competencies in the use of the allocated digital tablet device.

Purchase of decommissioned digital tablet device

- A Councillor vacating office after serving at least one 4 year term of office may either assume ownership of the device or hand the device back to the City.
- A Councillor vacating office prior to the completion of a 4 year term will hand the device back to the City, or may purchase the digital tablet device at a residual value based on the depreciation rate calculated to the month prior to the Councillor’s departure.

Implications to Consider

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

b. Policy
   Should Council support the officer recommendation a new policy will be drafted for Council consideration.

c. Financial
   Not Applicable

d. 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.

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
Advisory Committee Recommendation 4 of 4:
CEO Briefing Sessions

That Council AMENDS the Meeting and Governance Framework Policy to include the following provisions relating to CEO Briefings:

- To be conducted for two hours every three months.
- 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.
- Matters of a general operational or low level strategic nature should be dealt with either through the normal monthly meeting round or immediately with staff via the Councillor Communication protocol, not via this briefing.
- Matters relating to the issue of a licence, permit or approval must not be discussed.
- A confidential agenda detailing the items to be discussed is to be circulated 7 days prior to the briefing by the CEO.
- Councillors wishing to raise other matters that fall within the proposed guidelines should submit them to the Mayor for consideration for inclusion at least 5 days prior to the briefing.

Officer Recommendation if Different to Advisory Committee Recommendation
Nil

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

Background

In April 2016 the CEO implemented a practice of providing Councillors a briefing on topics of interest at a high end operational / strategic level, including updates on performance KPI’s and matters relating to the City’s Strategic Framework.

The briefings occur once a quarter at the Councillor Engagement Session in the absence of other staff. Outcomes from the briefing are followed through by the CEO direct to the Councillors.

The sessions were originally envisaged to be conducted for one hour however on both occasions, 90 minutes has been taken. Some discussion has arisen whether these briefing sessions should be more frequent, of longer duration and include issues raised by individual councillors.

The Governance and Meeting Framework Policy provides for Councillor Engagement Sessions and notes the two modes of engagement that occurs at that forum –

- Information Exchange – from staff, consultants or relevant stakeholders on complex strategic and operational issues.
- Strategy Discussion – a facilitated discussion between Councillors on major and or complex strategy and policy issues.

These sessions are generally supported by discussion and presentation papers. The CEO Briefing does not fall under either category and therefore a change to the Policy should be considered.

The Policy further outlines those matters that should not be discussed at an Engagement Session due to the need for openness, transparency and proper administrative law process in matters including development applications, planning amendments, structure plans and licence, permits and other approvals.

The Department of Local Government also has Operational Guidelines (No.5 – Council Forums - https://www.dlgc.wa.gov.au/Publications/Pages/LG-Operational-Guidelines-05.aspx) that provide clear guidance on how forums such as the Engagement Session should be conducted.
It should also be noted that the Councillor Communication Protocol provides clear direction as to how elected members can communicate with the CEO, Directors and other staff in respect to requests for information, support, advice or assistance in their role as Councillor.

The importance of this protocol is to encourage timely communication rather than delaying discussion on pressing issues to monthly or indeed quarterly meetings.

Councillors have full access to information via this protocol and all operating projects and other matters of interest are explained in detail in the monthly bulletins.

Involvement in strategy development on key issues is now guided by the Strategic Framework Policy which ensures discussion papers are distributed to Councillors in a timely fashion and two way discussion is facilitated at workshops between Councillors and staff.

The intent of the Local Government Act 1995 is clearly explained in Section 1.3 (2);

- Better decision making
- Greater community participation in the decisions and affairs of local government
- Greater accountability of local governments to their communities
- More effective and efficient local government.

Any policies that might serve to limit community participation in decision making or to limit transparency or accountability should therefore only be entertained when absolutely necessary. It is extremely important to ensure that a Council Policy does not facilitate or endorse inappropriate secrecy in decision making and that “discussions behind closed doors” do not take place on matters that can and should be dealt with in the normal course of Council business. The ‘normal course of Council business’ is essentially the monthly Committee and Council meetings that are open to the public.

Councillors have the capacity to raise questions at Council committees and introduce a Notice of Motion on any topic they so wish. Matters of a sensitive or confidential nature can be dealt with behind closed doors in accordance with the legislative requirements.

It is critically important that the City has a robust decision making process that is responsive to the needs of all stakeholders and is publicly accountable, transparent and compliant with legislative requirements.

The City must ensure that “behind closed door” discussions are guided by a rigorous policy framework and only deal with matters that cannot or should not be discussed in other forums that are open to the public.

The recent CEO Briefings have been generally well received however a need to extend the length of the session to allow for more discussion was a common theme.

It is proposed to amend the Governance and Meeting Framework Policy to include the following new provisions for CEO Briefings.

- To be conducted for two hours every three months.
- 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.
- Matters of a general operational or strategic nature should be dealt with either through the normal monthly meeting round or immediately with staff via the Councillor Communication protocol, not via this briefing.
- Matters relating to the issue of a licence, permit or approval must not be discussed.
- A confidential agenda detailing the items to be discussed is to be circulated 7 days prior to the briefing by the CEO.
• Councillors wishing to raise other matters that fall within the proposed guidelines should submit them to the Mayor for consideration for inclusion at least 5 days prior to the briefing.

Any changes to the existing policy will require community consultation.

### Implications to Consider

<table>
<thead>
<tr>
<th>a. Strategic Community Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>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:</td>
</tr>
<tr>
<td><strong>Aspiration C:</strong> Quality Leadership</td>
</tr>
<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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>An amendment to the Governance and Meeting Framework Policy will be prepared to incorporate the provision of CEO Briefings. This amendment would be advertised for public submissions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c. Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>d. Legal and Statutory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 2.7 of the Local Government Act 1995 states that it is the role of Council to determine the local government’s policies.</td>
</tr>
<tr>
<td>Section 5.23 of the Act specifies that all Council meetings are to be open to the members of the public.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>e. Voting requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simple Majority</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>f. Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Council decisions are subject to risk assessment according to the City’s Risk Framework.</td>
</tr>
<tr>
<td>Implications and comment will only be provided for the following assessed risks.</td>
</tr>
<tr>
<td>Customer Service / Project management / Environment : High and Extreme Risks</td>
</tr>
<tr>
<td>Finance / Personal Health and Safety : Medium, High and Extreme Risks</td>
</tr>
<tr>
<td>Nil</td>
</tr>
</tbody>
</table>

### Committee Recommendation

Moved Cr Downham, seconded Cr McManus:

That Council –

1. **Supports** the establishment of a register of Advocacy Decisions;
2. **Endorses** that the review of the Advocacy Position Register be subject to a discussion paper(s) at the November Councillor Engagement Session after each ordinary Council election;
3. **Supports** the concept that the Advocacy Position Register and supporting discussion paper(s) be raised and distributed at Candidate Information Sessions prior to each Council election; and
4. **Supports** the amendment to the Governance and Meeting Framework Policy to include the establishment of the Advocacy Position Register and the process for its review.
5. **APPROVES** the inclusion of the topic ‘Implementation’ in the Implication to Consider section of reports to Council.

Moved Cr Downham, seconded Cr Stewart:

That Council –

1. **SUPPORTS** the preparation of a Council Policy to provide the parameters on the provision, use, support and replacement of digital tablet devices for City of Rockingham Councillors.

2. **AMENDS** the Meeting and Governance Framework Policy to include the following provisions relating to CEO Briefings:
   
   • To be conducted for two hours every three months.
   
   • 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.
   
   • Matters of a general operational or low level strategic nature should be dealt with either through the normal monthly meeting round or immediately with staff via the Councillor Communication protocol, not via this briefing.
   
   • Matters relating to the issue of a licence, permit or approval must not be discussed.
   
   • A confidential agenda detailing the items to be discussed is to be circulated 7 days prior to the briefing by the CEO.
   
   • Councillors wishing to raise other matters that fall within the proposed guidelines should submit them to the Mayor for consideration for inclusion at least 5 days prior to the briefing.

Note: The Committee requested that the draft Council Policy in respect to digital tablet devices include the option for cellular data functionality.
General Management Services
Human Resource Development

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-020/16 Christmas/New Year Administration Centre Closure 2016/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CPM/3</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr Ben Searcy, Manager Human Resource Development</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>20 September 2016</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></td>
</tr>
<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of Report**

Council consideration of closing the City of Rockingham Administration Centre over the 2016/2017 Christmas/New Year period.

**Background**

The City of Rockingham normally closes the Administration Centre over the Christmas/New Period, a practice commenced over ten years ago. City staff access accrued rostered days off, annual leave or leave without pay for those days other than the public holidays specified in the relevant Enterprise Bargaining Agreement.

Past statistics show that there is a significant decline in customer demand during the period.

The closure of local government administration offices during this period is commonplace in the metropolitan area with 60% choosing to do so.

**Details**

In considering the forthcoming 2016/2017 Christmas/New Year period it is proposed that the Administration Centre be closed from 4:30pm, Friday 23 December 2016 to and including Monday 2 January 2017, reopening Tuesday 3 January 2017.
The closure period is shown in the following calendar:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 19 Open</td>
<td>Dec 20 Open</td>
<td>Dec 21 Open</td>
<td>Dec 22 Open</td>
<td>Dec 23 Closure from 4:30pm</td>
<td>Dec 24</td>
<td>Dec 25 Christmas Day</td>
</tr>
<tr>
<td>Dec 26 Boxing Day Public Holiday</td>
<td>Dec 27 Public Holiday</td>
<td>Dec 28 Closure</td>
<td>Dec 29 Closure</td>
<td>Dec 30 Closure</td>
<td>Dec 31 New Year’s Day</td>
<td>Jan 1</td>
</tr>
<tr>
<td>Jan 2 Public Holiday</td>
<td>Jan 3 Re-opens</td>
<td>Jan 4 Open</td>
<td>Jan 5 Open</td>
<td>Jan 6 Open</td>
<td>Jan 7</td>
<td>Jan 8</td>
</tr>
</tbody>
</table>

Arrangements will be made for out-services such as libraries and the Operations Centre to ensure that an appropriate level of service is maintained for the community.

**Implications to Consider**

a. **Consultation with the Community**
   Advertisements will be placed in the local newspapers, Council website, notice boards and social media platforms advising the closure dates for City services.

b. **Consultation with Government Agencies**
   Nil

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

   **Aspiration C:** Quality Leadership

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

d. **Policy**
   Nil

e. **Financial**
   Employees will access leave entitlements for the additional days’ leave during the period.

f. **Legal and Statutory**
   The relevant clauses of the Rockingham Enterprise Agreements will be followed.

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
Comments

The period between Christmas and New Year is traditionally a quiet time with a reduced demand for over the counter customer service and with supporting advertising, the Administration Centre closure has minimal impact on service delivery to the community.
Rangers and Security will continue to work on a rostered basis and nominated staff will be available for emergency situations.

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVES the closure of the Administration Centre of the 2016/2017 Christmas/New Year period from 4:30pm, Friday 23 December 2016 to and including Monday 2 January 2017, reopening at 8:30am on Tuesday 3 January 2017.

Committee Recommendation

Moved Cr Downham, seconded Cr Stewart:

That Council APPROVES the closure of the Administration Centre of the 2016/2017 Christmas/New Year period from 4:30pm, Friday 23 December 2016 to and including Monday 2 January 2017, reopening at 8:30am on Tuesday 3 January 2017.

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
Community Development

Purpose of Report

To seek Council approval to amend the name of the Christmas Decoration Occasional Committee and approve the new Terms of Reference.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1:
Amend the Name of the Christmas Decoration Occasional Committee and Approve the Terms of Reference

That Council:
1. **AMENDS** the name of the Christmas Decoration Occasional Committee to the *Christmas Festival Occasional Committee*.
2. **APPROVES** the Terms of Reference for the Christmas Festival Occasional Committee to read as follows:

   “To provide advice on an expansion of the Christmas Lights program and to conduct an annual Christmas Festival at the Rockingham Foreshore.”

Officer Recommendation if Different to Advisory Committee Recommendation

Nil

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1 Correction of Committee name throughout report.
The Officer’s Reason for Varying the Advisory Committee Recommendation

Nil

Background

At the Ordinary Council Meeting on 23 April 2013, Council resolved to:

1. Establish the following Occasional Committee:
   
   Christmas Decoration Occasional Committee

   Terms of Reference
   
   To investigate options for Christmas decorations within the City of Rockingham including ongoing replacement and repair costs with a projected budget of $50,000 per annum to be considered for the 2013/2014 financial year.

   Committee Composition
   
   3 Councillors

   Executive Support – Manager Community Capacity Building

2. Appoint Cr Hill, Cr Stewart and Cr Pease as members of the Christmas Decoration Occasional Committee.

3. Amend the Governance and Meeting Framework Policy accordingly.

The Christmas Decoration Occasional Committee held its inaugural meeting on 4 June 2013. Meetings were held monthly during 2013 and irregularly thereafter. At these meetings the Committee discussed items relating to the establishment of an annual display of Christmas lights.

At the Christmas Decoration Occasional Committee meeting on 16 March 2016, the Committee noted that the Christmas lights display was established as an annual program, and was an operational item with budgeting planned through the annual Community Capacity Building Team Plan. As the Committee had met the Terms of Reference, it recommended the Committee be disbanded.

At the Ordinary Council Meeting on 26 April 2016, Council resolved “that the Terms of Reference of the Christmas Decoration Occasional Committee be reviewed and a recommendation be made to Council.”

Due to an administrative error, the Terms of Reference, “To establish an annual display of Christmas Lights for the Rockingham Community”, which have been in use since February 2014, were not forwarded to Council for approval. Therefore, the initial Terms of Reference remain as above.

These Terms of Reference have been satisfied and are irrelevant in relation to the Committee. At the August 2016 Committee meeting, the Committee considered an officer recommendation to amend the Terms of reference to, “To provide advice on the expansion program for the annual Christmas lights display at the Rockingham Foreshore.”

Establishment of an annual Christmas festival will require significant investigation by City staff to determine the scope, budget, and staffing required. Any future expansion of the Christmas Lights display program will need to take into account actions associated with the Rockingham Foreshore Revitalisation Plan.

The Committee Terms of Reference and name need to be applicable to the current role of the Committee, and must define the role of the Committee in providing advice on any potential expansion of the Christmas lights display.
Implications to Consider

a. **Strategic**
   **Community Plan**
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective contained in the Community Plan 2015-2025:
   
   **Aspiration B:** Strong Community
   **Strategic Objective:** Capacity Building and Wellbeing – A healthy community that volunteers, embraces lifelong learning and cultural awareness, and is involved with a diverse range of vibrant and sustainable community, sporting, cultural and artistic organisations and pursuits.

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

c. **Financial**
   The 2016/17 annual budget has an amount of $83,160 in line item ‘Christmas Decorations’ for purchases of stock; installation, maintenance and de-installation of the display; and the launch night event.
   Any proposed expansion of the lights installation program and/or development of a Christmas Festival will require a substantial increase in future budget allocations.

d. **Legal and Statutory**
   Nil

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 Smith, seconded Cr McManus:
That Council:
1. **AMENDS** the name of the Christmas Decoration Occasional Committee to the Christmas Festival Occasional Committee.
2. **APPROVES** the Terms of Reference for the Christmas Festival Occasional Committee to read as follows:
   “To provide advice on an expansion of the Christmas Lights program and to conduct an annual Christmas Festival at the Rockingham Foreshore.”

Committee Voting – 5/0

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

**Implications of the Changes to the Officer’s Recommendation**
Not Applicable
### 13. Reports of Councillors

Nil

### 14. Addendum Agenda

Nil

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

#### General Management Services

**General Management Services Directorate**

**General Management Services**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-021/16 Notice of Motion – Internet Ports</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Cr Matthew Whitfield</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Andrew Hammond, Chief Executive Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Ms Karin Strachan, Manager Strategy and Corporate Communications</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>20 September 2016</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Advocacy</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of Report**

To provide officer comment and advice on Cr Matthew Whitfield’s Notice of Motion.

**Background**

Cr Matthew Whitfield submitted the following motion for consideration at the 27 September 2016 Council Meeting:
That Council:

1. SUPPORTS the residents within the City of Rockingham in being able to have access to reliable internet in their homes and businesses.

2. DIRECTS the Chief Executive Officer to write to the Federal Minister for Telecommunications, General Manager for Telstra and the General Manager for the NBN outlining the concerns about the lack, or perceived, lack of internet ports within Baldivis and to request an urgent solution to this matter.

Details

The Manager Strategy and Corporate Communications has been in discussions with the Telstra WA Area General Manager (Boyd Brown) and the NBNCo Senior Manager Community Affairs (Rachael McIntyre) in order to ascertain the status of the current situation with regards to internet availability.

Feedback on the roll-out of the NBN Network in Baldivis

Construction of the NBN network in Baldivis is scheduled to commence in 2018. The Table below summarises the number of premises that would be covered within each of the Baldivis areas indicated on the map, and the estimated start of construction.

<table>
<thead>
<tr>
<th>NBN Service area in Baldivis</th>
<th>Number of premises affected</th>
<th>Start of Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>6BAL-01</td>
<td>2,790</td>
<td>Second half of 2018</td>
</tr>
<tr>
<td>6BAL-02</td>
<td>2,614</td>
<td>Second half of 2018</td>
</tr>
<tr>
<td>6BAL-03</td>
<td>994</td>
<td>Second half of 2018</td>
</tr>
<tr>
<td>6BAL-04</td>
<td>1,385</td>
<td>Second half of 2018</td>
</tr>
<tr>
<td>6BAL-05</td>
<td>1,162</td>
<td>First half of 2018</td>
</tr>
</tbody>
</table>

From the above information it can be assumed that NBN will not be available in Baldivis within the next 18-24 months.

Feedback on the Issues experienced with Telstra internet supply in Baldivis

There have been various complaints from the community regarding internet availability and internet speed in Baldivis. Cr Matthew Whitfield has supplied the Manager Strategy and Corporate Communications with a list of complaints for investigation through Telstra. Out of the list of twelve complaints, five were related to speed issues while seven were related to ADSL2 port availability. Upon investigation, Telstra responded with the following feedback:

Complaints about “low speed” issues:

- In 2 of the “low speed” complaints the Issue reported the internet speed was on standard when tested.
• In 2 of the "low speed" complaints, congestion was found to be the cause of this problem. This is currently being investigated by Telstra.

• One of the "low speed" complaints was related to a possible line fault. The customer was advised to log a fault.

Unfortunately internet speeds decrease over distance i.e. the ADSL1 customer top speeds of 8Mbs can decrease 1.5-.02Mbs and ADSL2+ top speeds of 24Mbs can decrease to 3.5Mbs.

Complaints about port availability:

• Although ADSL2 ports were not available for seven of the complaints, ADSL1 ports were available in most of these cases. This could not be verified for three of these complaints due to no address details being provided.

In order for Telstra to address the issues about port availability, customers are requested to place an order with Telstra on 13 22 00 or to book an appointment to visit their nearest Telstra Store. Once the order has been placed, if there are no ports available, the order will go into “HELD” Status and in the queue for the next available port.

### Implications to Consider

a. **Consultation with the Community**
   Telstra has been in contact with each of the community members who have raised their concerns through Cr Matthew Whitfield.

b. **Consultation with Government Agencies**
   The City is in ongoing conversations with NBNCo in order to remain informed on progress with the NBN roll-out.

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:** Community engagement and advocacy - An engaged and informed community that participates in local decision making and can rely upon the Council to advocate on its behalf when important issues challenge the best interests of the City and its residents.

d. **Policy**
   Nil

e. **Financial**
   Nil

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

Telstra has responded immediately to the issues that were raised and is encouraging customers to place orders with them directly, and to report any faults they experience. The Telstra General Manager has agreed to review the distribution area in question and will seek to escalate the issue with the purpose of potentially increasing port or transmission capacity. In the meantime, it should be kept in mind that Baldivis currently has 4G coverage. Telstra can offer a 4G home wireless solution with 25 GB and 50 GB plans.

The following Table summarises the complaints received through Cr Matthew Whitfield along with the feedback provided by the Telstra WA Area General Manager, Boyd Brown:

<table>
<thead>
<tr>
<th>Case number and address</th>
<th>Issue reported by community member</th>
<th>Telstra diagnosis</th>
<th>Telstra response</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASE 24529</td>
<td>Issues with Telstra ports for 3 years now. First it was put down to connection lines, then failing ports. Had his port changed 3 times.</td>
<td>Slow speed</td>
<td>Possible line issue. Customer advised to log a fault.</td>
</tr>
<tr>
<td>CASE 24531</td>
<td>The NBN cable is 40m from their door. Internet seems to work well sometimes and then slow other times. Have tried to upgrade to ADSL2 but were told there were no ports available.</td>
<td>Slow speed</td>
<td>No technical issues detected. Service performing satisfactorily.</td>
</tr>
<tr>
<td>CASE 24532</td>
<td>The speed of the internet has been poor. Only one person can browse the internet at any time.</td>
<td>Slow speed</td>
<td>DSLAM congested. Telstra Planning has approved a congestion relief project.</td>
</tr>
<tr>
<td>CASE 24534</td>
<td>At peak times the internet slows down to around 1.5/0.2. When it rains heaps, they start getting dropouts.</td>
<td>Slow speed</td>
<td>DSLAM congested. Telstra investigating.</td>
</tr>
<tr>
<td>CASE 24536</td>
<td>Since February 2016 there were NO ports available in Baldivis. Port availability is currently estimated to be 6-12 months away.</td>
<td>No ports</td>
<td>ADSL2 not available. ADSL1 available. Customer to place an order.</td>
</tr>
<tr>
<td>CASE 24537</td>
<td>No ADSL2 ports available. 6 month wait.</td>
<td>No ports</td>
<td>ADSL2 not available. ADSL1 is available. Customer has placed order and has been provided a prepaid wireless device with data</td>
</tr>
<tr>
<td>No CASE #</td>
<td>Has been told there are no adsl2 ports available.</td>
<td>-</td>
<td>Not a Telstra customer. Recommended to place an order.</td>
</tr>
</tbody>
</table>
Case number and address | Issue reported by community member | Telstra diagnosis | Telstra response
--- | --- | --- | ---
No CASE # | No ports for ADSL2. NBN stops half way up their street at house number 14 and we are 18. | - | Not a Telstra customer. Recommended to place an order.
Name not provided | Cannot get ADSL2. Too far from the exchange (5kms) and need to wait till satellite is available. | - | No details
Name not provided | Have lived in Sherwood Estate for 7 years and been on waiting list the whole time. | - | No details
Name not provided | No ports available in the area. Waiting the quoted “3 to 6 month wait” for ADSL2. | - | No details

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council:

1. **ENCOURAGES** residents to place their orders for internet ports through Telstra and to log any faults they experience through Telstra on 13 22 00 or to book an appointment to visit their nearest Telstra Store.

2. **SUPPORTS** the City’s current approach to remain informed on Telstra and NBNCo developments with the purpose of supplying feedback to Council as and when required.

**Notice of Motion from Cr Matthew Whitfield**

That Council:

1. **SUPPORTS** the residents within the City of Rockingham in being able to have access to reliable internet in their homes and businesses.

2. **DIRECTS** the Chief Executive Officer to write to the Federal Minister for Telecommunications, General Manager for Telstra and the General Manager for the NBN outlining the concerns about the lack, or perceived, lack of internet ports within Baldivis and to request an urgent solution to this matter.

**Committee Recommendation**

Moved Cr Downham:

That Council:

1. **SUPPORTS** the residents within the City of Rockingham in being able to have access to reliable internet in their homes and businesses.

2. **DIRECTS** the Chief Executive Officer to write to the Federal Minister for Telecommunications, General Manager for Telstra and the General Manager for the NBN outlining the concerns about the lack, or perceived, lack of internet ports within Baldivis and to request an urgent solution to this matter.

Motion lapsed due to lack of a seconder
Moved Cr Smith, seconded Cr McManus:
That Council:
1. **ENCOURAGES** residents to place their orders for internet ports through Telstra and to log any faults they experience through Telstra on 13 22 00 or to book an appointment to visit their nearest Telstra Store.
2. **SUPPORTS** the City’s current approach to remain informed on Telstra and NBNCo developments with the purpose of supplying feedback to Council as and when required.
3. **ENCOURAGES** residents that are dissatisfied with the response from Telstra to contact their local federal member of parliament.

Committee Voting – 5/0

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

To include another avenue for residents to resolve their concerns with regards to internet ports/connections.

Implications of the Changes to the Officer's Recommendation

Not Applicable
16. Notices of motion for Consideration at the Following Meeting
   Nil

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

18. Matters Behind Closed Doors
   Nil

19. Date and Time of Next Meeting
   The next Corporate and Community Development Committee Meeting will be held on **Tuesday 18 October 2016** in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

20. Closure
   There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at **4:39pm**.