City of Rockingham
Corporate and Community Development Committee Meeting Minutes
4:00pm Tuesday 18 February 2014

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# City of Rockingham Corporate and Community Development Committee Meeting Minutes

**Tuesday 18 February 2014 - Council Boardroom**

## 1. Declaration of Opening

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

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

### 2.1 Councillors

<table>
<thead>
<tr>
<th>Councillors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Leigh Liley</td>
<td>Chairperson</td>
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<tr>
<td>Cr Matthew Whitfield</td>
<td></td>
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<tr>
<td>Cr Justin Smith</td>
<td></td>
</tr>
<tr>
<td>Cr Barry Sammels (Mayor)</td>
<td></td>
</tr>
<tr>
<td>Cr Richard Smith</td>
<td>Deputising for Cr Joy Stewart</td>
</tr>
</tbody>
</table>

### 2.2 Executive

<table>
<thead>
<tr>
<th>Executive</th>
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</thead>
<tbody>
<tr>
<td>Mr Andrew Hammond</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Mr John Pearson</td>
<td>Director Corporate Services</td>
</tr>
<tr>
<td>Mr John Woodhouse</td>
<td>Director Legal Services and General Counsel</td>
</tr>
<tr>
<td>Mr Michael Holland</td>
<td>Director Community Development</td>
</tr>
<tr>
<td>Mr Ben Searcy</td>
<td>Manager Human Resource Development</td>
</tr>
<tr>
<td>Ms Karin Strachan</td>
<td>Manager Strategy Coordination</td>
</tr>
<tr>
<td>Ms Vanisha Govender</td>
<td>Manager Financial Services</td>
</tr>
<tr>
<td>Mr Ashley Pittard</td>
<td>Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td>Mrs Jillian Obiri-Boateng</td>
<td>Manager Community Support Services</td>
</tr>
<tr>
<td>Ms Genevieve Rowles</td>
<td>Manager Community Safety</td>
</tr>
<tr>
<td>Mr Nick Brown</td>
<td>Manager Community and Leisure Facilities</td>
</tr>
<tr>
<td>Ms Jane Elton</td>
<td>Manager Community Capacity Building</td>
</tr>
<tr>
<td>Ms Alison Oliver</td>
<td>Manager Library and Information Services</td>
</tr>
<tr>
<td>Mr Peter Varris</td>
<td>Manager Governance and Councillor Support</td>
</tr>
<tr>
<td>Mrs Jelette Edwards</td>
<td>Governance Coordinator</td>
</tr>
<tr>
<td>Ms Sue Langley</td>
<td>Governance Officer</td>
</tr>
<tr>
<td>Ms Jessica Morgana</td>
<td>Business Systems Officer</td>
</tr>
<tr>
<td>Mrs Ann Fitzpatrick</td>
<td>Governance Assistant</td>
</tr>
</tbody>
</table>

### 2.3 Members of the Gallery:

2

### 2.4 Apologies:

Cr Joy Stewart

### 2.5 Approved Leave of Absence:

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

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

5. **Confirmation of Minutes of the Previous Meeting**
   
   Moved Cr Sammels, seconded Cr J Smith:
   
   That Council **CONFIRM** the Minutes of the Corporate and Community Development Committee Meeting held on 3 December 2013, 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**
   
   4:01pm The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.

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

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

10. **Matters for which the Meeting may be Closed**
    
    4:02pm The Chairperson advised in accordance with section 5.23(2)(a) of the Local Government Act 1995 – if there were any questions or debate on Confidential Item GMS-001/14 Recommendations from the Chief Executive Officer Performance Review Committee Meeting held on 12 December 2013, then the Committee will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors.

    There were no questions or request for debate.
CONFIDENTIAL ITEM

NOT FOR PUBLIC ACCESS

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

General Management Services
Human Resource Development

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-001/14 Recommendations from the Chief Executive Officer Performance Review Committee Meeting held on 12 December 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>PSL/1298, PSL/702</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Ben Searcy, Manager Human Resource Development</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>18 February 2014</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Confidential Attachments as per Section 5.23(2)(a) of the Local Government Act 1995.</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td>1. Minutes of the Chief Executive Officer Performance Review Committee Meeting held on 12 December 2013</td>
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<tr>
<td></td>
<td>2. Chief Executive Officer Performance Review Report 2013 from Portland Broome Organisational Consultants</td>
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<tr>
<td>Maps/Diagrams:</td>
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</tbody>
</table>

Voting Requirements
Simple Majority

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1:
2013 Chief Executive Officer Performance Review

That Council:

1. **ADOPT** the following six (6) key focus areas for the Chief Executive Officer’s action in 2014:
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 18 MARCH 2014

PRESIDING MEMBER

- Institute internal audit function across the organisation to improve governance performance and comply with recent changes to Local Government Audit regulations.
- Finalise a new Business Plan for the Millar Road Landfill in accordance with Local Government Act requirements.
- Undertake the development of a detailed Master plan for the Rockingham foreshore and its abutting environs with the objective of creating a world class, contemporary public space that can provide a unique visitor experience whilst becoming a major investment attractor for residential and commercial development within the precinct.
- Pursue the establishment of a special purpose rapid response team to target problem litter areas in high profile locations throughout the City.
- Review Economic Development strategy to provide a better focus on investment attraction and core local government services.

2. **APPROVE** of an increase in the cash component of the remuneration package by 4% as at the contract anniversary date.

3. **APPROVE** of an increase in the Chief Executive Officer's personal development allowance by 4% as at the contract anniversary date.

### Advisory Committee Recommendation 2:
#### 2014 Chief Executive Officer Performance Review

That Council **APPOINT** Portland Broome Organisational Consultants as the performance consultant for the 2014 CEO Performance and Personal Development Review.

### Committee Recommendation

That Council:

1. **ADOPT** the following six (6) key focus areas for the Chief Executive Officer’s action in 2014:
   - Institute internal audit function across the organisation to improve governance performance and comply with recent changes to Local Government Audit regulations.
   - Finalise a new Business Plan for the Millar Road Landfill in accordance with Local Government Act requirements.
   - Undertake the development of a detailed Master plan for the Rockingham foreshore and its abutting environs with the objective of creating a world class, contemporary public space that can provide a unique visitor experience whilst becoming a major investment attractor for residential and commercial development within the precinct.
   - Pursue the establishment of a special purpose rapid response team to target problem litter areas in high profile locations throughout the City.
   - Review Economic Development strategy to provide a better focus on investment attraction and core local government services.

2. **APPROVE** of an increase in the cash component of the remuneration package by 4% as at the contract anniversary date.

3. **APPROVE** of an increase in the Chief Executive Officer’s personal development allowance by 4% as at the contract anniversary date.


Committee Voting – 5/0
<table>
<thead>
<tr>
<th><strong>The Committee’s Reason for Varying the Officer’s Recommendation</strong></th>
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<tr>
<td>Not Applicable</td>
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<tr>
<th><strong>Implications of the Changes to the Officer’s Recommendation</strong></th>
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<tbody>
<tr>
<td>Not Applicable</td>
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</table>
## 11. Bulletin Items

### Corporate and General Management Services Information Bulletin – February 2014

#### Corporate Services
1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Retention and Disposal Project
   3.2 Document Migration Project
   3.3 Digital Preservation Strategy
   3.4 Closed-Circuit Television (CCTV)
   3.5 Warnbro Library Cable Upgrade
   3.6 Safety Bay Library Cable Upgrade
   3.7 ICT Strategic Plan
   3.8 DC1 SAN replacement
   3.9 Redevelopment of SOE
   3.10 VM Upgrade to Version 5 & MS Server 8 to 2012
   3.11 Training Room Projector
   3.12 Plotter/Scanner replacement
4. Information Items
   4.1 Write Off Levies 2012/13
   4.2 Change of Basis of Rates
   4.3 List of Payments – November 2013, December 2013 and January 2014

#### Community and Leisure Facilities
1. Community and Leisure Facilities Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Rockingham Child Care Service
   4.2 Rockingham Aquatic Centre
   4.3 Rockingham Autumn Centre
   4.4 Gary Holland Community Centre – November 2013
   4.5 Gary Holland Community Centre – December 2013
   4.6 Warnbro Community Recreation Centre – November 2013
   4.7 Warnbro Community Recreation Centre – December 2013
   4.8 Mike Barnett Sports Complex – November 2013
   4.9 Mike Barnett Sports Complex – December 2013
   4.10 Aqua Jetty – November 2013
   4.11 Aqua Jetty – December 2013

#### Governance and Councillor Support
1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 External Review of Freedom of Information (FOI) Decisions
   4.2 National Sea Change Taskforce Newsletter
   4.3 Docs on Tap Upgrade
Human Resources
1. Human Resources Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Employee Wellness Programme
   3.2 Corporate Training Programme
   3.3 Leadership & Management Programme
   3.4 Values Programme
   3.5 Occupational Safety & Health Programme
4. Information Items
   4.1 Online Recruitment System
   4.2 Human Resource Development Statistics

Economic Development
1. Economic Development Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Social Media
   3.2 Global Friendship
4. Information Items
   4.1 Filming Permits
   4.2 Media Tracking

Strategy Coordination
1. Strategy Coordination Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Update of Climate Change Response Plan and implementation of Key Actions
   3.2 Risk Analysis Framework – Roll out and Audit
   3.3 Risk Management Training
   3.4 Community Engagement Framework
4. Information Items
   4.1 2013 Customer Satisfaction Survey
   4.2 Coordinating the development of a 10 year infrastructure plan
   4.3 4th Generation Team Plans
   4.4 Coordinating the development and implementation of a Development Contribution Scheme
   4.5 City Scoreboard
   4.6 Other initiatives that the Strategy Coordination team is involved with

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 Matters
   Oversight of Systems and Documentation
   4.4 Executive Policy – Withdrawal of Parking Infringements
   4.5 Policy – Local Law – Various activities
## Corporate and Community Development Committee Minutes

**Tuesday 18 February 2014**

### Legal Capacity Building
- 4.6 Australian Public Sector Anti-Corruption Conference
- 4.7 Training Webinar – Getting Dismissal Right: Avoiding Reinstatement
- 4.8 Councillor Induction and Training
- 4.9 Retail Shops – Leasing - Advanced Training
- 4.10 Local Government Lawyers Forum
- 4.11 Councillor Induction and Training

### Committee Recommendation

**That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – February 2014 and the content be accepted.**

**Committee Voting – 5/0**

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### Community Development Information Bulletin – February 2014

#### Community Support Services
1. Community Support Services Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Regional Community Services Leadership Programmes
   - 3.2 Urban Art
   - 3.3 Rockingham Connect
4. Information Items
   - 4.1 Community Support Services General
   - 4.2 Youth Services
   - 4.3 Out of School Hours Care (OSHC)
   - 4.4 Social Connector Pilot Program

#### Library Services
1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   - 4.1 Monthly Library Statistics
   - 4.2 Baldivis Library and Community Centre Update
   - 4.3 Safety Bay Library Update
   - 4.4 Warnbro Community Library Update
   - 4.5 Manager Library Services Update

#### Community Infrastructure Planning
1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Coastal South Sub District Local and District Sporting Strategy
   - 3.2 Baldivis Library and Community Centre
   - 3.3 Youth Outdoor Recreation Space Strategy – Implementation Actions
   - 3.4 Regional Cycling Facilities Feasibility Study
   - 3.5 Golden Bay Primary School - Shared Use Open Space Development and Agreement
   - 3.6 Secret Harbour Surf Life Saving Club Redevelopment
   - 3.7 Baldivis Primary Shared Use Reserve
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 18 MARCH 2014

PRESIDING MEMBER

Corporate and Community Development Committee Minutes
Tuesday 18 February 2014

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3.8 Lot 1507 Active Public Open Space Development
3.9 Baldivis District Sporting Complex Feasibility Study and Concept Plans
3.10 Active Ageing Precinct Master Plan
3.11 Rockingham Youth Venue – Feasibility Planning
3.12 Public Open Space Strategy
3.13 Community Purpose Site Strategy
3.14 Laurie Stanford Reserve – Management and Business Planning
3.15 Secret Harbour Community Library Feasibility Study and Concept Plan
3.16 Sports Reserve Floodlighting Program
3.17 Aquatic Facilities Strategy
3.18 Community Infrastructure Plan

4. Information Items

Community Capacity Building
1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Rockingham Regional Environmental Centre (RREC)
   3.2 Community Grants Program (CGP)
   3.3 Infrastructure Planning and Development Grants (IPDG)
   3.4 Bert England Lodge – Management and Governance
   3.5 Disability Access and Inclusion Plan (DAIP)
   3.6 Christmas Decorations Program

4. Information Items
   4.1 Community Garden
   4.2 Rockingham City Football Club
   4.3 Rockingham Rams Football Club
   4.4 Active Ageing
   4.5 Challenger Court – Aged Persons Units
   4.6 Challenger Lodge
   4.7 Seniors Planning Project
   4.8 Active Ageing Seniors Expo
   4.9 Active Ageing Seniors Week
   4.10 Active Ageing Forums
   4.11 Active Ageing Events
   4.12 Youth Development
   4.13 Sport and Recreation
   4.14 Rockingham Early Years Group (REYG)
   4.15 Rockingham Education and Training Advisory Committee (RETAC)
   4.16 Community Capacity Building Events
   4.17 Outdoor Event Applications
   4.18 Cultural Development and Arts
   4.19 Reconciliation Action Plan (RAP)

Community Safety
1. Community Safety Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Security Support Services
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 18 MARCH 2014

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<tr>
<td>4.2</td>
<td>Community Safety / Crime Prevention</td>
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<td>4.3</td>
<td>Ranger Services</td>
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<td>4.4</td>
<td>Emergency Services</td>
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<tr>
<td>4.5</td>
<td>Emergency Management and Recovery</td>
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</tbody>
</table>

**Committee Recommendation**

That Councillors acknowledge having read the Community Development Information Bulletin – February 2014 and the content be accepted.

Committee Voting – 5/0
12. Agenda Items

Corporate Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-002/14 Application for Rating Exemption</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>RTV/1-08</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>St Patricks Community Support Centre</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms A Gumina, Senior Rates Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>18 February 2014</td>
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<tr>
<td>Previously before Council:</td>
<td></td>
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<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td></td>
</tr>
<tr>
<td>Site:</td>
<td>31/96 Simpson Avenue Rockingham</td>
</tr>
<tr>
<td>Lot Area:</td>
<td></td>
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<td>Attachments:</td>
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<td>Maps/Diagrams:</td>
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**Purpose of Report**

To seek Council’s approval to grant non rateable status to St Patricks Community Support Centre.

**Background**

Correspondence has been received from St Patricks Community Support Centre seeking a rating exemption on a property they lease from the Department of Housing and Works. St Patricks Community Support Centre has a wealth of experience in a range of programs which address the needs of the homeless and disadvantaged in the South West Metropolitan area.

**Details**

The expression “Charitable Purposes” is a technical expression it does include the provision of free or cheap housing for the poor or needy. The property currently houses two homeless gentlemen as part of their Community Housing Program. It is therefore considered that the provision by St Patricks Community Support Centre of housing for the homeless should be recognised as a use of land for a charitable purpose.
**Implications to Consider**

<table>
<thead>
<tr>
<th>a.</th>
<th>Consultation with the Community</th>
</tr>
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<tbody>
<tr>
<td>Nil</td>
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<tr>
<th>b.</th>
<th>Consultation with Government Agencies</th>
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<tr>
<td>Nil</td>
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<tr>
<th>c.</th>
<th>Strategic</th>
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<tr>
<td>Nil</td>
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<tr>
<th>d.</th>
<th>Policy</th>
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<tr>
<td>Nil</td>
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<thead>
<tr>
<th>e.</th>
<th>Financial</th>
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<tbody>
<tr>
<td>The rates levied for the 2013/14 financial year are $885.00</td>
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<tr>
<th>f.</th>
<th>Legal and Statutory</th>
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<tbody>
<tr>
<td>In accordance with Section 6.26(2)(g) of the Local Government Act 1995, land used exclusively for charitable purposes is not rateable land.</td>
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</table>

Section 6.39 (2)(b) states a Local Government may amend the rate record for the 5 years preceding the current year.

Section 6.26 (6) states land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.

The property is not currently being used for any other purpose other than providing housing for the 2 homeless gentlemen.

**Comments**

As this land is used exclusively by St Patricks Community Support Centre for charitable purposes, they are entitled to non-rateable status on this property in accordance with section 6.26(2)(g) of the Local Government Act 1995.

As correspondence was received by St Patricks Community Support Centre in early August 2013, it is therefore appropriate to apply the exemption to the current financial year effective from 1 July 2013.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council APPROVE that the rate record be amended to show 31/96 Simpson Avenue, Rockingham (Assessment No 128903) leased by St Patricks Community Support Group, as not-rateable land in accordance with Section 6.26(2)(g) of the Local Government Act 1995, effective from 1 July 2013.

**Committee Recommendation**

That Council APPROVE that the rate record be amended to show 31/96 Simpson Avenue, Rockingham (Assessment No 128903) leased by St Patricks Community Support Group, as not-rateable land in accordance with Section 6.26(2)(g) of the Local Government Act 1995, effective from 1 July 2013.

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
Corporate Services
Financial Services

Reference No & Subject: CS-003/14
File No: FLM/88
Proponent/s: Mrs Vanisha Govender, Manager Financial Services
Author: Mrs Vanisha Govender, Manager Financial Services
Other Contributors:
Date of Committee Meeting: 18 February 2014
Previously before Council:
Disclosure of Interest: Executive
Nature of Council’s Role in this Matter:
Site:
Lot Area:
Maps/Diagrams:

Purpose of Report

Background
Nil

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

Implications to Consider
a. Consultation with the Community
   Not Applicable
b. Consultation with Government Agencies
   Not Applicable
c. **Strategic**  
**Community Plan**  
This item addresses the Community’s Vision for the future and specifically the following Aspiration contained in the Community Plan 2011:

**Aspiration 15:** *Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.*

d. **Policy**  
Nil

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

f. **Legal and Statutory**  

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<tr>
<th>Comments</th>
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<td>The numerous variances identified have been reviewed within the current budget review.</td>
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<th>Voting Requirements</th>
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Committee Voting – 5/0

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<th>The Committee’s Reason for Varying the Officer’s Recommendation</th>
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<tbody>
<tr>
<td>Not Applicable</td>
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<table>
<thead>
<tr>
<th>Implications of the Changes to the Officer’s Recommendation</th>
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4:15pm Mr Andrew Hammond departed the meeting.

**Corporate Services**

**Financial Services**

<table>
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<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-004/13 Shoalwater North Underground Power Project</th>
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<tbody>
<tr>
<td>File No:</td>
<td>RTV/41</td>
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<tr>
<td>Proponent/s:</td>
<td>Ms Vanisha Govender, Manager Financial Services</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms A Gumina, Senior Rates Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
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<tr>
<td>Date of Committee Meeting:</td>
<td>18 February 2014</td>
</tr>
<tr>
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<tr>
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<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
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**Purpose of Report**

To gain in principle support for the service charges in the Shoalwater North Underground Power Project (SNUPP).

**Background**

Many underground power projects (UPP) have been rolled out in the metropolitan and regional Local Government Authorities (LGA).

The contribution rate for the various authorities to date has been:

- 25% Office of Energy
- 25% Western Power
- 50% LGA

Previously the City of Rockingham recovered costs from ratepayers within the project area for its 50% contribution.

The City’s first UPP was Palm Beach, which commenced construction in October 2008, and was completed in December 2009.

The UPP projects within the City bring many benefits to property owners and residents, these include:

- more reliable power supplies due to removal of exposed overhead power lines
- improved road safety due to removal of old power poles
- improved property values due to enhanced local amenity
- improved street lighting with frangible columns bringing enhanced road safety and community safety and security
- removal of need for unsightly street tree pruning adjacent to power lines.

In February 2010 the City submitted an “Expression of Interest” to the State Government’s Underground Power Steering Committee for Round 5, being an underground power program major residential project for part of the Shoalwater area. This was endorsed by Council at its 23rd February 2010 meeting.

There were 89 areas applied for by 19 local governments from around Western Australia for Round 5. After the Office of Energy assessed them all on reliability and feasibility criteria, 18 areas were selected to proceed to Stage 3 of the evaluation process.

Stage 3 of the evaluation process involved a survey being conducted of property owners within the project’s boundary. Underground Power projects under the State Underground Power Program could not proceed unless there is community support and so the Underground Power Steering Committee conducted the survey to assist with final selections.

The survey was issued in August 2010 and closed on 8 September 2010. The survey in Shoalwater resulted in 76.8% of respondents indicating they were in favour of underground power and prepared to contribute financially.

The City received advice from the Minister for Energy on 22 December 2010 advising that the Shoalwater proposal for underground power had been successful and selected to progress to the Detailed Proposal Stage of round five. In total, ten projects from around the state will progress to construction.

Western Power advised that construction of the Shoalwater North project was to commence in January 2014 and will take approximately 16 months to complete.

### Details

A contract for the Shoalwater Underground Project between Western Power, Honourable Minister of Energy and the City of Rockingham was signed in December 2013. The total estimated cost of the Project is $9,690,671. City of Rockingham will be contributing 50% of the cost and this will be funded with a loan. The finance charges will be calculated by working out how much the City’s borrowing cost will be over the period and added to the amount to be recovered from rate payers. Contingency costs for unforeseen costs associated with the project would be 1.5% of the City’s contribution.

Council has approved $550,000 towards the cost of Street lighting and as a result this has reduced the total cost to be distributed to the residents.

The summary breakdown of the cost is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Project Cost</td>
<td>$ 9,690,671</td>
</tr>
<tr>
<td>State Government and Western Power Contribution (50%)</td>
<td>$ 4,845,335</td>
</tr>
<tr>
<td>Cost of streetlights, contributed by the City</td>
<td>$ 550,000</td>
</tr>
<tr>
<td>Powder Coated Street lights</td>
<td>$ 39,957</td>
</tr>
<tr>
<td>City of Rockingham contingency allocation (1.5%)</td>
<td>$ 70,130</td>
</tr>
<tr>
<td>Additional project financing related expenses</td>
<td>$ 341,938</td>
</tr>
<tr>
<td>Net cost to City of Rockingham</td>
<td>$ 4,747,360</td>
</tr>
</tbody>
</table>
A service charge will be levied to the resident to recover the City of Rockingham contribution. The service charge would include network charges, connection fee, finance charges and contingency costs.

There will be approximately 8 categories of service charges. The typical service charges will be:

1. Properties have an existing connection, the indicative service charge will be $3,312
2. No existing connection present, the indicative service charge will be $4,540
3. No existing connection and is a 12 multiple dwelling site, the indicative service charge will be $3,413
4. No existing connection and is a 20 multiple dwelling site, the indicative service charge will be $3,373
5. No existing connection and is a 8 multiple dwelling site, the indicative service charge will be $3,463
6. No existing connection and is a 4 multiple dwelling site, the indicative service charge will be $3,614
7. Properties that have a transformer located on their boundaries, will receive a 25% reduction in their service charge. The indicative service charge will be $3,476
8. Properties that have a transformer located on their boundaries and is on a 8 multiple dwelling site, will receive a 25% reduction in their service charge. The indicative service charge will be $2,636.

Pensioners receive up to a 50% rebate based on their equity in the property on the total cost. Seniors receive up to a 25% rebate based on their equity in the property; this is a capped rate for year one payment only. These rebates are funded from outside of project funds with rebates paid by the Office of State Revenue.

**Payment Options**

To facilitate the collection of charges through the corporate system, all ratepayers within the project area will be levied the charges by way of four equal annual instalments with the addition of the associated interest charges. Ratepayers who wish to pay up-front or sooner than the 4 years will be able to do so by making appropriate arrangements with the Finance Section.

If the amount is paid in full in the first year a discount of the interest component will be given.

Ratepayers will therefore be offered the following payment options:

- Pay their total contribution in full (a discount will be offered if paid in 1st year)
- Pay their total contribution in four equal annual instalments including interest

**Levying of Charges**

It is proposed to raise the charges as per section 6.38 (1) of the Local Government Act 1995(LGA).

Monies outstanding at the time of the sale of a property will be recovered through the settlement process.

**Implications to Consider**

- **Consultation with the Community**

  The SNUPP Steering Committee conducted a survey in August/September 2010, which resulted in 76.8% of respondents indicating they were in favour of underground power and prepared to contribute financially.

  Should Council adopt the officer recommendation, officers will write to each affected ratepayer detailing the anticipated costs in the 2014/15 financial year explaining the process to be used and what payment options will be available to them.
b. Consultation with Government Agencies
The City is in partnership with the Office of Energy and Western Power for the delivery of this project. Both organisations have been fully briefed and are supportive of local government processes.

c. Strategic
Community Plan
This item addresses the Community’s Vision for the future and specifically the following Aspiration contained in the Community Plan 2011:

**Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

d. Policy
Not Applicable

e. Financial
Funding for the Shoalwater Underground Power Project will be 25% Western Power, 25% Office of Energy and 50% City of Rockingham. The City's contribution would be recovered from rate payers within the project area. The 2013/2014 Budget has an allocated expense of $4,200,000 plus Council's street lighting contribution $550,000. The budget also includes an associated loan to offset the expenditure.

f. Legal and Statutory
Levying of service charges is allowed in accordance with Section 6.38(1) of the LGA.
Section 6.38 (2) of the LGA requires a reserve fund to be established under section 6.11 if the amounts received exceed the current year’s project expenditure. The balance in the reserve fund will then be used to meet future year’s expenditure.
Local Government (Financial Management) Regulation 54 grants legislative ability for a local government to impose a service charge for underground electricity.

**Comments**
The adoption of the officer's recommendation on this report gives greater clarity for staff to be able to notify ratepayers of charges that are likely to be incurred on their rates notice for next financial year. It should be noted that Council is only adopting these charges in principle and therefore the final adoption of the Shoalwater Underground service charge will be adopted as part of the 2014/15 budget process in accordance with statutory requirements.

**Voting Requirements**
Simple Majority

**Officer Recommendation**
That Council in principle **APPROVE** the following services charges for Shoalwater Underground project, to be included in the 2014/15 budget:

1. Properties that have an existing network connection - $3,312
2. Properties that have no existing network connection - $4,540
3. Properties that have no existing network connection and is a;
   12 multiple dwelling site - $3,413
   20 multiple dwelling site - $3,373
   8 multiple dwelling site - $3,463
   4 multiple dwelling site - $3,614
4. Properties that have a transformer located on their boundaries - $3,476
5. Properties that have a transformer located on their boundaries and is on an 8 multiple dwelling site - $2,636.

Committee Recommendation

That Council in principle APPROVE the following services charges for Shoalwater Underground project, to be included in the 2014/15 budget:

1. Properties that have an existing network connection - $3,312
2. Properties that have no existing network connection - $4,540
3. Properties that have no existing network connection and is a;
   - 12 multiple dwelling site - $3,413
   - 20 multiple dwelling site - $3,373
   - 8 multiple dwelling site - $3,463
   - 4 multiple dwelling site - $3,614
4. Properties that have a transformer located on their boundaries - $3,476
5. Properties that have a transformer located on their boundaries and is on an 8 multiple dwelling site - $2,636.

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

4:19pm  Mr Andrew Hammond rejoined the meeting.
**General Management Services**

**General Management Services**  
**Governance and Councillor Support**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-002/14</th>
<th>Annual Meeting of Electors 17 December 2013</th>
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<tr>
<td>File No:</td>
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<td>Proponent/s:</td>
<td>Mr Peter Varris, Manager Governance and Councillor Support</td>
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<td>Date of Committee Meeting:</td>
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<td>Lot Area:</td>
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<td>Attachments:</td>
<td>Minutes of the Annual Meeting of Electors held 17 December 2013</td>
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<tr>
<td>Maps/Diagrams:</td>
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**Purpose of Report**

To receive the minutes and consider any decisions of the Annual Meeting of Electors held 17 December 2013.

**Background**

Council resolved at its 29 October 2013 meeting to hold the Annual Meeting of Electors on Tuesday 17 December 2013 commencing at 6:00pm. The meeting was held and the minutes are included as an attachment.

**Details**

The Annual Meeting of Electors was held on 17 December 2013 and in accordance with Section 5.33 of the Local Government Act 1995 all decision made at an electors’ meeting are to be considered at the next ordinary council meeting.
Implications to Consider

a. **Consultation with the Community**
   Advertising was carried out in both the Sound Telegraph and Weekend Courier, City Website, Library and Administration notice boards advising the community of the date and time of the Annual Meeting of Electors. The City’s social media platforms were also utilised for the notification of the meeting. Members of the Public were invited to attend and submit questions on the Annual Report and for General Business.

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 contained in the Community Plan 2011:

   **Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative, legally and ethically compliant.

d. **Policy**
   Nil

e. **Financial**
   Nil

f. **Legal and Statutory**
   Section 5.33 of the Local Government Act 1995 specifies the following in respect to decisions made at Electors Meetings:

   (1) All decisions made at an electors’ meeting are to be considered at the next ordinary council meeting or, if that is not practicable —
      (a) at the first ordinary council meeting after that meeting; or
      (b) at a special meeting called for that purpose, whichever happens first.

   (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors’ meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

**Comments**

With the exception of the decision to receive the 2012-2013 Annual Report, there were no other decisions or resolutions made at the Annual Meeting of Electors held 17 December 2013. Issues raised as questions in General Business will be responded to by the Administration in the ordinary course of business.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **RECEIVE** the minutes of the Annual Meeting of Electors held on Tuesday 17 December 2013.
Committee Recommendation

That Council RECEIVE the minutes of the Annual Meeting of Electors held on Tuesday 17 December 2013.

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
Strategy Coordination

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-003/14 Proposed Process and Timeline for the Development of the City’s Strategic Community Plan 2015-2025</th>
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<tr>
<td>File No:</td>
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<tr>
<td>Proponent/s:</td>
<td>Ms Karin Strachan, Manager Strategy Coordination</td>
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<td>Maps/Diagrams:</td>
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</table>

Purpose of Report
To obtain endorsement from Council regarding the proposed process for the development of the City’s 2015 – 2025 Strategic Community Plan.

Background
On 26 August 2010, the Minister for Local Government introduced regulations which establish new requirements for the ‘Plan for the Future’ under the Local Government Act 1995. Under these regulations, all local governments in Western Australia are required to have developed and adopted two key documents by 30 June 2013: a Strategic Community Plan and a Corporate Business Plan - supported and informed by resourcing and delivery strategies. These plans drive the development of each local government’s Annual Budget and ultimately help local governments plan for the future of their communities.

The following legal requirements are stipulated under the Local Government Act 1995 with regards to the development of Local Government Strategic Community Plans:
A Strategic Community Plan:
(i) Is for a minimum 10-year timeframe.
(ii) States community aspirations, vision and objectives.
(iii) Was developed or modified through engagement with the community, and this is documented.
(iv) Has regard to current and future resource capacity, demographic trends and strategic performance measurement.

(v) Was adopted or modified by an absolute majority of Council.

The City of Rockingham Strategic Community Plan (2010-2020) was adopted by Council in March 2011, and met all the above requirements that are stipulated in the Act. The City was commended by Minister John Castrilli for the high standard that was followed with the development of the plan.

The Local Government Act 1995 also requires that a strategic review of the Strategic Community Plan is to be scheduled for 2 years from when it is adopted; and a full review of the Strategic Community Plan is to be scheduled for 4 years from when it is adopted.

The City would like to proceed with the process of scheduling and holding workshops over the next period in order for a new Strategic Community Plan (2015-2025) to be adopted in 2015.

Details

The following process is proposed for the development and adoption of the City’s 2015-2025 Strategic Community Plan:

1. **Workshops and Community inputs**
   - Letters to Random sample of 7000 households – invite them to participate in workshops and determine time slots
   - 10 x Community Workshops: 40 - 50 people per session
     - Door prizes to attract
     - Elect community reps to attend
   - Councillors Strategic Workshop (Incl. Community Representatives)

2. **Development**
   - CEO & Team consolidate inputs and develop draft Community Plan Aspirations

3. **Finalisation and Approval**
   - Draft Community Plan Aspirations to Council
   - Final adoption
   - Implement & Measure Performance

The key success factor for the City Strategic Plan development is seen as the participation of the local public. This is to be done through a series of workshops that will be facilitated by a professional facilitator. The inputs collected from the individual workshops will be collated and taken forward and discussed at a Councillors workshop along with a representative from each community workshop. From there the draft City Strategic Community Plan Aspirations will be developed by the Strategy Co-ordination team and put forward to Council for discussion and inputs, and to the Community before being adopted. The step-by-step process can be explained in detail as follows:

---

1 Minor correction to graphic
1. **Send letters to a random sample of 7000 households, inviting them to participate in workshops and determine which time slots would suit them (morning, afternoon, evening, weekend)**

It is envisaged that not more than 500 individuals out of 7000 identified households will be available / willing to participate in the series of workshops. The workshops will be scheduled according to the preferences indicated on a return slip, and attendance of these individuals will be confirmed by a formal letter of invite.

Workshops to include a meal and drinks, as well as spot prizes in order to encourage participation from the public.

2. **Community workshops: Series of workshops with 50-60 people per session**

Facilitator to extract the issues that public feels are important for Council to Focus on (~ Key Focus Areas) for the next 10 years

Expected outcomes from the workshops include:

- Active participation and keen involvement of individuals from the local public
- List of issues that the Public would want CoR to focus on
- List of issues that the Public would not want CoR to focus on
- An indication of what the Key Aspirations for every workshop group would be (to be determined by means of a prioritisation process)
- Identified representatives from each workshop that could be involved in the Councillors workshop

3. **Councillors Strategic Workshop: Attended by Community workshop recommended representatives**

From each workshop one spokesperson will be chosen to present the outcomes of the respective community workshops back into a Councillors workshop.

4. **Strategy Coordination Department to consolidate inputs and develop draft Strategic Community Plan Aspirations**

From the Consolidation meeting, the full set of outputs will be incorporated into draft Strategic Community Plan Aspirations for the City of Rockingham.

5. **Draft Strategic Community Plan Aspirations to Council**

The Draft Strategic Community Plan Aspirations will be put forward to Council for discussion and inputs. The “look and feel” of the plan to be simple yet powerful and should create in the heads and minds of employees, the public and other stakeholders, an exact picture of where the City of Rockingham is heading into the future.

6. **Draft Strategic Community Plan Aspirations to the Community**

Community inputs into the draft City Strategic Plan Aspirations will be co-ordinated in various manners such as publishing in the newspaper, web page, interviews and phone calls. The workshop attendees will be sent a copy of the draft Aspirations, with an invitation for them to provide feedback and comments, using a postage paid return envelope that will be included in the documentation.

7. **Final adoption**

The City’s Strategic Community Plan Aspirations to be adopted by Council.

8. **Implement and measure performance**

Once adopted, the City’s Strategic Community Plan Aspirations will be activated through the Specific Purpose Strategies, the Asset management Plan and the Major Infrastructure Plan. Any newly identified specific purpose strategies will be reconciled with the specific purpose strategies that were associated with the previous Strategic Community Plan. The identified actions will also be incorporated into the ten-year team plans, and the annual budget. The City scoreboard and Key Performance indicators will also be updated accordingly for ongoing annual measurement of implementation.
Implications to Consider

a. Consultation with the Community
   The community will be actively engaged through a series of ten workshops, followed by a Councillors workshop which will also involve ten community representatives.

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 contained in the Community Plan 2011:

   **Aspiration 16:** Community engagement: A Council which engages with all elements of the community in order to make decisions that respect Rockingham’s unique sense of place whilst positively contributing to its future prosperity

d. Policy
   Nil

e. Financial
   The Strategic Development team has a budget of $15,000 for the workshops that will be held in the 2013/2014 financial year. An amount of $25,000 has been included in the 2014/2015 team plan for further costs associated with the workshops, as well as the development, printing and marketing of the Final Strategic Community Plan booklet.

f. Legal and Statutory
   Regulation 19C (Section 5.56 of the Local Government Act 1995), states that Local Government Strategic Community Plans are required to cover at least 10 financial years, be reviewed every 4 years and should clearly set out the vision, aspirations and objectives of the community in the district. The capacity of the Local Government’s current resources and anticipated future resources should also be considered within this plan, as well as the region’s demographic trends. A key requirement for the development of such a plan is that the electors and ratepayers are consulted during its development.

Comments

Nil

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVE the methodology as proposed in the ‘detail’ section of this report, for the development of the City of Rockingham Strategic Community Plan 2015 to 2025.

Committee Recommendation

That Council APPROVE the methodology as proposed in the ‘detail’ section of this report, for the development of the City of Rockingham Strategic Community Plan 2015 to 2025.

Committee Voting – 5/0
The Committee’s Reason for Varying the Officer’s Recommendation
Not Applicable

Implications of the Changes to the Officer’s Recommendation
Not Applicable
Legal Services and General Counsel

Legal Services and General Counsel
Legal Services

Reference No & Subject: LS-001/14 Adoption of Misconduct Prevention Strategy 2014
File No: LGS/190
Proponent/s: Mr John Woodhouse, Director Legal Services and General Counsel
Author: Mr Andrew Hammond, Chief Executive Officer
Other Contributors:
Date of Committee Meeting: 18 February 2014
Previously before Council:
Disclosure of Interest:
Nature of Council’s Role in this Matter: Executive
Site:
Lot Area:
Attachments: Draft City of Rockingham Misconduct Prevention Strategy 2014
Maps/Diagrams:

Purpose of Report

The purpose of this report is to recommend that the Council adopt the City of Rockingham Misconduct Prevention Strategy 2014.

Background

Details of the background to the preparation of the Strategy, and its recommended adoption, are set out, in detail, in the “Background” (Section 3) of the Strategy itself. Whilst that detailed background should be considered, the following brief comments may be helpful by way of introduction.

The existing “legislative compliance” regime has served the City of Rockingham well.

The City has established, and implements, the required legislative measures including:

- A code of conduct for employees and members of council.
- A purchasing policy and procedures manual.
- Financial compliance processes.
- Audit committee.
• Induction program for all new employees.
• Procurement and tender policy.
• Ongoing training for all employees.
• Annual returns for completion by senior employees and members of the council.

The preparation of the Strategy is a recognition, however, that legislative compliance is not enough by itself to identify, prevent and deal with misconduct.

The fact that legislative compliance, whilst essential, is not enough, is evident from the number of misconduct incidents which have occurred, in recent years, in the wider local government sector. There have been a number of high-profile misconduct and fraud cases involving local governments including the City of Stirling and the Town of Cottesloe. The concerns at the potential for misconduct to occur are apparent from a growing number of reports published by the Corruption and Crime Commission with respect to the local government sector.

**Details**

There is a growing understanding in local government of the importance of misconduct prevention and of the need to see the risk of misconduct, not in isolation, but as part of the overall business risk assessment.

Details of this understanding and of recent developments are provided in Section 3 of the Strategy.

To address this need, the Strategy has been developed in light of, and consistent with, the principles for misconduct prevention set out in the Corruption and Crime Commission's framework document entitled “Misconduct Resistance Framework: an Integrated Governments Approach to Protecting Agency Integrity”.

The City’s Strategy which has been developed is not based upon any standard or “template” document prepared by others.

It is a unique and “tailor-made” approach which is specific to the City of Rockingham.

The goal is to integrate the Strategy within the City’s existing Team structure whilst delivering a “whole of organisation” approach to addressing misconduct risk.

The adoption by the Council of the Strategy will be evidence that:

• The City understands the importance of misconduct prevention and the need to deal with misconduct risk as one a number of risks.
• The City is taking an integrated approach consistent with best practice.
• Sustaining public trust is at the heart of the City’s being.

The actions which are considered both necessary and desirable to address misconduct risk are described in detail in the Strategy.

So as to support a logical approach, those actions are grouped as follows:

• Strategy and Policy Integration.
• Training and Development.
• Compliance and Detection.
• Reporting and Investigation.

Following adoption of the Strategy, the item of first priority is for each Team to undertake and document an assessment of the misconduct risks applicable to the Team and the steps proposed to address those risks.

Other elements to be implemented within the first 12 months include specific misconduct training, development of a misconduct reporting policy, appointment of an internal auditor, development of an internal audit plan and a review of the code of conduct (and the development of one specific code for employees and a separate code for Councillors).
The employment of a person responsible for the internal audit function will be a vital resource to enable the CEO to discharge the statutory responsibilities mentioned in the Legal and Statutory section of this report.

If an internal auditor is appointed prior to the end of this financial year then the necessary funds to enable the appointment would be made available through a budget review process.

**Implications to Consider**

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<th>a.</th>
<th>Consultation with the Community</th>
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<td>Community Plan</td>
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<tr>
<td></td>
<td>Nil</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>e.</th>
<th>Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In the main, the costs associated with the implementation of the actions in the Strategy involve staff time and the use of existing personnel and resources. There are some additional costs identified in the Strategy – most notably the costs associated with the employment of a person to fill the position of internal auditor. This cost has a budget allocation within the Team Plan of the Chief Executive Officer (CEO).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>f.</th>
<th>Legal and Statutory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>There is no specific legislative requirement for the adoption of a misconduct prevention strategy. Rather it is considered to be consistent with contemporary best practice and to ensure the high standard of good governance. Regulation 17 of the Local Government (Audit) Regulations 1996 requires local government CEO’s to carry out a biennial review of:</td>
</tr>
<tr>
<td></td>
<td>• legislative compliance;</td>
</tr>
<tr>
<td></td>
<td>• internal controls; and</td>
</tr>
<tr>
<td></td>
<td>• risk management.</td>
</tr>
<tr>
<td></td>
<td>The results of the review are to be presented to the council’s audit committee. The audit committee is required to consider the CEO’s review and to report the results of the review to the council.</td>
</tr>
</tbody>
</table>

**Comments**

Nil

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **ADOPT** the City of Rockingham Misconduct Prevention Strategy 2014.
**Committee Recommendation**

That Council *ADOPT* the City of Rockingham Misconduct Prevention Strategy 2014.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
## Community Development

### Community Development

### Community Capacity Building

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-002/14 Recommendations from the Community Grants Program Advisory Committee Meeting held on 19 December 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GRS/48</td>
</tr>
<tr>
<td>Author:</td>
<td>Mrs Narelle Edmonds, Community Development Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Ms Jane Elton, Manager Community Capacity Building</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>18 February 2014</td>
</tr>
</tbody>
</table>
| Disclosure of Interest: | Agenda Item 9.1, Cr Chris Elliott declared an interest affecting impartiality in Agenda Item 9.1, The Rockingham Community Shed for Men Inc as detailed within Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 as he is a member of the Management Committee of The Rockingham Community Shed for Men Inc.  
Agenda Item 9.1, Cr Justin Smith declared an interest affecting impartiality in Agenda Item 9.1, The Rockingham Kwinana Chamber of Commerce as detailed within Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 as he is a life member of the Rockingham Kwinana Chamber of Commerce.  
Agenda Item 9.1, Cr Justin Smith declared an interest affecting impartiality in Agenda Item 9.1, The Secret Harbour Dockers Cricket Club as detailed within Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 as he is a volunteer and member of The Secret Harbour Dockers Cricket Club. |

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

**Executive**

### Attachments:

Minutes of the Community Grants Program Advisory Committee Meeting held on 19 December 2013

### Purpose of Report

That Council approve the Community Grants Program Advisory Committee Recommendations as tabled.
Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1:
Approval and non-approvals of CGP, Minor Project and Event Grants Round Three

That Council **APPROVE** the allocation of funds for Round Three of the Community Grants Program as follows:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Event/Project Request Amount ($)</th>
<th>Subject to Conditions from Community Grants Program Committee</th>
<th>Approved ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rockingham Kwinana Chamber of Commerce</td>
<td>Event – Business Function 3,150</td>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>Rockingham Kwinana Chamber of Commerce</td>
<td>Minor Project – Office relocation 17,910</td>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>Community Connect WA</td>
<td>Event – Autumn Harvest 20,000</td>
<td></td>
<td>20,000</td>
</tr>
<tr>
<td>Secret Harbour Surf Life Saving Club</td>
<td>Minor Project – Operational, Equipment and an event 20,000</td>
<td></td>
<td>20,000</td>
</tr>
<tr>
<td>Cancer Council of Western Australia</td>
<td>Event – Relay for Life 15,000</td>
<td></td>
<td>15,000</td>
</tr>
<tr>
<td>City of Rockingham RSL – Sub Branch</td>
<td>Event – Anzac Day 20,000</td>
<td></td>
<td>12,370</td>
</tr>
<tr>
<td>Secret Harbour Dockers Cricket Club</td>
<td>Minor Project – Equipment 12,540</td>
<td></td>
<td>12,540</td>
</tr>
<tr>
<td>Lions Club of Comet Bay</td>
<td>Event – Secret Harbour Autumn Fair 20,000</td>
<td></td>
<td>15,670</td>
</tr>
<tr>
<td>Churches Commission on Education Inc. (Youthcare)</td>
<td>Minor Project – Chaplaincy 20,000</td>
<td></td>
<td>16,000</td>
</tr>
<tr>
<td>Secret Harbour Residents Association Inc.</td>
<td>Event – Rockingham Community Easter Fair 10,000</td>
<td></td>
<td>8,050</td>
</tr>
<tr>
<td>Singleton Ward Volunteer Bush Fire Brigade</td>
<td>Minor Project – Equipment 4,149.80</td>
<td></td>
<td>4,149.80</td>
</tr>
<tr>
<td>Rotary Club of Rockingham Inc.</td>
<td>Minor Project – Feasibility Study 20,000</td>
<td></td>
<td>20,000</td>
</tr>
<tr>
<td>Rockingham Regional Arts Inc.</td>
<td>Minor Project – Arts Program 9,630</td>
<td></td>
<td>9,630</td>
</tr>
<tr>
<td>WA Water Ski Association</td>
<td>Event – Water-ski Championships 20,000</td>
<td></td>
<td>18,700</td>
</tr>
<tr>
<td>Applicant</td>
<td>Event/Project Request</td>
<td>Subject to Conditions from Community Grants Program Committee</td>
<td>Approved ($)</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------------------</td>
<td>---------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>The Minnow Class Association of WA</td>
<td>Event – Sailing 931</td>
<td></td>
<td>931</td>
</tr>
<tr>
<td>Rockingham Community Shed for Men Inc. (Men’s Shed)</td>
<td>Minor Project – Equipment 3,089</td>
<td></td>
<td>3,089</td>
</tr>
<tr>
<td>Safety House Association of WA</td>
<td>Minor Project – Signs 1,290</td>
<td></td>
<td>1,290</td>
</tr>
<tr>
<td><strong>Total CGP – 17 Applicants</strong></td>
<td><strong>TOTALS</strong></td>
<td></td>
<td><strong>177,419.80</strong></td>
</tr>
</tbody>
</table>

**Background**

Round Three of the Community Grants Program (CGP) closed on Friday 6 December 2013. A total of 17 applications were received for Minor Projects/Events.

Two applications were not approved and all other requests were approved in varying amounts with some conditions imposed, totalling $177,419.80.

**Implications to Consider**

a. **Strategic**

   Community Plan

   This item addresses the Community’s Vision for the future and specifically the following Aspiration contained in the Community Plan 2011:

   **Aspiration 7:** Community facilities and services that are well utilised, accessible and cost effective, and where appropriate, multi-functional.

b. **Policy**

   The Community Grants Program operates in line with the Community Grants Program Policy and Guidelines. The Community Grants Program operates in line with the Council’s Governance and Meeting framework Policy.

c. **Financial**

   If Council approves the CGP Round Three applications, Minor Project/Event grants an amount of $177,419.80 will be utilised from the CGP budget which currently has a balance of $293,808.16 leaving a remaining balance of $116,388.36.

d. **Legal and Statutory**

   Nil

e. **Voting Requirements**

   Simple Majority

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

Nil

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

Nil
## Committee Recommendation

That Council **APPROVE** the allocation of funds for Round Three of the Community Grants Program as follows:

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<td></td>
</tr>
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<td><strong>TOTALS</strong></td>
<td>217,689.80</td>
<td></td>
<td>177,419.80</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
Community Development
Community Support Services

Reference No & Subject: CD-003/14 Out of School Hour Care (OOSH) Service Review

File No: CSV/82-02

Proponent/s: Ms Jillian Obiri-Boateng, Manager Community Support Services

Author: 

Other Contributors: 

Date of Committee Meeting: 18 February 2014

Previously before Council: CP7/22/05, CD2/1/07, CD47/5/08, CD32/5/10, CSS-002/13

Disclosure of Interest: 

Nature of Council’s Role in this Matter: Executive

Site: 
Lot Area: 
Attachments: 
Maps/Diagrams: 

Purpose of Report

To seek Council approval to close the City of Rockingham Out of School Hours Care (OOSH) Service.

Background

The City of Rockingham Out of School Hours Care Service (OOSH) commenced operations in 1986 under the sponsorship of the City of Rockingham Child and Youth Care Trust Inc, on the condition that neither the Trust nor Council would be required to financially support the program.

Over time OOSH has increasingly incurred deficits which have been met by Council. During the past 12 years the City has undertaken several reviews to determine if the City should be providing this service. In 1998 the City and the Young Men’s Christian Association (YMCA) undertook negotiations to determine if the YMCA could take on the service. At this time the YMCA would only take on Vacation Care as this was the only part of the Service deemed profitable.

Again in 2004 the City entered into negotiations with the YMCA regarding the YMCA managing the Service, but due to the YMCA not being able to meet the City's transfer requirements including maintaining the same venue, staff and staff working conditions, this did not proceed.

Since that time OOSH has continued to operate from the Waikiki Family and Community Centre with increasing deficits. OOSH is licenced to provide care for 39 children/session in Before School, After School and Vacation Care Services.
OOSHC was initially established due to identified need for this type of service in the Rockingham/Safety Bay area, and a need for children with a disability and those from a lower socio-economic background to be catered for. As such it was viewed as providing a service to the community rather than being a commercial enterprise.

As the Rockingham community has grown and a commercial viability has been created, the provision of OOSHC services has become an increasingly competitive business arena, with often large companies running a number of services which can provide economies of scale in terms of administrative and legislative overheads. During this time a number of registered OOSHC services have been established across the City.

All OOSHC services can now offer care to children with a disability due to access to the federally funded Inclusion Support Subsidy.

In terms of socio-economic background, all parents are eligible for federally funded Child Care Benefit on a sliding scale in accordance with income. This can be paid direct to the nominated service, so decreasing the parent’s daily fee, or can be claimed at the end of the financial year by the parent as a lump sum.

Additionally parents in receipt of income support payments such as parenting payment or Newstart Allowance, or who have an Employment Pathway Plan in place are eligible to receive Jobs, Education and Training Child Care (JET) fee assistance, on top of Child Care Benefit.

As such the City of Rockingham OOSHC service is now operating in direct competition to larger providers who cater for all sectors of the community and offer the same benefits.

The OOSHC Service has had ongoing issues with increasing annual deficits over many years.

Table 1 illustrates the budget deficits for the last two financial years and the projected deficit for the current year.

<table>
<thead>
<tr>
<th>Year</th>
<th>2011/12</th>
<th>2012/13</th>
<th>2013/14 (projected)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deficit on operations</td>
<td>$75,173</td>
<td>$104,695</td>
<td>$152,402</td>
</tr>
</tbody>
</table>

The deficit has increased markedly due to increases in staff salaries and transport costs and the inability of the service to maintain full utilisation.

Attempts have been made previously to improve the financial performance through the unsuccessful discussions with the YMCA, and, through increases in fees with the most recent being in 2008, 2010 and 2013. These increases have not improved financial performance.

In 2013 OOSHC undertook a number of initiatives to attempt to improve attendance numbers and financial performance.

Initially OOSHC instituted a requirement for all fees to be paid one week in advance at all times, so avoiding the accumulation of parental debt. Parents who do not maintain fees one week in advance are unable to access care for their child until their account is in advance.

Additionally, in an effort to improve numbers and thus financial performance, OOSHC negotiated access to advertising in local primary school newsletters and adverts appear regularly in promotional City publications, as well as being on the City website and undertaking fortnightly posts on the City’s Facebook page. OOSHC also provides information for all Community Development stands at local events. The Coordinator of the Service initiated visits to local schools to showcase the Service, and attends the Local Service Providers Network.

At this time, there does not seem to have been any positive impact on attendance numbers and therefore the projected deficit for the current financial year is $152,402.

Table 2 illustrates the numbers attending OOSHC in 2013, which equate to approximately 30 families as regular clients of the Service across the year.
The table illustrates that OOSHC is under-utilised, especially in Before School and Vacation Care. This is despite the ongoing efforts of staff to increase numbers as described above.

The under-utilisation of OOSHC impacts directly on income to the City, and as a consequence creates the annual deficits, which are increasing.

Table 3 illustrates the costs to the City for the 2011/12 and 2012/13 financial years as well as projected costs based on the first 6 months of the 2013/14 financial year.

Table 3: OOSHC Budget Deficits

<table>
<thead>
<tr>
<th>YEAR</th>
<th>REVENUE ($)</th>
<th>EXPENDITURE ($)</th>
<th>DEFICIT ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td>Actual</td>
<td>Budget</td>
</tr>
<tr>
<td>2011/12</td>
<td>280,579</td>
<td>263,161</td>
<td>419,763</td>
</tr>
<tr>
<td>2012/13</td>
<td>291,802</td>
<td>233,052</td>
<td>366,994</td>
</tr>
<tr>
<td>2013/14 (Projected)</td>
<td>240,906</td>
<td>393,308</td>
<td>152,402</td>
</tr>
<tr>
<td>2013/14 (July – Dec 13)</td>
<td>147,007</td>
<td>214,538</td>
<td>67,531</td>
</tr>
</tbody>
</table>

The table illustrates that the deficit for OOSHC increased nearly $30,000 from the 2011/12 to 2012/13 financial year, and is projected to increase to $47,707 between the 2012/13 and 2013/14 financial year, which is close to double the increase. The figures for July to December 2013 illustrate that OOSHC will probably meet the projected budget for 2013/14, as after 6 months the deficit is 44% of the projected deficit, with non-cash expenses under-expended at this time. Additionally Vacation Care enrolments for January 2014 are low.
Significant costs involved in providing OOSHSC include staff salaries, building rental and the bus transport costs. Staff numbers are legislated due to the ratios defined in the Education and Care Services National Law (WA) 2012 (the Act) and the Education and Care Services National Regulations 2012 (the regulations).

The requirements of the new ‘My Time Our Place’ curriculum have also impacted with staff requiring greater administrative time in order to complete the requirements of the curriculum, such as children’s learning journals. Photographic evidence to include in the journals, the development of new Policies and Procedures in line with the Act, and the requirements regarding collection of fees have also increased the need for paid administrative time.

Additionally staff have been required to update their training in a number of areas, again requiring increasing paid training time.

The qualifications required for staff employed as Qualified Child Educators have increased with consequent difficulties in identifying and attracting appropriately qualified staff who need to be paid at a higher hourly rate. Regulations require that one staff member on each shift be a Qualified Child Educator.

The rent of $25,000/year is set by the community based Management Committee of the Waikiki Family and Community Centre, who lease the building from Department for Communities. This is only for daytime use with staff required to set up and put away all resources for each session, again extra paid non-contact time for staff. The administrative space is a cupboard that has been adapted as an Office for the Coordinator who thus does not have the appropriate space, for efficient use of administrative time, or indeed for confidential conversations with parents.

Essential to an OOSHC Service is the provision of transport for children to and from school. This is provided through a local provider who was the successful tenderer in line with the City’s Procurement Policy.

All costs are fixed, with no ability to decrease these costs within the annual budget for OOSHC. Other costs are essentially resource and equipment provision for children’s activities and outings, which increase each year, and, non-cash expenses such as service provider allocations including Information Technology (IT) and Human Resource (HR) support.

There would be no extra expense in the current financial year if OOSHC closed, as all expenditure is allocated in the 2013/14 budget including the transport contract price. As this is a contract, due to expire on 2 September 2014 the full payment to the provider may need to be made. There would be some savings in rental expenses, staff costs and resource provision costs.

While there may be some short term dislocation for parents if OOSHC closed while they identified an appropriate new OOSHC Provider, it is envisioned that there would not be an appreciable effect on the availability, quality and costs of care for them. The staff of City of Rockingham OOSHC would be able to assist them in locating alternate care. Table 4 illustrates the availability of care in alternate providers across the City.

Table 4: OOSHC Availability in the City of Rockingham

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>SERVICES PROVIDED</th>
<th>SCHOOL PICK-UP</th>
<th>VACANCIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiny Tots Daycare</td>
<td>Rockingham</td>
<td>BSC and ASC</td>
<td>Bungaree, Charthouse, Rockingham Beach</td>
<td>Yes BSC</td>
</tr>
<tr>
<td>Sunshine Child Care Centre</td>
<td>Cooloongup</td>
<td>BSC, ASC and Vacation Care</td>
<td>Safety Bay, Rockingham Beach, Cooloongup</td>
<td>Not at this time</td>
</tr>
<tr>
<td>Koorona Primary School OOSHC</td>
<td>Warnbro</td>
<td>BSC and ASC</td>
<td>Karoona</td>
<td>Yes in 2014</td>
</tr>
<tr>
<td>Tranby Child Care</td>
<td>Baldivis</td>
<td>BSC and ASC</td>
<td>Tranby College, Settlers Hills</td>
<td>Yes BSC</td>
</tr>
<tr>
<td>NAME</td>
<td>ADDRESS</td>
<td>SERVICES PROVIDED</td>
<td>SCHOOL PICK-UP</td>
<td>VACANCIES</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------------</td>
<td>--------------------------------------------</td>
<td>----------------------------------------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>Nippers Day Care</td>
<td>Warnbro</td>
<td>BSC, ASC and Vacation Care</td>
<td>Endeavour, Rockingham Lakes, Port Kennedy, Warnbro, East Waikiki, Waikiki</td>
<td>BSC every day, ASC Mon, Wed, Thurs, Fri</td>
</tr>
<tr>
<td>Rockingham Beach Camp OOSHC</td>
<td>Rockingham</td>
<td>After School Care</td>
<td>Rockingham Beach Primary</td>
<td>Yes</td>
</tr>
<tr>
<td>Maranatha School Of Early Learning</td>
<td>Waikiki</td>
<td>BSC, ASC and Vacation Care</td>
<td>Only Maranartha</td>
<td>Yes</td>
</tr>
<tr>
<td>Charthouse OSH Club Primary School</td>
<td>Waikiki</td>
<td>BSC and ASC</td>
<td>Charthouse Primary School</td>
<td>Yes</td>
</tr>
<tr>
<td>My World Child Care Centre</td>
<td>Waikiki</td>
<td>BSC, ASC and Vacation Care</td>
<td>East Waikiki, Cooloongup</td>
<td>Yes have expanded to 56 place centre</td>
</tr>
<tr>
<td>Camp Australia Makybe</td>
<td>Baldivis</td>
<td>BSC, ASC and Vacation Care</td>
<td>South Baptist College</td>
<td>Yes</td>
</tr>
<tr>
<td>YMCA St Bernadettes OOSHC</td>
<td>Port Kennedy</td>
<td>BSC, ASC and Vacation Care</td>
<td>Waikiki Primary, East Waikiki</td>
<td>Yes</td>
</tr>
<tr>
<td>Living Waters Lutheran OOSHC</td>
<td>Warnbro</td>
<td>BSC, ASC and Vacation Care</td>
<td>Living Waters Only</td>
<td>NA</td>
</tr>
<tr>
<td>Christian Youth Camp</td>
<td>Baldivis</td>
<td>BSC and ASC</td>
<td>Living Waters only for BSC and ASC, Vacation care - open to all</td>
<td>Yes</td>
</tr>
<tr>
<td>Warnbro OSH Club</td>
<td>Warnbro</td>
<td>BSC and ASC</td>
<td>Warnbro Primary</td>
<td>Yes</td>
</tr>
<tr>
<td>YMCA Warnbro</td>
<td>Warnbro</td>
<td>Vacation Care Only</td>
<td>All Children</td>
<td>Yes</td>
</tr>
<tr>
<td>Helmshore Way Child Care Centre</td>
<td>Port Kennedy</td>
<td>BSC, ASC and Vacation Care</td>
<td>Endeavour, Rockingham Lakes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Note: Before School Care (BSC), After School Care (ASC)

Currently OOSHC provides care to children enrolled at Bungaree, Charthouse, Cooloongup, East Waikiki, Endeavour, Hillman, Rockingham Beach, Rockingham Lakes, Safety Bay, Waikiki and Warnbro Primary Schools. The table illustrates that all these primary schools attract alternate OOSHC providers with vacancies. Two of the schools, Warnbro Primary School and Charthouse Primary School have on school site OOSHC providers. As vacancies change regularly, exact numbers have not been supplied in the chart. However at the time of the enquiries there were at least three vacancies available at each of the services reporting vacancies.

Additionally there would be little impact on parents financially. Table 5 illustrates the comparative fees charges by OOSHC Services across the City.
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 18 MARCH 2014

PRESIDING MEMBER

Table 5: Comparative Fees OOSH Services

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>BEFORE SCHOOL ($)</th>
<th>AFTER SCHOOL ($)</th>
<th>VACATION CARE ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Rockingham OOSH C</td>
<td>Waikiki</td>
<td>22</td>
<td>27</td>
<td>70</td>
</tr>
<tr>
<td>Tiny Tots Daycare</td>
<td>Rockingham</td>
<td>24.50</td>
<td>28.50</td>
<td>87.50</td>
</tr>
<tr>
<td>Sunshine Child Care Centre</td>
<td>Cooloonup</td>
<td>18</td>
<td>21.80</td>
<td>76</td>
</tr>
<tr>
<td>Koorana Primary School OOSH C</td>
<td>Warnbro</td>
<td>Opening 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tranby Child Care</td>
<td>Baldivis</td>
<td>18</td>
<td>23</td>
<td>60</td>
</tr>
<tr>
<td>Nippers Day Care</td>
<td>Warnbro</td>
<td>26</td>
<td>30</td>
<td>80</td>
</tr>
<tr>
<td>Rockingham Beach Camp OOSH C</td>
<td>Rockingham</td>
<td>N/A</td>
<td>32.70</td>
<td>N/A</td>
</tr>
<tr>
<td>Maranatha School Of Early Learning</td>
<td>Waikiki</td>
<td>20</td>
<td>24</td>
<td>62</td>
</tr>
<tr>
<td>Chathouse OSH Club Primary School</td>
<td>Waikiki</td>
<td>17.50</td>
<td>24.50</td>
<td>N/A</td>
</tr>
<tr>
<td>My World Child Care Centre</td>
<td>Waikiki</td>
<td>25</td>
<td>29</td>
<td>55</td>
</tr>
<tr>
<td>Camp Australia Makybe</td>
<td>Baldivis</td>
<td>23</td>
<td>30.61</td>
<td>64.15</td>
</tr>
<tr>
<td>YMCA St Bernadettes OOSH C</td>
<td>Port Kennedy</td>
<td>20</td>
<td>25</td>
<td>78</td>
</tr>
<tr>
<td>Living Waters Lutheran OOSH C</td>
<td>Warnbro</td>
<td>17</td>
<td>20</td>
<td>45</td>
</tr>
<tr>
<td>Christian Youth Camp</td>
<td>Baldivis</td>
<td>20</td>
<td>24</td>
<td>62</td>
</tr>
<tr>
<td>YMCA Warnbro</td>
<td>Warnbro</td>
<td>N/A</td>
<td>N/A</td>
<td>58</td>
</tr>
<tr>
<td>Helmshore Way Child Care Centre</td>
<td>Port Kennedy</td>
<td>18</td>
<td>26</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Average Costs</strong></td>
<td></td>
<td><strong>20.70</strong></td>
<td><strong>26.15</strong></td>
<td><strong>66.47</strong></td>
</tr>
</tbody>
</table>

The table illustrates that the average fee for care is less than at the City of Rockingham. Eight out of 13 services charge less than the City for Before School Care, eight out of the 14 services charge less for After School Care and for Vacation Care seven out of the 12 providers charge less. In most cases parents will pay less to a new care provider.

The effect on staff, two of whom are permanent employees and the remainder casuals would be handled through the HR Policies and Procedures established within the City.

Consideration as to when to close OOSH C in order to have the least impact on parents and children has identified Friday 11 April 2014, the last day of Term 1 as appropriate. This will enable parents to be informed of the closure date six weeks prior to the actual closure, which is a longer period than the three weeks required by the Act and the Regulations.

Parents will then have time to locate an alternate provider for Term 1 vacation care and for Term 2. Additionally this will enable the children attending OOSH C to complete Term 1 without having to adjust to a change in their OOSH C arrangements. It will also allow them to settle into their new OOSH C during school holidays rather than school term time.

**Implications to Consider**

**a. Consultation with the Community**

All Out of School Hours Care Providers within the City of Rockingham were contacted to ascertain area of service provision, vacancies and fee levels.

**b. Consultation with Government Agencies**

Discussions were undertaken with the Child Licensing and Standards Unit which has responsibility for administering the Education and Care Service National Law (WA) 2012 and Education and Care Services National Regulations 2012, to ensure accurate compliance with the regulations.
c. **Strategic**

**Community Plan**

This item addresses the Community’s Vision for the future and specifically the following Aspiration contained in the Community Plan 2011:

**Aspiration 1:** An involved and engaged community enjoying a lifestyle that caters for all residents, including those with specific or special needs.

d. **Policy**

Nil

e. **Financial**

The OOSHC Service is funded through an annual budget allocation. The bus service is provided by Coastal Bus Service through contract, which contract expires on 2 September 2014. While it may be that the Provider will request all funds owed to be paid until that date, negotiations regarding this will be undertaken. This will equate to $14,604 from the 2013/14 budget allocation and $12,123 from the 2014/15 budget allocation.

Use of the building is through a rental agreement, with a one month period of notice, which notice would be given to comply with the projected closure date for OOSHC.

The saving to the City of Rockingham if the OOSHC Service is cancelled would be at least the projected deficit for the 2013/14 financial year, less the transport tender amount of $12,133 in 2014/15 and total projected deficits for future years.

f. **Legal and Statutory**

Statutory requirements for an OOSHC Service are managed by the Child Licensing and Standards Unit, utilising the Education and Care Services National Law (WA) 2012 and the Education and Care Services National Regulations 2012.

Education and Care Services National Law (WA) Act 2012, Schedule Part 2, s. 38

Surrender of provider approval by approved provider states:

(1) An approved provider may surrender the provider approval by written notice to the regulatory Authority

(2) The notice must specify a date on which the surrender is intended to take effect which must be-
   (a) after the notice is given; and
   (b) after the end of the period of notice provided under subsection (3).

(3) The approved provider must notify the parents of children enrolled at the education and care services operated by the approved provider of the intention to surrender the provider approval, at least 14 days before the surrender is intended to take effect.

(4) If a provider approval is surrendered, the approval is cancelled on the date specified in the notice.

(5) If a provider approval is surrendered, any service approval held by the provider is also taken to be surrendered.

**Comments**

City of Rockingham OOSHC was established originally due to a lack of local providers as a service to the community in order to provide accessible, supportive and inexpensive child care options to local families. Over time, with the establishment of more OOSHC services across the City it has become essentially a business in competition with other businesses. Anecdotally the service attracts children from families across the socio-economic spectrum and offers the same access for children with a disability and support payments for parents as all other Services.
While OOSHC has offered a respected quality of care to Rockingham families for over 20 years, it has become increasingly costly to provide. With increasing regulatory requirements this will only continue across the next few years. Additionally the reasons for the initial establishment of OOSHC have been consumed by time and the changing regulatory and funding landscape.

With the rate of growth the City is experiencing, decisions regarding allocation of resources should be considered in light of identified need, availability of established services and accessibility for the whole community. With the increasing numbers of OOSHC Services across the City, the small number of families accessing the City's Service, availability of assistance for children with a disability and availability of funding assistance for parents universal to all providers, the need for a City delivered Service has reduced across time.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council *APPROVE* the closure of the City of Rockingham Out of School Hours Care Service to take effect at close of business on Friday 11 April 2014, being the last day of Term One.

**Committee Recommendation**

That Council *APPROVE* the closure of the City of Rockingham Out of School Hours Care Service to take effect at close of business on Friday 11 April 2014, being the last day of Term One.

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
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 18 MARCH 2014

PAGE 49

Community Development Committee Minutes
Tuesday 18 February 2014

Purpose of Report

To advise the resignation of Ms Jo Bednall and Council to appoint Ms Sue Sullivan as the Independent Schools Representative for the Rockingham Education and Training Advisory Committee (RETAC).

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1:
Resignation of Independent Schools Representative

That Council:

1. ACCEPT the resignation of Ms Jo Bednall as the Independent Schools Representative.

2. APPOINT Ms Sue Sullivan as the Independent Schools Representative to RETAC.

Background

At its Ordinary Council meeting held Tuesday 27 November 2012, Council APPOINTED Ms Jo Bednall to RETAC as the Independent School’s Representative. Ms Bednall has resigned from her position as Principal at Tranby College (an Independent School) therefore is no longer eligible to remain a representative on RETAC (as the Independent School’s Rep) in accordance with the Governance and Meeting Framework Council Policy.
Implications to Consider

a. Strategic

Community Plan

This item addresses the Community’s Vision for the future and specifically the following Aspirations contained in the Community Plan 2011:

Aspiration 15: Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

Aspiration 16: A Council which engages with all elements of the community in order to make decisions that respect Rockingham’s unique sense of place whilst positively contributing to its future prosperity.

b. Policy

Council Policy ‘Governance and Meeting Framework’ underpins the review and appointment of community members.

c. Financial

The financial implications of the review and appointment of community members to Advisory Committees is limited to the cost of advertising and officer time in undertaking the review.

Costs will be accommodated within existing budget allocations.

d. Legal and Statutory

Sections 5.8, 5.9, 5.10 and 5.11 of the Local Government Act 1995 specifies legislative matters in respect to committees and the appointment of committee members.

e. Voting Requirements

Absolute Majority

Officer Recommendation if Different to Advisory Committee Recommendation

That Council APPOINT Ms Sue Sullivan as the Independent Schools Representative to the Rockingham Education and Training Advisory Committee (RETAC).

The Officer’s Reason for Varying the Advisory Committee Recommendation

Section 5.11(2) of the Local Government Act 1995 specifies the tenure of committee membership and Council does not need to accept a resignation from a committee member should the person’s membership expire through resignation.

Committee Recommendation

That Council APPOINT Ms Sue Sullivan as the Independent Schools Representative to the Rockingham Education and Training Advisory Committee (RETAC).

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 appoint community members and organisations to the Neighbourhood Watch (NHW) Advisory Committee.

**Background**

At the Ordinary Council Meeting on 29 October 2013 (Report CD-004/13) Council resolved to:

1. **ESTABLISH** the Neighbourhood Watch Advisory Committee:
   - Terms of Reference
     - To provide a forum to discuss and foster Neighbourhood Watch projects and initiatives between community members and key stakeholders to promote Neighbourhood Watch.
   - Committee Composition
     - 2 Councillors
     - 3 Community Organisation Members
     - 5 Community Members
   - Executive Support – Manager Community Safety

2. **AMEND** the Governance and Meeting Framework Policy to include the Neighbourhood Watch Advisory Committee.
3. **APPOINT** Councillors Stewart and Whitfield to the Neighbourhood Watch Advisory Committee.

4. **SEEK** nominations for community representation on the Neighbourhood Watch Advisory Committee

---

### Details

Following the Ordinary Council Meeting on 23 October 2013, City officers advertised for community representatives from 11 December 2013 to 10 January 2014 to fill the five vacant positions on the Neighbourhood Watch (NHW) Advisory Committee.

As a result, the following ten nominations were received:

**Tony Gale:** Tony is the current Port Kennedy suburb manager for Neighbourhood Watch and has been an active volunteer for several years liaising with street representatives of Port Kennedy and Warnbro. He attends festivals, community BBQ's and stalls in shopping centres. He is an active volunteer with WA Police providing cocooning to the Rockingham area.

**Robert Cooper:** Robert has been involved with Rockingham Neighbourhood Watch for 17 years and actively assists with community BBQ's and displays at schools and shopping centres. He is a community representative on the City of Rockingham City Safe Advisory Committee and is also a volunteer with WA Police providing cocooning to the Rockingham area. Robert is the membership officer in the Rockingham RSL Sub Branch.

**Ann Sankey:** Ann is the secretary of the Rockingham Community Garden, a member of Tales of Times Past and assists in helping in other areas of the community. She would like to provide input into the safety and protection of the area.

**Craig Hyde:** Craig is the convenor of Baldivis Chat, a social media discussion group which has 2000+ members and was a primary petitioner to the Minister for Finance and Minister for Communities for the opening of the Baldivis Post Office. He is a Justice of Peace, past vice President of Parents and Citizens Association for his child’s school and returned serviceman and member of Australian Defence Force (ADF) for 17 years. He has memberships with Returned Servicemen League Port Kennedy Sub Branch, Naval Association of Australia and Rockingham, Royal Association of Justices of Western Australia. Craig is a small business owner, has a close affiliation with business owners in the Baldivis area and plays a consultative role. He is a father of three children and is an active participant in sporting activities in the Rockingham area.

**Antoinette Williamson:** Antoinette is a current street representative for Neighbourhood Watch who assists with community street BBQ’s, attends meetings and keeps in contact with neighbours. She has volunteered her time as a polling booth worker for Mr Paul Papailia and The Honourable Gary Gray MP and has a good rapport with local business.

**Hayden Green:** Hayden has been involved with Neighbourhood Watch since its inception. He was a Police Officer for 39 years before retirement in 2010, where he dealt with community safety issues, community engagement and policy making. Hayden has had a connection with Rockingham since 1980 and is keen to see the community grow as a safe and secure environment.

**Keith Dunatis:** Keith has professional experience working with Fire services as an operational officer, Police in the role of traffic management officer and Local Government as Ranger, Security support officer and most recently Coordinator of Community Safety with City of Rockingham. In this most recent position, he had extensive interaction with the members of Rockingham Neighbourhood watch and believes his experience will be suitable to cover most aspects covered by this committee.

**Peter Skilton:** Peter is a current member of the Rockingham Neighbourhood watch and has been active for 14 years. He is also a member of the State Emergency Service and the Bush Fire Fighting Service. Peter feels suitably qualified to provide advice on community activities across a wide spectrum to benefit the Neighbourhood Watch Advisory Committee.

**Pippa Taylor:** Pippa and her family recently moved to Baldivis in 2012 and would like to contribute more to their community. She currently volunteers with the Baldivis Scouts attending meetings, activities and assisting with fundraising and BBQ’s. She is in the Rockingham/Safety Bay ALP Branch and is currently studying a Post Graduate entry law (Juris Dr) at Murdoch University. Pippa
has previously studied criminology units including preventative crime ideas. Between 2008 -2011, Pippa worked at the Cockburn Youth Centre as a youth activity and program officer.

**Jake Moanaroa:** Jake is an active member of the Kiwi Festival Promotions inc community group actively working with Maori and Pacific Islanders. He does a lot of work with youth and is a representative and spokesperson for all Kiwis residing in Rockingham. He is passionate about building harmony with all cultures and wishes to assist to make Rockingham a safe and better place for all people. Jake is currently applying to be a Neighbourhood Watch representative.

The following community organisations were invited to nominate for the three vacant Community Organisation positions on the NHW Advisory committee:

- Secret Harbour Surf Life Saving Club
- Palm Beach Rotary Club
- Kiwi Festival Promotions Inc.
- The Rockingham Volunteer Sea Rescue Group
- Rockingham Lions Club
- Care Options Rockingham
- FIFO Families WA
- Defence Community Organisation (DCO)

One nomination was received from Kiwi Festival Promotions Inc. to be represented by Jake Moanaroa.

### Implications to Consider

**a. Consultation with the Community**

Promotion was conducted on the City of Rockingham website, social media, Sound Telegraph and the Weekend Courier to promote the opportunity to nominate for the NHW advisory committee. Letters were sent via mail and emails to all current Neighbourhood Watch volunteers.

**b. Consultation with Government Agencies**

WA Police (Crime Prevention and Community Diversity Officers) have been invited and accepted, to attend the Neighbourhood Watch Advisory committee meetings as support.

**c. Strategic**

**Community Plan**

This item addresses the Community’s Vision for the future and specifically the following Aspiration contained in the Community Plan 2011:

**Aspiration 16:** A Council which engages with all elements of the community in order to make decisions that respect Rockingham’s unique sense of the place whilst positively contributing to its future prosperity.

**d. Policy**

The Neighbourhood Watch Advisory Committee are to be appointed as per the City’s Governance and Meeting Framework

**e. Financial**

An amount of $14,061 is included for Neighbourhood Watch Committees within the 2013/2014 Adopted Budget.

**f. Legal and Statutory**

In accordance with the Local Government Act 1995, Section 5.10, Appointment of Committee Members.
Comments

The Neighbourhood Watch Advisory Committee will serve as a conduit of information from community members and key stakeholders to Council, WA Police and the broader community. The composition of the committee is important to ensure objective advice is provided. Officers have reviewed and discussed all applications with consideration to diversity in representation of professional and volunteer experience, age and gender as key components to support the objectives of Neighbourhood Watch (NHW) and a successful advisory committee.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council:

1. **APPOINT** the following five Community Representatives to the Neighbourhood Watch Advisory Committee:
   - Tony Gale
   - Pippa Taylor
   - Keith Dunatis
   - Robert Cooper
   - Craig Hyde

2. **APPOINT** Jake Moanarora representing Kiwi Festival Promotions Inc. as a Community Organisation representative to the Neighbourhood Watch Advisory Committee.

Committee Recommendation

That Council:

1. **APPOINT** the following five Community Representatives to the Neighbourhood Watch Advisory Committee:
   - Tony Gale
   - Pippa Taylor
   - Keith Dunatis
   - Robert Cooper
   - Craig Hyde

2. **APPOINT** Jake Moanarora representing Kiwi Festival Promotions Inc. as a Community Organisation representative to the Neighbourhood Watch Advisory Committee.

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
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 18 MARCH 2014

PRESIDING MEMBER
1. Location Plan – Aerial image of Grice Reserve

**Purpose of Report**

This report is written to provide officer comment and recommendation to a Notice of Motion submitted by Councillor Whitfield. It provides advice that considerable planning has been undertaken in relation to Youth Outdoor Recreation Spaces and that the provision should be delivered in accordance with existing strategic plans. In detail the report informs Council that Grice Reserve (Steel Tree), as a passive recreation reserve orientated towards family activation is not an appropriate location for a Youth Outdoor Recreation Space nor the provision of youth related infrastructure elements.

**Background**

Cr Whitfield submitted the following motion for consideration at the 28 February 2014 Ordinary Council Meeting:

“That Council DIRECT the CEO to conduct a feasibility and costing study into providing a youth focussed recreation area at the Steel Tree Reserve in Baldivis. Studies will incorporate a playground and climbing equipment suitable for teenagers, BMX jumps, seating and provide comments on the potential to also include a flying fox”.

**Details**

Grice Reserve, on the corner of Grice Crescent and Brennan Promenade, also colloquially referred to as Steel Tree Reserve / Park or Brennan Reserve, was constructed in 2005. Grice Reserve has a number of clearly defined zones including open kick about space, hard court playing areas, paths and seating areas, play spaces and landscaped buffers. Some images below display some of these.
At its 27 April 2011 Ordinary Council Meeting (CIP-006/11), Council endorsed the installation of modular skate ramps at Grice Reserve, Baldivis. The ramps were to be installed for a trial period. Immediate public outcry ensued, including the receipt of a petition from the community objecting to skate ramps in Grice Reserve. The public concern included de-valuing properties, a range of anti-social behaviours including hanging out in this small local park, graffiti, vandalism, excessive noise, drinking, unruly incidents, vehicles and littering all hours of the day and night. The City decided that the install would be delayed and further consultation would be undertaken. The ramps were ultimately located at Port Kennedy instead.

Grice Reserve is a well utilised local passive parkland focussing on family usage that has an array of infrastructure including:

- An open space (small oval) kick about area;
- Half-Court Basketball;
- Half Court Rebound Tennis with hitting wall;
- Play Equipment;
- Park Furniture including seats, shelter, barbeques, picnic tables, paths, etc.; and
- Landscaping.

It is frequently activated by the local community and hosts a number of booked events including birthday parties, sport training sessions, family gatherings and the like.

At the City's Ordinary Council Meeting on 28 August 2012 (CIP-009/12), the Youth Outdoor Recreation Space Strategy was endorsed by Council to guide the overarching strategic approach to the future provision youth outdoor recreation infrastructure. It considered that the benefits of physical activity for general health and well-being are widely known, therefore ensuring young people have opportunities to undertake unstructured physical activity is an important role for the
City. The forward planning of Youth Outdoor Recreation Spaces is fundamental to the City’s ongoing commitment to young people. This Strategy developed through robust research and thorough consultation with the community provides a clear framework for the future provision of Youth Outdoor Recreation Infrastructure that is integrated with Council’s strategic planning framework. The Strategy and the City’s Business Plan document the requirement and funding for two youth outdoor recreation spaces to be provided in Baldivis and Baldivis South in 2020/21.

The need for a Youth Outdoor Recreation Space Strategy, which provides outdoor activities for young people aged 12-24 years, has been determined through the following key issues which have been highlighted over the last five years:

- Traditionally the provision of outdoor activity spaces for young people has focused on skate parks
- Large segments of young people within the community including young women, are not being engaged or catered for in the provision of outdoor recreation spaces
- Residents and community members opposing the provision of skate parks in local and neighbourhood parks, making it extremely difficult to provide skate facilities in already established suburbs
- A lack of consistency in the provision of youth outdoor recreation spaces across the City, in relation to type, design, level and location
- A lack of robust planning in determining the location and type of facility young people within the community require

The Strategy is intended as a guiding document to assist with the future planning of outdoor youth facilities and as such provides guidelines and criteria to directly inform the development of any new or redevelopment of existing youth outdoor recreation spaces. In line with the City’s Community Infrastructure Plan, a hierarchy of facility provision is determined. Indicative concept plans have been prepared for each of the different types of youth spaces. The selection of a suitable site is an important and often the most challenging component in the planning for the provision of youth outdoor recreation spaces, therefore uniform site selection criteria that varies according to the type of facility planned has been developed in the Strategy. The criteria incorporate Crime Prevention through Environmental Design (CPTED) principles and are modelled on best practice methodologies from around Australia. Mandatory for all youth outdoor recreation spaces are the following:

- At least one active street frontage with passive surveillance at all times
- Clear sightlines through/to the facility
- A location where young people want to go or already frequent
- Easily accessible by emergency vehicles
- Vehicular access is restricted

Based on feedback received during the community consultation phase for the Strategy and an assessment of the current distribution and provision of youth outdoor recreation spaces at that time, a range of new facilities have been proposed. These facilities are also identified within the City’s Community Infrastructure Plan and Business Plan.

<table>
<thead>
<tr>
<th>Location</th>
<th>Facility Type</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldivis (South)</td>
<td>1 x neighbourhood level</td>
<td>2020/21</td>
</tr>
<tr>
<td>Baldivis</td>
<td>1 x sub-district level</td>
<td>2020/21</td>
</tr>
</tbody>
</table>
3. Future Youth Outdoor Recreation Facilities

Source: Youth Outdoor Recreation Spaces Strategy

At the 23 July 2013 Ordinary Council Meeting (EP-021/13), Council endorsed to install a unisex public toilet on Grice Reserve during 2013/14. This included public consultation canvassing 491 residential properties in a 400 metre catchment area. 72% of respondents supported the toilet however the remaining 28% who objected, many in the immediate vicinity of the reserve, raised similar issues such as anti-social behaviour, risk of higher criminal activity in the reserve and surrounding neighbourhood, overcrowding of a local park with increased visitation and so forth.
Implications to Consider

a. Consultation with the Community

Extensive consultation was carried out in 2011 previously in relation to skate ramps at Grice Reserve specifically with considerable objection received in relation to that type of infrastructure provision. Further consultation was undertaken for the Youth Outdoor Recreation Space Strategy with targeted surveys of young people and broad public consultation on the overall strategy.

b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

This item addresses the Community’s Vision for the future and specifically the following Aspirations contained in the Community Plan 2011:

Aspiration 1: An involved and engaged community enjoying a lifestyle that caters for all residents, including those with specific or special needs.

Aspiration 2: A safe community where residents feel secure, relaxed and comfortable within their home, work and social environment.

Aspiration 4: A healthy community engaging in positive and rewarding lifestyles with access to a range of passive and active recreational and personal development opportunities.

Aspiration 5: Community facilities and services delivered in a timely manner, able to meet expectations and serve new and growing neighbourhoods.

Aspiration 6: Civic buildings, public places and transport infrastructure of contemporary design constructed and maintained using best practice principles.

Aspiration 7: Community facilities and services that are well utilised, accessible and cost effective and where appropriate, multi-functional.

Aspiration 11: Planning for Population growth to ensure that future development and land-uses contribute to a sustainable city that provide for a genuinely desirable lifestyle.

d. Policy

Planning Policy 3.4.1 – Public Open Space

Playground Development Plan

Youth Outdoor Recreation Space Strategy

e. Financial

Major youth focussed recreation spaces in Baldivis and Baldivis South are currently linked to the City’s Business Plan and Development Contributions Plan and planned for 2020/21.

Any feasibility, design and costing work shall require a financial allocation for the purposes of investigation, engagement, reporting and the like, as well as additional resource time for officers.

f. Legal and Statutory

Major youth focussed recreation spaces in Baldivis and Baldivis South are currently linked to the City’s Business Plan and Development Contributions Plan. Any significant alteration to the Development Contributions Plan may have legal, statutory and financial implications and the City shall need to further investigate that in due course if applicable.
**Comments**

The Youth Outdoor Recreation Space Strategy clearly acknowledges that youth spaces are required in Baldivis with its rapid population growth and needs of young people. This is balanced by the manageable provision of capital infrastructure across the municipality. The City's Business Plan determines the timing for youth recreation spaces to be delivered in Baldivis and Baldivis South in 2020/21. This coincides with the acquisition and ultimate development of new land areas and co-locates youth activity areas with other activated spaces as per the design and site selection criteria included within the Strategy. Therefore, a Feasibility Study is not warranted to determine the need for some level of enhanced youth related facilities in Baldivis, and definitely not for the family passive parkland at Grice Reserve.

Extensive public consultation following concerns raised by the public in 2011 towards the proposal to install skate ramps at Grice Reserve was driven by a number of factors. It is difficult in hindsight to specifically breakdown the public concerns expressed as to whether it was an individual factor or a combinations of factors that the perception of reserve activation and dynamics would change. It may have been one of or a combination of concerns relating to skateboarding itself, anti-social behaviour, youth congregation and the ‘Not In My Back Yard (NIMBY)’ principle. Therefore, the current motion presented with a youth focus, albeit with different infrastructure, may replicate the concerns of the residents. It must be noted that the equipment and infrastructure itself does not attract nor make happen these behaviours in people. These anti-social behaviours could be taking place there now with or without concrete skatable elements or seats or BMX jumps.

Grice Reserve is designed as a family orientated passive recreation reserve and extensive youth focussed infrastructure would not be appropriate due to the lack of space, clash with other public uses and public concern. Community consultation over many years has continually reinforced the need for community play and leisure for all ages at Grice Reserve and that the City should not place any items that shall provide a youth specific congregation area that would change the amenity of the reserve.

The physical space available within the landscaped area at Grice Reserve to accommodate the current infrastructure requests in the Notice of Motion would be difficult to achieve. BMX jumps, as an example, require significant lead up and landing zones in the vicinity of 70 metres by 25 metres, can be dirt or concrete, associated design and construction (estimated $50,000), regular maintenance (estimated $20,000) and associated infrastructure such as signage, barriers and the like. Community perception is that they are unsightly in a park area due to the dirt feel, dust, variability and erosion within a green landscaped environment.

4. BMX Jumps Images

Likewise the requirements for a flying fox are not conducive to this reserve due to its flat topography, vegetation and again the space required.

City Officers shall be investigating a Play Space Planning Framework during 2014/15 which shall provide guidance for the provision of integrated play opportunities for people of all ages, interests and abilities throughout the municipality and how future play spaces will be designed, improved and developed. Climbing equipment, as indicated in the Notice of Motion is accessible by people of all ages and is subject to their level of physical capability and risk seeking. A range of congregation
and seating styles may be considered for reserves of this calibre after justifiable planning and appropriate community engagement.

Should the City be required to undertake any feasibility and costing of a youth focussed recreation area at Grice Reserve, there would be a resource implication of a financial requirement and human resource of officer time, which may have implications in an already committed Community Infrastructure Planning program. There may also be other risks included in these works such as reputation risk by reopening issues previously begrudged by the community.

The Youth Outdoor Recreation Space Strategy has been developed to provide the City with a clear framework for the future provision of youth outdoor recreation spaces. It demonstrates the City’s commitment to young people through being responsive to their needs as identified throughout the community consultation phase. Through the development of standards of provision, hierarchy of facilities, site selection criteria, concept plans and levels of service, the City will be able to maintain a consistent approach to the future provision of all such spaces. In addition, a robust project management framework with a strong focus on community consultation ensures the City is upfront and transparent throughout each youth space project and not reactive to community whims and fads.

A review of the Youth Outdoor Recreation Space Strategy would be likely in and around 2015/16 and at that time further investigation into Baldivis youth needs shall be undertaken. Differing levels of community consultation will be undertaken during the design and/or development of each facility and would be tailored to suit the site and facility type.

### Voting Requirements

Simple Majority

### Officer Recommendation

That:

1. The City of Rockingham **NOT CONDUCT** a feasibility and costing study into providing a youth focussed recreation area at the Grice (Steel Tree) Reserve in Baldivis for the following reasons:
   a. The Youth Outdoor Recreation Spaces Strategy provides a clear framework for the future provision of youth outdoor recreation spaces;
   b. Grice (Steel Tree) Reserve does not meet the criteria for youth outdoor recreation space infrastructure and cannot physically accommodate such items;
   c. Previous planning and engagement for youth outdoor recreation infrastructure at Grice (Steel Tree) Reserve has been met by public consternation; and
   d. Grice (Steel Tree) Reserve is a family oriented passive local park for the Baldivis community.

2. Council **NOTES** that full investigation and review of Baldivis youth space needs, inclusive of Grice (Steel Tree) Reserve, shall be undertaken in the review of the Youth Outdoor Space Strategy in 2015/16

### Notice of Motion from Cr Whitfield

That Council **DIRECT** the Chief Executive Officer to conduct a feasibility and costing study into providing a youth focussed recreation area at the Steel Tree Reserve in Baldivis. Studies will incorporate a playground and climbing equipment suitable for teenagers, BMX jumps, seating and provide comments on the potential to also include a flying fox.
### Committee Recommendation

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

That:

1. The City of Rockingham **NOT CONDUCT** a feasibility and costing study into providing a youth focussed recreation area at the Grice (Steel Tree) Reserve in Baldivis for the following reasons:
   a. The Youth Outdoor Recreation Spaces Strategy provides a clear framework for the future provision of youth outdoor recreation spaces;
   b. Grice (Steel Tree) Reserve does not meet the criteria for youth outdoor recreation space infrastructure and cannot physically accommodate such items;
   c. Previous planning and engagement for youth outdoor recreation infrastructure at Grice (Steel Tree) Reserve has been met by public consternation; and
   d. Grice (Steel Tree) Reserve is a family oriented passive local park for the Baldivis community.

2. Council **NOTES** that full investigation and review of Baldivis youth space needs, inclusive of Grice (Steel Tree) Reserve, shall be undertaken in the review of the Youth Outdoor Space Strategy in 2015/16

**Committee Voting – 4/1**

Cr Whitfield voted against

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

Not Applicable

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

Not Applicable
<table>
<thead>
<tr>
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<th>Notices of motion for Consideration at the Following Meeting</th>
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<tbody>
<tr>
<td></td>
<td>Nil</td>
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<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
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<td>Nil</td>
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<td>Matters Behind Closed Doors</td>
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<td>Nil</td>
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<td>Date and Time of Next Meeting</td>
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<td></td>
<td>The next Corporate and Community Development Committee Meeting will be held on <strong>Tuesday 18 March 2014</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
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<td>Closure</td>
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<td>There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at <strong>4:48pm</strong>.</td>
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