MINUTES
Corporate and Community Development Committee Meeting
Held on Tuesday 20 June 2017 at 4:00pm
City of Rockingham Boardroom
# Corporate and Community Development Committee Meeting Minutes

4:00pm Tuesday 20 June 2017

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<td>26</td>
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1. **Declaration of Opening**

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

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

<table>
<thead>
<tr>
<th>2.1 Councillors</th>
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<tbody>
<tr>
<td>Cr Leigh Liley</td>
<td>Chairperson</td>
</tr>
<tr>
<td>Cr Chris Elliott</td>
<td>Deputising for Cr Justin Smith</td>
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<td>Cr Joy Stewart</td>
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<tr>
<th>2.2 Executive</th>
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<tr>
<td>Mr Andrew Hammond</td>
<td>Chief Executive Officer</td>
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<tr>
<td>Mr John Pearson</td>
<td>Director Corporate Services</td>
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<tr>
<td>Mr Michael Holland</td>
<td>Director Community Development</td>
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<td>Mr Peter Doherty</td>
<td>Director Legal Services and General Counsel</td>
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<tr>
<td>Ms Vanisha Govender</td>
<td>Manager Financial Services</td>
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<td>Mr Michael Yakas</td>
<td>Manager Customer and Corporate Support</td>
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<tr>
<td>Mr Nick Brown</td>
<td>Manager Community and Leisure Facilities</td>
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<tr>
<td>Mr Allan Moles</td>
<td>Manager Waste Services</td>
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<tr>
<td>Ms Karin Strachan</td>
<td>Manager Strategy and Corporate Communications</td>
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<tr>
<td>Mr Mark Tidman</td>
<td>Manager Investment Attraction</td>
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<tr>
<td>Mr Ben Searcy</td>
<td>Manager Human Resources Development</td>
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<td>Mr Peter Varris</td>
<td>Manager Governance and Councillor Support</td>
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<td>Mr Gary Rogers</td>
<td>Manager Community Infrastructure Planning</td>
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<tr>
<td>Ms Alison Oliver</td>
<td>A/Manager Community Support and Safety Services</td>
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<tr>
<td>Mrs Jillian Obiri-Boateng</td>
<td>Manager Community Capacity Building</td>
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<tr>
<td>Ms Melissa McIntyre</td>
<td>A/Manager Library and Information Services</td>
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<tr>
<td>Mrs Jelette Edwards</td>
<td>Governance Coordinator</td>
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<td>Ms Sue Langley</td>
<td>Governance Officer</td>
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<td>Mrs Diane Zanre</td>
<td>PA to Director Community Development</td>
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</tbody>
</table>

| 2.3 Members of the Gallery:     | 2                               |

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<th>2.4 Apologies</th>
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<tr>
<td>Cr Justin Smith</td>
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<td>Cr Deb Hamblin (Deputy Mayor)</td>
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<td>Cr Lee Downham</td>
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| 2.5 Approved Leave of Absence:  | Nil                            |
### 3. Responses to Previous Public Questions Taken on Notice

#### 3.1 Sunny Miller, Safety Bay - Various

At the Corporate and Community Development Committee meeting held on 16 May 2017, Mr Miller asked the following question that was taken on notice and the Manager Governance and Councillor Support provided a response in a letter dated 30 May 2017 as follows:

**Question**

1. I congratulate the City on planting lots of native plants in the City of Rockingham. Is there a native garden displayed in the City that is not using irrigation?

**Response**

Yes, Spinifex Reserve, Baldivis.

At the time of development the Department of Water would not issue a ground water licence. The dry park was built in 2012 and received supplementary watering in its first two years by water truck.

### 4. Public Question Time

4:02pm The Chairperson invited members of the Public Gallery to ask questions. There were none.

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

Moved Cr Elliott, seconded Cr Stewart:

That Committee **CONFIRMS** the Minutes of the Corporate and Community Development Committee Meeting held on 16 May 2017, as a true and accurate record.

Committee Voting – 3/0

### 6. Matters Arising from the Previous Minutes

Nil

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

4:03pm 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

4:03pm The Chairperson asked if there were any interests to declare.

There were none.

### 9. Petitions/Deputations/Presentations/Submissions

Nil

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

Nil
### 11. Bulletin Items

#### Corporate and General Management Services Information Bulletin – June 2017

**Corporate Services**

1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Integrated Team Plan and Budgeting Module
   - 3.2 eGovernance Portal
   - 3.3 Automation records management processes
   - 3.4 Facility Booking Module
   - 3.5 Online Zoning Statements
   - 3.6 AV Upgrades
   - 3.7 ICT Security Infrastructure
   - 3.8 Upgrade LAN Switches
   - 3.9 Replace Multi-Function Machines
   - 3.10 Introduce Three Bin Collection System
   - 3.11 Waste Audit
   - 3.12 School Recycling Program
   - 3.13 Bin Tagging Program
   - 3.14 Construction of Cell 16 and Leachate Dams
   - 3.15 Construction of Cell 17
   - 3.16 Landfill Capping of Cells 12 and 13

4. Information Items
   - 4.1 Change of Basis of Rates
   - 4.2 List of Payments May 2017
   - 4.3 Monthly Financial Management Report April 2017
   - 4.4 Awarding of Tenders by CEO - Delegated Authority
   - 4.5 Development Contribution Scheme
   - 4.6 Lease Management
   - 4.7 Lease Consents and Maintenance Grants
   - 4.8 Excisions
   - 4.9 Waste Collection Services; Waste Diversion Percentage
   - 4.10 Landfill Services; Tip Passes
   - 4.11 Landfill Services; Landfill Statistics

**Governance and Councillor Support**

1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   - 4.1 2017 Ordinary Elections
   - 4.2 Freedom of Information (FOI) Requests
   - 4.3 Australian Coastal Councils Association Inc. Newsletter
   - 4.4 Citizenships
   - 4.5 Coming Events
   - 4.6 Notice of Motion – Status Report

**Human Resources**

1. Human Resources Team Overview
2. Human Resource Update
<table>
<thead>
<tr>
<th>Section</th>
<th>Subsections</th>
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<tbody>
<tr>
<td><strong>3.</strong></td>
<td><strong>Project Status Reports</strong></td>
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<td></td>
<td>3.1 Employee Wellness Programme</td>
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<td>3.2 Corporate Training Programme</td>
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<td>3.3 RESPECT Programme</td>
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<td>3.4 Occupational Safety and Health Programme</td>
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<td>3.5 Leadership and Management Programme</td>
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<td><strong>4.</strong></td>
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<td>4.1 Recruitment and Onboarding</td>
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<td>4.2 Occupational Safety and Health Statistics</td>
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<td><strong>Strategy and Corporate Communications</strong></td>
<td>1. Strategy and Corporate Communications Team Overview</td>
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<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<td>3.1 Risk Management</td>
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<td>3.2 Governance Portal – Rock Port</td>
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<td>3.3 Protection of Intellectual Property</td>
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<td>3.4 Implementation of Digital Media Strategy</td>
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<td><strong>4. Information Items</strong></td>
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<td>4.1 Organisational performance measurement</td>
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<td>4.2 Community Engagement</td>
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<td>4.3 8th Generation Team Plans</td>
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<td>4.4 Social Media</td>
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<td>4.5 Media Tracking</td>
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<td><strong>Investment Attraction</strong></td>
<td>1. Investment Attraction Team Overview</td>
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<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<td>3.1 Marketing City of Rockingham</td>
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<td>3.2 Online Forecasting Tool</td>
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<td>3.3 Small Business Leadership Forums and Investment Attraction Seminars</td>
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<td>3.4 Hotel Attraction Project</td>
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<td><strong>4. Information Items</strong></td>
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<td></td>
<td>4.1 Various Meetings</td>
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<td>4.2 Lot 55 (14) Trafalgar Gardens, Port Kennedy</td>
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<td>4.3 City Centre Precinct</td>
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<td>4.4 Lunch &amp; Learn: Property Contracts important considerations and updates, Australian Property Institute</td>
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<td><strong>Legal Services &amp; General Counsel</strong></td>
<td>1. Legal Services &amp; General Counsel Team Overview</td>
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<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<td><strong>4. Information Items</strong></td>
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<td>Provision of Legal Advice</td>
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<td></td>
<td>4.1 Legal Advice – Local Government Operational Matters</td>
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<td></td>
<td>4.2 SAT (State Administrative Tribunal) Matters</td>
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## Committee Recommendation

Moved Cr Elliott, seconded Cr Stewart:

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – June 2017 and the content be accepted.

Committee Voting – 3/0

### Community Development Information Bulletin – June 2017

#### Community Support and Safety Services

1. Community Support and Safety Services Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Regional Community Services Leadership Programs
   - 3.2 Social Connector Pilot
4. Information Items
   - 4.1 Youth and Community Support Services
   - 4.2 Rockingham Connect Community Transport Project
   - 4.3 Community Safety
   - 4.4 Compliance Community Engagement

#### Library Services

1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Warnbro Library Agreement
4. Information Items
   - 4.1 April 2017 Library Services Statistics
   - 4.2 Mary Davies Library and Community Centre
   - 4.3 Rockingham Central Library
   - 4.4 Safety Bay Library
   - 4.5 Warnbro Community Library
   - 4.6 April 2017 Library Services Facebook Statistics
   - 4.7 Makers and Creators – Shibori Indigo Workshops

#### Community Infrastructure Planning

1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Rockingham Foreshore Activity Node – Planning and Concept Design
   - 3.2 Rockingham Central (Library / Youth / Community Centre) - Planning and Concept Design
   - 3.3 East Baldivis Recreation Reserve – Shared Use Planning and Concept Design
   - 3.4 Baldivis Outdoor Recreation Space Planning
   - 3.5 Baldivis District Sporting Complex Planning
4. Information Items
   - 4.1 Laurie Stanford Reserve Master Plan Implementation
   - 4.2 Rhonda Scarrott Reserve Master Plan Implementation
   - 4.3 Baldivis South Sports Pavilion
   - 4.4 Baldivis South Youth Space Development
   - 4.5 Secret Harbour Inclusive Play Space
   - 4.6 Mike Barnett Netball Courts Upgrade
<table>
<thead>
<tr>
<th>4.7</th>
<th>Baldivis South Community Centre</th>
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<tr>
<td>4.8</td>
<td>Baldivis Enclosed Dog Park</td>
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<td>4.9</td>
<td>Singleton Youth Space Replacement</td>
</tr>
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<td>4.10</td>
<td>2017 Community Infrastructure Plan Review</td>
</tr>
<tr>
<td>4.11</td>
<td>Infrastructure Planning and Development Grants</td>
</tr>
</tbody>
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**Community Capacity Building**
1. Community Capacity Building Team Overview  
2. Human Resource Update  
3. Project Status Reports  
   3.1 KidSport  
   3.2 Perth Symphony Orchestra  
4. Information Items  
   4.1 Community Grants Program  
   4.2 Community Capacity Building  
   4.3 Reconciliation Action Plan (RAP) 2014-2017  
   4.4 Seniors  
   4.5 Youth Development  
   4.6 Sport, Recreation and Health and Wellbeing  
   4.7 Cultural Development and the Arts  

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

**Committee Recommendation**  

Moved Cr Elliott, seconded Cr Stewart:  
That Councillors acknowledge having read the Community Development Information Bulletin – June 2017 and the content be accepted.  

Committee Voting – 3/0
12. Agenda Items

Corporate Services

The Chairperson advised that three submissions had been received from ratepayers and distributed to Committee members.

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-011/17 Adoption of the 2017/2018 Budget, Setting of Rates and Related Issues (Absolute Majority)</th>
</tr>
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<tr>
<td>File No:</td>
<td>FLM/313</td>
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<tr>
<td>Proponent/s:</td>
<td></td>
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<tr>
<td>Author:</td>
<td>Mr John Pearson, Director Corporate Services</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mrs Vanisha Govender, Manager Financial Services</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>20 June 2017</td>
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<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>
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<tr>
<td>Site:</td>
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<td>Lot Area:</td>
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<tr>
<td>Attachments:</td>
<td>1. Draft Annual Budget 2017/2018</td>
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<td>2. Submission from ratepayers</td>
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<td>Maps/Diagrams:</td>
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Purpose of Report

The purpose of this report is for the adoption of the 2017/2018 financial year budget and to provide explanation on its content and detail. A detailed budget document for the 2017/2018 financial year has been prepared and supplied to each Councillor for consideration.

Background

The major capital items contained in the budget document were included in the City of Rockingham City Business Plan 2017/2018 - 2026/2027, which was adopted on 26 April 2017.
Councillors have been briefed on items to be included within the budget, with two briefings related directly to the City Business Plan and one specifically on the Annual Budget with a focus on the rate revaluation which will apply this budget cycle.

The City of Rockingham Rates Model was approved on 23 May 2017 and the proposed Fees and Charges were approved on 26 April 2017.

**Details**

The proposed capital expenditure for the City is included in Section 3 of the budget document. This totals $83.2 million, which includes $72.7 million for capital expenditure and the balance is for reserve transfers and loan repayments. Of further interest will be pages 51-61 which give details of the expected sources of funding for the various capital items.

Funds of $21.99 million have been carried forward for works and projects not completed by the end of June 2017. Below are some of the reasons for these major projects not being completed at the end of the financial year:

- Waterfront Village Redevelopment ($9.6 million) – The design phase of the project will be completed by the end of June 2017 and work on the Waterfront Village Redevelopment is anticipated to commence in April 2018.
- Mersey Point Jetty ($1.9 million) – Project has been delayed due to statutory approvals and legal agreements. The project is anticipated to commence in the new financial year.
- Baldivis 80 Road Reserve ($1.8 million) - Significant work has been completed on this project this financial year. The balance of the capital work will be completed early in the new financial year.
- All Abilities Playground ($1.7 million) – The contractor selection process has commenced on this project. It is anticipated that this project will proceed in the new financial year.
- Landfill Cell Capping for Cells 12 & 13 ($1.4 million) - Cell capping for cells 12 & 13 can only commence in the new financial year as these cells did reach the required level of waste in the current financial year.
- Baldivis Sporting Complex Stage1 ($1.2 million) - The land acquisition for the Sporting Complex was finalised in June 2017. The detailed master plan for the Sporting Complex will now commence.
- Nairn Drive (Clyde-Blaxland) and Baldivis Road (Safety Bay to Highbury Blvd) – Both these projects have commenced. The carry over amount ($1.7 million) is for works that will be completed early in the new financial year.

Total operating revenue is expected to be $177.67 million. Total operating expenditure is expected to be $202.58 million (including non-cash). Rate revenue is anticipated to be $83.0 million.

The proposals for rates are included in section 5 (page 92) of the budget document, as per those adopted by Council at its meeting of 23 May 2017. The rate yield will represent 46% of the City’s overall operating income.

The Statutory Statements and Notes to the Statutory Statements are included in section 5 of the budget. The most important of these is the Rate Setting Statement. The Statutory Rate Setting Statement is included on page 72; however, a Flowchart version has also been included (page 106).

Fees and Charges listed in Section 6 of the budget document are as per those endorsed by Council on 26 April 2017 with the exception of the following:

- Pre-paid flood lighting fees
- Jetty Licence fee for Mersey Point
Implications to Consider

a. **Consultation with the Community**

Consultation has occurred consistently with the community in the lead up to the adoption of the budget. The City of Rockingham Community Plan engaged a significant number of ratepayers in its preparation. All these documents feed through to the Annual Budget document. Further, the Community Plan Strategies have all involved community consultation.

The 2017/2018 rates model was publically advertised seeking submissions on differential rates. Submissions will close on 16 June 2017 after publication of this report. A copy of any submissions and responses will be tabled at the June 2017 Corporate and Community Development Committee meeting as required.

b. **Consultation with Government Agencies**

Nil

c. **Strategic**

Community Plan

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

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

d. **Policy**

Not Applicable

e. **Financial**

The budget is an extremely important annual financial document and details what is proposed for the forthcoming year. It lists all matters of an operational nature, as well as capital items and various sources of income. The budget is the basis for Council striking its rates for the new financial year.

It is considered important that Councillors understand the financial make up of various items within the budget for the forthcoming year. The most important items are those of a “new” nature, and these are included in section 3 of the budget document. While brief explanations are included throughout the budget document, Councillors have been involved and briefed consistently over the preceding six months relating to the budget contents.

The 2017/2018 capital budget includes the following major capital projects:

- Waterfront Village Foreshore Park Redevelopment - $9.6 million
- Baldivis District Sporting Complex Stage 1 - $6.2 million
- Rockingham Central Youth/Community Centre - $3.3 million
- Baldivis South Community Centre - $2.6 million
- Mersey Point Jetty - $1.9 million
- Baldivis Eighty Road Reserve - $1.8 million
- All Abilities Playground - $1.7 million
- Landfill Capping of Cells - 14 & 15 - $1.6 million
- Road resurfacing and road renewals - $5.4 million
Finances within the City of Rockingham are solid, and accurate planning has allowed revenue to be allocated for a number of years in advance thus annualised “budget bidding” does not occur. Councillors have actively supported this view and adopted rates increases to support new infrastructure creation and address historical financial imbalances. Rates for the coming financial year are planned to include differential rates for residential and non-residential properties in the Gross Rental Value (GRV) valuation method.

Recent Council deliberation at the May 2017 Ordinary Council Meeting resolved to endorse a 3% rate increase across the City. Total rate yield is anticipated to be approximately $83.0 million.

The Federal Government Financial Assistance Grants remains steady at $4.6 million and the local roads component of the amount is $1.9 million. The City of Rockingham is a minimum grant Council which means the City receives a fixed sum of money from the Federal Government based on population. Therefore there is an upward trend in this number and it is unlikely to reduce unless there are changes in Federal legislation.

Given the early budget adoption, assumptions have been made related to opening balances. The 2017/2018 Annual Budget opening balance is $29.07 million which includes $21.73 million in monies carried forward for capital projects (including non-cash items), $3.12 million in restricted funds for Bert England Lodge and $4.21 million in unspent grants. The City's surplus position as at 30 June 2017 will be $91,791.

Should there be any variance to this figure, budget adjustments through the budget review process will occur accordingly. Council will need to be mindful of any further changes or requests for additional items throughout the coming financial year. While the City does have capacity to make adjustments, little capacity exists to accommodate any new large costs unless there are other positive movements to the City's end-of-year balance position. Adoption of new items beyond that which are now included in the budget could mean that some of the adopted projects may have to be “dropped off” or be delayed until future years. This process may even still need to occur should there be any large decreases in any of the projected income sources.

f. Legal and Statutory

Preparation and adoption of the budget has occurred in accordance with all legislative requirements. Part 6 of the Local Government Act 1995 legislates all matters to do with finance for local government which the City has complied with.

It is a requirement under section 6.36 of the Local Government Act 1995 that where a Council elects to use differential rates then it shall advertise its intention to do so, and call for submissions for a period of at least 21 days before any further action occurs. This has occurred. Further updates, if needed, will be provided at the meeting. In accordance with prescribed legislation, Council is to consider any submission received and may impose the proposed rates with or without modification.

g. Risk

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

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

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

Nil

Comments

Officers have presented to Council a long term Business Plan that integrates suitable financial models for the purpose of planning. The Annual Budget 2017/2018 as presented represents the first year of the City Business Plan.
The rates incentive scheme as run in prior years is planned to occur again with prizes still to be confirmed. These prizes are generally sponsored by City suppliers. Residents are eligible should they pay their rates in full by the due date. Payment of full rates by the due date assists the City’s cash flow as well as enabling better interest yields on short term investments.

The City implemented Rates Smoothing last financial year, where rate payers had the option of paying their rates weekly, fortnightly or monthly. The City will continue to offer ratepayers this payment option.

There is also a State Government requirement for local governments to levy an Emergency Services Levy (ESL). This charge is shown separately on the rates notices. These funds are remitted to the Department of Fire and Emergency Services (DFES). The City has been informed by DFES that ESL increases for 2017/2018 will be announced by the 21st June 2017.

The draft budget as presented is recommended to Council for adoption.

### Voting Requirements

Absolute Majority

### Officer Recommendation

That Council **ADOPTS** the proposed Annual Budget for the 2017/2018 financial year and the income and expenditures as presented within the budget document, which includes:

- The following rates:
  - For all Residential properties where Gross Rental Valuations are applied, a rate of 6.766 cents in the dollar with a minimum rate of $1,118 to apply.
  - For all Non Residential properties where Gross Rental Valuations are applied, a rate of 8.00 cents in the dollar with a minimum rate of $1,118 to apply.
  - For all Unimproved Valued properties a rate of 0.099 cents in the dollar with a minimum rate of $630 to apply.

- Where payments are received after the prescribed time and penalty charges apply, then a penalty interest rate for all Gross Rental Value and Unimproved Value outstanding rates is set at 10% per annum, to be calculated on a daily basis, unless a Rates Smoothing arrangement is entered into.

- Where payments for the Emergency Services Levy (ESL) are received after the prescribed time and penalty charges apply, then a penalty interest rate for all outstanding ESL is set at 11% per annum, to be calculated on a daily basis, unless a Rates Smoothing arrangement is entered into.

- For those ratepayers who have entered into the Rates Smoothing arrangement, penalty interest of 10% per annum is applicable if there is an outstanding balance at the end of the smoothing period and 11% if there is an outstanding ESL balance at the end of the smoothing period.

- For those ratepayers not paying by instalments or Rates Smoothing, the penalty interest will commence to be calculated 38 days after the rates notice issue date.

- The following Rates Instalment Payment Options:
  - **Option 1**
  
    To pay the total amount of rates and charges included on the rate notice in full by 25 August 2017, the 37th day after the rates notice issue date.

  - **Option 2**

    Payments to be made by two instalments as will be detailed on the rates notices with the following anticipated dates:
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 18 JULY 2017
PRESIDING MEMBER

First Instalment   25 August 2017
Second Instalment  2 January 2018

Option 3
Payments to be made by four instalments, as will be detailed on the rates notices with the following anticipated dates:
First Instalment   25 August 2017
Second Instalment  25 October 2017
Third Instalment   2 January 2018
Fourth Instalment  2 March 2018

• Where payments are made by instalment, an administration charge of $3.50 for each instalment after the first instalment shall apply and interest to be set at 5.5% per annum, to be calculated on a daily basis.

• Where payments are made by Rates Smoothing arrangements, interest is to be set at 5.5% per annum, to be calculated on a daily basis.

• The transfers/movements to and from the Reserve Accounts, as detailed within the budget document and in accordance with Council’s adopted policies.

• The imposition of the 2017/2018 Fees and Charges, as listed in Section 6 of the budget document.

Committee Recommendation

Moved Cr Elliott, seconded Cr Stewart:
That Council ADOPTS the proposed Annual Budget for the 2017/2018 financial year and the income and expenditures as presented within the budget document, which includes:

• The following rates:
  - For all Residential properties where Gross Rental Valuations are applied, a rate of 6.766 cents in the dollar with a minimum rate of $1,118 to apply.
  - For all Non Residential properties where Gross Rental Valuations are applied, a rate of 8.00 cents in the dollar with a minimum rate of $1,118 to apply.
  - For all Unimproved Valued properties a rate of 0.099 cents in the dollar with a minimum rate of $630 to apply.

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- The transfers/movements to and from the Reserve Accounts, as detailed within the budget document and in accordance with Council’s adopted policies.
- The imposition of the 2017/2018 Fees and Charges, as listed in Section 6 of the budget document.

Committee Voting – 3/0

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

Implications of the Changes to the Officer’s Recommendation
Not Applicable

The Committee congratulated staff on the work done preparing the budget.
The Chief Executive Officer advised that in accordance with the Policy Framework it is more appropriate for report item GMS-012/17 Adoption of Occupational Safety and Health Policy it to reside as an Executive Policy rather than a Council Policy. It therefore does not require a Council endorsement and has been withdrawn.
<table>
<thead>
<tr>
<th></th>
<th>Reports of Councillors</th>
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<tbody>
<tr>
<td></td>
<td>Nil</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Addendum Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nil</td>
</tr>
</tbody>
</table>
### 15. Motions of which Previous Notice has been given

**Corporate Services**

**Corporate Services**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-012/17 Notice of Motion – Report on Strategic Revenue Challenges and New Revenue Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GOV/7</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>John Pearson, Director Corporate Services</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>20 June 2017</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td></td>
</tr>
<tr>
<td>Site:</td>
<td></td>
</tr>
<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
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</tbody>
</table>

**Purpose of Report**

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

**Background**

Cr Downham submitted the following motion for consideration at the June 2017 Ordinary Council Meeting:

“That Council **DIRECTS** the CEO, for deliberation as part of the 2018/2019 - 2027/2028 Business Plan, to prepare a report on the strategic revenue challenges and potential new revenue sources for the City of Rockingham, to be facilitated pursuant to the Strategic Development Framework Policy.”

**Details**

Nil
### Implications to Consider

<table>
<thead>
<tr>
<th>a. Consultation with the Community</th>
<th>Nil</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Consultation with Government Agencies</td>
<td>Nil</td>
</tr>
<tr>
<td>c. Strategic Community Plan</td>
<td>This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:</td>
</tr>
<tr>
<td><strong>Aspiration 4:</strong></td>
<td><strong>Quality Leadership</strong></td>
</tr>
<tr>
<td><strong>Strategic Objective:</strong></td>
<td>Governance – Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.</td>
</tr>
<tr>
<td>d. Policy</td>
<td>The City of Rockingham Strategic Development Framework Policy defines the City Business Plan as:</td>
</tr>
<tr>
<td></td>
<td>The City’s principal business planning tool projecting each year’s revenue and expenditure over a ten year period, the first three years being detailed and the following seven years of a more general nature.</td>
</tr>
<tr>
<td></td>
<td>One of the main components and driver of the City Business Plan is a revenue strategy that predicts the revenue that the City anticipates receiving over the life of the plan.</td>
</tr>
<tr>
<td></td>
<td>The Policy provides that Council has a briefing on the City Business Plan in October prior to its adoption in November each year.</td>
</tr>
<tr>
<td></td>
<td>Cr Downham’s motion is supported by policy.</td>
</tr>
<tr>
<td>e. Financial</td>
<td>The City of Rockingham is a large metropolitan local government with an annual turnover in excess of $200 million and supports a population of over 135,000 people. Twice each year the business plan is prepared and attempts to address changes as they become known.</td>
</tr>
<tr>
<td></td>
<td>The strategic revenue issues the City faces has been widely discussed for many years. This particularly applies to rates mix, landfill revenue and the statutory operating environment local government operates in. As in prior years, it is appropriate these matters be discussed through the City’s business planning process.</td>
</tr>
<tr>
<td>f. Legal and Statutory</td>
<td>Nil</td>
</tr>
<tr>
<td>g. Risk</td>
<td>All Council decisions are subject to risk assessment according to the City’s Risk Framework. Implications and comment will only be provided for the following assessed risks.</td>
</tr>
<tr>
<td></td>
<td>Customer Service / Project management / Environment : High and Extreme Risks</td>
</tr>
<tr>
<td></td>
<td>Finance / Personal Health and Safety : Medium, High and Extreme Risks</td>
</tr>
<tr>
<td></td>
<td>Nil</td>
</tr>
</tbody>
</table>
## Comments

Twice each year a discussion paper is prepared for Council highlighting critical matters as related to the City Business Plan. In effect Cr Downham’s motion is supporting current practice and if adopted by Council the report will have a greater focus on strategic revenue challenges and other revenue sources. Cr Downham’s motion is supported.

## Voting Requirements

**Simple Majority**

## Officer Recommendation

That Council **DIRECTS** the CEO, for deliberation as part of the 2018/2019 - 2027/2028 Business Plan, to prepare a report on the strategic revenue challenges and potential new revenue sources for the City of Rockingham, to be facilitated pursuant to the Strategic Development Framework Policy.

## Notice of Motion from Cr Downham

That Council **DIRECTS** the CEO, for deliberation as part of the 2018/2019 - 2027/2028 Business Plan, to prepare a report on the strategic revenue challenges and potential new revenue sources for the City of Rockingham, to be facilitated pursuant to the Strategic Development Framework Policy.

*Due to the absence of Cr Downham, in accordance with Standing Orders the Notice of Motion will be referred direct to Council without Committee recommendation.*
Corporate Services
Waste Services

Reference No & Subject: CS-013/17 Notice of Motion – Proposed fee for additional rubbish only service for 2017/2018

File No: GOV/7
Proponent/s: Mrs Kelly Levisohn, Waste Education and Promotions Officer
Author: Mr Allan Moles, Manager Waste Services
Other Contributors: Date of Committee Meeting: 20 June 2017
Previously before Council: Disclosure of Interest: Nature of Council’s Role in this Matter: Executive

Purpose of Report
To provide officer comment and advice on Cr Hamblin’s Notice of Motion.

Background
Cr Hamblin submitted the following motion for consideration at the June 2017 Ordinary Council Meeting:

“That Council APPROVES a fee of $90 for an additional rubbish only service for the 2017/2018 financial year.”

At the April 2017 Council meeting, the proposed Schedule of Fees and Charges for 2017/2018 was approved, which included a fee of $185 for an additional rubbish only service.

Details
Previously the City’s standard residential waste service comprised of a 240 litre waste bin and a 240 litre recycling bin. From the end of June 2017, the standard residential waste service will comprise of a 140 litre waste bin, 240 litre green waste bin and a 360 litre recycling bin.
Fees for additional bins are calculated on the cost recovery basis for the service:

<table>
<thead>
<tr>
<th>Bin Type</th>
<th>2016/2017</th>
<th>2017/2018*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waste Bin</td>
<td>240L $229</td>
<td>140L $185</td>
</tr>
<tr>
<td>Recycling Bin</td>
<td>240L $62</td>
<td>360L $82</td>
</tr>
</tbody>
</table>

* Note fees for 2017/2018 have been approved but need to be adopted by absolute majority of Council with adoption of the Annual Budget.

The City has received support through the Waste Authority’s Better Bins program to implement the three bin waste collection service, which is intended to reduce waste to landfill by increasing recycling. This is considered best practice for kerbside collection systems by the Waste Authority and has been implemented by other local governments.

The City provides an additional waste only service for eligible residents, who have a medical condition that produces more waste than the 140 litre bin can accommodate, at no additional charge.

**Implications to Consider**

a. **Consultation with the Community**
   The City has consistently provided information to the Community regarding the implementation of the Better Bins program. This includes letters sent to the occupier of the property advising of changes, advertising in local papers, social media postings and videos, shopping centre pop-up displays and website frequently asked questions. An officer is also available to attend any resident’s property to discuss options with them to achieve successful implementation of the project. This visit may include greater education regarding recycling options or recommendations regarding services available to better suit their need.

b. **Consultation with Government Agencies**
   The Better Bin program was implemented with support of the Waste Authority who provided $1.61 million of funding for the project. This completely aligns with the ‘Western Australian Waste Strategy: Creating the right environment’. This has a municipal solid waste recovery target of 65% by 2020. The City currently recovers 36% of its waste.

c. **Strategic**
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:
   
   **Aspiration 4:** Quality Leadership
   **Strategic Objective:** Governance – Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.

d. **Policy**
   The introduction of the Better Bins program was a key element included in the Waste Collection Strategy adopted by the Council in January 2015 and included a three bin collection system with the City’s policy position to reduce the waste being disposed of by landfill. Further, the City provides waste services on a cost recovery basis and charges are applied in accordance with the Waste Avoidance and Resource Recovery Act 2007. The City does not subsidise the cost of services to residents.

e. **Financial**
   Currently the City provides less than 200 additional rubbish only services. As such the financial impact of the reduced fee is expected to be less than $20,000 per annum.
Waste collection services are provided on a fee for service basis and fees are calculated and prepared on this basis. The proposed fee of $90 is less than the cost to provide the service. This means that other ratepayers would be subsidising the cost for the additional service for ratepayers who produce more waste.

f. Legal and Statutory

The City imposes waste service charges for residential properties under the Waste Avoidance and Resource Recovery Act 2007 in accordance with Section 67.

A local government may provide for the proper disposal of waste, by making an annual charge per waste receptacle, payable in one sum or by equal monthly or other instalments in advance, in respect of premises provided with a waste service by the local government.

g. Risk

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

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

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

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

Nil

Comments

The Better Bins program is designed to encourage more recycling and to reduce waste entering landfill. Increasingly waste diversion is becoming a more cost effective option with the State landfill levy increasing substantially. In 2014 the levy was $28 per tonne and in July 2018 the levy will be $70 per tonne. This financial year the City will pay around $2.5 million in landfill levy to the State Government based on the estimated tonnage of waste collected through kerbside waste collections. Any diversion of waste from landfill reduces the tax burden on the City and therefore its ratepayers.

To encourage more recycling the City has implemented a three tier approach; education, bin utility and cost. For the program to be successful it is believed that all three need to be implemented consistently and uniformly. To break one tier undermines other tiers.

Education

The City employs a Waste Education Officer and has a dedicated Waste Education Centre at the Landfill. This service is designed to ensure that residents in the City are aware of current household waste management systems and processes and takes an active approach to educating school and community groups. Approximately 65 groups have attended waste education programs this financial year.

The Waste Education Officer has taken an active role in ensuring households have an understanding of how to use their new bins and has actively responded to every social media query about the new system. Further, the officer is available to assist any household and may attend onsite to provide options and advice to reduce waste and encourage recycling. This resource is critical for the success of the Better Bins program.

Bin Utility

The Better Bins program provides an upsized 360 litre recycling bin, a new 240 litre green waste bin and a downsized 140 litre red waste bin. This provides 740 litres for household waste management and is 260 litres more than the previous system. At a policy level, it deliberately forces a household to recycle as much as possible. Should a household believe that the 140 litre red waste bin is too small, they may, at their cost, choose a second bin service. The extra service, as previously approved by Council, is cost recovery only. The service has been deliberately done to maximise the recycle component of the waste and for most households, including large families, the single 140 litre service will meet their needs. As explained previously, the City provides an additional waste only service for eligible residents, who have a medical condition that produces more waste than the 140 litre bin can accommodate, at no additional charge.
Price

The standard waste collection service costs ratepayers $366 per annum and is included as part of their annual rates notice. This is applied to all residential properties in the City. Again this service is cost recovery only. Contemporary practice requires any type of waste service to be applied on a cost recovery basis. To reduce the cost of the additional rubbish service has two impacts:

1. Supports the concept of not recycling
2. Forces other households to subsidise additional rubbish services

It is understood that the Better Bins program has caused concerns with some households however the system is designed to encourage change in behaviour and to support the State policy of waste reduction. Subsidising additional rubbish only services incentivises poor household waste management and reduces the likelihood of meeting recycling targets.

The City intends to audit the success of the Better Bins program at end of 2017 and officers recommend no changes be made to services or costs until the outcomes of this audit are known. Outcomes of the Better Bins waste audit will be provided in the Corporate Services Information Bulletin by April 2018.

In conclusion, the Better Bins program provides residents with a best practice waste collection system. This has been proven to encourage more recycling provided the three tiered approach is maintained.

Voting Requirements
Simple Majority

Officer Recommendation
Cr Hamblin’s motion is not supported.

Notice of Motion from Cr Hamblin

That Council APPROVES a fee of $90 for an additional rubbish only service for the 2017/2018 financial year.

Due to the absence of Cr Hamblin, in accordance with Standing Orders the Notice of Motion will be referred direct to Council without Committee recommendation.
<table>
<thead>
<tr>
<th></th>
<th>Notices of motion for Consideration at the Following Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>Nil</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Urgent Business Approved by the Person Presiding or by Decision of the Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>Nil</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Matters Behind Closed Doors</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.</td>
<td>Nil</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Date and Time of Next Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td>The next Corporate and Community Development Committee Meeting will be held on <strong>Tuesday 18 July 2017</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Closure</th>
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</thead>
<tbody>
<tr>
<td>20.</td>
<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>4:12pm</strong>.</td>
</tr>
</tbody>
</table>