



City of Rockingham

MINUTES

Corporate and Community Development Committee Meeting

Held on Tuesday 10 December 2019 at 4:00pm
City of Rockingham Boardroom



City of Rockingham
Corporate and Community Development
Committee Meeting Minutes
4:00pm Tuesday 10 December 2019



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City of Rockingham
Corporate and Community Development
Committee Meeting Minutes
Tuesday 10 December 2019 - Council Boardroom



1. Declaration of Opening

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

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

2.1 Councillors

Cr Joy Stewart	Chairperson
Cr Sally Davies	
Cr Rae Cottam	
Cr Leigh Liley	
Cr Mark Jones	Deputising for Cr Buchanan

2.2 Executive

Mr Michael Parker	Chief Executive Officer
Mr John Pearson	Director Corporate Services
Mr Michael Holland	Director Community Development
Mr Peter Varris	Manager Governance and Councillor Support
Mr Michael Yakas	Manager Customer and Corporate Support
Mr Allan Moles	Manager Financial Services
Mr Nuno Dionisio	Manager Waste Services
Ms Nollaig Baker	A/Manager Strategy, Marketing and Communications
Mr Ben Searcy	Manager Human Resources Development
Mr Gary Rogers	Manager Community Infrastructure Planning
Ms Mary-Jane Rigby	Manager Community Support and Safety Services
Ms Jillian Obiri-Boateng	Collaborative Manager, Community Capacity Bldg
Ms Julia Dick	Collaborative Manager, Community Capacity Bldg
Ms Alison Oliver	Manager Library and Information Services
Mr Scott Jarvis	Manager Economic Development and Tourism
Mr Matthew Plummer	A/Manager Community and Leisure Facilities
Ms Brenda Atkins	Human Resources Coordinator
Ms Alicia Kilminster	Coordinator Youth and Community Support Svcs
Ms Kolina Brennan	Coordinator Community Safety
Mr Peter Le (until 4:45pm)	Senior Legal and Councillor Liaison Officer
Mrs Jelette Edwards	Governance Coordinator
Mr Aiden Boyham	City Media Officer

	<p>Ms Sue Langley Governance Officer</p> <p>Ms Diane Zanre PA to Director Community Development</p> <p>2.3 Members of the Gallery: 5</p> <p>2.4 Apologies:</p> <p>Cr Craig Buchanan</p> <p>2.5 Approved Leave of Absence: Nil</p>
3.	Responses to Previous Public Questions Taken on Notice
	Nil
4.	Public Question Time
	<p>4:01pm The Chairperson opened Public Question Time and invited members of the Public Gallery to ask questions. The Chairperson noted that this was the only opportunity in the meeting for the public to ask questions.</p> <p>4.1 Mr Les Anderson, Safety Bay – Baldivis Men’s Shed</p> <p>The Chairperson invited Mr Anderson to present his question to the Corporate and Community Development Committee.</p> <p>Mr Anderson provided the Committee with some background on the members of the Baldivis Men’s Shed and information on the feasibility study undertaken by Tredwell Management Services.</p> <p>1. Why is the City undertaking another feasibility study when one has already been prepared?</p> <p><i>The Chairperson referred the question to the Director Community Development, Mr Holland.</i></p> <p><i>Mr Holland advised that the feasibility study the City proposes to undertake will involve a much more detailed report including a needs assessment, site analysis and feasibility study. The report will contain matters relating to utilities, future planning, road, public transport and land topographical issues.</i></p> <p><i>The Chairperson advised that this is an item contained in the tonight’s Committee agenda and will be considered later in the meeting.</i></p> <p>4.2 Mr John Castle, Rockingham – Grain Terminal Noise Pollution</p> <p>The Chairperson invited Mr Castle to present his question to the Corporate and Community Development Committee. Mr Castle asked the following question:</p> <p>1. Can the City assist with the reduction of noise emitted by the grain terminal site that is located approximately 1.3km from my house?</p> <p><i>The Chairperson advised that the question does not relate to the business of the Committee and would redirect the question to the relevant City department to respond.</i></p> <p>4:11pm There being no further questions the Chairperson closed Public Question Time.</p>
5.	Confirmation of Minutes of the Previous Meeting
	<p>Moved Cr Liley, seconded Cr Davies:</p> <p>That Committee CONFIRMS the Minutes of the Corporate and Community Development Committee Meeting held on 19 November 2019, as a true and accurate record.</p> <p style="text-align: right;">Committee Voting (Carried) – 5/0</p>

6.	Matters Arising from the Previous Minutes
	Nil
7.	Announcement by the Presiding Person without Discussion
	4:12pm 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
	4:12pm 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
	<p>Corporate and General Management Services Information Bulletin – December 2019</p> <p>Corporate Services</p> <ol style="list-style-type: none"> 1. Corporate Services Team Overview 2. Human Resource Update 3. Project Status Reports <ol style="list-style-type: none"> 3.1 Implementation of Online timesheets 3.2 Implement Performance and Personal Development Module 4. Information Items <ol style="list-style-type: none"> 4.1 List of Payments November 2019 4.2 Monthly Financial Management Report October 2019 4.3 Awarding of Tenders by CEO - Delegated Authority 4.4 Development Contribution Scheme 4.5 Delegated Authority to Dispose of Property by way of Lease 4.6 Lease Tenure Matters 4.7 Leased Property Maintenance Grants 4.8 Seaside Scavenge Event <p>General Management Services Directorate</p> <ol style="list-style-type: none"> 1. General Management Services Team Overview 2. Human Resource Update 3. Project Status Reports <ol style="list-style-type: none"> 3.1 Rockingham Renaissance Technopole 4. Information Items <ol style="list-style-type: none"> 4.1 Meetings and Events <p>Governance and Councillor Support</p> <ol style="list-style-type: none"> 1. Governance and Councillor Support Team Overview 2. Human Resource Update 3. Project Status Reports

	<ul style="list-style-type: none">4. Information Items<ul style="list-style-type: none">4.1 Western Australian Electoral Commission4.2 Freedom of Information (FOI) Requests4.3 Citizenships4.4 Coming Events4.5 Notice of Motion – Status Report <p>Human Resources</p> <ul style="list-style-type: none">1. Human Resources Team Overview2. Human Resource Update3. Project Status Reports<ul style="list-style-type: none">3.1 Employee Wellness Programme3.2 Corporate Training Programme3.3 RESPECT Programme3.4 Occupational Safety and Health (OSH) Programme3.5 Leadership and Management Programme4. Information Items<ul style="list-style-type: none">4.1 Recruitment4.2 Occupational Safety and Health Statistics <p>Strategy, Marketing and Communications</p> <ul style="list-style-type: none">1. Strategy, Marketing and Communications Team Overview2. Human Resource Update3. Project Status Reports<ul style="list-style-type: none">3.1 Entry Statement Signage3.2 Project Management Framework – Online Module4. Information Items<ul style="list-style-type: none">4.1 Organisational Performance Measurement4.2 Community Engagement4.3 Team Plans4.4 Rock Port4.5 Social Media4.6 Media Tracking <p>Legal Services & General Counsel</p> <ul style="list-style-type: none">1. Legal Services & General Counsel Team Overview2. Human Resource Update3. Project Status Reports4. Information Items<ul style="list-style-type: none">Provision of Legal Advice<ul style="list-style-type: none">4.1 Legal Advice – Local Government Operational Matters4.2 Magistrates Court4.3 District Court4.4 Fair Work Commission4.5 Industrial Magistrates Courts
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Committee Recommendation

Moved Cr Liley, seconded Cr Cottam:

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – December 2019 and the content be accepted.

Committee Voting (Carried) – 5/0

Community Development Information Bulletin – December 2019

Community Support and Safety Services

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

Library Services

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

Community Infrastructure Planning

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

Community Capacity Building

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

Community and Leisure Facilities

1. Community and Leisure Facilities Team Overview
2. Human Resource Update
3. Project Status Reports

	<ul style="list-style-type: none">4. Information items<ul style="list-style-type: none">4.1 Mike Barnett Sports Complex4.2 Aqua Jetty4.3 Rockingham Aquatic Centre4.4 Warnbro Community Recreation Centre4.5 Gary Holland Community Centre4.6 Autumn Centre
	Economic Development and Tourism
	<ul style="list-style-type: none">1. Economic Development and Tourism Team Overview2. Human Resource Update3. Project Status Reports<ul style="list-style-type: none">3.1 Small Business Support3.2 Economic Development Strategy3.3 Meetings, Incentives, Conventions and Exhibitions (MICE) Development3.4 Visitor Servicing Fee – Tourism Rockingham4. Information Items<ul style="list-style-type: none">4.1 Stakeholder Engagement - Economic Development4.2 Stakeholder Engagement – Tourism

Committee Recommendation

Moved Cr Cottam, seconded Cr Liley:

That Councillors acknowledge having read the Community Development Information Bulletin – December 2019 and the content be accepted.

Committee Voting (Carried) – 5/0

12. Agenda Items

Corporate Services

Corporate Services Director and Support



Reference No & Subject:	CS-015/19	City Business Plan 2020/2021 to 2029/2030 (December 2019)
File No:	CPM/7-02	
Proponent/s:		
Author:	Mr John Pearson, Director Corporate Services	
Other Contributors:		
Date of Committee Meeting:	10 December 2019	
Previously before Council:	21 May 2019 (CS-007/19 – City Business Plan 2019/2020 to 2028/2029)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	City Business Plan 2020/2021 to 2029/2030 (December 2019)	
Maps/Diagrams:		

Purpose of Report

The purpose of the report is to adopt the City Business Plan 2020/2021 to 2029/2030.

Background

The City of Rockingham's Business Plan provides a 10-year financial overview of the City's operations. Pursuant to the Council Policy – Strategic Development Framework, the City's Business Plan must be reviewed and adopted by Council in December and May each financial year. The last version of the City Business Plan was adopted at the May 2019 Council meeting.

Details

The December 2019 version of the City Business Plan is not prepared to meet the statutory requirements of the Local Government Act 1995. This occurs in the May 2020 edition.

The City Business Plan provides allocations of financial resources to ensure that the key strategic objectives of the City are achieved. It also ensures that resources exist to safeguard standard operating functions, and ensure funding allocations are provided so capital construction programs may occur.

It also provides an overview of the main community infrastructure projects. This is particularly relevant in local governments with rapidly growing populations such as the City of Rockingham.

Community Infrastructure Plan (CIP) Projects	Construction Start Year	CIP Figure
Baldivis Indoor Recreation Centre	2020/2021	\$18,800,000
Baldivis District Sporting Complex (outdoor courts)	2021/2022	\$7,411,000
Rockingham Foreshore Activity Node	2021/2022	\$2,416,000
Stan Twight Reserve Clubroom Extension	2022/2023	\$3,413,000
Baldivis Outdoor Recreation Space	2022/2023	\$1,514,000
Aqua Jetty Stage 2	2024/2025	\$18,156,000
Anniversary Park Master Plan	2025/2026	\$3,097,000
East Baldivis Recreation Reserve	2026/2027	\$5,441,000
Baldivis South Outdoor Courts	2027/2028	\$1,196,000
Secret Harbour Community Library	2028/2029	\$1,254,000
Rockingham Aquatic Centre Redevelopment	2028/2029	\$14,161,000
Waikiki/Warnbro Outdoor Recreation Space	2029/2030	\$1,105,000
Arpenteur Park Master Plan	2030/2031	\$3,129,000
Lark Hill Sportsplex Northern Expansion	2031/2032	\$15,406,000

The above table represents a start date only and should be read in context with the key assumptions contained in the Business Plan document and Community Infrastructure Plan (CIP). These dates may change depending on the accuracy of these assumptions.

Key Assumptions:

- All revenues and expenses from the Millar Road Landfill Facility have been quarantined and clearly indicated where included.
- The figures included within the plan are based upon present conditions, as well as projections based on current knowledge.
- Rate increases for the first year of the plan need to be at least 2.4%, years two to five of the plan at 2.7% and the remainder at 2.4%. This is net of natural rate growth which is expected to be approximately 1.5%.
- The City of Rockingham is a minimum Financial Assistance Grant (FAGs) local government and receives FAGs in line with population growth. This is anticipated to grow in line with population and can be reasonably anticipated.
- Grants for major capital programs will be available on some occasions. With the exception of road grants, capital grants have been included where known and approved. Capital road grants have been averaged for the duration of the plan.

- Recurring grants have been calculated to increase in line with traditional annual increases.
- Contributions and reimbursements have been calculated to increase in line with inflation.
- City's fees and charges will be put before Council prior to budget adoption, with the majority of these expected to be increased by at least the level of inflation.
- Increases in the sanitation charges will be in line with expense requirements.
- Interest on investments of the City's "unrestricted funds" has been reduced from prior plans to reflect decreased interest rates. This will be reviewed in future plans. There will be variations to the interest earnings on each of the City's cash reserve accounts due to the fluctuations in the amounts transferred into and out of the respective reserve accounts. All interest related to cash reserves is earmarked to be deposited into the related reserve.
- State planning policies allow for local governments to collect revenue from "new" land parcels created within the City boundaries. The City has implemented a Developer Contribution Scheme and is collecting revenue for newly created land within the City boundaries. The City now has a few years of history related to contributions and the accuracy of population forecasts. Given its uncertain nature in recent years, a very close eye needs to be kept on revenues received.
- For all other income, allowances have been made for these to increase in line with inflation, where these are expected to continue into future years.
- Employee costs are expected to increase moderately in the forthcoming years. This will need to be reviewed annually in line with staff number increases related to population growth. A 1.5% increase in the employee cost is directly related to population growth. The business plan also attempts to align with predictions made in the team plans related to approved staff changes.
- Materials and contractors is an area where there can be large cost fluctuations depending upon what is planned. A base figure from prior years has been used and this has been increased or decreased depending on planned operational works. The trend is for this to increase over future years. It is traditionally very difficult to predict.
- Utilities have been calculated to increase above inflation given known charge increases. Historically this has been difficult to estimate, particularly related to electricity costs. Unit rates for power have been known to increase in past years by much more than inflation.
- Insurances have been calculated to increase by inflation in future years.
- Transfers to and from reserves are to occur as per the separate Reserves Summary which is included in section 4 of this document. Cash reserves are a mixture of cash held by statutory requirement and by decision of Council. The ratio of this mixture will adjust year-in, year-out according to prevailing conditions.
- The details of loans projected to be repaid each year are shown on the Loans Summary which is included in section 4 of this document. Proposed borrowings are directly related to projects. The City has implemented a modified Gross Debt to Operating Revenue Ratio to measure suitable debt to be held on the balance sheet. This ratio for any given year should not exceed 45%. A Debt Servicing Ratio is also used which is not to exceed 8%.
- Except for year one where known carry overs have been accommodated, all opening balances remain at \$0 for the duration of the plan. This will adjust as budget reviews predict the opening balance for the annual budget.

Implications to Consider

- a. **Consultation with the Community**
Nil
- b. **Consultation with Government Agencies**
Nil

c. Strategic

Community Plan

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

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

Strategic Objective: *Strategic and sustainable financial planning – Undertake long term resource planning and allocation, with prioritised spending on core services, infrastructure development and asset management.*

d. Policy

This plan has been prepared in accordance with Council Policy - Strategic Framework and discussed at the December 2019 Councillor Engagement Session

e. Financial

Nil

f. Legal and Statutory

This version of the City Business Plan is not designed to comply with Regulation 19DA of the Local Government (Administration) Regulations 1996.

Regulation 19DA requires a local government to prepare a corporate business plan covering a period of at least four financial years each financial year. The plan must contain priorities in line with the Strategic Community Plan, internal operations planning, resource management and other integrated matters relating to long term financial planning. Regulation 19DA(6) also requires Council to make a determination on the Business Plan via absolute majority.

g. Risk

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

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

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

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

Nil

Comments

This plan, similar to prior years, requires significant resources to be delivered to new community infrastructure in the coming decade, and keeps rate increases to a minimum.

Given the population growth of the City, the construction of new facilities to service the community needs to be matched with the replacement of existing assets and buildings. A balance between these goal areas is always difficult and catering for specific needs can vary between years. The full cost of any new item needs to be fully investigated and taken into account with those costs projected across the years.

Millar Road Landfill continues to provide significant revenue to the City although this has fallen slightly. Actions are occurring to ensure the landfill assists in providing a revenue stream to the City. Ultimately, the City needs to prepare itself for a time when extraordinary revenue from this facility does not exist. If this happens sooner rather than later, rate increases or alternate revenues would need to be found to cover the loss in income.

The City is currently facing some financial challenges. The City is highly reliant on residential rate revenue and lacks diversity of rateable land uses when compared against similar local governments. Noticeably, the City currently lacks a significant rateable industrial precinct. It should be noted that the locality of East Rockingham will assist somewhat in correcting this situation over the next two decades. This plan also reviews expenditure to ensure increases are kept to a minimum.

Given the above, the City is not in a position to finance new facilities without increasing rates at or above those details section of this report in the Key Assumptions. Notwithstanding the above, a City Business Plan needs to be flexible enough to allow for changes that may arise. When such situations do arise, Council should be prepared to consider varying its forward plans as much as possible to take advantage

of any changes. This said, it should be conditional upon any new projects (which may or may not involve grants) not significantly impinging upon the City's core goals and long term financial and non-financial objectives.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ADOPTS** the December 2019 City of Rockingham Business Plan 2020/2021 to 2029/2030.

Committee Recommendation

Moved Cr Liley, seconded Cr Cottam:

That Council **ADOPTS** the December 2019 City of Rockingham Business Plan 2020/2021 to 2029/2030.

Committee Voting (Carried) – 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-016/19	Debt write off in relation to prosecution charges and court fines
File No:	FLM/113-02	
Proponent/s:		
Author:	Mrs Esther Ruskulis, Assistant Accountant	
Other Contributors:	Mrs Janice Burgess, Accounts Receivable Officer Mr Khushwant Kumar, Financial Controller	
Date of Committee Meeting:	10 December 2019	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To obtain Council approval to write off debts totalling to \$27,541.76 owed by various individuals and one company, in relation to prosecution charges and court fines.

Background

A total debt of \$27,541.76, accrued between January 2009 and July 2017, is outstanding for the debtors listed. Each of these debts is in relation to prosecution charges or court fines. Each debt was pursued as per standard procedure upon non-payment and every attempt has been made to recover the debt.

Details

The below table summarises the circumstances of each outstanding prosecution charge. The debts listed are considered unrecoverable, due to the circumstances outlined.

Debtor No. 2519
<u>Outstanding Charges:</u> (i) \$2,521.70 outstanding since January 2009 for prosecution regarding property.
<u>Actions Taken:</u> The City has pursued this debt for 10 years, and the matter had been referred to McLeods Barristers & Solicitors. However, given that this prosecution was from over ten years ago and the offender no longer owns the property, it is unlikely that the City will recover this amount.
Debtor No. 3485
<u>Outstanding Charges:</u> (ii) \$5,082.46 outstanding since October 2010 for dog attack prosecution.
<u>Actions Taken:</u> Fines Enforcement Registry attempted to recover this amount but were unable to locate the debtor, and thus could not enforce an execution warrant. Fines Enforcement Registry advised that it wrote this debt off in May 2019.
Debtor No. 4083
<u>Outstanding Charges:</u> (iii) \$2,192.85 outstanding since April 2016 for parking prosecution.
<u>Actions Taken:</u> Fines Enforcement Registry attempted to recover this amount. A warrant of commitment was satisfied in May 2019, so this cannot be pursued further.
Debtor No. 4139
<u>Outstanding Charges:</u> (iv) \$4,292.25 outstanding since June 2012 for dog attack prosecution.
<u>Actions Taken:</u> Fines Enforcement Registry attempted to recover this amount. A warrant of commitment was satisfied in May 2019, so this cannot be pursued further.
Debtor No. 5968
<u>Outstanding Charges:</u> (v) \$4,452.50 outstanding since October 2017 for dog attack prosecution and court costs awarded to the City of Rockingham.
<u>Actions Taken:</u> Fines Enforcement Registry attempted to recover this amount. In May 2019 Fines Enforcement Registry advised that this amount had been withdrawn by the Court and cannot be pursued further.
Debtor No. 4126
<u>Outstanding Charges:</u> (vi) \$9,000.00 outstanding in total for two court fines, amounting to \$4,500.00 each.
<u>Actions Taken:</u> The City has pursued this debt as per standard procedure, however, as the company is no longer a registered entity, recovery is no longer possible.

Implications to Consider

a. Consultation with the Community

Not Applicable

b. Consultation with Government Agencies

Not Applicable

c. Strategic

Community Plan

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

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

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

d. Policy

Nil

e. Financial

The City has provision for this write off so there is no impact on the budget.

f. Legal and Statutory

Section 6.12(c) of the Local Government Act 1995 enables a Local Government to write off an amount of money.

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 City has actively pursued these debts for several years without success. Advice from the Fines Enforcement Registry in relation to relevant cases states that the City is unlikely to ever recoup the money and that it should be written off. As such, it is recommended the debts be written off.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **APPROVES** the write off of the following debts totalling \$27,541.76;

- Debtor 2519 - \$2,521.70
- Debtor 3485 - \$5,082.46
- Debtor 4083 - \$2,192.85
- Debtor 4139 - \$4,292.25
- Debtor 5968 - \$4,452.50
- Debtor 4126 - \$9,000.00.

Committee Recommendation

Moved Cr Liley, seconded Cr Jones:

That Council **APPROVES** the write off of the following debts totalling \$27,541.76;

- Debtor 2519 - \$2,521.70
- Debtor 3485 - \$5,082.46
- Debtor 4083 - \$2,192.85
- Debtor 4139 - \$4,292.25
- Debtor 5968 - \$4,452.50
- Debtor 4126 - \$9,000.00.

Committee Voting (Carried) – 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

General Management Services Governance and Councillor Support



Reference No & Subject:	GM-031/19	Repeal of Bush Fire Control and Bush Fire Brigades Local Law 2001
File No:	LWE/67	
Proponent/s:		
Author:	Mrs Jelette Edwards, Governance Coordinator	
Other Contributors:	Mr Peter Varris, Manager Governance and Councillor Support Mr David Caporn, Manager Compliance and Emergency Liaison	
Date of Committee Meeting:	10 December 2019	
Previously before Council:	26 June 2018 (GM-017/18), 27 November 2018 (GM-034/18), 28 May 2019 (GM-014/19)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Legislative	
Site:		
Lot Area:		
Attachments:	City of Rockingham Repeal Local Law 2019	
Maps/Diagrams:		

Purpose of Report

To propose the repeal of the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 and rescind the Council Policy – Rules Governing the Operation of Bush Fire Brigades.

Below is the purpose and effect for the repeal of the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001.

Purpose: To repeal the Bush Fire Control and Bush Fire Brigades Local Law 2001 as the City no longer has Bush Fire Brigades.

Effect: The City will no longer have a Bush Fire Control and Bush Fire Brigades Local Law 2001 as it will be repealed.

Background

At the 26 June 2018 Council Meeting, Council resolved to start the local law process for the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018.

At the 27 November 2018 Council Meeting, Council resolved to make a Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 which was published in the Government Gazette on 18 January 2019.

The Joint Standing Committee on Delegated Legislation (JSCDL) wrote to the City on 21 March 2019 that they had considered the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018. The committee advised the City that it considers a number of the changes made by the amendment local law to be inconsistent with the Bush Fires Act 1954 (the Act) and has requested the City to reinstate a number of the clauses deleted by the amendment local law, failing which the JSCDL would recommend to Parliament that the amendment local law be disallowed.

In response a report was presented to the 28 May 2019 Council Meeting advising that the changes would not be made and for the amendment local law to be disallowed due to the City's only remaining Bush Fire Brigade would soon transition to the responsibility of Department of Fire and Emergency Services (DFES). With that transition there would no longer need a Bush Fire Control and Bush Fire Brigades Local Law 2001

At the 28 May 2019 Council Meeting, Council resolved to:

That Council:

1. *ADVISES the Joint Standing Committee on Delegated Legislation (JSCDL) that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed;*
2. *ADVISES the JSCDL that this does not mean that the City disagrees with its position which is acknowledged and respected, but simply that the City of Rockingham's only remaining Bush Fire Brigade will soon transition to a Volunteer Fire and Emergency Service and responsibility will be assumed by the WA Department of Fires and Emergency Services (DFES), making further amendments to the local law pointless; and*
3. *COMMITTS to the JSCDL that the City will begin the process to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 months of transferring responsibility of the existing brigade to DFES.*

The City advised the JSCDL on 4 June 2019 of the Council resolution as above.

In June 2019 the JSCDL produced Report 16 – Joint Standing Committee on Delegated Legislation, City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018. The report's recommendation was for the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 be disallowed.

The City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 was disallowed by Parliament on 7 August 2019. The Legislative Council passed a motion to disallow the instrument and therefore the amendment local law has no effect from that date. This was published in the Government Gazette on 13 August 2019, No. 119.

Details

The Baldvis Volunteer Bush Fire Brigade (BVBFB) was transferred to DFES control on 21 November 2016 and is now registered as the Baldvis Volunteer Fire and Emergency Service (Baldvis VFES).

Management of the City of Rockingham Incident Control Vehicle (ICV) was transferred to DFES control effective 20 June 2017.

The Singleton Volunteer Bush Fire Brigade (SVBFB) was transferred to DFES control on 19 September 2019 and is now registered as the Karnup Volunteer Fire and Emergency Service (Karnup VFES).

Council made a commitment to begin the repeal process of the Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 months of transferring responsibility of the last volunteer bush fire brigade to DFES.

Implications to Consider

a. Consultation with the Community

Section 62 of the Bush Fires Act 1954 provides that a local government may make local laws about bush fire brigades using the process set out in section 3.12 of the Local Government Act 1995.

Amongst other things this requires a local government to give state-wide and local public notice stating that it proposes to make a local law, the purpose and effect of which is summarized in the notice for a period of 6 weeks after it first appears.

The purpose and effect of the local law is:

Purpose: To repeal the Bush Fire Control and Bush Fire Brigades Local Law 2001 as the City no longer has Bush Fire Brigades.

Effect: The City will no longer have a Bush Fire Control and Bush Fire Brigades Local Law 2001 as it will be repealed.

The results of the community consultation and feedback from the Minister are to be considered by Council before it makes the local law.

b. Consultation with Government Agencies

As part of the process, local governments are required to send a copy of the proposed Amendment local law to the Minister for Local Government and the Minister for Emergency Services.

c. Strategic

Community Plan

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

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

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

d. Policy

Rescind the Council Policy – Rules Governing the Operation of Bush Fire Brigades as the City no longer has a Bush Fire Brigade under its control.

e. Financial

The costs associated with drafting, advertising and eventual Gazettal of the proposed local law have been budgeted for.

f. Legal and Statutory

Section 3.12 of the *Local Government Act 1995* (the Act) is the procedure for making and/or repealing local laws.

Section 3.12(2) of the Act provides that - at a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

Section 3.12(3) of the Act provides that – the local government is to –

(3) The local government is to —

(a) give Statewide public notice stating that —

- (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
- (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
- (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

and

(b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and

- (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.

Section 41(3) of the Bush Fires Act 1954 authorises Local Governments to de-register Bush Fire Brigades.

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

DFES has assumed the role of combat agency for all fires (structural and bush) in the City of Rockingham, enabling the City to focus its resources on supporting (rather than leading) response to fire, fire prevention, increasing resilience in the community and on the critical local government function of managing recovery from emergencies and disasters.

As the City of Rockingham no longer has a bush fire brigade there is no need for the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. **DIRECTS** the Chief Executive Officer in accordance with s62 of the Bush Fires Act 1954 and sections 3.12(3)(a) and (3a) of the Local Government Act 1995 (the Act), to give State wide and local public notice stating that:
 - It is proposed to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001, and a summary of its purpose and effect;
 - Copies of the proposed Amendment local law may be inspected at the City's offices;
 - Submissions about the proposed Amendment local law may be made to the City within a period of not less than 6 weeks after the notice is given;
2. **DIRECTS** the Chief Executive Officer In accordance with s3.12(3)(b), as soon as the notice is given, to supply a copy to the Minister for Local Government and the Minister for Emergency Services;
3. **DIRECTS** the Chief Executive Officer In accordance with s3.12(3)(c) of the Act, to supply a copy of the proposed local law to any person requesting it; and
4. **NOTES** that the results will be presented to Council for consideration of any submissions received.
5. **RESCINDS** the Council Policy – Rules Governing the Operation of Bush Fire Brigades.
6. **APPROVES** the new terms of reference of the Bush Fire Advisory Committee as follows:
 - Provide advice and guidance to Council on matters relating to bushfire risk management; and
 - Facilitate collaboration between stakeholders with a shared responsibility for bushfire management within the City of Rockingham including prevention, preparedness, response and recovery.

7. **CANCELS** the registration of the Baldivis Volunteer Bush Fire Brigade and the Singleton Volunteer Bush Fire Brigade as per section 41(3) of the *Bush Fires Act 1954*.

Committee Recommendation

Moved Cr Jones, seconded Cr Davies:

That Council:

1. **DIRECTS** the Chief Executive Officer in accordance with s62 of the Bush Fires Act 1954 and sections 3.12(3)(a) and (3a) of the Local Government Act 1995 (the Act), to give State wide and local public notice stating that:
 - It is proposed to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001, and a summary of its purpose and effect;
 - Copies of the proposed Amendment local law may be inspected at the City's offices;
 - Submissions about the proposed Amendment local law may be made to the City within a period of not less than 6 weeks after the notice is given;
2. **DIRECTS** the Chief Executive Officer In accordance with s3.12(3)(b), as soon as the notice is given, to supply a copy to the Minister for Local Government and the Minister for Emergency Services;
3. **DIRECTS** the Chief Executive Officer In accordance with s3.12(3)(c) of the Act, to supply a copy of the proposed local law to any person requesting it; and
4. **NOTES** that the results will be presented to Council for consideration of any submissions received.
5. **RESCINDS** the Council Policy – Rules Governing the Operation of Bush Fire Brigades.
6. **APPROVES** the new terms of reference of the Bush Fire Advisory Committee as follows:
 - Provide advice and guidance to Council on matters relating to bushfire risk management; and
 - Facilitate collaboration between stakeholders with a shared responsibility for bushfire management within the City of Rockingham including prevention, preparedness, response and recovery.
7. **CANCELS** the registration of the Baldivis Volunteer Bush Fire Brigade and the Singleton Volunteer Bush Fire Brigade as per section 41(3) of the *Bush Fires Act 1954*.

Committee Voting (Carried) – 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 Support and Safety Services



Reference No & Subject:	CD-029/19	Community Art Project (The Blue Tree Project)
File No:	CSV/588-04	
Proponent/s:		
Author:	Ms Alicia Kilminster, Coordinator Youth and Community Support Services	
Other Contributors:	Ms Mary-Jane Rigby, Manager Community Support and Safety Services Mr Michael Holland, Director Community Development	
Date of Committee Meeting:	10 December 2019	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

“Trigger Warning” this report discusses suicide.

In response to reading this report, if you or someone you know requires help or support, please contact Lifeline on 13 11 14

Purpose of Report

To seek Council support for the concept and development of a public art project to raise awareness of mental health in the City of Rockingham.

Background

The City has received four requests from the community to implement the Blue Tree Project and paint dead trees blue on City managed lands. The Blue Tree Project was introduced by a bereaved family member and the Mukinbudin community after the death of a local young man to suicide in 2018. In 2014 the young man as a practical joke painted one of the farm property's trees blue with help from a friend. The tree painting was shared at his funeral four years later and the community painted another tree blue in his honour and as a visual tool for people to connect to support if they are feeling 'blue'. There are currently 248 blue trees listed in Western Australia, 22 in New South Wales, three in the Northern Territory, 17 in Queensland, 12 in South Australia, 13 in Victoria, two in Tasmania and six internationally, totalling 323. The project hopes to raise awareness, be a catalyst for change in the health system and ultimately save lives.

Confirmed at a Corporate and Community
Development Committee meeting held on
Tuesday 21 January 2020

Presiding Member

The first request was received from the community group, Passionate Lives in April 2019, to paint a tree blue in the community. The second request was received from the Baldivis Leo's in June 2019 for a tree to be painted in Baldivis. The third request was from the Rockingham Golf Club to be painted at the 11th hole (painted in October 2019) and the final request was received in July 2019 from a resident asking permission to paint a dead tree in Port Kennedy.

After balanced consideration of all the issues, the various groups were notified in November 2019 of the decision to not approve the painting of dead trees blue on Council land, however, support was noted of the project on private property. The Blue Tree Project website indicates that private property is the preferred option for Blue Trees. The Rockingham Golf Club request to paint a dead tree blue was approved on the basis that the lease it had for the land makes it the owner and it is treated as private property.

In response to the notification received, a resident posted on social media disappointment of the decision made by the City. A follow up phone call to the resident was made by senior staff. The outcome was for a meeting to be scheduled with officers from Community Development with the concerned family to attend, to obtain further information on the City's education and awareness programs and possible alternatives to the painting of dead trees blue.

Details

The concepts related to the blue tree project and the painting of dead trees blue includes the following positives and negatives;

Project Positives:

- The project may invite difficult, but necessary conversations regarding mental health and suicide.
- The initiative is intended to encourage a feeling of community
- The initiative is intended to provide emergency contact numbers
- The project has already been supported in other areas

Project Concerns:

- Tree selection – location and tree integrity for public safety
- Individuals or families painting trees that may be seen as memorials to lost family members
- Trees have been known to represent a trigger for people suffering with mental health conditions
- Environmental impacts
- Visual amenity impacts
- How many trees is a suitable limit for painting
- Tree removal at a later date, community resistance through attachment
- The potential of a large numbers of requests to paint trees blue

The City regularly provides education and awareness raising sessions in the area of mental health and suicide prevention as outlined in the Community Support Services Strategy 2017-2022 and Children and Young People Strategy 2018-2023. The awareness programs, events and training delivered as actions within the adopted strategies, are delivered within industry standard best practice and have been evaluated to be effective tools in raising awareness of mental health across a community. They can also be targeted toward a specific demographic in order to achieve a greater awareness impact that can be measured. To date, there is no evidence to support that the Blue Tree Project is a positive tool to raise awareness of mental health.

The City is involved in and are a member of the Mental Health Interagency Group (Chair), Mental Health Sub Committee and Community Response Team. Examples of mental health projects/initiatives offered to the community by the City are below:

- MHFA - Mental Health First Aid Training for the community and sector
- YMHFA - Youth Mental Health First Aid Training for the community and sector
- ASIST Suicide prevention Training for the community and sector
- Suicide to Hope Training Clinicians
- Be Empowered Body Image Butterfly Foundation training and workshops

- Emotional regulation individual and group work in schools
- Resilience Armed for Life and Izra workshops in schools and the local community
- Transition to High School Armed for Life and Izra workshops in schools and the local community
- Bullying National Day Against Bullying and Violence workshops in high schools support
- National Buddy Day Primary schools Values for Life Workshops
- Navigating Teenage Depression workshops for the community
- Sexuality Gender Diversity and Mental Health Training for the community and sector
- Anxiety, What the Hell Is Happening workshop for the community
- Mental Health and Wellbeing Community Champions AnglicareWA workshop for the community
- The Art of Positive Thinking Workshop for the Community
- Understanding depression and anxiety in Youth Workshop Communicare

The Western Australian Primary Health Alliance (WAPHA) is using the principles of European Alliance Against Depression (EAAD), to inform mental health commissioning and related activities throughout WA. EAAD was established in Germany, is based on evaluated trials and is recognised as the world's best practice for the care of people with depression and in the reduction of suicide. It draws the focus on the individual, the community and the system altogether. It suggests that four well-integrated pillars of focus or interventions within a community can increase the diagnosis and treatment of depression and reduce suicide.

This framework provides the platform to come together as stakeholders, partners and communities to treat depression and reduce deaths by suicide in WA.

From July 2019, WAPHA has supported communities to establish local Alliance Against Depression (AAD) using the EAAD framework. The EAAD framework indicates the need for a contextualised response which may look different dependent on the community and place. The Rockingham AAD was launched on 10 October 2019 and has formed a committee and working party to address the four pillars:

- Primary care and mental health,
- Patients high risk groups and relatives,
- General public depression awareness campaign,
- Community facilitators and stakeholders.

The City provides an officer to support the community based AAD to connect people with existing services, and coordinate education and awareness raising sessions, building capacity of the members of the Alliance to deliver projects.

If the officer recommendation within this report is supported by Council, the City officer providing support to capacity build to the Rockingham AAD will also provide support with the creation of the public art concept that will inform the community of existing support services in the area of mental health and wellbeing. This will be supported by the mental health sector providing information, support and best practice with all information and supports that are provided on the structure.

Implications to Consider

a. Consultation with the Community

Numerous phone calls and written correspondence has been entered into, in response to feedback that has been received. On 8 November 2019 the Acting Chief Executive Officer spoke to a resident about his idea of a public art project to raise awareness of youth suicide, and supported allocating staff resources to explore options to engage with his family and relevant stakeholders about a future public art project. This phone conversation was well received.

Further correspondence from the City was sent on 11 November 2019 to an individual who made a request to the City in support of seeking her involvement in a future project.

A meeting was held on 15 November 2019 with the family and community members about the blue tree public art concept and it was agreed by all present that:

- A project group would be established within the AAD Community Group to identify what the project aims to achieve, timelines and activities
- The family will use the platform of the AAD community group to support them to drive the project, with support from the City where required
- That an art sculpture may not be a tree and other options such as a signpost with services listed could be explored
- That the AAD could look at the evidence based projects identified by The Suicide Prevention Hub as a tool to inform the awareness activities
- Gobo lighting on the Rockingham Foreshore would be used on 10 September 2020 – World Suicide Prevention Day with a community driven event, led by the young individual who submitted an initial request to aid in raising awareness on what the lighting means.
- A City Officer would attend the AAD meetings to provide support on the project
- It was advised that targeted mental health education and awareness initiatives to specific demographics is more effective

The family was also provided details on existing community engagement and activities as listed in the details section of this report.

Mindframe- Mindframe is managed by Everymind and is funded by the Australian Government's Department of Health under the National Suicide Prevention Leadership and Support Program. The core pillars of work Everymind focus on the promotion of mental health and wellbeing, the prevention of mental ill-health and the prevention of suicide.

Mindframe have not been directly contacted by the Blue Tree Project to seek advice on the safe methods of communicating the projects aims using media channels. Mindframe stated that the symbolism of a tree to raise awareness of mental health, could be perceived as a risk.

Whilst the Blue Tree Project is not aimed to be a memorial, it may be perceived by some members of the community as such. In researching best practice there is evidence that memorials may risk re-traumatisation and unintended distress. Research by Mindframe states to limit promotion of public memorials, including online memorial pages, as these may inadvertently reinforce suicide as a desired outcome for people at risk.

headspace- headspace National Youth Mental Health Foundation is funded by the Australian Government Department of Health. It is stated on the headspace website that, while there may be little harm in the creation of spontaneous memorials, it's important that such sites don't inadvertently glamorise the death or cause distress to others who may see it. Setting some limits around the material, the content, cultural sensitivity, the location and the length of time it remains in place can reduce potential distress. However, this must be done with respect and sensitivity for those who are grieving. The Blue Tree Project is not supported by headspace.

b. Consultation with Government Agencies

The local Mental Health Sector was unable to provide formal comment on the Blue Tree Project upon request due to lack of evidence available on the project. It was stated that there has been no evaluation of its effectiveness in harm minimization or delivery of information to the community in the areas of mental health and suicide prevention.

Informally mental health practitioners have advised there is a risk that the Blue Tree Project would be seen as a memorial rather than a place for information. Usually the trees have a crisis number in proximity. Concern was stated on the symbolism of a dead tree, alongside consideration of means/method of suicide.

c. Strategic

Community Plan

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

Aspiration 2: *Grow and nurture community connectedness and wellbeing*

Strategic Objective: *Youth development and involvement – Engage and encourage youth to become actively involved in contributing to the wellbeing of our community.*

Community Capacity Building – Empower the community across all ages and abilities to become culturally aware and involved with a diverse range of community initiatives that incorporate volunteering, sport, culture and the arts.

Community Safety and Support – Provide support to residents and visitors so they feel safe and secure at home and outdoors.

d. Policy

Nil

e. Financial

The 2019/2020 Annual Budget includes a remaining amount of \$60,000 available for the purposes of public art in public open space. Should Council resolve to proceed with the development of a public art project with the mental health awareness focus, these funds will be allocated towards this project. Should additional funds be required the City will provide support to the AAD in seeking external funding options.

f. Legal and Statutory

Nil

g. Risk

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

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

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

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

Nil

Comments

Mental health has been identified as a priority area for the City to raise awareness, educate and advocate for. It is believed that the development of a public art project aligning with existing research and campaigns can be seen as a proactive way forward.

A dedicated public art project specifically designed to raise awareness of mental health will meet the aims of the Blue Tree Project, whilst reducing the opportunity of the negative impacts as described in this report.

Relevant family members who have submitted requests have been consulted regarding the possibility of the development of a public art project. It was discussed to work alongside the Rockingham AAD, and partnering with the mental health sector to provide an evidence based, best practice approach to developing the public art. Should Council support the officer recommendation, further engagement with other stakeholders will occur.

The Rockingham AAD is working towards education and awareness raising activities, events, forums and training in the area of depression and suicide prevention. This newly formed initiative has strong community support and is receiving support from the City with an officer working with the committee to support the development and facilitation of these activities. The AAD is supportive of a proposed public art project with information and support services for mental health well-being and crisis numbers to be included within the scope.

Painting a dead tree blue may have merit for those seeking to raise awareness in regard to depression, however, there is no evidence that the painting of a tree raises awareness of mental health in the community. There is a lot of evidence available on best practice when promoting and educating the community on topics surrounding mental health and suicide, however to date, the Blue Tree Project does not feature.

Anecdotally there is concern that the blue trees would become memorialised. Furthermore there is concern that the blue tree has become aligned with suicide and could be a trigger for people with suicide ideation, in particular if no support is present. The mental health sector is unable to publically comment on the Blue Tree Project as there is no evaluation of the project to date, however, these concerns have been expressed by practitioners in the mental health field.

The blue trees were not designed as memorials, rather to be a visual reminder of recognising that you are feeling blue, 'its ok not to be ok', and to provide a telephone number. There is no evidence to support that the Blue Tree Project is endorsed by Beyond Blue or Lifeline, Australia's leading health experts and emergency contact numbers for people to call when 'feeling blue'.

The founder of the Blue Tree Project encourages that blue trees be positioned on private property rather than public land, or alternatives to be explored. In Rockingham there is already one blue tree positioned at the Rockingham Golf Course (treated as private property) and the City is aware of a stump painted blue on private property on Warnbro Sound Avenue. The City has been advised that there is another tree painted blue on private property in Baldivis, however no specific location details were provided.

As the City aims to support best practice methods in delivering community education and awareness, until further information is made available on the effectiveness of the Blue Tree Project, an alternative public art project is recommended.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **SUPPORTS** the concept and development of a public art project to raise awareness of mental health in the City of Rockingham.

Committee Recommendation

Cr Jones proposed the following alternate motion –

That Council:

1. **SUPPORTS** the Blue Tree Project to help raise awareness around mental wellbeing.
2. **SUPPORTS** the concept and development of a moveable public art project to raise awareness of mental health in the City of Rockingham.
3. **DIRECTS** the Chief Executive Officer to assist the Baldivis Leos (together with any other interested groups) to identify and paint one suitable dead tree blue in Baldivis on City managed land.

Moved Cr Jones, seconded Cr Cottam:

That Council:

1. **SUPPORTS** the Blue Tree Project to help raise awareness around mental wellbeing.
2. **SUPPORTS** the concept and development of a moveable public art project to raise awareness of mental health in the City of Rockingham.
3. **DIRECTS** the Chief Executive Officer to assist the Baldivis Leos (together with any other interested groups) to identify and paint one suitable dead tree blue in Baldivis on City managed land.

Note: The Committee was advised that the Chief Executive Officer had not been provided the opportunity to respond to the proposed alternative motion and that a reason for the alternate motion had not been provided.

Committee Voting (Lost) – 2/3

(Crs Liley, Davies and Stewart voted against)

Moved Cr Liley, seconded Cr Davies:

That Council **SUPPORTS** the concept and development of a public art project to raise awareness of mental health in the City of Rockingham.

Committee Voting (Carried) – 3/2

(Crs Jones and Cottam 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

Community Development Community Infrastructure Planning



Reference No & Subject:	CD-030/19	Koorana Reserve Master Plan – Final Concept Design
File No:	CPR/1236	
Proponent/s:		
Author:	Mr Matthew Emmott, Community Infrastructure Planning Officer	
Other Contributors:	Mr Gary Rogers, Manager Community Infrastructure Planning	
Date of Committee Meeting:	10 December 2019	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:	Koorana Reserve. Reserve no. 44065, Warnbro	
Lot Area:	68,804m ²	
Attachments:	<ol style="list-style-type: none">1. Koorana Reserve Site Layout Concept Plan2. Koorana Reserve Building Floor Plan	
Maps/Diagrams:	<ol style="list-style-type: none">1. Aerial Image: Koorana Reserve with clubrooms highlighted2. Location Plan: Koorana Reserve	



1. Aerial Image: Koorana Reserve with clubrooms highlighted



2. Location Plan: Koorana Reserve

Purpose of Report

For Council to approve the Koorana Reserve Master Plan final concept design to enable the project to proceed to detailed design.

Background

Koorana Reserve is Crown Land with the Management Order issued to the City of Rockingham for the purpose of public recreation. Located at Lot 4240, Royal Palm Drive, Warnbro, the reserve is over 6.8ha in size. An existing shared use agreement is in place with the Koorana Primary School for part of the existing developed reserve space. The reserve is currently utilised by the Port Kennedy Soccer Club (PKSC) as their home ground, and as an overflow competition venue for the Peel Cricket Association (PCA) and Peel Cricket Junior Association (PCJA).

The City's Community Infrastructure Plan 2019 identifies the development of the Koorana Reserve Master Plan in the 2020/2021 financial year.

The Coastal Central Sporting Infrastructure Assessment (City of Rockingham, March 2015) identified an opportunity to master plan Koorana Reserve to meet the growth and future needs of senior and junior sporting clubs. The redevelopment of this reserve presents significant opportunities for the City to provide additional active reserve space in an effective and cost efficient manner. The Koorana Reserve Master Plan (KRMP) results in the available playing space being increased and the facility being upgraded from neighbourhood to sub district.

The final KRMP was endorsed by Council in August 2018. The master plan determined the overall vision for the future of Koorana Reserve to be expanded in size to enhance its significance as a sporting and community asset for the community of Warnbro and surrounds. In consultation with both internal and external stakeholders, the final KRMP included the following key outcomes:

- Increase of the active reserve space;
- Subdivision of the lot on which the clubroom is located from the school site and transfer of the lot to the City;
- Extension and refurbishment of the clubroom facility in line with the City's Sport and Community Facility Provision Policy and guidelines to ensure the facilities are suitable for use by both genders of all ages;
- Provide additional parking at the reserve;
- Improve security on the reserve specifically around the club facility;
- Improved sports floodlighting to the western playing space;
- Improve the vegetation around and enhance the visual amenity of the reserve; and
- Provide permanent shade structures around the reserve.

Details

The design of the KRMP and increase in the active reserve space will ensure the reserve will continue to serve the needs of the current and future user groups, whilst accommodating the relocation of the Hillman Hornets Cricket Club from Shoalwater Oval.

The final site layout and building concept plans have been guided by the final master plan documentation. Refinements of the plans have been undertaken through consultation with the project team and external stakeholders. The final designs have focussed on maximising the site in an efficient and cost effective manner.

The site layout concept design has been developed to increase the amount of active reserve space to improve the functionality, appearance, activation, and safety of the reserve and associated facilities. The final plan presents a cost effective and functional design to incorporate the expanded playing space along with the provision of suitable car parking, a redesign of the drainage swale, and the accommodation of other park improvements such as landscaping and park furniture.

The final building floor plan has been produced in line with the Sport and Community Facility Provision Policy and guidelines. The design incorporates an extension and refurbishment of the current facility, and the final floor plan has been developed to ensure the most cost effective and functional layout of the facility. Retention of key structural sections of the building has been incorporated in the design. The design ensures that the building will accommodate additional reserve uses and will support and encourage participation by both genders of all ages, through the inclusive design.

The table below outlines the key spaces that will be included in the final clubroom design:

Room	Size (m ²)
Home change rooms	46
Away change rooms	42
IT room	11
Plant	10
Equipment store 1	39
Equipment store 2	37
First Aid room	15
Kitchen/Kiosk	34
Clubroom	166
Admin room	20
Female toilet	20
Male toilet	17
Universal Accessible Toilet (UAT)	7
Cleaners store	6
Internal store 1	15
Internal store 2	15

Extensive consultation has been undertaken with representatives from both the Port Kennedy Soccer Club and the Hillman Hornets Cricket Club in the development of the final site layout and building floor plan designs.

Implications to Consider

a. Consultation with the Community

During the development of the master plan, Officers liaised with the current and future reserve user groups to ensure that the master plan would reflect the future sporting needs of these user groups. Which include:

- Port Kennedy Soccer Club
- Hillman Hornets Cricket Club

The Draft Koorana Reserve Master Plan 2018 was advertised for public comment from Friday 6 July until Friday 20 July 2018 in accordance with the requirements of the City of Rockingham Policy Framework, and was undertaken in the following manner:

- An invitation to comment was placed on the City's website through the 'Share Your Thoughts' webpage for the duration of the advertising period;
- The link to the 'Share Your Thoughts' page was sent out to Rock Port subscribers inviting them to comment on the draft master plan; and
- Property owners and residents within a 200m radius (totalling 217 households) of Koorana Reserve were invited by mail to comment on the proposal.

The concept designs of both the site layout and building floor plans have been developed in consultation with representatives from both the Port Kennedy Soccer Club and the Hillman Hornets Cricket Club.

b. Consultation with Government Agencies

Officers have been liaising with the Department of Education (DOE), Western Australian Planning Commission and the Water Corporation with respect to meeting the conditions associated with the lot subdivision.

The DOE has also been liaising with the Principal of the Koorana Primary School with respect to the development of the site layout and building concept plans.

c. Strategic

Community Plan

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

Aspiration 2: *Grow and Nurture Community Connectedness and Wellbeing*

Strategic Objective: *Services and facilities: Provide cost effective services and facilities which meet community needs.*

Aspiration 3: *Plan for Future Generations*

Strategic Objective: *Infrastructure planning: Plan and develop community, sport and recreation facilities which meet the current and future needs of the City's growing population.*

d. Policy

The Koorana Reserve Building Concept Plan has been developed in line with the Council's Sport and Community Facility Provision Policy. This policy is supported by guidelines in the development of sporting and community infrastructure based on State and National Sporting Association preferred infrastructure guidelines.

e. Financial

The cost estimate received as part of the design package estimates the construction of the Koorana Reserve Master Plan at \$4,550,000 million. This figure includes contingency funds and approximately \$125,000 worth of minor landscaping and overflow parking items that will be included as a separable portion when the works are packaged up for tender.

The City's 2019/20 budget has an overall allocation of \$4,290,274 to deliver the Koorana Reserve Master Plan including floodlighting.

The project scope will be continually reviewed throughout the design phase to ensure that the final design is within budget parameters. There are rates included within the current cost estimate that are disproportionate based on latest market rates from recently tendered City projects. These rates along with other areas for cost savings have been identified and will be incorporated into the detailed design and the pre tender cost estimate.

The City has also received a grant of \$650,000 through the Community Sporting and Recreation Facilities Fund from the Department of Local Government, Sport and Cultural Industries.

f. Legal and Statutory

Lot 4240, Royal Palm Drive, Warnbro (Reserve No. 44065) is Crown Land with the Management Order issued to the City of Rockingham for the purpose of Public Recreation.

Officers have been liaising with the relevant State departments with respect to the subdivision of the clubroom lot from the Department of Education site.

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

Community facilities and public open spaces play a vital role in providing spaces for both active and passive recreation. These areas are valued by communities, not only for the recreational opportunities, but also for their ability to define landscapes and establish a sense of place.

The final site layout and building floor plans presented to Council reflect designs that maximise the potential of the reserve and supporting infrastructure to cater to the current user groups and provides a well-planned approach in supporting the growth of the City's sporting clubs. The designs have also been developed to ensure that the reserve remains well activated and is able to grow with community needs. Through ongoing consultation with the two sporting clubs who will be the end users, Officers have been able to work with the project architect to produce designs that are compatible with their needs. The designs have been developed to ensure that the reserve and clubrooms will be well activated and have the ability to grow with community needs. The design has considered current industry trends to produce an inclusive and functional design that caters to female participation both on the sporting field and within the sporting club setting.

Council's approval of the final concept design including, site layout and building floor plan designs will enable the project to progress to the detailed design phase. Following the completion of the detailed design, the City will be able to call for tenders to enable construction to occur.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **APPROVES** the Koorana Reserve Master Plan final concept design to enable the project to proceed to detailed design.

Committee Recommendation

Moved Cr Liley, seconded Cr Cottam:

That Council **APPROVES** the Koorana Reserve Master Plan final concept design to enable the project to proceed to detailed design.

Committee Voting (Carried) – 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 Infrastructure Planning



Reference No & Subject:	CD-031/19	Baldivis Men's Shed Needs Assessment, Site Analysis and Feasibility Study <i>(Absolute Majority)</i>
File No:	CPR/1324	
Proponent/s:		
Author:	Mr Matthew Emmott, Community Infrastructure Planning Officer	
Other Contributors:	Mr Gary Rogers, Manager Community Infrastructure Planning	
Date of Committee Meeting:	10 December 2019	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To seek Council's endorsement to complete further investigations into the establishment of a Baldivis Men's Shed through completing a needs assessment, site analysis and feasibility study.

Background

The Baldivis and Districts Community Men's Shed (BDCMS) Inc. was established in late 2017 with the group becoming incorporated in August 2018. The BDCMS currently has over 20 members, and the group has stated that it has a significant number of residents who have indicated their willingness to join once the organisation has an established premises.

The City initially awarded a grant to the Rockingham Model Railway Group for the investigation of a community "Hobby Hub." The group then determined that there was more potential for support for a Men's Shed and requested that the grant be transferred to the newly incorporated BDCMS. The project was supported as the development of the feasibility study has a strong capacity building ethos which aligns with the Community Grants Program Policy and policy objective. The development of the feasibility study was administered by members of the BDCMS with the City consulted with respect to the suitability of the investigated sites.

The BDCMS received the Infrastructure Planning and Development Grant in May 2019 to assist it in producing a needs and feasibility study for the establishment of a Men's Shed in Baldivis through the City's Community Grants Program. The amount received by the group was \$5,960.

The group engaged the services of Tredwell Management Services to produce the Baldvis Men's Shed Feasibility Study. The study was completed in July 2019.

Details

Baldvis Men's Shed Feasibility Study (July 2019)

The Baldvis Men's Shed Feasibility Study ('the Study') was produced by Tredwell Management Services and due to budget limitations, the scope was refined to produce a document containing a basic level of information. The Executive Summary stated; *it should be noted that the BDCMS (Baldvis and Districts Community Men's Shed) had limited funds available for the development of this report. Whilst every effort has been made to deliver these key outputs the funds available meant only a high level analysis was conducted in some areas. These areas will require further analysis at the next stage of the project.*

On this basis the City considered that the Study has some shortfalls with respect to the required detail included to establish the need for a Men's Shed in Baldvis. Key areas that require further investigations include:

- Detailed demographic and population analysis, focussing on the demographic of potential users of Men's Sheds;
- Profile, audit and distribution analysis of Men's Sheds in the City of Rockingham and surrounds. The study failed to include the Kwinana Men's Shed and Mandurah Men's Shed in the distribution map and investigate the impact the development of a new shed may have on their membership numbers. The report stated that; *the preferred site chosen is strategically located between the Rockingham Men's Shed and the Pinjarra Men's Shed;*
- Trend analysis for Men's Sheds, including identification of essential and desirable spaces to be incorporated into the building design;
- Detailed site assessment of all available sites including environmental considerations, site topography, availability of services, works required to the site/s, land tenure, etc.;
- Production of a facility concept design supported by an indicative cost estimate.

Site Assessment

The Study completed investigations and assessment of three sites, against pre-determined criteria. The three sites investigated were:

- 1677 Mandurah Rd, Baldvis: This is an approximately 8.9ha site which is Crown Land vested in the City for the purpose of Veterans Respite Centre. The Site is currently leased to the Totally and Partially Disabled Veterans of WA until March 2026.
- 342 Baldvis Rd, Baldvis (Reserve no. 23932): This is an approximately 13.75ha site and is the site of the former Baldvis Primary School the reserve is Crown Land vested in the City for the purpose of Recreation & Parklands.
- Lot 42 Lugg Road, Baldvis: This is an approximately 14.57ha site which is Crown Land vested in the City for the purpose of Recreation. The site is currently utilised by the Baldvis Pony Club.

The site at 1677 Mandurah Road, leased to the Totally and Partially Disabled Veterans of WA Inc. (TPDV) was identified in the report as the preferred site. This site received the highest score based on the site assessment completed, and assessment against the pre-determined site selection criteria. This site was recommended in the Study as the preferred option, despite feedback provided by the City during the development of the report indicating that this site was not supported as the City has a Management Order over Reserve 46970 from the Department of Lands for the purpose of "Veterans Respite Centre". A 21 year lease is currently in place over the whole Reserve (including all land and buildings) between the City and the TPDV. The lease expires on the 6 March 2026.

Feedback was also sought from the City's Statutory Planning team on all three preferred sites. The team stated that, from a bushfire perspective, there will be issues with all three sites being used for this purpose. All sites are located in high fire risk areas and will need a Bushfire Management Plan (BMP) and Evacuation Management Plan (EMP) as part of any application for Development Approval. State Planning Policy 3.7 – Planning in Bushfire Prone Areas has a Policy objective of not increasing

bushfire risk where possible. The EMP will need to be approved in consultation with Department of Fire and Emergency Services as part of the Development Approval referral process.

Shed Design and Footprint

Prior to the commencement of the Study, the BDCMS had not established a scope for the size of the shed. During the development of the Study, members of the BDCMS developed concept plans for what they would like to see included at the site. This included two separate buildings, one space to be a respite area (1000m²), and the second to be a workshop (1000m²). The total space identified by the group was 2000m², however, the Study identified that a suitable sized facility would be approximately 500m² based on a comparison that was undertaken on other Men's Sheds located nearby.

Following the receipt of the Study, the City has held meetings with members of the BDCMS where they have expressed their desire to have a two storey shed of approximately 4000m² in size. The financial and design implications of this request have not been tested as part of the Study.

Implications to Consider

a. Consultation with the Community

The City has and will continue to engage with the BDCMS throughout the development of the needs assessment and feasibility study. Wider community engagement will be completed as part of the study as deemed appropriate.

b. Consultation with Government Agencies

The City will be required to consult with the Department of Planning, Lands and Heritage with respect to any land tenure issues.

c. Strategic

Community Plan

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

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

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

d. Policy

Not Applicable

e. Financial

The City has no budget allocation for this parcel of work to occur. It is anticipated the Needs Assessment, Site Analysis and Feasibility Study will cost approximately \$50,000. This will pay for the services of a suitable consultant to complete the study. The officer recommendation includes an allocation of \$50,000 occur in the 2019/2020 Annual Budget.

f. Legal and Statutory

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

g. Risk

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

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

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

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

Nil

Comments

There are a number of benefits of being involved in a Men's Shed, with Beyond Blue completing research in 2013 in the report titled: 'Men's Sheds in Australia: Effects on Physical Health and Mental Well-Being'. Key findings include:

- Shed membership helps to cope with significant life changes such as retirement, relocating, family changes, or health challenges. Significant drivers for joining include making friends, giving back to the community, and development or sharing of skills;
- In a shed vs non-shed research study, shed members articulated better outcomes across the board when scored by physical functioning, bodily pain, general health and vitality, emotional and social functioning, and mental health; and
- Shed members were not only more likely to identify a need for help with mental health issues such as depression and anxiety, but also more likely to consider a wide-reaching variety of sources for help.

In consultation with Men's Shed association representatives, it has been identified that Men's Sheds not only provide socialisation and health benefits to men, there are number of sheds that include opportunities for other members of the community. Groups that are known to be involved in Men's Sheds throughout the state include:

- Women's programs;
- Intergenerational and school programs; and
- Programs that are accessible to people with disability.

With studies highlighting that involvement in Men's Sheds has positive benefits on an individual's overall mental health and wellbeing, Officers are recommending full investigations occur as to the needs, design and suitable location.

Specifically, in order to clearly establish the need, refine the project scope and determine the suitability of sites for future development, further investigation is needed. To assist the BDCMS, it is proposed that investigations are completed and managed by the City. These investigations would include:

- Completion of a needs assessment including:
 - o Analysis of current and future demographics and population;
 - o Review existing men's shed provision in the region, including facility catchment and membership;
 - o Identify current and future trends, including review of relevant association plans;
 - o Investigate the proposed activities of the Men's Shed;
 - o Complete a gap analysis to determine any gaps in facility provision.
- Site assessment of potential sites (including the TPDV site) using the following assessment criteria:

Passive Surveillance

- Site has passive surveillance day and night - traffic, neighbours, pedestrians, etc.
- Clear sight lines achieved through/to the facility

Accessibility

- Site has multiple access options. In particular public transport and driving
- Site is easily accessible by emergency vehicles

Location

- Suitable separation from neighbours achieved in respect to noise and visual impact
- The site is able to service all residents of Baldivis

Infrastructure

- Provision of existing or space for new car-parking on/at the site
- The site has adequate provision of services (power, water and sewer)
- The site can accommodate the proposed facility (minimum size)
- There is space for future expansion of the facility on the site

Site Specifics

- Appropriate land tenure in place (i.e. City owned, controlled or managed)
- No environmental conditions affecting proposed use (i.e. contaminated site, Bush Forever, etc.)
- Site accommodates a variety of design options

Sustainability

- People want to/will go to the location
- There is little/no potential competition from nearby/similar activities

Following the determination of a suitable site/s, the feasibility of the establishment of a Baldivis Men's Shed will be undertaken. As part of the feasibility investigation the project will thoroughly examine the following;

- Suitable management options;
- Building design and footprint;
- All location options (both within the region and on the selected sites);
- Impact on other similar facilities in the region;
- Social, economic and environmental sustainability of the project;
- Capital construction costs; and
- Whole of life costs.

There is a Rockingham Men's Shed located at Anniversary Park. During its initial investigations and eventual establishment, Officers were involved in investigations into its feasibility.

Considering the level of support offered to the Rockingham Men's Shed, it is considered appropriate to support the BDCMS in similar investigations. Given their size, the BDCMS is not in a position to fund further detailed investigations which are needed to both justify the development of a Men's Shed at a to be determined location.

This matter is being presented to Council at this time as the development of a Men's Shed in Baldivis is currently not included within the City's Community Infrastructure Plan. As the City has not previously considered this matter, Council's approval for the study and the budget allocation is required in order for the study to proceed.

Subject to Council approving the allocation of funds to this project, an external consultant will be engaged to complete a detailed needs assessment, feasibility study and site investigations to properly inform and detail requirements of any future men's shed development in Baldivis. It is expected that completion of the investigations will take approximately nine months. The study will be returned to Council for further consideration once complete.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council:

1. **APPROVES** a Baldivis Men's Shed Needs Assessment, Site Analysis and Feasibility project.
2. **ALLOCATES** \$50,000 in the 2019/2020 Annual Budget to undertake the study.

Committee Recommendation

Moved Cr Liley, seconded Cr Davies:

That Council:

1. **APPROVES** a Baldivis Men's Shed Needs Assessment, Site Analysis and Feasibility project.
2. **ALLOCATES** \$50,000 in the 2019/2020 Annual Budget to undertake the study.

Committee Voting (Carried) – 3/2
(Crs Jones and Cottam 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

4:45pm Mr Le, Senior Legal and Councillor Liaison Officer departed the meeting.

Community Development Economic Development and Tourism



Reference No & Subject:	CD-032/19	Draft Economic Development Strategy 2020-2025
File No:	ECD/24-03	
Proponent/s:		
Author:	Mr Scott Jarvis, Manager Economic Development and Tourism	
Other Contributors:	Mr Michael Holland, Director Community Development	
Date of Committee Meeting:	10 December 2019	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	Draft Economic Development Strategy 2020-2025	
Maps/Diagrams:		

Purpose of Report

To seek Council's endorsement of the draft Economic Development Strategy 2020-2025 for the purpose of public consultation.

Background

The City's previous Economic Development Strategy 2014-2017 served as a guide to decision making, resource allocation and program delivery during this period, but has now expired and the economic and demographic data and analysis used in developing the strategy document needs to be updated.

A discussion paper was provided at the Councillor Engagement session on 13 August 2019, where the strategic discussion informed the development of four key elements that would provide direction for the new Economic Development Strategy 2020-2025. A range of actions were then developed for each key element to reflect feedback from the business and community consultation process, and research outcomes, as well as professional knowledge and opinion.

A Council resolution made on 27 August 2019, provided a revised timeframe for the development and final adoption of the new Economic Development Strategy, under the City's Strategic Development Framework Policy.

The revised timeframe specified the draft Economic Development Strategy 2020-2025 be presented to Council at the December 2019 meeting, and a final strategy presented for final endorsement by Council at the March 2020 meeting.

Details

The draft Economic Development Strategy 2020-2025 identifies four key elements based on research and consultation outcomes that provide clear directions for the City over the next five years.

- Key Element 1** Investment Attraction
Key Element 2 Strategic Regional Opportunities
Key Element 3 Local Business Development
Key Element 4 Advocacy and Lobbying

At the Councillor Engagement session held on 27 August 2019, Councillors were given the opportunity to provide feedback in relation to the Strategy. Feedback was received, in relation to:

- refocusing on the importance of the Defence industry
- strengthening the City's advocacy platform and profile
- looking at key infrastructure projects and advocating and lobbying at a state and federal level
- maintaining focus on the Rockingham foreshore redevelopment, and the Safety Bay foreshore
- acknowledging the role of private partnerships in moving forward
- including Tourism as a key economic industry.

This feedback has now been incorporated into the draft Economic Development Strategy 2020-2025.

Implications to Consider

a. Consultation with the Community

To engage a broad range of stakeholders from across Rockingham, the following methods of consultation was undertaken:

- over 20 meetings with individual business owners, staff, property owners, government representatives and other strategic stakeholders
- three workshops with City of Rockingham Councillors, Executive and staff
- two online surveys, completed by 88 businesses and 150 residents

b. Consultation with Government Agencies

Five of the major government agencies were consulted including:

- Premier's Office
- Department of Defence / HMAS Stirling
- Rockingham General Hospital
- Development WA (previously Landcorp)
- South Metropolitan TAFE

c. Strategic

Community Plan

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

Aspiration 1: Actively Pursue Tourism and Economic Development

Strategic Objective: *Investment attraction: Attract local and international investment to the City to contribute to the local economy.*

Marketing and promotion: Develop and implement effective marketing approaches to promote the City as a destination of choice for the local community, visitors, investors and businesses.

Attractions and events: Seek to host iconic community events and attractions that will entice residents and visitors throughout the year.

Infrastructure investment – local, regional and state: Lobby local, state and federal stakeholders to establish infrastructure and development opportunities for the City.

Business development: Support business development initiatives throughout the City.

MICE (meetings, incentives, conferences and events): Identify and attract conferences and high profile business and sporting events to the City to develop its profile as a destination of choice for event organisers.

Aspiration 2: Grow and Nurture Community Connectedness and Wellbeing

Strategic Objective: *Facilitate comprehensive community engagement on issues facing the City, ensuring that residents can provide input into shaping our future.*

Aspiration 3: Plan for Future Generations

Strategic Objective: *Infrastructure planning: Plan and develop community, sport and recreation facilities which meet the current and future needs of the City's growing population.*

Responsive planning and control of land use: Plan and control the use of land to meet the needs of the growing population, with consideration of future generations.

Aspiration 4: Plan for Future Generations

Strategic Objective: *Key stakeholder partnerships: Foster relationships and partnerships with key stakeholders to achieve enhanced community outcomes.*

d. Policy

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

e. Financial

The costs associated with the implementation actions outlines in the Economic Development Strategy 2020-2025 will be incorporated in the relevant team plans over the strategy timeframe and where required incorporated into the City's Business Plan.

f. Legal and Statutory

Nil

g. Risk

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

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

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

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

Nil

Comments

The development of the draft Economic Development Strategy 2020-2025 aims to achieve a long-term economic vision for Rockingham, and reflects Council's ongoing commitment to addressing the needs of the local business community, attracting new jobs, industries and investment to deliver increased economic and social benefit to our community.

The next step in the development of the strategy is for Council to consider the draft Strategy for endorsement to consult. Public comment will then be sought over a 4 week period (6 January 2020 to 31 January 2020), taking into consideration the impact of the festive season via Rockport, the City Website, copies provided to Libraries and Administration Building and sent to relevant external stakeholders and a public notice will be placed in the Sound Telegraph.

Following the public comment period, all feedback will be reviewed for possible inclusion into the final Economic Development Strategy 2020-2025, to be presented to Council for approval in March 2020.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ENDORSES** the draft Economic Development Strategy 2020-2025 for the purpose of advertising for public comment.

Committee Recommendation

Moved Cr Liley, seconded Cr Jones:

That Council **ENDORSES** the draft Economic Development Strategy 2020-2025 for the purpose of advertising for public comment.

Committee Voting (Carried) – 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 Capacity Building Services



Reference No & Subject:	CD-033/19	Recommendation from the Rockingham Education Training Advisory Committee Meeting held on 11 November 2019
File No:	CSV/1522-05	
Author:	Ms Tenille Voges, Coordinator Recreation and Wellbeing	
Other Contributors:	Ms Julia Dick, Collaborative Manager Community Capacity Building	
Date of Committee Meeting:	10 December 2019	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive Function	
Attachments:	Minutes of the Rockingham Training Education Advisory Committee Meeting held on 11 November 2019	
Maps/Diagrams:		

Purpose of Report

For Council to consider and recommend the assessment criteria for the Tertiary Scholarship Scheme (TSS).

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1: Tertiary Scholarship Scheme Assessment Criteria

That Council **APPROVES** the Tertiary Scholarship Scheme assessment criteria until December 2020 as:

- Limited family support
- First in the family to attend further education
- Clear study pathway linked to career aspirations
- Demonstrated capacity to achieve further education
- Involvement in Rockingham community (i.e. volunteering, attendance at Rockingham community events/programs)

Officer Recommendation if Different to Advisory Committee Recommendation

Not Applicable

The Officer's Reason for Varying the Advisory Committee Recommendation

Not Applicable

Background

The objective of the Tertiary Scholarship Scheme (TSS) is to enable more Rockingham residents aged 17- 40 to complete tertiary qualifications, primarily an Undergraduate University Degree and/or a TAFE/VET Diploma.

The TSS has two scholarship categories; Undergraduate University degree in the amount of up to \$10,000 per scholarship (\$2,500 per year, \$1,250 per semester), for up to four years or upon completion of the degree, whichever occurs first, and TAFE/VET Diploma in the amount of up to \$4,000 per scholarship, (\$2,000 per year, \$1,000 per semester) for up to two years or completion of the Diploma, whichever occurs first. To be considered for a scholarship applicants must meet all of the required eligibility criteria.

Applicants must meet the current TSS eligibility criteria to be eligible to apply for a scholarship:

- City of Rockingham resident for a minimum of three (3) years at the time of the application
- aged between 17 and 40 years
- an Australian Citizen or Permanent Resident
- can demonstrate financial hardship
- must provide a letter of offer or evidence of current enrolment at a nationally recognised University, TAFE/VET provider
- have a minimum of one full semester (6 months) of study remaining from the TSS round closing date
- must be completing an Undergraduate University Degree and/or TAFE/VET Diploma for the first time.

On Monday 21 August 2017, the Rockingham Education Training Advisory Committee (RETAC) set assessment criteria (different to eligibility criteria) for the TSS with the purpose to assist officers and committee members in making informed recommendations to Council. The assessment criteria were scheduled for review by December 2019.

TSS assessment criteria used to determine recommendations on TSS applications include:

- Limited family support
- First in the family to attend further education
- Clear study pathway linked to career aspirations
- Demonstrated capacity to achieve further education
- Involvement in Rockingham community (i.e. volunteering, attendance at Rockingham community events/programs)

As stated in the Tertiary Scholarship Council Policy, "The Rockingham and Education and Training Advisory Committee (RETAC) is to consider and recommend assessment criteria annually."

The RETAC confirmed the inaugural assessment criteria to be used again in 2020.

Implications to Consider

a. Strategic

Community Plan

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

Aspiration 2: *Grow and Nurture Community Connectedness and Wellbeing*

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

b. Policy

The Tertiary Scholarship Scheme operates in line with the Tertiary Scholarship Scheme Council Policy and Executive Policy.

c. Financial

An annual allocation of \$90,000 per financial year is available for the Tertiary Scholarship Scheme. There are no financial implications to this funding allocation as a result of this report.

d. Legal and Statutory

Nil

e. Voting Requirements

Simple Majority

f. Risk

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

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

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

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

Nil

Committee Recommendation

Moved Cr Davies, seconded Cr Cottam:

That Council **APPROVES** the Tertiary Scholarship Scheme assessment criteria until December 2020 as:

- Limited family support
- First in the family to attend further education
- Clear study pathway linked to career aspirations
- Demonstrated capacity to achieve further education
- Involvement in Rockingham community (i.e. volunteering, attendance at Rockingham community events/programs)

Committee Voting (Carried) – 5/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

13.	Reports of Councillors
	Nil
14.	Addendum Agenda
	Nil

15. Motions of which Previous Notice has been given

General Management Services

**General Management Services
Governance and Councillor Support**



Reference No & Subject:	GM-032/19	Notice of Motion - Provision of Hospitality (Alcohol)
File No:	COM/133	
Proponent/s:	Cr Matthew Whitfield	
Author:	Mr Peter Varris, Manager Governance and Councillor Support	
Other Contributors:	Mr John Pearson, Acting Chief Executive Officer	
Date of Committee Meeting:	10 December 2019	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To respond to the following Notice of Motion from Cr Whitfield –

- "1. That Council SUPPORTS the removal of all Alcoholic beverages from the Councillors lounge.*
- 2. That Council DIRECTS the CEO to remove all Alcoholic beverages from the Councillors lounge and, moving forwards, to not stock alcoholic beverages in that lounge.*
- 3. That Council DIRECTS the CEO to review the policies surrounding the providing of free alcohol (at Citizenships, City functions and City events) and prepare a report to Council within 3 months."*

Background

Notice of Cr Whitfield's proposed motion was given at the 26 November 2019 Council meeting and the following reasons were given in support –

- "1. The City is a community and corporate leader. An example needs to be set by this Council that we acknowledge that drinks should not be consumed in the workplace.*

2. *We have a duty of care to each other, to our guests and to community members. If someone were to be caught drink driving after consuming alcohol provided by the City then there could be severe repercussions.*
3. *In regards to the Councillors Lounge, ratepayer's funds should not be paying for alcohol.*
4. *There are many volunteer committee members who are invited into the lounge after meetings to thank them for their time. Food, soft drinks and conversation is enough.*
5. *In asking the CEO to review the current policies the intent is to research fully the data, information sources, action group websites and State/Federal government policies so that a fully informed decision can be made in the future by this Council. This can be contrasted with our duty of care, what is considered the norms of government, and a future council can make a decision whether we continue to support the providing of alcohol at city run events."*

Details

Conditions of use of the Councillors Lounge is prescribed by Council policy – Councillors Lounge. It states –

"Persons other than Councillors and their guests do not have access to the Councillor's Lounge, unless specifically invited, and in such cases a standard of etiquette must be observed.

The Mayor and individual Councillors are welcome to invite members of the public to the Councillor's Lounge as their guest, however, it is expected that such invitations will be issued in accordance with the following guidelines, to respect the intended use of the facility.

1. *To host guest/s following a Council/Committee Meeting or official deputations*
2. *Invitees to be responsible for the entertainment and conduct of the guest/s*
3. *Invitees to escort their guest/s from the Councillor's Lounge upon departing*
4. *Ensure general tidiness and cleanliness of the Lounge and undertake security arrangements*
5. *Introduce guests to the Mayor and/or other Councillors, if they are utilising the facility at the time of visit.*

NOTE: The inviting Councillor must remain in the lounge until his/her guest/s has/have departed, or make arrangements with another Councillor to host the visitor/s.

Etiquette - As the Lounge is provided as a working and relaxation area for Councillors, individuals are to ensure that courtesy and respect is shown for other users at all times, including an acceptable standard of dress. The Mayor shall consider and judge complaints relating to breach of etiquette."

This Policy is currently under review with other civic natured policies, with any proposed changes to be directed through the Governance Review Committee.

Access to the Councillors Lounge is restricted by security swipe to Councillors and key City personnel and access logs are maintained.

In the past the City has not separately identified the cost of alcoholic beverages from non-alcoholic beverages, and as a consequence obtaining accurate costs is difficult. However the approximate cost of all beverages (alcoholic and non-alcoholic) consumed through the Councillors' Lounge is recorded and for 2018 was \$2,100 and for 2019 (Jan – Oct) \$1,600.

The City hosts a wide range of functions and events for which alcoholic beverages are served. These can be generally categorised into the following –

- Citizenships
- Volunteer / community recognition
- Award presentations
- Civic / stakeholder engagement

Recent research provides that for the 2018 calendar year the City conducted 21 functions/events catering for approximately 2,485 guests. Cost of beverages (alcoholic and non-alcoholic) was estimated to be \$5,730.

For the 2019 calendar year (to end of October) the City conducted 20 functions/ events for approximately 2,402 guests with an estimated \$6,185 expended on beverages (alcoholic and non-alcoholic). It is worthy to note that in each year over half the events are citizenship ceremonies.

Alcoholic beverages for functions is limited to mid-range beer and wine. Spirits are not served. All alcohol is served by appropriately trained (Responsible Service of Alcohol) catering staff.

Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

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

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

Strategic Objective: *Key stakeholder partnerships – Foster relationships and partnerships with key stakeholders to achieve enhanced community outcomes.*

d. Policy

Several Council policies are currently under review that relate to the hosting of receptions (with the provision of refreshments) and the use of the Councillors' Lounge, as follows –

- Australia Day Functions and Awards
- Councillors Lounge
- Functions Hosted by Council

The review of these policies are on hold pending the outcome of this Notice of Motion.

e. Financial

The cost of alcoholic beverages per annum for functions and the Councillors' Lounge was recently investigated. The annual cost of the provision of alcoholic beverages (for all City conducted functions, events and the Councillors' Lounge) is estimated as less than \$10,000pa.

f. Legal and Statutory

Not Applicable

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

In his reasons for support of the Notice of Motion, Cr Whitfield states "the City is a community and corporate leader. An example needs to be set by this Council that we acknowledge that drinks should not be consumed in the workplace."

It is commonplace for corporate and community organisations to host functions and events to recognise and celebrate stakeholders, and at which alcohol is provided within appropriate parameters. It needs to be noted that Councillors are not employees and alcohol provided at these events is not being served at the 'workplace'.

As stated previously, alcohol served at City hosted events is limited in range, served by appropriately trained contractors who understand the obligations in respect to the responsible service of alcohol.

Councillors' Lounge

Use of the Councillors' Lounge is subject to a Council policy that is currently under review. Practice has been for Councillors to invite advisory committee members and other stakeholders who provide valuable input into Council decision making, into the lounge for light refreshment after meetings as a part of City hospitality and fellowship. From 1 January to 31 October this year there were 1,659 recorded entries to the Councillors' Lounge, including cleaning staff, governance officers and elected members. This does not include multiple visitors from the single recorded door opening. Evidence suggests cost is minimal; if one were to assume that alcohol cost vs non-alcohol cost was 60/40 split, the cost of alcohol from 1 January to 31 October 2019 for the lounge is estimated at \$960. Given the number of elected members and guests likely to have used the lounge this is considered reasonable.

It needs to be reiterated that Councillors and volunteers are not employees and therefore industrial relations law does not apply. It is a Councillor's responsibility to ensure their guests are appropriate in the use of the facility.

Civic Functions

One of the traditional civic functions of a local government is to recognise the contributions and successes of community members and stakeholders. These may include (note - the below list is not exhaustive) –

- a resident becoming an Australian citizen;
- an elderly pioneer who contributed to the development of the city;
- a member of the volunteer fire brigade being recognised for their service;
- an advisory committee community member who assists Council in making an informed decision;
- a long-time volunteer of a not-for-profit sporting club or other community group collaborating with the City on delivering services to the community; and
- the nominees for the Sports Star awards.

It is important for the City and Council to appropriately acknowledge, encourage, support and engage its community through events and functions, including the responsible service of alcoholic beverages. It is understood that the consumption of alcohol is considered a value judgement by the consumer, however it is a legal product and when consumed in moderation is considered appropriate and socially acceptable.

The past five years has seen the City review the manner it delivers civic functions and events, providing significant cost savings. As noted, the cost of alcoholic beverages across these functions is very modest. It is exceptionally rare for guests at these events to 'abuse' the City's hospitality. The City takes its duty of care for its guests very seriously, and most functions (including all those which include the service of alcohol) will have at least one security guard present. Feedback shows that recognition by the City in this manner is appreciated by the community.

In summary, the City hosts a range of functions and events which include the responsible service of alcohol. These functions are purpose focused, well managed and in the vast majority attended by members of the Rockingham community who are appreciative of the City's hospitality. The City's current approach to the delivery of these functions and the very modest provision of alcohol on these occasions is considered appropriate, is very similar to most, if not all local governments in Western Australia. An investigation is seen as unwarranted and a needless redirection of the City's resources.

Voting Requirements

Simple Majority

Officer Recommendation

Cr Whitfield's Notice of Motion is not supported.

Notice of Motion from Cr Whitfield

That Council:

1. **SUPPORTS** the removal of all Alcoholic beverages from the Councillors lounge.
2. **DIRECTS** the CEO to remove all Alcoholic beverages from the Councillors lounge and, moving forwards, to not stock alcoholic beverages in that lounge.
3. **DIRECTS** the CEO to review the policies surrounding the providing of free alcohol (at Citizenships, City functions and City events) and prepare a report to Council within 3 months.

Note: *As a Committee member has not been authorised by Cr Whitfield to move his Notice of Motion, in accordance with Standing Orders this Item will be referred to Council on Tuesday 17 December 2019 without Committee consideration.*

General Management Services Governance and Councillor Support



Reference No & Subject:	GM-033/19	Notice of Motion - Audio/Video Recording of Council Meetings
File No:	GOV/74	
Proponent/s:	Cr Matthew Whitfield	
Author:	Mr Peter Varris, Manager Governance and Councillor Support	
Other Contributors:		
Date of Committee Meeting:	10 December 2019	
Previously before Council:	25 August 2015 (GMS-011/15), 22 May 2018 (GMS-013/18), and 27 November 2018 (GM-042/18)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	1. Council Report on Live Streaming – November 2018 2. McLeods Local Government Update on Live Streaming	
Maps/Diagrams:		

Purpose of Report

To respond to the following Notice of Motion from Cr Whitfield –

- "1. That Council SUPPORTS audio and video recording of Council meetings, including live-streaming, once adequate policy has been established and equipment installed;*
- 2. APPROVES sufficient funds to be allocated in the 2019/2020 budget to include adequate equipment and resources to allow audio and video recordings and the capacity to live-stream Council meetings from July 2020; and*
- 3. DIRECTS the CEO to prepare a draft policy within three months that supports and allows audio and video recordings of Council meetings, including live-streaming."*

Background

Notice of Cr Whitfield's proposed motion was given at the 26 November 2019 Council meeting and the following reasons were given in support under the following broad headings -

- Transparency
- Truthfulness of reporting events
- Community support
- Behaviour

- Eliminating ratepayer's resources (sic)
- Community aspirations
- Costs

These reasons will be addressed further on in this report.

Cr Whitfield concludes –

“Residents have elected their Councillors to speak on their behalf, to represent them and to make informed decisions for their benefit. The decision of council is final but the decisions made by Councillors, and the reasons surrounding those, are important to residents. By sharing council meetings with the wider community, at their leisure, this aim can be achieved.

Council meetings are not the most exciting events in the world but if more people can access them the trust in the elected body will increase. This will lead to a more positive community outcome.”

The City of Rockingham decision-making process is conducted under the statutory provisions of the Local Government Act 1995, subsidiary Regulations and the City of Rockingham Standing Orders Local Law 2001, supported by Council's Governance and Meeting Framework policy. The City meets and often exceeds these provisions, fostering an environment of openness, transparency and accountability for all involved.

Council has considered the matter of recording Council meetings on two recent occasions, originating from Notices of Motion. At the August 2015 Council meeting Cr Whitfield noted the advice from officers in the report responding to his Notice of Motion and he stated he no longer wished to pursue Part 2, namely *“that the Planning and Engineering Services Committee, Corporate and Community Development Committee and full Council Meetings are all recorded in video form and made available on the City website”*.

No decision of Council was consequently made.

In May 2018 Council considered another Notice of Motion from Cr Whitfield related to livestreaming Council meetings. Council adopted the officer recommendation as follows –

“That Council *DIRECTS* the Chief Executive Officer to prepare a report which –

- investigates policy options on live-streaming which mitigates the potential risks and guides its use; and
 - examines cost effective options to live-stream City of Rockingham Council meetings;
- and that the findings be presented back to Council for further consideration within six months.”

The findings from the investigation were presented to Council at its November 2018 meeting where it was resolved that Council *NOT APPROVE* live streaming of Council Meetings.

Details

Fundamental in underpinning Council's November 2018 decision were the following issues –

- Need to amend Standing Orders and development of appropriate policy;
- Legal risks of defamation;
- Need to clearly identify speakers;
- Potential victimisation of elected members, officers and members of the public;
- Management of recordings and copyright;
- Requirement for training;
- Quality of recording;
- Cost and resources required for recording.

The report supporting Council's decision is included as an attachment.

As stated on the Department of Local Government, Sport and Cultural Industries website –

“Council members are not protected from defamation in the same manner as Members of Parliament for statements they make in the council chamber. Defamation is the aspect of law that protects people's reputations. It may be divided into libel, which relates to written or

pictorial material, and slander, which relates to oral comments. Defamation can be defined as anything that tends to lower a person in the estimation of members of society.

In a Council meeting, the elected member fulfils a public duty and is therefore given limited protection from legal actions of defamation. However, unlike a Member of Parliament, the councillor's privilege is qualified. This means that protection is only provided if the statements are made in good faith. Statements made with malice or made recklessly are not protected by qualified privilege.

Statements made outside council meetings are unlikely to attract qualified privilege. This is particularly pertinent in relation to social media. While it can be a powerful tool for communicating ideas and policy platforms directly with the community, care should be used. The Local Government Act 1995, Defamation Act 2005 and the Local Government (Rules of Conduct) Regulations 2007 apply in the virtual world, just as they do in real life. The test is whether a councillor would feel comfortable saying something on social media that could still be said in a public forum like a council meeting, or on the front page of a newspaper."

Until recent changes to the legislation relating to this matter, the local government could also be found to be a party to defamation arising from a council meeting should the defamatory comments be published through an audio/visual recording. These comments could arise from not only an elected member but also a member of public at question time. The legislation now protects the City from this risk, however an elected member, City officer and member of the public can still be individually at risk of defamation.

Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

A number of Western Australian local governments were previously contacted in respect to the recording of council meetings to assist in the preparation of past reports on this matter.

c. Strategic

Community Plan

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

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

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

d. Policy

The Governance and Meeting Framework policy provides guidance in the City's approach to decision-making. A decision to audio/video record council meetings will require an underpinning policy to protect the interests of the City as well as those members of the public that attend meetings.

e. Financial

There is no specific provision within the 2019/2020 budget to instigate the audio/visual recording of council meetings. The previous investigation into livestreaming provided an establishment cost of between \$28,500 and \$143,000, with an anticipated cost of delivering a professional standard of 'livestreaming' at \$84,500. Ongoing operational costs for publishing varied between \$24,000pa and \$42,000pa.

Additional officer resourcing will be required to coordinate recording at the meeting as well as to manage the publication, retention and removal of these official records.

f. Legal and Statutory

Section 5.23 of the Local Government Act 1995 states that the following meetings are to be open to the public –

- All council meetings
- All committee meetings that may exercise a power delegated by council.

The City of Rockingham opens the Planning and Engineering Services Committee and Corporate and Community Development Committee to the public and allows both Public Question Time and deputations at these meetings.

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

In his reasons for transparency, Cr Whitfield comments that the City *"should be providing the opportunity for residents to be fully engaged in the democratic business of their Council. It is true that any resident is welcome to attend Council meeting in person, however this is not always possible due to work commitments, family or lack of transport or mobility."*

An incorrect community perception is that a Council meeting is a 'public meeting'. It is not. It is a formal meeting of Council which is open to the public. Public participation is limited to public question time and deputations. Beyond this members of the public are able to watch the decision making of Council. Recent experience demonstrates that members of the public will make every endeavour to attend a council meeting when there is a controversial matter or issue of significant interest. Nevertheless, it is acknowledged that audio/visual recording of Council meetings will provide a further avenue for community members to see decision making in action.

Cr Whitfield further comments that the Council minutes *"reflect nothing other than the vote"*, and *"elected members (sic) views are not expressed in anything other than the final vote"*. In his article dated 12 November 2015 on the "Proposed Recording of Council Meetings", respected Barrister and Adjunct Professor Denis McLeod states *"a Council acts as a collegiate body. The views of individual Council members are for practical purposes irrelevant. The only view that counts is that expressed in a resolution of the Council. To record and stream live the comments of individual Council members during debate has the potential to deflect attention away from the most important statement on the topic, which is the resolution passed by the Council and any reasons it identifies for its decision."*

The CEO is responsible for providing advice to Council so that an informed decision can be made. The Officer's report contains all relevant information for this purpose. In presenting an Alternate Motion, an elected member has the opportunity to present reasons to support his or her position and the CEO has the opportunity to address the implications of that position. These are recorded in the minute. There is no legislative requirement to record debate (or an elected member's opinion) in the minute. That being said, livestreaming would provide the opportunity to address issues arising from an individual Councillor's debate, including providing the ability for the City to clarify incorrect statements made that are otherwise unable to be dealt with at the meeting.

Cr Whitfield suggests that *"live streaming (and having the meeting available for later viewing) will ensure that the record of events is 100% accurate and available to all, unfiltered and without bias"*. The community should rely only on information officially released by the City as there are risks inherent in people acting on matters based on the 'reporting' through unofficial channels, such as social media. Applicants with matters before Council for a decision cannot rely on the recording of the meeting as official notification due to the potential for a revocation motion or some other barrier to implementation arising. A disclaimer will need to be made accordingly.

In support of the Notice of Motion Cr Whitfield notes *“that the community is supportive of making the Council meetings accessible to all through technology. Every new Councillor expressed their view, and were subsequently elected, that they supported the Live Streaming of Council meetings.”* In delivering inductions to the new elected members it was apparent they were unaware of many of the risks and challenges to the City arising from livestreaming, particularly in respect to defamation. Nevertheless, there is an opportunity for those Councillors to make an informed decision as consequence of this Notice of Motion.

Cr Whitfield reiterates part of the officer's 22 May 2018 report to Council by stating *“Earlier in 2018 the Minister for Local Government stated in the media that he believed it was “inevitable” that local governments will take up live-streaming of council meetings, commenting that this will improve transparency and the behaviour of council members at meetings.”* While there is a potential that the behaviour of elected members may improve, many elected members (and officers) may feel constrained when being recorded or are on camera. Should Council pursue the audio/visual recording of council meetings it is imperative that both elected members and key officers receive training and support to provide them with the skills and confidence to speak and debate in such an environment.

In his reasons supporting his Notice of Motion, Cr Whitfield alleges that *“historically the City has spent considerable resources in monitoring councillor's social media pages, and considerable time and resources into action arising from those councillor's social media pages. By having the Council meeting freely available online to the community there is little need for Councillors to report on the proceedings of the meetings as the City will have provided that, un-filtered already.”* Council has an adopted Communications and Social Media policy that reasonably requires ethical behaviour from elected members when posting on social media, including the expectation that elected members will moderate public comment arising from their posts. It is very unlikely that recording Council meetings will reduce the level of public commentary on social media regarding the meeting outcomes and it is reasonable to expect that Councillors will continue to provide their views on topical issues arising from the meeting.

Cr Whitfield identifies six community aspirations that support his Notice of Motion and provides the following commentary -

Youth development and involvement - Engage and encourage youth to become actively involved in contributing to the wellbeing of our community.

“The youth in our community are not going to come to Council meetings, however they would be more likely to watch council meetings from home. Local schools would have the opportunity to show the council meetings as part of their civics classes. This could lead to more youth being aware of the decision making process, which ultimately could lead to them being more actively involved.”

Officer comment – An engaged youth may very well choose to watch a Council meeting from home. Past research suggests that there is very little engagement of the community in livestreaming; the City of Bunbury averaged seven viewers per meeting. The City of Joondalup has three people on average listening to their audio recordings, whereas the City of Vincent has 85 viewers per Council meeting. Copyright restrictions may limit the opportunity for local schools to use recording of Council meetings for educative purposes, however this would need to be investigated.

Accessibility: Ensure that the City's infrastructure and services are accessible to seniors and to people with a disability

“There are seniors, and persons with a disability, who may not feel safe or comfortable in leaving their homes on an evening. Live streaming council meetings means that this service is accessible to them.”

Officer comment – It is reasonable to believe that livestreaming will address the needs of a small minority of those that may be unable to attend Council meetings due to age, infirmity or disability.

Community Engagement: Facilitate comprehensive community engagement on issues facing the City, ensuring that residents can provide input into shaping our future.

“Facilitation is a two way street. If Residents can access council meetings at their leisure then they will gain a greater understanding of how their submissions and feedback are seriously factored into the decision making process. This could lead to a greater trust in submissions and lead to more quality input from residents.”

Officer comment – A resident simply needs to read how submissions are addressed in the officers' report to understand that submissions are dealt with in an appropriate manner in the Council's deliberative process. Recent experiences show that when controversial matters are dealt with and there is a significant gallery present, those who are aggrieved by the decision are generally indifferent to the sound reasons supporting the deliberation.

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

"Transparent and ethical are the two key words here."

Officer comment – This issue has been addressed earlier in this report.

Benchmarking and optimising performance: Explore opportunities to review, enhance and optimise performance through local government benchmarking programs and community feedback mechanisms.

"Community feedback is asking for live streaming. We could set the benchmark for quality engagement through the live streaming of council meetings."

Officer comment – Livestreaming of council meetings would be only a minor consideration in determining how well the local government is delivering its services and responding to community needs.

Key stakeholder partnerships: Foster relationships and partnerships with key stakeholders to achieve enhanced community outcomes.

"The Residents are the most important key stakeholders."

Officer comment – The City has a diversity of stakeholders including industrial and commercial ratepayers, the state and federal governments and agencies, not for profit community groups, among others. The relevance of stakeholders is assessed on each issue on its merits and the consideration of the public interest.

Cr Whitfield identifies cost as an issue and suggests *"the aim of providing live streaming is for people at home to watch Live as the council meeting is taking place, or to watch at a later date. We do not need to provide the most sophisticated and HD ready technology."* Cr Whitfield further suggests that there is *"no need to provide 8 cameras and multiple recording devices as that is overkill."* And further that *"These costs provided need revising and a more practical and affordable solution found"*.

The previous 'recommended' approach suggested three cameras. The City is obliged to produce appropriate level of audio/visual recording for evidentiary purposes and will be guided on ensuring a quality outcome that meets record keeping requirements. Such requirements will drive the 'practicality and affordability' of the solution should Council choose to support the audio/visual recording of council meetings.

In another Notice of Motion to be considered by Council at this meeting, Cr Whitfield suggests that a dedicated Council Chamber is not necessary and that meetings be held in the Reception Room each month. While this report will not specifically address the rationality of such a suggestion, having non-permanent arrangements for the conduct of council meetings, the microphone system, any proposed audio/visual recording systems brings a significant level of challenge to the preparation that goes into the sound conduct of the Council's formal decision making forum.

As outlined in the officer report responding to the abovementioned Notice of Motion from Cr Whitfield, the City is currently undertaking an accommodation review including the current arrangements for civic and decision making purposes.

The author's view is that audio/visual recording of Council meetings is not the panacea to allegations that council meetings lack transparency and accountability. As outlined in previous reports, the implementation of audio/visual recording council meetings and publishing those recordings brings a number of challenges to the City, and the cost benefits are questionable.

Should Council support the implementation of the audio/visual recording and publication of council meetings it would be prudent to await the outcomes of the accommodation review before committing funds toward the implementation.

Voting Requirements

Simple Majority

Officer Recommendation

Cr Whitfield's Notice of Motion is not supported.

Notice of Motion from Cr Whitfield

That Council:

1. **SUPPORTS** audio and video recording of Council meetings, including live-streaming, once adequate policy has been established and equipment installed;
2. **APPROVES** sufficient funds to be allocated in the 2019/2020 budget to include adequate equipment and resources to allow audio and video recordings and the capacity to live-stream Council meetings from July 2020; and
3. **DIRECTS** the CEO to prepare a draft policy within three months that supports and allows audio and video recordings of Council meetings, including live-streaming.

Note: *As a Committee member has not been authorised by Cr Whitfield to move his Notice of Motion, in accordance with Standing Orders this Item will be referred to Council on Tuesday 17 December 2019 without Committee consideration.*

16.	Notices of motion for Consideration at the Following Meeting
	Nil
17.	Urgent Business Approved by the Person Presiding or by Decision of the Committee
	Nil
18.	Matters Behind Closed Doors
	Nil
19.	Date and Time of Next Meeting
	The next Corporate and Community Development Committee Meeting will be held on Tuesday 21 January 2020 in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.
20.	Closure
	<p>The Chief Executive Officer acknowledged the contribution and outstanding services of Ben Searcy to the City during his 19 years as Manager Human Resources Development. Mr Parker also noted his appreciation of Mr Searcy's counsel and support and wished him all the best in his future.</p> <p>There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting and wished everyone a Merry Christmas, a safe and healthy New Year, and declared the meeting closed at 4:56pm.</p>