



City of Rockingham

MINUTES

Corporate and Community Development Committee Meeting

Held on Tuesday 16 June 2020 at 4:00pm
City of Rockingham Council Chambers




City of Rockingham
Corporate and Community Development
Committee Meeting Minutes
4:00pm Tuesday 16 June 2020



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<p style="text-align: center;">City of Rockingham Corporate and Community Development Committee Meeting Minutes Tuesday 16 June 2020 - Council Chambers</p> 																																			
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																																		
	<p>2.1 Councillors</p> <table> <tr> <td>Cr Joy Stewart</td><td>Chairperson</td></tr> <tr> <td>Cr Sally Davies</td><td></td></tr> <tr> <td>Cr Craig Buchanan</td><td></td></tr> <tr> <td>Cr Lorna Buchan</td><td>Deputising for Cr Rae Cottam</td></tr> <tr> <td>Cr Leigh Liley</td><td></td></tr> </table> <p>2.2 Executive</p> <table> <tr> <td>Mr Michael Parker</td><td>Chief Executive Officer</td></tr> <tr> <td>Mr John Pearson</td><td>Director Corporate Services</td></tr> <tr> <td>Mr Michael Holland</td><td>Director Community Development</td></tr> <tr> <td>Mr Peter Doherty</td><td>Director Legal Services and General Counsel</td></tr> <tr> <td>Mr Sam Assaad</td><td>Director Engineering and Parks Services</td></tr> <tr> <td>Mr Peter Varris</td><td>Manager Governance and Councillor Support</td></tr> <tr> <td>Mr Allan Moles</td><td>Manager Financial Services</td></tr> <tr> <td>Ms Nollaig Baker</td><td>A/Manager Strategy, Marketing and Communications</td></tr> <tr> <td>Mr Gary Rogers</td><td>Manager Community Infrastructure Planning</td></tr> <tr> <td>Ms Mary-Jane Rigby</td><td>Manager Community Safety and Support Services</td></tr> <tr> <td>Ms Sue Langley</td><td>A/Governance Coordinator</td></tr> <tr> <td>Mrs Diane Zandre</td><td>PA to Director Community Development</td></tr> </table> <p>2.3 Members of the Gallery: Nil</p> <p>2.4 Apologies:</p> <p>Cr Rae Cottam</p> <p>2.5 Approved Leave of Absence: Nil</p>	Cr Joy Stewart	Chairperson	Cr Sally Davies		Cr Craig Buchanan		Cr Lorna Buchan	Deputising for Cr Rae Cottam	Cr Leigh Liley		Mr Michael Parker	Chief Executive Officer	Mr John Pearson	Director Corporate Services	Mr Michael Holland	Director Community Development	Mr Peter Doherty	Director Legal Services and General Counsel	Mr Sam Assaad	Director Engineering and Parks Services	Mr Peter Varris	Manager Governance and Councillor Support	Mr Allan Moles	Manager Financial Services	Ms Nollaig Baker	A/Manager Strategy, Marketing and Communications	Mr Gary Rogers	Manager Community Infrastructure Planning	Ms Mary-Jane Rigby	Manager Community Safety and Support Services	Ms Sue Langley	A/Governance Coordinator	Mrs Diane Zandre	PA to Director Community Development
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3.	Responses to Previous Public Questions Taken on Notice																																		
	Nil																																		

4.	Public Question Time
	<p>4:00pm The Chairperson noted that in accordance with Council resolution and regulation 5 of the Local Government (Administration) Regulations 1996, this meeting will be closed to the public.</p> <p>The public have been invited to submit any questions relating to the business of the Committee via customer@rockingham.wa.gov.au before 2pm of the meeting day.</p> <p>No questions were received.</p>
5.	Confirmation of Minutes of the Previous Meeting
	<p>Moved Cr Liley, seconded Cr Buchanan:</p> <p>That Committee CONFIRMS the Minutes of the Corporate and Community Development Committee Meeting held on 19 May 2020, 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
	<p>4:01pm The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.</p>
8.	Declarations of Members and Officers Interests
	<p>4:01pm The Chairperson asked if there were any interests to declare.</p> <p>There were none.</p>
9.	Petitions/Deputations/Presentations/Submissions
	Nil
10.	Matters for which the Meeting may be Closed
	<p>4:01pm The Chairperson advised in accordance with section 5.23(2)(c) of the Local Government Act 1995 – if there are any questions or debate on Confidential Item CS-012/20 Western Australian Local Government Association (WALGA) Request for a Variation to the Trust Deed for the Local Government House Trust, then the Corporate and Community Development Committee will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors.</p> <p>There were no questions or request for debate.</p>

Corporate Services

CONFIDENTIAL ITEM

NOT FOR PUBLIC ACCESS

Section 5.95(3) Local Government Act 1995 (the Act)

This item may be discussed behind closed doors as per Section
5.23(2)(c) of the Act

Corporate Services Director and Support	
Reference No & Subject:	CS-012/20 Western Australian Local Government Association (WALGA) Request for a Variation to the Trust Deed for the Local Government House Trust
File No:	GVR/6-31
Proponent/s:	Western Australian Local Government Association
Author:	Ms Helen Savage, Senior Projects Officer
Other Contributors:	
Date of Committee Meeting:	16 June 2020
Previously before Council:	
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Executive
Site:	
Lot Area:	
Attachments:	1. Deed of Variation – Local Government House Trust 2. Clause 12 of Trust Deed (Excerpt) Confidential Attachments as per Section 5.95 of the Local Government Act 1995
Maps/Diagrams:	

Voting Requirements

Simple Majority

Officer Recommendation

That Council as holder of seven Local Government House Trust units, **CONSENTS** to the Deed of Variation - Local Government House Trust as detailed in Attachment 1.

Committee Recommendation

Moved Cr Buchan, seconded Cr Liley:

That Council as holder of seven Local Government House Trust units, **CONSENTS** to the Deed of Variation - Local Government House Trust as detailed in Attachment 1.

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

11.	Bulletin Items
	<p>Corporate and General Management Services Information Bulletin – June 2020</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 May 2020 4.2 Monthly Financial Management Report April 2020 4.3 Awarding of Tenders by CEO - Delegated Authority 4.4 List of Write Offs for Debts under \$2,000 4.5 Leased Property Maintenance Grants 4.6 Development Contribution Scheme <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 <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 4. Information Items <ol style="list-style-type: none"> 4.1 Local Government Act Review Phase One Regulations 4.2 Global Friendship 4.3 Freedom of Information (FOI) Requests 4.4 Councillor Requests 4.5 Citizenships 4.6 Australian Coastal Councils Association Inc. Newsletter 4.7 Coming Events 4.8 Council Items Deferred 4.9 Notice of Motion – Status Report <p>Human Resources</p> <ol style="list-style-type: none"> 1. Human Resources Team Overview 2. Human Resource Update 3. Project Status Reports <ol style="list-style-type: none"> 3.1 Employee Wellness Program 3.2 Corporate Training Program 3.3 RESPECT Program 3.4 Occupational Safety and Health (OSH) Program 3.5 Leadership and Management Program 4. Information Items <ol style="list-style-type: none"> 4.1 Recruitment 4.2 Occupational Safety and Health Statistics

	Strategy, Marketing and Communications <ol style="list-style-type: none">1. Strategy, Marketing and Communications Team Overview2. Human Resource Update3. Project Status Reports<ol style="list-style-type: none">3.1 Entry Statement Signage3.2 Project Management Framework – Online Module4. Information Items<ol 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 Legal Services & General Counsel <ol style="list-style-type: none">1. Legal Services & General Counsel Team Overview2. Human Resource Update3. Project Status Reports4. Information Items<ol style="list-style-type: none">Provision of Legal Advice4.1 Legal Advice – Local Government Operational Matters4.2 State Administrative Tribunal4.3 Magistrates Court4.4 District Court4.5 Fair Work Commission4.6 Industrial Magistrates Courts
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Committee Recommendation

Moved Cr Buchan, seconded Cr Buchanan:

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – June 2020 and the content be accepted.

Committee Voting (Carried) – 5/0

	Community Development Information Bulletin – June 2020 Community Safety and Support Services <ol style="list-style-type: none">1. Community Safety and Support Services Team Overview2. Human Resource Update3. Project Status Reports4. Information items<ol style="list-style-type: none">4.1 Youth Services4.2 Community Support Services4.3 Rockingham Connect Community Transport (RCCTS) Project4.4 Community Safety4.5 Compliance Community Engagement Library Services <ol style="list-style-type: none">1. Library Services Team Overview2. Human Resource Update3. Project Status Reports4. Information items<ol style="list-style-type: none">4.1 Library Services Update
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	<p>Community Infrastructure Planning</p> <ol style="list-style-type: none">1. Community Infrastructure Planning Team Overview2. Human Resource Update3. Project Status Reports4. Information items<ol style="list-style-type: none">4.1 Baldivis District Sporting Complex4.2 Koorana Reserve Master Plan – Design4.3 Cooloongup Skate Park4.4 Rockingham Youth Centre <p>Community Capacity Building</p> <ol style="list-style-type: none">1. Community Capacity Building Team Overview2. Human Resource Update3. Project Status Reports<ol style="list-style-type: none">3.1 Perth Symphony Orchestra4. Information Items<ol style="list-style-type: none">4.1 Community Grants Program4.2 Volunteering4.3 Reconciliation Action Plan (RAP)4.4 Disability Access and Inclusion Plan and Strategy 2016-20194.5 Seniors4.6 Early Years, Children and Learning Community4.7 Youth Development4.8 Sport, Recreation and Health and Wellbeing4.9 Cultural Development and the Arts <p>Community and Leisure Facilities</p> <ol style="list-style-type: none">1. Community and Leisure Facilities Team Overview2. Human Resource Update3. Project Status Reports4. Information items<ol style="list-style-type: none">4.1 Mike Barnett Sports Complex4.2 Aqua Jetty4.3 Rockingham Aquatic Centre4.4 Autumn Centre <p>Economic Development and Tourism</p> <ol style="list-style-type: none">1. Economic Development and Tourism Team Overview2. Human Resource Update3. Project Status Reports<ol 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<ol style="list-style-type: none">4.1 Stakeholder Engagement - Economic Development4.2 Stakeholder Engagement - Tourism
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Committee Recommendation

Moved Cr Liley, seconded Cr Davies:

That Councillors acknowledge having read the Community Development Information Bulletin – June 2020 and the content be accepted.

Committee Voting (Carried) – 5/0

12. Agenda Items

Corporate Services

Corporate Services Financial Services	
Reference No & Subject:	CS-013/20 Council Policy – Financial Hardship
File No:	CPM/3-7
Proponent/s:	
Author:	Mr John Pearson
Other Contributors:	Mr Allan Moles
Date of Committee Meeting:	16 June 2020
Previously before Council:	
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Executive
Site:	
Lot Area:	
Attachments:	
Maps/Diagrams:	

Purpose of Report

For Council to adopt the Council Policy – Financial Hardship for the purposes of public comment.

Background

Nil.

Details

Council Policy – Financial Hardship provides a framework for consideration of financial hardship for residential and small business ratepayers. It includes the capability of waiving interest, deferring payments and suspension of debt recovery to those ratepayers experiencing financial hardship, either in the short or medium term.

Implications to Consider

a. Consultation with the Community

Should Council adopt the officer recommendation, the policy would be advertised for a minimum of 14 days in accordance with Council Policy – Policy Framework. Once submissions are received, a final report will be provided to Council to consider these responses and adopt the final policy.

b. Consultation with Government Agencies

Nil. It is worth noting that Local Government (COVID-19 Response) Orders 2020 released by the Minister for Local Government makes specific mention to a Financial Hardship Policy of Local Government and subject to a Financial Hardship Policy, local governments have a level of greater autonomy.

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

Council Policy – Policy Framework provides the requirement for Council to support the need for a new Council Policy, prior to a policy being prepared. This has not occurred, although Councillors were notified during a Councillor Engagement Session that a Financial Hardship Policy was being considered. Councillor comments were supportive of this view. Should Council adopt the officer recommendation (inclusive of any changes) the policy will be advertised for a 14 day period or more in accordance with the Council Policy – Policy Framework.

e. Financial

The cost of advertising the policy is likely to be less than \$1,000 and will be covered out of operating accounts. Should the policy form final adoption, Council should anticipate a decrease in revenue associated with those ratepayers encountering financial hardship. An exact number is unable to be provided. It is estimated though that revenues associated with penalty interest may reach the \$20,000 to \$30,000 per year level.

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

Officers have previously recognised the need for a Financial Hardship Policy of Council. This need has been highlighted given the recent COVID-19 pandemic and the likely hardship to be encountered by some ratepayers in the Rockingham community. If adopted, this policy will provide guidance to officers on how to identify financial hardship for ratepayers, what is expected of them and equally

what the City may do to assist them through their financial hardship. This is beyond existing internal procedures which already provide supportive measures to ratepayers under financial duress.

It is entirely appropriate for an empathetic local government to have systems in place to assist ratepayers who are encountering genuine financial duress, often outside of their control. While many systems currently exist, such as alternate payment arrangements and suspension of debt recovery, the adoption of this policy will provide for waiving of interest charges and deferment of payments. The Council Policy is recommended for adoption for the purposes for public comment.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **APPROVES** the Council Policy – Financial Hardship for the purposes of public comment.

Committee Recommendation

Moved Cr Buchan, seconded Cr Davies:

That Council **APPROVES** the Council Policy – Financial Hardship for the purposes of public comment.

Council Policy - Financial Hardship

Council Policy Objective

To:

- Provide the criteria on assisting ratepayers that qualify as experiencing financial hardship and are unable to pay their rates and service charges; and
- Ensure that all ratepayers are treated fairly and consistently with respect and compassion when the City is considering their circumstances in recognising financial hardship.

Council Policy Scope

This Policy applies to all City of Rockingham Residential and Small Business ratepayers who are experiencing financial hardship.

Council Policy Statement

1. Eligibility

The Policy is intended to assist those ratepayers where there is a willingness but an inability to pay their rates and includes:

- Immediate financial disadvantage that results in a person being unable to pay an outstanding amount by reason of a change in personal circumstances (short term); and
- More than immediate financial disadvantage which results in a person being unable to pay an outstanding amount without affecting the ability to meet the basic living needs of the person or a dependant (longer term).

This may be caused by (but is not limited to) one or more of the factors below:

- Loss of the ratepayer's or family member's primary income;
- Spousal separation or divorce;
- Physical and mental health issues;
- Loss of a spouse or a loved one;
- Chronic illness in immediate family;
- Domestic violence;
- Budget management issues associated with a low income; and

- Other unforeseen factors resulting in a ratepayer's capacity to pay, such as a reduction in income or an increase in non-discretionary expenditure.

This Policy is not to provide relief to those ratepayers who are not able to evidence financial hardship or are unwilling to pay rates and service charges.

2. Assessment

To enable the City to assess a ratepayer's financial hardship, evidence of their financial hardship is required including details of the ratepayer's circumstances, current financial situation and capacity to enter into a payment arrangement.

Ratepayers who are not able to pay their rates and charges and claim financial hardship, will be requested to seek financial counselling. This provides an opportunity for the ratepayer to obtain independent financial advice and the information provided by the financial counsellor must be used by the City to confirm the ratepayer's capacity to pay.

3. Assistance Available

Payment Arrangements

The City provides a range of payment options to ratepayers including by instalment (one, two or four payments) and rates smoothing (weekly, fortnightly, or monthly payments) which will result in the rates and services charges being paid during the current financial year.

Ratepayers that are experiencing financial hardship are required to enter into an approved alternate payment arrangement by direct debit based on their capacity to pay.

The approved alternate payment arrangement will provide an extension to pay all rates and service charges by the end of the next financial year or will be based on the ratepayer's capacity to pay information provided by a financial counsellor.

It is the ratepayer's obligation to contact the City immediately if a payment under the approved alternate payment arrangement cannot be made or to request a new payment arrangement.

The approved alternate payment arrangement will be cancelled if the ratepayer defaults on a payment three times.

Interest Charges

Penalty interest on outstanding rates and service charges, for the current financial year, will be waived for ratepayers experiencing financial hardship.

Deferment of Payments

Ratepayers that experience financial hardship may make an application to have payments under a payment arrangement deferred for up to three months.

Debt Recovery

Debt recovery will be suspended while a ratepayer experiencing financial hardship is on an approved alternate payment arrangement.

Where the approved alternate payment arrangement has been cancelled due to the ratepayer defaulting on a payment three times and a new approved alternate payment arrangement is not entered into, legal action may commence

If a ratepayer is unable to reduce the outstanding balance and any rates or service charges which are due have been unpaid for at least three years legal action is to commence to recoup all outstanding amounts.

4. Communication and Reviews

Ratepayers who are experiencing financial hardship should contact the City immediately and apply for assistance under this Policy.

Ratepayers will be advised of their entitlements and obligations and will be provided with written confirmation of any decisions made in relation to the Policy.

All financial hardship applications must be reviewed at least every six months to ensure that the circumstances have not changed and feedback provided to the ratepayer on the amount outstanding and the anticipated date of the final payment.

5. Executive Policy and Procedures

The Chief Executive Officer is to maintain relevant Executive Policies and Procedures to ensure financial hardship is managed effectively, with respect and compassion and in accordance with statutory requirements.

6. Delegation of Authority

For information purposes, delegated authority has been provided to the Chief Executive Officer, in accordance with:

- Section 6.12 of *Local Government Act 1995*, to write off individual debts that do not exceed \$2,000
- Section 6.47 and 6.49 of *Local Government Act 1995*, to accept payment of a rate or service charges due and payable by a person in accordance with an agreement made with the person.

Definitions

Dwelling has the meaning given to it in the City of Rockingham Town Planning Scheme No. 2.

Financial hardship is when a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

Immediate family member is:

- A person who is the ratepayers spouse, or
- A spouse or defacto spouse who cohabited with the ratepayer for at least two years, or
- A parent or step-parent of the ratepayer, or
- A child or step-child of the ratepayer or other child of whom the ratepayer is the guardian, or
- A brother, sister, step-brother or step-sister, half-brother or half-sister of the ratepayer.

Ratepayer means those that are liable for the payment of rates in accordance with section 6.44 of the Local Government Act 1995.

Residential Land means any land used, or designed, or adapted for use, for the purpose of a dwelling and includes vacant land within the Residential, Development, Rural, Special Rural, Special Residential, Commercial, District Town Centre, Primary Centre Waterfront Village, Primary Centre Urban Village, Primary Centre City Centre, Primary Centre City Living, Primary Centre Campus and Primary Centre Urban Living zones under the City of Rockingham Town Planning Scheme No. 2.

Residential means the ratepayers' primary place of residence.

Small Business means a business undertaking which is wholly owned and operated by an individual person or by individual persons in partnership or by a proprietary company within the meaning of the Corporations Act 2001 of the Commonwealth and which:

- i. Has a relatively small share of the market in which it competes; and
- ii. Is managed personally by the owner or owners or directors, as the case requires; and
- iii. Is not a subsidiary of, or does not form part of, a larger business or enterprise.

Legislation

Local Government Act 1995 - s6.12. Power to defer, grant discounts, waive or write off debts

Local Government Act 1995 - s6.47. Concessions

Local Government Act 1995 - s6.49. Agreement as to payment of rates and service charges

Local Government Act 1995 - s6.51. Accrual of interest on overdue rates or service charges

Local Government (Financial Management) Regulations 1996

Other Relevant Policies/ Key Documents

Delegation Authority Register – 2.3 Waive/grant concession or write off monies owing

Delegation Authority Register – 2.5 Agreement as to payment of rates and service charges

Delegation Authority Register – 2.6 Rates or service charges recoverable in court

Responsible Division

Corporate Services

Review Date

June 2023

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-014/20	Adoption of the 2020/2021 Budget Setting of Rates and Related Issues (<i>Absolute Majority</i>)
File No:	FLM/361	
Proponent/s:		
Author:	Mr John Pearson, Director Corporate Services	
Other Contributors:	Mr Allan Moles, Manager Financial Services Mr Khushwant Kumar, Financial Controller	
Date of Committee Meeting:	16 June 2020	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	Draft Annual Budget 2020/2021	
Maps/Diagrams:		

Purpose of Report

The purpose of this report is for the adoption of the 2020/2021 financial year Annual Budget and to provide explanation on its content and detail. A detailed budget document for the 2020/2021 financial year has been prepared and supplied to each Councillor for consideration.

Background

Councillors have been briefed on items to be included within the budget, with a briefing related directly to the Annual Budget occurring in June 2020.

The City of Rockingham Rating Methodology was approved on 26 May 2020 and yields are included in the Annual Budget. The proposed Fees and Charges have no increase.

Details

The proposed capital expenditure for the City is included in Section 3 of the budget document. This totals to \$91.27 million, which includes \$88.11 million for capital expenditure and the balance is for reserve transfers and loan repayments. It also includes \$35.83 million in carried forward expenditure. Of further interest will be Section 3 which provide details of the expected sources of funding for the various capital items.

Total operating revenue is expected to be \$165.91 million. Total operating expenditure is expected to be \$177.30 million (including non-cash). Rate revenue is anticipated to be \$91.6 million exclusive of interim rates.

The proposals for rates are included in Section 5 of the budget document, as per those adopted by Council at its meeting of 26 May 2020. The rate yield will represent 56% of the City's overall operating income. Given the recent revaluations on land, required to occur under law, the proposed rate changes will see no increase in revenue for the City and 71% of ratepayers will receive no increase or a decrease in their rates.

The Statutory Statements and Notes to the Statutory Statements are included in Section 5 of the budget. The most important of these is the Rate Setting Statement and a Flowchart version which is included at the end of this section.

Fees and Charges listed in Section 6 of the budget document and have no increase.

Implications to Consider

a. Consultation with the Community

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

The City advertised its intention to apply differential general rates and minimum payments in The West Australian on 28 May 2020 and the Sound Telegraph 2 June 2020. The notice was also placed in 'Share Your Thoughts' on the City's website and Rock Port. Submissions close on 18 June 2020 at 4.30pm. At the time of writing this report, submissions had not closed. All submissions will be presented to Council for consideration at the 23 June 2020 Council meeting.

b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

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

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

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

d. Policy

Nil

e. Financial

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

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

The 2020/2021 capital budget includes the following major capital projects:

• Baldivis Indoor Recreation Centre	\$17.86 million
• Baldivis District Sport Complex Stage 1 Oval	\$7.17 million
• Baldivis District Sport Complex Stage 1 Pavilion	\$5.38 million
• Koorana Reserve Upgrade Master Plan	\$3.72 million
• Landfill Master Plan	\$2.72 million
• Mackinnon St - Refit to Youth Facility	\$2.23 million
• Point Peron Boat Car Park Expansion	\$1.40 million
• Construct Limestone Seawall Mersey Pt	\$1.34 million
• Mandurah Rd Upgrade -State Blackspot Project	\$1.31 million
• Nairn Drive Duplication Project	\$1.10 million
• Shoalwater/Safety Bay Foreshore Development	\$1.06 million
• Secret Harbour Stage 2 Replacement Street Lighting	\$1.01 million

Councillors have been advised on the impacts of COVID-19 on the Rockingham community and City finances. Notwithstanding COVID-19, the City of Rockingham finances are in a solid state. Officers have looked into all mechanisms to support the Rockingham community while also ensuring the financial management of the City is sound. The cost of revenue to the City is still not clear, but jointly between current and future years, the impact is anticipated to be approximately \$20 million. The City has been advised of COVID-19 funding from the Federal Government of approximately \$1.34 million, which is required to be spent on new unplanned projects. It is proposed to spend these funds on the Mersey Point Sea Wall which recently collapsed.

The Federal Government Financial Assistance Grants remains around \$5.13 million which includes the local roads component of the amount of \$2.23 million. The City of Rockingham is a minimum grant Council which means the City receives a fixed sum of money from the Federal Government based on population. Therefore, there is an upward trend in this number and it is unlikely to reduce unless there are changes in Federal legislation.

Given the early budget adoption, assumptions have been made related to opening balances. The 2020/2021 Annual Budget opening balance is \$32.31 million which includes \$23.53 million in monies carried forward for capital projects, \$3.59 million in restricted funds for Bert England Lodge, \$1.96 million in municipal bonds liability and \$2.59 million in unspent grants.

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

Council needs also to be mindful of cashflow given the COVID-19 situation. The City needs to ensure that it is capable of paying its debts when due. Major changes to anticipated revenue receipt dates impact liquidity.

f. Legal and Statutory

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

It is a requirement under section 6.36 of the Local Government Act 1995 that where a Council elects to use differential rates then it shall advertise its intention to do so, and call for submissions for a period of at least 21 days before any further action occurs. This has occurred. Further updates will be provided at the meeting. In accordance with prescribed

legislation, Council is to consider any submission received and may impose the proposed rates with or without modification.

g. Risk

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

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

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

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

Nil

Comments

Fee and charges for financial year 2020/2021 are listed in Section 6 of budget document. The proposed Schedule of Fees and Charges for 2020/2021 document lists all Fees and Charges with details of the current and proposed fees. During 2020/2021, the City proposes no increase in fees and charges in comparison to last year, which Council resolved at the March 2020 Ordinary Council Meeting.

The Fees and Charges imposed by the City of Rockingham can be categorised into three main types:

1. Fees and Charges set by Council under Section 6.16 of the Local Government Act 1995 (the Act).
2. Fees and Charges set by Council under other sections of the Act or other legislation where Council has the discretion to set the charge.
3. Fees and Charges imposed covered by local law or other legislation and Council does not have discretion to change them.

The Fees and Charges that are new for 2020/2021 or have changed are highlighted in yellow in the budget document and are summarised below:

- Rockingham Youth Centre – New hire charges as this is a new facility.
- Seniors Expo – A new Seniors and Carers Stallholders Fee Per Stallholder is proposed to reduce last minute cancellations.
- Rockingham Aquatic Centre – New fees are proposed for multiple entry and direct debit payment options that were not previously offered.
- Aqua Jetty - New fees are proposed for multiple entry options that were not previously offered.
- Mike Barnett – A new fee structure has been introduced to better reflect court usage requirements for both basketball and netball. No fees/charges have been increased as part of the adjustment.
- Cemeteries – New fee for an acrylic plaque option in addition to the brass plaque option currently available.
- Quarries & Gravel Pits – These fees have been deleted following the repeal of the Extractive Industries Local Law 2000.
- Town Planning – The fee for Providing Written Planning Advice has been reduced in accordance with the Planning and Development Regulations 2009.

Voting Requirements

Absolute Majority

Officer Recommendation

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- The following rates:
 - For all Residential properties where Gross Rental Valuations are applied, a rate of 8.497 cents in the dollar with a minimum rate of \$1,200 to apply.

- For all Non Residential properties where Gross Rental Valuations are applied, a rate of 9.307 cents in the dollar with a minimum rate of \$1,200 to apply.
- For all Unimproved Valued properties a rate of 0.1035 cents in the dollar with a minimum rate of \$625 to apply.

Where payments are received after the prescribed time and penalty charges apply, then a penalty interest rate for all Gross Rental Value and Unimproved Value outstanding rates is set at 8% per annum, to be calculated on a daily basis, unless a Rates Smoothing arrangement is entered into.

- Where payments for the Emergency Services Levy (ESL) are received after the prescribed time and penalty charges apply, then a penalty interest rate for all outstanding ESL is set at the rate to be advised by the Department of Fire and Emergency Services, to be calculated on a daily basis, unless a Rates Smoothing arrangement is entered into.
- For those ratepayers who have entered into the Rates Smoothing arrangement, penalty interest of 8% per annum is applicable if there is an outstanding balance at the end of the smoothing period, and the rate to be advised by the Department of Fire and Emergency Services if there is an outstanding ESL balance at the end of the smoothing period
- For those ratepayers not paying by instalments or Rates Smoothing, the penalty interest will commence to be calculated after 31 December 2020.

The following Rates Instalment Payment Options:

Option 1

To pay the total amount of rates and charges included on the rate notice in full by 21 August 2020, the 38th day after the rates notice issue date.

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First Instalment	21 August 2020
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Fourth Instalment	22 February 2021

- Where payments are made by instalment, no administration charges or instalment interest will be applied.
- Where payments are made by Rates Smoothing arrangements, no instalment interest will be applied.
- The transfers/movements to and from the Reserve Accounts, as detailed within the budget document and in accordance with Council's adopted policies.
- The imposition of the 2020/2021 Fees and Charges, as listed in Section 6 of the budget document.

Alternate Motion

Cr Buchanan proposed the following Alternate Motion:

That Council:

1. **ADOPTS** the Annual Budget for the 2020/2021 financial year and the income and expenditures as presented within the budget document, which includes:

- The following rates:
 - For all Residential properties where Gross Rental Valuations are applied, a rate of 8.497 cents in the dollar with a minimum rate of \$1,200 to apply.
 - For all Non Residential properties where Gross Rental Valuations are applied, a rate of 9.307 cents in the dollar with a minimum rate of \$1,200 to apply.
 - For all Unimproved Valued properties a rate of 0.1035 cents in the dollar with a minimum rate of \$625 to apply.

Where payments are received after the prescribed time and penalty charges apply, then a penalty interest rate for all Gross Rental Value and Unimproved Value outstanding rates is set at 8% per annum, to be calculated on a daily basis, unless a Rates Smoothing arrangement is entered into.

- Where payments for the Emergency Services Levy (ESL) are received after the prescribed time and penalty charges apply, then a penalty interest rate for all outstanding ESL is set at the rate to be advised by the Department of Fire and Emergency Services, to be calculated on a daily basis, unless a Rates Smoothing arrangement is entered into.
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- For those ratepayers not paying by instalments or Rates Smoothing, the penalty interest will commence to be calculated after 31 December 2020.

The following Rates Instalment Payment Options:

Option 1

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- Where payments are made by Rates Smoothing arrangements, no instalment interest will be applied.
- The transfers/movements to and from the Reserve Accounts, as detailed within the budget document and in accordance with Council's adopted policies.
- The imposition of the 2020/2021 Fees and Charges, as listed in Section 6 of the budget document.

2. **APPLIES** a concession on properties rated on the Gross Rental Value – Residential differential general rate, where the 2020/2021 rates are more than would have applied on 30 June 2020 based on the 2019/2020 Gross Rental Value – Residential differential general rate, to the value of the calculated rates increase.

Reason for Alternate Motion

This motion is identical to that proposed by the officers, except insofar as it attaches a final clause to allow for the application of concessions to those ratepayers who would otherwise have paid more in 2020/21 than they did in this financial year, bringing their rates bill down to their current level.

Without concessions, only 71% of residents will benefit from the rates freeze, while the remaining 29% - almost a third of all ratepayers – will be left with bills that are higher, and in some cases significantly higher than was the case this year.

We all know and acknowledge that 2020 has been one of the most challenging years in living memory, not least financially. The COVID-19 pandemic has seen the economy pushed into the first recession Australia has seen in almost 30 years, and here in Western Australia the State Government has been abundantly clear that it, and the community at large, expect Local Governments to do their bit by freezing rates and charges for the coming twelve months.

In March 2020, the City of Rockingham stepped up, and announced a rates freeze. And we used that exact term. The Mayor released a video online on 25 March 2020, in which he said “The City is doing all it can to support our community, and at the March Council Meeting the decision was taken to freeze rates, fees and charges in the coming budget.” To the average resident – indeed, I suspect, to the average Councillor voting on that motion in March – the clear message was that individual rates – like individual fees and charges – would not increase. We were supporting the community, not our own bottom line.

The State Government's decision to go ahead with the GRV process, in spite of numerous requests from the Local Government sector, including the City of Rockingham, was unfortunate. It did not, however, force our hand, as we still had the option to bring in a system of concessions which would allow us to achieve the same result. In other words, it didn't stop us from keeping our word to our ratepayers, it simply made it a more complex task.

Since we sent the differential rate out for consultation in May, I know that I and other councillors have been inundated with messages, asking that we do what we said we would – not that we support a corporate freeze, which would see 29% of residents paying more than they did last year, but a genuine freeze, which would support our community.

This alternate achieves that, with one exception. Rate payers who have improved their properties during this financial year, and who have received an Interim Rates Notice on or before 30 June 2020 will still be eligible for a concession, but that concession will take their 2020/21 rates bill down to the interim level, rather than to that issued at the start of the 2019/20 financial year. I think that's fair, given that notices will already have gone out, and residents will know ahead of time what to expect. The officers advise me that approximately 1,000 residents are likely to fall into this category, as opposed to the 15,000 who would otherwise find themselves paying more – indeed, in some instances as much as \$1,000 more – that they did in 2019/20.

One of the key arguments against concessions will almost certainly be the concept of “capacity to pay.” I concede that capacity to pay is built in to the whole concept of our rates system, but what I certainly don't concede is that it applies as it normally would this year. COVID-19 has knocked the economy at all levels for six, from the corner shop to the mining industry, and all points in between. A rate payer living on a half-acre block in a leafy suburb might normally be viewed as having more capacity to pay than a young couple just starting out and living in a city centre unit, but the reality in 2020 is that the family on the half-acre block might well run a couple of businesses – creating and maintaining job in key local industries such as tourism, hospitality, or recreation – and which have been closed for the better part of three months, generating no income, with bills still to be paid. COVID-19 has been no respecter of income levels, or property sizes, and nor should we be.

And what is *our* capacity as an organisation? If we are so fixated upon capacity, shouldn't we also ask how much capacity we have to absorb a one-off reduction in revenue? Can we hold our heads up, and say that we are the only business in Rockingham which is somehow immune to COVID-19?

It will also likely be argued that taxation in any form, but particularly in terms of rates, is a blunt tool which can never achieve equity across the whole of society – it can only come as close as it reasonably can. I accept that. But the same is surely true of our response to this unprecedented social and economic crisis. This cannot be “business as usual,” as we've been reminded on so many occasions. We may not be able to achieve complete equity via concessions, but we can come as close as we reasonably can. If we are able to live with the inequity built in to the rates system in any normal year, then I feel we should be able to do likewise this year, when it comes to concessions which would see us deliver on the promise we made, by unanimous vote, in March 2020. To do any less, when other Local Governments in the region have shown that it can be done, would be unbecoming of this Council and this City.

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

Nil

e. Financial

The rates model as proposed by officers for the 2020/2021 financial year is anticipated to yield approximately \$91.59 million. Should Cr Buchanan's alternate motion be supported, concessions will be granted to 15,563 properties to a value of \$829,120.

This reduction in revenue would be applied to the 2020/2021 annual budget. The annual budget to date has been prepared with no reduction in rate revenue between the current and future financial years.

f. Legal and Statutory

Adoption of rates occurs as part of the budget adoption which is intended to occur at the June 2020 Ordinary Council Meeting. Given the City is proposing to adopt differential rates, section 6.36 of the Local Government Act requires the City to call for submissions for a period of at least 21 days. These submissions are called to allow for comment on the proposed differential rate. The Local Government is required to consider any submissions received before imposing any rates or minimum payments, with or without modification. This will occur during the budget adoption process.

Section 6.47 states that subject to the Rates and Charges (Rebates and Deferments) Act 1992, the Local Government may at the time of imposing a rate or service charge or at a later date, resolve to waive (by absolute majority) a rate or service charge or resolve to grant other concessions in relation to a rate or service charge. This section provides the ability for the Local Government to resolve to grant a concession to any ratepayer in the City of

Rockingham. The spirit and intent of this section is to enable a Local Government to make minor ad-hoc changes based on unique circumstances. It is not intended to be used to provide large scale adjustments to rates for the purposes of amending valuations provided by the State Government.

g. Risk

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

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

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

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

Nil

Officer Comment on Alternate Motion

The officer has provided previous advice on a similar alternate motion (CS-011/20) at the May 2020 Ordinary Council Meeting. Officers have recommended that a differential rate of 8.497 cents in the dollar be applied to residential land. "Residential land" means any land used, or designed, or adapted for use, for the purpose of a dwelling and includes vacant land within the residential, development, rural, special rural, special residential, commercial, district town centre, primary centre waterfront village, primary centre urban village, primary centre city centre, primary city centre living, primary centre campus and primary centre urban living zones under the City of Rockingham Town Planning Scheme No.2. It should be noted that the differential rate applies to residential land, not ownership.

Council should consider the appropriateness of granting large concessions to one ratepayer without an equal concession being granted to another. By way of example, should Cr Buchanan's alternate motion be successful, the following residential ratepayers who receive a concession greater than \$5,000 are as follows:

Proposed Concession	Owner	Property Location
\$5,024	Private Land Developer (PTY LTD)	Baldivis Road, Baldivis
\$5,446	State Government & Private Land Developer (PTY LTD)	Dampier Drive, Golden Bay
\$9,040	Private Land Developer (PTY LTD)	Belleville Parade, Baldivis
\$21,080	Private Land Developer (PTY LTD)	Mandurah Road, Baldivis
\$26,430	Private Land Developer (PTY LTD)	Sixty Eight Road, Baldivis

Conversely, another major private land developer with property located in Norwood Ave, Baldivis who due to the revaluation receives a decrease in rates of \$22,165 receives no concession.

In the above example, despite the definition of residential land, the owners are using the land for commercial development and the City may receive criticism on supporting one business at the cost of others. Notwithstanding the extraordinary times we find ourselves in at the moment, officers have consistently advised that should Council think it appropriate to grant a concession, consideration should be given to it being applied equally across all ratepayers, not just those who via the revaluation have been determined to have greater property values. Indeed, one could argue those that are most in need of a concession are those ratepayers who are under demonstrated financial duress.

For clarity purposes, a differential general rate applies to residential land use, not ownership and it is unlawful to implement a differential rate on the owner of the land rather than the land use. It is not considered appropriate by officers to unilaterally manipulate rates for ratepayers for the purposes of circumventing the statutory revaluation process. It is understood that the financial year is unique given the COVID-19 situation however as previously advised, the State government could have decided to halt the revaluations on the basis of keeping rates parity between financial years. They decided not to do this, assumed on the basis of ensuring that all ratepayers are rated on their capacity to pay. Cr Buchanan's alternate motion may have unforeseen consequences beyond which have been provided to Council already and is not supported.

Officer Recommendation

That Council **ADOPTS** the Annual Budget for the 2020/2021 financial year and the income and expenditures as presented within the budget document, which includes:

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 - For all Unimproved Valued properties a rate of 0.1035 cents in the dollar with a minimum rate of \$625 to apply.

Where payments are received after the prescribed time and penalty charges apply, then a penalty interest rate for all Gross Rental Value and Unimproved Value outstanding rates is set at 8% per annum, to be calculated on a daily basis, unless a Rates Smoothing arrangement is entered into.

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- For those ratepayers not paying by instalments or Rates Smoothing, the penalty interest will commence to be calculated after 31 December 2020.

The following Rates Instalment Payment Options:

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- The imposition of the 2020/2021 Fees and Charges, as listed in Section 6 of the budget document.

Committee Recommendation

Moved Cr Buchanan, seconded Cr Buchan:

That Council:

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Committee Voting (Lost) – 2/3
(Crs Liley, Davies and Stewart voted against)

Moved Cr Liley, seconded Cr Davies:

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Committee Voting (Carried) – 3/2

(Crs Buchanan and Buchan 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

Corporate Services Director and Support



Reference No & Subject:	CS-015/20	Council Policy – Procurement Framework
File No:	CPM/3-06	
Proponent/s:		
Author:	Mr Bruce Foster, Coordinator, Procurement Services	
Other Contributors:		
Date of Committee Meeting:	16 June 2020	
Previously before Council:	27 January 2016 (CS-001/16 – Amendment of Procurement Framework Policy and Delegation of Authority from the Local Government to the Chief Executive Officer for the adoption of the City's Purchasing Policy)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To seek Council approval to make minor amendments to the Council Policy – Procurement Framework.

Background

In accordance with regulation 11A of the Local Government (Functions and General) Regulations 1996, each local government is to adopt and is to implement a purchasing policy for the supply of goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less.

Council adopted the existing version of the Council Policy – Procurement Framework on 27 January 2016.

Details

On 9 May 2020, Regulation 11A(1) the Local Government (Functions and General) Regulations 1996 was amended to increase the requirement for a purchasing policy to be implemented by a Local Government from \$150,000 to \$250,000.

Implications to Consider

a. **Consultation with the Community**

Nil. Changes are considered minor and therefore do not require public consultation.

b. **Consultation with Government Agencies**

Nil

c. **Strategic**

Community Plan

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

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

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

d. **Policy**

This is a minor amendment to the Procurement Framework Policy not requiring advertising in accordance with the Council Policy – Policy Framework.

e. **Financial**

Nil

f. **Legal and Statutory**

Regulation 11A.(1) of the Local Government (Functions and General) Regulations 1996, requires a local government to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.

Delegation 2.14 provides delegation of authority to the Chief Executive Officer to approve a purchasing policy that satisfies the provisions in Regulation 11A of the Local Government (Functions and General) Regulations 1996.

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 the revised Council Policy, the Council Policy Statement Item 9, has been updated to include the change in value for the requirement of a purchasing policy from \$150,000 to \$250,000 and the legislation requirement has been updated to note the change. A small change to the name of the Procedures for Purchasing and Contract Management is also included.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ADOPTS** the revised Council Policy – Procurement Framework.

Committee Recommendation

Moved Cr Buchan, seconded Cr Liley:

That Council **ADOPTS** the revised Council Policy – Procurement Framework.

Council Policy - Procurement Framework

Council Policy Objective

To ensure procurement functions in the City are statutorily compliant, provide uniform fairness and equity, are transparent and accountable and achieve best value for the City.

Council Policy Scope

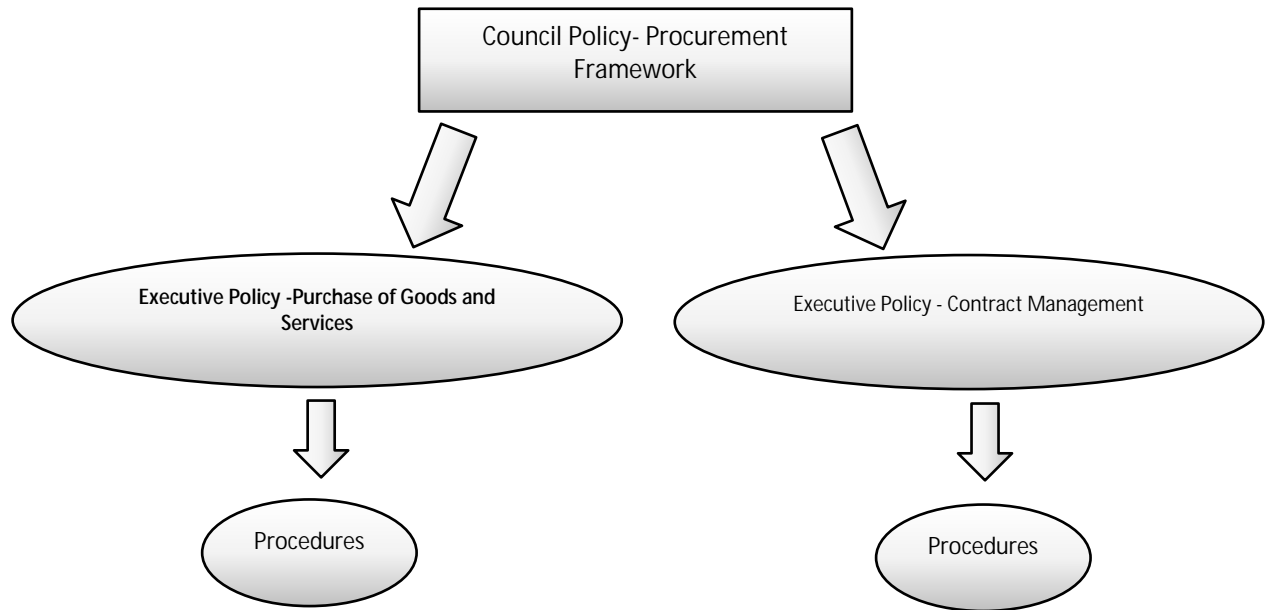
All City employees.

Council Policy Statement

Procurement of goods and services at the City or Rockingham is a critically important business process. In achieving Council's policy objective, the Chief Executive Officer must ensure that the following key areas of activity are observed, understood and embraced across the organisation in order to deliver best value:

1. Statutory Compliance – procurement processes and procedures must comply with s3.57 of the Local Government Act 1995 and Regulations 11-24AJ of the Local Government (Functions and General) Regulations 1996.
2. Ethics, Misconduct, Conflict and Disclosure of Interest - procurement functions must be undertaken in adherence with the principles and rules as detailed in the City of Rockingham Code of Conduct.
3. Best Value – when procuring on behalf of the City, employees shall balance factors such as price, quality, timeliness of services, experience and other relevant selection criteria to ensure the best value for the City.
4. Process Uniformity and Consistency – suppliers, contractors and persons dealing with the City will be treated consistently, equally and fairly.
5. Risk Management – processes and practices are to minimise risk to the City but will be balanced against the cost of achieving this. It is recognised that it will never be possible to completely eliminate risk but the Chief Executive Officer must ensure appropriate procedures are in place to reduce risk.
6. Strategic Alignment – when undertaking the procurement functions on behalf of the City, regard shall be had for initiatives listed in its forward planning documents.
7. Contract Management – The contractual obligations and responsibilities of suppliers to the City must be managed, measured and monitored to ensure that the City receives best value and its full contractual entitlements. The Chief Executive Officer must ensure that organisational systems are in place that provide for an enterprise wide contract management effort.
8. Organisational Awareness and Training – the Chief Executive Officer shall ensure employees undertaking procurement activities on behalf of the City receive appropriate training in procurement and contract management.
9. Supply of Goods and Services under \$250,000 ~~\$150,000~~ – Prepare and implement policies and procedures that satisfy the provision of Local Government (Functions and General) Regulations 1996 (11A).

The following policy and procedural framework will guide the City's procurement effort:



Definitions

Procurement - the overarching function that describes the activities and processes to acquire goods and services. Importantly, and distinct from “purchasing”, procurement involves the activities involved in establishing fundamental requirements and criteria, sourcing suppliers, conducting tenders, developing performance standards and performance evaluation and negotiation of contracts. It also includes purchasing activities required to order and receive goods.

Purchasing - the process of ordering and receiving goods and services. It includes all procedures in ordering such as requests, approvals, creation of purchase order records and all procedures in receipting of ordered items or services. It is a subset of the wider procurement process.

Contract - agreement between two parties enforceable under law. In this context an agreement between the City and supplier to pay a consideration for goods provided or services rendered. The contract is created after the purchasing order is issued or the outcomes of a procurement process communicated in writing.

Contract Management - overseeing the contract to ensure that the contractual obligations of both parties are met and/or satisfied.

Legislation

Section 3.57 of the Local Government Act 1995 requires a local government to invite tenders before entering into a contract for the supply of goods or services under which another person is to supply goods or services.

Regulation 11A of the Local Government (Functions and General) Regulations 1996 provides the requirement for local governments adopt and implement a purchasing policy for other persons to supply goods and services where consideration is or is expected to be \$250,000 ~~\$150,000~~ or less.

Regulations 11-24AJ of the Local Government (Functions and General) Regulations 1996 provide details related to tenders for providing of goods and services.

Other Relevant Policies/ Key Documents

Council delegation of authority to CEO, Item 1.7 (Expressions of Interest and Tenders – For Supply of Goods or Services) and Item 1.8 (Acceptance of Tenders For Supply of Goods or Services)

Executive Policy – Purchase of Goods and Services

Executive Policy – Contract Management

Procedure – ~~Better Practice~~ Purchasing Procedures

Procedure – ~~Better Practice~~ Contract Management Procedures

Procedure – Record keeping for procurement

Responsible Division

Corporate Services

Review Date

~~1 January 2017~~ March 2023

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-014/20	Resumption of Governance Arrangements
File No:	GOV/74	
Proponent/s:		
Author:	Mr Peter Varris, Manager Governance and Councillor Support	
Other Contributors:		
Date of Committee Meeting:	16 June 2020	
Previously before Council:	24 March 2020 (GM-012/20)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To consider the resumption of normal governance arrangements after the suspension/modification of various Council decision making processes due to the impacts of COVID-19 on the delivery of the City's services.

Background

At its meeting held 24 March 2020 Council considered an urgent report addressing the impact of COVID-19 on the delivery of the City's services and Council's decision making processes. It subsequently resolve the following –

That Council:

1. **ENDORSES** the following response by the City of Rockingham in respect to the City's decision making processes -

Councillor Engagement Sessions

- Suspend all Councillor Engagement Sessions.
- Institute a twice weekly electronic update for Councillors dealing with critical and strategic issues (including COVID-19).

Advisory and Occasional Committees

- Suspend all non-essential Advisory and Occasional Committees.
- Defer Advisory Committee membership review (due to begin June/July 2020)

Planning and Engineering Services / Corporate and Community Development Standing Committees

- Maintain and hold in Council Chamber.
- Close to the public – per Section 5.23(1)(b) of the Local Government Act 1995.
- Maintain public question time – pre-submission of written questions.

Council Meetings

- Critical, time sensitive and essential business only (as determined by the CEO in consultation with the Mayor).
 - Access of the public guided by Biosecurity requirements.
 - Subject to anticipated regulatory changes maintain public question time – pre-submission of written questions.
 - Pursue remote attendance opportunities subject to anticipated regulatory changes; and
2. **APPROVES** an increase from \$3,000 to \$15,000 in delegated authority to the Chief Executive Officer to approve general grant requests under the Community Grants Program in line with the Community Grants Program Policy. Any grants over \$3,000 are only for eligible entities providing services / provisions or assistance to those affected by the impacts of COVID-19.

Details

The City has been able to maintain decision making for time sensitive and essential matters in a challenging environment. The relaxation of physical distancing restrictions provides an opportunity for the City to resume 'near normal' governance and decision making arrangements.

The current environment allows for –

- Resumption of Councillor Engagement Sessions;
- Reducing the twice weekly electronic COVID-19 update to once a week (Wednesday);
- Resumption of all Advisory and Occasional Committees (with appropriate physical distancing);
- Re-opening the Planning and Engineering Services and Corporate and Community Development Committees to public attendance (with appropriate physical distancing in the Council Chamber);
- Resumption of non-essential and non-time sensitive business for decision-making at Council meetings; and
- Access of the public to Council meetings guided by biosecurity arrangements.

Implications to Consider

a. Consultation with the Community

The City will advise the community of any restrictions in respect to their participation in the decision making processes. Room occupation limits in relation to physical distancing may restrict the number of people who can attend some meetings.

b. Consultation with Government Agencies

The City is guided by the advice of the State Government Department of Health, the Federal Government and the Department of Local Government, Sport and Cultural Industries in relation to public health restrictions.

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

Council's support of the recommendations from this report will mean the resumption of the majority of the decision-making processes outlined in the Governance and Meeting Framework policy. Dependent upon public health restrictions there may be occasions where Council policy will not be able to be adhered to or applied. Circumstances surrounding these will be provided through Council Information Bulletins and critical updates with Councillors.

e. Financial

There are no specific financial implications in pursuing the officer's recommendations.

f. Legal and Statutory

The Commonwealth Biosecurity Act prevails over Western Australian law to the extent of any inconsistency.

The Local Government Act 1995 (the Act) provides the statutory framework for the operations of Western Australian local government. Section 5.22(1)(b) of the Act allows that those committees without delegated decision making can be closed to the public.

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 relaxation of physical distancing restrictions and the sound response by the City in respect to the impacts on its services and projects allows Council the opportunity to resume 'near normal' decision making. The level of public participation will continue to be guided by room occupancy restrictions and the need for physical distancing.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ENDORSES** the following response by the City of Rockingham in respect to the City's decision making processes -

Councillor Engagement Sessions

Resume Councillor Engagement Sessions

Reduction of the weekly electronic COVID-19 update from twice weekly to once per week

Advisory and Occasional Committees

Resume Advisory and Occasional Committee meetings

Advisory Committee membership review required by December 2020

Planning and Engineering Services / Corporate and Community Development Standing Committees

Re-admit members of the public to meetings of the Planning and Engineering Services Committee and the Corporate and Community Development Committee subject to biosecurity arrangements

Hold in Council Chamber

Council Meetings

Resume non-essential and non-time sensitive Council business

Access by the public subject to biosecurity arrangements (priority to members of the press and members of the public wishing to ask questions)

Committee Recommendation

Moved Cr Davies, seconded Cr Liley:

That Council **ENDORSES** the following response by the City of Rockingham in respect to the City's decision making processes -

Councillor Engagement Sessions

Resume Councillor Engagement Sessions

Reduction of the weekly electronic COVID-19 update from twice weekly to once per week

Advisory and Occasional Committees

Resume Advisory and Occasional Committee meetings

Advisory Committee membership review required by December 2020

Planning and Engineering Services / Corporate and Community Development Standing Committees

Re-admit members of the public to meetings of the Planning and Engineering Services Committee and the Corporate and Community Development Committee subject to biosecurity arrangements

Hold in Council Chamber

Council Meetings

Resume non-essential and non-time sensitive Council business

Access by the public subject to biosecurity arrangements (priority to members of the press and members of the public wishing to ask questions)

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 Infrastructure Planning



Reference No & Subject:	CD-012/20	Infrastructure Planning and Development Grant – Video Wall (Resubmitted with additional information)
File No:	GRS/52-19	
Proponent/s:	Rockingham Basketball and Recreation Association	
Author:	Mr Gary Rogers, Manager Community Infrastructure Planning	
Other Contributors:	Ms Carly Kroczek, Senior Community Infrastructure Planning Officer	
Date of Committee Meeting:	16 June 2020	
Previously before Council:	25 February 2020 (CD-002/20) 24 March 2020 (CD-006/20)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To provide Council with an update on the deferred report CD-006/20 Infrastructure Planning and Development Grant – Video Wall resubmitted with additional comments and information in respect to the Infrastructure Planning and Development Grant application from Rockingham Basketball and Recreation Association to assist in making a final decision on the outcome of the application. (Additional information and Officer comments including Revised Officer Recommendation follows the deferred report.)

Background

An Infrastructure Planning and Development Grant (IPDG) application was submitted by the Rockingham Basketball and Recreation Association (RBRA) for consideration in the 2019/2020 Community Grants Program Round 3. The application was for a \$30,000 contribution towards the supply and installation of a video wall at Mike Barnett Sports Complex (MBSC). Prior to and following the application being submitted, a City Officer met with the RBRA to provide guidance in preparing the application and to seek clarification on various matters relating to the project.

The application was considered by Council at the January 2020 Community Grants Committee, and the 18 February 2020 Corporate and Community Development Committee. The officer recommendation to not support the application due to the absence of important information was supported by Councillors.

An Alternate Motion from Cr Whitfield was presented to the 25 February 2020 Ordinary Council Meeting to defer consideration of the RBRA IPDG application to the 24 March 2020 Ordinary Council Meeting. The purpose of the Alternate Motion was to enable the RBRA to provide the additional information to Officers which was required to thoroughly consider the implication of supporting this application, rather than RBRA resubmitting the application in a future round.

This matter was subsequently deferred at the March 2020 Council Meeting and is now resubmitted with additional information that affects the original Officer and Committee recommendation. In order to provide sufficient time for the procurement process to be administered by the City and to meet the RBRA federal grant funding conditions, it is necessary for this report to be submitted to the June Council Meeting.

Details

The following details and comments are those submitted in the report presented to the March 2020 Council Meeting. The additional officer comments provided later in this report are as a result of additional information subsequent to the March report.

Officers from the Community Infrastructure Planning Team met with representatives from the RBRA on Tuesday 3 March 2020 and were presented with a range of additional information which forms the basis of the revised officer report and recommendation. Information supplied to officers which was not provided as part of the original application included:

- Background information on the RBRA, including membership growth, community involvement and professional pathways;
- Upgrades which the club have recently initiated and partially funded at MBSC, including flooring upgrades, score board upgrades and expanded spectator seating. These upgrades total \$654,000;
- Economic impact information;
- Operation, maintenance and technical product information for the proposed screens;
- Quotes for two alternative options including the hire of the screens, and the purchase and installation of an alternative product; and
- Proposed method for protecting the screens from vandalism and accidental damage

To assist Council in making a decision on the application, a full summary of the project, and officer recommendation which considers the additional information provided by RBRA is below.

Project Aim

The aim of the project is to install a video wall comprised of 66 individual LED panels of 500mm x 500mm resulting in a total screen size of 5.5m x 3m on the show court at MBSC. The screen would be used during State Basketball League (SBL) games, and special events which the club may bid for (such as National Junior Championships and Lynx games) to promote sponsors and display other messages. RBRA confirmed the video wall would not be used during the local junior / senior competition. If the SBL games and special events were to be live streamed or filmed, the video wall would be used to show the game to spectators in attendance, however this is not the main objective of this phase of the project. The RBRA have indicated that the aim of installing the video wall is to:

- Enhance the experience of spectators at the SBL, Lynx (Western Australian Women's National Basketball League team) and Wildcats regular and preseason games*;
- Create a point of difference for submissions for National and State tournaments that the RBRA is bidding for; and
- Promote the City of Rockingham to support the community and improve the local economy.

*It should be noted that the Lynx and Wildcats games are subject to a bidding process and are not guaranteed.

Maintenance

The preferred option by the RBRA is the installation of 66 individual LED panels. This option was preferred over the alternative option of the installation of nine larger screens to create a video wall, due to the lower replacement costs in the event that a panel was damaged and needed to be replaced. It is estimated that the cost of replacing one of the LED panels is approximately \$600 per panel. The alternate option is \$3,150 per screen. These costs exclude labour.

The proposed video wall has a lifespan of approximately 80,000 hours on ½ brightness, and average 'no failure' time of greater than 10,000 hours. The RBRA propose a guaranteed minimum use of 15 SBL home games at approximately 4 hours each, totalling a minimum of 60 hours per season. The usage would increase if the club is successful in their bid to secure Lynx home games, Wildcats pre-season games and the National Junior Championships.

The preferred supplier has provided information on general and annual maintenance. This information indicates that the video wall needs to be kept dry, free from dust and proper humidity should be maintained. These annual tasks include checking panels are in correct working order, checking connections, plugs and wiring, cleaning ventilation filters to ensure they are free from dust, checking the integrity of panel supporting structures, checking the air conditioning and ventilation and cleaning the surfaces of each panel. The annual maintenance costs have not yet been quantified.

RBRA have indicated that there are no additional electrical or communications upgrades required, and there are unlikely to be any additional structural requirements. As there are no site specific installation plans available, the exact scope of works cannot be assessed by the Asset Maintenance Team to confirm that all structural, communications and electrical requirements have or can be met. It is recommended that further due diligence be completed and a finalised scope of works, with installation plans be provided to the City so a thorough assessment can be completed.

Operation

Based on the information provided by the RBRA, the video wall operates in a similar manner to any other TV / display system, in that users 'simply plug in a USB or other device', select the appropriate input, connect the audio output, and their message appears on the screen. The RBRA have confirmed that the system can be connected into the centre's existing audio system and this has been factored into the cost.

If the applicant and other users choose to use the screen to show live games or other performances, this would require video cameras and the like, and would be undertaken by a professional. It does not appear that specialist training is required to operate the system if being used to display messages, show presentations etc. and the usage is not restricted to only when a RBRA volunteer or staff member is present.

The RBRA have indicated their preference in having the system wired to their office space due to security concerns. However this is not a fundamental requirement of the operation, and at the discretion of MBSC management, the main processor and other equipment could be located in a different area. This is subject to the area chosen having appropriate ventilation, air conditioning and having little dust to ensure a stable working environment. If the location was to remain in the RBRA office, the club do have a licence over this area, and would be required to obtain consent to alter a licensed premises. It is also noted, that a requirement of the licence agreement, if the City is unable to accommodate bookings elsewhere in the centre, the RBRA must permit other groups to use the space. The RBRA have indicated that they would permit other groups to access the office area in order to operate the video wall if required.

Protection against Damage

The RBRA and supplier has indicated that the video wall is no more susceptible to damage than an electronic scoreboard or other infrastructure. However, the RBRA have indicated that they will supply and install a protective screen to prevent any impact damage to the video wall which will be funded separate to the project costs associated with the grant. The club have indicated that this will cost approximately \$1,000 however the installation details, and impact on maintenance (be it positive or negative) are not yet known.

Economic Impact

RBRA have been working towards securing additional basketball games at MBSC for 2020/2021 season. The RBRA have supplied an estimated economic impact should the club be successful in securing 14 Lynx home games to be hosted at MBSC (shown in the table below). This information has been provided directly by the club, based on current attendance at the existing venue of the Lynx, Bendat Basketball Centre (located at Challenge Stadium, Floreat), and is a best case scenario, assuming that the hosting of games will be solely at MBSC and not shared with other clubs. The economic impact would vary if the club is not successful in securing the number of games indicated below.

In the letter of support provided with the application, Basketball WA indicate that the video wall would *"Provide a point of difference to attract an event the size of the National Championships or a Perth Lynx WNBL fixture to Rockingham"*. Basketball WA have not yet given a commitment that all regular Lynx season games would be relocated to Rockingham.

It should be noted that the installation of a video wall will not guarantee the successful bid for the Lynx home games or Wildcats pre-season game, as it is not a requirement to host these games. The club and Basketball WA have indicated that having the screen will provide a point of difference from other centres who meet the requirements to bid, as there are no other centres within Western Australia that have a video wall.

Basketball Western Australia securing the Lynx regular season games and the Perth Wildcats Pre-season game at the Mike Barnett Sporting Complex		
Venue hire – Lynx games	14 games x \$600	\$8,400 (City of Rockingham)
Lynx – Court hire training	4 hours per day x 5 days x 20 weeks (@\$50 per hour)	\$20,000 (City of Rockingham)
Travelling team – court hire for training	4 hours per day x 1 day x 14 weeks (@\$50 per hour)	\$2,800 (City of Rockingham)
Venue hire – Wildcats pre-season game	1 game x \$600	\$600 (City of Rockingham)
Accommodation – travelling team	20 rooms @ \$100 per night x 2 nights x 14 games	\$56,000 (local economy)
Food/beverage – travelling team	40 people @ \$100 per day x 14 games	\$112,000 (local economy)
Total impact on City of Rockingham economy		\$199,800

If the club is successful in securing the Australian National Junior Championships, they have estimated the economic impact to be:

RBRA securing an Australian National Junior Championship		
Venue hire	7 days x \$600	\$4,200 (City of Rockingham)
Court hire training	2 hours per day x 7 days x 2 courts (@\$50 per hour)	\$1,400 (City of Rockingham)
Accommodation – travelling team	200 rooms @ \$100 per night x 7 nights	\$280,000 (local economy)
Food/beverage – spectators at MBSC	1000 people @ \$10 per person x 7 days	\$70,000 (City of Rockingham)
Total impact on City of Rockingham economy		\$495,600

The frequency of the club being able to attract the National Junior Championships is unknown, but it is not likely to be an annual event.

Other Community Use

The primary beneficiary of this project is the RBRA. There are opportunities for community and City use which have been identified by RBRA in their application, however there has not been an expressed demand to the City for this type of infrastructure at a sporting venue. The City may use the infrastructure, however the exact details cannot be confirmed at this stage, as there has not been any significant planning undertaken in this area. MBSC is heavily used during peak times, however there is capacity for off peak usage where the video wall may be utilised.

Implications to Consider

a. Consultation with the Community

Rockingham Basketball and Recreation Association

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 1: *Actively Pursue Tourism and Economic Development*

Strategic Objective: *Coastal destination: Promote the City as a premier metropolitan coastal tourism destination.*

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

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

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

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

d. Policy

The Infrastructure Planning and Development Grant program operates under the Community Grants Policy. The application has been assessed in line with the guidelines and Community Grants Policy current at the time of application.

e. Financial

The maximum eligible funding for this project would be \$28,052, being 50% of the eligible infrastructure items. As part of the grant process, applicants are requested to provide three quotes. RBRA have supplied two quotes, however these quotes do date back to November 2019.

There are funds remaining in the 2019/2020 budget for this grant should it be approved. As the work would be undertaken next financial year, the grant funds will be carried forwarded into the City's 2020/2021 Budget.

There is currently \$44,115 remaining of the 2019/2020 budget allocation of \$154,000.

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 installation of a video wall at MBSC would add value to the operations of the RBRA, as a way of acknowledging sponsors, communicating messages with spectators, and eventually enhancing the spectator experience by broadcasting the games on the video wall. It would provide a point of difference to the organisation when bidding for national and state events, although is not a mandatory requirement to host these events. As the infrastructure is proposed to be installed in a public building which is under the care and control of the City, it is essential that the City take ownership of the procurement, installation, operation and management of the system. This is required to ensure it is compatible with the City's current information technology infrastructure so that an acceptable level of service is maintained throughout the City's facilities.

It is noted that the RBRA have been successful in securing a Federal Government grant towards the project. A condition of this grant is that the project is completed by 30 June 2020. It is highly unlikely that this timeframe can be achieved. This is due to the need to undertake further due diligence around the installation and management of the system, as well as extended timeframes that are now being experienced for the delivery of materials across the country. Officers must also comply with the City's procurement policy, which dictates the methodology and quotation requirements necessary to procure and install infrastructure of this value. This process cannot be completed in enough time to ensure the video wall can be installed prior to June 30 2020. The information provided by RBRA also indicates that delivery of the video wall is approximately seven weeks after ordering, however the City still needs to develop a comprehensive scope of works prior to being in a position to request quotes, and subsequently place an order. RBRA will need to negotiate an extension of the grant with the Federal Government if the project proceeds.

There is some evidence provided by the RBRA to suggest that the installation of the video wall will have a wider community benefit. RBRA have provided information on the proposed economic impact generated from attracting basketball events, however there is no evidence to suggest that schools will relocate their graduations from specialist performing arts centres to MBSC, or that the venue would function adequately as a conference venue as suggested in the application. There are no letters of support provided from current user groups of MBSC or from user groups who would intend to utilise the centre, if the video wall was in place. Before the City plans its own events and activities which would make use of the video wall, further work needs to be done by officers to determine what costs would be incurred, and whether these activities would generate a return on investment.

The additional information provided by the RBRA goes some way to addressing the concerns of the City, however there is still further technical detail needed to be able to properly determine what the whole of life cost, and ongoing financial impact the installation of the video wall will have on the City. This information is important to enable the City to assess the long term financial impact the project will have on the maintenance and operating expenditure of MBSC, as the City will be responsible for the management and maintenance of the video wall after installation.

Additional information is needed to ensure that adequate due diligence has been undertaken to confirm that the infrastructure can be appropriately fixed to the wall of MBSC, and that there are no further communication or electrical upgrades required, and that any engineering structural certifications, if required, can be achieved. While verbal confirmation has been provided, it is prudent to obtain written confirmation from relevant consultants to ensure that there are no unexpected costs and time delays.

If the operating equipment is to be installed in the RBRA office, RBRA is required to obtain approval for Alterations and Additions to a Licensed Property, and the approval of this application will need to be a condition on the grant if approved by Council. It should be noted that the approval of the grant,

does not guarantee that the Application for Alterations and Additions to a Licensed Property will be approved.

The club have been forthcoming in providing as much information that they have available, and diligent in sourcing information to respond to Officer questions. However the short time frame provided since the February 2020 Council Meeting, and the deadline for March 2020 Council meeting reports, has not made it possible to complete all due diligence and answer all outstanding queries. Further time is needed to properly assess the impact this significant piece of infrastructure would have on the MBSC. It is the City's preference that Officers work with the club on addressing all outstanding items prior to considering this application for approval.

It is therefore recommended that RBRA work with Officers to address all outstanding queries, and submit a revised application in the first round of the 2020/2021 Community Grants Program. This round closes on 8 May 2020, with outcomes known on 28 July 2020.

If Council chooses to approve the grant, it needs to be acknowledged that the City will be managing the procurement and installation of the video wall, and the project will not be delivered prior to the 2020/2021 SBL season. It should also be noted, that the City does not have a budget allocation for this work. If Council choose to approve this grant, and there is additional expenditure required as a result of further investigations, RBRA will need to fund the shortfall.

Additional Officer Comments

At the 17 March 2020 Corporate and Community Committee meeting, the Committee adopted the officer recommendation as follows;

That Council **NOT APPROVES** the allocation of funds to the Rockingham Basketball and Recreation Association for the Infrastructure Planning and Development Grants under the 2019/2020 Community Grants Program Round Three.

Council subsequently deferred consideration of this matter.

The following additional information is provided which consequently changes the Officer Recommendation. The implications listed in the previous report have not changed.

Details

Further information received from the Rockingham Basketball and Recreation Association (RBRA) and the City's Manager of Community and Leisure Facilities included the following

- Economic impact information related specifically to the video wall and possible event attraction
- Further details on the operation, maintenance and technical product information for the proposed screens;
- Further details on the proposed method for protecting the screens from vandalism and accidental damage;
- Potential attraction of the video wall to the wider community; and
- Potential options regarding the location of the operating equipment.

Additional information received from the preferred supplier has also assisted in gaining a better understanding of the structural requirements associated with the fixing of the Video Wall to the walls of the Centre and the wiring required. Subject to the grant being approved, any additional works would be identified during the preparation of the scope prior to formal quote being sought. The MBSC Centre Management will be responsible for preparing the scope and as part of this process will confirm that all structural, communications and electrical requirements can be met. If additional expenses are required, these will be subject to an agreement between the City and the RBRA to ensure any additional costs can be met prior to a quote being accepted.

Note: This application was received prior to COVID-19 and the City is unsure if there will be any impacts to the project delivery and material availability.

Operation

Information received from the RBRA and supplier has indicated that the main processor and other equipment can be located in a different area within the Centre more accessible to both parties.

Given the uncertainty regarding operating hours and other management arrangements, the annual maintenance costs have not yet been fully quantified.

Economic Impact

The potential economic stimulus impacts outlined by the RBRA, are significant should events such as Lynx games, pre-season Wildcat games and national junior championships be held at the MBSC. While not a prerequisite to the RBRA attracting these events, the Video Wall does provide a significant point of difference to other SBL Centres throughout the State.

While there is no direct evidence of demand for use of the MBSC by schools or corporate groups for large functions and conferences, the City's Manager of Community and Leisure Facilities is of the opinion that the video wall would provide a wider marketing tool for the MBSC.

An essential element of this would be ensuring access to the operating system by the Centre Management. As detailed previously, the Video Wall will be a City Asset and Centre Management will have access to the operation of the Video Wall for any other events/marketing opportunities as determined by the Centre Management.

Procurement

As MBSC is a City managed and operated asset, the City is responsible for the procurement of any and all infrastructure installed at the facility. Procurement must be undertaken by the City for this proposed project to ensure compatibility with the City's information technology infrastructure, ensure an acceptable level of service is met and in ensuring workmanship on the City's only seven court indoor stadium is completed to a level acceptable for a public building.

This project has not been included in the current or forward works program, and if it were to proceed the delivery of this project would need to be administered in consideration to other project delivery timeframes.

Financial

The RBRA has also now advised that the Federal Government Stronger Communities Program Grant has been extended from 30 June 2020 until 31 December 2020.

In order to provide sufficient time for the procurement process to be administered by the City and to meet the RBRA federal grant funding conditions, it is necessary for this report to be submitted to the June Council Meeting. Should Council approve the grant application it is expected that the Video Wall will be installed prior to the 2021 SBL season.

As a result of the additional information received, the majority of the concerns outlined in previous Officer reports regarding this matter have now been suitably addressed. There remains some areas of uncertainty about operational and maintenance implications to the Centre Management. Therefore, it is suggested that should the grant application be approved that a written agreement between the RBRA and the City be prepared and agreed to prior to the works proceeding, with the following conditions included:

1. The procurement and installation of the Video Wall and associated operating equipment being administered by the City.
2. That the operating equipment be located in a suitable location within the Centre providing equal access to the equipment by the RBRA and the City.
3. Prior to quotes being sought that all costs related to the installation of the video wall as well as the assets ongoing operation and maintenance are agreed to by the City and the RBRA.

Revised Officer Recommendation

That Council **APPROVES** the application received from the Rockingham Basketball and Recreation Association for an Infrastructure Planning and Development Grant for an amount of \$28,052.

Committee Recommendation

Moved Cr Liley, seconded Cr Buchanan:

That Council **APPROVES** the application received from the Rockingham Basketball and Recreation Association for an Infrastructure Planning and Development Grant for an amount of \$28,052.

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

Community Development

Community Development Community Safety and Support Services		
Reference No & Subject:	CD-013/20	Notice of Motion – Lockers and showers for people experiencing homelessness
File No:	CSV/1029	
Proponent/s:	Cr Hayley Edwards	
Author:	Ms Mary-Jane Rigby, Manager Community Safety & Support Services	
Other Contributors:	Ms Elaine Jensen, A/Coordinator Community Safety & Support Services Ms Kristy Mills, Community Development Officer (Community Support Services)	
Date of Committee Meeting:	16 June 2020	
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 Edwards.

That Council:

1. **APPROVES** the concept of installing lockers for homeless persons to store belongings at an identified location within Rockingham.

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


Presiding Member

2. **DIRECTS** the Chief Executive Officer to find a suitable location to install lockers (preferably with CCTV), with a management plan for their operation as a priority project.
3. **APPROVES** upgrading one public shower in Rockingham (preferably in close proximity to the lockers), to include hot water.
4. **DIRECTS** the Chief Executive Officer to locate a suitable existing public shower in Rockingham, upgrade the facility to include hot water and implement a management plan for the operation of the facility as a priority project.

Background

Notice of Cr Edwards' proposed motion was given at the 26 May 2020 Council meeting and the following reason/s were given in support –

1. *The objective is to provide a secure storage solution for the homeless to store belongings for a maximum 24 hour period. Lockers can be accessed by community members and accessed with a private 4 digit PIN number, known only to the user, on a first in first served basis;*
2. *Homelessness is a complex issue that is prevalent all over the world. This issue is so complex and unique for every individual it would be naive to believe that our City, or any individual, or any one organisation can end homelessness; without drastic system reform, affordable housing and further assistance from State and Federal Government, homelessness in Rockingham and all over Australia remains infinite;*
3. *Individuals become homeless for a myriad of reasons, some of which can be prevented, some that can't. This motion is aimed at breaking down some of the logistical and physical barriers people sleeping rough are facing daily.*

Rough sleepers generally carry their belongings with them 24/7, having no safe place to leave or store valuables whilst they are seeking assistance or wrap around services. We see people on the street with shopping trolley's filled with clothes and belongings, this is one person's entire life in a trolley or shopping bag, it's all some people have.

4. *Theft is ubiquitous for people on the streets, having a secure locker for an individual to secure sleeping gear and valuables would markedly lessen the burden for them if they are trying to access assistance.*

Some people sleeping rough have been able to source a swag or sleeping bag, only to have had them stolen during the day, left with nothing to sleep with during the evening.

5. *The City of Bunbury adopted a similar locker model for around \$30,000.*

The Mayor of Bunbury has made positive statements regarding the installation of lockers for the homeless in Bunbury see below:

City of Bunbury Mayor, Gary Brennan, said despite some issues with rubbish, the lockers are making a difference.

'These people that use them you've got to understand that some of them do have very complex mental health issues and they need support,' Mayor Brennan said. "At the end of the day they serve a purpose and we can all get by cleaning up a mess every now and then."
<https://www.abc.net.au/southwestwa>

6. *COVID19 Pandemic, it is crucial for our community's health and wellbeing that all constituents remain as healthy as possible, this will help stop the spread of COVID19. Hygiene for all individuals is a fundamental element to help flatten the curve in this pandemic. Currently rough sleepers have limited access to showers, due to non-for profit operating hours, not opening on weekends, closed on Public Holidays, and limited to business hours only.*
7. *Maslow's Hierarchy of Needs identify physiological requirements such as food, water, sleep, shelter, hygiene as BASIC Human needs. Failure to have these needs met is argued to contribute to psychiatric and mental illness, small things we take for granted such as a warm daily shower, in my opinion is a significant factor to the mental health and wellbeing of vulnerable community members.*

8. *Some homeless individuals I am personally aware of carry significant injuries, injuries that prevent them from moving freely, tragically they have to defecate and urinate in their clothing with nowhere to clean themselves. A warm/hot public shower that is available daily would assist a rough sleeper immensely and improve the health, hygiene and quality of life for so many individuals.*

Details

The Community Support Services Strategy 2017-2022 outlines the key focus areas and service gaps to which the City should direct its efforts in supporting vulnerable people. The coordination of services within the not for profit sector has been a pivotal focus of the Community Support Services team over the past four years. This work has resulted in the sector agreeing to spread the delivery of services including emergency relief, food hampers, showers and laundry facilities to be available across several days of the week which was previously not the case. This also led to the development of the Homelessness Reference Card which outlines details of the services available to assist people and in particular, the days, times and locations of food relief and showers. The sector has collaborated well to introduce best practice co-location models. The Salvation Army facility is testament to this and is observed by other local government areas as a model to strive to achieve.

1. Lockers

The provision of lockers has not been raised by the local sector as a priority need, however, anecdotal feedback has been provided that some people experiencing chronic homelessness would find storage of their bedding and belongings beneficial during daylight hours. Storage for people experiencing homelessness and sleeping rough can provide security to their belongings to enable them to attend appointments for support. Furthermore, it can provide the opportunity to reduce the negative visual stigma associated with homelessness in public areas.

There are a range of models operating across Australia for the provision of storage facilities for people experiencing homelessness. These range from lockers that are specifically allocated to people experiencing homelessness to lockers that have been installed for dual community purpose. There are also models where storage containers (bins) are provided and secured to both private and State Government managed property, however the management of the containers is handed to the users. With each of these models, the lockers are located within or connected to support service agencies or within close proximity (walking distance) to support agencies. This is a mandatory component in the success of the site selection to ensure success of the use of the facility.

In the City there is a higher proportion of people sleeping rough surrounding the beach and foreshore locations from Singleton to East Rockingham, with the majority of people sleeping around the Rockingham foreshore precinct. Based on the above mentioned models, there are no support services presently located in this precinct to co-locate a locker or storage container facility.

Should the City install lockers in this precinct, it would be recommended they be for dual community purpose and be available for anyone in the community to use. This could present additional benefits to reduce the incidents of crime in the form of vehicle break ins. Theft from motor vehicles in foreshore/beach locations is statistically higher in the summer months when people attempt to hide valuables in their vehicles whilst accessing the beach. Whilst the Community Safety team deliver consistent community education in this space, it continues to be an issue, particularly for visitors to the City. A diversity in locker sizes would be required to enable use for smaller valuable items and also accommodate larger bedding items for use of people experiencing homelessness.

It is important to note that the number of people experiencing homelessness as recorded at the point in time count conducted on Monday 16 March 2020 was recorded as 45 people sleeping rough. This count was recorded in locations across the City, however a higher proportion were present along foreshore/beach sites. If lockers were installed with dual community purpose, consideration should be given to the need, as people experiencing homelessness require the storage during the day, which is also the time required for dual community benefit. No specific community consultation has been undertaken at this stage to demonstrate this need and desire for use or to acquire feedback from local businesses and residents living in close proximity.

An alternative model used is partnerships formed with commercial self-storage providers. There are private self-storage providers in Rockingham and Port Kennedy who all provide secure facilities with

individual lock codes and CCTV surveillance. Some providers also offer insurance of goods at an additional cost. There are short term and long term options and some offer a daily rate at \$5.75. It is not uncommon for people experiencing homelessness and housing insecurity to utilise self-storage. Emergency relief providers often assist individuals and families with temporary self-storage solutions whilst in between accommodation. The opportunity to link with storage providers presents the prospect of creating another contact point of referral for the assertive outreach workers to connect with people experiencing vulnerability and may assist to encourage individuals to look toward longer term outcomes.

2. Showers

The Rockingham community is fortunate to have a number of agencies providing shower and laundry facilities for people experiencing homelessness. In each location listed below, additional support services are offered to those accessing the facility for showers. The Salvation Army facility on Willmott Drive Cooloongup and St Brendan's Respite operating from The Guide Hall on Watts Road, Safety Bay both offer hot showers. In addition to these facilities, Orange Sky Australia mobile laundry and shower service currently partners with local not-for-profit providers twice per week to provide further access to hot showers on Tuesday and Friday. The following outlines where and when hot showers are available for those needing them:

Monday	The CREW, based at The Salvation Army Rockingham 10:30am – 12:30pm
Tuesday	The Salvation Army Rockingham Drop in 9am – 1pm
Wednesday	The Salvation Army drop in 9am -1pm
Friday	<ul style="list-style-type: none">• The Salvation Army drop in 9am – 1pm• St Brendan's Homeless Respite 10am – 1pm

Orange Sky Australia and One Voice are two not for profit providers of mobile shower facilities in Perth and surrounds. Each organisation coordinates their own volunteers to operate the service who are also trained in supporting people experiencing vulnerability. The volunteers have a base level of training to assess vulnerability and provide support and referrals where required. The Orange Sky Australia model includes partnering with existing service providers to co-locate to strengthen delivery of services between agencies and create a one stop shop opportunity for ease of the person seeking the service. Both organisations have indicated that if the opportunity and location arose they would have potential capacity to increase the number of days and locations they could operate within the City dependant on securing volunteers.

Both organisations require:

- Access to power
- Access to water (hose)
- Suitable waste water disposal site

The City's Health Services Department require a mobile shower service to obtain the relevant permit and contain and discharge waste water in accordance with the Unauthorised Discharge Regulations 2004. Both mobile providers are required to obtain a permit to operate locally.

These organisations are both already operational with their required equipment to operate and they do not charge a fee for service as they are funded through donations and grants. Orange Sky have previously accessed the Community Grant Program to offset costs associated.

As a result of COVID-19, some of the above services were suspended, which created increased concern for people experiencing homelessness. During the period of heightened restrictions, Orange Sky Australia continued to operate and showers remained available on Tuesday and Friday in addition to the CREW on Monday. Furthermore, the City maintained the provision of water to public showers to ensure people had access to showers for hygiene purposes. There was a period of approximately two weeks where warm water shower services were limited; because of this discussions between people experiencing homelessness with advocates commenced for the need for additional shower services. Prior to COVID-19, there was no mention of the existing provision of showers to be

inadequate. It is expected that as COVID-19 restrictions are lifted, the requirement for additional shower services may diminish.

The research undertaken by Asset Services on the provision of public showers indicates that the City is moving away from public toilets that have internal showers and large internal change rooms. This is to follow industry advancements and achieve better Crime Prevention Through Environmental Design (CPTED) outcomes. There is increased risk to individuals using public showers in closed cubicles. When replacement of shower facilities is required, the preferred model is for external showers, single unisex ambulant universal accessible toilet cubicles and a separate small change area. This will have implications for any future warm water shower provision given that showers will predominantly be externally located in years to come. If one hot shower was to be permitted, this could set an expectation with the community to provide hot water showers in all coastal facilities which goes against the current future plans for the City. There are also environmental considerations with hot water showers as it would encourage longer shower use resulting in higher electricity and water consumption, increasing ongoing costs for the City. The latter is important for the City's sustainability strategy.

Implications to Consider

a. Consultation with the Community

Due to the limited timescales associated with this Notice of Motion, no dedicated community consultation has been undertaken. Obviously, the City would normally undertake dedicated consultation prior to the installation of any infrastructure in public locations.

The Salvation Army provided feedback that provision of lockers was not a key need requested by clients of their service.

St Brendan's have indicated they have capacity to extend the number of days for showers to be offered dependent upon volunteer support.

Orange Sky Australia have indicated capacity to extend the number of days for laundry and showers to be offered dependant on approval of locations of service and volunteer availability. Orange Sky Australia have previously secured the appropriate permits from the City to operate on a City reserve, therefore could extend their current service.

One Voice have indicated that they are open to extend their service to Rockingham and surrounding suburbs dependant on approval of locations of service and volunteer availability.

Mates Rates Self Storage (Hurrell Way) indicated they have regular customers of people who are experiencing housing insecurity. This is not uncommon in the self-storage industry, however can often present issues if people use the storage facility as temporary housing.

Informal feedback received from individuals experiencing homelessness has indicated that there would be some use for lockers in key locations, however have expressed the need to have them installed in close proximity to where they currently sleep.

b. Consultation with Government Agencies

Officers investigated provision of community lockers in other Local Government Areas.

Feedback was received from City of Busselton, City of Joondalup, City of Bunbury, City of Sydney, and City of Mandurah

City of Joondalup have investigated multi-use lockers in beachfront locations and had chosen not to proceed due to concerns including vandalism risk, lack of suitable locations, concerns regarding impact on wider community and potential ongoing costs.

City of Mandurah converted an existing City owned building to construct a shower service at a cost of \$150,000 for the capital upgrade and an additional \$10,000 for CCTV. The city allocates an additional \$10,000 per year to the not for profit provider, WestOz Crisis to run the shower service with one paid staff member and a team of volunteers. It opened in 2018, operates three days per week and services approximately 100 people per month. Mandurah had no other shower service available prior to this, aside from regular outdoor coastal showers.

City of Busselton have installed lockers in their community youth precinct as well as their leisure facility however the purpose is not focussed on homelessness.

City of Bunbury installed 12 lockers across two locations in their central CBD for the primary purpose of homelessness. The project was costed at \$30,000.

The key considerations and outcomes of this project included:

- Bunbury recorded a count of 10-15 people experiencing homelessness and stated approx. eight people use the lockers
- Sites with existing CCTV monitoring to address safety concerns
- A 4 digit pin code system with 12 hour maximum storage time (currently revising this to an 18 hour lock as feedback indicated this time limit was too short for overnight storage)
- Multiple locations recommended to increase accessibility
- A variation of sizes of lockers to incorporate small items as well as larger items such as swags.
- City of Bunbury officers recommended to identifying the lockers as multipurpose 'community lockers' rather than 'homeless lockers' to promote inclusion and reduce stigma. This was a key learning from their project.
- Locations must be central to key services and transportation routes, ideally attached to existing service providers
- They are not aware of any police reports relating to misuse of the lockers since their installation, however this was likely to be due to location of the lockers being in close proximity to service providers
- One issue that has arisen on occasion is a strong sense of ownership by individuals of specific lockers that has dissuaded use by other individuals

City of Sydney have supplied storage containers/bins to a church site and State Government facility for people experiencing homelessness to manage.

The key considerations from this model include:

- Each container is shared between multiple users and the model is working effectively. The bins are allocated to individual rough sleepers (2/3 per bin) by the City but then handed over for them to manage themselves on a day to day basis. They can choose to put a lock on them if they wish but know that the locks could be broken for any reason.
- Container locations were selected based on locations with a large number of people sleeping rough or on private property that allowed people to sleep rough. The City has three locations: Woolloomooloo, Supreme Court and the State Library. It estimated that 90 people sleep rough across these locations. There is no CCTV providing surveillance to the bins.
- If the City's Public Space Liaison Officers become aware of an individual leaving the area or if someone has been reported as taking over a bin they will conduct a clean-up. The bins are emptied and if anything is not claimed as owned it will be removed.
- In general the bins have been well received by both rough sleepers and local residents. The rough sleepers know that all gear needs to be packed away in the bins or it will be removed. There has only been one incident with the bins since they were installed, a person setting fire to the bin area. This person was not homeless and was arrested by police.

c. Strategic

Community Plan

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

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

Strategic Objective: *Community Safety and Support- Provide support to residents and visitors so they feel safe and secure at home and outdoors*

Community Support Services Strategy 2017-2020

Key Element 1: ***Building and Effective, Accessible and Sustainable Sector***

Provide governance support and leadership to the sector for collaborative or joined up approaches

d. Policy

State Homelessness Strategy

Department of Communities' *Directions Paper for the 10-Year Strategy on Homelessness Western Australia 2019 – 2029* identifies the Department of Communities as the lead agency responsible for homelessness in Western Australia.

e. Financial

The estimated cost to purchase and install lockers is \$40,000

The estimated cost of storage containers/bins is \$250.00 each plus \$135.00 delivery plus GST. Additional cost estimated <\$100 to secure the containers to location.

If additional CCTV is required, the cost would vary dependant on location, estimated \$5,000 - \$50,000. The large cost variance is dependent on if an additional camera can be added to existing infrastructure (pole and power supply) or whether new infrastructure is required.

The estimated cost to upgrade a public shower is \$6,000 - \$8,000 per facility with ongoing maintenance and operating costs estimate <\$1,000 per year

f. Legal and Statutory

Section 3.18 (3) of the Local Government Act (1995) states that "A local government is to satisfy itself that services and facilities that it provides (b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private"

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 is merit to consider and investigate the concept of storage for people experiencing homelessness further. It would provide a facility to keep bedding and possessions safe and dry and will reduce the negative visual stigma associated with homelessness that many residents in the community present in the form of complaint.

The provision of storage may provide additional support for people to access support services and appointments without the fear of having belongings stolen. This is reported to be a barrier for some individuals and results in them missing vital appointments.

Consideration needs to be given to the needs and concerns of other users in the areas. As such, whilst lockers/storage in community areas in close proximity to beaches could be used by a variety of individuals and could also address issues of theft from vehicles and belongings left on the beach by beach-goers, it may also create further unrest for local businesses, residents and the wider community. Community consultation would be required to be undertaken to determine a suitable location/s of the lockers. This consultation process would include businesses, the not for profit sector, intended users and residents within a 200 metre radius of any proposed location. In consideration of

the feedback provided to date, it is not recommended the City install lockers for the primary purpose of homelessness without further community consultation in particular, with the intended users.

Officers have not had the opportunity to allocate adequate time to investigate and consult with community on the most suitable model for the City. The selected location/s is vital to the success and use of the storage facility and requires more investigation.

Whilst no call for resident feedback has occurred at this stage, the City has received an email from a resident in opposition to the notice of motion. The concerns raised related to a fear of increasing the prevalence of people experiencing homelessness congregating in the foreshore precinct, increased anti-social behaviour, vandalism, crime and impact to local business.

It is recommended that City officers work with the existing service providers of showers and laundry services, including mobile providers to extend their operations. This will not only provide the opportunity for more showers in extended locations, it may enhance the opportunities for those experiencing homelessness to access support services that are co-located. Upgrading one public shower with hot water will set an expectation for this across multiple ablution facilities and has potential to become more expensive and diverts away from best practice models that the City is aiming to achieve. Extending services with providers who are trained to support vulnerable people provides an additional contact point for assistance referral pathways.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. **SUPPORTS** the concept of installing a storage solution that can be accessed by people experiencing homelessness
2. **DIRECTS** the Chief Executive Officer to conduct an investigation to identify a suitable location, storage model and undertake community consultation.
3. **DIRECTS** the Chief Executive Officer to present the outcomes of the investigation to Council at the October 2020 Council meeting.
4. **NOT SUPPORT** upgrading one public shower in Rockingham to include hot water.
5. **DIRECTS** the Chief Executive Officer to work with existing providers of showers and laundry services, including mobile providers, to extend their service provision

Notice of Motion from Cr Hayley Edwards

That Council:

1. **APPROVES** the concept of installing lockers for homeless persons to store belongings at an identified location within Rockingham.
2. **DIRECTS** the Chief Executive Officer to find a suitable location to install lockers (preferably with CCTV), with a management plan for their operation as a priority project.
3. **APPROVES** upgrading one public shower in Rockingham (preferably in close proximity to the lockers), to include hot water.
4. **DIRECTS** the Chief Executive Officer to locate a suitable existing public shower in Rockingham, upgrade the facility to include hot water and implement a management plan for the operation of the facility as a priority project.

Committee Recommendation

Note: *The Committee was advised that Cr Edwards has given permission for Cr Davies to move the Officer Recommendation on her behalf.*

Moved Cr Davies, seconded Cr Liley:

That Council:

1. **SUPPORTS** the concept of installing a storage solution that can be accessed by people experiencing homelessness
2. **DIRECTS** the Chief Executive Officer to conduct an investigation to identify a suitable location, storage model and undertake community consultation.
3. **DIRECTS** the Chief Executive Officer to present the outcomes of the investigation to Council at the October 2020 Council meeting.
4. **NOT SUPPORT** upgrading one public shower in Rockingham to include hot water.
5. **DIRECTS** the Chief Executive Officer to work with existing providers of showers and laundry services, including mobile providers, to extend their service provision

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

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 July 2020 in the Council Chambers, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.
20.	Closure
	There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at 4:42pm .