



City of Rockingham

MINUTES

Corporate and Community Development Committee Meeting

Held on Tuesday 17 March 2020 at 4:00pm
City of Rockingham Boardroom




City of Rockingham
Corporate and Community Development
Committee Meeting Minutes
4:00pm Tuesday 17 March 2020



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<p style="text-align: center;">City of Rockingham Corporate and Community Development Committee Meeting Minutes Tuesday 17 March 2020 - Council Boardroom</p> 																															
1.	Declaration of Opening																														
	<p>In the absence of the Chairperson, the Chief Executive Officer declared the Corporate and Community Development Committee meeting open at 4:00pm, welcomed all present and called for nominations for the position of Acting Chairperson.</p> <p>Moved Cr Buchanan, seconded Cr Davies:</p> <p>That Cr Liley be appointed Acting Chairperson for the meeting.</p> <p style="text-align: right;">Committee Voting (Carried) – 4/0</p> <p>The A/Chairperson recited the Acknowledgement of Country.</p>																														
2.	Record of Attendance/Apologies/Approved Leave of Absence																														
	<p>2.1 Councillors</p> <table border="0"> <tr> <td>Cr Leigh Liley</td><td>A/Chairperson</td></tr> <tr> <td>Cr Sally Davies</td><td></td></tr> <tr> <td>Cr Craig Buchanan</td><td></td></tr> <tr> <td>Cr Rae Cottam</td><td></td></tr> </table> <p>2.2 Executive</p> <table border="0"> <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 Varris</td><td>Manager Governance and Councillor Support</td></tr> <tr> <td>Mr Michael Yakas</td><td>Manager Customer and Corporate Support</td></tr> <tr> <td>Mr Allan Moles</td><td>Manager Financial Services</td></tr> <tr> <td>Mr Nuno Dionisio</td><td>Manager Waste Services</td></tr> <tr> <td>Ms Jillian Obiri-Boateng</td><td>Collaborative Manager, Community Capacity Bldg</td></tr> <tr> <td>Ms Julia Dick</td><td>Collaborative Manager, Community Capacity Bldg</td></tr> <tr> <td>Mr Scott Jarvis</td><td>Manager Economic Development and Tourism</td></tr> <tr> <td>Ms Sue Langley</td><td>Governance Officer</td></tr> </table> <p>2.3 Members of the Gallery: 1</p> <p>2.4 Apologies:</p> <p>Cr Joy Stewart</p> <p>2.5 Approved Leave of Absence: Nil</p>	Cr Leigh Liley	A/Chairperson	Cr Sally Davies		Cr Craig Buchanan		Cr Rae Cottam		Mr Michael Parker	Chief Executive Officer	Mr John Pearson	Director Corporate Services	Mr Michael Holland	Director Community Development	Mr Peter Varris	Manager Governance and Councillor Support	Mr Michael Yakas	Manager Customer and Corporate Support	Mr Allan Moles	Manager Financial Services	Mr Nuno Dionisio	Manager Waste Services	Ms Jillian Obiri-Boateng	Collaborative Manager, Community Capacity Bldg	Ms Julia Dick	Collaborative Manager, Community Capacity Bldg	Mr Scott Jarvis	Manager Economic Development and Tourism	Ms Sue Langley	Governance Officer
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3.	Responses to Previous Public Questions Taken on Notice																														
	Nil																														

4.	Public Question Time
	<p>4:02pm The A/Chairperson opened Public Question Time and invited members of the Public Gallery to ask questions. The Chairperson noted that this was the only opportunity in the meeting for the public to ask questions.</p> <p>4.1 Mr Gary Taylor, Rockingham – Rockingham Basketball and Recreation Association (RBRA)</p> <p>The A/Chairperson invited Mr Taylor to present his question to the Corporate and Community Development Committee.</p> <p>Mr Taylor noted that apart from the requirement for more information as stated in today's agenda, he is available to provide further details if committee members have any questions or concerns regarding the RBRA grant application.</p> <p><i>The A/Chairperson thanked Mr Taylor for his comments and advised that this matter will be considered later in the meeting.</i></p> <p>4:03pm There being no further questions the Chairperson closed Public Question Time.</p>
5.	Confirmation of Minutes of the Previous Meeting
	<p>Moved Cr Buchanan, seconded Cr Cottam:</p> <p>That Committee CONFIRMS the Minutes of the Corporate and Community Development Committee Meeting held on 18 February 2020, as a true and accurate record.</p> <p style="text-align: right;">Committee Voting (Carried) – 4/0</p>
6.	Matters Arising from the Previous Minutes
	Nil
7.	Announcement by the Presiding Person without Discussion
	<p>4:03pm The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.</p>
8.	Declarations of Members and Officers Interests
	<p>4:03pm 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>4:04pm The Chairperson advised in accordance with section 5.23(2)(b) and (e) of the Local Government Act 1995 – if there were any questions or debate on Confidential Items</p> <p>CS-002/20 Land Acquisition (<i>Absolute Majority</i>)</p> <p>CS-003/20 Millar Road Landfill Facility Landfill Gas Management Agreement (<i>Absolute Majority</i>)</p> <p>CS-004/20 Recommendations from the Customer Service Review Committee Meeting held on 26 February 2020</p> <p>then the 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)(e) of the Act

Corporate Services Director and Support	
	
Reference No & Subject:	CS-002/20 Land Acquisition (<i>Absolute Majority</i>)
File No:	CPM/140-03
Proponent/s:	
Author:	Mr John Pearson, Director Corporate Services
Other Contributors:	Helen Savage, Senior Projects Officer Mr Peter Ricci, Manager Major Planning Projects
Date of Committee Meeting:	17 March 2020
Previously before Council:	
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Executive
Site:	
Lot Area:	
Attachments:	
Maps/Diagrams:	

Voting Requirements

Simple Majority, Absolute Majority for Delegation of Authority (Part 2).

Officer Recommendation

That Council:

1. **APPROVES** the purchase of land as described in Purpose of Report.
2. **DELEGATES** authority to the Chief Executive Officer to enter into contracts to purchase the land as described in Purpose of Report for no more than 10% above the valuation provided by the licenced valuer dated 27 September 2019. (*Absolute Majority*)

Committee Recommendation

Moved Cr Buchanan, seconded Cr Cottam:

That Council:

1. **APPROVES** the purchase of land as described in Purpose of Report.
2. **DELEGATES** authority to the Chief Executive Officer to enter into contracts to purchase the land as described in Purpose of Report for no more than 10% above the valuation provided by the licenced valuer dated 27 September 2019. (*Absolute Majority*)

Committee Voting (Carried) – 4/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation


Not Applicable

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)(e) of the Act

Corporate Services Waste Services		
Reference No & Subject:	CS-003/20	Millar Road Landfill Facility Landfill Gas Management Agreement (Absolute Majority)
File No:	WSM/56	
Proponent/s:		
Author:	Mr Nuno Dionisio, Manager Waste Services	
Other Contributors:	Mr Allan Moles, Manager Financial Services Mr Michael Yakas, Manager Customer and Corporate Support	
Date of Committee Meeting:	17 March 2020	
Previously before Council:	28 May 2002 (CES164/5/02 – Millar Road Landfill Facility Landfill Gas Management Agreement)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:	Millar Road Landfill Facility, Lot 204 Millar Rd West, Baldivis WA 6171	
Lot Area:		
Attachments:		
Maps/Diagrams:	Power Generation Location at Millar Road Landfill Facility Site Map	

Voting Requirements

Absolute Majority

Officer Recommendation

That Council **DELEGATES** authority to the Chief Executive Officer to negotiate a new agreement with Sustainable Energy Infrastructure Pty Ltd as trustee for Sustainable Energy Infrastructure Trust for the management of landfill gas at the Millar Road Landfill Facility.

Committee Recommendation

Moved Cr Cottam, seconded Cr Davies:

That Council **DELEGATES** authority to the Chief Executive Officer to negotiate a new agreement with Sustainable Energy Infrastructure Pty Ltd as trustee for Sustainable Energy Infrastructure Trust for the management of landfill gas at the Millar Road Landfill Facility.

Committee Voting (Carried) – 4/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

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)(b) of the Act

Corporate Services Customer and Corporate Support		
Reference No & Subject:	CS-004/20	Recommendations from the Customer Service Review Committee Meeting held on 26 February 2020
File No:	CUS/26-05	
Author:	Mr Michael Yakas, Manager Customer and Corporate Support	
Other Contributors:		
Date of Committee Meeting:	17 March 2020	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Attachments:	Minutes from the Customer Service Review Committee held on 26 February 2020 (Confidential Attachment as per Section 5.95 of the Local Government Act 1995)	
Maps/Diagrams:		

Voting Requirements

Simple Majority

Recommendations to the Customer Service Review Committee

Advisory Committee Recommendation 1 of 3:

Service complaint from Mr Rainnie regarding staff conduct – crossover complaint.

That Council:

1. **RECEIVES** the report.
2. Takes no **ACTION**.

Officer Recommendation if Different to Advisory Committee Recommendation

Nil

The Officer's Reason for Varying the Advisory Committee Recommendation

Nil

**Advisory Committee Recommendation 2 of 3:
Service complaint from Mr Rainnie regarding staff conduct – contour surveys.**

That Council:

1. **RECEIVES** the report.
2. Takes no **ACTION**.

Officer Recommendation if Different to Advisory Committee Recommendation

Nil

The Officer's Reason for Varying the Advisory Committee Recommendation

Nil

**Advisory Committee Recommendation 3 of 3:
Service complaint from Mr Rainnie regarding the verge treatment appeal process.**

That Council:

1. **RECEIVES** the report.
2. Takes no **ACTION**.

Officer Recommendation if Different to Advisory Committee Recommendation

Nil

The Officer's Reason for Varying the Advisory Committee Recommendation

Nil

Committee Recommendation

Moved Cr Buchanan, seconded Cr Cottam:

That Council:

1. **RECEIVES** the following reports on service complaints from Mr Rainnie -
 - staff conduct – crossover complaint;
 - staff conduct – contour surveys;
 - the verge treatment appeal process; and
2. Takes no action.

Committee Voting (Carried) – 4/0

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

The Committee changed the officer's recommendation for purposes of clarity.

Implications of the Changes to the Officer's Recommendation

Not Applicable

11.	Bulletin Items
	<p>Corporate and General Management Services Information Bulletin – March 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 February 2020 4.2 Monthly Financial Management Report January 2020 4.3 Awarding of Tenders by CEO - Delegated Authority 4.4 Development Contribution Scheme 4.5 Leased Property Maintenance Grants <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 Global Friendship 4.2 Freedom of Information (FOI) Requests 4.3 Citizenships 4.4 Australian Coastal Councils Association Inc. Newsletter 4.5 Coming Events 4.6 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 <p>Strategy, Marketing and Communications</p> <ol style="list-style-type: none"> 1. Strategy, Marketing and Communications Team Overview 2. Human Resource Update 3. Project Status Reports <ol style="list-style-type: none"> 3.1 Entry Statement Signage 3.2 Project Management Framework – Online Module

	<ul style="list-style-type: none">4. Information Items<ul style="list-style-type: none">4.1 Organisational Performance Measurement4.2 Community Engagement4.3 Team Plans4.4 Rock Port4.5 Social Media4.6 Media Tracking <p>Legal Services & General Counsel</p> <ul style="list-style-type: none">1. Legal Services & General Counsel Team Overview2. Human Resource Update3. Project Status Reports4. Information Items<ul style="list-style-type: none">Provision of Legal Advice<ul style="list-style-type: none">4.1 Legal Advice – Local Government Operational Matters4.2 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 Buchanan, seconded Cr Cottam:

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

Committee Voting (Carried) – 4/0

	<p>Community Development Information Bulletin – March 2020</p> <p>Community Safety and Support Services</p> <ul style="list-style-type: none">1. Community Safety and Support Services Team Overview2. Human Resource Update3. Project Status Reports4. Information items<ul style="list-style-type: none">4.1 Youth Services4.2 Rockingham Connect Community Transport Project4.3 Community Safety and Support Services4.4 Compliance Community Engagement <p>Library Services</p> <ul style="list-style-type: none">1. Library Services Team Overview2. Human Resource Update3. Project Status Reports4. Information Items<ul style="list-style-type: none">4.1 January 2020 Library Services Statistics4.2 Mary Davies Library and Community Centre4.3 Baldivis South Community Centre4.4 Rockingham Central Library4.5 Safety Bay Library4.6 Warnbro Community Library4.7 January 2020 Library Services Facebook Activity
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Community Infrastructure Planning

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

Community Capacity Building

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

Community and Leisure Facilities

1. Community and Leisure Facilities Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
 - 4.1 Mike Barnett Sports Complex
 - 4.2 Aqua Jetty
 - 4.3 Rockingham Aquatic Centre
 - 4.4 Warnbro Community Recreation Centre
 - 4.5 Gary Holland Community Centre
 - 4.6 Bert England Lodge
 - 4.7 Autumn Centre

Economic Development and Tourism

1. Economic Development and Tourism Team Overview
2. Human Resource Update
3. Project Status Reports
 - 3.1 Small Business Support
 - 3.2 Economic Development Strategy
 - 3.3 Meetings, Incentives, Conventions and Exhibitions (MICE) Development
 - 3.4 Visitor Servicing Fee – Tourism Rockingham
4. Information Items
 - 4.1 Stakeholder Engagement - Economic Development
 - 4.2 Stakeholder Engagement - Tourism

Committee Recommendation

Moved Cr Cottam, seconded Cr Buchanan:

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

Committee Voting (Carried) – 4/0

12. Agenda Items

Corporate Services

Corporate Services Customer and Corporate Support	
Reference No & Subject:	CS-005/20 Council Policy – Records Management
File No:	CPM/3-06
Proponent/s:	
Author:	Mr Michael Yakas, Manager Customer and Corporate Support
Other Contributors:	Ms Helen Savage, Senior Projects Officer
Date of Committee Meeting:	17 March 2020
Previously before Council:	26 June 2007 (CES213/6/07– Records Management – Policy and Procedures for Councillors)
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Executive
Site:	
Lot Area:	
Attachments:	Council Policy – Records Management (existing)
Maps/Diagrams:	

Purpose of Report

For Council to approve the revised Council Policy – Records Management for the purpose of public comment.

Background

The State Records Act 2000 was proclaimed on 30 November 2001 and outlines the requirements of government for the keeping of government records.

In accordance with Section 19 of the State Records Act 2000 (the Act) each government organisation is to have a Record Keeping Plan that has been approved by the State Records Commission. The purpose of a government organisation's Record Keeping Plan is to set out the matters about which records are to be created by the organisation and how it will keep its records. The Record Keeping Plan is to provide an accurate reflection of the record keeping program within the organisation, including information regarding the organisation's record keeping system, disposal arrangements, policies, practices and processes. The City has had four Record Keeping Plans approved by the State

Records Commission. The most recent Record Keeping Plan was approved on 7 December 2018 for a period of five years.

Council adopted its first Council Policy – Records Management – Policy and Procedures for Councillors on 26 June 2007. Minor amendments were made to this policy on 21 December 2017.

Details

The Record Keeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice record keeping within the organisation. In accordance with Section 17 of the Act, the City of Rockingham and its employees are legally required to comply with the contents of the Record Keeping Plan.

The State Records Commission Standard 1 – Government Record Keeping requires that government organisations ensure that records are created, managed and maintained over time and disposed of in accordance with the principles and standards issued by the State Records Commission. The State Records Commission Standard 2 – Record Keeping Plans comprises of six record keeping principles, each of which contains minimum compliance requirements. In accordance with State Records Commission Standard 2 Principle 2, government organisations are to ensure that record keeping programs are supported by policies and procedures.

To assist in achieving this, Council adopted its first Council Policy – Records Management on 26 June 2007, minor administrative amendments were made on 21 December 2017.

The revised Council Policy – Records Management has been developed to provide clear direction to City of Rockingham Councillors on maintaining complete and accurate recording of activities and decisions made in the course of their official duties. The revised policy clearly articulates Councillor record keeping requirements.

Implications to Consider

a. Consultation with the Community

Nil at this stage. Should Council adopt the recommendations, the Policy will be publicly advertised for a minimum of 14 days pursuant to the Council Policy Framework.

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

In accordance with the Policy Framework all council policies must be reviewed at a minimum of once every three years. The existing Council Policy – Records Management was last reviewed in December 2017.

e. Financial

Nil

f. Legal and Statutory

Section 3 (1)(a) of the State Records Act 2000 (the Act) defines a government organisation employee as a person who, whether or not an employee, alone or with others governs, controls or manages a government organisation. Therefore, Councillors are considered government employees for the purpose of the Act.

Local Government authorities are identified as government organisations under Schedule 1, Item 12 of the Act. When discharging functions of Council, Councillors are subject to the Act when they create or receive 'Government Records'.

In accordance with State Records Commission Standard 2 this Policy aligns with Principle 2 – Policies and Procedures, government organisations are to ensure that record keeping programs are supported by policies and procedures.

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 current policy has been in operation for 2 years. The existing policy includes procedural elements which do not fit into the current Council Policy Framework. It is appropriate that the existing policy is reviewed.

The revised Council Policy has been streamlined and provides greater clarity around Councillor's requirements to keep accurate government records.

Councillor Records Management training is provided to elected members through the Councillor induction process to ensure Councillors are aware of their recordkeeping responsibilities.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **APPROVES** the revised Council Policy – Records Management for the purpose of public comment.

Committee Recommendation

Moved Cr Buchanan, seconded Cr Davies:

That Council **APPROVES** the revised Council Policy – Records Management for the purpose of public comment.

Council Policy - Records Management

Council Policy Objective

To provide clear direction to City of Rockingham Councillors and the Chief Executive Officer on maintaining complete and accurate recording of activities and decisions made by Councillors in the course of their official duties.

Council Policy Scope

Mayor and all Councillors when performing their roles pursuant to section 2.08 and 2.10 of the Local Government Act 1995.

Council Policy Statement

Public Service Officers are bound by the State Records Act 2000 which establishes rules for best practice for recordkeeping within the West Australian Government. The State Records Act 2000 classifies Councillors as Public Officers.

The State Records Commission policy requires that any communications or transactions of local government elected members, which constitute evidence affecting the accountability of the Council and the discharge of its business, be created and retained.

Responsibility

The State Records Act 2000 requires Councillors to create and keep accurate government records of communications or transactions, which convey information relating to council business or functions undertaken in the course of their official duties for Council. This includes but is not limited to:

- Providing consent, permission, advice, instruction or recommendations
- All communications from ratepayers relating to local government business activity and functions (including social media)
- Making decisions, commitments or agreements binding for the Councillor or Council
- Drafts of documents for Council containing significant annotations or submitted for comment or approval by others
- Diaries of activities conducted on behalf of the local government
- Meetings, conversations, presentations and speeches about local government projects or business activities
- Correspondence received and sent relating to their work undertaken for Council.

Conversely, records which are created, sent or received by Councillors when they are not discharging functions of Council are not considered to be government records and as such do not need to be stored by the City.

Records that are not government records include (but are not limited to):

- Records relating to political or electoral issues e.g. lobbying for votes, supportive emails from members of the community regarding elections or political stances.
- Communications regarding matters of personal/general interest rather than Council interest
- Records relating to attendance at sports functions, church fetes, community functions when the Councillor is not representing Council.
- Personal records of councillors such as personal emails, character references for friends, nomination for awards, and letters to local newspapers that are not related to Council business.

Role of the Chief Executive Officer

The Chief Executive Officer is to:

- Maintain Executive Policies, procedures and systems to ensure Councillors compliance with records keeping legislation
- Induct Councillors adequately to understand their obligations.
- Ensure policy and security controls are in place to maintain relevant Councillor Government Records have restricted access.
- Ensure policy and security controls are in place which enable Councillor access to Government Records during normal business hours.

Councillors must use their Councillor email account (@rockingham.wa.gov.au) when performing their role as a Councillor. Electronic government records must be forwarded to councillor.records@rockingham.wa.gov.au as an attachment to ensure they are recorded appropriately. Councillors are also required to forward hard copy government records to the Chief Executive Officer, or their approved delegate.

Councillors requesting to access records in relation to a matter of personal interest have the same rights as other members of the public.

Definitions

Ephemeral record - a Record which has no continuing value to the organisation, is only needed for a few hours or days and does not directly impact upon the decisions or operations of the organisation.

Exempt record - a Record which is part of publically available material held by the City for reference purposes only or a Record not created by the City that is part of the collection of a state collecting institution such as a library.

Government record - any Record that is, not an Exempt Record or Ephemeral Record, created or received by a government organisation employee or contractor in their course of work for the organisation.

Record - information relating to the activities undertaken by an organisation or employee, which are kept to provide evidence of such activity. The information can be created, received or maintained in any form ranging from writing, diagrams and images to electronically stored data.

Legislation

State Records Act 2000

Local Government Act 1995

Other Relevant Policies/ Key Documents

Nil

Responsible Division

Corporate Services

Review Date

March 2023

Committee Voting (Carried) – 4/0

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 Customer and Corporate Support



Reference No & Subject:	CS-006/20	Council Policy – Customer Service
File No:	CUS/22	
Proponent/s:		
Author:	Mr Michael Yakas, Manager Customer and Corporate Support	
Other Contributors:		
Date of Committee Meeting:	17 March 2020	
Previously before Council:	23 March 2010 (CES3/2/10 – Adoption of Policy – Customer Service Charter) 22 May 2012 (CS-015/12 – Customer Service Charter)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	Council Policy – Customer Service Charter (existing)	
Maps/Diagrams:		

Purpose of Report

For Council to adopt the revised Council Policy – Customer Service for the purposes of public comment.

Background

In March 2010 Council adopted the City's first Customer Service Charter. This policy was amended in May 2012 to reflect the introduction of social media as communication channel.

The need exists for the Council to have a Customer Service Policy which outlines its expectation for the City to provide quality service standards.

Details

The Council Policy – Customer Service has been developed to guide the development of an organisational culture focused on meeting the needs and expectations of its customers. It demonstrates the Council's commitment for the City to deliver a quality customer focused service that is consistent and equitable for all customers.

The Council Policy – Customer Service outlines what it expects the City strive to meet. Specifically, the service standards are:

- To treat customers with courtesy, respect and understanding
- To provide a helpful, positive and professional service

- To deal with customer requests promptly
- To provide accurate, quality and easily accessible information

Implications to Consider

a. Consultation with the Community

Nil at this stage. Should Council adopt the recommendations, the policy will be publicly advertised for a minimum of 14 days pursuant to the Council Policy Framework.

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

As prescribed by the Council Policy Framework, the policy will be advertised for public comment for a minimum of 14 days after receiving principle support from Council. The implications of the policy itself are unchanged. The revised policy sets up the service standards that the City will strive to achieve.

e. Financial

Nil

f. Legal and Statutory

Nil

g. Risk

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

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

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

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

Nil

Comments

The current policy has been in operation for a number of years. The current Council Policy details the specific benchmarks to measure performance in the form of a Customer Service Charter. The Customer Service Charter includes procedural elements which do not fit into the current Council Policy Framework.

The revised policy has been developed to provide overarching service standards. The Chief Executive Officer must ensure that the City has in place the required policies and procedures to ensure the City delivers high quality customer service at all times.

The City will still maintain a Customer Service Charter which will outline measurable service standards, however this will be developed as part of an Executive Policy and Procedures in accordance with the Council Policy Framework.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **APPROVES** the revised Council Policy – Customer Service for the purpose of public comment.

Committee Recommendation

Moved Cr Buchanan, seconded Cr Cottam:

That Council **APPROVES** the revised Council Policy – Customer Service for the purpose of public comment.

Council Policy – Customer Service

Council Policy Objective

To establish a shared set of standards that guide the development of an organisational culture focused on meeting the needs and expectations of its customers and to continuously improve its services for customers.

Council Policy Scope

This policy applies to all City of Rockingham employees.

Council Policy Statement

The City of Rockingham is committed to delivering a quality customer focussed service that is consistent and equitable for all customers. We understand that customers have an expectation that they receive the best possible service that can be practically achieved.

The Council expects the City will strive to meet the following service standards:

- To treat customers with courtesy, respect and understanding
- To provide a helpful, positive and professional service
- To deal with customer requests promptly
- To provide accurate, quality and easily accessible information

The Council acknowledges that customers can assist the City in meeting its service obligations by:

- Being courteous, polite and respectful of employees
- Being open, honest and accurate when providing the City with details
- Quoting reference numbers when following up on the previous customer requests

The Chief Executive Officer must ensure that the City has in place the required policies and procedures to ensure the City delivers high quality customer service at all times.

Definitions

Customer – relates to any person or organisation having dealings with the City.

Legislation

Nil

Other Relevant Policies/ Key Documents

Executive Policy – Customer Service Standards

Responsible Division

Corporate Services

Review Date

March 2023

Committee Voting (Carried) – 4/0

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-007/20	Budget Review - February 2020 (<i>Absolute Majority</i>)
File No:	FLM/17-05	
Proponent/s:		
Author:	Mr Khushwant Kumar, Financial Controller	
Other Contributors:	Mr Allan Moles, Manager Financial Services	
Date of Committee Meeting:	17 March 2020	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	February 2020 Budget Review	
Maps/Diagrams:		

Purpose of Report

To adopt the February 2020 Budget Review.

Background

The City undertakes three Budget Reviews during the year to monitor its financial performance against the annual budget, and to review projections to the end of the financial year. Any variations of the annual budget arising from the review process are presented for Council's consideration and authorisation.

The February 2020 Budget Review is a mandatory review and once it has been adopted by Council, must be submitted to the Department of Local Government, Sport and Cultural Industries.

Details

The February 2020 Budget Review includes details of transactions during the July 2019 to February 2020 period and adjustments required to the annual budget. The document includes the following information:

1. Summary of Budget Position
2. Summary of Major Amendments
3. Summary Statement of Operating and Non-Operating Revenue and Expenditure by Department

Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

Nil at this stage. This Budget Review, once adopted by Council, will be submitted to the Department of Local Government, Sport and Cultural Industries pursuant to Regulation 33A(4) of the Local Government (Financial Management) Regulations 1996.

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 overall effect of the various budget amendments is a surplus of \$85,871.

f. Legal and Statutory

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires local governments to undertake a Budget Review between 1 January and 31 March each financial year. It is to be presented to Council within 30 days of the review being completed. Council is to consider the review submitted and is to determine (by absolute majority) whether to adopt the review, any parts of the review or any recommendations made in the review. Within 30 days after Council has made a determination, a copy of the review and documentation is to be provided to the Department of Local Government, Sport and Cultural Industries.

Section 6.8(1)(b) of the Local Government Act 1995 requires a local government not to incur expenditure from municipal funds until it has been approved by absolute majority in advance by the Council.

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 main amendments proposed in the Budget Review are summarised in the February 2020 Budget Review attachment under the Summary of Major Amendments (page 2). Below is an explanation of these amendments.

Operating Expenditure

Operating expenditure has decreased by \$190K and includes the following major amendments:

- Project expenditure of \$267K has been included in Community Safety – Safer Community Grant for the installation of CCTV at various facilities within the City which is offset by grant funding.

- Project expenditure of \$300k has been removed from ICT Services - Anti Virus Hardware/Software as the existing hardware is still serviceable and does not need to be replaced at this stage.
- Project expenditure of \$250K has been included for the introduction of the Container Deposit Scheme aggregation and refund point at the Millar Road Landfill Facility.

Operating Revenue

Operating revenue has increased by \$2.15 million and includes the following major amendments:

- Revenue related to the Developer Contribution Scheme has been adjusted by \$2.5 million to match the Business Plan estimates. This revenue is offset by the transfer to the Development Contribution Scheme Reserve already included in the budget.
- Operating revenue for bushfire control and mitigation activity from Department of Fire and Emergency Services (DFES) has increased by \$569K. This grant is based on the City's projected estimations on the work to be completed on fire mitigation in bushland areas and this is more than previously estimated in the annual budget.
- Revenue from the Main Roads Grants (Metropolitan Regional Road Group Program) has reduced by \$591K due to expenditure savings on these projects resulting in a reduction in the grant received.
- Revenue related to Interim Rates GRV - Business has been reduced by \$250K as there are no significant developments to be interim rated.

Non-Operating Expenditure

Non-operating expenditure has increased by \$1.2 million and includes the following major amendments:

- A new budget item has been added for \$720K for the purchase of land. This is subject to a separate report in this agenda.
- Expenditure on Safety Bay Road (Stage 2) pedestrian islands has decreased by \$279K. Originally this project was expected to require some road widening works. After detail design was finalised, road widening was not required reducing the expenditure on this project.
- Expenditure on Port Kennedy Drive (Stage 1) upgrade has decreased by \$1 million due to savings resulting from less onerous environmental clearing conditions and design modifications during the detail design stage through reduced drainage, street lighting and service relocation requirements. These savings will be partially offset by a reduction in the grant funding received for this project.
- Expenditure on the Nairn Drive Duplication project has decreased by \$562K. This portion of the expenditure is expected to be undertaken in the next financial year and will be included in the 2021/22 draft budget.
- A new budget item has been added for \$1 million to recognise the value of the Rockingham Library as a leased asset. As this is a non cash item, it will not affect the cash position.

Non-Operating Revenue

Non-operating revenue has decreased by \$1.89 million and includes the following major amendments:

- The transfer from the Administration and Community Building Reserve has been reduced by \$600K as these funds will not be required due to savings achieved.
- The transfer from the Developer Contribution Scheme Reserve has reduced by \$1 million to match the anticipated expenditure this financial year on the relevant projects.

The other proposed amendments including expenditure offset by additional revenues, internal allocations and other minor changes are detailed in the February 2020 Budget Review document.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council **ADOPTS** the February 2020 Budget Review.

Committee Recommendation

Moved Cr Cottam, seconded Cr Buchanan:

That Council **ADOPTS** the February 2020 Budget Review.

Committee Voting (Carried) – 4/0

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-007/20	Advocacy Position Register Review
File No:	GOV/57	
Proponent/s:		
Author:	Mr Peter Varris, Manager Governance and Councillor Support	
Other Contributors:		
Date of Committee Meeting:	17 March 2020	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	Advocacy Position Register	
Maps/Diagrams:		

Purpose of Report

To consider a review of current Council Advocacy positions.

Background

At its meeting held 27 September 2016 Council resolved to support the establishment of an Advocacy Position Register. As a consequence the Governance and Meeting Framework Policy was amended to institute the concept.

The Policy defines an Advocacy position as “*a matter out of the scope of control of the local government but in which Council seeks to promote on behalf of the community*”. The Policy also addresses the manner in which the Advocacy Position Register is to be reviewed, with the objective of providing incoming Councillors (after an election) the opportunity to ‘have a say’ on previously resolved advocacy positions of Council.

Details

City Officers researched all Council decisions identified as ‘Advocacy’ back to the commencement of 2011. A desktop review was undertaken, removing from consideration any Council resolution that was –

- identified as an Advocacy decision but was not;

- clearly actioned / completed; and
- superseded / obsolete or redundant.

Eighteen positions remained and these were presented at the February 2020 Councillor Engagement Session at which the City's Executive addressed each. Since this time one further Council resolution has been added to the Register.

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

d. **Policy**

The Governance and Meeting Framework Policy specifies that an Advocacy Position Register is to be maintained and guides the manner in which it is to be reviewed.

e. **Financial**

Nil

f. **Legal and Statutory**

Nil

g. **Risk**

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

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

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

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

Nil

Comments

The Advocacy positions and the Officer recommendation for each are as follows –

Prostitution Green Bill 2011 – OCM 26/07/2011 SP-037/11

The original purpose of the Council resolution was to provide comment and a position on draft prostitution legislation. The position focussed on support of a regulatory approach enforced by the Police Service and prohibiting prostitution within residential areas, while local government's role should be limited to development approval. The draft Prostitution Bill 2011 reflects the former Liberal Government platform. This advocacy item should be deleted as the current Labor Government is not pursuing this legislation.

Recommendation - DELETE

Constitutional Recognition of Local Government – OCM 25/10/2011 ES-035/11

The purpose of the Council resolution was to support the amendment of the Australian Constitution to establish financial recognition of local government which would allow the Commonwealth to directly fund local governments. This has been an industry objective for many years and is unchanged.

Recommendation - RETAIN

Climate Change Declaration – OCM 25/10/2011 SC-002/11

The purpose of the Council resolution acknowledge that climate change is occurring and to commit to a number of actions in addressing climate change impacts. The City continues to address climate change issues at a collaborative level through the Peron Naturaliste Partnership, and at a local level through its Strategic Planning and Environment team.

Recommendation – RETAIN

Mobile Phone Coverage – OCM 24/11/2015 GMS-028/15

The purpose of the Council resolution was to support effective telecommunication coverage throughout the City, seek support of the responsible Federal Minister in remedying 'black spots', and encouraging affected residents to direct complaints of poor coverage through the Federal Department of Communications. With ongoing residential and commercial development within the City this issue is likely to remain relevant.

Recommendation – RETAIN

Development Assessment Panels – OCM23/08/2016 PDS-055/16

The purpose of the Council resolution was to adopt a policy position that Development Assessment Panels be abolished. It further provided support to certain reforms should the Panels remain in place. The position remains current with ongoing residential and commercial development in the City.

Recommendation – RETAIN

Internet Ports – OCM 27/09/2016 GMS-021/16

The purpose of the Council resolution was to encourage City residents to direct orders and fault concerns regarding internet ports through Telstra, and any dissatisfaction of Telstra's response through their local Federal member of parliament. This position, in essence, is covered by GMS-028/15.

Recommendation – DELETE

Perth Transport Plan for 3.5 Million People and Beyond – OCM 25/10/2016 PDS-073/16

The purpose of the Council resolution was to make a submission to the Department of Transport's *Perth Transport Plan for 3.5 Million People and Beyond* and identify specific policy positions on infrastructure proposals. Parts 2(ii) to (v), in support of the Outer Harbour project and Karnup Train Station, remain relevant.

Recommendation – RETAIN

Western Trade Coast Protection Area – Buffer Definition – OCM23/05/2017 PDS-025/17

The purpose of the Council resolution was to express concern about the limited review undertaken by the Environmental Protection Authority on the buffer line in Mandogalup, seek the support of the State Government to undertake a proper scientific examination of the entire Western Trade Coast Protection Area buffer line, and that the Western Australian Planning Commission be tasked with the responsibility of resolving the Western Trade Coast land use planning framework, following definition of the buffer line. This position continues to be relevant.

Recommendation – RETAIN

Kwinana Loop Freight Railway – OCM 23/05/2017 PDS-026/17

The purpose of the resolution was to engage with the State Government to seek the abolition of the proposal to reinstate the 'Kwinana Loop Freight Railway'. The Westport Taskforce planning process has identified a new rail alignment which has been conditionally supported by the City. Until the alignment is dedicated, and the remnants of the existing Kwinana Loop Railway are deleted, the position remains relevant.

Recommendation – RETAIN

Wanliss Street Marina – OCM 26/09/2017 PD-054/17

The purpose of the Council resolution was to establish a position of support for a development application for the proposed Wanliss Street marina being authorised by the Department of Planning Lands and Heritage upon State Government confirmation of certain conditions. The authorisation of the Development Application is no longer relevant and should be deleted as the Marina received conditional approval by the MSWJDAP on 23 October 2018.

Recommendation – DELETE

Safety Bay Road, Baldivis – Pedestrian Crossing – OCM 26/06/2018 EP-007/18

The purpose of the Council Resolution is to support a warden controlled crossings on Baldivis Road and Safety Bay Road, Baldivis. The school crossing works are completed and has been operational during Term 1 2020.

Recommendation – DELETE

Impact of 'Perth and Peel@3.5 Million and Frameworks' on 'Special Rural' and 'Special Residential' Scheme Amendments – OCM 28/08/2018 PD-044/18

The purpose of this Council resolution is to consider a position on applications to rezone land to 'Special Rural' and 'Special Residential' in light of release of the Perth and Peel@3.5 Million and Frameworks. Preparation of draft Rural Land Strategy has been completed and is currently out for public advertising. This position remains relevant.

Recommendation – RETAIN

Cape Peron – OCM 28/08/2018 PD-047/18

The purpose of this Council resolution is to support the classification of Cape Peron Reserve 48968 being transferred to Class A. This position is superseded by item PD-007/20.

Recommendation – DELETE

Nuisance Provisions be included in the Cat Act 2011 – OCM 26/03/19 PD-020/19

The purpose of this Council resolution is to support the need for further community consultation and research to be undertaken on the issue of wandering and nuisance cats before an informed decision can be made on advocating a change to the Cat Act 2011. This position is current.

Recommendation – RETAIN

Woodbridge Estate Road Access, Cooloongup – OCM 25/06/2019 CD-011/19

The purpose of this Council resolution is to undertake further investigation and complete a report into the second access road into the 'Woodbridge Estate', Cooloongup. This position is current.

Recommendation – RETAIN

Provision of pavement marking services by Main Roads WA – OCM 23/07/19 EP-018/19

The purpose of this Council resolution is to advocate through the WA Local Government Association (WALGA) for improved pavement marking services by Main Roads WA (MRWA). Main Roads line marking works are now being completed in accordance with the service levels.

Recommendation – DELETE

Coastal Hazard Risk Management and Adaptation Plan – OCM 24/09/19 PD-059/19

The purpose of this Council resolution is to consider the Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) for adoption, following completion of public advertising. Advocacy has occurred to date through WALGA's Local Government CHRMAP Forum and the Peron Naturaliste Partnership. Ongoing advocacy work will be undertaken as part of the CHRMAP implementation.

Recommendation – RETAIN

Notice of Motion – Single Use Plastics and Balloons Advocacy – OCM 17/12/19 PD-086/19

The purpose of this Council resolution is to advocate for a state-wide ban on single use plastic serving materials (such as spoons, forks, plates and straws) and an amendment to the Litter Act 1979 to define balloon releases as littering.

Recommendation - RETAIN

Cape Peron – OCM 28/01/2020 PD-007/20¹

The purpose of this Council resolution is to support the classification of Cape Peron Reserve 48968 being transferred to Class A. This position remains relevant.

Recommendation – RETAIN

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ENDORSES** the Advocacy Position Register as at February 2020 and the actions noted therein.

Committee Recommendation

Moved Cr Buchanan, seconded Cr Cottam:

That Council **ENDORSES** the Advocacy Position Register as at February 2020 and the actions noted therein.

Committee Voting (Carried) – 4/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

¹ Typographical error corrected

General Management Services Governance and Councillor Support



Reference No & Subject:	GM-008/20	Adopt Proposed Repeal Local Law 2019 - Repeal of Bush Fire Control and Bush Fire Brigades Local Law 2001 (<i>Absolute Majority</i>)
File No:	LWE/67	
Proponent/s:		
Author:	Mrs Jelette Edwards, Governance Coordinator	
Other Contributors:	Mr Peter Varris, Manager Governance and Councillor Support Mr David Caporn, Manager Compliance and Emergency Liaison	
Date of Committee Meeting:	17 March 2020	
Previously before Council:	26 June 2018 (GM-017/18), 27 November 2018 (GM-034/18), 28 May 2019 (GM-014/19), 17 December 2019 (GM-031/19)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Legislative	
Site:		
Lot Area:		
Attachments:	City of Rockingham Repeal Local Law 2019	
Maps/Diagrams:		

Purpose of Report

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

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

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

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

Background

At the 26 June 2018 Council Meeting, Council resolved to start the local law process for the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018. Council resolved on 27 November 2018 to make a Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 which was published in the Government Gazette on 18 January 2019.

The Joint Standing Committee on Delegated Legislation (JSCDL) wrote to the City on 21 March 2019 that they had considered the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018. The committee advised the City that it considers a number of the changes made by the amendment local law to be inconsistent with the Bush Fires Act 1954 (the Act). In response a report was presented to the 28 May 2019 Council Meeting advising that the changes would not be made and for the amendment local law to be disallowed as the City's only remaining Bush Fire Brigade would soon transition to the responsibility of Department of Fire and Emergency Services (DFES). Once the transition was completed there would no longer be a need for a Bush Fire Control and Bush Fire Brigades Local Law 2001.

At the 28 May 2019 Council Meeting, Council resolved to have the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 be disallowed and committed to JSCDL that the City will begin the process to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 months of transferring responsibility of the existing brigade to DFES. The City advised the JSCDL of the 28 May 2019 Council resolution.

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

The City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 was disallowed by Parliament on 7 August 2019 and the amendment local law had no effect from that date. This was published in the Government Gazette on 13 August 2019, No. 119.

At the 17 December 2019 Council Meeting Council commenced the local law process for the proposed Repeal Local Law 2019. This local law would repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001.

Details

Council made a commitment to begin the repeal process of the Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 months of transferring responsibility of the last volunteer bush fire brigade to DFES. Singleton Volunteer Bush Fire Brigade (SVBFB) was the last volunteer bush fire brigade transferred which was on 19 September 2019.

At the 17 December 2019 Council Meeting Council resolved to commence the repeal of the Bush Fire Control and Bush Fire Brigades Local Law 2001. Only one submission was received from the public and two submissions received from government agencies with comments and minor amendments.

Implications to Consider

a. Consultation with the Community

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

As required by s3.12(3) of the Act, State wide and local public notice was given inviting the public to comment on the proposed local law. Public notices were in the West Australian on 14 January 2020 and the Sound Telegraph newspaper on 15 January 2020. It was also advertised through the City's website – Share Your Thoughts, the City of Rockingham Administration Building and libraries during office hour from 14 January 2020 to 28 February 2020 for a period of more than six weeks. Six weeks is the minimum period required for public submissions.

No.	Public submissions received	Responses
1	CoR Fire Patrol Officers should have remained to be supported.	The City's volunteer Bush Fire Brigades have been transferred to Department of Fire and Emergency Services (DFES). The transfer allows for the volunteers Bush Fire Brigades from DFES who are the lead agency when it comes to fires an emergencies. The City will now be better able to focus assistance to DFES doing their duties by providing local support and knowledge without the need to also manage the bush fire brigades.

b. Consultation with Government Agencies

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

No.	Government agencies submissions received	Responses
1	<p><i>Department of Local Government</i></p> <p>1. Title It is suggested that the citation year in the local law title be changed to read "2020". If this change is made, the citation in clause 1 should also be amended. It is also suggested that the title of the local law be formatted in the following method: LOCAL GOVERNMENT ACT 1995 <i>City of Rockingham</i> Repeal Local Law 2020</p> <p>2. Clause 3 It is suggested that the words "amendment published in the <i>Government Gazette</i>" be replaced with "as amended".</p>	<p>The title will not be changed as the local law process began in December 2019.</p> <p>Comments noted and formatting will be changed.</p> <p>Comments noted and words will be replaced to as amended.</p>
2	<p><i>Minister for Emergency Services; Corrective Services and Department of Fire and Emergency Services</i></p> <p>The Department (DFES) has advised it has no feedback regarding the proposed local law as the matters contained in the repealed local law are contained within the <i>Bush Fires Act 1954</i>.</p>	<p>Comments noted.</p>

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

Not Applicable

e. Financial

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

f. Legal and Statutory

Section 3.12 of the Local Government Act 1995 (the Act) is the procedure for making local laws.

Section 3.12(4) of the Local Government Act 1995 (the Act) – After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.

** Absolute majority required.*

Section 3.12(5) of the Act – After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.

Section 3.12(6) of the Act - After the local law has been published in the *Gazette* the local government is to give local public notice —

- (a) stating the title of the local law;
- (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
- (c) advising that copies of the local law may be inspected or obtained from the local government's office.

Section 3.12(7) of the Act - The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.

Section 3.12(8) of the Act - In this section — **making** in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

At the 17 December 2019 Council Meeting, Council cancelled the registration of the Baldivis Volunteer Bush Fire Brigade and the Singleton Volunteer Bush Fire Brigade as per section 41(3) of the *Bush Fires Act 1954*.

g. Risk

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

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

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

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

Nil

Comments

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

As the City of Rockingham no longer has a bush fire brigade there is no need for the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001. All other items in the local law are covered in the Bush Fires Act 1954.

There were only minor changes made to the Repeal Local Law 2019 for typographical and grammatical issues and to add in references to the Bush Fires Act 1954. Due to being only minor changes the Repeal Local Law 2019 can be adopted with the minor changes without having to go back for public consultation.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council:

1. In accordance with section 3.12(4) of the Local Government Act 1995, **ADOPTS** the City of Rockingham Repeal Local Law 2019.
2. In accordance with section 3.12(5) of the Local Government Act 1995, **DIRECTS** the Chief Executive Officer to cause the local law to be published in the Government Gazette and a copy sent to the Minister for Local Government and the Minister for Emergency Services; Corrective Services.
3. After Gazettal, in accordance with s3.12(6) of the Local Government Act 1995, **DIRECTS** the Chief Executive Officer to give local public notice:
 - a. Stating the title of the local law;
 - b. Summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - c. Advising that copies of the local law may be inspected or obtained from the City office.
4. Following Gazettal, in accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister on 12 November 2010, **DIRECTS** that a copy of the local law and a duly completed explanatory memorandum signed by the Mayor and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

Committee Recommendation

Moved Cr Buchanan, seconded Cr Cottam:

That Council:

1. In accordance with section 3.12(4) of the Local Government Act 1995, **ADOPTS** the City of Rockingham Repeal Local Law 2019.
2. In accordance with section 3.12(5) of the Local Government Act 1995, **DIRECTS** the Chief Executive Officer to cause the local law to be published in the Government Gazette and a copy sent to the Minister for Local Government and the Minister for Emergency Services; Corrective Services.
3. After Gazettal, in accordance with s3.12(6) of the Local Government Act 1995, **DIRECTS** the Chief Executive Officer to give local public notice:
 - a. Stating the title of the local law;
 - b. Summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - c. Advising that copies of the local law may be inspected or obtained from the City office.
4. Following Gazettal, in accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister on 12 November 2010, **DIRECTS** that a copy of the local law and a duly completed explanatory memorandum signed by the Mayor and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

Committee Voting (Carried) – 4/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

General Management Services Governance and Councillor Support



Reference No & Subject:	GM-009/20	Review of Free Alcohol at Civic Functions and Events
File No:		
Proponent/s:		
Author:	Mr Peter Varris, Manager Governance and Councillor Support	
Other Contributors:	Mr Michael Parker, Chief Executive Officer	
Date of Committee Meeting:	17 March 2020	
Previously before Council:	17 December 2019 (GM-032/19)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To report on the outcomes of a review of the policies on the provision of free alcohol at civic functions and events.

Background

At its meeting of 17 December 2019, Council in part resolved –

That Council DIRECTS the CEO to review the policies surrounding the provision of free alcohol (at Citizenships, City functions and City events) and prepare a report to Council within 3 months.

This resolution was an outcome of a Notice of Motion to no longer provide alcohol as hospitality in the Councillors' Lounge.

Details

A review of Council policies relating to civic functions/events shows that they are silent on the matter of the provision of alcohol.

As noted in the December 2019 report to Council, the City hosts a wide range of functions and events for which alcoholic beverages are served. These can be generally categorised into the following –

- Citizenships
- Volunteer / community recognition
- Award presentations

- Civic / stakeholder engagement

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

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

For the 2019 calendar year the City conducted 23 civic functions/ events for approximately 2,678 guests with an estimated \$6,988.48 expended on beverages (alcoholic and non-alcoholic).

From the tables below it can be seen that the majority of functions are citizenship ceremonies.

2018 Event/Function	Event/Function Name	Approximate attendees	Estimated Total Beverage Consumption * \$
5 February 2018	Citizenship Ceremony	100	154.80
6 February 2018	Citizenship Ceremony	120	154.80
6 March 2018	Citizenship Ceremony	110	154.80
3 April 2018	Citizenship Ceremony	130	154.80
3 May 2018	Staff Farewell	95	479.90
5 May 2018	Rockingham Art Awards	160	384.29
7 May 2018	Citizenship Ceremony	125	154.80
23 May 2018	Volunteer Celebration	100	379.47
2 July 2018	Citizenship Ceremony	128	154.80
3 July 2018	Citizenship Ceremony	111	154.80
6 August 2018	Citizenship Ceremony	114	154.80
7 August 2018	Citizenship Ceremony	98	154.80
8 August 2018	Business After Hours	100	509.70
3 September 2018	Citizenship Ceremony	101	154.80
4 September 2018	Citizenship Ceremony	101	154.80
12 September 2018	Volunteer Celebration	139	464.31
20 September 2018	Sportstar Awards	120	433.00
1 October 2018	Citizenship Ceremony	114	154.80
19 October 2018	Pioneers Luncheon	169	552.00
5 November 2018	Citizenship Ceremony	130	154.80
9 November 2018	Annual Recognition	120	514.50
Total			\$5,729.57

* Actual cost for Citizenship ceremonies consumption was not kept in 2018. An average figure has been allocated.

2019 Event/Function	Event/Function Name	Approximate attendees	Total Beverage Consumption \$
4 February 2019	Citizenship Ceremony	120	141.60
5 February 2019	Citizenship Ceremony	120	177.00
5 March 2019	Citizenship Ceremony	110	120.30

2019 Event/Function	Event/Function Name	Approximate attendees	Total Beverage Consumption \$
25 March 2019	Ako Childrens Choir Welcome Reception	41	137.70
8 April 2019	Citizenship Ceremony	114	180.10
4 May 2019	Rockingham Art Awards	120	481.58
6 May 2019	Citizenship Ceremony	107	189.70
7 May 2019	Citizenship Ceremony	122	143.40
23 May 2019	Volunteer Celebration	85	425.00
4 June 2019	Citizenship Ceremony	133	138.50
1 July 2019	Citizenship Ceremony	138	171.20
17 July 2019	Volunteer Celebration	142	445.60
5 August 2019	Citizenship Ceremony	123	177.80
7 August 2019	Business After Hours	100	539.30
2 September 2019	Citizenship Ceremony	114	125.90
3 September 2019	Citizenship Ceremony	125	123.30
19 September 2019	Sportstar Awards	110	774.00
7 October 2019	Citizenship Ceremony	125	168.80
11 October 2019	Pioneers Luncheon	183	762.00
26 October 2019	Castaways	170	762.00
4 November 2019	Citizenship Ceremony	124	234.50
8 November 2019	Joint Naval Reception (Costs shared with Cities of Kwinana and Cockburn and the South West Group)	67	92.90
15 November 2019	Annual Recognition Function	85	476.30
Total			\$6,988.48

It should be noted that the research undertaken excludes the occasional hospitality that may occur for operational matters and those where a shared obligation exists such as the South West Group, WALGA Zone meetings, etc.

The City researched other local governments to ascertain their approach to the provision of alcohol at civic functions. This involved a desktop search of Council policies in conjunction with some direct consultation.

Of those researched, the following local governments had no specific Council policy relating to the service of alcohol on civic occasions –

City of Belmont	City of Bayswater	City of Canning	City of Cockburn
City of Fremantle	City of Joondalup	City of Kwinana	City of Melville
City of Perth	City of Stirling	City of Swan	City of Wanneroo

While some of the above local governments had varying degrees of policies in relation to the provision of civic functions and events, with two referencing "light refreshment", none appeared to refer to, or specify, the provision of alcohol on these occasions. Similar to that which exists with the City of

Rockingham, most local governments researched had a list of common civic events and functions, with the discretion to hold extra-ordinary receptions up to the Mayor (in consultation with the CEO).

General feedback was that alcohol was provided free at civic occasions and the provision of alcohol was at the Mayor's and/or CEO's discretion. Of the local governments researched only the Shire of Serpentine-Jarrahdale had policy in relation to the service of alcohol – "Refreshment and Alcohol Policy" and "Alcohol Consumption". These policies provided the parameters for the service of free alcohol at civic occasions, but did not prohibit it.

Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

A number of metropolitan local governments were consulted in respect to this matter.

c. Strategic

Community Plan

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

Aspiration 4: *Deliver Quality leadership and Business Expertise*

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

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

d. Policy

Three Council policies relate to functions and/or events provided by the City. These are –

- Australia Day Functions and Awards
- Councillor Lounge
- Functions hosted by Council

These policies have been identified as requiring review. The provision of alcohol is not identified in any of Council's current policies.

e. Financial

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

f. Legal and Statutory

Not Applicable

g. Risk

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

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

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

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

Nil

Comments

As stated in the December 2019 report to Council, it is commonplace for corporate and community organisations to host functions and events to recognise and celebrate stakeholders, and at which alcohol is provided within appropriate parameters.

As demonstrated from the research undertaken, one of the traditional civic functions of a local government is to recognise the contributions and successes of community members and stakeholders. It is important for local government to appropriately acknowledge, encourage, support and engage its community through events and functions, including the responsible service of alcoholic beverages.

Over the past five or more years the City of Rockingham has taken a prudent approach to the conduct of civic events and functions; reducing their number, changing the manner of catering style, and providing a greater focus on the purpose of recognition. The functions are well managed and the re-focus has delivered significant savings to the City.

The cost and consumption of alcoholic beverages across these functions is modest (given the size and number of events), as is demonstrated in the research. As previously mentioned the City ensures the responsible service of alcohol and it is exceptionally rare for guests at events to 'abuse' the City's hospitality.

Council's policies as identified earlier in this report are due for review and will be directed through the Governance Review Committee by June 2020. The research undertaken in the preparation of this report will help inform the review of those policies. The inclusion of policy provisions on the service of alcohol will be considered in the review.

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council –

1. **RECEIVES** the information in respect to the provision of free alcohol at civic functions and events; and
2. **DIRECTS** the CEO to review the following policies through the Governance Review Committee by June 2020 –
 - Australia Day Functions and Awards
 - Councillor Lounge
 - Functions hosted by Council

Committee Recommendation

Moved Cr Buchanan, seconded Cr Cottam:

That Council –

1. **RECEIVES** the information in respect to the provision of free alcohol at civic functions and events; and
2. **DIRECTS** the CEO to review the following policies through the Governance Review Committee by June 2020 –

- Australia Day Functions and Awards
- Councillor Lounge
- Functions hosted by Council

Committee Voting (Carried) – 4/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

General Management Services Governance and Councillor Support



Reference No & Subject:	GM-010/20	Proposed Council Policy – Recording and Streaming Council Meetings
File No:	GOV/7	
Proponent/s:		
Author:	Ms Tamara Clarkson, Project Officer	
Other Contributors:	Mr Peter Varris, Manager Governance and Councillor Support Mr Michael Parker, Chief Executive Officer	
Date of Committee Meeting:	17 March 2020	
Previously before Council:	25 August 2015 (GMS-011/15), 22 May 2018 (GM-013/18), 20 November 2018 (GM-042/18), 10 December 2019 (GM-033/19)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To consider a draft Council Policy to establish protocols for the streaming and recording of Council meetings, prior to seeking public comment on the policy proposal in accordance with Council's Policy Framework.

Background

At its meeting in December 2019, Council resolved the following -

That Council:

1. **SUPPORTS** audio and video recording of Council meetings, including live-streaming; and
2. **DIRECTS** the CEO to prepare a draft policy within three months that supports and allows audio and video recordings of Council meetings, including live-streaming.

This report provides the policy arrangements proposed to address the Council resolution and to appropriately introduce streaming and recording of Council meetings.

Details

The matter of livestreaming and recording Council meetings has been the subject of three previous reports to Council. The challenges of streaming or recording the meetings have been addressed comprehensively in those reports. These include –

- Legal risks of defamation;
- Need to clearly identify speakers;
- Potential victimisation of elected members, officers and members of the public for their stated and recorded views;
- Management of recordings and copyright;
- Requirement for training;
- Quality of recording;
- Cost and resources required for recording;
- The requirement for appropriate policy implementation.

The policy of several local governments have been researched with a view of developing a 'best fit' to accommodate the City of Rockingham's circumstances.

The draft policy addresses the following provisions–

- Recording and streaming of ordinary and special Council meetings only.
- Confidential matters (as per section 5.23(2) the Local Government Act 1995) excluded.
- Streamed via the City's website.
- Signage at the meeting advising that recording/streaming in operation.
- Advisory notes in agenda noting recording/streaming environment.
- Announcement made at meeting of recording/streaming environment.
- Presiding member can direct that recording/streaming to cease. (Standing Order provisions apply.)
- Cameras not positioned to record members of the public.
- Public Question Time, deputations and periods of adjournment not recorded.
- Recordings retained for a period of 12 months.
- Training made available for Councillors and City officers.
- Copyright applies and all rights remain with the City. Copying or distribution by other parties prohibited without written consent of the City.
- Inclusion of disclaimer advising not to act on recording or statements of individuals and that statements made may be subject to the rules of defamation and legislation.
- Executive policy and procedure to be established to ensure that recording and streaming is carried out in accordance with Council's policy parameters and appropriate resources of the City are allocated accordingly.

Implications to Consider

a. Consultation with the Community

Council's Policy Framework states that general Council policy is to undergo a public consultation process of a minimum 14 calendar days.

b. Consultation with Government Agencies

A number of Western Australian local governments were contacted in respect to their approach to live streaming and recording of council meetings.

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 C: *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

In accordance with Council's Policy Framework, the draft Council Policy will be subject to a public consultation period. Any submissions received will be presented to Council for consideration prior to final adoption of the policy.

e. Financial

The cost of advertising the draft Council Policy will be sourced from the Governance and Councillor Support Team advertising budget. Advertising is anticipated to cost less than \$1,000.

f. Legal and Statutory

Section 5.23 of the *Local Government Act 1995* states that (with some exceptions) all Council Meetings are to be open to the public.

Clause 8.5 of the City of Rockingham Standing Orders Local Law 2001 provides that no person is to use a visual or vocal recording device or instrument to record the proceedings of Council without written permission of Council. The adoption of this policy would constitute the Council's written permission for the CEO to record the meeting.

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 draft Council Policy addresses the overarching framework for audio and video recording and live streaming of Council meetings and outlines how the recordings will be used and made available.

As has been previously identified, the Council Chamber is due for a refurbishment. The City is awaiting the outcomes of the Accommodation Feasibility Study as identified in a report to Council in December 2019. Any refurbishment of the Chambers would focus on increasing the usability of the venue, making it more multifunctional. Elements would include an upgrade of sound proofing, seating arrangements, more appropriate security, accessibility for people with disabilities, integrating the ability to hold Committee meetings and other similar meetings, and technology upgrades to allow presentations.

It would be prudent to implement recording/streaming once the outcomes of the Accommodation Feasibility Study are known (due for completion 2020), potentially harnessing economies of scale with any refurbishment (or relocation of meeting venue). Once adopted, the policy will guide the City in the implementation of the recording/streaming environment.

Should the draft be supported by Council, the policy will be advertised inviting submissions from the public. Any submissions received will be addressed in a further report to Council recommending final policy adoption.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **APPROVES** the draft Council Policy, "*Recording and Streaming Council Meetings*" for the purpose of public consultation.

Committee Recommendation

Moved Cr Davies, seconded Cr Cottam:

That Council **APPROVES** the draft Council Policy, "*Recording and Streaming Council Meetings*" for the purpose of public consultation –

Recording and Streaming Council Meetings

Council Policy Objective

To provide the requirements for the audio and video recording and live streaming of Council Meetings and establish how the recordings may be used and made available.

This policy seeks to promote greater access for the community to the Council decision making process.

Council Policy Scope

This policy applies to all Ordinary and Special Council Meetings held in the Council Chambers.

Council Policy Statement

Recording and Streaming

Ordinary and Special Council Meetings must be streamed online via the City's website, with the exception of confidential items in accordance with Section 5.23 of the *Local Government Act 1995* and periods of adjournment or as determined by the Presiding Member.

Signage must be displayed notifying attendees that the meeting is audio and video recorded and live streamed.

The Presiding Member must ensure an announcement is made at the start of every meeting stating -

"In accordance with clause 8.5 of the City of Rockingham Standing Orders Local Law 2001, Council has given permission for the administration to record proceedings of this meeting.

Council Meetings are streamed live on the internet in accordance with the City's Policy – Recording and Streaming Council Meetings. By being present at this meeting, members of the public consent to the possibility that their image and voice may be live streamed to public. Recordings will be made available on the City's website following the meeting.

The City of Rockingham disclaims any liability for any loss arising from any person or body relying on any statement, discussion, recommendation or decision made during this meeting.

Where an application for an approval, a licence, or the like is considered or determined during this meeting the City warns that neither the applicant nor any other person or body should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it or the refusal of the application has been issued by the City. The official record of the meeting will be written minutes kept in accordance with the Local Government Act 1995 and any relevant regulations.

Public question time and deputations will not be recorded."

The Presiding Member may authorise, at their discretion, streaming to cease at any time subject to the Standing Orders.

Cameras are positioned so that images of the public gallery will not be captured. Public question time and deputations must not be streamed or recorded. The audio and video recording of the meeting must be made available on the City's website as soon as practicable after meeting conclusion.

All recordings must be retained as a City's records in accordance with the *State Records Act 2000* for a period of one year.

Other matters

Under the *Copyright Act 1968*, the City reserves all rights in relation to its copyright of the web stream and recording. Copying or distribution of any part of the web stream or recording is not permitted. City of Rockingham prohibits any reproduction, distribution, republication and/or retransmission of Council meeting audio and video recordings without prior written consent of the City.

The official record of the meeting is the adopted minutes of that meeting kept in accordance with the Act. People should avoid acting on a recording and await the official notification from the City on a decision made at a Council meeting.

Opinions expressed or statements made by persons during the course of Council Meetings, and contained within video and audio recording, are the opinions or statements of those individual persons, and are not necessarily opinions or statements of the City.

Attendance at Council meetings do not provide Councillors, staff or members of the public with Absolute Privilege and comments may be subject to the rule of defamation and legislation.

Appropriate training is to be made available to Councillors and City Officers on public speaking and presenting in a recorded environment.

Executive Policy and Procedures

The Chief Executive Officer is to maintain relevant Executive Policies and / or Procedures to ensure streaming and audio and video recording is operated effectively in accordance with Statutory and Council Policy Requirements.

Definitions

Absolute Privilege – An absolute defense to an otherwise defamatory statement because of the venue or context in which the statement was made.

Presiding Member - The person who is the presiding member of a council.

Legislation

Local Government Act 1995

Local Government (Administration) Regulations 1996

State Records Act 2000

Copyright Act 1968

Other Relevant Policies/ Key Documents

City of Rockingham Standing Orders Local Law 2001

Code of Conduct

Responsible Division

General Management Services

Review Date

Xxx 2023

Committee Voting (Carried) – 4/0

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 Economic Development and Tourism



Reference No and Subject:

CD-003/20

²Economic Development Strategy 2020-2025

File No:

ECD/24-03

Proponent/s:

Author:

Mr Scott Jarvis, Manager Economic Development and Tourism

Other Contributors:

Mr Michael Holland, Director Community Development

Date of Committee Meeting:

17 March 2020

Previously before Council:

17 December 2019 (CD-032/19)

Disclosure of Interest:

Nature of Council's Role in this Matter:

Executive

Site:

Lot Area:

Attachments:

1. Economic Development Strategy 2020-2025
2. Full public comments which have been condensed

Maps/Diagrams:

Purpose of Report

To seek Council's adoption of the Economic Development Strategy 2020-2025 following the public comment period.

Background

At Council Meeting on 17 December 2019, it was resolved:

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

Details

The Draft Economic Development Strategy (EDS) 2020-2025 was endorsed for public comment for a period of four weeks 6 January 2020 to 31 January 2020.

² Removal of the word 'draft' as the strategy is now final.

The City received 19 submissions during the public comment period, with the majority supporting the development and content of the strategy, the key elements and the proposed actions of the draft EDS

Note: All public comments received have been detailed below with an officer response. Some comments have been condensed to focus on issues relating to the EDS. Full comments attached.

Two submissions were received after the closure of the public comment period, which have not been included into this report.

1.	<p>Ms Valencia – Westport Taskforce.</p> <p>Pleased the City has expressed support for the Westport project and agree outcomes have potential to spur social and economic development for the Rockingham area. Currently difficult to predict and quantify the scale of specific benefits and opportunities that may arise at this point in time. Look forward to continued collaboration with the City should the Westport project progress into the next stage.</p> <p>Please note the comment has been condensed.</p>
	<p>Officer Response</p> <p>Comments noted.</p>
2.	<p>Mr Griffiths – Director South West Group.</p> <p>Pages 14-15 Thank you for acknowledging and integrating with South West Group's work. Since June 2018 the Group has placed a greater focus on economic development programs and progress has been made to develop projects and networks within that area of expertise. For example, the Group and the economic strengths of the region are much better known by Austrade, JTSI and CCIWA.</p> <p>I expect this change in focus to benefit the City in various ways and to support the objectives within the Strategy. The South West Group Board recently approved updated KPIs – these are included in the embedded document included above. Many relate to economic development outcomes.</p> <p>Page 19 Re: 'employment generating land planning ...' This is a positive move for the City. To support this ambition, consideration should be given to the extent to which different land uses generate employment. For example, bulky goods do not generate as high a concentration of employment as other land uses like office or retail.</p> <p>Page 33 • Re: 'development of an investment prospectus ...' - This initiative should be supported by significant efforts to promote those investment opportunities to the market: this may be done with other partners (e.g. Property Council of Australia or Urban Development Institute of Australia for property investment opportunities) and/or Council officers developing and maintaining a network of potential developers. The South West Group plays an active role in this area and can provide concerted support to the City if needed.</p> <p>Page 33 • Re: 'Liaise and work with key partners to attract investment into Rockingham...' - The South West Group could be added to this list of key partners.</p> <p>Page 34 • Re: 'continue and actively promote an investment facilitation program...' - The experience of a property developer in dealing with the City should be positive and joined-up. The City could consider developing a 'client liaison / manager' style approach that provides swift, consistent and clear responses and support to developers, without compromising the integrity of the City's Planning Scheme. This involves appointing an individual senior officer dedicated to providing a high level of service to the prospective developer.</p> <p>Page 35 • Re: 'undertake an evaluation of City owned land'. This is a strong initiative and should be given priority in the implementation of the Strategy. This action could include a financial assessment of the potential return via rates revenue modelled on improved value over 20 years. This may supplement the strategic arguments for disposing of underutilised land.</p>

	<p>Page 35 • Re: 'Iconic events ...' - Attracting major events are a great way to try to reposition 'brand' Rockingham for visitors. A simple strategy should be developed by the City to attract those specific events that help move the current brand towards the aspirational brand, based on the identified target markets.</p> <p>Page 35 • Re: 'fee for service with local chamber...' - A strong partnership with the local chamber is vital to the success of a Local Government's economic development objectives.</p> <p>Please note the comments have been condensed.</p>
	<p>Officer Response</p> <p><i>Pages 14-15, 19 and 33 – Comments noted</i></p> <p><i>Page 33 – Agreed – South West Group added to list of partners on Page 33 of draft EDS</i></p> <p><i>Page 35 – This item is addressed in Key Element 3 – Local Business Development</i></p> <p><i>All other comments noted.</i></p>
3.	<p>Mr Young - Development Director Murdoch University.</p> <ul style="list-style-type: none"> • Key element 1 – Investment Attraction The University is keen to engage further in key growth opportunity areas such as defence, tourism and general industry and would welcome continued dialogue and opportunities that may arise via any new and emerging industries. • Key element 2 – Strategic Metropolitan Centre The Rockingham Campus continues to play an active role in our growth strategy and our role as the University for the southern metropolitan corridor. We would offer that planning and regulatory efforts be fast tracked and focussed to connect the TAFE and University educational areas to the City centre to emulate the role higher educational facilities have played globally in bringing activation, economic and social benefit to city centres. This approach may counter the documented stakeholder view regarding the underutilised assets including the City Centre, University and TAFE facilities. • Key element 3 – Local Business Development The vision that led Murdoch University to Rockingham remains. The opportunity to contribute to economic and social wellbeing while fostering collaborative partnerships with business, industry and government remain a focus of the University's institutional role into the future. We welcome further occasions that may allow us to bring thought leadership, research / learning expertise and operational outcomes to ventures such as the RRT. The University is open to exploring employment generation opportunity through development of learning to work pathways, and to collaborate with government and industry to bring about positive change. • Key element 4 – Advocacy and Lobbying The University remains an advocate of the Rockingham community and welcomes opportunity to work together to actively promote the area's growth and wellbeing. We look forward to exploring 'win-win' opportunities for the City and University to influence outcomes for the southern metropolitan corridor. Development of an 'Advocacy Strategy' may provide benefit and assist in forging more strategic association with groups such as the South West Group. We will continue our collaboration with the City to support the RRT as a key advocacy opportunity. In contribution to the broader EDS document, we would advocate further and more detailed works be undertaken relating to the key element areas to maximise benefit that the visions and high level actions outline in the EDS. The University continues to progress its plans for the Rockingham Campus and we look forward to briefing the City and collaborating into the future. <p>Please note the comments have been condensed.</p>

	<p>Officer Response</p> <p><i>The activation of the Murdoch Campus is a key component of the Rockingham Strategic Metropolitan Centre. This is supported in the draft EDS by ongoing action 7.2.8 Maintain current level of support provided to the Rockingham Technopole, in line with Council resolution GMS014/17, August 2017. This resolution links the development and funding of the Rockingham Technopole to the activation of the Murdoch University campus.</i></p> <p><i>The City fully supports Murdoch in relation to the reactivation of the Rockingham campus. It is encouraging to see Murdoch aligning with the key elements, particularly key element one regarding defence, tourism and general industry.</i></p> <p><i>All other comments noted.</i></p>
4.	<p>Mr Slinger – Golden Bay resident.</p> <p>Rockingham foreshore has not changed in 40 years apart from the new upgrade but feels this was not worth the money. Suggests Rockingham Beach Road be made one way, south to north and extend the alfresco dining out over the unused lane. Parking needs to be improved. Point Peron should be kept as a natural reserve.</p> <p>Please note the comment has been condensed</p>
	<p>Officer Response</p> <p><i>Comments noted.</i></p>
5.	<p>Mr Rainnie – Golden Bay resident.</p> <p>I think this is a well thought out and constructed document, committing to lots of funds being spent. I believe the only reason being, is the elected officials were not involved or aware, and administration acts however it deems, regardless of any Economic Development Policy currently in place. There is absolutely no ability for oversight nor assistance from any elected officials contained in this Policy. In fact, the elected officials remain in a vacuum until late into the process long after the decision has been made by Administration staff. There needs to be a committee of elected officials assembled, and available to any potential business proposition enquiry. It needs to provide assistance/guidance in dealing with the Rockingham Local Government system. It would also allow the elected members insight into potential projects, benefits, pitfalls and how these things are progressing with administration staff.</p> <p>Please note the comments have been condensed</p>
	<p>Officer Response</p> <p><i>The draft Economic Development Strategy was developed in consultation with Council, and not in isolation of council. This included councillor engagement sessions and workshops as part of the stakeholder consultation process, which helped shape and formulate the key elements and actions associated in the draft EDS.</i></p> <p><i>All other comments noted.</i></p>
6.	<p>Mr Andersen – Shoalwater.</p> <p>This is a frank and excellent document, I am aligned with its view. But, the draft strategy makes worrying reading. The strategy acknowledges that Rockingham receives an inequitable share of State and Federal infrastructure funding allocations, compared with other Perth Metropolitan councils. The strategy says, this is due to Rockingham/Brand being safe Labor seats. Being safe seats are a problem for local development. Of course our elected representatives represent State and Commonwealth and precisely for this reason, it is paramount our communities receive their fair shares of available funding and are not victimised by lazy politics.</p> <p>Please note the comments have been condensed.</p>
	<p>Officer Response</p> <p><i>The issue of advocating for increase infrastructure allocation from Federal and State governments for the City of Rockingham is outlined in Key Element 4 of the draft EDS, Advocacy and Lobbying.</i></p> <p><i>Comments noted.</i></p>

7.	<p>Mr Tidman – MPT Australia.</p> <p>I wish to highlight my concern that although economic development and tourism form the backbone of this strategy no consultation or discussion has been conducted with the owners and/or consultants of the proposed international hotel.</p> <p>The proposed hotel development was pursued on the back of the Technopole happening in Rockingham. Significant time and financial investment was incurred by CoR in bringing these projects together in order to maximise economic opportunity for the region. There is reporting on each of these projects on the CoR system.</p> <p>The consultants that represent this project have confirmed that they are happy with CoR planning support. However they have raised concern that no mention of the Technopole is made in the above report and therefore raised the question whether this project will proceed. They have also confirmed that further investment will not proceed under current economic demand as their financial modelling (similar to Landcorp for the Smart City) is only supported and justified by the increased economic demand created by the Technopole.</p> <p>They are also concerned that no request for consultation has been made with them particularly when this contact was actively engaged previously by CoR.</p> <p>I would strongly recommend that these projects are reflected in the report and relevant discussion be had with each party prior to finalising this report.</p>
	<p>Officer Response</p> <p><i>The City does not agree or support these comments, which are factually incorrect. The Rockingham Technopole is supported in the draft Economic Development Strategy by ongoing action 7.2.8 Maintain current level of support provided to the Rockingham Technopole, in line with Council resolution GMS014/17, August 2017. The City has met with the consultants for a proposed hotel development project. See Public Comment Point 18 for details of the consultants public submission on the draft Economic Development Strategy, which are positive. All other comments noted.</i></p>
8.	<p>Mr Pink – Pink Duck</p> <p>The City should be congratulated on the job thus far as the Draft has been well researched and documented. Coming from a strong community base myself, I am fully immersed in the culture and tourism the City of Rockingham has to offer, so to see the improvements to the foreshore and investment in infrastructure, RKCC, local business' and tourism will see Rockingham well placed moving forward. Always believing that the CoR, together with the business community and RKCC, can achieve major projects in the community. We are pleased to see the City take this initiative to plan the direction for the next 5 years and look forward to the fruition for years to come.</p>
	<p>Officer Response</p> <p><i>Comments noted.</i></p>
9.	<p>Mr McKimm – Lakeview Suites, Rockingham.</p> <p>As a local Rockingham business, Lakeview Suites Rockingham is very supportive of this draft plan. I believe it identifies key elements of growth projection and will support local businesses.</p>
	<p>Officer Response</p> <p><i>Comments noted.</i></p>

10.	<p>Mr McGavin – Chalk Property.</p> <p>I wish to congratulate the COR. Reading through this well researched and comprehensive draft report I am pleased to see the City take this initiative to plan the direction and seek opportunities over the next 5 years.</p> <p>The improvements to the foreshore, investment in infrastructure coupled with integration with the business community. RKCC and tourism will see Rockingham well placed moving forward. Comprehensive and well researched the City should be applauded. Of special mention I'm glad to see an allocation to a feasibility relating to providing more office space in the City Centre.</p>
	<p>Officer Response <i>Comments noted.</i></p>
11.	<p>Mr Kemp – Business Foundations.</p> <p>Firstly, I would like to thank the City for the opportunity to provide feedback; on a role for local government that is often misunderstood, under – resourced and lacking in strategic thought and direction.</p> <p>The Draft EDS is none of those things, however, there is one area in which Business Foundations would like to provide specific feedback, and that is in the provision of advisory and training services to owners of local small to medium sized businesses.</p> <p>The Draft EDS recognises the importance of local, small to medium sized businesses to the local economy. It is these businesses that provide much of the goods and services, and local amenity, that ratepayers and visitors to the region utilise and enjoy. Without these businesses, there would be fewer jobs in Rockingham, requiring more people to travel farther afield to find employment. It is these businesses that contribute to the rate base, ensuring that there are the financial resources available to local residents for parks and gardens, community and sporting facilities and all the other services that the City of Rockingham provides.</p> <p>It is in our experience that the owners of local small to medium sized businesses require the opportunity to access direct support in the form of one to one advisory and management training services, to ensure that their businesses continue thrive.</p> <p>Business owners are very good at working within their businesses but find it difficult to work on the strategic and management aspects of their operations. Recent research conducted by the Office of the Chief Economist, for the Department of Industry, found that fewer than one in four businesses had a strategic or business plan, and that this resulted in reduced earnings and employment for those businesses compared to those that conducted formal planning.</p> <p>We believe a structured, targeted one to one advisory and training program, funded by the City of Rockingham, would demonstrate the City's commitment to the businesses that operate and contribute to the local economy.</p> <p>Business Foundations suggests that the City allow for funding within the budget for the Draft Economic Development Strategy 2020 – 2025 that would allow the City to support owners of local businesses with management and training support.</p> <p>Business Foundations values its decade long relationship with the City of Rockingham in assisting businesses prosper and grow, and will continue to provide services to local business owners in conjunction with key stakeholders such as the Rockingham/Kwinana Chamber of Commerce and Industry.</p> <p>Please note the comments have been condensed.</p>
	<p>Officer Response <i>The City acknowledges the importance of supporting local business and industry. EDS Ongoing action item 7.2.9 – “Support eligible community groups to deliver meaningful benefits and outcomes for economic development in the City through the City's Community Grants Program”, allows for funding applications to be submitted for programs as outlined by Business Foundations.</i> <i>Other comments noted.</i></p>

12. Mr Oughton – Kwinana Industries Council.

The report is rightly focused on the identification, development and implementation of strategies to increase the employment opportunities for the Rockingham community. Focus is rightly on jobs creation. We note the focus is on growing the employment base of the City, tourism-related growth, defence (Garden Island related), and local industry.

The term "local business" is referred to throughout the document, but it is not clear to what industry sector this refers. The inference is that it refers to 'small' and 'commercial' businesses and to not include the 'big, heavy and support' industries located in the Western Trade Coast.

The inference throughout the report is that the substantial positive impact of the WTC being on its doorstep seems to not be adequately acknowledged. It is likely that the McGowan government will announce its intentions to build a new port in Kwinana, signalling the de-industrialisation of Fremantle, and we will know more about this once the expected March announcement occurs. If the current government is returned, and this seems highly likely, then the new port is closer to becoming a reality than it has been for over 30 years. A new port in Kwinana will by definition significantly increase the international focus on the region and demand for port-related industrial land.

For the heavy and secondary industry sectors to thrive and grow within the WTC, and particularly the RIZ, they need to be encouraged to establish and to grow, and not be discouraged to do so. The City appears to be giving the impression that it is discouraging of industrial development. For example: • The City has recently reviewed its industry (RIZ) setback policy, and has resolved to publicly advertise its new policy for comment. The new policy increases the setback (i.e. road reserve boundary to building line) to 100 meters, along both sides of Patterson Road and the west side of Old Mandurah Road. This increase above the existing policy setbacks equates to the loss of around 50ha of productive industrial land. A measure of employment growth is 'jobs per ha'. There is some 2,000ha of developed industrial land in the WTC, and 30,000 jobs attributed to it. This ratio applied to the 50ha reduction in productive industrial land as a result of the proposed policy change translates to around 750 operational jobs not created, and many more (short term) jobs lost in the foregone construction phase. One can disagree with the figures, but it serves to identify that the opportunity cost of the City's new policy is a reduction in potential jobs and the economic multipliers that flow from these to Rockingham's local business sector.

Section 3.10 "Themes Arising from EDS Consultation Process." Dot point 2 cites the need for more local jobs etc. A 100m setback in an industrial area (located within the State's Premier Industrial Area), runs counter to this theme.

Section 3.14 "Barriers and Perceptions to Overcome - External Stakeholder View."

Page 24 dot point one states that "... more employment generating land was needed as a matter of urgency."

Stakeholders are telling the City this, yet it is proposing to reduce employment generating land availability in the RIZ through the implementation of the proposed policy. It is suggested that the reason for the officer-sought increase to the building setbacks is to 'hide' the view of industry from motorists using Patterson and Old Mandurah roads. Well designed, new, technologically advanced industry profiles along these roads is not something to be embarrassed about, or to hide behind excessively extensive landscaped setbacks, if indeed this is the motive for the increased setbacks.

(WTC). To illustrate why we have formed this view;

- **Page 22** of the report states "Interestingly, the proximity to the defence sector and the heavy industry did not rate highly for local businesses in terms of their reason for being located in Rockingham."
- **Page 35** of the report under the heading "Strategic Objective", has the opening sentence which indicates the two are considered to be separate. "Continue to support the growth of local business and industries."

	<p>If the descriptor (local business) is intended to include those industries located in the WTC, then it is suggested this inclusion should be explicitly written into the document, and the conflicting words (such as the quote above) adjusted accordingly. It is considered that the Strategy does not adequately address the 'industrial and support sector' that is recognised by many (including the South West Group) as such a significant driver of economic development in the wider South West Metropolitan region.</p> <p>Please note the comments have been condensed.</p>
	<p><i>The condensed comments above extracted from the five page KIC submission does not contain reference to issues raised in relation to the buffer zone, freight loop or Strategic Metropolitan Centre, which are contained in the KIC's full submission provided in the attachments to this report. However, these issues have been addressed in the Officers' responses below.</i></p> <p>Officer Response</p> <p><i>The term local business refers to all businesses (and industries) operating in the City of Rockingham. As this is a City of Rockingham Economic Development Strategy, it focusses on businesses, land use and investment attraction in the Rockingham local government area.</i></p> <p><i>The draft Economic Development Strategy endorses the City supporting catalytic regional projects like Westport under action 7.1.4.5 - Publicly support strategic regional projects that will provide economic benefits for Rockingham.</i></p> <p>Re: KIC Comment on RIZ Setback Policy</p> <p><i>Officer Comment: The Council has initiated Scheme Amendment No.178 and revised Planning Policy 3.3.8 – East Rockingham Industrial Zones (PP3.3.8) as part of a broader review of the statutory framework that applies to the East Rockingham Industrial zones.</i></p> <p><i>The main changes are:-</i></p> <ul style="list-style-type: none"> <i>- Apply PP3.3.8 to all Industrial zoned land and not just the area covered by Improvement Plan No.14 (IP14);</i> <i>- Simplify the current framework by removing the three East Rockingham Design Guidelines (ERDGs) and incorporating them into one set of 'Development Standards' into PP3.3.8; and</i> <i>- Include building and landscaping setbacks in TPS2 and reflect them in PP3.3.8.</i> <p><i>Proposed Scheme Amendment No.178 and revised PP3.3.8 do not change the current 100m building setback for major Infrastructure to Patterson Road or Mandurah Road. The 100m setback to major infrastructure is an existing requirement in the ERDGS, which was prepared by Landcorp and adopted by the Council in 2008.</i></p> <p><i>The proposed changes generally reflect the current setback and landscaping requirements, with the exception of the setback of minor structures (e.g. offices, reception, staff amenities, showroom, and lunch room) and landscaping to Mandurah Road. These requirements are proposed to increase from 25m to 50m. The proposed changes equate to an increase of landscaped area of 4.75ha (2.5% of the 191.02 ha) across land zoned Special Industry in Town Planning Scheme No.2.</i></p> <p><i>The land adjoining Patterson Road and the eastern side of Mandurah Road are subject to various power, sewer and pipeline easements/servicing corridors which vary in width from 12.5m up to 40m. These factors also limit the development potential of this land. Given the uncertainty surrounding the existing easements/servicing corridors and the ability for them to be maintained as landscaped areas, the proposed setbacks and landscaping are considered appropriate to ensure a suitably landscaped interface and development setback for the northern gateways into the City.</i></p> <p><i>The impact of planning decisions on economic development is well understood by the City, however, as with all such decisions they must be counter balanced against community expectations and planning outcomes. The City intends to concurrently advertise Scheme Amendment No.178 and PP3.3.8 shortly.</i></p>

Re: KIC Comment - Buffer Zone

Officer Comment: The Council has proposed to rezone land north of Dixon Road and south of Patterson Road to "Primary Centre Enterprise Zone". The land uses proposed within this Sector are commercial and service commercial based, and are intended to promote investment in business and stimulate employment. Reference to the rezoning documents will clearly show that the Council did not include 'high density residential development' and it was specifically proposed to be an 'X' use (not permitted) in the Zoning Table.

Notwithstanding the above, to suggest that the State Administration Tribunal can step outside of the adopted local and state planning framework for the Rockingham Strategic Metropolitan Centre and approve an 'X' use to permit high density residential development is inaccurate and misguided. The KIC comments deliberately misrepresent the Council's position.

Contrary to the assertion from KIC, the Council accepts that a buffer is a legitimate land use planning tool and serves to protect the rights and interest of all landowners and stakeholders. To this end, in 2017 the Council directed the CEO to write to the Premier, in his capacity as Minister for State Development to:-

- 1. Express the Council's continued concerns and opposition to the limited review which was undertaken by the Environmental Protection Authority (EPA) on the Western Trade Coast Protection Area (WTCPA) buffer in the Mandogalup locality;*
- 2. Seek Premier McGowan's support to expand the EPA review to encompass the whole of the WTCPA buffer line, using modern scientific research and methods, to ensure a proper, justifiable and credible outcome; and*
- 3. Request that the Western Australian Planning Commission, as the State's leading planning agency, be tasked with the responsibility of resolving the Western Trade Coast land use planning framework, following definition of the buffer line.*

The Council is seeking a rational approach to the definition of the buffer area that is land use based, scientifically credible and robust (to challenges). The process should provide for a credible and logical solution to the delineation of an acceptable buffer, using the WAPC approved planning framework and statutory processes.

It is anticipated that the definition of the buffer line will serve to define practical land uses that support both the growth of the Western Trade Coast and enable the implementation of the Rockingham Strategic Metropolitan Centre.

The Minister for Planning has previously asked (June 2018) the WAPC to address investigations into a review of the buffer line. The City has been liaising with the Commission (ongoing) in respect of the Minister's request.

Re: KIC Comment – Section 3.9 :Regional Industry; Transport and Logistics

Officer Comment: These comments are refuted. The City has not sought to remove the KLR Reservation without consultation with the DoT or industry. Again, the KIC comments misrepresent the Council's position on this matter. The references to 'cultural issues' are rejected outright, and records will clearly show that the Council and City have always been willing to liaise and discuss matters of common interest.

With respect to the rail alignment matter, in November 2015, the Western Australian Planning Commission (WAPC) invited comment, from various agencies, in relation to South East and South West District Omnibus 2 which contained 36 Proposals. Proposal No.31 sought to reinstate the previously deleted 'Railways Reservation' to facilitate the construction of the 'Kwinana Loop Railway'.

The 'Railways Reservation' for the 'Kwinana Loop Freight Railway' was included in the Metropolitan Region Scheme when it was originally gazetted in 1963.

The southern section, from the CBH 'tear-drop' freight rail loop to the existing main north-south rail network, via Lewington Reserve and north of Dixon Road, was never constructed. Portions of the unconstructed 'Railways Reservation' were deleted from the MRS in 1996 as Westrail determined that they were surplus to requirements and the land was subsequently zoned 'Urban' and 'Parks and Recreation'.

	<p><i>The 'Parks and Recreation' reserve, now referred to as Lewington Reserve, was designated as a 'Parkland Buffer'; it has been managed for this purpose since its creation. In October 2014, following invitation from the WAPC to provide preliminary comment on the same proposal, the City registered its objection on various grounds. The WAPC subsequently decided to not initiate the MRS Amendment, however, the matters raised previously by the City remained applicable and unresolved.</i></p> <p><i>The Department of Transport subsequently advised that the reinstatement of the 'Kwinana Loop Freight Railway' was needed to increase freight rail capabilities to the Rockingham Industry Zone as it had identified that the existing network, specifically at the 'Kwinana Triangle' adjacent to Thomas Road, was soon to reach capacity. It was deemed that in the absence of major reconfiguration of the 'Kwinana Triangle', an alternative route from the south is needed.</i></p> <p><i>The City advised the WAPC that it strongly objected to the proposal as it raised the following concerns:</i></p> <ul style="list-style-type: none"> <i>(i) It is inconsistent and deleterious to the existing planning framework that has evolved over many years for the Rockingham Industry Zone and Rockingham Strategic Metropolitan Centre.</i> <i>(ii) The proponent's justification is without basis.</i> <i>(iii) The impact on matters such as residential amenity, societal risk and traffic/transport have not been reconciled.</i> <i>(iv) The process instituted by the Department of Transport lacks rigor and accountability.</i> <i>(v) A transparent and inclusive options analysis exercise should be undertaken at the outset to ensure that the optimum freight railway network for the Western Trade Coast, that balances all considerations, is realised.</i> <p><i>The submission sought to demonstrate that the presence of freight rail infrastructure would significantly undermine the implementation of the WAPC endorsed Activity Centre Plan for the Rockingham Strategic Metropolitan Centre, be inconsistent with the strategic planning for the Rockingham Industry Zone and fail to recognise the parkland buffer designation of Lewington Reserve. It was also expressed that the proposal would result in residential amenity and the regional road network being compromised.</i></p> <p><i>When the Westport process commenced in 2017, the Kwinana Loop Railway matter was transferred from the Department of Transport to Westport. Through liaison with the Westport Project Office a new rail alignment was identified, generally east of Ennis Avenue, which satisfied many of the unresolved concerns that had been raised by the City.</i></p> <p><i>The details of the new alignment are being currently being resolved in preparation of an amendment to the Metropolitan Region Scheme to reserve the land for this purpose.</i></p> <p><i>The Council is maintaining an open and continuing dialogue with the Westport Project Office on this issue.</i></p> <p>Re: KIC Comment – Section 4.2 Strategic Metropolitan Centre</p> <p><i>Officer Comment: These comments are inaccurate, and the 'distinct likelihood' hypotheses cited by KIC is not credible or realistic. KIC appears to be presenting a position which opposes the further development of the Strategic Regional Centre. Refer to response provided in relation to the Buffer Zone.</i></p> <p><i>Other comments noted.</i></p>
13.	<p>Mr Williams – General Manager Industrial Lands Authority.</p> <p>Development WA supports the City's long term economic vision of securing job creation and economic prosperity for the Rockingham area. The Industrial Lands Authority (ILA) is a business unit within Development WA and takes a leading role in driving WA's economic development and jobs growth. The ILA owns significant land within the Rockingham Industry Zone (RIZ), which forms part of the Western Trade Coast. Recent changes proposed to the City of Rockingham Planning Policy 3.3.8. and Scheme Amendment No. 178 (supported at the Planning and Development Services Statutory Planning Services</p>

	<p>meeting on 9 December 2019) are contradictory and detrimental to the objectives of the Economic Development Strategy.</p> <p>The proposed changes sterilise significant areas of General Industrial and Strategic Industrial land within the City of Rockingham. Future employment generating developments on Patterson Road and Lodge Road will become unviable, to the detriment of long term economic investment and growth. Development WA strongly supports the objectives of the draft Economic Strategy, however we would highly recommend that the City reconsider its proposed planning policies as they discourage investment and subsequent job growth in the Rockingham region.</p> <p>Please note the comments have been condensed.</p>
	<p>Officer Response</p> <p><i>The Council has initiated Scheme Amendment No.178 and revised Planning Policy 3.3.8 – East Rockingham Industrial Zones (PP3.3.8) as part of a broader review of the statutory framework that applies to the East Rockingham Industrial zones.</i></p> <p><i>The main changes are:-</i></p> <ul style="list-style-type: none"> - Apply PP3.3.8 to all Industrial zoned land and not just the area covered by Improvement Plan No.14 (IP14); - Simplify the current framework by removing the three East Rockingham Design Guidelines (ERDGS) and incorporating them into one set of 'Development Standards' into PP3.3.8; and - Include building and landscaping setbacks in TPS2 and reflect them in PP3.3.8. <p><i>Proposed Scheme Amendment No. 178 and revised PP3.3.8 do not change the current 100m building setback for major Infrastructure to Patterson Road or Mandurah Road. The 100m setback to major infrastructure is an existing requirement in the ERDGS, which was prepared by Landcorp and adopted by the Council in 2008.</i></p> <p><i>The proposed changes generally reflect the current setback and landscaping requirements, with the exception of the setback of minor structures (e.g. offices, reception, staff amenities, showroom, and lunch room) and landscaping to Mandurah Road. These requirements are proposed to increase from 25m to 50m. The proposed changes equate to an increase of landscaped area of 4.75ha (2.5% of the 191.02 ha) across land zoned Special Industry in Town Planning Scheme No.2.</i></p> <p><i>The land adjoining Patterson Road and the eastern side of Mandurah Road are subject to various power, sewer and pipeline easements/servicing corridors which vary in width from 12.5m up to 40m. These factors also limit the development potential of this land. Given the uncertainty surrounding the existing easements/servicing corridors and the ability for them to be maintained as landscaped areas, the proposed setbacks and landscaping are considered appropriate to ensure a suitably landscaped interface and development setback for the northern gateways into the City.</i></p> <p><i>The impact of planning decisions on economic development is well understood by the City, however, as with all such decisions they must be counter balanced against community expectations and planning outcomes. The City intends to concurrently advertise Scheme Amendment No.178 and PP3.3.8 shortly.</i></p>
14.	<p>Mrs Graham – Karnup resident.</p> <p>The City is to be congratulated on moving forward with an excellent Economic Development Strategy. Economic Development has been a 'hit and miss' component of the City for more than nearly five decades – however, with the current structure and new appointment of an Economic Development and Tourism Manager backed by a great support team, the way forward looks exceptionally promising.</p> <p>With a GRP of \$4.83 billion (NIER 2018) and a population currently over 130,000 residents and projected growth estimates of 235,000 residents by 2050, the importance of the Strategic Objective in the EDS ie: the vision which includes 'enhancing local lifestyle and providing a range of diverse employment opportunities' cannot be under estimated.</p> <p>Therefore, my main concerns with the EDS is its current form are:</p>

	<p>1. Future Economic Growth Opportunities and General and Heavy Industry components on Pages 25,26 and 29</p> <p>While some 'heavy' industries will fit in well within the Rockingham Industrial Park, developing any major constructions that may well impede or indeed may have the potential to destroy any part of our nationally/internationally recognised and awarded coast lines should be thoroughly investigated as to what disruptions could be created to the environment and Tourism Industry.</p> <p>Looking at expanding the Defence infrastructure on Garden Island along with the proposed development of an Outer Harbour in Kwinana bordering on North Rockingham, has, I am led to believe, not had any substantial consideration on whether such developments will impact the tourism/coast lifestyles currently enjoyed.</p> <p>It also an unknown as to what the actual employment benefits these two proposals will have to the local economy – with the potential risk of losing much of traditional and expected coastal living!</p> <p>I therefore strongly recommend that added funds be included in the EDS for Impact Studies to be carried out on any future development of an Outer Harbour or increase to the Defence Industry at HMAS Garden Island.</p> <p>2. As Tourism is shown as one of the major mainstays of employment and economic development in Rockingham in the EDS, I would like to see Tourism Rockingham included under:</p> <p>4.3 Local Business Development – Strategy Objective component on Pages35/36</p> <p>➤ Collaborate with TAFE, Murdoch University, RKCC and Tourism Rockingham, to explore employment generation opportunities in new and emerging industries.</p> <p>Thank you for the opportunity to comment on the Economic Development Strategy and I look forward to seeing the positive outcomes of this report.</p> <p>Please note the comments have been condensed.</p>
	<p>Officer Response</p> <p><i>Comments noted.</i></p> <p><i>Point 1 - The City does not agree with this comment. Funding for the various impact studies (environmental, social, economic, etc.) which will be required for these catalytic national and state funded projects, the Outer Harbour and Garden Island expansions, are the responsibility of State and Federal Governments respectively. As a key stakeholder the City would be involved in the process where appropriate but not responsible for funding them.</i></p> <p><i>Point 2 - The City does not agree with this comment. The Tourism Destination Strategy 2019-2024 defines how the City will engage with Tourism Rockingham in terms of the Tourism Industry. The City will involve the RKCC in this process as it represents businesses across all industries in the City of Rockingham.</i></p>
15.	<p>Mr Solin – Rockingham Kwinana Chamber of Commerce.</p> <p>I am impressed by the level of economic detail and the proactive nature of this strategy, particularly in the tourism and local business spaces. Local business welcomes the partnership and support that City of Rockingham have proposed for the Rockingham Kwinana Chamber of Commerce over the next 5 years.</p>
	<p>Officer Response</p> <p><i>Comments noted.</i></p>
16.	<p>Mrs McCready-Turner – Impressions Catering.</p> <p>As a Rockingham local and local business owner in the hospitality and tourism Industry; I think this is great and fully support the draft proposal.</p>
	<p>Officer Response</p> <p><i>Comments noted.</i></p>

17. Mr McFetridge – Safety Bay resident.

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Community consultation – only 88 businesses and 150 residents responded to the survey, considering there are 5,619 businesses (page35) operating across the city and over 50,000 ratepayers it would be hard stating that the feedback received justifies the recommendations of this ED strategy.

Page 5

3. In the past 10 years the city's population growth has been used to justify brutal rate rises, 5% growth rate being the most used figure in officers' reports. It seems that it is being used again to drive this ED strategy. On page 9 it states that 'Rockingham has and continues to experience substantial population growth, which represents an annual average growth rate of approximately 3,425 persons per year.' If expressed as a percentage these figures reveal an annual growth rate of just 3.7% for years 2012 to and including 2017, and even less, 2.75% if you include the years 2011 and 2018. Population growth does not necessarily lead to high unemployment levels, lack of education and opportunities being major factors in unemployment rates.

5. 'A lack of employment generating zoned land, which in turn restricts our ability to diversify the types of jobs and industries which we can attract to the area'. I find this statement untrue. What is true is that in my opinion Council and councillors have not been diligent in 'harassing' Federal and State governments to develop the industrial land we do have. In 1991, Dames and Moore produced a two volume document addressing the East Rockingham Industrial Area (now the RIZ- Rockingham Industrial Zone) which divided the 219 hectares of industrial land just north of Dixon Road into precincts for different types of industry. This area had and still has vacant land capable of employing thousands from our community. I would request Councillors to ask for copies of the Dames and Moore report to allow them to assess the value for the RIZ to our economic development.

7. Lack of hotel (short stay) accommodation in the Waterfront Tourism Precinct. A project such as hotel accommodation will not go ahead unless there are sufficient international, interstate and intrastate visitors coming to Rockingham to justify its construction. More importantly our city needs tourism infrastructure to hold them here for at least two or three days.

Page 14/15

Western Trade Coast (WTC)

This is probably an organisation that has not had much exposure within our Council. The first link is to an overview of the WTC. Note that the City of Rockingham and the South West Group do not seem to be represented on the committee.

Page 20

3.12 The Rockingham Kwinana Chamber of Commerce Inc.

The RKCC is a local business network and it does a good job in this regard but in my opinion as a past small business person and Councillor it is time to cut ties with the RKCC. Until its management and committee can grow their own membership to a realistic level of business representation there is no reason to believe that any expertise in economic development they might have is any greater than that that already exists within Council. According to this strategy, across our city there are 5,619 businesses and yet the membership of the chamber is only a fraction of this, the latest figure I could find is 300, 5.3%

Pages 21 to 46

The only statement of note is that Council's membership of the South West Group of Councils is costing ratepayers \$117,000 annually. This membership should be cancelled as it dilutes the effort of Council and Councillors to advocate for our own patch.

	<p>Page 27</p> <p>I would like to comment on the following. Although an integrated planning approach is needed for such a large and unique location as Cape Peron there is no reason that a caravan park (no permanent stay) can't be expedited. I'm sure all the bones for the development would already be there. Additionally caravaners would become ambassadors for our city passing on their experiences to others.</p> <p>'Rockingham Marina: the proposed Port Rockingham marina project was identified by multiple stakeholders as a significant tourism opportunity for the City and a catalytic project that could transform the local tourism industry'.</p> <p>Please note the comments have been condensed.</p>
	<p>Officer Response</p> <p><i>Page 4 - The City does not support this comment. The recommendations and actions contained in the draft EDS were developed from a range of interviews, meetings and workshops with key stakeholders, councillor engagement sessions, research and data evaluation. Community consultation was only one factor.</i></p> <p><i>Page 5 - The City does not support this comment. Research conducted in the development of the draft Economic Development Strategy shows an average of 913 new jobs are required to be created every year for the next 18 years (a total of 16,448 new jobs) for Rockingham to simply maintain its current Employment Self Sufficiency (ESS) level of 0.57. ESS is a measure of the number of local jobs in an industry, divided by the number of local residents employed (anywhere) in that industry. A figure over 1.0 means there are more jobs available than residents employed in that industry. Under 1.0 means there are more residents employed than jobs available in that sector.</i></p> <p><i>The City's ESS has fallen from 0.56 in 2014 to 0.54 in 2019, thus showing jobs growth has not kept up with population growth.</i></p> <p><i>More employment generating zoned land in the City is required to attempt to reverse this trend.</i></p> <p><i>The City's Tourism Destination Strategy 2019-2024 outlines action to be implemented by the City for specific visitor target markets.</i></p> <p><i>Page 14/15 - The Rockingham Industry Zone (along with the Australian Marine Complex, Latitude 32 Industry Zone and the Kwinana Strategic Industrial Area) is an integral part of the Western Trade Coast (WTC). The WTC is a geographical region, not a committee, designed as Australia's industrial land gateway to global industry and trade with the powerhouse economies of China and South East Asia.</i></p> <p><i>Page 20 - The City does not support this comment. As outlined in the draft EDS, a strong, financially viable and strategic thinking local chamber of business owners is an important and relevant contributor to local and regional economic development and a positive asset to the local government area.</i></p> <p><i>Pages 21 to 46 - The City does not support this comment. Membership of the South West Group (SWG) enables the City to be involved in advocacy for regionally significant projects. Key Element 4 of the draft Economic Development Strategy, Advocacy and Lobbying details a range of actions for how the City of Rockingham will advocate for our local government area. Council agreed to continue its commitment as part of the SWG at its meeting of 25 February 2020.</i></p> <p><i>Page 27 – Cape Peron. New Action Item added:</i></p> <p><i>7.1.1.12 Pending outcomes from the Cape Peron (including Mangles Bay) Planning Investigation Area, investigate ways to promote tourism based investment opportunities that provide considerable economic benefits and have strategic alignment for the future.</i></p> <p><i>Rockingham Marina - This comment is supported in the draft EDS by action 7.1.1.3 - Investigate ways to assist promoting private investment projects and opportunities that provide considerable economic benefits and have strategic merit for the future i.e. New hotel developments (Waterfront Village and Safety Bay Foreshore and Port Rockingham Marina) in partnership with land owner or developers.</i></p> <p><i>All other comments noted.</i></p>

18. Mr Phipps – Atrio Property Group.

We would like to express our full support of the City of Rockingham's Draft Economic Development Strategy 2020 – 2025 (EDS).

We disclose that we are very active in trying to satisfy meeting quite a few of the desired outcomes of the EDS in the Tourism (Hotel) / Aged Care and retirement living / City centre development / Residential density / Conferencing space (refer recent DRP panel endorsement of development located at 49 – 51 Rockingham Beach Road).

There are many elements within the current EDS that are critical and necessary in assisting private investment groups such as our own in making and contributing to significant desired developments into the Rockingham community. We therefore encourage greatly the proposed EDS plan.

We are strongly of the belief that if real investments and commitments are to be made that local/ state and private sectors are going to have to work very closely together in a collaborative sense to get projects up.

The barriers and perceptions to overcome as highlighted at (3.14) of the EDS are real with much effort required from all stakeholders in securing the necessary changes to mitigate and overcome the issues identified.

With our vested interest fully disclosed we are openly requesting that EDS (4) The Way Forward principles of facilitation, supporting, advocating and delivery are accelerated wherever possible.

It is important for the City to know that our particular development, with DRP committee endorsement now received is reaching out (pre DA lodgement) into the Private sector to find suitable investment partners with particular specialisation in the areas highlighted above. This is a critical process of engagement and we need all the support we can get in order to secure the investor backing required – the Cities support in this front critical to the ultimate success of this process.

Given the above we encourage if possible, acceleration of some of the elements proposed under Section 7 Actions of the EDS as follows:

7.1 Actions – Investment attraction

- Investment prospectus – whilst we acknowledge the need for an holistic document to be created, given where we are at now we would strongly encourage acceleration and provision of all support possible in the areas we are trying to tackle with current time frame of June 2021 to be vastly compressed if possible.
- Marketing and Promotion – we would encourage acceleration and increase of spend in this area targeted to assist in securing the private sector into making investment into the Rockingham area sooner rather than later.
- Investigate ways in promoting and assisting private investment – we are ready to go now and feel a big accelerated push should be underway now. July 2021 start is problematic and does not recognise the holding costs of developers such as ourselves and the investment spend already committed in preparing for DA lodgement and gaining support from the private sector.
- Economic modelling studies – are urgently required
- Financial and non-financial incentives, and other mechanisms to encourage development and investment – are urgently required and need to be developed and implemented. We have made substantive investment already and any assistance in this space through rate relief and or assistance packages would be greatly appreciated
- Cash-in Lieu of Parking Policy – we look forward to working with the City in this space. This is a very important area that needs a lot of attention and needs to be resolved in a format that encourages investment. Again, we would request this is accelerated wherever possible given we are currently at in this space – March 2021 target we would like much sooner if at all possible.

	<p>In conclusion, we are fully in support of the Cities EDS strategy. Commercially we are seeking acceleration and support of some of the elements of the plan so as to be of greater benefit in our efforts to engage and get backing from the private sector to invest into, what we believe, is a great project for the benefit of the entire Rockingham community.</p> <p>We would encourage greater investment now by the City in the critical areas identified in an accelerated matter to ensure mutual long-term benefit. We look forward to further engagement with the City in due course.</p> <p>Officer Response</p> <p><i>Investment prospectus - This action will be completed in the first 12 months of the strategy.</i></p> <p><i>Marketing and Promotion - Marketing and promotion will be undertaken as per action and budget commitments.</i></p> <p><i>Economic modelling studies - Will be developed as required.</i></p> <p><i>Financial and non-financial incentives, and other mechanisms to encourage development and investment - Will be considered on a case by case basis as part of the Development Application process.</i></p> <p><i>Cash-in Lieu of Parking Policy - The City will progress in line with the following action item from the draft Economic Development Strategy - 7.1.1.9 Undertake a review of the Cash-in-Lieu of Parking Policy, once the guidelines drafted by DoT and WALGA, in collaboration with the Local Government Car Parking Reference Group and the DPLH, are released.</i></p> <p><i>All other comments noted.</i></p>
19.	<p>Mr Barzotto – Anchorage Guest House.</p> <p>Firstly we would like to congratulate and compliment Council on the development of the Strategy coupled with the Tourism Development Strategy, and the appointment of a manager of economic and tourism development and his team.</p> <p>As a small business operator in the short stay accommodation industry we are well aware and familiar with the uncertainties and fluctuations in the industry and in fact all small industries. It is no secret to anybody that the past few years have been tough for small businesses particularly tourism. The sadness is that this is not tipped to improve with economists tipping a tough year for households with 21% chance of recession (WA Today 31st January 2020). Furthermore the City faces strong competition from other local authorities in attracting investment, tenants and businesses 'Controversial free rent deal for Fremantle Kings Square Restaurant and Bar approved by Council' (WA Today 31st January 2020).</p> <p>With regard to tourism and short stay accommodation it is essential that Council is cognisant of the report of the recent Standing Committee and its recommendations 'Levelling the Playing Field'. To ensure ongoing quality, sustainable short stay accommodation for all budgets it is important that a licensing and regulatory system be developed and enforced. Recent examples of such regulations are the Shire of Broome in Western Australia and the City of Amsterdam in the Netherlands.</p> <p>The other area concerns the arts. The City should engage with the wider West Australian Arts community and become part of the bigger picture. For example Rockingham would be an ideal Fringe Festival regional hub.</p> <p>Advocacy. This is a very important element. Regrettably the state seat of Rockingham and the Federal seat of Brand are not marginal seats and requires strong sound financially based models and arguments to be successful. An example is that we do not have a major marine infrastructure facility despite years of promises and futile planning. Cockburn Sound and the Rockingham waters are recognised as some of the best ocean sailing waters in the world and this should be a key focus both in tourism promotion and improved facility advocacy.</p>

	<p>The recent success of the foreshore development is a credit to all concerned. The next step is the jewel in the crown, the future development of Point Peron and Mangles Bay. This area provides an opportunity for unrivalled sustainable tourism facilities. It is also important the elements of the strategy both government, non-government and not-for-profit are not operating in 'Silos'. The City should bring together on a quarterly basis organisations such as the Rockingham Kwinana Chamber of Commerce, Tourism Rockingham, Rotary and Lions etc. to ensure effective communication and unity of purpose. The importance of community service groups such as Lions and Rotary should not be underestimated or undervalued.</p> <p>Finally in relation to tourism and arts the City should not become 'Rockingham foreshore centric' as other areas within our boundaries also have much to offer. In conclusion heavy industry is vital but careful planning and environmental sustainability is essential to ensure that any further developments do not impact adversely on the natural beauty of the City and its tourist attractions.</p>
	<p>Officer Response</p> <p><i>The Arts – Comment noted. The City's Cultural Development and the Arts (CDATA) Strategy 2018-2022 provides the actions to deliver high quality arts, culture, heritage events, and programs to the Rockingham community. Connecting residents to arts and cultural opportunities is paramount, and is the means by which the City of Rockingham (the City) creates a culturally strong, diverse, and aware community for all.</i></p> <p><i>Advocacy – Comment noted. The issue of advocating for increase infrastructure allocation from Federal and State governments for the City of Rockingham is outlined in Key Element 4 of the draft EDS, Advocacy and Lobbying.</i></p> <p><i>Point Peron – Comment noted. New Action Item added: to strategy</i></p> <p><i>7.1.1.12 Pending outcomes from the Cape Peron (including Mangles Bay) Planning Investigation Area, investigate ways to promote tourism based investment opportunities that provide considerable economic benefits and have strategic alignment for the future.</i></p> <p><i>Rockingham foreshore centric – Comment noted. The draft EDS contains actions which focus across the entire Rockingham local government area, not just on any one specific area.</i></p> <p><i>All other comments noted.</i></p>

Implications to Consider

a. Consultation with the Community

Following Council endorsement at the 17 December 2019 meeting, the Draft Economic Development Strategy 2020-2025 was publically advertised for a period of four weeks from 6 January 2020 to 31 January 2020. The draft strategy was advertised via a public notice within the Sound Telegraph Newspaper on 8, 15 and 22 January 2020.

Information about how to comment and a copy of the draft strategy were available through the 'Share Your Thoughts' page on the City's website.

An electronic link to the "Share Your Thoughts" page was emailed directly to all key stakeholders who either accepted or declined the City's initial invitation to be involved in the community consultation process held in October 2019 by Lucid Economics.

Hard copy versions of the draft strategy were available to read at the City's four libraries and the City's administration building.

b. Consultation with Government Agencies

The following peak body organisations who participated and assisted in the development of the Draft Strategy were also sent an invitation to make a submission during the Public Comment period.

- Premier's Office
- Department of Defence / Defence West

- HMAS Stirling
- Rockingham General Hospital
- South Metropolitan Tafe

No comments were received from any of the above agencies.

c. Strategic

Community Plan

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

Aspiration 1: Actively Pursue Tourism and Economic Development

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

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

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

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

Business development: Support business development initiatives throughout the City.

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

Aspiration 2: Grow and Nurture Community Connectedness and Wellbeing

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

Aspiration 3: Plan for Future Generations

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

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

Aspiration 4: Plan for Future Generations

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

d. Policy

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

e. Financial

The new costs associated with the implementation actions outlined in the new Economic Development Strategy 2020-2025 (\$510k in 2020/2021) will be incorporated in the relevant team plans over the strategy timeframe and where required incorporated into the City's Business Plan.

f. Legal and Statutory

Nil

g. Risk

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

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

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

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

Nil

Comments

The overall feedback provided during the public comment period was positive and supported the strategy in principle. Two new action items have been included in the strategy based on the community consultation process.

- New Action – Key Element 1 – Investment Attraction
7.1.1.12 Pending outcomes from the Cape Peron (including Mangles Bay) Planning Investigation Area, investigate ways to promote tourism based investment opportunities that provide considerable economic benefits and have strategic merit and alignment for the future.
\$0 budget implication at this point in time.
- Some additional changes have been made to the main body of the document to reflect the changes to the most up to date economic and demographic data available through Informed Decisions (.id).

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ADOPTS** the Economic Development Strategy 2020-2025.

Committee Recommendation

Moved Cr Cottam, seconded Cr Buchanan:

That Council **ADOPTS** the Economic Development Strategy 2020-2025.

Committee Voting (Carried) – 4/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Community Development Community Capacity Building



Reference No & Subject:	CD-004/20 Proposed Baldivis War Memorial
File No:	COM/178
Proponent/s:	Baldivis War Memorial Friends and Supporters Group
Author:	Ms Niloufer Ali, Community Development Officer
Other Contributors:	Ms Belinda Trowbridge, Coordinator Community Capacity Building Ms Julia Dick, Collaborative Manager Community Capacity Building Ms Jillian Obiri-Boateng, Collaborative Manager Community Capacity Building
Date of Committee Meeting:	17 March 2020
Previously before Council:	16 April 2019 (CD-007-19)
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Executive
Site:	1. Lot 16 Settlers Avenue, Baldivis 2. Lot 14 Arpenteur Drive, Baldivis 3. Lot 1507 Brennan Promenade, Baldivis
Lot Area:	1. Lot 16 5036m ² 2. Lot 14 3755m ² 3. Lot 1507 29521m ²
Attachments:	
Maps/Diagrams:	1. Mary Davies Library and Community Centre Forecourt 2. Settlers Town Square 3. Steel Tree Reserve

Purpose of Report

To present the findings from the Proposed Baldivis War Memorial Community Consultation and to seek Council endorsement of Settlers Town Square as the preferred location for a War Memorial in Baldivis.

Background

In November 2018 a request was received from Ms Jessica Abbott to consider the building of a war memorial in Settlers Town Square, Baldivis and to rename Settlers Town Reserve to Remembrance Park Baldivis.

Ms Abbott also established the Baldivis War Memorial Friends and Supporters Group (BWMFASG) which have now formed a committee to communicate with the community and the City, with the aim of having a memorial built. BWMFASG have support from HQ Limestone who have offered to build the memorial, charging only the cost of materials required. The group also investigated state and federal grant funding that could be accessed for the purpose of a war memorial.

Furthermore, the BWMFASG outlined that there is currently a small war memorial located near the corner of Safety Bay Road and Old Mandurah Road, Baldivis that is in a very dilapidated state. Inquiries were made regarding the memorial and it was confirmed that it is not located on City land. Therefore the City is unable to action the decommissioning.

The BWMFASG suggested that the following items be included in the proposed Baldivis war memorial:

- Memorial made from reconstituted limestone blocks in a staggered brick pattern
- Infill panels to be laser cut metal images
- Main wall 3m in length and height of 2m
- Angled side walls 2m in length and height of 2m = 7x2m in total
- Black metal lettering and tri-service logo
- Bench seating within the park.

The proposal from the BWMFASG has suggested that the site could be used for small services on ANZAC Day, Remembrance Day and other special occasions as well as a quiet space available locally for personal reflection and remembrance. BWMFASG indicated that the proposed war memorial should not try to compete with or replace the larger community services/events that are held at Port Kennedy and Rockingham War Memorials to commemorate significant occasions such as ANZAC Day



Image 1: Supplied image of the proposed memorial from BWMFASG as an example of the Redbank Army Camp



In April 2019 a Council report resolved that Council:

1. **ACCEPTS** the concept of a small war memorial in Baldivis has some merit
2. **DIRECTS** the Chief Executive Officer to undertake an investigation of possible locations that would suit a small war memorial in Baldivis and bring the findings and recommendations back to Council for consideration.

Details

An investigation into 55 possible locations in Baldivis for the war memorial was conducted. Criteria including passive surveillance, accessibility, lighting, parking, toilets, land tenure, size of site, ambiance and ability to accommodate a memorial were all considered and each site was assessed against these criteria. The investigation identified that within Baldivis there were very few sites that could achieve a high rating for all criteria. The top three rated locations that were identified as suitable were:

1. Mary Davies Library and Community Centre Forecourt (MDLCC), 17 Settlers Ave, Baldivis. Land owned freehold by the City.
2. Settlers Town Square (Reserve 50482), Corner of Arpenteur Drive and Clyde Ave, Baldivis. C class Crown Reserve vested to the City of Rockingham for the purpose of public recreation.
3. Steel Tree Reserve (Reserve 48399), Brennan Promenade, Baldivis. C class Crown Reserve vested to the City of Rockingham for the purpose of public recreation.

	Reserve Name	Map of Reserve
1	Mary Davies Library and Community Centre Forecourt	
2	Settlers Town Square	

	Reserve Name	Map of Reserve
3	Steel Tree Reserve	

In November 2019 the City undertook a community consultation process regarding the proposed Baldivis War Memorial to receive resident feedback on the three identified locations. The consultation was open for public comment from Thursday 7 November until Friday 6 December 2019

In total 609 surveys were completed. The following tables outline a summary of the responses received.

Suburb	Total Number of responses	Percentage of respondents
Baldivis North	107	17.6 %
Baldivis South	461	75.6 %
Other City of Rockingham Suburbs	32	5.3%
Other non-City of Rockingham suburbs	9	1.5%
Total	609	100%

Question	Mary Davies Library and Community Centre		Settlers Town Square		Steel Tree Reserve	
Please select your most preferred location for the development of the Baldivis War Memorial	184 (30.2%)		280 (45.9%)		145 (23.8%)	
Would you support the development of a War Memorial at the stated location?	Yes:	321 (52.7%)	Yes:	412 (67.6%)	Yes:	308 (50.5%)
	No:	204 (33.5%)	No:	149 (24.5%)	No:	202 (33.2%)
	Unsure:	84 (13.8%)	Unsure:	48 (7.9%)	Unsure:	99 (16.3%)
Would services such as ANZAC day and Remembrance day being held at the stated location disrupt you in anyway?	Yes:	69 (11.3%)	Yes:	66 (10.8%)	Yes:	86 (14.1%)
	No:	479 (78.6%)	No:	488 (80.1%)	No:	467 (76.6%)
	Unsure:	61 (10%)	Unsure:	55 (9%)	Unsure:	56 (9%)

The survey also asked for any additional comments from the community. A variety of both supportive and negative comments were received:

- *"Settlers Town Square has a sense of quiet dignity and reflection. Not sure if a memorial outside a pub or kids playground has the same feel"*
- *"The Settlers Town Square has good parking access and is visually attractive, ie, trees, green spaces, etc. It is also easily accessible to the wider community and has the potential to develop into a terrific place to honour our servicemen and women both past and presently serving, ie, nice open spaces for community gatherings"*
- *"A war memorial is significant. Baldvis is growing. Town square is too small, steel tree park lacks parking. MDLCC is central, big enough and has plenty of parking"*
- *"Library area would utilise the shopping centre carpark but is not a pretty location. The Settlers Town Square is small and parking could become a problem, but it is photogenic (a pretty spot). Steel Tree Reserve is very pretty, spacious under the trees, but parking is a bit limited"*

Meetings with key stakeholders were also undertaken. On 28 November 2019 a meeting was held with a representative from the Returned and Services League (RSL) WA and a representative from the Totally and Permanently Incapacitated Ex-Servicemen and Women (TPIWA) with the following outcomes:

- *Settlers Town Square* - Attendees agreed this site was dignified, respectful with sufficient access and potential to host future memorial events.
- *Steel Tree Reserve* - Attendees discussed that this site does not have enough parking, the steps could be an issue with regards to accessibility and that the site is a large size which would be great for memorial events.
- *Mary Davies Library and Community Centre Forecourts* - Attendees discussed that this site did not provide enough shade and could be windy at times. It was discussed that the proximity to the pub was not preferred as this can take away the provision of a respectful environment.
- Other Considerations - Attendees noted the following comments:
 - There is currently no RSL in Baldvis however, it would only take ten service people who live in the area to request to have an RSL formed.
 - Attendees don't foresee that having a memorial and possibly a service at Baldvis would impact the numbers of attendees at the Port Kennedy or Rockingham services.

On 21 January 2020 a meeting was held with a representative from the RSL Port Kennedy with the following outcomes:

- RSLs have a focus on commemoration/remembrance. As such, the RSL would be supportive of the addition of a memorial in Baldvis.
- The RSL did not have a preference on the location of the memorial, however suggested that it needed to have facilities that could be utilised for future services such as lighting, accessibility, parking and toilets.
- Any location that was selected needs to have the capacity to host services large and small. That Port Kennedy RSL started with services for 100 people and has now grown to 3000 was used as an example.
- As Baldvis does not currently have an RSL, it was suggested that the Baldvis Defence Force cadets might be able to assist in maintaining the memorial.
- RSL Port Kennedy are happy to provide advice and guidance should there be a new RSL in Baldvis in the future.

On 26 February 2020 a meeting was held with a representative from the Totally and Permanently Disabled Veterans WA (TPDVWA) with the following outcomes:

- Supportive of a new memorial being built in Baldvis
- No particular preference regarding the site, and noted that it would be for the RSL Veterans and the community to choose.

- No other implications for organisation, other than strengthening the veterans in the community.

The survey data and meetings with key stakeholders demonstrates that the community are generally supportive of the provision of a memorial with the most popular location being Settlers Town Square.

Implications to Consider

a. Consultation with the Community

The City of Rockingham have undertaken a community consultation and engagement process to ascertain support for the project from local residents and used the below methods:

Letter and hard copy survey sent to residents living within 400m of the proposed site with a total of 1413 letters sent.

Online survey open to the public and promoted through the City's social media channels

"Share your Thoughts" email sent to Rockport recipients with an electronic link to the survey

Two posts advertised the consultation on the City's Facebook page on 7 November and 3 December 2019.

Meetings held with representatives from: RSL WA, RSL Port Kennedy, TPI Association WA and TPDVWA. Invitations to meet with City staff or provide written feedback regarding the proposed War Memorial were extended to RSL, Rockingham however feedback was not attained.

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 contained in the Strategic Community Plan 2019-2029:

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

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

d. Policy

Nil

e. Financial

There are no funds allocated in the 2019/2020 Budget or Business Plan for the design or construction of a war memorial in Baldivis.

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

After the investigation into suitable sites and undertaking the community consultation and engagement process, it has been confirmed that there is community support for Settlers Town Square as the preferred location for the establishment of a small War memorial in Baldivis. This location provides some parking, accessibility, space for small services and by partnering with local businesses access to toilet facilities.

It should be noted that the original intent of the BWMFASG was for the memorial to be a place of quiet reflection, however community consultation has also identified that the potential for growth of attendance numbers at services could impact the site. Port Kennedy RSL indicated that their services increased from 100 to 3000 people.

While the community has identified Settlers Town Square as the preferred location, a final determination cannot be made until a full feasibility regarding future capacity of this site to accommodate large numbers has been undertaken.

The City's role in supporting the planning, design, approval and installation of a small War Memorial in Baldivis will need to be considered if Council support the preferred location.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **SUPPORTS** the location of a small War Memorial at the Settlers Town Square Reserve, subject to feasibility being investigated.

Committee Recommendation

Moved Cr Cottam, seconded Cr Buchanan:

That Council **SUPPORTS** the location of a small War Memorial at the Settlers Town Square Reserve, subject to feasibility being investigated.

Committee Voting (Carried) – 4/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Community Development Community Capacity Building



Reference No & Subject:	CD-005/20	Recommendation from the Minutes of the Christmas Festival Occasional Committee Meeting held on 27 February 2020
File No:	CSV/2810	
Author:	Ms Jillian Obiri-Boateng, Collaborative Manager Community Capacity Building	
Other Contributors:	Ms Donna Cochrane, Coordinator Cultural Development and the Arts	
Date of Committee Meeting:	17 March 2020	
Disclosure of Interest:		
Nature of Council's Role in this Matter:		
Attachments:	Minutes of the Christmas Festival Occasional Committee Meeting held on 27 February 2020	
Maps/Diagrams:		

Purpose of Report

To seek approval of Council to disband the Christmas Festival Occasional Committee.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1: Disband the Christmas Festival Occasional Committee

That Council **DISBANDS** the Christmas Festival Occasional Committee.

Officer Recommendation if Different to Advisory Committee Recommendation

Not Applicable

The Officer's Reason for Varying the Advisory Committee Recommendation

Not Applicable

Background

The Christmas Decoration Occasional Committee was established on 23 April 2013.

A small scale community event commenced in 2016 to complement the turning on of the lights.

The Christmas Festival was established in 2018 and has grown significantly over the two years since to its current format of a parade involving community groups and floats, food trucks, stall holders, on-stage entertainment, children's activities and Santa Claus.

The Christmas Lights Display and the Christmas Festival are referenced within the Cultural Development and the Arts Strategy 2018-2022 as ongoing actions with budgets allocated through the Team Plan process annually.

The Christmas Lights and Decorations are displayed each year during December and January. In 2019 the display was relocated back to the newly revitalised Rockingham Foreshore and along Railway Terrace. The lighting and decorations have been progressively expanded each year to allow for new elements within the annual display.

The Christmas Festival has grown in the past two years and is well established, with over 45 community groups taking part in the 2019 parade. Food trucks, entertainment, stallholders and children's interactive activities are also key components of the event. Approximately 10,000 people attended the 2019 event.

Executive Support currently only provide updates on the planning or a post-event review to the committee.

With the ongoing expansion of both the Christmas Lights and the Festival annually, the Committee is no longer required to provide advice, with meetings now focused on updates which are also provided in the Community Development Bulletin.

Implications to Consider

a. **Strategic**

Community Plan

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

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

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

b. **Policy**

Nil

c. **Financial**

Nil

d. **Legal and Statutory**

Nil

e. **Voting Requirements**

Absolute³ Majority

f. **Risk**

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

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

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

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

Nil

Committee Recommendation

Moved Cr Buchanan, seconded Cr Cottam:

That Council **DISBANDS** the Christmas Festival Occasional Committee.

Committee Voting (Carried) – 4/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

³ Absolute Majority voting required

Community Development Community Infrastructure Planning



Reference No & Subject:	CD-006/20	Infrastructure Planning and Development Grant – Video Wall
File No:	GRS/52-19	
Proponent/s:	Rockingham Basketball and Recreation Association	
Author:	Mr Gary Rogers, Manager Community Infrastructure Planning	
Other Contributors:	Ms Carly Kroczeck, Senior Community Infrastructure Planning Officer	
Date of Committee Meeting:	17 March 2020	
Previously before Council:	25 February 2020 (CD-002/20)	
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 additional information on 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.

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.

Details

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

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 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 under these guidelines.

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 the quotes are for differing products. It is also noted the quote was only valid for seven days, dated 19 November 2019.

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. Whilst 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.

Voting Requirements

Simple Majority

Officer Recommendation

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.

Committee Recommendation

Moved Cr Davies, seconded Cr Cottam:

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.

Committee Voting (Carried) – 4/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Community Development Community Capacity Building



Reference No & Subject:	CD-007/20	Rockingham Education and Training Advisory Committee change of representation (<i>Absolute Majority</i>)
File No:	CSV/1522-05	
Proponent/s:		
Author:	Mr Sam Hegney, Acting Coordinator Recreation and Wellbeing	
Other Contributors:	Ms Olivia Forsdike, Community Development Officer Ms Julia Dick, Collaborative Manager Community Capacity Building	
Date of Committee Meeting:	17 March 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 appoint Ms Rosalba Butterworth as the Department of Education (South Metropolitan Education Regional Office) representative to the Rockingham Education and Training Advisory Committee (RETAC).

Background

Mr Jim Bell was appointed as the Department of Education (South Metropolitan Education Regional Office) representative to the Rockingham Education and Training Advisory Committee following the resignation of Gary Anderson in June 2019. Following position and staff changes at the Department of Education, schools within Rockingham no longer fall into the portfolio of Mr Jim Bell, and as such, his representation will no longer be relevant.

The terms of reference for the RETAC is '*To consider and make recommendations regarding the Tertiary Scholarship Scheme applications and provide advice and guidance on education training and lifelong learning within the City of Rockingham to Council*'. Therefore due to the timing of the next RETAC meeting and the appointment being nominated by the Department of Education i.e. it is not a community representative, a direct report to Council is appropriate.

Details

Ms Rosalba Butterworth is the now the Assistant Regional Executive Director at the South Metropolitan Education Regional Office and is considered the relevant representative. The Department of Education's (South Metropolitan Education Regional Office) new nomination to RETAC is Ms Rosalba Butterworth.

Implications to Consider

a. **Consultation with the Community**

Nil

b. **Consultation with Government Agencies**

Department of Education

c. **Strategic**

Community Plan

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

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

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

d. **Policy**

The Governance and Meeting Framework Council Policy outlines the membership composition and appointment of memberships on Advisory Committees. The RETAC membership composition requires a Department of Education representative.

e. **Financial**

Nil

f. **Legal and Statutory**

Local Government Act 1995 Section 5.10 (1) A Committee is to have as its members (a) persons appointed by absolute majority by the local government to be members of the committee.

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 appointment of Ms Rosalba Butterworth is in line with the Department of Education's review of work boundaries which has identified Ms Butterworth as the relevant RETAC member.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council **APPOINTS** Ms Rosalba Butterworth as member of the Rockingham Education and training Advisory Committee, representing the Department of Education (South Metropolitan Education Regional Office).

Committee Recommendation

Moved Cr Davies, seconded Cr Buchanan:

That Council **APPOINTS** Ms Rosalba Butterworth as member of the Rockingham Education and training Advisory Committee, representing the Department of Education (South Metropolitan Education Regional Office).

Committee Voting (Carried) – 4/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

13.	Reports of Councillors
	Nil
14.	Addendum Agenda
	Nil

15. Motions of which Previous Notice has been given

General Management Services

General Management Services Governance and Councillor Support		
Reference No & Subject:	GM-011/20	Notice of Motion – Change of Method of Filling the Position of Mayor
File No:		
Proponent/s:		
Author:	Mr Peter Varris, Manager Governance and Councillor Support	
Other Contributors:	Mr Michael Parker, Chief Executive Officer	
Date of Committee Meeting:	17 March 2020	
Previously before Council:	25 February 2020 (GM-006/20), 26 November 2019 (GM-029/19), 25 June 2019 (GM-016/19), 27 November 2018 (GM-046/18), 23 August 2011 (ES-026/11), 28 February 2006 (CES69/2/06).	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive / Advocacy	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To provide advice in response to the following Notice of Motion from Cr Edwards and Cr Davies –
That Council –

1. *APPROVES the change in method of filling the office of the Mayor used by the City of Rockingham from the election by the council method to the election by the electors method;*
2. *DIRECTS the CEO to prepare a report informing Council by May 2020 of a timeline to implement the change to the election by electors method at the 2021 ordinary local government elections and the most cost effective strategy to support the change; and*

3. *ADVOCATES to the Minister for Local Government to consider the following initiatives in the current review of the Local Government Act 1995 -*
 - a. *The introduction of a cap to the amount that can be spent on election campaigns by candidates for local government elections.*
 - b. *The introduction of a maximum number of consecutive terms that can be held by local government elected members.*
 - c. *Expedite the process to allow for the disqualification of elected members where they have been found to be jeopardising the good governance of the local government.*

Background

Notice of Cr Edwards' and Cr Davies' proposed motion was given at the 25 February 2020 Council meeting and the following reasons were given in support –

"Historical Information.

1. *In January 1871 an act to established Local Boards for the conservation, improvement, and making of roads in several districts of the Colony was gazetted. These boards were to consist of seven members elected by the residents of the district; a board member was then elected by the board to be Chairman. This act also allowed rates to be raised for the road infrastructure and residents became ratepayers. In 1897 Rockingham residents petitioned the government to establish a Roads Board and in February 1897 the Rockingham Roads District was gazetted. In July 1961 the Road District became the Shire of Rockingham, the forerunner of our City Council. In the days of the Roads Board the population was very small, 211 in 1911 and only 2,583 in 1961 and residents would most likely know the Roads Board Chairman personally. We now have a population of 130,000 plus, allowing residents to elect their own Mayor will allow them to scrutinise the candidates and exercise a democratic right in electing their own community leader.*
2. *We anticipate the Popular Elect Mayor method is inevitable for the City of Rockingham, and other West Australian Local Governments. We wish to implement the change now. There are valid pro's and con's for both methods of electing the Mayor, this method is new for the City and a change that could enable growth and more engagement within the community. This change will enable the Council to re-focus energy on the strategic performance of the city, and not waste necessary funds, and time on a referendum.*
3. *In October 2019 at the Local Government elections the residents of the City of Stirling have been allowed by Councillors to elect their mayor. The following is an extract from the City of Stirling Council Minutes dated 7th March 2017 in which the officers list some of the pros and cons of a Mayor elected by the Councillors or Community.*
 - a) *Election of Mayor by Councillors; elected councillors should determine the leader of their council and not have a leader imposed on them whom they could be at a variance or unable to work cooperatively and constructively, the positions of the Prime Minister and Premier are not elected by popular vote, councillors can assess the performance of their leader on a biennial basis and be able to change that person if conflict develops or if the leader does not perform to expectation, a popularly elected Mayor and their planning and policy direction, views and actions may not have the support of the Majority of Councillors, electors would not be able to change an unsatisfactory Mayor before the next election, the financial costs of running a Mayoral campaign should be considered.*
 - b) *Election of Mayor by the electors method; The position of Mayor, as the leader of Council, should be determined directly by the electors with the Mayor accountable to residents and rate payers, Popular election of the Mayor would give predictability about the style and direction of the Council leadership and stability to the office for a period of 4 years, The Mayor would be able to provide leadership, adhere to agreed strategic directions and influence long term planning and policy setting, election of the Mayor by the electors would remove internal politics of Councillors during the time leading up to the election of the Mayor, popular election of the Mayor would give electors an opportunity to consider Mayoral candidates policies and vote accordingly, popular election of the Mayor would make the Mayor more accountable to residents.*

4. *In May 2017 the Stirling Councillors agreed to hold a referendum at the Local Government elections, in October 2017 at which residents voted 'overwhelmingly' in support of the community electing a Mayor. We do not need a costly referendum in the City of Rockingham when we believe the result would show similar results.*
5. *Given that Council may now have the opportunity to change the method by which the Mayor is elected, that is an absolute Majority, negates the need for an expensive referendum and any delay in voting on this issue, giving residents the opportunity to vote for their own Mayor at the next Local Government Election 2021.*
6. *Estimated costs for the 2019 City of Rockingham ordinary election are approximately \$340,000 (based on four ward elections). The inclusion of a mayoral election will increase costs by estimated \$8,000-\$12,000. Depending on the way the implementation of a 'elector elected' Mayor.*

Costs Reference: Information for Candidates, Tasmanian Electoral Commission

https://tec.tas.gov.au/Local_Government_Elections/assets/LG_Candidate_Information_Booklet.pdf

The following extract allows councillors to read what seems a sensible and equitable approach to campaign funding used by the Government of Tasmania. It provides a starting point for the Minister to consider.

'Changes to the Local Government (General) Regulations 2015, The election related changes are:

- The previous limits on the size and number of posters/signs have been removed. Posters/signs will need to comply with the relevant local council planning scheme*
- Previous advertising limits on radio and television to be removed, new reporting requirements that include ALL forms of advertising costs- The new Expenditure Limits are \$16,000 for all candidates contesting a Clarence City, Glenorchy City, Hobart City, Launceston City. Election seat; \$10,000 for all candidates contesting an election for any other Local Government; All electoral advertising used during the relevant period is to be included in the expenditure limit inclusive of GST.'*

Details

Local Government is the only tier of Australian government that offers electors the opportunity to directly elect the 'leader'. Both State and Federal governments elect the leader (Premier / Prime Minister) from the elected members representing the political party in office.

In Western Australia there are two methods provided under the Local Government Act 1995 (the Act) for filling the office of mayor – (a) elected by the council from amongst the councillors; or (b) elected by electors of the district.

Of the 30 metropolitan local governments, 18 have an 'elector' mayor and 12 have a 'councillor mayor'. As can be seen in the table below, there is no demographic trend as to the manner of filling the office of mayor.

'Councillor Mayor' (12)	'Elector Mayor' (18)
Armadale, Bassendean, Bayswater, Belmont, Gosnells, Kwinana, Kalamunda, Mundaring, Peppermint Grove, Rockingham, Serpentine-Jarrahdale, Swan.	Cambridge, Canning, Claremont, Cockburn, Cottesloe, East Fremantle, Fremantle, Joondalup, Melville, Mosman Park, Nedlands, Perth, South Perth, Stirling Subiaco, Victoria Park, Vincent, Wanneroo.

The matter of changing the method of filling to office of mayor has been the subject of several reports to Council in recent years. On each occasion the outcome was to remain with the status quo, that being a mayor elected by council.

A 'council elected' mayor is elected every two years by the council (i.e. a two year term) after the biennial local government elections. The mayor is therefore part of the elected council body, elected (in the City of Rockingham's case) via a ward, and represents the district as a whole. The position is titled Councillor <Surname>, Mayor of the City of <local government>.

An 'elector mayor' is elected by way of an election every four years coinciding with the local government election process for councillors. The office of 'elector mayor' sits 'over' the councillors representing wards and the district as a whole. The 'elector mayor' is therefore in addition to the elected councillors. The position is titled 'Mayor <Surname>' of the City of <local government>.

The Act further provides the manner in which the method of filling the office of mayor may change and in respect to this notice of motion, section 2.11(2) of the Act provides that a local government may change (by absolute majority – i.e. supported by six Councillors) from the election by council method to the election by electors method.

Regardless of the method of electing the mayor, the legislative role remains the same. Section 2.8 of the Local Government Act 1995 specifies the role of the mayor as follows –

- (a) presides at meetings in accordance with the Act;
- (b) provides leadership and guidance to the community;
- (c) carries out civic and ceremonial duties;
- (d) speaks on behalf of the local government;
- (e) performs any functions are required by the Act or other written law; and
- (f) liaises with the CEO on the local government's affairs and the performance of its functions.

The mayor has no decision-making entitlements beyond that of Council, and section 2.8 of the Act further states that the mayor is also is required to perform the role of councillor per section 2.10 of the Act which are –

- (a) represents the interests of electors, ratepayers and residents of the district; and
- (b) provides leadership and guidance to the community in the district; and
- (c) facilitates communication between the community and the council; and
- (d) participates in the local government's decision-making processes at council and committee meetings; and
- (e) performs such other functions as are given to a councillor by this Act or any other written law.

The Act (section 2.13) provides that the new method of filling the office of mayor is to be the next ordinary local government elections (i.e. Oct 2021) provided the decision to change is made before the period beginning on the 80th day before and ending on the ordinary election day (i.e. 16 October 2021). Should Council make a decision to change the method as a consequence of this Notice of Motion, there is sufficient time to undertake a review of councillor representation and ward boundaries to implement any subsequent changes for the 2021 elections.

In respect to point 3 of the Notice of Motion, there are currently no restrictions to the number of terms (consecutive or non-consecutive) that a councillor or mayor may serve. Furthermore, there are no restrictions in respect to election campaign funding beyond the need to declare electoral gifts (e.g. campaign donations).

Recent legislative changes to the Act (November 2018 – section 8.15A – 8.15M) have provided the Minister for Local Government the means to suspend and/or order an individual council member (mayor/councillor) to undertake remedial action when the Minister is satisfied that it is inappropriate for that member to continue to act as a member of council without intervention. The triggers for intervention are –

- A council member is charged with an offense that (if convicted), will disqualify them from being a council member;
- The Local Government Department CEO has referred an allegation or allegations of serious breach or recurrent breaches of the Act to the State Administrative Tribunal;
- The council member is failing to perform their role, functions or duties as defined in the Act and the Minister is satisfied that the seriousness or duration of the suspected failure requires intervention; and

- The council member's conduct is adversely affecting the ability of another person, including employees or the local government itself, to perform their functions or duties and the Minister is satisfied that the seriousness or duration of the suspected conduct requires intervention.

Procedural fairness will be accorded via a 'show cause' notice and the Minister must consider the council member's response.

The Minister now has the ability to recommend dismissal of a council member if the Minister is satisfied that the council member is, or has:

- Impeded the ability of the local government to perform its functions and duties under the Act; and/or
- It is in the best interests of the local government that the member be dismissed, and the seriousness of the situation for the local government requires intervention.

The above Ministerial powers should provide the appropriate intervention mechanism where an 'elector elected' mayor impedes the council or the local government in providing good governance for the community and undertaking their respective roles and functions.

There are several options for Council to consider on this matter –

1. Retain the status quo of a 'council elected' mayor.
2. Change to an 'elector elected' mayor without change to ward boundaries and councillor representation, thereby increasing Council to twelve members (including the mayor).
3. Change to an 'elector elected' mayor in conjunction with a change to ward boundaries and councillor representation to reduce councillor numbers (to eleven or less, including the mayor).

Implications to Consider

a. Consultation with the Community

In May 2019 the City received a petition seeking to consider a change to the method of filling the position of mayor. The proposal was not supported by Council.

There has been significant commentary of this matter on social media, with comments made demonstrating a level of misunderstanding within the community about the role of a local government mayor and the influence that the mayor has on decision-making within council and the local government.

b. Consultation with Government Agencies

Previous consultation has occurred with the Western Australian Electoral Commission in respect to potential costs for a mayoral election.

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 financial implications on this matter are varied. In retaining the status quo of filling the office of mayor by the 'Council Elected' method there are no financial implications.

Should an 'elector elected' mayor be implemented without subsequent changes to councillor numbers, the cost is estimated at \$50,000pa covering addition sitting fees and allowances,

support materials, training and resources. A further \$9,000 - \$13,000 would be required for the mayoral election.

In the circumstance of an 'elector elected' mayor being implemented with a reduction in councillor numbers a review of ward boundaries and councillor representation would be required. The cost of a mayoral election would be \$9,000 - \$13,000.

The undertaking of a review of ward boundaries and councillor representation will involve significant redirection of officer resources as well as statutory cost for public consultation.

f. Legal and Statutory

Section 2.11(2) of the Local Government Act 1995 (the Act) states "*a local government may change* the method of filling the office of mayor or president used by the local government from the election by the council method to the election by the electors method*" (*Absolute majority required).

Section 2.13(1) of the Act states "*a decision under section 2.11(2) to change to the election by electors method has effect in relation to the filling of the office of mayor or president at the next ordinary elections of the local government held after the decision is made and from then on until a change under section 2.11(4) to the election by the council method takes effect.*"

Section 2.13(3) of the Act states that a decision under section 2.11(2) has no effect if it is made during the period beginning on the 80th day before, and ending on, the ordinary election day.

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

To restate some of the issues raised in previous reports to Council, the Elections Summary Discussion Paper (for the Act review) addresses the matter of election of mayor and states "*The direct election of a mayor/president can increase public confidence and strengthen the role in the eyes of the community. However, the popular election of mayors/presidents has been linked to greater politicisation, instability and friction on council itself, especially when elected on a single issue.*"

An 'elector mayor' elected on a single issue or 'populist' platform or with a different mandate to that of councillors/council can lead to the promotion of different agendas and subsequent conflicts, and this has been experienced in various local governments. A review of the findings of Inquiry investigations into a number of local governments bears this observation out, with dysfunction between 'popularly elected' mayor, councillors and the local government administration, on occasion resulting in the dismissal of council. An 'elector mayor' has a term of office of four years (compared to the two years for 'councillor' mayor), which potentially is a lengthy period before the community can 'voice' dissatisfaction in a mayor's performance via the ballot box. The ability for the Minister for Local Government to exercise an intervention may provide an avenue to 'limit the ongoing damage' of dysfunction.

This is not to say that dysfunction does not occurs between a 'councillor' mayor, and council and the city administration. The key difference is that the council has the ability to address mayoral poor performance every two years in the case of a 'councillor mayor', as well as the ability for the electors to register dissatisfaction through the election process for the ward in which the mayoral incumbent sits. From a practical perspective there are benefits for council to elect its own leader from amongst its members as it provides the incumbent confidence that they have the support of the majority of their peers, who conversely may hold the mayor to account during their two year tenure.

In considering a referendum to change the method of filling the office of mayor from 'elected by council' to 'elected by electors', the City of Stirling provided the following cases –

ELECTION OF THE MAYOR BY THE COUNCILLORS (current)

Those in favour may argue that:	Those against may argue that:
A double selection process, with the person being elected to Council prior to being eligible for election as Mayor, gives more rigour to the selection process.	It does not provide the electors with the direct vote from the election and may support the development of factions on Council.
Councillors may have better knowledge of a candidate's experience, capacity and capability.	The electors may vote for a person who is considered independent and therefore not influenced by previous Council experience.
An election by the Councillors can enhance the leadership of the Mayor and the cohesiveness of the Council.	The Mayor could be said to be more answerable to the community if popularly elected.
If the Mayor is elected on a two (2) year cycle it enables change at more frequent intervals if appropriate.	The more frequent change can potentially cause some disruption to Council cohesiveness.
A two (2) year review of the Mayor's performance is a better process and can only be achieved if the Mayor is elected by Council.	The term of Office of four (4) years gives continuity in the Mayor overseeing the Council's objectives, goals and strategies.

ELECTION OF THE MAYOR BY THE ELECTORS

Those in favour may argue that:	Those against may argue that:
It enhances democracy as the electors have a direct say in the person who leads the Council.	The electors may have less knowledge of a candidate's experience, capacity and capability than fellow Councillors.
The Mayor could be said to be more answerable to the community if popularly elected.	If the Mayor does not have the support of the rest of Council, the result could be difficulty in Council making decisions.
It provides continuity as Councillors cannot remove a directly elected Mayor for four (4) years.	Councillors may be best positioned to know when to withdraw support for a Mayor.
The Mayor may be more mindful of electors' views.	The Mayor may put individual Councillor concerns ahead of the interest of the electors.
The term of Office of four (4) years gives continuity in the Mayor overseeing Council's objectives goals and strategies.	A two (2) year election process could constitute a better process for a review of a Mayor's performance.

Source City of Stirling Minutes of the Ordinary Meeting of Council 5 December 2017.

Using the outcomes of the City of Stirling elections in 2019 (sourced from the Western Australian Electoral Commission website), 26.2% (38,018 of 146,392) of eligible electors submitted a vote. Of these the successful candidate received 14,903 votes (39.2% of votes cast), meaning that just over 10% of eligible electors determined who would be mayor.

An issue that also needs be considered is that once the change to an 'elector elected' mayor has been implemented, it is far more complex and challenging to change back (per section 2.12A of the Act), requiring a public submission period, followed by a poll of electors. To be succinct, once changed it is highly unlikely to ever be changed back.

An 'elector mayor' system could be introduced by retaining the number of councillors and the current ward structure, and implementing a mayor over the current council, increasing the number of elected members to twelve. In essence this will impose an increase in election costs (for a City-wide mayoral election), in addition to the additional elected member support costs (sitting fees, allowances, IT, etc).

Alternatively, Council may decide to introduce the change of election method by reducing councillor numbers to accommodate the inclusion of a 'popularly elected' mayor. This will require a revision of the ward boundaries and representation review. Any change will need to be undertaken in accordance with legislative requirements in time for the local government elections in October 2021.

The *Ward Boundaries and Councillor Representation Review 2018 Discussion Paper* presented the following options for consideration –

Option 1 – No Wards / Ten Councillors

Option 2 – Two Wards / Ten Councillors

Option 3 – Three Wards / Ten Councillors

Option 4 – Four Wards / Ten Councillors

Option 5 – Four Wards / Eleven Councillors

Option 6 – Three Wards / Nine Councillors

Subsequent models included variations of the Three Ward / Eleven Councillor model, including the current arrangement.

An argument during the deliberation on the above review was that it was preferred to adopt a council of uneven composition to minimise the occasions where the mayor has to exercise his legislative obligation of a casting vote. Given this, should Council consider it appropriate to reduce councillor numbers in conjunction with the introduction of an elector elected mayor several options are apparent –

1. Reduce the number of councillors (excluding mayor) to 10 or 8 with no wards.
2. Reduce the number of councillors (excluding mayor) to 10 or 8 with current three wards.
3. Reduce the number of councillors (excluding mayor) to 10 or 8 with revised wards.

Given the recent nature of the 2018 review, it would be prudent to limit the changes to ward boundaries. Detailed analysis of the implications of these models will need to be undertaken based on the elector numbers (by ward) from the 2019 ordinary elections; applying anticipated elector growth numbers to ensure that the revised structure is sustainable into the future within the accepted tolerances under Local Government Advisory Board requirements. This work would be the substance of the report required under part two of the Notice of Motion.

In the report to Council in June 2019 the author stated *"It would be appropriate for the question to be reconsidered after the current review of the Local Government Act so any resultant implications can be taken into account by the incoming Council, including any appropriate changes to ward boundaries and councillor numbers should an 'elector' mayor be favoured"*.

Council has previously endorsed a submission to the review of the Local Government Act 1995 which did not encompass a position on the limitation of elected member terms or limitation to election campaign funding. The outcomes of the review of the Local Government Act 1995 are not known. Issues such as a cap on the numbers of elected members, limitations on the number of terms that can be served, whether the option of a 'popularly elected' mayor becomes compulsory or is scrapped, limitation to the financing of election campaigns, etc. are matters yet to be determined.

The view held that the opportunity to directly elect the mayor is 'a fundamental democratic right', is not a right extended to the other tiers of government. It is optional under the current legislative framework. The fundamental right that is shared by all Australian governments is the right to elect a representative, whether this be a state or federal member, or councillor.

The author has previously stated that there is no compelling reason to change what is currently an effective system of filling the office of mayor at the City of Rockingham. This view has not changed. The Notice of Motion is not supported.

Voting Requirements

Absolute Majority

Officer Recommendation

The Notice of Motion is not supported.

Notice of Motion from Cr Edwards and Cr Davies

That Council:

1. **APPROVES** the change in method of filling the office of the Mayor used by the City of Rockingham from the election by the council method to the election by the electors method;
2. **DIRECTS** the CEO to prepare a report informing Council by May 2020 of a timeline to implement the change to the election by electors method at the 2021 ordinary local government elections and the most cost effective strategy to support the change; and
3. **ADVOCATES** to the Minister for Local Government to consider the following initiatives in the current review of the Local Government Act 1995 -
 - a. The introduction of a cap to the amount that can be spent on election campaigns by candidates for local government elections.
 - b. The introduction of a maximum number of consecutive terms that can be held by local government elected members.
 - c. Expedite the process to allow for the disqualification of elected members where they have been found to be jeopardising the good governance of the local government.

Note: *As a Committee member has not been authorised by Cr Edwards to move her Notice of Motion, in accordance with Standing Orders this Item will be referred to Council on Tuesday 24 March 2020 without Committee consideration.*

Community Development

Community Development Community Capacity Building		
Reference No & Subject:	CD-008/20	Notice of Motion – Acknowledgement of Country
File No:	CSV/3382	
Proponent/s:	Cr Rae Cottam	
Author:	Ms Kezia Jacobs-Smith, Community Development Officer – Aboriginal Engagement	
Other Contributors:	Ms Belinda Trowbridge, Coordinator Community Capacity Building Ms Jillian Obiri-Boateng, Collaborative Manager Community Capacity Building Ms Julia Dick, Collaborative Manager Community Capacity Building Mr Peter Varris, Manager Governance and Councillor Support, Governance and Councillor Support	
Date of Committee Meeting:	17 March 2020	
Previously before Council:	February 2013 (GCS-003/13), August 2014 (GMS-013/14)	
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 Cottam – Acknowledgement of Country
That Council:

- DIRECTS** the Chief Executive Officer to include the following statement on City of Rockingham Website Home Page
'Acknowledgement of Country'
The City of Rockingham acknowledges the Traditional Custodians of this land, the Binjareb/Whadjuk People, and their continuing connection to the Land, Waters and Community. We pay our respects to all members of the Aboriginal Communities and their Cultures; and to Elders Past, Present and Emerging.'

2. **DIRECTS** the Chief Executive Officer to prepare a report for Council within three months suggesting ways of incorporating additional Nyoongar Culture, Music and Dance into the Citizenship ceremonies held at the City of Rockingham.

Background

The City has had a Council Policy since 2013 and an Executive Policy since 2014 addressing the requirement to have an Acknowledgement of Country in order to ensure appropriate recognition of the Traditional Owners of the land within the City of Rockingham.

These policies were developed as a result of an action within the City's first Reconciliation Action Plan (RAP) which was informed by consultation with the local Aboriginal community.

Consultation undertaken to inform the development of the City's third RAP (currently endorsed by Council to go out for community consultation) has identified the need to review the current policies.

Details

The Acknowledgement of Country and incorporation of Nyoongar culture in City events is set by the Acknowledgement of Country Council Policy and RAP Implementation Executive Policy.

A review of these policies is listed as Action 1 in the Respect key element of the City's Draft RAP 2020 – 2023, as follows:

"Update the City's RAP Implementation Policy and Acknowledgement of Country Policy to ensure that:

- Representation of Nyoongar culture is incorporated into the City's iconic events.
- Nyoongar culture, language and protocols is acknowledged through the use and inclusion of plaques, monuments, interpretive/welcome/ acknowledgement signage, art and flags in City buildings and spaces.
- The City's spelling of Nyoongar aligns with the orthography of the WA Education Department."

Additionally, Action 3 in the Respect key element states: "create and utilise a footer in all City emails that provides and Acknowledgement of Traditional Owners, Custodians and Elders."

Revisions of both policies are underway as it is a priority to ensure that City activities will adhere to the new actions listed in the RAP, once endorsed.

In regard to the second part of the motion, the suggestion of incorporating additional Nyoongar Culture, Music and Dance into the Citizenship ceremonies, this too can be incorporated into the RAP and into the revision of the RAP Implementation Policy. The concept has in principle agreement from the Governance and Councillor Support team.

Implications to Consider

a. **Consultation with the Community**

The current wording for the "Acknowledgement of Country" had previously been presented to the Aboriginal Advisory Group (AAG) for discussion, feedback and comment. It is anticipated that this process would occur again as it ensures that the local Aboriginal community is involved in and agrees with the wording being proposed and used.

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 2: *Grow and Nurture Community Connectedness and Wellbeing*

Strategic Objective: *Aboriginal heritage and inclusion: strengthen relationships with Aboriginal people which foster mutual respect and support cultural awareness.*

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 development of the RAP has been guided by the Strategic Development Framework Policy – Council Policy (for Community Plan strategies).

Acknowledgment of Country – Council Policy will be revised following the adoption of the RAP 2020-2023. This policy will be reviewed in accordance with the Policy Framework – Council Policy.

RAP Implementation Policy – Executive Policy will be revised following the adoption of the RAP 2020-2023.

e. Financial

Nil

f. Legal and Statutory

Nil

g. Risk

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

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

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

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

Nil

Comments

The City follows the Strategic Development Framework Council Policy which ensures a rigorous consultation process both in the development of the draft RAP and in the provision of the Council endorsed document to the community for further input and comment. The current draft RAP has followed this process with the public comment period closing on 8 April 2020. Cr Cottam's suggestions will be received as part of the public comment phase informing the final RAP which will be presented to Council for approval. The Council Policy – Acknowledgment of Country will then be reviewed in accordance with the Council Policy – Policy Framework. This review will include consideration of Cr Cottam's suggested wording, further consultation with the AAG, and a public comment period before adoption by Council.

Therefore rather than undertake the two components of the notice of motion as separate tasks it is recommended that they be incorporated into the City's RAP.

Voting Requirements

Simple Majority

Officer Recommendation

Cr Cottam's Notice of Motion is not supported.

Notice of Motion from Cr Rae Cottam

That Council:

1. **DIRECTS** the Chief Executive Officer to include the following statement on City of Rockingham Website Home Page
'Acknowledgement of Country
The City of Rockingham acknowledges the Traditional Custodians of this land, the Binjareb/Whadjuk People, and their continuing connection to the Land, Waters and Community. We pay our respects to all members of the Aboriginal Communities and their Cultures; and to Elders Past, Present and Emerging.'
2. **DIRECTS** the Chief Executive Officer to prepare a report for Council within three months suggesting ways of incorporating additional Nyoongar Culture, Music and Dance into the Citizenship ceremonies held at the City of Rockingham.

Cr Cottam withdrew her Notice of Motion with the understanding that Officer's will ensure the issues raised are addressed in the Reconciliation Action Plan.

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 April 2020 in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.
20.	Closure
	There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at 4.43pm .