



# City of Rockingham

## MINUTES

### Ordinary Meeting of Council Minutes

Held on Tuesday 27 October 2020 at 6:00pm  
City of Rockingham Council Chambers



**City of Rockingham**  
**Ordinary Meeting of Council**  
**6:00pm Tuesday 27 October 2020**



**CONTENTS**

<b>1.</b>	<b>Declaration of Opening/Announcement of Visitors</b>	<b>4</b>
<b>2.</b>	<b>Record of Attendance/Apologies/Approved Leave of Absence</b>	<b>4</b>
<b>3.</b>	<b>Responses to Previous Public Questions Taken on Notice</b>	<b>5</b>
<b>4.</b>	<b>Public Question Time</b>	<b>8</b>
<b>5.</b>	<b>Applications for Leave of Absence</b>	<b>12</b>
<b>6.</b>	<b>Confirmation of Minutes of the Previous Meeting</b>	<b>13</b>
<b>7.</b>	<b>Matters Arising from Minutes of Previous Meeting</b>	<b>13</b>
<b>8.</b>	<b>Announcement by the Presiding Person without Discussion</b>	<b>13</b>
<b>9.</b>	<b>Declaration of Member's and Officer's Interest</b>	<b>13</b>
<b>10.</b>	<b>Petitions/Deputations/Presentations/Submissions</b>	<b>13</b>
<b>11.</b>	<b>Matters for which the Meeting may be Closed</b>	<b>13</b>
	<b>Corporate and Community Development Committee</b>	<b>14</b>
	CS-024/20 Tender T19/20-40 – Supply and Install ICT Infrastructure Refresh and Trade-In Purchase of Existing Server and Storage Infrastructure (including backup, disaster recovery and failover)	14
<b>12.</b>	<b>Receipt of Minutes of Standing Committees</b>	<b>16</b>
<b>13.</b>	<b>Officers Reports and Recommendations of Committees</b>	<b>16</b>
	<b>Planning and Engineering Services Committee</b>	<b>17</b>
	PD-047/20 Proposed Council Policy - Alfresco Dining	17
	<b>Corporate and Community Development Committee</b>	<b>24</b>
	CS-025/20 Council Policy – Service Complaints ( <i>Absolute Majority – Point 2</i> )	24
	CS-026/20 Budget Review – September 2020 ( <i>Absolute Majority</i> )	28
	GM-022/20 Christmas and New Year Administration Centre Closure 2020-2021	32
	GM-023/20 Minor Review of the City of Rockingham Strategic Community Plan (2019-2029) ( <i>Absolute Majority</i> )	35
	GM-024/20 Recommendations from the Governance Review Committee Meeting held on 30 September 2020 ( <i>Absolute Majority – Recommendations 1 and 2</i> )	42
	CD-026/20 Recommendations from the Community Grants Program Advisory Committee Meeting held on 17 September 2020	74
	CD-027/20 Lockers for people experiencing homelessness	86
<b>14.</b>	<b>Receipt of Information Bulletin</b>	<b>100</b>

<b>15.</b>	<b>Report of Mayor</b>	<b>101</b>
	MR-010/20 Meetings and Functions Attended by the Mayor and Deputy Mayor	101
<b>16.</b>	<b>Reports of Councillors</b>	<b>104</b>
<b>17.</b>	<b>Reports of Officers</b>	<b>104</b>
<b>18.</b>	<b>Addendum Agenda</b>	<b>104</b>
<b>19.</b>	<b>Motions of which Previous Notice has been given</b>	<b>105</b>
	<b>Planning and Engineering Services Committee</b>	<b>105</b>
	PD-048/20 Notice of Motion - The Establishment of Cat Prohibited Areas in the City of Rockingham	105
	<b>Corporate and Community Development Committee</b>	<b>110</b>
	CS-027/20 Notice of Motion – Preparation of Alternate Business Plan	110
<b>20.</b>	<b>Notices of Motion for Consideration at the Following Meeting</b>	<b>118</b>
<b>21.</b>	<b>Questions by Members of which Due Notice has been given</b>	<b>118</b>
<b>22.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision of Council</b>	<b>118</b>
<b>23.</b>	<b>Matters Behind Closed Doors</b>	<b>118</b>
<b>24.</b>	<b>Date and Time of Next Meeting</b>	<b>118</b>
<b>25.</b>	<b>Closure</b>	<b>118</b>

**City of Rockingham**  
**Ordinary Meeting of Council Minutes**  
**Tuesday 27 October 2020 – Council Chambers**



**1. Declaration of Opening**

The Mayor declared the Council meeting open at **6:00pm**, welcomed all present including members of the Rockingham Venturers Scout Group, and delivered the Acknowledgement of Country.

The Mayor noted that 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 recorded 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 voice may be recorded. 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.

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

**2.1 Councillors**

Cr Barry Sammels (Mayor)	Rockingham/Safety Bay Ward
Cr Deb Hamblin (Deputy Mayor)	Rockingham/Safety Bay Ward
Cr Sally Davies	Baldivis Ward
Cr Hayley Edwards	Baldivis Ward
Cr Matthew Whitfield	Baldivis Ward
Cr Lorna Buchan	Comet Bay Ward
Cr Mark Jones	Comet Bay Ward
Cr Craig Buchanan	Rockingham/Safety Bay Ward
Cr Rae Cottam	Rockingham/Safety Bay Ward
Cr Leigh Liley	Rockingham/Safety Bay Ward
Cr Joy Stewart	Rockingham/Safety Bay Ward

**2.2 Executive**

Mr Michael Parker	Chief Executive Officer
Mr Bob Jeans	Director Planning and Development Services
Mr Manoj Barua	A/Director Engineering and Parks Services
Mr John Pearson	Director Corporate Services

	<p>Mr Peter Doherty Mr Michael Holland Mr Peter Varris Mr Peter Le Ms Sarah Mylotte</p>	<p>Director Legal Services and General Counsel Director Community Development Manager Governance and Councillor Support Senior Legal and Councillor Liaison Officer Administration Officer, Governance and Councillor Support</p>
2.3	<b>Members of the Gallery:</b>	15
2.4	<b>Apologies:</b>	Nil
2.5	<b>Approved Leave of Absence:</b>	Nil
<b>3.</b>	<b>Responses to Previous Public Questions Taken on Notice</b>	
3.1	<p><b>Mr Phil Franzone, Singleton – Building Act 2011</b></p> <p>At the Council meeting held on 22 September 2020, Mr Franzone asked the following question that was taken on notice and the Acting Director Planning &amp; Development Services provided a response in a letter dated 29 September 2020 as follows:</p> <p><u>Question</u></p> <p>1. My questions to Council relate to the administration of the Building Act 2011 and related Regulations. I have two questions. Subject to the answer received to the first question it may not be appropriate to ask the second. If it is appropriate, copies of the question will be provided to the meeting.</p> <p>What are the roles and responsibilities, if any, of the City of Rockingham, or any department or employee within the City of Rockingham, relative to the administration, and/or if necessary, enforcement of the Building Act 2011 and relevant Regulations in order to ensure that ratepayers can be confident that building works carried out within the City of Rockingham comply with the Act and Regulations.</p> <p><u>Response</u></p> <p><i>Local governments, such as the City of Rockingham, are the main Permit Authority responsible for building control. A Permit Authority controls the construction, occupation and demolition of buildings and incidental structures through the issue of permits, and enforcement of compliance with permits.</i></p> <p><i>Registered building surveyors certify the building's design compliance and work with designers and builders. There are two types of Building Permit applications - certified and uncertified.</i></p> <p><i>A certified application is accompanied by a certificate of design compliance signed by an independent building surveyor, which confirms the building will comply with the building standards and any other standard prescribed by the Regulations. A certified application can be made for any class of building and gives certainty of approval and reduced approval times to building owners.</i></p> <p><i>An uncertified application is one in which the certification of building standards has not been done prior to the lodging of the permit application. It is the role of the Permit Authority to arrange for the building to be certified and a certificate of design compliance issued. An uncertified application is only available for single residential buildings or associated non-habitable buildings.</i></p> <p><i>In order to occupy multi-residential, commercial and public buildings an Occupancy Permit is required. The Occupancy Permit sets out the building's classification under the Building Code of Australia and the use approved under planning laws. An Occupancy Permit may require inspections or tests of equipment or systems to ensure that the building remains safe to occupy.</i></p>	

*A Building Approval Certificate is issued when an Occupancy Permit is not appropriate. It is used for retrospective approval or registering strata of single residential and associated non-habitable buildings or for bringing an authorised existing dwelling into the current Building Act requirements.*

*An application for an Occupancy Permit for a completed building must be accompanied by a certificate of construction compliance signed by an independent building surveyor that confirms the building has been constructed in accordance with the relevant building permit. An application for an Occupancy Permit for other uses or a Building Approval Certificate must be accompanied by a Certificate of Building Compliance signed by an independent building surveyor that confirms the building complies with the relevant standards and is safe to occupy.*

*Permit Authorities must ensure buildings are constructed and occupied in accordance with the relevant permit, and may prosecute for failure to obtain a permit when required. Permit Authorities will appoint authorised persons to inspect building work where it is deemed necessary, and issue Building Orders where it is found or determined that building work is non-compliant or unsafe. A Building Order can be appealed to State Administrative Tribunal.*

### **3.2 Mr Tom Mannion, Safety Bay – Credit Cards**

At the Council meeting held on 22 September 2020, Mr Mannion asked the following questions that were taken on notice and the Director Corporate Services provided a response in a letter dated 9 October 2020 as follows:

#### Question

I have continually requested a copy of the City's policy on credit card use that highlights guidelines around spending on gifts and entertainment the latest request in line with guidelines highlighted in the Freedom of Information Act on policies and I have still not received a copy. Our neighbouring council, Kwinana as just 1 example make theirs available online and is the standard policy developed by WALGA. The City has continued to mislead me and directed me to an index of the City's policies that does not include such a policy. The City's latest response stated 'as a fraud risk mitigation the City does not make the Purchasing Card Executive Policy available to the public'.

Why does the City believe this is a potential fraud risk while many councils in the state freely publish online and with the Office of the Auditor General (OAG) not identifying this as a fraud?

#### Response

*It is up to each local government or entity to identify their own risks. The City is in receipt of constant fraud attempts from external parties.*

#### Question

2. As most councils publish credit card expense details showing what and why items were purchased Rockingham City Council has chosen not to do with written responses from the City citing the risk of fraud being the reason, the CEO has since responded saying that fraud is not the reason, so the reason for not publishing details has yet to be answered. As a reminder the OAG from previous audits has not identified a reason not to publish.

Can the CEO tell us what is the reason for not publishing details that other councils are happy to do so?

#### Response (provided at the meeting)

*Mr Parker refuted that he stated that fraud risk is not a reason. He noted that at a previous Council meeting in this Chamber he had answered a question from Mr Mannion stating that fraud risk is a consideration in not publishing the credit card expense details and that the Audit Committee and Council were aware of this.*

Question

3. The previous response to questions on credit cards had for some reason included a recent example of a third party fraudulent activity at the City of Kalgoorlie-Boulder, which I would add have a policy published online, but the fraudulent activity involved a lost credit card. Given the number of credit cards this City with 96 compared with Joondalup for example who have 4 credit cards it would be fair to say that Rockingham is 2 times more likely of credit card fraud than Joondalup if a card was lost or stolen.

Will the City work towards reducing the risk of credit card fraud by reducing the number of credit cards?

Response

*The City is always looking at ways of reducing financial risk. As matters stand, there is no plan to reduce the number of credit cards.*

Question

- 4(a) I have again asked questions via customer online on strange credit card purchases from last month's report, some information was supplied about these purchases at cafes and service stations etc but did not give any reasons why public money was used. At cafés and restaurants were for \$50 vouchers. Who are the vouchers intended for and why?

Response

*\$50 vouchers were purchased as part of the Neighbours Unite program as monthly prizes to residents for participation.*

- 4(b) Service station expense to refuel hire car. Why does the City have a hire car, was the city officer the card holder with the hire car, if not did the card holder share the card?

Response

*The City hired a car for a temporary contractor. Cards are allocated to City officers and not shared.*

- 4(c) One transaction was to purchase flowers for an unwell officer. I would imagine the get well card was signed and from colleagues wishing them well, when it was in fact ratepayers money used with staff taking credit? Is that not fraudulent?

Response

*No*

- 4(d) Ratepayers would like to know why public money was used to purchase show bags for cats and dogs, while many will struggle with rate payments.

Response

*Show bags were provided to residents for evaluation feedback after their participation in the Pet First Aid training.*

Question

5. The response I received regarding warning sign said it would be done. There is still no sign at the Forrester Road drain, current health warning signs near drains with the size of the sign erected not compliant with Australian standards. The sign that was agreed to be erected at the Forrester Road drain in my notes and email correspondence was to alert the public not to swim in the area when the storm drain was flowing which was to help the public make better decisions on whether to let their children play in this area.

When will the City erect this sign as agreed?



	<p><u>Response</u></p> <p><i>The City committed to replacing the deteriorating Health Advice sign at the Hawker Street beach entrance to The Pond. The replacement sign was installed on 25 August 2020.</i></p>
<b>4.</b>	<b>Public Question Time</b>
<b>6:02pm</b>	<p><b>The Mayor opened Public Question Time and invited members for the Public Gallery to ask questions. The Mayor noted that this was the only opportunity in the meeting for the public to ask questions.</b></p>
<b>4.1</b>	<p><b>Ms Teresa Ong, Singleton – Wards / Councillor Numbers / Complaint System</b></p> <p>The Mayor invited Ms Ong to present her questions to the Council. Ms Ong asked the following questions:</p> <ol style="list-style-type: none"><li>At the previous meeting, the officer stated communication had been received from the Minister for Local Government, David Templeman regarding the City of Rockingham increasing its Council by one councillor following the 2018 review of boundaries. He stated David Templeman was not in favour of increasing the Council.</li></ol> <p>Was this communication by phone, a verbal meeting, email or hard copy letter?</p> <p>When will the discussion paper regarding the ratepayer elected Mayor be available to the ratepayers?</p> <p><i>The Mayor advised that in his letter to the CEO dated 9 May 2019 the Minister stated “I would like to convey some concerns about council’s decision to increase councillor numbers, particularly during a period of challenging general economic times. I also wonder if it may have been prudent for the City to maintain 10 councillors, particularly given that the review of the Local Government Act 1995 is currently considering the issue of councillor numbers and a decision on that matter is yet to be finalised.”</i></p> <p><i>There is no discussion paper on a “Ratepayer elected Mayor”. Council has made a decision that the office of Mayor will be filled via an election by the Electors. There is no consultation on this decision.</i></p> <p><i>Given the potential increase in the size of Council membership, Council has initiated a review of councillor representation and ward boundaries. The Review of Ward and Councillor Representation Discussion Paper is currently available for comment to all residents to 27 November 2020 and has been widely publicised, including a City Facebook post of 16 October 2020, on which 48 comments were received, including comment from Ms Ong.</i></p> <ol style="list-style-type: none"><li>It is noted under Reg 9(1) Roles of Conduct the policy will be rescinded and the Committee for Complaints disbanded.</li></ol> <p>It states that the CEO has up to 6 months to develop a complaints policy for Council.</p> <p>What does Council have in place for complaints to be handled if the policy is rescinded and the committee disbanded?</p> <p><i>The Mayor responded that the CEO has advised the existing system will remain except the Customer Service Review Committee will be replaced by a Customer Service Review Panel. The panel will comprise of senior officers. It will meet on an as-needs basis.</i></p> <p><i>The proposed Council Policy – Customer Service Framework will provide direction to the CEO on the requirements of Council related to Customer Service inclusive of complaints handling.</i></p>



	<p>3. Ms Ong congratulated the City on the decision to fly the Aboriginal Flag. It would be great if this could be further promoted to the community.</p> <p><i>The Mayor advised that the City has flown the Aboriginal flag alternate with the Torres Strait Islander flag for several years. The installation of a fifth flag pole in response to a motion from Cr Cottam now means that the two flags can be flown together. This was publicised to the community.</i></p>
4.2	<p><b>Mr James Mumme, Shoalwater – Feral Animals / Recycling / Bushfire Control / PK Boat Ramp</b></p> <p>The Mayor invited Mr Mumme to present his questions to the Council. Mr Mumme asked the following questions:</p> <p><u>Feral Animal Control Program.</u></p> <p>Congratulations on this effort.</p> <p><u>Source sorting of waste</u></p> <ol style="list-style-type: none"><li>1. Has the three bin system produced a discernible reduction waste going to landfill?</li><li>2. Is there any evidence that the system has so far produced cleaner recyclables?</li><li>3. What is the current level of the contents of our yellow topped bins that actually ends up being recycled?</li><li>4. If a container is not clean or has a lid on it, does it automatically go to landfill even if it's in the recycling bin?</li><li>5. Would Council please consider a new version of this sticker (tabled) that communicates more effectively and come up with cost effective ways of circulating it?</li></ol> <p><i>The Mayor took the questions on notice.</i></p> <p><u>Bushfire Control</u></p> <p>WALGA has been running webinars on this. I joined yesterday's one and was very impressed.</p> <ol style="list-style-type: none"><li>6. Did the City nominate anyone to join?</li><li>7. Many Councils have been talking with traditional owners about Burn Smart documents. Has Rockingham engaged with any local traditional owners to develop more effective ways of controlling dangerous fires? If so what has been the outcome?</li><li>8. Is Council aware of the level of woody weed invasion on Lewington Reserve? Will something be done urgently about the buckthorns presently about to shed their seeds and bridal creepers in flower?</li><li>9. Can Council advise residents how important it is in terms of fire prevention to remove woody weeds from bushland after they have died or been cut?</li><li>10. Can Council advise me and residents the best times for spraying grasses before they grow tall and seed in order to reduce fuel load?</li></ol> <p><i>The Mayor took the questions on notice.</i></p>

Boat Ramps at Port Kennedy

11. The costs of options for these range from \$2.1 million to \$10.1 million. What sums would the City reasonably expect could be provided from the Commonwealth, from the State, and from other sources?

*The Mayor advised that the cost provided as part of the feasibility study is preliminary and indicative only. If the City decides to proceed with the extension it will explore a number of external funding opportunities. The traditional method of external funding for recreational boating facility construction is through the Department of Transport's Recreational Boating Facilities Scheme Grants (RBFS) which funds up to 75% of the total project cost based on the available funding pool. It is too early to comment about funding possibilities in absence of a specific project and specific timeframe.*

**4.3 Mr Mal McFetridge, Safety Bay – Rates Previous years – Financial Ratios**

The Mayor invited Mr McFetridge to present his questions to the Council. Mr McFetridge asked the following questions:

1. What was the justification used for the rate rises between FY2009/10 and FY2017/18?
2. In FY2017/18 Council's Auditor found significant adverse trends in the financial position or the financial management practices of the City which was later confirmed by the Auditor General in their letter to Council dated 8 November 2018. That is that the Asset Sustainability Ratio had not met Local Government benchmarks for FY2016/17 and FY2017/18. This ratio indicates whether a local government is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out. In fact on the 'mycouncil' website it shows that from FY2012/13 to FY2017/18, six years, it had only met the benchmark once. This ratio is dependent on the correct depreciation figure being used in the equation and if it doesn't it gives a misleading solution that is, that Council has to spend more on infrastructure maintenance and construction. What was the impact on our rates that this error caused?
3. The second ratio that did not meet the benchmarks over the same six year period was the 'Operating Surplus Ratio'. This ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes. As the Mayor stated previously another ratio that is dependent on depreciation rates. What was the impact on our rates given that the ratio indicated that Council had no money for capital funding?
4. In FY2018/19 Council reduced the depreciation figure from \$71,103,872 to \$38,144,756. Given both the ratios which did not meet the Local Government benchmarks exceeded these benchmarks when this reduction took place have Councillors been inadvertently misled by this error imposing rate increases way above those actually required for the maintenance and construction of infrastructure?
5. With the exclusion of two self-supporting loans how much did borrowings contribute to the planning, design or construction of planned infrastructure from FY2011/12 to FY2019/20 reducing the impact of rate rises on our community?
6. How much cash did Developer Contributions contribute to Council infrastructure funding from FY2011/12 to FY2019/20 reducing the impact of rate rises on our community?

7. Will Councillors ask for an independent investigation into the justification of the rate rises imposed on ratepayers from FY2011/12 to FY2017/18 given the error in the use of an incorrect depreciation figure in the calculations of the seven mandatory financial and asset ratios required by the Department of Local Government Sport and Community the adjustment of this depreciation figure which has resulting in these ratios either exceeding or improving on the local government benchmarks?

*The Mayor advised that a Councillor is free to call for an investigation should they consider it warranted.*

*The Mayor took the rest of the questions on notice.*

**4.4**

**Mr Phillip Franzone, Singleton – Building Act and Regulations**

The Mayor invited Mr Franzone to present his questions to the Council. Mr Franzone asked the following questions:

At the last Council meeting I asked a question with reference to the City of Rockingham's role and responsibility relating to the administration and enforcement of the Building Act and Regulations. The reply received still leaves me somewhat unclear on several issues and my questions tonight seek clarification with respect to some content of the reply.

Firstly, and I apologise if my question to the previous meeting was poorly worded but the information I am seeking relates to the Building Act and Regulations in their entirety. Whilst the Act contains 16 parts, the author of the reply appears to have limited his response to only two parts of the Act, that is Part 2 (Building and demolition permits) and Part 4 (Occupancy permits and building approval certificates).

The reply received gives a detailed explanation of how the City of Rockingham, as the responsible Permit Authority -

"controls the construction, occupation and demolition of buildings and incidental structures through the issue of permits, and enforcement of compliance with permits."

The reply states –

"Permit Authorities must ensure buildings are constructed and occupied in accordance with relevant permit, and may prosecute for failure to obtain a permit when required."

There is no reference in the reply to building works that do not require building permits such as some incidental structures and some buildings below prescribed sizes.

1. Can the Council clarify whether the reply received intends to imply that the City of Rockingham's role and responsibility relating to the administration and enforcement of the Building Act and Regulations is limited to only parts 2 and 4 of the Building Act or does this responsibility extend to all 16 parts of the Building Act?

Does the City of Rockingham have any role in ensuring building works that do not require a building permit are compliant and safe?

My second question seeks to clarify how compliance with the Act is monitored and enforced.

The reply I received asserts that –

"Building Authorities will appoint authorised persons to inspect building work where it is deemed necessary."

The terminology 'deemed necessary' is somewhat subjective and infers discretion may be exercised in determining if and when inspection of building works is carried out.

	<p>2. Can the Council clarify, in broad terms -</p> <ol style="list-style-type: none"><li>What are its criteria for determining it is necessary to appoint an authorised person to inspect building works?</li><li>How does it monitor that the provisions of building permits are being complied with and approximately what percentage of building permits issued are inspected by an authorised person?</li><li>What mechanism and protocols does the City have in place to identify building works that are being carried out without a building permit being issued when a building permit would otherwise be required?</li><li>What mechanisms and protocols does the City have in place to ensure building works that do not require a building permit comply with the appropriate regulations?</li></ol> <p><i>The Mayor took the questions on notice.</i></p> <p><b>4.5 Mr Tom Mannion, Safety Bay – Credit Card Policy</b></p> <p>The Mayor invited Mr Mannion to present his questions to the Council. Mr Mannion asked the following questions:</p> <p>I have a copy of the City of Rockingham Information Statement published July 2020 states “A member of the public can write to the City on any policy, activity or service of the City.”</p> <p>I have written on several occasions now but as yet I have not been provided with a copy of ant credit card policy.</p> <ol style="list-style-type: none"><li>Can the City provide a definition of what is an Executive Policy and where it states that this Executive Policy is not for public access?</li><li>Is this Executive Policy the City claims that covers the expenditure using credit cards on café’s, restaurants, entertainment, gifts, flowers etc available to be viewed by the Elected Members if not, why not?</li><li>The City’s response to my question last month on the refuelling of vehicles paid by credit card was that the vehicle in question was a hire vehicle and that credit cards are not shared. On the several occasions this hire vehicle was refuelled was the City officer the holder of the credit card with the vehicle and the person that paid for this service?</li></ol> <p>The City has yet to install a warning sign as agreed to the location at The Pond alerting the public to the potential risk. I have a copy of minutes from the Pond water testing results taken from Council with the following: “The primary threats to human consumers of seafood considered here relate to contamination of filter feeding shellfish by faecal pathogens (eg: bacteria) and the accumulation of bio toxins from toxic algae. It is unlikely that shellfish from The Pond are collected and consumed.</p> <p>Clearly the City has failed to acknowledge the number of public crabbing in this area, from boats, paddle boards and shore fishing.</p> <ol style="list-style-type: none"><li>When will the City install the warning sign alerting the public to the risks associated to public health as previously agreed?</li></ol> <p><i>The Mayor took the questions on notice.</i></p> <p><b>6:26pm There being no further questions the Mayor closed Public Question Time.</b></p>
<b>5.</b>	<b>Applications for Leave of Absence</b>
	Nil

<b>6.</b>	<b>Confirmation of Minutes of the Previous Meeting</b>		
	<p><b>Moved Cr Whitfield, seconded Cr Hamblin:</b></p> <p>That Council <b>CONFIRMS</b> the Minutes of the Ordinary Council meeting held on 22 September 2020, as a true and accurate record.</p> <p style="text-align: right;"><b>Carried – 11/0</b></p>		
<b>7.</b>	<b>Matters Arising from Minutes of Previous Meeting</b>		
	Nil		
<b>8.</b>	<b>Announcement by the Presiding Person without Discussion</b>		
	<p><b>6:26pm</b> The Mayor 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 Council meeting.</p>		
<b>9.</b>	<b>Declarations of Members and Officers Interests</b>		
	<p><b>9.1</b></p> <p><b>Item CD-026/20</b></p> <p>Councillor:</p> <p>Type of Interest:</p> <p>Nature of Interest:</p> <p>Extent of Interest:</p>	<p><b>Recommendations from the Community Grants Program Advisory Committee Meeting held on 17 September 2020</b></p> <p>Cr Leigh Liley</p> <p>Impartiality</p> <p>Cr Liley is a financial seven day member of the Rockingham Golf Club Incorporated.</p> <p>Not Applicable</p>	
	<p><b>9.2</b></p> <p><b>Item CD-026/20</b></p> <p>Councillor:</p> <p>Type of Interest:</p> <p>Nature of Interest:</p> <p>Extent of Interest:</p>	<p><b>Recommendations from the Community Grants Program Advisory Committee Meeting held on 17 September 2020</b></p> <p>Cr Barry Sammels</p> <p>Impartiality</p> <p>Cr Sammels is an Honorary member of the Rotary Club of Rockingham and Patron to the Rockingham Golf Club Inc. and Safety Bay Tennis Club Inc.</p> <p>Not Applicable</p>	
	<p><b>6:27pm</b> The Mayor noted the interests declared in Item 9.1 and 9.2, and asked if there were any further interests to declare.</p>		
<b>10.</b>	<b>Petitions/Deputations/Presentations/Submissions</b>		
	Nil		
<b>11.</b>	<b>Matters for which the Meeting may be Closed</b>		
	<p><b>6:27pm</b> The Mayor advised in accordance with section 5.23(2)(f)(ii) of the Local Government Act 1995 – if there are any questions or debate on Confidential Item CS-024/20 – Tender T19/20-40 – Supply and Install ICT Infrastructure Refresh and Trade-In Purchase of Existing Server and Storage Infrastructure (including backup, disaster recovery and failover), then the Council will need to defer the matter for consideration at Agenda Item 23 - Matters Behind Closed Doors.</p> <p>There were no questions or request for debate.</p>		


**Corporate and Community Development Committee**

**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)(f)(ii) of the Act

Corporate Services Customer and Corporate Support		
<b>Reference No &amp; Subject:</b>	CS-024/20	Tender T19/20-40 – Supply and Install ICT Infrastructure Refresh and Trade-In Purchase of Existing Server and Storage Infrastructure (including backup, disaster recovery and failover)
File No:	T19/20-40	
Proponent/s:		
Author:	Mr Michael Yakas, Manager Customer and Corporate Support	
Other Contributors:	Mr Bekz Rasulov, Coordinator IT Operations	
Date of Committee Meeting:	20 October 2020	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

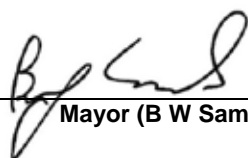
**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **ACCEPTS** the tender submitted from Cirrus Networks Pty Ltd for Tender T19/20-40 – Supply and Install ICT Infrastructure of core hardware and software components which includes a monthly charge over 60 months for a dark fibre connection for \$891,491.59 (excluding GST) as the preferred tenderer subject to successful minor negotiations pursuant to regulation 20, Part 4, Division 2 of the Local Government (Functions and General) Regulations 1996.

Confirmed at a Council meeting held  
on Tuesday 24 November 2020

  
Mayor (B W Sammels)



### Committee Recommendation

That Council **ACCEPTS** the tender submitted from Cirrus Networks Pty Ltd for Tender T19/20-40 – Supply and Install ICT Infrastructure of core hardware and software components which includes a monthly charge over 60 months for a dark fibre connection for \$891,491.59 (excluding GST) as the preferred tenderer subject to successful minor negotiations pursuant to regulation 20, Part 4, Division 2 of the Local Government (Functions and General) Regulations 1996.

Committee Voting (Carried) – 5/0

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

Not Applicable

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

Not Applicable

### Council Resolution

**Moved Cr Whitfield, seconded Cr Jones:**

That Council **ACCEPTS** the tender submitted from Cirrus Networks Pty Ltd for Tender T19/20-40 – Supply and Install ICT Infrastructure of core hardware and software components which includes a monthly charge over 60 months for a dark fibre connection for \$891,491.59 (excluding GST) as the preferred tenderer subject to successful minor negotiations pursuant to regulation 20, Part 4, Division 2 of the Local Government (Functions and General) Regulations 1996.

**Carried – 11/0**

### The Council's Reason for Varying the Committee's Recommendation

Not Applicable

<b>12.</b>	<b>Receipt of Minutes of Committees</b>
	<p><b>Moved Cr Stewart, seconded Cr Liley:</b></p> <p>That Council <b>RECEIVES and CONSIDERS</b> the minutes of the:</p> <ol style="list-style-type: none"><li>1. Planning and Engineering Services Committee meeting held on 19 October 2020; and</li><li>2. Corporate and Community Development Committee meeting held on 20 October 2020.</li></ol> <p style="text-align: right;"><b>Carried – 11/0</b></p>
<b>13.</b>	<b>Officers Reports and Recommendations of Committees</b>
	<p><b>Method of Dealing with Agenda Business</b></p> <p>The Mayor advised the meeting that with the exception of the items identified to be withdrawn for discussion that the remaining reports committee recommendations would be adopted en bloc, ie all together.</p> <p><b>Withdrawn Items</b></p> <p>The following officer report items were withdrawn for discussion:</p> <p>CS-025/20 Council Policy – Service Complaints (<i>Absolute Majority – Point 2</i>)</p> <p>CS-026/20 Budget Review – September 2020 (<i>Absolute Majority</i>)</p> <p>GM-023/20 Minor Review of the City of Rockingham Strategic Community Plan (2019-2029) (<i>Absolute Majority</i>)</p> <p>GM-024/20 Recommendations from the Governance Review Committee Meeting held on 30 September 2020 (<i>Absolute Majority – Recommendations 1 and 2</i>)</p> <p>CD-027/20 Lockers for people experiencing homelessness</p>

## Planning and Engineering Services Committee

### Planning and Development Services Health Services



<b>Reference No &amp; Subject:</b>	<b>PD-047/20</b>	<b>Proposed Council Policy - Alfresco Dining</b>
File No:	LWE/78	
Applicant:		
Owner:		
Author:	Mrs Erica King, Manager Health and Building Services	
Other Contributors:	Mrs Emma Lambert, Coordinator Health Services	
Date of Committee Meeting:	19 October 2020	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
LA Zoning:		
MRS Zoning:		
Attachments:	<ol style="list-style-type: none"><li>Existing Outdoor Eating Facilities in Public Places Policy</li><li>Proposed Alfresco Dining Guidelines</li></ol>	
Maps/Diagrams:		

### Purpose of Report

To seek Council support to advertise the proposed Council Policy on Alfresco Dining and Alfresco Dining Guidelines.

### Background

The City's existing Outdoor Eating Area Policy has been operational for over a decade. It provides a mechanism under the City of Rockingham Public Places and Local Government Property Local Law 2018 to licence public land located adjacent to registered food premises for dining.

The existing Outdoor Eating Area Policy has been reviewed. It is proposed to replace it with a new Council Policy on Alfresco Dining and Alfresco Dining Guidelines.

## Details

The majority of the existing Outdoor Eating Area requirements have been carried over from the existing Policy to the proposed Guidelines, however there are some additions to reflect current thinking, which include:

- Y Providing flexibility for pedestrian access, depending on the street orientation and pedestrian flow. The feedback from many proprietors has been that their customers prefer dining in the shade provided by the verandahs/eaves, and that customers often try to move tables so they can sit under the shade. The proprietors have provided feedback to the City Officers that they would rather have dining immediately adjacent to their premises. The proposed Guidelines will allow this to be considered in some circumstances, where this can be safely achieved without impacting on pedestrian movement.
- Y The inclusion of Parklets, being temporary structures within car parking bays that offer alfresco dining (i.e. Ostro and Rustico - Rockingham Beach Road), which receive both a Development Approval under Planning Policy 3.3.24 and an Alfresco Dining Licence.
- Y The change of name from Outdoor Eating Areas to Alfresco Dining.
- Y The revision of some existing requirements such as cleaning, to bring them in line with current practices and City requirements.
- Y The inclusion of the Foreshore Boardwalk area as a special precinct.

## Implications to Consider

### a. Consultation with the Community

The proposed Policy on Alfresco Dining and supporting Alfresco Dining Guidelines will be advertised following the Council's decision. Following the advertising period, the Policy will return to Council for consideration, along with any comments received. Whilst the Alfresco Dining Guidelines do not require advertising, these will be provided during the advertising process to provide context to the community on the proposed changes.

### 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 1:** *Actively Pursue Tourism and Economic Development*

**Strategic Objective:** *Business Development - Support business development initiatives throughout the City*

### d. Policy

If the proposed Policy on Alfresco Dining is adopted, the existing Health Policy No.6.6 - Outdoor Eating Facilities on Public Places will be rescinded.

### e. Financial

Nil

### f. Legal and Statutory

Clause 3.1(1)(f)(ii) under the City of Rockingham Public Places and Local Government Property Local Law 2018 states:

*"A person must not without a permit carry on trading on local government property or public place unless the trading is conducted by a person who has a permit or permit to carry on trading on local government property under any written law."*

Any dining on public land therefore requires a permit prior to commencing. The Alfresco Dining Policy provides the mechanism to grant the permit, and the Alfresco Dining

Guidelines provide the framework to ensure all dining is undertaken safely and consistently throughout the City.

**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

Alfresco dining adds vibrancy to entertainment precincts through street activation. The City's existing Outdoor Eating Area Policy has been operational for over a decade, and has been effective in allowing food premises to extend their dining area into public land.

The existing Outdoor Eating Area Policy and Guidelines are workable and generally well received, however, the review of the existing Guidelines has provided an opportunity to include some flexibility for pedestrian access and alfresco dining locations, as well as minor changes to align the Guidelines with current practices.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **APPROVES** the advertising of the proposed Council Policy on Alfresco Dining (draft) for public comment, as follows:

#### **Council Policy - Alfresco Dining**

##### **Council Policy Objective**

Under the provisions of the City of Rockingham Public Places and Local Government Property Local Law, the City may permit activities such as trading on local government property. The purpose of this Policy is to set out the circumstances under which the City will issue permits for alfresco dining on local government property.

The Policy aims to:

- Ensure alfresco dining areas do not interfere with the safe and reasonable movement of pedestrians of all abilities, vehicular traffic, and other street activities;
- Encourage high quality alfresco dining areas to enhance the safety, vitality, amenity and character of the City of Rockingham; and
- Ensure that adjoining premises are not adversely affected by an alfresco dining area.

##### **Council Policy Scope**

This Policy applies to all alfresco dining on local government property under City of Rockingham control that is associated with a registered food business.

This Policy does not apply to alfresco dining:

- located on private property, where development approval may be required, or
- as part of an approved outdoor event, or
- that is not associated with a registered food business.

##### **Council Policy Statement**

To encourage high quality alfresco dining areas that do not interfere with the safe and reasonable movement of pedestrians and vehicular traffic or other street activities, the following will be considered in all applications:

- consistency with Alfresco Dining Guidelines

- location of the proposed alfresco dining area
- consistent and predictable clear path of pedestrian travel maintained on footpath
- compatibility with pedestrian, vehicle and emergency access
- compatibility with existing uses
- safety issues such as traffic speeds, traffic levels and sight lines
- location and number of sanitary facilities
- amenity impact potential from noise, light or other sources
- any previous non-compliances or issues by the applicant / food business.

#### Alfresco Dining Guidelines

Guidelines have been developed to implement the Policy Objectives and provide a comprehensive framework for the development, management and control of alfresco dining areas throughout the City of Rockingham. The Alfresco Dining Guidelines will be updated periodically to reflect any legislative and/or City operational changes.

#### **Council Adoption**

This Policy was adopted by Council at its Ordinary meeting held on ....

#### **Definitions**

**Alfresco Dining Area** means an area provided for dining on the footpath or other public area under local government control associated with an approved food business, for temporary commercial dining activities only, within the City of Rockingham.

**Trading** means selling or hiring goods or services and includes the setting up of a stall and conducting business at a stall.

#### **Legislation**

City of Rockingham Public Places and Local Government Property Local Law 2018 - clause 3.1(1)(f)(ii)

Food Act 2008 - section 109

Environmental Protection (Noise) Regulations 1997 - regulation 7

#### **Other Relevant Policies/Key Documents**

Alfresco Dining Guidelines

#### **Responsible Division**

Health Services

#### **Review Date**

Review every two years

#### **Committee Recommendation**

That Council **APPROVES** the advertising of the proposed Council Policy on Alfresco Dining (draft) for public comment, as follows:

#### **Council Policy - Alfresco Dining**

#### **Council Policy Objective**

Under the provisions of the City of Rockingham Public Places and Local Government Property Local Law, the City may permit activities such as trading on local government property. The purpose of this Policy is to set out the circumstances under which the City will issue permits for alfresco dining on local government property.



The Policy aims to:

- Ensure alfresco dining areas do not interfere with the safe and reasonable movement of pedestrians of all abilities, vehicular traffic, and other street activities;
- Encourage high quality alfresco dining areas to enhance the safety, vitality, amenity and character of the City of Rockingham; and
- Ensure that adjoining premises are not adversely affected by an alfresco dining area.

### **Council Policy Scope**

This Policy applies to all alfresco dining on local government property under City of Rockingham control that is associated with a registered food business.

This Policy does not apply to alfresco dining:

- located on private property, where development approval may be required, or
- as part of an approved outdoor event, or
- that is not associated with a registered food business.

### **Council Policy Statement**

To encourage high quality alfresco dining areas that do not interfere with the safe and reasonable movement of pedestrians and vehicular traffic or other street activities, the following will be considered in all applications:

- consistency with Alfresco Dining Guidelines
- location of the proposed alfresco dining area
- consistent and predictable clear path of pedestrian travel maintained on footpath
- compatibility with pedestrian, vehicle and emergency access
- compatibility with existing uses
- safety issues such as traffic speeds, traffic levels and sight lines
- location and number of sanitary facilities
- amenity impact potential from noise, light or other sources
- any previous non-compliances or issues by the applicant / food business.

### **Alfresco Dining Guidelines**

Guidelines have been developed to implement the Policy Objectives and provide a comprehensive framework for the development, management and control of alfresco dining areas throughout the City of Rockingham. The Alfresco Dining Guidelines will be updated periodically to reflect any legislative and/or City operational changes.

### **Council Adoption**

This Policy was adopted by Council at its Ordinary meeting held on ....

### **Definitions**

**Alfresco Dining Area** means an area provided for dining on the footpath or other public area under local government control associated with an approved food business, for temporary commercial dining activities only, within the City of Rockingham.

**Trading** means selling or hiring goods or services and includes the setting up of a stall and conducting business at a stall.

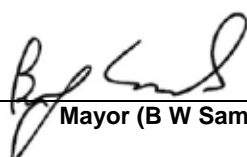
### **Legislation**

City of Rockingham Public Places and Local Government Property Local Law 2018 - clause 3.1(1)(f)(ii)

Food Act 2008 - section 109

Environmental Protection (Noise) Regulations 1997 - regulation 7

Confirmed at a Council meeting held  
on Tuesday 24 November 2020

  
Mayor (B W Sammels)

**Other Relevant Policies/Key Documents**

Alfresco Dining Guidelines

**Responsible Division**

Health Services

**Review Date**

Review every two years

Committee Voting (Carried) - 5/0

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

Not Applicable

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

Not Applicable

**Council Resolution**

**Moved Cr Jones, seconded Cr Hamblin:**

That Council **APPROVES** the advertising of the proposed Council Policy on Alfresco Dining (draft) for public comment, as follows:

**Council Policy - Alfresco Dining**

**Council Policy Objective**

Under the provisions of the City of Rockingham Public Places and Local Government Property Local Law, the City may permit activities such as trading on local government property. The purpose of this Policy is to set out the circumstances under which the City will issue permits for alfresco dining on local government property.

The Policy aims to:

- Ensure alfresco dining areas do not interfere with the safe and reasonable movement of pedestrians of all abilities, vehicular traffic, and other street activities;
- Encourage high quality alfresco dining areas to enhance the safety, vitality, amenity and character of the City of Rockingham; and
- Ensure that adjoining premises are not adversely affected by an alfresco dining area.

**Council Policy Scope**

This Policy applies to all alfresco dining on local government property under City of Rockingham control that is associated with a registered food business.

This Policy does not apply to alfresco dining:

- located on private property, where development approval may be required, or
- as part of an approved outdoor event, or
- that is not associated with a registered food business.

**Council Policy Statement**

To encourage high quality alfresco dining areas that do not interfere with the safe and reasonable movement of pedestrians and vehicular traffic or other street activities, the following will be considered in all applications:

- consistency with Alfresco Dining Guidelines
- location of the proposed alfresco dining area
- consistent and predictable clear path of pedestrian travel maintained on footpath
- compatibility with pedestrian, vehicle and emergency access

- compatibility with existing uses
- safety issues such as traffic speeds, traffic levels and sight lines
- location and number of sanitary facilities
- amenity impact potential from noise, light or other sources
- any previous non-compliances or issues by the applicant / food business.

#### Alfresco Dining Guidelines

Guidelines have been developed to implement the Policy Objectives and provide a comprehensive framework for the development, management and control of alfresco dining areas throughout the City of Rockingham. The Alfresco Dining Guidelines will be updated periodically to reflect any legislative and/or City operational changes.

#### **Council Adoption**

This Policy was adopted by Council at its Ordinary meeting held on ....

#### **Definitions**

**Alfresco Dining Area** means an area provided for dining on the footpath or other public area under local government control associated with an approved food business, for temporary commercial dining activities only, within the City of Rockingham.

**Trading** means selling or hiring goods or services and includes the setting up of a stall and conducting business at a stall.

#### **Legislation**

City of Rockingham Public Places and Local Government Property Local Law 2018 - clause 3.1(1)(f)(ii)

Food Act 2008 - section 109

Environmental Protection (Noise) Regulations 1997 - regulation 7

#### **Other Relevant Policies/Key Documents**

Alfresco Dining Guidelines

#### **Responsible Division**

Health Services

#### **Review Date**

Review every two years

Carried – 11/0

#### **The Council's Reason for Varying the Committee's Recommendation**

Not Applicable

## Corporate and Community Development Committee

### Corporate Services Customer and Corporate Support



<b>Reference No &amp; Subject:</b>	<b>CS-025/20</b>	<b>Council Policy – Service Complaints (Absolute Majority – Point 2)</b>
File No:	CUS/22-02	
Proponent/s:		
Author:	Mr Michael Yakas, Manager Customer and Corporate Support	
Other Contributors:		
Date of Committee Meeting:	20 October 2020	
Previously before Council:	23 March 2010 (CES36/3/10), 18 August 2020 (CS-021/20)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

## Purpose of Report

For Council to rescind Council Policy – Service Complaints, disband the Customer Service Review Committee, direct the Chief Executive Officer to implement an interim complaints handling process which aligns with the Ombudsman Western Australia guidelines for effective complaints handling and develop a Customer Service Framework to include complaints handling.

## Background

Council Policy – Service Complaints was reviewed and presented to Council on 25 August 2020. On 15 August 2020 Regulation 9(1) of the Local Government (Rules of Conduct) Regulations 2007 was amended removing the ability for the Council or Chief Executive Officer to allow a person who is a council member to undertake a task that contributes to the administration of the local government.

To allow time to investigate how the amended regulation would affect the Council Policy – Service Complaints, Council at its meeting held on 25 August 2020 resolved the following:

*That Council REFERS item CS-021/20 Council Policy – Service Complaints back to Committee for further officer advice.*

Council adopted its Council Policy – Service Complaints (the Policy) on 23 March 2010. At the time of adopting Council Policy – Service Complaints Councillors were able to participate in the administration of the service complaint process as it was authorised by Council policy.

### Details

As determined by current policy, a service complaint is an expression of dissatisfaction with a standard of service, a process, a product, or the behaviour of an employee or contractor. Service complaints are coordinated by the Manager Customer and Corporate Support. Complaints are initially investigated by the Chief Executive Officer or the Director of the relevant team. If the complainant is not satisfied with the response they may ask for their complaint to be referred to the Customer Service Review Committee for recommendation to Council for resolution. The committee's composition is three Councillors and the Chief Executive Officer. When a complaint is made against the General Management team, the Director Corporate Services replaces the Chief Executive Officer on the committee. The committee's terms of reference is to implement the Service Complaints Policy.

### 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**

Council Policy – Service Complaints is inconsistent with the changes to Regulation 9(1) of the Local Government (Rules of Conduct) Regulations 2007 and could not be implemented without breaching that regulation. As such it needs to be revoked and the Service Complaints Committee disbanded.

Should Council support the officer recommendation, a new customer service framework will be development, which will be a Council Policy pursuant to the Council Policy - Policy Framework. This will guide the customer service and complaints handling processes of the City.

**e. Financial**

Nil

**f. Legal and Statutory**

In accordance with Regulation 9(1) of the Local Government (Rules of Conduct) Regulations 2007 a person who is a council member must not undertake a task that contributes to the administration of the local government.

**g. Risk**

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

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

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

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

Nil

**Comments**

Complaints handling is an important way for the management of an organisation to be accountable to the public. It also provides valuable feedback on organisational performance and the conduct of employees. Having an effective complaint handling process is fundamental to the provision of a quality service.

Council Policy – Service Complaints is inconsistent with the changes to Regulation 9(1) of the Local Government (Rules of Conduct) Regulations 2007 and could not be implemented without breaching that regulation. This is because Regulation 9(1) prohibits Councillors from being involved in a task that contributes to the administration of the City and participation in the Customer Service Review Committee is considered to constitute such a task.

Despite this it is vitally important the City to have an effective complaint handling process; it is fundamental to the provision of quality service. Therefore, the City will continue to have a formal complaints handling process which demonstrates its commitment to provision of quality complaint handling. The specific process is currently being developed, however the process of investigating a complaint and having it reviewed independently will remain.

The City is aware that there is a disallowance motion in Parliament seeking to overturn the Minister for Local Government's amendment to Regulation 9(1) of the Local Government (Rules of Conduct) Regulations 2007.

Notwithstanding the above, the City's service complaints process cannot continue in its current format, it is essential the City still has an effective complaints handling process which demonstrates its commitment to quality complaint handling. Moreover, the Ombudsman Western Australia states that an effective complaint handling system is one that provides confidence that complaints are dealt with effectively through the following three steps:

- Enabling Complaints – *arrangements for enabling people to make complaints are customer focused, visible, accessible and valued and supported by management*
- Responding to Complaints – *complaints are responded to promptly and handled objectively, fairly and confidently. Remedies are provided where complaints are upheld and there is a system for review.*
- Accountability and Learning – *there are clear accountabilities for complaint handling and complaints are used to stimulate organisational improvements.*

Therefore, it is proposed that the Chief Executive Officer will implement a new Customer Service Framework, which incorporates a complaints handling process adhering to the Ombudsman Western Australia's complaints handling principles.

**Voting Requirements**

Absolute Majority (Point 2)

**Officer Recommendation**

That Council:

1. **RESCINDS** the Council Policy – Service Complaints.
2. **DISBANDS** the Customer Service Review Committee



3. **DIRECTS** the Chief Executive Officer to implement an interim complaints handling process which aligns with the Ombudsman Western Australia guidelines for effective complaints handling.
4. **DIRECTS** the Chief Executive Officer to develop a Council Policy - Customer Service Framework incorporating complaints handling for adoption by Council within 6 months.

### Committee Recommendation

That Council:

1. **RESCINDS** the Council Policy – Service Complaints.
2. **DISBANDS** the Customer Service Review Committee
3. **DIRECTS** the Chief Executive Officer to implement an interim complaints handling process which aligns with the Ombudsman Western Australia guidelines for effective complaints handling.
4. **DIRECTS** the Chief Executive Officer to develop a Council Policy - Customer Service Framework incorporating complaints handling for adoption by Council within 6 months.

Committee Voting (Carried) – 5/0

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

Not Applicable

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

Not Applicable

### Council Resolution

**Moved Cr Buchan, seconded Cr Buchanan:**

That Council **DEFERS** consideration of Item No CS-025/20 Council Policy – Service Complaints to the 24 November 2020 Council meeting.

**Carried – 10/1**

#### Councillors having voted for the motion:

Cr Buchan	Cr Buchanan
Cr Liley	Cr Hamblin
Cr Cottam	Cr Whitfield
Cr Jones	Cr Sammels
Cr Edwards	Cr Davies

#### Councillors having voted against the motion:

Cr Stewart

### The Council's Reason for Varying the Committee's Recommendation

Council deferred the matter pending the outcome of the disallowance motion in State Parliament.

## Corporate Services Financial Services



<b>Reference No &amp; Subject:</b>	<b>CS-026/20</b>	<b>Budget Review – September 2020</b> <i>(Absolute Majority)</i>
<b>File No:</b>	FLM/17-05	
<b>Proponent/s:</b>		
<b>Author:</b>	Mr Khushwant Kumar, Financial Controller	
<b>Other Contributors:</b>	Mr Allan Moles, Manager Financial Services	
<b>Date of Committee Meeting:</b>	20 October 2020	
<b>Previously before Council:</b>		
<b>Disclosure of Interest:</b>		
<b>Nature of Council's Role in this Matter:</b>	Executive	
<b>Site:</b>		
<b>Lot Area:</b>		
<b>Attachments:</b>	September 2020 Budget Review	
<b>Maps/Diagrams:</b>		

### Purpose of Report

To adopt the September 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.

### Details

The September 2020 Budget Review includes details of transactions during the July 2020 – September 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. Detailed 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

**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 compliant environment.*

**d. Policy**

Nil

**e. Financial**

The overall effect of this budget review is a closing surplus of \$265,420 however, this is subject to possible changes required to the opening surplus as a result of the annual audit which is in the process of being finalised.

**f. Legal and Statutory**

This budget review is performed as a matter of good governance and is not required by legislation.

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 in advance by absolute majority by 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 attachment titled September 2020 Budget Review provides full details related to proposed changes to the 2020/2021 Annual Budget. The annual financial audit for the City is still in progress; therefore, any estimate related to opening balances is subject to potential variations. The following is a summary of major changes (greater than \$250k net) requested in the September 2020 Budget Review:

### Opening Balance

The opening balance is expected to be \$43.8m subject to audit closure. It includes \$30.5m for carried forward funds from the previous financial year due to works in progress which is an increase of \$6.2m from the adopted budget. Also included in the opening balance is \$3.4m restricted funds for unspent grants, \$3.6m restricted funds for Bert England Lodge and \$1.8m restricted funds for Municipal bonds.

### Operating Revenue

Operating revenue has increased by \$4.8m and includes the following major amendments:

- Additional \$2.5m for the current year allocation of the WA Recovery Plan grant for the Baldivis Indoor Recreation Centre.
- Additional \$1.0m for the current year allocation of the WA Recovery Plan grant for Aqua Jetty Stage 2.
- Additional \$885k State Black Spot funding including for two intersections on Read Street.
- Additional \$261k Roads to Recovery funding.
- Reduction of \$542k in Metropolitan Regional Road Grants.

### Operating Expenditure

Operating expenditure has increased by \$1.2m and includes the following major amendments:

- Additional \$512k under Jetty Maintenance including \$300k for dredging, \$100k for sand renourishment to beaches and \$100k for emergency works undertaken at Mersey Point.
- Reduction of \$266k for the Community Safety Grant CCTV Project as this was completed in last financial year.

Funds have also been allocated to provide additional resources to assist in the delivery of the new and brought forward capital projects.

### Non-Operating Revenue

Non-operating revenue has decreased by \$6.2m and includes the following major amendments.

- Reduction of \$3.7m in transfers from reserve funds due to the increased opening surplus and additional grant funding.
- Reduction of \$2.5m in loan funds for Baldivis Indoor Recreation Centre due to increased grant funding.

### Non-Operating Expenditure

Non-operating expenditure has increased by \$1.7m and includes the following major amendment.

- Additional \$1.6m for current year expenditure on Aqua Jetty Stage 2.

There is also the additional \$6.2m for carried forward projects from the previous financial year.

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

## Voting Requirements

Absolute Majority

## Officer Recommendation

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

## Committee Recommendation

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

Committee Voting (Carried) – 5/0

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

Not Applicable

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

Not Applicable

### Council Resolution

**Moved Cr Stewart, seconded Cr Whitfield:**

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

**Carried by Absolute Majority – 11/0**

### The Council's Reason for Varying the Committee's Recommendation

Not Applicable

## General Management Services Human Resource Development



<b>Reference No &amp; Subject:</b>	<b>GM-022/20</b>	<b>Christmas and New Year Administration Centre Closure 2020-2021</b>
<b>File No:</b>	CPM/3	
<b>Proponent/s:</b>		
<b>Author:</b>	Mr Vince Ritorto, Manager Human Resource Development	
<b>Other Contributors:</b>		
<b>Date of Committee Meeting:</b>	20 October 2020	
<b>Previously before Council:</b>		
<b>Disclosure of Interest:</b>		
<b>Nature of Council's Role in this Matter:</b>	Executive	
<b>Site:</b>		
<b>Lot Area:</b>		
<b>Attachments:</b>		
<b>Maps/Diagrams:</b>		

### Purpose of Report

Council consideration of closing the City of Rockingham Administration Centre over the 2020-2021 Christmas/New Year period.

### Background

The City of Rockingham normally closes the Administration Centre over the Christmas/New Year Period, a practice commenced over ten years ago. City staff access accrued rostered days off, annual leave or leave without pay for those days other than the public holidays specified in the relevant Enterprise Agreement.

Past statistics show that there is a significant decline in customer demand during the period.

The closure of local government administration offices during this period is commonplace in the metropolitan area.

### Details

In considering the forthcoming 2020-2021 Christmas/New Year period it is proposed that the Administration Centre be closed from 4:30pm, Thursday 24 December 2020 to and including Friday 1 January 2021, reopening Monday 4 January 2021.

The closure period is shown in the following calendar:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Dec 21 Open	Dec 22 Open	Dec 23 Open	Dec 24 Open	Dec 25 Christmas Day Public Holiday	Dec 26 Boxing Day	Dec 27
Dec 28 Closure Boxing Day Public Holiday	Dec 29 Closure	Dec 30 Closure	Dec 31 Closure	Jan 1 New Year's Day Public Holiday	Jan 2	Jan 3
Jan 4 Re-open	Jan 5 Open					

Arrangements will be made for out-services such as libraries and the Operations Centre to ensure that an appropriate level of service is maintained for the community.

### Implications to Consider

**a. Consultation with the Community**

Advertisements will be placed in the local newspaper, Council website, notice boards and social media platforms advising the closure dates for City services.

**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 compliant environment.*

**d. Policy**

Nil

**e. Financial**

Employees will access leave entitlements for the additional days' leave during the period.

**f. Legal and Statutory**

The relevant clauses of the Rockingham Enterprise Agreements will be followed.

**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 period between Christmas and New Year is traditionally a quiet time with a reduced demand for over the counter customer service and with supporting advertising, the Administration Centre closure has minimal impact on service delivery to the community.

Rangers, Smart Watch and other essential service providing teams will continue to work on a rostered basis and nominated staff will be available for emergency situations. Arrangements will be made with staff who are required to attend events to ensure the events are appropriately resourced and on-call arrangements are in place with specific staff across the organisation.

Given the administrative nature of this item it is proposed future reports are included in the Bulletin.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **APPROVES** the closure of the Administration Centre for the period from 4:30pm, Thursday 24 December 2020 to and including Friday 1 January 2021, reopening Monday 4 January 2021.

### Committee Recommendation

That Council **APPROVES** the closure of the Administration Centre for the period from 4:30pm, Thursday 24 December 2020 to and including Friday 1 January 2021, reopening Monday 4 January 2021.

Committee Voting (Carried) – 5/0

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

Not Applicable

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

Not Applicable

### Council Resolution

**Moved Cr Stewart, seconded Cr Liley:**

That Council **APPROVES** the closure of the Administration Centre for the period from 4:30pm, Thursday 24 December 2020 to and including Friday 1 January 2021, reopening Monday 4 January 2021.

**Carried – 11/0**

### The Council's Reason for Varying the Committee's Recommendation

Not Applicable



## General Management Services Strategy Marketing and Communications



<b>Reference No &amp; Subject:</b>	<b>GM-023/20</b>	<b>Minor Review of the City of Rockingham Strategic Community Plan (2019-2029) (Absolute Majority)</b>
File No:	CPM/171	
Proponent/s:		
Author:	Ms Nollaig Baker, Acting Manager Strategy Marketing and Communications	
Other Contributors:	Mr Michael Parker, Chief Executive Officer Ms Melissa Swaney, Acting Strategic Projects Coordinator,	
Date of Committee Meeting:	20 October 2020	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	1. Schedule of comments received 2. Draft reviewed Strategic Community Plan (2019-2029)	
Maps/Diagrams:		

### Purpose of Report

To seek Council approval of the minor review of the City of Rockingham Strategic Community Plan (2019-2029).

### Background

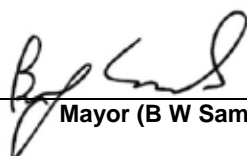
Under s5.56 (1) of the Local Government Act 1995 all local governments are required to produce a plan for the future and comply with the Integrated Planning and Reporting Framework.

The City of Rockingham's Strategic Development Framework Policy outlines the City's process for integrated planning.

The Department of Local Government and Communities states that a successful integrated planning and reporting process will deliver the following outcomes:

- a Strategic Community Plan (SCP) that clearly links the community's aspirations with the Council's vision and long term strategy;
- a Corporate Business Plan that integrates resourcing plans and specific Council plans with the Strategic Community Plan, and
- a clearly stated vision for the future viability of the local government area.

Confirmed at a Council meeting held  
on Tuesday 24 November 2020

  
Mayor (B W Sammels)

The SCP is not a static document. A full review is required every four years, and a minor review every two years as outlined in the Integrated Planning and Reporting Advisory Standard (2016) provided by the Department of Local Government and Communities.

Following the major review of the City of Rockingham Strategic Community Plan (2015-2020) Council adopted the current community vision, aspirations and objectives in September 2018, documented in the City of Rockingham Strategic Community Plan (2019–2029). This major review involved extensive community engagement at numerous *Planning for the Future* Workshops.

Subsequent stakeholder, community and Councillor engagement is continually undertaken in the development of the identified Strategic Community Plan Strategies and major plans which deliver the community's aspirations. The identified initiatives and activities, are budgeted for through the City's Team Plan process, the annual budget and the Corporate Business Plan.

A minor review was conducted in July 2020 and was informed by key internal stakeholders, community consultation and Councillor engagement. It should not change the strategic intent of the current plan nor divert from the identified community aspirations. As the review did not result in any changes to the community's aspirations and objectives there is no financial impact on the City's budget and Corporate Business Plan.

### Details

The minor review of the SCP commenced in July 2020. Following a consultation process the outcomes of the minor review were presented to Council at the September 2020 Councillor Engagement Session. Minor changes are being proposed to update relevant strategies, plans and demographic content with the overall intent of the Strategic Community Plan 2019- 2029 remaining the same.

The City engaged internally with key stakeholders and with the community by widely advertising the minor review of the SCP externally:

- on the City's website (share your thoughts) for a four week period from 1 July to 29 July 2020
- via Rock Port (to the Strategic Community Planning interest group)
- on social media on 2 July and 16 July
- via public notice in the Sound Telegraph on 15 July
- via email to the working group who helped develop the plan in 2018.

Four external submissions were received from community members through *Share Your Thoughts* on the City's website.

The submissions received are as follows:

Submissions	Officer Response
I also note that there is no mention of environmental issues such as the proposed Waste 2 Energy Plant or Cape Peron or the preservation of the remaining and dunes.	<p>These concerns are covered in existing aspirations, and resulting Strategic Community Plans. Aspiration 3 – Plan for Future Generations includes elements which cover both environmental as waste management issues, including:</p> <ul style="list-style-type: none"><li>• 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.</li><li>• Alternative energy applications: Embrace new technology and apply alternative energy solutions to City facilities and service.</li><li>• Preservation and management of bushland and coastal reserves: Encourage the sustainable management and use of the City's bushland and coastal reserves.</li></ul>

Submissions	Officer Response
<p>A significant improvement to Golden Bay would be underground power. This would reduce the frequency of power outages which is especially tough for the high number of elderly residents. I note there is no mention of this in the 10 year plan.</p> <p>My first thought is don't do what Mandurah have done and removed car parking spaces. If you want Tourist they will come by car. My second thought would be the location of the visitor centre. I'd like to see it on an entry road with Caravan Parking. Add to this encourage Caravan Parks to be built. There are a LOT of Caravan eras and unless the road network is Caravan friendly they will bypass. I'd also like to see the council realise there is more to the City than Rockingham itself. So have Community events in various places. I remember going to Australia Day Fireworks at the Rockingham Foreshore and it was a total nightmare trying to get home. Perhaps a traffic management plan may help.</p> <p>There doesn't appear to be a strategic objective for the management of storm water run-off (gross pollutants, plastic and nutrients). It doesn't get a mention under the management of reserves or sustainable waste management. Lake Richmond is threatened by nutrient run off and most of the ornamental drainage ponds are overloaded with nutrients. The Pond and surrounding beaches are suffering from nutrient load and plastic washed in from storm water. What is the plan to address this blight on our environment</p>	<p>The State Underground Power Program (SUPP) is managed by Western Power – the cost of undergrounding is shared between the State Government, Western Power, Local Government Authorities (LGAs) and property owners. At this stage the City and Western Power do not have plans to extend the program in the City of Rockingham.</p> <p>As part of Aspiration 1 the City has developed a Tourist Destination Strategy 2019-2024, which includes a total 24 action items across five Key Strategic Elements including:</p> <ol style="list-style-type: none"> <li>1. Destination marketing (targeting eco and adventure tourism)</li> <li>2. Visitor servicing (face-to-face and digital)</li> <li>3. Coastal development and activation</li> <li>4. Events activation (entertainment destination)</li> <li>5. Mid-tier MICE attraction.</li> </ol> <p>Please click link to view <a href="https://rockingham.wa.gov.au/forms-and-publications/your-city/our-vision/tourist-destination-strategy-2019-2024">https://rockingham.wa.gov.au/forms-and-publications/your-city/our-vision/tourist-destination-strategy-2019-2024</a></p> <p>The City's Public Parking Strategy seeks to strike the balance between providing enough parking at the Rockingham Foreshore and making best use of the key public spaces. The Strategy recommends that there be no net reduction of public parking at the Foreshore and the monitoring parking usage so that if parking demand is not regularly satisfied, measure are put in place to address demand.</p> <p>The City implements traffic management for all City major events.</p> <p>Under Aspiration 3 – Plan for the Future the strategic objective states that the City encourages the sustainable management and use of the City's bushland and coastal reserves. The Lake Richmond Environmental Management Plan addresses action to minimise the nutrient loads such as developing strategies in association with the Water Corporation to better manage stormwater discharged from the local drainage network. The primary focus is on the reduction of waterborne litter and silt discharging into the main drainage system and the receiving water body. In this case Lake Richmond. The strategy acknowledges that the management of stormwater requires an integrated approach involving the whole community.</p>

The following are the proposed changes to the City of Rockingham Strategic Community Plan (2019-2029)

Page No.	Proposed Changes
Page 5	<b>Update to demographic data</b> By the beginning of 2023 there will be around <del>462,000</del> 146,000 people living here
Page 13	<b>Edit to Aspiration 3 – Infrastructure planning</b> Plan and develop <del>community, sport and recreation facilities</del> sustainable and safe infrastructure which meets the current and future needs of the City's growing population
Page 14	<b>Edits to the Community Plan Strategies as follows:</b> <b>Aspiration one – Actively Pursue Tourism and Economic Development</b> <ul style="list-style-type: none"> <li>• Tourist Destination Strategy (2019) <del>(new)</del></li> <li>– <del>Coastal Facilities Strategy (new) – move to Aspiration 3</del></li> <li>• Rockingham Strategic Metropolitan Centre Public Parking Strategy (2017) <del>(current)</del></li> <li>• City Centre Transport Strategy (2014) <del>(current)</del></li> <li>• Economic Development Strategy (2020) <del>(to be updated)</del></li> <li>• <del>Rockingham Strategic Metropolitan Centre, Centre Plan – Activity Centre Plan (current) – (duplicate – under Aspiration three – Plan for Future Generations)</del></li> </ul>
Page 14	<b>Aspiration two - Grow and Nurture Community Connectedness and Wellbeing</b> <ul style="list-style-type: none"> <li>• Reconciliation Action Plan*</li> <li>• Children and Young People Strategy (2018) <del>(current)</del></li> <li>– Disability Access and Inclusion Plan* Strategy <del>(current)</del></li> <li>• Digital Media Communication Strategy* <del>(to be updated)</del></li> <li>• Health and Wellbeing Strategy (2018) <del>(current)</del></li> <li>• Cultural Development and The Arts Strategy (2018) <del>(current)</del></li> <li>• Volunteering Strategy (2016) <del>(current)</del></li> <li>• Seniors Strategy (2017) <del>(current)</del></li> <li>– Community Support Services Strategy (2017) <del>(current)</del></li> <li>– Community Safety Strategy* <del>(to be updated)</del></li> <li>• Library and Information Services Strategy (2017) <del>(current)</del></li> </ul>
Page 14	<b>Aspiration three - Plan for Future Generations</b> <ul style="list-style-type: none"> <li>• Community Infrastructure Plan (2020) <del>(updated annually)</del></li> <li>– Rockingham Beach Foreshore Master Plan (2015) <del>(current)</del></li> <li>• Strategic Asset Management Plan* <del>(to be updated)</del></li> <li>• Infrastructure Asset Management Plan (2019) <del>(new)</del></li> <li>• Safety Bay/Shoalwater Foreshore Revitalisation Masterplan (2019) <del>(new)</del></li> <li>– <del>Centre Plan – Rockingham Strategic Metropolitan Centre (current)</del></li> <li>• Rockingham Strategic Metropolitan Centre – Activity Centre Plan (2017)</li> <li>• Heritage Strategy (2020) <del>(new)</del></li> <li>• Coastal Hazard Risk Management and Adaptation Plan (2019) <del>(new)</del></li> <li>• Sustainability Strategy (2020) <del>(new)</del></li> <li>• City of Rockingham Waste Strategy Plan (2014) <del>(current)</del></li> <li>– Natural Area Conservation Strategy (2017) <del>(current)</del></li> <li>• Bushfire Risk Mitigation Strategy (2017) <del>(current)</del></li> <li>• Greening Plan (2017) <del>(current)</del></li> <li>• Public Open Space Strategy* <del>(new)</del></li> <li>• Environmental Planning Strategy* <del>(new)</del></li> <li>• Rockingham Foreshore Management Plan (2016) <del>(current)</del></li> <li>• Local Planning Strategy* <del>(new)</del></li> <li>– Karnup District Structure Plan* <del>(new)</del></li> <li>• Coastal Facilities Strategy*</li> </ul>

Page No.	Proposed Changes
Page 14	<b>Aspiration four – Deliver Quality Leadership and Business Expertise</b> <ul style="list-style-type: none"><li>Development of the Renaissance Technopole (<del>current</del>)</li><li>Ten Year Integrated Financial Business Plan (<del>updated bi-annually</del>)</li></ul> <i>* Strategy under development at the time of publication. (October 2020).</i>
Page 15	<b>Update Achieving the vision</b> <ul style="list-style-type: none"><li>Remove Happiness Index – the City's Net Promoter Score is no longer available on Rock Port as it is included in the Customer Satisfaction Survey.</li><li>Add to customer satisfaction survey: The Customer Satisfaction Survey also measures the City's Net Promoter Score each year.</li></ul>

### Implications to Consider

**a. Consultation with the Community**

The City engaged the community by widely advertising the minor review of the SCP:

- on the City of Rockingham's website (share your thoughts) for a four week period from 1 July to 29 July 2020
- via Rock Port (to the Strategic Community Planning interest group)
- on social media
- via public notice in the Sound Telegraph
- via email to the working group who helped develop the plan in 2018.

**b. Consultation with Government Agencies**

Nil

**c. Strategic**

Community Plan

This item addresses the Community's Vision and Aspirations for the future as outlined in the City of Rockingham 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 the future*

**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**

City of Rockingham Strategic Development Framework Policy (2010) defines the process for the City's Integrated Planning Framework which includes the review process (major and minor) of the Strategic Community Plan.

**e. Financial**

Funding of \$2000 to redevelop the Rockingham Strategic Community Plan (2019-2029) following the minor review is allocated in the Strategy, Marketing and Communications Team budget.

**f. Legal and Statutory**

Section 5.56(1) of the Local Government Act 1995 provides the statutory framework for Planning for the future for Local Governments.

Local Government (Administration) Regulations 1996; Regulation 19C 7 provides a Council is to consider a Strategic Community Plan, submitted to it and is to determine where or not to adopt the plan or modifications.

Absolute Majority required.

**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 outcomes of the minor review of the SCP resulted in very minor changes. While the Community were given an opportunity to *Share their thoughts* on the review, the submissions received did not warrant any significant changes.

The City is implementing the community's aspirations defined in the City of Rockingham Strategic Community Plan (2019-2029) through the ongoing development and implementation of Community Plan Strategies as prioritised by the community in 2018. The City's Strategic Development Framework Policy ensures that these priorities are delivered through planned activities and resourcing requirements in the City's Budget and Corporate Business Plan.

A minor review is predominantly a desktop exercise which is informed by key internal stakeholders, community consultation and Councillor engagement. It should not change the strategic intent of the current plan nor divert from the identified community aspirations.

The recently completed minor review has resulted in some minor changes but has had no impact on the City's Budget and Corporate Business Plan.

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That Council **APPROVES** the minor review of Rockingham Strategic Community Plan (2019-2029).

**Committee Recommendation**

That Council **APPROVES** the minor review of Rockingham Strategic Community Plan (2019-2029).

Committee Voting (Carried) – 5/0

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

Not Applicable

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

Not Applicable

### Council Resolution

**Moved Cr Stewart, seconded Cr Whitfield:**

That Council **APPROVES** the minor review of Rockingham Strategic Community Plan (2019-2029).

**Carried by Absolute Majority – 11/0**

### The Council's Reason for Varying the Committee's Recommendation

Not Applicable



## General Management Services Governance and Councillor Support



<b>Reference No &amp; Subject:</b>	<b>GM-024/20</b> <b>Recommendations from the Governance Review Committee Meeting held on 30 September 2020 (Absolute Majority – Recommendations 1 and 2)</b>
<b>File No:</b>	CPM/225
<b>Author:</b>	Ms Jelette Edwards, Governance Coordinator
<b>Other Contributors:</b>	Mr Peter Varris, Manager Governance and Councillor Support Ms Erica King, Manager Health and Building Services Mr Michael Ross, Manager Statutory Planning Ms Jane Anderson, Coordinator Building and Development Compliance Mr Nuno Dionisio, Manager Waste Services Ms Kelly Levisohn, Project and Waste Education Officer
<b>Date of Committee Meeting:</b>	20 October 2020
<b>Disclosure of Interest:</b>	
<b>Nature of Council's Role in this Matter:</b>	Legislative and Executive
<b>Attachments:</b>	1. Minutes of the Governance Review Committee Meeting held on 30 September 2020. 2. Proposed City of Rockingham Fencing Local Law 2020 3. Proposed City of Rockingham Waste Local Law 2020
<b>Maps/Diagrams:</b>	

### Purpose of Report

#### Advisory Recommendation 1

To propose that Council adopt the proposed Fencing Local Law 2020 for the purposes of public consultation.

The purpose and effect of the local law is:

**Purpose:** The purpose of this local law is to provide what constitutes a 'sufficient fence' for the purposes of the Dividing Fences Act 1961 and to state the materials to be used and safety measures to be undertaken in relation to some types of fencing.

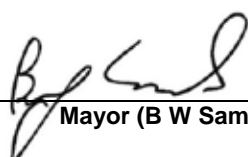
**Effect:** Fencing in the district will need to comply with the definition of a 'sufficient fence' as stipulated in the local law and its other provisions.

#### Advisory Recommendation 2

To propose that Council adopt the proposed Waste Local Law 2020. The purpose and effect of the local law is:

**Purpose:** The objective of this local law is to regulate the storage, collection and disposal of waste and refuse from premises and on waste facilities in the City.

Confirmed at a Council meeting held  
on Tuesday 24 November 2020

  
Mayor (B W Sammels)



**Effect:** Unless otherwise authorised, the storage, collection and disposal of waste and refuse within the City must be carried out in accordance with the provisions of the local law.

**Advisory Recommendation 3**

To consider a change to the proposed meeting schedule around the October 2021 local government elections.

**Advisory Recommendation 4**

To consider a minor amendments to the Council Policy – Strategic Development Framework.

**Advisory Recommendation 5**

To consider a minor amendment to the Council Policy – Policy Framework to accommodate a practical approach to the review of organisational procedures.

**Advisory Recommendation 6**

Reduce COVID-19 updates to Councillors to as required.

**Recommendations to the Corporate and Community Development Committee**

**Advisory Committee Recommendation 1 of 6:  
Proposed Fencing Local Law 2020 (*Absolute Majority*)**

That Council -

1. **DIRECTS** the Chief Executive Officer in accordance with sections 3.12(3)(a) and (3a) of the Local Government Act 1995, to give State wide and local public notice stating that:
  - It is proposed to make a Fencing Local Law, and a summary of its purpose and effect;
  - Copies of the proposed local law may be inspected at the City's offices;
  - Submissions about the proposed local law may be made to the City within a period of not less than 6 weeks after the notice is given;
2. **DIRECTS** the Chief Executive Officer In accordance with s3.12(3)(b), as soon as the notice is given, to supply a copy to the Minister for Local Government and the Minister for Commerce;
3. **DIRECTS** the Chief Executive Officer In accordance with s3.12(3)(c) of the Act, to supply a copy of the proposed local law to any person requesting it; and
4. **NOTES** that that the results will be presented to Council for consideration of any submissions received.

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

Nil

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

Nil

**Background**

The City is in the process of updating its local laws. In December 2016 Council received the outcomes of a review required under s3.16 of the Local Government Act 1995 which indicated that a number required amendment or repeal.

A proposed Fencing Local Law 2019 was presented to a March 2019 Governance Review Committee Meeting. After the committee meeting the City was involved with matters that affected the proposed local law. The presentation of the local law was therefore delayed pending further legal clarification. The proposed Fencing Local Law 2020 takes into account that previous legal advice provided and current advice provided for more recent fencing matters that have occurred.

The City has an existing Fencing Local Law which was published in the Government Gazette in 2001 and last amended in 2011.

Most matters relating to fencing are dealt with by the Dividing Fences Act 1961, which in essence provides for property owners to build fences and maintain them by agreement. The main role for a local government is to prescribe what is considered to be a 'sufficient fence' in the event that owners cannot agree, and to regulate some matters.

The extent of changes required to the City's existing Fencing Local law are such that it is simpler and cheaper to make a new one, although in general the proposed new local law retains most of the salient features of the City's current local law and Local Planning Scheme requirements. Enforcement provisions and legislative references have been updated wherever required.

As noted above, most issues relating to dividing fences are dealt with by the Dividing Fences Act 1961. The Act provides for most issues relating to fencing between properties to be decided by agreement between owners.

Amongst other things:

- Owners are equally liable for the costs of erection and maintenance of a fence;
- The Act provides for a process to decide what is to be built or repaired in the event that owners cannot agree;
- A fence does not have to be built precisely on a boundary for it to be a dividing fence; and
- A local government may prescribe by a local law what constitutes a 'sufficient fence' in relation to a dividing fence or a boundary fence.

Local governments may deal with any issues about fencing between property and thoroughfares by using item 4(1) of Division 1, Schedule 3.1 of the Local Government Act 1995 (the Act). This provides that a local government may serve a notice on an owner of a property to ensure that land that adjoins a public thoroughfare or other public place is suitably enclosed to separate it from the public place and where applicable, is enclosed with a close fence, to the satisfaction of the local government, suitable to prevent sand and other matter coming from the land onto the public place. It is specified for the purposes of this item by the City of Rockingham Local Government Property and Public Places Local Law 2018 that it is suitably enclosed to separate it from the public place.

#### Details

The primary focus of the proposed Fencing Local Law is to set out what constitutes a 'sufficient fence', with updates to reflect current practice or development.

This is done via Schedules to the draft local law, and which have separate provisions for what constitutes a sufficient fence in residential and special residential zones, commercial or industrial zones, and rural and special rural zones.

Generally, a sufficient fence does not need a permit under the local law, and cases where a sufficient fence does need a permit are prescribed in Parts 2-4 of the local law. In essence, if a dividing fence does not satisfy the requirements of the relevant Schedule (and, therefore, is not a 'sufficient fence'), and if it is not agreed to by the adjoining owners, it will require a permit to be lawful.

In summary:

- Part 1 of the draft local law sets out administrative provisions and definitions. In the event of a conflict between the local law and the local planning scheme, the scheme prevails.
- Part 2 provides that without the agreement of a neighbour a person must not erect a fence that is not a sufficient fence or alter the level of ground so as to affect the height of a sufficient fence. Nothing allows persons to erect a dangerous fence without a permit from the City.

This Part establishes the requirements for a sufficient fence via Schedules, and provides that a person must obtain a permit from the City to erect a fence in a front setback area or a secondary frontage that does not comply with the provisions of clauses 2.3 and 2.4.

Clause 2.6 requires fences to be maintained, and clause 2.7 requires approval from the City to be obtained where a fence is proposed to contain razor wire or other material with spiked or jagged projections. Clause 2.8 sets out requirements with respect to gates in fences, including the requirement to obtain a permit from the City to install a gate in a dividing fence that separates property from a reserve or public thoroughfare.

- Part 3 deals with tennis court fences.
- Part 4 requires anyone who wishes to erect a fence that is electrified, or contains barbed and razor wire needs a permit from the City.
- Part 5 sets out permit requirements, and Part 6 deals with appeals.
- Part 7 sets out enforcement provisions, which include notices requiring compliance, modified penalties (on the spot infringements) of \$250 as listed in Schedule 4, and prosecution for serious offences. Note that the maximum allowable penalty under a local law is \$5,000.

If adopted by Council, the proposed local law will be advertised for public comment and the results reported before finalisation.

#### Comments

Parts of the proposed Fencing Local law have been written to be in harmony with planning legislation and the City's planning policies.

Due to some matters dealt with by the City, there has been a section added about Estate Boundary fencing. This was requested by Council at the August 2020 Council Meeting.

In circumstances where all or part of an Estate Boundary Fence is failing, it is seen as appropriate that the replacement fencing matches the adjoining fence by way of colour and material as far as practicable. If this is not done there is a penalty for failure to repair an estate boundary fence as per clause 2.6(3).

#### Voting Requirements

Absolute Majority

#### Implications to Consider

##### a. Consultation with the Community

The process to make a local law is set out in section 3.12(3) of the Local Government Act 1995. Amongst other things this requires a local government to give state-wide and local public notice stating that it proposes to make a local law, the purpose and effect of which is summarized in the notice for a period of 6 weeks after it first appears.

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

The purpose and effect of the local law is:

**Purpose:** The purpose of this local law is to provide what constitutes a 'sufficient fence' for the purposes of the Dividing Fences Act 1961 and to state the materials to be used and safety measures to be undertaken in relation to some types of fencing.

**Effect:** Fencing in the district will need to comply with the definition of a 'sufficient fence' as stipulated in the local law and its other provisions.

##### b. Consultation with Government Agencies

As part of the process, local governments are required to send a copy of proposed local law to the Minister for Local Government. In addition, in relation to this local law a copy is to be sent to the Minister for Commerce as well, being the Minister responsible for the Dividing Fences Act 1961.

**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 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**

To be read in conjunction with the City's relevant Planning Policies and Town Planning Scheme No. 2.

**e. Financial**

Funds have been allocated in the budget for costs associated with drafting, advertising and eventual Gazettal of the proposed local law.

**f. Legal and Statutory**

Section 3.12 of the Act provides the procedure for making local laws that needs to be followed to for the local law to be valid.

Section 3.12(2) to (4) of the Act provides the initial procedure for making local laws.

(2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

(3) The local government is to —

(a) give Statewide public notice stating that —

(i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and

(ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and

(iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

and

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

(c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

(3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.

(4) 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.*

**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

**Advisory Committee Recommendation 2 of 6:  
Proposed Waste Local Law 2020 (Absolute Majority)**

That Council:

1. **DIRECTS** the Chief Executive Officer in accordance with sections 3.12(3)(a) and (3a) of the Local Government Act 1995 (the Act), to give State wide and local public notice stating that:
  - It is proposed to make a Waste Local Law 2020, and a summary of its purpose and effect;
  - Copies of the proposed Amendment local law may be inspected at the City's offices;
  - Submissions about the proposed local law may be made to the City within a period of not less than 6 weeks after the notice is given;
2. **DIRECTS** the Chief Executive Officer In accordance with s3.12(3)(b), as soon as the notice is given, to supply a copy to the Minister for Local Government, the Minister for the Environment and the CEO of the Waste Authority;
3. **DIRECTS** the Chief Executive Officer In accordance with s3.12(3)(c) of the Act, to supply a copy of the proposed local law to any person requesting it; and
4. **NOTES** that that the results will be presented to Council for consideration of any submissions received.

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

Nil

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

Nil

**Background**

The City is in the process of updating its local laws. In December 2016 Council received the outcomes of a review required under s3.16 of the Local Government Act 1995 which indicated that a number of local laws required amendments or to be repealed. This report deals with waste collection and disposal.

Part 4 of the City of Rockingham Health Local Law 1996 and in particular clauses 39 to 44 and 46 to 48 deal with waste and waste collection.

Existing Health local laws were made under the Health Act 1911. A new Public Health Act came into effect in 2016 which repealed various provisions of the Health Act. These dealt with the powers of local governments in relation to the collection and removal of rubbish, and had the effect of transferring the powers of a local government to make local laws about waste to the Waste Avoidance and Resource Recovery Act 2007.

- A previous proposed City of Rockingham Waste Local Law 2018 was adopted by Council for public consultation at the May 2018 Council Meeting. Any Waste Local Law must be signed off by the Director General of the Department of Water and Environmental Regulation (DWER). The Waste Local Law 2018 proposed a few different clauses from the Western Australian Local Government Association (WALGA) Template Waste Local Law.
- The City wrote to the Minister for Environment; Disability Services in July 2018 about the Proposed Waste Local Law 2018 advising the local law process had started and that the City was seeking public submissions.
- In August 2018 the Director General of the DWER advised they had been referred the correspondence from the City and would provide comment as soon as practicable.
- The City wrote to DWER in September 2018 seeking a response if possible by 31 October 2018.

- A response was received from DWER in October 2018 advising that they were reviewing the Waste Local Law and would advise once comments have been considered.
- In February 2019 the City received comments from DWER regarding the City's Waste Local Law 2018. The comments included 16 changes that would need to be made before the CEO of DWER would consider consent.
- In 2018 and 2019 extensive internal consultation and legal advice was sought regarding the changes to the local law.
- In March 2020 after internal consultation a Proposed Waste Local Law 2020 was sent to the Director General of DWER for comment.
- A response was received in April 2020 advising that:  
*"The Department of Water and Environmental Regulation does not encourage amendments to the WALGA Template Waste Local Law because the template has received general approval from the Joint Standing Committee on Delegated Legislation."*

#### Details

A proposed new City of Rockingham Waste Local Law is attached. It is based on a WALGA Template Waste Local Law. There is only one difference from the model local law and the proposed local law. The addition of Item 29 in the Schedule 2 – Prescribed offences.

Item No.	Clause No.	Description	Modified Penalty
29	3.3	Depositing household, commercial or other waste into, or removing waste from, a receptacle provided for the use of the general public in a public place without approval	\$100

Clause 3.3 is already in the template local law. The main reason for the addition of a modified penalty is to deter the general public from removing waste from bins in public places without approval. This is especially important with the introduction of the new legislation for the Container Deposit Scheme. As there is a possibility that the new scheme will encourage people to look for recyclable containers that receive a refund in public bins.

Clause 3.2 is already in the template local law and deals with deposit and removal of waste from a receptacle from premises, for example people's bins on verges put out for collection. There is a corresponding penalty for this clause. This clause will hopefully deter people from removing waste from people's bins due to the new Container Deposit Scheme.

The draft local law is divided into 5 Parts:

1. Definitions.
2. Disposal of refuse – this Part deals with rubbish receptacles, placement on streets for collection, the use of receptacles and what may be placed in them, and other provisions to ensure that waste is able to be removed efficiently.
3. General duties of owners and occupiers in relation to waste.
4. Operation of Waste facilities; and
5. Enforcement provisions – including a Schedule of modified penalties that may be imposed.

In summary, there are few practical differences between how current provisions relating to waste are dealt with; the proposed new local law simply puts them into a more up to date legislative framework.

#### Comments

The proposed local law will improve ease of application and reflect changes in other legislation. Due to previous comments by DWER advising that it discourages any changes from the WALGA Template Waste Local Law, the City has decided to only add one change being the additional of a modified penalty.



This change is relatively minor as the clause is already in the WALGA Template Waste Local Law. The only change is attaching a modified penalty to this clause. The main reason for the addition of a modified penalty is to deter the general public from going through public bins. The City anticipates this behaviour might be engaged in because of the introduction of the Container Deposit Scheme

#### Implications to Consider

**a. Consultation with the Community**

The process to make a local law is set out in section 3.12(3) of the Local Government Act 1995. Amongst other things this requires a local government to give state-wide and local public notice stating that it proposes to make a local law, the purpose and effect of which is summarized in the notice for a period of 6 weeks after it first appears.

The purpose and effect of the local law is:

**Purpose:** The objective of this local law is to regulate the storage, collection and disposal of waste and refuse from premises and on waste facilities in the City.

**Effect:** Unless otherwise authorised, the storage, collection and disposal of waste and refuse within the City must be carried out in accordance with the provisions of the local law.

There will be a notice in the West Australian, Sound Telegraph, Weekend Courier and the City's website. During the community consultation period the proposed local law will be made available on the City's website, libraries and Administration Centre. The results of the community consultation and feedback from the Minister are to be considered by Council before it makes the local law.

**b. Consultation with Government Agencies**

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

The City is also required to obtain the consent of the CEO of the Waste Authority before finally making the local law under s3.12(4) of the Local Government Act 1995.

**d. Policy**

Not Applicable

**e. Financial**

Funds have been allocated in the budget for costs associated with drafting, advertising and eventual Gazettal of the proposed local law.

**f. Legal and Statutory**

Section 61 of the Waste Avoidance and Resource Recovery specifies that waste local laws are to be made in accordance with the process set out by sections 3.11 to 3.17 of the Local Government Act 1995.

Section 3.12 of the Act provides the procedure for making local laws that needs to be followed to for the local law to be valid.

Section 3.12(2) to (4) of the Act provides the initial procedure for making local laws.

(2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

(3) The local government is to —

(a) give Statewide public notice stating that —

(i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and

(ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and

(iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

and

- (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
  - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.
- (4) 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.*

**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

**Advisory Committee Recommendation 3 of 6:  
Meeting Schedule – 2021 Election**

That Council **APPROVES** the following meeting schedule for September to November 2021 –  
September 2021

Tuesday 7 September	Proposed Councillor Engagement Session
Monday 13 September	Planning and Engineering Services Committee
Tuesday 14 September	Corporate and Community Development Committee
Tuesday 21 September	Ordinary Council Meeting
Tuesday 28 September	Proposed Councillor Engagement Session

October 2021

Monday 4 October	Planning and Engineering Services Committee
Tuesday 5 October	Corporate and Community Development Committee
Tuesday 12 October	Ordinary Council Meeting
Saturday 16 October	Election Day
Tuesday 19 October	Swearing in Ceremony (Swearing in – Crs/Mayor and photos)
Tuesday 26 October	Special Council Meeting (Elect Deputy Mayor and Committee Appointments)

November 2021

Tuesday 9 November	Proposed Councillor Engagement Session
Monday 15 November	Planning and Engineering Services Committee
Tuesday 16 November	Corporate and Community Development Committee
Tuesday 23 November	Ordinary Council Meeting

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

Nil



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

Nil

**Background**

Some concern has been raised by newly elected Councillors about the timeframes from being elected and then having to participate in the decision-making process through Committees and Council meetings.

This short timeframe is acknowledged and it would be valuable to orientate and induct new Councillors before their participation in meetings.

Applying the current Governance and Meeting Framework arrangements the following calendar of meetings will occur –

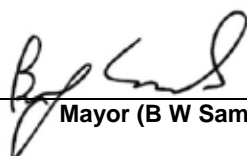
**September 2021**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Engagement Session	15	16	17	18	19
20 Planning and Engineering Services Committee	21 Corporate and Community Development Committee	22	23	24	25	26
27	28 Council Meeting	29	30			

**October 2021**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6	7	8	9	10
11	12 Engagement Session	13	14	15	16 ELECTION	17
18 Special Council Meeting	19 Planning and Engineering Services Committee	20 Corporate and Community Development Committee	21 INDUCTION	22	23	24
25	26 Council Meeting	27 INDUCTION	28 INDUCTION	29	30	31

Confirmed at a Council meeting held  
on Tuesday 24 November 2020

  
Mayor (B W Sammels)

## Details

A more suitable arrangement could be to bring forward both the September and October 2021 ordinary meeting schedule to allow the sitting Council to participate in the decision making process, allowing the new Councillors time between the October 2021 election and the November 2021 meeting schedule to familiarise themselves to their role.

It is proposed that the 'swearing in' ceremony move to the Tuesday evening (after election). The ensuing days will accommodate new Councillor induction and orientation so that they are better informed and prepared to participate in the decision making process.

The following Tuesday would involve a Special Council meeting to elect the Deputy Mayor and to appoint Councillors to various committees and representative positions. The proposed meeting schedule will occur as follows –

### September 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2 Open Nominations	3	4	5
6	7 Engagement Session	8	9 Close Nominations	10	11	12
13 Planning and Engineering Services Committee	14 Corporate and Community Development Committee	15	16	17	18	19
20	21 Council Meeting	22	23	24	25	26
27	28(if Req.) Engagement Session	29	30			

### October 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4 Planning and Engineering Services Committee	5 Corporate and Community Development Committee	6	7	8	9	10
11	12 Council Meeting	13	14	15	16 ELECTION	17
18 INDUCTION	19 Special Council Meeting Swear in Crs / Mayor	20 INDUCTION	21 INDUCTION	22	23	24
25 INDUCTION	26 Special Council Meeting select Committees	27 INDUCTION	28 INDUCTION	29	30	31

**November 2021**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2 INDUCTION	3 INDUCTION	4 INDUCTION	5	6	7
8	9 Engagement Session	10	11	12	13	14
15 Planning and Engineering Services Committee	16 Corporate and Community Development Committee	17	18	19	20	21
22	23 Council Meeting	24	25	26	27	28
29	30					

**Comments**

The above proposal provides over three weeks before Councillors need to participate in the regular meeting schedule of decision making, providing time for induction and training, allowing new Councillors to 'settle in and acclimatise' to their roles and responsibilities.

The City would provide briefing or inductions on both general and specific topics through these three weeks.

**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 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.*

**b. Policy**

Not Applicable

**c. Financial**

Nil

**d. Legal and Statutory**

Nil

**e. Voting Requirements**

Simple Majority

**f. Risk**

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

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

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

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

Nil

**Advisory Committee Recommendation 4 of 6:  
Minor Amendment – Strategic Development Framework**

That Council **ADOPTS** the amended Council Policy – Strategic Development Framework, as follows –

**Strategic Development Framework Policy**

**Council Policy Objective**

To: –

- Identify and explain the elements of the City's Strategic Development Framework.
- Prescribe the forums in which each of the elements of the framework are formulated, reviewed, discussed and approved.
- Define the involvement and role of the community, staff and elected members in the process.
- Identify the timing of the various activities within the framework.

**Council Policy Scope**

Councillors, staff, stakeholders and members of the community involved or participating in the strategic development process.

**Council Policy Statement**

Councillors, staff, stakeholders and members of the community involved or participating in the strategic development process.

The Strategic Community Plan

**Definition**

An aspirational plan driven by the community that sets the long-term vision for the city and establishes the key focus areas that Council must attend to ~~for if~~ the vision ~~is~~ to be served.

**Forum**

Independently facilitated workshops attended by community members, followed up with a Councillor, ~~Community Representative~~ and ~~Staff member~~ ~~W~~workshop.

**Process for Development of Review**

Major Review

1. Community establishes the foundation of the plan.
2. ~~Council/Staff/Community Representatives~~ Council, staff and community representatives summarise the plan's foundations and further develop the vision and key focus areas.
3. Staff further refine the vision and key focus areas and submit a draft Strategic Community Plan to Council via the Corporate and Community Development Standing Committee for approval.
4. Council adopts the final plan after a community consultation period.

Minor Review

1. Staff collate feedback, ~~form~~ from community consultation ~~program~~ and submit it to Council for adoption with recommended changes via the Corporate and Community Development Standing Committee.

### Timeline

- Major Review every four years.
- Minor Review every two years.

### Community Plan Strategies

#### Definition

Plans and strategies that focus upon specific areas of Council involvement or activity. Examples are:

- The Community Safety Strategy
- The Local Planning Strategy
- The Economic Development Strategy
- The Seniors Strategy

All strategies must be congruent with the higher level key focus areas and aspirations established in the **Strategic** Community Plan and contain discrete, costed and deliverable tasks that will facilitate effective and measurable outcomes.

#### Forum

Advisory Committee meetings, community workshops, community group meetings, Councillor Engagement Sessions.

#### Process for Development or Review

##### New or Major Review

1. A **Strategic Discussion** is to be facilitated at a Councillor Engagement Session as the first stage of the development of a new strategy or the major review of an existing strategy.
2. The **Strategic Discussion** will be informed by a discussion paper that provides background, data and other relevant information on the major issues facing the City **with** in regards **to** the subject matter.
3. A draft Community Plan Strategy informed by the outcomes of the **Strategic Discussion** and engagement with relevant stakeholder groups and advisory committees is then to be prepared.
4. The draft strategy is to be submitted to a Councillor Engagement Session followed by consideration at the relevant Standing Committee and Council for endorsement and public advertising.
5. A recommended final strategy incorporating community consultation outcomes is submitted to Council via the relevant Standing Committee for final consideration.

##### Minor review

1. Staff **are** to submit minor review recommendations to Council via **the** standing committee for adoption after engagement with relevant advisory committee and community stakeholders.

#### Timing

- Major reviews as needed.
- Minor reviews **as needed. every two years.**

### The Community Infrastructure Plan

#### Definition

A ten year planning instrument that identifies costs and prioritises the City's community infrastructure development program. The annual priorities identified in the plan inform the Major Project Plan component of the City Business Plan.

#### Forum

Council Advisory Committees, Council Standing Committees, Councillor Engagement Sessions.

### Process for Review

All new items with a capital cost of more than \$2 million must be submitted to Council for consideration after explanation at a Councillor Engagement Session.

Any existing item that is subject to either a 20% or \$2 million cost variation; whichever is the lesser shall be submitted to Council for consideration after explanation at a Councillor Engagement Session. Council will consider the impact that the variation might have on the City's overall financial capacity and determine the future form and status of the project.

The Community Infrastructure Plan will be subject to a full annual review. The review is to provide the following information on each project:

- Details of the original needs analysis and justification of the project
- Details of the original scope, scale, form and function of the project
- Details of the original costing and verification of the current costing
- Details, justification and the cost of any amendments to the original scope of the project
- Assessment as to whether the originally intended purpose remains relevant.

The Plan is to be discussed at the August Councillor Engagement Session followed by adoption at the September meeting round.

### Team Plans

#### Definition

A ten year planning document that explains the key activities of a Council Team in detail for the first three years then in a more general context for the remaining seven years.

The team plan's role is to demonstrate how the "day to day" functions of the team will be undertaken, what services will be delivered and what operating projects will be undertaken over the life of the plan. Operating projects delivering tasks and actions identified in ~~e~~Community ~~p~~Plan ~~s~~Strategies are also identified.

Progress reports on all operating projects identified in team plans are reported ~~u~~pon monthly in the Council Bulletin.

The team plans ~~s~~ will also identify and demonstrate the need for new team resources such as new staff, vehicles, plant and equipment and technical apparatus.

Team plans form the basis of the operational component of the budget and financial projections contained therein are used to formulate the draft budget that is submitted to Council for discussion and approval.

#### Forum

Team Managers will provide a full briefing to Councillors of their Team Plans explaining their future activities, projects, services and other relevant information.

### Process for Development or Review

1. Staff prepare Team Plans which are approved by the Executive.
2. Council can amend Team Plan components in City Business Plan Reviews or Budget Adoption process.

#### Timing

Team Plan briefings to Council are undertaken in March of each year.

### The City Business Plan

#### Definition

The City's principal business planning tool projecting each year's revenue and expenditure over a ten year period, the first three years being detailed and the following seven years of a more general nature.

The main components and drivers of the City Business Plan are:

A *Revenue Strategy* that predicts the revenue, (rates, grants, fees and charges) that the City anticipates receiving over the life of the plan.

A compilation of the *Team Plans* that provides ten year income and expenditure projections related to the day to day operations of the City along with operating projects, both team based and also those identified as key actions within Specific Plans and Strategies.

An annual contribution to asset management as identified in the *Asset Management Plan*.

A *Major Infrastructure Plan* that identifies ten year expenditure details for major capital works. The plan is underpinned by a series of subsidiary ten year plans prioritising construction or reconstruction of footpaths, roads and parks and reserves and other civic infrastructure.

A *Lending and Reserve Transfer Strategy* that identifies the loans the City will raise over ten years and the monies that will flow in and out of reserve funds. This strategy will also establish safe lending limits to ensure that the City's financial sustainability and stability is not threatened by inappropriately high levels of debt.

#### **Forum**

Council will receive detailed briefings where revisions of the plan will be highlighted and discussed.

#### **Process for Development and Review**

1. Staff prepares the City Business Plan and brief Council.
2. Council adopts the City Business Plan via Corporate and Community Development Standing Committee.

#### **Timing**

Council Engagement Sessions in November and April of each year.

Council adoption in December and May of each year.

#### The Annual Budget

#### **Definition**

A statutory document that activates and delivers year one of the City Business Plan. The revenue and expenditure estimates contained within the City Business Plan are used to inform the development of the budget.

#### **Forum**

Two briefings and special meeting of Council (if requested).

#### **Process for Development and Review**

1. Staff prepare draft budget based upon year one of the City Business Plan and provide briefings to Council.
2. Council deliberates upon budget at Special Meeting (if requested) then gives final adoption at Council meeting via Corporate and Community Development Standing Committee.

#### **Timing**

Councillor Engagement Session in May

Special or Ordinary Council meeting in June or July for adoption.

#### **Definitions**

Nil

#### **Legislation**

Local Government Act 1995 – Sect 5.56 Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

#### Other Relevant Policies/Key Documents

Nil

#### Responsible Division

General Management Services

#### Review Date

July 2023

#### Officer Recommendation if Different to Advisory Committee Recommendation

Nil

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

Nil

#### Background

The Strategic Development Policy was adopted by Council in 2010 and subsequently reviewed in 2015, 2018 and 2019. The Policy drives the City of Rockingham's approach to strategy development and guides the participation of Councillors, officers, the community and stakeholders in the process.

Some minor amendments have been identified. In the most part these are typographical, grammatical and formatting changes. There is one change of substance relating to the review requirements for a Community Plan Strategy.

#### Details

A Community Plan Strategy focuses on a specific area of local government activity / service delivery. It must align with the Strategic Community Plan.

Currently a Community Plan Strategy has the following review requirements –

- Major Review as needed.
- Minor Review every two years

It is proposed to amend the minor review requirements to 'as needed', to align with the major review requirements.

#### Comments

In practice a Community Plan Strategy is a dynamic document that needs to be responsive to changes to the Strategic Community Plan as well as the shifting environment impacting the activity / service delivery. As a consequence these plans are reviewed operationally on an ongoing basis and any changes required brought to Council's attention as they arise.

The Council Policy – Policy Framework identifies an adoption process for all new or substantially amended Council Policies, including a public consultation period. Given the minor nature of the amendments it is not considered necessary to seek public submissions on this occasion.

#### 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 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.*

**b. Policy**

Amendment of the current Strategic Development Framework Policy.

**c. Financial**

Nil

**d. Legal and Statutory**

Nil

**e. Voting Requirements**

Simple Majority

**f. Risk**

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

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

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

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

Nil

**Advisory Committee Recommendation 5 of 6:  
Minor Amendment – Policy Framework**

That Council **ADOPTS** the following amendment to the Council Policy – Policy Framework –

Amend the first paragraph under the heading 'Procedure Manual' to read –

*"Procedure Manuals are to be managed by individual Directors. They need to be established for each Directorate with a section for each team and reviewed at ~~least on an annual basis~~ every three years by the Director. Each amendment and review date must be recorded on the Manual for audit purposes."*

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

Nil

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

Nil

**Background**

The Council Policy – Policy Framework was adopted by Council in June 2013 and subsequently amended in September that year. The City has recently reviewed the Policy and considers that it is still 'fit for purpose' with a minor exception in respect to the review requirements for organisational procedures.

**Details**

Under the 'Procedures Manual' section of the policy, it is stated that procedure manuals need to be established for each directorate and reviewed at a minimum on an annual basis by the Director.

As a general observation, procedures are regularly reviewed on an ongoing basis to ensure that they are relevant and appropriate and fit the service delivery requirements of the City. Notwithstanding this, it is proving operationally challenging for all procedures to be reviewed by Directors on an annual basis. It would be more appropriate for the minimum review period be every three years, aligning with the review period for Council and Executive Policy.

#### Comments

It is recommended that the Policy be amended as follows –

*“Procedure Manuals are to be managed by individual Directors. They need to be established for each Directorate with a section for each team and reviewed at minimum ~~on an annual basis every~~ **three years** by the Director. Each amendment and review date must be recorded on the Manual for audit purposes.”*

The Council Policy – Policy Framework identifies an adoption process for all new or substantially amended Council Policies, including a public consultation period. Given the minor nature of the amendment it is not considered necessary to seek public submissions on this occasion.

#### 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 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.*

**b. Policy**

Amendment of the current Council Policy – Policy Framework.

**c. Financial**

Nil

**d. Legal and Statutory**

Nil

**e. Voting Requirements**

Simple Majority

**f. Risk**

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

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

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

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

Nil

#### Advisory Committee Recommendation 6 of 6: Councillor COVID-19 Briefings

That Council **ENDORSES** the reduction of the electronic Councillor COVID-19 update from once a week to 'as required'.

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

Nil

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

Nil

**Background**

At its meeting held 23 June 2020 Council, in resuming normal decision making processes, resolved to reduce the weekly COVID-19 update from twice weekly to once a week.

**Details**

Given the progress of the COVID-19 response it is now appropriate to publish the Councillor COVID-19 update on an 'as required' basis.

**Comments**

Nil

**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 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.*

**b. Policy**

Nil

**c. Financial**

Nil

**d. Legal and Statutory**

Nil

**e. Voting Requirements**

Simple Majority

**f. Risk**

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

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

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

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

Nil

### Committee Recommendation

1 of 6) That Council:

1. **DIRECTS** the Chief Executive Officer in accordance with sections 3.12(3)(a) and (3a) of the Local Government Act 1995, to give State wide and local public notice stating that:
  - It is proposed to make a Fencing Local Law, and a summary of its purpose and effect;
  - Copies of the proposed local law may be inspected at the City's offices;
  - Submissions about the proposed local law may be made to the City within a period of not less than 6 weeks after the notice is given;
2. **DIRECTS** the Chief Executive Officer In accordance with s3.12(3)(b), as soon as the notice is given, to supply a copy to the Minister for Local Government and the Minister for Commerce;
3. **DIRECTS** the Chief Executive Officer In accordance with s3.12(3)(c) of the Act, to supply a copy of the proposed local law to any person requesting it; and
4. **NOTES** that that the results will be presented to Council for consideration of any submissions received.

2 of 6) That Council:

1. **DIRECTS** the Chief Executive Officer in accordance with sections 3.12(3)(a) and (3a) of the Local Government Act 1995 (the Act), to give State wide and local public notice stating that:
  - It is proposed to make a Waste Local Law 2020, and a summary of its purpose and effect;
  - Copies of the proposed Amendment local law may be inspected at the City's offices;
  - Submissions about the proposed local law may be made to the City within a period of not less than 6 weeks after the notice is given;
2. **DIRECTS** the Chief Executive Officer In accordance with s3.12(3)(b), as soon as the notice is given, to supply a copy to the Minister for Local Government, the Minister for the Environment and the CEO of the Waste Authority;
3. **DIRECTS** the Chief Executive Officer In accordance with s3.12(3)(c) of the Act, to supply a copy of the proposed local law to any person requesting it; and
4. **NOTES** that that the results will be presented to Council for consideration of any submissions received.

3 of 6) That Council **APPROVES** the following meeting schedule for September to November 2021 –  
September 2021

Tuesday 7 September	Proposed Councillor Engagement Session
Monday 13 September	Planning and Engineering Services Committee
Tuesday 14 September	Corporate and Community Development Committee
Tuesday 21 September	Ordinary Council Meeting
Tuesday 28 September	Proposed Councillor Engagement Session

October 2021

Monday 4 October	Planning and Engineering Services Committee
Tuesday 5 October	Corporate and Community Development Committee
Tuesday 12 October	Ordinary Council Meeting
Saturday 16 October	Election Day
Tuesday 19 October	Swearing in Ceremony (Swearing in – Crs/Mayor and photos)
Tuesday 26 October	Special Council Meeting (Elect Deputy Mayor and Committee Appointments)

November 2021

Tuesday 9 November	Proposed Councillor Engagement Session
Monday 15 November	Planning and Engineering Services Committee
Tuesday 16 November	Corporate and Community Development Committee
Tuesday 23 November	Ordinary Council Meeting

- 4 of 6) That Council **ADOPTS** the amended Council Policy – Strategic Development Framework, as follows –

**Strategic Development Framework Policy**

**Council Policy Objective**

To: –

- Identify and explain the elements of the City's Strategic Development Framework.
- Prescribe the forums in which each of the elements of the framework are formulated, reviewed, discussed and approved.
- Define the involvement and role of the community, staff and elected members in the process.
- Identify the timing of the various activities within the framework.

**Council Policy Scope**

Councillors, staff, stakeholders and members of the community involved or participating in the strategic development process.

**Council Policy Statement**

Councillors, staff, stakeholders and members of the community involved or participating in the strategic development process.

The Strategic Community Plan

**Definition**

An aspirational plan driven by the community that sets the long-term vision for the city and establishes the key focus areas that Council must attend to ~~for if~~ the vision ~~is~~ to be served.

**Forum**

Independently facilitated workshops attended by community members, followed up with a Councillor, ~~and~~ Community Representative ~~and~~ ~~S~~staff member ~~W~~workshop.

**Process for Development of Review**

Major Review

1. Community establishes the foundation of the plan.
2. ~~Council/Staff/Community Representatives~~ Council, staff and community representatives summarise the plan's foundations and further develop the vision and key focus areas.

3. Staff further refine the vision and key focus areas and submit a draft Strategic Community Plan to Council via the Corporate and Community Development Standing Committee for approval.
4. Council adopts the final plan after a community consultation period.

#### Minor Review

1. Staff collate feedback, form from community consultation program and submit it to Council for adoption with recommended changes via the Corporate and Community Development Standing Committee.

#### **Timeline**

- Major Review every four years.
- Minor Review every two years.

#### Community Plan Strategies

#### **Definition**

Plans and strategies that focus upon specific areas of Council involvement or activity. Examples are:

- The Community Safety Strategy
- The Local Planning Strategy
- The Economic Development Strategy
- The Seniors Strategy

All strategies must be congruent with the higher level key focus areas and aspirations established in the Strategic Community Plan and contain discrete, costed and deliverable tasks that will facilitate effective and measurable outcomes.

#### **Forum**

Advisory Committee meetings, community workshops, community group meetings, Councillor Engagement Sessions.

#### **Process for Development or Review**

##### New or Major Review

1. A Strategic Discussion is to be facilitated at a Councillor Engagement Session as the first stage of the development of a new strategy or the major review of an existing strategy.
2. The Strategic Discussion will be informed by a discussion paper that provides background, data and other relevant information on the major issues facing the City with in regards to the subject matter.
3. A draft Community Plan Strategy informed by the outcomes of the Strategic Discussion and engagement with relevant stakeholder groups and advisory committees is then to be prepared.
4. The draft strategy is to be submitted to a Councillor Engagement Session followed by consideration at the relevant Standing Committee and Council for endorsement and public advertising.
5. A recommended final strategy incorporating community consultation outcomes is submitted to Council via the relevant Standing Committee for final consideration.

##### Minor review

1. Staff are to submit minor review recommendations to Council via the standing committee for adoption after engagement with relevant advisory committee and community stakeholders.

### Timing

- Major reviews as needed.
- Minor reviews ~~as needed. every two years.~~

### The Community Infrastructure Plan

#### Definition

A ten year planning instrument that identifies costs and prioritises the City's community infrastructure development program. The annual priorities identified in the plan inform the Major Project Plan component of the City Business Plan.

#### Forum

Council Advisory Committees, Council Standing Committees, Councillor Engagement Sessions.

#### Process for Review

All new items with a capital cost of more than \$2 million must be submitted to Council for consideration after explanation at a Councillor Engagement Session.

Any existing item that is subject to either a 20% or \$2 million cost variation; whichever is the lesser shall be submitted to Council for consideration after explanation at a Councillor Engagement Session. Council will consider the impact that the variation might have on the City's overall financial capacity and determine the future form and status of the project.

The Community Infrastructure Plan will be subject to a full annual review. The review is to provide the following information on each project:

- Details of the original needs analysis and justification of the project
- Details of the original scope, scale, form and function of the project
- Details of the original costing and verification of the current costing
- Details, justification and the cost of any amendments to the original scope of the project
- Assessment as to whether the originally intended purpose remains relevant.

The Plan is to be discussed at the August Councillor Engagement Session followed by adoption at the September meeting round.

### Team Plans

#### Definition

A ten year planning document that explains the key activities of a Council Team in detail for the first three years then in a more general context for the remaining seven years.

The team plan's role is to demonstrate how the "day to day" functions of the team will be undertaken, what services will be delivered and what operating projects will be undertaken over the life of the plan. Operating projects delivering tasks and actions identified in ~~e~~Community ~~p~~Plan ~~s~~Strategies are also identified.

Progress reports on all operating projects identified in team plans are reported ~~up~~on monthly in the Council Bulletin.

The team plans ~~s~~ will also identify and demonstrate the need for new team resources such as new staff, vehicles, plant and equipment and technical apparatus.

Team plans form the basis of the operational component of the budget and financial projections contained therein are used to formulate the draft budget that is submitted to Council for discussion and approval.

#### Forum

Team Managers will provide a full briefing to Councillors of their Team Plans explaining their future activities, projects, services and other relevant information.



### **Process for Development or Review**

1. Staff prepare Team Plans which are approved by the Executive.
2. Council can amend Team Plan components in City Business Plan Reviews or Budget Adoption process.

### **Timing**

Team Plan briefings to Council are undertaken in March of each year.

### The City Business Plan

#### **Definition**

The City's principal business planning tool projecting each year's revenue and expenditure over a ten year period, the first three years being detailed and the following seven years of a more general nature.

The main components and drivers of the City Business Plan are:

*A Revenue Strategy* that predicts the revenue, (rates, grants, fees and charges) that the City anticipates receiving over the life of the plan.

A compilation of the *Team Plans* that provides ten year income and expenditure projections related to the day to day operations of the City along with operating projects, both team based and also those identified as key actions within Specific Plans and Strategies.

An annual contribution to asset management as identified in the *Asset Management Plan*.

*A Major Infrastructure Plan* that identifies ten year expenditure details for major capital works. The plan is underpinned by a series of subsidiary ten year plans prioritising construction or reconstruction of footpaths, roads and parks and reserves and other civic infrastructure.

*A Lending and Reserve Transfer Strategy* that identifies the loans the City will raise over ten years and the monies that will flow in and out of reserve funds. This strategy will also establish safe lending limits to ensure that the City's financial sustainability and stability is not threatened by inappropriately high levels of debt.

#### **Forum**

Council will receive detailed briefings where revisions of the plan will be highlighted and discussed.

### **Process for Development and Review**

1. Staff prepares the City Business Plan and brief Council.
2. Council adopts the City Business Plan via Corporate and Community Development Standing Committee.

### **Timing**

Council Engagement Sessions in November and April of each year.

Council adoption in December and May of each year.

### The Annual Budget

#### **Definition**

A statutory document that activates and delivers year one of the City Business Plan. The revenue and expenditure estimates contained within the City Business Plan are used to inform the development of the budget.

#### **Forum**

Two briefings and special meeting of Council (if requested).

### **Process for Development and Review**

1. Staff prepare draft budget based upon year one of the City Business Plan and provide briefings to Council.



2. Council deliberates upon budget at Special Meeting (if requested) then gives final adoption at Council meeting via Corporate and Community Development Standing Committee.

#### Timing

Councillor Engagement Session in May

Special or Ordinary Council meeting in June or July for adoption.

#### Definitions

Nil

#### Legislation

Local Government Act 1995 – Sect 5.56 Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

#### Other Relevant Policies/Key Documents

Nil

#### Responsible Division

General Management Services

#### Review Date

July 2023

- 5 of 6) That Council **ADOPTS** the following amendment to the Council Policy – Policy Framework – Amend the first paragraph under the heading ‘Procedure Manual’ to read –
- “Procedure Manuals are to be managed by individual Directors. They need to be established for each Directorate with a section for each team and reviewed at ~~least on an annual basis~~ every three years by the Director. Each amendment and review date must be recorded on the Manual for audit purposes.”*

- 6 of 6) That Council **ENDORSES** the reduction of the electronic Councillor COVID-19 update from once a week to ‘as required’.

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

Not Applicable

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

Not Applicable

#### Council Resolution

Moved Cr Stewart, seconded Cr Buchan:

1 of 6) That Council:

1. **DIRECTS** the Chief Executive Officer in accordance with sections 3.12(3)(a) and (3a) of the Local Government Act 1995, to give State wide and local public notice stating that:
  - It is proposed to make a Fencing Local Law, and a summary of its purpose and effect;
  - Copies of the proposed local law may be inspected at the City’s offices;

- Submissions about the proposed local law may be made to the City within a period of not less than 6 weeks after the notice is given;
- 2. **DIRECTS** the Chief Executive Officer In accordance with s3.12(3)(b), as soon as the notice is given, to supply a copy to the Minister for Local Government and the Minister for Commerce;
- 3. **DIRECTS** the Chief Executive Officer In accordance with s3.12(3)(c) of the Act, to supply a copy of the proposed local law to any person requesting it; and
- 4. **NOTES** that that the results will be presented to Council for consideration of any submissions received.

2 of 6) That Council:

1. **DIRECTS** the Chief Executive Officer in accordance with sections 3.12(3)(a) and (3a) of the Local Government Act 1995 (the Act), to give State wide and local public notice stating that:
  - It is proposed to make a Waste Local Law 2020, and a summary of its purpose and effect;
  - Copies of the proposed Amendment local law may be inspected at the City's offices;
  - Submissions about the proposed local law may be made to the City within a period of not less than 6 weeks after the notice is given;
2. **DIRECTS** the Chief Executive Officer In accordance with s3.12(3)(b), as soon as the notice is given, to supply a copy to the Minister for Local Government, the Minister for the Environment and the CEO of the Waste Authority;
3. **DIRECTS** the Chief Executive Officer In accordance with s3.12(3)(c) of the Act, to supply a copy of the proposed local law to any person requesting it; and
4. **NOTES** that that the results will be presented to Council for consideration of any submissions received.

3 of 6) That Council **APPROVES** the following meeting schedule for September to November 2021 –  
September 2021

Tuesday 7 September	Proposed Councillor Engagement Session
Monday 13 September	Planning and Engineering Services Committee
Tuesday 14 September	Corporate and Community Development Committee
Tuesday 21 September	Ordinary Council Meeting
Tuesday 28 September	Proposed Councillor Engagement Session

October 2021

Monday 4 October	Planning and Engineering Services Committee
Tuesday 5 October	Corporate and Community Development Committee
Tuesday 12 October	Ordinary Council Meeting
Saturday 16 October	Election Day
Tuesday 19 October	Swearing in Ceremony (Swearing in – Crs/Mayor and photos)
Tuesday 26 October	Special Council Meeting (Elect Deputy Mayor and Committee Appointments)

November 2021

Tuesday 9 November	Proposed Councillor Engagement Session
Monday 15 November	Planning and Engineering Services Committee
Tuesday 16 November	Corporate and Community Development Committee
Tuesday 23 November	Ordinary Council Meeting

- 4 of 6) That Council **ADOPTS** the amended Council Policy – Strategic Development Framework, as follows –

**Strategic Development Framework Policy**

**Council Policy Objective**

To: –

- Identify and explain the elements of the City's Strategic Development Framework.
- Prescribe the forums in which each of the elements of the framework are formulated, reviewed, discussed and approved.
- Define the involvement and role of the community, staff and elected members in the process.
- Identify the timing of the various activities within the framework.

**Council Policy Scope**

Councillors, staff, stakeholders and members of the community involved or participating in the strategic development process.

**Council Policy Statement**

Councillors, staff, stakeholders and members of the community involved or participating in the strategic development process.

The Strategic Community Plan

**Definition**

An aspirational plan driven by the community that sets the long-term vision for the city and establishes the key focus areas that Council must attend to ~~for if~~ the vision ~~is~~ to be served.

**Forum**

Independently facilitated workshops attended by community members, followed up with a Councillor, ~~and~~ Community Representative ~~and~~ ~~S~~staff member ~~W~~workshop.

**Process for Development of Review**

Major Review

1. Community establishes the foundation of the plan.
2. ~~Council/Staff/Community Representatives~~ Council, staff and community representatives summarise the plan's foundations and further develop the vision and key focus areas.
3. Staff further refine the vision and key focus areas and submit a draft Strategic Community Plan to Council via the Corporate and Community Development Standing Committee for approval.
4. Council adopts the final plan after a community consultation period.

Minor Review

1. Staff collate feedback, ~~form~~ from community consultation ~~program~~ and submit it to Council for adoption with recommended changes via the Corporate and Community Development Standing Committee.

### Timeline

- Major Review every four years.
- Minor Review every two years.

### Community Plan Strategies

#### Definition

Plans and strategies that focus upon specific areas of Council involvement or activity. Examples are:

- The Community Safety Strategy
- The Local Planning Strategy
- The Economic Development Strategy
- The Seniors Strategy

All strategies must be congruent with the higher level key focus areas and aspirations established in the **Strategic** Community Plan and contain discrete, costed and deliverable tasks that will facilitate effective and measurable outcomes.

#### Forum

Advisory Committee meetings, community workshops, community group meetings, Councillor Engagement Sessions.

#### Process for Development or Review

##### New or Major Review

1. A **S**strategic **D**discussion is to be facilitated at a Councillor Engagement Session as the first stage of the development of a new strategy or the major review of an existing strategy.
2. The **S**strategic **D**discussion will be informed by a discussion paper that provides background, data and other relevant information on the major issues facing the City **with in** regards **to** the subject matter.
3. A draft Community Plan Strategy informed by the outcomes of the **S**strategic **D**discussion and engagement with relevant stakeholder groups and advisory committees is then to be prepared.
4. The draft strategy is to be submitted to a Councillor Engagement Session followed by consideration at the relevant Standing Committee and Council for endorsement and public advertising.
5. A recommended final strategy incorporating community consultation outcomes is submitted to Council via the relevant Standing Committee for final consideration.

##### Minor review

1. Staff **are** to submit minor review recommendations to Council via **the** standing committee for adoption after engagement with relevant advisory committee and community stakeholders.

#### Timing

- Major reviews as needed.
- Minor reviews **as needed. every two years.**

### The Community Infrastructure Plan

#### Definition

A ten year planning instrument that identifies costs and prioritises the City's community infrastructure development program. The annual priorities identified in the plan inform the Major Project Plan component of the City Business Plan.

## Forum

Council Advisory Committees, Council Standing Committees, Councillor Engagement Sessions.

## Process for Review

All new items with a capital cost of more than \$2 million must be submitted to Council for consideration after explanation at a Councillor Engagement Session.

Any existing item that is subject to either a 20% or \$2 million cost variation; whichever is the lesser shall be submitted to Council for consideration after explanation at a Councillor Engagement Session. Council will consider the impact that the variation might have on the City's overall financial capacity and determine the future form and status of the project.

The Community Infrastructure Plan will be subject to a full annual review. The review is to provide the following information on each project:

- Details of the original needs analysis and justification of the project
- Details of the original scope, scale, form and function of the project
- Details of the original costing and verification of the current costing
- Details, justification and the cost of any amendments to the original scope of the project
- Assessment as to whether the originally intended purpose remains relevant.

The Plan is to be discussed at the August Councillor Engagement Session followed by adoption at the September meeting round.

## Team Plans

### Definition

A ten year planning document that explains the key activities of a Council Team in detail for the first three years then in a more general context for the remaining seven years.

The team plan's role is to demonstrate how the "day to day" functions of the team will be undertaken, what services will be delivered and what operating projects will be undertaken over the life of the plan. Operating projects delivering tasks and actions identified in eCommunity pPlan sStrategies are also identified.

Progress reports on all operating projects identified in team plans are reported upon monthly in the Council Bulletin.

The team plans will also identify and demonstrate the need for new team resources such as new staff, vehicles, plant and equipment and technical apparatus.

Team plans form the basis of the operational component of the budget and financial projections contained therein are used to formulate the draft budget that is submitted to Council for discussion and approval.

### Forum

Team Managers will provide a full briefing to Councillors of their Team Plans explaining their future activities, projects, services and other relevant information.

### Process for Development or Review

1. Staff prepare Team Plans which are approved by the Executive.
2. Council can amend Team Plan components in City Business Plan Reviews or Budget Adoption process.

### Timing

Team Plan briefings to Council are undertaken in March of each year.

### The City Business Plan

#### **Definition**

The City's principal business planning tool projecting each year's revenue and expenditure over a ten year period, the first three years being detailed and the following seven years of a more general nature.

The main components and drivers of the City Business Plan are:

A *Revenue Strategy* that predicts the revenue, (rates, grants, fees and charges) that the City anticipates receiving over the life of the plan.

A compilation of the *Team Plans* that provides ten year income and expenditure projections related to the day to day operations of the City along with operating projects, both team based and also those identified as key actions within Specific Plans and Strategies.

An annual contribution to asset management as identified in the *Asset Management Plan*.

A *Major Infrastructure Plan* that identifies ten year expenditure details for major capital works. The plan is underpinned by a series of subsidiary ten year plans prioritising construction or reconstruction of footpaths, roads and parks and reserves and other civic infrastructure.

A *Lending and Reserve Transfer Strategy* that identifies the loans the City will raise over ten years and the monies that will flow in and out of reserve funds. This strategy will also establish safe lending limits to ensure that the City's financial sustainability and stability is not threatened by inappropriately high levels of debt.

#### **Forum**

Council will receive detailed briefings where revisions of the plan will be highlighted and discussed.

#### **Process for Development and Review**

1. Staff prepares the City Business Plan and brief Council.
2. Council adopts the City Business Plan via Corporate and Community Development Standing Committee.

#### **Timing**

Council Engagement Sessions in November and April of each year.

Council adoption in December and May of each year.

### The Annual Budget

#### **Definition**

A statutory document that activates and delivers year one of the City Business Plan. The revenue and expenditure estimates contained within the City Business Plan are used to inform the development of the budget.

#### **Forum**

Two briefings and special meeting of Council (if requested).

#### **Process for Development and Review**

1. Staff prepare draft budget based upon year one of the City Business Plan and provide briefings to Council.
2. Council deliberates upon budget at Special Meeting (if requested) then gives final adoption at Council meeting via Corporate and Community Development Standing Committee.

#### **Timing**

Councillor Engagement Session in May

Special or Ordinary Council meeting in June or July for adoption.

**Definitions**

Nil

**Legislation**

Local Government Act 1995 – Sect 5.56 Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

**Other Relevant Policies/Key Documents**

Nil

**Responsible Division**

General Management Services

**Review Date**

July 2023

- 5 of 6) That Council **ADOPTS** the following amendment to the Council Policy – Policy Framework – Amend the first paragraph under the heading ‘Procedure Manual’ to read –
- “Procedure Manuals are to be managed by individual Directors. They need to be established for each Directorate with a section for each team and reviewed at ~~least on an annual basis~~ every three years by the Director. Each amendment and review date must be recorded on the Manual for audit purposes.”*
- 6 of 6) That Council **ENDORSES** the reduction of the electronic Councillor COVID-19 update from once a week to ‘as required’.

**Carried by Absolute Majority – 11/0**

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

Not Applicable

## Community Development Community Capacity Building



<b>Reference No &amp; Subject:</b>	<b>CD-026/20</b>	<b>Recommendations from the Community Grants Program Advisory Committee Meeting held on 17 September 2020</b>
<b>File No:</b>	GRS/48-05	
<b>Author:</b>	Ms Andrea Clark, Community Development Officer	
<b>Other Contributors:</b>	Ms Jillian Obiri-Boateng, Collaborative Manager Community Capacity Building Mr Gary Rogers, Manager Community Infrastructure and Planning Ms Mary-Jane Rigby, Community Safety and Support Services Mr Scott Jarvis, Manager Economic Development and Tourism Mrs Belinda Trowbridge, Coordinator Community Capacity Building Ms Kasey Sheridan, Community Infrastructure Project Officer	
<b>Date of Committee Meeting:</b>	20 October 2020	
<b>Disclosure of Interest:</b>	Cr Liley declared an Impartiality Interest in item CD-026/20 Recommendations from the Community Grants Committee meeting as detailed in Clause 3.3 of Council's Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 and as per section 5.65 of the Local Government Act 1995, as she is a financial seven day member of the Rockingham Golf Club Incorporated. Cr Sammels declared an Impartiality Interest in Item CD-026/20 - Recommendations from the Community Grants Committee, as detailed in Clause 3.3 of Council's Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 and as per section 5.65 of the Local Government Act 1995, as he is patron of Rotary Club of Rockingham Inc., Rockingham Golf Club Incorporated and Safety Bay Tennis Club Inc.	
<b>Nature of Council's Role in this Matter:</b>	Executive	
<b>Attachments:</b>	Minutes of the Community Grants Program Advisory Committee Meeting held on 17 September 2020	
<b>Maps/Diagrams:</b>		

### Purpose of Report

For Council to approve the Community Grants Program Committee Recommendations as listed in the report.



**Recommendations to the Corporate and Community Development Committee**

**Advisory Committee Recommendation 1 of 1:  
Approvals and non approvals of the Community Grants Program Round Two 2020/2021**

That Council **APPROVES** the allocation of funds for Major Event Sponsorship, Major Grants and City Infrastructure Grants under the 2020/2021 Community Grants Program Round Two, subject to listed additional conditions:

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
A.	<b>Australian Skateboarding Federation</b> Rockingham Rumble - WA Skateboarding Championships <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Subject to the latest health advice of WA COVID-19 roadmap indicative date regarding the removal of WA's hard border. City of Rockingham funding will not be paid to your organisation subject to this indicative date.</li> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	20,000 for three years	20,000 for one year
B.	<b>Baldivis Primary School P&amp;C Association Inc.</b> Baldivis Country Fair <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.</li> </ul>	20,000 (2021 year one and subsequently 15,000 year two 2022; 13,000 year three 2023)	20,000 (2021 year one) 15,000 (2022 year two) 13,000 (2023 year three)
C.	<b>Peel District Cycling Club Inc.</b> 2020/2021 Summer Racing Program 2021 Winter Racing Program <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	10,000	10,000
D.	<b>Rockingham Regional Environment Centre Inc.</b> Naragebup Festival 2020 <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	4,448.80	3,448.80

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
E.	<b>Rotary Club of Rockingham Inc.</b> Rockingham Rotary Market <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	10,000	10,000

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
F.	<b>Singleton Deo Gloria Community Church Inc.</b> Singleton/Golden Bay Carols <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	7,136.30	7,136.30
G.	<b>Southern Communities Advocacy Legal and Education Service Inc. (SCALES)</b> Homeless Prevention Strategy - Help to Clean Up Program	4,350	4,350
H.	<b>The Lions Club of Rockingham Inc.</b> The Lions 201 W2 District Convention 2021 <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	10,000	10,000
I.	<b>Triathlon Western Australia Incorporated</b> Foreshore Triathlon <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	10,000	6,000

	Community Infrastructure Grants	Amount Requested (\$)	Committee Recommendation (\$)
J.	<b>Singleton Social and Sporting Association</b> Tennis Court Resurfacing <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>If the project does not receive funding through CSRFF, SSSA must either confirm an alternative source of funding, or submit the revised scope of works to the City for approval.</li> </ul>	50,000	50,000
K.	<b>Rockingham Golf Club Incorporated</b> Solar PV Array <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Grant funding will be subject to structural engineer roof assessment. In the event structural roof issues are found the RGC will be responsible to complete any required works prior to claiming grant funding.</li> </ul>	17,490	17,490

	Community Infrastructure Grants	Amount Requested (\$)	Committee Recommendation (\$)
L.	<b>Safety Bay Tennis Club</b> Club Facility Development Needs and Feasibility study.	20,000	20,000
M.	<b>Safety Bay Petanque Club</b> Shed Extension	3,940	3,940
	<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>All lessor consent conditions are to be met as listed.</li> <li>Obtain approval from the City's Health Team in regard to the conversion of the current storage shed into a Clubroom.</li> </ul>		

That Council **NOT APPROVES** the allocation of funds for Major Grants and Community Infrastructure Grants under the 2020/2021 Community Grants Program Round Two:

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
N.	<b>Tourism Rockingham Inc.</b> Rockingham Tourism Ambassador Program	5,017.70	0

	Community Infrastructure Grants	Amount Requested (\$)	Committee Recommendation (\$)
O.	<b>Baldivis Little Athletics Centre</b> Equipment Shed	10,000	0

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

That Council **APPROVES** the allocation of funds for Major Event Sponsorship, Major Grants and City Infrastructure Grants under the 2020/2021 Community Grants Program Round Two, subject to listed additional conditions:

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
A.	<b>Australian Skateboarding Federation</b> Rockingham Rumble - WA Skateboarding Championships	20,000 for three years	20,000 for one year
	<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Subject to the latest health advice of WA COVID-19 roadmap indicative date regarding the removal of WA's hard border. City of Rockingham funding will not be paid to your organisation subject to this indicative date.</li> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>		

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
B.	<b>Baldivis Primary School P&amp;C Association Inc.</b> Baldivis Country Fair  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.</li> </ul>	20,000 (2021 year one and subsequently 15,000 year two 2022; 13,000 year three 2023)	20,000 (2021 year one) 15,000 (2022 year two) 13,000 (2023 year three)
C.	<b>Peel District Cycling Club Inc.</b> 2020/2021 Summer Racing Program 2021 Winter Racing Program  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	10,000	10,000

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
D.	<b>Rotary Club of Rockingham Inc.</b> Rockingham Rotary Market  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	10,000	10,000
E.	<b>Singleton Deo Gloria Community Church Inc.</b> Singleton/Golden Bay Carols  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	7,136.30	7,136.30
F.	<b>Southern Communities Advocacy Legal and Education Service Inc. (SCALES)</b> Homeless Prevention Strategy - Help to Clean Up Program  	4,350	4,350
G.	<b>The Lions Club of Rockingham Inc.</b> The Lions 201 W2 District Convention 2021  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	10,000	10,000
H.	<b>Triathlon Western Australia Incorporated</b> Foreshore Triathlon  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	10,000	6,000

	Community Infrastructure Grants	Amount Requested (\$)	Committee Recommendation (\$)
I.	<b>Singleton Social and Sporting Association</b> Tennis Court Resurfacing <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>If the project does not receive funding through CSRFF, SSSA must either confirm an alternative source of funding, or submit the revised scope of works to the City for approval.</li> </ul>	50,000	50,000
J.	<b>Rockingham Golf Club Incorporated</b> Solar PV Array <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Grant funding will be subject to structural engineer roof assessment. In the event structural roof issues are found the RGC will be responsible to complete any required works prior to claiming grant funding.</li> </ul>	17,490	17,490
K.	<b>Safety Bay Tennis Club</b> Club Facility Development Needs and Feasibility study.	20,000	20,000
L.	<b>Safety Bay Petanque Club</b> Shed Extension <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>All lessor consent conditions are to be met as listed.</li> <li>Obtain approval from the City's Health Team in regard to the conversion of the current storage shed into a Clubroom.</li> </ul>	3,940	3,940

That Council **NOT APPROVES** the allocation of funds for Major Grants and Community Infrastructure Grants under the 2020/2021 Community Grants Program Round Two:

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
M.	<b>Tourism Rockingham Inc.</b> Rockingham Tourism Ambassador Program	5,017.70	0

	Community Infrastructure Grants	Amount Requested (\$)	Committee Recommendation (\$)
N.	<b>Baldivis Little Athletics Centre</b> Equipment Shed	10,000	0

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

On 23 September 2020 the Rockingham Regional Environment Centre Inc. confirmed via email that they were withdrawing their grant request as the Naragebup Festival will not be held in 2020. The organisation stated that they will reapply via the Community Grants Program should they intend to hold a future event.

Therefore the committee recommendation for the Rockingham Regional Environment Centre Inc. has been removed from the list of approved Major Grants.

## Background

The City is committed to supporting incorporated not-for-profit organisations/associations, or those limited by guarantee (e.g. community groups and clubs) to assist with the delivery of programs, projects and events that benefit the Rockingham community. Major Grants, Major Event Sponsorship and Community Infrastructure Grants are advertised three times per year and presented to Council for approval.

Applications for round two were invited from the community and closed 4.30pm Friday, 7 August 2020.

A total of 16 applications were received in round two of the CGP, one was reassigned for assessment under the General Grants. The remainder were classified into the following categories:

- Major Event Sponsorship – two applications
- Major Grants – eight applications (including the Rockingham Regional Environment Centre Inc. application which has now been withdrawn)
- Community Infrastructure Grants – five applications

## Implications to Consider

### a. Strategic

#### Community Plan

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

**Aspiration 1:** *Actively Pursue Tourism and Economic Development*

**Strategic Objective:** *Coastal destination: Promote the City as the 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.*

### b. Policy

The CGP operates in line with the CGP Policy and the Governance and Meeting Framework Policy.

### c. Financial

Should Council approve the Officer recommendation, there will be \$428,442.51 remaining of an allocated 2020/2021 budget of \$600,000. It should be noted that this balance changes on a daily basis due to the General, Travel and Youth Encouragement grant requests.

Should Council approve the CGP Committee recommendation for the City Infrastructure Grants, there will be \$48,570 remaining of a 2020/2021 budget allocation of \$154,000.

### d. Legal and Statutory

Not Applicable

### e. Voting Requirements

Simple Majority

**g. Risk**

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

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

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

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

Nil

**Committee Recommendation**

That Council **APPROVES** the allocation of funds for Major Event Sponsorship, Major Grants and City Infrastructure Grants under the 2020/2021 Community Grants Program Round Two, subject to listed additional conditions:

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
<b>A.</b>	<b>Australian Skateboarding Federation</b> Rockingham Rumble - WA Skateboarding Championships  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Subject to the latest health advice of WA COVID-19 roadmap indicative date regarding the removal of WA's hard border. City of Rockingham funding will not be paid to your organisation subject to this indicative date.</li> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	20,000 for three years	20,000 for one year
<b>B.</b>	<b>Baldivis Primary School P&amp;C Association Inc.</b> Baldivis Country Fair  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.</li> </ul>	20,000 (2021 year one and subsequently 15,000 year two 2022; 13,000 year three 2023)	20,000 (2021 year one) 15,000 (2022 year two) 13,000 (2023 year three)
<b>C.</b>	<b>Peel District Cycling Club Inc.</b> 2020/2021 Summer Racing Program 2021 Winter Racing Program  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	10,000	10,000

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
<b>D.</b>	<b>Rotary Club of Rockingham Inc.</b> Rockingham Rotary Market  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	10,000	10,000

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
E.	<b>Singleton Deo Gloria Community Church Inc.</b> Singleton/Golden Bay Carols <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	7,136.30	7,136.30
F.	<b>Southern Communities Advocacy Legal and Education Service Inc. (SCALES)</b> Homeless Prevention Strategy - Help to Clean Up Program	4,350	4,350
G.	<b>The Lions Club of Rockingham Inc.</b> The Lions 201 W2 District Convention 2021 <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	10,000	10,000
H.	<b>Triathlon Western Australia Incorporated</b> Foreshore Triathlon <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	10,000	6,000

	Community Infrastructure Grants	Amount Requested (\$)	Committee Recommendation (\$)
I.	<b>Singleton Social and Sporting Association</b> Tennis Court Resurfacing <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>If the project does not receive funding through CSRFF, SSSA must either confirm an alternative source of funding, or submit the revised scope of works to the City for approval.</li> </ul>	50,000	50,000
J.	<b>Rockingham Golf Club Incorporated</b> Solar PV Array <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Grant funding will be subject to structural engineer roof assessment. In the event structural roof issues are found the RGC will be responsible to complete any required works prior to claiming grant funding.</li> </ul>	17,490	17,490
K.	<b>Safety Bay Tennis Club</b> Club Facility Development Needs and Feasibility study.	20,000	20,000



	Community Infrastructure Grants	Amount Requested (\$)	Committee Recommendation (\$)
L.	<b>Safety Bay Petanque Club</b> Shed Extension  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>All lessor consent conditions are to be met as listed.</li> <li>Obtain approval from the City's Health Team in regard to the conversion of the current storage shed into a Clubroom.</li> </ul>	3,940	3,940

That Council **NOT APPROVES** the allocation of funds for Major Grants and Community Infrastructure Grants under the 2020/2021 Community Grants Program Round Two:

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
M.	<b>Tourism Rockingham Inc.</b> Rockingham Tourism Ambassador Program	5,017.70	0

	Community Infrastructure Grants	Amount Requested (\$)	Committee Recommendation (\$)
N.	<b>Baldivis Little Athletics Centre</b> Equipment Shed	10,000	0

Committee Voting (Carried) – 5/0

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

Not Applicable

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

Not Applicable

#### Council Resolution

**Moved Cr Stewart, seconded Cr Whitfield:**

That Council **APPROVES** the allocation of funds for Major Event Sponsorship, Major Grants and City Infrastructure Grants under the 2020/2021 Community Grants Program Round Two, subject to listed additional conditions:

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
A.	<b>Australian Skateboarding Federation</b> Rockingham Rumble - WA Skateboarding Championships  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Subject to the latest health advice of WA COVID-19 roadmap indicative date regarding the removal of WA's hard border. City of Rockingham funding will not be paid to your organisation subject to this indicative date.</li> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	20,000 for three years	20,000 for one year

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
B.	<b>Baldivis Primary School P&amp;C Association Inc.</b> Baldivis Country Fair  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.</li> </ul>	20,000 (2021 year one and subsequently 15,000 year two 2022; 13,000 year three 2023)	20,000 (2021 year one) 15,000 (2022 year two) 13,000 (2023 year three)
C.	<b>Peel District Cycling Club Inc.</b> 2020/2021 Summer Racing Program 2021 Winter Racing Program  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	10,000	10,000

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
D.	<b>Rotary Club of Rockingham Inc.</b> Rockingham Rotary Market  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	10,000	10,000
E.	<b>Singleton Deo Gloria Community Church Inc.</b> Singleton/Golden Bay Carols  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	7,136.30	7,136.30
F.	<b>Southern Communities Advocacy Legal and Education Service Inc. (SCALES)</b> Homeless Prevention Strategy - Help to Clean Up Program  	4,350	4,350
G.	<b>The Lions Club of Rockingham Inc.</b> The Lions 201 W2 District Convention 2021  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	10,000	10,000
H.	<b>Triathlon Western Australia Incorporated</b> Foreshore Triathlon  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	10,000	6,000

	Community Infrastructure Grants	Amount Requested (\$)	Committee Recommendation (\$)
I.	<b>Singleton Social and Sporting Association</b> Tennis Court Resurfacing <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>If the project does not receive funding through CSRFF, SSSA must either confirm an alternative source of funding, or submit the revised scope of works to the City for approval.</li> </ul>	50,000	50,000
J.	<b>Rockingham Golf Club Incorporated</b> Solar PV Array <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Grant funding will be subject to structural engineer roof assessment. In the event structural roof issues are found the RGC will be responsible to complete any required works prior to claiming grant funding.</li> </ul>	17,490	17,490
K.	<b>Safety Bay Tennis Club</b> Club Facility Development Needs and Feasibility study.	20,000	20,000
L.	<b>Safety Bay Petanque Club</b> Shed Extension <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>All lessor consent conditions are to be met as listed.</li> <li>Obtain approval from the City's Health Team in regard to the conversion of the current storage shed into a Clubroom.</li> </ul>	3,940	3,940

That Council **NOT APPROVES** the allocation of funds for Major Grants and Community Infrastructure Grants under the 2020/2021 Community Grants Program Round Two:

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
M.	<b>Tourism Rockingham Inc.</b> Rockingham Tourism Ambassador Program	5,017.70	0

	Community Infrastructure Grants	Amount Requested (\$)	Committee Recommendation (\$)
N.	<b>Baldivis Little Athletics Centre</b> Equipment Shed	10,000	0

Carried – 11/0

### The Council's Reason for Varying the Committee's Recommendation

Not Applicable

Community Development Community Safety and Support Services	
<b>Reference No &amp; Subject:</b>	<b>CD-027/20      Lockers for people experiencing homelessness</b>
File No:	CSV/1029-20
Proponent/s:	Cr Hayley Edwards
Author:	Ms Mary-Jane Rigby, Manager Community Safety and Support Services
Other Contributors:	Ms Kolina Brennan, Coordinator Community Safety and Support Services Ms Kristy Mills, Community Development Officer (Community Support Services)
Date of Committee Meeting:	20 October 2020
Previously before Council:	23 June 2020
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 the outcomes of the investigation to identify a suitable location and model of storage solution to be accessed by people experiencing homelessness.

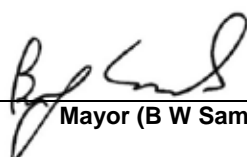
### Background

At the Council Meeting held on 23 June 2020, the following resolution was passed;

*That Council:*

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

Confirmed at a Council meeting held  
on Tuesday 24 November 2020

  
Mayor (B W Sammels)

## Details

People experiencing homelessness often have limited options to store their belongings which can be prohibitive for them to access services for support. As such, this can lead to articles such as clothing, bedding and personal items being left behind in public areas which in turn can negatively impact on public open space aesthetics and perceived feelings of safety within key community locations (i.e Rockingham foreshore area).

### Storage Options

A number of storage options to secure personal belongings for people experiencing homelessness were investigated. The findings of which are summarised below:

- Commercial storage units
- Communal storage bins
- Community use lockers

#### Commercial Storage Units:

One model involves fostering partnerships with local commercial self-storage providers to accommodate short-term use for storage of personal belongings. The private self-storage providers in Rockingham and Port Kennedy provide secure facilities with individual lock codes on the storage units and CCTV surveillance at key locations within the facilities. These self-storage providers offer both short and long term storage options, with some offering a daily rate of \$5.75. In addition, some offer insurance of goods at an additional cost.

It is not uncommon for people experiencing homelessness and housing insecurity to utilise self-storage. Emergency relief providers often assist individuals and families with temporary self-storage solutions whilst in between accommodation. The City has been advised by one Rockingham self-storage provider that they have experienced tenants using the storage unit as a place to live. The facility is not designed to accommodate such arrangements, nor is it permitted by the storage providers. This type of activity has increased cleaning and utility costs at the facility and has resulted in an increase in criminal activity (namely theft) from the premise. As a means to manage the situation, the storage provider has implemented timing restrictions to limit the length of time a tenant is permitted to remain on site (i.e., tenants are now only permitted to be on-site for a maximum 2 hours per/24 hour period).

The self-storage providers also advised they are currently at occupancy capacity. In addition, and for the reasons stated above, they believe the use of storage units within their facilities by people experiencing homelessness (for the purposes of short term storage of personal belongings) would have a negative impact on site aesthetics, as well as create a security risk for other tenants.

#### Communal Storage Bins:

Research into the feasibility of offering communal storage bins within the City was undertaken. This model is currently employed by the City of Sydney in partnership with local churches to assist with the management of personal belongings left in public spaces. The communal bins are used in three locations of where 90 or more people experiencing homelessness congregate. The communal bins are shared between two or three people and become the responsibility of those utilising the bin to manage and secure. Personal padlocks can be attached for security, with the understanding that the padlock can be cut-off by the City if needed. The bins are placed behind a fenced area and secured to the fence by a chain to prevent the bins from being moved and becoming a hazard on nearby streets. This option requires a community partnership to be established in a location where people congregate and is better suited to areas with larger numbers of people experiencing homelessness.



Communal storage bins used in the City of Sydney

Community Use Lockers:

The third storage solution investigated was the concept of community lockers. The below image is an example of the free-standing lockers (containing a total of six individual compartments) installed by the City of Bunbury. The lockers are positioned close to services for the purpose of storing personal items for those people experiencing homelessness in their community. It has been recommended that the City investigate a locker system that is weather tested for a coastal environment. The City of Bunbury advised that in the two years since they installed lockers, wear and tear of the lockers along with rust has been significant and they are currently in the process of replacing doors.

The below image is of one of the City of Bunbury's community locker sites. It is this style of community locker that has been further investigated for this purpose in Rockingham, however it is to be noted that the locker is likely to be free standing in the proposed locations.



Lockers installed on the wall of the In Town Lunch Centre, Wittenoom Street, Bunbury

The feasibility of installing a locker system was undertaken and the following key considerations were highlighted;

- Locker unit to include a variety of locker size configurations to accommodate bags, backpacks and bedding
- Locking security system that will automatically unlock after a designated time frame
- Site Consideration
- Site & Locker Management (Waste Management & Cleaning, After-hour Attendance)
- Availability of weather resistance product (particularly rust proof)

Details of each of the above considerations are explored in further detail below.

**Locker Configuration**

In order to gain an understanding of the size of lockers required, community consultation was undertaken with people experiencing homelessness. This consultation enabled officers to gain a better understanding of type and size of belongings that may be stored in community lockers if they were available.

Recommendations that emerged from this consultation confirmed that the most appropriate configuration for this type of storage system would be a 12 locker unit (consisting of eight backpack size compartments, two sleeping bag size compartments and two swag size compartments). More specifically, the consultation indicated that 41% of people prefer a combination of all three size locker compartments.



**Lockers to fit a backpack  
(45cmx45cmx45cm)**



**Lockers to fit a sleeping bag  
(40cmx50cmx85cm)**



**Locker to fit a swag  
(40cmx50cmx180cm)**

#### **Locking System**

There are two forms of security locking systems available for community use lockers;

- 1: Key operated system
- 2: Pin code operating system

The key operating system is likely to be problematic in terms of ongoing management requirements for the City. There is a high likelihood of keys being lost and or broken and higher maintenance requirements for the locking mechanism itself.

The preferred method is a pin operated locking system that enables individual users to set their own single use pin to secure the locker. This system can be programmed (by the City) for the locker to automatically unlock after a designated period of time e.g.; 24 hours, 18 hours, 12 hours.

The consultation with people experiencing homelessness indicated that they would prefer a 24 hour period to be set before the locker automatically opened without use of the pin code. The City of Bunbury use the pin system and currently have time period of 12 hour allocated before the lockers unlock automatically. Users have provided feedback that this timeframe is not adequate, therefore the City of Bunbury is looking to extend the period of time. It is recommended that should lockers be installed, that a time period of 18 hours be set for the lockers to automatically unlock. This may assist to reduce the opportunity of an individual permanently keeping belongings in a locker if it were to be programed at 24 hours.



#### **Single Point Pin Locking System**

### Site Considerations

The provision of lockers for the purpose of people experiencing homelessness is best placed close to the locations where people tend to reside. In Rockingham, this is problematic as there is not one centralised location of congregation, therefore selecting a locker site accessible to the intended users has been difficult.

The site ideally will be close to public transport and support services that people experiencing homelessness are likely to need to access.

The site is recommended to have existing lighting and CCTV cameras to deter criminal activity such as vandalism and antisocial behaviour. Should the proposed site be without existing lighting and CCTV cameras, this cost would need to be factored into the budget considerations.

### Site and Locker Management

Management of the area around the lockers would be undertaken by Litterbusters, Waste Services and Ranger Services.

A bin would need to be installed at the preferred site to dispose of any waste and this would require site works to prevent it from being removed.

The site surrounding the lockers would be added to the existing schedule for Litterbusters to ensure the location remains free of rubbish and is maintained in a clean, hazard free condition. The lockers will also require cleaning inside and out to form part of a regular maintenance schedule. It is recommended that lockers are cleaned twice per week.

If a user of the lockers was to experience any problems accessing the lockers after-hours, such as forgetting their nominated pin code, it may require the attendance from a City on-call officer managed by the Assets Management team.

Whilst the site location must be well lit and offer a high level of passive surveillance to ensure the safety of users and officers maintaining the lockers, it is not recommended that City include this after-hours service to respond to requests. This is a measure to reduce and mitigate potential risk to City officer safety. It is recommended that signage be installed to indicate that the user must wait until the automated unlocking period re-sets the locker.

### Assessment Criteria

In order to determine a preferred location for lockers to be installed, key assessment criteria were identified as a minimum prerequisite for the site.

The following criteria was used to determine the location suitability in consideration of local need and accessibility for users:

- Centralised location within the City of Rockingham
- Ease of accessibility to public transport
- CCTV and lighting available at the proposed site
- Support services located near-by
- Level of passive surveillance (traffic, people walking by etc.)
- Level of perceived/real risk to community
- Level of perceived/real risk to businesses
- Impact on City of Rockingham operations

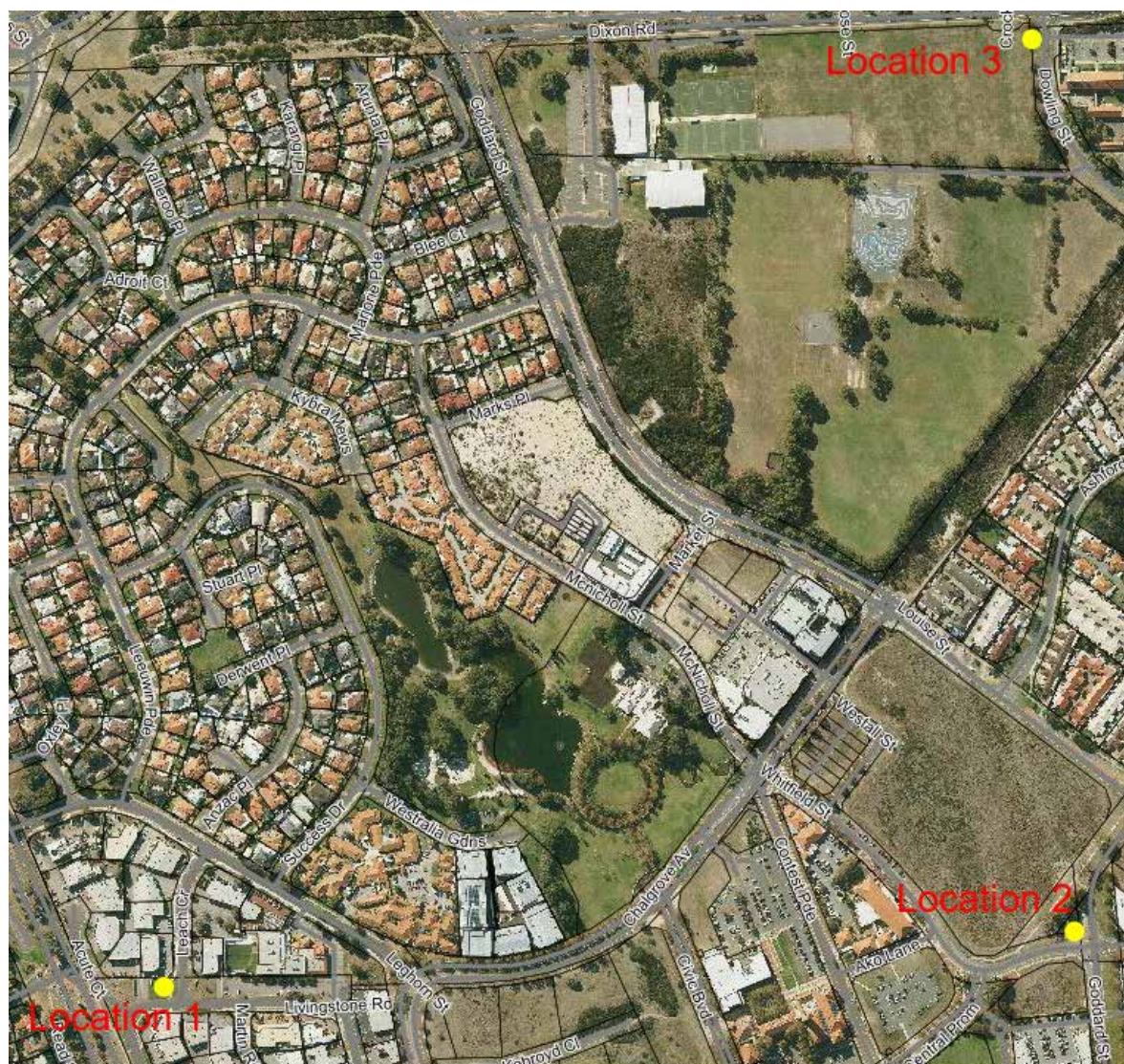
### Proposed Locker Installation Locations

Based on the above criteria, officers were unable to find a location that satisfied all of the assessment criteria requirements. The following three locations were identified on the basis of achieving the highest number of criteria. It is important to note that **all proposed locations** will require installation of CCTV, and an extensive resident and business community consultation process implemented for any site.



At the time of writing this report, the exact site costings are not available due to location uncertainty.

Location 1	Corner Livingstone Road and Leach Crescent, Rockingham
Location 2	Intersection of Whitfield Street, Goddard Street and Simpson Avenue, Rockingham
Location 3	Corner of Dixon Road and Dowling Street, Rockingham



Three possible locations for the storage lockers



The following images represent the day and night appearance of each of the three proposed locations:

Night image



Day image



**Location 1: Corner Livingstone Road and Leach Crescent, Rockingham**

Night image



Day image



**Location 2: Intersection of Whitfield Street, Goddard Street and Simpson Avenue, Rockingham**

Night image

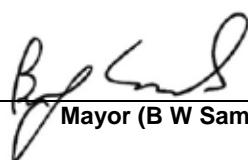


Day image



**Location 3: Corner of Dixon Road and Dowling Street, Rockingham**

Confirmed at a Council meeting held  
on Tuesday 24 November 2020

  
Mayor (B W Sammels)

### Location Assessment Criteria

The table below outlines the criteria eligibility and outcome for each proposed location:

ü = meets criteria      ù = does not meet criteria

	1 Corner Livingstone Road and Leach Crescent, Rockingham	2 Intersection of Whitfield Street, Goddard Street and Simpson Avenue, Rockingham	3 Corner of Dixon Road and Dowling Street, Rockingham
Centralised location	ü	ü	ü
Close to support services	ü	ü	ü
CCTV installed	ü	ü	ü
Sufficient lighting at location	ü	ü	ü
Ease of access to public transport	ü	ü	ü
Passive Surveillance	ü	ü	ü
No/Minimal impact on City of Rockingham considerations	ü	ü	ü
<i>No/Minimal Impact on Businesses</i>			
<i>No/Minimal Community Resistance</i>			

*Note: The bottom two criteria will be assessed in response to community and business consultation*

### Implications to Consider

#### a. Consultation with the Community

##### Consultation with people experiencing homelessness

In March 2020 the City conducted a point in time count of the number of people experiencing homelessness resulting in a count of 45. Community consultation conducted with people with lived experience of homelessness for this report has been obtained from a total of 20 people. This figure represents approximately 44.5% of those people experiencing homelessness within the City of Rockingham. The consultation results are summarised below:

- 85% of people said that there is a need for community use lockers
- 55% of people said that they would use the community lockers if made available
- 50% would utilise the lockers several times per week
- 45% stated that they would not use the lockers, or if they did would only use occasionally
- 41% stated that a combination of the three different sizes would be the preferred locker configuration
- 68% stated that the maximum period of time they would need to secure their belongings would be for 24 hours

Other feedback received highlighted a preference for lockers to be located centrally in the City precinct.

### **Support Services Sector**

Consultation has been undertaken with the following key support agencies in the local area. A summary of the main findings is outlined below:

#### **The Salvation Army**

In principle the Salvation Army does not support the installation of lockers on their property. If there is a genuine need for lockers, the Salvation Army would support the installation in a community location that is highly accessible.

#### **Anglicare WA**

Anglicare WA advised that the building is not owned by their organisation and belongs to the Anglican Church. Anglicare WA also advised that there would be other tenants in the building who may be impacted directly by the proposed installation of lockers at the site and suggested that installing the lockers at this location would not be supported.

### **Community & Business Consultation**

In the absence of a preferred installation location, broader community consultation with residents and business owners has not been undertaken at this stage. Should Council determine to proceed with the installation of lockers at a specific location, further community consultation will be conducted to a minimum 400m radius of the proposed locker site.

#### **b. Consultation with Government Agencies**

Consultation was undertaken with several Local Government Authorities. A summary of their feedback is outlined below:

**City of Mandurah** - advised that there are no current plans or consideration to install lockers and no budget allocation.

**City of Kwinana** - currently do not have lockers installed and there is no demand to demonstrate the need to install this type of infrastructure within the community.

**City of Cockburn** - advised they do not have lockers installed as there has not been an identified need by those people experiencing homelessness living in their catchment area.

**City of Perth** - with the largest percentage of those people experiencing homelessness in Western Australia, it was confirmed they do not have lockers, nor are they looking to install lockers in the public realm.

**City of Joondalup** - has investigated multi-use lockers for beachfront locations and determined not to proceed due to concerns including risk of vandalism, lack of suitable locations, concerns regarding impact on wider community and potential ongoing costs.

**City of Bunbury** - the City of Bunbury installed two locker units (a total of 12 lockers in total) in two locations within the City. Both locker locations are located in their City precinct, with their primary purpose to support those people experiencing homelessness. The lockers are located at the rear of the Graham Bricknell Music Shell (Symmons Street) and at the front of the In Town Centre (52 Wittenoom Street).

The project was costed at approximately \$30,000 not including ongoing management costs.

A significant concern cited by the City of Bunbury was that over the past two years, the level of rust, damage and wear and tear on the lockers has been substantial. The City of Bunbury are currently in the process of replacing doors.

**City of Busselton** - has installed lockers at their leisure facility in the youth precinct with the main purpose being for use by youth, not people experiencing homelessness.

**City of Sydney** - utilise large communal storage bins to assist with the management of personal belongings left in public spaces in partnership with local faith based organisation providing permission to locate the bins on their sites.

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

**Community Support Services Strategy 2017-2022**

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

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

**d. Policy**

State Homelessness Strategy

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

**e. Financial**

Initial installation cost

The cost to purchase and install one 12 unit locker is approximately \$11,000. This cost includes the purchase and delivery of the unit only.

Indicative costs associated with the site works/installation are summarised below:

- Form work and the laying of a concrete pad (1.6 cubic meters – 4m x 4m) will cost approximately \$4,000. This cost does not include expenses related to the removal of site work waste.
- Installation of one solar light will cost approximately \$15,000 (this does not include site work expenses related to the installation).
- Install of one waste bin, concrete base and pole to secure the bin is estimated at \$600.
- Preparation and submission of any legislative requirements such as a Traffic Management Plans.

**Total cost \$30,600** (excluding the installation cost of CCTV which will vary considerably dependent on site selection)

Internal management and ongoing costs

Additional internal management costs have been summarised below, however it must be acknowledged that these costings are approximate estimates only:

- Litter removal: \$82.89/hour plus tipping fees (however, unless significant amounts would be negligible). Estimated requirement is once per week x 52 weeks = \$4500
- Graffiti removal: \$45.66/hour plus any materials. Estimated requirement twice per month at one hour per removal task x 12 months = \$1100
- Cleaning- \$82.89/hour, required at minimum once per week x 52 weeks = \$4500
- On-call costs for Asset Maintenance Officers after-hours service: \$64/hr for callouts 12am Monday – 12pm Saturday and \$83/hr from 12pm Saturday – 12am Monday. It is difficult to estimate an annual call out cost based on the number of variables associated with this service eg; vandalism, lost/forgotten pin code, requirements for repair. Based on one call out per week for each time period x 52 weeks = \$7700

**Total cost \$17,800 per year** (must be noted this is a very approximate estimate only)

**f. Legal and Statutory**

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

Response to homelessness is primarily the remit of State and Federal Governments. The installation of infrastructure (such as storage lockers) for the primary purpose of servicing people experiencing homelessness could be considered, a State or Federal Government responsibility.

**g. Risk**

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

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

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

Nil

**Comments**

In consideration of the research and consultation conducted with people experiencing homelessness, two of the three storage options investigated have some merit.

Commercial storage units provide support to individuals and families with temporary self-storage solutions whilst in between accommodation. This does not require any support from the City as this service is already utilised by people in housing transition and financial support for this is available via emergency relief if needed. This option however, is not suitable for daily storage of personal belongings due to location of the facilities, and them not being designed for quick access, by a high turnover of tenants to store personal belongs on a daily basis. Further to this, local storage providers have indicated concerns based from previous occurrence with people experiencing homelessness attempting to live inside the units which is not acceptable.

Officers believe that if Council was to progress with a storage solution for the purpose of people experiencing homelessness to temporarily store their belongings, the installation of community use lockers is the only realistic option. The consultation results with intended users, did not indicate a strong desire to regularly use this resource if it was made available and 45% of those consulted indicated that they would not use them or if they did, it would only be occasional. With this in mind, the potential installation of lockers may only service up to 20 people per year at an estimated cost to Council of \$48,400 in year one and approximately \$20,000 per year after. This does not include installation and ongoing costs associated with the management of CCTV.

An extensive site investigation was conducted to identify a possible location for the installation of lockers which was aligned to a set of key assessment criteria. Based on that assessment, officers could not identify a suitable location that met all of the criteria. In order to meet the requirement of the Council resolution, officers have provided three locations for consideration. It must be noted that significant financial outlay for the installation of CCTV and/or lighting would be required across these sites.

On a broader perspective, the injection of City funds for the delivery of the pending Assertive Outreach Program and funds allocated for Rockingham within the State Government Housing First Homelessness Initiative (HFHI) are expected to reduce the number of people experiencing homelessness.

The HFHI addresses homelessness and rough sleeping by using a housing first approach, where people experiencing chronic homelessness are placed in housing as a first priority and then provided wrap-around support services to address complex needs such as mental health, and drug and alcohol issues. It is relevant to note, that the people experiencing homelessness who contributed to the consultation outcomes within this report, are the people that the Assertive Outreach Program and HFHI will be targeting. It is intended that the delivery of these programs will negate the need to install a storage solution.

It is recommended, due to the injection of additional funds, that the City focus should be on supporting people experiencing homelessness by adhering to approved pathways into secure or long term stable accommodation rather than provide resources to supplement living homeless.

In the absence of finding a suitable location that adheres to all of the criteria requirements, as well as consideration of all associated costs compared to anticipated benefits, Council should not support the installation of lockers. Should Council determine to install lockers at one of the three proposed locations, significant community and business consultation will be required.

### Voting Requirements

Simply Majority

### Officer Recommendation

That Council **NOT SUPPORTS** the installation of a storage solution for people experiencing homelessness as there is no suitable location that meets the required key assessment criteria and the mixed feedback provided by potential users.

### Committee Recommendation

That Council **NOT SUPPORT** the installation of a storage solution for people experiencing homelessness as there is no suitable location that meets the required key assessment criteria and the mixed feedback provided by potential users.

Committee Voting (Lost) – 2/3

(Crs Davies, Cottam and Buchanan voted against)

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

Not Applicable

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

Not Applicable

### Alternate Motion by Cr Hayley Edwards

Cr Edwards proposed the following Alternate Motion:

That Council:

1. **ACKNOWLEDGES** the report CD-027/20 and it's findings.
2. **DIRECTS** the CEO to undertake an investigation into the need for community use lockers, including possible locations and sizes, and if supported by the community include in the 2021/22 budget for installation.

### Reason for Alternate Motion

1. Security is important to all. Providing a location where members of our community can access lockers and store personal belongings in a safe, secure location will strengthen trust amongst individuals and our community.
2. Providing a secure storage solution available to all members of our community can have a positive effect on economic growth and investment.
3. Providing a location where items can be stored safely, should have a positive aesthetic impact by decreasing the amount of rubbish and belongings left behind by members of the public.



## Implications to Consider

**a. Consultation with the Community**

The Alternate Motion is fundamentally different from the Council resolution and will require a wider community consultation process to be implemented. Consideration will be given to engage a consultant to undertake the community consultation given the wide ranging scope of the task.

**b. Consultation with Government Agencies**

Consultation with Government Agencies will be required as above and is likely to include but not be limited to;

- WA Police
- Tourism WA
- Department of Jobs, Tourism, Science and Innovation
- Department of Local Government, Sport & Cultural Industries
- Department of Planning, Lands & Heritage
- Western Australian Local Government Association (WALGA)
- Other Local Government Authorities across Australia

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

**d. Policy**

Nil

**e. Financial**

Consideration will be given to appointing a consultant to undertake the community consultation dependant on the size and complexity of the scope that may require funding.

**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

## Officer Comment on Alternate Motion

The Alternate Motion proposes a fundamental change to the purpose of the Council resolution in which the completed Officer report focussed on investigating a suitable location for the installation of lockers to assist people experiencing homelessness. Therefore, Officers are supportive of the first part of the Alternate Motion to acknowledge the findings of the report and the officer recommendation.

Officers are also supportive of the second part of the Alternative Motion as an investigation will be required to seek information and community feedback for the lockers.



Officers are not currently aware of any other Local Government in Western Australia who have installed and managed generic community use lockers.

Consultation will be undertaken with the community and Government agencies to determine the following key aspects for this motion;

- Demonstrated community need / purpose
- Locker size, configuration, locking system
- Potential location/s
- Assessment criteria for site and model selection

Should community consultation result in an identified need to install community use lockers, Officers will utilise an assessment criteria based on the consultation findings to develop a management model to match the proposed purpose and investigate suitable location/s based on the criteria to meet the desired community outcome.

The assessment criteria is likely to be consistent with the existing officer report requiring the lockers to be location in a position that has existing adequate lighting, access to existing Closed Circuit Television (CCTV) and is located in a position with a reasonable level of passive surveillance.

### Officer Recommendation

That Council **SUPPORTS** the Alternate Motion.

### Council Resolution

**Moved Cr Edwards, seconded Cr Davies:**

That Council:

1. **ACKNOWLEDGES** the report CD-027/20 and it's findings.
2. **DIRECTS** the CEO to undertake an investigation into the need for community use lockers, including possible locations and sizes, and if supported by the community include in the 2021/22 budget for installation.

**Carried – 11/0**

### The Council's Reason for Varying the Committee's Recommendation

1. Security is important to all. Providing a location where members of our community can access lockers and store personal belongings in a safe, secure location will strengthen trust amongst individuals and our community.
2. Providing a secure storage solution available to all members of our community can have a positive effect on economic growth and investment.
3. Providing a location where items can be stored safely, should have a positive aesthetic impact by decreasing the amount of rubbish and belongings left behind by members of the public.

<b>14.</b>	<b>Receipt of Information Bulletin</b>
	<p><b>Moved Cr Buchan, seconded Cr Stewart:</b></p> <p>That Council <b>RECEIVES</b> the Information Bulletin as follows:</p> <ol style="list-style-type: none"><li>1. Planning and Development Services Bulletin – October 2020;</li><li>2. Engineering and Parks Services Bulletin – October 2020;</li><li>3. Corporate and General Management Services Bulletin - October 2020; and</li><li>4. Community Development Bulletin – October 2020.</li></ol> <p style="text-align: right;"><b>Carried – 11/0</b></p>

**15. Report of Mayor**

**City of Rockingham  
Mayor's Report**



<b>Reference No &amp; Subject:</b>	<b>MR-010/20</b>	<b>Meetings and Functions Attended by the Mayor and Deputy Mayor</b>
File No:	GOV/85	
Proponent/s:	City of Rockingham	
Author:	Cr Barry Sammels, Mayor	
Other Contributors:	Cr Deb Hamblin, Deputy Mayor	
Date of Council Meeting:	27 October 2020	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	

**Purpose of Report**

To advise on the meetings and functions attended by the Mayor and Deputy Mayor during the period 23 September 2020 to 27 October 2020.

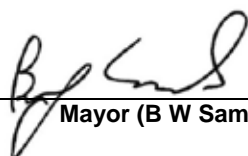
**Background**

Nil

**Details**

Date	Meeting/Function
23 September 2020	Warnbro Community High School Education Support Centre Year 12 Graduation
24 September 2020	National Police Remembrance Day Ceremony
25 September 2020	WALGA Annual General Meeting and Awards Ceremony <i>WALGA Annual General Meeting – attended by Deputy Mayor Deb Hamblin</i>
26 September 2020	The Cruising Yacht Club Sailing Season Opening Day
30 September 2020	Video promotion for Rockingham Kwinana Chamber of Commerce Mineral Resources Regional Business Awards Governance Review Committee
1 October 2020	Open Launch of Cash for Containers Meeting with Minister for Defence
2 October 2020	Sod Turn event for Rockingham Central <i>Funeral for Former Councillor Kevin Powell – attended by Deputy Mayor Deb Hamblin</i>
5 October 2020	Interview with Inspire Radio
8 October 2020	City Safe Advisory Committee

Confirmed at a Council meeting held  
on Tuesday 24 November 2020

  
Mayor (B W Sammels)

Date	Meeting/Function
9 October 2020	Delegation of Asia Business Councils and JTISI – Visit and Tour BMXWA State Championships
12 October 2020	Meeting and Tour, Commanding Officer HMAS Stirling <i>Meeting and Tour, Commanding Officer HMAS Stirling – attended by Deputy Mayor Deb Hamblin</i>
13 October 2020	Councillor Engagement Session
15 October 2020	Autumn Centre Visit
16 October 2020	Promotion for Castaways <i>SAT Directions Hearing Teleconference – attended by Deputy Mayor Deb Hamblin</i>
19 October 2020	Rockingham Senior High School Year 12 Graduation <i>Rockingham Senior High School Year 12 Graduation – attended by Deputy Mayor Deb Hamblin</i>
20 October 2020	Living Waters Lutheran College Year 12 Graduation
21 October 2020	Economic Wellbeing Sub-Committee virtual meeting
22 October 2020	Rockingham Senior High School Education Support Review WA Defence Review Industry Networking event
23 October 2020	Community Update Video Art Exhibition Opening
24 October 2020	Castaways Sculpture Awards Ceremony
25 October 2020	Promotion for Castaways Rockingham Tennis Club Open Day – 75 <sup>th</sup> Anniversary
26 October 2020	Warnbro Community High School Year 12 Graduation
27 October 2020	NAIDOC Week Council meeting

### Implications to Consider

**a. Consultation with the Community**

Nil

**b. Consultation with Government Agencies**

Nil

**c. Strategic**

Nil

**d. Policy**

Nil

**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

Nil

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **RECEIVES** the Mayor's Report for the period 23 September 2020 to 27 October 2020.

### Council Resolution

**Moved Cr Whitfield, seconded Cr Buchan:**

That Council **RECEIVES** the Mayor's Report for the period 23 September 2020 to 27 October 2020.

**Carried – 11/0**

### The Council's Reason for Varying the Officer's Recommendation

Not Applicable

<b>16.</b>	<b>Reports of Councillors</b>
	Nil
<b>17.</b>	<b>Reports of Officers</b>
	Nil
<b>18.</b>	<b>Addendum Agenda</b>
	Nil

**19. Motions of which Previous Notice has been given**

**Planning and Engineering Services Committee**

**Planning and Development Services  
Compliance and Emergency Liaison**



<b>Reference No &amp; Subject:</b>	<b>PD-048/20</b>	<b>Notice of Motion - The Establishment of Cat Prohibited Areas in the City of Rockingham</b>
<b>File No:</b>	GOV/7-02	
<b>Proponent/s:</b>	Cr Mark Jones	
<b>Author:</b>	Mr David Caporn, Manager Compliance and Emergency Liaison	
<b>Other Contributors:</b>	Mr Brett Ashby, Manager Strategic Planning Mr Jeffrey John, Environmental Planning Officer Mr Nathan Leslie, Environmental Supervisor Ms Jelette Edwards, Governance Coordinator	
<b>Date of Committee Meeting:</b>	19 October 2020	
<b>Previously before Council:</b>		
<b>Disclosure of Interest:</b>		
<b>Nature of Council's Role in this Matter:</b>	Legislative	
<b>Site:</b>		
<b>Lot Area:</b>		
<b>LA Zoning:</b>	Not Applicable	
<b>MRS Zoning:</b>	Reserve for Conservation	
<b>Attachments:</b>		
<b>Maps/Diagrams:</b>		

**Purpose of Report**

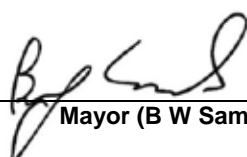
To respond to the following Notice of Motion from Cr Jones:

*"That Council DIRECT the CEO to establish Cat Prohibited Areas over conservation areas of the Rockingham Lakes Regional Park by introducing provisions into the City of Rockingham Cats Local Law and advertising for public comment before April 2020."*

**Background**

Notice of Cr Jones's proposed motion was provided on 30 September 2020 and the following reasons were given in support:

Confirmed at a Council meeting held  
on Tuesday 24 November 2020

  
Mayor (B W Sammels)

*"As Council's representative on the Rockingham Lakes Regional Park Community Advisory Committee I have been requested to commence the establishment of Cat Prohibited Areas over the Rockingham Lakes Regional Park to protect native fauna.*

*A recent article in "The Conversation" (14 May 2020) compiled results from 66 different studies on pet cats to gauge the impact of Australia's pet population on the country's wildlife. The article concludes that on average each pet cat in Australia kills 186 animals each year and is made up of 110 native animals (40 reptiles, 38 birds and 32 mammals). <https://theconversation.com/one-cat-one-year-110-native-animals-lock-up-your-pet-its-a-killing-machine-138412>*

*The City has been educating cat owners to confine their cats to their own property. Other Local Governments, like the City of Cockburn have adopted a staged approach in prohibiting cats in certain areas. The first stage includes prohibiting cats in conservation areas of regional parks.*

*The Cities of Stirling, Fremantle and Mandurah have additional provisions in their Cat Local Law in regard to prohibiting cats from selected areas.*

*Owners of pet cats captured in specific prohibited areas are fined. Cats that are not microchipped are sent to a facility such as the Cat Haven for rehoming.*

*The Friends of the Paganoni Swamp Reserve have been successful in obtaining grant funding for cat control.*

*When Council adopted the Local Cat Law it was advised that provisions could not be added to control roaming cats similar to how dogs are controlled. The Council should continue to advocate and lobby the State Government for broader and more consistent provisions to restrict and/or control roaming cats."*

## Details

Feral cats (*Felis catus*) are listed under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) as a key threatening process to the conservation of biodiversity in Australia. Feral cats prey on native fauna species, compete with native fauna for food, habitat and other resources.

The City's *Natural Area Conservation Strategy 2017* identifies the following key management objectives to address the threats posed by feral cats within the City of Rockingham:

- Y Ensure feral animal control methods are suitable for use in close proximity to urban environments
- Y Optimise the use of limited resources by undertaking monitoring to prioritise areas of high feral animal activity
- Y Prioritise control in areas of high quality natural vegetation to prevent degradation of habitat value
- Y Prioritise areas of known fauna habitat, particularly to support Southern Brown Bandicoot populations.

It should be noted that the Strategy does not distinguish between feral and domestic cats, as domestic cats pose the same threats to biodiversity conservation as feral cats.

In terms of monitoring, data relating to the density and distribution of feral fauna populations is collected through the City's biannual Feral Animal Control Program. The program indicates that both domestic and feral cats are present in the City's reserves and posing a threat to native fauna, however, domestic cat numbers in reserves are approximately double those of feral cats. To ensure the control programs are effective long term, the transition of cats from domestic to stray or feral must be prevented. By prohibiting access to reserves for domestic cats the effectiveness of the Feral Animal Control Program may also improve as it will more effectively target both the domestic and feral cat colonies.

The following City managed reserves have been prioritised for the Feral Animal Control Program:

- Y Baldivis Nature Reserve;
- Y Dixon Road Conservation Precinct;



- Y Karnup School Site;
- Y Lake Richmond;
- Y Lark Hill Environmental Reserve;
- Y Lewington Reserve;
- Y Sawley Close Reserve;
- Y Tamworth Hill Swamp;
- Y Trenant Park Wetland;
- Y Woodleigh Grove;
- Y Golden Bay Foreshore;
- Y Port Kennedy Foreshore;
- Y Secret Harbour Foreshore;
- Y Singleton Foreshore, and
- Y Warnbro Foreshore.

### Implications to Consider

**a. Consultation with the Community**

In 2018, the City advertised a public notice State wide inviting the community to comment on the proposed Cats Local Law 2018.

Public notices were placed in the West Australian, the Sound Telegraph and the Weekend Courier newspapers. The draft local law was also advertised through Facebook and the City's website - Share Your Thoughts.

Additionally, the draft local laws were able to be read at the City of Rockingham Administration Building and libraries during office hours.

The public submission period was from 2 July to 17 August 2018, a period of more than six weeks and there were a number of comments received from members of the community about the impact of cats on native fauna.

In 2019, numerous community events were held promoting responsible pet ownership including a registration drive. People surveyed during these engagements indicated a very high level of support for more laws relating to cat movement.

There will need to be further public consultation in regards to this proposal as part of the process of changing local laws

**b. Consultation with Government Agencies**

In May 2019, the Department of Local Government, Sport and Cultural Industries commenced a statutory review of the Cat Act and the Dog Amendment Act 2013. The purpose of the review, in context of the Cat Act, was to gather feedback and information about how effective it had been to date and to identify if there was a need for change.

In September 2019, the department published a report on the findings of the review including that there was strong support for cat containment legislation.

On 5 March 2020 the CEO corresponded with the Hon David Templeman, MLA Minister for Local Government; Heritage; Culture and The Arts, urging Government to implement the findings of the statutory review as soon as possible.

On 26 March 2020 Minister Templeman acknowledged the City's request, however, advised that no timeline had yet been set due to the Government's need to focus on COVID-19.

**c. Strategic**

Community Plan

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

**Aspiration 2:** *Plan for Future Generations*

**Strategic Objective:** *Preservation and Management of Bushland and Coastal Reserves - Encourage the sustainable management and use of the City's bushland reserves.*

**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**

Funds have been allocated in the budget for costs associated with drafting, advertising and eventual Gazettal of the proposed local law.

**f. Legal and Statutory**

The *Cat Act 2011* (the Cat Act) was created in November 2011 to encourage responsible cat ownership and provide powers for authorities to take action to support this. There are provisions in the Cat Act to specify places where cats are prohibited absolutely in local laws.

**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

Given the community support to manage the negative impact of cat populations on the natural environment, the City supports the Notice of Motion. There will need to be further consultation with the Department of Biodiversity, Conservation and Attractions (DBCA) in respect of the current proposal due to its role as a joint land manager and custodian of the Rockingham Lakes Regional Parks.

Once consultation has occurred with DBCA the amendments can be drafted and then provided to Council to begin the local law process.

## Voting Requirements

Simple Majority

## Officer Recommendation

That Council **DIRECTS** the Chief Executive Officer to establish Cat Prohibited Areas over conservation areas of the Rockingham Lakes Regional Park by introducing provisions into the City of Rockingham Cats Local Law and advertise for public comment before April 2021.

## Notice of Motion from Cr Mark Jones

That Council **DIRECT** the CEO to establish Cat Prohibited Areas over conservation areas of the Rockingham Lakes Regional Park by introducing provisions into the City of Rockingham Cats Local Law and advertising for public comment before April 2021.

### Committee Recommendation

That Council **DIRECTS** the Chief Executive Officer to establish Cat Prohibited Areas over conservation areas of the Rockingham Lakes Regional Park by introducing provisions into the City of Rockingham Cats Local Law and advertise for public comment before April 2021.

Committee Voting (Carried) - 5/0

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

Not Applicable

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

Not Applicable

### Council Resolution

**Moved Cr Jones, seconded Cr Buchan:**

That Council **DIRECTS** the Chief Executive Officer to establish Cat Prohibited Areas over conservation areas of the Rockingham Lakes Regional Park by introducing provisions into the City of Rockingham Cats Local Law and advertise for public comment before April 2021.

**Carried – 11/0**

### The Council's Reason for Varying the Committee's Recommendation

Not Applicable

## Corporate and Community Development Committee

### Corporate Services Director and Support



<b>Reference No &amp; Subject:</b>	<b>CS-027/20</b>	<b>Notice of Motion – Preparation of Alternate Business Plan</b>
File No:	CPM/7-02	
Proponent/s:	Cr Craig Buchanan	
Author:	Mr John Pearson, Director Corporate Services	
Other Contributors:	Ms Helen Savage, Senior Projects Officer	
Date of Committee Meeting:	20 October 2020	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

### Purpose of Report

To provide advice in response to the following Notice of Motion from Cr Buchanan –

That Council **DIRECTS** the Chief Executive Officer to prepare a Business Plan 2021/2022 – 2030/2031 to be received by Council no later than March 2021, said Business Plan to include a 0% rates increase for 2021/2022, and a standard 1.5% increase in each year thereafter.

### Background

Cr Buchanan's Notice of Motion included the following reasons:

*The economic effects of COVID-19 have been far-reaching, and have not yet played out. As a responsible Local Government, the City of Rockingham needs to remain cognisant of the economic climate in which it is operating when it sets its rates, fees and charges for 2021/2022 in the coming months. Amongst other economic considerations, we should be aware that:*

1. *Australia is currently experiencing its first recession in 30 years, with the June quarter national accounts for 2020 confirming the second consecutive period of negative growth in GDP across the country.*

2. *The measure of all goods and services fell by 7% in the June quarter, following a 0.3% decline in the March quarter immediately prior, the largest quarterly fall on record, and in line with the worst predictions from economists (The West Australian, 2 Sept. 2020).*
3. *The Consumer Price Index (CPI) actually fell by 1.9% in the June quarter (latest Australian Bureau of Statistics figures, released July 2020), leading some economists to predict deflation rather than inflation in the coming months (Financial Review, 27 July 2020).*
4. *While the Western Australian economy is performing marginally better than those in neighbouring States and Territories, the WA Treasury predicts a 3.1% contraction in the local economy over the course of 2020/21 (ABC News, 28 May 2020).*
5. *Announcing the WA Treasury predictions, State Treasurer Hon. Ben Wyatt MLA conceded that the economic impacts of COVID-19 had, and would continue to be, "devastating for West Australian businesses and households" (WAMN News, 28 May 2020).*
6. *WA's unemployment rate is now officially sitting at 8.3% (Australian Govt. Labor Market Information Portal, July 2020), with the Premier admitting that the "true unemployment" figure may be closer to 10 or 11% (ABC News, 14 May 2020).*
7. *In September, Cooloongup was listed among the top 10 mortgage stress suburbs in Australia, with 4.8% of home owners in mortgage arrears (The West Australian, 3 Sept. 2020), amidst predictions that house prices could fall by as much as 30% before the economy begins to recover from COVID-19 restrictions (ABC News, 24 April 2020).*
8. *Anecdotal accounts of a significant rise in bank repossessions are difficult to accurately quantify, but continue to rebound throughout the local community.*
9. *The Federal Government has announced that it will dramatically reduce the Job Keeper allowance (down in some cases from \$1,500 to \$750 as of 28 Sept. 2020, and again to \$650 as at 4 January 2021), with the scheme to end on 28 March 2021 (9News, 22 Sept. 2020).*

*In other words, Residents across the City of Rockingham are already experiencing one of the most stressful financial years in recent memory, that stress is set to get worse before it gets better, and in some cases radically worse, and the City must therefore do everything it can to support and assist its residents. The most practical way it can do that is to cut its own financial cloth accordingly, and to assist by proposing as low an increase in rates, fees and charges as possible for 2021/22.*

*Beyond that, I believe it is important that we address the assumption that rates will continue to rise and rise, year on year, in excess of inflation. I realise that there are a variety of views on this subject, and I am keen to see the Council engage in an open and honest conversation with ratepayers, and with its own members, on the subject. It is very difficult to facilitate such a conversation without a practical example of what rates tied to inflation might look like in so far as our spending model is concerned.*

*For that reason, I am asking that we authorise the creation of a detailed, comparison Business Plan, based upon the assumption that inflation will sit at approximately 1.5% in the years ahead (the Reserve Bank having indicated that they don't want to see it rise above 2%), and that we use that example going forward to engage in a conversation about rates, and there we each feel they should be pegged.*

## Details

Early financial modelling suggests the impact of COVID-19 on rate yield because of zero rate increases in the 2020/2021 financial year is \$46.7 million over a future ten year period.

It is estimated that the cost of Cr Buchanan's motion is approximately \$83.6 million. This means that approximately \$130 million in rate revenue would need to be removed from the City's forward planning and offsetting expenditure or alternative revenue sources found.

## Implications to Consider

**a. Consultation with the Community**

Nil

**b. Consultation with Government Agencies**

Nil

**c. Strategic**

Community Plan

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

**Aspiration 4:** *Deliver Quality Leadership and Business Expertise*

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

**d. Policy**

Nil

**e. Financial**

Early financial modelling suggests the impact of COVID-19 on rate yield because of zero rate increases in the 2020/2021 financial year is \$46.7 million over a future ten year period.

It is estimated the cost of Cr Buchanan's motion is approximately \$83.6 million. This means that approximately \$130 million in rate revenue would need to be removed from the City's forward planning and offsetting expenditure or alternative revenue sources found.

**f. Legal and Statutory**

Section 5.56 (1) of the Local Government Act 1995 requires all local governments to provide a Strategic Community Plan that outlines the community long term direction of what the City wants to achieve.

The City Business Plan has been prepared in accordance with Regulation 19DA of the Local Government (Administration) Regulation 1996.

Regulation 19DA requires a local government to prepare a corporate business plan covering a period of at least four financial years each financial year. The plan must contain priorities in line with the Strategic Community Plan, internal operations planning, resource management and other integrated matters relating to long term financial planning. This must be adopted by absolute majority.

It should be noted that a business plan prepared in accordance with Cr Buchanan's motion will not align with the priorities of the Strategic Community Plan. Whilst not ideal, it is acceptable as the said plan is an alternate to the adopted position of Council. It will be prepared on a basis on affordability. Projects and/or services will be adjusted, delayed or removed to ensure the City remains financially sustainable.

**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 consequences of Cr Buchanan's motion are significant should it be supported. Notwithstanding this request for the Chief Executive Officer to prepare an alternate business plan, there would seem little point in performing this parcel of work should the impacts be so significant as to make it unrealistic.

### Strategy

The City of Rockingham has a well-developed and integrated strategic framework which is fully compliant with relevant legislation in the Local Government Act 1995. In effect, every layer of the framework is linked with the end process being an adopted budget and budget reviews. The City Business Plan is the financing document for approved strategies. Every community plan strategy and masterplan is adopted by Council after extensive community consultation. The business planning process captures all this information over a decade in advance to ensure the City can afford what it adopts. It is strongly recommended that Cr Buchanan seek a review of the strategies of the City first should he feel that the costs of running the City are too high. Should Council support Cr Buchanan's motion, officers will be left to determine what projects or services are to remain, which is likely to be in conflict with the adopted strategies for the City.

### Development Contribution Plan

In May, 2011, the Council resolved to introduce provisions through the adoption of Amendment No.114 to Town Planning Scheme No.2 (TPS2) to implement Development Contributions for community infrastructure through the introduction of Development Contribution Plan No.2 (DCP2). DCP2 enables the City to collect revenue from additional dwelling yield created through the subdivision and building process. Earlier this year the forecasted dwelling figures were reviewed, resulting in a 3,668 reduction of the estimated total dwelling growth over the life of DCP2, resulting in a \$7.7 million decrease in the anticipated DCP2 revenue. The 20 year plan is anticipated to yield the City an estimated \$49 million.

During the March 2020 Ordinary Council meeting Council resolved **(CS-008/20 – 2020/2021 Annual Budget)**:

*That Council DIRECTS the CEO to prepare the 2020/2021 Annual Budget for adoption by Council which includes the following requirements:*

1. *No increases in rates;*
2. *No increases in fees and charges; and*
3. *Financial allocations to deliver projects and services as best able to be achieved in consideration of the priorities as adopted in the December 2019 City Business Plan.*

The cost of the March 2020 resolution to the City in response to the COVID-19 pandemic is estimated to be approximately \$47 million over the next ten years. This has effectively negated the anticipated revenue the City plans on receiving through the implementation of the 20 year DCP2.

Given that DCP2 is enshrined in TPS2, it means the City has legal obligations on spending these funds and providing additional City-owned contributions to build the required infrastructure which has an estimated cost of \$155 million. In effect, in 2011 the City committed to contributing to and building the community infrastructure in accordance with DCP2. Should the City not construct the community infrastructure, it is required to return the funds to the contributing entities. The estimated value of required future City contributions is \$96 million. These contributions are planned for as part of the business plan adoption.

It should also be understood that DCP2 has been prepared under the auspices of State Planning Policy 3.6 – Developer Contributions for Infrastructure. DCP2 is fully compliant with the policy requirements and infrastructure has been constructed to date in accordance with DCP2.

### Community Infrastructure Plan

Where a local government seeks to collect development contributions for community infrastructure through its Development Contribution Plan, a supporting Community Infrastructure Plan (CIP) is required. The City is committed through TPS2 to the delivery of the infrastructure provided for through DCP2 (as explained above) and reviews the CIP annually to ensure alignment with DCP2

and give instruction to the adoption of the business plan. The CIP is a comprehensive strategic community asset planning document. Any reduction in future revenue does not change the City requirements to build the community asset, noting there may be some flexibility of timing.

The City of Rockingham CIP is very comprehensive and includes initial scopes of the community infrastructure and detailed quantity surveyor costs which are indexed according to industry construction cost standards. The CIP though, is subservient to the revenue capacity of the City and the City cannot be forced to build something if the revenue does not exist to construct it. As explained above, should the City not have the funds to provide its own contributions to DCP2, determination will need to be made about the City's capacity to support DCP2 and indeed a potential scheme amendment to TPS2.

#### Asset Management Plan

The City's Asset Management Plan is the document used to allocate current and future asset service requirement costs. This ensures funding for asset management is aligned with delivery of service, future demand, life cycle management, monitoring and asset improvement. The Asset Management Plan is critical to City service delivery and is widely regarded, next to the City Business Plan and budgeting documents, as one of the most important industry planning documents. The City has over \$2.2 billion in fixed assets listed on its balance sheet. These are either constructed by itself or are gifted. History demonstrate the City is gifted between \$15 to \$30 million dollars per annum, depending on prevailing development conditions. Failing to maintain these assets to an adequate standard at best would result in decreased community service standards or at worst infrastructure failure causing personal injury or death. The City's Asset Management Plan attempts to find the balance between infrastructure failure and service standards and the Business Plan allocates the resources to achieve these requirements.

When considering the proposal to apply net 0% rates increase for a decade into the future, consideration needs to be given to the highly dependent position on rates contribution to revenue. Adjustments to rates revenue significantly impacts on what can be expected to be delivered throughout the City. Often these cuts occur in the least immediately visible functions of the City, like asset management.

#### Business Plan

The City's Business Plan is the internal business planning tool that is reviewed each year to allocate financial resources to planned areas through the integrated strategic framework. This ensures financial sustainability to meet Council priorities, objectives and aspirations of the City's Strategic Community Plan and Community Plan Strategies. In accordance with the Council Policy – Strategic Framework, the Business Plan is presented to Council for adoption twice per year in December and May. This allows the City to predict its future direction in a least risk environment and from adoption of strategy, adjust its revenue and expenditure accordingly. Specifically it is the strategy of the City which drives the Business Plan, not the other way around. The process used by the City exceeds the statutory requirement to review the Business Plan annually. This occurs to ensure that high strategic risk related to catastrophic financial failure is minimised. It is the May version of the Business Plan which is adopted to meet the City's statutory requirements. The first year of the May Business Plan forms the first year of the Annual Budget which is presented to Council for adoption in June.

Service Delivery Plans (team plans) are included in the Business Plan adoption which covers matters related to operational projects linked to adopted Strategic Community Plans outcomes and workforce planning.

#### Other Matters

##### *Residential vs Non Residential Land*

The City is highly reliant on residential land for the total contribution of rates yield. In 2020/2021 the estimated rate yield is \$92.2 million of \$158 million in operating revenue. Note this does not include non-operating grants and revenue (loans and reserve transfers) nor developer gifted assets (non-cash). Residential land contributes 96.6% to the total number of rateable properties. Specifically the City hold 54,246 residential properties from a total of 56,127. As has been explained over previous years, this has significant strategic implications related to service delivery and continues to cause concerns as population growth continues in Rockingham without significant allocations of



employment generating land. The City has acknowledged this. While rate yields are not a relevant planning consideration, work undertaken on the City's Local Planning Strategy to date has identified an issue with the limited availability local employment opportunities relative to the City's population. This is expected to worsen in the future if the substantial planned urban development is not balanced with the delivery of additional employment generating land and the Council has resolved to advocate for the provision of such in North East Baldivis.

The impact of the above is significant. This is because the servicing cost for residential land is higher than the rate revenue it generates and the converse is true for non-residential land. The very high ratio of residential to non-residential land and projected growth in residential land is expected too far outpace growth in non-residential land, further exacerbating the issue.

In the short term, the City attempts to balance its revenue shortfall through non-rating activities, such as the operation of its landfill site. In the foreseeable future, the City expects to lose some, or possibly all of this income, which will further increase revenue pressure and its ability to deliver infrastructure, community services and efficiently provide required statutory services.

In effect, Cr Buchanan's motion is symptomatic of the very high disproportion amount of residential land in the City. This ratio has a direct correlation with the ability of a local government authority (LGA) to be financially self-sustainable. Similarly, it has a direct relationship with level of expenditure and therefore the level of services a LGA can offer, as well as the flexibility it has in implementing rate increases. Therefore, it is imperative for the City to seek solutions to generate the necessary revenue to appropriately service its constituency.

*The WA Economy, Jobs and COVID-19*

Cr Buchanan's reasons for his Notice of Motion relate to information available during the height of the pandemic impacts – around March to June 2020. Whilst likely correct at the time, the dire economic climate warnings appear to have adjusted significantly. The WA State Budget 2020-21 has just been released and includes the following information\*:

- The WA economy is expected to grow by 1.25% in 2020-21.
- Growth in the WA domestic economy grew at 1.1% in 2019-20. WA was the only state to record positive growth.
- The forecast for continued growth is supported by a range of economic indicators that have already returned to, and in most cases exceeded, pre-COVID levels, including household and business confidence, retail trade and jobs advertised online. Across most of these indicators, WA is leading the nation.
- The state has recorded its largest ever monthly fall in unemployment in August 2020.
- As at August 2020, more than 70% of jobs lost between February and May 2020 had been recovered.
- Almost 90% of the fall in hours worked has also been recovered.
- Online vacancies in August 2020 (according to the Department of Education, Skills and Employment) are at the highest levels since October 2014 and 6% higher than pre COVID levels.
- The ABS job vacancy series indicates that between May and August 2020 job vacancies rose by a record 91.7% - the highest of any State.
- The number of job vacancies in August 2020 exceeded pre-COVID levels and are at their highest since 2012.

\* **Source-** [www.ourstatebudget.wa.gov.au/2020-21/fact-sheets/economy.pdf](http://www.ourstatebudget.wa.gov.au/2020-21/fact-sheets/economy.pdf)

In support of the above information, the 2019-20 Annual Report on State Finances was released in September 2020 identifying the Western Australian economy as being the only domestic State to have actually grown by 1.1% over the 2019-20 year. Additionally, for a second consecutive year an operating surplus of \$1.7 billion was achieved by the State after four years of operating deficits. Total public sector net debt at 30 June 2020 was \$724 million, lower than estimated in the 2019-2020 mid-year review.

The 2020-21 WA State budget also forecasts that the Western Australia government is expected to continue to grow over the next four years with growth of 1.25% predicted for 2020-21 and for the first time in seven years the WA economy experienced an increase for a second consecutive year through business investment. Whilst the impacts of COVID-19 are undeniably substantial, it is evident that Western Australia is in a superior economic position compared to the rest of Australia. As such, the City has the opportunity to support the State's fiscal strategy through continuing to allocate funds through City service delivery in meeting its objectives and indeed this position has been consistently supported by the State.

*CPI, Population Growth and Operating Costs*

CPI is a measure of the average change over time in the prices paid by households for a fixed basket of goods and services. In Australia, the CPI measures the changes in the price of a fixed basket of goods and services, acquired by household consumers. Cr Buchanan's motion proposes an annual 1.5% increase in rates from year two to year ten. This is a reasonable best estimate of CPI over a ten year period (between 1% and 2% annually). Note in the definition above the term "fixed basket of goods and services". CPI is a like for like measure between two points in time. Given the population growth of Rockingham, which is almost double the state average, the measure holds little relevance. Each time a new facility is built, or indeed any infrastructure or new service is created, the "basket" is expanded and the operating costs of running the City increases accordingly. By default, in order to support the expanded operating costs the revenue generation will have to be greater than CPI.

Examples of facilities or services build over the last decade which increase the operating costs of the City include:

- Mary Davies Library and Community Centre
- Baldivis South Community Centre
- Secret Harbour Surf Lifesaving Club Building
- Baldivis Sporting Complex (under construction)
- Rockingham Youth Centre (under construction)
- Numerous sporting pavilions and grounds
- Litterbusters
- \$200+ million in developer gifted assets including roads, reserves, recreation facilities and lights

With population growth at such high levels and construction service programs designed to support existing and growth population, it is unrealistic to expect operating revenues to be stagnant for a decade, particularly given the dependence on rates (rates coverage ratio) all local governments have. Should Council want to reduce rate yield, the focus of this decision making should be based on the strategies and plans for the future of the City and contracting these in order to reduce costs.

*Conclusion*

It is the officer's opinion that preparation of a business plan on 1.5% increases (approximate CPI) over a decade is unrealistic for the following reasons:

- CPI rate increases do not support the increased requirements of service delivery, asset management and infrastructure creation for rapid population growth local governments like the City of Rockingham. There are likely serious social consequences of not provided appropriate community infrastructure and community services to support population increases
- Lack of focus on City strategy and no instruction to the Chief Executive Officer on what services and infrastructure should be deferred or stopped.
- The likelihood of major delays, or altogether ceasing of DCP2 required infrastructure creation, causing conflict with City required infrastructure construction due to the DCP2 adoption in 2011.
- The material change which would occur in the City's financial risk profile and ability to respond to community needs in times of crisis (e.g. the recent industry leading example in response to COVID-19). It is imperative that the City have liquidity.

### Voting Requirements

Simple Majority

### Officer Recommendation

Cr Buchanan's Notice of Motion is not supported.

### Notice of Motion from Cr Craig Buchanan

That Council **DIRECTS** the Chief Executive Officer to prepare a Business Plan 2021/2022 – 2030/2031 to be received by Council no later than March 2021, said Business Plan to include a 0% rates increase for 2021/2022, and a standard 1.5% increase in each year thereafter.

### Committee Recommendation

That Council **DIRECTS** the Chief Executive Officer to prepare a Business Plan 2021/2022 – 2030/2031 to be received by Council no later than March 2021, said Business Plan to include a 0% rates increase for 2021/2022, and a standard 1.5% increase in each year thereafter.

Committee Voting (Lost) – 2/3

(Crs Liley, Davies and Stewart voted against)

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

Not Applicable

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

Not Applicable

### Council Resolution

**Moved Cr Buchanan, seconded Cr Cottam:**

That Council **DIRECTS** the Chief Executive Officer to prepare a Business Plan 2021/2022 – 2030/2031 to be received by Council no later than March 2021, said Business Plan to include a 0% rates increase for 2021/2022, and a standard 1.5% increase in each year thereafter.

**Motion Lost – 5/6**

#### Councillors having voted for the motion:

Cr Buchanan              Cr Cottam  
Cr Jones                  Cr Buchan  
Cr Whitfield

#### Councillors having voted against the motion:

Cr Edwards              Cr Stewart  
Cr Hamblin              Cr Davies  
Cr Liley                  Cr Sammels

### The Council's Reason for Varying the Committee's Recommendation

Not Applicable

<b>20.</b>	<b>Notices of Motion for Consideration at the Following Meeting</b>
	Nil
<b>21.</b>	<b>Questions by Members of which Due Notice has been given</b>
	Nil
<b>22.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision of the Council</b>
	Nil
<b>23.</b>	<b>Matters Behind Closed Doors</b>
	Nil
<b>24.</b>	<b>Date and Time of Next Meeting</b>
	The next Ordinary Council meeting for the City of Rockingham will be held on <b>Tuesday 24 November 2020</b> commencing at 6:00pm in the Council Chambers, Civic Boulevard, Rockingham.
<b>25.</b>	<b>Closure</b>
	There being no further business, the Mayor thanked those persons present for attending the Council Meeting, and declared the meeting closed at <b>7:31pm</b> .