



# City of Rockingham

## MINUTES

### **Corporate and Community Development Committee Meeting**

Held on Tuesday 16 March 2021 at 4:00pm  
City of Rockingham Chambers



**City of Rockingham**  
**Corporate and Community Development**  
**Committee Minutes**  
**4:00pm Tuesday 16 March 2021**



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**City of Rockingham**  
**Corporate and Community Development**  
**Committee Meeting Minutes**  
**Tuesday 16 March 2021 - Council Chambers**



<b>1.</b>	<b>Declaration of Opening</b>																																														
	<p>In the absence of the Chairperson the Chief Executive Officer, Mr Michael Parker assumed the Chair, declared the Corporate and Community Development Committee meeting open at <b>4:00pm</b>, and called for nominations for the position of Acting Chairperson.</p> <p><b>Moved Cr Edwards, seconded Cr Buchanan:</b></p> <p>That Cr Liley be appointed Acting Chairperson for the meeting.</p> <p style="text-align: right;">Committee Voting (Carried) – 4/0</p> <p>The A/Chairperson recited to the Acknowledgement of Country.</p>																																														
<b>2.</b>	<b>Record of Attendance/Apologies/Approved Leave of Absence</b>																																														
	<p><b>2.1 Councillors</b></p> <table border="0"> <tr> <td>Cr Leigh Liley</td> <td>A/Chairperson</td> </tr> <tr> <td>Cr Sally Davies</td> <td></td> </tr> <tr> <td>Cr Craig Buchanan</td> <td></td> </tr> <tr> <td>Cr Rae Cottam</td> <td></td> </tr> <tr> <td>Cr Hayley Edwards</td> <td>Deputising for Cr Joy Stewart</td> </tr> </table> <p><b>2.2 Executive</b></p> <table border="0"> <tr> <td>Mr Michael Parker</td> <td>Chief Executive Officer</td> </tr> <tr> <td>Mr John Pearson</td> <td>Director Corporate Services</td> </tr> <tr> <td>Mr Michael Holland</td> <td>Director Community Development</td> </tr> <tr> <td>Mr Peter Doherty</td> <td>Director Legal Services and General Counsel</td> </tr> <tr> <td>Mr Peter Varris</td> <td>Manager Governance and Councillor Support</td> </tr> <tr> <td>Mr Michael Yakas</td> <td>Manager Customer and Corporate Support</td> </tr> <tr> <td>Mr Allan Moles</td> <td>Manager Financial Services</td> </tr> <tr> <td>Mr Nuno Dionisio</td> <td>Manager Waste Services</td> </tr> <tr> <td>Ms Nollaig Baker</td> <td>Manager Strategy, Marketing and Communications</td> </tr> <tr> <td>Mr Nick Brown</td> <td>Manager Community and Leisure Facilities</td> </tr> <tr> <td>Mr Gary Rogers</td> <td>Manager Community Infrastructure Planning</td> </tr> <tr> <td>Ms Jillian Obiri-Boateng</td> <td>Collaborative Manager, Community Capacity Bldg</td> </tr> <tr> <td>Ms Alison Oliver</td> <td>Manager Library and Information Services</td> </tr> <tr> <td>Mr Scott Jarvis</td> <td>Manager Economic Development and Tourism</td> </tr> <tr> <td>Mrs Jelette Edwards</td> <td>Governance Coordinator</td> </tr> <tr> <td>Ms Naomi Edwards</td> <td>Coordinator City Properties</td> </tr> <tr> <td>Ms Sue Langley</td> <td>Governance Officer</td> </tr> <tr> <td>Mrs Diane Zanre</td> <td>PA to Director Community Development</td> </tr> </table>	Cr Leigh Liley	A/Chairperson	Cr Sally Davies		Cr Craig Buchanan		Cr Rae Cottam		Cr Hayley Edwards	Deputising for Cr Joy Stewart	Mr Michael Parker	Chief Executive Officer	Mr John Pearson	Director Corporate Services	Mr Michael Holland	Director Community Development	Mr Peter Doherty	Director Legal Services and General Counsel	Mr Peter Varris	Manager Governance and Councillor Support	Mr Michael Yakas	Manager Customer and Corporate Support	Mr Allan Moles	Manager Financial Services	Mr Nuno Dionisio	Manager Waste Services	Ms Nollaig Baker	Manager Strategy, Marketing and Communications	Mr Nick Brown	Manager Community and Leisure Facilities	Mr Gary Rogers	Manager Community Infrastructure Planning	Ms Jillian Obiri-Boateng	Collaborative Manager, Community Capacity Bldg	Ms Alison Oliver	Manager Library and Information Services	Mr Scott Jarvis	Manager Economic Development and Tourism	Mrs Jelette Edwards	Governance Coordinator	Ms Naomi Edwards	Coordinator City Properties	Ms Sue Langley	Governance Officer	Mrs Diane Zanre	PA to Director Community Development
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	<p><b>2.3 Members of the Gallery:</b> 1</p> <p><b>2.4 Apologies:</b> Cr Joy Stewart</p> <p><b>2.5 Approved Leave of Absence:</b> Nil</p>
<b>3.</b>	<b>Responses to Previous Public Questions Taken on Notice</b>
	Nil
<b>4.</b>	<b>Public Question Time</b>
	<p><b>4:02pm</b> The A/Chairperson opened Public Question Time and invited members of the Public Gallery to ask questions. The A/Chairperson noted that questions should relate to the business of the Committee and this is the only opportunity in the meeting for the public to ask questions.</p> <p>There were none.</p>
<b>5.</b>	<b>Confirmation of Minutes of the Previous Meeting</b>
	<p><b>Moved Cr Davies, seconded Cr Buchanan:</b></p> <p>That Committee <b>CONFIRMS</b> the Minutes of the Corporate and Community Development Committee Meeting held on 16 February 2021, as a true and accurate record.</p> <p>Committee Voting (Carried) – 5/0</p>
<b>6.</b>	<b>Matters Arising from the Previous Minutes</b>
	Nil
<b>7.</b>	<b>Announcement by the Presiding Person without Discussion</b>
	<p><b>4:02pm</b> The A/Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.</p>
<b>8.</b>	<b>Declarations of Members and Officers Interests</b>
	<p><b>8.1 Item CD-008/21 Rockingham Renaissance Technopole Inc.</b></p> <p>Officer: Mr Michael Parker, Chief Executive Officer</p> <p>Type of Interest: Impartiality</p> <p>Nature of Interest: Mr Parker is on the Board of Directors for Rockingham Renaissance Technopole</p> <p>Extent of Interest: Not Applicable</p> <p><b>4:02pm</b> The A/Chairperson noted the interest declared in Item 8.1 and asked if there were any further interests to declare.</p>
<b>9.</b>	<b>Petitions/Deputations/Presentations/Submissions</b>
	Nil

10.	Matters for which the Meeting may be Closed
	<p><b>4:03pm</b> The A/Chairperson advised in accordance with section 5.23(2)(c) of the Local Government Act 1995 – if there are any questions or debate on Confidential Item CS-006/21 Disposal of Lot 1484 on Diagram 180048 (30) Ray Street, Rockingham (Challenger Precinct), then the Committee will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors.</p> <p>There were no questions or request for debate.</p>

### Corporate Services

## CONFIDENTIAL ITEM

### NOT FOR PUBLIC ACCESS

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

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

Corporate Services Director and Support		
Reference No & Subject:	CS-006/21	Disposal of Lot 1484 on Diagram 180048 (30) Ray Street, Rockingham (Challenger Precinct)
File No:	LGS/702-03	
Proponent/s:		
Author:	Mr John Pearson, Director Corporate Services	
Other Contributors:	Ms Helen Savage, Senior Project Officer Ms Naomi Edwards, Coordinator City Properties	
Date of Committee Meeting:	16 March 2021	
Previously before Council:	27 April 2011 (CCB-009/11), 19 December 2017 (GMS-027/17(a))	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:	Lot 1484 on Diagram 180048 (30) Ray Street, Rockingham	
Lot Area:	2.7189 ha	
Attachments:		
Maps/Diagrams:	1. Location Plan 2. Aerial Photo	

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **APPROVES** the disposal of Lot 1484 on Diagram 180048 (30) Ray Street, Rockingham (Challenger Precinct, consisting of the facility, land, and business) to:

1. The State of Western Australia for the purpose of aged care in the first instance; or
2. An aged care provider.

### Committee Recommendation

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

That Council **APPROVES** the disposal of Lot 1484 on Diagram 180048 (30) Ray Street, Rockingham (Challenger Precinct, consisting of the facility, land, and business) to:

1. The State of Western Australia for the purpose of aged care in the first instance; or
2. An aged care provider.

Committee Voting (Carried) – 5/0

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

Not Applicable

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

Not Applicable

11.	<b>Bulletin Items</b>
	<p><b>Corporate and General Management Services Information Bulletin – March 2021</b></p> <p><b>Corporate Services</b></p> <ol style="list-style-type: none"> <li>1. Corporate Services Team Overview</li> <li>2. Human Resource Update</li> <li>3. Project Status Reports <ol style="list-style-type: none"> <li>3.1 Implementation of Online Timesheets</li> <li>3.2 Intranet Review and Update</li> <li>3.3 Challenger Redevelopment Transition</li> </ol> </li> <li>4. Information Items <ol style="list-style-type: none"> <li>4.1 List of Payments February 2021</li> <li>4.2 Monthly Financial Management Report January 2021</li> <li>4.3 Awarding of Tenders by CEO - Delegated Authority</li> <li>4.4 Delegated Authority to Dispose of Property by way of Lease</li> <li>4.5 Leased Property Maintenance Grants</li> <li>4.6 Development Contribution Scheme</li> <li>4.7 List of Write Offs for Debts under \$2,000</li> </ol> </li> </ol> <p><b>General Management Services Directorate</b></p> <ol style="list-style-type: none"> <li>1. General Management Services Team Overview</li> <li>2. Human Resource Update</li> <li>3. Project Status Reports <ol style="list-style-type: none"> <li>3.1 Rockingham Renaissance Technopole</li> </ol> </li> <li>4. Information Items <ol style="list-style-type: none"> <li>4.1 Meetings and Events</li> <li>4.2 Use of the Common Seal</li> <li>4.3 COVID-19</li> </ol> </li> </ol> <p><b>Governance and Councillor Support</b></p> <ol style="list-style-type: none"> <li>1. Governance and Councillor Support Team Overview</li> <li>2. Human Resource Update</li> <li>3. Project Status Reports</li> <li>4. Information Items <ol style="list-style-type: none"> <li>4.1 Local Government (Model Code of Conduct) Regulations 2021 - Implementation</li> <li>4.2 Global Friendship</li> <li>4.3 Freedom of Information (FOI) Requests</li> <li>4.4 Councillor Requests</li> <li>4.5 Citizenships</li> <li>4.6 Australian Coastal Councils Association Inc. Newsletter</li> <li>4.7 Coming Events</li> <li>4.8 Notice of Motion – Status Report</li> </ol> </li> </ol> <p><b>Human Resources</b></p> <ol style="list-style-type: none"> <li>1. Human Resources Team Overview</li> <li>2. Human Resource Update</li> <li>3. Project Status Reports</li> <li>4. Information Items <ol style="list-style-type: none"> <li>4.1 Recruitment</li> <li>4.2 Occupational Safety and Health Statistics</li> </ol> </li> </ol>



	<b>Strategy, Marketing and Communications</b> <ol style="list-style-type: none"><li>1. Strategy, Marketing and Communications Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports<ol style="list-style-type: none"><li>3.1 Entry Statement Signage</li><li>3.2 Strategic Community Plan (2019-2029) - Minor Review</li></ol></li><li>4. Information Items<ol style="list-style-type: none"><li>4.1 Team Plan</li><li>4.2 Community Engagement</li><li>4.3 Rock Port</li><li>4.4 Social Media</li><li>4.5 Media Tracking</li></ol></li></ol> <b>Legal Services &amp; General Counsel</b> <ol style="list-style-type: none"><li>1. Legal Services &amp; General Counsel Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports</li><li>4. Information Items<ol style="list-style-type: none"><li>4.1 Legal Advice – Local Government Operational Matters</li><li>4.2 State Administrative Tribunal</li><li>4.3 Magistrates Court</li><li>4.4 Supreme Court</li><li>4.5 Fair Work Commission</li><li>4.6 Industrial Magistrates Courts</li></ol></li></ol>
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### Committee Recommendation

**Moved Cr Buchanan, seconded Cr Cottam:**

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – March 2021 and the content be accepted.

Committee Voting (Carried) – 5/0

	<b>Community Development Information Bulletin – March 2021</b> <b>Community Safety and Support Services</b> <ol style="list-style-type: none"><li>1. Community Safety and Support Services Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports</li><li>4. Information items<ol style="list-style-type: none"><li>4.1 Community Support Services</li><li>4.2 Rockingham Connect Community Transport Project</li><li>4.3 Community Safety</li><li>4.4 Compliance Community Engagement</li></ol></li></ol> <b>Library Services</b> <ol style="list-style-type: none"><li>1. Library Services Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports</li><li>4. Information items<ol style="list-style-type: none"><li>4.1 January 2021 Library Services Statistics</li><li>4.2 Mary Davies Library and Community Centre</li><li>4.3 Baldivis South Community Centre</li><li>4.4 Rockingham Central Library</li></ol></li></ol>
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	<ul style="list-style-type: none"><li>4.5 Safety Bay Library</li><li>4.6 Warnbro Community Library</li><li>4.7 January 2021 Library Facebook Activity</li></ul>
	<b>Community Infrastructure Planning</b> <ul style="list-style-type: none"><li>1. Community Infrastructure Planning Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports</li><li>4. Information items<ul style="list-style-type: none"><li>4.1 Aqua Jetty Stage 2</li><li>4.2 Baldivis District Sporting Complex</li><li>4.3 Koorana Reserve Master Plan</li><li>4.4 Rockingham Youth Centre</li></ul></li></ul>
	<b>Community Capacity Building</b> <ul style="list-style-type: none"><li>1. Community Capacity Building Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports<ul style="list-style-type: none"><li>4.1 Community Grants Program</li><li>4.2 Reconciliation Action Plan (RAP)</li><li>4.3 Disability Access and Inclusion</li><li>4.4 Seniors</li><li>4.5 Volunteering</li><li>4.6 Early Years, Children and Learning Community</li><li>4.7 Sport and Recreation</li><li>4.8 Health and Wellbeing</li><li>4.9 Youth Development</li><li>4.10 Youth Services</li><li>4.11 Cultural Development and the Arts</li></ul></li></ul>
	<b>Community and Leisure Facilities</b> <ul style="list-style-type: none"><li>1. Community and Leisure Facilities Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports</li><li>4. Information items<ul style="list-style-type: none"><li>4.1 Mike Barnett Sports Complex</li><li>4.2 Rockingham Aquatic Centre</li><li>4.3 Aqua Jetty</li><li>4.4 Warnbro Community Recreation Centre</li><li>4.5 Autumn Centre</li></ul></li></ul>
	<b>Economic Development and Tourism</b> <ul style="list-style-type: none"><li>1. Economic Development and Tourism Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports<ul style="list-style-type: none"><li>3.1 Local Business Development</li><li>3.2 Iconic Economic Development / Tourism Events</li><li>3.3 Destination Marketing</li><li>3.4 Visitor Servicing Fee – Tourism Rockingham</li></ul></li><li>4. Information Items<ul style="list-style-type: none"><li>4.1 Stakeholder Engagement - Economic Development</li><li>4.2 Stakeholder Engagement - Tourism</li></ul></li></ul>

### Committee Recommendation

**Moved Cr Buchanan, seconded Cr Davies:**

That Councillors acknowledge having read the Community Development Information Bulletin – March 2021 and the content be accepted.

Committee Voting (Carried) – 5/0

## 12. Agenda Items

### Corporate Services

Corporate Services Customer and Corporate Support		
<b>Reference No &amp; Subject:</b>	CS-007/21	Council Policy – Service Complaints
<b>File No:</b>	CUS/22-02	
<b>Proponent/s:</b>		
<b>Author:</b>	Mr Michael Yakas, Manager Customer and Corporate Support	
<b>Other Contributors:</b>		
<b>Date of Committee Meeting:</b>	16 March 2021	
<b>Previously before Council:</b>	23 March 2010 (CES36/3/10), 18 August 2020 (CS-021/20), 20 October 2020 (CS-025/20), 19 January 2021 (CS-001-21)	
<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

For Council to adopt the revised Council Policy – Service Complaints following the public consultation process.

### Background

The revised Council Policy – Service Complaints was approved for the purposes of public comment at the Council meeting held 19 January 2021.

### Details

The Council Policy - Service Complaints has been developed to demonstrate the City's commitment to quality complaints handling. It acknowledges that service complaints are a source of valuable feedback to assist in ultimately improving services provided to the community and are handled in an open and transparent manner.

## Implications to Consider

### a. Consultation with the Community

The draft policy was advertised for a minimum of 14 days in accordance with Council Policy – Policy Framework and closed on 25 February 2021.

Public consultation was carried out as follows:

1. A notice was publicised in the Sound Telegraph on 10 February 2021; and
2. A copy of the draft policy was advertised on the City's website with submissions invited through the Share Your Thoughts page.

At the close of the public consultation period, one submission was received.

#	Name	Address	Issues Raised	Officer Response
1	Mr Jarl Andersen	19 McKenzie Road SHOALWATER WA 6169	I don't really have anything to add or suggest, other than to say, I acknowledge that there is a Service Complaints Policy.	The comment has been noted.

### b. Consultation with Government Agencies

Nil

### c. Strategic

#### Community Plan

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

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

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

### d. Policy

The Council Policy – Service Complaints is a revision of the existing Council Policy – Service Complaints Policy.

Council Policy – Policy Framework provides the requirement for Council to advertise the draft policy for a 14 day period or more before consideration for final adoption.

### 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

Complaints are 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.

At the Corporate and Community Development meeting held on 12 January 2021 some minor amendments to the policy were discussed. The following amendments have been made to the policy being adopted:

- Service complaints will be coordinated by the Manager Customer and Corporate Support or a person acting in the role;
- An alternate officer will be appointed to coordinate the service complaints process when a complaint is made against the Manager Customer and Corporate Support; and
- Defining the term 'prior involvement'.

## Voting Requirements

Simple Majority

## Officer Recommendation

That Council **ADOPTS** the revised Council Policy – Service Complaints.

## Committee Recommendation

**Moved Cr Cottam, seconded Cr Davies:**

That Council **ADOPTS** the revised Council Policy – Service Complaints.

### Council Policy – Service Complaints

#### Council Policy Objective

To outline the City's commitment to quality service complaint resolution.

#### Council Policy Scope

This policy applies to all service complaints handled by the City of Rockingham.

#### Council Policy Statement

Council acknowledges that service complaints are a source of valuable feedback to assist in ultimately improving services provided to the community. All service complaints are handled in an open and transparent manner.

Council is confident that it can resolve the majority of complaints received, however it recognises that the City will not be able to satisfy every customer on every occasion.

#### Eligibility

- Any directly involved party may lodge a service complaint
- A service complaint arises after all reasonable attempts have been made to resolve an issue on an informal basis.
- Service complaints cannot be made where another avenue of appeal exists e.g. State Administrative Tribunal
- Service Complaints must be lodged not later than 12-months after the date on which the person aggrieved first had notice of the matters alleged in the complaint.

#### Lodgement

A service complaint must be lodged on an approved service complaint form and completed in full.

#### Process

1. Service complaints will be coordinated by the Manager Customer and Corporate Support or a person acting in the role. Complaints will be forwarded to the Chief Executive Officer or the Director of the relevant team. Service complaints must be dealt with within 28 working days.
2. If the complainant is not satisfied with the response provided by the Chief Executive Officer or the Director of the relevant team, the issue may be referred to the Customer Service Review Committee, at the request of the complainant. The Customer Service Review Committee meets on an as-needs basis.
3. The complainant will be provided 10 minutes to present their complaint to the Customer Service Review Committee.
4. The Customer Service Review Committee's recommendation will be presented at the next Council meeting or the meeting immediately thereafter.
5. The complainant will receive a written response from the Chief Executive Officer after Council has considered the complaint.

At any stage during the service complaints process, if a complaint is considered minor, irrelevant, vexatious or to have no merit, the Chief Executive Officer may refuse to entertain the complaint. The complainant will be advised they may refer their complaint to the Ombudsman Western Australia.

### **Customer Service Review Committee**

The Customer Service Review Committee will consist of the Chief Executive Officer and three Elected Members.

### **Perception of Bias**

In accordance with the Ombudsman WA principles for an effective complaints handling system complaints are to be dealt with in an equitable, objective and unbiased manner. Any committee member who has had prior involvement with the complaint must declare such involvement and exclude themselves from the Customer Service Review Committee meeting.

When a complaint is made against the General Management Division, the Director Corporate Services will replace the Chief Executive Officer on the Customer Service Review Committee.

When a complaint is made against the Manager Customer and Corporate Support, an alternate officer will coordinate the service complaint process.

Where a complaint is in relation to a staff member, the Chief Executive Officer is responsible for implementing all actions and outcomes.

Executive support will be provided by the Manager Customer and Corporate Support.

### **Definitions**

**Customer** relates to any person having dealings with the City.

**Prior involvement** the fact or condition of previously being involved or participating with the complaint or complainant.

**Service complaint** is an expression of dissatisfaction with a standard of service, a process, a product, or the behaviour of an employee or contractor.

### **Legislation**

Nil

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

Council Policy – Customer Service

### **Responsible Division**

Corporate Services

**Review Date**

March 2024

Committee Voting (Carried) – 5/0

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

Not Applicable

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

Not Applicable



## Corporate Services Financial Services



<b>Reference No &amp; Subject:</b>	CS-008/21	<b>Budget Review – February 2021 (<i>Absolute Majority</i>)</b>
File No:	FLM/17-05	
Proponent/s:		
Author:	Mr Khushwant Kumar, Financial Controller	
Other Contributors:	Mr Allan Moles, Manager Financial Services	
Date of Committee Meeting:	16 March 2021	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	February 2021 Budget Review	
Maps/Diagrams:		

### Purpose of Report

To adopt the February 2021 Budget Review.

### Background

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

The February 2021 Budget Review is a mandatory review and once it has been adopted by Council, must be submitted to the Department of Local Government, Sport and Cultural Industries.

### Details

The February 2021 Budget Review includes details of transactions during the July 2020 to February 2021 period and adjustments required to the annual budget. The document includes the following information:

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

### Implications to Consider

**a. Consultation with the Community**

Nil

**b. Consultation with Government Agencies**

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

**c. Strategic**

Community Plan

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

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

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

**d. Policy**

Nil

**e. Financial**

The overall effect of the various budget amendments is a surplus of \$140,756.

**f. Legal and Statutory**

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

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

**g. Risk**

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

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

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

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

Nil

### Comments

The amendments over \$250K proposed in the Budget Review are summarised in the February 2021 Budget Review attachment under the Summary of Major Amendments (page 2). Below is an explanation of these amendments.

#### Opening Position

The opening position has been adjusted to reflect the actual according to the Audited Annual Financial Statements for last financial year. The opening surplus has been reduced by \$226,872 to reflect the final surplus position.

### **Operating Expenditure**

Operating expenditure has decreased by \$277K and includes the following major amendments:

1. An increase of \$1.2M for landfill levy at Millar Road Landfill due to an increase in the amount of waste being received. This will be offset by increased revenue at the Landfill (refer to Operating Revenue item 3).
2. A decrease of \$412K for arterial lighting with \$115K of this amount reallocated to individual capital lighting upgrade projects.
3. A decrease of \$400K for dredging at Bent Street due to the unavailability of the contractor with these works rescheduled for next financial year.
4. A decrease of \$393K for COVID-19 initiatives as this amount has been reallocated to the individual projects partially funded by new grants including the Mike Barnett netball courts upgrade and Local Roads and Community Infrastructure (Phase 1) projects (refer Non-Operating Expenditure item 4).
5. A decrease of \$300K for fuel and oil expenditure on the City's fleet due to lower fuel prices and reduced demand for fuel.

### **Operating Revenue**

Operating revenue has increased by \$10.7M and includes the following major amendments:

1. An increase of \$7.5M for the Baldivis Indoor Recreation Centre being the balance of the WA Recovery Funding grant for this project. The total grant is \$10.0M and this will reduce the loan funding requirement for this project. It is anticipated that the City will receive \$3.0M in the current financial year with the balance to be carried forward to next financial year along with the unexpended project expenditure (refer to Non-Operating Revenue item 1).
2. An increase of \$4.5M for various projects being the amount of the Local Roads and Community Infrastructure (Phase 2) grant (refer Non-Operating Expenditure items 1-3 and 5-9).
3. An increase of \$1.2M for the Millar Road Landfill tip entry fees being the additional revenue generated from the increased amount of waste received at the Landfill (refer to Operating Expenditure item 1).
4. An increase of \$460K for the Mike Barnett netball courts upgrade project being the WA Recovery grant received for this project (refer to Non-Operating Expenditure item 4).
5. An increase of \$400K for parking fines due to the anticipated increase in fines issued which is consistent with last year's figures.
6. A reduction of \$2.7M for general purpose grant funding being the adjustment for the prepayment of the Federal Assistance Grants and Local Road Grants to reflect the funding received for the current financial year.
7. A reduction of \$500K for the Aqua Jetty Stage 2 WA Recovery grant funding due to the confirmation that the City will only receive \$500K in this financial year with the balance of the \$10M to be received in the following financial years.
8. A reduction of \$494K for State Black Spot grant funding received which is offset by a reduction in projects costs (refer Non-Operating Expenditure item 10).
9. A reduction of \$310K for interest on investments due to the low interest rates.

### **Non-Operating Expenditure**

Non-operating expenditure has increased by \$4.9M and includes the following major amendments:

1. An increase of \$500K for the Secret Harbour street lighting upgrade project that is funded under the Local Roads and Community Infrastructure (Phase 2) grant (refer Operating Revenue item 2).
2. An increase of \$1.1M for the Koorana Reserve Upgrade project being the reallocation of funds from individual asset upgrade projects at Koorana Reserve into a single combined project and an additional \$335K that is funded under the Local Roads and Community Infrastructure (Phase 2) grant (refer Operating Revenue item 2).

3. An increase of \$911K for the Construct Limestone Seawall Mersey Point project which is funded under the Local Roads and Community Infrastructure (Phase 2) grant (refer Operating Revenue item 2).
4. An increase of \$803K for the Mike Barnett netball courts upgrade project funded by the WA Recovery grant and the City's COVID-19 initiatives funding (refer Operating Expenditure item 4 and Operating Revenue item 4).
5. An increase of \$445K for the Dixon Road - EB - Road resurfacing (Day Road to Mandurah Road) project that is funded under the Local Roads and Community Infrastructure (Phase 2) grant (refer Operating Revenue item 2).
6. An increase of \$388K for the Safety Bay Rd - Road resurfacing (Coventry Road to Royal Road) project that is funded under the Local Roads and Community Infrastructure (Phase 2) grant (refer Operating Revenue item 2).
7. An increase of \$381K for the Currie Street - Road resurfacing (Hokin Street to Welch Way) project that is funded under the Local Roads and Community Infrastructure (Phase 2) grant (refer Operating Revenue item 2).
8. An increase of \$315K for the Young Road - Road resurfacing (Serpentine Road to Doghill Road) project that is funded under the Local Roads and Community Infrastructure (Phase 2) grant (refer Operating Revenue item 2).
9. An increase of \$279K for the Baldivis Road - Road resurfacing (Stakehill Road to Karnup Road) project that is funded under the Local Roads and Community Infrastructure (Phase 2) grant (refer Operating Revenue item 2).
10. A reduction of \$1.1M for the Mandurah Road State Black Spot project due to realised economies of scale. These resulted from combining delivery of this project with a separate Road Rehabilitation (MRRG funding) project. As a result, the City was able to make significant savings on traffic management costs and through utilising a profiler which was able to improve productivity for both projects.

#### Non-Operating Revenue

Non-operating revenue has decreased by \$7.5 million and includes the following major amendment:

1. A decrease of \$7.5M for the Baldivis Indoor Recreation Centre being the reduction in loan funding required due to the WA Recovery Funding grant for this project (refer to Operating Revenue item 1).

The other proposed amendments including expenditure offset by additional revenues, internal allocations and other minor changes are detailed in the February 2021 Budget Review document.

#### Voting Requirements

Absolute Majority

#### Officer Recommendation

That Council **ADOPTS** the February 2021 Budget Review.

#### Committee Recommendation

**Moved Cr Edwards, seconded Cr Buchanan:**

That Council **ADOPTS** the February 2021 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

## General Management Services

### General Management Services Governance and Councillor Support



<b>Reference No &amp; Subject:</b>	<b>GM-010/21</b>	<b>Adoption of Proposed City of Rockingham Waste Local Law 2020 (<i>Absolute Majority</i>)</b>
File No:	LWE/67-05	
Proponent/s:		
Author:	Ms Jelette Edwards, Governance Coordinator	
Other Contributors:	Mr Nuno Dionisio, Manager Waste Services Mr Allan Moles, Manager Finance Services Ms Erica King, Manager Health and Building Services Mr Peter Varris, Manager Governance and Councillor Support	
Date of Committee Meeting:	16 March 2021	
Previously before Council:	27 October 2020 (GM-024/20)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Legislative	
Site:		
Lot Area:		
Attachments:	1. Proposed Waste Local Law 2020 2. Submissions for Proposed Waste Local Law 2020	
Maps/Diagrams:		

## Purpose of Report

For 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.

**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.

## Background

At the October 2020 Council Meeting council resolved to start the local law process and advertise the proposed local law for a period of six weeks.

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 2020 is attachment 1. 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.

It should be noted that there are inherent health and injury risks with people going through public and private bins.



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 local law puts them into a more up to date legislative framework that includes the application of an alternative enforcement option (infringements).

On 15 January 2021 after the public submission period, the City received correspondence from DWER advising some issues needed to be received before approval will be given. The City wrote to DWER on 1 February 2020 responding to the issues outlined in the letter dated 15 January 2021. On 19 February 2021 the City of Rockingham received approval from DWER for the City of Rockingham Waste Local Law 2021 with one additional minor change from the propose local law advertised. The change was to move the signature block and common seal provisions to the end of the local law.

### 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 six 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.

The proposed Waste Local Law 2020 was advertised as follows, with submission period being 9 November 2020 to 8 January 2021 (more than six weeks):

- The West Australian newspaper – 9 November 2020
- The Sound Telegraph newspaper – 11 November 2020
- City's website via Share Your Thoughts – From 9 November 2020
- City's administration building noticeboard and front counter – from 9 November 2020
- City's library counters and noticeboards – From 9 November 2020

A summary of the community consultation results and feedback are below and are to be considered by Council before it makes the local law. The full submissions are detailed in attachment 2 to this report. There were 32 public submission received within the submission period and one submission received outside the submission period and is not included in this report. The public comments made did not lead to any changes in the proposed local law.

Summarised comments	Response
Concerns about fines for weight limits for bins.	The weight limit is an existing requirement as the collection vehicles have a lifting capacity of 70kg per bin. If a bin is overweight a notification sticker is placed on the bin. This method will still be used, however in serial offenders a fine may be imposed after all other notifications have been ignored.
Concerned about the fines in the Waste Local Law 2020.	The fines in the Proposed Waste Local Law 2020 are set by the Department of Water and Environmental Regulation. The action taken on

Summarised comments	Response
	any alleged transgression will be based on time, place and circumstances related to that offence.
Concerns about fining people for going through bins for the purpose of getting items that could be recycled for the Container Deposit Scheme.	Collecting beverage containers from public or other bins is discouraged due to the inherent risks to health and injury with people going through public and private bins. The action taken on any alleged transgression will be based on time, place and circumstances related to that offence.
Disposal of household batteries and other hazardous materials.	The City provides several options for people to dispose of their batteries responsibly, in addition to a number of other options including businesses where batteries can be purchased.
Improving the local capacity to handle recycling and food waste would be ideal.	The City has committed to investigate the implementation of FOGO by 2025, in line with the State's Waste Strategy.

**b. Consultation with Government Agencies**

As part of the process, a copy of proposed local law was sent to the Minister for Local Government to the Minister for Environment, Department of Water and Environmental Regulation and Department of Local Government, Sporting and Cultural Industries.

Name	Comments	Response
Department of Local Government, Sporting and Cultural Industries	<p>The Department's comments on the City of Rockingham Waste Local Law 2020 are provided below.</p> <p>The Department has refrained from checking the draft in detail, as a comprehensive analysis will be performed by DWER. However, some standard comments and the Minister's directions are noted for the City's attention.</p> <p>City of Rockingham Waste Local Law 2020</p> <p><b>1. Consent of the CEO Department of Water and Environment Regulation</b></p> <p>The Department is aware that this local law is made under the Waste Avoidance and Resource Recovery Act 2007. This means that the City will need to obtain the consent of the CEO of the Department of Water and Environment Regulation (DWER). The City should contact DWER to obtain this consent if it has not done so already.</p> <p><b>2. Compliance with WALGA model.</b></p> <p>The Department of Water and Environmental Management has advised that all waste local laws must now comply with the WALGA template model. The City should ensure that the local law follows the WALGA template. If the local law does not follow the template, it is possible that the local law will not receive DWER approval. If the</p>	Comments noted.



Name	Comments	Response
	City requires a copy of the template, this can be obtained from DWER or WALGA.	
Hon. Stephen Dawson MLC, Minister for Environment	The proposed Waste Local Law 2020 has been referred to the Chief Executive Officer of the Department of Water and Environmental Regulation, Mr Mike Rowe, who will consider the matter and provide comment.	Comments noted.

On 15 January 2021 after the public submission period. The City received correspondence from Department of Water and Environmental Regulation (DWER) advising some issues needed to be received before approval will be given. The City wrote to DWER on 1 February 2020 responding to the issues outlined in the letter dated 15 January 2021. On 19 February 2021 the City of Rockingham received approval from DWER for the City of Rockingham Waste Local Law 2021 with one additional minor change from the proposed local law advertised. The change was to move the signature block and common seal provisions to the end of the local law.

**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**

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. There will be a resourcing impact in administering this new local law, which creates 40 offences that can be dealt with through official caution, modified penalty infringements or lead directly to court proceedings. The advent of the law will also enable the City to leverage community education and awareness of the risk and consequence of poor waste management practices. These impacts will be further considered in the team planning processes to ensure that City employs best practice administration of this legislation.

**f. Legal and Statutory**

Section 61 of the Waste Avoidance and Resource Recovery Act 2007 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 (the Act).

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

### Comments

The proposed local law will further support the administration of safe and effective waste management in the City of Rockingham.

There are two minor changes from the template that have been approved by DWER:

- additional modified penalty for clause 3.3; and
- moving the signature block and common seal provisions to the end of the local law.

Clause 3.3 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 occur because of the introduction of the Container Deposit Scheme. The City has already received complaints regarding people going through bins for containers.

The only change from the advertised proposed local law was moving the signature block and common seal provisions to the end of the local law.

### Voting Requirements

Absolute Majority

### Officer Recommendation

That Council:

1. In accordance with section 3.12(4) of the Local Government Act 1995, **ADOPTS** the City of Rockingham Waste Local Law 2020.
2. In accordance with section 3.12(5) of the Local Government Act 1995, **DIRECTS** the Chief Executive Officer to cause the local law to be published in the Government Gazette and a copy sent to the Minister for Local Government, the Minister for Environment and Director General of the Department of Water and Environmental Regulation.
3. After Gazettal, in accordance with section 3.12(6) of the Local Government Act 1995, **DIRECTS** the Chief Executive Officer to give local public notice:
  - a. Stating the title of the local law;
  - b. Summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and
  - c. Advising that copies of the local law may be inspected or obtained from the City office.
4. Following Gazettal, in accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister on 12 November 2010, **DIRECTS** that a copy of the local law and duly completed explanatory memorandum signed by the Mayor and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

### Committee Recommendation

**Moved Cr Buchanan, seconded Cr Cottam:**

That Council:

1. In accordance with section 3.12(4) of the Local Government Act 1995, **ADOPTS** the City of Rockingham Waste Local Law 2020.
2. In accordance with section 3.12(5) of the Local Government Act 1995, **DIRECTS** the Chief Executive Officer to cause the local law to be published in the Government Gazette and a copy sent to the Minister for Local Government, the Minister for Environment and Director General of the Department of Water and Environmental Regulation.
3. After Gazettal, in accordance with section 3.12(6) of the Local Government Act 1995, **DIRECTS** the Chief Executive Officer to give local public notice:
  - a. Stating the title of the local law;
  - b. Summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and
  - c. Advising that copies of the local law may be inspected or obtained from the City office.
4. Following Gazettal, in accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister on 12 November 2010, **DIRECTS** that a copy of the local law and duly completed explanatory memorandum signed by the Mayor and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

Committee Voting (Carried) – 5/0

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

Not Applicable

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

Not Applicable

## General Management Services Governance and Councillor Support



<b>Reference No &amp; Subject:</b>	<b>GM-011/21</b>	<b>Council Policy – Functions Hosted by Council</b>
<b>File No:</b>	CPM/3	
<b>Proponent/s:</b>		
<b>Author:</b>	Mr Peter Varris, Manager Governance and Councillor Support	
<b>Other Contributors:</b>		
<b>Date of Committee Meeting:</b>	16 March 2021	
<b>Previously before Council:</b>	17 December 2019 (GM-032/19), 27 January 2021 (GM-004/21)	
<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

For Council to adopt the revised Council Policy – Functions Hosted by Council following the public consultation process.

### Background

At its December 2019 meeting Council resolved that the CEO review the policies surrounding the provision of free alcohol at City functions and prepare a report for Council.

Research on the provisions of alcohol at functions had previously been provided to Council, and in preparing the review of Council's policies research was undertaken into other metropolitan local governments. All hosted a similar range of functions as the City of Rockingham with none prohibiting the provision of alcohol. Research showed that the modest provision of alcohol at functions hosted by local governments is common place and is seen as appropriate for civic purposes.

The Functions Hosted by Council policy was subsequently reviewed and was approved at the January 2021 Council meeting for the purposes of public comment.

### Details

The current Functions Hosted by Council policy has a level of procedure that is more appropriate to be dealt with at an Executive Policy or procedure level. The reviewed policy better defines the broad type of functions that are in practice hosted by Council, notes the approval process for functions and identifies the appropriate provision of alcohol at functions.

The Australia Day Function and Award was incorporated in the review of the overarching policy and as a consequence the specific 'Australia Day' policy can be rescinded.

The Functions Hosted by Council policy was subject to public consultation in conjunction with the Use of the Councillors' Lounge policy. The author has endeavoured to apply comments received to the relevant policy. As a consequence the City noted five submissions received which are listed later in this report.

### Implications to Consider

#### a. Consultation with the Community

The draft policy was advertised for a minimum of 14 days in accordance with Council Policy – Policy Framework and closed on 3 March 2021.

Public consultation was carried out as follows:

1. A notice was publicised in the Sound Telegraph on 17 February 2021; and
2. A copy of the draft policy was advertised on the City's website with submissions invited through the Share Your Thoughts page.

At the close of the public consultation period, five submissions were received.

No.	Name	Comment	Response
1	Mr Rachael R van Doren	Alcohol and meals I don't believe should be funded by ratepayers under any circumstances. As a resident, I don't pay my rates to ensure councillors and guests are kept fed and watered. The money should be spent on other things within the community. The policy also states that is to the mayor's discretion, leaving something to a personal choice should not be part of a policy.	Comments noted. The responsible provision of modest alcohol at Council hosted functions is considered appropriate and in the interest of the City. The Mayor's discretion is in conjunction with the CEO and is subject to – <ul style="list-style-type: none"><li>- Availability of budget and resourcing</li><li>- Venue availability</li></ul>
2	Mrs D D Devlin	Definitely no alcohol, it is not necessary and not a cost our rates should be used to pay for.	Comments noted. The responsible provision of modest alcohol at Council hosted functions is considered appropriate and in the interest of the City.
3	Ms S E Moreton	Alcohol should not be included in the council before /during or after the meetings, why should rate payers pay for this when there is so many other/better things ratepayers money should be used for.	Comments noted. The responsible provision of modest alcohol at Council hosted functions is considered appropriate and in the interest of the City.
4	Ms Ella Solin	Yes of course it is important to be able to entertain guests and clients with a glass or two of alcoholic beverage especially in the evening. I fully support the idea	Comments noted. The responsible provision of modest alcohol at Council hosted functions is considered appropriate and in the interest of the City.

No.	Name	Comment	Response
5	Ms Teresa Ong	Alcohol should not be served as per policy in the after dinner rooms for Councillors post meetings as happens now against the alcohol policy. Its just a change of room.	Comments noted. The responsible provision of modest alcohol at Council hosted functions is considered appropriate and in the interest of the City.

**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 – Policy Framework provides the requirement for Council to advertise the draft policy for a 14 day period or more before consideration for final adoption. This consultation has been undertaken.

**e. Financial**

Nil

**f. Legal and Statutory**

Section 2.7(2)(b) of the Local Government Act 1995 states that the role of Council is to determine the local government's policies.

**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 hosting of functions, ceremonies, receptions and hospitality remains an important activity for local government in fulfilling its strategic and civic objectives and obligations.

The reviewed policy will provide greater clarity in respect to the types of functions hosted by Council, the purpose and intent of those functions and the manner in which they are delivered.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council:

1. **RESCINDS** the Council Policy – Australia Day Functions and Awards; and
2. **ADOPTS** the revised Council Policy – Functions Hosted by Council.



## Committee Recommendation

### Moved Cr Buchanan, seconded Cr Edwards:

That Council:

1. **RESCINDS** the Council Policy – Australia Day Functions and Awards; and
2. **ADOPTS** the revised Council Policy – Functions Hosted by Council, as follows.

### **Council Policy - Functions Hosted by Council**

#### **Council Policy Objective**

To provide guidance for the approval of civic functions, ceremonies, receptions and/or the provision of hospitality.

#### **Council Policy Scope**

This policy applies to Council Members, invited guests, and City employees and contractors involved in the delivery of functions, ceremonies and receptions.

#### **Council Policy Statement**

##### **Civic Functions, Ceremonies and Receptions**

To fulfil its strategic and civic objectives and obligations the City of Rockingham may host civic functions, ceremonies, receptions and hospitality from time to time as the need arises. These functions include, but are not limited to the following -

##### **Australia Day Awards Presentation and Citizenship Ceremony**

As a member of the Australia Day Council, the City of Rockingham promotes the Australia Day Awards to recognise meritorious contributions to the Rockingham community in specified categories including –

- Community Citizen of the Year
- Senior Community Citizen of the Year
- Young Community Citizen of the Year
- Active Citizenship (Group or Event)

The award presentation is held in the morning of Australia Day in conjunction with a citizenship ceremony and is followed by light refreshment in the form of a breakfast or morning tea.

A selection panel (which includes those holding the title 'Freeman of the City') is appointed by Council to assess award nominations and recommend to Council the category award recipients. Assessment is to include, but not limited to, the criteria set out by the Australia Day Council.

##### **Citizenship Ceremonies**

The City of Rockingham hosts the final ceremony to confer Australian citizenship to new Australians. These ceremonies comprise the formal conferral process as set out by the Federal Government, as well as modest refreshment at the conclusion of the formalities to celebrate the achievement.

##### **Volunteer Appreciation Functions**

The City of Rockingham recognises the valuable contribution performed by volunteers in the community. Receptions may be held each year to recognise the contributions of the following –

- Advisory Committee community representatives
- Uniformed and emergency service groups
- Community welfare, seniors and youth groups
- Service clubs
- Sporting and recreation groups
- Arts and theatre groups
- Other individuals, groups and organisations making a positive contribution to the community

##### **Annual Civic Reception**

Once a year the City of Rockingham may host a reception to recognise those stakeholders that have made a significant contribution to the City in the preceding year and to engage those stakeholders that may contribute to the City's strategic objectives.

Stakeholders include Members of Parliament, representatives of State and Federal Government departments, representatives of private industry and not-for-profits, representatives from neighbouring local governments and regional groups.

The function is also used to recognise the contribution of retiring Council members.

Councillors are permitted to invite two members (or one couple) from the community who in their opinion have made a significant contribution to the local community, and who have not otherwise been recognised in a reception in the past twelve months.

#### Pioneers Recognition

A City of Rockingham pioneer is a resident who has resided in the City of Rockingham for 50 consecutive years or more and is 65 years of age or older.

The City may recognise the contribution of its pioneers by hosting a luncheon each year.

#### Naval Receptions

The location of HMAS Stirling naval base in the City of Rockingham fosters an important relationship between the City and the Australian Navy. Receptions for visiting naval vessels and service personnel will be hosted at the discretion of the Mayor, and will generally occur when the visit is of special significance.

A 'Freedom of Entry' ceremony will only occur on rare occasions for serving Australian defence forces, supported by resolution of Council.

#### Visiting Dignitary Receptions

The City of Rockingham may host receptions for visiting delegations and dignitaries. These may include –

- Visits by State and Federal Ministers and Cabinet
- Visits by heads of State and Federal Departments
- Official delegations from recognised global friendship relationship
- Dignitaries that may contribute to the City's strategic objectives

#### Opening of new/upgraded facilities and services

The City of Rockingham may conduct a ceremony to formally open a new or upgraded facility or to introduce a new service.

Often conditions of third party funding will require that formal recognition be made of the third party's contribution through such a ceremony.

#### Other Award Functions

The City of Rockingham may from time to time host awards for achievement in the community such as the Sport Star Awards, art awards, etc.

#### Council Dinners and Reciprocal Obligations

The City of Rockingham may provide a meal and refreshment for Council members and City officers who have been in attendance at a Council meeting or other after hours meeting, such as Councillor Engagement Sessions or councillor professional development.

The Mayor has the discretion to invite an attending guest or dignitary to the meal.

Through its membership of various organisations the City of Rockingham has reciprocal obligations in the provision of meals and refreshments after meetings hosted by the City.



### Community Events

The City of Rockingham may host a variety of community events that align with the City's strategic and community objectives. These events are coordinated by the responsible City Department often through contracted service delivery.

### Approval Process

Unless otherwise approved by Council resolution, the Mayor in conjunction with the Chief Executive Officer shall have discretion to determine whether a civic function or reception is to be held.

The date, time, venue and invitation list is to be determined by the Mayor in conjunction with the Chief Executive Officer.

Observance of the Council Policy relating to 'Acknowledgement of Country' is required for all civic functions, ceremonies and receptions.

All functions, ceremonies and receptions shall be conducted with consideration to –

- Availability of budget and resourcing
- Venue availability

The Chief Executive Officer may establish Executive Policy to guide City employees and contractors in relation to the coordination of civic functions, ceremonies and receptions.

### Provision of Alcohol

There are occasions where the consumption of alcoholic beverages provided by the City of Rockingham is appropriate, representative of the values and strategic objectives of the City and in the public interest. These occasions include –

- Civic Functions as detailed in this policy and served by a person trained in the responsible service of alcohol;
- fellowship after a Council or Committee Meeting;
- fellowship after a non-Council meeting hosted by the City;
- fellowship with visiting dignitaries hosted by the City.

All service of alcohol is to be undertaken in a manner to ensure no person is adversely affected by the consumption of alcohol.

### **Definitions**

Honorary Freeman of the City – An honour bestowed upon a valued individual of the community, without any other rights or privilege other than the right to use the title.

Freedom of Entry – A military group bestowed with the honour of Freedom of the Municipality of the City of Rockingham and granted Freedom of Entry. Dating back to medieval times, Freedom of Entry is the highest accolade bestowed on any military group and signifies good relations between the City and the military.

### **Legislation**

Australian Citizenship Act 2007 (cth)

Liquor Control Act 1988

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

Council Policy – Acknowledgement of Country

Council Policy – Use of Councillors' Lounge

Council Policy – Global Friendship Policy

Council Policy – Honorary Freeman of the City of Rockingham

Executive Policy – Civic Services – Functions, Events and Catering

Liquor Control Act 1988 – A Guide for Local Governments

Australian Citizenship Ceremonies Code

**Responsible Division**

General Management Services

**Review Date**

Xxxxx

Committee Voting (Carried) – 5/0

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

Not Applicable

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

Not Applicable

## General Management Services Governance and Councillor Support



<b>Reference No &amp; Subject:</b>	<b>GM-012/21</b>	<b>Council Policy – Use of the Councillors' Lounge</b>
File No:	CPM/3	
Proponent/s:		
Author:	Mr Peter Varris, Manager Governance and Councillor Support	
Other Contributors:		
Date of Committee Meeting:	16 March 2021	
Previously before Council:	17 December 2019 (GM-032/19), 27 January 2021 (GM-004/21)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	Table of Submissions – Use of Councillors' Lounge	
Maps/Diagrams:		

### Purpose of Report

For Council to adopt the revised Council Policy – Use of the Councillors' Lounge following the public consultation process.

### Background

At its December 2019 meeting Council resolved to remove all alcoholic beverages from the Councillors' lounge and directed the CEO to review the policies surrounding the provision of free alcohol and report back to Council. The Policy relating to the use of the Councillors Lounge was captured in this review.

The review included research into the practices of other local governments in the metropolitan area, the great majority of which have facilities allocated for council member use, and includes to a varying degree, the provision of alcohol for civic purposes.

It was noted that the cost of all beverages consumed in the Councillors' lounge (both alcoholic and non-alcoholic) was \$2,100 in 2018 and \$1,600 (January to October) in 2019.

A draft policy was prepared and was approved at the January 2021 Council meeting for the purpose of public comment.

## Details

The current policy relating to the use of the Councillors' lounge had a number of shortcomings which needed to be addressed with particular focus on permitted use, access rights, conditions of access and complaint management.

While the initial review of the policy suggested the return of a limited range and quantity of alcoholic beverages to the Councillors' lounge, this was not supported by the Governance Review Committee and was subsequently deleted from the draft. The draft policy provides for "light refreshments". Light refreshments excludes the service or provision of alcoholic beverages.

The policy has been subject to public consultation in conjunction with the Functions Hosted by Council policy. The author has endeavoured to apply comments received to the relevant policy. As a consequence nine submissions were received and are noted further in this report.

## Implications to Consider

### a. Consultation with the Community

The draft policy was advertised for a minimum of 14 days in accordance with Council Policy – Policy Framework and closed on 3 March 2021.

Public consultation was carried out as follows:

1. A notice was publicised in the Sound Telegraph on 17 February 2021; and
2. A copy of the draft policy was advertised on the City's website with submissions invited through the Share Your Thoughts page.

At the close of the public consultation period, nine submissions were received. Below is a summary of submissions. A table of the submissions in full is attached.

No.	Name	Comment	Response
1	Ms Rachel Fiorini	Objects to the availability of alcohol to councillors 24/7.	Comments noted. Alcohol is not available to Councillors "24/7".
2	Mrs Jo E Herbert	Objects to provision of alcohol with reference to alcohol in workplaces.	Comments noted. Councillors are not employees and the Councillors' lounge is not a 'workplace'.
3	Mr Tony Solin	Advocates for return of alcohol in Councillors' Lounge for hospitality purposes.	Comments noted. Council has previously resolved to remove alcoholic beverages from the Councillors' lounge.
4	Mrs D Kerferd	Advocates for return of alcohol in the Councillors' Lounge for hospitality purposes.	Comments noted. Council has previously resolved to remove alcoholic beverages from the Councillors' lounge.
5	Mrs Jennifer Solin	Advocates for return of alcohol in the Councillors' Lounge for hospitality purposes.	Comments noted. Council has previously resolved to remove alcoholic beverages from the Councillors' lounge.
6	Mr Ron Pease	Notes experience as former councillor and current committee member. Notes benefit of hosting guest in Councillors' Lounge and offering hospitality including appropriate service of alcohol. Disagrees with the removal of	Comments noted. Council has previously resolved to remove alcoholic beverages from the Councillors' lounge.

No.	Name	Comment	Response
		alcohol from Councillors' Lounge and advocates for its return.	
7	Mr Brad Heggs	Objects to the inclusion of alcohol in the Councillors' Lounge.	Comments noted. Council has previously resolved to remove alcoholic beverages from the Councillors' lounge. The draft policy submitted for public comment reflects this position.
8	Mr Kalani Scarrott	Advocates for the inclusion of alcohol in the Councillors' Lounge for hospitality purposes.	Comments noted. Council has previously resolved to remove alcoholic beverages from the Councillors' lounge.
9	Ms Teresa Ong	Objects to the provision of alcohol in the Councillors' Lounge. Advocates for the responsible service of alcohol for any special function.	Comments noted. Council has previously resolved to remove alcoholic beverages from the Councillors' lounge. The draft policy submitted for public comment reflects this position. Responsible service of alcohol has been underpinned in the Functions Hosted by Council policy.

**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 – Policy Framework provides the requirement for Council to advertise the draft policy for a 14 day period or more before consideration for final adoption. This consultation has been undertaken.

**e. Financial**

Nil

**f. Legal and Statutory**

Section 2.7(2)(b) of the Local Government Act 1995 states that the role of Council is to determine the local government's policies.

**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

Submissions received on the draft revised Use of Councillors' Lounge policy were almost evenly split between those that wished the return of alcoholic beverages to the Councillors' lounge for civic purposes (five submissions), and those that advocated for the status quo of no alcoholic beverages in the Councillors' lounge (four submissions).

While the author has no strong opinion on the matter of the provision of alcoholic beverages the revised policy in its current form is better able to manage the appropriate and responsible service of alcohol in the Councillors' lounge should this be Council's decision.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **ADOPTS** the revised Council Policy – Use of the Councillors' Lounge, as follows.

### Committee Recommendation

**Moved Cr Buchanan, seconded Cr Edwards:**

That Council **ADOPTS** the revised Council Policy – Use of the Councillors' Lounge, as follows.

#### **Council Policy - Use of the Councillors' Lounge**

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

To outline the use and accessibility of the Councillors' Lounge by Councillors and guests.

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

Council members and guests hosted in the Councillors' Lounge.

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

##### **Permitted Use**

The following usage is permitted for the Councillors' Lounge –

- Council member access directly related to Council business;
- Hosting guests following a Council or Committee meeting;
- Hosting members of an official delegation on City business; and
- Hosting members of a non-Council meeting in which a Council member is a Council appointed delegate.

Use of the Councillors' Lounge for any purpose related to a Council Member's or other person's candidature for election is strictly prohibited. The Councillors' Lounge is not to be accessed on local government election days.

The Councillors' Lounge will be stocked with light refreshments, including snacks.

##### **Access Rights**

Other than Council members, the following persons are permitted access to the Councillors' Lounge –

- Council member hosted guests;
- City employees providing support to Council members; and
- City employees and contractors required to service the Councillors lounge.

### **Conditions of Access / Etiquette**

The Councillors' Lounge is provided as a working and relaxation area for Council Members. People in attendance are to ensure that courtesy and respect is shown for other users at all times. Persons in attendance must wear an acceptable standard of dress (minimum - smart casual).

In using the Councillors' Lounge a Council Member -

- must introduce their guest/s to others in attendance;
- is responsible for the hosting and conduct of their guest/s;
- must ensure that the supply of refreshments is not abused or removed from the vicinity of the Councillors' Lounge or the adjacent meeting rooms;
- when departing must escort their guest/s from the Councillors' Lounge and, where appropriate, from the Administration Building;
- must remain with their guest/s while they are in attendance, or make arrangements for another Member to host their guest/s in their absence;
- must ensure that the Councillors' Lounge is kept generally clean and tidy; and
- must ensure the Councillors' Lounge is kept secure in accordance with protocols in place.

Should a guest be a family member (or a person in the care) of a Council Member, the guest may remain in attendance for short durations while the Member attends Council business.

### **Complaint Handling**

A complaint of a breach of this policy by a Council Member or a guest is to be referred to the Mayor for investigation and resolution in accordance with procedure contained in the City of Rockingham Code of Conduct.

A complaint of a breach of this policy by the Mayor is to be referred to the Deputy Mayor for investigation and resolution in accordance with procedure contained in the City of Rockingham Code of Conduct.

A complaint of a breach of this policy by a City employee or a contractor is to be referred to the Chief Executive Officer for investigation and resolution.

### **Definitions**

Nil

### **Legislation**

Nil

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

City of Rockingham Code of Conduct

### **Responsible Division**

General Management Services

### **Review Date**

xxxxx

### **Proposed Amendment**

#### **Moved Cr Liley, seconded Cr Edwards:**

That the motion be amended to include the words -

"Alcohol to be allowed in the Councillors' Lounge supplied by the Councillors at their own expense."  
as the last sentence under "Permitted Use".

Committee Voting (Carried) – 3/2

(Cr Buchanan and Cr Cottam voted against)

The substantive motion was subsequently amended as follows and -

That Council **ADOPTS** the revised Council Policy – Use of the Councillors' Lounge, as follows.

### **Council Policy - Use of the Councillors' Lounge**

#### **Council Policy Objective**

To outline the use and accessibility of the Councillors' Lounge by Councillors and guests.

#### **Council Policy Scope**

Council members and guests hosted in the Councillors' Lounge.

#### **Council Policy Statement**

##### **Permitted Use**

The following usage is permitted for the Councillors' Lounge –

- Council member access directly related to Council business;
- Hosting guests following a Council or Committee meeting;
- Hosting members of an official delegation on City business; and
- Hosting members of a non-Council meeting in which a Council member is a Council appointed delegate.

Use of the Councillors' Lounge for any purpose related to a Council Member's or other person's candidature for election is strictly prohibited. The Councillors' Lounge is not to be accessed on local government election days.

The Councillors' Lounge will be stocked with light refreshments, including snacks.

**Alcohol to be allowed in the Councillors' Lounge supplied by the Councillors at their own expense.**

##### **Access Rights**

Other than Council members, the following persons are permitted access to the Councillors' Lounge –

- Council member hosted guests;
- City employees providing support to Council members; and
- City employees and contractors required to service the Councillors lounge.

##### **Conditions of Access / Etiquette**

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- is responsible for the hosting and conduct of their guest/s;
- must ensure that the supply of refreshments is not abused or removed from the vicinity of the Councillors' Lounge or the adjacent meeting rooms;
- when departing must escort their guest/s from the Councillors' Lounge and, where appropriate, from the Administration Building;
- must remain with their guest/s while they are in attendance, or make arrangements for another Member to host their guest/s in their absence;
- must ensure that the Councillors' Lounge is kept generally clean and tidy; and
- must ensure the Councillors' Lounge is kept secure in accordance with protocols in place.

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### **Complaint Handling**

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A complaint of a breach of this policy by the Mayor is to be referred to the Deputy Mayor for investigation and resolution in accordance with procedure contained in the City of Rockingham Code of Conduct.

A complaint of a breach of this policy by a City employee or a contractor is to be referred to the Chief Executive Officer for investigation and resolution.

### **Definitions**

Nil

### **Legislation**

Nil

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

City of Rockingham Code of Conduct

### **Responsible Division**

General Management Services

### **Review Date**

xxxxx

Committee Voting (Carried) – 3/2

(Cr Buchanan and Cr Cottam voted against)

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

To provide the capacity for Councillors to host and provide guests with alcoholic beverages without cost to the City.

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

Not Applicable

## General Management Services Strategy Marketing and Communications



<b>Reference No &amp; Subject:</b>	<b>GM-013/21</b>	<b>Entry Statement Concept designs for the purpose of public consultation</b>
File No:	ECD/73	
Proponent/s:		
Author:	Ms Nollaig Baker, Manager Strategy, Marketing and Communications	
Other Contributors:	Mr James Henson, Manager Land and Development Infrastructure Mr Michael Parker, Chief Executive Officer	
Date of Committee Meeting:	16 March 2021	
Previously before Council:	December 2018 (GM-049/18)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:	MRS Regional Road Reserve	
Lot Area:		
Attachments:	Concept Designs	
Maps/Diagrams:	Location Images: Patterson Road Median Mandurah Road Median Safety Bay Road Roundabout	

### Purpose of Report

To consider proceeding with the upgrade to the existing entry statements on Safety Bay Road, Mandurah Road and Patterson Road, Rockingham, following public advertising.

### Background

In the City's Strategic Community Plan (2019-2029) one of our community's aspiration is for Rockingham to be recognised and admired as a contemporary and vibrant destination, renowned for its natural beauty and world class coastal and marine environments.

Additionally, in the development of the Tourist Destination Strategy (2019–2024) a lack of identifiable destination and directional signage for visitors was identified as a weakness.

As a result, the City undertook an audit of its current signage at the primary entry roads and at its Ordinary meeting on 11 December 2018, Council resolved to;

***APPROVE*** the development of entry statement signage designs for the Safety Bay Road, Mandurah Road and Patterson Road municipal boundaries, based on the theme of the Kulija Road entry statement.

Given that the Kulija Road entry statement is recognised as meeting the City's branding and place-making objectives, the new entry statements for the other three primary entry roads into the city are planned to be variants to the Kulija Road approach.

In support of the site selection, the City also engaged GTA Consultants to carry out a risk assessment on the proposed locations for the entry statements and to assess and if necessary propose suitable barriers and traffic treatments to minimise possible vehicle collisions if believed warranted.

Following this assessment the City engaged with Main Roads WA (MRWA) for advice and in principle support to proceed to the design stage. Following which, they advised that in principle support could not be provided for the identified locations on Patterson Road and Mandurah Road as these roads are regional roads listed as controlled access and as a result a formal application would need to be made outlining the location, footprint and design parameters prior to any approval being granted. As the third location at the Safety Bay Road/Baldivis Road Roundabout is a City controlled road, MRWA approval is not required, however, the City has every intention of consulting with MRWA in the interests of orderly and proper planning.

Equipped with this knowledge, the City proceeded to a Request for Quote process for the development of Concept Designs in July 2020. The successful landscape consultant UDLA has since developed concepts for each location based on the comparable design elements applicable to the Kulija Road entry statement.

These draft concepts were then presented to Council at the January 2021 Engagement Session.

#### Details

Entry statements can be located in either the median or the verge, however medians are considered more suitable due to the two way visibility and the separation from verge side pedestrian movement. Traffic treatments to protect the artwork such as wire rope deflection barriers or W- Beams are also less desirable within the verge area.

Consequently, the Working Group agreed on sites within the median of Patterson Road and Mandurah Road; and in the centre of the Safety Bay/Baldivis Road Roundabout.

The reasoning was that the Patterson Road and Mandurah Road sites had no interferences from overhead power lines or street lights and the Safety Bay Road/Baldivis Road roundabout allows for 360 degree views of the entry statement.

To support this decision, GTA Consultants were engaged to carry out a risk assessment on the proposed locations and to develop site envelope concept designs for the installation for the proposed locations.

This included any treatments required to reduce the risk such as barriers and whether the material used to construct the statement is required to be frangible or non-frangible. It was assumed at the time that both Patterson Road and Mandurah Road would likely require wire rope barriers as hazard mitigation.

The appointed Landscape Architect's (UDLA) scope was always to develop three initial draft concept designs based on the Kulija Road entry statement design from which a preferred option would be selected following a period of public comment.

The first draft concepts named *Beacon*, *Totems* and *Kulija* formed part of the presentation at the January 2021 Council Engagement Session. The City's brand element of the iconic little penguin is a prominent feature on all three concepts and the use of both the English and Nyoongar language for the words – welcome and farewell are also a feature.

Following feedback from this session UDLA developed the final draft concepts as outlined in Appendix 1 for the purpose of seeking public comment.

Option 1: Beacon  
Option 2: Totem  
Option 3: Kulija

Following a proposed five week public consultation period, the outcomes will be presented to Council to approve the final concept. In the meantime the City will continue to engage with MRWA to facilitate approval.

To proceed to construction and installation subject to MRWA approval and completion of detailed design the City proposes that this project be scheduled in the following stages:

Patterson Road: 2021/2022

Mandurah Road: 2022/2023

Safety Bay Road/Baldivis Road Roundabout: 2023/2024

While all locations provide an equally relevant impact in promoting the City of Rockingham, the installation focus was based on the prominence and exposure to vehicular traffic entering the City on any one day.

The traffic volumes at each location are comparable, however, the south bound traffic on Paterson Road is marginally higher and therefore considered to be the main priority.

Location	Traffic Volumes
<b>Patterson Road ( South of Office Road)</b>	<b>17,223</b> Vehicle per day (southbound, 2020 MRWA traffic data)
<b>Patterson Road ( South of Charles Street)</b>	<b>15,217</b> vehicles per day (southbound, July 2018 City's traffic data)
<b>Mandurah Road (South of Singleton Beach Road)</b>	<b>14,839</b> vehicles per day (northbound, 2020 MRWA traffic data)
<b>Safety Bay Road (West of Kwinana Freeway)</b>	<b>14,217</b> vehicles per day (westbound, 2020 MRWA traffic data)

### Implications to Consider

**a. Consultation with the Community**

The Entry Statement concepts for all three (3) locations will be advertised for public comment by way of a publication in a local newspaper for a period of 35 days. A vote button will also be created on the City's website under 'Share your thoughts' to determine support for the respective options.

**b. Consultation with Government Agencies**

The City will continue to liaise with Main Roads WA and the Department of Planning, Lands and Heritage, in relation to the Entry Statement project. Additional consultation will also occur with the below-mentioned Government Agencies, following consent from Council to advertise the proposal

- (i) ATCO;
- (ii) Water Corporation; and
- (iii) Western Power

**c. Strategic**

Community Plan

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

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

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

**d. Policy**

Nil

**e. Financial**

The approved budget for the design development component of the project is \$70,000

Following the Council engagement session an amended budget for construction and installation is \$150,000 per site is proposed to limit expenditure to within what is considered to be achievable.

Subject to public consultation and Council approval the budget would be allocated in the subsequent revisions of the Business Plan.

Year	Location	Budget
2021/22	Patterson Road	\$150,000
2022/23	Mandurah Road	\$150,000
2023/24	Safety Bay Roundabout	\$150,000

To obtain the necessary approval from Main Roads WA, prior to moving to detailed design, and given the complexities attached to installing the Patterson Road and Mandurah Road signage on a controlled access highway, it will be necessary to request a variation to the original scope in the amount of approximately \$4000. This will include liaison with the traffic consultant to address all the relevant Main Roads regulation.

This will fund the consultant putting together an acceptable design package in order for MRWA to undertake a comprehensive assessment.

**f. Legal and Statutory**

Section 6(1) of the *Planning and Development Act 2005* states that local governments are entitled to section 6 exemptions from the requirement of a local planning scheme.

The City will however, need to comply with section 6(2) and 6(3) of the *Planning and Development Act 2005*, which requires the local government to:

- Have regard to the purpose and intent of the region planning scheme;
- Have regard to the orderly and proper planning and the preservation of the amenity of that locality; and
- Consult the WAPC to ensure that the public work will comply with subsection (2).

**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**

Entry statements are an important element of branding and place-making for local government. They can have many purposes from the identification of a location or boundary, increasing brand awareness, establishing a sense of community identity and pride, to enticing tourists to visit.

The City of Rockingham has four primary entry roads being Patterson Road, Kulija Road, Safety Bay Road and Mandurah Road. Each entry road has a different entry statement approach from the

elevated and distinctive signage and landscaping treatment on Kulija Road to no presence on Safety Bay Road.

The City's current entry statements at Patterson Road and Mandurah Road are disparate, dated and could be enhanced to better reflect the City's brand and image as the first point of entry for visitors and residents. The proposed entry statements will reflect the City's brand identity *where the coast comes to life* and the Community's vision to be recognised and admired as a contemporary and vibrant destination, renowned for its natural beauty and world class coastal and marine environments.

The City is keen to address the disparate approach to entry statements and facilitate an outcome which displays a consistent and recognisable theme. It is therefore recommended that Council support the concept designs and the locations for the purposes of seeking public comment.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council:

1. **APPROVES** the locations identified in the images below, subject to Main Roads WA approval.
2. **SUPPORTS** the draft entry statement concept designs for the purpose of seeking public comment on the preferred options.

### Committee Recommendation

**Moved Cr Buchanan, seconded Cr Cottam:**

That Council:

1. **APPROVES** the locations identified in the images below, subject to Main Roads WA approval.
2. **SUPPORTS** the draft entry statement concept designs for the purpose of seeking public comment on the preferred options.



1. Patterson and Alumina Road





2. Mandurah Road



3. Safety Bay Road

Committee Voting (Carried) – 3/2  
(Cr Buchanan and Cr Cottam voted against)

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

Not Applicable

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

Not Applicable

## Community Development

### Community Development Community Capacity Building



<b>Reference No &amp; Subject:</b>	<b>CD-007/21</b> <b>Reconciliation Action Plan 2021-2023</b>
File No:	CSV/3382-03
Proponent/s:	
Author:	Ms Belinda Trowbridge, Coordinator Community Capacity Building
Other Contributors:	Mr Steven Jacobs, Community Development Officer (Aboriginal Engagement) Ms Jillian Obiri-Boateng, Collaborative Manager Community Capacity Building Ms Julia Dick, Collaborative Manager Community Capacity Building
Date of Committee Meeting:	16 March 2021
Previously before Council:	25 February 2020 (CD-001/20)
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Executive
Site:	
Lot Area:	
Attachments:	1. Reconciliation Action Plan 2021-2023 2. Public comments on draft Reconciliation Action Plan 2020-2023
Maps/Diagrams:	

## Purpose of Report

To seek Council's adoption of the Reconciliation Action Plan 2021-2023 for submission to Reconciliation Australia for final endorsement.

## Background

At Council Meeting on 25 February 2020, it was resolved:

*"That Council **ENDORSES** the draft Reconciliation Action Plan 2020-2023 for the purpose of public and stakeholder comment."*



## Details

The draft Reconciliation Action Plan (RAP) 2020-2023 was open for public comment for a period of six weeks from 28 February to 8 April 2020. The length of the public comment period was extended beyond the standard 28 days due to the COVID-19 related restrictions and interruptions that may have impacted people's capacity to provide a response.

The City received seven submissions of feedback during the public comment period these all indicated support for the document. A summary of the submissions received is provided below.

At the commencement of the public comment period, the City provided the draft RAP 2020-2023 to Reconciliation Australia (RA) for feedback and conditional endorsement. On 24 April 2020 they provided extensive feedback regarding changes that were required to bring the document in line with the specific wording of actions that are required by RA to meet an Innovate RAP template. The intent of the original actions included in the draft can be achieved through the newly worded actions included in the final document.

Additional consultation with the Aboriginal Advisory Group (AAG) also considered the feedback received and provided additional comments and feedback on the revised document and in particular the Acknowledgment of Country statement.

Comment	Officer response
<p><i>Johnathon Ford</i>                      Suggestions regarding:</p> <ul style="list-style-type: none"> <li>Improved measures/KPIs</li> <li>A statement from 'our mob' regarding vision and aspirations</li> <li>Acknowledgment of Country</li> </ul> <p>General support for the RAP and the associated commitment to tourism and procurement.</p>	<p>The following inclusions have been incorporated:</p> <ul style="list-style-type: none"> <li>the 'Governance' key element and associated actions/deliverables as required by the Innovate RAP template</li> <li>a statement from the Chair of the Aboriginal Advisory Group</li> <li>Acknowledgement of Country statement endorsed by AAG.</li> </ul> <p>All comments are noted.</p>
<p><i>Trevor Roots</i>                      General comments indicating support for the RAP</p>	<p>Comments noted.</p>
<p><i>Jarl Andersen</i>                      General comments regarding reconciliation</p>	<p>Comments noted.</p>
<p><i>Michelle Sidebottom</i>                      Support for the RAP particularly regarding Aboriginal tourism and WAITOC (WA Indigenous Tourism Operators Council)</p>	<p>Comments noted.</p>
<p><i>Robert Taylor</i>                      Support for the RAP particularly regarding Aboriginal tourism and WAITOC (WA Indigenous Tourism Operators Council)</p>	<p>Comments noted.</p>
<p><i>Rita Lusted</i>                      Suggestions for the draft RAP included:</p> <ul style="list-style-type: none"> <li>A map to be included and also to be used as a pamphlet/brochure/handout</li> <li>Cultural protocols such as Welcome to Country should elaborate further and include the difference between a Welcome and an Acknowledgement</li> </ul>	<ul style="list-style-type: none"> <li>The City will endeavour to implement suggestion once the RAP is finalised.</li> <li>The City has a RAP Implementation Policy that describes to staff the difference between a Welcome to Country and an Acknowledgement of Country.</li> <li>This is covered by deliverable 6.1 "Investigate broadening the membership of the City's Heritage Advisory Committee to include a</li> </ul>

Comment	Officer response
<ul style="list-style-type: none"> <li>Matters regarding to Aboriginal heritage to go through the Aboriginal Advisory Group (AAG)</li> <li>Guidelines should be developed in consultation with the AAG</li> <li>AAG needs to become a committee</li> </ul>	<ul style="list-style-type: none"> <li>relevant qualified Aboriginal person (paid consultant) to advise stakeholders on Aboriginal heritage matters as they arise.</li> <li>The AAG will be involved in the development of guidelines in relation to City heritage matters.</li> <li>The AAG has discussed becoming a formal committee of Council, however its preference at this stage is to remain as an advisory group. Deliverable 1.2 regarding the 'engagement plan' has been expanded to include "leader to leader opportunities".</li> </ul>
<p><i>Karen Jacobs</i>                      Provided tracked changes within the draft document with suggestions for enhancements and improvements.</p>	<p>Most of the suggestions have been incorporated as required by the Innovate RAP template, and other improvements incorporated where relevant. All comments are noted.</p>

### Implications to Consider

**a. Consultation with the Community**

Significant consultation with community members, staff and Elected Members occurred and is reflected in the final document.

Consultants CSD Network and Kambarang were engaged to assist with the consultation process. Several consultations were held to develop the draft RAP including:

- RAP working group
- staff that identified that they would like to be Reconciliation Champions within the City
- Community members
- AAG

Extensive consultation with Reconciliation Australia (not a state or federal government agency) from April 2020 till February 2021 resulted in significant changes to the draft document and culminated in "conditional endorsement" status being achieved.

In addition to the public comment period, several drafts of the proposed actions/ document were presented to the AAG:

- By mail/email 9 October 2020, 1 February 2021
- By phone, week of 1 February 2021 as COVID-19 restrictions were in place
- At the AAG meetings on 8 October 2020, 19 November 2020 and 25 February 2021 where final endorsement was received.

**b. Consultation with Government Agencies**

Not Applicable

**c. Strategic**

Community Plan

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

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

**Strategic Objectives:** *Aboriginal heritage and inclusion: Strengthen relationships with Aboriginal people which foster mutual respect and support, and cultural awareness.*

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

**d. Policy**

The development of the RAP was guided by the Strategic Development Framework Policy (for Community Plan Strategies).

If approved, a review of the Acknowledgement of Country Council Policy will follow.

**e. Financial**

A total of \$405K will be incorporated into the relevant team plans over the strategy timeframe and where required incorporated into the City's business plan, for costs associated with the implementation of the RAP 2021-2023.

**f. Legal and Statutory**

Nil

**g. Risk**

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

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

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

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

Nil

## Comments

The overall feedback provided during the public comment period was positive and supported the actions outlined.

Subsequent feedback from RA resulted in significant changes to some areas of the document primarily to ensure alignment with specific wording required by RA. The changes required by RA and the delays caused by COVID-19 also meant that the timeframes for the draft RAP 2020-2023 were also updated to reflect the two year maximum timeframe for an Innovate RAP template which has resulted in a revised timeframe of 2021-2023. Conditional endorsement of the RAP has now been granted by RA.

As the AAG is the City's major engagement stakeholder in relation to the RAP, updated versions of the document were provided to them through a variety of mechanisms. The revised documents were presented for discussion at meetings, via email/mail and through follow up phone calls on several occasions from October 2020 to February 2021 culminating in a meeting of the AAG on 25 February 2021 where endorsement of the RAP was attained.

The revised RAP 2021-2023 will ensure the City has clearly identified key actions to deliver on its commitment to reconciliation within the Rockingham community.

## Voting Requirements

Simple Majority

## Officer Recommendation

That Council **ADOPTS** the Reconciliation Action Plan 2021-2023.

### Committee Recommendation

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

That Council **ADOPTS** the Reconciliation Action Plan 2021-2023.

Committee Voting (Carried) – 5/0

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

Not Applicable

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

Not Applicable

## Community Development Community Development



<b>Reference No &amp; Subject:</b>	<b>CD-008/21      Rockingham Renaissance Technopole Inc.</b>
<b>File No:</b>	ECD/125-05
<b>Proponent/s:</b>	Ms Christine Caseris, Chairman, Renaissance Technopole
<b>Author:</b>	Mr Michael Holland, Director Community Development
<b>Other Contributors:</b>	Ms Carly Kroczeck, Senior Project Officer Mr Scott Jarvis, Manager Economic Development and Tourism
<b>Date of Committee Meeting:</b>	16 March 2021
<b>Previously before Council:</b>	GM-024/18 (28 August 2018), GM-002/18 (23 January 2018), GM-014/17 (22 August 2017), GM-007/17 (28 March 2017)
<b>Disclosure of Interest:</b>	Mr Michael Parker declared an Impartiality Interest in Item CD-008/21 Rockingham Renaissance Technopole Inc. as detailed in Clause 3.3 of the City's Code of Conduct and as per Section 5.70 of the Local Government Act 1995, as he is on the Board of Directors for Rockingham Renaissance Technopole
<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

To provide Council with an update on the actions of the Rockingham Renaissance Technopole Inc. (RRTI) to date, and seek a decision on the level of support to be provided by the City now that a formal position on the availability of the Murdoch University Rockingham Campus has been received.

### Background

In March 2017, Council resolved to support the Rockingham Renaissance (RR) concept, along with the establishment of a research and development industry innovation hub at Murdoch University's Rockingham campus as follows:

1. **ENDORSES** the "Rockingham Renaissance" concept.
2. **SUPPORTS** the establishment of a research and development industry innovation hub at the Murdoch University Campus.
3. **SUPPORTS** the establishment of a defence related strategic economic development alliance between the City of Rockingham and the City of Cherbourg, France.

The overall aim of the RR concept, as outlined in the Council report, was to:

*....establish a sustained brand association between the City of Rockingham and "everything French". In essence it is proposed that the City becomes the Western Australian gateway to all French related investment, both defence and otherwise.*

The catalyst for this was the then impending award of the Federal Government's contract to build 12 new submarines for the Australian Defence Force to French group DCNS.

To facilitate the development of the RR concept, the City entered into a Memorandum of Understanding (**MOU**) with the French Scientific and Technological Exchanges and Space Research (**ESTER**) Technopole. The MOU set guiding principles for establishing cross-cultural links and understanding the French research, development and innovation model.

To support the RR concept, the March 2017 Council report outlined the potential to establish an industry innovation hub at Murdoch University's Rockingham Campus. The hub was to be structured in such a way that would satisfy criteria set by Australian State and Federal Government funding programs, but still operate in a manner that was similar to the French industry research and development model.

The RRTI was to be established as an independent not for profit entity, that would operate independently of the City of Rockingham.

In August 2017, the City prepared and presented to Council, an indicative budget for the setup of RRTI. At the 22 August 2017 Ordinary Council Meeting, Council resolved to:

1. *ALLOCATE* \$352,000 to facilitate the establishment of the Renaissance Technopole at Rockingham Murdoch Campus
2. *TRANSFER* \$352,000 from the Learning City Strategy fund.

These funds were to be used for legal costs associated with setting up a not for profit entity, engaging a consultant to develop a business plan, outgoings associated with the accommodation at Murdoch University, insurance, initial operational setup such as computers, printers, telephone, branding and software, as well as a 10% contingency to cover any unplanned expenses.

In October 2017, Murdoch University granted a non-exclusive licence to the City to occupy parts of the Rockingham Campus for a period of six months from 10 October 2017 to 10 April 2018. Once the initial six month period ended, the licence continued on a month to month basis up until 30 September 2020. This licence required the City to pay outgoings on a monthly basis, however due to protracted lease negotiations, the City and Murdoch University reached an agreement to cease paying outgoings from 31 December 2018.

In January 2018, a report was presented to Council with a range of initiatives that related to the setting up of the not-for-profit entity RRTI. At this meeting Council resolved to:

1. *DELEGATE* Authority to the CEO to appoint a Chairman and remaining directors to the Board of the not-for-profit entity, the Renaissance Technopole Inc.
2. *SUPPORT* further discussion with Murdoch University for the purposes of maximising security of tenure for the longer term.
3. *REQUEST* a briefing and progress report from the Renaissance Technopole Inc. Board in May 2018.

In February 2018, the City contracted Outcast Productions to assist with setting up the RRT as a not for profit entity and Jackson McDonald, solicitors was briefed to have RRTI registered as an incorporated association.

The majority of expenditure related to the August 2017 Council resolution to fund the establishment of the RRT occurred during this time. Actual expenditure documented is as follows:

Item	Estimated (\$)	Actual (\$)
Legal Costs	50,000	52,826
Trademark Registration	0	10,308
Business Plan Development and NFP establishment	90,000	73,263
Outgoings – Murdoch University	116,000	135,863
Insurance	20,000	0
Initial Operational Setup	45,000	2,576
Contingency	32,100	0
<b>TOTAL</b>	<b>352,000</b>	<b>274,836</b>
<b>SURPLUS/DEFICIT</b>		<b>(77,163)</b>

Table 1: RRT Expenditure 2017/2018

The City has since transferred the unused portion of the allocated \$352,000 to the RRTI to assist with the initial operational setup. RRTI has advised that it has approximately \$20,000 remaining of the original \$352,000 provided.

The above expenditure is in addition to other expenses incurred by the City in investigating and developing the initial RR concept prior to the 2017 resolutions of Council, as well as other expenses incurred outside of the set up costs of RRTI. These expenses include: membership to the French Australian Chamber of Commerce and Industry (**FACCI**), travel expenses, as well as substantial officer time at a manager, director and Chief Executive Officer level.

In 2018, an operating budget was prepared by Outcast Productions, with assistance from KPMG for the first two years of the RRTI's operations. The budget was submitted to the City for consideration, and was subsequently presented to Council in August 2018. It was noted in the report to Council that the preparation of a budget for RRTI, being a unique concept was extremely difficult, and there could be significant variation in the predicted revenue and expenses.

The budget, as shown below, identifies an operating deficit in year one and an operating surplus in year two. The budget was developed on the basis of receiving substantial income from subleasing office space and laboratories at Murdoch University's Rockingham Campus, estimated at \$817,200 in year one and \$1,225,300 in year two.



	Proposed Budget Year One (Estimates)	Proposed Budget Year Two (Estimates)
<b>Operating Income</b>		
Membership	\$ 195,100	\$ 292,650
Leasing Offices	\$ 337,200	\$ 505,800
Leasing Laboratories	\$ 480,000	\$ 720,000
Other Income	\$ 94,550	\$ 134,325
<b>Total Operating Income</b>	<b>\$ 1,106,850</b>	<b>\$ 1,652,775</b>
<b>Operating Expenditure</b>		
Lease Costs (outgoings)	\$ 116,000	\$ 116,000
Salaries	\$ 280,392	\$ 420,588
IT	\$ 100,000	\$ 150,000
Utilities	\$ 60,000	\$ 90,000
Set up and other expenditure	\$ 561,750	\$ 776,588
<b>Total Operating Expenditure</b>	<b>\$ 1,118,142</b>	<b>\$ 1,205,713</b>
<b>Net year one operating position</b>	<b>\$ -11,292</b>	<b>\$ 447,062</b>
Balance of funds available from initial start up	\$ 68,384	\$ 0
<b>End of Year Financial Position</b>	<b>\$ 57,092</b>	<b>\$ 447,062</b>

Table 2: Proposed Budget – RRT Year One and Two

The above budget was used as the basis for seeking Council approval to underwrite the operating expenses of RRTI. Taking into consideration the budget was likely to be fluid and highly dependent on being able to lease office space and attract members, officers recommended financial support higher than the projected deficit to Council for consideration.

After consideration of the budget, and actions required to establish the RRT, on the 28 August 2018 Council resolved to:

1. *APPROVE the underwriting of operating deficits of Rockingham Renaissance Technopole Inc. to a maximum \$250,000 per year for two years.*
2. *ALLOCATE \$250,000 in the 2018/2019 Annual Budget to provide for any operating deficit that the Rockingham Renaissance Technopole Inc incurs in that financial year.*
3. *RESOLVE to amend the Council's resolution of 23 January 2018 as follows:  
DELEGATES Authority to the Chief Executive Officer to appoint Members to the not for profit entity, the Rockingham Renaissance Technopole Inc.*
4. *APPOINT the Chief Executive Officer as a Member of the Rockingham Renaissance Technopole Inc.*
5. *DELEGATE to the Chief Executive Officer, pursuant to section 5.42 of the Local Government Act 1995, the authority to determine the conditions to which the underwriting of operating deficits will be subject.*
6. *DIRECT the Chief Executive Officer to develop and implement systems to ensure the City is kept fully informed of the financial position of Rockingham Renaissance Technopole Inc.*

To date, the City understands that the RRTI has not derived substantial income from the sources identified in the budget, and there has not been substantial expenditure against key items.



RRTI held its first board meeting on 6 September 2018 and was registered as an incorporated association on 5 October 2018.

In March 2020, Council endorsed the Economic Development Strategy 2020 -2025. This Strategy included an ongoing action related to RRTI as follows:

*7.2.8 Maintain current level of support provided to the Rockingham Renaissance Technopole, in line with Council resolution GMS-014/17, August 2017.*

### Details

On Wednesday 9 February 2021, the Chairperson of RRTI provided Councillors with a project update. On Friday 12 February 2021, the City received correspondence from the Chairperson requesting from the City:

1. *A letter of support from the CoR highlighting the City's enthusiasm in assisting the project as originally experienced.*
2. *The current position of the City regarding future funding in-line with the original 250K proposed regardless of Murdoch. Current cash on hand is approx. 20K which is insufficient to cover establishment expenses.*
3. *The cities view should the board wish to pursue alternative funding (other than CoR) on the basis that no further funding is provided by the CoR.*

The request from RRTI to remove the link between funding to underwrite operating expenses and securing a formal commitment with Murdoch University came about due to Murdoch University advising RRTI that it was no longer able to provide access to space at the Rockingham Campus. Murdoch University indicated it would be reviewing all existing business decisions and recommended that RRTI re-engage with it in early 2021. In March 2021, Murdoch University advised in writing that *"Murdoch University has progressed its review as outlined in our previous correspondence. We can confirm that the Murdoch University Rockingham Campus will be allocated for other purposes and accordingly, will be unavailable for use by the Renaissance Technopole."* If RRTI is to continue with the development of a research and innovation hub, it will need to secure an alternate venue.

RRTI has indicated that a number of businesses have expressed an interest in becoming a member of RRTI. It is understood by the City, that none of those businesses have formalised their interest and become financial members, and that a major stumbling block has been the RRTI's inability to formalise lease arrangements with Murdoch University and the fact the City's underwriting was tied to use of the Rockingham Campus.

The City understand RRTI has relied on the City's financial contribution to fund operating expenses.

### Implications to Consider

**a. Consultation with the Community**

Nil

**b. Consultation with Government Agencies**

Nil

**c. Strategic**

Community Plan

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

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

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

**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.*

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

**d. Policy**

Nil

**e. Financial**

If Council chooses to alter the August 2018 resolution and provide \$250,000 upfront over two years to fund, rather than underwrite the operating costs of RRTI, funding is available in the 2020/2021 annual budget.

**f. Legal and Statutory**

The City has not entered into any legal agreements with RRTI to fund operating costs.

The Rules of Association of RRTI specify the CEO of the City of Rockingham (or delegate) must be a member of the RRTI Board. Unless the Rules of the Association are altered by the Board, this requirement will still stand, and the CEO will continue to be a member of the Board.

**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**

If successful, RRTI has the potential to attract large scale investment to the City. It is a unique concept that has the potential to create employment opportunities, and contribute towards marketing Rockingham as a desirable location for businesses to establish in support of the defence industry.

Since the original RR concept was developed, the economic climate and ability to forge international relationships has changed significantly. The ongoing health pandemic has prevented international travel, and has had a major financial impact on businesses locally, nationally and internationally. It is unknown when international travel may resume, and given the impact COVID-19 has had on many European countries, the ability to continue resourcing investment in developing international relations such as that between Rockingham and France, which is central to the success of the RRT, is unknown.

Over the last few years, the involvement and support of the State Government in driving innovation to create additional employment opportunities in the defence and trade areas has increased. Since the creation of the RR concept, a number of defence and trade related initiatives have been announced. These include:

- Western Trade Coast (WTC) – a 3,900 hectare industrial region designed as a gateway to global industry;
- Investment in the Australian Marine Complex, world class centre for excellence in fabrication, assembly, maintenance and technology servicing defence, marine, oil and gas industries;
- Commitment to Westport – a future container port and transport link; and
- Greater investment by the Department of Jobs, Tourism, Science and Innovation to create local jobs and a stronger, more diverse Western Australian (WA) economy.

In addition, the WA Labor Party, if re-elected in the upcoming State election, has committed to establishing a global high-tech manufacturing hub as part of the southern industrial precinct between Henderson, Latitude 32, Rockingham and Kwinana. Once established, the area will become a consolidated strategic industrial hub to support developing industries such as batteries, hydrogen, renewable energy and defence. Although the project is still in the early stage, it appears to have similarities with the RR concept in trying to attract global investment into the defence industry.

Since its inception, RRTI has spent considerable time promoting the opportunities that exist in Rockingham and the competitive advantages associated with being located close to Garden Island, the WTC, Murdoch University, TAFE and the future Smart Village. Several international delegations have been hosted by RRTI and visited Rockingham and Murdoch University. The City has also addressed various international delegations, including the FACCI to promote the RRTI.

As the option of subleasing office space and laboratories at Murdoch University's Rockingham Campus is no longer viable, and with the need to establish a physical base in Rockingham, RRTI has entered into a commercial lease agreement for the old ANZ branch located on the Rockingham Foreshore. Whilst this venue may provide an administration base for RRTI, there are no set opening hours or staffing arrangements in place. The location is not consistent with the original vision, nor the Council resolution to endorse the development of a research and innovation hub at Murdoch University. RRTI no longer has the ability to generate income through the sublease of the laboratories and office spaces that would have been available to businesses, if the accommodation arrangement with Murdoch University had come to fruition. Generation of income by way of subleasing was a key component of the financial model prepared for this project and it now means RRTI is somewhat reliant on income generated through membership fees and hosting events. When compared with the possibilities surrounding the activation and co-location of key industry stakeholders at Murdoch University, the current location of RRTI limits opportunities to bring together industry to drive innovation and generate employment opportunities in Rockingham.

Beyond the establishment of RRT as a not for profit incorporated entity and the establishment and development of relationships set out above, there has been little in the way of tangible outcomes achieved (eg income generated or memberships secured). This is by no means a discredit to the work of the RRT Chairperson and Board. With all of the above road blocks in place (including the vastly different world economy) there is currently little evidence to suggest that RRTI will become financially sustainable in the short to medium term regardless of the City's direct financial assistance.

Given that RRTI does not have access to the meeting rooms and laboratories at Murdoch University, identified as the main income generator, there is now a significant gap in the financial model developed in 2018. At no time, was the City's concept to fully fund the operating costs of RRTI.

In assessing the request from RRTI to consider providing \$250,000 over two years (i.e. a total of \$500,000) as a contribution towards operating costs, rather than being used to underwrite an operating deficit, officers have considered the following:

- Current and past financial position of RRTI, and alignment to the Business Plan/financial model developed by KPMG
- The level of financial support and officer time the City has already invested
- Funding committed by external parties to assist with operating costs
- Current and future membership potential
- The outcomes achieved to date
- The proposed future strategy for establishing a research and innovation hub in the absence of a lease with Murdoch University
- The long term financial sustainability of RRTI
- The strategic direction of the City as outlined in relevant Community Plan Strategies
- State Government projects with similar aims
- The current and future financial position of the City

After considering all of this information, it is difficult for officers to recommend a change to previous Council resolutions and the action identified in the Economic Development Strategy (2020 -2025). On this basis, it is recommended that Council does not provide additional upfront financial support to RRTI. The RR concept has merit in line with the original concept, however due to the change in the local and global environment as described earlier, it seems the concept has changed over the last few years and it is no longer aligned to Council's original resolution that aimed to activate Murdoch University's Rockingham Campus.

It needs to be acknowledged that the economic climate has changed in the time since Council resolved to support the RR concept. Noting the financial impact the health pandemic has had on businesses and individuals, as well as Council's expressed desire to keep rates as low as possible, it is difficult for officers to be satisfied that providing additional upfront financial support to RRTI will provide a tangible benefit to both the City and community.

RRTI is in a situation where it needs to generate income through sources other than leasing office space and laboratories at Murdoch University to remain financially viable. As RRTI is an independent body, officers have no objection if, in the absence of financial support from the City, RRTI chooses to seek financial support from other sources to assist in funding operating costs.

The original RR concept has merit. It was a worthwhile project for the City to attempt to bring to fruition for the economic development and employment opportunities it may have generated. The City will continue to support the RRT Board where possible.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council:

1. **ACKNOWLEDGES** the Rockingham Renaissance Technopole Inc. Board for their commitment and dedication to the Technopole project.
2. **NOT SUPPORTS** the request from the Rockingham Renaissance Technopole Inc. to provide an upfront financial contribution of \$250,000 to fund their operating expenses.
3. **SUPPORTS** the Rockingham Renaissance Technopole Inc. Board to seek alternate funding.

### Committee Recommendation

Moved Cr Buchanan, seconded Cr Davies:

That Council:

1. **ACKNOWLEDGES** the Rockingham Renaissance Technopole Inc. Board for their commitment and dedication to the Technopole project.
2. **NOT SUPPORTS** the request from the Rockingham Renaissance Technopole Inc. to provide an upfront financial contribution of \$250,000 to fund their operating expenses.
3. **SUPPORTS** the Rockingham Renaissance Technopole Inc. Board to seek alternate funding.

Committee Voting (Carried) – 4/1

(Cr Cottam voted against)

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

Not Applicable

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

Not Applicable

<b>13.</b>	<b>Reports of Councillors</b>
	Nil
<b>14.</b>	<b>Addendum Agenda</b>
	Nil
<b>15.</b>	<b>Motions of which Previous Notice has been given</b>
	Nil
<b>16.</b>	<b>Notices of motion for Consideration at the Following Meeting</b>
	Nil
<b>17.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision of the Committee</b>
	Nil
<b>18.</b>	<b>Matters Behind Closed Doors</b>
	Nil
<b>19.</b>	<b>Date and Time of Next Meeting</b>
	The next Corporate and Community Development Committee meeting will be held on <b>Tuesday 20 April 2021</b> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.
<b>20.</b>	<b>Closure</b>
	There being no further business, the A/Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at <b>4:55pm</b> .