



# City of Rockingham

## MINUTES

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

Held on Tuesday 13 December 2022 at 4:00pm  
City of Rockingham Council Chamber




**City of Rockingham**  
**Corporate and Community Development**  
**Committee Minutes**  
**4:00pm Tuesday 13 December 2022**



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<div>City of Rockingham</div> <div>Corporate and Community Development Committee Meeting Minutes</div> <div>Tuesday 13 December 2022 - Council Chamber</div> <div></div>																																																					
1.	<b>Declaration of Opening</b> <p>The Chairperson declared the Corporate and Community Development Committee meeting open at <b>4:00pm</b> and welcomed all present.</p> <p><b>Acknowledgement of Country</b></p> <p>The Chairperson noted that the City of Rockingham acknowledges the Traditional Owners and Custodians of this land, the Binjareb and Whadjuk Nyoongar peoples and their continuing connection to the land, waters and community. We pay our respects to all members of Aboriginal communities and their cultures; and to Elders past and present.</p>																																																				
2.	<b>Record of Attendance/Apologies/Approved Leave of Absence</b> <table><tr><td><b>2.1 Council Members</b></td><td></td></tr><tr><td>Cr Leigh Liley</td><td>Chairperson</td></tr><tr><td>Cr Rae Cottam</td><td></td></tr><tr><td>Cr Caroline Hume</td><td></td></tr><tr><td>Cr Robert Schmidt</td><td></td></tr><tr><td>Cr Mark Jones</td><td>Deputising for Cr Buchanan</td></tr><tr><td>Cr Mark Wormall</td><td>Deputising for Cr Davies</td></tr><tr><td>Cr Dawn Jecks</td><td>Observer</td></tr><tr><td><b>2.2 Executive</b></td><td></td></tr><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 Jim Olynyk, JP</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 Alvin Santiago</td><td>Manager Financial Services</td></tr><tr><td>Ms Nollaig Baker</td><td>Manager Strategy and Corporate 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 Mary-Jane Rigby</td><td>Manager Community Safety and Support Services</td></tr><tr><td>Mr Paul Hayward</td><td>Manager, Community Capacity Building</td></tr><tr><td>Ms Fran Bullock</td><td>A/Manager Library and Information Services</td></tr><tr><td>Ms Melissa James</td><td>A/Manager Economic Development and Tourism</td></tr><tr><td>Ms Sue Langley</td><td>Governance Officer</td></tr><tr><td>Ms Diane Zanre</td><td>PA to Director Community Development</td></tr><tr><td>Mr Codie Burrows</td><td>Business Trainee</td></tr></table>	<b>2.1 Council Members</b>		Cr Leigh Liley	Chairperson	Cr Rae Cottam		Cr Caroline Hume		Cr Robert Schmidt		Cr Mark Jones	Deputising for Cr Buchanan	Cr Mark Wormall	Deputising for Cr Davies	Cr Dawn Jecks	Observer	<b>2.2 Executive</b>		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 Jim Olynyk, JP	Manager Governance and Councillor Support	Mr Michael Yakas	Manager Customer and Corporate Support	Mr Alvin Santiago	Manager Financial Services	Ms Nollaig Baker	Manager Strategy and Corporate Communications	Mr Nick Brown	Manager Community and Leisure Facilities	Mr Gary Rogers	Manager Community Infrastructure Planning	Ms Mary-Jane Rigby	Manager Community Safety and Support Services	Mr Paul Hayward	Manager, Community Capacity Building	Ms Fran Bullock	A/Manager Library and Information Services	Ms Melissa James	A/Manager Economic Development and Tourism	Ms Sue Langley	Governance Officer	Ms Diane Zanre	PA to Director Community Development	Mr Codie Burrows	Business Trainee
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	<p><b>2.3 Members of the Gallery:</b> 1</p> <p><b>2.4 Apologies:</b> Cr Craig Buchanan, JP Cr Sally Davies</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>4:01pm</b> The Chairperson opened Public Question Time and invited members of the Public Gallery to ask questions. The 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 Hume, seconded Cr Cottam:</b></p> <p>That Committee <b>CONFIRMS</b> the Minutes of the Corporate and Community Development Committee Meeting held on 15 November 2022, as a true and accurate record.</p> <p style="text-align: right;">Committee Voting (Carried) – 6/0</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 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>4:03pm</b> The Chairperson asked if there were any interests to declare. There were none.</p>
<b>9.</b>	<b>Petitions/Deputations/Presentations/Submissions</b>
	Nil
<b>10.</b>	<b>Matters for which the Meeting may be Closed</b>
	Nil

11.	<b>Bulletin Items</b>
	<p><b>Corporate and General Management Services Information Bulletin – December 2022</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 Authority - Online Timesheets (OLT)</li> <li>3.2 Implementation - Active Carrot</li> <li>3.3 Online Rostering</li> <li>3.4 Mandalay Upgrade</li> </ol> </li> <li>4. Information Items <ol style="list-style-type: none"> <li>4.1 List of Payments November 2022</li> <li>4.2 Monthly Financial Management Report October 2022</li> <li>4.3 Amendment to Rate Record - Write Off</li> <li>4.4 Development Contribution Scheme</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</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 Freedom of Information (FOI) Requests</li> <li>4.2 Council Member Requests</li> <li>4.3 Citizenships</li> <li>4.4 Australian Coastal Councils Association Inc. Newsletter</li> <li>4.5 WALGA Quarterly Overview Report for the City of Rockingham</li> <li>4.6 Coming Events</li> <li>4.7 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> <p><b>Strategy, Marketing and Communications</b></p> <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 Strategic Community Plan (2019-2029) - Major Review</li> <li>3.2 Customer Satisfaction Survey 2022</li> </ol> </li> </ol>

	<ul style="list-style-type: none"><li>4. Information Items<ul style="list-style-type: none"><li>4.1 Team Plan</li><li>4.2 Signage Framework Policy</li><li>4.3 Community Engagement -Share your thoughts</li><li>4.4 Social Media</li><li>4.5 Media Tracking</li></ul></li></ul> <p><b>Legal Services &amp; General Counsel</b></p> <ul 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<ul style="list-style-type: none"><li>Provision of Legal Advice<ul 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 Fair Work Commission</li><li>4.5 Industrial Magistrates Courts</li><li>4.6 District Court</li></ul></li></ul></li></ul>
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### Committee Recommendation

**Moved Cr Hume, seconded Cr Cottam:**

That Council Members acknowledge having read the Corporate and General Management Services Information Bulletin – December 2022 and the content be accepted.

Committee Voting (Carried) – 6/0

	<p><b>Community Development Information Bulletin – December 2022</b></p> <p><b>Community Safety and Support Services</b></p> <ul 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<ul style="list-style-type: none"><li>3.1 Alcohol Management Plan</li><li>3.2 Community Services Mapping</li><li>3.3 CCTV Plan</li><li>3.4 Assertive Outreach</li><li>3.5 Social Connection and Support Pilot Project</li><li>3.6 Community Safety and Support Services Strategy Implementation</li></ul></li><li>4. Information Items<ul 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 Community Engagement</li></ul></li></ul> <p><b>Library Services</b></p> <ul 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<ul style="list-style-type: none"><li>4.1 October 2022 Library Services Statistics</li><li>4.2 Mary Davies Library and Community Centre</li></ul></li></ul>
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	<ul style="list-style-type: none"><li>4.3 Baldivis South Community Centre</li><li>4.4 Rockingham Library</li><li>4.5 Safety Bay Library</li><li>4.6 Warnbro Community Library</li><li>4.7 October 2022 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 Lark Hill Sportsplex Northern Expansion</li><li>4.4 Mike Barnett Sports Complex – Outdoor Netball Courts</li><li>4.5 Stan Twight Reserve Clubroom Redevelopment</li><li>4.6 Anniversary Park Clubroom Masterplan</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>3.1 Seniors Strategy</li><li>3.2 Health and Wellbeing Strategy</li><li>3.3 Cultural Development and the Arts Strategy</li></ul></li><li>4. Information Items<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 Families</li><li>4.7 Sports and Recreation</li><li>4.8 Health and Wellbeing</li><li>4.9 Rockingham Youth Centre (RYC)</li><li>4.10 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 Aqua Jetty</li><li>4.2 Rockingham Aquatic Centre</li><li>4.3 Warnbro Community Recreation Centre</li><li>4.4 Mike Barnett Sports Complex</li><li>4.5 Warnbro Community Recreation Centre Master Plan</li><li>4.6 Bert England Lodge</li><li>4.7 Mike Barnett Sports Complex Master Plan</li><li>4.8 Gary Holland Community Centre</li><li>4.9 Autumn Centre</li></ul></li></ul>



	<b>Economic Development and Tourism</b>
1.	Economic Development and Tourism Team Overview
2.	Human Resource Update
3.	Project Status Reports
	3.1 Local Business Development
	3.2 Iconic Economic Development / Tourism Events
	3.3 Destination Marketing
	3.4 Visitor Servicing Fee for Service
4.	Information Items
	4.1 Stakeholder Engagement - Economic Development
	4.2 Stakeholder Engagement - Tourism

### Committee Recommendation

**Moved Cr Jones, seconded Cr Hume:**

That Council Members acknowledge having read the Community Development Information Bulletin – December 2022 and the content be accepted.

Committee Voting (Carried) – 6/0

## 12. Agenda Items

### Corporate Services

Corporate Services Director and Support		
<b>Reference No &amp; Subject:</b>	CS-018/22	City Business Plan 2023/2024 to 2032/2033 (November 2022)
File No:	CPM/7-02	
Proponent/s:		
Author:	Mr John Pearson, Director Corporate Services	
Other Contributors:		
Date of Committee Meeting:	13 December 2022	
Previously before Council:	17 May 2022 (CS-004/22)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	1. City Business Plan 2023/2024 to 2032/2033 (November 2022)	
Maps/Diagrams:		

### Purpose of Report

The purpose of the report is to adopt the City Business Plan 2023/2024 to 2032/2033.

### Background

The City of Rockingham's Business Plan provides a 10-year financial overview of its operations. Pursuant to the Council Policy – Strategic Development Framework, the City's Business Plan must be reviewed and adopted by Council in December and May each financial year. The last version of the City Business Plan was adopted at the May 2022 Council meeting.

### Details

The November 2022 edition of the City Business Plan is not prepared to meet the statutory requirements of the *Local Government Act 1995*. This occurs in the April 2022 edition.

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

It also provides an overview of the main community infrastructure projects. This is particularly relevant in local governments with rapidly growing populations such as the City of Rockingham. The table below provides information on the City's Community Infrastructure construction program.

<b>Community Infrastructure Plan (CIP) Projects</b>	<b>Construction Start Year</b>	<b>Total Project Cost (\$)</b>
Aqua Jetty Stage 2	2023/2024	\$27,600,310
Stan Twight Reserve Clubroom Extension	2022/2023	\$4,520,000
Baldivis Outdoor Recreation Space	2022/2023	\$2,245,000
Baldivis District Sporting Complex (outdoor courts and junior pavillion)	2022/2023	\$4,255,000
Anniversary Park Master Plan	2024/2025	\$3,022,000
Rockingham Foreshore Activity Node	2026/2027	\$2,752,000
East Baldivis Recreation Reserve	2027/2028	\$6,413,000
Baldivis South Outdoor Courts	2028/2029	\$1,262,000
Secret Harbour Community Library	2028/2029	\$1,294,000
Rockingham Aquatic Centre Redevelopment	2028/2029	\$14,784,000
Waikiki/Warnbro Outdoor Recreation Space	2030/2031	\$1,185,000
Lark Hill Sportsplex Northern Expansion	2031/2032	\$17,328,000
Arpenteur Park Master Plan	2032/2033	\$3,427,000

<b>Other Civic/Civil Development</b>	<b>Construction Start Year</b>	<b>Total Project Cost (\$)</b>
Shoalwater/Safety Bay Foreshore Carlisle to Bent	2024/2025	\$11,000,000
Lotteries House/Administration refit	2023/2024	\$3,000,000
Autumn Centre Expansion	2025/2026	\$3,300,000
New Southern Depot	2027/2028	\$25,000,000

Importantly, the above table represents a start date only and should be read in context with the key assumptions contained in the Business Plan document and Community Infrastructure Plan (CIP). These dates may change depending on the accuracy of these assumptions. Further, readers may note the some projects are prior year. This is due to multiple year construction timeframes and the requirement for financial allocations in future years.

#### **Key Assumptions:**

- All revenues and expenses from the Millar Road Landfill Facility have been quarantined and clearly indicated where included. Implications associated with alternate waste treatments beyond landfilling have been included where these are known.
- The figures included within the Plan are based upon present conditions, as well as projections based on current knowledge. Based on commentary from the Reserve Bank of Australia, the Consumer Price Index nationally is expected to peak at approximately 8% in 2022 and 4.75% in 2023.

- Rate increases for the first year of the Plan are 5.4%, years two and three of the Plan is 4.9%, years four and five are 3.8%, years six and seven are 2.8% and years eight, nine and ten are 3.5%. The Plan allows for money at 0.25% of rates for four years from year two to year five to be allocated directly to coastal hazard risk management and adaptation planning (CHRMAP). These funds will be transferred directly into cash reserves each and every year. This is net of natural rate growth, which is expected to be approximately 1%. Depending on future economic conditions, this will likely change.
- The City of Rockingham is a minimum Financial Assistance Grant (FAGs) local government and receives FAGs in line with population growth. This is anticipated to grow in line with population and can be reasonably anticipated.
- Grants for major capital programs will be available on some occasions. With the exception of road grants, capital grants have been included where known and approved. Capital road grants have been averaged or included as expected for the duration of the Plan.
- Recurring operational grants have been calculated to increase by 2% per annum.
- Contributions and reimbursements have been calculated to increase at 2% per annum.
- The City's fees and charges will be put before Council prior to budget adoption, with the annual yield of these expected to be increased by at least 2% per annum.
- Increases in the sanitation charges will be in line with expense requirements and are submitted to Council via the fees and charges.
- Interest on investments of the City's "unrestricted funds" is expected to remain static. While interest on investments may increase, cash on hand must be available to receive the interest. There will be variations to the interest earnings on each of the City's cash reserve accounts due to the fluctuations in the amounts transferred into and out of the respective reserve accounts. All interest related to cash reserves is earmarked to be deposited into the related reserve.
- State planning policies allow for local governments to collect revenue from "new" residential land parcels and selected residential dwellings created within the City boundaries. The City has implemented a Developer Contribution Scheme and is collecting revenue for newly created residential land/dwellings within the City boundaries. The City now has ten years of history related to contributions and the accuracy of population forecasts. Given the uncertainty associated with predicting the land development activity in recent years, careful attention needs to be kept on revenues received. Receipt values have been amended down in the short term to reflect decreased land activity but by the end of the Scheme, land development remains similar to prior year predictions.
- For all other income, allowances have been made for these to increase by approximately 2% per annum with the exception of landfill revenue, which is likely to decline. This is related to the commencement of waste to energy facilities in proximity to the Millar Road Landfill Facility and the requirements being imposed on local government related to the State Waste Strategy.
- Employee costs are expected to increase in line with industry expectations in the forthcoming years. This will need to be reviewed annually with staff number increases related to population growth. A 1.5% increase in the employee cost is directly related to population growth. Years 2022 to 2024 see increases in staff numbers due to the opening of the Baldivis Indoor Recreation Centre and the expansion of Aqua Jetty.
- Materials and contractors is an area where there can be large cost fluctuations depending upon what is planned. A base figure used from a modified prior average of the last five years, with 2% annual increases. It is traditionally very difficult to predict.
- Utilities have been calculated to increase at 3% per annum for 2 years and 2% thereafter. Historically this has been difficult to estimate, particularly related to electricity costs. Unit rates for power have been known to increase in past years by much more than inflation.
- Insurances have been calculated to increase by 5% for the first year and 2% thereafter. It is known that the current insurance market is difficult and given recent natural disasters, costs are likely to increase. There is potential for insurance costs to increase substantially above 2%. This situation is being monitored and may require future changes in assumptions.

- Transfers to and from reserves are to occur as per the separate Reserves Summary which is included in section 4 of the Plan. Cash reserves are a mixture of cash held by statutory requirement and by decision of Council. The ratio of this mixture will adjust year-in, year-out according to prevailing conditions.
- The details of loans projected to be repaid each year are shown on the Loans Summary, which is included in section 4 of the Plan. Proposed borrowings are directly related to projects. The City has implemented a modified Gross Debt to Operating Revenue Ratio to measure suitable debt to be held on the balance sheet. This ratio for any given year should not exceed 45%. A Debt Servicing Ratio is also used which is not to exceed 8%.
- All opening balances are determined to be zero. This will be reviewed in future plans and on an annual basis.

### Implications to Consider

a. **Consultation with the Community**

Nil

b. **Consultation with Government Agencies**

Nil

c. **Strategic**

Community Plan

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

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

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

d. **Policy**

The Plan has been prepared in accordance with Council Policy - Strategic Framework and was discussed at a Councillor Engagement Sessions in November 2022.

e. **Financial**

Nil

f. **Legal and Statutory**

This version of the City Business Plan is not written to comply with Regulation 19DA of the *Local Government (Administration) Regulations 1996*. This occurs in May annually.

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

g. **Risk**

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

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

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

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

Nil

## Comments

This Plan, similar to prior years, requires significant resources to be delivered to new community infrastructure in the coming decade and keeps rate increases to a minimum. The COVID-19 pandemic has had significant impact on traditional City revenues, particularly rates income and fees and charges. Western Australia has recently been released from State of Emergency provisions.

Given the population growth of the City, the construction of new facilities to service the community needs to be matched with the replacement of existing assets and buildings. A balance between these goal areas is always difficult and catering for specific needs can vary between years. The cost of any new item needs to be fully investigated and taken into account, with those costs projected across the years. Given the current heated economy, difficulties are also being encountered in attracting contractors to perform work. Notes 3.1 to 3.7 of the Plan provides required asset management funding in accordance with adopted asset management models and plans. Importantly, Council is able to identify what actions are proposed to be taken over the coming five years.

Millar Road Landfill revenue is being monitored. Alternate waste treatments do not attract State Landfill Levy and revenue is going to decrease significantly once these facilities are operating. The City needs to prepare itself for a time when extraordinary revenue from this facility does not exist. This has been known for some time and adjustments have been made. If this happens sooner rather than later, rate increases or alternate revenues would need to be found to cover the loss in income or reduce the program of construction of infrastructure delivery.

The Business Plan follows the direction of prior plans and still maintains services. Councillors should note debt is planned. While this is highly variable, this plan intends to borrow significantly. This may reduce should other revenue streams become available. Importantly, it remains within acceptable levels.

Allocations to CHRMAP have been provided for as explained in the Key Assumptions section of this report. Should this plan prove accurate, subject to direct rate revenue allocations from year two of the Plan onwards, it is anticipated approximately \$12 million will be held in cash reserves.

Significant increases are being experienced in construction and maintenance costs which are concerning. However, these have been catered for in the CIP so therefore captured. Significant uncertainty exists with civil work costs given global economic conditions. Team plans, when prepared should assist in identifying cost escalations.

Staffing is also significantly challenging given the very tight labour market in Western Australia, putting pressure on recruitment. This puts unprecedented pressure on labour costs, as services need to be maintained. To this end, the Plan provides for labour costs increases representative in industry trends. This will assist somewhat in attracting and retaining staff however the current labour market is very competitive and the City is unable to compete with private practice in many instances. This will continue to be closely monitored.

Notwithstanding the above, a City Business Plan needs to be flexible enough to allow for changes that may arise. When such situations do arise, Council should be prepared to consider varying its forward plans as much as possible to take advantage of any changes. This said, it should be conditional upon any new projects (which may or may not involve grants) not significantly impinging upon the City's core goals and long term financial and non-financial objectives.

## Voting Requirements

Simple Majority

## Officer Recommendation

That Council **ADOPTS** the November 2022 City of Rockingham Business Plan 2023/2024 to 2032/2033, as detailed in Attachment 1.

### Committee Recommendation

**Moved Cr Hume, seconded Cr Jones:**

That Council **ADOPTS** the November 2022 City of Rockingham Business Plan 2023/2024 to 2032/2033, as detailed in Attachment 1.

Committee Voting (Carried) – 4/2

Crs Schmidt and Cottam voted against

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

Not Applicable

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

Not Applicable



## General Management Services

### General Management Services Governance and Councillor Support



<b>Reference No &amp; Subject:</b>	<b>GM-024/22</b>	<b>WALGA – Best Practice Governance Review 2022</b>
File No:	GVR/6	
Proponent/s:		
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support	
Other Contributors:	Mr Michael Parker, Chief Executive Officer	
Date of Committee Meeting:	13 December 2022	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	<ol style="list-style-type: none"><li>1. WALGA, Best Practice Governance Review – Background Paper</li><li>2. WALGA, Best Practice Governance Review – Consultation Paper, Model Options</li><li>3. WALGA, Best Practice Governance Review – Consultation Presentation</li></ol>	
Maps/Diagrams:		

## Purpose of Report

For Council to consider and endorse recommendations to the Western Australian Local Government Association on the 'Best Practice Governance Review: Consultation Paper Model Options'.

## Background

The Western Australian Local Government Association (WALGA) Best Practice Governance Review is an opportunity for WALGA to review its Governance model to ensure it is contemporary and agile. WALGA through this process wants to be well-placed to represent, respond and deliver results to its Members through:

- Strong, clear policy positions on matters of importance to the Local Government sector that drive positive advocacy outcomes for Local Governments and the communities they serve
- Relevant, quality services and programs that support Local Governments' operations and build capacity across the sector



- Agile and timely decision-making that responds to Members' needs, ensuring they are met with maximum effectiveness and efficiency
- Being the collective, credible voice of the Local Government sector in WA, inclusive of all Members and the diverse communities they represent.

Member Local Governments are asked to consider this paper and the governance model options put forward and provide a Council endorsed position to WALGA. WALGA has suggested that Council endorse a preferred model and provide a ranking in terms of an order of Preference.

Submissions to WALGA are sought by 23 December 2022.

### Details

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020 - 2025, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members.

Other drivers for the review included: misalignment between key governance documents; constitution amendments for State Councillors' Candidature for State and Federal elections; legislative reforms for the *Local Government Act 1995*, and for the *Industrial Relations Act 1979*.

In March 2022, State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had five meetings between 5 May 2022 and 10 August 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership and opportunities for change. Key outputs from the BPGR Steering Committee meetings included:

- Agreement on five comparator organisations - Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and the Pharmacy Guild (PG).
- Review of governance models of Local Government Associations in other Australian States and Territories and New Zealand.
- Drafting of governance principles that will underpin future governance models.
- Finalisation of governance principles and principle components across the domains of: Representative, Responsive and Results Oriented.

### Implications to Consider

**a. Consultation with the Community**

There has been no specific consultation undertaken in respect to this matter.

**b. Consultation with Government Agencies**

There has been no specific consultation undertaken in respect to this matter.

**c. Strategic**

Community Plan

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

**Aspiration 4:** *Deliver quality leadership and business expertise*

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

**d. Policy**

Nil

**e. Financial**

Nil

**f. Legal and Statutory**

Section 9.58 of the *Local Government Act 1995* recognises WALGA as an Association of local government and constituted as a body corporate with perpetual succession and a common seal.

**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**

WALGA representatives, Mr Nick Sloan CEO and Mr Tony Brown Executive Director Member Services, attended a Councillor Engagement Session on Tuesday 29 November 2022 and provided Councillors with an overview of the 'Best Practice Governance Review: Consultation Paper Model Options'.

Following are the key points presented:

**Principles:** The governance model principles and principle components across the domains of: Representative, Responsive and Results Oriented. The principles were endorsed at the WALGA AGM on 3 October 2022.

**Governance model options:** Five potential governance model options and the structure and roles associated with each option. The five options are:

- **Option 1:** Two tier model, existing zones
- **Option 2:** Board, regional bodies
- **Option 3:** Board, amalgamated zones
- **Option 4:** Member elected board, regional groups
- **Option 5:** Current model

**Alignment to principles:** Each of these options were then assessed as to whether they align with the principles and their components. The assessment considered the option and whether it meets, partially meets or does not meet the principle component. Alongside the assessment were some discussion points. An example of this relates to diversity.

Diversity is a component of the governance model being representative. Diversity here may include consideration of whether the governance model comprises an appropriate diversity of skills and experience. It also provides opportunity to consider whether the governance model provides opportunity for members of diverse backgrounds e.g. people of Aboriginal and Torres Strait Islander descent, people with Culturally and Linguistically Diverse backgrounds.

Within all the model options, direct relationship with WALGA and regional /subregional collaboration would continue to be encouraged.

An expanded text based description of each Option follows:

**Option 1 – Two Tier Model, Existing Zones**

A description of the governance body structure and role for Option 1

**Board**

11 members: 8 representative members elected from and by the Policy Council (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.

Meet 6 times per year. Responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.

**Policy Council**

24 members plus President. Members elected by and from the Zones (12 from 5 Metro Zones, 12 from 12 Country Zones).

Meet at least 2 times per year to contribute to policy positions and advocacy for input into Board, and to liaise with Zones on policy and advocacy. The Policy Council can form Policy Teams, Policy Forums and Committees, which would have responsibility for specific functions, such as policy development.

**Zones**

5 Metro, 12 Country.

Meet at least 2 times per year to raise policy issues, elect representatives to the Policy Council, and undertake regional advocacy and projects as directed by the Zone.

**Option 1 and its alignment to the principles**

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
<b>Representative</b>	Composition	Meets	<ul style="list-style-type: none"> <li>Board will have equal metropolitan and country membership</li> </ul>
	Size	Meets	<ul style="list-style-type: none"> <li>Board is smaller</li> </ul>
	Diversity	Meets	<ul style="list-style-type: none"> <li>Consideration of appointment processes for independent members</li> </ul>
	Election Process	Meets	<ul style="list-style-type: none"> <li>Board to be elected from Policy Council</li> </ul>
<b>Responsive</b>	Timely Decision Making	Meets	<ul style="list-style-type: none"> <li>Meeting frequency aligned to governing body roles</li> </ul>
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> <li>Board meetings are not dependent on other governing body meetings</li> </ul>
	Agility	Partial	<ul style="list-style-type: none"> <li>Board is future-proofed from external changes</li> <li>Zone structures still underpin Council</li> </ul>
<b>Results Oriented</b>	Focus	Partial	<ul style="list-style-type: none"> <li>Prioritisation and focus may be a challenge</li> </ul>
	Value Added Decision Making	Meets	<ul style="list-style-type: none"> <li>Best practice board approaches will be adopted</li> </ul>
	Continuous Improvement	Meets	<ul style="list-style-type: none"> <li>Board would be responsible for ongoing reviews of governance body roles in consultation with members</li> </ul>

## **Option 2 – Board, Regional Bodies**

A description of the governance body structure and role for Option 2

### **Board**

11 members: 8 representative members elected from and by the Regional Bodies (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.

Meet 6 times per year responsible for governance of WALGA including strategy, financial oversight, policy development, advocacy priorities, employment of CEO, etc.

### **Regional Bodies**

Metro: North, South, East and Central.

Country: Mining & Pastoral, Agricultural, Peel/ South West/Great Southern, Regional Capitals.

*Note: Local Governments can nominate their preferred regional body, with membership of the regional bodies to be determined by the board.*

Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members (1 from each of the Metro Regional Bodies and 1 from each of the Country Regional Bodies).

### **Policy Teams / Forums / Committees**

Membership drawn from the Board and Regional Bodies with some independent members.

Responsible for specific functions – such as policy development – as determined by the Board.

### **Option 2 and its alignment to the principles**

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
<b>Representative</b>	Composition	Meets	<ul style="list-style-type: none"> <li>Board will have equal metropolitan and country membership</li> <li>How to establish regional body membership is a consideration</li> </ul>
	Size	Partial	<ul style="list-style-type: none"> <li>Board is smaller</li> <li>Number of regional bodies is a consideration</li> </ul>
	Diversity	Meets	<ul style="list-style-type: none"> <li>Consideration of appointment processes for independent members</li> </ul>
	Election Process	Meets	<ul style="list-style-type: none"> <li>Board election from regional bodies</li> </ul>
<b>Responsive</b>	Timely Decision Making	Meets	<ul style="list-style-type: none"> <li>Meeting frequency aligned to governing body roles</li> </ul>
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> <li>Board meetings are not dependent on other governing body meetings</li> </ul>
	Agility	Meets	<ul style="list-style-type: none"> <li>Board and regional bodies are future proofed from external changes</li> </ul>
<b>Results Oriented</b>	Focus	Partial	<ul style="list-style-type: none"> <li>There may be challenges defining accountabilities and responsibilities of regional bodies</li> </ul>
	Value Added Decision Making	Meets	<ul style="list-style-type: none"> <li>Best practice board approaches will be adopted</li> </ul>
	Continuous Improvement	Meets	<ul style="list-style-type: none"> <li>Board will be responsible for ongoing reviews of governance body roles in consultation with members</li> </ul>

### **Option 3 – Board, Amalgamated Zones**

A description of the governance body structure and role for Option 3

#### **Board**

15 members: 12 elected from the Zones (6 from Metro/Peel, 6 from Country). President to be elected by the Board. The Board will appoint up to 2 independent, skills or constituency directors.

Meet 6 times per year. Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.

<u>Zones</u>	
Metro/Peel:	Country*:
<ul style="list-style-type: none"> <li>• Central Metropolitan</li> <li>• East Metropolitan</li> <li>• North Metropolitan</li> <li>• South Metropolitan</li> <li>• South East Metropolitan</li> <li>• Peel</li> </ul>	<ul style="list-style-type: none"> <li>• Wheatbelt South</li> <li>• Wheatbelt North</li> <li>• Mid West / Murchison / Gascoyne</li> <li>• Pilbara / Kimberley</li> <li>• South West / Great Southern</li> <li>• Goldfields / Esperance</li> </ul> <p><i>*indicative, re-drawing required</i></p>

Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members.

#### **Policy Teams / Forums / Committees**

Membership drawn from Board with some independent members.

Responsible for specific functions – such as policy development – as determined by the Board.

#### **Option 3 and its alignment to the principles**

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
<b>Representative</b>	Composition	Partial	<ul style="list-style-type: none"> <li>• Board will have equal metropolitan and country membership</li> <li>• There may be composition challenges for amalgamated zones</li> </ul>
	Size	Partial	<ul style="list-style-type: none"> <li>• Board is smaller</li> <li>• Amalgamation of zones to 12 in total</li> </ul>
	Diversity	Meets	<ul style="list-style-type: none"> <li>• Consideration of appointment processes for independent members</li> </ul>
	Election Process	Meets	<ul style="list-style-type: none"> <li>• Board election from zones</li> </ul>
<b>Responsive</b>	Timely Decision Making	Meets	<ul style="list-style-type: none"> <li>• Meeting frequency aligned to governing body roles</li> </ul>
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> <li>• Board meetings are aligned to zone meetings</li> </ul>
	Agility	Meets	<ul style="list-style-type: none"> <li>• Board is future proofed from external changes</li> </ul>

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
<b>Results Oriented</b>	Focus	Partial	<ul style="list-style-type: none"> <li>Prioritisation and focus may be a challenge</li> </ul>
	Value Added Decision Making	Meets	<ul style="list-style-type: none"> <li>Best practice board approaches will be adopted</li> </ul>
	Continuous Improvement	Meets	<ul style="list-style-type: none"> <li>The Board would be responsible for ongoing reviews of governance body roles in consultation with members</li> </ul>

#### **Option 4 – Member Elected Board, Regional Groups**

A description of the governance body structure and role for Option 4

##### Board

11 members: 8 representative members elected via direct election, with each member Local Government to vote (4 elected by and from Metropolitan Local Governments, 4 elected by and from Country Local Governments). President elected by the Board from among the representative members. The Board will appoint up to 3 independent, skills or constituency directors.

Meet 6 times per year and responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.

##### Policy Teams / Forums / Committees

Membership drawn from Board with some independent members.

Meet at least 2 times per year. Responsible for specific functions – such as contributing to policy development – as determined by the Board.

##### Regional Groups

Determined by members to suit needs. E.g. Regional Capitals, GAPP, VROCs, CEO Group, existing Zones.

Feed into policy development processes and undertake advocacy and projects as determined by the groups.

##### Option 4 and its alignment to the principles

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
<b>Representative</b>	Composition	Partial	<ul style="list-style-type: none"> <li>Board will have equal metropolitan and country membership</li> <li>Membership of regional groups dynamic and ad hoc</li> </ul>
	Size	Partial	<ul style="list-style-type: none"> <li>Board is smaller</li> </ul>
	Diversity	Meets	<ul style="list-style-type: none"> <li>Consideration of appointment processes for independent members</li> </ul>
	Election Process	Meets	<ul style="list-style-type: none"> <li>Board election from a general meeting</li> </ul>

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> <li>Meeting frequency aligned to governing body roles</li> </ul>
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> <li>Board meetings are not dependent on policy teams / regional group meetings</li> </ul>
	Agility	Meets	<ul style="list-style-type: none"> <li>Board is future proofed from external changes</li> </ul>
Results Orientated	Focus	Partial	<ul style="list-style-type: none"> <li>Policy teams / Regional Group meetings to influence priorities</li> </ul>
	Value Added Decision Making	Meets	<ul style="list-style-type: none"> <li>Best practice board approaches will be adopted</li> </ul>
	Continuous Improvement	Meets	<ul style="list-style-type: none"> <li>Board would be responsible for ongoing reviews of governance body roles in consultation with members</li> </ul>

#### **Option 5 – Current Model**

A description of the governance body structure and roles for the Current Model

##### **State Council**

24 members plus the President. Members elected by and from the Zones (12 from 5 Metropolitan Zones, 12 from 12 Country Zones).

Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy, employment of CEO, etc.

##### **Zones**

5 Metro, 12 Country.

Consider the State Council Agenda, elect State Councillors, and undertake regional advocacy / projects as directed by the Zone.

##### **Policy Teams / Forums / Committees**

Membership drawn from State Council with some independent members.

Responsible for specific functions – such as contributing to policy development, financial oversight etc. – as determined by State Council.

#### **Option 5 and its alignment to the principles**

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	<ul style="list-style-type: none"> <li>State Council has equal metropolitan and country membership</li> </ul>
	Size	Partial	<ul style="list-style-type: none"> <li>State Council will retain 25 members</li> </ul>
	Diversity	Partial	<ul style="list-style-type: none"> <li>No control of diversity of State Council</li> </ul>
	Election Process	Meets	<ul style="list-style-type: none"> <li>State Council election from zones</li> </ul>



	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
<b>Responsive</b>	Timely Decision Making	Partial	<ul style="list-style-type: none"> <li>Meeting frequency aligned to governing body roles</li> </ul>
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> <li>State Council meetings are aligned to zone meetings</li> </ul>
	Agility	Partial	<ul style="list-style-type: none"> <li>State Council is not future proofed from external changes</li> </ul>
<b>Results Oriented</b>	Focus	Partial	<ul style="list-style-type: none"> <li>Prioritisation and focus may be a challenge</li> </ul>
	Value Added Decision Making	Partial	<ul style="list-style-type: none"> <li>Best practice board will not be adopted</li> </ul>
	Continuous Improvement	Meets	<ul style="list-style-type: none"> <li>State Council continue to be responsible for ongoing reviews of governance body roles in consultation with members</li> </ul>

### Conclusion

The Western Australian Local Government Association 'Best Practice Governance Review: Consultation Paper Model Options' as described above includes Five Options. Each of these Options were assessed against a set of Principles:

Representative	Responsive	Results Oriented
<ul style="list-style-type: none"> <li>Composition</li> <li>Size</li> <li>Diversity</li> <li>Election Process</li> </ul>	<ul style="list-style-type: none"> <li>Timely Decision Making</li> <li>Engaged Decision Making</li> <li>Agility</li> </ul>	<ul style="list-style-type: none"> <li>Focus</li> <li>Value Added Decision Making</li> <li>Continuous Improvement</li> </ul>

The major issue is finding a structure that provides effectiveness and efficiency that does not compromise representation for members. The size of Western Australia makes it difficult to find the right structure that can practically meet the expectations of member local governments, country and metropolitan constituents.

Going back to the amalgamation of the then three local government organisations in 2001, when the Local Government Association (Metropolitan), the Country Shire Councils Association (Country) and the Country Urban Councils Association (Larger Regional Entities), combined into an overarching federation the Western Australian Municipal Association which later became the Western Australian Local Government Association, (WALGA); the major reason for unification was to have one voice for the sector. The unifying safeguard at the time was an equality of representation between the Country and Metropolitan areas. The strength of one association has been obvious with the delivery of increased comprehensive services in procurement, insurance, industrial relations etc., along with one advocacy voice.

The diversity of the sector however brings with it challenges to provide an efficient and effective Governance structure. The current review has a central principle, the retention of equal representation between the country and metropolitan areas. Further to this any change to the Association's Constitution, as proposed by the various Options, will require the support of 75% of the Membership. Meeting this threshold will require a Model that meets the needs of the vast majority of local governments.

With this in mind Option 1 the two tiered model utilising existing zones appears to be the most likely new option to meet expectations in terms of representation. It would provide a smaller more contemporary Board structure whilst ensuring the direct representation input mechanisms for member local governments.



The issue of whether this would simply provide another level of governance to service needs to be seriously assessed. Notwithstanding this, Option 1 seems to best align with the Queensland structure – a State most similar to WA in terms of size and diversity.

Options 2, 3 and 4 require establishment of either Different Regional Bodies or amalgamation of zones which provide logistical issues to practically function and may be seen to compromise effective representation outside the metropolitan area. As a result their implementation may not be practical to provide effective and efficient representation.

The delivery of the current structure (Option 5) could be further enhanced perhaps by more delegation of certain decisions to an Executive Committee guided by established policy, procedure or protocols and further streamlining of guidelines.

Council is now to consider and endorse a preferred model and provide a ranking in terms of an order of Preference.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **ADOPTS** in order of preference the following Options from the Western Australian Local Government Association: Best Practice Governance Review, Consultation Paper, as detailed in the Officer's Report:

1. Option 1 Two Tier Model, Existing Zones
2. Option 5 Current Model
3. Option 2 Board, Regional Bodies
4. Option 3 Board, Amalgamated Zones
5. Option 4 Member Elected Board, Regional Groups

### Committee Recommendation

**Moved Cr Jones, seconded Cr Hume:**

That Council **ADOPTS** in order of preference the following Options from the Western Australian Local Government Association: Best Practice Governance Review, Consultation Paper, as detailed in the Officer's Report:

1. Option 1 Two Tier Model, Existing Zones
2. Option 5 Current Model
3. Option 2 Board, Regional Bodies
4. Option 3 Board, Amalgamated Zones
5. Option 4 Member Elected Board, Regional Groups

Committee Voting (Carried) – 6/0

### 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-025/22</b> <b>Amendment Council Policy – Recording and Streaming Council Meetings</b>
File No:	CPM/3
Proponent/s:	
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support
Other Contributors:	Mr Peter Doherty, Director Legal Services and General Counsel
Date of Committee Meeting:	13 December 2022
Previously before Council:	22 November 2022 (GM-020/22) and 28 July 2020 (GM-018/20)
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Executive
Site:	
Lot Area:	
Attachments:	1. Marked up draft Council Policy - Recording and Streaming Council Meetings
Maps/Diagrams:	

### Purpose of Report

For Council to adopt amendments to Council Policy – Recording and Live Streaming Council Meetings.

### Background

Council's Policy on Recording and Live Streaming Council Meetings was adopted on 28 July 2020 (**Existing Policy**).

Proposed modifications to the Existing Policy were considered and resolved by Council at its meeting held on 22 November 2022:

*That Council DIRECTS the Chief Executive Officer to include public question time and deputations in the Council Livestreaming Policy for Ordinary/Special Council Meetings by January 2023.*

This Report presents Council with an amended Policy that addresses the above resolution inclusive of minor wording changes, whilst maintaining its original Objective.

### Details

The City of Rockingham (City) commenced Live Streaming of Council Meetings in January 2022, supported by the Existing Policy. At the time the Existing Policy was advertised for public comment there were 10 submissions received, all in support of Live Streaming.

- Ordinary Meeting of Council Minutes – 28 July 2020 pages 226 – 235

## Implications to Consider

**a. Consultation with the Community**

The amendment to include Public Question Time and Public Deputations is considered not significant to the Objective of the Existing Policy.

**b. Consultation with Government Agencies**

A number of Western Australian local governments were contacted in respect to their approach to live streaming public question time and public deputations. Of these ten local governments consulted all live streamed public question time, public statements or public deputations in one manner or another, being either visual/audio or audio only.

**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**

Should Council adopt the amended Policy – Live Streaming and Recording Council Meetings the City's Policy Manual will updated accordingly.

Council Policy – Policy Framework outlines the process for dealing with adoption of new or substantially amended policy which includes advertising. As this is an amendment to an existing policy (which was previously advertised) directed by Council resolution and does not change the overall policy intent, but seeks to accommodate the livestreaming of public question time and deputations no further advertising is considered necessary.

**e. Financial**

Nil

**f. Legal and Statutory**

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

The Minister for Local Government has indicated the intent for live streaming of Council meetings to be part of proposed local government reforms in the current terms of Government as detailed in the comments section below.

**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

Council at its meeting held on 22 November 2022 resolved:

*That Council DIRECTS the Chief Executive Officer to include public question time and deputations in the Council Livestreaming Policy for Ordinary/Special Council Meetings by January 2023.*

The Existing Policy has been amended to include live streaming public question time and public deputations for Council Meetings. The Policy has also been amended to remove the precise wording required to be read aloud by the Presiding Member as this is better dealt with as an administrative function by the Chief Executive Officer and Director Legal Services and General Counsel, providing greater flexibility to deal with contemporary matters as they arise.

Pursuant to s. 9.57A(2) of the *Local Government Act 1995 (LG Act)* the City is not liable for defamatory comments published on its website as part of a broadcast, audio recording, or video recording, of those meetings. There is no like protection for comments made by employees, elected members or members of the public, individually.

#### Reforms

The State Government has foreshadowed a range of amendments to the LG Act. The legislation to give effect to these reforms has yet to be released and so the precise manner in which they will be implemented remains unknown to the City.

The Reforms include the following:

#### Reform: Recordings and live-streaming of all council meetings

As a Band 1 Council, the reforms propose that the City must:

- “live-stream meetings and make video recordings available as public archives” [which the City already does for Council Meetings];
- ensure that “all council meeting recordings [are] published at the same time as the meeting minutes [which the City already does for Council Meetings]; and
- provide recordings of all confidential items to be submitted to Department of Local Government Sport and Cultural Industries for archiving [presently not considered in the amended policy].

Various local governments are live streaming inclusive of public question time and public deputations. The Policy has been amended as per Council’s resolution of 22 November 2022 and is cognisant of the risks associated with live streaming Council meetings.

#### Camera

The Existing Policy precluded the filming of the public gallery however this is now required to capture public question time and deputations. The location (and number) of cameras will therefore need to be adjusted to accommodate the amended policy.

### **Voting Requirements**

Simple Majority

### **Officer Recommendation**

That Council **ADOPTS** Council Policy – Recording and Streaming Council Meetings.

### **Committee Recommendation**

**Moved Cr Schmidt, seconded Cr Hume:**

That Council **ADOPTS** Council Policy – Recording and Streaming Council Meetings, as follows -

#### **Recording and Streaming Council Meetings**

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

To provide the requirements for the audio and video recording and live streaming of Council Meetings and establish how the recordings may be used and made available. This policy seeks to promote greater access for the community to the Council decision making process.

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

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

## **Council Policy Statement**

### **Recording and Streaming**

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

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

The Presiding Member will make an announcement at the start of every meeting, drawing attention to the fact that the meeting will be live streamed and recorded, and/or any other information deemed necessary and relevant to the Council's approval and decision making process.

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

The City will make every reasonable effort to ensure that the live stream is operational and that the recording of the live stream is made available on the City's website as soon as practicable after the conclusion of Council Meetings. However, should any technical difficulties arise, the live stream and/or recording may not be available or may be delayed.

All recordings must be retained as a City record in accordance with the *State Records Act 2000*.

### **Other matters**

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

The official record of the meeting is the adopted minutes of that meeting kept in accordance with the *Local Government Act 1995* and any relevant regulations. People should avoid acting on a recording and await the official notification from the City on a decision made at a Council meeting.

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

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

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

### **Executive Policy and Procedures**

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

### **Definitions**

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

Council Meetings means Ordinary Meetings of Council and Special Meetings of Council.

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

### **Legislation**

*Local Government Act 1995*

*State Records Act 2000*

*Defamation Act 2005*

*Copyright Act 1968*

**Other Relevant Policies/ Key Documents**

City of Rockingham Standing Orders Local Law 2001

City of Rockingham Employee Code of Conduct

City of Rockingham Code of Conduct for Elected Members, Committee Members and Candidates

**Responsible Division**

General Management Services

**Review Date**

July 2023

Committee Voting (Carried) – 6/0

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

Not Applicable

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

Not Applicable

## Community Development

### Community Development Community Capacity Building Rockingham Education and Training Advisory Committee



<b>Reference No &amp; Subject:</b>	<b>CD-031/22</b>	<b>Tertiary Scholarship Scheme – review assessment criteria</b>
File No:	CSV/1522-06	
Proponent/s:		
Author:	Ms Emma Youd, Community Development Officer (Grants)	
Other Contributors:	Mr Paul Hayward, Manager Community Capacity Building Ms Rebekka Jarvis, Coordinator Community Capacity Building	
Date of Committee Meeting:	13 December 2022	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	1. Minutes of the Rockingham Education and Training Advisory Committee meeting held on Monday 14 November 2022.	
Maps/Diagrams:		

## Purpose of Report

For Council to consider recommendations from the Rockingham Education and Training Advisory Committee (RETAC) in relation to the Tertiary Scholarship Scheme (TSS) assessment criteria and eligibility criteria.

## Background

The TSS supports eligible Rockingham residents aged 17 – 40 years to complete an Undergraduate University Degree and/or TAFE/VET Diploma for the first time from a nationally recognised provider. The TSS has two scholarship categories, being:

- Undergraduate University degree: up to \$10,000 per scholarship equating to \$2,500 per year (\$1,250 per semester) for up to four years or upon completion of the degree, whichever occurs first.



- TAFE/VET Diploma: up to \$4,000 per scholarship equating to \$2,000 per year (\$1,000 per semester) for up to two years or upon completion of the diploma, whichever occurs first.

To be considered for a scholarship, applicants must meet the current TSS eligibility criteria, as set in the Council Policy. This criteria is outlined below:

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

In addition, when the total amount of requested eligible funding exceeds the allocated budget for that Round, City officers further assess the eligible applications against the approved assessment criteria, before preparing final recommendations for the RETAC. The assessment criteria was initially endorsed by Council on Tuesday 25 September 2017, and endorsed annually thereafter. The current assessment criteria is outlined below:

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

The RETAC assessment criteria is due for review and consideration, and as such, was discussed at the RETAC meeting held on Monday 14 November 2022.

### Details

At its meeting of Monday 14 November 2022, the RETAC discussed the assessment criteria and determined that no changes were required to be made.

In addition to discussing the assessment criteria, the RETAC also discussed the eligibility criteria. Subsequently the Committee recommended that the TSS eligibility age range be extended to accommodate community members aged 17 and above. At present, the eligibility age range is 17 – 40 years. No other changes were recommended to the eligibility criteria.

### 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 2:** *Grow and Nurture Community Connectedness and Wellbeing*
- Strategic Objective:** *Youth development and involvement - Engage and encourage youth to become actively involved in contributing to the wellbeing of our community.*
- Community capacity building - Empower the community across all ages and abilities to be culturally aware and involved with a diverse range of community initiatives that incorporate volunteering, sport, culture and the arts.*

**d. Policy**

The TSS operates in accordance with the Tertiary Scholarship Scheme Council Policy and the Governance and Meeting Framework Policy. The eligibility age range is specified within the Council Policy which will be updated should a change in age be endorsed by Council.

**e. Financial**

Nil

**f. Legal and Statutory**

Not Applicable

**g. Risk**

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

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

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

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

Nil

### Comments

The current assessment criteria for the TSS has been set for the past five years and was utilised for the first time in Round Two 2020 when the City of Rockingham (City) received more applications than could be funded. The criteria is effective in assisting officers to assess and prioritise applications, and to provide recommendations to the RETAC. Officers support the existing criteria to continue for the coming 12 month period.

In relation to the change of eligibility age range for the TSS, there are implications to consider, as outlined further on in this report. Officers are therefore not able to support this recommendation at this time.

### Voting Requirements

Simple Majority

### Advisory Committee Recommendation

That Council:

1. **APPROVES** the following Tertiary Scholarship Scheme assessment criteria until December 2023:
  - Limited family support
  - First in the family to attend further education
  - Clear study pathway linked to career aspirations
  - Demonstrated capacity to achieve further education
  - Involvement in Rockingham community (i.e. volunteering, attendance at Rockingham community events/programs).
2. **APPROVES** the change of the age restrictions within the Tertiary Scholarship Scheme eligibility criteria to extend the age to 17 and above.

### Officer Recommendation if Different to Advisory Committee Recommendation

That Council:

1. **APPROVES** the following Tertiary Scholarship Scheme assessment criteria until December 2023:
  - Limited family support
  - First in the family to attend further education
  - Clear study pathway linked to career aspirations
  - Demonstrated capacity to achieve further education
  - Involvement in Rockingham community (i.e. volunteering, attendance at Rockingham community events/programs).
2. **NOT APPROVE** the change of the age restrictions within the Tertiary Scholarship Scheme eligibility criteria to extend the age to 17 and above.

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

The original intent of the TSS was to support young people and those looking to increase their skills and qualifications to enter workforce, start their chosen career pathways, support themselves and their families and to contribute to the local economy and community.

Research and consultation for the City's Strategy for Children and Young People (2018-2023) identified that young people professed a desire to go on to future study after completing high school. There was however concern around the financial viability and the sustainability of attending university or post-secondary school study, specifically fees and the cost of travel. It was also recognised at that time that support for tertiary education needed to be extended to a wider demographic to ensure that adults are also supported to access tertiary education for the first time, e.g. women returning to the workforce after raising young children, or those wishing to further their career, or change career paths.

TSS was subsequently developed to support the Rockingham community to complete tertiary education as a pathway to employment. Council endorsed the TSS Policy in July 2017 with the ages endorsed as 18 - 40. In January 2018, Council adopted further changes to the age range to lower the eligibility from 18 years to 17 years to enable more young people to access the scholarship.

The latest census data demonstrates that the City of Rockingham still has considerably lower rates for the highest qualification achieved compared to Greater Perth Region and Western Australia, as demonstrated below:

	2021			2016		
Qualification level	COR	WA	Greater Perth	COR	WA	Greater Perth
Bachelor or higher degree	12.5%	23.8%	26.5%	10.6%	20.5%	22.9%
Advanced diploma or diploma	9.7%	9.3%	9.8%	8.9%	8.9%	9.3%
Vocational	28.8%	21.1%	20.3%	27.2%	20.4%	19.4%

The table below showcases further the age breakdown for young people (17 - 24), adults (25 - 39) and older adults (40 - 59) as identified in the latest census data:

		17-24	25-39	40-59
Bachelor or higher degree	COR	5%	17%	18%
	WA	10%	35%	21%
	Greater Perth	12%	38%	27%

		17-24	25-39	40-59
<b>Advanced diploma or diploma</b>	<b>COR</b>	4%	11%	11%
	<b>WA</b>	4%	10%	19%
	<b>Greater Perth</b>	12%	10%	21%
<b>Vocational</b>	<b>COR</b>	21%	17%	27%
	<b>WA</b>	16%	35%	20%
	<b>Greater Perth</b>	15%	38%	19%

As the data clearly demonstrates, the completion rate of tertiary studies of Rockingham residents is still considerably lower than that of the Greater Perth Region and the State. The rates are increasing but are still not on par with the remainder of the State.

Due to the original TSS intent, and to ensure that the strategic objective of providing young people with the means to access tertiary education is achieved, the recommendation to change the age range to effectively make this 41 and above is not supported.

### Officer Recommendation

That Council:

- APPROVES** the following Tertiary Scholarship Scheme assessment criteria until December 2023:
  - Limited family support
  - First in the family to attend further education
  - Clear study pathway linked to career aspirations
  - Demonstrated capacity to achieve further education
  - Involvement in Rockingham community (i.e. volunteering, attendance at Rockingham community events/programs).
- NOT APPROVE** the change of the age restrictions within the Tertiary Scholarship Scheme eligibility criteria to extend the age to 17 and above.

### Committee Recommendation

**Moved Cr Jones, seconded Cr Schmidt:**

That Council:

- APPROVES** the following Tertiary Scholarship Scheme assessment criteria until December 2023:
  - Limited family support
  - First in the family to attend further education
  - Clear study pathway linked to career aspirations
  - Demonstrated capacity to achieve further education
  - Involvement in Rockingham community (i.e. volunteering, attendance at Rockingham community events/programs)
- APPROVES** the change of the age restrictions within the Tertiary Scholarship Scheme eligibility criteria to extend the age to 17 and above with the following additional criteria:
  - Preferential weighting to be in favour of the younger cohort.

Committee Voting (Carried) – 5/1

Cr Liley voted against

*Note: Cr Jones moved the Advisory Committee Recommendation with an additional assessment criteria for priority to be given to the younger cohort.*

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

To include an additional assessment criteria to offer priority to the younger cohort.

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

Not Applicable

## Community Development Community Infrastructure Planning



<b>Reference No &amp; Subject:</b>	<b>CD-032/22 Stan Twight Reserve Clubroom Redevelopment – Final Concept Plan</b>
<b>File No:</b>	CPR/764; CPR/1418
<b>Proponent/s:</b>	
<b>Author:</b>	Ms Andrea Clark, Community Infrastructure Planning Officer
<b>Other Contributors:</b>	
<b>Date of Committee Meeting:</b>	13 December 2022
<b>Previously before Council:</b>	CD/015/16 (24 May 2016), CD-25/16 (26 July 2016)
<b>Disclosure of Interest:</b>	
<b>Nature of Council's Role in this Matter:</b>	Executive
<b>Site:</b>	Stan Twight Reserve, Reserve No. 38646, Rockingham
<b>Lot Area:</b>	87,000m2 (Lots 300; 301; 302; 753; 4119)
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Stan Twight Reserve Final Concept Plan including building floor plan</li><li>2. Stan Twight Reserve Clubroom Redevelopment Artist 3D Impressions</li><li>3. Stan Twight Reserve Winter Layout</li><li>4. Stan Twight Reserve Summer Layout</li></ol>
<b>Maps/Diagrams:</b>	<ol style="list-style-type: none"><li>1. Aerial Image: Stan Twight Reserve with existing clubrooms highlighted</li><li>2. Location Plan: Stan Twight Reserve</li></ol>

### Purpose of Report

To seek Council endorsement of the Stan Twight Reserve Clubroom Redevelopment Final Concept Plan to enable the project to proceed to detailed design.

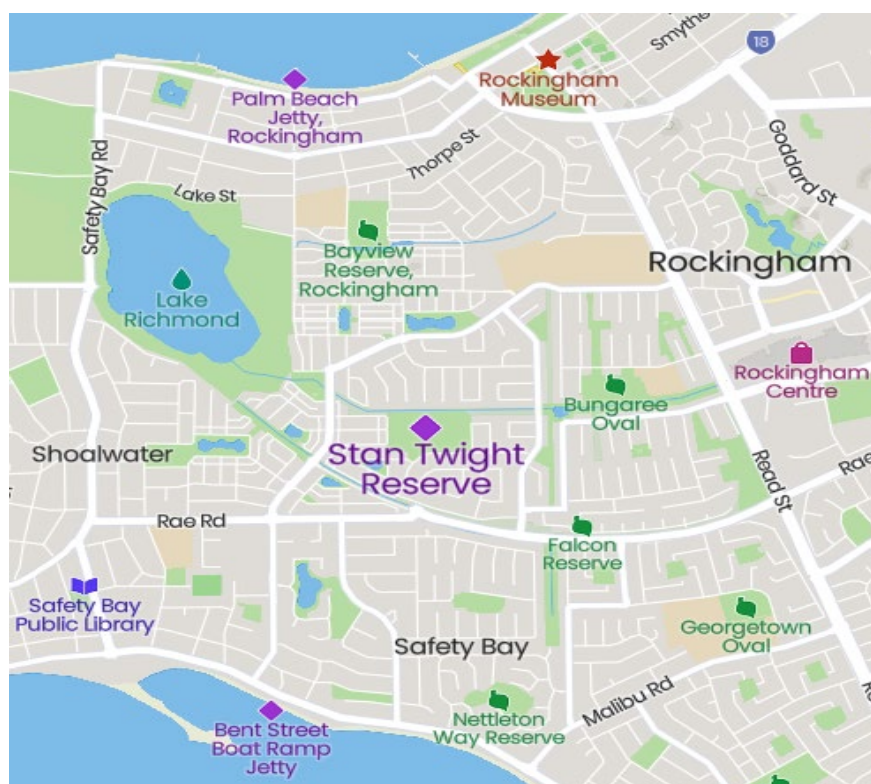
### Background

Stan Twight Reserve is classified as per the City of Rockingham (City) Community Infrastructure Plan 2022 (CIP) as a sub district level reserve located at Hennessy Way in Rockingham, approximately two kilometres from the Rockingham City Centre. The reserve is over 87,000m2 in size, and represents significant active and passive public open space for the Rockingham community.





1. Aerial Image: Stan Twight Reserve with existing clubrooms highlighted



2. Location Plan: Stan Twight Reserve

The Stan Twight Reserve Master Plan (STRMP) was endorsed by Council in 2016 with a review completed in March 2022 and the overall vision for a contemporary multi-purpose facility that is flexible, inclusive and provides functional and gender equitable facilities for current and future community needs.

The CIP identifies the construction of the Stan Twight Reserve Clubroom Redevelopment in the 2023/2024 financial year. The CIP identified that the scope for this project includes the demolition of the existing change room and the establishment of new social, storage and change room facilities.

The STRMP will ensure the reserve will continue to serve the needs of the current and future user groups, whilst accommodating the three club user groups.

In 2021 community consultation was undertaken to determine the level of satisfaction with the draft site layout plan. The community was invited to share their thoughts on the proposed plan with property owners within a 400m radius receiving notification via direct mail. The wider community were advised of the proposal through a Rock Port post, and the City's website through the share your thoughts page. Twenty-two comments were received through the duration of the public comment period from Thursday 8 July until Friday 23 July 2021. All comments were grouped into the following general themes:

- Synthetic wicket
- Turf wicket orientation
- Parking, Security, Fencing
- Bins, Trees and Liquor Licensing.

The final site layout and building concept plans were guided by the final master plan documentation. Refinements of the plans have been undertaken through consultation with the project team and external stakeholders and club user groups. The final designs have focussed on maximising the site in an efficient and cost effective manner with an improved relationship between the location of the clubrooms to the main playing fields. All three club user groups have been consulted throughout the design process and have provided written support of the concept designs as presented in this report.

The club user groups have expressed an interest in club improvements to the kitchen and social space. Such improvements are subject to agreement with the City and require club commitment to cost contributions; as such this will be progressed through and subject to, the City's internal Club Contribution process in 2023. The final concept has allowed for such improvements to be included/excluded resulting in minimal impact to design and subject to the outcome of the Club Contribution process.

## Details

The final concept including the building floor plan and elevations has been produced in line with the Sport and Community Facility Provision Policy and guidelines. The design incorporates two separate buildings with services separation for City managed change rooms and seasonal licenced clubrooms. The final floor plan has been developed to ensure the most cost effective and functional layout of the facility. The design ensures that the building will be functional for all user groups and supports participation (both players and umpires) of all genders and ages, through the inclusive design.

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

Functional Space	Size (m <sup>2</sup> )
<b>Community/City Managed Spaces</b>	
Change rooms	60m <sup>2</sup> x 4
Umpires change room	15m <sup>2</sup> x 2
Cleaner Store	5m <sup>2</sup>
IT Room	10m <sup>2</sup>
First Aid Room	13m <sup>2</sup>

Functional Space	Size (m <sup>2</sup> )
Reserve Toilet	7m <sup>2</sup>
<b>Club/Licensed Spaces</b>	
External Store	30m <sup>2</sup> x 2; 20m <sup>2</sup>
<b>Club/Licensed Spaces</b>	
Internal store (facility)	18m <sup>2</sup>
Internal store (club)	22m <sup>2</sup>
Kitchen/kiosk (+area for dry store)	34m <sup>2</sup>
Admin Room	24m <sup>2</sup>
Social Room	161m <sup>2</sup>
Internal Toilets	19m <sup>2</sup>
UAT	6m <sup>2</sup>

Extensive consultation has been undertaken with representatives from the Shoalwater Bay Cricket Club Inc., Safety Bay Stingers Football Club Inc. and the Rockingham District Masters Football Club in the development of the final site layout and building floor plan designs. These Clubs have stated their support for the clubroom design and reserve layout.

The project will include the relocation of the two turf cricket centre wicket blocks, the establishment of a main floodlit Australian Football League (AFL) oval and space for two other AFL fields, and the provision of an additional synthetic cricket wicket for training and for juniors and women's cricket competition.

### Implications to Consider

#### a. Consultation with the Community

##### Community Engagement

To determine the level of community satisfaction with the Draft Site Layout Plan, the community were invited to share their thoughts on the proposed design. Property owners within a 400m radius (400 households) received notification via direct mail. The wider community were advised of the proposal through a Rock Port post, and the City's website through the share your thoughts page. There were twenty-two comments received through the duration of the public comment period from Thursday 8 July until Friday 23 July 2021.

Provided below is a list of the comments, grouped into the general themes, received during the public comment period with officer responses included.

Comments Received – Cricket Wickets	Officer Response
Three comments were received seeking the addition of a synthetic cricket wicket to meet the growing number of junior players and women's cricket and to enable these teams to train and play games at the facility.	The final site layout is inclusive of an additional synthetic wicket.
One comment was received regarding orientation of the turf wickets to accommodate both winter and summer users.  Request was for the turf wickets to be angled slightly to the East or West.	A slight degree of orientation to turf wickets is in-line with sporting guidelines has been included as part of the final site plan in order to best accommodate both winter and summer users.



<b>Comment Received – Traffic Management Parking and Security,</b>	<b>Officer Response</b>
<p>Ten comments were received regarding traffic management parking and security.</p> <p>Additional parking for the reserve was requested.</p> <p>One comment was received regarding CCTV being installed.</p>	<p>The final site layout Plan allows for an increase of formal parking with 93 bays inclusive of two Acrod bays. In addition the reserve provides for verge parking.</p> <p>The design will consider CCTV coverage. A Threats, Vulnerability and Risk assessment has been completed as part of the design process.</p>
<b>Comment Received - Noise and Social Behaviour</b>	<b>Officer Response</b>
<p>One comment received from a resident in Merrimac Loop regarding concerns about possible noise intrusion and anti-social behaviour from users and the potential for footballs and cricket balls landing in residential properties.</p>	<p>There are existing established trees on the reserve that run along the length of Merrimac Loop which will assist in ball retention.</p> <p>The centre turf wicket will be relocated further away from Merrimac as part of the final site layout</p> <p>The clubroom facility remains within the envelope designated lot boundary managed by the City of Rockingham, The detailed design will include noise reduction windows and doors and acoustic absorption elements in the ceiling.</p>
<b>Comment Received – Location of Bin Store and Tree, Planting</b>	<b>Officer Response</b>
<p>One comment was received about the location of the bin store and the extent of tree planting to be undertaken</p> <p>One comment was received about additional tree planting</p>	<p>The final location of the Bin Store will be determined during detailed design and the location will be cognisant of the potential noise intrusion to residents.</p> <p>The final landscaping design has not been determined however the planting of trees for screening of noise etc., will be included as part of the landscape design</p>
<b>Comment Received – Liquor Licence</b>	<b>Officer Response</b>
<p>Three comments received enquiring about liquor licenses for the user groups</p>	<p>The current users have an existing liquor licence</p> <p>Club's seeking a liquor license will need to operate in-line with the City's Health and Planning Department Policies and compliance with the associated guidelines and approvals. Applications are applied for and administered via the State's Department of Racing, Gaming and Liquor.</p>

Comment Received – Other	Officer Response
One Comment was received stating support for the upgrade	Noted
One Comment was received about the need for other sporting facility upgrades	Noted

**b. Consultation with Government and Other Agencies**

Officers have liaised and met with representatives from the Department of Local Government Sport and Cultural Industries and further consulted on specific technical information from the Western Australian Cricket Association; Western Australian Football Commission; Peel Junior Cricket Association, and the Peel Senior Cricket Association.

**c. Strategic**

Community Plan

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

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

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

**Aspiration 3:** *Plan for Future Generations*

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

**d. Policy**

The Stan Twight Reserve Clubroom Redevelopment project has been listed in the Community Infrastructure Plan (CIP) since 2011. The CIP is a strategic document, reviewed annually in accordance with the City's Strategic Framework Policy.

The Stan Twight Building Concept Plan has been developed in line with the Council's Sport and Community Facility Provision Policy. This Policy is supported by guidelines in the development of sporting and community infrastructure based on State and National Sporting Association preferred infrastructure guidelines. In particular the design guidelines used was of a sub district level facility as defined in the CIP.

**e. Financial**

The 2022 CIP cost estimate for the construction of the Stan Twight Reserve Master Plan was \$4.52 million.

The initial concept cost estimate received in November 2022 through the projects Quantity Surveyor is estimated at \$4.503 and includes contingencies and escalation to time of build.

The City's 2022/2023 budget and Business Plan provides for an overall project allocation of \$4.967 million which includes provision for the reserve layout works and improvements including floodlighting.

This project attracts Development Contribution funding and the City has applied for an external grant through the Community Sport and Recreation Facility Funds towards the cost of the project. In addition, the City has received funding support from both the Western Australian Football Commission towards the facility; and through the LCRI funding scheme towards the car parking expansion.

**f. Legal and Statutory**

Lots 300; 301; 302 and 4119 are Crown Land with the Management Order issued to the City of Rockingham for the purposes of recreation and public recreation. Power to lease or license is included within the Management Order for Lot 302 only as this is the lot on which the leased premises is located.

Lot 753 is owned by the City in fee simple for community purposes, this Lot was transferred to the City for a community purpose site as a special condition of sub-division in 2012.

**g. Risk**

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

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

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

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

Nil

**Comments**

Community facilities and public open space play a vital role in providing for both active and passive recreation. These areas are valued by communities, not only for the formalised recreational opportunities, but also for their leisure and non-formal recreational opportunities.

The purpose of the STRMP is to ensure that this important active reserve is developed in such a manner as to ensure the reserve and associated infrastructure meets current and future user group requirements. It also ensures that the reserve is developed in a manner consistent with community expectations. As such, the STRMP plays an important role in ensuring the reserve remains well activated and is able to evolve with community needs.

The final concept plan presented to Council reflects designs that improve the overall facility functionality, which includes the provision of gender equitable change rooms and umpires change rooms in line with the City's SCFPP Standards and Dimension Guide.

Through ongoing consultation with the three sporting clubs who will be the end users, officers have been able to work with the project architect to produce designs that are compatible with their needs. The designs have been developed to ensure that the reserve and clubrooms will be well activated and have the ability to grow with community needs. The design has considered current industry trends to produce an inclusive and functional design that caters for both male and female participation both on the sporting field and within the sporting club setting.

Project Management timeframes of applications and approvals process associated with Western Power is out of the direct control of the City. However, the Consultant has liaised, and will continue to liaise with Western Power, identifying the best approval application strategy for the multiple lots at Stan Twight and the servicing requirements.

Council's endorsement of the final concept plan including, site layout, building floor plan designs and elevations will enable the project to progress to the detailed design phase. Following the completion of the detailed design anticipated for May 2023, the City will be able to call for tenders to enable construction to commence in 2023/2024.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **ENDORSES** the Stan Twight Reserve Clubroom Redevelopment Final Concept Plan, Attachment 1 dated 28 October 2022 enable the project to proceed to detailed design.

### Committee Recommendation

**Moved Cr Schmidt, seconded Cr Wormall:**

That Council **ENDORSES** the Stan Twight Reserve Clubroom Redevelopment Final Concept Plan, Attachment 1 dated 28 October 2022 enable the project to proceed to detailed design.

Committee Voting (Carried) – 6/0

### 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 Council Members</b>
	Nil
<b>14.</b>	<b>Addendum Agenda</b>
	Nil

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

**General Management Services**

**General Management Services  
Governance and Councillor Support**



<b>Reference No &amp; Subject:</b>	<b>GM-026/22</b>	<b>Notice of Motion – Proposed New Council Policy – Electoral Caretaker Period</b>
File No:	CPM/3	
Proponent/s:	Cr Lorna Buchan	
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support	
Other Contributors:	Mr Peter Doherty, Director Legal Services and General Counsel	
Date of Committee Meeting:	13 December 2022	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	1. WALGA Model Caretaker Policy	
Maps/Diagrams:		

**Purpose of Report**

To respond to the following Notice of Motion from Cr Lorna Buchan –

*That Council:*

- DIRECTS the Chief Executive Officer to develop a Council Policy – Election Caretaker Period, to be discussed at a Councillor Engagement Session for consideration and input from Councillors prior to being tabled for the Standing Committee's consideration and recommendation to the March 2023 Ordinary Council meeting, for the purposes of advertising the draft policy to the Community.*

**Background**

Notice of Cr Buchan's proposed motion was provided to the City of Rockingham (City) on 17 November 2022 and the following reasons were given in support –

*This Policy establishes protocols for the purpose of avoiding actual and perceived advantage or disadvantage to a candidate in a Local Government Election.*

*Protocols will include provisions on:*

- *the use of public resources*
- *decisions made by the Council*
- *the administration on behalf of the City of Rockingham*

*And will cover the period immediately prior to an election.*

*The policy ensures the City of Rockingham's administration acts impartially in relation to candidates and prohibits Elected Members from using a wide range of City resources during their candidacy for local elections.*

*A policy could cover that during caretaker period:*

1. *No major policy decisions are to be scheduled*
2. *Public consultations to be prohibited*
3. *The CEO may not be appointed or dismissed*
4. *All election enquires from candidates be directed to the Returning Officer*
5. *City publications do not include promotional text that may be considered election material*
6. *City publicity campaigns will be restricted to communicating normal City initiatives and activities*
7. *City website will not include any material precluded by this policy*
8. *City organised events/functions will be limited to those essential to the operations of the City*
9. *Equal electoral information and assistance is provided to candidates*
10. *That Elected Members may not raise notices of motion or propose consideration of notice of motion*
11. *Candidates are prohibited from using any City branding*
12. *Elected members who have nominated as a candidate are not permitted to make speeches or addresses or host community events.*
13. *No media advice be provided to candidates*
14. *No City resources to be used by Elected members in support of their or another candidate's election campaign.*

*The adoption of a mandatory Caretaker Policy is part of the proposed Local Government Reforms however it is unclear when and if all the suggested reforms will be in place by October 2023. A prudent Council would adopt a policy now and revise, if necessary, when law reforms are passed.*

## Details

A Notice of Motion has been submitted by Cr Buchan as detailed above. This request accords with clause 3.9 of the City of Rockingham *Standing Orders Local Law 2001*.

## Implications to Consider

### a. Consultation with the Community

Should Cr Buchan's motion be supported, a new Council Policy – Electoral Caretaker Period will be prepared in accordance with Council Policy – Policy Framework.

### b. Consultation with Government Agencies

Nil



**c. Strategic**

Community Plan

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

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

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

**d. Policy**

Nil

**e. Financial**

There will be costs associated with policy preparation and community engagement.

**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**

There is presently no legislated requirement for local governments to maintain an 'Electoral Caretaker Period' Policy. However, the Local Government Reforms of which there are six Themes of Reform include one relevant to 'Clear roles and responsibilities'.

Clear roles and responsibilities as described by Theme 5 includes provision for a 'Standardised election caretaker period' resulting in all local governments across the State having the same clearly defined election period, during which:

- Councils do not make major decisions with criteria to be developed defining 'major'
- Incumbent Councillors who nominate for re-election are not to represent the local government, act on behalf of the Council, or use local government resources to support campaign activities
- There are consistent election conduct rules for all candidates.

Limited exemptions are proposed and may include minor matters to allow Councils to make specific decisions essential to ongoing operation of the local government during the caretaker period.

Local governments across Western Australia have been moving toward 'Election Caretaker Period' policies and the majority are based upon the Western Australian Local Government Association (WALGA) model template, or a modified version of this model.

Reforms

The State Government has foreshadowed a range of amendments to the *Local Government Act 1995*. The legislation to give effect to these reforms has yet to be released and so the precise manner in which they will be implemented remains unknown to the City.

Officers have made contact with the Department of Local Government, Sport and Cultural Industries (DLGSC) to explore the intended deployment of the 'Standardised election caretaker period' by either regulation, policy under regulation or DLGSC Operational Guideline. An expected timeframe has also been requested.

### Conclusion

Should the Notice of Motion be supported, a draft policy will be prepared for discussion at a Councillor Engagement Session.

The potential exists for Council to have to revisit the issue in a short timeframe should the State amend legislation under its Local Government Reform process to require a Caretaker Period.

The timeframe for bringing the matter to a Councillor Engagement Session needs to be considered. If Council were to implement a Caretaker Policy in line with the WALGA model, this would be enforced from three months prior to the Local Government Election in October 2023 and therefore should be in place by July 2023 (notwithstanding that it could come into effect at a later date).

The February 2023 Councillor Engagement Session is already fully subscribed and a number of items have already been scheduled for March 2023.

Given the Council recess in January and availability of staff over this period it is considered more achievable to deal with the matter at the March 2023 Councillor Engagement Session – this would still permit a suitable timeframe for Council's revised Policy developments process including consultation and approval by July 2023.

### **Voting Requirements**

Simple Majority

### **Officer Recommendation**

That Council **DIRECTS** the Chief Executive Officer to prepare a draft Council Policy – Election Caretaker Period to be discussed at a Councillor Engagement Session for consideration and feedback from Councillors prior to being presented through the Corporate and Community Development Committee and the April 2023 Council meeting.

### **Notice of Motion from Cr Lorna Buchan**

That Council **DIRECTS** the Chief Executive Officer to develop a Council Policy – Election Caretaker Period, to be discussed at a Councillor Engagement Session for consideration and input from Councillors prior to being tabled for the Standing Committee's consideration and recommendation to the March 2023 Ordinary Council meeting, for the purposes of advertising the draft policy to the Community.

*Note: As Cr Buchan is not a member of the Corporate and Community Development Committee and as such not in attendance, the Notice of Motion will be referred direct to Council without Committee recommendation.*

<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 21 February 2023</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 Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, wished all Directors and Officers a Merry Christmas and safe New year and declared the meeting closed at <b>4:41pm</b> .