



# City of Rockingham

## MINUTES

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

Held on Tuesday 21 February 2023 at 4:00pm  
City of Rockingham Council Chamber




**City of Rockingham**  
**Corporate and Community Development**  
**Committee Minutes**  
**4:00pm Tuesday 21 February 2023**



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<div>City of Rockingham</div> <div>Corporate and Community Development Committee Meeting Minutes</div> <div>Tuesday 21 February 2023 - Council Chamber</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 Craig Buchanan, JP</td><td></td></tr><tr><td>Cr Rae Cottam</td><td></td></tr><tr><td>Cr Sally Davies</td><td></td></tr><tr><td>Cr Caroline Hume</td><td></td></tr><tr><td>Cr Robert Schmidt</td><td></td></tr><tr><td>Deputy Mayor Hayley Edwards</td><td>Observer (via zoom – until 5:05pm)</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>Ms Alison Oliver</td><td>A/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 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>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 Jessica Morgana</td><td>A/Manager Customer and Corporate Support</td></tr><tr><td>Ms Melissa James</td><td>A/Manager Economic Development and Tourism</td></tr><tr><td>Ms Matthew Emmott</td><td>A/Manager Community Infrastructure Planning</td></tr><tr><td>Ms Richard Hardy</td><td>A/Manger Community and Leisure Facilities</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></table>	<b>2.1 Council Members</b>		Cr Leigh Liley	Chairperson	Cr Craig Buchanan, JP		Cr Rae Cottam		Cr Sally Davies		Cr Caroline Hume		Cr Robert Schmidt		Deputy Mayor Hayley Edwards	Observer (via zoom – until 5:05pm)	Cr Dawn Jecks	Observer	<b>2.2 Executive</b>		Mr Michael Parker	Chief Executive Officer	Mr John Pearson	Director Corporate Services	Ms Alison Oliver	A/Director Community Development	Mr Peter Doherty	Director Legal Services and General Counsel	Mr Jim Olynyk, JP	Manager Governance and Councillor Support	Mr Alvin Santiago	Manager Financial Services	Ms Nollaig Baker	Manager Strategy and Corporate Communications	Ms Mary-Jane Rigby	Manager Community Safety and Support Services	Mr Paul Hayward	Manager, Community Capacity Building	Ms Jessica Morgana	A/Manager Customer and Corporate Support	Ms Melissa James	A/Manager Economic Development and Tourism	Ms Matthew Emmott	A/Manager Community Infrastructure Planning	Ms Richard Hardy	A/Manger Community and Leisure Facilities	Ms Sue Langley	Governance Officer	Ms Diane Zanre	PA to Director Community Development
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	2.3	Members of the Gallery:	1
	2.4	Apologies:	Nil
	2.5	Approved Leave of Absence:	Nil
3.	Responses to Previous Public Questions Taken on Notice		
	Nil		
4.	Public Question Time		
	4:02pm	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.  There were none.	
5.	Confirmation of Minutes of the Previous Meeting		
	<b>Moved Cr Schmidt, seconded Cr Hume:</b>  That Committee <b>CONFIRMS</b> the Minutes of the Corporate and Community Development Committee Meeting held on 13 December 2022, as a true and accurate record.  Committee Voting (Carried) – 6/0		
6.	Matters Arising from the Previous Minutes		
	Nil		
7.	Announcement by the Presiding Person without Discussion		
	4:02pm	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.	
8.	Declarations of Members and Officers Interests		
	8.1	Item CD-003/23	Community Grants Program applications round three 2022/2023
		Council Member:	Deputy Mayor Hayley Edwards
		Type of Interest:	Impartiality
		Nature of Interest:	Deputy Mayor Edward is a member of Rockingham RSL Sub-branch.
		Extent of Interest:	Not Applicable
	8.2	Item CD-003/23	Community Grants Program applications round three 2022/2023
		Council Member:	Cr Craig Buchanan
		Type of Interest:	Impartiality
		Nature of Interest:	Cr Buchanan previously worked with Fr. David Lord, Parish Priest of St Brendan’s.
		Extent of Interest:	Not Applicable

	<p><b>4:03pm</b> The Chairperson noted the interests declared in Item 8.1 and 8.2 and asked if there were any further interests to declare.</p> <p><b>8.3 Item CD-002/23 Community Grants Program applications round three 2022/2023</b></p> <p>Council Member: Cr Robert Schmidt</p> <p>Type of Interest: Impartiality</p> <p>Nature of Interest: Warnbro Swans Football and Sporting Association is the major user of the Warnbro Community Recreation Centre. Cr Schmidt is a Life Member and Member of the Executive of the Warnbro Swans Football and Sporting Association.</p> <p>Extent of Interest: Not Applicable</p>
<b>9.</b>	<b>Petitions/Deputations/Presentations/Submissions</b>
	Nil
<b>10.</b>	<b>Matters for which the Meeting may be Closed</b>
	<p><b>4:04pm</b> The Chairperson advised in accordance with section 5.23(2)(b) – if there are any questions or debate on Confidential Item CD-001/23 Disability Access and Inclusion Advisory Committee Member Appointment (<i>Absolute Majority</i>), then the Corporate and Community Development Committee will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors.</p> <p>There were no questions or request for debate.</p>

**Community Development**

**CONFIDENTIAL ITEM**

**NOT FOR PUBLIC ACCESS**

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

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

Community Development Community Capacity Building Disability Access and Inclusion Advisory Committee	
<b>Reference No &amp; Subject:</b>	CD-001/23 <b>Disability Access and Inclusion Advisory Committee Member Appointment (<i>Absolute Majority</i>)</b>
File No:	CSV/763-10
Proponent/s:	
Author:	Ms Jennifer Crowther, Community Development Officer (Disability Access and Inclusion)
Other Contributors:	Ms Rebekka Jarvis, Coordinator Community Capacity Building Mr Paul Hayward, Manager Community Capacity Building
Date of Committee Meeting:	21 February 2023
Previously before Council:	
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Executive
Site:	
Lot Area:	
Attachments:	1. Minutes of the Disability Access and Inclusion Advisory Committee meeting held on Wednesday 1 February 2023 <b>Confidential Attachment as per Section 5.23 of the Local Government Act 1995</b>
Maps/Diagrams:	

**Purpose of Report**

To appoint two community members to the Disability Access and Inclusion Advisory Committee (DAIAC).

### Voting Requirements

Absolute Majority

### Advisory Committee Recommendation

That Council **APPOINTS** the two community members to the Disability Access and Inclusion Advisory Committee as identified in the comments section of the Confidential Report.

### Officer Recommendation if Different to Advisory Committee Recommendation

Not Applicable

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

Not Applicable

### Committee Recommendation

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

That Council **APPOINTS** the two community members to the Disability Access and Inclusion Advisory Committee as identified in the comments section of the Confidential Report.

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



11.	<b>Bulletin Items</b>
	<p><b>Corporate and General Management Services Information Bulletin – February 2023</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 December 2022 and January 2023</li> <li>4.2 Monthly Financial Management Reports November and December 2022</li> <li>4.3 Amendment to Rate Record – Non-Rateable Land</li> <li>4.4 Awarding of Tenders by CEO - Delegated Authority</li> <li>4.5 Delegated Authority to Dispose of Property by way of Lease</li> <li>4.6 Development Contribution Scheme</li> <li>4.7 List of Write Offs for Debts under \$2,000</li> </ol> </li> </ol> <p><b>General Management Services Directorate</b></p> <ol style="list-style-type: none"> <li>1. General Management Services Team Overview</li> <li>2. Human Resource Update</li> <li>3. Project Status Reports</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<sup>1</sup></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>

<sup>1</sup> Deletion of Strategic Community Plan workshop on 21 February 2023 as it is an invitation only event.

	<b>Strategy, Marketing and Communications</b> <ol style="list-style-type: none"><li>1. Strategy, Marketing and Communications Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports</li><li>4. Information Items<ol 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></ol></li></ol> <b>Legal Services &amp; General Counsel</b> <ol style="list-style-type: none"><li>1. Legal Services &amp; General Counsel Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports</li><li>4. Information Items<ol style="list-style-type: none"><li>Provision of Legal Advice<ol style="list-style-type: none"><li>4.1 Legal Advice – Local Government Operational Matters</li><li>4.2 State Administrative Tribunal</li><li>4.3 Magistrates Court</li><li>4.4 Fair Work Commission</li><li>4.5 Industrial Magistrates Courts</li><li>4.6 District Court</li></ol></li></ol></li></ol>
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### Committee Recommendation

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

That Council Members acknowledge having read the Corporate and General Management Services Information Bulletin – February 2023 and the content be accepted.

Committee Voting (Carried) – 6/0

	<b>Community Development Information Bulletin – February 2023</b> <b>Community Safety and Support Services</b> <ol style="list-style-type: none"><li>1. Community Safety and Support Services Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports<ol 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></ol></li><li>4. Information Items<ol style="list-style-type: none"><li>4.1 Community Support Services</li><li>4.2 Rockingham Connect Community Transport Project</li><li>4.3 Community Safety</li><li>4.4 Community Engagement</li></ol></li></ol> <b>Library Services</b> <ol style="list-style-type: none"><li>1. Library Services Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports</li></ol>
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	<ul style="list-style-type: none"><li>4. Information items<ul style="list-style-type: none"><li>4.1 November 2022 Library Services Statistics</li><li>4.2 December 2022 Library Services Statistics</li><li>4.3 Mary Davies Library and Community Centre</li><li>4.4 Baldivis South Community Centre</li><li>4.5 Rockingham Library</li><li>4.6 Safety Bay Library</li><li>4.7 Warnbro Community Library</li><li>4.8 November 2022 Library Facebook Activity</li><li>4.9 December 2022 Library Facebook Activity</li></ul></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 City Volunteers</li><li>4.6 Rockingham Volunteer Centre</li><li>4.7 Early Years, Children and Families</li><li>4.8 Sport and Recreation</li><li>4.9 Health and Wellbeing</li><li>4.10 Rockingham Youth Centre (RYC)</li><li>4.11 Cultural Development and the Arts</li></ul></li></ul>
	<b>Community and Leisure Facilities</b> <ul style="list-style-type: none"><li>1. Community and Leisure Facilities Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports</li><li>4. Information items<ul style="list-style-type: none"><li>4.1 Aqua Jetty</li><li>4.2 Warnbro Community Recreation Centre</li><li>4.3 Mike Barnett Sports Complex</li><li>4.4 Rockingham Aquatic Centre</li><li>4.5 Warnbro Community Recreation Centre Master Plan</li></ul></li></ul>

	4.6 Mike Barnett Sports Complex Master Plan
	4.7 Gary Holland Community Centre
	4.8 Autumn Centre
	<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

**4:14pm Cr Edwards left the meeting via zoom.**

### Committee Recommendation


**Moved Cr Hume, seconded Cr Davies:**

That Council Members acknowledge having read the Community Development Information Bulletin – February 2023 and the content be accepted.

Committee Voting (Carried) – 6/0

## 12. Agenda Items

### General Management Services

General Management Services Governance and Councillor Support		
<b>Reference No &amp; Subject:</b>	GM-001/23	Minutes of the Annual Meeting of Electors held 21 December 2022
File No:	GVR/60	
Proponent/s:		
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support	
Other Contributors:	Ms Sue Langley, Governance Officer Ms Rachael Maye, Governance Assistant	
Date of Committee Meeting:	21 February 2023	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	1. Minutes of the Annual Meeting of Electors held 21 December 2022	
Maps/Diagrams:		

### Purpose of Report

To receive the minutes and consider any decisions of the Annual Meeting of Electors held 21 December 2022.

### Background

Council resolved at its 22 November 2022 meeting to hold the Annual Meeting of Electors on Wednesday 21 December 2022 commencing at 6:00pm. The meeting was held and the minutes are included as an attachment.

### Details

The Annual Meeting of Electors was held on 21 December 2022 and in accordance with Section 5.33 of the *Local Government Act 1995* all decisions made at an electors' meeting are to be considered at the next ordinary meeting of Council.

With the exception of the decision to receive the 2021-2022 Annual Report (and any procedural motions), there were eight motions initiated at the meeting that were carried. These are as follows –

*\* Please note that minor spelling and grammatical errors have been corrected, however the following motions have been produced as presented by the Mover, and may contain further grammatical errors.*

**Motion – Health and Safety Policy**

**Moved Tom Mannion, Seconded Kelly Middlecoat**

Councillors to develop a Health and Safety Policy that clearly states that the Health & Safety of the Public is considered the utmost priority in their decision making and in doing so comply with relevant legislation, regulations, associated codes of practice, guidance notes and best practice.

**Carried - 29/16**

**Motion – Development Signage**

**Moved Dion Dredge, Seconded Maureen Richardson**

Directs Council to mandate signage on blocks to be developed 3 months prior to submissions. Sign to indicate i.e. submissions, council meeting date, community consultation dates, website/link to Proposal. Mandate community meetings (4 of them) for developments over 2 million dollars – like every other state.

**Carried - 39/11**

**Motion – Same Day Delivery**

**Moved Dion Dredge, Seconded Rex Oliver**

Council directs the CEO to use a same day delivery service for important letters such as a submission closing dates or any variation to the development that is time sensitive, use of express post and same day delivery mandated at a cost to ratepayers.

**Carried - 29/17**

**Motion – Public Submissions**

**Moved Dion Dredge, Seconded Margaret Marsiglio**

Direct Council to ensure that all Councillors read all public submissions and publicly advertised they have as a means of ensuring community concerns have been taking into consideration i.e. 40 submissions received for Parkin and Harrison with 38 against and 2 for would indicate further community consultation required. In a percentage 95% of residents opposed the Development.

**Carried - 29/19**

**Motion – City Officers/Councillor Due Diligence**

**Moved Dion Dredge, Seconded Eve Russell**

Councillors to cease completely relying on City Officers, I feel the City Officers are running the city and not the Mayor and her Councillors. Councillors to do more research and due diligence when voting for Major Projects. Councillors to hold City Officer to Accountable.

**Carried - 30/17**

**Motion – Peace Pavilion**

**Moved Mary Ann Rath, Seconded Dion Dredge**

That the Peace Pavilion that was, be represented somewhere in Churchill or Bell Parks, looking out to Garden Island, with the inclusion of the previous plaque with verse and the Peace Dove graphic.

**Carried – 24/11**

**Motion – Tree Conservation**

**Moved Mary Ann Rath, Seconded Rebecca Privilege**

That any stand of trees that fall in the developers hands be considered as habitat for birds and other creatures. That such habitat be preserved as such in a sensitive and valued way.

**Carried - 22/14**

**Motion – Strategic Community Plan**

**Moved Rebecca Privilege, Seconded Mary Ann Rath**

Direct Council, and the CEO and the City of Rockingham to publicly advertise and hold, ten (10) face-to-face workshops and public meeting so the electors and ratepayers, who are not computer literate, are involved in the major review of our Strategic Community Plan.

**Carried – 23/11**

**Implications to Consider**

**a. Consultation with the Community**

Advertising was carried out in the Sound Telegraph, the City's Website and Facebook, Library and Administration notice boards advising the community of the date and time of the Annual Meeting of Electors. Members of the public were invited to attend and submit questions on the Annual Report and for General Business. There were 59 members of the public present.

**b. Consultation with Government Agencies**

Not Applicable

**c. Strategic**

Community Plan

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

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

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

**Aspiration 4:** *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 5.33 of the *Local Government Act 1995* (the Act) specifies the following in respect to decisions made at Electors Meetings:

(1) *All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable -*

(a) *at the first ordinary council meeting after that date; or*

(b) *at a special meeting called for that purpose, whichever happens first.*

(2) *If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.*

**g. Risk**

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

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

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

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

Nil

### Comments

In accordance with section 5.33 of the Act, all decisions made at an electors' meeting are to be considered at the next ordinary council meeting where practical.

Officer reports as a result of the Annual Electors Meeting will be presented to the February 2023 meeting process addressing the eight motions that were passed at the Annual Meeting of Electors held on 21 December 2022.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **RECEIVES** the minutes of the Annual Meeting of Electors held on Wednesday 21 December 2022, and notes that reports dealing with motions from the meeting have been prepared separately for Council consideration.

### Committee Recommendation

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

That Council **RECEIVES** the minutes of the Annual Meeting of Electors held on Wednesday 21 December 2022, and notes that reports dealing with motions from the meeting have been prepared separately for Council consideration.

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>	GM-002/23	<b>Annual Electors Meeting, 21 December 2022 Resolution: City Officers/Councillor Due Diligence</b>
File No:	GVR/60	
Proponent/s:		
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support	
Other Contributors:	Mr Michael Parker, Chief Executive Officer	
Date of Committee Meeting:	21 February 2023	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

### Purpose of Report

To consider the following resolution from the Annual Meeting of Electors held on 21 December 2022:  
*'Councillors to cease completely relying on City Officers, I feel the City Officers are running the city and not the Mayor and her Councillors. Councillors to do more research and due diligence when voting for Major Projects. Councillors to hold City Officer to Accountable.'*

### Background

The *Local Government Act 1995*, section 5.33, requires Council to consider any decisions arising from the Annual Meeting of Electors, and in making a decision in response, to also provide the reason for its decision.

### Details

The following resolution was passed at the Annual Meeting of Electors held on 21 December 2022:

#### **Motion – City Officers/Councillor Due Diligence**

#### **Moved Dion Dredge, Seconded Eve Russell**

Councillors to cease completely relying on City Officers, I feel the City Officers are running the city and not the Mayor and her Councillors. Councillors to do more research and due diligence when voting for Major Projects. Councillors to hold City Officer to Accountable.

**Carried - 30/17**

The reasons provided by the proponent in support of the resolution were:

*'Councillors rely on officers to get information, officers that do not live in Rockingham'*

### Implications to Consider

**a. Consultation with the Community**

Not Applicable

**b. Consultation with Government Agencies**

Not Applicable

**c. Strategic**

Community Plan

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

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

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

**d. Policy**

Council has a Governance and Meeting Framework Policy in place to support its decision making processes, the Objective of which is:

Provide a functional, transparent and legally compliant meetings framework that serves to:

- Engage elected members in policy and strategy development from concept through to adoption.
- Facilitate opportunity for elected members to participate in Council's policy and strategy agenda with the assistance and collaboration of Council officers.
- Provide elected members with accurate, relevant and topical information upon which to make decisions and undertake their roles.
- Capitalise upon the skills, knowledge and enthusiasm of community members who sit on Council advisory committees.

The Policy provides for an information and decision making process that includes Ordinary Council Meetings, Standing Committee Meetings, Councillor Engagement Sessions, Occasional and Advisory Committee Meetings.

**e. Financial**

Nil

**f. Legal and Statutory**

1. The *Local Government Act 1995* (Act) section 5.33(2) requires that:

(2) *If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.*

2. The Motion passed at the Annual Electors Meeting requires some clarification on the legislated roles and responsibilities of the Council and the Administration along with obligations under both the Council and Employees Codes of Conduct:

The Act, s.2.7 and s.2.10 details the Role of Council and the Councillors, which includes governing the local government's affairs, responsibility for the performance of the local government's functions, oversight of the allocation of the local government's finances and resources as well as determining the local government's policies. Specifically Councillors

are to participate in the local government's decision-making processes at council and committee meetings.

Further, the Mayor and Councillors are required by s.2.29 of the Act, upon being successfully elected, to make a Declaration in accordance with the *Local Government (Constitution) Regulations 1998* stating: '*that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgment and ability, and will observe the code of conduct adopted by the City of Rockingham under section 5.104 of the Local Government Act 1995.*'

The Code of Conduct for Council Members, Committee Members and Candidates, available on the City's website, covers matters relevant to personal integrity and conduct etc. Specifically clause 6 Accountability states:

*'A council member or committee member should —*

- (a) base decisions on relevant and factually correct information; and*
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and*
- (c) read all agenda papers given to them in relation to council or committee meetings; and*
- (d) be open and accountable to, and represent, the community in the district.'*

3. The Functions of CEO as detailed in s.5.41 of the Act includes:

- '(a) advise the council in relation to the functions of a local government under this Act and other written laws; and*
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and...'*

4. The role of Employees in Local Government is determined by the functions of the CEO as set out in s.5.41 of the Act and the Code of Conduct for Employees, available on the City's website.

The Code of Conduct for Employees requires:

- '(h) when making recommendations and determinations on behalf of the City, apply due diligence in the collation and assessment of relevant information;*
- (i) perform their duties impartially and in the best interests of the City, and the community, uninfluenced by fear or favour; and...'*

**g. Risk**

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

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

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

Nil

**Comments**

The City employs professional staff in various disciplines. The place of residence of any member of staff is irrelevant to the performance of their professional duties.

Where decisions are required by Council, reports are prepared which provide the detail considered necessary for the Council to make an informed decision. This includes background details of a proposal and assessment of elements such as policy and legal and statutory environments. To assist Councillors in their role and provide additional information, Councillor Engagement Sessions are held on key issues, such as changes to major Planning Policy, significant projects and City Strategy.

Reference to how items fit strategically against the Strategic Community Plan or Community Plan Strategies, policy implications, financial implications, legal, statutory and risk considerations are provided. Should a Councillor not be satisfied that they have sufficient information to make an informed decision they may ask for further information or consider deferring an item.

Often the relevant legislation will strongly inform a decision, particularly in the Planning discipline. Dealing with a planning item for a Councillor is quite often a quasi-judicial role which is heavily dependent on the relevant legislation. Ultimately it is the Council operating collectively in a properly held meeting that is the decision maker.

Councillors have a diversity of education, qualifications and experience that may not extend to matters before council and it is therefore important to have trained and qualified staff to provide reports addressing the key elements and assessment of specific issues relevant to their expertise.

Councillors have a responsibility to inform themselves on matters before the Council and to give due consideration to any Council report in coming to a position.

The Motion put forward contains opinion and general assumptions on the level of research and due diligence undertaken by Councillors. Councillors are required to abide by the legislation and Code of Conduct requirements and as such the Motion is not supported.

#### **Officer Recommendation Reason**

The *Local Government Act 1995* clearly articulates the roles of the Council and those of the CEO. There is a separation of duties between the Council and the Administration of the City, with legislative timeframes in place to provide decisions on certain matters. The Electors Meeting resolution and supporting reasons the subject of this report are not accepted. The City's current meeting procedures and practices are considered to support good governance and decision making.

#### **Voting Requirements**

Simple Majority

#### **Officer Recommendation**

That Council **NOT SUPPORT** the resolution from the Annual Electors meeting held on 21 December 2022 that –

*'Councillors to cease completely relaying on City Officers, I feel the City Officers are running the city and not the Mayor and her Councillors. Councillors to do more research and due diligence when voting for Major Projects. Councillors to hold City Officer to Accountable.'*

**4:21pm Cr Edwards rejoined the meeting via zoom.**

#### **Committee Recommendation**

**Moved Cr Buchanan, seconded Cr Schmidt:**

That Council **NOT SUPPORT** the resolution from the Annual Electors meeting held on 21 December 2022 that –

*'Councillors to cease completely relaying on City Officers, I feel the City Officers are running the city and not the Mayor and her Councillors. Councillors to do more research and due diligence when voting for Major Projects. Councillors to hold City Officer to Accountable.'*

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-003/23</b>	<b>Annual Electors Meeting, 21 December 2022 Resolution: Public Submissions</b>
<b>File No:</b>	GVR/60	
<b>Proponent/s:</b>		
<b>Author:</b>	Mr Jim Olynyk, Manager Governance and Councillor Support	
<b>Other Contributors:</b>	Mr Michael Parker, Chief Executive Officer	
<b>Date of Committee Meeting:</b>	21 February 2023	
<b>Previously before Council:</b>		
<b>Disclosure of Interest:</b>		
<b>Nature of Council's Role in this Matter:</b>	Executive	
<b>Site:</b>		
<b>Lot Area:</b>		
<b>Attachments:</b>		
<b>Maps/Diagrams:</b>		

### Purpose of Report

To consider the following resolution from the Annual Meeting of Electors held on 21 December 2022:  
*'Direct Council to ensure that all Councillors read all public submissions and publicly advertised they have as a means of ensuring community concerns have been taking into consideration i.e. 40 submissions received for Parkin and Harrison with 38 against and 2 for would indicate further community consultation required. In a percentage 95% of residents opposed the Development.'*

### Background

The *Local Government Act 1995*, section 5.33, requires Council to consider any decisions arising from the Annual Meeting of Electors, and in making a decision in response, to also provide the reason for its decision.

### Details

The following resolution was passed at the Annual Meeting of Electors held on 21 December 2022:

#### Motion – Public Submissions

#### Moved Dion Dredge, Seconded Margaret Marsiglio

Direct Council to ensure that all Councillors read all public submissions and publicly advertised they have as a means of ensuring community concerns have been taking into consideration i.e. 40 submissions received for Parkin and Harrison with 38 against and 2 for would indicate further community consultation required. In a percentage 95% of residents opposed the Development.

**Carried - 29/19**

The reasons provided by the proponent in support of the resolution were:

*'Councillors have limited time to read submissions, they get Friday and go to Council Monday/Tuesday'*

### Implications to Consider

**a. Consultation with the Community**

Not Applicable

**b. Consultation with Government Agencies**

Not Applicable

**c. Strategic**

Community Plan

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

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

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

**d. Policy**

Council has a Governance and Meeting Framework Policy in place to support its decision making processes, the Objective of which is:

Provide a functional, transparent and legally compliant meetings framework that serves to:

- Engage elected members in policy and strategy development from concept through to adoption.
- Facilitate opportunity for elected members to participate in Council's policy and strategy agenda with the assistance and collaboration of Council officers.
- Provide elected members with accurate, relevant and topical information upon which to make decisions and undertake their roles.
- Capitalise upon the skills, knowledge and enthusiasm of community members who sit on Council advisory committees.

The Policy provides for an information and decision making process that includes Ordinary Council Meetings, Standing Committee Meetings, Councillor Engagement Sessions, Occasional and Advisory Committee Meetings.

**e. Financial**

Nil

**f. Legal and Statutory**

1. The *Local Government Act 1995* (Act) section 5.33(2) requires that:

(2) *If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.*

2. <sup>2</sup>The Motion passed at the Annual Electors Meeting requires some clarification on the legislated roles and responsibilities of the Council and the Administration along with obligations under both the Council and Employees Codes of Conduct:

<sup>2</sup> The published Agenda included information inadvertently repeated. This has been removed from these Minutes.



The Act, s.2.7 and s.2.10 details the Role of Council and the Councillors and includes governing the local government's affairs, responsibility for the performance of the local government's functions, oversight of the allocation of the local government's finances and resources as well as determining the local government's policies. Specifically Councillors are to participate in the local government's decision-making processes at council and committee meetings.

Further, the Mayor and Councillors are required by s.2.29 of the Act, upon being successfully elected, to make a Declaration in accordance with the *Local Government (Constitution) Regulations 1998* stating: *'that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgment and ability, and will observe the code of conduct adopted by the City of Rockingham under section 5.104 of the Local Government Act 1995.'*

The Code of Conduct for Council Members, Committee Members and Candidates, available on the City's website, covers matters relevant to personal integrity and conduct etc. Specifically clause 6 Accountability states:

*'A council member or committee member should —*

- (a) base decisions on relevant and factually correct information; and*
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and*
- (c) read all agenda papers given to them in relation to council or committee meetings; and*
- (d) be open and accountable to, and represent, the community in the district.'*

3. The Functions of CEO as detailed in s.5.41 of the Act includes:

- '(a) advise the council in relation to the functions of a local government under this Act and other written laws; and*
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and...'*

4. The role of Employees in Local Government is determined by the functions of the CEO as set out in s.5.41 of the Act and the Code of Conduct for Employees, available on the City's website.

The Code of Conduct for Employees requires:

- '(h) when making recommendations and determinations on behalf of the City, apply due diligence in the collation and assessment of relevant information;*
- (i) perform their duties impartially and in the best interests of the City, and the community, uninfluenced by fear or favour; and...'*

**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**

Making informed decisions is the most important activity undertaken by the City, both by Council and by employees. Effective decision-making processes increases the likelihood that the decisions themselves will be in the best interests of the entire community.

Councillors are required under the Code of Conduct to ensure they have read all agenda papers provided to them.

Council reports will provide a summary of key issues raised in community consultation along with an assessment of those matters. The full submissions are also provided to Councillors for their consideration.

Public consultation is an opportunity for the public to participate and contribute to the decision making process and to raise issues that they see are relevant regardless of the popularity or otherwise of the matter. The issues raised are considered on their merit in line with any applicable legislation.

The Council can only make decisions by resolution, that is, a motion being considered at a properly convened meeting and passed by the required majority vote.

An important role of the CEO is to ensure that Council receives quality and timely advice and relevant information to enable informed and effective decisions to be made. At meetings, this includes ensuring that all reports presented include the necessary background information and detail; any options; any financial or legal impacts; and any associated risks.

Council operates a Committee system which allows recommendations to be made by a Committee to Council enabling at least a further week prior to the Council's final decision being made on a matter. This provides an opportunity for specific issues that may be raised to be further clarified prior to Council's final determination.

Should Councillors require further information or further time for consideration, matters can be deferred depending on relevant deadlines. Councillors are well aware of the meeting schedules and Agenda distribution timelines which assists with managing their reading and preparation time.

Community consultation on a Development Application is generally to assist the Council in exercising discretion where it exists under the planning framework (ie. building height variation, building setback variation etc). Where comments are received on the exercising of discretion, the issues which are raised are assessed and reported to the decision-maker (ie. Council). The mere fact that a percentage of the submissions object to a proposal, either in its entirety or in respect to certain elements, is not a valid reason in itself to refuse an application.

#### **Officer Recommendation Reason**

The resolution and supporting reasons from the Electors Meeting the subject of this report, are not supported. The roles and responsibilities of the Council and Administration are clearly outlined within this report, the legislation and Code of Conduct along with policy and procedure guides the flow of information to support Council's decision making, allowing sufficient time for reports to be read, understood or questions asked. It is considered that the City's current meeting procedures and practices support good governance and decision making. Furthermore it is noted that many decisions, particularly in the planning area are subject to statutory deadlines.

#### **Voting Requirements**

Simple Majority

#### **Officer Recommendation**

That Council **NOT SUPPORT** the resolution from the Annual Electors meeting held on 21 December 2022 that –

*'Direct Council to ensure that all Councillors read all public submissions and publicly advertised they have as a means of ensuring community concerns have been taking into consideration i.e. 40 submissions received for Parkin and Harrison with 38 against and 2 for would indicate further community consultation required. In a percentage 95% of residents opposed the Development.*



### Amended Recommendation

Cr Buchanan proposed the following amended recommendation:

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

That Council **NOTES** the motion from the Annual Electors Meeting, and **AFFIRMS** its expectation that councillors will read and give due weight to all public submissions prior to voting any given item, thus ensuring that public concerns are taken into consideration.

Committee Voting (Lost) – 2/4

(Crs Davies, Schmidt, Hume and Liley voted against)

### Committee Recommendation

**Moved Cr Davies, seconded Cr Hume:**

That Council **NOT SUPPORT** the resolution from the Annual Electors meeting held on 21 December 2022 that –

*'Direct Council to ensure that all Councillors read all public submissions and publicly advertised they have as a means of ensuring community concerns have been taking into consideration i.e. 40 submissions received for Parkin and Harrison with 38 against and 2 for would indicate further community consultation required. In a percentage 95% of residents opposed the Development.*

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-004/23</b>	<b>Electronic Voting – Council, Special Council and Standing Committees</b>
File No:	GOV/90	
Proponent/s:		
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support	
Other Contributors:	Mr Michael Parker, Chief Executive Officer	
Date of Committee Meeting:	21 February 2023	
Previously before Council:	GM-020/22 (22 November 2022)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

### Purpose of Report

For Council to consider methods of electronic voting for Ordinary/Special Meetings and Standing Committees.

### Background

A Notice of Motion was presented by Cr Schmidt at the November 2022 Council meeting and it was resolved:

Moved Cr Schmidt, seconded Cr Buchanan:

That Council DIRECTS the Chief Executive Officer to investigate methods of electronic voting for Ordinary/Special Meetings and Corporate & Community Development and Planning & Engineering Committee Meetings and provide a report to the February 2023 Council meeting.

Carried – 12/0

### Details

Council has requested that Officers consider the logistics associated with implementing an electronic method of voting *'To ensure that meetings are effective and modernised with technology, electronic voting would provide a quick and effective voting method for Councillors and provide the Presiding Member with an instant tally of votes instead of counting hands.'*

## Implications to Consider

a. **Consultation with the Community**

Nil

b. **Consultation with Government Agencies**

Nil

c. **Strategic**

Community Plan

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

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

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

d. **Policy**

Nil

e. **Financial**

Costs associated with deployment of an E-Voting solution are presently being researched and will be dependent on system capability and integration requirements. There will be a cost in initial establishment and ongoing licence fees. Officers have requested detail from solution providers but are yet to receive sufficient information that may determine definitive cost parameters.

f. **Legal and Statutory**

1. Section 5.21 of the *Local Government Act 1995 (LG Act)* states:

*'(1) Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*

*(2) Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*

*(3) If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*

*(4) If a member of a council or a committee specifically requests that there be recorded —*

*(a) his or her vote; or*

*(b) the vote of all members present, on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.*

*(5) A person who fails to comply with subsection (2) or (3) commits an offence.'*

2. Section 5.25 (1) (d) of the LG Act states:

*'Regulations about council and committee meetings and committees*

*(1) Without limiting the generality of section 9.59, regulations may make provision in relation to -*

*(d) methods of voting at council or committee meetings;'*

3. Regulation 9 of the *Local Government (Administration) Regulation 1996* states:

*'Voting at a council or committee meeting is to be conducted so that no voter's vote is secret.'*

4. Clause 13.2 of the *Standing Orders Local Law 2001* states:

*'Question - Method of Putting*

*If a decision of the Council or a committee is unclear or in doubt, the person presiding shall put the motion or amendment as often as necessary to determine the decision from a show of hands or other method agreed upon so that no voter's vote is secret, before declaring the decision.'*

**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 investigate methods of electronic voting for Ordinary/Special Meetings and Corporate & Community Development and Planning & Engineering Committee Meetings and provide a report to the February 2023 Council meeting.*

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 of Rockingham (**City**).

The Reforms include the following:

Reform: Recording all votes in council minutes

At present, the City is only required to record which councillor voted for or against a motion in the minutes of that meeting if a request is made by an elected member at the time of the resolution during the meeting. The Reforms propose that the individual votes cast by all councillors for all council resolutions be required to be published in the council minutes to identify those for, against, on leave, absent or who left the Chamber. The City already does this and those voting for and against resolutions are announced at Council Meetings. As matters stand the Reforms do not appear to encompass an electronic voting system for Council Meetings although this may change.

Electronic Voting

Electronic voting (**E-Voting**) is a process where an electronic means is used for votes casting and results counting.

The Council Chamber was refurbished between December 2021 and January 2022. The refurbishment included the installation and commissioning of live streaming and a conferencing system. The Audio Visual component was undertaken by an audio visual specialist firm with a focus on integrated solutions, tailored to the end-user experience. The conference system component is a product of Bosch Security Systems and commonly termed as 'Dicentis' Conference Systems (**Dicentis**), and has some functionality for E-Voting. An alternative to Dicentis is another module of the Docs On Tap solution already utilised by the City, which Councillors will be familiar with.

1. Bosch Dicentis

The Dicentis has voting capability with version 4.12 enhancing voting. However, at the time of preparing this report information requested on the detail and capability of this solution were, as yet, not supplied.

2. Harbour Software

Docs On Tap is a web based product of Harbour Software and used by the City enabling the management and distribution of documents and content via the cloud.

Doc Assembler is fully integrated with Docs On Tap and other leading software applications (Office 365) to ensure efficiency and a seamless user experience.

Both products are web-based meeting management software solutions enabling officers to work collaboratively and distribute the finalised document via a one-step process straight to Council Members. Doc Assembler key functions include capture and display of electronic votes into the minute taking process

Other platforms also exist however more work on the integration of an electronic voting system is required to ensure assimilation with the City's Information Systems and live streaming platform. Once the additional information is received an assessment of possible outcomes and Information Systems capabilities can be undertaken.

It should be understood that any installation of product needs to occur within existing resource parameters. Staff have a full complement of Information Technology project work already planned and being implemented. It is imperative that any product installed is secure from outside intervention and therefore adequate resources, should the officer recommendation be supported, need to be available and appropriate integrated products chosen which best meet City needs.

#### Conclusion

Officers have endeavoured to gather the necessary information, however with the Christmas holiday period and many businesses closed for the early part of January 2023 this have proven to be a difficult task, in order to meet Council's November 2022 resolution.

E-Voting solutions are available through the Dicentis Conference System or the Docs On Tap/Doc Assembler System and other platforms. However, there are still some information gaps that Officers have not been able to resolve.

Essentially, if it is the Council's directive to implement E-Voting as part of the decision making process then this can be achieved, albeit as matters stand a full scoping and assessment of products available would need to occur to ensure what is chosen best meets organisational needs. Currently the assessment of needs has not occurred and therefore not clear. It is on this basis the following Officer recommendations have been structured to allow the Chief Executive Officer to complete an assessment process and determine the optimal solution to implement electronic voting on its own or an organisational system improvement encompassing agendas and minutes including electronic voting.

### **Voting Requirements**

Simple Majority

### **Officer Recommendation**

That Council **NOTES** the information provided within this Report and that after the necessary information is received by the City of Rockingham the matter be presented to Council for determination.

### **Committee Recommendation**

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

That Council **NOTES** the information provided within this Report and that after the necessary information is received by the City of Rockingham the matter be presented to Council for determination.

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 Strategy Marketing and Communications



<b>Reference No &amp; Subject:</b>	<b>GM-005/23</b>	<b>Annual Electors Meeting 21 December 2022 Resolution: Council Health and Safety Policy development</b>
<b>File No:</b>	CPM/94	
<b>Proponent/s:</b>		
<b>Author:</b>	Ms Nollaig Baker, Manager Strategy, Marketing and Communications	
<b>Other Contributors:</b>	Ms Melissa Swaney, Strategic Projects Coordinator Mr Manoj Barua, Manager Technical Services Ms Erica King, Manager Health and Building Services	
<b>Date of Committee Meeting:</b>	21 February 2023	
<b>Previously before Council:</b>		
<b>Disclosure of Interest:</b>		
<b>Nature of Council's Role in this Matter:</b>	Executive	
<b>Site:</b>		
<b>Lot Area:</b>		
<b>Attachments:</b>		
<b>Maps/Diagrams:</b>		

### Purpose of Report

To consider the following resolution from the Annual Meeting of Electors held on 21 December 2022:  
*'Councillors to develop a Health and Safety Policy that clearly states that the Health & Safety of the Public is considered the utmost priority in their decision making and in doing so comply with relevant legislation, regulations, associated codes of practice, guidance notes and best practice.'*

### Background

The *Local Government Act 1995* requires Council to consider any decisions arising from the Annual Meeting of Electors, and in making a decision in response, to also provide the reason for its decision.

### Details

The following resolution was passed at the Annual Meeting of Electors held on 21 December 2022:

#### **Motion – Public Health and Safety Policy development**

#### **Moved Tom Mannion, Seconded Kelly Middlecoat**

*"Councillors to develop a Health and Safety Policy that clearly states that the Health & Safety of the Public is considered the utmost priority in their decision making and in doing so comply with relevant legislation, regulations, associated codes of practice, guidance notes and best practice"*

**Carried - 29/16**



The reason provided by the proponent in support of the resolution is;

*"While the city continues to focus on the Health and Safety of their employees it has disregarded the Public in failing to develop a Policy that ensures Public Safety is a priority. Over a number of meeting over several years I have raised concerns with the risk to the public's Health and Safety with the city failing in their duty of care to apply*

- Risk Management – Guidelines: AS ISO 31000:2018*
- Water Corporations Stormwater Management Guidelines for Western Australia to minimise the public risk, including risk of injury or loss of life, to the community*
- Department of Health Guidelines – Beach Grade Classifications*
- Department of Transport – Planning and Designing for Bike Riding in Western Australia: Shared and Separated Paths*

The City of Rockingham (City) has responded to the proponent whenever he has raised these issues. While the proponent's concerns are acknowledged, the following demonstrates how the City has an embedded risk management framework and strives to ensure the health and safety of the community.

***Risk Management – Guidelines: AS ISO 31000:2018***

The City is required to produce a plan for the future of the district pursuant to s.5.56 (1) of the *Local Government Act 1995* (Plan). To deliver the Plan, to meet the community's aspirations and objectives, and to comply with legislative requirements, the City has developed plans, policies, and strategies (including an embedded risk management framework).

The City applies a risk-based approach to all its strategic and operational responsibilities. This includes its decision-making processes and its efforts to ensure compliance with its statutory and regulatory requirements – all of which strive to manage risk to employees, elected members and members of the public.

The City's Risk Management Framework is aligned to the *Risk Management Standard - AS/NZS ISO 31000:2018 Risk Management – Guidelines*. In May 2012, Council adopted its Risk Management Policy (RM Policy), with the most recent review adopted by Council in January 2021. This policy defines the fundamental principles that establish and maintain a robust, integrated and effective risk management system to support evidence-based decision making. Through the RM Policy, Council acknowledges that risk management is a fundamental element of good business practice.

In the RM Policy the following key areas of activity ensure that risk management is an embedded process to deliver the best outcomes for the community;

- 1. Statutory Compliance – Compliance with Regulation 17 of the Local Government (Audit) Regulations 1996.*
- 2. Industry Best Practice - Alignment with the principles and practises as detailed in the Risk Management Standard - AS/NZS ISO 31000:2018 Risk Management - Guidelines.*
- 3. Strategic Integration - Integration across the City's Strategic Framework including Team Plans, Community Plan Strategies and through to the City's Community Plan.*
- 4. Decision Making - Identification, analysis and response to risk must be addressed across all strategic and operational decision making functions at employee, Executive and Council level.*
- 5. Reporting - Executive Policies and procedures that clearly articulate employee obligations and business rules when reporting and registering risk*
- 6. Organisation Culture - A culture of mandatory risk identification and analysis in any given situation.*
- 7. Tools and Processes - Tools and processes that are fit for purpose and accessible to all staff to ensure risk is identified, analysed and recorded appropriately.*
- 8. Organisational Awareness and Training - Relevant employees will receive appropriate training in risk management.*
- 9. Internal Audit - Effective and transparent linkage between the risk management and internal audit functions of the City.*

In line with the requirements of regulation 17 of the *Local Government (Audit) Regulations 1996*, the City's Chief Executive Officer must conduct a review, at least once in every three years, to ensure the appropriateness and effectiveness of the City's systems and procedures in relation to risk management, internal control and legislative compliance. The outcomes of the review are reported to the Council Audit Committee.

The City is legally obliged to comply with the *Work Health and Safety Act 2020 (WA)* and is required to ensure, so far as is reasonably practicable, the health and safety of "other persons" (i.e. persons other than workers) is not put at risk from work carried out by or for the City. Consistently with this obligation, the City takes a risk-based approach to health and safety - and the City's risk management framework has a specific health and safety consequence category built into it. Officers must consider this framework when conducting risk assessments and ensure that risk is minimised so far as is reasonably practicable.

The City prioritises public health and safety at all times. Health and safety is acknowledged as the most important and integral part of activities undertaken at, or on behalf of, the City and this involves managing risks to the health and safety of not only the City's staff but also its customers, visitors, suppliers and contractors, and the wider community.

In this regard, the City works closely with multiple stakeholders including the Department of Water and Environmental Regulation, Department of Health, Department of Transport, Water Corporation, and Main Roads to minimise risk.

***Department of Transport – Planning and Designing for Bike Riding in Western Australia: Shared and Separated Paths***

An essential element of minimising risk to the wider community is to ensure that public places and road and cycle-ways are designed and used in accordance with best-practice principles and life cycle cost analysis. This is a strategic objective in the City's Strategic Community Plan and to meet this objective, Council has adopted a range of strategies and plans including the Strategic Asset Management Plan, Road Safety Action Plan, Coastal Facilities Strategy and a Long-Term Cycle Network Plan. The Department of Transport's Western Australian Bicycle Network Plan identifies the need for a Long-Term Cycle Strategy for Perth representing a vision for a fully integrated cycling network across Perth and Peel. The City is a stakeholder in the development of this plan.

The City applies relevant standards and guidelines in delivering roads and cycle-paths. Road rules including the use of shared paths are administered by the Road Traffic Code and enforced by WA Police.

***Water Corporations Stormwater Management Guidelines for Western Australia to minimise the public risk, including risk of injury or loss of life, to the community***

The City regularly monitors, maintains and implements drainage solutions to manage its stormwater drainage network. The Water Corporation has the primary responsibility for most of the storm water networks and infrastructure within the City. Its network can be independent of or connected to the City's network. The City regularly liaises with the Water Corporation when interacting networks are involved. For the City's own network, the relevant standards and guidelines are adhered to (in addition to the City's risk assessment process) to ensure the health and safety of the wider community.

***Department of Health Guidelines – Beach Grade Classifications***

Under the National Health and Medical Research Council Guidelines for managing risk in recreational water, the specified "trigger levels" are a reference point for action when elevated sampling results are detected. The City also participates in the Department of Health's Recreational Waters Microbiological Monitoring Program, which is based on the principles of Chapter 5 of the National Health Medical Research Council 2008 and the Guidelines for Managing Risks in Recreational Water (Guidelines). The Guidelines provide a quantitative risk assessment tool to establish a reliable understanding of microbiological water safety at popular recreational swimming sites. The Guidelines set the trigger levels as a reference point for action when elevated sampling results are detected. It is standard practise for the City to liaise with the Department of Health in reaching conclusions on the risk levels. The ocean water sampling results (including the sampling at The Pond) are published monthly in the City's Planning and Engineering Services information bulletin for public access. If there was an evidence based health risk to the community the City would communicate this through the appropriate channels, and at the time that the risk is detected.



### Implications to Consider

a. **Consultation with the Community**

Not Applicable

b. **Consultation with Government Agencies**

Not Applicable

c. **Strategic**

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic 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.*

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

**Strategic Objective:** *Management of current assets - Maintain civic buildings, sporting facilities, public places and road and cycle way infrastructure based on best practice principles and life cycle cost analysis*

d. **Policy**

Council Policy Risk Management

Council Policy Occupation Safety and Health

e. **Financial**

Nil

f. **Legal and Statutory**

Section 5.33(2) of the *Local Government Act 1995* (Act) states that:

(2) If at a meeting of the Council a local government makes a decision in response to a decision made at an electors meeting, the reasons for the decision are to be recorded in the minutes of the Council meeting.

g. **Risk**

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

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

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

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

Nil

### Comments

The health and safety of the community is at the forefront of the City's decision-making whether this be in design and construction of infrastructure or undertaking maintenance operations. The City must comply with the legislation applicable to the many and varied services and facilities it provides.

The City is committed to maintaining the safety of all people associated with or affected by its long-term planning and ongoing operations. Through its Council Policy – Risk Management and Occupational Health and Safety Policy, Council acknowledges the collective responsibility and accountabilities in managing risks that may impact the community's health and safety.

The City's enterprise-wide risk management system is integrated into strategic and operational activities and decision making processes. This includes legislative and regulatory requirements which aim to avoid, so far as it reasonably practicable, risk to the health and safety of its employees, elected members and the wider community.

The City works with multiple agencies in the delivery of the Strategic Community Plan Aspirations and Objectives, and strives to satisfy its legislative and regulatory obligations through relevant policies, standards and guidelines that aim to provide the best outcomes for the community.

Responsibility for Environmental and Community health and safety is shared between Federal, State and local government and is subject to legislation and regulation. Operational responsibility involves multiple agencies. The legislative and regulatory processes seek to ensure that the community in general is not exposed to risks to its health and safety, as far as is reasonably practicable.

Further, there are relevant, specific requirements that are already in place with respect to Elected Members and the City.

One of the roles of an Elected Member under the *Local Government Act 1995* is to "represent the interests of electors, ratepayers and residents of the district": s 2.10. Further, the general function of a local government "is to provide for the good government of persons in its district": s 3.1(1).

Additionally, clause 6(b) of the City's Code of Conduct for Council Members, Committee Members and Candidates requires an Elected Member "to make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance".

#### Officer Recommendation Reason

The City acknowledges the proponent's concerns but based on the following reasons, the resolution and supporting reasons from the Electors meeting, the subject of this report are not supported:

- the City's legislative and regulatory requirements
- existing plans and strategies
- Council Policies on Risk Management and Occupation Health and Safety
- A risk management framework that is aligned to the internationally accepted Risk Management Standard - AS/NZS ISO 31000:2018 Risk Management;
- existing requirements in respect to the role of Elected Members and the City.

#### Voting Requirements

Simple Majority

#### Officer Recommendation

That Council **ACKNOWLEDGES** the proponent's concerns for public health and safety, but based on the evidence provided in this report, **NOT SUPPORT** the resolution from the Annual Electors meeting held on 21 December 2022

*'Councillors to develop a Health and Safety Policy that clearly states that the Health & Safety of the Public is considered the utmost priority in their decision making and in doing so comply with relevant legislation, regulations, associated codes of practice, guidance notes and best practice.'*

#### Committee Recommendation

Moved Cr Buchanan, seconded Cr Davies:

That Council **ACKNOWLEDGES** the proponent's concerns for public health and safety, but based on the evidence provided in this report, **NOT SUPPORT** the resolution from the Annual Electors meeting held on 21 December 2022

*'Councillors to develop a Health and Safety Policy that clearly states that the Health & Safety of the Public is considered the utmost priority in their decision making and in doing so comply with relevant legislation, regulations, associated codes of practice, guidance notes and best practice.'*

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 Strategy Marketing and Communications



<b>Reference No &amp; Subject:</b>	<b>GM-006/23</b>	<b>Annual Electors Meeting 21 December 2022 Resolution – Strategic Community Plan Major Review Consultation</b>
<b>File No:</b>	CPM/245	
<b>Proponent/s:</b>		
<b>Author:</b>	Ms Nollaig Baker Manager Marketing and Communications	
<b>Other Contributors:</b>	Ms Melissa Swaney Strategic Projects Coordinator	
<b>Date of Committee Meeting:</b>	21 February 2023	
<b>Previously before Council:</b>	23 August 2022 (GM-014/22)	
<b>Disclosure of Interest:</b>		
<b>Nature of Council's Role in this Matter:</b>	Executive	
<b>Site:</b>		
<b>Lot Area:</b>		
<b>Attachments:</b>		
<b>Maps/Diagrams:</b>		

### Purpose of Report

To consider the following resolution from the Annual Meeting of Electors held on 21 December 2022:  
*'That Council DIRECTS the CEO to publicly advertise and hold, ten (10) face-to-face workshops and public meetings so the electors and ratepayers who are not computer literate, are involved in the major review of our Strategic Community Plan.'*

### Background

The *Local Government Act 1995* requires Council to consider any decisions arising from the Annual Meeting of Electors, and in making a decision in response, to also provide the reason for its decision.

### Details

The following resolution was passed at the Annual Meeting of Electors held on 22 December 2022:

#### **Motion – Strategic Community Plan**

#### **Moved Rebecca Privilege, Seconded Mary Ann Rath**

Direct Council, and the CEO and the City of Rockingham to publicly advertise and hold, ten (10) face-to-face workshops and public meeting so the electors and ratepayers, who are not computer literate, are involved in the major review of our Strategic Community Plan.

**Carried – 23/11**

The reason provided by the proponent in support of the resolution is;

*'When the City of Joondalup undertook their major review of their Strategic Community Plan, they held ten (10) community face-to-face workshops and public meetings.'*

Council at its August 2022 meeting approved the Community Engagement Program for the major review of the Strategic Community Plan (SCP) (2019-2029). In October 2022 consultants were engaged to conduct the major review of the SCP. Based on the Consultants research and knowledge, and previous experience with developing Strategic Community Plans, the City has followed the Consultant's best practice advice to achieve outcomes to inform the development of the Strategic Community Plan (2023-2033). This included considering alternative approaches with the aim of inclusiveness, and to ensure that usually unengaged members of the community have the opportunity to participate. As a result three focus group workshops were conducted to allow for a more targeted approach and replaced the randomly selected community workshops which were previously conducted. Notwithstanding this a total of seven (7) targeted community workshops will have been completed along with 17 pop-up community consultations (at City events, City facilities and local shopping centres), and two major community surveys.

At all of the pop-up consultations researchers verbally surveyed community members across a representative demographic from our community. Pop-ups have been spread across our community, including a session at the City's Autumn Centre. Multiple consultation methods have been used to gather feedback, ensuring a mixture of feedback received both in person at pop-ups, focus groups workshops and online.

Included in the consultation are members of the City's Advisory Committees and Groups that represent the community and advise Council in multiple areas. These Committees and Groups had the opportunity to provide input into a targeted survey and will participate in a workshop during February. Engaging young people has also been a key focus. As well as input from the City's Youth Reference Group and Junior Council, schools were invited to participate in a targeted survey and to nominate a representative to attend a workshop in March 2023.

To support the promotion of the consultation program to the community, the City invited community members to opt in to Rock Port, promoted the first community survey extensively on social media, on the City's website and through Share your thoughts on Rock Port. A QR code linking to the survey on printed material and advertisements was also provided. The advert for the first survey has reached 47,579 unique individuals geocached within the City of Rockingham across Facebook and Instagram, while the page for the SCP on the City's website has had 748 visits.

Adding to that wealth of resident feedback, in February 2023 15,000 randomly selected households were invited to help establish the vision and priorities for the 2023-2033 Plan. This survey will also be promoted on the City's website Share Your Thoughts page, through social media and Rock Port.

Once that feedback has been collated, the proposed Aspirations and Strategic Objectives will be developed. The draft plan will then be developed and presented to a future Elected Member Engagement Session and subsequent Council meeting. It will then be made available for more feedback from residents to help shape the final plan. The final plan for 2023–2033 will be presented to Council for adoption in mid-2023.

The proponent of this resolution refers to the consultation undertaken by the City of Joondalup. The following is based on a comparison with the reported consultation approach in the City of Joondalup's Strategic Community Plan (2022–2032):

	City of Joondalup	City of Rockingham
<b>Total residents engaged</b>	1,483	Target 3,000
<b>Pop-up consultation sessions</b>	4	16
<b>Community and stakeholder workshops/focus groups</b>	10	7
<b>Surveys</b>	1	3

It should be noted also that according to the Integrated Planning and Reporting – Advisory Standard (2016), a major review of an SCP community engagement should involve at least 500 people, or 10% of community members, whichever is fewer, and at least two forms of engagement must be conducted. A sample survey population of 400+ participants is deemed a sufficient sample size for a survey according to the Auditor General of Western Australia. The City's current engagement program far exceeds these requirements.

The consultation program aligns with Council's Strategic Development Framework Policy and Community Engagement Policy. As per the Community Engagement Policy the City has undertaken multiple engagement activities with the community to ensure that their views have been included.

### Implications to Consider

**a. Consultation with the Community**

Nil

**b. Consultation with Government Agencies**

Not Applicable

**c. Strategic**

Community Plan

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

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

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

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

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

**d. Policy**

Strategic Development Framework Policy provides the process for the major review of the Strategic Community Plan.

The Community Engagement Policy sets out the communication and consultation approaches to be undertaken.

**e. Financial**

Nil

**f. Legal and Statutory**

Section 5.33(2) of the *Local Government Act 1995* (Act) states that:

(2) If at a meeting of the Council a local government makes a decision in response to a decision made at an Electors meeting, the reasons for the decision are to be recorded in the minutes of the Council meeting.

**g. Risk**

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

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

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

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

Nil

## Comments

Council approved the Community Engagement Program for the major review of the Strategic Community Plan in August 2022. Following the appointment of consultants a Councillor Engagement Session was held with the consultants which provided further detail on the engagement program.

### Officer Recommendation Reason

Based on the best practice advice received from experienced consultants, and the quantity and breadth of the consultation underway including seven targeted community workshops/focus groups, the proposal put forward at the Elector's meeting is not supported. The consultation program meets the requirements of Council's Strategic Development Framework Policy and Community Engagement Policy.

Extensive community engagement commenced in November 2022 and this program will continue until the draft Plan is presented to Council for the purpose of public advertising for a four- week period. The community will have a further opportunity to have their input into the draft plan. It is anticipated that the final draft Plan will be presented to Council in mid-2023.

The aim of the program is to achieve at least 3,000 sets of inputs and this will surpass the advice to have a minimum of 500 inputs as set out by the Integrated Planning and Reporting – Advisory Standard (2016).

## Voting Requirements

Simple majority

## Officer Recommendation

That Council **NOT SUPPORT** the resolution from the Annual Electors meeting held on 21 December 2022.

*'That Council DIRECTS the CEO to publicly advertise and hold, ten (10) face-to-face workshops and public meetings so the electors and ratepayers who are not computer literate, are involved in the major review of our Strategic Community Plan.'*

## Amended Recommendation

Cr Buchanan proposed the following amended recommendation:

That Council:

1. **NOTES** the resolution from the Annual Electors Meeting, and the process already undertaken for the review of its Strategic Community Plan, which it is satisfied, will provide a broad and appropriate range of opportunity for community feedback.
2. **NOT SUPPORT** the resolution from the Annual Electors meeting held on 21 December 2022.  
*'That Council DIRECTS the CEO to publicly advertise and hold, ten (10) face-to-face workshops and public meetings so the electors and ratepayers who are not computer literate, are involved in the major review of our Strategic Community Plan.'*

## Committee Recommendation

Moved Cr Buchanan, seconded Cr Schmidt:

That Council:

1. **NOTES** the resolution from the Annual Electors Meeting, and the process already undertaken for the review of its Strategic Community Plan, which it is satisfied, will provide a broad and appropriate range of opportunity for community feedback.



2. **NOT SUPPORT** the resolution from the Annual Electors meeting held on 21 December 2022.  
*'That Council DIRECTS the CEO to publicly advertise and hold, ten (10) face-to-face workshops and public meetings so the electors and ratepayers who are not computer literate, are involved in the major review of our Strategic Community Plan.'*

Committee Voting (Carried) – 6/0

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

To include further information in the Committee Recommendation for clarity purposes.

**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-007/23</b>	<b>Appointment of the Western Australian Electoral Commission to Conduct the City of Rockingham Ordinary Local Government Elections 2023 and Extraordinary Elections and Polls (Absolute Majority)</b>
File No:	GOV/10	
Proponent/s:	Western Australian Electoral Commission	
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support	
Other Contributors:		
Date of Committee Meeting:	21 February 2023	
Previously before Council:	GM-006/21 (27 January 2021)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	1. Letter from Western Australian Electoral Commission - Local Government Ordinary Election: 2023 Cost Estimate	
Maps/Diagrams:		

### Purpose of Report

Council to consider appointing the Western Australian Electoral Commissioner to conduct the ordinary local government elections for the City of Rockingham on 21 October 2023 together with any other elections or polls that may also be required by the postal ballot method.

### Background

The Western Australian Electoral Commission (WAEC) has conducted the City of Rockingham (City) elections by the postal ballot method for some time now. The conduct of postal elections by the WAEC has resulted in higher voter participation than when 'voting in person' elections were conducted. Postal elections allow for greater community participation and an appropriate separation of the roles between the City's administration and election process.

Election Year	% Voter Participation
2021	30.1
2019	24.9
2017	31.0

## Details

A letter was received from the Electoral Commissioner, dated 9 February 2023, notifying of the cost estimate to conduct the 2023 Local Government Elections by the postal ballot method.

The next ordinary local government election is scheduled for 21 October 2023 and in order for the WAEC to commence planning it has requested that Council consider whether it wishes to appoint the Electoral Commissioner to conduct the election by postal ballot.

If Council wishes to pursue the option with the WAEC it needs to resolve to appoint the Electoral Commissioner to conduct the election, together with any other elections or polls required, and that the elections or polls be conducted through the postal method.

The other elections referred to are any extraordinary elections created by the resignation of Councillors mid-term. These elections can be held in conjunction with the ordinary election or polls that Council may decide to hold.

## 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 Community Plan 2019-2029:

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

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

**d. Policy**

Nil

**e. Financial**

The Electoral Commissioner has advised the estimated costs of conducting the 2023 ordinary local government elections for the City of Rockingham is \$462,000 including GST, plus an additional \$20,125 including GST should Council wish to choose Australia Post's Priority Service. An appropriate allocation will be made in the 2023/2024 budget.

*Note: this compares with a cost of \$395,279.84 for the 2021 election and priority post option (including the Mayoral election, previously estimated at \$12,000).*

**f. Legal and Statutory**

In accordance with section 4.20(4) and section 4.61(1) and (2) of the *Local Government Act 1995* – Council is to appoint a Returning Officer and choose method of conducting the election by 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

The State Governance has advised that the 2023 Ordinary Local Government Elections will be conducted on the optional preferential basis following planned changes to the *Local Government Act 1995*.

This will be a significant change from the current 'first past the post' method used. Local Governments wishing to utilise a postal voting election, rather than an 'in person' election can only do so under the current legislation by appointing the WAEC to conduct the election.

The WAEC has been engaged by the City of Rockingham to conduct postal elections since 1999. The average voter turnout at the postal elections since 1999 is 31.38%.

As a result, the WAEC is best placed to conduct the postal elections and conducts the majority of local government elections in the metropolitan area. Significant logistical effort would be required if Council decides the City conducts its own elections, by way of 'in person' elections.

It would be likely that there would be a drop in voter participation if an 'in person' election is conducted as voting local government elections is not compulsory.

Finally at the 2021 election Council chose to use the priority post option due to concerns raised at the previous election with the timeliness of voters receiving electoral packages. Given previous experience any method to improve Postal Delivery is seen as advantageous.

### Voting Requirements

Absolute Majority

### Officer Recommendation

That Council:

1. **DECLARES**, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any other elections or polls which may be required.
2. **DECIDES**, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.
3. **APPROVES**, the use of the Australia Post Priority Service for the lodgement of election packages at an additional estimated cost of \$20,125.

### Committee Recommendation

Moved Cr Schmidt, seconded Cr Davies:

That Council:

1. **DECLARES**, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any other elections or polls which may be required.
2. **DECIDES**, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.
3. **APPROVES**, the use of the Australia Post Priority Service for the lodgement of election packages at an additional estimated cost of \$20,125.

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 Development Directorate and Support		
<b>Reference No &amp; Subject:</b>	CD-002/23	<b>Warnbro Community Recreation Centre Master Plan - Draft for Public Comment</b>
File No:	CPR/1020-1	
Proponent/s:		
Author:	Ms Carly Kroczek, Senior Project Officer	
Other Contributors:		
Date of Committee Meeting:	21 February 2023	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:	Lots 600 and 601 Okehampton Road, Warnbro	
Lot Area:	90,194m <sup>2</sup>	
Attachments:	1. Warnbro Community Recreation Centre (Currie Street Reserve) Master Plan – Draft	
Maps/Diagrams:		

## Purpose of Report

To seek Council endorsement of the draft Warnbro Community Recreation Centre Master Plan for the purpose of public comment.

## Background

Warnbro Community Recreation Centre (WCRC) was built in 1979. At the time, the centre consisted of a single multipurpose room, crèche, kitchen, office space, sports club room and change rooms. In 2009, a second set of change rooms was constructed on the lower western side to accommodate the growing football club.

Over the years, a number of asset inspections have been completed, and community requests for asset improvements and upgrades to the WCRC have been received. To facilitate a coordinated approach to the upgrade and renewal of the facility, the Community Development Division commenced the development of a master plan to guide the long term redevelopment of the facility. The draft master plan has now been completed and is presented to Council for endorsement to proceed to public comment.

## Details

### Master Plan Process

The WCRC Master Plan builds on the community infrastructure assessments (completed by the Community Infrastructure Planning Team) and asset inspections (completed by Operations and Fleet Services) to provide the strategic vision and direction that is needed to plan and undertake future asset renewal and upgrade works.

The master plan was developed in two parts:

#### Part One

- **Situation Analysis:** a review of all background data such as previous research, projects, asset inspections, state sporting association guidelines, City policies and population demographics;
- **Functional audit:** assessment of the building to determine if 'fit for purpose';
- **Consultation:** opportunity for stakeholder and community feedback provided through surveys and/or meetings; and
- **Needs assessment:** identification and validation of stakeholder needs, and recommendations to satisfy these needs.

#### Part Two

- **Asset Inspection:** Independent inspections completed by external consultants to determine condition of the facility and identify works required as part of the master plan (included structural, electrical, hydraulic, mechanical and compliance); and
- **Master Plan:** development of building and landscape plans showing infrastructure improvements that address the needs identified.

### Master Plan – Design Response

Key recommendations of the Master Plan include:

- Revision of the building layout to reduce as much as possible, the sharing of facilities and overlap between sporting club leasable areas, and community hireable spaces;
- Increase storage provision;
- Improve accessibility throughout the building and reserve;
- Develop all facilities to meet the City's Sports and Community Facility Provision Policy; and
- Increase parking available and improve the flow of the existing car park.

Design of the existing playing fields and flood lighting meets current and future demands, therefore there are no changes proposed for these items.

### Built Infrastructure

The Master Plan retains the current building footprint, with no extension proposed. The Master Plan does however propose extensive internal reconfiguration and refurbishment to ensure the facility can meet the requirements of the community and the City's Sports and Community Facility Provision Policy. Key features include:

- Conversion of current crèche facility into a multipurpose room that is suitable for messy craft activities, play group and the like;
- Conversion of the entry/reception area into a breakout space by removing the unused reception desk and providing inbuilt seating, open storage, drink fountain and notice board;
- Updating of the sports hall by removing the curtain and doors to create a fit for purpose storage room, replacement of basketball backboards and winches and rationalise access doors while achieving fire egress compliance;

- Conversion of the group fitness room into a multipurpose room through the removal of the stage, mirrors and all group fitness equipment. In addition storage rooms will be rationalised, a general refurbishment will occur and the alcove will be removed to increase the overall floor area and improve Crime Prevention Through Environmental Design;
- The existing commercial kitchen will be converted to a smaller kitchen in line with the Sports and Community Facility Provision Policy;
- Creation of internal toilets for users of the sports hall and multipurpose room , including a universally accessible toilet with shower;
- Refurbishment and alterations to the northern kiosk to ensure it is self-contained and independent;
- Refurbishment and reconfiguration of existing change rooms (unisex design) and toilets;
- New first aid room;
- Refurbishment of existing club rooms including relocation of existing bar and kitchen, creation of office space and internal store room, replacement of flooring, and an increase in overall floor space;
- Creation of internal toilets to service the club rooms; and
- Provision of an externally accessible information technology room for the City's use.

#### Reserve and Open Space

The reserve and open space largely meets the current and future needs of the community. The key features of the Master Plan include:

- Provision of accessible pedestrian footpath from the site boundary into the reserve;
- Changes to the circulation from the car park and around the building to meet compliance requirements;
- Revised and improved car park circulation (note: a complete redesign of the existing car park is not included);
- Provision of additional car parking along Currie Street and Oakhampton Road;
- New spectators shelters;
- New coaches boxes;
- Relocation of cricket nets;
- Relocation of playground;
- Improved spectator amenity and comfort at the existing veranda/tiered seating;
- Works to eliminate flooding in front of the existing tiered seating; and
- Implementation of new directional and way finding signage.

#### **Implications to Consider**

##### **a. Consultation with the Community**

The community were involved in the development of the Master Plan in the following ways:

- Online survey from 29 October to 19 November 2021. 293 responses were received;
- Current user groups of WCRC were invited to provide feedback. 13 groups were invited and 3 responded; and
- Meetings and regular communication with the President of the Warnbro Swans Football and Sporting Association, who have seen and provided comment on the proposed concept plans.

Pending Council's approval to advertise the draft Master Plan, the community will be invited to provide further feedback through the City's Share your Thoughts platform.

**b. Consultation with Government Agencies**

Not Applicable

**c. Strategic**

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic 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 draft Master Plan has been developed in accordance with the Council Policy – Sports and Community Facility Provision and will be advertised for a minimum of 14 days in line with the Council Policy – Community Engagement.

**e. Financial**

There are no financial implications associated with advertising the draft Master Plan for public comment, however if the final Master Plan is endorsed for implementation funding will need to be allocated in the Business Plan. The project is currently unfunded.

Full implementation of the Master Plan will cost \$6,399,380, escalated to 2025/26. The breakdown of costs is shown in the table below.

Item	\$
Building works	2,566,050
Refurbishment works (as per condition report)	82,100
External works and services	579,460
Preliminaries and Margin	645,522
Public Art	77,463
Professional Fees	387,313
Project Management Fee	387,400
Contingency	774,626
Escalation to 2025/26	899,446
<b>Estimated Project Cost</b>	<b>6,399,380</b>

There are a number of asset renewal works that have been deferred. These include:

Item	Year	\$
Replace backboards and winches	2024/25	28,000
HVAC, roof and other general renewal items	2025/26	1,330,000
Car park lighting upgrade	2025/26	60,000
Replace cricket nets	2027/28	110,000
<b>Total</b>		<b>1,528,000</b>



On the basis that there will be an asset maintenance contribution of **\$1,528,000** to the master plan, in order to implement the master plan, estimated new funding in the amount of **\$4,871,380** will be required. If, following the advertising of the master plan for public comment, Council decides to proceed with its implementation, the project will form part of the City's Five Year Works Program (Buildings) and implementation will be prioritised in context of the broader works program and other unfunded projects.

The project can be implemented in stages if required, however due to the interdependency of many of the works and spaces, this option is not desirable, but can be achieved. The funding implications of staging the project are shown below. It must be noted however, that the estimated costs are only escalated to 2025/26 and if implementation is beyond this, further escalation will need to be considered.

Description	Estimated Total (\$)
Stage 1 (lower change rooms, tiered seating, drainage, car parking, landscaping and access ramps)	1,939,483
Stage 2 (club rooms, community spaces, upper toilets and change rooms)	3,706,834
Stage 3 (play group room and playground)	753,064

This project would be eligible for funding through the Department of Local Government, Sport and Cultural Industries, Community Sport and Recreation Facilities Fund (CSRFF).

**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 WCRC Master Plan has been developed in response to feedback received that the facility condition needed to be improved, and was no longer meeting community need. The draft Master Plan provides the overall blue print for future development and asset renewal works. It must be noted however, that there is no funding or project management resources allocated to implement the Master Plan.

Pending Council endorsement, the Master Plan will be advertised for public comment, giving the community and key stakeholders the opportunity to provide feedback before the plan is finalised. Following that, the Master Plan will be updated as appropriate and returned to Council for final consideration. It will be at this time that Council will be requested to make a decision on funding the implementation of the Master Plan.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **ENDORSES** the draft Warnbro Community Recreation Centre Master Plan, as detailed in attachment 1, for the purpose of public comment.

### Committee Recommendation

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

That Council **ENDORSES** the draft Warnbro Community Recreation Centre Master Plan, as detailed in attachment 1, for the purpose of public comment.

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 Capacity Building  
Community Grants Program Committee**



<b>Reference No &amp; Subject:</b>	<b>CD-003/23</b>	<b>Community Grants Program applications round three 2022/2023</b>
File No:	GRS/48-06	
Proponent/s:		
Author:	Ms Emma Youd, Community Development Officer (Grants)	
Other Contributors:	Ms Rebekka Jarvis, Coordinator Community Capacity Building Mr Paul Hayward, Manager Community Capacity Building Mr Gary Rogers, Manager Community Infrastructure Planning Mr Brett Ashby, Manager Strategic Planning and Environment Ms Mary-Jane Rigby, Manager Community Safety and Support Services Mr Scott Jarvis, Manager Economic Development and Tourism Mr Blake Warner, Community Infrastructure Project Officer	
Date of Committee Meeting:	21 February 2023	
Previously before Council:		
Disclosure of Interest:	Cr Edwards declared an Impartiality Interest in item CD-003/23 Community Grants Program applications round three 2022/2023, as detailed in Regulation 22 of the Local Government (Model of Conduct) Regulations 2021 and as per section 5.65 of the <i>Local Government Act 1995</i> , as she is a member of Rockingham RSL Sub-branch.  Cr Buchanan declared an Impartiality Interest in item CD-003/23 Community Grants Program applications round three 2022/2023, as detailed in Regulation 22 of the Local Government (Model of Conduct) Regulations 2021 and as per section 5.65 of the <i>Local Government Act 1995</i> , as he previously worked with Fr. David Lord, Parish Priest of St Brendan's.	
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	1. Minutes of the Community Grants Program Advisory Committee meeting held on Tuesday 24 January 2023.	
Maps/Diagrams:		

## Purpose of Report

For Council to approve the recommendations in relation to the Community Grants Program (CGP) 2022/2023 round three applications.

## Background

The CGP aims to provide financial assistance to individuals and incorporated organisations/associations, to deliver programs, events and initiatives which provide benefits and outcomes in the following target areas:

- Community Development
- Sport and Recreation
- Economic Development and Tourism
- Environment and Heritage
- Culture and the Arts
- Emergency Services

The CGP has five funding areas:

- Minor Grants – up to \$3,000 (Travel Subsidy Grants, Youth Encouragement Grant and General Grants)
- Major Grants – up to \$10,000
- Major Events Sponsorship - up to \$20,000 per annum, for up to three years
- City Property Grants - up to \$10,000 per year (Leased/ Licenced Property Grants, Maintenance and Rates Subsidy)
- Community Infrastructure Grants (Infrastructure Planning Grants - up to \$20,000 and Infrastructure Capital Grants - up to \$50,000).

Each of the five funding areas has its own guidelines and eligibility criteria, which are detailed in the relevant CGP application pack.

The CGP Committee considers applications for Major Grants up to \$10,000, Major Events Sponsorship and Community Infrastructure grants. The Committee's recommendations are then presented to Council for determination.

## Details

### Round three promotion

CGP round three was promoted through the City's Facebook page, website, Instagram, newspaper advertisement and emails to community groups. Application forms and guidelines were available on the City of Rockingham (City) website through a downloadable PDF form.

### Round three applications

Round three closed at 4.30pm on Friday 18 November 2022. The City received nine applications, with one being withdrawn before assessment. The remaining applications were deemed eligible, and were assessed and classified into the following categories:

- Major Event Sponsorship – two applications
- Major Grants – four applications
- Community Infrastructure Grants – two applications

### Community Grants Program Committee meeting

At its meeting on 24 January 2023 the CGP Committee discussed the eligible applications. The Committee recommended to approve all applications.

## Implications to Consider

a. **Consultation with the Community**

Nil

b. **Consultation with Government Agencies**

Nil

c. **Strategic**

Community Plan

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

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

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

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

*Business development: Support business development initiatives throughout the City.*

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

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

*Community safety and support: Provide support to residents and visitors so they feel safe and secure at home and outdoors.*

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

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

**Strategic Objective:** *Climate change adaptation: Acknowledge and understand the impacts of climate change, and identify actions to mitigate and adapt to those impacts.*

*Infrastructure planning: Plan and develop sustainable infrastructure which meet the current and future needs of the City's growing population.*

*Preservation and management of bushland and coastal reserves: Encourage the sustainable management and use of the City's bushland and coastal reserves.*

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

**Strategic Objective:** *Management of current assets: Maintain civic buildings, sporting facilities, public places and road and cycle way infrastructure based on best practice principles and life cycle cost analysis.*

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

d. **Policy**

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

**e. Financial**

A total amount of \$73,536.80 was endorsed by the CGP committee for Major Grants and Major Event Sponsorships. If Council supports these recommendations, there will be a balance of approximately \$261,213.83 remaining in Community Grants 2022/2023. It should be noted that the Community Grants balance changes on a daily basis due to General, Travel and Youth Encouragement grant approvals.

A total amount of \$23,000.00 is being recommended by officers for Community Infrastructure Capital Grants. If Council supports these recommendations, there will be a balance of approximately \$137,000.00 remaining in Community Infrastructure Capital Grants Budget 2022/2023.

**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 applications and supporting documentation were reviewed and considered by the CGP Committee, and recommendations were made accordingly. These recommendations are presented for Council determination. Further details are available in the attached minutes.

**Voting Requirements**

Simple Majority

**Advisory Committee Recommendation**

That Council **APPROVES** the allocation of funds under the 2022/2023 Community Grants Program (CGP) Round Three, subject to any listed additional conditions:

	Major Event Sponsorship	Amount Requested	Committee Recommendation
<b>A.</b>	<b>Rockingham RSL Sub-branch</b> ANZAC Day 2023, 2024 and 2025	\$20,000.00 2023, 2024 and 2025	\$20,000.00 2023, 2024 and 2025
	<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"><li>Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the event.</li><li>Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the Event.</li></ul>		
<b>B.</b>	<b>Rockingham Tourism Association Inc.</b> The Catalpa Adventure Festival	\$20,000.00 2023 and 2024	\$20,000.00 2023 only
	<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"><li>Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event</li><li>Permit the City to obtain footage from the event for the purposes of promoting Rockingham</li><li>Encourage your guests, participants and committee members to promote Rockingham on their social media and include the following tags:<ul style="list-style-type: none"><li>Facebook #RediscoverRockingham</li><li>Instagram #RediscoverRockingham</li></ul></li></ul>		

	Major Grants	Amount Requested	Committee Recommendation
C.	<b>Friends of Paganoni Swamp</b> Serious Weeds on the Southern Verge of Paganoni Road, Karnup  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the program.</li> </ul>	\$6,720.00	\$6,720.00
D.	<b>Rotary Club of Rockingham Inc.</b> Cost of supplying portable toilets for every Sunday Rotary Market from March 2023 to March 2024  <b>Additional Grant Conditions:</b> Nil	\$10,000.00	\$10,000.00
E.	<b>Seniors Recreation Council of WA Inc.</b> Have a Go Day  <b>Additional Grant Conditions:</b> Nil	\$6,816.80	\$6,816.80
F.	<b>The Perth Diocesan Trustees Trading as The Anglican Parish of Warnbro</b> St Brendan's Homelessness Respite (St Brendan's)  <b>Additional Grant Conditions:</b> Nil	\$10,000.00	\$10,000.00
<b>Total:</b> <b>Major Grants and Major Event Sponsorships</b>		\$73,536.80	\$73,536.80

	Community Infrastructure Capital	Amount Requested	Committee Recommendation
G.	<b>Rockingham Districts Hockey Club</b> Safety Fencing  <b>Additional Grant Conditions:</b> Nil	\$13,000.00	\$13,000.00
H.	<b>Rockingham Basketball and Recreation Association</b> Storeroom Upgrade  <b>Additional Grant Conditions:</b> Nil	\$18,000.00	\$10,000.00
<b>Total:</b> <b>Community Infrastructure Capital</b>		\$31,000.00	\$23,000.00

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

Not Applicable

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

Not Applicable

Confirmed at a Corporate and Community Development Committee meeting held on Tuesday 21 March 2023

  
 Presiding Member



## Committee Recommendation

### Moved Cr Buchanan, seconded Cr Davies:

That Council **APPROVES** the allocation of funds under the 2022/2023 Community Grants Program (CGP) Round Three, subject to any listed additional conditions:

	Major Event Sponsorship	Amount Requested	Committee Recommendation
A.	<b>Rockingham RSL Sub-branch</b> ANZAC Day 2023, 2024 and 2025  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the event.</li> <li>Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the Event.</li> </ul>	\$20,000.00 2023, 2024 and 2025	\$20,000.00 2023, 2024 and 2025
B.	<b>Rockingham Tourism Association Inc.</b> The Catalpa Adventure Festival  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event</li> <li>Permit the City to obtain footage from the event for the purposes of promoting Rockingham</li> <li>Encourage your guests, participants and committee members to promote Rockingham on their social media and include the following tags:                             <ul style="list-style-type: none"> <li>Facebook #RediscoverRockingham</li> <li>Instagram #RediscoverRockingham</li> </ul> </li> </ul>	\$20,000.00 2023 and 2024	\$20,000.00 2023 only

	Major Grants	Amount Requested	Committee Recommendation
C.	<b>Friends of Paganoni Swamp</b> Serious Weeds on the Southern Verge of Paganoni Road, Karnup  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the program.</li> </ul>	\$6,720.00	\$6,720.00
D.	<b>Rotary Club of Rockingham Inc.</b> Cost of supplying portable toilets for every Sunday Rotary Market from March 2023 to March 2024  <b>Additional Grant Conditions:</b> Nil	\$10,000.00	\$10,000.00
E.	<b>Seniors Recreation Council of WA Inc.</b> Have a Go Day  <b>Additional Grant Conditions:</b> Nil	\$6,816.80	\$6,816.80

	Major Grants	Amount Requested	Committee Recommendation
F.	<b>The Perth Diocesan Trustees Trading as The Anglican Parish of Warnbro</b> St Brendan's Homelessness Respite (St Brendan's)  <b>Additional Grant Conditions:</b> Nil	\$10,000.00	\$10,000.00
<b>Total:</b> <b>Major Grants and Major Event Sponsorships</b>		\$73,536.80	\$73,536.80

	Community Infrastructure Capital	Amount Requested	Committee Recommendation
G.	<b>Rockingham Districts Hockey Club</b> Safety Fencing  <b>Additional Grant Conditions:</b> Nil	\$13,000.00	\$13,000.00
H.	<b>Rockingham Basketball and Recreation Association</b> Storeroom Upgrade  <b>Additional Grant Conditions:</b> Nil	\$18,000.00	\$10,000.00
<b>Total:</b> <b>Community Infrastructure Capital</b>		\$31,000.00	\$23,000.00

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 Safety and Support Services  
Community Grants Program Committee**



<b>Reference No &amp; Subject:</b>	<b>CD-004/23</b>	<b>Community Grants Program – delegated authority for the approval of minor grants (Absolute Majority)</b>
<b>File No:</b>	GRS/48	
<b>Proponent/s:</b>		
<b>Author:</b>	Ms Stephanie Boyd (Coordinator Community Safety and Support Services)	
<b>Other Contributors:</b>	Ms Mary-Jane Rigby (Manager Community Safety and Support Services)	
<b>Date of Committee Meeting:</b>	21 February 2023	
<b>Previously before Council:</b>	24 March 2020 (GM-012/20)	
<b>Disclosure of Interest:</b>		
<b>Nature of Council's Role in this Matter:</b>	Executive	
<b>Site:</b>		
<b>Lot Area:</b>		
<b>Attachments:</b>	1. Minutes of the Community Grants Program Advisory Committee meeting held on Tuesday 24 January 2023.	
<b>Maps/Diagrams:</b>		

**Purpose of Report**

For Council to amend the delegated authority to the Chief Executive Officer (CEO) for the approval of minor grants from \$3,001 - \$15,000 to \$3,000 and update item 3.1 of the Delegated Authority Register - Local Government to Chief Executive Officer.

**Background**

In March 2020, Council unanimously approved an increase from \$3,001 to \$15,000 in delegated authority to the CEO to approve emergency relief general grant requests under the Community Grants Program in line with the Community Grants Program Policy.

**Details**

Emergency relief can be defined as assistance in the form of accommodation, brokerage, financial assistance, food, essentials and toiletries. During COVID-19, emergency relief providers experienced surges in demand for emergency relief and received fewer donations. In March 2020, the City of Rockingham (City) had seven local not for profit providers offering emergency relief, each requiring a minimum of \$1,000 per week to continue servicing the community. Before Council approved the increase in delegated authority, the maximum these not for profits could apply for was \$3,000 through

a general grant application. To assist these essential services to continue providing help in the community, an increase in delegated authority to \$15,000 was approved to see through the pandemic duration. The delegation was to be reviewed in line with regular updates on COVID-19.

Since the emergency relief grant was announced in March 2020, eight organisations received an emergency relief grant from the City including:

- Eight community service organisations received funding through the emergency relief grants category
- 10 community service organisations received funding for emergency relief through general grant (<\$3,000ea)
- Four organisations applied for the emergency relief grant and were unsuccessful.

Western Australia's State of Emergency period linked to the COVID-19 pandemic ended at 12.01am on 4 November 2022.

The amendments will return this delegation to its former status pre COVID-19.

### 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:** *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.*

*Community safety and support: Provide support to residents and visitors so they feel safe and secure at home and outdoors.*

*Community engagement: Facilitate comprehensive community engagement on issues facing the City, ensuring that residents can*

**d. Policy**

The Delegations and Authorisations Executive Policy ensures that delegations and authorisations at the City are; Issued, recorded and reviewed appropriately; and Exercised in a competent, ethical and consistent manner.

**e. Financial**

Nil

**f. Legal and Statutory**

In accordance with section 5.45(1)(b) of the *Local Government Act 1995* any decision to amend or revoke a delegation by a local government is to be by an absolute majority.

Section 5.46(2) of the *Local Government Act 1995* requires delegations to be reviewed at least once every financial year.

**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 implementation of the COVID-19 Emergency Relief grant category in March 2020 was initiated to enable community service organisations to respond to an unprecedented and unpredictable demand for emergency relief linked to the COVID-19 pandemic. These grants enabled organisations to purchase items that would have in normal circumstances, been donated by the public or donated by bulk food providers who were restricting bulk purchasing due to supply issues. At this time, there was limited provision by State or Federal Government for immediate support for emergency relief providers, therefore this grant was introduced to provide immediate support to maintain community wellbeing at a local level.

The eight agencies that accessed the Emergency Relief Grant utilised it for the purchase of critical essentials, food/hamper supply and vouchers, to support clients with the payment of utility bills and or assistance for medical/vehicle or internet costs, food supply and preparation of hot meals, emergency relief, and rental arrears/tenancy support.

Whilst the need for emergency relief provision is ongoing, Officers believe the City can continue to support emergency relief organisations through the existing Community Grants Program. Officers will continue to build the capacity of community service organisations to apply for existing City grants, community partnerships and other support offered by State Government. Officers will hold a grant information session for emergency relief organisations to raise awareness of the City's existing grant opportunities.

The provision of the COVID-19 Emergency Relief Grant was a reasonable response to meet the needs of the community during the uncertain times associated with the COVID-19 pandemic. Officers have received positive feedback from the sector on this initiative.

**Voting Requirements**

Absolute Majority

**Advisory Committee Recommendation**

That Council **AMENDS** the delegated authority to the Chief Executive Officer to approve Minor Grants up to \$3,000 and updates item 3.1 in the *Delegated Authority Register – Local Government to Chief Executive Officer* to reflect the amendment and remove the condition on the delegation relating to COVID-19.

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

Not Applicable

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

Not Applicable

### Committee Recommendation

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

That Council **AMENDS** the delegated authority to the Chief Executive Officer to approve Minor Grants up to \$3,000 and updates item 3.1 in the *Delegated Authority Register – Local Government to Chief Executive Officer* to reflect the amendment and remove the condition on the delegation relating to COVID-19.

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 Infrastructure Planning



<b>Reference No &amp; Subject:</b>	<b>CD-005/23</b>	<b>Sports and Community Facility Provision Policy 2023</b>
File No:	RCS/220	
Proponent/s:		
Author:	Mr Blake Warner, Community Infrastructure Project Officer	
Other Contributors:	Mr Gary Rogers, Manager Community Infrastructure Planning	
Date of Committee Meeting:	21 February 2023	
Previously before Council:	CD-008/17 (23 May 2017)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

### Purpose of Report

To seek Council adoption of the Sports and Community Facility Provision Policy 2023.

### Background

The current Sports and Community Facility Provision Policy (SCFPP) has been in effect since 23 May 2017. A planned five year review was recently conducted to ensure the policy was effectively being implemented as intended, and continues to provide a strong link to the City of Rockingham strategic planning framework.

### Details

The SCFPP establishes the standard of provision for renewal or establishment of sporting and community facilities throughout the City of Rockingham (City).

Below is a summary of the key changes to the original policy which is now presented to Council for final approval:

- The council policy scope has been amended to include reference to the City's business plan and clarification that it includes all sports and community infrastructure projects.
- The facility provision principles statement has been amended to reference the City's project management framework for definition of major projects. Clarification was also provided on the type of projects.



- The user group/ club contribution statement has been amended to include further clarification on the costs that are the clubs or community groups responsibility.
- The definitions were updated by including a new major project and upgrade definition. The definition for renewal was also updated.
- The other relevant policies/key documents were updated to most current plans, strategies and policies

In addition to the above key changes, the policy has been reworded and reformatted to improve readability.

### Implications to Consider

**a. Consultation with the Community**

Not Applicable

**b. Consultation with Government Agencies**

Not Applicable

**c. Strategic**

Community Plan

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

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

**Strategic Objective:** *Infrastructure Planning: Plan and develop sustainable and safe infrastructure which meet the current and future needs of the City's growing population.*

**d. Policy**

Council Policy – Sports and Community Facility Provision Policy has been prepared in accordance with the City's Policy Framework. This Framework requires all new or significantly amended policies to be subject to a 14 day public comment period. As the proposed amendments are not significant, and are consistent with the overall intent of the SCFPP Policy, public consultation is not required.

**e. Financial**

Not Applicable

**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 proposed amendments are consistent with the overall intent of the SCFPP Policy and not considered significant. The Executive reviewed and provided comment to the amended policy in December 2022.

Subject to Council adoption of the Sports and Community Facility Provision Policy 2023, the existing Executive Policy- Sports and Community Facility Provision and Standards and Dimensions Guidelines which are used to inform architectural briefs will be reviewed and amended.

## Voting Requirements

Simple Majority

## Officer Recommendation

That Council **ADOPTS** the Sports and Community Facility Provision Policy.

## Committee Recommendation

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

That Council **ADOPTS** the Sports and Community Facility Provision Policy to read:

### **Sports and Community Facility Provision Policy**

#### **Council Policy Objective**

The Sports and Community Facility Provision Policy will establish the standard of provision for renewal or establishment of sporting and community facilities throughout the City of Rockingham.

#### **Council Policy Scope**

This policy applies to all **sports and community** infrastructure projects within the Community Infrastructure Plan, **Business Plan** and major renewal projects within the **Strategic** Asset Management Plan.

#### **Council Policy Statement**

##### **Facility Hierarchy**

The City's Community Infrastructure Plan, adopted annually by Council, establishes the facility hierarchy approach for the Sports and Community Facility Provision Policy. The hierarchy is outlined in the definitions.

##### **Facility Provision Principles**

The planning and development of sports and community facilities within the City will be consistent with the Community Infrastructure Plan principles. These principles are adopted annually by Council as part of the Community Infrastructure Plan review.

The size and scale of sporting facilities will be guided by the City's Community Infrastructure Plan hierarchy, national and state sporting association preferred facility guidelines and where relevant, laws and dimensions of the game.

The size and scale of community facilities will be guided by the City's Community Infrastructure Plan hierarchy, a needs assessment and feasibility study.

**New, upgrade and renewal facility projects classed as Major within the City's project management framework require concept plans to be presented to Council for endorsement. ~~Draft facility concept plans will be presented to Council for approval.~~**

Where community and sporting facilities are designed to provide for separately leased and non-leased areas, the **non-leased** areas will be separately serviced **(where practically possible)**.

##### **User Group / Club Contribution**

The City will provide a **S**standard level of infrastructure and fit out of the facilities to ensure that **the** core community or sporting outcomes can be achieved. Initial provision and subsequent renewal of non-standard components of the facility design will **require approval by the City. All ~~Costs~~ associated for Non-Standard components such as purchase, installation, renewal and maintenance costs will** be the responsibility of the user groups/clubs.

## Executive Policy and Guidelines

The Chief Executive Officer will ensure that policies, guidelines and procedures are implemented to establish the scale, form and function of sports and community facility provision, as well as user group financial contributions.

## Definitions

**Regional:** Catchment may extend beyond 25 kilometres and services the entire City area, as well as bordering local governments.

**District:** Catchment defined by the municipal boundary with a radius of over 10 kilometres.

**Sub-District:** Services a distinct cluster of neighbourhoods bordered by urban or natural barriers. Catchment area radius is between three and 10 kilometres.

**Neighbourhood:** Catchment radius of one to three kilometres, with the area generally defined by urban barriers such as major roads.

**Local:** Catchment area is generally defined by distinct residential estates of varying sizes.

**Leased:** means community or sporting facilities which are subject to a lease, license or other exclusive use agreement between the City and the respective group, club or organisation.

**Major Projects:** A project classed as a Major Project under the Project Management Framework with a value threshold of \$1.5 million and above.

**Non-leased:** functional areas of a building which are the responsibility of the City of Rockingham. These may include public toilets and information technology rooms.

**Non-Standard:** components or fit out of a facility which are not included within the Sports and Community Facility Provision Standards and Dimensions Guide.

**Renewal:** Works to replace existing assets or facilities of equivalent capacity or performance capability. ~~Restores, rehabilitates or replaces existing asset.~~

**Upgrade** Enhancements to an existing asset to provide higher levels of service, e.g. increase the footprint of a building.

**Standard:** basic components and fit out of a facility, outlined in the Sports and Community Facility Provision Standards and Dimensions Guide, which ensure core community and sporting outcomes can be achieved.

## Legislation

Building Act 2011

Building Code of Australia (BCA) 2016

State Planning Policy 3.6 – Infrastructure Contributions

## Other Relevant Policies/ Key Documents

Community Infrastructure Plan ~~(2016 – 2026)~~ 2022/23

~~Infrastructure Asset Management Plan 2014~~

Strategic Asset Management Plan 2021

Disability Access and Inclusion Plan ~~(2016)~~ 2022 – 2026

~~Disability Access and Inclusion Strategy 2016~~

Town Planning Scheme No.2

Council Policy – Procurement Framework

Council Policy – Leasing Policy

**Responsible Division**

Community Development

**Review Date**

Review every five years

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 Capacity Building Community Development



<b>Reference No &amp; Subject:</b>	<b>CD-006/23</b>	<b>Change of Scope – Mixed Palette Inc. Major Grant 2022/2023</b>
<b>File No:</b>	<b>GRS/48</b>	
<b>Proponent/s:</b>		
<b>Author:</b>	Emma Youd, Community Development Officer	
<b>Other Contributors:</b>	Mr Paul Hayward, Manager Community Capacity Building	
<b>Date of Committee Meeting:</b>	21 February 2023	
<b>Previously before Council:</b>	25 October 2022 (CD-028/22)	
<b>Disclosure of Interest:</b>		
<b>Nature of Council's Role in this Matter:</b>	Executive	
<b>Site:</b>		
<b>Lot Area:</b>		
<b>Attachments:</b>		
<b>Maps/Diagrams:</b>		

### Purpose of Report

For Council to approve a change of scope for Mixed Palette Inc's Major Grant, originally approved in the City of Rockingham (City) Major Grants Round two 2022/2023.

### Background

In August 2022, Mixed Palette Inc. applied for a Major Grant through the City's Major Grants scheme, Round Two 2022/2023. The group requested funding to support its art exhibition, to run from 10 - 13 December 2022. At the ordinary Council meeting of 25 October 2022, Council approved funding in the amount of \$6,457.97 for venue hire, booklet design, booklet printing, curator's fee, catering and frames for canvas preparation.

However, on Thursday 3 November 2022, Mixed Palette Inc.'s premises on Baralda Court was destroyed by fire, along with the majority of items for the exhibition. This resulted in the exhibition being cancelled. Mixed Palette Inc. is now requesting an amendment to the approved Grant Funding scope. As the Council resolution stipulates the approved scope and amount for the Major Grant funding, Council's approval is required to approve the requested change of scope.

### Details

#### Grant amendments

As Mixed Palette Inc. was unable to hold the exhibition, and therefore unable to spend the grant as originally approved, they have requested permission to repurpose a portion of the approved grant funds to:

- Proceed with booklet design and print - as per original grant request
- Assist with recouping some of the resources that were destroyed in the fire - grant amendment
- Purchase new art supplies – grant amendment
- Increase the allocation for canvas stretching to include labour costs (as they are no longer in a position to deliver this as an in-house training opportunity) – grant amendment

Amended costs

Mixed Palette Inc. is requesting to use \$4,095.46 of the originally approved \$6,457.97 Major Grant funding. The costs for these new / amended grant funding components are outlined below:

Booklet design and printing	\$2,272.50
Art supplies	\$1,022.96
Canvas creation – material and labour	\$800.00
<b>TOTAL</b>	<b>\$4,095.46</b>

Rationale

The booklet was originally intended to showcase the artists and their works within the exhibition. As the exhibition is no longer proceeding, the books will serve as a keepsake for the artists, and a visual tool for the organisation, to support requests for funding for the re-establishment of Mixed Palette Inc.

The art supplies will assist Mixed Palette Inc. in re-establishing and replacing items lost in the fire.

The originally funded canvas stretching cost of \$599 was approved to cover material costs only, as Mixed Palette Inc. was going to use this as a training opportunity for its members. However, with the loss of its dedicated training space, Mixed Palette Inc. can no longer run this activity. Therefore, the group is requesting an increase to include the necessary labour hire/outsourcing.

**Implications to Consider**

**a. Consultation with the Community**

Not Applicable

**b. Consultation with Government Agencies**

Not Applicable

**c. Strategic**

Community Plan

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

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

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

**d. Policy**

The Community Grant Program (CGP) operates in line with the CGP Policy and Governance and Meeting Framework Policy.

**e. Financial**

The amended grant request is a reduction of \$2,362.51 from the originally approved amount.

**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**

Approval of the request will support Mixed Palette Inc. in recovering from the fire that destroyed its premises and equipment in November 2022. It will further enable continued delivery of a valuable service and support to vulnerable community members.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **APPROVES** the change of scope to Mixed Palette Inc.'s approved Major Grant funding, and for the amended amount of \$4,095.46.

**Committee Recommendation**

**Moved Cr Hume, seconded Cr Davies:**

That Council **APPROVES** the change of scope to Mixed Palette Inc.'s approved Major Grant funding, and for the amended amount of \$4,095.46.

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-008/23</b>	<b>Notice of Motion – Proposed Amendments to Australia Day Ceremonies and Celebrations</b>
File No:	COM/72	
Proponent/s:	Cr Craig Buchanan	
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support	
Other Contributors:	Mr Michael Parker, Chief Executive Officer	
Date of Committee Meeting:	21 February 2023	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

**Purpose of Report**

To respond to the following Notice of Motion from Cr Craig Buchanan –

*That Council:*

1. **NOTES** the advice issued by the Commonwealth Government on 16<sup>th</sup> December 2022, allowing that Australia Day citizenship ceremonies can, henceforth, be held on any day immediately prior to or following the 26<sup>th</sup> of January, so long as they fall within the period of 23<sup>rd</sup> - 29<sup>th</sup> January (inclusive).
2. **SUPPORTS** the concept of holding any future Australia Day events, including any celebrations and citizenship ceremonies, so that they fall on the nearest Saturday to the 26<sup>th</sup> of January, and in the event that the 26<sup>th</sup> itself is a Saturday, the following Sunday.

**Background**

Notice of Cr Buchanan's proposed motion was provided to the City of Rockingham (City) on 18 January 2023 and the following reason/s were given in support –

*For many Australians, Australia Day is an opportunity to reflect upon and celebrate our country's recent history. But, for a significant portion of our community – particularly our First Nations sisters and brothers, and those who align with their history both before and after the arrival of white settlers – the date has far more negative connotations, with the celebrations of others appearing both crass and offensive to say the least.*

*The City of Rockingham has an obligation to all its residents, regardless of which view they hold.*

*Now that the Commonwealth has signalled a willingness to see citizenship ceremonies held on either side of Australia Day, rather than on the 26th itself, the major barrier to change (the legal obligation to hold our citizenship ceremonies on the 26th) has been eliminated, and it makes sense for the City to consider moving all of its commemorative events (citizenship events, fireworks, etc.) to the nearest Saturday, freeing up the 26th for individuals to mark in the way they think most appropriate. The Saturday events could easily be cast as a celebration of Australianness, rather than simply as a nod to the anniversary of the arrival of the First Fleet, and City coordinated events would no longer impinge upon either personal celebrations or reflections, leaving the choice to observe the date or not wholly up to the individual.*

*If successful, the practical ramifications of this change would see the City hold its citizenship ceremonies and/or other Australia Day events as follows:*

- 2024: Saturday 27th January
- 2025: Saturday 25th January
- 2026: Saturday 24th January
- 2027: Saturday 23rd January
- 2028: Saturday 29th January
- 2029: Saturday 27th January
- 2030: Sunday 27th January

### Details

A Notice of Motion has been submitted by Cr Buchanan as detailed above and countersigned by Cr Cottam in support. 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**

Not Applicable

**b. Consultation with Government Agencies**

Not Applicable

**c. Strategic**

Community Plan

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

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

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

**d. Policy**

Council Policy – Functions Hosted by Council

The Objective of this policy is to provide guidance for the approval of civic functions, ceremonies, receptions and/or the provision of hospitality.

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

Australia Day Awards Presentation and Citizenship Ceremony

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

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

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

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

Should Council approve the Notice of Motion then a policy amendment will be required by:

Deleting the sentence:

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

And replacing it with:

The award presentation is held in the morning of nearest Saturday to the 26<sup>th</sup> of January, and in the event that the 26<sup>th</sup> itself is a Saturday, the following Sunday, in conjunction with a citizenship ceremony and is followed by light refreshment in the form of a breakfast or morning tea.

**e. Financial**

Nil

**f. Legal and Statutory**

Nil

**g. Risk**

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

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

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

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

Nil

**Comments**

Australia Day is a Gazetted Public Holiday and is the official national day of Australia. Observed annually on 26 January, it marks the day the British colony landed at Sydney Cove in 1788 by Captain Arthur Phillip and the First Fleet.

On 16 December 2022 the Minister for Immigration, Citizenship and Multicultural Affairs, Hon Andrew Giles MP announced an amendment to the Australian Citizenship Ceremonies Code (**Code**) to provide greater flexibility about what day the ceremonies could be held from Monday 23 to Sunday 29 January 2023.

The Code now states:

*Australia Day provides an opportunity for all Australians to reflect, respect and celebrate our national day. Australia Day is marked by events across Australia, including special citizenship ceremonies.*

*The Government expects local government councils to hold a citizenship ceremony as part of their Australia Day celebrations. Many thousands of Australians have had their citizenship conferred on Australia Day, and many Australians would like to receive their citizenship on our national day, in their community. Councils must hold a ceremony on Australia Day, or the three days prior or the three days after Australia Day.*

Some First Nation people have expressed their concern over celebrating Australia Day on the current date with some rallies held around Australia highlighting this position.

The Federal Government protocol changes relate only to Citizenship Ceremonies. Altering the day in which the Australia Day Citizenship Ceremony and events are held, as proposed in the Notice of Motion:

- a) May remove some concerns of indigenous people but does not necessarily remove the link to the current date of Australia Day.
- b) Fragments the National Day of Celebration with potentially different local governments undertaking celebration on different days (with no common national celebration)
- c) Potentially conflicts with normal weekend activity like organised sport and for many, work commitments – compared to a public holiday.

Whilst the Federal Government changes to Citizenship protocols are new, many local governments still held their Citizenship Ceremonies and events on Australia Day. This included the Cities of Perth, Joondalup, Wanneroo, Swan, Stirling, South Perth, Victoria Park, Mandurah, and Kwinana. Of note is that many people seeking citizenship have a desire to have their Ceremony on Australia Day.

Given the timing of the receipt of the Notice of Motion there has not been the opportunity to seek comment from the City's Aboriginal Advisory Group nor from the wider community on this matter.

Where events are held it is best to hold them on a day that enables most people to participate if they so choose. This would seem to be on a Public Holiday (whatever the date).

The effect of Government protocol changes potentially diminishes the impact of Australia Day as the Country's National Day despite the increasing recognition and inclusion of Indigenous cultural aspects into Australia Day Ceremonies in many communities.

Should the Notice of Motion be supported it is unknown what the impact on a Citizenship Ceremony and Australia Day events will be in terms of public participation if events are moved away from the public holiday.

Options include:

- a) Retain the status quo – continue to conduct the Citizenship Ceremony and events on the gazetted public holiday.
- b) Agree to the Notice of Motion to move the Citizenship Ceremony and events to the nearest Saturday and update Council's Policy, Functions Hosted by Council, as noted above.
- c) Advise the Federal Government that the recent protocol changes will potentially water down and fragment the National Day and that to prevent division and politicisation a single day of celebration should be promoted, whatever the date.
- d) Defers the Notice of Motion – Proposed Amendments to Australia Day Ceremonies and Celebrations to allow community consultation. Officers believe the changes to the Australia Day Citizenship Code promote an ad hoc approach to Australia Day Celebrations. Given the reasons provided in the Notice of Motion it is suggested that feedback be sought from the Aboriginal Advisory Group.

*Note: This Option (d) would require time and resourcing on a matter that fundamentally relates to the date of Australia Day which is considered to be within the Federal Government's remit.*

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council:

1. **NOTES** the advice issued by the Commonwealth Government on 16<sup>th</sup> December 2022, allowing that Australia Day citizenship ceremonies can, henceforth, be held on any day immediately prior to or following the 26<sup>th</sup> of January, so long as they fall within the period of 23<sup>rd</sup> - 29<sup>th</sup> January (inclusive).
2. **DEFERS** consideration of the Notice of Motion to allow further consultation and to advise the Federal Government that the recent protocol changes will potentially water down and fragment the National Day and that to prevent division and politicisation a single day of celebration should be promoted, whatever the date.

### Notice of Motion from Cr Craig Buchanan

That Council:

1. **NOTES** the advice issued by the Commonwealth Government on 16<sup>th</sup> December 2022, allowing that Australia Day citizenship ceremonies can, henceforth, be held on any day immediately prior to or following the 26<sup>th</sup> of January, so long as they fall within the period of 23<sup>rd</sup> - 29<sup>th</sup> January (inclusive).
2. **SUPPORTS** the concept of holding any future Australia Day events, including any celebrations and citizenship ceremonies, so that they fall on the nearest Saturday to the 26<sup>th</sup> of January, and in the event that the 26<sup>th</sup> itself is a Saturday, the following Sunday.

### Amended Notice of Motion

Cr Buchanan proposed the following amended Notice of Motion

That Council:

1. **NOTES** the advice issued by the Commonwealth Government on 16<sup>th</sup> December 2022, allowing that Australia Day citizenship ceremonies can, henceforth, be held on any day immediately prior to or following the 26<sup>th</sup> of January, so long as they fall within the period of 23<sup>rd</sup> - 29<sup>th</sup> January (inclusive).
2. **SUPPORTS** the concept of holding any future Australia Day events, including any celebrations and citizenship ceremonies, so that they fall on the nearest Saturday to the 26<sup>th</sup> of January, and in the event that the 26<sup>th</sup> itself is a Saturday, the following Sunday.
3. **SEEKS** advice and/or, endorsement or otherwise, of this proposal before changes are implemented from our AAG at the next meeting held on 20<sup>th</sup> April 2023.

### Committee Recommendation

Moved Cr Buchanan, seconded Cr Cottam:

That Council:

1. **NOTES** the advice issued by the Commonwealth Government on 16<sup>th</sup> December 2022, allowing that Australia Day citizenship ceremonies can, henceforth, be held on any day immediately prior to or following the 26<sup>th</sup> of January, so long as they fall within the period of 23<sup>rd</sup> - 29<sup>th</sup> January (inclusive).
2. **SUPPORTS** the concept of holding any future Australia Day events, including any celebrations and citizenship ceremonies, so that they fall on the nearest Saturday to the 26<sup>th</sup> of January, and in the event that the 26<sup>th</sup> itself is a Saturday, the following Sunday.

3. **SEEKS** advice and/or, endorsement or otherwise, of this proposal before changes are implemented from our Aboriginal Advisory Group at the next meeting held on 20<sup>th</sup> April 2023.

Committee Voting (Carried) – 4/2

Crs Hume and Liley voted against

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

The Aboriginal Advisory Group (AAG) was established to support the development and implementation of the Reconciliation Action Plan, while also taking the lead in supporting the City of Rockingham's walk towards reconciliation. The AAG meets bi-monthly and provides valuable input into our decision-making process.

Seeking advice from the AAG before determining a change of date would align with the AAG statement of purpose: To have a coordinated approach for the City of Rockingham Reconciliation Action Plan, between the City of Rockingham and local Aboriginal and Torres Strait Islander people.

The original Notice of Motion, and proposed alternate motion aligns with our Community Strategic Plans Community Aspirations, and Vision for Reconciliation according to our endorsed RAP 2021-2023.

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

Not Applicable



**5:05pm** Cr Edwards left the meeting via zoom.

<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 March 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, and declared the meeting closed at <b>5:06pm</b> .