



City of Rockingham

MINUTES

Corporate and Community Development Committee Meeting

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



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



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City of Rockingham
Corporate and Community Development
Committee Meeting Minutes
Tuesday 21 March 2023 - Council Chamber



1.	Declaration of Opening																																																					
	<p>The Chairperson declared the Corporate and Community Development Committee meeting open at 4:00pm and welcomed all present.</p> <p>Acknowledgement of Country</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>																																																					
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	<p>2.1 Council Members</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Cr Leigh Liley</td> <td style="width: 40%;">Chairperson</td> </tr> <tr> <td>Cr Craig Buchanan, JP</td> <td></td> </tr> <tr> <td>Cr Sally Davies <i>(via zoom)</i></td> <td></td> </tr> <tr> <td>Cr Caroline Hume</td> <td></td> </tr> <tr> <td>Cr Robert Schmidt <i>(via zoom)</i></td> <td></td> </tr> <tr> <td>Mayor Deb Hamblin</td> <td>Observer</td> </tr> <tr> <td>Cr Dawn Jecks</td> <td>Observer</td> </tr> <tr> <td>Cr Brett Wormall <i>(from 4:20pm)</i></td> <td>Observer</td> </tr> </table> <p>2.2 Executive</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Mr Michael Parker</td> <td style="width: 40%;">Chief Executive Officer</td> </tr> <tr> <td>Mr John Pearson</td> <td>Director Corporate Services</td> </tr> <tr> <td>Mr Michael Holland</td> <td>Director Community Development</td> </tr> <tr> <td>Mr Peter Doherty</td> <td>Director Legal Services and General Counsel</td> </tr> <tr> <td>Mr Sam Assaad</td> <td>Director Asset Services</td> </tr> <tr> <td>Mr Jim Olynyk, JP</td> <td>Manager Governance and Councillor Support</td> </tr> <tr> <td>Mr Michael Yakas</td> <td>Manager Customer and Corporate Support</td> </tr> <tr> <td>Mr Alvin Santiago <i>(until 4:45pm)</i></td> <td>Manager Financial Services</td> </tr> <tr> <td>Ms Nollaig Baker</td> <td>Manager Strategy and Corporate Communications</td> </tr> <tr> <td>Mr Nick Brown</td> <td>Manager Community and Leisure Facilities</td> </tr> <tr> <td>Mr Gary Rogers</td> <td>Manager Community Infrastructure Planning</td> </tr> <tr> <td>Ms Mary-Jane Rigby</td> <td>Manager Community Safety and Support Services</td> </tr> <tr> <td>Ms Alison Oliver</td> <td>Manager Library and Information Services</td> </tr> <tr> <td>Mr Scott Jarvis</td> <td>Manager Economic Development and Tourism</td> </tr> <tr> <td>Ms Rebekka Jarvis</td> <td>Coordinator Community Capacity Building</td> </tr> <tr> <td>Mr Michael van der Pal</td> <td>Financial Services Officer</td> </tr> <tr> <td>Ms Sue Langley</td> <td>Governance Officer</td> </tr> <tr> <td>Ms Demi McRedmond</td> <td>EA to Director Corporate Services</td> </tr> </table>		Cr Leigh Liley	Chairperson	Cr Craig Buchanan, JP		Cr Sally Davies <i>(via zoom)</i>		Cr Caroline Hume		Cr Robert Schmidt <i>(via zoom)</i>		Mayor Deb Hamblin	Observer	Cr Dawn Jecks	Observer	Cr Brett Wormall <i>(from 4:20pm)</i>	Observer	Mr Michael Parker	Chief Executive Officer	Mr John Pearson	Director Corporate Services	Mr Michael Holland	Director Community Development	Mr Peter Doherty	Director Legal Services and General Counsel	Mr Sam Assaad	Director Asset Services	Mr Jim Olynyk, JP	Manager Governance and Councillor Support	Mr Michael Yakas	Manager Customer and Corporate Support	Mr Alvin Santiago <i>(until 4:45pm)</i>	Manager Financial Services	Ms Nollaig Baker	Manager Strategy and Corporate Communications	Mr Nick Brown	Manager Community and Leisure Facilities	Mr Gary Rogers	Manager Community Infrastructure Planning	Ms Mary-Jane Rigby	Manager Community Safety and Support Services	Ms Alison Oliver	Manager Library and Information Services	Mr Scott Jarvis	Manager Economic Development and Tourism	Ms Rebekka Jarvis	Coordinator Community Capacity Building	Mr Michael van der Pal	Financial Services Officer	Ms Sue Langley	Governance Officer	Ms Demi McRedmond	EA to Director Corporate Services
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	<p>2.3 Members of the Gallery: 2</p> <p>2.4 Apologies: Cr Rae Cottam</p> <p>2.5 Approved Leave of Absence: Nil</p>
3.	Responses to Previous Public Questions Taken on Notice
	Nil
4.	Public Question Time
	<p>4:01pm The Chairperson opened Public Question Time and invited members of the Public Gallery to ask questions. The Chairperson noted that questions should relate to the business of the Committee and this is the only opportunity in the meeting for the public to ask questions.</p> <p>4.1 Mr James Mumme, Shoalwater – Strategic Community Plan Review Consultation / Proposed Amendments to Australia Day Ceremonies and Celebrations / Local Government Reform</p> <p>The Chairperson invited Mr Mumme to present his questions to the Corporate and Community Development Committee.</p> <p>Mr Mumme asked the following questions:</p> <p>1a. GM-006/23 Strategic Community Plan Review Consultation. I commend Council's efforts to achieve inclusiveness. "At all of the pop-up consultations researchers verbally surveyed community members across a representative demographic from our community". What representative demographic categories were included in the survey and what were the criteria for inclusion?</p> <p><i>The Chairperson advised that the criteria for inclusion was participants who had not taken part in an online or face to face consultation, or contacted an Elected Member about an issue in the past two years. This was to ensure that people who usually don't engage were engaged. Those who did not meet this criteria were invited to participate via the Share Your Thoughts section of the City's website.</i></p> <p><i>To ensure a mixture of demographics, the interview included questions on the following</i></p> <ul style="list-style-type: none"> • suburb • age • gender • cultural and linguistic diversity (speak another language at home) • if they are Aboriginal or Torres strait islander • if they live with a disability or chronic condition or care for someone who does • if they rent • If they have children under 10 at home <p>1b. Was it related to their incidents in the whole population?</p> <p><i>The Chairperson took the question on notice.</i></p> <p>2. GM-008/23 Regarding item 3 of the motion "seeks advice and/or endorsement or otherwise of this proposal before changes are implemented from our Aboriginal Advisory Group." Can Council tell us why this group was not consulted before the proposal was developed?</p>

The Chairperson advised that in the debate it was highlighted that it would be better to have a position that was able to be implemented under the amended Code and that Council could support, for the Aboriginal Advisory Group's (AAG) consideration. This is currently progressing.

The Chief Executive Officer (CEO) advised that a number of options were given within the report for Councillors to consider. One of those options was to defer to seek advice. As noted by the Chair, it was indicated during the debate that a position needed to be provided that Council could support under the Code for consideration by the AAG.

3. GM-002/22 Proposed LG Act reform. In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity. Is it proposed that this is to be removed. What is the rationale?

The Chairperson advised that the Local Government Amendment Bill 2023 stipulates that Section 1.3(3) as listed under the existing Part 1 of the Act, Content and Intent, is considered as a general principle and as such is being moved to Part 3 General Principles. If further information is required you should direct your question to the Department of Local Government, Sport and Cultural Industries (DLGSCI).

The CEO advised that it is the City's understanding that the statement referred to is proposed to be moved as it was considered to fit better under the General Principles in the Act. In terms of justification you would need to seek that from the DLGSCI.

4. 4.1 of the Local Government Reform. It is proposed to introduce a requirement for local governments to prepare a community and stakeholder engagement charter Generally supported. Yes provided it ensures that stakeholders engaged are statistically representative of the community in terms of ethnic origin, location, occupation/retired/ unemployed and youth/middle/aged and gender.

The Chairperson noted the comment.

Question

- 5a. 6.8 of the Local Government Reform. On this basis pension rate capping rebates should be removed: supported !! What would that mean and why?

The CEO clarified that the question is in relation to waste charges as part of an amendment to the Local Government Act 1995.

The Chairperson advised that the changes proposed will ensure a clear separation between the general rate and rubbish charge to improve transparency for all local governments. Some local governments have been including both charges together so ratepayers were not able to determine what they were paying for their rubbish service.

As Pensioner Rebates only relate to General Rates, by not having a separate rubbish charge there is inequity between local governments as to the amount of Rebate claimed from Treasury.

In recent years there has been a cap on the rebate amount payable by the State Government. If the change proposed was applied, the City believes a standard 50% rebate should be reinstated for Pensioners.

- 5b. Can you confirm that it says the rebate should be removed?

The CEO clarified that the City's view is that the Cap on the rebate should be removed, not the rebate.

	<p>5c. Does that mean pensioners would be paying extra money?</p> <p><i>The CEO noted that some local governments were choosing not to have a separate rubbish charge but incorporated this into their general rate. This meant that for those local governments, rate rebates (which were 50%) were calculated on a higher amount than those local governments which had a separate rubbish charge. This was considered inequitable and the State introduced a Cap on the value of Pensioner rebates. The amendment to the Act that is proposed will ensure that all local governments have a separate rubbish charge and a separate general rate to ensure greater transparency and improved equity between local governments.</i></p> <p><i>The CEO noted that if the rebate Cap was removed and a 50% rebate reinstated then this would have a positive impact for pensioners.</i></p> <p>4:13pm There being no further questions the Chairperson closed Public Question Time.</p>
5.	Confirmation of Minutes of the Previous Meeting
	<p>Moved Cr Hume, seconded Cr Buchanan:</p> <p>That Committee CONFIRMS the Minutes of the Corporate and Community Development Committee Meeting held on 21 February 2023, as a true and accurate record.</p> <p style="text-align: right;">Committee Voting (Carried) – 5/0</p>
6.	Matters Arising from the Previous Minutes
	Nil
7.	Announcement by the Presiding Person without Discussion
	<p>4:13pm The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.</p>
8.	Declarations of Members and Officers Interests
	<p>4:14pm The Chairperson asked if there were any interests to declare.</p> <p>There were none.</p>
9.	Petitions/Deputations/Presentations/Submissions
	Nil
10.	Matters for which the Meeting may be Closed
	Nil
11.	Bulletin Items
	<p>Corporate and General Management Services Information Bulletin – March 2023</p> <p>Corporate Services</p> <ol style="list-style-type: none"> 1. Corporate Services Team Overview 2. Project Status Reports <ol style="list-style-type: none"> 2.1 Online Rostering 2.2 Mandalay Upgrade 3. Information Items <ol style="list-style-type: none"> 3.1 List of Payments February 2023

- 3.2 Monthly Financial Management Report January 2023
- 3.3 Awarding of Tenders by CEO - Delegated Authority
- 3.4 Delegated Authority to Dispose of Property by way of Lease
- 3.5 Development Contribution Scheme 5

General Management Services Directorate

- 1. General Management Services Team Overview
- 2. Project Status Reports
- 3. Information items
 - 3.1 Meetings and Events
 - 3.2 Use of the Common Seal
 - 3.3 COVID-19

Governance and Councillor Support

- 1. Governance and Councillor Support Team Overview
- 2. Project Status Reports
- 3. Information Items
 - 3.1 Freedom of Information (FOI) Requests
 - 3.2 Council Member Requests
 - 3.3 Citizenships
 - 3.4 Australian Coastal Councils Association Inc. Newsletter
 - 3.5 Coming Events
 - 3.6 Notice of Motion – Status Report

Human Resources

- 1. Human Resources Team Overview
- 2. Project Status Reports
- 3. Information Items
 - 3.1 Recruitment
 - 3.2 Occupational Safety and Health Statistics

Strategy, Marketing and Communications

- 1. Strategy, Marketing and Communications Team Overview
- 2. Project Status Reports
 - 2.1 Strategic Community Plan (2019-2029) - Major Review
 - 2.2 Customer Satisfaction Survey 2022
- 3. Information Items
 - 3.1 Team Plan
 - 3.2 Signage Framework Policy
 - 3.3 Community Engagement -Share your thoughts
 - 3.4 Social Media
 - 3.5 Media Tracking

Legal Services & General Counsel

- 1. Legal Services & General Counsel Team Overview
- 2. Project Status Reports
- 3. Information Items
 - Provision of Legal Advice
 - 3.1 Legal Advice – Local Government Operational Matters
 - 3.2 State Administrative Tribunal
 - 3.3 Magistrates Court
 - 3.4 WA Industrial Relations Commission
 - 3.5 Industrial Magistrates Courts
 - 3.6 District Court
 - 3.7 Australian Human Rights Commission

Committee Recommendation

Moved Cr Buchanan, seconded Cr Davies:

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

Committee Voting (Carried) – 5/0

4:20pm Cr Wormall joined the meeting.

<p>Community Development Information Bulletin – March 2023</p> <p>Community Safety and Support Services</p> <ol style="list-style-type: none">1. Community Safety and Support Services Team Overview2. Project Status Reports<ol style="list-style-type: none">2.1 Alcohol Management Plan2.2 Community Services Mapping2.3 CCTV Plan2.4 Assertive Outreach2.5 Social Connection and Support Pilot Project2.6 Community Safety and Support Services Strategy Implementation3. Information Items<ol style="list-style-type: none">3.1 Community Support Services3.2 Rockingham Connect Community Transport Project3.3 Community Safety <p>Library Services</p> <ol style="list-style-type: none">1. Library Services Team Overview2. Project Status Reports3. Information Items<ol style="list-style-type: none">3.1 January 2023 Library Services Statistics3.2 Mary Davies Library and Community Centre3.3 Baldivis South Community Centre3.4 Rockingham Library3.5 Safety Bay Library3.6 Warnbro Community Library3.7 January 2023 Library Facebook Activity <p>Community Infrastructure Planning</p> <ol style="list-style-type: none">1. Community Infrastructure Planning Team Overview2. Project Status Reports3. Information Items<ol style="list-style-type: none">3.1 Aqua Jetty Stage 23.2 Baldivis District Sporting Complex3.3 Lark Hill Sportsplex Northern Expansion3.4 Mike Barnett Sports Complex – Outdoor Netball Courts3.5 Stan Twight Reserve Clubroom Redevelopment3.6 Anniversary Park Clubroom Masterplan3.7 Community Infrastructure Functionality Audit Report <p>Community Capacity Building</p> <ol style="list-style-type: none">1. Community Capacity Building Team Overview2. Project Status Reports<ol style="list-style-type: none">2.1 Seniors Strategy2.2 Health and Wellbeing Strategy2.3 Cultural Development and the Arts Strategy
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<ul style="list-style-type: none">3. Information Items<ul style="list-style-type: none">3.1 Community Grants Program3.2 Reconciliation Action Plan (RAP)3.3 Disability Access and Inclusion3.4 Seniors3.5 City Volunteers3.6 Rockingham Volunteer Centre3.7 Early Years, Children and Families3.8 Sport and Recreation3.9 Health and Wellbeing3.10 Rockingham Youth Centre (RYC)3.11 Cultural Development and the Arts <p>Community and Leisure Facilities</p> <ul style="list-style-type: none">1. Community and Leisure Facilities Team Overview2. Project Status Reports3. Information Items<ul style="list-style-type: none">3.1 Aqua Jetty3.2 Warnbro Community Recreation Centre3.3 Mike Barnett Sports Complex3.4 Rockingham Aquatic Centre3.5 Warnbro Community Recreation Centre Master Plan3.6 Mike Barnett Sports Complex Master Plan3.7 Gary Holland Community Centre3.8 Autumn Centre <p>Economic Development and Tourism</p> <ul style="list-style-type: none">1. Economic Development and Tourism Team Overview2. Project Status Reports<ul style="list-style-type: none">2.1 Local Business Development2.2 Iconic Economic Development / Tourism Events2.3 Destination Marketing2.4 Visitor Servicing Fee for Service3. Information Items<ul style="list-style-type: none">3.1 Stakeholder Engagement - Economic Development3.2 Stakeholder Engagement - Tourism

Committee Recommendation

Moved Cr Davies, seconded Cr Schmidt:

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

Committee Voting (Carried) – 5/0

12. Agenda Items

Corporate Services

Corporate Services Director and Support



Reference No & Subject:	CS-001/23	Council Policy – Procurement Framework
File No:	CPM/3-7	
Proponent/s:		
Author:	Mr John Pearson, Director Corporate Services	
Other Contributors:		
Date of Committee Meeting:	21 March 2023	
Previously before Council:	23 June 2020 (CS-015/20)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

For Council to approve the revised Council Policy – Procurement Framework.

Background

Council Policy – Procurement Framework was adopted in November 2015 and amended in January 2016 and June 2020.

In 2020, the *Local Government (Administration) Regulations 1996* were amended to require an up-to-date version of each policy of the local government to be published on the official website. To ensure the procurement framework meets the requirements of *Local Government (Functions and General) Regulation 1996* r.11A it is recommended that Council Policy – Procurement Framework be amended. It is also opportune to include updates to make the framework more contemporary; to include support for local and Aboriginal businesses and sustainability considerations.

In June 2022, the policy was provided and discussed at a Councillor Engagement Session. All feedback received has been included in the amended policy.

Details

It is recommended that Council Policy – Procurement Framework be amended to include the form of quotations acceptable, the minimum number of oral written quotations that must be obtained and their recording and retention. The updated policy also includes requirements for support for local business, Aboriginal businesses and sustainability principles to ensure best value is maintained.

Implications to Consider

a. Consultation with the Community

Nil. Changes proposed are considered minor and do not change the intent of the policy.

b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

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

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

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

d. Policy

Council Policy – Procurement Framework is an existing Council policy. All requirements are followed. The updated policy provides quantitative requirements to support local and Aboriginal business and also embed sustainability consideration in the procurement system.

Council Policy – Policy Framework provides for Council policies to be advertised prior to final adoption. Given the changes proposed are mostly reflective of current practice and minor in nature, this is not proposed to occur.

e. Financial

Nil

f. Legal and Statutory

Local Government (Functions and General) Regulations 1996 Regulation 11A states:

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
- (3) A purchasing policy must make provision in respect of —
 - (a) the form of quotations acceptable; and
 - (ba) the minimum number of oral quotations and written quotations that must be obtained; and
 - (b) the recording and retention of written information, or documents, in respect of —
 - (i) all quotations received; and
 - (ii) all purchases made.

The Council Policy – Procurement Framework as recommended meets this requirement and provide directions to the Chief Executive Officer beyond the purchasing process.

For noting purposes, the Acceptable Form of Quotations as provided in the Council Policy is no change from current practice. It is proposed to include this information in the Council Policy – Procurement Framework to meet statutory requirements.

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 intent of the changes is to allow Council Policy – Procurement Framework to meet the requirements of *Local Government (Functions and General) Regulation 1996 r.11A* and to include quantitative measurements for local and Aboriginal business support and include sustainability considerations. The Council Policy – Procurement Framework has been in place for eight years and has ensured procurement in the City is understood and occurs to a high standard. It also provides clear demarcation, in policy, between purchasing and contract management. This framework is embedded in City systems and ensures contract management commences from scoping of purchase (prior to market testing), contract execution (aftermarket selection) and contract closure. Importantly, it goes beyond legislative requirements in giving requirements for all procurement, not just for purchasing under \$250,000. It also provides demarcation between procurement, purchasing and the contract/contract management. The *Local Government Act 1995* provides no requirements on contract management.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ADOPTS** the Council Policy – Procurement Framework.

Committee Recommendation

Moved Cr Schmidt, seconded Cr Hume:

That Council **ADOPTS** the Council Policy – Procurement Framework.

Council Policy – Procurement Framework

Council Policy Objective

To ensure procurement functions in the City are statutorily compliant, provide uniform fairness and equity, are transparent and accountable and achieve best value for the City.

Council Policy Scope

All City employees.

Council Policy Statement

Procurement of goods and services at the City or Rockingham is a critically important business process. In achieving Council's policy objective, the Chief Executive Officer must ensure that the following key areas of activity are observed, understood and embraced across the organisation in order to deliver best value:

1. Statutory Compliance – procurement processes and procedures must comply with s3.57 of the Local Government Act 1995 and Regulations 11-24AJ of the Local Government (Functions and General) Regulations 1996.

2. Ethics, Misconduct, Conflict and Disclosure of Interest – procurement functions must be undertaken in adherence with the principles and rules as detailed in the City of Rockingham Code of Conduct.
3. Best Value – when procuring on behalf of the City, employees shall balance factors such as price, quality, timeliness of services, experience and other relevant selection criteria to ensure the best value for the City.
4. Process Uniformity and Consistency – suppliers, contractors and persons dealing with the City will be treated consistently, equally and fairly.
5. Risk Management – processes and practices are to minimise risk to the City but will be balanced against the cost of achieving this. It is recognised that it will never be possible to completely eliminate risk but the Chief Executive Officer must ensure appropriate procedures are in place to reduce risk.
6. Strategic Alignment – when undertaking the procurement functions on behalf of the City, regard shall be had for initiatives listed in its forward planning documents.
7. Contract Management – the contractual obligations and responsibilities of suppliers to the City must be managed, measured and monitored to ensure that the City receives best value and its full contractual entitlements. The Chief Executive Officer must ensure that organisational systems are in place that provide for an enterprise wide contract management effort.
8. Organisational Awareness and Training – the Chief Executive Officer shall ensure employees undertaking procurement activities on behalf of the City receive appropriate training in procurement and contract management.
9. Aboriginal Business Support – Aboriginal businesses shall be supported in the procurement process by a quantitative measure applied in assessment tools. The Chief Executive Officer is to implement and maintain a quantitative weighting measure in Formal Quotes and Tenders contingent on demonstration of value for money.
10. Local Economic Benefit – local businesses, within the City of Rockingham, shall be supported in the procurement process by a quantitative measure applied in assessment tools. The Chief Executive Officer is to implement and maintain a quantitative weighting measure in Formal Quotes and Tenders contingent on demonstration of value for money.
11. Sustainable Procurement – procurement functions shall endeavour to consider sustainable procurement ensuring value for money outcomes are maintained.
12. Supply of Goods and Services – prepare and implement Executive Policies and procedures ~~that satisfy the provision of Local Government (Functions and General Regulations 1996 (11A)).~~ to provide clear instructions on how employees are to engage in the purchase of goods and services on behalf of the City.

For the supply of goods and services under \$250,000 the following requirements must be met:

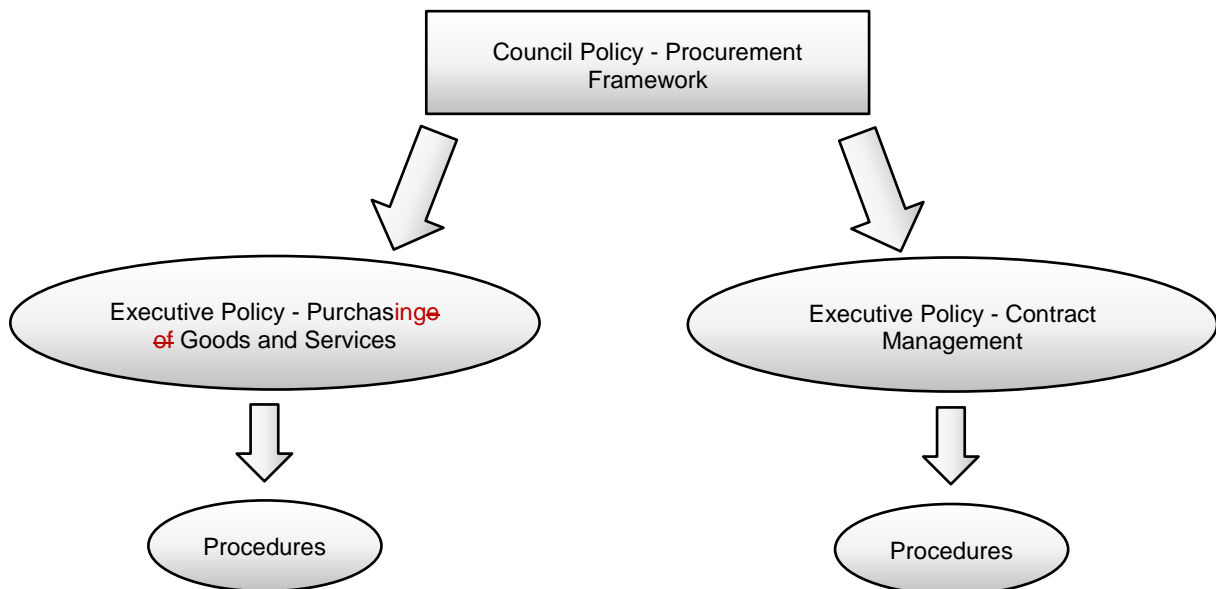
Acceptable Form of Quotations, Minimum Number of Quotations to be Received and Records Keeping Requirements

Consideration Value Range (GST Exc)	Form of quotations and minimum number of oral or written quotations required to be requested	Record Keeping Requirements
Up to \$999	One verbal or visual quote (i.e. advertising)	All employees when purchasing goods must ensure all quotes received have sufficient records kept in accordance with record keeping legislation and City's policies.
\$1,000 to \$4,999	Two verbal quotes	
\$5,000 to \$19,999	Two written quotes	
\$20,000 to \$49,999	Three written quotes	
\$50,000 to \$79,999	Three written quotes, with pre-determined written assessment criteria in addition to price	
\$80,000 to \$249,999	A written Formal Quote advertised through the City's Rock Port portal to registered businesses	

The Chief Executive Officer may approve exemptions to employees for a purchase where they cannot comply with the above requirements due to operational reasons, such as:

- An emergency exists
- Only one supplier is known to exist as a result of the specialised nature of the intended purchase
- Delays caused by undertaking the required procurement process might create a significant financial penalty for the City.

The following policy and procedural framework will guide the City's procurement effort:



Definitions

Procurement – the overarching function that describes the activities and processes to acquire goods and services. Importantly, and distinct from “purchasing”, procurement involves the activities involved in establishing fundamental requirements and criteria, sourcing suppliers, conducting tenders, developing performance standards and performance evaluation, and negotiation of contracts. It also includes purchasing activities required to order and receive goods.

Purchasing – the process of ordering and receiving goods and services. It includes all procedures in ordering such as requests, approvals, creation of purchase order records and all procedures in receipting of ordered items or services. It is a subset of the wider procurement process.

Contract – agreement between two parties enforceable under law. In this context, an agreement between the City and supplier to pay a consideration for goods provided or services rendered. The contract is created after the purchasing order is issued or the outcomes of a procurement process communicated in writing.

Contract Management – overseeing the contract to ensure that the contractual obligations of both parties are met and/or satisfied.

Consideration Value – the monetary value of providing a good or service in a contract. For standing offer contracts or regular purchases, the expected total consideration amount is over the anticipated life of the contract. For the purposes of determining, the appropriate minimum quote requirements for standing offers or regular purchases, the anticipated life of the contract may be limited to three years.

Sustainable Procurement – goods and services that have less environmental impacts than competing products and services which may demonstrate:

- Energy efficiency and/or consumption
- Water efficiency

- Environmentally sound manufacture, use and disposal
- Preference for recycled and recyclable materials.

Legislation

Section 3.57 of the Local Government Act 1995 requires a local government to invite tenders before entering into a contract for the supply of goods or services under which another person is to supply goods of services.

Regulation 11A of the Local Government (Functions and General) Regulations 1996 provides the requirement for local governments adopt and implement a purchasing policy for other persons to supply goods and services where consideration is or is expected to be \$250,000 or less.

Regulations 11-24AJ of the Local Government (Functions and General) Regulations 1996 provide details related to tenders for providing of goods and services.

Other Relevant Policies/ Key Documents

Council delegation of authority to CEO, Item 1.7 (Expressions of Interest and Tenders – For Supply of Goods or Services) and Item 1.8 (Acceptance of Tenders For Supply of Goods or Services)

Council Policy – Records Management

Executive Policy – Purchasing of Goods and Services

Executive Policy – Contract Management

Executive Policy – Records Management

Procedure – Better Practice Procurement ~~Purchasing Procedures~~

Procedure – Better Practice Contract Management ~~Procedures~~

~~Procedure – Record Keeping for Procurement~~

Responsible Division

Corporate Services

Review Date

~~1 January 2017~~ 1 March 2026

Committee Voting (Carried) – 5/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Corporate Services Financial Services



Reference No & Subject:	CS-002/23 Council Policy – Financial Hardship
File No:	CPM/3-7
Proponent/s:	
Author:	Mr John Pearson, Director Corporate Services
Other Contributors:	Mr Michael Yakas, Manager Customer and Corporate Support
Date of Committee Meeting:	21 March 2023
Previously before Council:	14 September 2022 (AC-008/22)
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Executive
Site:	
Lot Area:	
Attachments:	
Maps/Diagrams:	

Purpose of Report

To adopt the revised Council Policy – Financial Hardship, as a result of the COVID-19 State of Emergency being revoked.

Background

Council adopted Council Policy – Financial Hardship in July 2020.

During the COVID-19 pandemic, *the Local Government Amendment (COVID-19 Response) Act 2020* enabled the Minister for Local Government to make an order that modifies or suspends provisions of the *Local Government Act 1995* (the Act) and Regulations in response to the pandemic.

The *Local Government (COVID-19 Response) Amendment Order 2020* (Order) aimed to assist people experiencing financial difficulty due to the ongoing effects of the pandemic.

Council Policy – Financial Hardship was last amended in September 2022. At this time, the Policy was amended to remove the COVID-19 \$200 write off support as it only applied in the 2020/2021 financial year. The COVID-19 provision to not charge penalty interest on outstanding rates where it had been determined the ratepayer was suffering financial hardship as a consequence of the COVID-19 pandemic remained.

The Order was introduced while a State of Emergency was in place and was to be automatically revoked three months after a State of Emergency ceases. The State of Emergency ended on 4 November 2022 and the Order was be revoked on 3 February 2023.

Details

As the Order has been revoked, the Council Policy – Financial Hardship has been reviewed and the COVID-19 provision has been removed.

Implications to Consider

a. Consultation with the Community

Nil. The changes proposed are minor and legislative and public comment is not considered necessary.

b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

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

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

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

d. Policy

The *Local Government (COVID-19 Response) Ministerial Order 2020* has been revoked and as such, the policy has been amended to remove reference to it.

e. Financial

Nil

f. Legal and Statutory

The *Local Government (COVID-19 Response) Ministerial Order 2020* has been revoked.

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

From 3 February 2023 all of the provisions in the Order made under a State of Emergency ended, including those related to financial hardship.

During the COVID-19 pandemic, the City approved 11 COVID-19 related financial hardship applications. Only three applications are active and will expire at the end of the 2022/2023 financial year.

Other minor changes are recommended to provide greater clarity on the terms that the City will provide financial hardship support to a ratepayer.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ADOPTS** the Council Policy – Financial Hardship.

Committee Recommendation

Moved Cr Hume, seconded Cr Davies:

That Council **ADOPTS** the Council Policy – Financial Hardship.

Council Policy – Financial Hardship

Council Policy Objective

To:

- Provide the criteria on assisting ratepayers that qualify as experiencing financial hardship and are unable to pay their rates and service charges; and
- Ensure that all ratepayers are treated fairly and consistently with respect and compassion when the City is considering their circumstances in recognising financial hardship.

Council Policy Scope

This Policy applies to all City of Rockingham Residential and Small Business ratepayers who are experiencing financial hardship.

Council Policy Statement

1. Eligibility

The Policy is intended to assist those ratepayers where there is a willingness but an inability to pay their rates and includes:

- Immediate financial disadvantage that results in a person being unable to pay an outstanding amount by reason of a change in personal circumstances (short term); and
- More than immediate financial disadvantage which results in a person being unable to pay an outstanding amount without affecting the ability to meet the basic living needs of the person or a dependant (longer term).

This may be caused by (but is not limited to) one or more of the factors below:

- Loss of the ratepayer's or family member's primary income;
- Spousal separation or divorce;
- Physical and mental health issues;
- Loss of a spouse or a loved one;
- Chronic illness in immediate family;
- Domestic violence;
- Budget management issues associated with a low income; and
- Other unforeseen factors resulting in a ratepayer's capacity to pay, such as a reduction in income or an increase in non-discretionary expenditure.

This Policy is not to provide relief to those ratepayers who are not able to evidence financial hardship or are unwilling to pay rates and service charges.

An approved financial hardship application is valid for a once only three-year period.

2. Assessment

To enable the City to assess a ratepayer's financial hardship, evidence of their financial hardship is required including details of the ratepayer's circumstances, current financial situation and capacity to enter into a payment arrangement.

Ratepayers who are not able to pay all their rates and charges by the end of the next financial year, and claim financial hardship, will be requested to seek financial counselling. This provides an opportunity for the ratepayer to obtain independent financial advice and the information provided by the financial counsellor must be used by the City to confirm the ratepayer's capacity to pay.

3. Assistance Available

• Payment Arrangements

The City provides a range of payment options to ratepayers including by instalment (one, two or four payments) and rates smoothing (weekly, fortnightly, or monthly payments) which will result in the rates and services charges being paid during the current financial year.

Ratepayers that are experiencing financial hardship are required to enter into an approved alternate payment arrangement by direct debit based on their capacity to pay.

The approved alternate payment arrangement will provide an extension to pay all rates and service charges by the end of the next financial year or will be based on the ratepayer's capacity to pay information provided by a financial counsellor.

It is the ratepayer's obligation to contact the City immediately if a payment under the approved alternate payment arrangement cannot be made or to request a new payment arrangement.

The approved alternate payment arrangement will be cancelled if the ratepayer defaults on a payment three times.

• Interest Charges

Penalty interest on outstanding rates and service charges will be waived for ratepayers on approved financial hardship arrangements.

• Deferral of Payments

Ratepayers that experience financial hardship may make an application to have payments under a payment arrangement deferred for up to three months.

• Debt Recovery

Debt recovery will be suspended while a ratepayer experiencing financial hardship is on an approved alternate payment arrangement.

Where the approved alternate payment arrangement has been cancelled due to the ratepayer defaulting on a payment three times and a new approved alternate payment arrangement is not entered into, legal action may commence.

~~If a ratepayer is unable to reduce the outstanding balance and any rates or service charges which are due have been unpaid for at least three years legal action is to commence to recoup all outstanding amounts.~~

~~At the completion of the approved financial hardship application, if a ratepayer has not finalised the outstanding rates and charges, legal action may commence to recoup all outstanding amounts.~~

~~• COVID-19~~

~~In accordance with section 6.51(1) of the Local Government Act 1995 and clause 14 of the Local Government (COVID-19 Response) Ministerial Order 2020, penalty interest on outstanding rates cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2020, that has been determined by the City as suffering financial hardship as a consequence of the COVID-19 pandemic.~~

4. Communication and Reviews

Ratepayers who are experiencing financial hardship should contact the City immediately and apply for assistance under this Policy.

Ratepayers will be advised of their entitlements and obligations and will be provided with written confirmation of any decisions made in relation to the Policy.

All financial hardship applications must be reviewed at least every six months to ensure that the circumstances have not changed and feedback provided to the ratepayer on the amount outstanding and the anticipated date of the final payment.

5. Executive Policy and Procedures

The Chief Executive Officer is to maintain relevant Executive Policies and Procedures to ensure financial hardship is managed effectively, with respect and compassion and in accordance with statutory requirements.

6. Delegation of Authority

For information purposes, delegated authority has been provided to the Chief Executive Officer, in accordance with:

- Section 6.12 of *Local Government Act 1995*, to write off individual debts that do not exceed \$2,000.
- Section 6.47 and 6.49 of *Local Government Act 1995*, to accept payment of a rate or service charges due and payable by a person in accordance with an agreement made with the person.

Definitions

Dwelling has the meaning given to it in the City of Rockingham Town Planning Scheme No. 2.

Financial hardship is when a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

Immediate family member is:

- A person who is the ratepayers spouse, or
- A spouse or defacto spouse who cohabited with the ratepayer for at least two years, or
- A parent or step-parent of the ratepayer, or
- A child or step-child of the ratepayer or other child of whom the ratepayer is the guardian, or
- A brother, sister, step-brother or step-sister, half-brother or half-sister of the ratepayer.

Ratepayer means those that are liable for the payment of rates in accordance with section 6.44 of the Local Government Act 1995.

Residential Land means any land used, or designed, or adapted for use, for the purpose of a dwelling and includes vacant land within the Residential, Development, Rural, Special Rural, Special Residential, Commercial, District Town Centre, Primary Centre Waterfront Village, Primary Centre Urban Village, Primary Centre City Centre, Primary Centre City Living, Primary Centre Campus and Primary Centre Urban Living zones under the City of Rockingham Town Planning Scheme No. 2.

Residential means the ratepayers' primary place of residence.

Small Business means a business undertaking which is wholly owned and operated by an individual person or by individual persons in partnership or by a proprietary company within the meaning of the Corporations Act 2001 of the Commonwealth and which:

- i. Has a relatively small share of the market in which it competes; and
- ii. Is managed personally by the owner or owners or directors, as the case requires; and
- iii. Is not a subsidiary of, or does not form part of, a larger business or enterprise.

Legislation

Local Government Act 1995 – s6.12. Power to defer, grant discounts, waive or write off debts

Local Government Act 1995 – s6.47. Concessions

Local Government Act 1995 – s6.49. Agreement as to payment of rates and service charges

Local Government Act 1995 – s6.51. Accrual of interest on overdue rates or service charges

Local Government (Financial Management) Regulations 1996

Other Relevant Policies/ Key Documents

Delegation Authority Register – 2.3 Waive/grant concession or write off monies owing

Delegation Authority Register – 2.5 Agreement as to payment of rates and service charges

Delegation Authority Register – 2.6 Rates or service charges recoverable in court

Responsible Division

Corporate Services

Review Date

~~September 2025~~ 1 March 2026

Committee Voting (Carried) – 5/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable



Corporate Services Financial Services		
Reference No & Subject:	CS-003/23	Proposed 2023/2024 Fees and Charges
File No:	FLM/17-05	
Proponent/s:		
Author:	Mr Alvin Santiago, Manager Financial Services	
Other Contributors:	Ms Ljupka Gow, Senior Financial Services Officer (Revenue)	
Date of Committee Meeting:	21 March 2023	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	1. Proposed Schedule of Fees and Charges for 2023/2024	
Maps/Diagrams:		

Purpose of Report

To approve the proposed Schedule of Fees and Charges for the financial year 2023/2024.

Background

The fees and charges imposed by the City of Rockingham can be categorised into three main types:

1. Fees and charges set by Council under Section 6.16 of the *Local Government Act 1995* (the Act).
2. Fees and charges set by Council under other sections of the Act or other legislation where Council has the discretion to set the charge.
3. Fees and charges imposed covered by local law or other legislation, and Council does not have the discretion to change them.

Details

The changes in the proposed Schedule of Fees and Charges can be summarised as follows:

	Same	New	Increase	Decrease	Delete
General Management Services	2	0	0	0	0
Community Development	312	39	284	1	13
Asset Services	19	0	30	0	0
Planning and Development	194	5	34	2	14

	Same	New	Increase	Decrease	Delete
Corporate Services	81	0	11	0	1
Legal and General Counsel	2	0	0	0	0
	610	44	359	3	28

The attached proposed Schedule of Fees and Charges for 2023/2024 lists all fees and charges with details of the current and proposed fees. Waste Services fees and charges will be determined by Council at the end of the financial year, as is regular practice.

The changes in the fees and charges proposed are highlighted in yellow in the attachment to this report. The main changes are explained as follows:

Reduced Fees

- Planning and Development – Determining an Initial application for Approval (item 12.4.2(a) and Renewal of Approval of a home business (item 12.4.2(b) fees have been removed. No charges to apply regardless of whether or not the use has already commenced.
- Aqua Jetty – Aquatics (item 5.7.1) to offer more affordable 50-metre swim lane hire fees for swimming clubs.

New Fees

- Arts and Culture – Art Professional Development Fee Level 2 and Level 1, Stallholder Fee - Events (item 2.1). This is a more affordable fee intended to trial a different range of art workshops that will appeal to the community.
- Library Services – Library Book Sale items (item 4.11).
- Rockingham Art Centre – Fees for Exhibitions (item 5.4.1) for both commercial and non-commercial to encourage emerging artists by offering flexible exhibition duration.
- Rockingham Aquatic Centre – Pool Hire Charges (item 5.6.5) to offer more affordable 50-metre swim lane hire fees for swimming clubs.
- Aqua Jetty – Aquatics (item 5.7.1) to offer more affordable 25-metre swim lane hire fees for swimming clubs.
- Aqua Jetty Services and Fees Applicable to Other City of Rockingham Facilities (item 5.11) to introduce fees for Aqua Jetty services to be offered at other City facilities during the Aqua Jetty closure.
- Building Services – Request to Amend Builder's Details and Request to Amend Building Permit to replace Amendment Permit (item 8.1.5).
- Health Services – Stallholders Permit (item 11.2.3) Expedited Permit Service Fee Required within five business days.
- Health Services – Expedited Permit Service Fee (Market Food Stall Permit & Event Food Stall Permit required within five business days (item 11.2.15).

Changes in Description and/or Presentation of the Fees

- Library Services – Changes to the description of fees for printing and photocopying (item 4.1.1).
- Rockingham Arts Centre – Gallery Fees (item 5.4.1) to be amended to minimum 1 week to allow for more flexibility for our local community groups.
- Cemeteries Search Fees (item 6.3.6) – Changed the fee to include up to two interments rather than four interments. The charge has also changed from no charge to \$6.50.

Deleted Fees

- Community and Leisure Facilities – Challenger Court fees to be removed as property was sold (item 5.2).
- Aqua Jetty – Inflatables fees as the service had been discontinued (item 5.7.1).

- Aqua Jetty – Season Visit Pass (Easter/Christmas school holidays) had been discontinued due to low patronage (item 5.7.1).
- Aqua Jetty – Crèche member pack 10 sessions to be removed, as crèche users preferred the direct debit system rather than buying this pack (item 5.7.7).
- Mike Barnett Sports Complex – Facility Hire Upstairs meeting room (item 5.8.5) to be removed as it is no longer a hireable room.
- Building Services – Amendment Permit (item 8.1.5) to be removed and replaced by the BA19 fees as proposed in the New Fees above.
- Strata Title Applications (items 12.8.1-12.8.9) to be removed to align with updated fees and charges of Building Regulations that took effect in 2021-2022.
- Animal Control – Concessional Registration Rates (item 9.1.2) – Foxhounds, bona fide kept together in kennelled pack on not less than ten to be removed to make consistent with the Dog Act and associated regulations.
- Health Services – Offensive Trades Licence (item 11.2.13) Worm Farming to be removed as fee is covered under item “Any other Offensive Trade not specified”.
- Application for Other Certifications, Permits & Licences (item 11.2.15) Caravan Parks to be removed as fee is no longer required under Health and instead covered by Building Services.
- Other Planning Services – Minor Planning Services Fees, Scheme Text (item 12.7.1) to be removed as Town Planning Scheme 2 text is available on the City’s website for download free of charge.
- Customer and Corporate Support – Public Access to Documents, Local Laws (per copy) (item 14.1.3) to be removed as Local Laws are accessible from the City’s website with no charge.

Increased Fees

As presented in the table above, a number of fees have been proposed for minor increase. The rationale for fees proposed to increase are as follows:

- To assist in reflecting the cost of providing the goods or services;
- Rounding for ease of use;
- Consistency across the full fee schedule; and
- Alignment with other local government authorities, any alternative providers and any relevant legislation.

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

The fees and charges endorsed at this meeting will be included for adoption in the 2023/2024 Annual Budget.

The annual fees and charges estimated as per the 2023/2024 Business Plan are \$41.5 million.

f. Legal and Statutory

Sections 6.16 and 6.17 of the *Local Government Act 1995* and Regulation 25 of the *Local Government (Financial Management) Regulations 1996* relate to imposing fees and charges.

Regulation 25 of the *Local Government (Financial Management) Regulations 1996* provides that the annual budget includes an estimate of the total revenue from the fees or charges from each program.

Section 6.16(1) of the Act allows a local government to impose (by absolute majority) and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

Section 6.16(2) of the Act states that a fee or charge may be imposed for the following:

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government,
- (b) supplying a service or carrying out work at the request of a person,
- (c) providing information from local government records subject to some limitations,
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate, and
- (e) supplying goods.

Section 6.17(1) of the Act states that in determining the amount of a fee or charge for a service or goods, a local government is required to take into consideration the following factors:

- (a) the cost to the local government of providing the service or goods,
- (b) the importance of the service or goods to the community, and
- (c) the price at which an alternative provider could provide the service or goods.

Section 6.16(3) of the Act requires that fees and charges be imposed when adopting the annual budget.

Council is requested to endorse the Schedule of Fees and Charges for 2023/2024. The proposed fees and charges will be adopted in June 2023 as part of the 2023/2024 Annual Budget at the June 2023 Ordinary Council Meeting.

g. Risk

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

Implications and comments 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

It is considered best practice to seek endorsement of fees and charges before budget adoption. This is to ensure that all community members are adequately informed of any changes and assist in the budget preparation process with any proposed changes identified prior to its adoption in the budget.

All relevant fees have been considered pursuant to Section 6.17 of the Act, with most fees and charges remaining unchanged in the new financial year. However, the proposed changes include some new, increased or decreased as a result of the review. The description and presentation of the fees have been clarified and simplified by combining or separating the fees where necessary for improved understanding.

It is worth noting that some of these fees and charges are statutory, which means the charge is not subject to Council's discretion and as such will not be updated until the relevant regulatory body has published the new charge.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ENDORSES** the proposed Schedule of Fees and Charges for the financial year 2023/2024 for inclusion in the 2023/2024 Annual Budget, as contained in Attachment 1.

Committee Recommendation

Moved Cr Buchanan, seconded Cr Davies:

That Council **ENDORSES** the proposed Schedule of Fees and Charges for the financial year 2023/2024 for inclusion in the 2023/2024 Annual Budget, as contained in Attachment 1.

Committee Voting (Carried) – 5/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Corporate Services Financial Services



Reference No & Subject:	CS-004/23	Budget Review – February 2023 (<i>Absolute Majority</i>)
File No:	FLM/17-05	
Proponent/s:		
Author:	Mr Alvin Santiago, Manager Financial Services	
Other Contributors:	Miss Gemma Hodges, Acting Financial Controller	
Date of Committee Meeting:	21 March 2023	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	1. February 2023 Budget Review	
Maps/Diagrams:		

Purpose of Report

To adopt the February 2023 Budget Review.

Background

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

The February 2023 Budget Review is mandatory and, once Council has adopted it, must be submitted to the Department of Local Government, Sport and Cultural Industries.

Details

The February 2023 Budget Review includes details of transactions from July 2022 to February 2023 and adjustments required to the annual budget. The document includes the following information:

1. Summary of Budget Position
2. Summary of Amendments over \$250,000
3. Summary Statement of Operating and Non-Operating Revenue and Expenditure by Department.

Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

No consultation is required. Once adopted by Council, this Budget Review will be submitted to the Department of Local Government, Sport and Cultural Industries as required by Regulation 33A(4) of the *Local Government (Financial Management) Regulations 1996*.

c. Strategic

Community Plan

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

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

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

d. Policy

Nil

e. Financial

The overall effect of the various budget amendments is untied surplus of \$69,981.

f. Legal and Statutory

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

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

g. Risk

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

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

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

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

Nil

Comments

In addition to forecasting the estimated budget position at 30 June 2023, the February Budget Review also aimed to identify savings from projects that have been completed under budget and re-assessed the prioritisation of projects in light of resourcing constraints. Where there is an opportunity to re-allocate the funds to more critical and/or priority projects, an internal budget re-allocation has been proposed. The prevailing market conditions, specifically the inability to complete some items given labour shortages or interrupted supply chains for products is ongoing.

Below is an explanation of amendments more than \$250k. The other proposed amendments, including expenditure offset by additional revenues, internal allocations and other budget changes that are less than \$250K individually, are detailed in the February 2023 Budget Review attachment.

1. Opening Position

The opening position is \$52,606,837 as per the Audited Annual Financial Statements of the last financial year.

2. Operating Expenditure

Operating expenditure has decreased by \$2.3M and includes the following major amendments as presented in the Summary of Amendments Over \$250,000.

- 2.1 A decrease of \$365k for Human Resources employee costs which has been transferred to contract labour used to fill staff vacancies. See 2.2 below.
- 2.2 An increase of \$410k for Human Resources operating expenses to cover contract labour and an increase in consultant fees. See 2.1 above.
- 2.3 A decrease of \$3.1M due to non-cash gain on sale of Bert England Lodge.
- 2.4 An increase of \$305k for various jetty maintenance works including the Mersey Point seawall and the sand re-nourishment on beaches.
- 2.5 An increase of \$253k due to increase in workers compensation insurance contribution/premium.
- 2.6 An increase of \$525k due to an adjustment made to the land revaluation as per the 2022 audit of financial statements (non-cash item).

3. Operating Revenue

Operating revenue has increased by \$75K and there were no individual amendments exceeding \$250k. Proposed amendments that are immaterial individually are detailed in the February 2023 Budget Review attachment.

4. Non-Operating Expenditure

Non-operating expenditure has decreased by \$760K and includes the following significant amendments as presented in the Summary of Amendments Over \$250,000:

- 4.1. A decrease of \$259k due to the postponement of the Waikiki foreshore toilet refurbishment.
- 4.2. An increase of \$430k due to higher reticulation costs than expected for Hourglass Reserve and the Safety Bay foreshore.
- 4.3. A decrease of \$641k due to the withdrawal of Read Street/Malibu Road Blackspot project.
- 4.4. An increase of \$264k for the Rockingham Aquatic Centre heat pump works to now include switchboard and head works upgrade requirements.
- 4.5. An increase of \$276k for the Depot reconfiguration works.
- 4.6. An increase of \$377k to covert lighting to LED at Rivergums Reserve and Apache Reserve.
- 4.7. A decrease of \$469k due to overall underspend on various drainage improvement projects.

5. Non-Operating Revenue

Non-operating revenue remained the same, with no proposed amendments at this time.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council **ADOPTS** the February 2023 Budget Review, as contained in Attachment 1.

Committee Recommendation

Moved Cr Buchanan, seconded Cr Hume:

That Council **ADOPTS** the February 2023 Budget Review, as contained in Attachment 1.

Committee Voting (Carried) – 5/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable



Corporate Services Financial Services



Reference No & Subject:	CS-005/23	Change in Method of Valuation from Unimproved Value to Gross Rental Value
File No:	RTV/1-14	
Proponent/s:		
Author:	Ms Toni Gumina, Coordinator Rates	
Other Contributors:	Mr Alvin Santiago, Manager Financial Services	
Date of Committee Meeting:	21 March 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

The purpose of this report is to seek Council's authorisation to apply to the Minister for Local Government (the Minister), seeking approval to change the method of valuation of 31 commercial lots in Baldvis from Unimproved Valuation (UV) to Gross Rental Valuation (GRV) pursuant to Section 6.28 (1) of the *Local Government Act 1995* (the Act).

Background

Each local government has a role to ensure that rating principles are correctly applied to rateable land within their district, such as rural land is rated on UV and non-rural land is rated on GRV. A review conducted on remaining UV properties identified 31 properties used for non-rural purposes that are currently rated based on UV and should be rated on GRV.

The City of Rockingham (City) consulted with the property owners to clarify the predominant use of the land.


This report summarises the results of the consultation and the basis in recommending the valuation method be changed from UV to GRV on the identified properties.

Details

The table below summarises the relevant information on properties that warrant the change from UV to GRV.

Properties that admitted non-rural use in the Land Declaration Survey

Assess #	Lot #	Land Area	Zoning	Property use as per consultation process	UV Rates 2022/2023	GRV rates	Increase
360790	3	5196m ²	Commercial	Child Care Centre	\$1,618.54	\$14,312.20	\$12,693.66
364062	429	2372m ²	Commercial	Vacant Land – proposed service station	\$735.70	\$2,587.20	\$1,851.50
363023	430	22221m ²	Commercial	Shops	\$4,826.40	\$73,810.35	\$68,983.95
363336	376	2712m ²	Development	Child Care Centre	\$630.00	\$14,639.00	\$14,009.00
240531	70	9317m ²	Rural	Non rural purposes	\$655.00	\$1,584.83	\$929.33
246790	16	71562m ²	Rural	Non rural purposes	\$731.64	\$3,002.94	\$2,271.30
239390	2	107552m ²	Development/ Rural	Non rural purposes	\$2,358.72	\$11,205.00	\$8,846.28
242650	5	28121m ²	Rural	Non rural purposes	\$786.24	\$1,678.06	\$891.82
230820	5	3645m ²	Rural	Non rural purposes	\$655.00	\$1,266.00	\$611.00
240403	1805	5000m ²	Rural	Non rural purposes	\$655.00	\$2,307.33	\$1,652.33
363339	198	1253m ²	Development	Non rural purposes	\$655.00	\$1,266.00	\$611.00
246910	404	18566m ²	Rural	Non rural purposes	\$655.00	\$1,678.06	\$1,023.06
243490	3	40461m ²	Development	Non rural purposes	\$2,042.04	\$4,840.56	\$2,798.52



Assess #	Lot #	Land Area	Zoning	Property use as per consultation process	UV Rates 2022/2023	GRV rates	Increase
242010	1210	19370m ²	Development	Non rural purposes	\$1,113.84	\$2,004.35	\$890.51
230860	9	3195m ²	Rural	Non rural purposes	\$655.00	\$1,266.00	\$611.00
246310	506	72775m ²	Rural	Non rural purposes	\$655.00	\$1,771.28	\$1,116.28
245520	817	29426m ²	Rural	Non rural purposes	\$655.00	\$1,911.12	\$1,256.12
242410	3	50723m ²	Rural	Non rural purposes	\$655.00	\$2,097.57	\$1,442.57
244450	800-801	81126m ²	Rural	Non rural purposes	\$655.00	\$3,309.50	\$2,654.50
241160	923	64377m ²	Rural	Non rural purposes	\$655.00	\$1,882.44	\$1,227.44
346653	52	52361m ²	Rural	Non rural purposes	\$655.00	\$1,882.44	\$1,227.44
240181	15	68431m ²	Rural	Non rural purposes	\$993.72	\$2,097.57	\$1,103.85
358434	62	5550m ²	Special Residential	Non rural purposes	\$655.00	\$1,266.00	\$611.00
240120	13	75205m ²	Rural	Non rural purposes	\$753.48	\$2,120.88	\$1,367.40
240140	562	99064m ²	Rural	Non rural purposes	\$655.00	\$1,887.81	\$1,232.81
245510	819	26433m ²	Rural	Non rural purposes	\$655.00	\$1,703.16	\$1,048.16
240320	588	234507m ²	Rural	Non rural purposes	\$829.92	\$3,092.58	\$2,262.66



Assess #	Lot #	Land Area	Zoning	Property use as per consultation process	UV Rates 2022/2023	GRV rates	Increase
245270	820	38084m ²	Rural	Non rural purposes	\$655.00	\$1,931.90	\$1,276.90
239730	482	116849m ²	Rural	Non rural purposes	\$720.72	\$5,891.40	\$5,170.68
242630	60	6314m ²	Special Residential	Non rural purposes	\$655.00	\$1,981.04	\$1,326.04
358431	58	5038m ²	Special Residential	Non rural purposes	\$655.00	\$1,266.00	\$611.00

In addition to the 31 properties listed above, there were 45 properties that did not respond to the City's request for further information. Further evidence is being sought and will be the subject of another report.

Implications to Consider

a. Consultation with the Community

Direct written consultation with affected ratepayers occurred between 19 January 2022 and 1 March 2022.

b. Consultation with Government Agencies

Consultation with the Department of Local Government, Sporting and Cultural Industries on required evidence and documentation for the Minister to make a determination.

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: *Revenue Sources – Identify and implement strategies to introduce alternative revenue sources for the City.*

d. Policy

Nil

e. Financial

The change in valuation has no financial impact in the current financial year. If Council adopts the officer recommendation and the Minister for Local Government determines the land is predominantly used for non-rural purposes, an approximate increase in rates revenue of \$143,000 for the next financial year could occur.

f. Legal and Statutory

Section 6.28 (1) of the *Local Government Act 1995* – Minister determines the valuation method of the land.

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 process carried out by the City in reviewing and recommending changing the method of valuation of properties identified is summarised as follows:

1. Identification of all remaining UV properties.
2. Consulted with the property owners on 19 January 2022 and invited written responses and submissions within 28 days. The following documentation was provided to the ratepayers:
 - A letter advising the affected property owners about the City's review of UV properties and the rationale for such review.
 - Land Use Declaration Form – providing ratepayers with a mechanism to provide feedback regarding the predominant use of the land.
 - Frequently Asked Questions – providing further detail on the process used to apply a Change in Method of Valuation of Land.
3. Where the property owner confirmed in the land use declaration that the property is no longer used for rural purposes, the consultation was deemed complete without further investigation. The written declaration is used as supporting evidence for the change.
4. Where the property owner did not respond to the letter dated 19 January 2022, another letter was sent on 1 March 2022 seeking a response by 18 March 2022.
5. For properties with no response or where the response indicated the land is used for rural purposes, officers performed further investigation to confirm any changes that may affect the predominant use of the properties. This investigation included, but was not limited to, reviewing aerial maps, existing permits and licences in the property and other publicly searchable information that supports the predominant use of the property.

The change in method of valuation of land currently applied on the reviewed properties may result in a significant increase in rates in some circumstances. Concession may be relevant and this would be considered during the annual budget adoption process.

Council is requested to approve the officer recommendation and request the Minister to approve the change of method of valuation of the properties presented from UV to GRV.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. **SUPPORTS** the change in valuation method from Unimproved Value (UV) to Gross Rental Value (GRV) of the following properties:

360790	246790	363339	246310	346653	245510	358431
364062	239390	246910	245520	240181	240320	
363023	242650	243490	242410	358434	245270	
363336	230820	242010	244450	240120	239730	
240531	240403	230860	241160	240140	242630	

2. **APPROVES** the valuation methodology taking effect from 1 July 2023 subject to publication in the Government Gazette prior to this date.

Committee Recommendation

Moved Cr Davies, seconded Cr Buchanan:

That Council:

1. **SUPPORTS** the change in valuation method from Unimproved Value (UV) to Gross Rental Value (GRV) of the following properties:

360790	246790	363339	246310	346653	245510	358431
364062	239390	246910	245520	240181	240320	
363023	242650	243490	242410	358434	245270	
363336	230820	242010	244450	240120	239730	
240531	240403	230860	241160	240140	242630	

2. **APPROVES** the valuation methodology taking effect from 1 July 2023 subject to publication in the Government Gazette prior to this date.

Committee Voting (Carried) – 5/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

4:45pm Mr Santiago, Manager Financial Services left the meeting.

General Management Services

General Management Services Governance and Councillor Support



Reference No & Subject:	GM-009/23 Freedom of Entry HMAS Stirling
File No:	RCS/436
Proponent/s:	
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support
Other Contributors:	Mrs Caroline McLeod, Administration Officer, Civic Services
Date of Committee Meeting:	21 March 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 seek Council endorsement to undertake a Ceremony and to grant the Freedom of Entry (FOE) rights to HMAS Stirling which has a long standing and significant link to the City of Rockingham (City) and the community, in accordance with military law and tradition.

Background

Freedom of Entry to the City is an ancient honour and the highest accolade that is bestowed to a military unit with historic ties to the area governed by an authority. Freedom of Entry can be granted to units of the Defence Force which have significant attachment to the City of Rockingham.

A formal letter from the Commanding Officer, Captain Gary Lawton has been received by the Mayor requesting a Freedom of Entry event to be hosted in 2023 for HMAS Stirling by the City.

The City of Rockingham granted Freedom of Entry to HMAS Stirling, in perpetuity, on the 12 November 1988, and first hosted the FOE in conjunction with its celebration of Rockingham becoming a City.

The conferral of the FOE, in accordance with military law and tradition, allows military units the privilege of marching into the City "with swords drawn, bayonets fixed, drums beating, bands playing and ensign flying".

To host the Freedom of Entry in 2023 will mark the following milestone dates:

- 35 years since Rockingham became a City.
- 45 years since the commissioning of HMAS Stirling.
- 112 years since Garden Island was selected as a naval base in 1911.

Following its commissioning on 28 July 1978, HMAS Stirling (Fleet Base West) has expanded within its boundaries to facilitate buildings such as Submarine Escape Training Facilities (one of six in the world). It is home to 12 fleet units including the five Anzac class Frigates and six Collins class submarines and 70 units including the submarine training and systems centre, Clearance diving team and defence communication stations, plus the helicopter support unit.

For more than 40 years the City of Rockingham has fostered a strong relationship between defence and local community industries. Garden Island hosts a workforce of more than 3600 staff, including active duty members, defence civilians and long term contractors.

Details

The exercising of the FOE to the City enables the local government to honour a distinguished unit of the armed forces and so strengthens the ties between citizens and service personnel.

In a procedural sense the ceremony of granting Freedom of Entry to a Royal Australian Navy unit is centred on a procession that commences at a staging point – eg: Rockingham War Memorial Anzac Park, where the unit is formed up and marched to a staging point, where it awaits the arrival of the Mayor and official party.

The proposed date to host the FOE in consultation with HMAS Stirling is Saturday 9 September 2023 with the ceremonial proceedings to commence at 10am.

A typical outline of an FOE event might include:

- Unit musters at a designated point (eg: Flinders Lane).
- The unit moves onto the parade ground (eg: Anzac Park opposite War Memorial).
- Official Party arrives.
- Welcome to Country.
- Mayor is invited to inspect the parade.
- Mayor introduces the unit and describes significance of the event, welcomes distinguished guests, Councillors and public.
- Unit moves from parade ground led by the Parade Commander and follows designated parade route (eg: west along Flinders Lane to the cross roads of Kent Street).
- Challenge offered and accepted by the City Marshall (Police Superintendent) and Parade Commander. The City Marshall reads the Scroll to the Parade Commander, authorising the granting for the Freedom of Entry. Police Superintendent acknowledges the rights and privilege to the Unit and allows it to pass.
- The unit then continues its parade through the City where it is to pass the Mayor and Commanding Officer for an official salute.
- The unit then returns to the staging point (eg: War Memorial) and disperses.
- After the conclusion of the ceremonial parade the City would host a civic function with official Scroll signing completing the proceedings. (eg: Gary Holland Community centre).

To enable the parade to take place the following indicative sections of roads will be temporarily closed:

- Flinders Lane
- Rockingham Beach Road (North) from Flinders Lane to Wanliss Street
- Wanliss Street (to Kent Street)
- Kent Street (South) from Wanliss Street to Village Green Lane (The Dome)

To allow the parade to proceed unobstructed, it is expected that parking will be temporarily prohibited along the entire route from a time to be advised on Saturday 9 September 2023 until after the parade has cleared and the roads reopened to traffic estimated 11am.

The roads where parking will be prohibited are anticipated to be:

- Flinders Lane
- Rockingham Beach Road between Flinders Lane and Wanliss Street
- Wanliss Street between Rockingham Beach Road and Kent Street
- Kent Street between Wanliss Street and Village Green Lane.

Figure 1 below demonstrates a typical parade route that would be supported by HMAS Stirling. In this case the Village Green car park will be closed to the public to facilitate parking for the official party, dignitaries, HMAS Stirling staff and personnel. Entry to the car park would be closely monitored. Entry and Exit to the Village Green Car park would be via Patterson Road only.



Figure 1: Example Parade Route, marked in blue.

Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

Officers have liaised and met with representatives from HMAS Stirling to consult on the logistical requirements of hosting a Freedom of Entry.

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: *Marketing and Promotion: To develop and implement a marketing campaign to promote the Freedom of Entry in conjunction with HMAS Stirling to increase awareness in the local community, investors and defence business related industries.*

Strategic Objective: *Attractions and Events: Seek to host an iconic Freedom of Entry event that will honour our servicemen and women and will attract residents and visitors to the City to celebrate such an auspicious occasion.*

Strategic Objective: *Business Development: To promote and recognise the City as a Naval Town while fostering relationships with Defence industries and key stakeholders.*

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

Strategic Objective: *Community Engagement: Engage and encourage enhanced community engagement whilst giving a greater appreciation and understanding to military personnel.*

Aspiration 4: *Deliver quality leadership and business Expertise*

Strategic Objective: *Key Stakeholder Partnerships: To support our key stakeholder, HMAS Stirling to provide a community experience that will strengthen our community relationship.*

Economic Development Strategy 2020 – 2025

Action Item 7.1.2.6 *Allocate annual dedicated funding for Iconic Events which promote economic development and tourism development outcomes*

d. Policy

Nil

e. Financial

Consultation with the City's Events Team suggests that an allocation of \$30,000 to cover advertising, road closures and the reception etc would be required. The Events section of the Governance Team Plan for the 2023/2024 budget has in draft included an allocation to host the Freedom of Entry.

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

With over \$1 billion being invested into the growth and redevelopment of HMAS Stirling this significant expansion will not only see a substantial growth but will also strengthen the relationship between the City and the Defence Force. Hosting the FOE for HMAS Stirling will be a symbolic gesture to honour the individuals and group for their significant contribution to the City and Australia.

Officers have considered conducting the Freedom of Entry in conjunction with other City events occurring in 2023 however, the logistics associated with City events already planned are such that it is not feasible to combine the FOE with any of these activities. Holding the FOE as a standalone event presents an additional opportunity for the community and local business.

The Freedom of Entry has not been hosted in Rockingham since November 1988 and as such will be a significant event to be hosted within the City to allow the community to recognise the Royal Australian Navy located at Garden Island.

HMAS Stirling will actively participate in the planning and promotion of the FOE and as such will help facilitate the overall proposed parade.

Hosting this event will not only honour our service personnel in an auspicious ceremony it will also build on the strong relationship between the City and the Navy and acknowledge an important cohort of the local community.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **APPROVES** the hosting of the Freedom of Entry to the City of Rockingham for HMAS Stirling at a date to be determined.

Committee Recommendation

Moved Cr Hume, seconded Cr Schmidt:

That Council **APPROVES** the hosting of the Freedom of Entry to the City of Rockingham for HMAS Stirling at a date to be determined.

Committee Voting (Carried) – 5/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Community Development

Community Development Community Infrastructure Planning



Reference No & Subject:	CD-007/23	Community Sporting and Recreation Facilities Fund February 2023 Small Grants 2023/2024 Assessment and Ranking
File No:	GRS/8-10	
Proponent/s:	1. City of Rockingham 2. Baldivis Equestrian and Pony Club 3. Singleton Irwinians Cricket Club	
Author:	Mr Blake Warner, Community Infrastructure Project Officer	
Other Contributors:	Mr Matthew Emmott, Community Infrastructure Planning Officer Mr Gary Rogers, Manager Community Infrastructure Planning	
Date of Committee Meeting:	21 March 2023	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:	1. Lot 501, 46 Fourth Avenue, Shoalwater (Reserve No. 52831) 2. Lot 42, Lugg Road, Baldivis (Reserve No. 19326) 3. Lot 1991, Singleton Beach Road, Singleton (Reserve No. 26471)	
Lot Area:		
Attachments:		
Maps/Diagrams:	1. Shoalwater Reserve Change rooms and toilet block location 2. Lot 42, Lugg Road, Baldivis – Baldivis Equestrian and Pony Club location 3. Laurie Stanford Reserve – Singleton Irwinians Cricket Club location	

Purpose of Report

To seek Council approval to submit three funding applications in a prioritised order to the Department of Local Government, Sport and Cultural Industries, Community Sport and Recreation Facilities Fund, 2023/2024 February 2023 Small Grants Round.

Background

The Community Sporting and Recreation Facilities Fund (CSRFF) is a funding program offered by State Government through the Department of Local Government, Sport and Cultural Industries (DLGSC). The program provides financial assistance to community groups and local governments to develop infrastructure for sport and recreation. The program aims to maintain or increase participation in sport and recreation, with an emphasis on physical activity through the rational development of good quality, well-designed and well-utilised facilities.

Applicants must be an incorporated, not for profit sporting, recreation or community organisation, or a local government entity. Projects must be developed on land which is a Crown reserve, land owned by a public authority, or municipal property.

Applications for the small grant rounds are accepted twice per calendar year.

Projects with a total cost that does not exceed \$300,000 are eligible to apply in the small grant rounds for up to one third of the total project cost, to a maximum grant amount of \$100,000.

All applications are required to be submitted to the relevant local government authority for initial review, assessment and prioritisation using the criteria developed by the DLGSC.

Subject to Council approval, applications are then submitted to DLGSC for assessment. Applications for the 2023/2024 February small grants close on Friday 31 March 2023.

Details

Three applications have been received for submission to the DLGSC. One application from the City of Rockingham, one application from the Baldivis Equestrian and Pony Club and one application from the Singleton Irwinians Cricket Club.

A summary of each application is provided below.

1. City of Rockingham – Shoalwater Reserve Changerooms and Public Toilet Refurbishment

Shoalwater Reserve is an important active reserve space located in the suburb of Shoalwater in the City's Coastal North Sub District. The reserve is home to Shoalwater Football Club and used as a secondary training oval for the Port Kennedy Soccer Club and Baldivis District Football Club in winter and utilised by the Peel Cricket Junior Association for games in summer.

The change rooms and toilet block were built in 1965 and have been identified in the City's Asset Management Plan as in need of refurbishment works to meet current building standards. This upgrade will ensure the facilities are accessible, sustainable and gender equitable to the same standards as other recent upgrades to existing change facilities as well as any new change room and toilet block projects developed within the City. The project will also provide improved access to a public toilet for recreational users of the reserve.

The proposed upgraded change rooms and toilet block will involve internal/external painting, replacement of damaged doors, a kitchen/kiosk upgrade and the installation of gender equitable shower and toilet amenities. The estimated cost for this project is \$211,723.80.



Figure 1: Shoalwater Reserve change room and toilet block location

2. Baldvis Equestrian and Pony Club – Arena Resurfacing

The Baldvis Equestrian and Pony Club (BEPC) was established in 1978. The BEPC currently has a 5 year lease, with the City of Rockingham on Lot 42, Lugg Road, Baldvis (Reserve No. 19326). The Club also has a sublease with the Baldvis Equestrian Adult Riders group who utilise the arenas and facilities.

The BEPC has 42 active members who train and compete on the grounds and arena. The BEPC holds monthly rallies as well as more than 10 competition events throughout the year with competitors from all over the State attending.

The proposed project would require boxing out the existing arena surface which is badly deteriorated and damaged, reconstructing a new 150mm thick base from limestone material and then topping with clean fill sand to create a safer and more durable riding surface.

The project is required in order to provide a safer riding environment as the BEPC have received feedback from competitors, visiting judges and course builders that the arena surface is of low quality and potentially dangerous for competing horses. This has resulted in the Club seeing a noticeable drop in competitors attending their events over the past few years which are crucial income stream for the Club.

The estimated cost for this project is \$59,762.00.



Figure 3: Lot 42, Lugg Road, Baldvis – Baldvis Equestrian & Pony Club location

3. Singleton Irwinians Cricket Club – Turf Wicket Installation

The Singleton Irwinians Cricket Club (SICC) was established in 2014 when the Singleton Blues Cricket Club and Old Irwinians Cricket Club merged. The SICC train and play on the Laurie Stanford Reserve at Lot 1991, Singleton Beach Road, Singleton (Reserve No. 26471). The SICC are an affiliated member of the Singleton Social and Sporting Association the lessees of the Singleton Community Centre Lot 4064, Cavender Street, Singleton (Reserve No. 43022).

The SICC currently have 191 active members who play and train with the Club at Laurie Stanford Reserve. The Laurie Stanford Reserve currently has two synthetic hard wickets which the Club use for senior and junior games.

The proposed project is to install a four pitch turf wicket block to the southern ground of the reserve, closest to the Singleton Community Centre. The replacement of one of the synthetic centre wickets with a turf centre wicket block will allow the Under 17 juniors and the Senior A grade team to play turf wicket home game matches at Laurie Stanford Reserve.

The project will assist the SICC retain its existing members and attract new players from the area as it has seen some members leave for a club with turf wicket facilities. The project will also well allow the Clubs premier teams to play their home games at Laurie Stanford Reserve improving Club culture with social events being able to be held at the Singleton Community Centre.

The proposed project would include earthworks to remove turf and existing hard wicket, boxing out and installation of new clay, reinstalling turf and irrigation works

The estimated cost for this project is \$63,556.00.



Figure 2: Laurie Stanford Reserve – Singleton Irwinians Cricket Club location

Implications to Consider

a. Consultation with the Community

Officers have discussed the relevant grants and projects with representatives from the following State Sporting Associations during the preparation of the City's applications:

- Western Australian Cricket Association
- Pony Club Western Australia

b. Consultation with Government Agencies

As required by CSRFF guidelines, applicants have liaised with representatives of the DLGSC. Applications will be forwarded to the DLGSC for assessment subject to Council approval.

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

As per the City's Leasing Policy, Consent for Addition or Alteration of Leased Premises has been requested by the City Properties Team for the Baldivis Equestrian and Pony Club project.

e. Financial

There is an amount included within the City's 2023/2024 Business Plan for the implementation of the Shoalwater Reserve changerooms and toilet block refurbishment

The CSRFF Applications include requests for the following grant amounts

- \$70,574.60 for the Shoalwater Reserve change room and toilet block refurbishment.
- \$19,920.67 for the Baldivis Equestrian & Pony Club arena resurfacing
- \$19,056.00 for the Singleton Irwinians Cricket Club turf wicket block installation

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

As part of the Grant Assessment, City Officers provide assessment and comment on each application. All applications received have been assessed and then ranked using the prescribed assessment criteria. A summary of each assessment is detailed below.

1. Shoalwater Reserve Change Rooms and Toilet Block Refurbishment

Criteria	Satisfactory	Unsatisfactory	Not relevant
Project justification	ü		
Planned approach	ü		
Community input			ü
Management planning	ü		
Access and opportunity	ü		
Design	ü		
Financial viability	ü		
Co-ordination	ü		
Potential to increase Physical activity	ü		
Sustainability	ü		

The sport and recreation industry has seen an increased need for gender equitable facilities with the growth in female participation. This demand for gender equitable facilities has been noticeable in all sports within the City. The refurbishment of the change room and toilet block at Shoalwater Reserve will ensure that the City is able to provide suitable gender equitable sporting facilities for the active reserve space, offering opportunities for clubs with female teams to train and compete at the reserve.

This project is identified in the City's Asset Management Plan and community consultation with the user groups will be undertaken by the City's project Officers during final design.

The total project cost is estimated to be \$211,723.80 excluding GST, with the City seeking grant funding of \$70,574.60 through CSRFF. The remaining funding of \$141,149.20 has been confirmed through the City's Business Plan. Designs and specifications to complete the works have been developed which takes into consideration best value for money. The table below demonstrates how the project will be funded.

Contributor	Amount (ex GST)	Confirmed
City of Rockingham (Business Plan 2023/2024)	\$141,149.20	Yes
Department of Sport and Recreation (CSRFF)	\$70,574.60	No
Total	\$211,723.80	

The project is well planned and needed by the municipality and is considered the highest priority for the City.

2. Baldvis Equestrian & Pony Club – Arena Resurfacing

Criteria	Satisfactory	Unsatisfactory	Not relevant
Project justification	ü		
Planned approach	ü		
Community input			ü
Management planning	ü		
Access and opportunity	ü		
Design	ü		
Financial viability	ü		
Coordination	ü		
Potential to increase physical activity	ü		
Sustainability	ü		

The proposed project has been discussed with the Pony Club Western Australia who have indicated their support for the project. The works will ensure the facility is safe for riders of all ages as well as allowing all riding disciplines to train and compete in the arena.

Community consultation and input is not relevant as it is an internal club project, however the club has engaged and received support for the project from the clubs executive committee and its members.

The total project is \$59,762.00 excluding GST, with the BEPC seeking grant funding of \$19,920.67 through CSRFF. The Club identified that they would be planning to submit an application in the City's Community Infrastructure Capital Grant for the amount of \$28,561.33 to also assist with the costs of the project. The Club proposes to fund the remainder of the project through cash and in kind contributions as per the below table.

Contributor	Amount (ex GST)	Confirmed
Baldvis Equestrian and Pony Club (cash contribution)	\$6,000.00	Yes
Baldvis Equestrian and Pony Club (in-kind contribution)	\$5,280.00	Yes
City of Rockingham (CICG)	\$28,561.33	No
Department of Sport and Recreation (CSRFF)	\$19,920.67	No
Total	\$59,762.00	

This project is reliant on grant funding and it is likely that the project would be delayed or not proceed if their CSRFF application is not successful. The Club has identified that both the City and DGLSC funding will be required for the project to be completed.

This is a well-planned project that is identified as needed by Pony Club Western Australia and subject to Council approval will be submitted as the City's second priority application.

3. Singleton Irwinians Cricket Club – Turf Wicket Block Installation

Criteria	Satisfactory	Unsatisfactory	Not relevant
Project justification	ü		
Planned approach	ü		
Community input			ü
Management planning	ü		
Access and opportunity	ü		
Design	ü		
Financial viability	ü		
Coordination	ü		
Potential to increase physical activity	ü		
Sustainability	ü		

The project proposed has been discussed with the Western Australia Cricket Association (WACA) who have shown a low level of support for the project as it is not seen as a main priority.

Community input is currently limited to the club seeking support from the clubs executive committee and members as well as the Singleton Social and Sporting Association (SSSA). The other user group of the reserve being the Peel Junior Soccer Association are affiliated members of the SSSA and the turf centre wicket block is proposed to be positioned to have minimal impact on the layout of the soccer pitches.

The SICC has access to an existing storage facility including a sea container and a shed which is included in the Club's existing license agreement with the City. These storage facilities will be used to store plant and maintenance equipment associated with the turf wicket.

The total project cost is estimated to be \$63,556.00 excluding GST, with the SICC seeking grant funding of \$19,056 through CSRFF. The Club have stated that they intend on submitting a Community Infrastructure Capital Grant (CICG) application with the City for the amount of \$14,500 for the upcoming May round closure. The SICC also plans to request a grant from Cricket Australia for the amount of \$30,000. If there is any shortfall in the application the Club has stated it will provide a cash contribution of up to \$10,000. The table below demonstrates how the project will be funded.

Contributor	Amount (ex GST)	Confirmed
Singleton Irwinians Cricket Club (cash contribution)	\$0.00	Yes (up to \$10,000 if required)
Singleton Irwinians Cricket Club (in-kind contribution)	\$0.00	Yes
City of Rockingham (CICG)	\$14,500	No
Department of Sport and Recreation (CSRFF)	\$19,056	No
Cricket Australia (Australian Cricket Infrastructure Fund)	\$30,000	No
Total	\$63,556.00	

This project is heavily reliant on grant funding and it is likely that the project will be cancelled or delayed if their CSRFF application is not successful. The Club has identified that the City, Cricket Australia and DLGSC funding will be required for the project to be completed.

Whilst this is a well-planned project that is requested by the applicant discussions held between City Officers and the WACA have indicated that the WACA do not regard this as a high priority and subject to Council approval will be submitted as the City's third priority application.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **APPROVES** the submission of the following applications to the Department of Local Government, Sport and Cultural Industries for the Community Sport and Recreation Facilities Fund, 2023/2024 February 2023 Small Grants Round in the following priority order:

1. \$70,574.60 for the Shoalwater Reserve Change rooms and Toilet Block Refurbishment application as first priority
2. \$19,920.67 for the Baldivis Equestrian and Pony Club Arena Resurfacing application as second priority
3. \$19,056.00 for the Singleton Irwinians Cricket Club Turf Wicket Installation application as third priority

Committee Recommendation

Moved Cr Davies, seconded Cr Schmidt:

That Council **APPROVES** the submission of the following applications to the Department of Local Government, Sport and Cultural Industries for the Community Sport and Recreation Facilities Fund, 2023/2024 February 2023 Small Grants Round in the following priority order:

1. \$70,574.60 for the Shoalwater Reserve Change rooms and Toilet Block Refurbishment application as first priority
2. \$19,920.67 for the Baldivis Equestrian and Pony Club Arena Resurfacing application as second priority
3. \$19,056.00 for the Singleton Irwinians Cricket Club Turf Wicket Installation application as third priority

Committee Voting (Carried) – 5/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

**Community Development
Community Capacity Building
Disability Access and Inclusion Advisory
Committee**



Reference No & Subject:	CD-008/23 Disability Access and Inclusion Plan 2022-2026 update
File No:	CSV/763-10
Proponent/s:	
Author:	Ms Jennifer Crowther, Community Development Officer (Disability Access and Inclusion)
Other Contributors:	Mr Paul Hayward, Manager Community Capacity Building
Date of Committee Meeting:	21 March 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
Maps/Diagrams:	

Purpose of Report

To amend the Disability Access and Inclusion Plan 2022 – 2026 to reflect a completion date of June 2024 for the Changing Places Facility (CPF) at the Rockingham Foreshore.

Background

Council at its December 2021 Meeting, endorsed the Disability Access and Inclusion Plan 2022-2026 for the purpose of advertising for public comment, subject to amending Action 2.3 states:

‘Plan and implement the construction of a Changing Places facility at Rockingham Foreshore – feasibility study 2022 (\$20,000); project delivery 2023 (\$200,000)’

The City of Rockingham (City) has completed the feasibility study and initiated the project plan for the construction of a CPF.

Details

The City has received funding from the Department of Communities for \$150,000 which is included in the budget for 2022/2023. The remaining \$215,000 has been included in the City's 2023/2024 Team Plan. To meet the requirements of the grant, the CPF must be acquitted by June 2024.

The CPF will be constructed at Churchill Park, near the existing toilet block. Due to reduced City resources, procurement processes, the availability of contractors, and current market fluctuations, the construction timeframe for the CPF needs to be revised.

CPF must be constructed using Design Specifications 2020 provided by Changing Places Australia. These specifications outline the design process including specific materials, suppliers, and Changing Places Accredited Assessors.

During the Feasibility Study and subsequent development of the grant agreement, delays relating to availability of construction materials and resources that meet the design specifications were identified.

The Manager Infrastructure Project Delivery attended the February 2023 meeting of the Disability Access and Inclusion Advisory Committee to discuss the project, design specifications, and industry related delays. It was outlined that the City must undertake some preliminary work prior to the construction phase, including external design of the CPF to align with design elements of the existing infrastructure at the Foreshore.

The Disability Access and Inclusion Advisory Committee moved to amend the timeframe for the construction of a CPF to June 2024.

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

Nil

e. Financial

Nil

f. Legal and Statutory

Nil

g. Risk

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

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

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

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

Nil

Comments

The revised timeframe of June 2024 aligns with the grant agreement from the Department of Communities, and accurately reflects the current construction market and City resourcing capacity.

Voting Requirements

Simple Majority

Advisory Committee Recommendation

That Council **ADOPTS** the construction of a Changing Places Facility at the Rockingham Foreshore to be completed by June 2024.

Officer Recommendation if Different to Advisory Committee Recommendation

That Council **AMENDS** Action Item 2.3 of the Disability Access and Inclusion Plan 2022 – 2026 to reflect a completion date of June 2024.

The Officer's Reason for Varying the Advisory Committee Recommendation

The Committee recommendation has been varied to clearly communicate the action from the Disability Access and Inclusion Advisory Committee.

Committee Recommendation

Moved Cr Hume, seconded Cr Buchanan:

That Council **AMENDS** Action Item 2.3 of the Disability Access and Inclusion Plan 2022 – 2026 to reflect a completion date of June 2024.

Committee Voting (Carried) – 5/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

13.	Reports of Council Members
	Nil
14.	Addendum Agenda
	Nil
15.	Motions of which Previous Notice has been given
	Nil
16.	Notices of motion for Consideration at the Following Meeting
	Nil
17.	Urgent Business Approved by the Person Presiding or by Decision of the Committee
	Nil
18.	Matters Behind Closed Doors
	Nil
19.	Date and Time of Next Meeting
	The next Corporate and Community Development Committee meeting will be held on Tuesday 18 April 2023 in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.
20.	Closure
	There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, wished everyone a safe and happy Easter and declared the meeting closed at 4:55pm .