



# City of Rockingham

## MINUTES

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

Held on Tuesday 20 August 2024 at 5:00pm  
City of Rockingham Council Chamber




**City of Rockingham**  
**Corporate and Community Development**  
**Committee Minutes**  
**5:00pm Tuesday 20 August 2024**



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<div>City of Rockingham</div> <div>Corporate and Community Development Committee Meeting Minutes</div> <div>Tuesday 20 August 2024 - Council Chamber</div> <div></div>	
1.	<div><b>Declaration of Opening</b></div> <p>The Chairperson declared the Corporate and Community Development Committee meeting open at <b>5:00pm</b> and welcomed all present.</p> <p><b>Acknowledgement of Country</b></p> <p>The Chairperson noted that the City of Rockingham acknowledges the Traditional Owners and Custodians of this land, the Binjareb and Whadjuk Nyoongar peoples and their continuing connection to the land, waters and community. We pay our respects to all members of Aboriginal communities and their cultures; and to Elders past and present.</p> <p><b>Recording and Live Streaming of proceedings</b></p> <p>In accordance with Council Policy this meeting is being live streamed on the City's website, with the exception of confidential items and periods of adjournment or as determined by the Presiding Member.</p> <p>By being present at this meeting, members of the public consent to the possibility that their image and voice may be live streamed to the public. Recordings are also made available on the City's website following the meeting.</p> <p>Please note that clause 8.5 of the City's <i>Standing Orders Local Law 2001</i> provides that "no person is to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council or a committee without the written permission of the Council".</p> <p>If anyone breaches this Standing Order they will be asked to leave the Council Chamber.</p>
2.	<div><b>Record of Attendance/Apologies/Approved Leave of Absence</b></div> <div><div><b>2.1 Council Members</b></div><div><div>Cr Craig Buchanan, JP</div><div>Cr Mike Crichton</div><div>Cr Caroline Hume</div><div>Cr Leigh Liley</div><div>Cr Kelly Middlecoat</div><div>Cr Robert Schmidt</div></div><div>Chairperson</div></div> <div><div><b>2.2 Executive</b></div><div><div>Mr Michael Parker</div><div>Mr John Pearson</div><div>Mr Michael Holland</div><div>Mr Jim Olynky, JP</div><div>Mr Michael Yakas</div><div>Ms Nollaig Baker</div><div>Mr Nick Brown</div><div>Mr Matthew Emmott</div><div>Ms Mary-Jane Rigby</div></div><div><div>Chief Executive Officer</div><div>Director Corporate Services</div><div>Director Community Development</div><div>Manager Governance and Councillor Support</div><div>Manager Customer and Corporate Support</div><div>Manager Strategy and Corporate Communications</div><div>Manager Community and Leisure Facilities</div><div>A/Manager Community Infrastructure Planning</div><div>Manager Community Safety and Support Services</div></div></div>

	<p>Mr Paul Hayward                      Manager, Community Capacity Building</p> <p>Ms Alison Oliver                      Manager Library and Information Services</p> <p>Ms Melissa James                      Manager Economic Development and Tourism</p> <p>Ms Katie MacLachlan                      Financial Controller</p> <p>Ms Louise Pleasance                      Governance Coordinator</p> <p>Ms Sue Langley                      Governance Officer</p> <p>Ms Jennifer Weinman                      A/Governance Officer – Councillor Support &amp; FOI</p>
<b>2.3</b>	<b>Members of the Gallery:</b> 1
<b>2.4</b>	<b>Apologies:</b>
	Mr Peter Doherty                      Director Legal Services and General Counsel
<b>2.5</b>	<b>Approved Leave of Absence:</b> Nil
<b>3.</b>	<b>Responses to Previous Public Questions Taken on Notice</b>
	Nil
<b>4.</b>	<b>Public Question Time</b>
	<p><b>5:02pm</b>      The Chairperson opened Public Question Time and invited members of the Public Gallery to ask questions. The Chairperson noted that questions should relate to the business of the Committee and this is the only opportunity in the meeting for the public to ask questions.</p> <p>There were none.</p>
<b>5.</b>	<b>Confirmation of Minutes of the Previous Meeting</b>
	<p><b>Moved Cr Liley, seconded Cr Middlecoat:</b></p> <p>That Committee <b>CONFIRMS</b> the Minutes of the Corporate and Community Development Committee Meeting held on 16 July 2024, as a true and accurate record.</p> <p style="text-align: right;">Committee Voting (Carried) – 6/0</p>
<b>6.</b>	<b>Matters Arising from the Previous Minutes</b>
	Nil
<b>7.</b>	<b>Announcement by the Presiding Person without Discussion</b>
	<p><b>5:04pm</b>      The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.</p>
<b>8.</b>	<b>Declarations of Members and Officers Interests</b>
	<p><b>5:04pm</b>      The Chairperson asked if there were any interests to declare.</p> <p>There were none.</p>
<b>9.</b>	<b>Petitions/Deputations/Presentations/Submissions</b>
	Nil
<b>10.</b>	<b>Matters for which the Meeting may be Closed</b>
	Nil

11.	<b>Bulletin Items</b>
	<p><b>Corporate and General Management Services Information Bulletin – August 2024</b></p> <p><b>Corporate Services</b></p> <ol style="list-style-type: none"> <li>1. Corporate Services Team Overview</li> <li>2. Project Status Reports <ol style="list-style-type: none"> <li>2.1 Online Rostering</li> <li>2.2 Microsoft 365</li> <li>2.3 Food Organic Garden Organic (FOGO) Waste Collection and Processing Service</li> </ol> </li> <li>3. Information Items <ol style="list-style-type: none"> <li>3.1 List of Payments July 2024</li> <li>3.2 Monthly Financial Management Report June 2024</li> <li>3.3 Amendment to Rate Record – Non-Rateable Land</li> <li>3.4 Amendment to Rate Record – Write Off</li> <li>3.5 Awarding of Tenders by CEO - Delegated Authority</li> <li>3.6 Lease Tenure Matters</li> <li>3.7 Leased Property Maintenance Grants</li> <li>3.8 Delegated Authority to Dispose of Property by way of Lease</li> <li>3.9 Development Contribution Scheme</li> <li>3.10 List of Write Offs for Debts under \$2,000</li> </ol> </li> </ol> <p><b>General Management Services Directorate</b></p> <ol style="list-style-type: none"> <li>1. General Management Services Directorate Team Overview</li> <li>2. Project Status Reports</li> <li>3. Information Items <ol style="list-style-type: none"> <li>3.1 Meetings and Events</li> <li>3.2 Use of the Common Seal</li> </ol> </li> </ol> <p><b>Governance and Councillor Support</b></p> <ol style="list-style-type: none"> <li>1. Governance and Councillor Support Team Overview</li> <li>2. Project Status Reports</li> <li>3. Information Items <ol style="list-style-type: none"> <li>3.1 Freedom of Information (FOI) Requests</li> <li>3.2 Council Member Requests</li> <li>3.3 Citizenships</li> <li>3.4 Pioneers' Luncheon</li> <li>3.5 Australian Coastal Councils Association Inc. Newsletter</li> <li>3.6 Coming Events</li> <li>3.7 Notice of Motion – Status Report</li> </ol> </li> </ol> <p><b>Human Resource Development</b></p> <ol style="list-style-type: none"> <li>1. Human Resource Development Team Overview</li> <li>2. Project Status Reports</li> <li>3. Information Items <ol style="list-style-type: none"> <li>3.1 Recruitment</li> <li>3.2 Workplace Health and Safety Statistics</li> </ol> </li> </ol> <p><b>Strategy, Marketing and Communications</b></p> <ol style="list-style-type: none"> <li>1. Strategy, Marketing and Communications Team Overview</li> <li>2. Project Status Reports <ol style="list-style-type: none"> <li>2.1 Resident Perception Survey 2024</li> </ol> </li> </ol>

	<ul style="list-style-type: none"><li>3. Information Items<ul style="list-style-type: none"><li>3.1 Australia Day Celebrations Date Survey</li><li>3.2 Team Plan</li><li>3.3 Community Engagement – Share your thoughts</li><li>3.4 Social Media</li><li>3.5 Media Tracking</li></ul></li></ul> <p><b>Legal Services and General Counsel</b></p> <ul style="list-style-type: none"><li>1. Legal Services and General Counsel Team Overview</li><li>2. Project Status Reports</li><li>3. Information Items<ul style="list-style-type: none"><li>Provision of Legal Advice<ul style="list-style-type: none"><li>3.1 Legal Advice – Local Government Operational Matters</li><li>3.2 Litigation</li></ul></li></ul></li></ul>
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### Committee Recommendation

**Moved Cr Crichton, seconded Cr Hume:**

That Council Members acknowledge having read the Corporate and General Management Services Information Bulletin – August 2024 and the content be accepted.

Committee Voting (Carried) – 6/0

	<p><b>Community Development Information Bulletin – August 2024</b></p> <p><b>Community Safety and Support Services</b></p> <ul style="list-style-type: none"><li>1. Community Safety and Support Services Team Overview</li><li>2. Project Status Reports<ul style="list-style-type: none"><li>2.1 Alcohol Management Plan</li><li>2.2 Community Hub Feasibility Study</li><li>2.3 CCTV Plan</li><li>2.4 Assertive Outreach</li><li>2.5 Social Connection and Support Pilot Project</li><li>2.6 Crisis/Supported Accommodation</li></ul></li><li>3. Information Items<ul style="list-style-type: none"><li>3.1 Community Support Services</li><li>3.2 Rockingham Connect Community Transport Project</li><li>3.3 Community Safety</li></ul></li></ul> <p><b>Library Services</b></p> <ul style="list-style-type: none"><li>1. Library Services Team Overview</li><li>2. Project Status Reports</li><li>3. Information Items<ul style="list-style-type: none"><li>3.1 June 2024 Library Services Statistics</li><li>3.2 Mary Davies Library and Community Centre</li><li>3.3 Baldivis South Community Centre</li><li>3.4 Rockingham Library</li><li>3.5 Safety Bay Library</li><li>3.6 Warnbro Community Library</li><li>3.7 June 2024 Library Facebook Statistics</li><li>3.8 Warnbro Community Library STEM Space</li></ul></li></ul>
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**Community Infrastructure Planning**

1. Community Infrastructure Planning Team Overview
2. Project Status Reports
3. Information Items
  - 3.1 Aqua Jetty Stage 2
  - 3.2 Baldivis District Sporting Complex
  - 3.3 Safety Bay Foreshore Community Facility Development
  - 3.4 Stan Twight Reserve Clubroom Redevelopment
  - 3.5 Anniversary Park Clubroom Redevelopment
  - 3.6 Community Infrastructure Functionality Audit Report
  - 3.7 Baldivis Recreation Reserve Master Plan
  - 3.8 Lark Hill Sportsplex Northern Expansion

**Community Capacity Building**

1. Community Capacity Building Team Overview
2. Project Status Reports
  - 2.1 Seniors Strategy
  - 2.2 Health and Wellbeing Strategy
  - 2.3 Cultural Development and the Arts Strategy
3. Information Items
  - 3.1 Grants
  - 3.2 Disability Access and Inclusion
  - 3.3 Reconciliation Action Plan
  - 3.4 Seniors
  - 3.5 Rockingham Volunteer Centre
  - 3.6 Early Years, Children and Families
  - 3.7 Sport and Recreation
  - 3.8 Health and Wellbeing
  - 3.9 Youth Development
  - 3.10 Cultural Development and the Arts
  - 3.11 Rockingham Arts Centre

**Community and Leisure Facilities**

1. Community and Leisure Facilities Team Overview
2. Project Status Reports
  - 2.1 Rockingham Lotteries House Relocation and Community Hub Development
3. Information Items
  - 3.1 Aqua Jetty
  - 3.2 Warnbro Community Recreation Centre
  - 3.3 Mike Barnett Sports Complex
  - 3.4 Mike Barnett Sports Complex – Needs Assessment and Feasibility Study
  - 3.5 Safety Bay Tennis Club – Servicing and Feasibility Investigations
  - 3.6 Gary Holland Community Centre
  - 3.7 Autumn Centre
  - 3.8 Baldivis Indoor Sports Complex

**Economic Development and Tourism**

1. Economic Development and Tourism Team Overview



	2.	Project Status Reports
	2.1	Local Business Development
	2.2	Iconic Economic Development / Tourism Events
	2.3	Destination Marketing
	2.4	Visitor Servicing Fee for Service
	2.5	Mobile Visitor Service Unit
	3.	Information Items 3
	3.1	Stakeholder Engagement - Economic Development and Tourism

**Committee Recommendation**

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

That Council Members acknowledge having read the Community Development Information Bulletin – August 2024 and the content be accepted.

Committee Voting (Carried) – 6/0

## 12. Agenda Items

### Corporate Services

Corporate Services City Properties	
Report number / title:	CS-019/24 Approval of the Department of Communities Leases at the Warnbro Community and Family Centre and the Westerly Family Centre
File number:	LGS/5-7
Proponent/s:	
Author:	Ms Danielle Birt, Senior Administrator Officer - Leasing
Other Contributor/s:	Ms Andrea Holman, Coordinator City Properties Mr John Pearson, Director Corporate Services.
Date of Committee meeting:	20 August 2024
Previously before Council:	
Disclosure of Interest:	
Nature of Council's role:	Executive
Attachments:	
Maps / Diagrams:	1. Warnbro Community and Family Centre Lease Plan 2. Westerly Family Centre Lease Plan
Site:	1. 1 Moreton Crescent Warnbro LT 3089 DP 942497 RES 42497 2. 27 Westerly Way Cooloongup LT 446 DP 11802
Lot Area:	1. 2000 m <sup>2</sup> 2. 1400 m <sup>2</sup>

### Purpose of Report

For Council to approve two leases with the Department of Communities for the Warnbro Community and Family Centre - 1 Moreton Crescent Warnbro and the Westerly Family Centre - 27 Westerly Way Cooloongup for a rent of \$1 for the duration of the lease.

### Background

The Department of Communities (**Communities**) have held a lease with the City of Rockingham (**City**) for Warnbro Community and Family Centre and Westerly Family Centre since June 1990.

The current leases for both properties commenced in 2014. They are currently on hold over provisions.

## Details

Warnbro Community and Family Centre is situated on Reserve 42497, Lot 3089, Deposited Plan 190394, being on Crown land and under a management order for the care and control by the City with the permitted use of a Family Centre. The Lot has an approximate area of 2,000 m<sup>2</sup>.

Westerly Family Centre is situated on Lot 446, Deposited Plan 11802, being owned Freehold by the City. Under the City Town Planning Scheme No. 2 the Lot is zoned for Civic and Cultural purpose and has an approximate area of 1,400 m<sup>2</sup>.

Services occurring in both centres are funded by the Communities' Empowering Communities Program (ECP). The Centres are contracted for community service outcomes.

Communities ECP funding ensures the Centres provide a variety of no or low-cost activities and events, with a focus on Out of School Care programs, weekly meal services, emergency relief food and provisions, social engagement meet-ups, church groups, early years activities and adult educational workshops.

Communities have advised that the Centres' governing structure, as Incorporated Associations, are Committees run by volunteers. The Centre's governing bodies are incorporated under the *Associations Incorporation Act 2015 (WA)* and their governance responsibilities are regulated in WA by the Consumer Protection Division of the Department of Mines, Industry Regulation and Safety.

Communities are requesting that the new leases be aligned with their prior leases, in particular, annual rent at a peppercorn rate. Council's Leasing Policy requires all government bodies to pay commercial rent.

Communities have always paid a peppercorn rent for Warnbro Community and Family Centre and Westerly Family Centre and have maintained the premises to a high standard, promptly actioning any maintenance at their own cost.

ECP services provided by the Centres create positive impacts for individuals, families and groups within the local community, including local partnerships and collaborations with other organisations/agencies and local businesses.

### **Warnbro Community and Family Centre**

- Provides a space for the tutoring and skill development of children from the local area.
- Facilitates a safe space for grieving mothers to meet and get support after the loss of a child.
- Allows the community to hire rooms to foster connection and support within the community.
- Is used by many low cost parenting groups that cannot afford to increase their fees and still remain operational.

### **Westerly Family Centre**

- Provides one of the very few parenting sessions/workshops, held within the community that has a crèche available to parents.
- Is very active within the culturally and linguistically diverse community and assists the flow of City information directly to that section of the community.
- Facilitates many opportunities for the disability community.
- Assists the most vulnerable of the community by providing a food and necessities pantry and assisting families struggling to pay group fees.



  
Presiding Member





Aerial view of Westerly Family Centre

### Implications to Consider

**a. Consultation with the Community**

Nil

**b. Consultation with Government Agencies**

City Officers have had ongoing conversations with Communities and they have requested peppercorn rent for the duration of the leases.

**c. Strategic**

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 2023-2033:

**Aspiration:** 1. **Social - A family-friendly, safe and connected community**

**Outcome/Objective:** *Connected community - Provide opportunities for community engagement and participation*

**d. Policy**

Council Policy – Leasing; requires Government bodies to pay commercial rent. The nature of the services provided from the facilities aligns with the nature of services provided by the City. Should the officer recommendation be supported, Communities will pay \$1 for the term of the leases.

**e. Financial**

Current market rent valuation of \$45,000 (plus GST) is per annum for each premises. This revenue will be forgone.

**f. Legal and Statutory**

Section 3.58 of the *Local Government Act 1995 (Act)* relates to the disposal of property, and gives approved disposal methods.

*Local Government (Functions and General) Regulations 1996*, Regulation 30(2)(c)(ii), permits exemptions to the application of Section 3.58 of the *Act*. Exemptions are permitted for a department, agency, or instrumentality of the Crown. As such the requirements of Section 3.58 do not apply

Department of Communities falls within this exemption.

**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 Warnbro Community and Family Centre Inc. and the Westerly Family Centre Inc. do not operate for the profit or gain of any of their individual Committee members. The Centres provide valuable resources to the community in a social and charitable context. They can only function with local volunteer involvement to govern the Centres and rely on volunteers and 1 or 2 paid staff (funded by Communities' ECP service agreement) to deliver ECP services for the local community.

The City's Community Development team have observed a recent increase in need for community based support over the past year, and note that the services provided by Communities at both of the Centres have been an invaluable resource.

Communities have promptly maintained the premises and upgraded assets within the leased areas. They have advised they do not have the budget to pay commercial rent and the requirement to do so would end their 34 year participation in Rockingham. This will adversely affect services delivery for the community to which the City will need to action. Communities will maintain and improve the facilities in accordance with lease requirements.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **APPROVES** two leases with Department of Communities for the Westerly Family Centre - 27 Westerly Way, Cooloongup and Warnbro Community and Family Centre - 1 Moreton Crescent, Warnbro for a maximum term of 20 years with a rent of \$1 for the term of each lease.

### Committee Recommendation

**Moved Cr Liley, seconded Cr Crichton:**

That Council **APPROVES** two leases with Department of Communities for the Westerly Family Centre - 27 Westerly Way, Cooloongup and Warnbro Community and Family Centre - 1 Moreton Crescent, Warnbro for a maximum term of 20 years with a rent of \$1 for the term of each lease.

Committee Voting (Carried) – 6/0

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

Not Applicable

## General Management Services

*Note: In accordance with section 3.12(2) of the Local Government Act 1995 the Presiding Member gave notice to the meeting of the purpose and effect of the proposed Cats Amendment Local Law 2024*

### General Management Services Governance and Councillor Support Governance Review Committee



<b>Report number / title:</b>	<b>GM-012/24</b>	<b>Proposed City of Rockingham Cats Amendment Local Law 2024 (Absolute Majority)</b>
File number:	CPM/165	
Proponent/s:		
Author:	Ms Louise Pleasance, Governance Coordinator	
Other Contributors:	Mr Jim Olynyk, Manager Governance and Councillor Support	
Date of Committee meeting:	20 August 2024	
Previously before Council:	27 February 2024 (GM-001/24)	
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:	<ol style="list-style-type: none"><li>1. Proposed City of Rockingham Cats Amendment Local Law 2024</li><li>2. Minutes of the Governance Review Committee meeting held on 1 August 2024</li></ol>	
Maps / Diagrams:		
Site:		
Lot Area:		

## Purpose of Report

To recommend an amendment to the *City of Rockingham Cats Local Law 2018* to specify additional areas within the City of Rockingham (**City**) that will be prohibited to cats. The purpose and effect of the Cats Amendment Local Law 2024 is as follows:

**Purpose:** To amend the *City of Rockingham Cats Local Law 2018* to specify areas that prohibit cats and make it an offence for a cat to be in these areas.

**Effect:** Specify areas within the City of Rockingham that prohibit the entry of cats and provide a penalty for offences of cats entering these specified areas.

## Background

The proposed Cats Amendment Local Law 2024 (**Amendment Local Law**) was presented to Council in February 2024 and was adopted for the purpose of public advertising. While preparing the public notice and community consultation it was noted by Officers that some of the identified cat prohibited



area reserve referencing and descriptions were incorrect or not easily identifiable. To ensure the local law is enforceable the Amendment Local Law has been thoroughly reviewed and as a result the Amendment Local Law has:

- incorporated administrative amendments;
- corrected and improved the accuracy of the cat prohibited areas;
- identified three additional cat prohibited areas; and
- updated the enforcement clauses for ease of understanding by the community.

The statutory process for developing Local Laws requires local public consultation for a minimum of six weeks and sending a copy of the proposed local law to the Minister for Local Government and any other relevant Minister.

In February 2024 Council were also advised:

- The City previously undertook a period of public consultation in May 2021 and received two submissions from the public, one in favour and one against the proposed amendment local law.
- It also referred the then proposed local law to the Minister of Local Government, Sport and Cultural Industries as required by the process.
- Correspondence was received from the Department of Local Government, Sport and Cultural Industries (**DLGSC**) on 16 July 2021 recommending modification to the proposed amendment local law as follows:
  - § *Several Minor edits, clause renumbering and reference modifications.*
  - § *Addition of a new column in Schedule 1 assigning an item number next to each reserve.*
  - § *Addition of an unmodified penalty under clause 4.2*
- As pointed out by DLGSC staff, the proposed amendment local law as adopted by Council did not have an unmodified penalty identified which is problematic for the following reasons
  - (a) *There will be no unmodified penalty/general penalty for committing an offence.*
  - (b) *The modified penalty of \$200 is invalid since it cannot be greater than 10% of the unmodified penalty (which is effectively zero).*

*If the unmodified penalty isn't inserted, the clause will be unenforceable and likely to be disallowed by Parliament.*

*If the unmodified penalty is inserted, it is likely to be a "significant difference" which means the City will have to restart the section 3.12 process.*
- In light of DLGSC advice and following discussion with the City's Legal Counsel, it was recommended to recommence the Cats Amendment Local Law process.

## Details

The **Cat Act 2011 (Cat Act)** requires that all cats over six months of age are sterilised, microchipped, registered with local government and wear a tag in a public place. The Cat Act allows local governments to make local laws on the following cat related matters (section 79), however it does not support the containment of cats to private property.

- (a) *the registration of cats;*
- (b) *removing and impounding cats;*
- (c) *keeping, transferring and disposing of cats kept at cat management facilities;*
- (d) *the humane destruction of cats;*
- (e) *cats creating a nuisance;*
- (f) *specifying places where cats are prohibited absolutely;*

- (g) *requiring that in specified areas a portion of the premises on which a cat is kept must be enclosed in a manner capable of confining cats;*
- (h) *limiting the number of cats that may be kept at premises, or premises of a particular type;*
- (i) *the establishment, maintenance, licensing, regulation, construction, use, record keeping and inspection of cat management facilities;*
- (j) *the regulation of approved cat breeders, including record keeping and inspection;*
- (k) *fees and charges payable in respect of any matter under this Act.*

Officers considered a number of different approaches taken by local governments with regard to the issue of cat control. Some local governments have attempted to introduce local laws prohibiting cats in public places generally, which has the intent of restricting cats to private property (Kwinana, Fremantle and Bassendean).

This approach has resulted in each Council requiring to undertake to modify their local laws at the direction of the Joint Standing Committee on Delegated Legislation (**JSDCL**) as their local laws are beyond the power of the Cat Act.

Several regional local governments have successfully adopted Cat local laws which act to prohibit cats from being in public places and non-public places without authority where they are considered a *nuisance* by an authorised person.

The Shire of Northam has successfully adopted a local law which effectively restricts cats from being in public and private places without the need for the cat to be considered a nuisance and without having to undertake to modify their local law.

This highlights the inconsistent approach taken by JSDCL on the issue of cat control generally.

The Cat Act does allow for areas to be specified where cats can be prohibited absolutely. In this instance the proposal is only to prohibit cats in areas already identified in the City's Natural Area Conservation Strategy 2017 (**Strategy**).

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

The Strategy identifies key management objectives to address the threats posed by feral cats within the City of Rockingham:

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

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

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

As previously proposed in the Amendment reported to Council in February 2024, the following City managed reserves have been prioritised for the Feral Animal Control Program as they are listed in the Strategy and are proposed to be cat prohibited areas:

Map 1	Alf Powell Reserve
Map 2	Anstey Q Swamp
Map 3	Baldivis Children's Forest
Map 4	Baldivis Reserve Volume 1 and 2 - Nature Reserve
Map 5	Baldivis Tramway
Map 6	Bordeaux Ramble
Map 7	CUD Swamp
Map 8	Dixon Road Conservation Precinct
Map 9	Frank Browne Reserve
Map 10	Golden Bay Foreshore
Map 11	Hidden Swamp
Map 12	Karnup Reserve School Site
Map 13	Karnup Town Site
Map 14	Kinsale Bend
Map 15	Lake Richmond
Map 16	Lark Hill Sporting Complex
Map 17	Lennox Reserve
Map 18	Lewington Reserve
Map 19	Mandurah Hill
Map 20	Minderoo Reserve
Map 21	Port Kennedy Foreshore
Map 22	The Esplanade Foreshore to Naval Memorial Park
Map 23	Sawley Close Nature Reserve
Map 24	Secret Harbour Foreshore
Map 25	Arcadia to Waikiki Foreshore
Map 26	Singleton Foreshore
Map 27	St Claire Foreshore
Map 28	Tamworth Hill Swamp Reserve
Map 29	Tamworth Reserve
Map 30	Trenant Park Gardens
Map 31	Tuart Park
Map 32	Warnbro Waikiki Foreshore
Map 33	Woodleigh Grove Reserve

During the review the City's Environmental Services Team identified the following three additional cat prohibited areas:

Map 34	Seahaven Reserve
Map 35	Greeson Nature Reserve
Map 36	Brownrigg Reserve

These areas were not initially included in the Cat Prohibited Areas due to being considered difficult to undertake trapping or policing of cat related activity. Upon further review these sites are considered integral to improving the ecological linkages throughout the City and provide high conservation value, where the inclusion of any protection measures will be beneficial to their preservation.

The State managed reserves that are recognised as priorities for the Feral Control Program and are proposed to be cat prohibited areas.

Map 37	Anstey Swamp
Map 38	Lake Cooloongup
Map 39	Lake Walyungup
Map 40	Mandurah-Singleton Border Reserve
Map 41	Paganoni Swamp
Map 42	Point Peron Foreshore
Map 43	Port Kennedy Drive - Ennis Avenue Reserve
Map 44	Port Kennedy Dune Conservation Reserve
Map 45	Port Kennedy Foreshore - Scientific Park

Map 46 Rockingham Lakes East  
Map 47 Tern Island

These reserves are a vital component of the City's natural capital, underpinning its identity, prosperity and lifestyle. Many of these areas are recognised by the State and Commonwealth governments for their conservation significance for containing Threatened Ecological Communities, priority flora and fauna species or Conservation Category Wetlands.

In February 2024 Council was advised that with the addition of prohibited areas to the local law it will also mean the inclusion of the definition of a cat management facility, where cats would be relocated if found in a prohibited area. Also, while these amendments are being added, additional definition of cattery will also be added. This addition has found to be an omission that needs to be rectified.

### Implications to Consider

**a. Consultation with the Community**

Local government may make local laws using the process set out in section 3.12 of the *Local Government Act 1995*. This requires a local government to give state-wide and local public notice stating that it proposes to make a local law, the purpose and effect of which is summarised in the notice for a period of 6 weeks after it first appears.

The purpose and effect of the City of Rockingham Cats Amendment Local Law 2024 is:

**Purpose:** To amend the City of Rockingham Cats Local Law 2018 to specify areas that prohibit cats and make it an offence for a cat to be in these areas.

**Effect:** Specify areas within the City of Rockingham that prohibit the entry of cats and provide a penalty for offences of cats entering these specified areas.

**b. Consultation with Government Agencies**

There has been consultation with the Department of Biodiversity, Conservation and Attractions (**DBCA**) who have welcomed the added enforcement measures. DBCA provided the City with the correct names for areas within their control.

**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 2023-2033:

**Aspiration:** **3. Built Environment - A built environment carefully planned for today and tomorrow**

**Outcome/Objective:** *Plan for sustainable growth - Balance growth while maintaining the identified natural environment*

**Aspiration:** **5. Leadership Aspiration - Transparent and accountable leadership and governance**

**Outcome/Objective:** *Quality Leadership - Ensure accountable and transparent governance*

**d. Policy**

Nil

**e. Financial**

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

**f. Legal and Statutory**

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

Section 79(1) of the Cat Act provides for a local government to make local laws to perform any of its functions under this Act.

Section 79(2) of the Cat Act states the local law only applies within the local government's district unless made to apply outside under section 80.

Section 79(3)(b) of the Cat Act allows a local law to be made for removing and impounding cats.

Section 79(3)(f) of the Cat Act allows a local law to be made for specifying places where cats are prohibited absolutely.

Section 3.16(4) of the *Local Government Act 1995 (Act)* provides a local government to determine\* whether or not it considers that a local law should be repealed or amended.

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

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

- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
  - (a) *give local public notice stating that —*
    - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
    - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
    - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*
  - and*
  - (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
  - (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.*

*\* Absolute majority required.*

**g. Risk**

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

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

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

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

Nil

**Comments**

The Cat Act does not provide the head of power for local governments to make local laws to restrict the wandering of cats. Despite some Council's adopting an approach which allows them greater authority to deal with nuisance cats, this comes with challenges in terms of enforcement, prosecution, community expectation and resourcing.

The JSCDL in its Annual Report 2022 made specific mention of various local governments attempting to make cat local laws that were inconsistent with the Cat Act.

Commentary included:

*'This clause operated so that a cat owner would have to effectively confine their cat(s) to their property to avoid committing an offence. This is because:*

- if not confined, given their range, it is very likely cats will stroll onto other private property.*
- it is impracticable to obtain consent from every private property owner in the district or even in close vicinity to the cat owner, making consent illusory.*

*The Cat Act 2011 allows cats to be in public places unless they are not complying with the Act, including those requiring registration or sterilisation.*

*In the Reporting Period, the cat local laws outlined below were also inconsistent with the Cat Act 2011 for similar reasons. This was despite the DLGSC warning local governments that the Committee may request an undertaking to delete clauses that:*

- ban cats from public areas*
- place conditions on when a cat may be permitted in a public area*
- have the practical effect of limiting cats to their owner's premises.*

*By contrast, the Committee found that clauses prohibiting cats from specific areas such as reserves, recreation sites, vacant land and cemeteries, as authorised by section 79(3)(f) of the Cat Act 2011, were within power.*

*By checking the Committee's undertakings list for local laws and following the DLGSCs advice, local governments can save time and cost by reducing the risk of their cat local laws being subject to undertakings.*

*In summary, the Cat Act 2011 does not authorise local laws banning or placing restrictions on cats in public places or forcing owners to confining them to avoid committing an offence. Any local law that does so will be beyond power.'*

Following a similar approach exposes the Council to risk that JSCDL may require an undertaking from Council to modify its gazetted local law. This comment is made based on the apparent inconsistent approach of JSCDL and reference to Shire of Northam Cat Local Law 2019.

It is therefore recommended that Council revert to its original position from 2021 and nominate cat prohibited areas and other modifications as suggested by DLGSC.

The City is only prohibiting cats in areas within the City of Rockingham that have been prioritised for the Feral Animal Control Program. These areas have been added to the proposed City of Rockingham Cats Amendment Local Law 2024 to be cat prohibited areas. Some of these areas are State managed. However the *Cat Act 2011* allows local governments to create a local law for the whole City of Rockingham district, including areas not managed by the local government.

The amendment to the Local Law is proposed to ensure that the unique biodiversity found in the proposed cat prohibited areas of the City of Rockingham are protected from the threats posed by cats.

Once this amendment local law is in force Ranger services will be able to take enforcement action in respect of any domestic cats found in these prohibited areas.

Following the adoption by Council in February 2024 Officers have made significant improvements to the cat prohibited area referencing and maps and have streamlined the enforcement clauses for ease of understanding by the community. If adopted by Council, community consultation will be undertaken via local public notice including the newspaper and Share Your Thoughts.

#### Governance Review Committee

This item was presented to the Governance Review Committee on 1 August 2024 where it was supported without change.

### **Voting Requirements**

Absolute Majority

### Governance Review Committee Recommendation

That Council:

1. **DIRECTS** the Chief Executive Officer in accordance with sections 3.12(3)(a) of the *Local Government Act 1995*, to give local public notice stating that:
  - It is proposed to make a City of Rockingham Cats Amendment Local Law 2024, and a summary of its purpose and effect;
  - Copies of the proposed local law may be inspected at the City's offices and libraries;
  - Submissions about the proposed local law may be made to the City within a period of not less than six (6) weeks after the notice is given;
2. **DIRECTS** the Chief Executive Officer in accordance with s3.12(3)(b), as soon as the notice is given, to supply a copy to the Minister for Local Government;
3. **DIRECTS** the Chief Executive Officer in accordance with s3.12(3)(c) of the Act, to supply a copy of the proposed local law to any person requesting it; and
4. **NOTES** that the submissions will be presented to Council for consideration following the notice period.

Carried - 4/0

### Officer Recommendation if Different to Governance Review Committee Recommendation

Not Applicable

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

Not Applicable

### Committee Recommendation

Moved Cr Liley, seconded Cr Schmidt:

That Council:

1. **DIRECTS** the Chief Executive Officer in accordance with sections 3.12(3)(a) of the *Local Government Act 1995*, to give local public notice stating that:
  - It is proposed to make a City of Rockingham Cats Amendment Local Law 2024, and a summary of its purpose and effect;
  - Copies of the proposed local law may be inspected at the City's offices and libraries;
  - Submissions about the proposed local law may be made to the City within a period of not less than six (6) weeks after the notice is given;
2. **DIRECTS** the Chief Executive Officer in accordance with s3.12(3)(b), as soon as the notice is given, to supply a copy to the Minister for Local Government;
3. **DIRECTS** the Chief Executive Officer in accordance with s3.12(3)(c) of the Act, to supply a copy of the proposed local law to any person requesting it; and
4. **NOTES** that the submissions will be presented to Council for consideration following the notice period.

Committee Voting (Carried) – 6/0

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

Not Applicable



**General Management Services  
Governance and Councillor Support  
Governance Review Committee**



<b>Report number / title:</b>	<b>GM-013/24</b> <b>Council Policy Review - Strategic Development Framework</b>
File number:	CPM/3
Proponent/s:	
Author:	Ms Nollaig Baker, Manager Strategy, Marketing and Communications
Other Contributors:	
Date of Committee meeting:	20 August 2024
Previously before Council:	23 July 2019 (GM-017/19)
Disclosure of Interest:	
Nature of Council's role:	Executive
Attachments:	<ol style="list-style-type: none"><li>1. Council Policy – Strategic Development Framework (Marked Up Version)</li><li>2. Minutes of the Governance Review Committee meeting held on 1 August 2024 (<i>Refer to Attachment 2 of GM-012/24</i>)</li></ol>
Maps / Diagrams:	
Site:	
Lot Area:	

### **Purpose of Report**

To review the amendments to Council Policy – Strategic Development Framework.

### **Background**

The Council Policy - Strategic Development Framework (**Policy**) was adopted by Council in 2010 with the previous review adopted in October 2020. The objective of this Policy is to identify the City of Rockingham's (**City**) approach to strategy development that aligns with the Local Government Integrated Planning Framework. The Policy identifies the process for the development and review of strategic documents and it prescribes both the forums and timings of the various elements of the framework including the participation of Council Members, the community and relevant stakeholders.

### **Details**

The Policy defines the process for the development and review of strategic documents and prescribes how each of these are reviewed and approved. The processes outlined in this Policy ensure that the City has an integrated long term planning process to meet its legislative requirements under section 5.56 (1) of the *Local Government Act 1995* (**Act**).



This Policy specifically addresses *Local Government (Administration) Regulations 1996*, 19C and 19DA which requires all local governments to provide a Strategic Community Plan that outlines the community's long term aspirations, and that it is underpinned with strategic long term financial planning through the Corporate Business Plan.

The City's Strategic Development Framework integrates other key elements of long term planning, including service area Team Plans, the Community Infrastructure Plan and the Asset Management Plan.

A review of the Policy was undertaken and no significant changes were identified. The outcomes of the review suggest only minor terminology and definition updates along with the following amendments:

**Corporate Business Plan development and review process.**

- Additional budget workshops with Council Members have been added.

**Asset Management Plan Review**

- The process for the review of the City's Asset Management Plan has been added to the Policy.

**Implications to Consider**

**a. Consultation with the Community**

The impact of the changes have been assessed as very low against the requirements of the Community Engagement Policy and therefore public advertising is not considered necessary.

**b. Consultation with Government Agencies**

Nil

**c. Strategic**

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 2023-2033:

**Aspiration:**                      **5. Leadership Aspiration - Transparent and accountable leadership and governance**

**Outcome/Objective:**    *Quality Leadership - Ensure accountable and transparent governance*

**d. Policy**

Nil

**e. Financial**

Nil

**f. Legal and Statutory**

*Local Government Act 1995* – Section 5.56 Planning for the future

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

*Local Government (Administration) Regulations 1996* – Division 3 – Planning for the future

- (1) Regulation 19C requires all local governments to provide a Strategic Community Plan that outlines the community's long term aspirations.
- (2) Regulation 19DA requires local governments to prepare a Corporate Business Plan to address long term financial planning.

**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 a result of the review only minor changes are proposed. The impact of these changes have been assessed in line with Council Policy – Community Engagement requirements. The proposed changes have a very low impact on the community and therefore public advertising is not considered necessary. It is recommended that Council adopt the proposed changes to the Policy.

#### Governance Review Committee

The Governance Review Committee (**Committee**) at its meeting held 1 August 2024, amended the Policy to make clear that Council is to consider each strategic document defined in the Policy to determine if the document will be adopted by Council. These amendments were carried by the Committee and have been incorporated into the Policy.

### Voting Requirements

Simple Majority

### Governance Review Committee Recommendation

That Council **APPROVES** the reviewed Council Policy – Strategic Development Framework.

Carried – 4/0

### Officer Recommendation if Different to Governance Review Committee Recommendation

Not Applicable

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

Not Applicable

### Committee Recommendation

**Moved Cr Liley, seconded Cr Crichton:**

That Council **APPROVES** the reviewed Council Policy – Strategic Development Framework:

#### **Strategic Development Framework**

#### **Objective**

The objective of the Strategic Framework Policy is to:

- Identify and explain the elements of the City of Rockingham's (**City**) Strategic Development Framework to meet the requirements of the Integrated Planning and Reporting Framework.
- Prescribe the forums in which each of the elements of the framework are formulated, reviewed, discussed and approved.
- Define the involvement and role of the community, Council Members and City Officers in the process.
- Identify the timing of the various activities within the framework.

#### **Scope**

Council Members, City Officers, stakeholders and members of the community involved or participating in the strategic development process.

## Statement

### Strategic Community Plan

#### Definition

The Strategic Community Plan (**SCP**) is the principal document within the City's Strategic Development Framework. It is a comprehensive and long-term aspirational plan driven by the community that outlines the vision, goals and priorities for the Rockingham community. It is a strategic aspirational document which will guide the Council and the City's decision-making, resource allocation and service delivery for a ten year period. It establishes the key focus areas that Council must attend to for the vision to be served.

#### Forum

A combination of in-depth consultation with the community, including independently facilitated workshops, in-person interviews at different local locations and events, dedicated consultation with our advisory committees and reference groups, a survey open for the whole community and Councillor Engagement Sessions.

Engagement to be completed in line with the Council Policy – Community Engagement.

#### Process for Development or Review

##### *Major Review*

1. Community establishes the foundation of the SCP.
2. Council Members, City officers summarise the SCP's foundations and further develop the vision and key focus areas.
3. City Officers further refine the vision and key focus areas and submit a draft SCP to Council via the Corporate and Community Development Standing Committee for consideration.
4. Council considers the final SCP after a community consultation period.

##### *Minor Review*

1. City Officers collate feedback, from community consultation and submit it to Council for consideration with recommended changes via the Corporate and Community Development Standing Committee.

#### Timeline

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

### Community Plan Strategies

#### Definition

Plans and strategies that focus on specific areas of local government involvement or activity in order to help achieve the aspirations in the SCP. Examples are:

- Community Safety and Support Services Strategy.
- Heritage Strategy.
- Economic Development Strategy.
- Seniors Strategy.

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

#### Forum

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

### Process for Development or Review

#### *New Strategy or Major Review*

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

#### *Minor review*

1. City Officers are to submit minor review recommendations to Council via the Standing Committee for consideration after engagement with relevant advisory committee and community stakeholders.

*Note: Community Plan Strategies that exist due to other legislative requirements must ensure those requirements are met foremost.*

### Timing

- Major reviews as needed.
- Minor reviews as needed.

## **Community Infrastructure Plan**

### Definition

A ten year planning instrument that identifies costs and prioritises the City's community infrastructure development program. The annual priorities identified in the Community Infrastructure Plan (**CIP**) inform the Major Project Plan component of the Corporate Business Plan (**CBP**).

### Forum

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

### Process for Development or Review

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

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

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

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

#### Timing

The CIP is to be discussed at the August Councillor Engagement Session (Budget Workshop 1) followed by consideration at the September meeting round.

### **Strategic Asset Management Plan**

#### Definition

A long term asset planning instrument that defines the asset management system, plans and required tools required to deliver the asset management objectives of the SCP.

#### Forum

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

#### Process for Development or Review

The review is to look to the legislative, strategic and technical issues that can impact on the transparent, consistent and effective asset management practices of the City by:

- Translating the City's strategic objectives into asset management objectives;
- Developing and defining the functions, people, processes, information and tools required to deliver the asset management objectives; and
- Providing direction for asset management practices at the City.

#### Timing

The Strategic Asset Management Plan will be subject to a full review every three years.

Asset Management information will be provided through a Councillor Engagement Session annually in September.

### **Team Plans**

#### Definition

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

The Team Plan's role is to demonstrate how the "day to day" functions of the team will be undertaken, what services will be delivered and what operating projects will be undertaken during the next 10 years. Operating projects delivering tasks and actions identified in Community Plan Strategies are also identified.

Progress reports on all operating projects identified in Team Plans are reported on monthly in the Council Bulletin.

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

Team Plans form the basis of the operational component of the budget and financial projections contained therein are used to formulate the draft Annual Budget that is submitted to Council for consideration.

#### Forum

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

#### Process for Development or Review

1. City Officers prepare Team Plans.
2. Council can amend Team Plan components in the CBP Reviews or the Budget Adoption process.

#### Timing

Team Plan briefings to Council are undertaken in April (Budget Workshop 3) of each year.

## **Corporate Business Plan**

### Definition

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

The main components and drivers of the CBP are:

- A *Revenue Plan* that predicts the revenue, (rates, grants, fees and charges) that the City anticipates receiving over the life of the plan.
- A compilation of the *Team Plans* that provides ten year income and expenditure projections related to the day to day operations of the City along with operating projects, both team based and also those identified as key actions within Specific Plans and Strategies.
- Allocations to individual assets based on the *Asset Management Plan*.
- A *Major Infrastructure Plan* that identifies ten year expenditure details for major capital works. The plan is underpinned by a series of subsidiary ten year plans prioritising construction or reconstruction of footpaths, roads and parks and reserves and other civic infrastructure.
- A *Lending and Reserve Transfer Plan* that identifies the loans the City will raise over ten years and the monies that will flow in and out of reserve funds. This strategy will also establish safe lending limits to ensure that the City's financial sustainability and stability is not threatened by inappropriately high levels of debt.

### Forum

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

### Process for Development or Review

1. City Officers prepares the CBP and brief Council.
2. Council considers the CBP via Corporate and Community Development Standing Committee.

### Timing

Council Engagement Sessions in (Budget Workshop 2) November and April (Budget Workshop 4) of each year.

Council consideration in December and May of each year.

## **Annual Budget**

### Definition

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

### Forum

Councillor Engagement Session and Special Meeting of Council (if required).

### Process for Development or Review

1. City Officers prepare draft Annual Budget based upon year one of the CBP and provide briefings to Council.
2. Council deliberates on budget at an Ordinary Council Meeting (or Special Council Meeting if required) via Corporate and Community Development Standing Committee.

### Timing

Councillor Engagement Session including rates modelling and quarter 3 budget review in May (Budget Workshop 5).

Councillor Engagement Session for Draft Annual Budget in June (Budget Workshop 6).

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

### Definitions

Nil

### Legislation

*Local Government Act 1995* – Section 5.56 Planning for the future

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

*Local Government (Administration) Regulations 1996*

- (1) Regulation 19C requires all local governments to provide a Strategic Community Plan that outlines the community's long term aspirations.
- (2) Regulation 19DA requires local governments to prepare a Corporate Business Plan to address long term financial planning.

### Other Relevant Procedures / Key Documents

Council Policy – Community Engagement

### Responsible Division

General Management Services

### Review Date

August 2027

Committee Voting (Carried) – 6/0

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

Not Applicable

## General Management Services Governance and Councillor Support Governance Review Committee



<b>Report number / title:</b>	GM-014/24	<b>Council Policy Review - Incoming and Outgoing Councillor Administration Following Elections</b>
File number:	CPM/3	
Proponent/s:		
Author:	Ms Louise Pleasance, Governance Coordinator	
Other Contributors:	Mr Jim Olynyk, Manager Governance and Councillor Support	
Date of Committee meeting:	20 August 2024	
Previously before Council:	27 June 1995	
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:	<ol style="list-style-type: none"><li>1. Council Policy – Incoming and Outgoing Councillor Administration Following Elections (Marked up Version)</li><li>2. Minutes of the Governance Review Committee meeting held on 1 August 2024 (<i>Refer to Attachment 2 of GM-012/24</i>)</li></ol>	
Maps / Diagrams:		
Site:		
Lot Area:		

### Purpose of Report

For Council to review and amend Council Policy – Incoming and Outgoing Councillor Administration Following Election.

### Background

Council Policy – Incoming and Outgoing Councillor Administration following Elections (**Policy**) has been in place since 1995 and its intention is to ensure new Council Members are provided with assistance in understanding the duties and responsibilities of the role and outgoing Council Members are recognised for their services to the Rockingham Community.

### Details

The Policy has been in place for almost 30 years and has been reviewed so that it reflects current City of Rockingham (**City**) practices for incoming and outgoing Council Members.

Since the adoption of the Policy the *Local Government Act 1995* (**Act**) has been amended to include a mandatory induction for candidates following election and introduced mandatory training for Council Members to complete within their first 12 months of being elected to assist with understanding the duties and responsibilities of the role of Council Member.



The City's administration also undertake an in house induction program to introduce Council Members to the City of Rockingham operations including a thorough introduction to the directorates and the functions of the administration.

The revised Policy has been updated to reflect current practices for incoming and outgoing Council Members clearly defining what a new Council Member can expect following election.

### Implications to Consider

**a. Consultation with the Community**

The Policy is internally focused and as the changes recommended to the Policy will have no impact on the community, consultation with the community 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 2023-2033:

**Aspiration:**                      **5. Leadership Aspiration - Transparent and accountable leadership and governance**

**Outcome/Objective:**    *Quality Leadership - Ensure accountable and transparent governance*

**d. Policy**

Council Policy - Policy Framework

To ensure that Council's Policies are relevant, clear, consistent and support the delivery of good governance for the district.

**e. Financial**

Nil

**f. Legal and Statutory**

Section 4.48(1)(d) of the Act requires a candidate for election to complete a mandatory course of induction.

Section 5.126(1) of the Act and *Local Government (Administration) Regulations 1996 (Regulation)*, regulation 35 Training for Council Members prescribes the mandatory training required by Council Members, to be completed within the first 12 months.

The course of training is titled 'Council Member Essentials' and consists of the following modules:

- (i) Understanding Local Government;
- (ii) Serving on Council;
- (iii) Meeting Procedures;
- (iv) Conflicts of Interest;
- (v) Understanding Financial Reports and Budgets.

In addition section 5.100A of the Act and Regulation 34AC prescribes when a gift is permitted at the conclusion of a Council Member's term.

**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 Policy has been in place for almost 30 years and has been reviewed so that it reflects current City of Rockingham practices for incoming and outgoing Council Members.

#### Governance Review Committee

The Governance Review Committee at its meeting held 1 August 2024, accepted the Officer Recommendation with minor administrative corrections which have been incorporated in to the Policy.

### Voting Requirements

Simple Majority

### Governance Review Committee Recommendation

That Council **ADOPTS** Council Policy – Incoming and Outgoing Council Member Administration Following Elections.

Carried – 4/0

### Officer Recommendation if Different to Governance Review Committee Recommendation

Not Applicable

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

Not Applicable

### Committee Recommendation

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

That Council **ADOPTS** Council Policy – Incoming and Outgoing Council Member Administration Following Elections;

#### **Incoming and Outgoing Council Member Administration Following Elections**

##### **Objective**

It is in the best interests of Council that newly elected Council Members are assisted to settle into their role as quickly as possible. This requires that they be made fully aware of the responsibility of office and the practical workings of Council within a short period of their election. Similarly, outgoing Council Members should be afforded recognition for their services to the community.

##### **Scope**

This Policy applies to all Council Members.

##### **Statement**

Following a Council election at which new Council Members are elected to office, the Mayor and Chief Executive Officer are to ensure that, within a reasonable time, new Council Members are given support in understanding the duties and responsibilities of their role. Outgoing Council Members are also to be given due recognition for service to the community.

The following procedures describe the minimum level of support to be provided.

##### **Incoming Council Members**

As soon as practicable following election to Council, new Council Members will be provided with the following:

- A verbal and/or written briefing on the local operations and structure of the City of Rockingham. This should include information regarding practical issues affecting their functions including but

not limited to: dress standards, press relations, security matters, reimbursement of expenses and access to staff.

- An induction by each Directorate which includes an overview of each portfolio.
- Access to Council Policies, Standing Orders and Code of Conduct and relevant forms.
- A City issued digital device to be used to access and conduct Council business.
- The Mayor and/or Chief Executive Officer and Manager Governance and Councillor Support should meet with new Council Members prior to their first Ordinary Council meeting to provide guidance on the protocol of the meeting and the City of Rockingham Standing Orders Local Law 2001.

### **Outgoing Council Members**

Council Members who served at least one full four-year term of office and choose to retire or are not re-elected will be acknowledged for their service.

Council Members may be presented, at the Annual Recognition Function or another suitable event, with:

- A plaque;
- A certificate of service; and
- A gift in accordance with Regulation 34AC of the *Local Government (Administration) Regulations 1996*.
  - The decision on the type of gift to be provided is to be made by the Chief Executive Officer and the Mayor, which may include discussion with the relevant Council Member, who also has the option to decline the gift.

All outstanding obligations to pay expenses, etc to Council Members should be finalised within one month of end of their term.

### **Council Changeover Function**

Following an ordinary election at which new Council Members are elected, the Mayor and Chief Executive Officer may host a function at which new Council Members and their partners will be welcomed. This should occur within three months of the election.

### **Council Photograph**

Following an election, the Chief Executive Officer will arrange for photographs to be taken for historical purposes.

### **Definitions**

Council Member – a person elected as Mayor or Councillor of the City.

### **Legislation**

Section 5.100A of the *Local Government Act 1995*

Regulation 34AC of the *Local Government (Administration) Regulations 1996*

### **Other Relevant Procedures / Key Documents**

Council Policy – Functions hosted by Council

Nomination Form - Honorary Freeman of the City of Rockingham

### **Responsible Division**

General Management Services

### **Review Date**

August 2027

Committee Voting (Carried) – 6/0

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

Not Applicable

General Management Services  
Governance and Councillor Support  
Governance Review Committee



Report number / title:	GM-015/24	Council Policy Review - Appointment of an Acting or Temporary Chief Executive Officer – Policy Review ( <i>Absolute Majority</i> )
File number:	CPM/3	
Proponent/s:		
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support	
Other Contributors:		
Date of Committee meeting:	20 August 2024	
Previously before Council:	27 April 2021 (GM-016/21)	
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:	<ol style="list-style-type: none"><li>1. Council Policy – Appointment of an Acting or Temporary Chief Executive Officer (Marked Up Version)</li><li>2. Minutes of the Governance Review Committee meeting held on 1 August 2024 (<i>Refer to Attachment 2 of GM-012/24</i>)</li></ol>	
Maps / Diagrams:		
Site:		
Lot Area:		

### Purpose of Report

For Council to adopt the renamed and revised Council Policy - Appointment of an Acting or Temporary Chief Executive Officer.

### Background

Council adopted the Council Policy - Appointment of Acting Chief Executive Officer (**Policy**) at its meeting held on 27 April 2021 (GM-016/21). The Policy was adopted as a result of changes to the *Local Government Act 1995* (**Act**) and the inclusion of section 5.39C, and sets out the process to be followed for the appointment of an acting or temporary Chief Executive Officer (**CEO**) when the CEO is on planned, unplanned leave or in the event the CEO's employment with the City of Rockingham (**City**) is ending.

### Details

The Policy contains minor amendments to provide clarity and alignment with contemporary policy development on this topic.

### Implications to Consider

**a. Consultation with the Community**

The Policy is internally focused and as the changes recommended to the Policy will have no impact on the community, consultation with the community is not considered warranted.

**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 2023-2033:

**Aspiration:** **5. Leadership Aspiration - Transparent and accountable leadership and governance**

**Outcome/Objective:** *Quality Leadership - Ensure accountable and transparent governance*

**d. Policy**

Council Policy - Policy Framework

To ensure that Council's Policies are relevant, clear, consistent and support the delivery of good governance for the district.

**e. Financial**

Nil

**f. Legal and Statutory**

Local Government Act 1995

**5.39C. Policy for temporary employment or appointment of CEO**

(1) *A local government must prepare and adopt\* a policy that sets out the process to be followed by the local government in relation to the following —*

*(a) the employment of a person in the position of CEO for a term not exceeding 1 year;*

*(b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.*

*\* Absolute majority required.*

(2) *A local government may amend\* the policy.*

*\* Absolute majority required.*

(3) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*

(4) *The CEO must publish an up-to-date version of the policy on the local government's official website.*

**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 suggested changes to the Policy are intended to provide clarity and direction for the management of an acting or temporary CEO when the CEO is on planned or unplanned leave or employment is ending.

#### Governance Review Committee

The Governance Review Committee at its meeting held 1 August 2024, discussed the proposed amendments and agreed to exclude item 2 of the recommendation as it was deemed appropriate to retain Delegated Authority 1.9 Appoint Acting Chief Executive Officer for clarity and authority purposes.

#### **Voting Requirements**

Absolute Majority

#### **Governance Review Committee Recommendation**

The Council **ADOPTS** the revised Council Policy - Appointment of an Acting or Temporary Chief Executive Officer.

Carried - 4/0

#### **Officer Recommendation if Different to Governance Review Committee Recommendation**

Not Applicable

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

Not Applicable

#### **Committee Recommendation**

**Moved Cr Liley, seconded Cr Hume:**

The Council **ADOPTS** the revised Council Policy - Appointment of an Acting or Temporary Chief Executive Officer:

#### **Appointment of an Acting or Temporary Chief Executive Officer**

##### **Objective**

To establish the processes for appointing an Acting Chief Executive Officer or Temporary Chief Executive Officer for periods of less than twelve months.

##### **Scope**

This policy applies to Council, the Chief Executive Officer (**CEO**) and Acting CEO or Temporary CEO of the City of Rockingham in accordance with section 5.39C of the *Local Government Act 1995 (Act)*.

For the purpose of this policy all Directors of the City are considered to be suitably qualified to act in the capacity of CEO.

##### **Statement**

The CEO is entitled to leave as provided in their contract of employment. It is important to ensure that a suitably qualified person is appointed to act in the capacity of the CEO in the following circumstances –

##### **Short-term absence (for periods of five working days or less)**

- An acting CEO will be appointed by the CEO, if required.
- For planned leave CEO will provide notification to Council Members. For unplanned leave the CEO will inform the Mayor.

##### **Short-term absence (for periods of over five working days through to six weeks)**

- An acting CEO/s will be appointed by the CEO.

- The CEO is to obtain support for leave from the Mayor and will provide notification to Council Members of the leave and the arrangements for an acting incumbent/s.

**Medium-term absence (over six weeks to three months)**

- An Acting CEO/s will be appointed by the CEO.
- The CEO will obtain consent from Council for leave and advise the arrangements for acting incumbent/s.

**Long-term absence (over three months)**

- The CEO will obtain consent from Council for leave and an Acting CEO will be appointed by Council.

**Exceptional circumstances**

- Where the CEO is absent and the CEO has not appointed an Acting CEO, the Director Corporate Services will assume the role for a period of up to one month, confirmed by the Mayor in writing.

**Appointment of Temporary CEO – substantive vacancy:**

- In the event the CEO's employment with the City is ending, Council may appoint a Temporary CEO.
- Council when determining to appoint a Temporary CEO, may either:
  - appoint a Director to be Temporary CEO until such time a new substantive CEO has commenced their employment with the City;
  - appoint multiple Directors as the Temporary CEO for a defined period, and until such time that a new substantive CEO has commenced their employment with the City;
  - appoint a Temporary CEO following an external recruitment process for a Temporary CEO in accordance with principles of merit and equity; or
  - appoint a Director to be an interim Temporary CEO until an external recruitment process for a Temporary CEO can be completed and their employment with the City as Temporary CEO has commenced.
- An appointment under this policy cannot exceed one year.

**Acting CEO / Temporary CEO arrangements**

- Acting and Temporary CEOs will be delegated the powers and be able to discharge the duties of the CEO, subject to any limitations imposed by the CEO or Council through an appointment under this policy.

**Definitions**

**Act** - means the Local Government Act 1995.

**Acting CEO** - means a person appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed but is on planned or unplanned leave.

**CEO** - means the Chief Executive Officer of the City.

**City** - means the City of Rockingham.

**Temporary CEO**- means a person appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

**Legislation**

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

**Other Relevant Procedures / Key Documents**

Delegated Authority – 1.9 Appoint Acting Chief Executive Officer



**Responsible Division**

General Management Services

**Review Date**

August 2027

Committee Voting (Carried) – 6/0

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

Not Applicable

**General Management Services  
Governance and Councillor Support  
Governance Review Committee**



<b>Report number / title:</b>	<b>GM-016/24</b> <b>Council Policy Review - Digital Tablet Device for Councillor Use</b>
File number:	CPM/3
Proponent/s:	
Author:	Ms Louise Pleasance, Governance Coordinator
Other Contributors:	Mr Jim Olynyk, Manager Governance and Councillor Support
Date of Committee meeting:	20 August 2024
Previously before Council:	27 June 1995
Disclosure of Interest:	
Nature of Council's role:	Executive
Attachments:	<ol style="list-style-type: none"><li>1. Council Policy – Digital Tablet Device for Council Member Use (Marked up Version)</li><li>2. Minutes of the Governance Review Committee meeting held on 1 August 2024 (<i>Refer to Attachment 2 of GM-012/24</i>)</li></ol>
Maps / Diagrams:	
Site:	
Lot Area:	

### **Purpose of Report**

To review and amend Council Policy – Digital Tablet Device for Council Member Use and rename as Digital Device for Council Member Use.

### **Background**

Council Policy – Digital Tablet Device for Council Member Use (**Policy**) details the provision, use and replacement of digital devices to Council Members during their term of office. The Policy was adopted in 2017 and since that time the preferred method to provide Council Members with meeting papers is electronic, the Policy has been updated to reflect this.

### **Details**

The digital device provided to each Council Member is fundamental to ensuring that Council Members can access all documents relevant to meetings, advice and information to support informed decision making.

The existing policy provides for Council Members to receive printed documents however the current practice is digital first with only limited printing for significant documents such as the City Business Plan or on request from a Council Member. The Policy has been updated to reflect the digital first approach and allows for a Council Member to request printing if needed.

In addition, reference to “tablet” has been removed to give the administration flexibility if in future the requirements or suitability of a tablet is no longer the preferred digital device. Clarity has also been added to the procedure following the end of a Council Member’s term so that they are aware that the device is to be returned to the administration, if they are choosing to purchase the device, to ensure all security data and city software is removed prior to the device being returned.

All other changes in the Policy are administrative to ensure consistency with current policy writing.

### Implications to Consider

**a. Consultation with the Community**

The Policy is internally focused and as the changes recommended to the Policy will have no impact on the community, consultation with the community 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 2023-2033:

**Aspiration:**                      **5. Leadership Aspiration - Transparent and accountable leadership and governance**

**Outcome/Objective:**    *Quality Leadership - Ensure accountable and transparent governance*

**d. Policy**

Council Policy - Policy Framework

To ensure that Council’s Policies are relevant, clear, consistent and support the delivery of good governance for the district.

Council Policy – Council Member Entitlements

Section 4 – Equipment of this policy guides the Digital Device for Council Member Use Policy in regard to the issuance, return, maintenance and replacement of Council Member electronic equipment

**e. Financial**

Nil

**f. Legal and Statutory**

*Local Government Act 1995 (Act)* – Section 5.41(b) ensure that advice and information is available to the council so that informed decisions can be made;

**g. Risk**

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

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

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

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

Nil

### Comments

In accordance with the Act a the function of the Chief Executive Officer is to ensure that advice and information is available to Council Members so that informed decisions can be made, this includes the provision of documents relevant to meetings, advice and information. This Policy allows for a Council Member to receive a digital device that facilitates access to information and advice relevant to their role as a Council Member.

#### Governance Review Committee

The Governance Review Committee at its meeting held 1 August 2024, accepted the Officer Recommendation with a minor administrative correction which has been incorporated into the Policy.

#### **Voting Requirements**

Simple Majority

#### **Governance Review Committee Recommendation**

That Council **ADOPTS** the reviewed Council Policy - Digital Device for Council Member Use.

Carried – 4/0

#### **Officer Recommendation if Different to Governance Review Committee Recommendation**

Not Applicable

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

Not Applicable

#### **Committee Recommendation**

**Moved Cr Schmidt, seconded Cr Middlecoat:**

That Council **ADOPTS** the reviewed Council Policy - Digital Device for Council Member Use

#### **Digital Device for Council Member Use**

##### **Objective**

To provide parameters on the provision, use and replacement of a Council Member's digital device.

##### **Scope**

All City of Rockingham (**City**) Council Members use digital devices provided by the City. City employees are responsible for the support of digital devices.

##### **Statement**

##### **Provision of a Digital Device to Council Members**

The City is committed to providing efficient and effective means of supporting Council Members in the decision making processes of the Council. The *Local Government Act 1995* specifies that one of the Chief Executive Officer's (**CEO**) functions is to "*ensure that advice and information is available to the council so that informed decisions can be made*".

The City maintains a digital business paper system which delivers agendas, minutes and other business papers via the City issued digital device. A digital device will be provided to Council Members for the purpose of accessing Council business papers through the City's specified digital business paper system.

Council Members are to make every effort to utilise their digital device, in lieu of requests for printed meeting papers.

##### **Use of Digital Device by Council Members**

A Council Member with a City owned digital device is responsible for keeping the device in good working order.

A Council Member may use their own personal account to access the operating system platform supported by the City, e.g. iTunes, Microsoft account, Google account.

With the exception of accessing the City's wireless internet system which is available at the City's Administration Centre, any consumables for the device such as sim card or internet access, forms part of the ICT Allowance as provided for in Council Policy – Council Member Entitlements.

#### **Replacement of Digital Devices for Council Members**

The device is provided for the Council Member's continuous term of office and will only be replaced –

- a) when a change in City business systems or technology warrants; or
- b) when the functionality of the device and applications impairs effective communication; or
- c) through accidental loss or breakage.

Notwithstanding the above, a digital device for a Council Member will depreciate at a rate of 25% per annum.

A Council Member must ensure that any personal information or software applications on the digital device is removed or backed up prior to replacement.

#### **Support of digital devices allocated to Council Members**

Any loss of, or damage to the device must be reported immediately to the Governance and Councillor Support Team, which will assess whether repairs need to be undertaken and/or a replacement device arranged.

A standard suite of operational software applications will be installed on the digital device. Other applications may be installed by a Council Member at their own cost.

The City will provide training on request to any Council Member to develop their competencies in the use of the allocated digital device.

#### **Purchase of decommissioned digital devices**

A Council Member vacating office after serving at least one four (4) year term of office may either assume ownership of the device or return the device to the City.

A Council Member vacating office prior to the completion of a four (4) year term will return the device to the City, or may purchase the digital device at a residual value based on the depreciation rate calculated to the month prior to the Council Member's departure.

Prior to the above, in accordance the Council Policy - Council Member Entitlements, within 48 hours of the conclusion of a Council Members term, the device is to be returned to the City to be removed of City software and the device will then be returned to the Council Member as a clean device. The Council Member must ensure their personal information is backed up prior to return so that their personal information is not lost.

#### **Definitions**

**Digital Device** – is the electronic equipment provided by the City for the purpose of conducting Council business.

#### **Legislation**

*Local Government Act 1995* – Section 5.41: Functions of CEO

#### **Other Relevant Procedures / Key Documents**

Council Policy – Council Member Entitlements

#### **Responsible Division**

General Management Services

#### **Review Date**

August 2027

Committee Voting (Carried) – 6/0

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

Not Applicable

**General Management Services  
Governance and Councillor Support  
Governance Review Committee**



<b>Report number / title:</b>	<b>GM-017/24 Council Policy Review - Global Friendship</b>
File number:	CPM/3 & ECD/74
Proponent/s:	
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support
Other Contributors:	Ms Louise Pleasance, Governance Coordinator
Date of Committee meeting:	20 August 2024
Previously before Council:	26 August 2014 (GMS-013/14)
Disclosure of Interest:	
Nature of Council's role:	Executive
Attachments:	<ol style="list-style-type: none"><li>1. Council Policy – Global Friendship (<i>Marked Up Version</i>)</li><li>2. Minutes of the Governance Review Committee meeting held on 1 August 2024 (<i>Refer to Attachment 2 of GM-012/24</i>)</li></ol>
Maps / Diagrams:	
Site:	
Lot Area:	

**Purpose of Report**

For Council to adopt the renamed and revised Council Policy - Global Relationships for public consultation.

**Background**

Council adopted the Global Friendship Policy (**Policy**) at its meeting held on 27 May 2008 with the most recent revision on 26 August 2014 (GMS-013/14). The Policy requires review in order to achieve Council and community expectations.

**Details**

City of Rockingham (**City**) Sister City activities have been relatively inactive in recent years due to the pandemic (COVID-19) however with international borders now open it is timely to consider the future of Council's global relationship arrangements.

Officers have undertaken research into current trends in the sector with regard to Global Friendship arrangements, however quantifying and assessing the value of these arrangements is challenging given the nature of the agreements. Further, limited activity due to the pandemic adds complexity in assessing value to the organisation and the community.

The Australian Centre for Excellence in Local Government have undertaken research on Sister Cities and International Alliances, which is relevant for the City of Rockingham, and the outcomes of this research are discussed in this report.

Notwithstanding the longevity of the existing relationships, cost pressures and the perceived luxury of international travel for cultural exchange these relationships are put in an increasing negative media spotlight.

Council's current Policy is to promote relationships that affiliate Rockingham with cities in other countries where such relationships have a significant positive influence on the communities involved.

In pursuit of this objective, Council through its Global Friendship Committee may undertake or facilitate such activities as:

- Exchanges of individuals, information and ideas across a wide range of interests;
- Visits to and from affiliated cities;
- Compilation of brochures providing information on aspects of life in Rockingham;
- Arranging exchanges of news items and reports between newspapers, radio and television in the respective cities;
- Supporting lectures by individuals from their respective countries;
- Correspondence between individuals of the cities;
- Exchanges and communications between churches, educational institutions, sporting bodies, clubs, societies or groups with common interest;
- Exchanges of arts, crafts and educational material between schools and other groups; and
- Promotion of trade through continual cultural and goodwill visits.

The Policy outlines commitments to establishing and maintaining international relationships and the role of the Council's Global Friendship Committee. The policy describes the relationships as;

- Ako, Japan – A "Sister City" relationship based on opportunities for residents and groups to exchange diverse cultural aspects, particularly during official and community events.
- Kota Kinabalu, Sabah, Malaysia – A "Friendship City" agreement in conjunction with the objectives of the South West Group to support bilateral trade between firms in the two regions. The Memorandum of Understanding reflects both Cities working together to strengthen friendly relations by promoting and developing trade exchange in the areas of industry, manufacturing, maritime, defence education and training and tourism.

Some recent activities promoting the global friendship agreements have been;

- Official Delegation of 17 people from Ako on 6-9 November 2017 as part of 20<sup>th</sup> Anniversary celebrations. Included gift exchange, ceremony, visits to schools, tour of Penguin Island, gala dinner.
- Delegation of students and teachers from Ako August 2017.
- Creation of E-Book March 2017.
- Delegation of 6 people from Rockingham to Ako in December 2018. The first visit since 2011.
- Involvement in the Perth Japan Festival 2018 and 2019
- Rockingham joined Mayors for Peace 2018.
- International Intercultural Mural Exchange.
- Ako Children's Choir visit March 2019.
- International Exchange 10 students focus on technology – cancelled due to COVID-19.
- Support of world masters games being held in Japan 2021.
- Participation in City of Rockingham International food festival 2020 – cancelled due to COVID-19.
- Participation in international day of peace 1 September 2020.
- Japan art mile project plan
- Ako Children's Choir visit March 2024.

#### Measuring Success

Of significance to this report is a publication (**Paper**) from 2015 "**Sister Cities and International Alliances**" (Gibbs, M. 2015) which was prepared by the Australian Centre of Excellence for Local Government (**ACELG**). The Paper involved significant engagement with the Local Government



Industry including a broad cross section of stakeholders and a number of case studies from across Australia culminating in the provision of guidance notes for Local Governments aimed at enhancing the success of these arrangements. The Paper also identifies a number of factors for Local Governments to consider when reviewing and evaluating such arrangements.

According to the Paper, in 2015 nearly 30% of Australian Councils had a sister city, friendship city or similar relationship with a local, district or regional government in another country and the number continues to grow.

The Paper discusses the evolution of Sister City relationships in Australia and identifies, at the time of printing, that civic and cultural exchanges were still the dominant activities in international relations among case study Local Governments. More recently though, there has been a greater emphasis on economic outcomes such as trade and business development and this has coincided with growth in relationships, particularly with cities in Asia.

The Paper notes that;

*“Media pressure is likely to see the continuation of the trend towards an increasing emphasis on economic development and trade in order for participating councils to demonstrate value for money.”*

With regard to relationships with Japanese Cities, the following commentary is provided.

*“The case studies indicate that a number of Councils with Japanese partners have also started to question the relevance of the relationships built predominantly around cultural and school exchanges. Some have attempted to refocus their relationships towards economic outcomes or, more modestly, to introduce trade or business components into their existing partnerships. In the main, these attempts have not been very successful as the Japanese local governments concerned appear not to regard economic development as a priority, at least not in the context of international relationships”* Gibbs M. 2015.

It is clear that some Australian Cities establish and maintain international relationships for different motives and have varying levels of commitment. The ACELG paper discusses the importance of establishing a framework for robust qualitative and quantitative evaluation when reviewing international relationships. The paper points out that most of these reviews are conducted in-house and consideration should be given to appointing external consultants to provide objectivity.

#### Key factors in the success of international relationship programs

The ACELG paper identifies the following factors to consider to ensure success with international relationships;

##### *Investigating and establishing international relations*

- Establish clear motives for forming a relationship.
- Develop an understanding of the context within which the relationships will be formed.
- Explore the fit between prospective partners and research similar relationships.
- Investigate government policies and build on existing programs and funding.
- Recognise there can be cultural preference for multi-faceted relationships.
- Develop a Strategic Plan or Policy which is linked to the Councils forward plans and strategies and which seeks clear but realistic outcomes.

##### *Managing International relationships*

- Incorporate an adequate level of resourcing for the relationship in Council's financial plans and annual budgets
- Ensure that there is consistent contact with the partnership council
- Recognising the importance of the role of the Mayor – in many jurisdictions, the role of the Mayor is more substantial than in most Australian Councils, with incumbents enjoying much more community recognition. This means that in many partnerships there is an expectation that the Mayors of both Councils will be closely involved in leading regular exchanges and visits.

##### *Maximising the benefits of international relations*

- Build flexible relationships – look for opportunities to diversify and expand.

- Improve the relationships sustainability and encourage other stakeholders to participate
- Recognise that community development can benefit both parties.

*Developing and maintaining community support*

- Ensure that the elected body is strongly supportive and involved;
- Engage the media and the community. Negative media campaigns and community responses to international relationships have made some Councils very cautious about expanding or continuing their international engagements. Other Councils have taken a more proactive approach, for example through seeking resident participation in community committees, publicising projects and programs, as well as briefing journalists and inviting them to participate in delegations and exchanges

*Reviewing and evaluation international relationships*

- Establish a framework for robust qualitative and quantitative evaluation.

Officers consider that the above list should form a basis for review should the Council resolve to continue with its Global Relationship program.

### Implications to Consider

**a. Consultation with the Community**

Council Policy – Community Engagement explains various objectives including:

- ensure that the City of Rockingham's community and relevant stakeholders are provided opportunities to participate and contribute to the decision making process on relevant matters.
- affirm the City of Rockingham's commitment to facilitating community and stakeholder engagement to inform its decision making process.
- ensure that community and stakeholder engagement is fit-for-purpose.
- guide the City's approach to community and stakeholder engagement.

On the basis that there is expected community interest the medium stakeholder participation as identified in the policy is suggested, 'Consult'. The engagement period by policy is a minimum period of 14 days. However, it is proposed to consult over a 28 day period allowing for greater participation, utilising Rock Port, Share your thoughts, Website, Social Media and Advertising.

**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 2023-2033:

**Aspiration:** 5. Leadership Aspiration - Transparent and accountable leadership and governance

**Outcome/Objective:** Quality Leadership - Ensure accountable and transparent governance

**d. Policy**

Council Policy - Policy Framework

To ensure that Council's Policies are relevant, clear, consistent and support the delivery of good governance for the district.

**e. Financial**

The table below identifies costs for the City to maintain global relationships by financial year. The majority of these costs are from hosting visiting delegations from Ako or travel and accommodation costs for City representatives visiting Ako.

Year	Expenditure (excluding internal cost)	Comment
2023/2024	\$28,869	Hosting Ako Children's Choir 2024.
2022/2023	\$575	Sister City Corporate Membership Renewal
2021/2022	\$2,346	Peace Pole Event
2020/2021	\$614	International Day of Peace event
2019/2020	\$5,447	Residual expenses from Hosting Ako Children's Choir 2019.
2018/2019	\$59,873	Hosting Ako Children's Choir 2019; Rockingham Delegation visit to Japan December 2018.
2017/2018	\$54,475	Hosting Ako Children'; 20th Anniversary of Sister City relationship official function.
2016/2017	\$12,248	Hosting visiting education group costs from 2015/2016.

**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**

A Discussion Paper addressing policy and management relevant matters on this topic was presented to the City's Executive Leadership Team in November 2023. In February 2024 a presentation was provided at a Councillor Engagement Session with discussion and feedback sought. In general terms it was considered that the Policy needs to grow and change to address Council and community expectations.

The draft Policy has been amended to reflect what is broadly industry practice and with consideration of the feedback from Councillors in February and March 2024.

Amendments may be summarised as:

1. An amendment to the policy title to reflect 'Relationships', a more contemporary approach.
2. An enhancement to the policy objective through a stronger focus on: 'Facilitate the development and maintenance of effective global relations that promote and enhance Rockingham's strategic vision: A quality lifestyle. A sustainable future'.
3. The insertion of a 'Statement' that promotes benefit to the community, ratepayers, key stakeholders and businesses, as well as sustainability and continuous improvement in the development of its social, cultural, educational and economic aspirations.
4. Highlighting Social/Cultural, Educational and Economic outcomes.
5. Relationship review principles.
6. Inbound and Outbound Delegations requiring Council approval.

Governance Review Committee

The Governance Review Committee (**Committee**) at its meeting held 1 August 2024, made the following amendments to the Officer Recommendation:

- That Council approve inbound and outbound delegations;

- Set a minimum review period for Global Relationships; and
- Removal of Recommendation 2 to focus on the Policy and commence public consultation prior to review of existing Global Relationships.

These proposed amendments have been incorporated in to the Policy and Committee Recommendation.

### Voting Requirements

Simple Majority

### Governance Review Committee Recommendation

That Council **APPROVES** the draft Global Relationships Policy for public consultation purposes.

Carried – 4/0

### Officer Recommendation if Different to Governance Review Committee Recommendation

Not Applicable

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

Not Applicable

### Committee Recommendation

**Moved Cr Schmidt, seconded Cr Liley:**

That Council **APPROVES** the draft Global Relationships Policy for public consultation purposes:

#### Global Relationships

#### Objective

To:

- Facilitate the development and maintenance of effective global relations that promote and enhance Rockingham's strategic vision: A quality lifestyle. A sustainable future;
- Outline the rationale and criteria for entering into new global relationships;
- Outline the monitoring and relevance of global relationships;
- Outline the role of the Global Relationship Committee.

#### Scope

This policy relates to all forms of Global Relationship. Global Relationship agreements can be between cities or towns internationally, to the benefit of the City and the community of Rockingham.

#### Statement

City of Rockingham Global Relationships aim to benefit the community, ratepayers, key stakeholders and businesses. The City of Rockingham may establish and maintain no more than one Global Relationship in any one country, except in exceptional circumstances, to facilitate sustainability and continuous improvement in the development of its social, cultural, educational and economic outcomes.

#### 1. Criteria for Global Relationship

A Global Relationship may only be entered into if it is likely to yield one or more of the following outcomes:

- 1.1 Social/Cultural:
- Cultural enhancement;

- Attraction of sporting competitions and events;
- Community engagement and participation;
- Improved governance, leadership and internal standing.

1.2 Educational:

- Enhanced education and training opportunities;
- Attraction of new tertiary institutions and students.

1.3 Economic:

- Business partnerships and opportunities;
- Trade, investment and export opportunities;
- Industry attraction and expansion;
- Introduction of new technologies;
- Tourism promotion opportunities.

Council from time to time will formally endorse Global Relationship agreements to be recorded within a supporting register or procedure.

## 2. Request to establish new Global Relationship

A request for a new relationship must be made to the Global Relationship Committee and considered by Council for approval. The request should provide:

- Proposed relationship type and duration (Clause 3)
- Detailed demographic profile of the prospective city
- Demonstrate the linkage and benefit to the outcomes (Clauses 1.1 - 1.3)

If the Council approves the establishment of the new relationship, the signed agreement between both cities will be lodged with the Department of Foreign Affairs and Trade.

## 3. Relationship Types

Model	Purpose	Duration
<b>Sister City</b>	A Sister City relationship is a formal, long-term relationship based on diverse linkages between the two cities. Sister Cities often have similar demographic and other characteristics; however, this is not a mandatory requirement. The relationship requires a high degree of commitment on both sides.	Generally an enduring, long-term commitment.
<b>Friendly City</b>	A Friendly City relationship is less formal than a Sister City relationship, and it generally has a lower profile. It is likely to be a long-term relationship, but the level of required community support and involvement is not as high as for a Sister City relationship. For example, the purpose may be for only a particular sporting event held on an annual basis.	Generally enduring, but can be set for a specific-term.
<b>Partnership City</b>	A partnership city relationship is generally a short term relationship based on a specific project or initiative that the two cities share. For example, an environmental or school project of mutual benefit.	Generally entered into for a specific term.
<b>Historical City</b>	A historical city relationship is one based on past or ceremonial links e.g. links between a group of members in relation to a military unit or conflict.	Generally enduring.

#### **4. Review of Global Relationship**

Any formal Global Relationship entered into, generally by way of a Memorandum of Understanding or document of a similar nature, shall be reviewed at a minimum every five years, or if the Global Relationship is for a defined and agreed term, then reviewed within six months of the term's expiry, in consultation with the other party. Review criteria shall include:

- Level of communication maintained between the two cities during the relationship term.
- Benefits and outcomes achieved as a result of the relationship, in one or more of the following categories:
  - Social/cultural;
  - Educational;
  - Economic.
- Specific projects or initiatives undertaken under the relationship term.

The review will be reported to the Global Relationship Committee and recommendations made for Council consideration prior to the renewal or termination of a relationship.

#### **5. Visitation and delegations**

All proposed inbound or outbound delegations will be dealt with by the Chief Executive's Office, assessed by the Global Relationship Committee, in accordance with this policy, and a report submitted for consideration by Council.

##### **5.1 Inbound delegations**

Where an existing Global Relationship city intends to visit, the City should be notified with a minimum of six months' notice. The Chief Executive Officer will inform the Global Relationship Committee and the Committee will make a recommendation to Council for its consideration.

Inbound delegations will be afforded reciprocal hospitality including civic events, receptions, and district tours and visits, to be accommodated within the City's budget processes. Flights, accommodation and personal expenses such as souvenirs, additional meals etc are funded by the inbound delegation.

On arrival of inbound delegations, the Mayor and all interested Councillors, the CEO or nominated representative, and relevant staff will receive the delegation. In the event of the Mayor not being available to attend any inbound delegation activities, the Deputy Mayor will be nominated to undertake this responsibility. For practical, cultural, or financial reasons, the Mayor may define a smaller list of attendees.

##### **5.2 Outbound delegations**

Proposals for delegations to visit a Global Relationship city are to be managed by the Chief Executive's Office through the Global Relationship Committee and endorsed by Council prior to any preparations for travel.

Proposals should include:

- Intended purpose of the visit including linkage and benefit to the Strategic Outcomes, Clause 1.1 – 1.3
- Proposed Council Delegates
- Proposed City Officer Delegates
- Proposed other Delegates
- For all proposed delegates the proposal should include the relevance and relationship to the purpose of the visit.

Other Delegate flights, accommodation and personal expenses such as souvenirs, additional meals, spending money etc are to be funded by those persons and are not the responsibility of the City. The Council and City Officer Delegates flights and accommodation will be paid for by the City, and reasonable expenses while performing a function in the capacity as a Council or City delegate, such as individual meals not provided by the host City, will be reimbursed with appropriate receipts.

## 6. Global Relationship Committee

The role of the Committee is to develop and support effective Global Relationships in accordance with the Committee Terms of Reference as determined in Council Policy – Governance and Meeting Framework.

The functions of the Committee include:

- Assess and recommend new Global Relationships;
- Consider the review of existing Global Relationships and make recommendation to Council for renewal or termination;
- Assess and make recommendations to Council on proposed inbound and outbound delegation visits in accordance with this policy;
- Investigating other social/cultural, educational and economic opportunities (clauses 1.1 – 1.3) to identify other strategic activities that promote enhancement of endorsed Global Relationships.

### Definitions

**Global Relationship** – Any relationship type where the City has entered into an agreement with another international City.

**Global Relationship Committee** – A committee established by the Council under the provisions of section 5.8 of the Local Government Act 1995 to assist in the management of this policy.

**Formal** - done in accordance with convention or etiquette; suitable for or constituting an official or important occasion.

### Legislation

Nil

### Other Relevant Procedures / Key Documents

City of Rockingham Economic Development Strategy

City of Rockingham Strategic Community Plan

### Responsible Division

General Management Services

### Review Date

August 2027

Committee Voting (Carried) – 6/0

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

Not Applicable



**General Management Services  
Governance and Councillor Support  
Governance Review Committee**



<b>Report number / title:</b>	<b>GM-018/24</b>	<b>Proposed Council Policy – Meetings by Electronic Means and Attendance</b>
File number:	CPM/3	
Proponent/s:		
Author:	Ms Louise Pleasance, Governance Coordinator	
Other Contributors:	Mr Jim Olynyk, Manager Governance and Councillor Support	
Date of Committee meeting:	20 August 2024	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:	<ol style="list-style-type: none"><li>1. Proposed Council Policy – Meetings by Electronic Means and Attendance</li><li>2. Minutes of the Governance Review Committee meeting held on 1 August 2024 (<i>Refer to Attachment 2 of GM-012/24</i>)</li></ol>	
Maps / Diagrams:		
Site:		
Lot Area:		

**Purpose of Report**

For Council to consider a proposed new Meetings by Electronic Means and Attendance Policy (**Policy**) to guide Council Members in attending Council and Committee meetings electronically.

**Background**

As part of the State Government's package of local government reforms, the *Local Government Administration Regulations 1996* (**Regulations**) were amended on 9 November 2022 to enable local governments to continue to conduct Council and Committee meetings outside of emergency situations.

The Department of Local Government, Sport and the Cultural Industries (**DLGSC**) issued "Guidelines for Developing Policies on Electronic Attendance and Meetings", which recommended that local governments develop a policy in relation to dealing with requests for electronic attendance at meetings and the expectations of Council Members in relation to equipment, location and circumstances that permit attendance by electronic means.

From 1 January 2025, Tier 1 and 2 local governments are required to live stream and record all Council meetings to comply with these legislative changes. Council in August 2023 amended its policy, 'Recording and Streaming Council Meetings' to live stream and record all Ordinary / Special Council Meetings, and Standing Committee Meetings held in the Council Chambers. It is considered

timely to introduce a policy which will support Council Members in attending and participating in these meetings, to accord with the *Local Government Act 1995 (Act)*.

### Details

The overarching purpose of the Policy is to make clear the requirements for requests for Council Members electronic attendance at meetings and outline the expectations of Council Members in relation to equipment and location.

This Policy applies to electronic attendance at Ordinary Council Meetings, Special Council Meetings and Committee Meetings by Council Members, as stipulated in r.14D (1) of the Regulations.

There are provisions for electronic attendance at meetings in the Regulations. The Regulations prescribe who may provide approval for electronic attendance (the Mayor or Council for electronic attendance at meetings, and for meetings which are held by electronic means). The Regulations also stipulate that electronic attendance must be from a "suitable location" and utilising "suitable equipment".

The Regulations allow for local governments to develop their own policy positions around how requests for remote attendance at meetings will be made; suitable locations and equipment for remote attendance; the preferred electronic means for remote access; the 50% cap on remote attendance; and the decision-making procedures for matters relating to the holding of meetings conducted by electronic means. It should be noted that a Council Member may only attend a meeting remotely by electronic means provided they have not attended more than half of all Council Meetings in the previous twelve (12) months by this method.

The 50% attendance cap ensures that Council and Committee Members attend at least half of all meetings conducted over a twelve (12) month period, in person.

The Policy also applies to Councillor Engagement Sessions (**CES**). Although electronic attendance at the CES is not covered by legislation, it is considered important to mention this in the Policy. This will assist Council Members through clarity around how to apply for electronic attendance and to provide controls to ensure confidentiality is able to be maintained at the CES, and to enable all Council Members to effectively engage in communications and deliberations during these types of meetings.

The following describes the key features of the Electronic Attendance Policy:

- Meetings which may be approved to be attended by electronic means
- Approval of Council Member attendance by electronic means
- Process for requesting to attend by electronic means;
- Suitable location, equipment and networks for a Council Member to attend by electronic means
- Confidentiality requirements; and
- How conflicts of interests will be managed during a meeting where attendance is by electronic means.

### Implications to Consider

**a. Consultation with the Community**

As the Policy has no direct impact on the community, consultation is not considered to be warranted.

**b. Consultation with Government Agencies**

Department of Local Government Sport and Cultural Industries; Guidelines for Developing Policies on Electronic Attendance and Meetings

**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 2023-2033:

**Aspiration:** 5. Leadership Aspiration - Transparent and accountable leadership and governance

**Outcome/Objective:** Quality Leadership - Ensure accountable and transparent governance

**d. Policy**

Council Policy - Policy Framework

To ensure that Council's Policies are relevant, clear, consistent and support the delivery of good governance for the district.

**e. Financial**

Nil

**f. Legal and Statutory**

The *Local Government Act 1995*, section 5.25(1)(ba) and (2) stipulates that regulations may be made for the holding of council or committee meetings by telephone, video conference or other electronic means; and modify the application of this Act in relation to those meetings to the extent necessary or convenient to facilitate the holding of those meetings in that way.

The *Local Government (Administration) Regulation 1996* provide:

- 14C. Attendance at meetings by electronic means may be authorised
- 14CA. Provisions relating to attendance at meetings by electronic means
- 14D. Meetings held by electronic means
- 14E. Modification of Act if meeting held by electronic means

**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 Policy will support Council Members in attending and participating in electronic meetings, in accordance with the Act and deals with requests for electronic attendance at meetings and the expectations of Council Members in relation to equipment, location and circumstances that permit attendance by electronic means.

Governance Review Committee

The Governance Review Committee (**Committee**) at its meeting held 1 August 2024, amended the Policy to make clear the request for attendance by electronic means process. These amendments were carried by the Committee and have been incorporated into the Policy.

**Voting Requirements**

Simple Majority

**Governance Review Committee Recommendation**

That Council **ADOPTS** the Council Policy – Meetings by Electronic Means and Attendance.

Carried 4/0

**Officer Recommendation if Different to Governance Review Committee Recommendation**

Not Applicable

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

Not Applicable

### Committee Recommendation

#### Moved Cr Middlecoat, seconded Cr Liley:

That Council **ADOPTS** the Council Policy – Meetings by Electronic Means and Attendance.

#### Meetings by Electronic Means and Attendance

##### Objective

This Policy is to facilitate the access and participation of Council Members in meetings, by authorising attendance and participation at meetings electronically in accordance with *Local Government (Administration) Regulations 1996 (Regulation)*.

##### Scope

This Policy applies to electronic attendance by Council Members at the following Meetings;

- an ordinary meeting of the council;
- a special meeting of the council;
- a meeting of a committee of the council; or
- a meeting of an audit committee of a local government [r.14D (1)].

Councillor Engagement Sessions (**CES**) are not subject to the Regulations but are dealt with as an administrative decision, approved by the Mayor.

##### Statement

All Council Members recognise the importance of decision-making in their role to represent the community. Attendance at Meetings is a necessary and valued part of this process.

All Meetings will primarily be held as in-person meetings, whenever possible, rather than by electronic means.

Request for attendance by electronic means at Meetings, will be considered in accordance with legislation and this Policy.

#### Meetings held by electronic means

In accordance with Regulation 14D(2)(c) Council authorises the Mayor in consultation with the Chief Executive Officer (**CEO**) to determine if a meeting is to be held by electronic means having regard to the number of previous meetings held by electronic means and the location and equipment available to each Council Member to attend electronically.

There is no limit to the number of Meetings that can be attended electronically due to a public health emergency, state of emergency or a natural disaster (Regulation 14C(2)(a)).

#### Council Member attendance by electronic means

Council Members may attend a Meeting by electronic means if authorised by the Mayor or Council [Regulation 14C(2)(b)] unless the attendance at the proposed Meeting would result in the Council Member attending more than half of the Meetings (including the proposed meeting) by electronic means [regulation 14C(3)]. The limit does not apply to a person with a disability as defined in the *Disability Services Act 1993*.

#### Requests for attendance by electronic means

- 1) All requests to attend Meetings electronically must be submitted in writing using the required form; and submitted to the Governance Councillor Support team for processing and approval.
- 2) By making a request for electronic attendance Council Member's must declare that confidentiality is possible and that confidentiality will be maintained.

- 3) Approval to attend electronically will be provided via return email from Governance and Councillor Support, with access details to attend electronically.

The Governance and Councillor Support team will record electronic attendance on the Attendance Register and will advise the Mayor or Council if the request is eligible for electronic attendance based on the percentage of meetings the person has attended electronically under Regulation 14C(2)(b).

#### **Suitable Location, Equipment and Networks**

- 1) Locations within Australia are considered to be suitable for electronic attendance; and
- 2) The location must be indoors, quiet and private and if other people are present at the location the Council Member must be able to close a door or take other measures to minimise noise or distraction and maintain privacy.
- 3) Council Members attending Meetings electronically must connect with a device using a supported operating system which is running the latest versions of patches or updates. The device must connect using a secure, stable and trusted network. Suitable networks include private home internet and WiFi or a mobile hotspot from a trusted personal mobile device.
- 4) Suitable equipment for attending electronic Meetings includes City provided iPad or a personal computer or laptop with a video camera.
- 5) Due to increased cyber security risks, public WIFI is not considered to be a suitable connection for electronic attendance (this includes connections at cafes, airports, hotels and restaurants).

#### **Maintaining confidentiality during the Meeting**

If the meeting or part of the Meeting for which a Council Member is attending electronically is to be closed to the public, the Council Member must make a declaration that they can maintain confidentiality during the Meeting or the closed part of the meeting (as the case requires) (Regulation 14CA(5)).

This declaration must be recorded in the minutes of the Meeting. Should the Council Member be unable to maintain confidentiality, they must leave the meeting or the closed part of the meeting.

#### **Declarations of Interest**

Where a Council Member attending via electronic means has declared an interest, prior to discussion of the Item the Presiding Member will request the Governance and Councillor Support team to electronically disable the Council Member by moving the member to the electronic "waiting room".

Once the item discussion is complete the Presiding Member will invite the Council Member to re-join the meeting via Governance and Councillor Support and both the Presiding Member and Council Member will verbally acknowledge the Council Members return.

#### **Definitions**

**Meeting** – An Ordinary Council, Special Council, a Committee of Council or an Audit Committee Meeting of the City of Rockingham established pursuant to Section 5.8 of the *Local Government Act 1995*.

**Council Member** – All elected members and the Mayor.

**Relevant period** – means period of 12 months ending on the day on which proposed meeting is to be held.

**Regulation/s** – means a regulation from the *Local Government (Administration) Regulations 1996*.

#### **Legislation**

*Local Government Act (WA) 1995*

*Local Government (Administration) Regulations (WA) 1996*

*City of Rockingham Standing Orders Local Law (WA) 2001*

#### **Other Relevant Procedures / Key Documents**

Council Policy - Recording and Streaming Council, Standing Committees and Annual Electors Meetings

Council Policy – Governance and Meeting Framework Policy

Council Form – Attendance at Meetings by Electronic Means

**Responsible Division**

General Management Services

**Review Date**

August 2027

Committee Voting (Carried) – 6/0

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

Not Applicable

## General Management Services Strategy, Marketing and Communication Services



<b>Report number / title:</b>	<b>GM-019/24</b>	<b>Tender T24/25-44 – Framework agreement for the supply of graphic design and printing services</b>
<b>File number:</b>	T24/25-44	
<b>Proponent/s</b>		
<b>Author:</b>	Ms Nollaig Baker, Manager Strategy, Marketing and Communications	
<b>Other Contributors:</b>	Mr Michael Callaghan, Media and Communications Coordinator	
<b>Date of Committee Meeting:</b>	20 August 2024	
<b>Previously before Council:</b>		
<b>Disclosure of Interest:</b>		
<b>Nature of Council's Role :</b>	Executive	
<b>Attachments:</b>		
<b>Maps/Diagrams:</b>		
<b>Site:</b>		
<b>Lot Area:</b>		

### Purpose of Report

Provide Council with details of the tenders received for Tender T24/25-44 – Framework agreement for the supply of graphic design and printing services, document the results of the tender assessment and make recommendations regarding award of the tender.

### Background

Tender T24/25-44 – Framework agreement for the supply of graphic design and printing services was advertised in the West Australian on Saturday, 1 June 2024. The Tender closed at 2.00pm, Wednesday, 19 June 2024 and was publicly opened immediately after the closing time.

### Details

The purpose of this tender is to appoint a contractor for the provision of graphic design and printing services. The type of work to be undertaken under this contract is the provision of a graphic design and printing service for a number of different print and design items as per the following:

- Annual Report
- Strategies and Plans
- Corporate stationery
- Surveys
- Bollard event signage
- Signage design
- Art Programs and catalogues



- Libraries' Programs
- Brochures including verge waste collection
- Newsletters
- Name badges
- Digital assets such as social media/website banners.

The period of the contract shall be from the date of award for a period of 24 months.

Tender submissions were received from the following:

- ALBA Holdings Pty Ltd T/As Quality Press
- Wilglo Pty Ltd T/As Minuteman Press Rockingham
- Print and Design Online Pty Ltd T/As Media Engine
- EXBO Signage and Print Pty Ltd

In accordance with the Executive Standard – Purchasing Goods and Services, a panel comprising of four officers approved by the Director General Management Services undertook the tender evaluation.

The Tender assessment criteria were as follows:

- Level of Service
- Understanding of Tender Requirements
- Price Considerations

Evaluation of the tenders, in accordance with the advertised tender assessment criteria, produced the following weighted scores:

Tenderer	Level of service	Understanding Tender Requirements	Price Considerations	Total Score	Local Content	Rank
	35 Pts	35 Pts	30 Pts	100 Pts		
Print and Design Online Pty Ltd T/As Media Engine	32.06	33.25	24.01	89.32	N/A	1
ALBA Holdings Pty Ltd T/As Quality Press	30.06	30.60	25.35	86.01	N/A	2
EXBO Signage and Print Pty Ltd	22.25	18.12	19.96	60.33	N/A	3

The submission from Wilglo Pty Ltd T/As Minuteman Press Rockingham was deemed as non-conforming and was not assessed any further.

The Contract rates will be subject to a price variation every twelve (12) months from the date of award. Such a price variation will be calculated in accordance with the variation in the Consumer Price Index (CPI) for Perth Western Australia for all groups for the 12 months preceding the last completed CPI quarter as at the date the price variation is due.

### Implications to Consider

- Consultation with the Community**  
Nil
- 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 2023-2033:

**Aspiration:** **4. Economic - A vibrant economy creating opportunities**

**Outcome/Objective:** *A visitor destination - Promote the City as a place to visit*

**Aspiration:** **5. Leadership Aspiration - Transparent and accountable leadership and governance**

**Outcome/Objective:** *Quality Leadership - Ensure accountable and transparent governance*

**Outcome/Objective:** *Quality Leadership - Provide community communication and facilitate engagement opportunities*

**d. Policy**

In accordance with the City of Rockingham (**City**) Purchasing Policy, for purchases above \$250,000, a public tender process is to be conducted in accordance with the provision of section 3.57 of the *Local Government Act 1995*; and *Local Government (Functions and General) Regulations 1996*, Part 4, Division 2, regulation 11A(1).

**e. Financial**

Operational expenditure will be in accordance with individual team budgets as allocated in the 2024/2025 operational budget. Costs are dependent on the requirements for collateral for the City's program of events and projects. Actual spend for the FY2023/2024 was \$629,812 excluding GST.

**f. Legal and Statutory**

In accordance with section 3.57 of the *Local Government Act 1995* and *Local Government (Functions and General) Regulations 1996*, Part 4, Division 2, regulation 11(1).

*'Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250,000 unless sub regulation (2) states otherwise'.*

**g. Risk**

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

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

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

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

Nil

**Comments**

The City received four submissions for the provision of graphic design and printing services. No alternate submissions were received.

Following consideration of the submissions in accordance with the tender assessment criteria the submission received from Print and Design Online Pty Ltd T/As Media Engine is considered the most advantageous to the City and therefore recommended as the preferred tenderer.

**Voting Requirements**

Simple Majority

### Officer Recommendation

That Council **ACCEPTS** the tender submitted from Print and Design Online Pty Ltd T/As Media Engine for Tender T24/25-44 – Framework agreement for the supply of graphic design and printing services in accordance with the tender documentation being from the date of award for a period of 24 months.

### Committee Recommendation

**Moved Cr Hume, seconded Cr Crichton:**

That Council **ACCEPTS** the tender submitted from Print and Design Online Pty Ltd T/As Media Engine for Tender T24/25-44 – Framework agreement for the supply of graphic design and printing services in accordance with the tender documentation being from the date of award for a period of 24 months.

Committee Voting (Carried) – 6/0

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

Not Applicable

## Community Development

### Community Development Community Infrastructure Planning



<b>Report number / title:</b>	<b>CD-024/24</b>	<b>Club Night Lights Program July 2024 Small Grants 2024/2025 Application Assessment and Ranking</b>
<b>File number:</b>	GRS/8-11	
<b>Proponent/s:</b>	1. Rockingham Bowling Club 2. Comet Bay Bowling Club	
<b>Author:</b>	Ms Chanel Young, Community Infrastructure Planning Business and Project Officer	
<b>Other Contributor/s:</b>	Mr Blake Warner, Community Infrastructure Project Officer Mr Matthew Emmott, Acting Manager Community Infrastructure Planning	
<b>Date of Committee meeting:</b>	20 August 2024	
<b>Previously before Council:</b>		
<b>Disclosure of Interest:</b>		
<b>Nature of Council's role:</b>	Executive	
<b>Attachments:</b>		
<b>Maps / Diagrams:</b>	1. Aerial of Rockingham Bowling Club with A and B Green highlighted 2. Aerial of Comet Bay Bowling Club with B Green highlighted	
<b>Site:</b>	1. Lot 5001, 51 Kent Street, Rockingham (Reserve No. 3814) 2. Lot 4064, Cavender Street, Singleton (Reserve No. 43022)	
<b>Lot Area:</b>		

## Purpose of Report

To seek Council approval to submit two funding applications in a prioritised order to the Department of Local Government, Sport and Cultural Industries, Club Night Lights Program, 2024/2025 July 2024 Small Grants Round.

## Background

The Club Night Lights Program (**CNLP**) 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 lighting 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's, 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 \$500,000 are eligible to apply in the small grant rounds for up to 50% of the total project cost, to a maximum grant amount of \$200,000.

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 2024/2025 July small grants close on Friday 30 August 2024.

## Details

Two CNLP applications have been received for submission to the DLGSC. One application from Rockingham Bowling Club and one application from Comet Bay Bowling Club.

A summary of each application is provided below.

### 1. Rockingham Bowling Club – Floodlighting upgrades to LED lighting on A and B Greens

The Rockingham Bowling Club (**RBC**) was established in 1948 and incorporated in 1987. RBC holds a lease with the City of Rockingham (**City**) on Lot 5001, 51 Kent Street, Rockingham (Reserve No. 3814). The RBC currently has 136 active members.

The proposed project is for an upgrade of the existing lights from old metal-halide lighting to new energy efficient LED lighting on their A and B Greens with eight 1500 watt LED floodlights. The project will reduce existing problems with the current lighting in relation to glare, operational costs and frequent failures.

RBC has undertaken an electrical and structural report on the floodlighting poles with findings revealing that the poles are in good condition and power supply is sufficient to proceed with the project.

The current lighting impacts the users of the outdoor greens due to inadequate lighting for playing members. Due to the poor quality of the lighting this is deemed as a safety risk and RBC identifies this as a reason that the greens are underutilised. The improved lighting will enable the club to utilise the greens for extended time periods enabling the opportunity to conduct bowls competitions into the evening. The project is cost effective and sustainable for current and future members and visitors.

The estimated total cost for this project is \$45,960.54.



Figure 1: Aerial of Rockingham Bowling Club with A and B Green highlighted



## 2. Comet Bay Bowling Club – Floodlighting upgrades to LED lighting on B Green

Comet Bay Bowling Club (CBBC) was established in 1987. CBBC is part of the Singleton Social and Sporting Association (SSSA) who holds a lease with the City on Lot 4064, Cavender Street, Singleton (Reserve No. 43022) for the Singleton Sports and Community Centre.

CCBC currently has 117 active members who train and compete on the grounds.

The proposed project is for an upgrade of the existing lights from old metal-halide lighting to energy efficient LED lighting on their B Green. The project will reduce existing problems with the current lighting in relation to glare, operational costs and frequent failures.

CCBC has undertaken an electrical and structural report on the floodlighting poles with findings revealing that the poles are in good condition and power supply is sufficient to proceed with the project.

The improved lighting will enable the CBBC to conduct more competition and social events which are requested by club members, corporate bowlers, and the community. The CBBC's men bowl on Tuesday's and Saturday's, and women's bowls are held on Tuesday's also. With new lighting these bowling day's including social bowls can be more evenly divided, so that more night-time bowls can be played. It will also allow the club to play their club championships during the summer evening months.

The estimated cost for this project is \$19,050.00.



Figure 2: Aerial of Comet Bay Bowling Club with B Green highlighted

### Implications to Consider

#### a. Consultation with the Community

Applicants have discussed the projects with representatives from the following State Sporting Associations during the preparation of their applications:

- Bowls Western Australia
- Bowls Australia

#### b. Consultation with Government Agencies

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

#### c. Strategic

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 2023-2033:

**Aspiration:** 1. **Social - A family-friendly, safe and connected community**

**Outcome/Objective:** Connected community - Provide opportunities for community engagement and participation

**Aspiration:** 3. **Built Environment - A built environment carefully planned for today and tomorrow**

**Outcome/Objective:** Built infrastructure meets current and future community needs - Plan build and maintain current and future assets

**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 Rockingham Bowling Club and Singleton Social and Sporting Association on behalf of Comet Bay Bowling Club for each project.

**e. Financial**

The CNLP Applications include requests for the following grant amounts

- \$15,320.18 for Rockingham Bowling Club – Floodlighting upgrades to LED lighting on A and B Greens.
- \$9,525.00 for Comet Bay Bowling Club - Floodlighting upgrades to LED lighting on B Green.

**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 CNLP application. All applications received have been assessed and then ranked using the prescribed assessment criteria. A summary of each assessment is detailed below.

**1. The Rockingham Bowling Club – Floodlighting upgrades to LED lighting, A and B Greens**

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



The proposed project has been discussed with Bowls Western Australia, Bowls Australia and MLA Magenta Marshall all have indicated their support for the project.

The RBC have consulted with the City's Properties team and received a Consent for Alteration and Addition approval letter on 29 May 2024 for the proposed lighting upgrade project.

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

The total project is \$45,960.54 excluding GST, with the RBC seeking grant funding of \$15,320.18 through CNLP. The RBC identified that they are planning to submit an application for the City's Community Infrastructure Capital Grant (**CICG**) for the amount of \$15,320.18 to also assist with the costs of the project. The RBC proposes to fund the remainder of the project through cash contributions as per the below table.

Contributor	Amount (ex GST)	Confirmed
The Rockingham Bowling Club (cash contribution)	\$14,120.18	Yes
Volunteer labour	\$1,200.00	Yes
City of Rockingham (CICG)	\$15,320.18	No
Department of Local Government, Sport and Recreation (CNLP)	\$15,320.18	No
<b>Total</b>	<b>\$45,960.54</b>	

This project is reliant on grant funding and the RBC has advised that should the CNLP funding be reduced or unsuccessful the RBC has a sinking fund account that they will access if extra funds are required. The RBC 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 supported by Bowls Australia as well as Bowls Western Australia and subject to Council approval will be submitted as the City's first priority application for CNLP.

## 2. Comet Bay Bowling Club – Floodlighting upgrades to LED lighting, B Green

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

The proposed project has been discussed with Singleton Social and Sporting Association (SSSA) and Bowls Western Australia who have indicated their support for the project.

The CBBC have consulted with the City's Properties team in regards to Consent for Alteration and Addition approval with their application still under review for the proposed lighting upgrade project.

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

The total project is \$19,050.00 excluding GST, with the CBBC seeking grant funding of \$9,525.00 through CNLP. The CBBC identified that they are planning to submit an application for the City's Community Infrastructure Capital Grant for the amount of \$4,762.50 to also assist with the costs of the project. The CBBC proposes to fund the remainder of the project through cash contributions as per the following table.

Contributor	Amount (ex GST)	Confirmed
Comet Bay Bowling Club (cash contribution)	\$4,762.50	Yes
City of Rockingham (CICG)	\$4,762.50	No
Department of Sport and Recreation (CNLP)	\$9,525.00	No
<b>Total</b>	<b>\$19,050.00</b>	

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

This is a well-planned project that is supported by Bowls Western Australia and SSSA and subject to Council approval will be submitted as the City's second priority application for CNLP.

#### Officer Recommendation

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 Club Night Lights Program, 2024/2025 July 2024 Small Grants Round in the following priority order:

1. \$15,320.18 for Rockingham Bowling Club – Floodlighting upgrades to LED lighting on A and B Greens.
2. \$9,525.00 for Comet Bay Bowling Club – Floodlighting upgrades to LED lighting on B green subject to approval of the Consent for Alteration and Addition.

#### Committee Recommendation

**Moved Cr Schmidt, seconded Cr Crichton:**

That Council **APPROVES** the submission of the following applications to the Department of Local Government, Sport and Cultural Industries for the Club Night Lights Program, 2024/2025 July 2024 Small Grants Round in the following priority order:

1. \$15,320.18 for Rockingham Bowling Club – Floodlighting upgrades to LED lighting on A and B Greens.
2. \$9,525.00 for Comet Bay Bowling Club – Floodlighting upgrades to LED lighting on B green subject to approval of the Consent for Alteration and Addition.

Committee Voting (Carried) – 6/0

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

Not Applicable

## Community Development Director and Support



<b>Report number / title:</b>	<b>CD-025/24</b>	<b>Draft Concept Plan for the Development of Lot 35 Council Avenue (Rockingham Lotteries House and proposed Rockingham Community Building)</b>
<b>File number:</b>	LGS/769	
<b>Proponent/s:</b>		
<b>Author:</b>	Ms Carly Kroczeck, Senior Project Officer	
<b>Other Contributor/s:</b>		
<b>Date of Committee meeting:</b>	20 August 2024	
<b>Previously before Council:</b>	26 September 2023 (CD-019/23)	
<b>Disclosure of Interest:</b>		
<b>Nature of Council's role:</b>	Executive	
<b>Attachments:</b>	1. Concept Design – Lot 35 Council Avenue Rockingham.	
<b>Maps / Diagrams:</b>		
<b>Site:</b>	Lot 35 Council Avenue, Rockingham	
<b>Lot Area:</b>	4459m2	

### Purpose of Report

To seek Council endorsement of the concept design for the development of Lot 35 Council Avenue Rockingham to facilitate the relocation of Rockingham Lotteries House (**RLH**) to the site and the development of a second, leasable community facility.

### Background

On 26 September 2023, Council approved the retention of Lot 35 Council Avenue Rockingham to enable the relocation of RLH from their existing premises on Civic Boulevard.

*Moved Cr Hume, seconded Cr Davies:*

*That Council:*

1. **APPROVES** the amendment of recommendation one in Confidential Report CS-016/21 to remove Lot 35 Council Avenue Rockingham from the list of properties to be disposed.
2. **DELEGATES** authority to the Chief Executive Officer to negotiate and finalise all contractual arrangements to enable the Deed of Trust that exists over part of Lot 80 on Diagram 82843 (Rockingham Lotteries House) to be revoked.
3. **DELEGATES** authority to the Chief Executive Officer to negotiate and finalise all arrangements to enter into a new agreement/s to establish a Lotteries House at Lot 35 Council Avenue Rockingham.

*Carried by Absolute Majority– 12/0*

The report also presented the concept of converting the second building to leasable community space. A concept plan has been prepared for the development and is presented to Council for formal endorsement to enable the project to proceed to detailed design.

### Details

The concept plan has been developed following an extensive site review, building condition assessment and review of the needs of Rockingham Lotteries House Management Committee (RLHMC).

The key features of the concept plan (Figure 1 below) and the proposed scope of works are summarised below:

#### **Building One (Western Building)**

- Building One will be leased to a not for profit group (group to be confirmed following an expression of interest process).
- Upgraded and reconfigured ablutions to meet requirements of the National Construction Code (NCC).
- Replacement of all internal and external doors to meet compliance with AS1428.1 thresholds, widths and clearances.
- Repair roof leaks and replace gutters.
- Retention of the existing kitchen, with minor refurbishment and new joinery where required.
- Retention of existing floor plan, with some minor refurbishment to convert from child care facilities to meeting rooms and office space. Basic level fit out to be provided which includes floor coverings, ceiling finishes and basic window treatments.
- Removal of existing and provision of new heating and cooling.
- New lighting, power, communications and security infrastructure throughout.
- Total floor area is approx 249m<sup>2</sup>.

#### **Building Two (Eastern Building)**

- RLH will occupy building 2 under a lease agreement.
- Reconfiguration of internal areas to create 18 offices and one large meeting/multipurpose room.
- Small extension to the north of approx 80m<sup>2</sup> to increase total floor area to approx 488m<sup>2</sup> to match the current RLH building size.
- Creation of new amenities area to separate clients and staff.
- Upgraded and reconfigured ablutions to meet requirements of the NCC.
- Replacement of all internal and external doors to meet compliance with AS1428.1 thresholds, widths and clearances.
- Repair roof leaks and replace gutters (possible roof replacement to be confirmed).
- Retention of the existing kitchen, with minor refurbishment and new joinery where required.
- Basic level fit out to be provided which includes floor coverings, basic ceiling finishes and window treatments.
- Removal of existing and provision of new heating and cooling.
- New lighting, power, communications and security infrastructure throughout.

#### **External Areas**

- Extend existing car park including stormwater and linemarking.
- Removal of existing, unused structures (for example sheds).
- Basic landscaping.
- Retention of existing perimeter fencing.
- New wayfinding signage and entry definition.

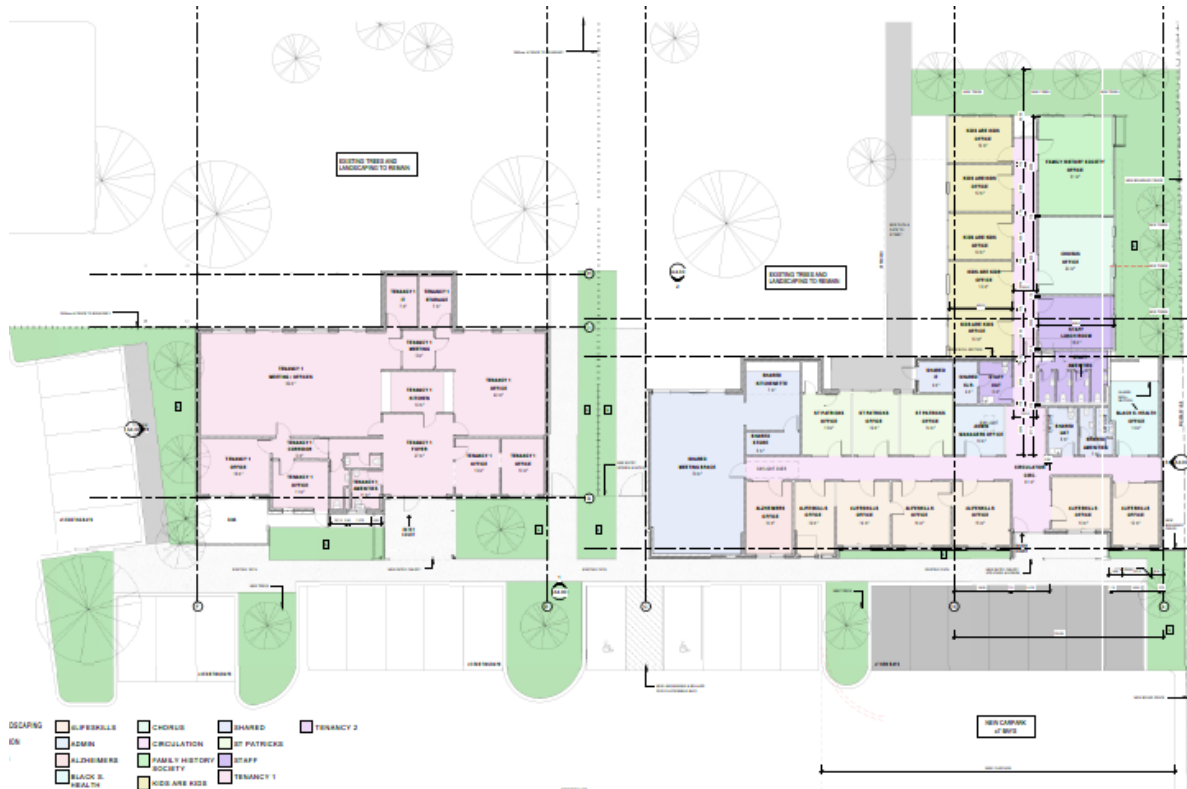


Figure 1: Draft Concept Plan – Lot 35 Council Avenue Development (Attachment 1)

## Implications to Consider

### a. Consultation with the Community

The RLHMC has been consulted during the development of the concept plan and will continue to be engaged during the development of the detailed design.

### b. Consultation with Government Agencies

The City of Rockingham continues to work with Lotterywest to revoke the Deed of Trust that is in place for the existing RLH to enable the relocation to occur. In principle support has been received.

### c. Strategic

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 2023-2033:

**Aspiration:** 1. **Social - A family-friendly, safe and connected community**

**Outcome/Objective:** Community health and wellbeing - Strengthen community health and wellbeing

**Aspiration:** 3. **Built Environment - A built environment carefully planned for today and tomorrow**

**Outcome/Objective:** Built infrastructure meets current and future community needs - Plan build and maintain current and future assets

### d. Policy

The concept plan is presented to Council for approval in line with the requirements of the Council Policy – Sports and Community Facility Provision.

**e. Financial**

There is funding allocated in the 2024/2025 Business Plan for this project. Preliminary cost estimates indicate the project can be delivered within budget.

**f. Legal and Statutory**

Not Applicable.

**g. Risk**

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

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

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

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

Nil

**Comments**

The draft concept plan for the development of Lot 35 Council Avenue meets the requirements of both the City and RLHMC. During detailed design, there may be some minor changes to the floor plan, however the overall concept of RLH occupying building two and building one being leased to a not for profit organisation will remain unchanged.

Subject to Council approval, detailed design will commence soon after the August Ordinary Council Meeting, with construction anticipated to commence 12 months following the completion of detailed design. Construction is anticipated to take approximately 12 months, however this is subject to Western Power completing the required upgrade works in line with the project schedule.

To enable the project to proceed to detailed design, Council endorsement of the concept is required as per the requirements of the Council Policy – Sports and Community Facility Provision.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **ENDORSES** the concept plan for the development of Lot 35 Council Avenue Rockingham, as detailed in Attachment 1.

**Committee Recommendation**

**Moved Cr Hume, seconded Cr Crichton:**

That Council **ENDORSES** the concept plan for the development of Lot 35 Council Avenue Rockingham, as detailed in Attachment 1.

Committee Voting (Carried) – 6/0

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

Not Applicable

## Community Development Community Infrastructure Planning



<b>Report number / title:</b>	<b>CD-026/24</b> <b>Council Policy Review - Sports and Community Facility Provision</b>
<b>File number:</b>	CSV/2292-02
<b>Proponent/s:</b>	
<b>Author:</b>	Ms Chanel Young, Community Infrastructure Planning Business and Project Support Officer
<b>Other Contributor/s:</b>	Mr Matthew Emmott, Acting Manager Community Infrastructure Planning
<b>Date of Committee meeting:</b>	20 August 2024
<b>Previously before Council:</b>	CD-027/14 (26 August 2014), CD-007/15 (17 March 2015), CD-022/15 (26 May 2015), CD-005/17 (21 March 2017), CD-008/17 (23 May 2017), CD-005/23 (28 February 2023)
<b>Disclosure of Interest:</b>	
<b>Nature of Council's role:</b>	Executive
<b>Attachments:</b>	1. Council Policy - Sports and Community Facility Provision (Marked up Version)
<b>Maps / Diagrams:</b>	
<b>Site:</b>	
<b>Lot Area:</b>	

### Purpose of Report

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

### Background

The Council Policy - Sports and Community Facility Provision (**SCFPP**) has been in effect since 26 May 2015.

A review was undertaken in 2017 and 2023 to ensure the policy was effectively being implemented as intended and continues to provide a strong link to the City of Rockingham strategic planning framework. The 2024 review has been undertaken to include a minor update to information relating to the provision of Sports Floodlighting. The SCFPP will be reviewed every five years.

### Details

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

Attachment 1 shows the changes proposed in detail and below is a summary of the changes to the original policy now presented to Council for consideration:

- The Council Policy statement has been amended to include sports floodlighting;
- The definitions have been updated to include Australian Standards, and Lux Levels; and



- Other relevant policies / key documents have been updated in line with the most current plans, strategies and policies.

### Implications to Consider

**a. Consultation with the Community**

The changes proposed are not significant, and are consistent with the overall intent of the SCFPP, as such public consultation is not considered to be required.

**b. Consultation with Government Agencies**

Not Applicable.

**c. Strategic**

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 2023-2033:

**Aspiration:** **3. Built Environment - A built environment carefully planned for today and tomorrow**

**Outcome/Objective:** *Built infrastructure meets current and future community needs - Plan build and maintain current and future assets*

**d. Policy**

Council Policy – Sports and Community Facility Provision has been prepared in accordance with the Council's - Policy Framework.

**e. Financial**

Not Applicable

**f. Legal and Statutory**

Not Applicable.

**g. Risk**

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

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

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

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

Nil

### Comments

The proposed amendments relate to sports floodlighting and minor inclusion of definitions that do not change the overall intent of the SCFPP, therefore the amended Policy will not require public consultation.

### Voting Requirements

Simple Majority

### Officer Recommendation

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

### Committee Recommendation

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

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

## **Sports and Community Facility Provision**

### **Objective**

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

### **Scope**

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

### **Statement**

#### **Facility Hierarchy**

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

#### **Facility Provision Principles**

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

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

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

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

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

#### **Sports Floodlighting**

The City will provide floodlighting infrastructure on identified sports reserves and facilities that comply with the appropriate training and club competition lux levels and uniformity as per the Australian Standards. Consideration will be given to the City's sports floodlighting priorities, available resources, community impacts, budget, and facility hierarchy as well as national and/or state association guidelines.

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

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

#### **Executive Standard and Guidelines**

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

### **Definitions**

**Australian Standards:** are published documents setting out specifications, lux levels, control of obtrusive lighting quality and safety for sports floodlighting.

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

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

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

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

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

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

**Lux Levels:** the total amount of visible light illuminating a point on a surface from all directions above the surface. The standard unit for illuminance is Lux.

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

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

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

**Renewal:** Works to replace existing assets or facilities of equivalent capacity or performance capability.

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

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

### Legislation

*Building Act 2011*

Building Code of Australia (BCA) 2016

State Planning Policy 3.6

### Other Relevant Procedures / Key Documents

Community Infrastructure Plan 2023/24

Strategic Asset Management Plan 2021

Disability Access and Inclusion Plan (2022 – 2026)

Town Planning Scheme No.2

Council Policy – Procurement Framework

Council Policy – Leasing Policy

### Responsible Division

Community Development

### Review Date

August 2028

Committee Voting (Carried) – 6/0

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

Not Applicable

Community Development Community Capacity Building		
<b>Report number / title:</b>	CD-027/24	Community Grants Program Policy Amendments (Adoption)
<b>File number:</b>	GRS/48-7	
<b>Proponent/s:</b>		
<b>Author:</b>	Mr Paul Hayward, Manager Community Capacity Building	
<b>Other Contributor/s:</b>		
<b>Date of Committee meeting:</b>	20 August 2024	
<b>Previously before Council:</b>	August 2015 (CD-032/12), October 2022 (CD-028/22), August 2023 (CD-017/23), December 2023 (CD-029/23), February 2024 (CD-004/24), June 2024 (CD-016/24)	
<b>Disclosure of Interest:</b>		
<b>Nature of Council's role:</b>		
<b>Attachments:</b>	1. Council Policy - Community Grants Program (Marked up Version)	
<b>Maps / Diagrams:</b>		
<b>Site:</b>		
<b>Lot Area:</b>		

### Purpose of Report

To seek Council's adoption of the Council Policy - Community Grants Program, following public consultation.

### Background

In June this year, Officers reviewed the Community Grants Program (**CGP Policy**) in order to:

- Include the new Business Innovation Grants (BIG) Program.
- Ensure consistency by aligning the number of funding rounds for Community Infrastructure Grants and Heritage Assistance Grants with Major Grants
- Simplify and streamline wording throughout the Policy

The reviewed CGP Policy was endorsed for public comment at the Council meeting on 25 June 2024. It was then available for public comment over a two-week period, from 28 June to 12 July 2024.

### Details

In accordance with Council Policy - Policy Framework, the reviewed CGP Policy was advertised for public comment. The Public comment period ran for two weeks, from 28 June to 12 July 2024, during which time the City received no public comments. As such, no further Policy amendments were required. The final Policy is now presented to Council for adoption.

## Implications to Consider

**a. Consultation with the Community**

The CGP Policy amendments were available for public comments between 28 June and 12 July 2024. The amended CGP Policy was advertised via:

- Information distributed to the CGP database
- An e-Newsletter distributed to the local business and tourism development databases
- Information included on the City's website
- Advertisement placed in the local newspaper on 3 July 2024.

The City received no feedback.

**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 2023-2033:

**Aspiration:** 1. **Social - A family-friendly, safe and connected community**

**Outcome/Objective:** Connected community - Provide opportunities for community engagement and participation

**Aspiration:** 4. **Economic - A vibrant economy creating opportunities**

**Outcome/Objective:** A visitor destination - Promote the City as a place to visit

**Aspiration:** 5. **Leadership Aspiration - Transparent and accountable leadership and governance**

**Outcomes/Objectives:** Sustainable Local Government - Optimise City resources

Sustainable Local Government - Continual improvement

**d. Policy**

The CGP Policy has been prepared in accordance with the City of Rockingham Policy Framework, to ensure that Council's Policies are relevant, clear, consistent and support the delivery of good governance for the district.

**e. Financial**

The BIG Program will have a maximum budget of \$50,000 per annum, for a period of two years. No financial implications to other changes.

**f. Legal and Statutory**

Not Applicable

**g. Risk**

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

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

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

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

Nil

## Comments

In accordance with Council Policy – Policy Framework, the reviewed CGP Policy was endorsed by Council for public comment on 25 June 2024. After the two-week public comment period, no comments were received. The CGP Policy therefore remains unchanged since being presented to Council on 25 June 2024.

## Voting Requirements

Simple Majority

## Officer Recommendation

That Council **ADOPTS** the amended Council Policy - Community Grants Program.

## Committee Recommendation

**Moved Cr Liley, seconded Cr Middlecoat:**

That Council **ADOPTS** the amended Council Policy - Community Grants Program as follows:

### Community Grants Program

#### Objective

To provide a framework for the categorisation, application, assessment and provision of grant funding through the City's Community Grants program.

#### Scope

This policy applies to the provision of funding through the Community Grants program. It applies to Councillors, relevant Committees, City employees and grant applicants.

#### Statement

The Community Grants Program aims to provide financial assistance to eligible applicants to deliver initiatives and/or provide opportunities which enable outcomes in the following target areas:

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

#### Grant Categories

There are six categories of Community Grant Program funding available. Full eligibility criteria and other relevant information is outlined in the Guidelines for each category.

##### 1. Minor Grants up to \$3,000

- Travel Subsidy Grants – Grants are available to individuals and teams authorised by their association's governing body to participate in accredited interstate and international competitions, travelling outside of Western Australia. Maximum amounts are:
  - Interstate Travel Individual: \$300
  - Interstate Travel Team: \$1,000
  - International Travel Individual: \$500
  - International Travel Team: \$2,000
- Youth Encouragement Grant – Grants of up to \$600 are available to individuals aged between 12 and 24 to participate in opportunities that facilitate and develop:
  - Leadership
  - Employability
  - Social skills and knowledge
  - Learning (educational opportunities outside of usual school options/alternate pathway program/ability to participate in further education)
  - Community participation

- General Grants - Grants of up to \$3,000 are available to incorporated associations to assist with the delivery of programs and events that benefit the local community and / or address priority community issues.
- Business Innovation Grants – A grant of up to \$2,000 matched funding is available to support small local businesses to grow and prosper. The grants application is open year-round, and will be awarded to eligible applications on a first-come, first-served basis until the funding is exhausted in each financial year.

There are two types of Business Innovation Grants:

- Technology / Website / Digital Enhancement
- Business Innovation and Growth

Applicants can apply for matched funding of up to 50% of the total project cost, to the maximum grant value of \$2,000. The remaining project costs are to be self-funded by the applicant.

Minor grants are to be considered by the CEO. Formal acquittal processes are mandatory where specified, and may also be requested for other minor grant categories if considered appropriate.

## 2. Major Grants up to \$15,000

Grants of between \$3,001 and \$15,000 are available to incorporated associations to assist with programs and events that benefit the local community and / or address priority community issues.

Major grants will be considered by the Community Grants Program Committee. An acquittal is required.

## 3. Major Events Sponsorship

Sponsorships of up to \$20,000 per annum for up to 3 years are available to incorporated not-for-profit associations, and those limited by guarantee, to assist with events that significantly benefit the local community.

There are two types of Major Events Sponsorship:

- Economic Development Event - An event that demonstrates significant direct stimulus to the Rockingham economy, including local businesses, and extensive marketing opportunities for the City.
- Community Development Event - An event that shows evidence of successful delivery in the previous calendar year (or years), which attracted at least 5,000 people, and which has a direct benefit to the Rockingham Community.

As an inaugural/one-off event cannot demonstrate past evidence of success, the applicant must satisfy all other relevant assessment criteria, and demonstrate experience managing similar scaled events or partnership programs. Inaugural and one-off events will be eligible for \$20,000 for one year.

Major Events Sponsorship Grants will be considered by the Community Grants Program Committee. An acquittal is required.

## 4. City Property Grants

- Leased Property Grants: Maintenance – Grants of up to \$10,000 per year are available to incorporated not-for-profit associations, and those limited by guarantee, that lease City owned facilities, to assist with maintenance obligations outlined in their lease.
- Leased Property Grants: Rates Subsidy - Grants equal to the amount of rates levied on City properties leased to incorporated associations will be applied to those properties' annual rates liability.

Maintenance and Rate Subsidy Grants will be considered by the CEO.

## 5. Heritage Assistance Grants

Heritage Assistance Grants for a property on the City's Heritage List, for each property owner or strata titled development, will apply as follows:



<b>Grant Category</b>	<b>Local Heritage List - Category</b>	<b>Heritage Documentation</b>	<b>Conservation Works</b>	<b>Total</b>
<i>Major</i>	<i>Category 1 - Exceptional Significance</i>	<i>\$2,000</i>	<i>\$7,000</i>	<i>\$9,000</i>
<i>Medium</i>	<i>Category 2 - Considerable Significance Category 3 – Some/ Moderate Significance</i>	<i>\$2,000</i>	<i>\$5,000</i>	<i>\$7,000</i>
<i>Strata titled development (whole development)</i>	<i>Category 1 to 3 Management Category</i>	<i>\$2,000</i>	<i>\$7,000</i>	<i>\$9,000</i>

Category 1 places are also referred to as Management Category A in the City's Municipal Heritage Inventory (Heritage Survey).

Category 2 places are also referred to as Management Category B in the City's Municipal Heritage Inventory (Heritage Survey).

Category 3 places are also referred to as Management Category C in the City's Municipal Heritage Inventory (Heritage Survey).

Eligible projects may include up to 50% of the total cost up to the maximum total amounts in Table No.1.

Heritage Assistance Grants will be considered by the Community Grants Program Committee and a formal grant acquittal process is required.

Heritage Grants will not be eligible when funding has already been allocated in the WA Heritage Council Grants Program.

Full eligibility criteria is outlined in the City's Heritage Assistance Grant Guidelines.

#### 6. Community Infrastructure Grants

- Planning Grants – Grants of up to \$20,000 are available for planning activities that assist groups to undertake strategic planning or to determine the need and feasibility of infrastructure projects that benefit the Rockingham community. Proposed infrastructure projects must be on land owned or managed by the City or Department of Education, where a shared use agreement is in place.
- Capital Grants – Grants of up to \$50,000 are available for construction, expansion, upgrade or refurbishment of community infrastructure that benefits the Rockingham community. Proposed projects must be on land that is owned or managed by the City or Department of Education, where a shared use agreement is in place.

Community Infrastructure Grants will be considered by the Community Grants Program Committee. An acquittal is required.

#### **Assessment Criteria**

A formal assessment criteria will apply to the following grant categories:

- General Grants
- Major Grants
- Major Events Sponsorship
- Community Infrastructure Grants

Immediately following Council elections, election of Committees and the election of the Presiding Member, the first item of business for the Community Grants Program Committee is to consider and recommend the assessment criteria that will apply for the following two years, for Council consideration. All decisions, including those made under delegation by the CEO will be guided by these criteria.

### Community Grants Program Committee

The Community Grants Program Committee will consider applications for Major Grants, Major Events Sponsorship, Community Infrastructure Planning and Capital Grants, and Heritage Grants through two funding rounds per annum, applying as far as is practicable, one half of budgeted funds per round.

Grant applications will be assessed by the relevant City officers. Officer recommendations will be provided to the Committee for recommendation. Committee recommendations will be presented to Council for final determination.

### Ineligibility

The following are ineligible for grant funding. Further ineligibility criteria are outlined in Guidelines for each Grant Category.

- Individuals (except for Travel Subsidy, Youth Encouragement Grants and Heritage Assistance Grants)
- Schools (except for teams in the Travel Subsidy Grant)
- Public companies (except for those limited by guarantee)
- Private companies (except for Heritage Assistance Grants)
- Local, State or Federal Government authorities/agencies.

### Auspice Organisation

In the context of grant applications, an auspice organisation is legally and financially responsible to receive the grant money, ensure the program/event is completed on time and submit the acquittal and evaluation report.

The Auspice organisation must:

- Ensure that the program/event for which funding is sought furthers the mission/objectives of their organisation in some way
- Check the constituent documents (constitution, rules, by-laws)
- Ensure that entering into the auspice agreement is consistent with the objectives and powers of their organisation.

### Perception of Bias

In accordance with best practice public sector transparency and accountability principles, all committee members and staff who are, or have in the last three years, been a board member, committee member, executive member of an association applying for funds, shall disqualify themselves from all aspects of the consideration process from receipt of application through to consideration at the Community Grants Program Committee.

### Complimentary tickets for City of Rockingham funded events

The acceptance or otherwise of complimentary tickets for City of Rockingham funded events shall be in accordance with the Council's Attendance at Events policy.

### *Executive Policies and Procedures*

The CEO shall ensure that executive policies and procedures are implemented that provide for the effective and equitable consideration, approval, distribution, measurement and acquittal of grant funds.

### Definitions

**Maintenance** – Encompasses all the actions necessary for retaining an asset as near as practicable to an appropriate service condition, including regular ongoing day-to-day work necessary to keep the asset operating. Examples include painting, cleaning, air-conditioning repairs and servicing.

**Infrastructure** – Physical facilities and structures that are fixed and meet a long-term need

**Incorporated Associations** - An "incorporated association":

- (a) Is incorporated under the Associations Incorporation Act 2015
- (b) Cannot operate for the profit or gain of its individual members
- (c) Contributes to the community in a social, sporting, cultural, environmental or charitable context

(d) Demonstrates local volunteer involvement.

**Company Limited by Guarantee (CLG)** - Specialised form of public company designed for non-profit and charitable organisations. In Australia companies limited by guarantee are subject to the Corporations Act 2001 (Commonwealth) and administered by the Australian Securities and Investments Commission (ASIC).

**Auspice Organisation** – is an incorporated organisation or CLG that applies for a grant on behalf of an unincorporated organisation. The auspice organisation is responsible for the financial management of the grant. An auspice agreement is a legally binding contract. It sets out the legal obligations of both organisations toward each other and in relation to any specific funding or other agreements.

**Local Heritage Survey** - the Heritage Act 2018 requires each Local Government to identify places of cultural heritage significance in a local heritage survey (LHS). This is also known as a Municipal Heritage Inventory (fmr).

### Legislation

*Associations Incorporation Act 2015*

### Other Relevant Procedures / Key Documents

Strategic Community Plan 2023 - 2033

Governance and Meeting Framework Policy

Leasing Policy

Asset Register

Other Community Plan Strategy Documents

Delegations Register

Attendance at Events

### Responsible Division

Community Development

### Review Date

August 2026

Committee Voting (Carried) – 6/0

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

Not Applicable

## Community Development Economic Development and Tourism



<b>Report number / title:</b>	<b>CD-028/24</b> <b>Tourist Destination Strategy 2024- 2029</b>
<b>File number:</b>	CPM/195-9
<b>Proponent/s:</b>	
<b>Author:</b>	Ms Melissa James, Manager Economic Development and Tourism
<b>Other Contributor/s:</b>	Ms Tamsin Furr, Senior Tourism Development Officer
<b>Date of Committee meeting:</b>	20 August 2024
<b>Previously before Council:</b>	
<b>Disclosure of Interest:</b>	
<b>Nature of Council's role:</b>	Executive
<b>Attachments:</b>	1. Tourist Destination Strategy 2024-2029
<b>Maps / Diagrams:</b>	
<b>Site:</b>	
<b>Lot Area:</b>	

### Purpose of Report

To seek Council's adoption of the Tourist Destination Strategy 2024-2029 following public consultation.

### Background

The new Tourist Destination Strategy 2024-2029 (**TDS**) builds on the outcomes of the previous strategy. The draft TDS was endorsed for public comment at the Council meeting on 25 June 2024.

The draft TDS was available for public comment over a four-week period, from 28 June until 26 July 2024. The City received 24 submissions which resulted in one amendment to the TDS. The TDS is now presented to Council for adoption.

### Details

The objective of the TDS is to support and develop business and product growth within the City of Rockingham (**City**) that enhances the overall tourism offering, improves visitor experiences and continues to build Rockingham's reputation as a place to visit. Research, data analysis, and key stakeholder and community consultation has informed the development of the TDS. Four Key Elements, with a total 29 actions (21 new and 8 ongoing) have been included.

#### Key Element 1: Destination and Tourism Product Development

Attracting new tourism product to Rockingham will diversify the tourism offering and support the City's economic aspiration to be a visitor destination, whilst simultaneously increasing employment opportunities for the local community. In addition to facilitating the development of new product, the City can also play a role to support existing businesses to grow and thrive in Rockingham in order to build the local visitor economy.

A key role of the City will be to attract and assist the development of new tourism product by leveraging Rockingham's significant natural attractions, and supporting third parties to establish themselves through the relevant approvals process.

Some of the ongoing actions are:

- Facilitate the development and promotion of more trails in Rockingham
- Collaborate with Tourism Council WA for the provision of training to tourism operators and industry

Some new initiatives include:

- Investigate opportunities to define and establish tourism activity nodes, and seek to facilitate these opportunities within the City's Planning Framework
- Work with key stakeholders to explore opportunities for short stay accommodation within the southern corridor (south of Safety Bay Road), including the former 'eco-tourism' site within Kennedy Bay

#### Key Element 2: Destination Marketing

The Rediscover Rockingham brand has been established as Rockingham's destination brand, and will continue to be relevant for the short to mid-term (two to three years). A review of the destination marketing brand should occur mid-way through the term of the TDS, with the aim to appeal to interstate and international travellers. Until that point, the City should encourage the local community and business stakeholders to leverage and use the brand within their own marketing activities.

Working with local tourism operators to become trade and/or market ready will further support the destination marketing objective at a national and international level, whilst increasing international capability within the region.

Some of the ongoing actions are:

- Market and promote Rockingham as a must visit destination
- Promote diverse and environmentally friendly ways to experience Rockingham (e.g. public transport itineraries, cycling, scooter etc.)

Some new initiatives include:

- Develop a toolkit incorporating useful digital assets for local businesses and industry to leverage the destination marketing brand through their own marketing activities
- Undertake a review of the destination marketing brand with the intent to broaden target markets to interstate and international visitors

#### Key Element 3: Visitor Servicing

Collaboration between key stakeholders in the local tourism industry will provide an opportunity for Rockingham to reach visitors across multiple touch points throughout the region. Identifying clear roles and responsibilities of key stakeholders that leverages the strengths of different entities will optimise the marketing spend across the region and increase marketing cut through.

For the purpose of consistency, digital assets such as the destination marketing website and social media pages should be owned by the City, with the capability for Visitor Centre(s) to update relevant information and social media posts. The Fee for Service Agreement should outline relevant destination marketing responsibilities for Visitor Centre(s), and streamline efforts into consistent social media and website platforms in order to maximise outcomes.

Some of the ongoing actions are:

- Highlight parking locations in popular visitor precincts to reduce barriers for visitation
- Maximise awareness and booking conversion opportunities through the WA Visitor Centre and surrounding local government visitor centres

Some new initiatives include:

- Enter into a Fee for Service with local Visitor Centre(s) that defines a clear scope of works reflecting outcomes associated with destination marketing, stakeholder engagement and visitor servicing, reviewed biennially
- Work with key stakeholders to develop one City owned destination marketing website for Rockingham

#### Key Element 4: Event Attraction and Activation

As home to high calibre sporting facilities and small to medium business event spaces, the City can position itself as a host for a range of events to fill Rockingham's events calendar and increase overnight visitation, particularly mid-week visitation.

Event categories well positioned to support mid-week visitation include:

- Sport and recreation
- Business – Meetings, Incentives, Conferences and Exhibitions (MICE)

The strong alignment between the City's Iconic Event Sponsorship, and Tourism WA's Major Event Funding budget has the potential to increase Rockingham's attractiveness as an event destination. The City's Iconic Event Sponsorship funding demonstrates its commitment to being an event friendly destination, and the opportunity to couple that with Tourism WA funding will support the City to attract more events.

Some of the ongoing actions are:

- Encourage and attract third parties to host iconic events
- Continue to implement a MICE plan that attracts mid-tier conferences and business events in the medium to longer term

Some new initiatives include:

- Work with Tourism WA to attract a new major event to Rockingham
- Encourage School Sport Australia to host mid-week sporting events in Rockingham

### **Implications to Consider**

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

The draft TDS was open for public comment from 28 June 2024 until 26 July 2024. The public comment period was advertised through the following:

- RockPort and Share Your Thoughts pages.
- Email networks of the local tourism industry and local Rockingham businesses.
- City's social media platforms.

The City received 24 submissions during the consultation period. The key topics and officer responses are outlined below.

Key Topic	Officer Response
<p><b>Short term accommodation</b></p> <p>Four comments highlighted the general need for more short term accommodation.</p> <p>Eleven comments specified the need for more caravan parks within the area.</p> <p>One comment suggested the lack of caravan and camping facilities in the area leads to illegal camping and dumping.</p>	<p>The City is aware of the need to develop more short term accommodation and caravan park facilities, which is reflected through Key Element 1: Destination and Tourism Product Development: Facilitate the development of new tourism product in Rockingham through advocacy and private investment, including the following actions:</p> <ul style="list-style-type: none"> <li>7.1.4: Work with key stakeholders to explore opportunities for short stay accommodation within the southern corridor (south of Safety Bay Road), including the former 'eco-tourism' site within Kennedy Bay.</li> </ul>
	<ul style="list-style-type: none"> <li>7.1.5: Work with the Department of Biodiversity, Conservation and Attraction (<b>DBCA</b>) to maximise outcomes for the Cape Peron Master Plan and advocate to the State Government for its implementation.</li> <li>7.1.7: Investigate opportunities to define and establish tourism activity nodes, and seek to facilitate these opportunities within the City's Planning Framework.</li> </ul> <p>In regards to illegal camping, the State Government is responsible for housing and accommodation for people experiencing housing insecurity and for the management of State Government land, including the Cape Peron area. We have notified the State Government of these local concerns and will continue to advocate for appropriate action to be taken by the State Government.</p>
<p><b>Penguin Island Discovery Centre closure</b></p> <p>One comment highlighted the closure of the Penguin Island Discovery Centre, noting that the lack of action to replace this was negligent, and Council should explore investment opportunities with the Rockingham Regional Environmental Centre.</p> <p>One comment expressed concern about Penguin Island eventually becoming unsuitable for visitors if appropriate infrastructure is not built and/or maintained.</p>	<p>Action 7.1.3 "Advocate to the State Government to deliver a mainland Discovery Centre offering a live penguin experience" addresses the need for a new experience to replace the former Penguin Island Discovery Centre. It should be noted that the former Discovery Centre on Penguin Island was managed by the State Government, and Council's position regarding the management of a wildlife experience in a new Discovery Centre is for it to be owned and operated by DBCA or a licensed operator.</p> <p>The City understands that the State Government have recently completed upgrades to the boardwalk, footpaths, and picnic areas on Penguin Island to enhance the visitor experience, however, the provision of a Discovery Centre on the island is no longer being considered.</p>
<p><b>Little penguins</b></p> <p>One comment was received expressing concern for the declining penguin population on Penguin Island.</p>	<p>This is managed by the State Government through DBCA. Council recognises the significance of the little penguin population on Penguin Island, and at its June Ordinary Council Meeting Council resolved the following:</p> <p>That Council:</p> <ol style="list-style-type: none"> <li><b>ADVOCATES</b> for the:             <ol style="list-style-type: none"> <li>preparation and implementation of a Little Penguin Conservation Plan targeted at actions to prevent the ongoing decline, and support recovery of, the Little Penguin colony at Penguin Island;</li> </ol> </li> </ol>



Key Topic	Officer Response
	<p>ii. formation of an independently chaired Little Penguin Advisory Group, comprising scientific experts along with representatives from the Department of Biodiversity, Conservation and Attractions, the Department of Defence, the Department of Primary Industries and Regional Development, the Department of Transport and City of Rockingham; and.</p> <p>iii. allocation of additional funding by the State Government to the preparation and implementation of the Little Penguin Conservation Plan.</p> <p>2. <b>DIRECTS</b> the Chief Executive Officer to write to the Premier and Minister for the Environment to progress the above.</p>
<p><b>Antisocial behaviour</b></p> <p>One comment was received regarding antisocial behaviour regularly occurring along Port Kennedy Drive from Bayside Boulevard to Kennedy Bay, and requested proper landscaping, road resurfacing, new lighting and CCTV cameras to deter this.</p>	<p>Officers encouraged all incidents to be reported, and provided relevant methods for reporting information to the Police.</p>
<p><b>Public dump point</b></p> <p>Ten comments were received regarding the need for public dump point facilities.</p>	<p>There are currently no plans to build a public dump point within the City. The caravan parks within the Rockingham area have their own private dump points for their customers to use, as generally waste is disposed of at the location where the travellers will stay on holiday, and therefore new short-term accommodation product development will be a key focus of the upcoming TDS.</p>
<p><b>Free overnight RV parking (24-48 hours)</b></p> <p>Five comments were received requesting that the City prioritise the provision of 24-48 hour parking stops/camp grounds for self-contained caravan and RV travellers.</p>	<p>The <i>Caravan Parks and Camping Grounds Regulations 1997 (Regulations)</i> provide the legislative framework on where caravans, RVs and camping can occur within Western Australia.</p> <p>These Regulations restrict camping (including camping in vehicles) to the following:</p> <ul style="list-style-type: none"> <li>- Within an approved caravan park or camping ground</li> <li>- For up to 3 days on private land with permission of the landowner</li> <li>- For up to 24hrs in an approved road side rest area</li> </ul> <p>The City does not have any locations suitable for short term camping that would comply with the Regulations, and as such cannot facilitate this request.</p> <p>Key Element 1: Destination and Tourism Product Development: Facilitate the development of new tourism product in Rockingham through advocacy and private investment, addresses the need for more caravan parks within the area.</p>

Key Topic	Officer Response
<p><b>Lack of infrastructure at Cape Peron</b></p> <p>Three comments were received regarding the lack of infrastructure at Cape Peron, specifically:</p> <ul style="list-style-type: none"> <li>Public toilets</li> <li>Improved parking</li> <li>Designated bike paths and bike racks</li> </ul>	<p>Cape Peron is managed by the State Government through DBCA. The City has been advocating to the State Government to fund the installation of public toilets at Cape Peron, and Action 7.1.5: Work with DBCA to maximise outcomes for the Cape Peron Master Plan and advocate to the State Government for its implementation, has been included to address the need for more infrastructure and amenities in the area.</p>
<p><b>Improvements to playgrounds, parks and verges</b></p> <p>Five comments were received requesting improvements to playgrounds.</p> <p>Two comments were received relating to verges.</p> <p>Two comments were received requesting a skate park at the Rockingham Foreshore.</p>	<p>The City's Public Open Space Strategy aims to design and develop public open spaces to meet the conservation (environmental), recreation, social and sporting needs of the community. In relation to playgrounds, the City has a Playground Replacement Program which aims to continuously improve public open space across the City.</p> <p>Significant upgrades to the Churchill Park playground will occur within the next twelve months.</p> <p>The City also has a Litterbusters team with general work duties involving amenity improvement and pressure cleaning, in addition to removing any form of litter or illegal dumping on City property that is reported.</p> <p>The next phase of the Rockingham Foreshore Master Plan, as identified within the Community Infrastructure Plan, will be the Rockingham Foreshore Activity Node. This will include a co-location of youth outdoor recreation space providing recreation and exercise space for the entire community.</p> <p>Action 7.1.8: Establish an internal working group to monitor the implementation of the City's Foreshore Masterplans and make recommendations through the annual business planning process to implement its objectives, has been included to ensure family friendly elements continue to be added and/or upgraded.</p> <p>The City is committed to improving community open spaces and increasing the tree canopy in alignment with Aspiration 2: Natural Environment of the City's Strategic Community Plan 2023 - 2033.</p>
<p><b>Rockingham Marina</b></p> <p>Two comments were received expressing the need for a marina</p>	<p>The City's Coastal Facilities Strategy 2021-2025 identifies the development of a marina as the highest coastal infrastructure priority for boat owners, and second highest priority identified by residents surveyed. At its September 2023 Ordinary Council Meeting, Council resolved to advocate to the State Government to support the development of an appropriate, planning approved and environmentally sound marina for the City's boating community.</p>

Key Topic	Officer Response
<b>Parking</b> Two comments were received regarding lack of parking. Three comments received regarding long vehicle parking.	Actions 7.3.1, "highlight parking locations in popular visitor precincts to reduce barriers for visitation" addresses the need to promote available parking. Action 7.3.6 "undertake an investigation for parking requirements at the Foreshore for caravans and RV's" addresses the consideration of more long vehicle parking.
<b>Road networks and access improvements</b> One comment was received requesting improvements to the road networks that lead to Rockingham, from the Kwinana Freeway. The comment stated that the current road infrastructure does not match the City's increased levels of traffic.	State and Regional roads are managed by the State Government through Main Roads WA, and the City is committed to planning and advocating for adequate transport infrastructure in line with Aspiration 3 of the City's Strategic Community Plan 2023 – 2033, Built Environment. Two of the City's key advocacy items include requests for the State Government to determine the feasibility of the Garden Island Highway, and grade separation at Baldivis Road and Kulija Road intersection.

In addition to the key topics summarised above, some additional submissions have been summarised separately in the below table:

Comment received	Officer response
One comment suggested the City shut the foreshore road off over long weekends and let stores open up on the road to promote places and areas.	Rockingham Beach Road is closed during major events, and the City will continue to work with local businesses during these periods to activate the space during these times.
An email was received questioning why the City had two tourist entities.	Visitor Centre Accreditation is managed by the Tourism Council Western Australia.
A submission was received detailing concerns regarding the actions as part of Key Element 3: Visitor Servicing. The comment urged the City to support all visitor servicing entities within Rockingham and also recommended that the City make the below changes to the following Actions: <ul style="list-style-type: none"> <li>Action 7.1.9 – Proposed change involved this falling under the role of the successful visitor servicing proponent with funds included.</li> <li>Action 7.3.3 – Proposed change suggested that the successful visitor servicing proponent operate the Mobile Visitor Centre on behalf of the City, with funds included.</li> <li>Action 7.3.5 – Proposed change suggested the City build upon the successful</li> </ul>	This TDS intends to deliver a unified approach to promoting and developing tourism in Rockingham. Collaboration between key stakeholders is specifically addressed as part of Key Element 3: "Develop a "one voice" approach to visitor servicing that enhances the visitor experience (digitally and face to face) and maximises marketing outcomes for industry stakeholders and local tourism operators". For clarity, the intent of this Key Element is to work with all key stakeholders, and not to focus on one entity. Supporting actions include: <ul style="list-style-type: none"> <li>Enter into a Fee for Service with local Visitor Centre(s) that defines a clear scope of works reflecting outcomes associated with destination marketing, stakeholder engagement and visitor servicing, reviewed biennially</li> <li>Work with key stakeholders to develop one City owned destination marketing website for Rockingham</li> </ul> As a key stakeholder, the City intends to work with Tourism Rockingham to deliver the above actions in order to streamline digital platforms to maintain consistency, share of voice and maximise outcomes.

Comment received	Officer response
<p>visitor servicing proponent's existing website instead of developing a new one, with a budget allocation of \$50,000 included.</p>	<p>In regards to the Mobile Visitor Centre, at its Ordinary Council Meeting in March 2022, Council resolved the following:</p> <p><b>DIRECTS</b> the CEO to establish a City-owned and operated Mobile Visitor Information Service to be ready for activation in spring 2023 or 2024, before the next TDS implementation period.</p> <p>Officers are delivering on the above resolution, and intend to review the operations of the Mobile Visitor Centre in line with Measuring Success – Strategy Review on page 39.</p> <p>Comments regarding Actions 7.1.9, 7.3.3. and 7.3.5 have been noted.</p>
<p>A comment was received stating that collaboration is key to Rockingham's tourism success and supported the City's efforts in attracting events and activations across the region, as well as the City's proposed foreshore development plans. In addition, the comment outlined the below suggestions to be considered in the TDS.</p> <ul style="list-style-type: none"> <li>• The development of a community board of management for Cape Peron.</li> <li>• The City investigate an MOU with the City of Kwinana to develop and share joint tourism opportunities.</li> <li>• The City invest in independent research to assist in understanding target markets, and key tourism drivers for the City.</li> <li>• Creating a strong community based vision for the future of the destination.</li> <li>• Develop a destination management structure with a clear communication process that links all relevant stakeholders and seeks engagement for the delivery of the vision.</li> <li>• The City engage more contemporary metrics for evaluating visitor servicing.</li> </ul>	<p>This TDS intends to deliver a unified approach to promoting and developing tourism in Rockingham. Collaboration between key stakeholders is specifically addressed as part of Key Element 3: "Develop a "one voice" approach to visitor servicing that enhances the visitor experience (digitally and face to face) and maximises marketing outcomes for industry stakeholders and local tourism operators."</p> <p>In line with comments regarding the development of current and future tourism icons, Key Element 1: Destination and Tourism Product Development addresses this and intends to "Facilitate the development of new tourism product in Rockingham through advocacy and private investment." Further to this, Cape Peron is managed by the State Government through DBCA and the City aims to "Work with DBCA to maximise outcomes for the Cape Peron Master Plan and advocate to the State Government for its implementation" in line with Action 7.1.5.</p> <p>The suggestion regarding partnering with the City of Kwinana to develop joint tourism opportunities has been noted, alongside the need to invest in independent tourism research. Significant research and consultation was undertaken as part of the development of the TDS, and a full review will be undertaken during year three to ensure that it remains relevant.</p> <p>For clarity, the intent of Key Element 3: Visitor Servicing is to work with all key stakeholders. Supporting actions include:</p> <ul style="list-style-type: none"> <li>• Enter into a Fee for Service with local Visitor Centre(s) that defines a clear scope of works reflecting outcomes associated with destination marketing, stakeholder engagement and visitor servicing, reviewed biennially</li> <li>• Work with key stakeholders to develop one City owned destination marketing website for Rockingham</li> </ul> <p>Comments regarding the evaluation of visitor servicing have also been noted.</p>

Comment received	Officer response
	The City is committed to planning and advocating for transport solutions as part of Aspiration 3: Built Environment of the Strategic Community Plan 2023-2033. In addition, suggestions around parking facilities will be addressed as part of Actions 7.3.1 and 7.3.6.

**b. Consultation with Government Agencies**

Tourism Western Australia, Destination Perth, Business Events Perth, and DBCA were provided with information on the public comment process for the draft TDS. No formal responses were received from these Departments.

**c. Strategic**

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 2023-2033:

**Aspiration:** **4. Economic - A vibrant economy creating opportunities**

**Outcome/Objective:** *A visitor destination - Promote the City as a place to visit*

**Aspiration:** **5. Leadership Aspiration - Transparent and accountable leadership and governance**

**Outcome/Objective:** *Quality Leadership - Active advocacy for the community*

**d. Policy**

The TDS has been developed in accordance with the Strategic Development Framework Policy.

**e. Financial**

The total cost of implementing the TDS is \$2,475,000 over the course of the five year period. The cost of implementation of actions will be considered as part of the annual Team Plan process, with allowance for CPI or service fee costs at the time.

**f. Legal and Statutory**

Not Applicable

**g. Risk**

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

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

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

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

Nil

**Comments**

The TDS has been developed to guide the City in achieving Aspiration 4 of the City's Strategic Community Plan (2023-2033) - Economy: A vibrant economy creating opportunities. Specifically this TDS will aim to deliver the Strategic Objective - A visitor destination – promote the City as a place to visit. The TDS was developed following extensive community and stakeholder engagement, and reflects the current needs and gaps of the local industry.

The draft TDS was made available for public comment for a four-week period, during which time it was promoted using a range of engagement methods. The City received 24 responses from the local community, as outlined within the Consultation section of this report.

Key themes that were evident within the feedback included a strong demand for RV/caravan friendly facilities. Examples of facilities mentioned include free 48 hour RV rest areas, waste dump points, potable drinking water stations and long caravan parking bays at key tourism attractions. A summary of recurring themes is included below:

Short-term Accommodation		Caravan and RV Facilities		Improved playgrounds, parks and verges	Parking (general and long vehicle)	Cape Peron improvements
Caravan Parks	General	Dump point	Free overnight rest area			
11	4	10	5	7	5	3

A number of comments were received from the local community relating to caravan and RV facilities. Commercial caravan parks within the Rockingham area have their own private dump points for their customers to use, as generally waste is disposed of at the location where the travellers will stay on holiday, and therefore new short-term accommodation product development is a key focus of the TDS. This position is further reflected through work conducted by the Caravan Industry Association Western Australia, who encourage local governments to take into account the potential impact on the viability of licensed caravan parks and the broader economic implications for the community, specifically due to the following reasons:

- Licensed caravan parks are required to meet stringent regulatory, insurance and safety standards, which requires significant investment
- There are no guarantees that non-commercial visitors will create increased expenditure in destinations
- Installation of free facilities could inadvertently lead to an increase in free or illegal camping, which may discourage campers from utilising licensed caravan parks

Following a review of relevant feedback, and taking the above into account, one change to the TDS was deemed necessary. Action 7.1.5 has been adjusted to be more specific about facilities that will need to be included in any new caravan park in Cape Peron.

Key Element 1: Destination and Tourism Product Development - Action 7.1.5 has now been adjusted to read as follows:

Work with DBCA to maximise outcomes for the Cape Peron Master Plan and advocate to the State Government for its implementation, including opportunities for short stay accommodation such as caravan parks and appropriate facilities (i.e. dump point, potable water).

With the minor amendment now included, Officers are presenting the final Tourist Destination Strategy 2024-2029 to Council for adoption.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **ADOPTS** the Tourist Destination Strategy 2024-2029, as detailed in Attachment 1.

### Amendment to Committee Recommendation

*Note: Cr Hume moved the Officer Recommendation, seconded by Cr Crichton. During debate Cr Schmidt proposed the following amendment to the substantive motion.*

**Moved Cr Schmidt, seconded Cr Middlecoat:**

That Council **ADOPTS** the Tourist Destination Strategy 2024-2029, as detailed in Attachment 1 with the following amendments to the Strategy –

Page 43 – add an additional point 12 – To investigate a public standalone dump point with potable water within the City of Rockingham.

Committee Voting (Lost) – 2/4

**Council Members voting for the motion:**

Cr Schmidt                      Cr Middlecoat

**Council Members voting against the motion:**

Cr Liley                      Cr Hume  
Cr Crichton                      Cr Buchanan

### Committee Recommendation

*Note: During debate Cr Schmidt suggested a minor change to the substantive motion to include the words 'cultural tours' at the end of point 9 on page 43 of the Tourist Destination Strategy. The Mover and Seconder agreed with the amendment.*

**Moved Cr Hume, seconded Cr Crichton:**

That Council **ADOPTS** the Tourist Destination Strategy 2024-2029, as detailed in Attachment 1 with the inclusion of 'cultural tours' to point 9 on page 43 of the Strategy.

Committee Voting (Carried) – 6/0

### The Committee's Reason for Varying 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

### Corporate Services

Corporate Services Director and Support		
Report number / title:	CS-020/24	Notice of Motion – Bulk Verge Collection Review
File number:	GOV/7	
Proponent/s:	Cr Robert Schmidt	
Author:	Mr John Pearson, Director Corporate Services	
Other Contributor/s:		
Date of Committee meeting:	20 August 2024	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:		
Maps/Diagrams:		
Site:		
Lot Area:		

### Purpose of Report

To respond to the following Notice of Motion from Cr Schmidt –

*That Council **DIRECTS** the Chief Executive Officer to:*

- Undertake a review of vergeside collections in the City of Rockingham with a view to improve material recovery and reduce illegal dumping. The review is to:*
  - Assess the options contained in the WALGA Better Practice Verge Collection Guidelines*
  - Investigate available options and case studies from other Local Governments*
  - Conduct cost analysis of suitable options including in house provision of services*
  - Include a community consultation program seeking community input to the review*
- Present the review to a Councilor Engagement Session prior to completion for input and feedback and adoption by Council of the preferred option thereafter.*

## Background

Cr Schmidt provided the following reasons for the Notice of Motion:

*“As the City of Rockingham heads towards a new era in Waste Collection with the implementation of FOGO in July 2025, it's time to review the current model of verge collection within the City of Rockingham. Many local governments have done so, like our neighbours in the City of Kwinana and the City of Cockburn, Stirling, and Wanneroo, who have all moved to a pre-booked model. This model has been well received by their residents, who collectively account for 632,807 residents in those respective local governments.*

*These local governments use a pre-booked model: You order a skip on the council website, and they deliver and remove either the bulk or green waste at a designated date, which is the same as currently putting it on the verge. However, the benefit of the prebooked method is that it is more effective financially and in service delivery, along with the community perspective of being a clean local government.*

*This notice of motion is a methodical and community-engaged approach to achieving a more effective verge collection method. It aligns with the City of Rockingham Strategic Community Plan 2023-2033, Aspiration 1 - Social, Aspiration 2 - Natural Environment, and Aspiration 5 -Leadership, and with the Plan vision “A quality Lifestyle. A Sustainable Future.”*

## Details

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

## Implications to Consider

a. **Consultation with the Community**

Consultation will occur as part of the review.

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 2023-2033:

**Aspiration:** 1. **Social - A family-friendly, safe and connected community**

**Outcome/Objective:** Accessible services - Adapt services to meet changing community need

**Aspiration:** 2. **Natural Environment - A place of natural beauty where the environment is respected**

**Outcome/Objective:** Protection of natural environment - Minimise waste

**Aspiration:** 5. **Leadership Aspiration - Transparent and accountable leadership and governance**

**Outcome/Objective:** Sustainable Local Government - Continual improvement

d. **Policy**

Item 1.6 of *The City of Rockingham Waste Plan* states:

“Investigate options to introduce changes to vergeside collections to improve material recovery and reduce illegal dumping.”

Although this outcome has been delayed due to staff shortages, the proposed motion directly aligns with the Waste Plan requirements.

e. **Financial**

The cost of the review is anticipated to be approximately \$50,000. This will include community consultation. Funds will be drawn from the approved directorate budget.

**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 motion as moved by Cr Schmidt is in direct alignment with the adopted Waste Plan and is supported.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

Councillor Schmidt's Notice of Motion is supported.

**Notice of Motion from Cr Schmidt**

That Council **DIRECTS** the Chief Executive Officer to:

1. Undertake a review of vergeside collections in the City of Rockingham with a view to improve material recovery and reduce illegal dumping. The review is to:
  - Assess the options contained in the WALGA Better Practice Verge Collection Guidelines
  - Investigate available options and case studies from other Local Governments
  - Conduct cost analysis of suitable options including in house provision of services
  - Include a community consultation program seeking community input to the review
2. Present the review to a Councillor Engagement Session prior to completion for input and feedback and adoption by Council of the preferred option thereafter.

**Committee Recommendation**

**Moved Cr Schmidt, seconded Cr Crichton:**

That Council **DIRECTS** the Chief Executive Officer to:

1. Undertake a review of vergeside collections in the City of Rockingham with a view to improve material recovery and reduce illegal dumping. The review is to:
  - Assess the options contained in the WALGA Better Practice Verge Collection Guidelines
  - Investigate available options and case studies from other Local Governments
  - Conduct cost analysis of suitable options including in house provision of services
  - Include a community consultation program seeking community input to the review
2. Present the review to a Councillor Engagement Session prior to completion for input and feedback and adoption by Council of the preferred option thereafter.

Committee Voting (Carried) – 6/0

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

Not Applicable

<b>16.</b>	<b>Notices of motion for Consideration at the Following Meeting</b>
	Nil
<b>17.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision of the Committee</b>
	Nil
<b>18.</b>	<b>Matters Behind Closed Doors</b>
	Nil
<b>19.</b>	<b>Date and Time of Next Meeting</b>
	The next Corporate and Community Development Committee meeting will be held on <b>Tuesday 17 September 2024</b> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 5:00pm.
<b>20.</b>	<b>Closure</b>
	There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at <b>6:24pm</b> .