



City of Rockingham

MINUTES

Corporate and Community Development Committee

Held on Tuesday 19 March 2024 at 5:00pm
City of Rockingham Council Chamber



City of Rockingham
Corporate and Community Development
Committee Minutes
5:00pm Tuesday 19 March 2024



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City of Rockingham
Corporate and Community Development
Committee Meeting Minutes
Tuesday 19 March 2024 - Council Chamber



1. Declaration of Opening

The Chairperson declared the Corporate and Community Development Committee meeting open at **5:04pm** and welcomed all present.

Acknowledgement of Country

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.

Recording and Live Streaming of proceedings

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.

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.

Please note that clause 8.5 of the City's *Standing Orders Local Law 2001* 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".

If anyone breaches this Standing Order they will be asked to leave the Council Chamber.

2. Record of Attendance/Apologies/Approved Leave of Absence

2.1 Council Members

Cr Craig Buchanan, JP	Chairperson
Cr Mike Crichton	
Cr Caroline Hume	
Cr Leigh Liley	
Cr Robert Schmidt	
Cr Lorna Buchan, Deputy Mayor	Deputising for Cr Kelly Middlecoat
Cr Dawn Jecks	Observer
Mayor Deb Hamblin (from 5:12pm – 5:59pm)	Observer

2.2 Executive

Mr Michael Parker	Chief Executive Officer
Mr John Pearson	Director Corporate Services
Mr Michael Holland	Director Community Development
Mr Peter Doherty (via Zoom)	Director Legal Services and General Counsel
Mr Jim Olynyk, JP	Manager Governance and Councillor Support
Mr Michael Yakas	Manager Customer and Corporate Support
Mr Allan Moles	Manager Waste Services

	<p>Mr Alvin Santiago Ms Nollaig Baker Ms Mary-Jane Rigby Mr Paul Hayward Ms Alison Oliver Ms Melissa James Mr Matthew Emmott Mr Matthew Plummer Ms Helen Savage Ms Lauren Shaw Ms Jen Weinman</p> <p>2.3 Members of the Gallery:</p> <p>2.4 Apologies:</p> <p>Cr Kelly Middlecoat Mr Nick Brown Mr Gary Rogers</p> <p>2.5 Approved Leave of Absence:</p>	<p>Manager Financial Services Manager Strategy and Corporate Communications Manager Community Safety and Support Services Manager, Community Capacity Building Manager Library and Information Services Manager Economic Development and Tourism A/Manager Community Infrastructure Planning Coordinator Leisure Facilities Senior Projects Officer Governance Officer – Councillor Support and FOI Governance Assistant</p> <p>9</p> <p>Manager Community and Leisure Facilities Manager Community Infrastructure Planning</p> <p>Nil</p>
3.	Responses to Previous Public Questions Taken on Notice	
	Nil	
4.	Public Question Time	
	<p>5:07pm The Chairperson opened Public Question Time and invited members of the Public Gallery to ask questions. The Chairperson noted that this was the only opportunity in the meeting for the public to ask questions.</p> <p>4.1 Mr Jason Davies, Hillman - FOGO</p> <p>The Chairperson invited Mr Davies to present his questions to the Corporate and Community Development Committee.</p> <p>Mr Davies asked the following questions:</p> <p>After my own community consultation as well as several posts on Facebook regarding the matter, I have picked up on some questions that the community has asked me.</p> <ol style="list-style-type: none"> 1. If implemented, Council has mentioned access to an "extra bin". How much extra would this cost ratepayers and would this simply be added to their rates or would this be considered a pay at point? <p><i>The Chairperson advised the 2023/2024 charge is \$204. Additional services are provided at no cost to those residents with medical needs. The 2025/2026 cost is yet to be determined. Waste charges are excluded from rates – i.e. a separate charge on the rates notice.</i></p> <ol style="list-style-type: none"> 2. Now if people were to accept this extra bin, would they then be able to put both bins out on the same day with the expectation that they will both be emptied on the same day? <p><i>The Chairperson advised yes.</i></p>	

	<p>3. Considering that the majority of people who are against this and live in the area have big families, or have family members who are disabled the idea of medical or human waste among the other waste destined for this bin sitting out in a plastic bin in our harsh summer weather has most residents worried about vermin or insect infestation. Has the City considered health risks or the risk of increased infestations of rats or roaches among the worst associated with red bin fortnightly pickups?</p> <p><i>The Chairperson advised the City is very aware of the need to run an effective waste service for the purposes of public health. The City is implementing FOGO in alignment with State Government policy and is not the first to do so. Many other local governments have implemented FOGO with no public health concerns.</i></p> <p>4. As for the smell, does the City intend on also implementing regular bin cleaning services as part of this service, as most people don't want to be cleaning out these bins, or pay a private company for the service?</p> <p><i>The Chairperson advised no – smell is reduced substantially by using the supplied caddy liners.</i></p> <p>5. Other residents have asked about whether the decrease in bin pickups means whether they will be entitled to any rebates? I've said there's no indication of rebates but would like any clarification on this question.</p> <p><i>The Chairperson advised FOGO is anticipated to cost more to process than GO. Once the tender is awarded the City will have surety on actual costs.</i></p> <p><i>The City will have a full education program about FOGO when ready for implementation. Residents will have the ability to assess the FAQs etc on the City's website as the program commences. As stated prior the City is not the first to implement FOGO and many local governments are comfortable with FOGO once it is implemented and people understand the change. For clarity there is actually more bin collection capacity collected, not less and for the vast majority of residents all "smelly stuff" (i.e. food organics [FO]) will be collected weekly. Bin caddy liners reduce the smell also.</i></p> <p>4.2 Ms Theresa Sheehan, Shoalwater – Australia Day Consultation</p> <p>The Chairperson invited Ms Sheehan to present her question to the Corporate and Community Development Committee.</p> <p>Ms Sheehan made the following statement:</p> <p>1. I came to the meeting tonight to hear about the Australia Day date change for the celebrations. I thought we could ask questions after we heard what is discussed. All I can say is there's a lot of people out there that would like to be asked the question because there is a lot of people that do not like the change.</p> <p><i>The Chairperson advised that this item is on the agenda for tonight's meetings.</i></p> <p>5:12pm Mayor Hamblin joined the meeting.</p> <p>5:13pm There being no further questions the Chairperson closed Public Question Time.</p>
5.	Confirmation of Minutes of the Previous Meeting
	<p>Moved Cr Hume, seconded Cr Liley:</p> <p>That Committee CONFIRMS the Minutes of the Corporate and Community Development Committee Meeting held on 20 February 2024, as a true and accurate record subject to the following amendment:</p>

	Item CD-002/24 Community Grant Program applications round three 2023/2024 The table listed in the Advisory Committee recommendation that includes the allocation of funds and additional conditions was omitted from the Committee Recommendation. <div>Committee Voting (Carried) – 6/0</div>		
6.	Matters Arising from the Previous Minutes		
	Nil		
7.	Announcement by the Presiding Person without Discussion		
	5:13pm	The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.	
8.	Declarations of Members and Officers Interests		
	8.1	Item CD-010/24 Council Member: Type of Interest: Nature of Interest: Extent of Interest:	Annual Electors’ Meeting, 8 February 2024 Resolution: Community and Sporting Group Debt / Training Cr Robert Schmidt Impartiality Cr Schmidt is a member of the Executive for multiple sporting associations. Cr Schmidt declares that he will deal with the matter on its merits and vote accordingly. Not Applicable
9.	Petitions/Deputations/Presentations/Submissions		
	9.1	Deputations The Chairperson welcomed Mr Jason Davies and invited Mr Davies to make his deputation. It seems in my mad rush to get myself ready, as well as my inexperience in writing motions, I may have not been clear on several points in the motion currently before you, Motion CS-007/24. My intention was, in hind sight, my attempt at being impartial to the FOGO Policy, in order to not only help the city achieve their current waste strategy target, without it being in detriment to the ratepayers and residents that it services and represents. Now as stated, I’m in agreeance on the idea of putting food waste into my green bin. It is mostly compostable, and considered a common sense approach to reducing the amount of waste at the fill. That part, I can safely say, everybody is committed to. Unfortunately that is where the city and its residents stop. After several posts I put up on Facebook, as well as what I can confirm, a semi successful email campaign, it’s clear to me, as well as a great majority of residents that this policy should be binned, not recycled. So why then are we against such a policy? With the current cost of living crisis some financial experts are dubbing a silent depression, everything is inflating beyond most people’s control, and more and more people are working to try and afford to continue living the lifestyle they lead, with most families making sacrifices every day just to keep a roof over their heads, the lights on, the water running, and their family fed.	

	<p>With an eye watering 1.4 million dollar implementation cost already earmarked in your budget and by your own words, an extra 1.05 million to maintain the policy yearly, with those costs to be picked up by the ratepayers, its already got people worried about the next rate rise. Another issue we have is the lack of choice. Aside from the extra bin, which for most families, won't be affordable, there simply is no way out of it for those of us who don't want to have our property inundated with backed up rubbish that won't fit in the bin. So what happens then? Several free options come to mind. Illegal dumping, dumping into other bins, either other residents or public bins at parks which if full people will simply put to the side, because hey it's the cities problem now. Last but not least, my personal favourite, co-mingling, or simply put, putting it in whatever bin isn't full, because, again, it becomes the cities problem, which may very well mess with your targets.</p> <p>So let's explore the options I presented. I asked that the community be involved in this, as people may have other ideas on ways the city can implement its targets and stay the course for a better tomorrow without the residents resorting to earlier mentioned measures to dispose of their rubbish.</p> <p>Health risks associated with the bin cycle change are also a considerable factor to most resident's disapproval. We have a demographic of residents that span from the retired and elderly, to a ranging size of families from lower and middle income classes. A far cry from the demographic of cities like Fremantle or Melville where the demographic is significantly different and calls for different styles of services. Services like FOGO, where the demographic is happily active with or has grown up with.</p> <p>The State Government, in a previous question time I asked which legislation forces your hand on this policy. You quoted section 40 of the <i>Waste Avoidance and Recovery Act 2007</i>. I decided to do some more reading, and read the whole document. I also put it through a word search using FOGO in its acronym and full form. It is not mentioned once in the legislation. This means FOGO is a policy in my opinion that the government has provided as a baseline for their' expectations of Waste Strategy. Clever wording may have convinced you of its legitimacy but it's not legislated. Only a guideline that Councils may use. If it was legislated, then how come Bayswater Council voted against it? How are other councils able to consider scrapping it? How is Geraldton allowed to continue its old waste Management Policy after trials of it went down like a lead balloon? Simple. It's now law, just a guideline. I tried to have this clarified even further by the environment minister through email, but to date I have gone unanswered.</p> <p>I made the motion to give council and the city a chance to alter it to be a better fit for Rockingham, with the final option to Scrap it altogether if no other option exists. I do hope that Council takes this into consideration with my motion, because I can see this going horribly in 2025, and I'm not one to shy away from an I told you so moment. I'm happy to ask questions, take on notice, and work with you for a better outcome, but this one size fits all policy, simply doesn't fit in our bins. Thank you for listening.</p> <p>Various questions were asked of Mr Davies to which answers were provided.</p> <p>The Chairperson thanked Mr Davies for his deputation and advised that the motion will be considered by the Committee, as an Item on the Agenda.</p>
10.	Matters for which the Meeting may be Closed
5:29pm	<p>The Chairperson advised in accordance with section 5.23(2)(b) of the <i>Local Government Act 1995</i> – if there were any questions or debate on Confidential Item CD-006/24 - Sports Advisory Committee Appointments then the Corporate and Community Development Committee will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors.</p> <p>There were no questions or request for debate.</p>

Community Development

CONFIDENTIAL ITEM

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

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

Community Development Community Capacity Building				
Report number / title:	CD-006/24	Sports	Advisory	Committee
		Appointments (<i>Absolute Majority</i>)		
File number:	RCS/163-6			
Proponent/s:				
Author:	Ms Chantel Harmer, Community Development Officer (Sport and Recreation)			
Other Contributor/s:	Ms Marta Makuch, Coordinator Recreation and Wellbeing Mr Paul Hayward, Manager Community Capacity Building			
Date of Committee meeting:	19 March 2024			
Previously before Council:	24 November 2020 (GM-025/20); 22 March 2022 (CD-008/22)			
Disclosure of Interest:				
Nature of Council's role:	Executive			
Attachments:				
Maps/Diagrams:				
Site:				
Lot Area:				

Purpose of Report

To appoint two community members to fill the Sports Advisory Committee vacancies.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council **APPOINTS** the nominated community members as identified in the details section of the Confidential Report.

Committee Recommendation

Moved Cr Buchan, seconded Cr Crichton:

That Council **APPOINTS** the nominated community members as identified in the details section of the Confidential Report.

Committee Voting (Carried) – 6/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

11.	Bulletin Items
	<p>Corporate and General Management Services Information Bulletin – March 2024</p> <p>Corporate Services</p> <ol style="list-style-type: none"> 1. Corporate Services Team Overview 2. Project Status Reports <ol style="list-style-type: none"> 2.1 Online Rostering 2.2 Microsoft 365 2.3 Food Organic Garden Organic (FOGO) Waste Collection and Processing Service 3. Information Items <ol style="list-style-type: none"> 3.1 List of Payments February 2024¹ 3.2 Monthly Financial Management Report January 2024 3.3 Amendment to Rate Record – Non-Rateable Land 3.4 Awarding of Tenders by CEO - Delegated Authority 3.5 Lease Tenure Matters 3.6 Leased Property Maintenance Grants 3.7 Delegated Authority to Dispose of Property by way of Lease 3.8 Development Contribution Scheme <p>General Management Services Directorate</p> <ol style="list-style-type: none"> 1. General Management Services Team Overview 2. Project Status Reports 3. Information Items <ol style="list-style-type: none"> 3.1 Meetings and Events 3.2 Use of the Common Seal <p>Governance and Councillor Support</p> <ol style="list-style-type: none"> 1. Governance and Councillor Support Team Overview 2. Project Status Reports 3. Information Items <ol style="list-style-type: none"> 3.1 Freedom of Information (FOI) Requests 3.2 Council Member Requests 3.3 Citizenships 3.4 Australian Coastal Councils Association Inc. Newsletter 3.5 Coming Events 3.6 Notice of Motion – Status Report <p>Human Resources</p> <ol style="list-style-type: none"> 1. Human Resources Team Overview 2. Project Status Reports 3. Information Items <ol style="list-style-type: none"> 3.1 Recruitment 3.2 Workplace Health and Safety Statistics <p>Strategy, Marketing and Communications</p> <ol style="list-style-type: none"> 1. Strategy, Marketing and Communications Team Overview 2. Project Status Reports <ol style="list-style-type: none"> 2.1 Resident Perception Survey 2023 3. Information Items <ol style="list-style-type: none"> 3.1 Team Plan

¹ The City's Purchasing Card statement was omitted from CGM Appendix 1 List of Payments February 2024, the Agenda has since been updated to include this statement.

	<ul style="list-style-type: none">3.2 Community Engagement – Share your thoughts3.3 Social Media3.4 Media Tracking <p>Legal Services & General Counsel</p> <ul style="list-style-type: none">1. Legal Services & General Counsel Team Overview2. Project Status Reports3. Information Items<ul style="list-style-type: none">Provision of Legal Advice3.1 Legal Advice – Local Government Operational Matters3.2 Litigation
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Committee Recommendation

Moved Cr Hume, seconded Cr Liley:

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

Committee Voting (Carried) – 6/0

	<p>Community Development Information Bulletin – March 2024</p> <p>Community Safety and Support Services</p> <ul style="list-style-type: none">1. Community Safety and Support Services Team Overview2. Project Status Reports<ul style="list-style-type: none">2.1 Alcohol Management Plan2.2 Community Services Mapping2.3 CCTV Plan2.4 Assertive Outreach2.5 Social Connection and Support Pilot Project2.6 Crisis/Supported Accommodation3. Information Items<ul style="list-style-type: none">3.1 Community Support Services3.2 Rockingham Connect Community Transport Project3.3 Community Safety <p>Library Services</p> <ul style="list-style-type: none">1. Library Services Team Overview2. Project Status Reports3. Information Items<ul style="list-style-type: none">3.1 January 2024 Library Services Statistics3.2 Mary Davies Library and Community Centre3.3 Baldivis South Community Centre3.4 Rockingham Library3.5 Safety Bay Library3.6 Warnbro Community Library3.7 January 2024 Library Facebook Statistics <p>Community Infrastructure Planning</p> <ul style="list-style-type: none">1. Community Infrastructure Planning Team Overview2. Project Status Reports3. Information Items<ul style="list-style-type: none">3.1 Aqua Jetty Stage 23.2 Baldivis District Sporting Complex
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	<ul style="list-style-type: none">3.3 Safety Bay Foreshore Community Facility Development3.4 Stan Twight Reserve Clubroom Redevelopment3.5 Anniversary Park Clubroom Redevelopment3.6 Community Infrastructure Functionality Audit Report3.7 Baldivis Recreation Reserve Master Plan3.8 Lark Hill Sportsplex Northern Expansion
	Community Capacity Building
	<ul style="list-style-type: none">1. Community Capacity Building Team Overview2. Project Status Reports<ul style="list-style-type: none">2.1 Seniors Strategy2.2 Health and Wellbeing Strategy2.3 Cultural Development and the Arts Strategy2.4 Strategy for Early Years, Children and Young People3. Information Items<ul style="list-style-type: none">3.1 Grants3.2 Disability Access and Inclusion3.3 Reconciliation Action Plan3.4 Seniors 3.5 City Volunteer Program3.6 Rockingham Volunteer Centre3.7 Early Years, Children and Families3.8 Sport and Recreation3.9 Health and Wellbeing3.10 Youth Development3.11 Cultural Development and the Arts3.12 Rockingham Arts Centre
	Community and Leisure Facilities
	<ul style="list-style-type: none">1. Community and Leisure Facilities Team Overview2. Project Status Reports<ul style="list-style-type: none">2.1 Rockingham Lotteries House Relocation and Community Hub Development3. Information Items<ul style="list-style-type: none">3.1 Aqua Jetty3.2 Warnbro Community Recreation Centre3.3 Mike Barnett Sports Complex3.4 Rockingham Aquatic Centre3.5 Mike Barnett Sports Complex – Needs Assessment and Feasibility Study3.6 Safety Bay Tennis Club3.7 Gary Holland Community Centre3.8 Autumn Centre3.9 Baldivis Indoor Sports Complex
	Economic Development and Tourism
	<ul style="list-style-type: none">1. Economic Development and Tourism Team Overview2. Project Status Reports<ul style="list-style-type: none">2.1 Local Business Development2.2 Iconic Economic Development / Tourism Events2.3 Destination Marketing2.4 Visitor Servicing Fee for Service2.5 Tourism Strategy2.6 Mobile Visitor Service Unit3. Information Items<ul style="list-style-type: none">3.1 Stakeholder Engagement - Economic Development and Tourism

Committee Recommendation


Moved Cr Hume, seconded Cr Crichton:

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

Committee Voting (Carried) – 6/0

12. Agenda Items

Corporate Services

Corporate Services Customer and Corporate Support		
		
Report number / title:	CS-003/24	Council Policy – Records Management
File number:	CPM/3-08	
Proponent/s:		
Author:	Mr Michael Yakas, Manager Customer and Corporate Support	
Other Contributor/s:		
Date of Committee meeting:	19 March 2024	
Previously before Council:	26 June 2007 (CES213/6/07), 24 March 2020 (CS-005/20), 28 July 2020 (CS-018/20), 8 December 2020 (CS-029/20) 23 February 2021 (CS-003/21)	
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:	1. Council Policy – Records Management (<i>marked up version</i>)	
Maps/Diagrams:		
Site:		
Lot Area:		

Purpose of Report

For Council to adopt the reviewed Council Policy – Records Management.

Background

The *State Records Act 2000 (Act)* was proclaimed on 30 November 2001. The Act outlines the requirements of government for the keeping of government records.

In accordance with Section 19 of the Act each government organisation is to have a Record Keeping Plan that has been approved by the State Records Commission. The purpose of a government organisation's Record Keeping Plan is to set out the matters as to which records are to be created by the organisation and how it will keep its records. The Record Keeping Plan is to provide an accurate reflection of the record keeping program within the organisation, including information regarding the organisation's record keeping system, disposal arrangements, policies, practices and processes.

The Record Keeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice record keeping within an organisation. In accordance with Section 17 of the Act, the City of Rockingham and its employees are legally required to comply with the contents of the Record Keeping Plan. Council Members are considered employees for the purpose of the Act.

The City has had four Record Keeping Plans approved by the State Records Commission. Its last Record Keeping Plan (RKP 2018031) was approved up until 7 December 2023. The City submitted its Record Keeping Plan Review Report on 10 August 2023 and is currently awaiting approval from the State Records Commission.

The State Records Commission Standard 2 – Record Keeping Plans comprises of six record keeping principles, each of which contains minimum compliance requirements. In accordance with the State Records Commission Standard 2 Principle 2, government organisations are to ensure that record keeping programs are supported by policies and procedures. Council Policy – Records Management was developed to support compliance with the State Records Commission Standard 2 Principle 2.

Details

Council adopted its first Council Policy – Records Management – Policy and Procedures for Councillors on 26 June 2007. Minor amendments were made to this policy on 21 December 2017. A revised Council Policy – Records Management was adopted by Council on 23 February 2021. This Policy provided clear direction to City of Rockingham (**City**) Council Members on maintaining complete and accurate recording of activities and decisions made in the course of their official duties. The policy clearly articulates Council Members record keeping obligations in order to meet their statutory requirements related to record keeping.

The Council Policy – Records Management has been reviewed in accordance with the Council Policy – Policy Framework. Only minor amendments relating to terminology have been made as seen in Attachment 1.

Implications to Consider

a. Consultation with the Community

It is not proposed to seek public consultation as the Council Policy – Records Management is procedural policy which only relates to Council Members and the City's record keeping obligations.

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

In accordance with the Policy Framework all Council policies must be reviewed at a minimum of once every three years. The existing Council Policy – Records Management was last reviewed in February 2021.

e. Financial

Nil

f. Legal and Statutory

In accordance with section 5.41(h) of the *Local Government Act 1995*, one of the Chief Executive Officer's responsibilities is to ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law. The Council Policy – Records Management has been written in order for the Chief Executive Officer to meet the record keeping obligations as required by the *Local Government Act 1995*.

Section 3 (1)(a) of the *State Records Act 2000* defines a government organisation employee as a person who, whether or not an employee, alone or with others governs, controls or

manages a government organisation. Therefore, Council Members are considered government employees for the purpose of the Act.

Local Government authorities are identified as government organisations under Schedule 1, Item 12 of the Act. When discharging functions of Council, Council Members are subject to the Act when they create or receive government records.

In accordance with State Records Commission Standard 2 the Council Policy – Records Management aligns with Principle 2 – Policies and Procedures, government organisations are to ensure that record keeping programs are supported by policies and procedures

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 Council Policy – Records Management is an existing Council Policy.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ADOPTS** the revised Council Policy – Records Management.

Committee Recommendation

Moved Cr Schmidt, seconded Cr Hume:

That Council **ADOPTS** the revised Council Policy – Records Management as follows:

Council Policy - Records Management

Council Policy Objective

To provide clear direction to City of Rockingham Council Members and the Chief Executive Officer on maintaining complete and accurate recording of activities and decisions made by Council Members in the course of their official duties.

Council Policy Scope

Council Members when performing their roles pursuant to section 2.8 and 2.10 of the Local Government Act 1995.

Council Policy Statement

Government organisation employees are bound by the State Records Act 2000 which establishes rules for best practice for recordkeeping within the West Australian Government. The State Records Act 2000 classifies Council Members as a government organisation employee.

The State Records Commission policy requires that any communications or transactions of local government elected members, which constitute evidence affecting the accountability of the Council and the discharge of its business, be created and retained.

Responsibility

The State Records Act 2000 requires Council Members to create and keep accurate government records of communications or transactions, which convey information relating to council business or functions undertaken in the course of their official duties for Council. This includes but is not limited to:

- Providing consent, permission, advice, instruction or recommendations
- All communications from ratepayers relating to local government business activity and functions (including social media)
- Making decisions, commitments or agreements binding for the Council Member or Council
- Drafts of documents for Council containing significant annotations or submitted for comment or approval by others
- Diaries of activities conducted on behalf of the local government
- Meetings, conversations, presentations and speeches about local government projects or business activities
- Correspondence received and sent relating to their work undertaken for Council.

Conversely, records which are created, sent or received by Council Members when they are not discharging functions of Council are not considered to be government records and as such do not need to be stored by the City.

Records that are not government records include (but are not limited to):

- Records relating to political or electoral issues e.g. lobbying for votes, supportive emails from members of the community regarding elections or political stances.
- Communications regarding matters of personal/general interest rather than Council interest
- Records relating to attendance at sports functions, church fetes, community functions when the Council Member is not representing Council.
- Personal records of council members such as personal emails, character references for friends, nomination for awards, and letters to local newspapers that are not related to Council business.

Role of the Chief Executive Officer

The Chief Executive Officer is to:

- Maintain Executive Standards, procedures and systems to ensure Council Members compliance with records keeping legislation
- Induct Council Members adequately to understand their obligations.
- Ensure policy and security controls are in place to maintain relevant Council Members government records have restricted access.
- Ensure policy and security controls are in place which enable Council Members access to government records during normal business hours.

Council Members must use their Council email account (@rockingham.wa.gov.au) when performing their role as an Council Member. Electronic government records must be forwarded to councillor.records@rockingham.wa.gov.au as an attachment to ensure they are recorded appropriately. Council Members are also required to forward hard copy government records to the Chief Executive Officer, or their approved delegate.

Council Members requesting to access records in relation to a matter of personal interest have the same rights as other members of the public.

Definitions

Council Member

Ephemeral record - a Record which has no continuing value to the organisation, is only needed for a few hours or days and does not directly impact upon the decisions or operations of the organisation.

Exempt record - a Record which is part of publically available material held by the City for reference purposes only or a Record not created by the City that is part of the collection of a state collecting institution such as a library.

Government organisation employee – a person who, whether or not an employee, along or with others governs, controls or manages a government organisation.

Government record - any Record that is, not an Exempt Record or Ephemeral Record, created or received by a government organisation employee or contractor in their course of work for the organisation.

Record - information relating to the activities undertaken by an organisation or employee, which are kept to provide evidence of such activity. The information can be created, received or maintained in any form ranging from writing, diagrams and images to electronically stored data.

Legislation

State Records Act 2000

Local Government Act 1995

Other Relevant Policies/ Key Documents

Records Management Advice – Local Government Elected Members Records

Responsible Division

Corporate Services

Review Date

March 2027

Committee Voting (Carried) – 6/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Corporate Services Customer and Corporate Support



Report number / title:	CS-004/24 Council Policy – Service Complaints
File number:	CUS/22-02
Proponent/s:	
Author:	Mr Michael Yakas, Manager Customer and Corporate Support
Other Contributor/s:	
Date of Committee meeting:	19 March 2024
Previously before Council:	23 March 2010 (CES36/3/10), 18 August 2020 (CS-021/20), 20 October 2020 (CS-025/20), 19 January 2021 (CS-001-21), 23 March 2021
Disclosure of Interest:	
Nature of Council's role:	Executive
Attachments:	1. Council Policy – Service Complaints (<i>marked up version</i>)
Maps/Diagrams:	
Site:	
Lot Area:	

Purpose of Report

For Council to adopt the reviewed Council Policy – Service Complaints.

Background

Complaints are an important way for the management of an organisation to be accountable to the public. It also provides valuable feedback on organisational performance and the conduct of employees. Having an effective complaint handling process is fundamental to the provision of quality service.

Details

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

Council adopted its first Council Policy – Service Complaints on 23 March 2010. A revised Council Policy – Service Complaints was adopted by Council on 23 March 2021.

The Council Policy – Service Complaints has been reviewed in accordance with the Council Policy – Policy Framework. Only minor amendments have been made as seen in Attachment 1.

Implications to Consider

a. Consultation with the Community

It is not proposed to seek public consultation as the Council Policy – Service Complaints as only minor amendments have been made.

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

In accordance with the Policy Framework all Council policies must be reviewed at a minimum of once every three years. The existing Council Policy – Service Complaints was last reviewed in March 2021.

e. Financial

Nil

f. Legal and Statutory

Nil

g. Risk

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

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

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

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

Nil

Comments

The Council Policy – Service Complaint is an existing Council Policy.

Voting Requirements

Simple Majority

Officer Recommendation

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

Committee Recommendation

Moved Cr Buchan, seconded Cr Hume:

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

Council Policy - Service Complaints

Council Policy Objective

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

Council Policy Scope

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

Council Policy Statement

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

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

Eligibility

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

Lodgement

A service complaint must be lodged on an approved service complaint form and completed in full. If a complaint is considered minor, irrelevant, vexatious or to have no merit, the Chief Executive Officer may refuse to process the complaint. The complainant will be advised they may refer their complaint to the Ombudsman Western Australia.

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

Customer Service Review Committee

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

Perception of Bias

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

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

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

Executive support will be provided by Customer and Corporate Support.

Definitions

Customer relates to any person having dealings with the City.

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

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

Legislation

Nil

Other Relevant Policies/ Key Documents

Council Policy – Customer Service

Responsible Division

Corporate Services

Review Date

March 2027

Committee Voting (Carried) – 6/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Corporate Services Financial Services



Report number / title:	CS-005/24	Budget Review – February 2024 (<i>Absolute Majority</i>)
File number:	FLM/17-05	
Proponent/s:		
Author:	Mrs Katie MacLachlan, Financial Controller	
Other Contributor/s:	Mr Alvin Santiago, Finance Manager	
Date of Committee meeting:	19 March 2024	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:	1. February 2024 Budget Review	
Maps/Diagrams:		
Site:		
Lot Area:		

Purpose of Report

For Council to adopt the February 2024 Budget Review.

Background

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

This budget review is mandatory and must be undertaken between 31 December 2023 and 29 February 2024 and presented to Council on or before 31 March 2024. The City must provide a copy of the budget review and the budget review item from the unconfirmed council minutes to the Department of Local Government, Sport and Cultural Industries within 14 days of the council meeting.

Details

The February 2024 Budget Review includes transactions during the July 2023 – February 2024 period and adjustments required to the annual budget. The document includes the following information:

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

Implications to Consider

a. **Consultation with the Community**

Nil

b. **Consultation with Government Agencies**

Nil

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**

The overall effect of this budget review is an anticipated closing deficit for 30 June 2024 of \$36K.

f. **Legal and Statutory**

Regulation 33A of the Local Government (Financial Management) Regulations requires local governments to undertake a review of their annual budget between 1 January and the last day of February. The review must be submitted to Council on or before 31 March. Council should then determine (by absolute majority) whether to adopt the review, any parts of the review or any recommendations made in the review. Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

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

g. **Risk**

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

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

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

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

Nil

Comments

In addition to forecasting the estimated budget position at 30 June 2024, the February Budget Review also aims to identify savings or additional costs for completed and ongoing projects.

Below is an explanation of the proposed amendments more than \$250K. The other proposed amendments, including expenditure offset by additional revenues, internal allocations and other budget changes that are less than \$250K individually, are detailed in the February 2024 Budget Review attachment.

Of noting, \$7.9M was reallocated from the Investment Property Reserve to the Administration and Community Building Reserve to correctly align the funds with the adopted Business Plan.

1. **Opening Position**

The opening position is \$64.6M as per the Audited Annual Financial Statements of the last financial year.

2. Operating Revenue

Operating revenue has increased by \$266K and includes the following significant amendments:

2.1 \$294K increase in expected Interim Rates.

3. Operating Expenditure

Operating expenditure has increased by \$317K, there were no individual amendments exceeding \$250K. Proposed amendments that are immaterial individually are detailed in the February 2024 Budget Review attachment.

4. Non-Operating Revenue

There were no amendments proposed.

5. Non-Operating Expenditure

Non-operating expenditure has decreased by \$258K and includes the following significant amendment:

5.1 \$258K reduction in Safety Bay Pump Track to reflect the correct budget.

6. Conclusion

The February budget review is the second budget review performed by the City and is required under legislation to be performed and submitted to the Department of Local Government, Sport and Cultural Industries. The aim of this budget review is to gain an up to date understanding of the estimated financial position as at 30 June.

The quarterly budget review process enables the City to address the changes encountered during a financial year and make modifications to address these changes. This approach is crucial in ensuring the City remains in a sound financial position to meet its planned operating and capital projects and importantly pay its liabilities when due and payable. It is important to continuously monitor annual budgets and update forecasts, and the quarterly budget review is viewed as the most appropriate tool to address this. Notwithstanding the statutory requirements of this budget review, the third quarter budget review is considered more relevant for end of year projections and carry over amounts.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council **ADOPTS** the February 2024 Budget Review, as detailed in Attachment 1.

Committee Recommendation

Moved Cr Buchan, seconded Cr Crichton:

That Council **ADOPTS** the February 2024 Budget Review, as detailed in Attachment 1.

Committee Voting (Carried) – 6/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Corporate Services Customer and Corporate Support



Report number / title:	CS-006/24	Annual Electors' Meeting, 8 February 2024
		Resolution: Millar Road Facility Hazardous Waste
File number:	WSM/14-5	
Proponent/s:		
Author:	Mr John Pearson, Director Corporate Services	
Other Contributor/s:		
Date of Committee meeting:	19 March 2024	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:		
Maps/Diagrams:		
Site:		
Lot Area:		

Purpose of Report

To consider the following resolution of the Annual Electors' Meeting held on 8 February 2024:

"That Council order an independent investigation into the City's Work Health and Safety compliance to the Regulations for the handling of Hazardous Waste at the Millar Road facility."

Background

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

Details

The following resolution was passed at the Annual Electors' Meeting held on 8 February 2024:

Motion: Millar Road Facility Hazardous Waste

Moved Mr Tom Mannion, seconded Ms Diane Park

That Council order an independent investigation into the City's Work Health and Safety compliance to the Regulations for the handling of Hazardous Waste at the Millar Road facility

Carried – 34/13

Reasons provided by the mover of the Motion

This has been an ongoing discussion of mine through the Council for the past 12 months. In that time I have collected quite a bit of information from government departments, responses from the City and from employees that work at the facility. We are now in a situation where the employees are in discussions with Worksafe.

Their legal team is in discussions with the same legal team that handled the Bullsbrook claims for residents, so there is enough facts and information that has been filtered through. It is time for the Councillors to step up and put the health employees and others at the forefront and get to understand what is or isn't in place to protect the workers."

Mr Parker at the meeting advised:

The City acts in accordance with all its regulatory and licensing requirements at this site. Since Mr Mannion has raised concerns regarding safety of employees at the Millar Road Landfill the regulatory bodies, the Department of Mines, Industry Regulation and Safety (**DMIRS**) WorkSafe and the Department of Water and Environmental Regulation (**DWER**) have both attended the site and investigated. No action has been required by the City and no adverse findings have been made. The City has safe operating procedures in place for staff when handling hazardous waste and staff are trained to handle that waste. The City has three work, health and safety representatives appointed, trained and engaged in dealing with any safety concerns on the site.

City Considerations

Millar Road Landfill is a Class III landfill which has been in operation since 1994. It has stringent licencing conditions that are regulated by DWER. The City of Rockingham (City), as the owner and operator of Millar Road Landfill Facility, must adhere to all licencing conditions and other laws.

Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

Officers from both of the independent regulation agencies, DWER and DMIRS - Worksafe, have either attended or spoken directly to the relevant staff at Millar Road Landfill on matters related to the complaints regarding operations and safety compliance. No adverse findings have been made against the City from either DWER or DMIRS Worksafe on these matters.

Outside of this, DWER monitors the City's compliance of its licence conditions via its submission of annual compliance reports. These reports include a summary of any non-compliance with licence conditions, as well as through unannounced site compliance inspections.

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

Council Policy - Workplace Health and Safety provides for the purpose of assisting the Chief Executive Officer in meeting obligations under the *Work health and Safety Act 2020*.

e. Financial

No budget allocation currently exists for an independent investigation to occur.

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

Any person may report any specific pollution and/or compliance issues related to the Millar Road Landfill by contacting DWER's Pollution Watch on 1300 784 782 so the matter can be duly investigated.

Worker health and safety, beyond the City of Rockingham's internal policies, procedures and controls, are regulated through the DMIRS - Worksafe. Any person may report a specific worker safety incident or issue by contacting DMIRS - Worksafe on 1300 307 877 so the matter can be duly investigated.

Both DWER and DMIRS - Worksafe are independent of the City and will investigate any complaints based on the information provided to them. The City is, and continues to be, inspected by these regulators through unannounced site inspections.

Given the independent role of both DWER and DMIRS, and their statutory functions as independent regulators of both landfill licencing conditions and workplace health and safety respectively, the motion is not supported.

As stated above, any person may report a pollution and/or safety compliance issue/concern to the regulators about Millar Road Landfill Facility's functions and operations at any time and the independent regulators will investigate based on the information provided. This is their role.

Further to this, the City employs dedicated Health and Safety officers whose role directly relates to ensuring a safe workplace is provided and that the City is meeting its statutory obligations.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **NOT SUPPORT** the Annual Electors' Meeting resolution to "*order an independent investigation into the City's Work Health and Safety compliance to the Regulations for the handling of Hazardous Waste at the Millar Road facility.*"

Alternate Motion

Cr Schmidt proposed the following Alternate Motion:

That Council **DEFERS** Item CS-006/24 Annual Electors' Meeting, 8 February 2024 Resolution: Millar Road Facility Hazardous Waste, to April 2024 Ordinary Council Meeting.

Committee Recommendation

Moved Cr Schmidt, seconded Cr Buchan:

That Council **DEFERS** Item CS-006/24 Annual Electors' Meeting, 8 February 2024 Resolution: Millar Road Facility Hazardous Waste, to the April Ordinary Council Meeting.

Committee Voting (Carried) – 6/0

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

Annual Electors' Meeting, 8 February 2024 Resolution: Millar Road Facility Hazardous Waste to be deferred to the April 2024 Ordinary Council Meeting, to enable Councillors to seek clarity around the advice received by the Chief Executive Officer.

Implications of the Changes to the Officer's Recommendation

Not Applicable

Corporate Services Customer and Corporate Support



Report number / title:	CS-007/24	Annual Electors' Meeting, 8 February 2024 Resolution: Food Organics and Garden Organics (FOGO)
File number:	CPM/168-9	
Proponent/s:		
Author:	Ms Helen Savage, Senior Projects Officer (Corporate Services)	
Other Contributor/s:	Mr Allan Moles, Manager Waste Services	
Date of Committee meeting:	19 March 2024	
Previously before Council:	27 September 2016 (EP-030-16), 25 July 2023 (CS-015/23)	
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:		
Maps/Diagrams:		
Site:		
Lot Area:		

Purpose of Report

To consider the following resolution from the Annual Electors Meeting held on 8 February 2024:

That Council:

- 1. direct the CEO conduct a thorough review into cost and environmental impact of the current FOGO Policy, as well as whether the current FOGO policy can be changed to adapt itself to be a better fit for all residents of the city of Rockingham*
- 2. select parts of the current FOGO Policy remain, including but not limited to: The adaptation of food scraps to be disposed of in the green bins.*
- 3. direct the CEO direct stakeholders to seriously consider a "switching of the lids" between the green and red bins in order to give a better balance of rubbish disposals to the people who are directly impacted by this policy, the residents, if they are to keep the current FOGO cycle in place*
- 4. direct the CEO to consider application for the Better Bins Plus program in order to relieve the cost which as of now has gone up to 25 dollars per household as opposed to the previous 11 dollars per household that was quoted in CS-015/23 in the August OCM*
- 5. force a motion that the policy be sent out for community consultation be made, not to discourage or sway in favour of FOGO, but gauge communities understanding of FOGO Policy as well as their opinions on what if any part of the FOGO Policy should be adapted.*
- 6. Direct the CEO, if no agreement can be made on implementation of these FOGO modifications, that the policy in its entirety be withdrawn and the previous motion CS-015/23 be revoked, citing implementation cost, lack of choice for residents and environmental issues associated with lack of proper information."*

Background

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

At the Annual Electors Meeting 2022/2023 held on 8 February 2024 Motion 4.13 "Food Organics and Garden Organics (**FOGO**)" was carried by the floor.

The City's adopted Waste Plan 2020-2021 (**Waste Plan**) was adopted by Council in January 2021 and endorsed by the Department of Water and Environmental Regulation (**DWER**) on 27 May 2021.

The Waste Plan included the following related to FOGO;

Part 1 Services and performance – Protect – Better practice

- *Residential Three Bin Collection System Upgrade - Better Bins Kerbside Collection Guidelines (Implemented: 2017/2018)*

Part 2 Implementation plan - Introduce the Better Practice 3 bin FOGO system by 2025

- **Action 1.4.1:** *Investigate case studies from other local governments that have introduced the service. (Completed)*
- **Action 1.4.2:** *Consider the funding available through the Better Bins Plus: Go FOGO program. (Completed)*
- **Action 1.4.3:** *Put forward all options to Council to determine the best course of action. (Completed)*
- **Action 1.4.4:** *If endorsed by Council, subject to grant funding, apply for funding with the Waste Authority. (In progress)*
- **Action 1.4.5:** *Plan the change-over to a FOGO system. (In progress)*
- **Action 1.4.6:** *Develop a comprehensive communication, education and behaviour change program. (In progress)*
- **Action 1.4.7:** *Make the switch to FOGO. (Not commenced)*

In relation to Action 1.4.3 above, a report (CS-015/23) was presented to the July 2023 Ordinary Council meeting where it was resolved;

"That Council;

Approves the implementation of a Food Organics and Garden Organics (FOGO) waste collection and processing service for residential properties in accordance with the City of Rockingham's Waste Plan 2020-2031 by the end of June 2025, as detailed in Option 1 of this report."

Preparation of a tender for the provision of waste collection and processing services for both recycling and FOGO is in the final stages of review and is due to be advertised in the next few weeks to enable the new service to commence in June 2025.

Details

The following resolution was passed at the Annual Electors' Meeting held on 8 February 2024:

Motion: Food Organic and Garden Organic Waste (FOGO)

Moved Mr Jason Davies, seconded Ms Lynne Hopkin

That Council:

1. direct the CEO conduct a thorough review into cost and environmental impact of the current FOGO Policy, as well as whether the current FOGO policy can be changed to adapt itself to be a better fit for all residents of the city of Rockingham
2. select parts of the current FOGO Policy remain, including but not limited to: The adaptation of food scraps to be disposed of in the green bins.

3. direct the CEO direct stakeholders to seriously consider a "switching of the lids" between the green and red bins in order to give a better balance of rubbish disposals to the people who are directly impacted by this policy, the residents, if they are to keep the current FOGO cycle in place
4. direct the CEO to consider application for the Better Bins Plus program in order to relieve the cost which as of now has gone up to 25 dollars per household as opposed to the previous 11 dollars per household that was quoted in CS-015/23 in the August OCM
5. force a motion that the policy be sent out for community consultation be made, not to discourage or sway in favour of FOGO, but gauge communities understanding of FOGO Policy as well as their opinions on what if any part of the FOGO Policy should be adapted.
6. direct the CEO, if no agreement can be made on implementation of these FOGO modifications, that the policy in its entirety be withdrawn and the previous motion CS-015/23 be revoked, citing implementation cost, lack of choice for residents and environmental issues associated with lack of proper information."

Carried 14/7

Reasons provided by the mover of the motion

"As a lot of you are aware, the State government has been talking up a big game in regards to the Food Organic Garden Organic or FOGO policy in regards to its potential for reduction in greenhouse gas emissions and environmental impact, however as I stated at public question time back in November, something stinks, and no its not Millar Rd, it's the FOGO policy.

However there are some issues that may impact the community here in Rockingham. to put simply, FOGO Policy works as such:

- *Once implemented, Food Waste is to be discarded into the Green bins. Patrick Soars, who runs a processing plant in the Sydney suburb of Badgerys Creek said the massive amount of food waste that ends up in landfill is an environmental nightmare, creating harmful methane, adding to Australia's greenhouse gas emissions. He said it can be recycled into nutrient-rich compost for farmers to grow food — part of the much-discussed circular economy, where waste is "recaptured" as a resource.*
- *As an attempt at reducing the amount of waste fed to the landfill, the Red bins are not to be upgraded, instead left at its current size, as well as moved to fortnightly emptying cycles, with the green waste to be emptied weekly in its stead.*
- *Increase in public educational promotion and marketing on the changes and projected outcomes and effects of the new Policy*

I gave some state precedents that went against this policy, which I will again illustrate, as well as give other issues nationwide.

Now whilst the State government would beat the drum of educational reform in its defense, with some councils looking at spending anywhere between 45-60 thousand dollars in educational marketing and promotion, guess where most of it will end? Yup, that's right, the bin. The problem that most of these councils are facing are what's been described as "a generation of community members who are used to co-mingling their waste streams"'. Quite simply, most of us simply aren't entertaining the idea of being more mindful of where we throw our rubbish. Now don't get me wrong, it's not everybody, but this issue isn't going away quickly and no amount of money us going to fix the issue overnight

And with the 1.4 million dollars budgeted to the initial implementation and I quote 'The cost to implement a FOGO collection and processing service at the City is approximately \$1.05 million more than the current green waste only fee' as directly quoted from this councils July 2023 minutes under Report number CS-015/23 on page 40 to be implemented yearly, with current inflation looking to possibly balloon that figure, as well as the Mayor stating in response to my questions at the November meeting regarding who will bear the brunt of these extra costs that "the cost of FOGO implementation will be borne by the user of the service. This will occur via the annual waste service charge with the rates notice."

At the meeting Mr Pearson, Director Corporate Services, advised that the City has a position of implementing FOGO. It started the process around 2017 with the implementation of garden organics (GO) bins and it would've implemented FOGO at that time but there was no provider in the market that was capable of processing the food organics (FO).

That has now changed and there are many local governments across metropolitan Perth that have implemented FOGO which is done in accordance with State policy. The City is required to have an adopted waste plan. The waste plan was a template provided by the State to the local government that had very strict conditions about what it had to say.

Essentially FOGO was required to be considered by this local government and we were required to prepare that work for the Council to consider the implementation of FOGO. In July 2023 Councillors were presented with the findings from case studies of other local governments that have already introduced FOGO and this was followed by the report that went to Council.

Significant work has already been completed in the preparation to implement a FOGO collection and processing service within Rockingham. The City would not have been able to meet the legislative requirements for an approved waste plan of this local government without the consideration of FOGO. Officers are now implementing FOGO in accordance with that position.

Implications to Consider

a. Consultation with the Community

Nil

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: **2. Natural Environment – A place of natural beauty where the environment is respected**

Outcome/Objective: *Protection of natural environment: Reduce City's energy and water usage, minimise waste and mitigate and adapt to climate change impacts.*

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

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

City of Rockingham Waste Plan 2020/2021

d. Policy

Nil

e. Financial

The cost of providing waste collection services will increase regardless of whether the City introduces FOGO or not as the cost of disposing of waste to landfill is also increasing. The waste levy increases from \$70 per tonne to \$85 per tonne in 2024/2025 with proposed increases each year to 2027/2028 with the levy reaching \$93 per tonne.

Changing bin sizes or increasing the frequency of collections will also increase the cost of the service.

f. Legal and Statutory

Section 6.2(2) of the *Local Government Act 1995* requires local governments to have regard to their plans for the future (which include waste plans made under section 40 of the *Waste Avoidance and Resource Recovery Act 2007*).

Section 43(2) of the *Waste Avoidance and Resource Recovery Act 2007* provides that:

“A local government must perform its functions in respect of waste management in accordance with its waste plan as existing from time to time”.

Section 40(2) of the *Waste Avoidance and Resource Recovery Act 2007* provides that:

“A local government may include within its plan for the future a waste plan outlining how, in order to protect human health and the environment, waste services provided by the local government in the relevant district will be managed to achieve consistency with the waste strategy”.

waste strategy means the waste strategy that is approved and in force under Part 4 Division 1 of the *Waste Avoidance and Resource Recovery Act 2007*.

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 response to each of Mr Jason Davies requests has been provided below.

1. Direct the CEO conduct a thorough review into cost and environmental impact of the current FOGO Policy, as well as whether the current FOGO policy can be changed to adapt itself to be a better fit for all residents of the City of Rockingham

The “current FOGO policy” is that adopted by Council and in complete alignment with state government policy. It has been implemented by many local governments. The City of Rockingham will not be the first to implement FOGO. Further the report presented to Council in July 2023 included details of the options for the implementation of FOGO services.

In relation to the environmental impact the Waste Plan identifies the adoption of a FOGO service as a key objective in reducing our waste and greenhouse gas emissions, in alignment with the State’s Waste Avoidance and Resource Recovery Strategy 2030 (‘the Strategy’). The Strategy provides a waste hierarchy that provides decision-making guidance for determining the environmental impacts of different waste management options.

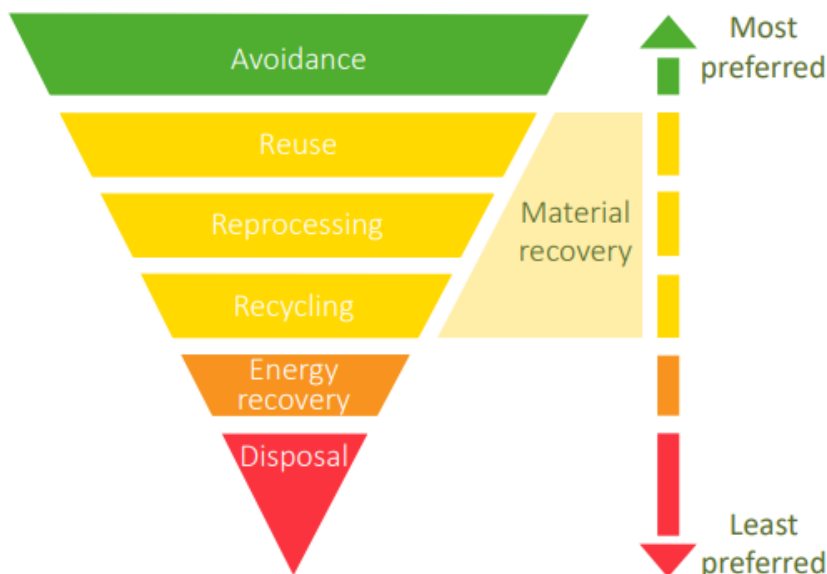


Figure 1 - Waste Hierarchy image from Waste Avoidance and Resource Recovery Strategy 2030

The Waste Authority strongly supports waste separation as a means to maximise material recovery, FOGO facilitates this through increasing kerbside recovery rates.

Increasing Municipal Solid Waste (**MSW**) material recovery to 70% by 2030 is a key target outlined in the State Waste Strategy and the City will need to recover FO to achieve this target.

2. That only select parts of the current FOGO Policy remain, including but not limited to: The adaptation of food scraps to be disposed of in the green bins

FOGO is a kerbside collection service that allows food and organic waste such as food organics, garden organics and other organic wastes to be added to the green lid waste bin.

By adding FO in the existing GO bin there is a requirement to change the waste collection service to accommodate the increased frequency of collections and the change to the processing requirements.

The following is the 'best practice' model for a three bin waste system, including FOGO, according to the Waste Authority.




	 Mobile Garbage Bins		
	Residual / General waste Red lid	Co-mingled recycling Yellow lid	FOGO Lime Green lid
Preferred bin volume	80, 120 or 140 litres	240 or 360 litres	240 litres
Preferred collection frequency	Fortnightly	Fortnightly	Weekly
Weekly collection volume	Maximum 70 litres	Minimum 120 litres	Minimum 240 litres
Kitchen asset and consumables			
Kitchen caddies	5 to 8 litres		
Kitchen caddie liners	AS4736-2006 for compostable and biodegradable plastics		

Figure 2 - Better practise FOGO kerbside collection guidelines image from <https://www.wasteauthority.wa.gov.au/programs/view/better-bins>

The City's adopted model for the FOGO waste collection service meets this best practice model.

As the City already has already implemented the three bins any change to the bin sizes will result in additional costs and time delays that have not been factored in to the current implementation plan.

3. That the Council direct the CEO direct stakeholders to seriously consider a "switching of the lids" between the green and red bins in order to give a better balance of rubbish disposals to the people who are directly impacted by this policy, the residents, if they are to keep the current FOGO cycle in place

Refer to the comments in point 2. Bin lids are unable to be "switched" as they are different sizes (See Figure 2).

4. That the Council direct the CEO to consider application for the Better Bins Plus program in order to relieve the cost which as of now has gone up to 25 dollars per household as opposed to the previous 11 dollars per household that was quoted in CS-015/23 in the August OCM

The City is progressing an application under the Better Bins FOGO Grant which is expected to be over \$800,000 depending on the number of FOGO services provided. This is based on the maximum that the City can claim, \$15.00 per property, as it has already received funding under the original Better Bins program when the three bin waste system was introduced in 2017.

5. That the Council force a motion that the policy be sent out for community consultation be made, not to discourage or sway in favour of FOGO, but gauge communities understanding of FOGO Policy as well as their opinions on what if any part of the FOGO Policy should be adapted

The introduction of a FOGO service requires a shift in user behaviour which is best facilitated through appropriate waste management education. The transition to a FOGO service will be supported through engagement with the community on its benefits and appropriate waste education to reduce contamination and increase material recovery.

To enable the FOGO service to be introduced in June 2025 as planned, the tender needs to be advertised as soon as possible to give the successful tenderer sufficient time to prepare for the new service.

6. Direct the CEO, if no agreement can be made on implementation of these FOGO modifications, that the policy in its entirety be withdrawn and the previous motion CS-015/23 be revoked, citing implementation cost, lack of choice for residents and environmental issues associated with lack of proper information

The City has been working towards a better practice waste collection system since before the introduction of the three bins system in 2017.

If Council was to resolve not to introduce FOGO, the existing three bin system with a GO bin will remain which will not allow the City to meet the waste diversion targets under the State's Waste Strategy.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **NOT SUPPORT** the following resolution from the Annual Electors Meeting held on 8 February 2024:

1. *direct the CEO conduct a thorough review into cost and environmental impact of the current FOGO Policy, as well as whether the current FOGO policy can be changed to adapt itself to be a better fit for all residents of the city of Rockingham*
2. *select parts of the current FOGO Policy remain, including but not limited to: The adaptation of food scraps to be disposed of in the green bins.*
3. *direct the CEO direct stakeholders to seriously consider a "switching of the lids" between the green and red bins in order to give a better balance of rubbish disposals to the people who are directly impacted by this policy, the residents, if they are to keep the current FOGO cycle in place*
4. *direct the CEO to consider application for the Better Bins Plus program in order to relieve the cost which as of now has gone up to 25 dollars per household as opposed to the previous 11 dollars per household that was quoted in CS-015/23 in the August OCM*
5. *force a motion that the policy be sent out for community consultation be made, not to discourage or sway in favour of FOGO, but gauge communities understanding of FOGO Policy as well as their opinions on what if any part of the FOGO Policy should be adapted.*
6. *Direct the CEO, if no agreement can be made on implementation of these FOGO modifications, that the policy in its entirety be withdrawn and the previous motion CS-015/23 be revoked, citing implementation cost, lack of choice for residents and environmental issues associated with lack of proper information."*

Committee Recommendation

Moved Cr Schmidt, seconded Cr Crichton:

That Council **NOT SUPPORT** the following resolution from the Annual Electors Meeting held on 8 February 2024:

1. *direct the CEO conduct a thorough review into cost and environmental impact of the current FOGO Policy, as well as whether the current FOGO policy can be changed to adapt itself to be a better fit for all residents of the city of Rockingham*
2. *select parts of the current FOGO Policy remain, including but not limited to: The adaptation of food scraps to be disposed of in the green bins.*

3. *direct the CEO direct stakeholders to seriously consider a "switching of the lids" between the green and red bins in order to give a better balance of rubbish disposals to the people who are directly impacted by this policy, the residents, if they are to keep the current FOGO cycle in place*
4. *direct the CEO to consider application for the Better Bins Plus program in order to relieve the cost which as of now has gone up to 25 dollars per household as opposed to the previous 11 dollars per household that was quoted in CS-015/23 in the August OCM*
5. *force a motion that the policy be sent out for community consultation be made, not to discourage or sway in favour of FOGO, but gauge communities understanding of FOGO Policy as well as their opinions on what if any part of the FOGO Policy should be adapted.*
6. *direct the CEO, if no agreement can be made on implementation of these FOGO modifications, that the policy in its entirety be withdrawn and the previous motion CS-015/23 be revoked, citing implementation cost, lack of choice for residents and environmental issues associated with lack of proper information."*

Committee Voting (Carried) – 6/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

5:59pm *Mayor Deb Hamblin left the Corporate and Community Development Committee meeting.*

Corporate Services Financial Services



Report number / title:	CS-008/24	Proposed 2024/2025 Fees and Charges
File number:	FLM/17-05	
Proponent/s:		
Author:	Mrs Katie MacLachlan, Financial Controller	
Other Contributor/s:	Mr Alvin Santiago, Manager Financial Services	
Date of Committee meeting:	19 March 2024	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:	1. Proposed Schedule of Fees and Charges for 2024/2025	
Maps/Diagrams:		
Site:		
Lot Area:		

Purpose of Report

To endorse the proposed Schedule of Fees and Charges for the financial year 2024/2025.

Background

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

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

Details

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

	Same	New	Increase	Decrease	Delete
General Management Services	4	0	0	0	0
Community Development	287	12	367	7	6
Asset Services	10	1	30	0	11
Planning and Development	227	5	5	0	2
Corporate Services	42	3	45	0	2
Legal and General Counsel	2	0	0	0	0
	571	21	457	7	22

The attached proposed Schedule of Fees and Charges for 2024/2025 lists all fees and charges with details of the current and proposed fees. Waste Services fees and charges will be determined by Council at the end of the financial year, as is regular practice.

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

Reduced Fees

- Community Development
 - Art Professional Development Fee, Level 3, Level 2 and Level 1 (item 2.1), reducing as a result of community feedback.
 - Reduction of annual shooting pass of Mike Barnett (item 5.8.3) and Baldivis Indoor Sports Complex (item 5.10.3), to encourage patronage.

New Fees

- Community Development
 - Food Vendor Fee – Events (item 2.1), to discourage food vendors cancelling last minute and Non-Commercial Monthly – 1 month term (item 5.4.1) to accommodate shorter term hire in line with recent feedback.
 - Basic, Complex and Generic Traffic Management Plan Review and Extension of Approved Traffic management Plan (item 5.3.2)
- Asset Services
 - Asset Protection Bond (item 6.2), to cover the cost of repairing damages to the public thoroughfare or public place (including Street Trees), on the basis that the local government may retain from that sum any amount required for the cost of repairs if the damage is not made good by the applicant.
- Planning and Development Services
 - Determining an application to amend an R-Code approval. Value of construction less than \$50,000 (item 8.3.4) and Determining an application to amend a R-Code approval. Value of construction \$50,000 or above (item 8.3.5) in line with the *Planning and Development Regulations 2009* (schedule 2 item 5A).
 - Mobile or temporary food business (item 11.2.1), annual registration fee
- Corporate Services
 - Weekly (or part thereof) MGB Hire (item 16.1.7)
 - Additional keys (item 17.1)

Changes in Description and/or Presentation of the Fees

- Asset Services
 - Streets, Roads, Bridges – Maintenance title updated to Building and Development – Asset Protection and an updated explanation to include Commercial lots (item 6.2)
 - Cemeteries title changed to East Rockingham Pioneer Cemetery (item 6.3) and inclusion of reference to the Cemeteries (East Rockingham Pioneer Cemetery Closure) Order 2009 where applicable (item 6.3.2 and 6.3.3).
- Planning and Development Services
 - Updated descriptions for better understanding and clarity (items 11.2.1 & 11.1.14)

Deleted Fees

- Asset Services
 - East Rockingham Pioneer Cemetery Burial fees (item 6.3.2), Disposal of ashes (item 6.3.4), Search fees (item 6.3.6) and Memorials (item 6.3.7) as they are no longer available

- Community Development
 - Group fitness – casual entry 30 min double class (item 5.7.3), Crèche (per game) (item 5.8.4), Upstairs meeting room hire (item 5.8.5) as no longer available.
 - Fees relating to traffic management plans from various events (5.3.2) have been removed and replaced by a new fee structure

Increased Fees

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

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

Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

Nil

c. Strategic

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

The fees and charges endorsed at this meeting will be included for adoption in the 2024/2025 Annual Budget.

The annual fees and charges estimated as per the 2024/2025 Business Plan are \$43 million.

f. Legal and Statutory

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

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

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

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

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government,
- (b) supplying a service or carrying out work at the request of a person,

- (c) providing information from local government records subject to some limitations,
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate, and
- (e) supplying goods.

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

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

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

Council is requested to endorse the Schedule of Fees and Charges for 2024/2025 only. These endorsed fees and charges will then be included for adoption as part of the 2024/2025 Annual Budget at the June 2024 Ordinary Council Meeting.

g. Risk

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

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

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

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

Nil

Comments

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

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

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ENDORSES** the proposed Schedule of Fees and Charges for the financial year 2024/2025 for inclusion in the 2024/2025 Annual Budget, as contained in Attachment 1.

Committee Recommendation

Moved Cr Hume, seconded Cr Liley:

That Council **ENDORSES** the proposed Schedule of Fees and Charges for the financial year 2024/2025 for inclusion in the 2024/2025 Annual Budget, as contained in Attachment 1.

Committee Voting (Carried) – 6/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

General Management Services

General Management Services Governance and Councillor Support



Report number / title:	GM-005/24	Minutes of the Annual Electors' Meeting held 8 February 2024
File number:	GVR/60	
Proponent/s:		
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support	
Other Contributor/s:	Ms Louise Pleasance, Governance Coordinator Ms Sue Langley, Governance Officer	
Date of Committee meeting:	19 March 2024	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:	1. Minutes of the Annual Electors' Meeting held 8 February 2024	
Maps / Diagrams:		
Site:		
Lot Area:		

Purpose of Report

To receive the minutes and consider any decisions of the Annual Electors' Meeting held 8 February 2024.

Background

Council resolved at its 28 November 2023 meeting to hold the Annual Electors' Meeting on Thursday 8 February 2024 commencing at 6:00pm. The meeting was held and the minutes are included as an attachment.

Details

The Annual Electors' Meeting was held on 8 February 2024 and in accordance with section 5.33 of the *Local Government Act 1995* (**Act**) all decisions made at an electors' meeting are to be considered at the next ordinary meeting of Council, or, if that is not practicable at the first ordinary council meeting after that meeting.

With the exception of the decision to receive the 2022-2023 Annual Report (and any procedural motions), there were ten motions initiated at the meeting that were carried. These are as follows –

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

Motion: Semi-permanent volleyball courts

Moved Mr Cody Flynn, seconded Mr Nicholas Webb:

That Council partners with Volleyball WA for the installation of two semi-permanent volleyball courts on the Rockingham Foreshore beach utilizing the VolleyMates program.

Carried Unanimously

Motion: Dredging Bent Street boat channel

Moved Mr John Quilty, seconded Mrs Lyn Quilty:

That Council cease further dredging of the channel providing boat access between the ocean and Bent Street boat ramp.

Carried – 28/12

Motion: Silo Tourism Trail

Moved Mr Tom Mannion, seconded Mr Jason Davies:

That Council investigate the possibility of joining the Silo Tourism Trail with the development of artistic display on local foreshore silos.

Carried Unanimously

Motion: Photographer's Trail

Moved Mr Tom Mannion, seconded Mr Jason Davies:

That Council create a Photographer's Trail along our coast with the use of installed picture frames highlighting impacting views.

Carried Unanimously

Motion: Air Quality Monitoring Stations

Moved Mr Tom Mannion, seconded Mr Jason Davies:

That Council advocate for the installation of Air Quality Monitoring Stations (AQMS) in Hillman as required by the Work Health & Safety Act to protect employees and others in relation to the future commissioning of the Waste to Energy plants

Carried – 53/1

Motion: Millar Road Facility Hazardous Waste

Moved Mr Tom Mannion, seconded Ms Diane Park:

That Council order an independent investigation into the City's Work Health and Safety compliance to the Regulations for the handling of Hazardous Waste at the Millar Road facility.

Carried – 34/13

Motion: Community and Sporting Group Debt / Training

Moved Mr Lucas Martin, seconded Ms Rebecca Privilege:

That Council:

1. instruct the CEO to wipe all community and sporting group usage charges debt from before the June 30th 2023
2. offer financial budget training for volunteer treasurers.

Carried – 18/16

Motion: Australia Day public consultation

Moved Ms Diane Park, seconded Ms Rebecca Privilege

That Council, before next year's Australia Day events happen and a date decided that public consultation is sort to allow ratepayers and residents to have their voice heard.

Carried – 35/5

Motion: City Chronicle

Moved Ms Diane Park, seconded Mr Jason Davies

That Council ceases the Chronicle to be delivered to every home in our city, that minimal copies could be printed and placed in local facilities to be collected if wanted by residents. Or give residents the opportunity to: opt out of receiving this magazine.

Carried – 28/12

Motion: Food Organic and Garden Organic Waste (FOGO)

Moved Mr Davies, seconded Ms Lynne Hopkin:

That Council:

1. direct the CEO conduct a thorough review into cost and environmental impact of the current FOGO Policy, as well as whether the current FOGO policy can be changed to adapt itself to be a better fit for all residents of the city of Rockingham
2. select parts of the current FOGO Policy remain, including but not limited to: The adaptation of food scraps to be disposed of in the green bins.
3. direct the CEO direct stakeholders to seriously consider a "switching of the lids" between the green and red bins in order to give a better balance of rubbish disposals to the people who are directly impacted by this policy, the residents, if they are to keep the current FOGO cycle in place
4. direct the CEO to consider application for the Better Bins Plus program in order to relieve the cost which as of now has gone up to 25 dollars per household as opposed to the previous 11 dollars per household that was quoted in CS-015/23 in the August OCM
5. force a motion that the policy be sent out for community consultation be made, not to discourage or sway in favour of FOGO, but gauge communities understanding of FOGO Policy as well as their opinions on what if any part of the FOGO Policy should be adapted.
6. Direct the CEO, if no agreement can be made on implementation of these FOGO modifications, that the policy in its entirety be withdrawn and the previous motion CS-015/23 be revoked, citing implementation cost, lack of choice for residents and environmental issues associated with lack of proper information.

Carried – 14/7

Implications to Consider

a. Consultation with the Community

Advertising was carried out in the Sound Telegraph, the City's Website and Facebook, Library and Administration notice boards advising the community of the date and time of the Annual Electors' Meeting. Members of the public were invited to attend and submit motions and questions on the Annual Report and for General Business. There were 55 members of the public present.

b. Consultation with Government Agencies

Not Applicable

c. Strategic

Community Plan

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

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

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

Aspiration 4: *Quality Leadership and Business Expertise*
Strategic Objective: *Effective governance - Apply systems of governance which empower the Council to make considered and informed decisions within a transparent, accountable, ethical and compliant environment.*

d. Policy

Nil

e. Financial

Nil

f. Legal and Statutory

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

- (1) *All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable -*
 - (a) *at the first ordinary council meeting after that date; or*
 - (b) *at a special meeting called for that purpose, whichever happens first.*
- (2) *If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.*

g. Risk

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

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

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

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

Nil

Comments

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

Officer reports as a result of the Annual Electors' Meeting will be presented as part of the March 2024 meeting cycle addressing the ten motions that were passed at the Annual Electors' Meeting held on 8 February 2024.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **RECEIVES** the minutes of the Annual Electors' Meeting held on Thursday 8 February 2024.

Committee Recommendation

Moved Cr Buchan, seconded Cr Hume:

That Council **RECEIVES** the minutes of the Annual Electors' Meeting held on Thursday 8 February 2024.

Committee Voting (Carried) – 6/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

General Management Services Governance and Councillor Support



Report number / title:	GM-006/24 2024 Advocacy Plan priorities
File number:	GOV/57-02
Proponent/s:	
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support
Other Contributor/s:	Mr Michael Parker, Chief Executive Officer
Date of Committee meeting:	19 March 2024
Previously before Council:	
Disclosure of Interest:	
Nature of Council's role:	Executive
Attachments:	
Maps/Diagrams:	
Site:	
Lot Area:	

Purpose of Report

To consider priority Advocacy Projects which will comprise the City of Rockingham (**City**) Advocacy Plan 2024 document.

Background

At the Ordinary Meeting of Council in December 2023, Council reviewed and updated its Advocacy Position Register (**Register**). The Register currently comprises 30 Council decisions that establish a number of advocacy positions.

The updated Register is used to develop the City's Advocacy Plan which captures the City's strategic priorities in a brochure/prospectus format. It provides more detailed information which supports lobbying efforts to State and Federal Ministers, local members of parliament and other relevant organisations.

The Advocacy Plan is particularly useful in the lead up to State and Federal elections to present the Council's strategic priorities to candidates and seek support for the delivery of advocacy initiatives. Advocacy and lobbying is one of the key strategic elements of the City's Economic Development Strategy 2020-2025; *'Facilitate growth of the Rockingham region and economy through strategic advocacy and lobbying programs'*

Council is requested to identify a shortlist of key Advocacy Projects which will form the contents of the Advocacy Plan 2024 (**Plan**).

Details

The Council's role in influencing key decision makers to support policy change, positive outcomes and investment in our City is crucial. To enable this, Council needs to be clear about what its advocacy priorities are and have a planned, coordinated, evidenced based and resourced approach that facilitates action and results.

Following feedback at a recent Councillor Engagement Session the following key advocacy and priority projects are recommended:

Advocacy Priority Projects (City Controlled)

- Aqua Jetty Stage 2 – Seek funding to support the expansion and refurbishment of the Aqua Jetty to cater for the City's population growth, including improvements to the water spaces to accommodate additional swimming programs, new and refurbished changing spaces, as well as new, relocated and enhanced dry side spaces (carried forward from 2020 plan).
- Safety Bay Yacht Club redevelopment - Seek a contribution of up to \$12 million to assist in the implementation of the Safety Bay Yacht Club as part of the Safety Bay/Shoalwater Foreshore Master Plan (part carried forward from 2020 plan).
- Warnbro Recreation Centre – Seek a contribution of up to \$4.9 million to implement the Warnbro Community Recreation Centre Master Plan (including accessibility improvements, full refurbishment of all change rooms and alterations to the building layout to improve functionality).

Components include

- i. Stage 1 - lower change rooms, tiered seating, drainage, car parking, landscaping and access ramps \$1.94m
 - ii. Stage 2 - club rooms, community spaces, upper toilets and change rooms \$3.71m
 - iii. Stage 3 – play group room and playground \$753k
- Baldvis Sporting Complex Stage 3 – Seek funding to support the implementation of Stage 3 including a sporting pavilion, relocation of tennis courts, eight new floodlit multipurpose outdoor hardcourts and associated infrastructure, as well as an outdoor recreation space to cater for a range of ages and activities (carried forward from 2020 plan).
 - Baldvis Men's Shed (not currently included in Community Infrastructure Plan, however linked to Baldvis Stage 3 relocation of tennis courts)

Advocacy Priority Positions (Government Controlled)

- Karnup Train Station Development - Support the construction of the Karnup Train Station as a high priority State Government project. (carried forward from 2020 plan).
- Garden Island Highway Feasibility - Government support is sought to undertake a feasibility study to confirm that the Garden Island can be built within the existing reservation that is set aside in the Metropolitan Region Scheme for this purpose. Advocacy action includes seeking a commitment from Department of Defence, Main Roads WA and/or Department of Planning, Lands and Heritage to undertake necessary feasibility studies to determine viability of project (carried forward from 2020 plan).
- Cape Peron Recreation Masterplan implementation – The State Government facilitate delivery of DBCA's Cape Peron Recreation Masterplan which includes actions to preserve natural and historical features, improve public access and enhance recreational/tourism opportunities.
- Rockingham Marina development - The State Government facilitate the delivery of a marina (at Wanliss Street), which may include the granting of a seabed lease to the proponent, to enable the project to proceed.
- Urban Renewal of the Former Dixon Road Sporting Fields - State Government support to facilitate the development the former Dixon Road sporting fields into an urban, mixed-use precinct containing medium/high density residential living and commercial/employment activity consistent with the Rockingham Strategic Centre Precinct Structure Plan (carried forward from 2020 plan).

- Kulija/Baldivis road upgrade - Seek Main Roads WA commitment and funding to facilitate the upgrade of the intersection to address safety concerns (carried forward from 2020 plan).
- Penguin Discovery Centre – The State Government fund the development of a Discovery Centre that balances the ongoing sustainability of the Little Penguin colony with the regional tourism value of Penguin Island.

Implications to Consider

a. Consultation with the Community

As the Plan represents a summary of Advocacy Positions which have already been endorsed by the Council, consultation with the community is not considered warranted.

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: ***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*

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

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

d. Policy

As per the Governance and Meeting Framework Policy, the Register represents matters out of the scope of control of the local government but in which Council seeks to promote on behalf of the community.

e. Financial

Not Applicable

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

To have the greatest level of impact raising the profile of the City with key decision makers, Council needs to clearly articulate the infrastructure required and the benefits of investment.

By advocating to both State and Federal governments, the needs of the City are brought to the foreground of the decision making process. Ongoing advocacy and intergovernmental relationship building will pave the way for Council to have a greater voice in the political landscape, leading to the realisation of our ambitions and vision for the City of Rockingham. 'A Quality Lifestyle. A Sustainable Future.'

Officers presented a list of advocacy projects divided between City funded and other funded projects for the 2024 Advocacy Plan at the 13 February 2024 Councillor Engagement Session. This provided the opportunity for discussion on each advocacy position, and feedback from this session has informed the development of this report.

Further the 2020 Advocacy Plan reflected the following key advocacy themes and priority projects;

Strategic Metropolitan Centre

- Rockingham City Centre Transit System
- Dixon Road Development
- Kwinana Air Quality Buffer Review

Transport

- Karnup Train Station
- Resolve Feasibility of Garden Island Highway
- Kulija Road / Baldivis Road intersection upgrade

Tourism and Economy

- Rockingham Beach Foreshore Master Plan Stage 2
- Employment Self Sufficiency
- Safety Bay Shoalwater Foreshore Master Plan

Sport and Recreation

- Baldivis District Sporting Complex
- Karnup Regional Sporting Complex Site
- Aqua Jetty Stage 2

All of the above advocacy priorities remain relevant and are included in the Register. However, in determining the priorities for the Plan, Council will need to consider a number of internal factors including project readiness, resource allocation and external factors including Federal and State government policy, and projects such as AUKUS. The City's Executive have considered these factors in developing a list of recommended priorities for consideration.

It is recommended that two priority lists be developed for the 2024 Plan to replace the previous theme structure. One list representing key City controlled projects requiring additional funding to facilitate delivery, the other a list of key strategic projects which are controlled by government agencies, which Council is seeking to progress.

The departure from the former four theme structure used in the 2020 Advocacy Plan is intended to simplify the approach, however Councillors should note an agreed action within the Community Safety and Support Services Strategy 2022-2027 to introduce a social and emotional wellbeing pillar 'theme' to the City's Advocacy Plan. Moving away from the theme structure in the 2020 Advocacy Plan does not preclude the consideration of social and wellbeing issues. In fact, priorities considered at the Councillor Engagement Session of 13 February 2024 included such issues.

The key advocacy priority projects have been identified from a review of Council's Advocacy Position Register, Policy positions, major projects in the City's Community Infrastructure Plan and planned major strategic projects that are not fully funded.

Following the adoption of Advocacy Priorities, officers will develop the final City of Rockingham Advocacy Plan 2024.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ENDORSES** the following list of Advocacy Priorities for inclusion in the City of Rockingham Advocacy Plan 2024 document:

Advocacy Priority Projects (City Controlled)

- Aqua Jetty Stage 2
- Safety Bay Yacht Club redevelopment

- Warnbro Recreation Centre
- Baldivis Sporting Complex Stage 3
- Baldivis Men's Shed

Advocacy Priority Positions (Government Controlled)

- Karnup Train Station Development
- Garden Island Highway Feasibility
- Cape Peron Masterplan implementation
- Rockingham Marina development
- Dixon Road development
- Kulija/Baldivis road upgrade
- Penguin Discovery Centre

Committee Recommendation

Moved Cr Liley, seconded Cr Buchan:

That Council **ENDORSES** the following list of Advocacy Priorities for inclusion in the City of Rockingham Advocacy Plan 2024 document:

Advocacy Priority Projects (City Controlled)

- Aqua Jetty Stage 2
- Safety Bay Yacht Club redevelopment
- Warnbro Recreation Centre
- Baldivis Sporting Complex Stage 3
- Baldivis Men's Shed

Advocacy Priority Positions (Government Controlled)

- Karnup Train Station Development
- Garden Island Highway Feasibility
- Cape Peron Masterplan implementation
- Rockingham Marina development
- Dixon Road development
- Kulija/Baldivis road upgrade
- Penguin Discovery Centre

Committee Voting (Carried) – 6/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

General Management Services Governance and Councillor Support



Report number / title:	GM-007/24 Annual Electors' Meeting, 8 February 2024 Resolution: Australia Day Public Consultation
File number:	COM/7
Proponent/s:	
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support
Other Contributor/s:	Mr Michael Parker, Chief Executive Officer
Date of Committee meeting:	19 March 2024
Previously before Council:	
Disclosure of Interest:	
Nature of Council's role:	Executive
Attachments:	
Maps / Diagrams:	
Site:	
Lot Area:	

Purpose of Report

To consider the following resolution from the Annual Electors' Meeting held on 8 February 2024:

'That Council, before next year's Australia Day events happen and a date decided that public consultation is sort to allow ratepayers and residents to have their voice heard.'

Background

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

Details

The following resolution was passed at the Annual Meeting of Electors held on 8 February 2024:

Motion: Australia Day public consultation - Ms Diane Park, Waikiki

Moved Ms Diane Park, seconded Ms Rebecca Privilege

That Council, before next year's Australia Day events happen and a date decided that public consultation is sort to allow ratepayers and residents to have their voice heard.

Carried – 35/5

Reasons provided by the mover of the Motion

As we no doubt have seen, many are not happy with the Fireworks, celebrations etc. having changed to the nearest Saturday to 26th January. It is a public holiday, many families could gather to enjoy the day and see the fireworks etc, many also need to work on Saturdays.

The motion brought to Council in May 2023 with Council response posted in the May council minutes states:

The Support was subject to endorsement by the Aboriginal Advisory group which has been received.

As Council has made its decision the application for further public consultation, as per policy, appears to be unnecessary.

Also stated in the motion presented by a councillor it stated:

It is not within our power to change the date, which remains for the government in Canberra. We do have the power to shift events to the nearest Saturday though, leaving the 26th January free for people to mark, celebrate, protest or ignore, as they see fit. To do anything less, while having that option available to us, would not have been respectful to those portions of our community who have deeply held issues with the 26th, and that in turn would have meant we were not doing all we could to support the whole of our community.

We appear to have catered to a section of the residents and ratepayers but 95% appear not to be allowed a voice. This isn't a government mandate; this is a choice by our Council. The Council elected to represent our views and be our voice on matters of concern. We have not been granted this voice.

On 26th January 1949, the Nationality and Citizenship Act of 1948 became law. It is the first time Citizenship had been used in any legislation or our Constitution. Up until then, we were all British Subjects even our Indigenous brothers and sisters.

The 26th January is a day of celebration for many who have taken Citizenship.

I appreciate we have the honour of having our Indigenous family present at our Citizenship Ceremonies, and I am informed they are paid for their attendance and service.

So, I ask if it is offensive to our Indigenous people why would they attend and not boycott the ceremony. I believe not all our Indigenous brothers and sisters object to the celebrations on the 26th January, however as residents we also expect to be consulted as to whether or not we want it changed.

Implications to Consider

a. Consultation with the Community

Not Applicable

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

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

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

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

d. Policy

1. Council Policy - Functions Hosted by Council provides guidance for the approval of civic functions, ceremonies, receptions and/or the provision of hospitality.

In regard to the subject of the report the Policy provides:

Australia Day Awards Presentation and Citizenship Ceremony

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

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

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

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

2. Council Policy – Community Engagement states:

The objectives of this policy are to:

- *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.*

e. Financial

Should Council wish to conduct a survey of community opinion then an independent consultant, such as Research Solutions, may be utilised to facilitate this service at approximately \$20k, however this would be based on a limited survey sample and dependent on the response rate.

f. Legal and Statutory

Australian Citizenship Ceremonies Code – provides the parameters for holding Citizenship Ceremonies on or around Australia Day

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

Chronology

1. Australian Citizenship Ceremonies Code

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

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

The Code now states:

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

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

2. Notice of Motion, Council February 2023

The Officer report responding to the Notice of Motion presented to Council in February 2023 provided the following commentary:

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

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

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

Whilst the Federal Government changes to Citizenship protocols are new, many local governments still held their Citizenship Ceremonies and events on Australia Day. This included the Cities of Perth, Joondalup, Swan, Stirling, South Perth, Mandurah, and Kwinana². Of note is that many people seeking citizenship have a desire to have their Ceremony on Australia Day.

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

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

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

Options include:

² The Cities of Wanneroo and Victoria Park did not conduct their Citizenship Ceremonies or any events on Australia Day 2024.

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

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

The suggested course of action by Officers was to defer consideration of the Notice of Motion to allow further consultation and to advise the Federal Government that the recent protocol changes will potentially water down and fragment the National Day and that to prevent division and politicisation a single day of celebration should be promoted, whatever the date.

The Notice of Motion put before Council in February 2023 resolved:

That Council:

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

Carried – 11/1

3. Aboriginal Advisory Group Consultation

The Aboriginal Advisory Group (**AAG**) met on Thursday 20 April 2023. A briefing was provided on the announcement by the Minister for Immigration Citizenship and Multicultural Affairs, Hon Andrew Giles MP dated 16 December 2022, amending the Australian Citizenship Ceremonies Code to provide greater flexibility about what day the ceremonies could be held, as well as the resolution of Council dated 28 February 2023.

Consensus of the AAG was supportive toward the conduct of any future Australia Day events, including any celebrations and citizenship ceremonies, so that they fall on the nearest Saturday to 26 January, and in the event that 26 January itself is a Saturday, the following Sunday. The AAG viewed the decision as a positive outcome for the City of Rockingham (**City**) and one which assists in changing the mindset of people and for others to see our actions as a step forward for the City.

4. Council Policy Change May 2023

Further, in May 2023 Council amended its policy position to reflect this decision.

That Council:

Following feedback from the Aboriginal Advisory Group and to support Council resolution GM013/23 of 28 February 2023 AMENDS Council Policy – Functions Hosted by Council by: Deleting the sentence:

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

And replacing it with:

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

Carried – 12/0

Conclusion

The Celebrate Australia Day, held the 27 January 2024, was very well attended with initial indications showing numbers were in line with previous Australia Day events. Lucid Economics were engaged to undertake an event report and further statistical data will be provided regarding number of attendees and where they came from. A survey was undertaken that directly related to the event and attendees' experiences at the event. There was a very low response rate of 88. Anecdotally the event was very well received by those in attendance.

Officers have undertaken further research with 18 other local governments to determine conduct of events and citizenships on Australia Day or another day. Of those contacted 13 undertook events and citizenships on Australia Day with the remaining five holding these activities on another day. Of those five, two were holding events and citizenships for the first time in 2024 on a day other than Australia Day.

It is important to note this item is dealing with the Motion from the Annual Electors' Meeting. Should Council consider supporting the motion there will be a variety of opinions as to the type of consultation to be undertaken. Not all consultation methods will provide a statistically valid result. Council should also consider how it would deal with the outcome of consultation and whether it would be of further value.

The Council is already aware of the diversity of opinions that exist on this matter, the outcome of the event held on 27 January 2024 and the sensitivities in the community.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. **ACKNOWLEDGES** the resolution from the Annual Electors meeting held on 8 February 2024.
2. **NOT SUPPORT** the resolution from the Annual Electors meeting held on 8 February 2024 –
'That Council, before next year's Australia Day events happen and a date decided that public consultation is sort to allow ratepayers and residents to have their voice heard.'

Committee Recommendation

Moved Cr Schmidt, seconded Cr Buchan:

That Council:

1. **ACKNOWLEDGES** the resolution from the Annual Electors meeting held on 8 February 2024.
2. **NOT SUPPORT** the resolution from the Annual Electors meeting held on 8 February 2024 –
'That Council, before next year's Australia Day events happen and a date decided that public consultation is sought³ to allow ratepayers and residents to have their voice heard.'

Committee Voting (Carried on the casting vote of the Presiding Member) 4/3

³ Typographical error corrected

Council Members voting for the motion:

Cr Buchan

Cr Schmidt

Cr Buchanan (x 2 votes)

Council Members voting against the motion:

Cr Crichton

Cr Liley

Cr Hume

Note: Due to an equality of votes at the Committee meeting, the Presiding Member exercised the obligation to cast a second vote to reach a decision in this matter (Section 5.21(3) of the Local Government Act 1995).

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

General Management Services Strategy, Marketing and Communications



Report number / title:	GM-008/24	Annual Electors' Meeting, 8 February 2024 Resolution: City Chronicle
File number:	IFM/28	
Proponent/s:		
Author:	Ms Nollaig Baker, Manager Strategy, Marketing and Communications	
Other Contributor/s:	Mr Michael Callaghan, Media and Communications Coordinator	
Date of Committee meeting:	19 March 2024	
Previously before Council:	July 2018 (GM-022/18), January 2022 (GM-004/22)	
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:		
Maps / Diagrams:		
Site:		
Lot Area:		

Purpose of Report

To consider the following resolution from the Annual Electors' Meeting held on 8 February 2024:
'That Council ceases the Chronicle to be delivered to every home in our city, that minimal copies could be printed and placed in local facilities to be collected if wanted by residents. Or give residents the opportunity to: opt out of receiving this magazine.'

Background

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

Details

The following resolution was passed at the Annual Electors' Meeting held on 8 February 2024:

Motion: City Chronicle

Moved Ms Diane Park, seconded Mr Jason Davies

That Council ceases the Chronicle to be delivered to every home in our city, that minimal copies could be printed and placed in local facilities to be collected if wanted by residents. Or give residents the opportunity to: opt out of receiving this magazine.

Carried – 28/12

Reasons provided by the mover of the Motion

This glossy expensive magazine delivered to our letterboxes four times a year, costing hundreds of thousands of dollars. In my house takes a direct trip to the recycle bin. The same for others I believe, again costing ratepayer funds to recycle, is wasteful.

It contains past news about the city, much of its content is available on the website, in the free newspapers, on councillor pages, Rockport etc.

In the present economic environment, with families struggling, it is extremely sad and frustrating to see this spend continue. \$200,000, \$300,000 is a huge amount of ratepayer funds used to facilitate this magazine that could potential further improve amenities.

We have no choice whether we received it or do not receive it, four times a year it pops into the letter box,

If council feel they need this magazine, then surely print a couple of thousand copies, put in libraries, shopping centre just as the local newspaper does., and then people requiring them can pick one up.

City Consideration

In July 2018 and again in January 2022 Council resolved not to support a change in the distribution method of the City Chronicle.

The City Chronicle is the City of Rockingham's (**City**) only method of communication that can reach every household in the City simultaneously. It costs \$3.30 per household per year excluding GST (83 cent approx. per edition). For a 16 page magazine that promotes City Projects, activities and events and Council member details, it is a very cost effective method of reaching the broader community. The physical newsletter is delivered four times each year to approximately 56,000 households via Australia Post's Unaddressed Mail service and additional printed copies are available at the City administration building, libraries and Autumn Centre. Unaddressed Mail does not permit the selective omission ('opt-out') of individual delivery points. Unaddressed Mail complies with the City's Single Use Plastic Policy (as no packaging is required) and has reduced the cost of distribution by approximately \$80,000 per annum compared with the previous delivery method.

During the extensive consultation phase for the Strategic Community Plan (2023 – 2033) 4,645 inputs were received from the community across a range of engagement methods. One of the areas the respondents wanted Council to focus on was the provision of information about the City's events, facilities, projects and other activities. This recurring theme resulted in the following dedicated objective under Aspiration 5 - Leadership: *Provide community communication and facilitate engagement opportunities.*

In the City's 2023 Annual Resident Perception Survey, the City Chronicle was the third most preferred way to find out about City news. The City Chronicle was the preferred method of communication for 19% of respondents behind email and social media. This does not mean that other respondents do not value and support the City Chronicle but that almost a fifth of the respondents see it as their preferred method of receiving City news. For seniors (people aged over 65) the preference is even greater, with 38% preferring the City Chronicle. The Resident Perception Survey is conducted by an independent research company and is a statistically valid survey representative of the City's population.

In other City measurements the City Chronicle is also valued as an effective marketing channel. The City's Community Development Division measures the marketing of City events and programs. For 2022/23 4,742 responses were received across 252 surveys. Survey respondents were asked to indicate how they first heard about the activity that they attended. Overall 10% of respondents heard about the event/program through the City Chronicle. For the following areas the results were as follows:

- Cultural Development and the Arts – 1,889 responses - 7%
- Seniors events and programs - 451 responses - 26%
- Community Safety and Support Services - 471 response - 12%

People over 60 years old make up just under 20% of the City's population. Many people in this cohort do not have access to computers or access to transport to attend the City's libraries to read printed copies of the City Chronicle but rely on postal delivery of the printed newsletter to stay informed about City news and activities.

The principles of the Council Policy – Community Engagement are:

- Inform - we engage the right people as early in our process as we possibly can
- Consult - we create opportunities for a two way communication
- Participate - we provide opportunities for the community to be actively involved
- Share - we share the outcomes
- Measure - we measure our performance.

Through the quarterly distribution of the City Chronicle, the City addresses four of the five above principles. Importantly, the City Chronicle is but one form of communication. The City uses a variety of platforms to provide information and/or seek feedback from the community.

While preparing this report the City contacted a number of Band 1 local governments to determine how they distribute their primary newsletters. The following table shows that of the seven local governments who provided a response, four continue to produce and distribute a printed newsletter. The Cities of Wanneroo and Cockburn use Australia Post's unaddressed mail service, while the Cities of Joondalup and Swan use a mailbox marketing service (aka 'junk mail').

LGA	Product	Format	Frequency	Quantity	Delivery Method
Rockingham	<i>City Chronicle</i>	Print/Digital	Quarterly	56,000	unaddressed mail to all households plus Mailchimp to subscription database.
Mandurah	<i>Mandurah News & Events</i>	Digital	Fortnightly	21,000	Mailchimp
Melville	<i>Melville Matters</i>	Digital	Fortnightly	39,000	Mailchimp
Cockburn	<i>Cockburn Soundings</i>	Print	Quarterly	44,000	unaddressed mail to all households
Stirling	<i>Stirling Scene</i>	Digital	*Monthly – considering bimonthly	50,000	Klaviyo
Swan	<i>Swan Scoop</i>	Print	Biyearly	60,000	Mailbox marketing
Joondalup	<i>City News</i>	Print	Quarterly	61,000	Mailbox marketing (considering unaddressed mail.
Wanneroo	<i>What's Happening</i>	Print	Quarterly	85,000	unaddressed mail to all households

Since 2018 each edition of the Chronicle promotes the ability to opt-in to receive a copy online. To date the total number of online subscribers is 1,784 (approximately 3% of the print total). There has not been a significant increase in those opting in to receive the City Chronicle digitally which indicates a lack of appetite to shift to a digital format. Since the start of 2022 there have been fewer than 10 requests from residents to stop receiving the print edition.

The City continues to promote its range of other digital communications including the website, social media and audience specific newsletters.

Implications to Consider

a. Consultation with the Community

In the City's Annual Resident Perception Survey 2023, 19% of respondents indicated the City Chronicle is a preferred method of finding out about City news.

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

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

d. Policy

Community Engagement Policy. One of the objectives of this policy is to ensure that the community and relevant stakeholders are provided opportunities to participate and contribute to the decision making process. The City Chronicle is distributed to every household in the City of Rockingham and provides information on items where the community can participate in engagement and also register for Rock Port, the City's online community portal.

e. Financial

In 2023 the cost of printing and postage for four editions of the City Chronicle was \$186,073 (excluding GST)

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 City Chronicle continues to be a preferred method of communication to hear about City news, and a very cost effective and efficient method of communication for promoting services, major projects, events, and other activities directly to every household in the City, at a cost of approximately .83 cents per edition (\$3.30 for four editions).

In GM-004/22 the City acknowledged that introducing an opt-in approach to receive a digital copy of the City Chronicle, and ceasing the printed version, would deliver a cost saving. However, it is highly likely that the Chronicle's current community-wide reach would be permanently reduced. As the City's other communication channels do not reach all City residents across all demographics there would likely be a significant gap in the ability to update residents on the implementation of the Strategic Community Plan and the promotion of the City's services, events and facilities. It would have a significant impact on reaching the senior cohort or those who don't have access to the internet.

Australia Post's Unaddressed Mail service is the preferred delivery method as it is the cheapest option for reliable community-wide distribution of a physical product, and removes the need for any packaging material, ensuring compliance with the City's Single Use Plastic Plastics Policy. However, this service does not permit the selective omission ('opt-out') of individual delivery points, so to gain the benefits from this cost-saving, packaging-free delivery method, the newsletter must be delivered to all households within the City.

Adopting a delivery method whereby households can opt-in or out of receiving a hard copy would eliminate Unaddressed Mail as an option, requiring a return to a higher cost-per-article mailing option, complete with an environmentally appropriate packaging solution, at an additional cost per article.

Maintaining separate physical and digital recipients' lists would require additional resourcing, which also comes at a cost, to ensure the currency and accuracy of the 'opt' lists.

Inputs received during the development of the Strategic Community Plan (2023-2033) endorse that the community wants to be kept informed by the City. The Annual Resident Perception Survey, and other community event program measurements, confirm that the City Chronicle in its current format remains a popular method of communication. Statistically valid data indicates there continues to be significant support for the retention of the City Chronicle in its current format.

The City conducts an annual review of the distribution of the City Chronicle to ensure that it is fit for purpose. It is acknowledged that in the future there will be a shift to a digital option, but at this time there is sufficient evidence to support the current format, therefore the officer does not support changing the current distribution method of the City Chronicle.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **NOT SUPPORT** the resolution from the Annual Electors' Meeting held on 8 February 2024: *'That Council ceases the Chronicle to be delivered to every home in our city, that minimal copies could be printed and placed in local facilities to be collected if wanted by residents. Or give residents the opportunity to: opt out of receiving this magazine.'*

Alternate Motion

Cr Buchan proposes the following Alternate Motion:

That Council **DIRECTS** the CEO to bring a report to Council within three months that:

1. Investigates the costs of printing enough City Chronicles to have in City Buildings and Shopping Centres for collection by the public to meet demand;
2. Discusses the implications of collecting emails for the purposes of City Chronicle distribution; and
3. Compares costs of a hybrid system to the current situation of printing and mass postage to every residence in the City of Rockingham.

Reason for the Alternate Motion

There is continued calling in the community to stop the City Chronicle from mass printing and distribution by Australia Post.

While we have some community members who do like to receive a hard copy edition there are equally those who would not like to receive a hard copy and receive their edition digitally instead. There is no opt out of delivery option available.

The investigation into a hybrid version of Chronicle delivery will provide the Council with the information needed to make a decision.

Implications to consider on the Alternate Motion

a. **Consultation with the Community**

In the City's Annual Resident Perception Survey 2023, 19% of respondents indicated the City Chronicle is a preferred method of finding out about City news.

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

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

d. Policy

Community Engagement Policy. One of the objectives of this policy is to ensure that the community and relevant stakeholders are provided opportunities to participate and contribute to the decision making process. The City Chronicle is distributed to every household in the City of Rockingham and provides information on items where the community can participate in engagement and also register for Rock Port, the City's online community portal.

e. Financial

In 2023 the cost of printing and postage for four editions of the City Chronicle was \$186,073 (excluding GST)

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

Officer Comment on the Alternate Motion

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

In July 2018 and again in January 2022 Council resolved not to support a change in the distribution method of the City Chronicle.

Addressing the reasons provided by Cr Buchan for the Alternate Motion:

1. *There is continued calling in the community to stop the City Chronicle from mass printing and distribution by Australia Post.*

Following the very recent delivery of the Autumn edition of the City Chronicle in March, the City only received a single request to be removed from the distribution list. In fact, since 2014 the City has only received approximately 60 requests from residents to not receive the printed version. Therefore, there is insufficient evidence that there is a widespread shift in the community's opinion, despite the 'continued calling' for the cessation of the printed Chronicle from some individuals.

To support this view the City has valid statistical evidence as to why the City Chronicle should be retained:

- During extensive consultation for the Strategic Community Plan (2023 – 2033) 4,645 inputs were received from the community across a range of engagement methods. One of the areas the respondents wanted Council to focus on was the provision of information about the City's events, facilities, projects and other activities. This recurring theme resulted in the following dedicated objective under Aspiration 5 - Leadership: Provide community communication and facilitate engagement opportunities.
- In the City's 2023 Annual Resident Perception Survey, the City Chronicle was the third most preferred way to find out about City news. The City Chronicle was the preferred method of communication for 19% of respondents behind email and social media. This does not mean

that other respondents do not value and support the City Chronicle but that almost a fifth of the respondents see it as their preferred method of receiving City news. For seniors (people aged over 65) the preference is even greater, with 38% preferring the City Chronicle. The Resident Perception Survey is conducted by an independent research company and is a statistically valid survey representative of the City's population.

- Other City measurements outcomes from community surveys provide evidence that the City Chronicle continues to be an effective marketing channel. The City's Community Development Division measures the marketing of City events and programs. For 2022/2023 4,742 responses were received across 252 surveys. Survey respondents were asked to say how they first heard about the activity that they attended. Overall, 10% of respondents heard about the event/program through the City Chronicle. For the following areas, the results were as follows:
 - Cultural Development and the Arts – 1,889 responses - 7%
 - Seniors' events and programs - 451 responses - 26%
 - Community Safety and Support Services - 471 response - 12%

Continued: Addressing the reasons provided by Cr Buchan for the Alternate Motion:

2. *While we have some community members who do like to receive a hard copy edition there are equally those who would not like to receive a hard copy and receive their edition digitally instead. There is no opt out of delivery option available.*
3. *The investigation into a hybrid version of Chronicle delivery will provide the Council with the information needed to make a decision.*

Council previously resolved on two occasions not to support a change in the distribution method of the City Chronicle, in July 2018 and January 2022. A discussion paper and a presentation on various printing options, delivery methods including a hybrid option was provided at a Councillor Engagement Session in March 2022.

Since the summer of 2018 every edition of the City Chronicle has included a reminder that the Chronicle can be read online, and an opt-in link to receive an email notification for the digital edition has been promoted. This promotion is displayed prominently on the back page of each edition and includes a QR code (since spring 2022) for easy access. Despite this link appearing in every edition of the Chronicle, to date there are only 1784 online subscribers. Uptake on this proves there is still not sufficient demand from residents for this option to replace City-wide distribution of the printed version. It is also important to note that although there are 1784 subscribers, the average number of people opening the link for the four editions emailed in 2023 was only 348 (approximately 20% of subscribers).

The City has previously changed its postal distribution method to Australia Posts' Unaddressed Mail to save money, and to comply with the Council Policy - Single Use Plastics). It resulted in an annual saving of \$80,000 approx. Adopting a delivery method such as Semi-addressed Mail, which would allow for an opt in or opt out of the hard copy would have financial implications as this method comes at a much higher cost.

The City undertakes an annual review based on valid statistical evidence to decide if the distribution method of the City Chronicle continues to be an effective method of communicating to the community. The City Chronicle forms part of a diversified targeted approach to marketing and communications which includes digital and traditional methods, such as the website, social media, e-newsletters, newspaper, radio and signage. This ensures that the City takes into consideration the different demographics in its community.

It should be noted that the City Chronicle is a 16-page magazine style newsletter offering a completely different reading experience to that of digital publication.

Industry sources show an increase in print readership since Covid-19. According to the latest Roy Morgan readership survey print readership has grown strongly over the last year and is up 3.6 per cent to 11.7 million. Source: [Readership of magazines is up 3.6% from a year ago with increases for 12/16 magazine categories - Roy Morgan Research](#)

A move to a hybrid option while reducing costs, would also drastically reduce the reach of the Chronicle to the point where it would no longer achieve its purpose of informing the wider community. If the Alternate Motion is supported to reduce the print and distribution of the City Chronicle it will ultimately result in a significant number of community members not receiving information from the City, and the City losing the ability to reach its community at large to promote its services, events/programs and projects. It is likely that event and program attendance would be impacted.

For less than the cost of a cup of coffee per resident per year the City Chronicle provides a cost effective and efficient method of communication with the community at large. The City Chronicle is distributed to every household in the City and is an extremely cost effective and efficient method of marketing, advertising and communicating at a cost of \$0.83 cents per edition and \$3.30 for four editions (based on 2023 costs).

As one of the City's communication and marketing channels, the current evidence supports:

- the continued appeal of the City Chronicle as a method of communications for the City's residents to receive City news
- the current distribution of hard copies of the City Chronicle via Unaddressed Mail as this method continues to provide value and is an effective way to deliver important information to every household in the City of Rockingham.

While there is statistical data evidence from the Resident Perception Survey 2023 and the Community Development Survey responses for programs and events that supports the print edition, there is no evidence that supports the ceasing of the current distribution method.

The City will continue to review its communications channels to ensure that it continues to measure its residents' communications preferences, and acknowledges that these preferences may change over time. However, the evidence shows that print continues to play a role, and that the City Chronicle in its current format is valued. An evidence-based shift to a digital format may occur in the near future. When that happens, the City will embrace it.

If the Alternate Motion is supported the loss of the City Chronicle in its current format and distribution will create a significant gap in the ability of the City to market and communicate with its residents and will suggest to the community at large that the City does not listen to the statistically valid feedback provided:

- during the development of the Strategic Community Plan (2023 -2033)
- via responses in the Annual Resident Perception Survey
- through surveys at community events and programs.

Officer Recommendation

That the Alternate Motion by Councillor Buchan is not supported.

Committee Recommendation

Moved Cr Buchan, seconded Cr Schmidt:

That Council **DIRECTS** the CEO to bring a report to Council within three months that:

1. Investigates the costs of printing enough City Chronicles to have in City Buildings and Shopping Centres for collection by the public to meet demand;
2. Discusses the implications of collecting emails for the purposes of City Chronicle distribution; and
3. Compares costs of a hybrid system to the current situation of printing and mass postage to every residence in the City of Rockingham.

Committee Voting (Carried on the casting vote of the Presiding Member) 4/3

Council Members voting for the motion:

Cr Buchan
Cr Schmidt
Cr Buchanan (x 2 votes)

Council Members voting against the motion:

Cr Crichton
Cr Hume
Cr Liley

Note: Due to an equality of votes at the Committee meeting, the Presiding Member exercised the obligation to cast a second vote to reach a decision in this matter (Section 5.21(3) of the Local Government Act 1995).

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Community Development

Community Development Economic Development and Tourism



Report number / title:	CD-007/24	Annual Electors' Meeting, 8 February 2024 Resolution: Silo Tourism Trail
File number:	GVR/60-3	
Proponent/s:		
Author:	Ms Melissa James, Manager Economic Development and Tourism	
Other Contributor/s:		
Date of Committee meeting:	19 March 2024	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:		
Maps / Diagrams:		
Site:		
Lot Area:		

Purpose of Report

To consider the following resolution from the Annual Electors' Meeting held on 8 February 2024:

'That Council investigate the possibility of joining the Silo Tourism Trail with the development of artistic display on local foreshore silos.'

Background

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

Details

The following motion was passed at the Annual Electors' Meeting held on 8 February 2024:

Motion: Silo Tourism Trail

Moved Tom Mannion, seconded Jason Davies

That Council investigate the possibility of joining the Silo Tourism Trail with the development of artistic display on local foreshore silos.

Carried Unanimously

Confirmed at a Corporate and Community
Development Committee meeting held on
Tuesday 16 April 2024


Presiding Member

Reasons provided by the mover of the Motion

The current silo's tour that goes through the eastern central coast of WA is well publicised and attracts many visitors through those communities. Another opportunity to showcase our foreshore with a large display on the silos. There is ongoing promotion of Rockingham as a city of destination in attracting tourism.

City considerations

The silos in Rockingham are located at the Kwinana Grain Terminal on Rockingham Beach Road. They are considered an iconic and historic landmark in Rockingham, and are privately owned by CBH Group.

The Western Australia Silo Tourism Trail referred to in the resolution is the PUBLIC Silo Trail. This project was initiated and delivered by FORM Building a State of Creativity Inc. (FORM), a non-profit cultural organisation based in WA and a major contributor to the creative economy, in partnership with CBH Group, and sponsored by the federal government through Building Better Regions funding and Lotterywest. Additional funding was also contributed by each of the participating Local Government Areas including Northam, Merredin, Katanning, Pingrup, Newdegate, Ravensthorpe and Albany.

The first silo art installation for the PUBLIC Silo Trail commenced in 2015 in Northam, and since has kicked off a national trend which is now referred to as the Australian Silo Art Trail, stretching across the states of New South Wales, Queensland, South Australia, Victoria and Western Australia (WA).

Implications to Consider

a. Consultation with the Community

Nil

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

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

d. Policy

Nil

e. Financial

Nil

f. Legal and Statutory

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

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

g. Risk

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

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

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

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

Nil

Comments

Any investigation into the possibility of joining the existing PUBLIC Silo Trail would need to be undertaken by CBH Group as the owner.

Other stakeholders involved in the PUBLIC Silo Trail include:

- FORM WA
- Tourism WA

It should be noted that other silo art projects across the country have received regional funding support through State and Federal Government funding streams, in addition to support through each of the local government authorities. As the City of Rockingham is within the Perth metropolitan area, it is not eligible for regional funding through the State Government.

With consideration to the fact that the Rockingham grain terminals are privately owned, any investigation into undertaking a project at the Kwinana Grain Terminal, Rockingham Beach Road site should be undertaken by CBH Group (owner).

Voting Requirements

Simple Majority

Officer Recommendation

That Council **DIRECTS** the CEO to write to CBH Group and encourage them to include the Rockingham silos at the Kwinana Grain Terminal, Rockingham Beach Road site as part of the PUBLIC Silo Trail.

Committee Recommendation

Moved Cr Liley, seconded Cr Schmidt:

That Council **DIRECTS** the CEO to write to CBH Group and encourage them to include the Rockingham silos at the Kwinana Grain Terminal, Rockingham Beach Road site as part of the PUBLIC Silo Trail.

Committee Voting (Carried) – 6/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Community Development Economic Development and Tourism



Report number / title:	CD-008/24	Annual Electors' Meeting, 8 February 2024 Resolution: Photographer's Trail
File number:	GVR/60-3	
Proponent/s:		
Author:	Ms Melissa James, Manager Economic Development and Tourism	
Other Contributor/s:		
Date of Committee meeting:	19 March 2024	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:		
Maps / Diagrams:		
Site:		
Lot Area:		

Purpose of Report

To consider the following resolution from the Annual Electors' Meeting held on 8 February 2024:

'That Council create a photographer's trail along our coast with the use of installed picture frames highlighting impacting views.'

Background

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

Details

The following resolution was passed at the Annual Electors' Meeting held on 8 February 2024:

Motion: Photographer's Trail

Moved Tom Mannion, seconded Jason Davies

That Council create a Photographer's Trail along our coast with the use of installed picture frames highlighting impacting views.

Carried Unanimously

Reasons provided by the mover of the Motion

It's something that has been done in Victoria with a visual display along the beach in the background and the picture frames showcasing this. There is ongoing promotion of Rockingham as a city of destination in attracting tourism.

City Consideration

The concept of a selfie frame on the foreshore was raised as a question at the Annual Electors Meeting in December 2022. Since that time, Officers have considered the concept and developed a clear scope for the purpose of determining the cost of such a frame through a Request for Quote process.

In December 2023, Officers submitted a Request for Quote to 11 sign companies, and received two quotations for an individual frame ranging between \$58,000 and \$65,000 plus GST.

Implications to Consider

a. Consultation with the Community

Nil

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

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

d. Policy

Council Policy – Procurement Framework is applicable to the RFQ process that was undertaken by Officers for the purpose of establishing the cost of installing a selfie frame.

e. Financial

The cost of installing one selfie frame ranges between \$58,000 and \$65,000 plus GST.

f. Legal and Statutory

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

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

g. Risk

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

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

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

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

Nil

Comments

Prior to installing a picture frame sign on the foreshore, consideration must be given to identifying a suitable location. Considerations include:

- Minimising impact on vehicle access (event setup, emptying bins, access paths etc.)
- Underground services (reticulation, power, gas etc.)
- Accessibility
- Potential vandalism

As the City does not have selfie frame sign(s) at any of its foreshores, Officers recommend that the City gauge use and popularity of residents and visitors using the individual selfie frame sign prior to considering the establishment of an extended photographer's trail along the coast, which may be considered as part of future strategy development.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **NOT SUPPORT** consideration of creating a Photographer's Trail along the coast with the use of installed picture frames until the individual frame is installed, and consider any additional frames in future strategy development once usage of the individual frame can be measured.

Committee Recommendation

Moved Cr Buchan, seconded Cr Schmidt:

That Council **NOT SUPPORT** consideration of creating a Photographer's Trail along the coast with the use of installed picture frames until the individual frame is installed, and consider any additional frames in future strategy development once usage of the individual frame can be measured.

Committee Voting (Carried) – 6/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Community Development Community Capacity Building



Report number / title:	CD-009/24	Annual Electors' Meeting, 8 February 2024 Resolution: Semi-permanent beach volleyball courts
File number:	GVR/60-3	
Proponent/s:		
Author:	Mr Paul Hayward, Manager Community Capacity Building	
Other Contributor/s:	Mr Michael Wilson, Senior Projects Officer, Asset Services	
Date of Committee meeting:	19 March 2024	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:		
Maps / Diagrams:		
Site:		
Lot Area:		

Purpose of Report

To consider the following resolution from the Annual Meeting of Electors held on 8 February 2024:

'That Council partners with Volleyball WA for the installation of two semi-permanent volleyball courts on the Rockingham Foreshore beach utilizing the VolleyMates program.'

Background

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

Details

The following resolution was passed at the Annual Electors' Meeting held on 8 February 2024:

Motion: Semi-permanent volleyball courts

Moved Mr Cody Flynn, seconded Mr Nicholas Webb

'That Council partners with Volleyball WA for the installation of two semi-permanent volleyball courts on the Rockingham Foreshore beach utilizing the VolleyMates program.'

Carried Unanimously

Reasons provided by the mover of the motion

A comprehensive proposal has been developed by Volleyball WA for the opportunity to partner with the City of Rockingham that will see the installation of two beach volleyball courts on the Rockingham Foreshore.

Volleyball WA recommends implementing VolleyMates, their automated system, at an initial cost of \$2,150 to the City of Rockingham for the first year. Volleyball WA will handle all infrastructure, installation, and maintenance responsibilities so there is no burden to the City. After the first year there is a \$360 annual fee to cover ongoing admin and technology costs.

Some of the key benefits to installing semi-permanent courts include community recreation, versatility, partnership enhancement, data sharing, environmental impact and government support.

Upon agreeing to the partnership with Volleyball WA the initial setup will include:

- Installation of wooden semi-permanent poles, these can easily be removed and reinstalled as required for short term events like the Rockingham Cup.*
- Co-branded VolleyMates signage to promote the courts with the City of Rockingham.*
- Volleyball WA facilitating equipment access through a locked box system. Bookings can be made through their SimplyBook system, enabling users to access and leave equipment on-site for the next user.*

In Western Australia there are currently 18 publicly available beach volleyball courts in the Metro area, none of which are within a half an hour drive from the foreshore so the addition of two public courts on our foreshore would cater to a large and growing population of volleyball enthusiasts within the region as well as visitors from other regions. Presently there is a large demand for public beach volleyball facilities from our City residents who currently have to leave the City in order to participate in their recreation. There are many great examples of the VolleyMates system successfully in use around our state such as the town of Cambridge at City Beach and the City of Armadale at Novalli reserve.

City considerations

Officers have identified the following considerations which require further investigation:

- Installation costs for the volleyball posts need to be determined.
- As part of the Rockingham Beach Foreshore coastal defence system, a system of geotextile bags were installed. Coastal protection underneath the beach will limit where the volleyball courts can be located. Confirmation that available locations will still achieve Volleyball WA and City outcomes is required.
- The integrity of the beach needs to be maintained for major events such as Rockingham Beach Cup, New Year's Eve and Castaways, and any infrastructure installed would need to be easy to remove, without jeopardising the beach environment or people's safety.
- The City needs to ensure integrity of key objectives of the Rockingham Beach Foreshore Revitalisation. It is important to ensure that there are minimal / no adverse effects which may negatively impact the foreshore, and its use.
- The ability to access the site for general beach maintenance, such as beach raking, needs to be clarified.
- The City will need to determine that adequate lighting is in place at the proposed site.
- The City may need to conduct consultation with foreshore businesses and apartment owners in the area.
- It would be prudent to gauge community need / appetite for this infrastructure and program, as well as usage statistics for existing Volleyball and Beach Volleyball facilities. This would include a review of the usage of previously installed beach volleyball equipment at the foreshore.

- Further conversations are required with Volleyball WA to clarify factors such as:
 - Ownership of the equipment - Who will own and be responsible for the equipment?
 - Policing equipment use and designated area – For example, if someone books the equipment and arrives to find others using it, or encroaching on the space.
 - Management, security, location and design of the equipment storage (nets etc).
 - Removal and storage of the posts for events and programs, including the party responsible.
 - Public Liability implications – injury to a participant or bystander etc.
 - Service Levels – what level of service does Volleyball WA offer, and are there any related services that City staff may need to administer.
 - Maintenance schedules and responsibilities.
 - Customer service responsibilities – feedback and technical enquiries etc.
 - Are there any available program enhancements that Volleyball WA could facilitate, such as 'Come and Try' days?
- There are permit considerations and potentially alternative ways of administering the equipment, which the City needs to further investigate (for example, issuing a Traders Permit to Volleyball WA to conduct activity at the site, and assume full responsibility).

Implications to Consider

a. Consultation with the Community

Community Consultation may be required during future investigations.

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

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

Connected community - Provide opportunities for community engagement and participation

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

Outcome/Objective: *Plan for sustainable growth - Create vibrant coastal foreshore*

d. Policy

Nil

e. Financial

The identified initial cost to the City is \$2,150 for the first year. After the first year the identified annual fee for VolleyMates is \$360.

The cost of installing the volleyball posts needs to be investigated. There may also be costs associated with any future investigations relating to this project (E.g. consultation).

f. Legal and Statutory

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

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

g. Risk

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

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

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

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

Nil

Comments

Through preliminary discussions City Officers have identified a number of considerations in relation to the proposed initiative. These include; installation costs, locations of geotextile sandbags at the foreshore, ensuring the beach remains suitably accessible for events and future maintenance, alignment to the objectives of the foreshore's revitalisation, and potentially consulting with local businesses and residents. It would also be prudent to assess community interest and existing facility usage, and to clarify details with Volleyball WA regarding equipment usage, storage, security and maintenance. Additionally, the City should obtain further information relating to liability, levels of service and potential program enhancements that Volleyball WA could facilitate.

Further discussions and investigations are required to address these considerations comprehensively. It is proposed that Officers undertake these investigations and report back to Council in 6 months.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **DIRECTS** the CEO to investigate the installation of two semi-permanent volleyball courts on the Rockingham Foreshore beach utilising the VolleyMates program, and provide a report back to Council in six months.

Committee Recommendation

Moved Cr Liley, seconded Cr Buchan:

That Council **DIRECTS** the CEO to investigate the installation of two semi-permanent volleyball courts on the Rockingham Foreshore beach utilising the VolleyMates program, and provide a report back to Council in six months.

Committee Voting (Carried) – 6/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Cr Schmidt declared an Impartiality Interest in Item CD-010/24 Annual Electors' Meeting, 8 February 2024 Resolution: Community and Sporting Group Debt / Training and will deal with this matter on its merits and vote accordingly (refer to Agenda Item 8 for specific details).

Community Development Community and Leisure Facilities		
Report number / title:	CD-010/24	Annual Electors' Meeting, 8 February 2024 Resolution: Community and Sporting Group Debt / Training
File number:	GVR/60-3	
Proponent/s:		
Author:	Mr Matthew Plummer, Coordinator Community Facilities	
Other Contributor/s:		
Date of Committee meeting:	19 March 2024	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:		
Maps / Diagrams:		
Site:		
Lot Area:		

Purpose of Report

To consider the following resolution from the Annual Electors' Meeting held on 8 February 2024:

- "1. Instruct the CEO to wipe all sporting group usage charges debt from before June 30th 2023*
- 2. Offer financial budget training for volunteer treasurers."*

Background

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

Details

The following resolution was passed at the February 2024 Annual Electors' Meeting:

Motion: Community and Sporting Group Debt / Training

Moved Lucas Martin, Seconded Rebecca Privilege

1. Instruct the CEO to wipe all community and sporting group usage charges debt from before the June 30th 2023
2. Offer financial budget training for volunteer treasurers

Carried – 18/16

Reasons provided by the mover of the Motion

"I am here tonight representing the Rockingham Mandurah District Cricket Club (RMDCC) but advocating for all local community and sporting groups. The cost of the living crisis is something that is affecting all members of the community. The cost of equipment is going up and resources are going up. Local sporting and community groups play an invaluable role in the community they increase youth participation, keep adolescents off the streets and engaged in positive activities.

Sporting clubs and community groups are not-for-profit. Some clubs and associations have had their debts wiped while are forced to pay. Differences exist in lease arrangements, some on peppercorn leases whilst others are paying ridiculous amounts. The RMDCC is on a six month lease and pay over \$14,000 per year. This could go towards upskilling our members, having the capacity to take on more members and run programs that engage more of the community"

City Consideration

Sporting and community groups are subject to usage charges through a number of different forms. They can be contractual through a Lease or Licence which stipulates all charges that the City will apply. In the most part, these charges relate to utility charges for electricity, water or gas applicable to the facility they lease or licence from the City. Other charges may include but are not limited to the use of buildings or facilities, the use of active sporting reserves and the use of sports floodlights.

Implications to Consider

a. Consultation with the Community

Nil

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

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

d. Policy

Nil

e. Financial

As at June 30 2023, approximately \$165,000 is owed to the City in outstanding utility and facility usage charges for Sporting groups. This is still resolving utility charge issues with some groups.

Usage charges applicable to these groups are generally paid upfront by the City, then the specific amounts applicable to the groups are on-charged for reimbursement. Having already paid this amount, if the motion to wipe past usage charges, these will not be collected as income.

f. Legal and Statutory

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

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

g. Risk

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

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

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

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

Nil

Comments

The City provides a number of sporting and community facilities that are utilised by the community. Some of these facilities operate under a Lease or Licence and these groups will have exclusive use and quiet enjoyment under the terms of the agreement. These agreements will stipulate in detail the charges that will be applied for use of City facilities. Generally these charges will relate to utility charges (electricity, water and gas) that are consumed by the groups whilst occupying City facilities. Additional club charges will relate to the use of active reserves, on a seasonal or casual basis and the use of other City infrastructure including sports floodlighting.

The cost to the City to provide facilities to groups, prepare active sporting reserves or floodlighting significantly outweighs the charges the City applies to groups for its use. They are heavily subsidised and there is an expectation from the community that users should contribute to facilities and infrastructure that they use.

Sporting Groups have a number of ways to generate revenue to offset facility related charges whilst still being able to provide the key elements of a sporting club. These elements being the provision of appropriate equipment and sporting infrastructure, uniforms, competition, team registrations and insurances etc. Membership/registration fees, sponsorships, federal/state/local government funding and other grant opportunities are all revenue streams that should have costs built in to put towards facility related overheads. In addition, most club facilities are designed to include areas like kitchens, canteens/kiosks, bars, clubroom and merchandise spaces. Each of these elements are provided by the City to assist the sporting groups generate revenue and pay for building and reserve related charges.

The City has a number of programs that can assist sporting and community groups. The City runs a comprehensive grant program and there are separate categories for:

- Infrastructure
- Club Capacity building
- New club program initiatives or fundraising events to generate additional revenue to be reinvested in the club

In addition, through the Club Development Officer and City's volunteer program, a number of training opportunities exist to upskill club committee members and volunteers. Workshops that the City has offered include good governance, business and strategic planning, grant writing, succession planning, finance training and first aid training. The City's Annual Club survey is a good opportunity for sporting clubs to identify specific training opportunities that would benefit their club so specific needs can be addressed. City Officers are also available to sporting clubs on an individual basis to discuss their club specific needs and discuss plans to address any financial issues they may be experiencing.

Sporting Clubs and community groups are bound by their constitutions that outline the mechanisms to meet their financial obligations. As part of a clubs governance structure it is the clubs responsibility to meet all charges associated with their use of a City facility whether it be under contractual obligations or conditions of use therefore the motion to wipe all historical debt of sporting and community groups is not supported.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **NOT SUPPORT** the following resolution from the Annual Electors Meeting held on 8 February 2024: *"Instruct the CEO to wipe all sporting group usage charges debt from before June 30th 2023."*

Alternate Motion

Cr Buchan proposed the following Alternate Motion:

That Council **DIRECTS** the CEO to bring a discussion paper to Councillor Engagement Session within three (3) months that:

1. Investigates the reasons clubs are finding themselves in substantial debt;
2. Discusses the implications of issuing substantial unexpected invoices for utilities spanning several years; and
3. Considers another Community Grant type available to all clubs to support running costs or operating expenditure.

Reason for the Alternate Motion

1. Sporting clubs and other groups provide the City and its residents with an enormous service to the community. They are valued by the City of Rockingham.
2. Sporting clubs and other groups are volunteer run not-for-profit organisations and sometimes struggle to balance their books especially when faced with an invoice from the City which spans several years' worth of previously unvoiced and unexpected unbudgeted costs.
3. Investigation of another grant type could potentially alleviate the situation and contribute to fulfilling our aspirations as stated in our Strategic Community Plan.

Aspiration 1 – Social - A family-friendly, safe and connected community

Aspiration 5 – Leadership - Transparent and accountable leadership and governance

Implications to Consider on the Alternate Motion

a. Consultation with the Community

Nil

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

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

d. Policy

Nil

e. Financial

As at June 30 2023, approximately \$165,000 is owed to the City in outstanding utility and facility usage charges for Sporting groups. This is still resolving utility charge issues with some groups.

Usage charges applicable to these groups are generally paid upfront by the City, then the specific amounts applicable to the groups are on-charged for reimbursement. Having already paid this amount, if the motion to wipe past usage charges, these will not be collected as income.

f. Legal and Statutory

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

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

g. Risk

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

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

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

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

Nil

Officer Comment on Alternate Motion

1. Investigates the reasons clubs are finding themselves in substantial debt

There are approximately 120 sporting clubs operating in the City of Rockingham (**City**). Almost all of these are meeting payment requirements to the City, and do not have debts. The City also provides a range of workshops to sporting clubs throughout the year, to assist them to build their capacity to operate effectively and efficiently. Topics include club governance, financial management, applying for external grants, growing and promoting membership, marketing, and volunteer management. Clubs are also welcome to contact the relevant Community Development officer/s throughout the year to discuss any issues that they may need support with, and the City can provide assistance as appropriate. In addition, officers note that the costs of providing sporting facilities and active reserves is substantial, and if the City were to pass on the true costs to local sporting clubs, the costs would be significantly higher.

2. Discusses the implications of issuing substantial unexpected invoices for utilities spanning several years

The City aims for healthy, well-functioning clubs. This is in everyone's interest. The issuing of utility invoices spanning several years should only be impacting a small portion of the total number of sporting clubs. The City is always willing to work with any club to assist them in meeting their obligations and there are numerous ways this can occur. While it is known that utility issues are occurring most are clubs being invoiced correctly. Charges applied to clubs all occur in accordance with their agreed lease.

The due diligence process used by the City prior to leases being entered into is designed to ensure that clubs are sustainable and are capable of meeting their financial commitments for the duration of their lease. This includes a review of outgoing costs. Notwithstanding this, some clubs are directly invoiced by the utility provider and the City has no involvement in their utility outgoings.

3. Considers another Community Grant type available to all clubs to support running costs or operating expenditure.

The City provides a range of community grant funding opportunities which are beneficial to clubs: These include:

- Minor Grants up to \$3,000 and Major Grants up to \$15,000 – for a range of community initiatives, programs and events, including fundraisers.
- Community Infrastructure Grants - to assist with expanding, upgrading and / or planning for new infrastructure.
- Property Grants - to support clubs to meet lease maintenance obligations, as well as rates subsidies to eligible organisations.

These grants assist clubs to provide a range of revenue raising, promotional and development initiatives, helping them to become financially sustainable and meet other essential running costs, such as utilities. The grants also provide costs towards infrastructure and facilities maintenance, so that clubs have quality venues to carry out these activities. It should also be noted that the City provides a range of other club development programs and workshops to sporting clubs throughout the year, to assist them to operate effectively and efficiently.

Officers believe that this community capacity building approach, along with a diverse Community Grants Program, is sufficient for local sporting clubs and community groups. Grant funding to sporting clubs to assist with essential utilities costs would be seen as counter-productive to community capacity building, and would instead see clubs becoming dependent on recurrent City funding to meet their essential running costs. Officer view this as a cost subsidy rather than a community capacity building grant.

Officer Recommendation

That the Alternate Motion by Councillor Buchan is not supported.

Committee Recommendation

Moved Cr Buchan, seconded Cr Buchanan:

That Council **DIRECTS** the CEO to bring a discussion paper to Councillor Engagement Session within three (3) months that:

1. Investigates the reasons clubs are finding themselves in substantial debt;
2. Discusses the implications of issuing substantial unexpected invoices for utilities spanning several years; and
3. Considers another Community Grant type available to all clubs to support running costs or operating expenditure.

6:56pm Cr Leigh Liley departed the meeting

Committee Voting (Carried) – 3/2

Council Members voting for the motion:

Cr Buchan
Cr Hume
Cr Buchanan

Council Members voting against the motion:

Cr Schmidt
Cr Crichton

6:58pm Cr Leigh Liley rejoined the meeting.

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

13.	Reports of Council Members
	Nil
14.	Addendum Agenda
	Nil
15.	Motions of which Previous Notice has been given
	Nil
16.	Notices of motion for Consideration at the Following Meeting
	Nil
17.	Urgent Business Approved by the Person Presiding or by Decision of the Committee
	Nil
18.	Matters Behind Closed Doors
	Nil
19.	Date and Time of Next Meeting
	The next Corporate and Community Development Committee meeting will be held on Tuesday 16 April 2024 in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 5:00pm.
20.	Closure
	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 7:00pm .