MINUTES
Community Development Committee Meeting
Held on Monday, 11 February 2013 at 4:00pm
City of Rockingham Boardroom
City of Rockingham
Community Development Committee
Meeting Minutes
4:00pm Monday 11 February 2013

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<td>19.</td>
<td></td>
<td>31</td>
</tr>
<tr>
<td>20.</td>
<td>Closure</td>
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# City of Rockingham  
Community Development Committee  
Meeting Minutes  
Monday 11 February 2013 - Council Boardroom

## 1. Declaration of Opening

The Chairperson declared the Community Development Committee Meeting open at **4.03pm** and welcomed all present.

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

### 2.1 Councillors
- Cr Leigh Liley  
- Cr Joy Stewart  
- Cr Deb Hamblin  
- Cr Lorraine Dunkling  

### 2.2 Executive
- Mr John Pearson - A/Chief Executive Officer  
- Ms Gay Thornton - Director Community Development  
- Mr Allan Moles - A/Director Corporate Services  
- Mr John Woodhouse - Director Legal Services and General Counsel  
- Mr Ashley Pittard - Manager Community Infrastructure Planning  
- Mrs Jillian Obiri-Boateng - A/Manager Community Support Services  
- Ms Kristi Milana - A/Manager Community Safety  
- Mr Nick Brown - Manager Community and Leisure Facilities  
- Mr Michael Holland - Manager Community Capacity Building  
- Ms Alison Oliver - Manager Library and Information Services  
- Ms Diane Zanre - PA to Director Community Development

### 2.3 Members of the Gallery:
- 2

### 2.4 Apologies:
- Nil

## 3. Responses to Previous Public Questions Taken on Notice

- Nil

## 4. Public Question Time

- **4.03pm** The Chairperson invited members of the Public Gallery to ask questions. There were none.
5. **Confirmation of Minutes of the Previous Meeting**

   **Moved Cr Dunkling, seconded Cr Hamblin:**
   That Council **CONFIRM** the Minutes of the Community Development Committee Meeting held on 5 December 2012, as a true and accurate record.

   Committee Voting – 4/0

6. **Matters Arising from the Previous Minutes**

   Nil

7. **Announcement by the Presiding Person without Discussion**

   **4.04pm** 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**

   **4.05pm** The Chairperson asked if there were any interests to declare. There were none.

9. **Petitions/Deputations/Presentations/Submissions**

   Nil

10. **Matters for which the Meeting may be Closed**

    Nil

11. **Bulletin Items**

    **Community Development Information Bulletin – February 2013**

    **Community Support Services**
    1. Community Support Services Team Overview
    2. Human Resource Update
    3. Project Status Reports
       3.1 Regional Community Services Leadership Programmes
       3.2 Urban Art
       3.3 Rockingham Connect
    4. Information items
       4.1 Community Support Services General
       4.2 Youth Services
       4.3 Out of School Hours Care (OSHC)
       4.4 Social Connector Pilot Program

    **Library Services**
    1. Library Services Team Overview
    2. Human Resource Update
    3. Project Status Reports
    4. Information Items
4.1 Christmas at Safety Bay Library
4.2 Young People’s Services Safety Bay Library
4.3 Warnbro Community Library Thank You
4.4 Warnbro Community Library Thank You

**Community Infrastructure Planning**
1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Youth Outdoor Recreation Space Strategy – Implementation Actions
   3.2 Public Open Space Strategy
   3.3 Baldivis District Sporting Complex Feasibility Study and Concept Plans
   3.4 Secret Harbour Community Library Feasibility Study and Concept Plan
   3.5 Rockingham Arts Centre
   3.6 Baldivis Library and Community Centre
   3.7 Secret Harbour Surf Life Saving Club Redevelopment
   3.8 Baldivis Group Settlement School Buildings – Conservation Works
   3.9 Aquatic Facilities Strategy
   3.10 Community Infrastructure Plan
   3.11 Community Purpose Site Strategy
   3.12 Regional Cycling Facilities Feasibility Study
   3.13 Active Ageing Precinct Master Plan
   3.14 Sports Floodlighting Upgrade Program

4. Information items

**Community Capacity Building**
1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Rockingham City Football Club
   3.2 Rockingham Regional Environmental Centre
   3.3 Rockingham Rams Football Club
   3.4 Community Grants Program (CGP)
   3.5 Infrastructure Planning and Development Grants
   3.6 Bert England Lodge – Management and Governance
   3.7 Disability Access and Inclusion Plan

4. Information items
   4.1 Community Garden
   4.2 Active Ageing
   4.3 Challenger Court – Aged Persons Units
   4.4 Challenge Lodge
   4.5 Youth Development
   4.6 Sport and Recreation
   4.7 Rockingham Early Years Group (REYG)
   4.8 Rockingham Education and Training Advisory Committee (RETAC)
   4.9 Community Capacity Building Events
   4.10 Outdoor Event Applications
   4.11 Cultural Development and Arts

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| 4.12 Reconciliation Action Plan (RAP) |
| Community Safety |
| 1. Community Safety Team Overview |
| 2. Human Resource Update |
| 3. Project Status Reports |
| 3.1 Security Operational |
| 3.2 Community Safety General |
| 3.3 Rangers |
| 3.4 Emergency Services |
| 3.5 Emergency Management and Recovery |
| 3.6 Management of Abandoned Shopping Trolleys |
| 4. Information items |
| 4.1 Abandoned Shopping Trolleys Reported |

| Community and Leisure Facilities |
| 1. Community and Leisure Facilities Team Overview |
| 2. Human Resource Update |
| 3. Project Status Reports |
| 4. Information items |
| 4.1 Rockingham Child Care Services |
| 4.2 Rockingham Aquatic Centre |
| 4.3 Rockingham Autumn Centre |
| 4.4 Gary Holland Centre |
| 4.5 Warnbro Community Recreation Centre and Mike Barnett Sports Complex Management Committee Minutes 19 December 2012 |
| 4.6 Warnbro Community Recreation Centre Manager’s Report – November 2012 |
| 4.7 Mike Barnett Sports Complex Manager’s Report – November 2012 |
| 4.8 Warnbro Community Recreation Centre and Mike Barnett Sports Complex Management Committee Minutes 16 January 2013 |
| 4.9 Warnbro Community Recreation Centre Manager’s Report – December 2012 |
| 4.10 Mike Barnett Sports Complex Manager’s Report – December 2012 |
| 4.11 Aqua Jetty Management Committee Minutes 6 December 2012 |
| 4.12 Aqua Jetty Manager’s Report – November 2012 |
| 4.13 Aqua Jetty Management Committee Minutes 17 January 2013 |

**Committee Recommendation**

That Councillors acknowledge having read the Community Development Information Bulletin – February 2013 and the contents be accepted.

Committee Voting – 4/0
12. Agenda Items

Community Support Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>Community Support Services Strategy 2012 - 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CSV/2033</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Ms Jillian Obiri-Boateng, A/Manager Community Support Services</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>11 February 2013</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>CSS-002/12 (October 2012)</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td></td>
</tr>
</tbody>
</table>

Site:
Lot Area:
Attachments: Community Support Services Strategy 2012 - 2015
Maps/Diagrams:

Purpose of Report
To seek Council approval of the Community Support Services Strategy.

Background
The Integrated Planning and Reporting Framework and Guidelines were released by the Minister for Local Government in October 2010. According to this document each local government is expected to adopt a 10 year Strategic Community Plan which clearly links the Community’s identified aspirations with Council’s vision and long term strategies.

On 22 March 2011 Council endorsed the City of Rockingham Community Plan 2011, the first in Western Australia which was then launched by the Minister for Local Government in May 2011.

The Community Plan 2011 was developed by the Rockingham community and represents its aspirations for the future of the City. These Aspirations are addressed through identified activities requiring the development of a range of Specific Purpose Strategies and Plans, one being a Community Support Services Strategy.
The Community Support Services Strategy is essentially a community capacity-building approach used to strengthen and enhance the community services sector serving the vulnerable and special needs groups, within the City of Rockingham. The Strategy aims to attract, support and develop the agencies and services required by a leading and progressive local government area. Within this strategy, services to young people, families needing out of school hours care and the transport-disadvantaged using community transport are areas of direct service delivery by the City.

Actions identified within the Community Support Services Strategy will then be identified within the relevant team plans and budget to ensure implementation.

The Draft Community Support Services Strategy was presented to the 27 November 2012 Council Meeting. It was endorsed for the purpose of public consideration and comment.

### Details

The Draft Community Support Services Strategy was advertised via the Public Notices section of local print media as available for public comment for a period of two weeks from 5 December 2012 to 21 December 2012. During this time the strategy was available to the community in hard copy format at the City Administration building and Libraries. It was also available online at the City's website.

Additionally the Draft Strategy was forwarded for comment to appropriate networks and groups including the Kwinana Rockingham Action for Today’s Youth (KRAFTY) network, and the Senior Strategic Group. The Senior Strategic Group is a group of local government and not for profit service provider leaders who meet regularly to provide a strong, collective voice in providing comment/responses to established and emerging challenges in the community support services sector. This group also had input into the Draft Strategy during its development.

The Draft Strategy did not attract any level of public comment. As the Senior Strategic Group had previous involvement with the Strategy, they advised that they had no further input to make.

### Implications to Consider

a. Consultation with the Community

A period of public comment was undertaken as described above. Public Notices were placed in the South Telegraph on 5 December 2012 and Weekend Courier on 7 December 2012.

b. Consultation with Government Agencies

The Strategy was provided to the Senior Strategic Group as described above.

c. Strategic Community Plan

This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

**Aspiration 1:** An involved and engaged community enjoying a lifestyle that caters for all residents, including those with specific or special needs.

**Aspiration 7:** Community facilities and services that are well utilised, accessible and cost effective and where appropriate multi-functional

**Aspiration 16:** A Council which engages with all elements of the community in order to make decisions that respect Rockingham’s unique sense of place whilst positively contributing to its future prosperity

d. Policy

e. **Financial**

All programs identified within the Community Support Services Strategy that require funds have budgeted allocations within the Team Plan, which in turn are represented in the City Business Plan and annual budgets, including potential external funding sources.

f. **Legal and Statutory**

In October 2010 the State Government released an Integrated Planning and Reporting Framework requirement which is enacted as per section 5.56(2) of the Local Government Act 1995.

### Comments

To ensure that the Rockingham community is involved and engaged, it is essential to consider the needs and aspirations of those with specific or special needs. The Community Support Services Strategy focuses on the needs of the more vulnerable sections of the population who can be marginalised and stigmatised, in order to ensure they are considered and included in the planning for, and activation of, the Rockingham community.

The Strategy in line with the City’s Community Development Division takes a ‘capacity building’ approach to development of the Community Support Services sector within the City. The Strategy requires the City to work alongside service providers in building and realising potential through the provision of guidance, support and information, as well as supporting the development of networks and partnerships. In this way the Community Support Services Strategy aims to meet the aspirations of the more vulnerable populations within the City, as well as contribute to the development of an inclusive and welcoming City.

### Voting Requirements

**Simple Majority**

**Officer Recommendation**

That Council **ENDORSE** the City of Rockingham Community Support Services Strategy 2012 – 2015, as per attachment to Item CSS-001/13.

**Committee Recommendation**

That Council **ENDORSE** the City of Rockingham Community Support Services Strategy 2012 – 2015, as per attachment to Item CSS-001/13.

**Committee Voting – 4/0**

**Note:** The Committee requested Mrs Jillian Obiri-Boateng’s name be added to the Community Support Services Strategy 2012 – 2015, as per attachment to Item CSS-001/13 as co-author.

### 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

Reference No & Subject: CCB-001/13 Rockingham District Historical Society Request for Funds

File No:

Proponent/s: Rockingham Districts Historical Society Inc.

Author: Mr Michael Holland, Manager Community Capacity Building

Other Contributors: Ms Lynette Reeves, Financial Accountant

Date of Committee Meeting: 11 February 2013

Previously before Council:

Disclosure of Interest: Executive

Nature of Council’s Role in this Matter:

Site:

Lot Area:

Attachments: Minutes of the Rockingham District Historical Society Inc. Committee Meeting

Maps/Diagrams:

Purpose of Report

To provide the Rockingham District Historical Society Inc. (RDHS Inc.) the funds held in trust at the City from George Forster to be used for the Ernestine Forester Memorial Library.

Background

A request was received by Council in October 1978 from George Forester to establish a Memorial Library in the memory of his late wife Ernestine Forester. Mr Forester requested Council to accept a donation of $1,000 to purchase books for the Library and $1,000 to be invested to provide an income of approximately $100 per annum for the upkeep and extension of the Library.

The offer was accepted with thanks and a Memorial Library was established within the Rockingham Museum. Council also guaranteed to service and maintain the Library from the grant for a period of 25 years and any decisions beyond that date would be made by council at that time.

Following a financial review of funds held in trust through Corporate Services an amount of $14,577.76 has been identified that is associated with the Memorial Library.
Details

Following the financial review and subsequent discovery of the funds held in trust, a meeting was held with City staff and representatives of the RDHS Inc. including, President Terry Craig and Treasurer Wendy Durant.

The discussion held centred around what the funds were initially provided for and who would be best suited to administer the funds in line with the initial proposal set up by George Forster in 1978 and endorsed by Council.

It was resolved that the RDHS Inc. needed to include the information discussed in the agenda of the next meeting of the Society to discuss with the members. This request was implemented and at the RDHS Inc. meeting held on 14 January 2013 it was discussed in General Business and the committee resolved to request the City to transfer the identified funds into an interest bearing account to be used for the purpose George Forster proposed (see attachment).

In line with the initial request that went to Council in 1978 which, included a statement that Council would guarantee to service and maintain the Library from the grant for a period of 25 years and any decisions beyond that date would be made by Council, this report is required.

Implications to Consider

a. Consultation with the Community
   A meeting has been held with the RDHS Inc. to discuss the funds held in trust and a request received from that Committee.

b. Consultation with Government Agencies
   Nil

c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

   Aspiration 7: Community facilities and services that are well utilised, accessible and cost effective, and where appropriate, multi-functional.

d. Policy
   Nil

e. Financial
   There is currently an amount of $14,577.76 held in trust at the City which will need to be transferred to a nominated account at the RDHS Inc.

f. Legal and Statutory
   Nil

Comments

The RDHS Inc. is a strong community group with sound governance structures which manages the Rockingham Museum and Library. Following the meeting held at the City with RDHS Inc. members the RDHS Inc. has implemented the request from the City through the committee.

The proposal to manage the funds in line with the request from Mr Forester in 1978 shows the passion the committee has for Rockingham and the Library they manage.

It is appropriate that the RDHS Inc. committee manage these funds in line with the initial request from Mr Forester in 1978.
## Voting Requirements

Simple Majority

### Officer Recommendation

That Council **APPROVE** the request from the Rockingham District Historical Society Inc. to be responsible for the administration of funds held in trust by the City associated with the Ernestine Forster Memorial Library.

### Committee Recommendation

That Council **APPROVE** the request from the Rockingham District Historical Society Inc. to be responsible for the administration of funds held in trust by the City associated with the Ernestine Forster Memorial Library.

Committee Voting – 4/0

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

Not Applicable

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

Not Applicable
Appointment of Tertiary Student Representative to the Rockingham Education and Training Advisory Committee (RETAC)

 CSV/1522-03

Ms Sheila Cleaver, Community Development Officer

Executive

Minutes Rockingham Education and Training Advisory Committee Meeting – 16 January 2013

To request Council to appoint Tracy Gregory and Sarah Smart (deputy) from Murdoch University to the Rockingham Education and Training Advisory Committee as Tertiary Student representatives.

The members of the Rockingham Education and Training Advisory Committee (RETAC) were appointed by Council at its Ordinary Council meeting held Tuesday, 27 November 2012. The tertiary student position was left vacant due to initial interest being withdrawn by the applicant.

In accordance with the Governance and Meeting Framework Council policy, the City is to review the membership of all Advisory committees between 1 July and 30 September in 2012. This process requires the City to advertise in the local media for new nominations as well as a written invitation to sitting members to reapply for membership.

The City has undertaken this process and Council has appointed community representatives to the Rockingham Advisory Committee for a two-year term of office that commenced 27 November 2012

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2 Typographical error corrected from Agenda. Attachment details omitted.
with a vacancy for a tertiary student community member. Nominations have since been received from 2 students attending Murdoch University for the tertiary student position.

**Implications to Consider**

a. **Consultation with the Community**

   Nominations for community membership for City’s advisory committees were invited through advertisements in the local newspapers, the City’s website and social media platforms.

   Letters were also sent to existing community members.

   Information regarding the application process and community nominations was discussed at networking opportunities and community meetings such as Rockingham Early Years Group and RETAC.

b. **Consultation with Government Agencies**

   - Department of Education
   - Murdoch University
   - Kwinana Industries Council
   - Independent Schools
   - Bridging the Gap
   - Challenger Institute

c. **Strategic**

   **Community Plan**

   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011-2016

   **Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

   **Aspiration 16:** A Council which engages with all elements of the community in order to make decisions that respect Rockingham’s unique sense of place whilst positively contribution to its future prosperity.

d. **Policy**

   Council Policy ‘Governance and Meeting Framework’ underpins the review and appointment of community members.

e. **Financial**

   The financial implications of the review and appointment of community members to advisory committees is limited to the cost of advertising and officer time in undertaking the review.

   Costs will be accommodated within existing budget allocations

f. **Legal and Statutory**

   Sections 5.8, 5.9 and 5.10 of the Local Government Act 1995 specifies legislative matters in respect to committees and the appointment of committee members.

**Comments**

Tracy Gregory is currently an education student at Murdoch University as well as being a Rockingham resident. Tracy is committed to having the best schools in Rockingham, therefore has been nominated to be the tertiary student representative.

Sarah Smart is also a current student at Murdoch University and a Rockingham resident and has elected to be the deputy for the tertiary student representative membership.
RETAC has endorsed Tracy Gregory and Sarah Smart as Tracy’s the Tertiary Student Representatives on the Rockingham Education and Training Advisory Committee.

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That Council **APPOINT** Ms Tracy Gregory and Sarah Smart (deputy) as community representatives to the Rockingham Education and Training Advisory Committee until 30 September 2014.

**Committee Recommendation**

That Council **APPOINT** Ms Tracy Gregory and Sarah Smart (deputy) as community representatives to the Rockingham Education and Training Advisory Committee until 30 September 2014.

Committee Voting – 4/0

**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 Services

**Reference No & Subject:** CSA-001/13 Tender T12/13-59 – Provision of the City’s Community Safety Service

**File No:** T12/13-59

**Proponent/s:** Mr Keith Dunatis, Coordinator Community Safety
Ms Genevieve Rowles, Manager Community Safety

**Author:**

**Other Contributors:**

**Date of Committee Meeting:** 11 February 2013

**Previously before Council:** CES297/9/05 (September 2005), CES13/1/07 (January 2007), CES13/1/07 (January 2008), CD17/3/10 (February 2010), CSA-005/11 (April 2011), CSA-013/11 (November 2011)

**Disclosure of Interest:**

**Nature of Council’s Role in this Matter:** Executive

**Site:**

**Lot Area:**

**Attachments:**

**Maps/Diagrams:**

**Purpose of Report**

To provide Council with details of the tender/s received for Tender T12/13-59 – Provision of the City of Rockingham Community Safety Service, document the results of the tender assessment and make recommendations regarding award of the tender.

**Background**

For a number of years prior to 2005, City of Rockingham residents voiced concern to Councillors and City of Rockingham Officers, around response times of Police and the priority in which offences such as anti-social behaviour and burglaries were given. The City of Rockingham undertook a professional community consultation process between 2005 and 2006 using Business Horizons Consultants. Highlighted was community interest in the investigation of security patrols operating within the City as a method to improve community safety and crime prevention, to reduce the fear of crime, to provide proactive alternatives to crime and crime prevention, and where possible, provide an alternative to residents for assistance/attendance, due to perceived issues around Police response times. In 2006 the City Safe business unit with relevant partners and stakeholders,
developed the inaugural Community Safety and Crime Prevention Partnership Plan. Community interest in security patrols was reiterated throughout this process and led to its inclusion in the plan. The main role of the Community Safety Service and the Community Security Patrol Officer at inception was defined as to, observe, report and monitor incidents involving safety and security within the community. The main objectives and strategies that were agreed to be incorporated in the original contract required the following activities:

- Develop a set of prospective security patrol formats for implementation across the City of Rockingham.
- To undertake community and business consultations to seek input regarding the above.

At completion of the objectives, a report was presented to Council on 23 January 2007 which resulted in a resolution to:

1. Approve in principle the appointing of an external provider for a period of two years to undertake the provision of Community Security Patrols.
2. Appoint a working party comprising of Mayor Sammels, Manager Executive Services, Coordinator Community Safety and Security, Manager Accounting Services and Senior Rates Clerk to investigate funding of the Community Security Patrols through a service charge on owners of land within the district as permitted by Section 6.38 of the Local Government Act 1995.
3. Prepare appropriate tender documentation.
4. Call tenders for the provision of the Community Security Patrols by an External Provider and further consider this matter upon presentation of the results of the investigation of funding options and details of relevant tenders.

Further, Council invite input from community organisations or private companies that currently undertake independent security patrols within specific areas throughout the City to have input into the proposal."

Following the above, tender requests were received, processed and Council appointed the tender contract to Wilson Security for the initial two year period from 1 July 2008 until 30 June 2010. The contract allowed for the service to be renewed by the City of Rockingham after the initial two (2) year period, in one (1) year increments for a further three (3) years.


The remaining one (1) year increment extension option was extended by Council 27 November, 2011 with Wilson Security. As the maximum five year period draws to an end on 30 June, 2013, the service has been reviewed and the tender process undertaken to allow for consideration of appropriate arrangements to be put in place for 1 July 2013.

Details

Public perception of the roles and responsibilities of the service has led to the change from Community Security Service to Community Safety Service. This change is intended to clarify that the service does not employ officers to act as crowd control or security officers however, focuses on creating a safe and secure community where residents and visitors feel safe at home, work and in social environments.

Tender T12/13-59 – Provision of the City’s Community Safety Service was advertised in the West Australian on Saturday, 24 November, 2012. The Tender closed at 2.00pm, Wednesday, 19 December 2012 and was publicly opened immediately after the closing time. The Contract period shall be for a period of 24 months from the date of award.

A panel comprising Manager of Community Safety, Coordinator Community Safety and Security Support Officer undertook tender evaluations.
Tender submissions were received from:

<table>
<thead>
<tr>
<th>Company</th>
<th>Lump Sum Tender Amount (24 Month Period) – GST Exclusive</th>
</tr>
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<tbody>
<tr>
<td>Major Security Services Pty Ltd</td>
<td>$3,083,520</td>
</tr>
<tr>
<td>Southern Cross Protection Pty Ltd</td>
<td>$2,887,160</td>
</tr>
<tr>
<td>Accord Security Pty Ltd</td>
<td>$3,152,608</td>
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<tr>
<td>Accord Security Pty Ltd – Alternative Tender</td>
<td>$2,838,720</td>
</tr>
<tr>
<td>Wilson Security</td>
<td>$3,524,352</td>
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Evaluation of the tender, in accordance with the advertised tender assessment criteria, produced the following weighted scores:

<table>
<thead>
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<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>Wilson Security</th>
<th>Major Security Services Pty Ltd</th>
<th>Southern Cross Protection Pty Ltd</th>
<th>Accord Security Pty Ltd</th>
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<tr>
<td>Level of Service</td>
<td>30%</td>
<td>23.3%</td>
<td>16.6%</td>
<td>17.0%</td>
<td>21.0%</td>
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<tr>
<td>Performance and experience of Tenderer</td>
<td>25%</td>
<td>23.6%</td>
<td>18.6%</td>
<td>18.3%</td>
<td>21.3%</td>
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<tr>
<td>Tender Resources &amp; Delivery/Availability to Supply &amp; sustain works required</td>
<td>15%</td>
<td>11.6%</td>
<td>11.6%</td>
<td>10.6%</td>
<td>10.6%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>30%</td>
<td>24.5%</td>
<td>28.0%</td>
<td>30.0%</td>
<td>27.4%</td>
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<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>83.0%</td>
<td>74.8%</td>
<td>75.9%</td>
<td>80.3%</td>
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Subject to the mutual agreement of both the Principal and the Contractor, and with the absolute discretion of either party not to extend, the Contract may be extended for maximum of up to 24 additional calendar months, in periods not greater than 12 calendar months.

**Implications to Consider**

a. **Consultation with the Community**
   Continuing the Community Safety Service is consistent with feedback gathered in the Community Safety Service Customer Satisfaction Survey. The results indicate that 83.1% of residents who responded support the continuation of the service.

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 contained in the Community Plan 2011:-

   **Aspiration 2:** *A safe community where residents feel secure, relaxed and comfortable within their home, work and social environments*
Community Development Committee Minutes
Monday 11 February 2013

CONFIRMED AT A COMMUNITY DEVELOPMENT MEETING HELD ON MONDAY, 11 MARCH 2013

PRESIDING MEMBER

**Policy**

Procurement of this service has been undertaken in accordance with the City’s Purchasing Policy and Procurement Standard 2012, which details a requirement to call for Open Public Tenders for services greater than $100,000.

**Financial**

The budget for the Community Safety Service has been submitted to the City Business Plan for the following financial years via the Community Safety Team Plan:

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 / 2014</td>
<td>$1,736,134</td>
</tr>
<tr>
<td>2014 / 2015</td>
<td>$1,805,579</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,541,713</strong></td>
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</table>

Prices provided by all tenders and the preferred tender fit within the amounts allocated in the City’s draft Business Plan and draft Budgets for 2013/14 and 2014/15 financial years.

**Legal and Statutory**

In accordance with Local Government Act 1995 section 3.57 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, regulation 11(1). Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, or worth more, than $100,000 unless sub regulation (2) states otherwise.

**Comments**

Tenders were submitted by four (4) companies which provided 5 (five) tenders, 1 (one) of which was an alternative tender. The companies submitting tenders being:

- Major Securities Services Pty Ltd
- Southern Cross Protection Pty Ltd
- Accord Security Pty Ltd
- Accord Security Pty Ltd (Alternative Tender)
- Wilson Security

The alternative tender offered by Accord Security Pty Ltd was taken into consideration by the panel. As it did not meet the tender requirements of providing a call centre to take and administer calls from residents and visitors to Rockingham, the score indicated by the panel reflected that the tender criteria of providing this service was not met.

The combined scores from the panel assessment matrix determined Wilson Security as the highest scoring tender submission.

Wilson Security has provided a community safety service for the City of Rockingham since 2008 and has been found to be professional and reliable in the service contracted for. The Wilson Security submission demonstrated a high level of service and performance across the industry indicating a wide range of clients which included Defence, Government, mining, maritime and aviation sectors.

Wilson Security has demonstrated both experience and the capacity to maintain an efficient and effective community safety service.

The panel felt that while all the tender companies had experience and could provide a Community Safety Service, Wilson Security had the most experience in this field. Major Securities Services Pty Ltd provided limited details of similar experience for qualitative criteria. Southern Cross Protection Pty Ltd failed to indicate they had the resources available to facilitate this tender contract. Accord Security Pty Ltd provided limited detail in relation to their experience in the relevant field compared to other Companies submitting a tender application.
The tender price offered by Wilsons was $3,524,352 and although this was the highest quoted price, it did not affect the weighted scores. It was also noted that this quoted price is an increase of 1.5% over the current contract price for the coming year 2013/2014, which is lower than CPI.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council *ACCEPT* the tender submitted from Wilson Security, 5 Belmont Avenue, Belmont for Tender T12/13-59 – Provision of the City of Rockingham Community Safety Service, in accordance with the tender documentation for the lump sum value of $3,524,352 (excl GST) from the date of award for period of 24 months.

**Committee Recommendation**

That Council *ACCEPT* the tender submitted from Wilson Security, 5 Belmont Avenue, Belmont for Tender T12/13-59 – Provision of the City of Rockingham Community Safety Service, in accordance with the tender documentation for the lump sum value of $3,524,352 (excl GST) from the date of award for period of 24 months.

Committee Voting – 4/0

**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 Committee Minutes
Monday 11 February 2013

CONFIRMED AT A COMMUNITY DEVELOPMENT
MEETING HELD ON MONDAY, 11 MARCH 2013

Community and Leisure Facilities

Community Development
Community and Leisure Facilities

Reference No & Subject: CLF-002/13 Leasing of Retail Space at the Gary Holland Community Centre

File No: CPR/206
Proponent/s: Mr Nick Brown, Manager of Community and Leisure Facilities
Author: Mr Paul O’Leary, Coordinator of Community Facilities
Other Contributors: Ms Renee Sinclair-Deane, Leasing Administration Officer

Date of Committee Meeting: 11 February 2013
Previously before Council: CLF-025/12 (December 2012)
Disclosure of Interest: Executive
Nature of Council’s Role in this Matter:

Site: Gary Holland Community Centre (area 1 - 80sqm retail space)
Lot Area: Lot 300 (No. 19) Kent Street Rockingham, Reserve 49939, Crown Land Title F3154 V895, deposited plan 43170
Attachments:
Maps/Diagrams: Retail Space

Purpose of Report
To advise Council of the outcomes of statutory advertising of the proposed lease with Acheron Subsea Pty Ltd for the 80sqm retail space at the Gary Holland Community Centre (GHCC) and confirm Council’s approval.

Background
The City received interest from Karen and Richard Dolstra of Acheron Subsea Pty Ltd (AS), ACN 139 044 803 trading as Blue Seal to Lease the space for the operation of a café at the Gary Holland Community Centre.

Details
In October 2012 a certified valuation was received reporting a rental value in the order of $22,000 per annum, including GST. The Coordinator of Community Facilities met with the prospective lessees agreeing on a rental of $20,000 per annum, including GST.
An application for the lease of the retail space was received for AS operating as Blue Seal. The business will focus on light meals, coffee and gifts and is expected to seat 20 indoors with some alfresco dining.

Retail Space – the retail space is bordered

It is estimated that variable outgoings, payable by the tenant for the year of 2012-13 will be as follows:

- Land Rates: $839.80
- Rubbish: $339.00
- Water Rates/Consumption: $231.00
- Land Tax: To be determined by the Australian Taxation Office
- ESL: $152.35
- Security levy: $36.20

The tenant will also be responsible for 100% of electricity sub-meter costs, industrial waste disposal costs, insurances and cleaning and maintenance of a non-structural nature within the space.

At its Council meeting on December 2012, Council made the following resolution:

That Council APPROVE in principle entering into a lease agreement with Acheron Subsea Pty Ltd of 11 Fraser Street, Rockingham for 80sqm portion of Lot 300 (No. 19) Kent Street, Rockingham WA 6168, Gary Holland Community Centre subject to carrying out the requirements of Section 3.58 (3) of the Local Government Act 1995. The following conditions shall apply:

1. Annual rental of $20,000.00 per annum, including GST to be reviewed annually in accordance with CPI and in accordance with market valuation at time of exercising the option to renew.
2. Period of 2 years with an option of 3 years extension.
3. The lessee agrees to pay all outgoings inclusive of power, water, emergency services levy, maintenance and insurances as determined by the City.

Implications to Consider

a. Consultation with the Community

In accordance with Local Government Act 1995, section 3.58 (3), the City has advertised seeking public comment on this matter for a period of 14 days from 14 December 2012. As a result no public submissions were received.
b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

Aspiration 7: Community facilities and services that are well utilised, accessible and cost effective, and where appropriate, multi-functional.

d. Policy

Nil

e. Financial

The 2010/11 Annual Budget for the GHCC had a Total Operating Deficit of $230,000 (including annual contracted management fees of $105,000.00).

Should Acheron Subsea Pty Ltd take up a lease for the café space, the City would receive annual rent of $20,000.00 pa including GST.

As per the Department of Regional Development and Lands requirements, income from the tenancy will be used to reduce future maintenance and operating deficit of the GHCC.

f. Legal and Statutory

In accordance with section 3.58(3) of the Local Government Act 1995 the City is to give public notice of any proposed lease, including the subject property and proposed tenancy and inviting public submissions regarding the proposed lease/property. Furthermore, the local government is to consider any submissions made to it and if the decision is made by a Council or Committee the decision and reasons for the decision are recorded in the minutes of the meeting in which the decision was made.

Comments

The results of leasing the retail space fronting Kent Street will be advantageous from both a financial and social aspect. It is anticipated that activating this space will increase community interest and awareness of the Centre and the community spaces within, resulting in further activation of the Centre. The rental income will also reduce the Centre’s Total Operating Deficit in future financial years.

Due to there being no adverse submissions being received as a consequence of carrying out advertising in accordance with section 3.58(3) of the Local Government Act 1995, the lease is commended to Council.

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVE entering into a lease agreement with Acheron Subsea Pty Ltd of 11 Fraser Street, Rockingham for the 80sqm portion of Lot 300 (No. 19) Kent Street, Rockingham WA 6168, Gary Holland Community Centre and the following conditions shall apply:

1. Annual rental of $20,000 per annum, including GST to be reviewed annually in accordance with CPI and in accordance with market valuation at time of exercising the option to renew.
2. Period of two years with an option of three years extension.
3. The lessee agrees to pay all outgoings inclusive of power, water, emergency services levy, maintenance and insurances as determined by the City.
**Committee Recommendation**

That Council *APPROVE* entering into a lease agreement with Acheron Subsea Pty Ltd of 11 Fraser Street, Rockingham for the 80sqm portion of Lot 300 (No. 19) Kent Street, Rockingham WA 6168, Gary Holland Community Centre and the following conditions shall apply:

1. Annual rental of $20,000 per annum, including GST to be reviewed annually in accordance with CPI and in accordance with market valuation at time of exercising the option to renew.
2. Period of two years with an option of three years extension.
3. The lessee agrees to pay all outgoings inclusive of power, water, emergency services levy, maintenance and insurances as determined by the City.

Committee Voting – 4/0

**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 Committee Minutes

**Community and Leisure Facilities**

**Reference No & Subject:** CLF-003/13 Shoalwater Visitors’ Centre Lease

**File No:** 94-401, CPR/47

**Proponent/s:** Penguin Island Cruises Pty Ltd trading as Rockingham Wild Encounters

**Author:** Mr Michael Yakas, Manager Customer & Corporate Support

**Other Contributors:** Mr John Pearson, Director Corporate Services

**Date of Committee Meeting:** 28 February 2013

**Previously before Council:** 28 February 2006; 10 September 2008; 23 June 2009; 28 August 2012; 23 October 2012; 22 January 2013

**Disclosure of Interest:**

**Nature of Council’s Role in this Matter:** Executive

**Site:** Shoalwater Visitors’ Centre (also known as the Mersey Point Kiosk)

**Lot Area:** Lot 24 Arcadia Drive, Shoalwater (Reserve 22948), parcel 243261

**Attachments:**

**Maps/Diagrams:** Figure 1 – Proposed lease boundaries – Visitors’ Centre and Kiosk Area.

### Purpose of Report

To provide information to Council regarding negotiations with Penguin Island Cruises Pty Ltd (PIC) for the continued occupation of the Shoalwater Visitors’ Centre and Kiosk and to seek delegation to finalise the lease should Council support the proposed conditions.

### Background

On 28 February 2012 the City received a letter from Mr Terry Howson and Mr Aaron Heath of PIC requesting early consideration of a renewal to its lease agreement of Shoalwater Visitors’ Centre. Due to the nature of the existing lease agreement and as it was due to expire in only six months, City officers were not prepared to terminate the lease when a new lease agreement could be approved and prepared prior to expiry.

In an email dated 21 March 2012, PIC stated its intention to enter into a new lease agreement with the City for Shoalwater Visitors’ Centre for 21 years as per its previous lease. City officers advised that the lease should be for an initial term of 15 years which runs in line with Department of Environment and Conservation’s (DEC) term of licence to run tours in the area. An option of extending for a further term of six years takes the entire term to the full 21 years as permissible by the Minister for Lands.
On 22 August 2012 correspondence was received by the City explaining PIC’s position and reasons why the City should grant it a 21-year lease.

At the August 2012 Ordinary Council Meeting Council resolved that “The Council DEFER consideration of entering into a lease agreement with Penguin Island Cruises Pty Ltd for Shoalwater Visitors’ Centre pending discussions between the CEO and Proprietor regarding lease terms.”

The Director Corporate Services and Coordinator Community Facilities met with PIC to discuss lease terms, particularly related to length. During these discussions officers offered a 10 to 15-year lease with options however PIC made it clear that it wanted no less than a 21-year lease and only once this had been refused would it be willing to discuss other options.

At the October 2012 Ordinary Council Meeting it was resolved to:

1. SUPPORT the forming of a lease/leases with Penguin Island Cruises Pty Ltd, PO Box 5321, Rockingham Beach, WA 6168 for a portion of Lot 24 Arcadia Drive (Reserve 22948) for a period of 15 years with a 6 year option and a report be prepared for Council consideration at a later date confirming lease details.

2. SUPPORT the notion of forming two separate leases – one for the kiosk area and a second for the visitors’ centre.

3. REQUIRE any lease associated with the visitors’ centre be conditional with the holding and maintaining appropriate DEC licences to conduct ferry activities associated with and around Penguin Island.

The Chief Executive Officer (CEO), Director Corporate Services and Mayor on separate occasions have held discussions with Terry Howson and Aaron Heath of Penguin Island Cruises to discuss the arrangements of the lease. On 11 December 2012 the Director Corporate Services wrote to Penguin Island Cruises outlining an offer of basic conditions. These would be subject to Council approval. They were:

1. The formation of two separate leases; one for the kiosk area and one for the visitors’ centre. It was noted that exact boundaries between the two lease hold areas needs to be finalised.

2. The terms of the leases are to be 15 years with a six-year option.

3. The usual lease requirement for the lessee to observe all written laws, all relevant permits etc and all orders given under written laws are to include a requirement that the conditions of any DEC licence associated with activities in the vicinity of Penguin Island or Shoalwater Bay are to be met at all times. The licence(s) is not to be cancelled or suspended or its renewal refused under the Conservation and Land Management regulations for any reason including conviction of an offence.

4. The commencing rents will be as per independent market valuation. Indicatively the last valuation was $48,000 per annum. (It is to be noted that new valuations were required to be done and have now been received.)

5. Rents will be reviewed annually in line with Perth-based CPI, with the rents being reviewed to independent market valuation levels at the beginning of year six and five yearly thereafter.

6. Lease area on the buildings will be to the outer wall.

7. The specified permitted purpose of the lease for the visitors’ centre is to be used as a visitors’ centre including the sale of ferry and tour tickets and other items associated with Penguin Island and Shoalwater Bay.

PIC was advised there will be other commercial terms which will be provided within the lease contract when prepared. After receiving the letter dated 11 December 2012, PIC sought further clarification from the CEO on clause 3. The CEO explained the intent of the clause is to give the City the authority to issue a default notice on the lease should the lessee lose or fail to renew a licence because of reckless, criminal or negligent actions that could damage the brand, reputation and visitation attractiveness of the Penguin Island/Shoalwater Marine Park visitor experience. This was detailed in a letter from the CEO dated 18 December 2012. PIC wrote to the City via email on 20 December 2012 confirming it agreed to the basic terms and conditions.

At the January 2013 Ordinary Council Meeting, the officer recommendation “That Council DELEGATE authority to the Chief Executive Officer to approve and finalise the lease of the Visitors’
Centre and the Kiosk area with Penguin Island Cruises Pty Ltd, PO BOX 5321 Rockingham Beach, WA 6168 for a portion of Lot 24 Arcadia Drive (Reserve 22948) subject to the provisions contained in Ordinary Council Meeting Council Resolution decision of 23 October 2012 being observed” was not carried.

Details

Given that the officer recommendation of the January 2013 Council meeting was not carried the resolution of October 2012 still stands.

Implications to Consider

a. Consultation with the Community
   In accordance with section 3.58(3) of the Local Government Act 1995, the City will provide public notice, seeking public comment on this matter for a period of 14 days.

b. Consultation with Government Agencies
   All leases on crown reserves which have a management order in favour of the City will require consent from the Minister for Lands.

c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

   **Aspiration 7:** Community facilities and services that are well utilised, accessible and cost effective, and where appropriate, multi-functional.

d. Policy
   Nil

e. Financial
   Rental income is proposed to be at market valuation and will total $48,000 per annum excluding GST (this figure is based on a certified valuation carried out in January 2013).

f. Legal and Statutory
   Section 3.58(3)(a) of the Local Government Act 1995 requires the City to give public notice of any proposed lease, including the subject property and proposed tenancy and invite public submissions regarding the proposed lease/property.

   Section 3.58(3)(b) of the Local Government Act 1995 requires the City to consider public submissions (should any be received) to the proposed lease and that any subsequent decisions made by the City are recorded.

   Commercial Tenancy (Retail Shops) Agreements Act 1985 provides legislation that the City will need to comply with relating to certain commercial/retail tenancies. This includes minimum length of tenure, renewal options and statutory provision of certain statements. Given this legislation, it may be appropriate to form two separate leases with PIC, one covering the kiosk environment and surrounds and the other for the visitors’ centre. This matter will need to be explored during the lease negotiation process.

   Section 5.42(1) of the Local Government Act 1995 provides legislative power for the Council to Delegate Authority to the CEO on this matter.

Comments

Following confirmation from PIC on the 20 December 2012 and its agreement to the basic terms and conditions outlined in the letter from the City dated 18 December 2012, the A/Director Corporate Services and Coordinator Community Facilities attended a meeting with Terry Howson and Aaron Heath to discuss the lease boundaries for the visitors’ centre and kiosk area. The boundaries outlined in figure 1 were agreed upon by the City and PIC.
Based on the fact that PIC and the City have agreed upon the basic conditions of the lease, it is considered appropriate to delegate authority to the CEO to finalise the entire lease transaction.

**Voting Requirements**

Simple Majority (except where noted as Absolute Majority)

**Officer Recommendation**

1. That Council *AGREES* to the formation of two leases with Penguin Island Cruises Pty Ltd, PO Box 5321, Rockingham Beach WA 6168 for a portion of Lot 24 Arcadia Drive (Reserve 22948) for a period of 15 years with a six-year option.

2. The lease to include a requirement that the conditions of any Department of Environment Conservation (DEC) licence associated with activities in the vicinity of Penguin Island or Shoalwater Bay are to be met at all times. The licence(s) are not to be cancelled or suspended or its renewal refused under the Conservation and Land Management regulations for any reason including conviction of an offence.

3. The commencing rents will be as per independent market valuation totalling $48,000 ex GST.

4. Rents will be reviewed annually in line with Perth-based CPI, with the rents being reviewed to independent market valuation levels at the beginning of year six and five yearly thereafter.

5. Lease area on the buildings will be to the outer wall.

6. The specified permitted purpose of the lease for the visitors’ centre is to be used as a visitors’ centre including the sale of ferry and tour tickets and other items associated with Penguin Island and Shoalwater Bay.

7. Subject to no adverse submissions being received by the City as a result of public advertising conducted in accordance with section 3.58(3)(a) of the Local Government Act 1995, that Council *DELEGATE* authority to the Chief Executive Officer to approve the lease of the Shoalwater Visitors’ Centre and the Kiosk area with Penguin Island Cruises Pty Ltd, PO Box
Committee Recommendation

1. That Council AGREES to the formation of two leases with Penguin Island Cruises Pty Ltd, PO Box 5321, Rockingham Beach WA 6168 for a portion of Lot 24 Arcadia Drive (Reserve 22948) for a period of 15 years with a six-year option.

2. The lease to include a requirement that the conditions of any Department of Environment and Conservation (DEC) licence associated with activities in the vicinity of Penguin Island or Shoalwater Bay are to be met at all times. The licence(s) are not to be cancelled or suspended or its renewal refused under the Conservation and Land Management regulations for any reason including conviction of an offence.

3. The commencing rents will be as per independent market valuation totalling $48,000 ex GST.

4. Rents will be reviewed annually in line with Perth-based CPI, with the rents being reviewed to independent market valuation levels at the beginning of year six and five yearly thereafter.

5. Lease area on the buildings will be to the outer wall.

6. The specified permitted purpose of the lease for the visitors’ centre is to be used as a visitors’ centre including the sale of ferry and tour tickets and other items associated with Penguin Island and Shoalwater Bay.

7. Subject to no adverse submissions being received by the City as a result of public advertising conducted in accordance with section 3.58(3)(a) of the Local Government Act 1995, that Council DELEGATE authority to the Chief Executive Officer to approve the lease of the Shoalwater Visitors Centre and the Kiosk area with Penguin Island Cruises Pty Ltd, PO Box 5321, Rockingham Beach WA 6168 for a portion of Lot 24 Arcadia Drive (Reserve 22948).

(Note: Absolute Majority Required)

Committee Voting – 4/0

Note: Cr Hamblin and Cr Stewart requested it be noted that they voted against the lease of 15 years with a 6 month option as per CLF-022/12 at the 23 October 2012 Council Meeting

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
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<thead>
<tr>
<th></th>
<th>Reports of Councillors</th>
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<tbody>
<tr>
<td></td>
<td>Nil</td>
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<tr>
<td></td>
<td>Addendum Agenda</td>
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<td></td>
<td>Nil</td>
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<td></td>
<td>Motions of which Previous Notice has been Given</td>
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<td></td>
<td>Nil</td>
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<td></td>
<td>Notices of Motion for Consideration at the Following Meeting</td>
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<td>Nil</td>
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<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
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<td>Matters Behind Closed Doors</td>
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<td>Date and Time of Next Meeting</td>
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<td>The next Community Development Committee Meeting will be held on <strong>Monday, 11 March 2013</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
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<td>Closure</td>
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<td>There being no further business, the Chairperson thanked those persons present for attending the Community Development Committee meeting, and declared the meeting closed at <strong>4.35pm</strong>.</td>
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