MINUTES
Corporate and Community Development Committee Meeting

Held on Wednesday 25 October 2017 at 4:00pm
City of Rockingham Boardroom
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1. **Declaration of Opening**

   The Director Corporate Services declared the Corporate and Community Development Committee Meeting open at 4:00pm and welcomed all present, and recited the Acknowledgement of Country.

2. **Election of Presiding Member/Chairperson**

   The Director Corporate Services, Mr Pearson, invited nominations for the position of Chairperson of the Corporate and Community Development Committee for the ensuing 2 years.

   The following nomination was received -
   
   Cr Joy Stewart

   As there was no more than one nomination for the position, Cr Stewart was declared elected to the position of Chair of the Corporate and Community Development Committee for the ensuing 2 years.

   The Director Corporate Services congratulated Cr Stewart and wished the Corporate and Community Development Committee well with its deliberations and vacated the Chair.

   Cr Stewart assumed the Chair and thanked the Committee for their confidence in her as Chair and was looking forward to working with Councillors and Officers over the next two years.

3. **Record of Attendance/Apologies/Approved Leave of Absence**

   3.1 **Councillors**

<table>
<thead>
<tr>
<th>Councillor</th>
<th>Role</th>
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<tbody>
<tr>
<td>Cr Joy Stewart</td>
<td>Chairperson</td>
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<td>Cr Lee Downham</td>
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<tr>
<td>Cr Andrew Burns</td>
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<td>Cr Mark Jones</td>
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<td>Cr Leigh Liley</td>
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<td>Cr Chris Elliott</td>
<td>Observer</td>
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<td>Cr Barry Sammels (Mayor)</td>
<td>Observer</td>
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   3.2 **Executive**

<table>
<thead>
<tr>
<th>Executive</th>
<th>Role</th>
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<tbody>
<tr>
<td>Mr John Pearson</td>
<td>Director Corporate Services</td>
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<tr>
<td>Mr Michael Holland</td>
<td>Director Community Development</td>
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<tr>
<td>Mr Peter Doherty</td>
<td>Director Legal Services and General Counsel</td>
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<tr>
<td>Ms Vanisha Govender</td>
<td>Manager Financial Services</td>
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<tr>
<td>Mr Michael Yakas</td>
<td>Manager Customer and Corporate Support</td>
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<tr>
<td>Mr Allan Moles</td>
<td>Manager Waste Services</td>
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<tr>
<td>Ms Nollaig Baker</td>
<td>Strategic Projects Coordinator</td>
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<tr>
<td>Mr Ben Searcy</td>
<td>Manager Human Resources Development</td>
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<td>Mr Ben Searcy</td>
<td>Manager Human Resources Development</td>
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<tr>
<td>Mr Peter Varris</td>
<td>Manager Governance and Councillor Support</td>
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<td>Mr Rafal Kolodynski</td>
<td>Manager Internal Audit</td>
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<tr>
<td>Mr Gary Rogers</td>
<td>Manager Community Infrastructure Planning</td>
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<tr>
<td>Ms Mary-Jane Rigby</td>
<td>Manager Community Support and Safety Services</td>
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<tr>
<td>Mrs Jillian Obiri-Boateng</td>
<td>Manager Community Capacity Building</td>
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<tr>
<td>Ms Caroline Jones</td>
<td>A/Manager Library and Information Services</td>
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<tr>
<td>Mrs Jelette Edwards</td>
<td>Governance Coordinator</td>
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<tr>
<td>Ms Sue Langley</td>
<td>Governance Officer</td>
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<tr>
<td>Mrs Diane Zanre</td>
<td>PA to Director Community Development</td>
</tr>
</tbody>
</table>

3.3 Members of the Gallery: 1

3.4 Apologies: Nil

3.5 Approved Leave of Absence: Nil

4. Responses to Previous Public QuestionsTaken on Notice

Nil

5. Public Question Time

4:03pm The Chairperson invited members of the Public Gallery to ask questions. There were none.

6. Confirmation of Minutes of the Previous Meeting

Moved Cr Liley, seconded Cr Downham:

That Committee **CONFIRMS** the Minutes of the Corporate and Community Development Committee Meeting held on 19 September 2017, as a true and accurate record.

Committee Voting – 5/0

7. Matters Arising from the Previous Minutes

Nil

8. 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.

9. Declarations of Members and Officers Interests

4:04pm Cr Jones declared the following Declaration of Interest:

9.1 Item CD-025/17 Community Infrastructure Plan Review 2017-2027

Councillor: Cr Mark Jones

Type of Interest: Indirect Financial Interest

Nature of Interest: Cr Jones is the Executive Minister at Warnbro Community Church which is adjacent to the Aqua Jetty and is in discussions regarding access.

Extent of Interest: Not Applicable
### 10. Petitions/Deputations/Presentations/Submissions

Nil

### 11. Matters for which the Meeting may be Closed

Nil

### 12. Bulletin Items

| Corporate and General Management Services Information Bulletin – October 2017 |
| Corporate Services |
| 1. Corporate Services Team Overview |
| 2. Human Resource Update |
| 3. Project Status Reports |
| 3.1 Integrated Team Plan and Risk Management |
| 3.2 Mobile Computing - Infringements |
| 3.3 Email Archive Solution |
| 3.4 Implementation of a Contracts Register |
| 3.5 Call Recordings |
| 3.6 Upgrade SCCM (System Centre Configuration Manager) |
| 3.7 SOE (Standard Operating System) Development |
| 3.8 UPS (Uninterruptible Power Supply) Batteries – Various Sites |
| 3.9 Implementation of 3 Bin Collection System |
| 3.10 Capping of Cells 12 to 15 |
| 4. Information Items |
| 4.1 Amendment to Rate Record - Non-rateable Land s6.26 (2) (g) of the Local Government Act |
| 4.2 List of Payments September 2017 |
| 4.3 Monthly Financial Management Report August 2017 |
| 4.4 Awarding of Tenders by CEO - Delegated Authority |
| 4.5 Development Contribution Scheme |
| 4.6 Lease Management |
| 4.7 Lease Consents and Maintenance Grants |
| 4.8 Excisions |
| 4.9 Waste Collection Services; Waste Recycling Statistics |
| 4.10 Landfill Services; Landfill Statistics |
| Governance and Councillor Support |
| 1. Governance and Councillor Support Team Overview |
| 2. Human Resource Update |
| 3. Project Status Reports |
| 3.1 Review of Local Laws |
| 3.2 Optimisation of Tablet Technology for Business Papers |
| 3.3 Review of Council Policy, Code of Conduct, Guides |
| 4. Information Items |
| 4.1 Local Government Elections |
| 4.2 Global Friendship |
| 4.3 Freedom of Information (FOI) Requests |
| 4.4 Australian Coastal Councils Association Inc. Newsletter |
| 4.5 | Citizenships |
| 4.6 | Coming Events |
| 4.7 | Notice of Motion – Status Report |

**Human Resources**

1. Human Resources Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Employee Wellness Programme
   - 3.2 Corporate Training Programme
   - 3.3 RESPECT Programme
   - 3.4 Occupational Safety and Health Programme
   - 3.5 Leadership and Management Programme

4. Information Items
   - 4.1 Recruitment and Onboarding
   - 4.2 Occupational Safety and Health Statistics

**Strategy and Corporate Communications**

1. Strategy and Corporate Communications Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Risk Management Framework
   - 3.2 Re-development of Community Plan
   - 3.3 Implementation and Printing of Community Plan
   - 3.4 Governance Portal – Rock Port
   - 3.5 Community Plan Strategy Focus Groups
   - 3.6 LGMA Benchmarking Project
   - 3.7 Replacement of Signage
   - 3.8 Tourism and Marketing

4. Information Items
   - 4.1 Organisational performance measurement
   - 4.2 Community Engagement
   - 4.3 8th Generation Team Plans
   - 4.4 Social Media
   - 4.5 Media Tracking

**Investment Attraction**

1. Investment Attraction Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Marketing City of Rockingham
   - 3.2 Small Business Leadership Forums and Investment Attraction Seminars
   - 3.3 Hotel Attraction Project
   - 3.4 Investment Attraction Development
   - 3.5 City Civic Centre Development Strategy
   - 3.6 Attracting Foreign Investment

4. Information Items
   - 4.1 Various Meetings

**Legal Services & General Counsel**

1. Legal Services & General Counsel Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   Provision of Legal Advice
   4.1 Legal Advice – Local Government Operational Matters
   4.2 SAT (State Administrative Tribunal) Matters
   4.3 Supreme Court
   4.4 Fair Work Commission

Committee Recommendation

Moved Cr Liley, seconded Cr Jones:
That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – October 2017 and the content be accepted.

Committee Voting – 5/0

Community Development Information Bulletin – October 2017

Community Support and Safety Services
1. Community Support and Safety Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Youth and Community Support Services
   4.2 Rockingham Connect Community Transport Project
   4.3 Community Safety
   4.4 Compliance Community Engagement

Library Services
1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 August 2017 Library Services Statistics
   4.2 Mary Davies Library and Community Centre
   4.3 Rockingham Central Library
   4.4 Safety Bay Library
   4.5 Warnbro Community Library
   4.6 August 2017 Facebook Statistics

Community Infrastructure Planning
1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Baldivis District Sporting Complex – Master Planning
   3.2 Veteran’s Memorial Skate Park (Port Kennedy) – Planning and Concept Design
   3.3 Baldivis Outdoor Recreation Space – Planning and Concept Design
   3.4 Rockingham Central (Library / Youth / Community Centre) - Planning and Concept Design
   3.5 Baldivis Outdoor Courts - Planning
4. Information Items
   4.1 2017 Community Infrastructure Plan Review
   4.2 Baldivis South Community Centre
4.3 Singleton Youth Space Replacement  
4.4 Baldivis Enclosed Dog Park  
4.5 Koorana Reserve Master Plan  

**Community Capacity Building**  
1. Community Capacity Building Team Overview  
2. Human Resource Update  
3. Project Status Reports  
   3.1 KidSport  
   3.2 Perth Symphony Orchestra  
4. Information Items  
   4.1 Community Grants Program  
   4.2 Community Capacity Building  
   4.3 Reconciliation Action Plan (RAP) 2014-2017  
   4.4 Disability Access and Inclusion Plan and Strategy 2016-2019  
   4.5 Seniors  
   4.6 Youth Development  
   4.7 Sport, Recreation and Health and Wellbeing  
   4.8 Cultural Development and the Arts  

**Community and Leisure Facilities**  
1. Community and Leisure Facilities Team Overview  
2. Human Resource Update  
3. Project Status Reports  
4. Information Items  
   4.1 Mike Barnett Sports Complex  
   4.2 Warnbro Community Recreation Centre  
   4.3 Aqua Jetty  
   4.4 Gary Holland Community Centre  
4.5 Autumn Centre  

**Committee Recommendation**  

**Moved Cr Liley, seconded Cr Downham:**  
That Councillors acknowledge having read the Community Development Information Bulletin – October 2017 and the content be accepted.  

Committee Voting – 5/0
13. Agenda Items

Corporate Services

The Director Corporate Services, Mr Pearson noted that the Summary of Major Amendments was omitted in error from Item CS-015/17 Budget Review - September 2017.

Corporate Services

Financial Services

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<th>Reference No &amp; Subject:</th>
<th>CS-015/17 Budget Review – September 2017 (Absolute Majority)</th>
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<tr>
<td>File No:</td>
<td>FLM/17-04</td>
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<tr>
<td>Proponent/s:</td>
<td>Mrs Vanisha Govender, Manager Financial 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>25 October 2017</td>
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<tr>
<td>Previously before Council:</td>
<td></td>
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<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
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<tr>
<td>Site:</td>
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<td>Lot Area:</td>
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<td>Attachments:</td>
<td>September 2017 Budget Review</td>
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<td>Maps/Diagrams:</td>
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Purpose of Report

To present the September 2017 Budget Review for Council's consideration and to seek Council's authorisation of the budget amendments arising from the review.

Background

The City of Rockingham 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.
Details

The September 2017 Budget Review includes details of transactions during the July 2017 - September 2017 period and adjustments required to the annual budget. The document includes the following information:
1. Summary of Budget Position
2. Summary of Major Amendments
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
   Community Plan
   This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:
   
   **Aspiration C:** Quality Leadership
   
   **Strategic Objective:** Governance - Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.

d. Policy
   Nil

e. Financial
   The overall effect of the various budget amendments is a closing surplus of $193,344, however this is subject to changes required to the opening surplus as a result of the annual audit process which is in the process of being finalised.

f. Legal and Statutory
   This budget review is performed as a matter of good governance and is not required by legislation.
   
   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 in advance by absolute majority by 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

The attachment titled September 2017 Budget Review provides full details related to proposed changes to the 2017/2018 Annual Budget. The annual financial audit for the City is still in progress therefore any estimate related to opening balances are subject to potential variations. The following is a summary of major changes requested in the September 2017 Budget Review:

Opening Balance

The opening balance is expected to be $39.42 million and as explained, this may still change. It includes $21.7 million for carried forward funds from the previous financial year due to works in progress. Included in the opening balance is $5.3 million for restricted grants and $3.2 million restricted funds for Bert England Lodge.

Current Period Amendments

Some of the significant budget amendments for the current budget review include:

Operating Revenue

Operating revenue has decreased by $1.7 million mainly due to a reduction of the Financial Assistance Grants (FAGs) grant income of $2.36 million. The FAGs grant for 2017/2018 was paid in advance in June 2017.

Operating Expenditure

Operating expenditure has increased by $1.6 million. This increase is mainly for road maintenance, kerbing and paving and drainage. The amendment is to reflect the cost of these works as demonstrated in the 2017/2018 Business Plan and Team Plans.

Non-operating Expenditure

Non-operating expenditure has increased by $3.6 million. Included in the amendments are:

- The refurbishment of the new premises for the restructured Compliance and Emergency Liaison team for $1.1 million.
- Additional funding of $361,000 is required for the All Abilities Playground following Council’s resolution in June 2017. This extra funding was not reflected in the 2017/2018 budget as it was in the process of being adopted so it is now being included in this budget review.
- Rhonda Scarrott Floodlighting expenditure has increased by $350,000.
- Capital works on the Baldivis Oval irrigation for $200,000 and Rockingham Lakes Oval Carpark Construction for $200,000. Both of these capital works are being partially funded by grant funding.

Non-operating Revenue

Non-operating revenue has decreased by $3.2 million. This is predominantly due to the decrease of proceeds of loan for the Rockingham Central Library/Youth Venue.

Other changes are relatively standard and as would be expected.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council ADOPTS the September 2017 Budget Review.

Committee Recommendation

Moved Cr Downham, seconded Cr Liley:

That Council ADOPTS the September 2017 Budget Review.

Committee Voting – 5/0
The Committee’s Reason for Varying the Officer’s Recommendation
Not Applicable

Implications of the Changes to the Officer’s Recommendation
Not Applicable
Corporate Services
Customer and Corporate Support

Reference No & Subject: CS-016/17
Recommendation from the Customer Service Review Committee Meeting held on 18 September 2017

File No:

Author: Miss Jessica Morgana, A/Manager Customer and Corporate Support

Other Contributors:

Date of Committee Meeting: 25 October 2017

Disclosure of Interest:

Nature of Council’s Role in this Matter:

Attachments: Minutes of the Customer Service Review Committee Meeting held on 18 September 2017

Maps/Diagrams:

Purpose of Report

To consider the service complaint received from Mr Anthony Rawlinson regarding changes to the City’s waste collection service (three bin system). The Customer Service Review Committee met on 18 September 2017 to discuss Mr Rawlinson’s service complaint.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1

Service complaint from Mr Rawlinson regarding changes to the City’s waste collection service (three bin system).

1. That the report be RECEIVED.
2. No ACTION be taken as the current three bin system is an approved waste collection service that forms part of the City’s Waste Collection Strategy adopted by Council.

Officer Recommendation if Different to Advisory Committee Recommendation

Nil

The Officer’s Reason for Varying the Advisory Committee Recommendation

Nil

Background

On 26 May 2017 Mr Rawlinson submitted a service complaint about his dissatisfaction with the City’s changes to its waste collection service. In the complaint Mr Rawlinson advises his preferred solution is:
• Provision of a 240 litre general waste bin; and
• Respectful discussion with City officers

In accordance with the City's Service Complaints Policy, Mr John Pearson, Director Corporate Services responded to Mr Rawlinson. In Mr Pearson’s letter dated 29 June 2017 he advised that a 240 litre general waste bin was not a service provided by the City. Mr Pearson also stated that the City would be able to arrange a meeting at his premises with a City officer to provide advice on household waste management as this may assist with the new three bin system.

Between 11 July and 3 August 2017 a number of exchanges between the City and Mr Rawlinson were made which included:

• Three emails sent to Mr Rawlinson
• Six telephone conversations.

On 3 August 2017 Mr Rawlinson contacted the City by telephone and advised that he would like his complaint to be referred to the Customer Service Review Committee.

In a letter dated 1 September 2017, Mr Pearson stated that the solution that Mr Rawlinson was wanting required the City to provide a product that it did not offer. Mr Pearson continued by stating that the committee would review Mr Rawlinson’s complaint based on whether the service currently being offered has met the City’s standards and expectations as outlined in the Waste Collection Strategy. Mr Rawlinson was also reminded that City officers remained available to provide advice relating to implementing the new three bin system.

The three bin system was in part funded by the Waste Authority on the basis of reducing landfill waste and increasing recycling. Further, the three bin system enjoys broad community support, is environmentally responsible and is a contemporary waste management system.

Officers have spoken and written to Mr Rawlinson on at least 10 occasions giving him the options available and offering support including officers to attend his premises to provide advice. It is believed that nothing further can be provided for him.

On 18 September 2017 the Customer Service Review Committee met to discuss Mr Rawlinson’s service complaint.

**Implications to Consider**

a. **Strategic**

   **Community Plan**

   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:

   **Aspiration C:** Quality Leadership

   **Strategic Objective:** Governance – Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.

b. **Policy**

   The Customer Service Review Committee is underpinned by the Council’s Service Complaints Policy. This policy requires that in the event that a service complaint cannot be resolved by the Chief Executive Officer or Director, the City is to convene the Customer Service Review Committee which will review the complaint and provide a recommendation to Council.

c. **Financial**

   Nil
d. Legal and Statutory
   Nil

e. Voting Requirements
   Simple Majority

f. 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

### Committee Recommendation

Moved Cr Downham, seconded Cr Liley:
1. That the report be **RECEIVED**.
2. No **ACTION** be taken as the current three-bin system is an approved waste collection service that forms part of the City’s Waste Collection Strategy adopted by Council.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
## Purpose of Report

Council consideration of the dates proposed for Council meetings for the 2018 year.

## Background

In accordance with the Local Government Act, 1995 a local government is to at least once a year give local public notice of the date, time and place for Council meetings for the next 12 months.

The Governance and Meeting Framework notes that Council meetings are generally held on the fourth Tuesday of each month commencing at 6:00pm in the Council Chamber. The Planning and Engineering Services Committee and Corporate and Community Development Committee generally meet in the Council Boardroom commencing at 4:00pm on the following dates:

- Planning and Engineering Services Committee – Third Monday of each month.
- Corporate and Community Development Committee – Third Tuesday of each month.
Details

The exception to the above is the compression of the meeting schedule in December where the Council meeting is brought forward by one week to accommodate the Christmas season, resulting in the Committee Meetings being held in the second week of the month.

Therefore the following dates are scheduled for meetings in 2018:

1) Council Meetings (commencing at 6:00pm in the Council Chambers)

| January 23  | April 24  | July 24  | October 23 |
| February 27 | May 22    | August 28| November 27|
| March 27    | June 26   | September 25 | December 18 |

2) Planning and Engineering Services Committee (commencing at 4:00pm in the Council Boardroom)

| January 15  | April 16 | July 16 | October 15 |
| February 19 | May 14   | August 20 | November 19 |
| March 19    | June 18  | September 17 | December 10 |

3) Corporate and Community Development Committee (commencing at 4:00pm in the Council Boardroom)

| January 16  | April 17 | July 17 | October 16 |
| February 20 | May 15   | August 21 | November 20 |
| March 20    | June 19  | September 18 | December 11 |

Implications to Consider

a. Consultation with the Community
Advertising will be undertaken in the Sound Telegraph, Weekend Courier, Council website, social media platforms, City libraries and notice boards advising the scheduled dates for Committee and Council meetings.

b. Consultation with Government Agencies
Nil

c. Strategic
Community Plan
This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:

Aspiration C: Quality Leadership

Strategic Objective: Governance – Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.

d. Policy
The Governance and Meeting Framework Policy specifies that Council meetings are to be conducted on the fourth Tuesday of the month and Standing Committees to be held the Monday and Tuesday the week prior.
e. Financial

Cost of advertising the meetings is provided for in Governance and Councillor Support. It is expected to cost less than $1,000.

f. Legal and Statutory

Section 5.25(1)(g) of the Local Government Act, 1995 (the Act) stipulates the giving of public notice of the date and agenda for Council and Committee meetings.

Regulation 12(1) of the Local Government (Administration) Regulations 1996 further refine the Act to specify time, place and types of committees that must be advertised.

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 trend in local government has been to seek more effective, timely and responsive decision making, much of this having been driven by the community and proponents of issues before Council.

Notwithstanding the use of delegation of authority and policy to assist in timely and consistent decision making, the process to gain a Council decision is often a lengthy one. The current committee systems and meeting arrangements have been in place since 2013 and have been serving Council and the community very well.

The schedule of Committee meetings is determined in accordance with the Governance and Meeting Framework Policy. There is no legislative requirement to advertise the meeting dates of the Committees as they do not make decisions through Council delegated authority.

Councillor Engagement Sessions will also be scheduled throughout the year, generally once per month, falling on the second Tuesday of the month in accordance with the Governance and Meeting Framework Policy.

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVES the following Council meeting dates for 2018:

Council Meetings (commencing at 6:00pm in the Council Chambers)

<table>
<thead>
<tr>
<th>January 23</th>
<th>April 24</th>
<th>July 24</th>
<th>October 23</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 27</td>
<td>May 22</td>
<td>August 28</td>
<td>November 27</td>
</tr>
<tr>
<td>March 27</td>
<td>June 26</td>
<td>September 25</td>
<td>December 18</td>
</tr>
</tbody>
</table>
Committee Recommendation

Moved Cr Downham, seconded Cr Liley:
That Council **APPROVES** the following Council meeting dates for 2018:

<table>
<thead>
<tr>
<th>January 23</th>
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<td>December 18</td>
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</tbody>
</table>

Committee Voting – 4/1
Cr Jones voted against.

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
### Purpose of Report

To obtain endorsement from Council regarding the process for the development of the City’s 2018 – 2028 Strategic Community Plan.

### Background

The City of Rockingham Strategic Community Plan (2014-2024) was adopted by Council on 21 November 2014. According to the Local Government Act 1995, the City must perform a full review of its Strategic Community Plan in 2018. It is now time to commence planning for this process.

### Details

The following process is proposed for the development and adoption of the City’s 2018-2028 Strategic Community Plan:
The key success factor for the Strategic Community Plan is the participation of the local community. This is to be done through a series of workshops with randomly selected community members that will be facilitated by an independent facilitator. These workshops will be complemented by targeted workshops with youth, indigenous people and the business community.

The involvement of subscribed interest groups on Rock Port is also proposed. The information obtained from Rock Port cannot be assumed to be “random” and will only be used to complement and enhance the workshop inputs received.

This process will establish wider community involvement than previous years.

The inputs collected from the individual workshops and the survey will be collated and taken forward and discussed at a Councillors workshop along with a representative from each community workshop. From the priorities developed at the Councillors workshop, a draft Strategic Community Plan will be developed, put forward to Council for discussion, and then to the Community before finally being adopted by Council.

The step-by-step process can be explained in detail as follows:

1. **Send letters of invite to a random sample of 10,000 households and hold independently facilitated workshops for those who have registered their interest**

   Send invites to 10,000 randomly selected households. The workshops will be held at locations throughout the City and at various times (mornings, afternoons, evenings and weekends) so that it is easier for people to attend. Venues to consider would include:
   - Reception room in the Administration building
   - Gary Holland Centre
   - Secret Harbour Surf Life Saving Club
   - Singleton Sports and Community Centre
   - Mary Davies Library
The workshop facilitator will be tasked with extracting the issues that the community identifies as important for the City to Focus on (~ Key Focus Areas) for the next 10 years. The workshops are to be held in February and March 2018, and will enable participants to provide inputs on the following:

- Reflection and identification of the big themes and successes in the City over the past 10 years
- Identification of the key themes the City should focus on over the next 10 years
- Groups to agree on the priority areas for the City to focus on over the next 10 years

2. Arrange and facilitate targeted workshops

In addition to the random invites, targeted workshops will be scheduled for certain community groups. The same facilitated workshop process will be followed in order to ensure consistent outcomes. A meal and door prizes will also be offered. Groups to consider include:

- Indigenous community (Indigenous Advisory group and another group coordinated through Babingur Mia): 1 workshop
- Youth (Youth Advisory Council, high schools): 1 workshop
- Business community (Perhaps a breakfast through RKCC): 1 workshop
- Rock Port users

These workshops will also be held during February and March 2018. At all workshops, signing up for Rock Port will actively be encouraged. This will assist with the sharing of documents for inputs from participants throughout the process.

3. Obtain further inputs by means of a survey through Rock Port

An online survey will be sent to the relevant Rock Port interest groups. A working group will also be established through the Rock Port community. At least one facilitated workshop will be held with this community, with ongoing interaction from that point forward.

4. Councillors Strategic Workshop: Attended by Community workshop recommended representatives

From each workshop, one spokesperson will be chosen to present the outcomes of the respective community workshops back into a Councillors Strategic workshop. This workshop will most likely be held in April 2018.

5. Consolidate inputs, develop draft Strategic Community Plan and discuss at a Councillor engagement session

The outcomes of the Councillors Strategic Workshop will be incorporated into a draft Strategic Community Plan and discussed at a Councillor engagement session, most likely to be held in June 2018.

6. Draft Strategic Community Plan to Council

The Draft Strategic Community Plan will be put forward to the July Council meeting for consent to obtain public comment. The “look and feel” of the plan will be simple yet powerful, and should create in the heads and minds of employees, the community and other stakeholders, an exact picture of where the City of Rockingham is heading into the future.

7. Draft Strategic Community Plan to the Community

Community inputs into the draft City Strategic Plan will be co-ordinated in various ways such as publishing in the newspaper, “share your thoughts” website page / Rock Port, City Chronicle and Facebook. The workshop attendees will be sent a copy of the draft Aspirations, with an invitation for them to provide comments via a postage paid return envelope that will be included with the documentation.

8. Final adoption

The City’s Strategic Community Plan will be adopted by Council at the October 2018 Council meeting.
Once adopted, the City’s Strategic Community Plan will be activated through the Community Plan Strategies, the Asset management Plan and the Major Infrastructure Plan. Any newly identified Community Plan Strategies will be reconciled with the Community Plan Strategies that were associated with the previous Strategic Community Plan. The identified actions will also be incorporated into the ten-year team plans, and the annual budget. The timeline associated with the various steps previously explained can be summarised as follows:

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<th>July 2018</th>
<th>August 2018</th>
<th>October 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send invites and arrange the workshops</td>
<td>Hold all workshops Distribute online survey Establish Rock Port working group</td>
<td>Hold Councillor workshop Develop draft Community Plan Discuss at Councillor engagement session</td>
<td>Council to approve draft Strategic Community Plan</td>
<td>Send the draft Strategic Community Plan to the community for comment</td>
<td>Council to approve the final Strategic Community Plan</td>
</tr>
</tbody>
</table>

**Implications to Consider**

a. **Consultation with the Community**
   The community will be actively engaged through a series of workshops, followed by a Councillors workshop which will also involve community representatives. Rock Port users will also be actively engaged through an online survey and the establishment of a working group.

b. **Consultation with Government Agencies**
   Nil

c. **Strategic Community Plan**
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:
   
   **Aspiration C:** Quality Leadership
   
   **Strategic Objective:** Community engagement and advocacy: An engaged and informed community that participates in local decision making and can rely upon the Council to advocate on its behalf when important issues challenge the best interests of the City and its residents.

d. **Policy**
   Nil

e. **Financial**
   The Strategy and Media Communications team has a budget of $40,000 for the workshops, and $20,000 for the development, printing and distribution of the Final Strategic Community Plan booklet.
f. **Legal and Statutory**

Regulation 19C of the Local Government (Administration) Regulation 1996 states that Local Government Strategic Community Plans are required to cover at least 10 financial years, be reviewed every 4 years and should clearly set out the vision, aspirations and objectives of the community in the district. The capacity of the Local Government’s current resources and anticipated future resources should also be considered within this plan, as well as the region’s demographic trends. A key requirement for the development of such a plan is that the electors and ratepayers are consulted during its development.

**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 following enhancements have been made from the City’s previous Community Plan process:

- Random workshop invites to 10,000 households (and not 7,000 as previously)
- Workshops will be held in various locations in order to improve the reach (and not only in the Reception room as previously)
- The targeted workshops will include business people and Rock Port users too (only Indigenous people and Youth were targeted previously)
- Further inputs will be gathered through a survey to Rock Port users (this was not done previously)
- A Councillor engagement session will follow after the Councillors Strategic Workshop (this was not done previously)

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **APPROVES** the methodology for the development of the City of Rockingham Strategic Community Plan 2018 to 2028.

**Committee Recommendation**

Moved Cr Downham, seconded Cr Burns:

That Council **APPROVES** the methodology for the development of the City of Rockingham Strategic Community Plan 2018 to 2028 illustrated below.
Corporate and Community Development Committee Minutes
Wednesday 25 October 2017
GMS-020/17 PAGE 26

CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 21 NOVEMBER 2017

PRESIDING MEMBER

Community Engagement (random approach)
Invites to 10,000 random households for participation in externally facilitated community engagement workshops

Community Engagement (targeted approach)
Facilitate targeted workshops:
• Indigenous people
• Youth
• Business people
• Rock Port users

Community Engagement (digital approach)
Obtain feedback from the relevant Rock Port interest groups via an online survey

Councillors Strategic Workshop (incl. Community workshop Reps)

End Jan '18
Feb, Mar '18
Apr '18
June '18
Jul '18
Aug '18
Oct '18

Develop draft Community Plan and discuss at a Councillor engagement session

Submit draft 2018-2028 Strategic Community Plan to Council for approval to advertise

Send out to workshop participants and applicable Rock Port user groups for comment

Consider feedback, finalise and submit to Council for approval

Committee Voting – 5/0

The Committee's Reason for Varying the Officer's Recommendation
Not Applicable

Implications of the Changes to the Officer's Recommendation
Not Applicable
Purpose of Report

For Council to approve the Community Grants Program Committee Recommendations as listed in the report.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1:
Approvals of the Community Grants Program round two, Major Grants

That Council:

1. **APPROVES** the allocation of funds for Major Grants under the 2017/2018 Community Grants Program round two, subject to listed additional conditions:

<table>
<thead>
<tr>
<th>Major Grants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Swan Health Ltd</td>
<td>8883</td>
<td>8883</td>
<td>8883</td>
</tr>
<tr>
<td>Freo Street Doctor, Rockingham</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lions Club of Rockingham</td>
<td>4327.27</td>
<td>4130</td>
<td>4130</td>
</tr>
<tr>
<td>Rockingham Lions Community Fair</td>
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<td>10,000</td>
</tr>
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<td>MOTT Transition Project</td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>8108</td>
<td>7342</td>
<td>7342</td>
</tr>
<tr>
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<td>3695</td>
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<tr>
<td>Stand Up Paddle Western Australia</td>
<td>6000</td>
<td>3950</td>
<td>3950</td>
</tr>
<tr>
<td>King of The Cut 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$72,130.10</td>
<td>$48,000</td>
<td>$48,000</td>
</tr>
</tbody>
</table>

2. **NOT APPROVES** the allocation of funds for Major Event Sponsorship and Major Grant under the 2017/2018 Community Grants Program round two:

<table>
<thead>
<tr>
<th>Major Event Sponsorship</th>
<th>Amount Requested ($)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>New Holland Consort Inc.</td>
<td>20,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Baroque on the Beach: The Judgement of Paris</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PRESIDING MEMBER
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 21 NOVEMBER 2017

PAGE 29

Provision of a maritime and defence technology innovation centre at the Murdoch Campus on Dixon Road

<table>
<thead>
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<tbody>
<tr>
<td>Business Foundations Inc.</td>
<td>30,000</td>
<td>0</td>
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</table>

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

That Council:

1. **APPROVES** the allocation of funds for Major Grants under the 2017/2018 Community Grants Program round two, subject to listed additional conditions:

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**Additional Grant Conditions:**

- Subject to providing the City of Rockingham with a copy of your public liability insurance that will be current at the time of the program/event.
- Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.
2. **APPROVES** the extraordinary allocation of funds for Major Grants under the 2017/2018 Community Grants Program round 2:

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<tr>
<td><strong>Total</strong></td>
<td><strong>$42,130.27</strong></td>
<td><strong>$39,117</strong></td>
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3. **NOT APPROVES** the allocation of funds for Major Event Sponsorship and Major Grant under the 2017/2018 Community Grants Program round two:

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</table>

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

The Community Grants Program September 2017 Meeting Agenda and Minutes included an inaccurate total for the “Amount Requested” of $72,130.10. The correct total should have been listed as $42,130.27. This reflects the correct total of $51,013.27 less the requested amount of $8883 from Black Swan Health Ltd.

The City’s Community Grants Council Policy (CGP) defines the Policy Scope as:

Funding for individuals (resident) and incorporated organisations/associations, based on providing services within the Rockingham community. Black Swan Health Limited is not an incorporated organisation. It is a Company Limited by Guarantee.

The Australian Charities and Not-for-profits Commission (ACNC) is the independent national regulator of charities. As such the ACNC when registering charities applies the legal meaning of ‘charity’ when deciding to register charities under the ACNC Act. There are a number of legal structures an organisation can chose when establishing a non-profit (charitable) organisation. Incorporated organisations are subject to state or territory incorporation laws and are administered by a government body within the relevant state or territory. A company limited by guarantee is subject to the Corporations Act 2001 (Cth) and administered by the Australian Securities and Investments Commission.

Incorporated organisations are subject to state or territory incorporation laws and are administered by a government body within the relevant state or territory. A company limited by guarantee is subject to the Corporations Act 2001 (Cth) and administered by the Australian Securities and Investments Commission.

Therefore by definition of Black Swan Health Ltd as a company limited by guarantee and the wording of the current CGP the applicant is not eligible. Although Black Swan Health Ltd is not incorporated (as per policy requirement), it is still a non-profit organisation listed by the ACNC as a company limited by guarantee.
charity, and as such should be approved funding with an exemption from the Community Grants Policy.

Officers will review the current CGP, and if warranted provide a recommendation to Council in the coming months.

**Background**

Applications for round two were invited from the community and closed 4.30pm Friday 4 August 2017. A total of 10 applications were received in round two of the CGP, however one application was assessed as ineligible leaving nine applications being assessed.

- Major Event Sponsorship – one application
- Major Grants – eight applications
- Infrastructure Planning and Development Grants – nil applications

**Implications to Consider**

**a. Strategic**

**Community Plan**

This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objectives contained in the Community Plan 2015-2025:

**Aspiration A:** A Tourism Lifestyle

**Strategic Objective:** Investment Attraction: A strategic and focussed approach to attracting major investment to the City’s coastal nodes, City Centre and inland settlements that promotes quality retail, commercial and residential development, improved civic infrastructure and leisure tourism experiences for residents and visitors.

**Aspiration B:** A Strong Community

**Strategic Objective:** Capacity and Wellbeing: A healthy community that volunteers, embraces lifelong learning and cultural awareness, and is involved with a diverse range of vibrant and sustainable community, sporting, cultural and artistic organisations and pursuits.

**b. Policy**

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

**c. Financial**

If Council approves the CGP Committee recommendation, funds will be used from the 2017/2018 CGP budget. CGP has an allocated budget of $546,000 with $292,209.04 available.

**d. Legal and Statutory**

Nil

**e. Voting Requirements**

Simple Majority

**f. 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
Committee Recommendation

Moved Cr Liley, seconded Cr Downham:

That Council:

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</tr>
<tr>
<td>• Subject to providing the City of Rockingham with a copy of your organisation’s Public Liability Insurance that will be current at the time of the program/event.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rockingham Masters Swimming Club Inc.</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Rockingham Ocean Classic (incorporating Masters Swimming Championship).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stand Up Paddle Western Australia</td>
<td>6000</td>
<td>3950</td>
<td>3950</td>
</tr>
<tr>
<td>King of The Cut 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total** $42,130.27  $39,117  $39,117
2. **APPROVES** the extraordinary allocation of funds for Major Grants under the 2017/2018 Community Grants Program round 2:

<table>
<thead>
<tr>
<th>Black Swan Health Ltd</th>
<th>8883</th>
<th>8883</th>
<th>8883</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freo Street Doctor, Rockingham</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. **NOT APPROVES** the allocation of funds for Major Event Sponsorship and Major Grant under the 2017/2018 Community Grants Program round two:

<table>
<thead>
<tr>
<th>Major Event Sponsorship</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Holland Consort Inc.</td>
<td>20,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Baroque on the Beach: The Judgement of Paris</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Foundations Inc.</td>
<td>30,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Creation of a maritime and defence technology innovation centre at the Murdoch Campus on Dixon Road</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
4:33pm  Having earlier declared an Indirect Financial Interest in Item CD-025/17 Community Infrastructure Plan Review 2017-2027 Cr Mark Jones departed the meeting.

### Community Development

**Community Infrastructure Planning**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-025/17 Community Infrastructure Plan Review 2017-2027</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CSV/1931-04</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr Gary Rogers, Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Carly Kroczek, Senior Community Infrastructure Planning Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>25 October 2017</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>CD-032/16 (25 October 2016); CD-044/15 (24 November 2015); CD-042/15 (27 October 2015); CIP-009/11 (24 May 2011); CIP-005/11 (22 March 2011)</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
</tr>
<tr>
<td>Site:</td>
<td></td>
</tr>
<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td>Community Infrastructure Plan 2017-2027</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

### Purpose of Report

To seek Council adoption of the 2017 - 2027 Community Infrastructure Plan (CIP).

### Background

The CIP was first adopted by Council in 2011. In 2015, the Strategic Development Framework Policy was revised and subsequently endorsed by Council. The revised policy requires the CIP to be reviewed annually, presented to the September Councillor Engagement Session, and submitted to the Ordinary Meeting of Council in October every year for adoption.

### Details

The CIP is a key strategic document which informs the City’s Business Plan and Development Contribution Plan. The purpose of the CIP is to:

- Guide the development, timing, design and location of community infrastructure over the next 10 – 20 years;
Clearly identify the services and facilities required for the City’s emerging population based upon supply/demand analysis and identification of service catchments;
Specifically identify the capital and lifecycle costs associated with proposed community infrastructure to facilitate integration with the City’s Business Plan;
Meet the requirements of State Planning Policy (SPP) 3.6, thus providing a robust basis for the City’s Development Contributions Plan; and
Provide the City with a documented framework of community infrastructure planning principles and guidelines.

Community infrastructure planning principles, facility provision guidelines and infrastructure needs assessments, as outlined in the CIP, are the primary measure to determine which infrastructure projects are required to support a strong, healthy and connected community. The implementation plan to deliver these projects is guided by both the financial capacity of the City’s Business Plan to deliver the infrastructure, and specific project dependencies.

The annual review of the CIP determines changes in scope or timing of each project and introduces new projects based upon the community infrastructure planning principles and guidelines outlined within. The CIP contains the following information for each project;

- Details of the original needs analysis and justification for the project, and whether it remains relevant when assessed against current information;
- Details of both original and current scope, scale, form and function;
- Justification of any amendments to the original scope, scale, form and function of the project; and
- Details of the original and current verified project costing.

The development window proposed for each project has been estimated based on a general allowance of one year for planning, one year for detailed design, one year for construction and six months for commissioning of the infrastructure.

The 2017 review provides an update of all projects previously listed in the CIP, including those for which work has commenced or been completed, as well as providing details of additional projects planned to take place over the next ten to fifteen years. One additional project has been included in the CIP, being the Koorana Reserve Master Plan.

In addition to listing this additional project, other key outcomes of the review include;

- Amendment to the scope for the Baldivis District Sporting Complex. Stages 1 and 2 have been combined, and this combined scope is now reflected as Baldivis District Sporting Complex Stage 1.
- Deletion of Lark Hill Northern Expansion Stage 2 from the implementation plan
- Review of the need, scope and costing of each project
- Amendments to the timing of the following projects within the implementation plan:
  - Baldivis District Sporting Complex brought forward 4 years to 2018/19
  - Baldivis Indoor Sports Complex brought forward 5 years to 2020/21
  - Baldivis District Sporting Complex Stage 2 (Outdoor Courts) brought forward 4 years to 2021/22
  - Rockingham Foreshore Activity Node pushed back 2 years to 2019/20
  - Baldivis Outdoor Recreation Space pushed back 2 years to 2020/21
  - East Baldivis Recreation Reserve (Shared Use) pushed back four years to 2024/25
  - Waikiki / Wanneroo Outdoor Recreation Space pushed back 1 year to 2026/27
  - Rockingham Central pushed back 9 years to 2027/28; and
  - Arpenteur Park Master Plan pushed back 6 years to 2027/28.
Implications to Consider

a. **Consultation with the Community**
   
   Consultation with key stakeholders will continue throughout the detailed development and design process for each specific project where relevant.

   Consultation with land developers will occur from structure planning stage through to detailed planning and design development for relevant infrastructure. This is particularly relevant when infrastructure is identified for provision on a Section 152 Public Open Space Reserve.

b. **Consultation with Government Agencies**
   
   While the CIP 2017-2017 has not been subject to broad consultation with government agencies, it should be noted that many individual projects are, or will be, the subject of consultation during detailed planning and design development. Consultation with government agencies may include Department of Planning, Lands and Heritage, Department of Water and Environmental Regulation and Department of Education. These agencies may be consulted with reference to land acquisition, transfer or excision, management orders, water licences, planning referral and shared use agreements with schools.

   Consultation with other agencies such as Department of Local Government, Sport and Cultural Industries and Lotterywest will occur in relation to the planning and funding of relevant projects.

c. **Strategic Community Plan**
   
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objectives contained in the Community Plan 2016-2026:

   **Aspiration B:** Strong Community
   **Strategic Objective:** Mobility and Inclusion: Community services, programs and infrastructure that effectively cater for all residents including seniors, youth and vulnerable populations

   Services and Facilities: Community facilities and services that accommodate contemporary community expectation and are justified, well used, cost effective and, where appropriate, multi-functional

   **Aspiration C:** Quality Leadership
   **Strategic Objective:** Infrastructure: Civic Buildings, sporting facilities, public places and transport infrastructure planned, designed, constructed and maintained using best practice principles and life cycle cost analysis, and implemented in line with informed population growth analysis

   **Aspiration D:** Sustainable Environment
   **Strategic Objective:** Land Use and Development Control: Planning for population growth and guiding development and land use to ensure that future generations enjoy a sustainable city and a genuinely desirable lifestyle

d. **Policy**
   
   Strategic Development Framework Policy outlines the detail and timing of the annual Community Infrastructure Plan review.

   The Sports and Community Facility Provision Policy guides the scale of sporting and community buildings.
e. Financial
The CIP 2017-2027 provides financial data to inform the City’s Business Plan. The capital expenditure implications associated with the projects within the CIP amount to $159,532,000.

The cost summary for each project has been prepared by a qualified, independent accredited quantity surveyor, based on a concept plan prepared by a qualified architect. The cost of each project has been escalated to the year of construction as per the Building Cost Index (BCI).

Revenue through external grants and development contributions, which may assist in reducing municipal expenditure, is considered as part of the City’s revenue strategy that underpins the business planning process.

f. Legal and Statutory
The preparation and endorsement of the CIP remains consistent with the requirements of the State Planning Policy 3.6 – Development Contributions for Infrastructure, and alignment with the City of Rockingham Town Planning Scheme No 2.

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

There are two medium financial risks identified within the CIP; inaccurate infrastructure timing, inaccurate project budgets and Development Contributions Plan applications.

Project budgets are prepared using information available at the time and are subject to change once the project is developed further. This may result in changes to project scope and timing which in turn could result in a change to the estimated cost. In order to mitigate this risk, projects are reviewed annually as part of the CIP review. As part of this, cost estimates are updated by an independent accredited quantity surveyor, cost escalated to the year of construction in line with the BCI.

The information within the CIP is used to inform the Development Contributions Plan, and as such needs to meet the specific requirements to claim the appropriate contributions. In order to mitigate this risk, Officers responsible for the implementation of the Development Contributions Plan have been consulted during the review process.

Comments
The purpose of the annual review of the CIP is to enable it to be adaptive and reflect changes in community needs and trends as well as specific project circumstances. The reviewed plan provides ongoing commentary on the development progress of major community infrastructure projects to be delivered over the next ten to fifteen years. This is intended to ensure that the CIP reflects the ongoing rigour applied to the planning process for new community infrastructure.

There is an inherent risk with any document such as the CIP that specific project timeframes may be impacted by unforeseen circumstances which are beyond the control of the City. This presents a number of challenges in relation to project delivery and timeframes, however the City has a strong project management and governance framework in place to mitigate this risk.

Using a strategic, planned approach to the future development of community infrastructure also provides a strong basis for the City to engage with funding bodies such as Lotterywest and Department of Local Government, Sport and Cultural Industries. This approach has proven successful with external contributions being received for the majority of large infrastructure projects including Baldivis South Community Centre, Secret Harbour Inclusive Play Space, Singleton Sports and Community Centre, Golden Bay Sports Pavilion and Baldivis South Sports Pavilion. Subject to Council endorsement of the CIP 2017-2027, Officers will meet with representatives from these agencies to discuss the revised plan.
The CIP 2017-2027 reflects the City’s current situation, the needs of the current and future community and provides a robust and achievable implementation plan which will inform the next Business Plan review.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council *ADOPTS* the City of Rockingham Community Infrastructure Plan 2017 – 2027.

**Committee Recommendation**

*Moved Cr Downham, seconded Cr Burns:*

That Council *ADOPTS* the City of Rockingham Community Infrastructure Plan 2017 – 2027.

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

*4:34pm Cr Jones rejoined the meeting.*
**Community Development**

**Community Capacity Building**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-026/17 Children and Young People Strategy 2018-2023 (Draft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CSV/3321-03</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mrs Jillian Obiri-Boateng Manager Community Capacity Building</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Michael Holland Director Community Development</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>25 October 2017</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
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<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
</tr>
<tr>
<td>Site:</td>
<td></td>
</tr>
<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td>Draft Strategy for Children and Young People 2018-2023</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of Report**

To seek Council's endorsement of the draft Strategy for Children and Young People 2018–2023 for the purpose of public comment.

**Background**

The City's previous Youth Strategy 2011 – 2015 took a capacity building and service delivery approach to develop and implement the types of infrastructure, services, programs and opportunities for young people that aimed to build resilience and strengthen their contribution to and identification with their community. Positive and tangible outcomes have been created as a result of this strategy, which is now completed.

The development of a current and expanded Strategy for Children and Young People 2018 – 2023 is required to provide direction for the Rockingham community to build resilient and healthy children and young people, so that they can in turn contribute to a 'strong community', one of the City's aspirations from the Strategic Community Plan.

The expansion of the Strategy to include children is based on the recognition that early intervention is the best way to support young people, and that this support should start in the early years of life. Early intervention approaches support and develop children of all ages and young people and contributes to an outcome of healthy children and young people connecting with their families, peers and community; to learning and to ultimately developing as contributing independent adults.
A discussion paper was provided to a Councillor Engagement Session on 10 May 2016, where the strategic discussion informed the development of the key elements providing the direction for the next six years. Implementation actions were then developed within each key element to reflect consultation and research outcomes, as well as professional knowledge and opinion.

**Details**

The draft Strategy for Children and Young People 2018-2023 identifies four key elements based on research and consultation outcomes that provide clear direction for the City over the next six years.

- **Key Element 1**  Consultation, Engagement, Inclusion and Leadership
- **Key Element 2**  Capacity Building and Resilience
- **Key Element 3**  Infrastructure Development
- **Key Element 4**  Advocacy for City of Rockingham Sector Development

There is significant synergy between the identified key elements and the eight priorities identified within the National Strategy for Young Australians. The priorities recognise the need to focus on health and wellbeing, educational opportunity, early intervention with children and young people and their families, employment, safe participation within the online community, and civic responsibility.

At the Councillor Engagement session held on 10 October 2017, Councillors were given the opportunity to provide feedback in relation to the Strategy. Only minor feedback was received, particularly in relation to some actions. As a result a definition and description of the Nightfields program has been included within the Strategy.

**Implications to Consider**

- **a. Consultation with the Community**
  Consultation was undertaken with parents of children aged 0-11 years and with young people aged 12-25 years through surveys and focus group meetings.

- **b. Consultation with Government Agencies**
  Consultation was undertaken with four local Not For profit and government organisations including Department for Child Protection and Family Services, Kwinana Early Years Group, Southern Communities Advocacy Legal Education Service (SCALES), Headspace and the Commissioner for Children and Young People through their website reports.

- **c. Strategic Community Plan**
  This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objectives contained in the Community Plan 2015-2025:

  - **Aspiration B:** A Strong Community
    - **Strategic Objective:** Mobility and Inclusion - Community services, programs and infrastructure that effectively cater for all residents including seniors, youth and vulnerable populations
    - **Strategic Objective:** Services and Facilities - Community facilities and services that accommodate contemporary community expectation and are justified, well used, cost effective and, where appropriate, multi-functional.
    - **Strategic Objective:** Capacity Building and Wellbeing - A healthy community that volunteers, embraces lifelong learning and cultural awareness, and is involved with a diverse range of vibrant and sustainable community, sporting, cultural and artistic organisations and pursuits.
Strategic Objective: Safety and Support - A community that feels safe and secure in home, work and leisure environments, and has access to a range of effective support services and partnerships when encountering challenging or difficult times.

d. Policy
The Strategic Development Framework Policy (for Community Plan Strategies) which stipulates Councillors, staff, stakeholders and members of the community should be involved or participate in the strategic development process.

e. Financial
The costs associated with the implementation actions outlined in the Strategy for Children and Young People 2018 - 2023 will be incorporated into the relevant team plans over the strategy timeframe and where required incorporated into the City’s Business Plan.

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

A review of possible strategic and operational risks was undertaken with a high Financial risk identified.

Cessation of Department for Child Protection and Family Support funding to City of Rockingham for Youth Services results in loss of support services for young people deemed at risk within the community.

Comments

The development of the draft Strategy for Children and Young People 2018-2023 provides Council a strategic guide for the development of partnerships and provision of support to local families, children and young people across the next six years.

The next step in the development of the strategy is for Council to consider the draft strategy for endorsement. Public comment will then be sought over a 28 day period via Rockport, the City Website, copies provided to Libraries and Administration Building and to relevant external stakeholders. Following the public comment period, all feedback will be reviewed for possible inclusion into the final Strategy for Children and Young People 2018-2023 to be presented to Council for approval.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ENDORSES** the draft Strategy for Children and Young People 2018-2023 for the purposes of public comment.

Committee Recommendation

Moved Cr Jones, seconded Cr Liley:

That Council **ENDORSES** the draft Strategy for Children and Young People 2018-2023 for the purposes of public comment.

Committee Voting – 5/0
<table>
<thead>
<tr>
<th>The Committee’s Reason for Varying the Officer’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Implications of the Changes to the Officer’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
14. Reports of Councillors

Nil

15. Addendum Agenda

Nil

16. Motions of which Previous Notice has been given

Community Development

Community Development
Community Capacity Building

Reference No & Subject:
CD-027/17 Notice of Motion – Bus shuttle service for Rockingham Beach Cup and the Rockingham Artists and Artisans Festival (Absolute Majority)

File No: GOV/7
Proponent/s: Cr Barry Sammels
Author: Mr Michael Holland Director Community Development
Other Contributors: Mrs Jillian Obiri-Boateng, Manager Community Capacity Building
Date of Committee Meeting: 25 October 2017
Previously before Council: 
Disclosure of Interest: 
Nature of Council’s Role in this Matter: Executive

Site: 
Lot Area: 
LA Zoning: 
MRS Zoning: 
Attachments: 
Maps/Diagrams: 

Purpose of Report
To provide officer comment and advice on Cr Barry Sammels’ Notice of Motion.
**Background**

Cr Sammels submitted the following motion for consideration at the 26 September 2017 Council Meeting:

That Council **DIRECTS** the Chief Executive Officer to provide a bus shuttle service for the Rockingham Artists and Artisans Festival and Rockingham Beach Cup events commencing November 2017.

**Details**

The Rockingham Artists and Artisans Festival and the Rockingham Beach Cup (RBC) organised by the Rotary Club of Palm Beach (RCPB) will be held on 11 and 12 November 2017 at the Rockingham foreshore. Both days are expected to attract in excess of 18,000 visitors per day.

Cr Sammels has indicated the reason for this notice of motion is the lack of parking within the foreshore area and surrounds. Last year the Village Green was utilised as an overflow parking venue, however the organisers remain concerned that parking in the vicinity will be inadequate for the number of people expected.

The Dixon Road reserve has been identified as providing the additional parking required to alleviate frustration and encourage more people to attend the event. While the organisers are able to provide parking marshals on both days, they are not able to fund the required bus shuttle service.

**Implications to Consider**

- **a. Consultation with the Community**
  - Nil
- **b. Consultation with Government Agencies**
  - Nil
- **c. Strategic**
  - **Community Plan**
    - This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:
  
  **Aspiration B:** A Strong Community
  
  **Strategic Objective:** Mobility and Inclusion: community services, programs and infrastructure that effectively cater for all residents including seniors, youth and vulnerable populations.

- **d. Policy**
  - Nil
- **e. Financial**
  - If Council supports the Officer recommendation funds of $1200 would need to be allocated to the 2017/18 budget.
- **f. Legal and Statutory**
  - Local Government Act 1995 s6.8 (1) (b) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by resolution (Absolute Majority).
- **g. Risk**
  - All Council decisions are subject to risk assessment according to the City’s Risk Framework.
    - Implications and comment will only be provided for the following assessed risks.
      - **Customer Service / Project management / Environment : High and Extreme Risks**
      - **Finance / Personal Health and Safety : Medium, High and Extreme Risks**
    - Nil
Comments

Parking for these two events is available in all surrounding parking areas. The Village Green is already booked for overflow parking on 12 November 2017 for the RBC, but is not available on 11 November 2017 due to a previous booking.

As per the Community Grant Program (CGP) policy and Major Event Sponsorship Guidelines, grants will not be considered if ‘the applicant has already received a grant from the City, for the same program/event in the current financial year’. Both the RBC and Artisans Festival have been funded in this current year. Therefore, RCPB is not eligible for a grant to cover a shuttle bus service.

The inaugural RBC and festival in 2016 enjoyed major success and provided huge exposure of Rockingham’s iconic foreshore to the wider West Australian community. The event is provided by an established local philanthropic organisation in RCPB, and is totally dependent on volunteer hours, sponsorships and grants for its provision. Additionally RCPB intend to provide parking attendants to service users of the Dixon Road reserve. RCPB has identified it does not have the funds available to provide a bus shuttle service to circumvent parking frustrations for people attending or intending to attend the event.

While the RBC has a previous history of attracting 18,000+ people, the Artists and Artisans Festival as a stand-alone event does not. The events were combined on the one day in 2016, making it difficult to estimate attendance at the Artists and Artisans Festival. As such there is no justification for overflow parking arrangements for that event. Additionally, similar City festival events held at this location, such as the International Food Truck Festival and Castaways, do not rely on overflow parking arrangements. Based on 2016 the provision of parking at the Dixon Road reserve would be more utilised by attendees for the RBC on 12 November 2017 compared to the 11 November 2017. Therefore, it is the Officers opinion, that it is not warranted to operate a bus shuttle service on 11 November 2017.

To effectively manage the public car parking requirements for the RBC on Sunday 12 November event organisers would need to provide adequate numbers of parking attendants at the Dixon Road reserve. The parking attendants would need to be available all day (prior to 9am – 6pm) for alignment with the event times to ensure the safety and security of all persons using the reserve to park.

In terms of costs City staff are currently working with Transperth towards entering an agreement for Special Event Transport Services as per Council resolution CD-015/17 in July 2017. This will not be in place prior to the RBC/Artisans Festival. Therefore, to meet the intent of the motion an alternative solution is required for 2017. Dependent on the outcomes of these negotiations, similar arrangements may not be necessary in succeeding years.

Indicative costs to run a 56 seat shuttle bus service on a continuous loop on 12 November 2017 from 9am to 6pm between Dixon Road Reserve and Railway Parade, adjacent to Churchill Park would be approximately $1,200.

Officers believe it is the responsibility of the organisers to provide this service as part of delivering the event. In this specific case given the size and financial constraints associated with this event, there is merit in supporting a specific component of the Councillor motion. Therefore, to ensure the RCPB can meet the parking requirements for the event Council should approve a financial contribution of $1200 to be provided to the RCPB to deliver a bus shuttle service and parking management requirements at the Dixon Road reserve on Sunday 12 November between 9am – 6pm.

Voting Requirements

Absolute Majority
Officer Recommendation

That Council:

1. **APPROVES** a contribution of $1200 to the Rotary Club Palm Beach to provide a bus shuttle and parking management service at the Dixon Road Reserve for the Rockingham Beach Cup on Sunday 12 November 2017.

2. **ALLOCATES** $1200 in the 2017/2018 budget

Notice of Motion from Cr Barry Sammels

That Council **DIRECTS** the Chief Executive Officer to provide a bus shuttle service for the Rockingham Artists and Artisans Festival and Rockingham Beach Cup events commencing November 2017.

Committee Recommendation

Moved Cr Downham, seconded Cr Liley:

That Council:

1. **APPROVES** a contribution of $1200 to the Rotary Club Palm Beach to provide a bus shuttle and parking management service at the Dixon Road Reserve for the Rockingham Beach Cup on Sunday 12 November 2017.

2. **ALLOCATES** $1200 in the 2017/2018 budget

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
<table>
<thead>
<tr>
<th></th>
<th>Notices of motion for Consideration at the Following Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>18.</td>
<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
</tr>
<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>19.</td>
<td>Matters Behind Closed Doors</td>
</tr>
<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>20.</td>
<td>Date and Time of Next Meeting</td>
</tr>
<tr>
<td></td>
<td>The next Corporate and Community Development Committee Meeting will be held on <strong>Tuesday 21 November 2017</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
</tr>
<tr>
<td>21.</td>
<td>Closure</td>
</tr>
<tr>
<td></td>
<td>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 <strong>4:39pm</strong>.</td>
</tr>
</tbody>
</table>