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<td>Title</td>
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</tr>
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<td>16.</td>
<td>Notices of Motion for Consideration at the Following Meeting</td>
</tr>
<tr>
<td>17.</td>
<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
</tr>
<tr>
<td>18.</td>
<td>Matters Behind Closed Doors</td>
</tr>
<tr>
<td>19.</td>
<td>Date and Time of Next Meeting</td>
</tr>
<tr>
<td>20.</td>
<td>Closure</td>
</tr>
</tbody>
</table>
City of Rockingham
Corporate and Community Development Committee Meeting Minutes
Tuesday 16 February 2016 - Council Boardroom

1. **Declaration of Opening**

   The Chairperson declared the Corporate and Community Development Committee Meeting open at **3:58pm**, welcomed all present, and delivered the Acknowledgement of Country.

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

   2.1 **Councillors**

   Cr Leigh Liley
   Cr Lee Downham
   Cr Justin Smith
   Cr Kelly McManus
   Cr Joy Stewart
   Cr Chris Elliott
   Cr Matthew Whitfield

   2.2 **Executive**

   Mr John Pearson
   Mr John Woodhouse
   Mr Michael Holland
   Ms Karin Strachan
   Mr Mark Tidman
   Mr Gary Rogers
   Mrs Jillian Obiri-Boateng
   Ms Julia Dick
   Ms Alison Oliver
   Ms Vanisha Govender
   Mr Michael Yakas
   Ms Fiona Lambrick
   Mr Nick Brown
   Mr Ben Searcy
   Mr Peter Varris
   Mrs Jelette Edwards
   Ms Sue Langley
   Mrs Diane Zanre

   2.3 **Members of the Gallery:**

   1

   2.4 **Apologies:**

   Nil

   2.5 **Approved Leave of Absence:**

   Nil
3. **Responses to Previous Public Questions Taken on Notice**

Nil

4. **Public Question Time**

4:00pm The Chairperson invited members of the Public Gallery to ask questions. There were none.

5. **Confirmation of Minutes of the Previous Meeting**

Moved Cr Smith, seconded Cr McManus:

That Committee **CONFIRMS** the Minutes of the Corporate and Community Development Committee Meeting held on 19 January 2016, as a true and accurate record.

Committee Voting – 5/0

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

6.1 **Cr Whitfield – GMS-015/15 – Bus Shelter Advertising/Messages**

Cr Whitfield asked for an update on the resolution regarding bus shelter advertising/messages.

The question was taken on notice.

6.2 **Cr Whitfield – GMS-011/15 – Code of Conduct**

Cr Whitfield asked for an update on the review of the Code of Conduct Review.

The question was taken on notice.

6.3 **Cr Whitfield – GMS-028/15 – Mobile Phone Coverage**

Cr Whitfield asked for an update on the resolution regarding mobile phone coverage.

The question was taken on notice.

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

4:03pm 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**

<table>
<thead>
<tr>
<th>8.1</th>
<th>Item CD-005/16</th>
<th>Recommendations from the Community Grants Program Committee Meeting held on 21 January 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councillor:</td>
<td>Cr Barry Sammels</td>
<td></td>
</tr>
<tr>
<td>Type of Interest:</td>
<td>Impartiality</td>
<td></td>
</tr>
<tr>
<td>Nature of Interest:</td>
<td>Cr Sammels is a life member of the Rockingham/Kwinana Chamber of Commerce</td>
<td></td>
</tr>
<tr>
<td>Extent of Interest (if applicable):</td>
<td>Not Applicable</td>
<td></td>
</tr>
</tbody>
</table>
8.2 Item CD-005/16  Recommendations from the Community Grants Program Committee Meeting held on 21 January 2016

Councillor: Cr Justin Smith
Type of Interest: Impartiality
Nature of Interest: Cr Smith is a life member of the Rockingham/Kwinana Chamber of Commerce
Extent of Interest (if applicable): Not Applicable

4:04pm The Chairperson noted the interests declared in Items 8.1 and 8.2 and asked if there were any further interests to declare.

8.3 Item CD-005/16  Recommendations from the Community Grants Program Committee Meeting held on 21 January 2016

Councillor: Cr Joy Stewart
Type of Interest: Impartiality
Nature of Interest: Cr Stewart is a patron for the Rockingham District Historical Society Inc.
Extent of Interest (if applicable): Not Applicable

8.4 Item GMS-007/16  Notice of Motion – Re-Affirms Support Mangles Bay Marina

Councillor: Cr Kelly McManus
Type of Interest: Proximity
Nature of Interest: Cr McManus is a joint owner at a property located at 2/7 Parkin Street, Rockingham.
Extent of Interest (if applicable): Not Applicable

The Chairperson noted there were no further interests declared.

9. Petitions/Deputations/Presentations/Submissions

Nil

10. Matters for which the Meeting may be Closed

Nil

11. Bulletin Items

Corporate and General Management Services Information Bulletin – February 2016

Corporate Services
1. Corporate Services Team Overview
2. Human Resource Update
### 3. Project Status Reports

- **3.1 Online Records Management Training**
- **3.2 Automation of Records Management Processes**
- **3.3 Intranet Redevelopment**
- **3.4 Upgrade of Intramaps**
- **3.5 Integrated Team Plan and Risk Management Module**
- **3.6 Mobile Computing – Infringements**
- **3.7 Development and Implementation of a CoR (City of Rockingham) Governance Portal**
- **3.8 Library Management System**
- **3.9 Bushfire Mitigation System Upgrade**
- **3.10 CCTV - Waterfront Upgrade**
- **3.11 CCTV – Mobile Unit**
- **3.12 CCTV – Security Vehicle Camera**
- **3.13 Expansion of Private Fibre – Council Avenue**
- **3.14 Warnbro Library Radio Frequency Identification (RFID) Installation**
- **3.15 WiFi Installation to Selected City Buildings**
- **3.16 Multi-function Device Replacements**
- **3.17 Development of Next Generation Standard Operating Environment (SOE)**
- **3.18 Replacement of Reception Room Audio Visual Equipment**
- **3.19 Information Communication Technology Security Equipment**
- **3.20 Integrate Security Access Control Systems**
- **3.21 Implement Data Centre 1/Data Centre 2 Configuration as per Business Continuity Plan Requirements**

### 4. Information Items

- **4.1 Write off**
- **4.2 List of Payments January 2016**
- **4.3 Autumn Centre**
- **4.4 Rockingham Aquatic Centre**
- **4.5 Mike Barnett Sports Complex**
- **4.6 Warnbro Community Recreation Centre**
- **4.7 Aqua Jetty**
- **4.8 Gary Holland Community Centre**
- **4.9 Lease Management**
- **4.10 Land Management**

**Governance and Councillor Support**

1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   - **4.1 Australia Day Awards and Citizenship Ceremony**
   - **4.2 Global Friendship – Planning for Choir Visit**
   - **4.3 Freedom of Information (FOI) Requests**
   - **4.4 Australian Coastal Councils Association Inc. Newsletter**
   - **4.5 Citizenships**
   - **4.6 Coming Events**

**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 Leadership and Management Programme
   3.4 RESPECT Programme
   3.5 Occupational Safety and Health Programme
4. Information Items
   4.1 Recruitment and Onboarding
   4.2 Occupational Safety and Health Statistics

**Strategy and Corporate Coordination**

1. Strategy Coordination Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Risk Management
   3.2 Community Engagement Framework
   3.3 Lean Six Sigma Project
   3.4 Graphic Design for Intranet
   3.5 Protection of Intellectual Property
   3.6 Journal Software subscription
4. Information Items
   4.1 Annual Customer Satisfaction Survey
   4.2 Coordinating the Development of a 10 Year minor Infrastructure Plan
   4.3 6th Generation Team Plans
   4.4 Coordinating the Implementation of a Development Contribution Scheme
   4.5 Digital Media Strategy
   4.6 Social Media
   4.7 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 Online Forecasting Tool
   3.3 Small Business Leadership Forums and Investment Attraction Seminars
   3.4 City Centre Marketing Plan
   3.5 Business Tourism Hotel Feasibility
   3.6 Dixon Road Marketing Plan
4. Information Items

**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 Documentation
   Legal Capacity Building
   4.3 Training – Planning Systems – Induction Training - Councillors
   4.4 Training – Financial and Other Interests Training - Councillors
Committee Recommendation

Moved Cr Smith, seconded Cr Stewart:
That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – February 2016 and the content be accepted.

Committee Voting – 5/0

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<td>3.2 Social Connector Project</td>
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<td>3.3 Rockingham Connect</td>
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<td>3.2 Warnbro Community Library Agreement</td>
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<td>4.2 Mary Davies Library and Community Centre</td>
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<td>4.3 Safety Bay Library</td>
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<td>4.4 Warnbro Community Library</td>
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<td>2. Human Resource Update</td>
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<tr>
<td>3. Project Status Reports</td>
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<tr>
<td>3.1 Laurie Stanford Reserve Master Plan Implementation</td>
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<td>3.2 Rhonda Scarrott Reserve Master Plan Implementation</td>
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<td>3.3 Reserve and Open Space Master Plans</td>
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<td>3.4 Secret Harbour Surf Life Saving Club Redevelopment</td>
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<tr>
<td>3.5 Eighty Road Reserve Development</td>
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<tr>
<td>3.6 Lark Hill Northern Expansion</td>
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<tr>
<td>3.7 Baldvis District Sporting Complex Needs and Feasibility Study and Concept Plans</td>
</tr>
<tr>
<td>3.8 Aqua Jetty Stage 2 Feasibility and Business Modelling</td>
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<tr>
<td>3.9 Baldvis South Community Centre</td>
</tr>
<tr>
<td>3.10 Rockingham Youth Venue Feasibility and Concept Plans</td>
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<td>3.11 Baldvis South Youth Space</td>
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<td>3.12 Inclusive Play Space</td>
</tr>
<tr>
<td>3.13 Youth Outdoor Recreation Space Strategy Review</td>
</tr>
<tr>
<td>3.14 Community Purpose Site Strategy</td>
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<tr>
<td>3.15 Enclosed Off-Leash Dog Exercise Area Design</td>
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</tbody>
</table>
3.16 East Baldivis Shared Use Reserve Concept Plans  
3.17 Community Infrastructure Plan Review  
3.18 Infrastructure Planning and Development Grants

4. Information Items

**Community Capacity Building**
1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 New Year’s Eve Celebration 2015
   3.2 Australia Day Celebrations 2016
   3.3 Community Grants Program (CGP)
   3.4 Youth Encouragement Award
   3.5 Disability Access and Inclusion Plan (DAIP) Implementation
   3.6 Christmas Decoration Program
   3.7 Reconciliation Action Plan (RAP)

4. Information Items
   4.1 Seniors
   4.2 Place Activation
   4.3 Youth Development
   4.4 Sport, Recreation and Health and Wellbeing
   4.5 Cultural Development and Arts
   4.6 Community Capacity Building Promotions

---

**Committee Recommendation**

Moved Cr Downham, seconded Cr Stewart:
That Councillors acknowledge having read the Community Development Information Bulletin – February 2016 and the content be accepted.

Committee Voting – 5/0
12. Agenda Items

Corporate Services

Corporate Services
Customer and Corporate Support

Reference No & Subject: CS-003/16

File No: CUS/29

Risk Register No:  

Author: Mr Michael Yakas, Manager Customer and Corporate Support

Other Contributors:  

Date of Committee Meeting: 16 February 2016

Disclosure of Interest:  

Nature of Council’s Role in this Matter:  

Attachments: Minutes of the Customer Service Review Committee Meeting held on 14 January 2016

Maps/Diagrams:  

Purpose of Report

To consider the service complaint received from Mr D’Souza regarding damage to his driveway at 17 Galway Gardens, Warnbro. The Customer Service Review Committee met on 14 January 2016 to discuss the service complaint.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1

Service complaint from Mr D’Souza regarding damage to his driveway at 17 Galway Gardens, Warnbro.

1. That the report be RECEIVED.

2. No ACTION is recommended.

Background

On 14 September 2015 Mr D’Souza submitted a service complaint regarding the damage to his driveway. In the service complaint Mr D’Souza requested:

- Copies of all correspondence relating to his issue
• A written and authorised procedure on how he should proceed
• The name of a City officer who will deal with his issue.

In accordance with the City’s Service Complaints Policy, Mr John Pearson, Director Corporate Services investigated the issue and provided Mr D'Souza with a written response on 19 October 2015.

Mr D’Souza emailed the City on 10 November 2015 and expressed dissatisfaction with the response and requested for his complaint to be referred to the City’s Customer Service Review Committee.

On 14 January 2016 the Customer Service Review Committee met to discuss Mr D’Souza’s service complaint.

### Implications to Consider

<table>
<thead>
<tr>
<th>a. Strategic</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Community Plan</td>
<td>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:</td>
</tr>
<tr>
<td>Aspiration C:</td>
<td>Quality Leadership</td>
</tr>
<tr>
<td>Strategic Objective:</td>
<td>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.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>b. Policy</th>
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<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

| c. Financial | Nil |

| d. Legal and Statutory | Nil |

| e. Voting Requirements | Simple Majority |

| f. Risk (High/Extreme) | Nil |

### Officer Recommendation if Different to Advisory Committee Recommendation

Nil

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

Nil
Committee Recommendation

Moved Cr Stewart, seconded Cr Downham:
1. That the report be RECEIVED.
2. No ACTION is recommended.

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


## Background

Nil

## Details

The Monthly Financial Management Report includes the following:

1. Statement of Financial Activity by Program
2. Statement of Net Current Assets
3. Other schedules and charts for management information purposes.

## Implications to Consider

a. **Consultation with the Community**
   
   Not Applicable
b. Consultation with Government Agencies
   Not Applicable

c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the 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
   Major variances (above $250,000) between budget estimates and actual results for the month to which the statement relates are shown in the supporting documentation.

f. Legal and Statutory

g. Risk (High/Extreme)
   Nil

**Comments**

Any variances identified will be reviewed within the current budget review.

**Voting Requirements**

Simple Majority

**Officer Recommendation**


**Committee Recommendation**

Moved Cr Smith, seconded Cr Downham:

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

To seek approval from Council regarding the commissioning of artwork and purchasing of artwork as a gift for the 20th Anniversary of the Sister City relationship with the City of Ako in 2017.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 2:
Purchase Artwork for 20th Anniversary of the Sister City Relationship

That Council APPROVES the purchase of the ‘Ant Hill’ artwork by Ashley Collard as one of the gifts to present the City of Ako for the 20th Anniversary of the Sister City relationship.

The Officer’s Reason for Varying the Advisory Committee Recommendation

Nil

Background

The Sister City relationship between the City of Rockingham and the City of Ako will celebrate its 20th Anniversary in 2017. As part of the celebrations, the City of Rockingham will present
anniversary gifts to the City of Ako. One of these gifts will be the artwork ‘Ant Hill’ by Ashley Collard. Ashley Collard is a local indigenous artist and at the City of Rockingham Art Awards held in October 2015 won the Indigenous Award for his painting ‘Ant Hill’.

**Implications to Consider**

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<td><strong>Aspiration C:</strong> Quality Leadership</td>
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<td><strong>Strategic Objective:</strong> 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.</td>
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<tr>
<td>The Global Friendship Council Policy states that the one of the activities that help facilitate the objectives of the Global Friendship Committee is the exchanges of arts and crafts.</td>
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<thead>
<tr>
<th>c. Financial</th>
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<tbody>
<tr>
<td>Within the allocated budget for the Global Friendship Committee.</td>
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<th>d. Legal and Statutory</th>
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<tbody>
<tr>
<td>Not Applicable</td>
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<table>
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<tr>
<th>e. Voting Requirements</th>
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<tbody>
<tr>
<td>Simple Majority</td>
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</table>

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<tr>
<th>f. Risk (High/Extreme)</th>
</tr>
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<tbody>
<tr>
<td>Nil</td>
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</tbody>
</table>

**Advisory Committee Recommendation 2 of 2:**

**Commissioning of Artwork for 20th Anniversary of the Sister City Relationship**

That Council **APPROVES** the concept of the commissioning of artwork as one of the gifts to present to the City of Ako for the 20th Anniversary of the Sister City relationship.

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

Nil

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

Nil

**Background**

The Sister City relationship between the City of Rockingham and the City of Ako will celebrate its 20th Anniversary in 2017. As part of the celebrations, the City of Rockingham will present anniversary gifts to the City of Ako. One of these gifts will be the artwork from a local artist that depicts the Sister City relationship.
If Council approves the concept of commissioning artwork, the Global Friendship Committee will identify themes and parameters for the piece of artwork and ask for expressions of interest with the delivery of the art in January 2017. This will enable a unique piece of art to be created for the purpose of an anniversary gift for the sister city relationship.

**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 Global Friendship Council Policy states that the one of the activities that help facilitate the objectives of the Global Friendship Committee is the exchanges of arts and crafts.

c. **Financial**

   Within the allocated budget for the Global Friendship Committee.

d. **Legal and Statutory**

   Nil

e. **Voting requirements**

   Simple Majority

f. **Risk (High/Extreme)**

   Nil

**Committee Recommendation**

Moved Cr Downham, seconded Cr McManus:

That Council:

1. **APPROVES** the purchase of the ‘Ant Hill’ artwork by Ashley Collard as one of the gifts to present the City of Ako for the 20th Anniversary of the Sister City relationship.

2. **APPROVES** the concept of the commissioning of artwork as one of the gifts to present to the City of Ako for the 20th Anniversary of the Sister City relationship.

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
Communtiy Development

Community Development
Community Capacity Building

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-005/16 Recommendations from the Community Grants Program Committee Meeting held on 21 January 2016 (Absolute Majority)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GRS/48-02</td>
</tr>
<tr>
<td>Risk Register No:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Michael Holland, Director Community Development</td>
</tr>
</tbody>
</table>
| Other Contributors:     | Ms Julia Dick, Manager Community Capacity Building  
|                         | Ms Andrea Clark, Community Development Officer                                                                     |
| Date of Committee Meeting: | 16 February 2016                                                   |
| Disclosure of Interest: | Mayor Sammels declared an Impartiality Interest in Item CD-005/16 Recommendations from the Community Grants Program Advisory Committee Meeting held on 21 January 2016 (Item 9.3 Community Grants Program Applications Round Three) as detailed in Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) regulations 2007, as he is a Life Member of the Rockingham Kwinana Chamber of Commerce.  
|                         | Cr Justin Smith declared an Impartiality Interest in Item CD-005/16 Recommendations from the Community Grants Program Advisory Committee Meeting held on 21 January 2016 (Item 9.3 Community Grants Program Applications Round Three) as detailed in Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) regulations 2007, as he is a Life Member of the Rockingham Kwinana Chamber of Commerce. |
| Nature of Council’s Role in this Matter: | Executive |
| Attachments:            | Minutes of the Community Grants Program Committee Meeting held on 21 January 2016 |
| Maps/Diagrams:         |                                                                                                                   |

**Purpose of Report**

That Council approve the Community Grants Program (CGP) Advisory Committee Recommendations as tabled.
Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 4:
Appoint Deputy to the Community Grants Program Committee

That Council **APPROVES** the appointment of a deputy to the Community Grants Program (CGP) Committee.

Officer Recommendation if Different to Advisory Committee Recommendation

That Council **APPOINTS** the following Councillors as Committee member deputies for the Community Grants Program Committee:

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>DEPUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Sammels</td>
<td>Cr Stewart</td>
</tr>
<tr>
<td>Cr Elliott</td>
<td>Cr Downham</td>
</tr>
<tr>
<td>Cr Liley</td>
<td>Cr Hamblin</td>
</tr>
<tr>
<td>Cr Smith</td>
<td>Cr Whitfield</td>
</tr>
</tbody>
</table>

The Officer's Reason for Varying the Advisory Committee Recommendation

To better articulate the recommendation as detailed under legislation in the Local Government Act 1995 Section 5.11A (2) ‘A person who is appointed as a deputy of a member of a committee is to be - (a) if the member of the committee is a council member – a council member’. The above deputies have been recommended as deputies to specific CGP Committee members to align on a Council ward basis representation. The exception being Comet Bay ward as both members are committee members, therefore Baldivis ward members are proposed as deputies as this ward currently is not represented on the Committee.

Background

The current Governance and Meeting Framework Policy shows the CGP Committee has a composition of four Councillors. It does not name a deputy. It was felt that due to the small size of the committee membership and with Cr Elliott being an apology for the meeting that a deputy is required for the CGP Committee. A discussion took place with regards to a deputy being available to attend whenever any current member sends their apologies.

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 Community Grants Program operates in line with the Community Grants Program Policy and the Governance and Meeting Framework Policy. If approved the composition of the Committee will be updated accordingly.

c. **Financial**

   Nil
d. Legal and Statutory
As stated in the Local Government Act 1995 (the Act) Section 5.11A Deputy Committee Members (1) states ‘The local government may appoint* a person to be deputy of a member of a committee and may terminate such an appointment at any time’.
Section.5.11A(2)(a) of the Act states ‘A person who is appointed as a deputy of a member of a committee is to be – if the member of the committee is a council member – a council member’.

e. Voting requirements
*Absolute Majority

f. Risk (High/Extreme)
Nil

Advisory Committee Recommendation 2 of 4:
Review Amounts for the Travel Subsidy Grants

That Council APPROVES the proposed changes to the Travel Subsidy wording and amounts in the Community Grants Program Policy to read:
‘Travel Subsidy Grants – A grant is available to individuals and teams who are authorised by their association’s governing body to participate in accredited interstate and international events/activities travelling outside of Western Australia, for the following amounts:
- Interstate Travel Individual: $150
- Interstate Travel Team: $300
- International Travel Individual: $300
- International Travel Team: $500’.

Officer Recommendation if Different to Advisory Committee Recommendation
Nil

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

Background
At the Community Grants Program Committee Meeting held on 26 November 2015, the Committee discussed the amount of funding available to Travel Subsidy Grant applicants and were of the opinion that the Council Policy was not adequate in catering for international travel. A recommendation was tabled to review the Policy in relation to the amounts for the Travel Subsidy Grants and provide information back to the Committee at the next Community Grants Program Committee meeting to be held on 21 January 2016.

At the CGP Committee Meeting in December 2015, Officers were requested to review the amounts for the Travel Subsidy Grants, as stated in the Community Grants Program Policy, to provide greater funding amounts for international travel.

The current Community Grants Program Policy (adopted August 2015, amended December 2015) states:
‘Travel Subsidy – A grant of up to $300 is available to teams and $150 is available to individuals who are authorised by their association’s governing body to participate in accredited interstate and international events/activities.’

For the 2014/2015 Community Grant Program $485,000 was expended which included approximately $20,000 from Travel Subsidy Grants, which is approximately 3.8% of the total Community Grants Program budget available ($520,000).
It is proposed to retain the current Travel Subsidy Grant amounts for interstate travel for residents of the City who are selected to represent their chosen activity (cultural, sport, leadership, educational, recreational) at Local, National or International level at an accredited event held outside of Western Australia at:

- $150 for an individual
- $300 for a team

However proposed to increase the amounts for international travel for residents of the City who are selected to represent their chosen activity (cultural, sport, leadership, educational, recreational) at Local, National or International level at an accredited event held outside of Australia as follows:

- $300 for an individual
- $500 for a team

The City's Community Grants Program Guidelines currently define a ‘team’ as follows - If three (3) or more individual applications are received with the applicants participating in the same activity (category, date and location) the applications will be classed as a team and therefore only one team travel subsidy grant will be forwarded to the club/organisation on the applicants’ behalf.

Due to the number of individual categories within sports such as dance and martial arts that frequently travel both interstate and internationally as a club, it is recommended to strengthen the City’s definition of a ‘team’. This does not need to be captured in the policy but rather in the City’s guidelines. The new definition of a ‘team’ will be: “Three (3) or more individual applicants, representing the same club/school/organisation, participating in/at the same organised competition/event/activity (date and/or location) irrespective of division/category”. This change will reduce the number of individual (both interstate and international) travel subsidies for the one club competing in the same and correctly group them in ‘teams’.

The City has provided $16,950 in Travel Subsidy Grants so far this financial year (July 2015 – January 2016). If the new amounts for international travel are applied to these grants, the City would expend an amount of $20,750; however if, when applying the new amounts for international travel, the guidelines on ‘teams’ are tightened, the City would expend an amount of $14,900, reducing expenditure by nearly $2,000.

**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 B: Strong Community**

   **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.

b. Policy

   The Community Grants Program operates in line with the Community Grants Program Policy and the Governance and Meeting Framework Policy. If approved the Community Grants Program Policy will be updated accordingly.

c. Financial

   If Council approve the increase in international travel amounts, all amounts awarded will be debited from the current CGP budget.

d. Legal and Statutory

   Nil
Advisory Committee Recommendation 3 of 4:
Review the age limits for the Youth Encouragement Grants

That Council APPROVES the proposed change to the age requirements to the Youth Encouragement grant of the Community Grants Program Policy to read:

‘Youth Encouragement Grants – A grant of up to $500 is available to individuals between the ages of 12 and 24 to participate in programs and events that financial or personal circumstances would normally preclude them from.’

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

Background
At the Community Grants Program Committee Meeting held on 26 November 2015, the Community Grants Committee suggested for the age limit to be reviewed to potentially include older youth (eg. up to 24 years) and report back to the January 2016 CGP committee meeting.

The Community Grants Program Policy states:

“Youth Encouragement Grants – A grant up to $500 is available to individuals between the ages of 12 and 18 to participate in programs and events that financial or personal circumstances would normally preclude them from”.

There are various age definitions of ‘youth’, as evidenced by the following:

The United Nations defines youth in the age bracket of 15 – 24. United Nations suggest that it “serves its statistical purpose for assessing the needs of the young people and providing guidelines for youth development”.

The Australian Government 2010 National Strategy for Young Australians defines youth in general as “12-24 years of age. Youth is also split into categories for certain measurements. For example, youth economic productivity is measured in two age groups: 15-19 and 20-24”.

The Australian Bureau of Statistics also uses the ‘The United Nations General Assembly’ definition of youth as 15 – 24 to formulate its data.

The Department of Local Government and Communities through the ‘Our Youth-Our Future Strategic Framework’ defines young people in the age bracket of 12 – 25 year olds.

The Youth Affairs Council of Western Australia (YACWA) is the peak non-government youth organisation in Western Australia they define Youth as aged between 12 – 25.

It is widely accepted throughout the youth industry that the age of young people includes 12-24. According to Australia Bureau of Statistics, young people aged 12-24 comprise 19% of the Rockingham community. The City of Rockingham Youth Strategy 2011-2015 defines youth as between ages of 12 and 24 years and therefore it is recommended that the Youth Encouragement Grants, as stated in the Community Grants Program Policy, also reflects this age range.
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 contained in the Community Plan 2015-2025:

Aspiration B: Strong Community

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.

b. Policy

The Community Grants Program operates in line with the Community Grants Program Policy and Council’s Governance and Meeting Framework Policy. If approved the Community Grants Program Policy will be updated accordingly.

c. Financial

If Council approve the amendment to the Youth Encouragement age criteria, all amounts awarded will be debited from the current CGP budget.

d. Legal and Statutory

Nil

e. Voting requirements

Simple Majority

f. Risk (High/Extreme)

Nil

Advisory Committee Recommendation 4 of 4:

Approvals and rejections Community Grants Program, Major Event Sponsorship and Major Grants Round Three

That Council:

1. APPROVES the allocation of funds for Major Event Sponsorship and Major Grants under the 2015/2016 Community Grants Program (CGP) Round Three, subject to listed conditions.

<table>
<thead>
<tr>
<th>CGP Applicants</th>
<th>Amount Requested ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Rotary Club of Palm Beach Western Australia Inc.</td>
<td></td>
<td>For one year For one year</td>
</tr>
<tr>
<td>Rotary Beachside Festival</td>
<td>Up to three years 20,000</td>
<td>For one year 18,853</td>
</tr>
<tr>
<td>Condition:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Rotary Club of Palm Beach WA Inc. is to provide an opportunity for the City of Rockingham Mayor to speak at the event.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Seniors Recreation Council of WA Rockingham Branch | 5,000 | 5,000 |
| Seniors Recreation Council of WA Rockingham Branch | Rockingham Have a Go Day | 5,000 | 5,000 |
| Rockingham District Historical Society Inc | Operation of the Rockingham Museum | 8,000 | 7,600 |
| TOTALS | 33,000 | 31,453 |
2. **REJECTS** the allocation of funds for Major Event Sponsorship and Major Grants under the 2015/2016 Community Grants Program (CGP) Round Three.

<table>
<thead>
<tr>
<th>CGP Applicants</th>
<th>Amount Requested ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warnbro Sound Scout Group</td>
<td>10,000</td>
<td>0</td>
</tr>
<tr>
<td>Redevelop Outer Scout Hall</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

1. **APPROVES** the allocation of funds for Major Event Sponsorship and Major Grants under the 2015/2016 Community Grants Program (CGP) Round Three, subject to listed conditions.

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</tr>
<tr>
<td>Operation of the Rockingham Museum</td>
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<td>7,600</td>
</tr>
<tr>
<td>Rockingham Kwinana Chamber of Commerce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Malibu Fresh Rockingham Long Lunch on the Beach (refer comments Officer Recommendation amended)</td>
<td>Up to three years</td>
<td>Three Years</td>
</tr>
<tr>
<td></td>
<td>20,000</td>
<td>20,000</td>
</tr>
<tr>
<td><strong>Condition:</strong> The Rockingham Kwinana Chamber of Commerce is to provide an opportunity for the City of Rockingham Mayor to speak at the event.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rockingham Kwinana Chamber of Commerce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rockingham Jetty Beach Party</td>
<td>Up to three years</td>
<td>6,000</td>
</tr>
<tr>
<td></td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>73,000</td>
<td>57,453</td>
</tr>
</tbody>
</table>
2. **REJECTS** the allocation of funds for Major Event Sponsorship and Major Grants under the 2015/2016 Community Grants Program (CGP) Round Three.

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<tr>
<td>Redevelop Outer Scout Hall</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

The CGP Policy states ‘Perception of Bias – In accordance with best practice public sector transparency and accountability principles, all committee members and staff who are, or have in the last three years, been a board member, committee member, executive member or life member of an association applying for funds, shall disqualify themselves from all aspects of the consideration process from receipt of application through to consideration at the Community Grants Committee.’ As both Crs Sammels and Smith are life members of RKCC they excused themselves from the meeting. As Cr Elliott was not in attendance, this resulted in a quorum not being met and the Committee was unable to discuss the subsequent funding applications. Therefore, to comply with the CGP Policy of making a decision within 60 working days, the applications are presented to the Corporate and Community Development Committee for approval.

Due to the absence of the Manager of Investment Attraction (commences on 8/2/2016) and the CEO being on annual leave the assessment of the RKCC Long Table Lunch Application was undertaken in the absence of a full understanding of the proposed event and was not subjected to the higher level review that is required as part of the City’s normal application review processes.

**Background**

The City received two applications from RKCC that due to a lack of quorum were unable to be discussed at the CGP Committee meeting on 21 January 2016.

Details of the two RKCC applications are detailed below:

**MAJOR EVENT SPONSORSHIP**

**Rockingham Kwinana Chamber of Commerce** - Malibu Fresh Rockingham Long Lunch on the Beach

**Background**

The Rockingham Kwinana Chamber of Commerce is a peak industry body representing the interests of its members in the Rockingham and Kwinana business community. The organisation plays a significant role in the economic development of the Rockingham region using extensive local knowledge, resources and networking capabilities.

**Details**

The Malibu Fresh Essentials Rockingham Long Lunch on the Beach event is being held on 19 March 2016. The event will be held on the Rockingham beachfront, in front of Latitude 32 and Bettyblue Bistro restaurants. The inaugural event was held in March 2015 and was highly successful.

As with the 2015 inaugural event, the same six course degustation menu with matching premium wines will be featured. Three local chefs will prepare and present the food during the day and high quality entertainment will be included.

The objective of the event is to promote the Rockingham foreshore precinct as a destination for tourists and investors, and that Rockingham has abundant natural resources with many quality restaurants to enjoy.
Profit from the event will be redirected in the following ways:

- Committed funds made from the Raffle, Auction and Cocktail Bar turnover will be given to the Palm Beach Rotary Club to distribute to local charities
- All remaining funds will be distributed to RKCC to assist with its operations in promoting Rockingham and encouraging economic development in the area.

The City of Rockingham funded this event in 2015 as follows:

- 2015 – Rockingham Long Table Lunch on the Beach (Inaugural) – $12,000

Total project cost for the event in 2016 is $129,500. Income includes organisation’s cash contribution of $11,500; sponsorship $9,500; ticket sales $80,000 and in-kind income of $24,500. The Rockingham Kwinana Chamber of Commerce is seeking funding of $20,000 for up to three years towards the Long Table Lunch on the Beach for contribution towards the items of marquee $12,000; containers $5000; and security $3,000.

<table>
<thead>
<tr>
<th>Items Expenditure</th>
<th>Total Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marquee plus tents/set-up</td>
<td>26,500</td>
</tr>
<tr>
<td>Tables/chairs</td>
<td>2,500</td>
</tr>
<tr>
<td>Crockery/cutlery</td>
<td>3,000</td>
</tr>
<tr>
<td>Containers/setup/crane</td>
<td>8,000</td>
</tr>
<tr>
<td>Security</td>
<td>6,500</td>
</tr>
<tr>
<td>Food Beverage</td>
<td>10,500</td>
</tr>
<tr>
<td>Paid Wages</td>
<td>6,000</td>
</tr>
<tr>
<td>Administration/Ticketing</td>
<td>2,000</td>
</tr>
<tr>
<td>Power/AV</td>
<td>9,500</td>
</tr>
<tr>
<td>Promotion Destination WA</td>
<td>5,000</td>
</tr>
<tr>
<td>Entertainment/MC</td>
<td>7,000</td>
</tr>
<tr>
<td>Event Planner</td>
<td>11,500</td>
</tr>
<tr>
<td>Other – Charity Donation</td>
<td>7,000</td>
</tr>
<tr>
<td><strong>SUB TOTAL EXPENDITURE</strong></td>
<td><strong>105,000</strong></td>
</tr>
<tr>
<td>In-Kind</td>
<td>24,500</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURE</strong></td>
<td><strong>129,500</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Items Income</th>
<th>Total Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation Cash Contribution</td>
<td>11,500</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>9,500</td>
</tr>
<tr>
<td>Ticket Sales</td>
<td>80,000</td>
</tr>
<tr>
<td><strong>Requested Grant:</strong></td>
<td><strong>20,000</strong></td>
</tr>
<tr>
<td>Marquee $12,000</td>
<td></td>
</tr>
<tr>
<td>Containers $5,000</td>
<td></td>
</tr>
<tr>
<td>Security $3,000</td>
<td></td>
</tr>
<tr>
<td><strong>SUB TOTAL INCOME</strong></td>
<td><strong>121,000</strong></td>
</tr>
<tr>
<td>In-Kind</td>
<td>24,500</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td><strong>145,500</strong></td>
</tr>
</tbody>
</table>

The total anticipated profit for the Rockingham Kwinana Chamber of Commerce is $16,000 if the City funds $20,000 of the project as requested in the application.

**Officer Comment**

The Rockingham Kwinana Chamber of Commerce has requested funding of $20,000 for the Malibu Fresh Rockingham Long Table Lunch on the Beach for three year duration, for the following items:

- $12,000 Marquee
- $5,000 Containers
- $3,000 Security
The Inaugural Long Table Lunch was held in March 2015 with all 350 tickets being sold. The event showcased Rockingham’s successful restaurateurs, local food and wine, and the north facing beach. This event links with the Community Plan Aspiration of Tourism Lifestyle through Investment Attraction and closely aligns with the objectives of the Economic Development Strategy.

The RKCC event manages the local Business Breakfast on behalf of the City and is very capable and experienced event organiser.

The Long Table Lunch is a key driver in the promotion of the “north facing beach” concept which is a significant and under realised point of difference over other metropolitan local government coastal precincts. Promotion of this concept, the foreshore redevelopment and the emerging food and beverage precinct will be significant investment attractors for the development of a hotel and other tourism related enterprises.

An ongoing and well managed event with the attendance of high profile celebrities and media coverage should see a positive brand association develop between “Rockingham Beach, quality food and beverage outlets and an all-day beach visitation experience unaffected by the strong afternoon sea breeze.

Positive brand association for this precinct will assist in attracting investment and creating employment in tourism, retail and hospitality enterprises, a key element of the Economic Development Strategy.

As this is a high profile event for Rockingham and in recognition of the recommended funding contribution it is recommended that as a condition of funding the City of Rockingham is afforded high level recognition of its financial contribution and provides an opportunity for City of Rockingham Mayor to make a brief address at the event.

Amount Requested: $20,000 for three years

MAJOR GRANT

Rockingham Kwinana Chamber of Commerce - Rockingham Jetty Beach Party

Background

Please note: this application was submitted as a Major Event Sponsorship, requesting three years funding, however as it did not meet eligibility criteria for Major Event Sponsorship (past evidence of event), it has been assessed as a Major Grant.

The Rockingham Kwinana Chamber of Commerce is a peak industry body representing the interests of its members in the Rockingham and Kwinana business community. The organisation plays a significant role in the economic development of the Rockingham region using extensive local knowledge, resources and networking capabilities.

Details

The inaugural Rockingham Jetty Beach Party event is being held on 20 March 2016, the day after the Long Table Lunch. The event will be held on the Rockingham beachfront, in front of Latitude Thirty Two and Bettyblue Bistro restaurants.

The event will feature an afternoon of high quality entertainment on the beachfront. Guests will be seated underneath a large marquee and umbrellas on the beach, with food and beverage being available on site. The application indicated ‘up to 1000’ people would attend the event. The event is estimated to attract approximately 150 people to stay overnight in Rockingham.

The objective of the event is to promote the Rockingham beachfront precinct as a destination for tourists and investors, and to showcase Rockingham’s abundant natural resources with many quality restaurants to enjoy.

Total project costs $34,625 (entertainment, security, licences, beverage, cutlery, electricity/AV, maintenance/toilets, prizes, miscellaneous expenses, labour) with contribution of $31,600 (ticket sales, food/drink sales, raffle tickets), requesting $10,000 from the City to contribute towards entertainment and security.
Amount Requested: $10,000

Items funded: $6,000 Entertainment
Items not funded: $4,000 Security

This event links with the City of Rockingham Economic Development Strategy 2014-2017 and City of Rockingham Strategic Community Plan 2015-2025. Due to the lack of information or key details being unclear it has been difficult to assess this application. If key information had been provided in the application, assessment could result more favourably. The meeting minutes of Rockingham Kwinana Chamber of Commerce do not capture clear information about the Rockingham Jetty Beach Party event. The budget states $16,000 from ticket sales however there is no description in the application to advise the cost per ticket and what it entitles the buyer to. The assessing officer is unsure if the general community is able to attend with no stated ticket price. The application refers to the business community working together but it does not state which businesses will be involved.

**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 A:** 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:** Strong Community

   **Aspiration C:** Quality Leadership

b. **Policy**

   The Community Grants Program operates in line with the Community Grants Program Policy and the Governance and Meeting Framework Policy.

c. **Financial**

   If Council approves the three CGP Round Three applications, Major Event Sponsorship and Major Grants an amount of $57,453 will be utilised from the CGP budget which currently has a balance of $219,033 leaving a remaining balance of $161,580.

d. **Legal and Statutory**

   Nil

e. **Voting Requirements**

   Simple Majority

f. **Risk (High/Extreme)**

   Nil
Committee Recommendation

Moved Cr Smith, seconded Cr McManus:

That Council:

1. **APPOINTS** the following Councillors as Committee member deputies for the Community Grants Program Committee:

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>DEPUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Sammels</td>
<td>Cr Stewart</td>
</tr>
<tr>
<td>Cr Elliott</td>
<td>Cr Downham</td>
</tr>
<tr>
<td>Cr Liley</td>
<td>Cr Hamblin</td>
</tr>
<tr>
<td>Cr Smith</td>
<td>Cr Whitfield</td>
</tr>
</tbody>
</table>

   Carried – 5/0

Moved Cr Stewart, seconded Cr Smith:

2. That Council **APPROVES** the proposed changes to the Travel Subsidy wording and amounts in the Community Grants Program Policy to read:

   "Travel Subsidy Grants – A grant is available to individuals and teams who are authorised by their association’s governing body to participate in accredited interstate and international events/activities travelling outside of Western Australia, for the following amounts:

   * Interstate Travel Individual: $150
   * Interstate Travel Team: $300
   * International Travel Individual: $300
   * International Travel Team: $500'.

   Carried – 5/0

Moved Cr McManus, seconded Cr Smith:

3. That Council **APPROVES** the proposed change to the age requirements to the Youth Encouragement grant of the Community Grants Program Policy to read:

   ‘Youth Encouragement Grants – A grant of up to $500 is available to individuals between the ages of 12 and 24 to participate in programs and events that financial or personal circumstances would normally preclude them from.’

   Carried – 4/1
   (Cr Downham voted against)

Moved Cr Smith, seconded Cr McManus:

4. **APPROVES** the allocation of funds for Major Event Sponsorship and Major Grants under the 2015/2016 Community Grants Program (CGP) Round Three, subject to listed conditions.

<table>
<thead>
<tr>
<th>CGP Applicants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Rotary Club of Palm Beach Western Australia Inc.</td>
<td>Up to three years</td>
<td>For one year</td>
</tr>
<tr>
<td>Rotary Beachside Festival</td>
<td>20,000</td>
<td>18,853</td>
</tr>
</tbody>
</table>

   **Condition:** The Rotary Club of Palm Beach WA Inc. is to provide an opportunity for the City of Rockingham Mayor to speak at the event.
<table>
<thead>
<tr>
<th>CGP Applicants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors Recreation Council of WA Rockingham Branch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rockingham Have a Go Day</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Rockingham District Historical Society Inc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operation of the Rockingham Museum</td>
<td>8,000</td>
<td>7,600</td>
</tr>
<tr>
<td>Rockingham Kwinana Chamber of Commerce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Malibu Fresh Rockingham Long Lunch on the Beach</td>
<td>Up to three years</td>
<td>Three Years 20,000</td>
</tr>
<tr>
<td>(refer comments Officer Recommendation amended)</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>Condition: The Rockingham Kwinana Chamber of Commerce is to provide an opportunity for the City of Rockingham Mayor to speak at the event.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rockingham Kwinana Chamber of Commerce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rockingham Jetty Beach Party</td>
<td>Up to three years</td>
<td>6,000</td>
</tr>
<tr>
<td></td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td>73,000</td>
<td>57,453</td>
</tr>
</tbody>
</table>

5. **REJECTS** the allocation of funds for Major Event Sponsorship and Major Grants under the 2015/2016 Community Grants Program (CGP) Round Three.

<table>
<thead>
<tr>
<th>CGP Applicants</th>
<th>Amount Requested ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warnbro Sound Scout Group</td>
<td>10,000</td>
<td>0</td>
</tr>
<tr>
<td>Redevelop Outer Scout Hall</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Committee Voting – 3/2
(Crs Stewart and Downham 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
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 15 MARCH 2016

13. Reports of Councillors

Nil

14. Addendum Agenda

Nil

15. Motions of which Previous Notice has been given

General Management Services

General Management Services

Investment Attraction

Reference No & Subject:

GMS-004/16 Notice of Motion – Small Business Owners

GOV/7

Cr Matthew Whitfield

Mr John Pearson, Director Corporate Services

16 February 2016

Executive

Site:

Lot Area:

Attachments:

Maps/Diagrams:

Purpose of Report

To provide officer comment and advice on Cr Whitfield’s notice of motion.

Background

Key Recommendation 1 of this strategy states:
The City's major economic development focus and priority resource allocation should be directed towards projects and activities that:

- Are unique and attractive to prospective investors
- Come under the control, management and influence of the local government
- Fall within the capabilities and expertise of the City as a corporation to deliver and succeed
- Provide increased revenue streams for the City as a corporation
- Benefit the community at large
- Will facilitate measurable new investment realistically linked to those projects and activities.

Details

Cr Whitfield has moved the following motion:

That Council:
1. **ACKNOWLEDGES** the importance of business owners, operators and entrepreneurs within the City of Rockingham.
2. **DIRECTS** the Chief Executive Officer to investigate further options that could potentially assist small businesses within the City of Rockingham and prepare a report to Council.

Implications to Consider

a. **Consultation with the Community**
   Nil

b. **Consultation with Government Agencies**
   Nil

c. **Strategic**
   The City of Rockingham Strategic Community Plan 2015-2025 provides no synergy with the intent of Cr Whitfield’s motion. The focus of the Community Plan is strategically placed on Investment Attraction and the Economic Development Strategy 2014-2017 aligns with this requirement.

   Successful small business is identified in this strategy as being achieved by having a strong and viable Rockingham Kwinana Chamber of Commerce Inc and Business Foundations Inc, particularly related to outsourcing opportunities, discreet project grant funding provided by the Community Grants Scheme, and relationship building between these organisations.

d. **Policy**
   Nil

e. **Financial**
   Nil

f. **Legal and Statutory**
   Nil

g. **Risk (High/Extreme)**
   Nil
Cr Whitfield’s motion requires the CEO to allocate resources towards investigating options that could assist small business in the City of Rockingham. This motion must therefore be considered against the requirements of the Economic Development Strategy 2014-2017.

This strategy states:

“Prevailing global, national and state economic environments are the principal contributors to employment growth (or decline) and major investment decisions by both the public and private sector. It follows that there is little that an individual local government can do to influence the economic environment. The local government may, however, be able to capitalise on prevailing economic conditions, by way of utilising regional comparative advantages and its own organisational core competencies.”

The Economic Development Strategy 2014-2017 endeavours to take a realistic and focused approach as to what a local government can reasonably do to capitalise upon prevailing economic conditions using the principles of comparative advantage and organisational core competency. This decision was based on sound academic research.

In simple terms the strategy deliberately focuses and capitalises on activities that:

- Are unique and attractive to prospective investors
- Come under the control, management and influence of the local government
- Fall within the capabilities and expertise of the organisation to deliver and succeed; and
- Will facilitate measurable new investment realistically linked to that initiative

The plan deliberately focuses the City support for small business through the Rockingham Kwinana Chamber of Commerce Inc and ensuring it has a strong revenue and a solid working relationship with Tourism Rockingham. It also places focus on Business Foundations Inc which occupies the Crompton Road facility which the City provides and maintains.

Acknowledgement of business owners, operators and entrepreneurs within the City of Rockingham has occurred with the adoption of the Economic Development Strategy 2014-2017 and the resources the City provides within this strategy.

Should Council wish to change their policy approach to economic development as provided for in the current strategy then a thorough review should be undertaken in the context of existing resource allocation towards the “investment attraction” philosophy and either a reduction in resource allocation and activity in this area or more resource allocation for more generalist economic development activities. This review should be undertaken in 2017/2018 when the existing strategy retires.

Voting Requirements

Simple Majority

Officer Recommendation

That Council CONSIDER the issue of small business support as part of the review of the City of Rockingham Economic Development Strategy due in 2017/2018.

Motion from Cr Whitfield

That Council:

1. ACKNOWLEDGES the importance of business owners, operators and entrepreneurs within the City of Rockingham.

2. DIRECTS the Chief Executive Officer to investigate further options that could potentially assist small businesses within the City of Rockingham and prepare a report to Council.
### Committee Recommendation

**Moved Cr Downham, seconded Cr Smith:**

That Council:

1. **ACKNOWLEDGES** the importance of business owners, operators and entrepreneurs within the City of Rockingham.
2. **DIRECTS** the Chief Executive Officer to investigate further options that could potentially assist small businesses within the City of Rockingham and prepare a report to Council.

Motion Lost – 2/3

(Crs McManus, Stewart and Liley voted against)

**Moved Cr McManus, seconded Cr Stewart:**

That Council **CONSIDER** the issue of small business support as part of the review of the City of Rockingham Economic Development Strategy due in 2017/2018.

Committee Voting – 4/1

(Cr Downham 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
### General Management Services
Investment Attraction

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-005/16 Notice of Motion – Establishment of Rockingham Strategic Employment Advisory Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td></td>
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<tr>
<td>Risk Register No:</td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Cr Matthew Whitfield</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr John Pearson, Director Corporate Services</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>16 February 2016</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
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<tr>
<td>Site:</td>
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<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

### Purpose of Report

To provide officer comment and advice on Cr Whitfield’s notice of motion.

### Background


Key Recommendation 1 of this strategy states:

The City’s major economic development focus and priority resource allocation should be directed towards projects and activities that:

- Are unique and attractive to prospective investors
- Come under the control, management and influence of the local government
- Fall within the capabilities and expertise of the City as a corporation to deliver and succeed
- Provide increased revenue streams for the City as a corporation
- Benefit the community at large
• Will facilitate measurable new investment realistically linked to those projects and activities.

Details

Cr Whitfield has moved the following motion:
That Council:
1. SUPPORTS the establishment of the Rockingham Strategic Employment Advisory Committee with the Terms of Reference of ‘To advise Council on measures and strategies to maximise and promote employment opportunities in the City of Rockingham.’
2. DIRECTS the Chief Executive Officer to prepare a report for consideration at the April 2016 Council Meeting containing recommendations on the appropriate membership composition and executive support for the proposed Rockingham Strategic Employment Advisory Committee.

Implications to Consider

a. Consultation with the Community
   Nil
b. Consultation with Government Agencies
   Nil
c. Strategic
   The City of Rockingham Strategic Community Plan 2015-2025 provides no synergy with the intent of Cr Whitfield’s motion. The focus of the Community Plan is strategically placed on Investment Attraction, and the Economic Development Strategy 2014-2017 aligns with this requirement.
   Successful small business is identified in this strategy as being achieved by having a strong and viable Rockingham Kwinana Chamber of Commerce Inc and Business Foundations Inc particularly related to outsourcing opportunities, discreet project grant funding provided by the Community Grants Scheme, and relationship building between these organisations.
d. Policy
   The Governance and Meeting Framework Policy provides guidance in respect to the establishment and management of Advisory Committees.
e. Financial
   The establishment of an Advisory Committee will require resourcing of officer time for executive support. This may require additional staffing or a re-allocation of project priorities for existing officers.
f. Legal and Statutory
   Section 5.8 to 5.10 of the Local Government Act 1995 refers to the legislative requirement to establish a committee and appoint members to a committee.
g. Risk (High/Extreme)
   Nil

Comments

Cr Whitfield’s motion requests support towards the establishment of an employment advisory committee with the terms of reference to advise Council on measures and strategies to maximise and promote employment opportunities in the City of Rockingham. It also directs the Chief Executive Officer to allocate resources to prepare a report for consideration on appropriate membership, composition and executive support. This motion must therefore be considered against the requirements of the Economic Development Strategy 2014-2017.
This strategy states:

“Prevailing global, national and state economic environments are the principal contributors to employment growth (or decline) and major investment decisions by both the public and private sector. It follows that there is little that an individual local government can do to influence the economic environment. The local government may, however, be able to capitalise on prevailing economic conditions, by way of utilising regional comparative advantages and its own organisational core competencies.”

The Economic Development Strategy 2014-2017 endeavours to take a realistic and focused approach towards what a local government can reasonably do to capitalise upon prevailing economic conditions using the principles of comparative advantage and organisational core competency. This decision was based on sound academic research.

In simple terms the strategy deliberately focuses and capitalises on activities that:

- Are unique and attractive to prospective investors
- Come under the control, management and influence of the local government
- Fall within the capabilities and expertise of the organisation to deliver and succeed; and
- Will facilitate measurable new investment realistically linked to that initiative.

Based on the Economic Development Strategy 2014-2017, the City of Rockingham is focusing on investment attraction activities that are tangible and measureable. A local government has limited ability to maximise and promote employment opportunities and the purpose of this committee works in conflict with the intent of the Economic Development Strategy 2014-2017.

Should Council wish to change their policy approach to economic development as provided for in the current strategy then a thorough review should be undertaken in the context of existing resource allocation towards the “investment attraction” philosophy and either a reduction in resource allocation and activity in this area or more resource allocation for more generalist economic development activities. This review should be undertaken in 2017/2018 when the existing strategy retires.

Voting Requirements

Simple Majority

Officer Recommendation

That Council CONSIDER the issue of strategic employment promotion as part of the review of the City of Rockingham Economic Development Strategy due in 2017/2018.

Motion from Cr Whitfield

That Council:

1. SUPPORTS the establishment of the Rockingham Strategic Employment Advisory Committee with the Terms of Reference of ‘To advise Council on measures and strategies to maximise and promote employment opportunities in the City of Rockingham.’

2. DIRECTS the Chief Executive Officer to prepare a report for consideration at the April 2016 Council Meeting containing recommendations on the appropriate membership composition and executive support for the proposed Rockingham Strategic Employment Advisory Committee.
Committee Recommendation

Moved Cr Downham, seconded Cr Stewart:

That Council:

1. **SUPPORTS** the establishment of the Rockingham Strategic Employment Advisory Committee with the Terms of Reference of 'To advise Council on measures and strategies to maximise and promote employment opportunities in the City of Rockingham.'

2. **DIRECTS** the Chief Executive Officer to prepare a report for consideration at the April 2016 Council Meeting containing recommendations on the appropriate membership composition and executive support for the proposed Rockingham Strategic Employment Advisory Committee.

   Motion Lost – 1/4

   (Crs McManus, Stewart, Smith and Liley voted against)

Moved Cr Stewart, seconded Cr Smith:

That Council **CONSIDER** the issue of strategic employment promotion as part of the review of the City of Rockingham Economic Development Strategy due in 2017/2018.

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

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-006/16 Notice of Motion – Council Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GOV/7</td>
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<tr>
<td>Risk Register No:</td>
<td></td>
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<tr>
<td>Proponent/s:</td>
<td>Cr Matthew Whitfield</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Peter Varris, Manager Governance and Councillor Support</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>16 February 2016</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>25 August 2015 (GMS-011/15)</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>
<td></td>
</tr>
</tbody>
</table>

### Purpose of Report

To provide a response and officer comment of Cr Whitfield’s notice of motion presented at the 27 January 2016 Council meeting.

### Background

Cr Whitfield submitted the following notice of motion at the 27 January 2016 Council meeting for consideration at the 23 February 2016 meeting:

> “That Council **DIRECTS** the CEO to ensure that more comprehensive minutes of Council Meetings are made available to the Public to include either edited transcripts of debates or full transcripts.”

At the 28 July 2015 Council meeting Cr Whitfield submitted a notice of motion which in part proposed that Council direct the Chief Executive Officer to implement the video recording of standing committee and Council meetings and make these available on the City website.

Cr Whitfield subsequently withdrew this part of the notice of motion at the 18 August 2015 Corporate and Community Development Committee given the advice contained in the officer report on the matter.

An excerpt of the advice from the officer report is noted as follows:

> “A survey was sent to all the Perth metropolitan local governments on 1 July 2015 to determine which local governments currently rotate Council meetings and if they audio or
video record Council meetings. Of the 24 local governments that responded two local
governments video record their Council meetings, committee meetings and agenda briefings in the Perth metropolitan area.

The City of Fremantle video record their Council and committee meetings and are accessible to the public through written request. The City of Vincent video record their Council meetings and agenda briefing sessions and are accessible to the public through written request and payment of a fee.

Six local governments in the metropolitan area audio record committee or agenda briefings and 13 local governments audio record Council meetings. Of these, the Shire of Mundaring, Town of Victoria Park and City of Joondalup are the only local governments that make the Council meetings audio recordings available on their website. The City of Joondalup also live streams their audio recording of Council meetings.

The officer report further noted that an upgrade to the Council Chamber and Boardroom to accommodate video recording was estimated at approximately $60,000. The officer recommendation was not to support the video or audio recording of Council and committee meetings.

Details

The only reliable method of providing edited or full transcripts of debates of Council meetings is through video or audio recording, or the employment of a professional ‘Hansard’ reporter.

In a recent article titled “Proposed recording and live streaming of local government council and committee meetings” (http://www.mcleods.com.au/news/local-government-updates/proposed-recording-and-live-streaming-local-government-council) the issue of recording of council meetings and the implications for local governments to consider in undertaking such a course are examined.

The article explains the three branches of the Westminster system of government being Parliament, Executive and the Courts and Tribunals, and provides context of local government within that system. While it is explained that the three branches of government are intended in principle to function separately, they are also administered separately.

A Council of a local government may perform in any given meeting the role of all three branches of government – making and amending laws (local laws and planning schemes); performing executive functions for its district as a State Government Cabinet does for the State; and making quasi-judicial decisions, such as determining applications for planning approval and as a consequence, expected to act like a Court or Tribunal.

Council and Councillors perform these roles without the protection that exists for their State counterparts. Cabinet meetings are neither open to the public, nor streamed online; Judges and tribunal members are not required to conduct their deliberations in public nor provide a transcript of their confidential deliberations; and while Parliament is recorded through Hansard and televised, Parliamentarians are protected from defamation action by absolute privilege, a position not held by local government elected members.

The article identifies a number of potential consequences of recording or live streaming Council meetings which include -

• A reluctance from Councillors to outline detailed reasoning and thinking and such discussion goes "underground";

• The increased scrutiny of may become a disincentive to persons to seek election to the office of Councillor, undermining community participation in local government;

• Members of the public being recorded at public question time and during deputations and the local government being liable in defamation for re-publication of defamatory, insulting or malicious remarks and comments;

• The technical challenges of identifying speakers on audio recordings and the potential cost to the local government to edit recordings to guard against defamatory or hurtful comments;

• The threat of Court action by a wealthy, powerful or vexatious complainant; and
• Any member of the public interested in an issue being considered by Council can and generally will attend the meeting, whereas the recording or live streaming of proceedings may be used by people more interested in targeting Councillors whose views they wish to criticise.

### Implications to Consider

#### a. Consultation with the Community
There has been no consultation with the community on the recording of Council or committee meetings or the content of the minutes.

#### b. Consultation with Government Agencies
There has been no consultation with Government Agencies in respect to this matter.

#### 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.

**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
There is no Council policy in relation to the recording or content of Council and committee minutes.

#### e. Financial
To appropriately audio record Council meeting proceedings will require an upgrade of the Council Chambers microphone system to integrate an audio recording arrangement. This would require some consideration to include the facility for public question time to capture questions and responses.

Consideration will also need to be given to officer time in transcribing and editing the recordings and subsequent publication in a form suitable for public consumption. Additional staffing would be required. Training would be required to provide officers sufficient knowledge to determine what debate and comments should be retained in the record and what should be excluded. Alternatively the transcription of audio recordings may be undertaken by a professional transcription service. Notwithstanding this, processes would need to be implemented to verify transcriptions and the format for public access.

Given the estimated cost of $60,000 to upgrade the Chambers and Boardroom to accommodate video recording of Council and committee meetings, it could reasonably be anticipated that the cost for incorporating audio recording in the Chamber will be in the vicinity of $15,000.

Employment of a suitably skilled and qualified Hansard reporter would potentially cost the City $100,000pa.

#### f. Legal and Statutory
Regulation 11 of the Local Government (Administration) Regulations 1996 states that the contents of minutes of a meeting of a Council or a committee is to include –
(a) the names of the members present at the meeting; and
(b) where a member enters or leaves the meeting during the course of the meeting, the
time of entry or departure, as the case requires, in the chronological sequence of
the business of the meeting; and
(c) details of each motion moved at the meeting, the mover and the outcome of the
motion; and
(d) details of each decision made at the meeting; and
(da) written reasons for each decision made at the meeting that is significantly different
from the relevant written recommendation of a committee or an employee as
defined in section 5.70 (but not a decision to only note the matter or to return the
recommendation for further consideration); and
(e) a summary of each question raised by members of the public at the meeting and a
summary of the response to the question; and
(f) in relation to each disclosure made under section 5.65 or 5.70 in relation to the
meeting, where the extent of the interest has also been disclosed, the extent of the
interest.

The City of Rockingham Standing Orders Local Law 2001 refers to the issue of recording of
meeting proceedings in the following clauses –

8.5 Recording of Proceedings
(1) No person is to use any electronic, visual or vocal recording device or instrument to
record the proceedings of the Council or a committee without the written permission of the
Council.
(2) Subclause (1) does not apply if the record is taken by or at the direction of the CEO, with
the permission of the Council or committee.

8.4 Adverse Reflection
(2) No member of the Council or committee is to use offensive or objectionable expressions
in reference to any member, employee of the Council, or any other person.
Penalty $1,000
(3) If a member of the Council or committee specifically requests, immediately after their
use, that any particular words used by a member be recorded in the minutes, the person
presiding is to cause the words used to be taken down and read to the meeting for
verification and then to be recorded in the minutes.

g. Risk (High/Extreme)
In the article, a number of potential risks are identified in respect to the audio and video
recording of minutes. Given the increasing adversarial nature of public involvement in
controversial issues, there is a high risk of potential litigation of the City for re-publication of
defamatory comments made or of Councillors making potentially defamatory comments.
This may result in a reluctance to have robust debate of matters requiring a decision.

Comments
To the knowledge of the author there has not been any public request received by the City in the
past four years for a transcript of debate on the matters considered by Council. With the exception
of Cr Whitfield’s notices of motion, there have been no requests from Councillors for transcripts of
debate in that period.

The Local Government Act 1995 and regulations determine the content of Council and committee
minutes. There is no requirement for debate to be recorded or for the verbatim recording of the
proceedings of the meetings.
This does not preclude Councillors from capturing any adverse reflections expressed during meeting proceedings by the exercise of clause 8.4(3) of the Standing Orders Local Law, and have the comments taken down, verified and recorded in the minutes. This adequately deals with adverse reflection issues in the current minute recording environment.

There is clearly little public benefit to be gained from the publication of full or partial transcripts of debate particularly when assessed against the costs and risks that will arise as a consequence. In summary, the provision of full or edited transcripts of debates for public access is not supported for the following reasons –

1) The cost of providing transcripts is prohibitive in respect to upgrade of meeting room technology and/or staffing resources to record, edit and prepare;
2) The current systems and processes relating to minute taking and recording are compliant to legislative requirements;
3) There has been no public demand for transcripts of debate or meeting proceedings;
4) There can be technical challenges in appropriately identifying speakers in recordings;
5) There is an existing process within the Standing Orders to adequately capture any adverse reflections made at Council (or committee) meetings;
6) Members of the public will generally attend a Council or committee meeting in which they have a specific interest in a matter being considered and this is both desirable and appropriate;
7) Potential new issues arising should recording and public access be implemented are –
   a) Inhibiting the robustness of debate from Councillors and such debate being undertaken in less public forums;
   b) Recording of debate and other involvement in meeting proceedings being a disincentive to candidature for Council elections;
   c) The possibility of exposing the City and Councillors to litigation for defamation or unintentionally re-publishing defamatory material; and
   d) The transcripts of recordings becoming ‘fuel’ for vexatious / unproductive public debate.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **ENDORSES** the current systems and processes relating to minute taking and recording for Council and committee minutes.

**Notice of Motion – Cr Whitfield**

That Council **DIRECTS** the CEO to ensure that more comprehensive minutes of Council Meetings are made available to the Public to include either edited transcripts of debates or full transcripts.

**Committee Recommendation**

Moved Cr Downham, seconded Cr Stewart:

That Council **DIRECTS** the CEO to ensure that more comprehensive minutes of Council Meetings are made available to the Public to include either edited transcripts of debates or full transcripts.

Motion Lost – 1/4

(Crs McManus, Stewart, Smith and Liley voted against)
Moved Cr McManus, seconded Cr Smith:

That Council **ENDORSES** the current systems and processes relating to minute taking and recording for Council and committee minutes.

Committee Voting – 4/1

(Cr Downham 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
Cr McManus, having earlier declared a Proximity Interest in Item GMS-007/16, departed the meeting.

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**General Management Services**  
**CEO Directorate**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-007/16 Notice of Motion – Re-Affirms Support Mangles Bay Marina</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GOV/7</td>
</tr>
<tr>
<td>Risk Register No:</td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Cr Matthew Whitfield</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr John Pearson, Director Corporate Services</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>February 2006 (PD1/2/06), June 2007 (CES230/6/07), April 2009 (PD59/4/09), May 2012 (SPE8/12), June 2012 (GM-004/12) October 2015 (PDS-075/15)</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Advocacy</td>
</tr>
<tr>
<td>Site:</td>
<td>Approximately 75 hectares of land being a portion of Reserve 27853 bordered by Mangles Bay to the north and Safety Bay Road and Hymus Street to the east.</td>
</tr>
<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
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</tbody>
</table>

**Purpose of Report**

To provide officer comment and advice on Cr Whitfield’s notice of motion.

**Background**

Proposals for alternative uses for Mangles Bay and the adjacent land have been developed and considered for over 40 years.

The following timeline indicates the proposals, investigations and progress to date with the current project:

- 1971: The Fremantle Port Authority adopted a plan for the development of a container port in Mangles Bay.
- 1975: The Metropolitan Region Scheme was amended to provide for connection of the site to the regional road and rail network.
• 1982: A Cabinet Sub-Committee and Departmental Technical Committee was established to review the Mangles Bay site and compare it with other sites.

• 1984: The proposed container port facility for the area was rejected on the basis that Catherine Point and North Mole would be more suitable and cheaper alternative sites for a port.

• 1985: The John Holland Group put forward a proposal for a small marina built out into Mangles Bay, which was found to be environmentally acceptable. The proposal was never pursued due to the downturn in the real estate market.

• 1992: The Department of Marine and Harbours proposed a 500 pen marine-based marina built out into Mangles Bay close to the Garden Island causeway. The proposal was formally assessed by the Environmental Protection Authority (EPA) at the level of a Public Environmental Review (PER). The subsequent EPA report and recommendations, Bulletin 693, recommended against the proposal primarily due to seagrass loss. At this time, seagrass rehabilitation was not considered possible.

• 1998: Following a request by Cabinet in May 1997, the Mangles Bay Boat Harbour Steering Committee developed a concept plan for the development of an inland marina in Mangles Bay. The concept plan was never formally assessed but advice from the EPA indicated that the proposal would not be acceptable due to seagrass loss. Rehabilitation of seagrass was not considered reliable at the time.

• 2005: The Cape Peron Tourist Precinct Steering Committee commenced a feasibility study to consider the possible redevelopment of the Mangles Bay area of Cape Peron to include a marina facility.

• May 2005: Minister for the Environment initiates a Strategic Environmental Review process (SER) process to assess the Development Concept Plan.

• October 2006: EPA releases Bulletin 1237 under Section 16E of the Environmental Protection Act. EPA notes Option 2.4 was not considered to be inherently environmentally unacceptable, but significant further investigation and possible project modification would be required to demonstrate that the project could be environmentally acceptable.

• July 2007: Minister for Planning and Infrastructure advises the City that any further Government action on the Cape Peron Tourist Precinct project would be deferred until the feasibility of the privately funded Wanliss Street Marina Project was resolved.

• October 2008: Change in Government; Phil Edman, MLC appointed Chairman of the Rockingham and Kwinana Taskforce. Marina Project funding reviewed.

• September 2009: State Government announces it would take the project to Phase 2 studies.

• April 2010: State Government announces Cedar Woods Properties Ltd as Joint Venture Partner with LandCorp to progress the project through the statutory approvals process.

• June 2010: LandCorp formally advises City that the role of Cedar Woods will be to progress the Phase 2 statutory planning and environmental approval process.

• February 2012: PER released for 10 week comment period.

• April 2012: Public comment period closes.

• May 2012: Council endorses the City’s submission to the EPA on the Mangles Bay Marina-based Tourist Precinct.

• June 2014: Statement that a Proposal May Be Implemented (Pursuant to the Provisions of the Environmental Protection Act 1986) – Statement No. 974 – (State Environmental Approval was granted for Mangles Bay Marina Tourist Precinct subject to conditions).

• October 2014: Approved Action under the Environment Protection and Biodiversity Conservation Act 1999 – EPBC 2010/5659 (Commonwealth Environmental Approval was granted for Mangles Bay Marina Tourist Precinct subject to conditions).
April 2015: DRAFT Local Structure Plan received by the City (note any determination on the Local Structure Plan cannot be determined until MRS Amendment and Town Planning Scheme has been finalised).

August 2015: Proposal to amend the Metropolitan Region Scheme (MRS) 1280/41 released for public comment

October 2015 Council endorses the City’s submission to the Western Australian Planning Commission (WAPC) on Proposal to amend the Metropolitan Region Scheme (MRS) 1280/41.

November 2015: Public comment period closes

In February 2006, Council resolved as follows:

"Moved Cr R Smith seconded Cr A Prince that Council take the following action:

“That based on the environmental, planning and financial investigations carried out to date for the Cape Peron Tourist Precinct Feasibility Study, that the City of Rockingham support Option 2.4 (Variation 2), as the basis for proceeding with the further detailed environmental and planning investigations and community consultation, should the project receive State Government approval for Stage 2.”

In June 2007, Council resolved as follows:-

"Moved Cr B Warner seconded Cr A Prince that Council take the following action:

1. Receive the Minutes of the Boating Advisory Committee of the 23rd May 2007 for information and Council endorse the actions relating to items arising from the Minutes.

2. Authorise the Chief Executive Officer to write to Hon Mark McGowan MLA seeking his support by pursuing the State Government to further progress the Mangles Bay Marina Project to the next stage."

In June 2012, Council Resolved as follows:-

Moved Cr Hill, seconded Cr Dunkling:

That Council SUPPORT the concept of a marina based tourist precinct development known as the ‘Mangles Bay Marina’, to be constructed inland of the current Mangles Bay shoreline, immediately east of the Garden Island Causeway of a size and scale as proposed in the Public Environmental Review document (Strategen Feb 2012) considered by Council at its ordinary Meeting on the 22 May 2012, subject to the following:

- Environmental Approval from Environmental Protection Authority.
- Metropolitan Region Scheme Amendment approval from Western Australian Planning Commission.
- Town Planning Scheme Amendment and Local Structure Plan approvals from the Western Australian Planning Commission and the City of Rockingham.
- The Mangles Bay Fishing Club and Cruising Yacht Club of WA being satisfactorily accommodated within the confines of the project.
- Traffic impact and management issues being resolved, including appropriate transport corridors to satisfactorily accommodate traffic traveling between the Garden Island Causeway and Safety Bay Road.

Councillors received a briefing on the proposal from representatives of Cedar Woods, the joint venture developers on 13 December 2011.

Councillors also received a briefing on 3 April 2012 from representatives of Preserve Point Peron Inc. that proposed an alternative development of the subject land based upon a low impact community-based recreation and short stay residential concept.
Details

The MRS amendment process is currently underway and is expected to be determined by the WAPC in late 2016 or early 2017. Irrespective of the City’s response to the MRS amendment the WAPC makes the final determination. Should the MRS amendment be approved, the Town Planning Scheme Amendment would follow. The Local Structure Plan cannot be approved until the MRS and Town Planning Scheme have been amended.

The proposal is for a tourist based inland marina development comprising a single entry marina comprising up to 500 pens and moorings and a surrounding land development comprising tourism accommodation, commercial, public open space and residential land uses. The key project construction characteristics of the proposal, as derived from information prepared by the marina proponent, are as follows:

<table>
<thead>
<tr>
<th>Proposal Detail</th>
<th>Characteristics</th>
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<tbody>
<tr>
<td>Main activities</td>
<td>Construction activities to include clearing, wet excavation of the marina and dredging of the access channel. Operational activities include marina operation and maintenance dredging.</td>
</tr>
<tr>
<td>Proposal area</td>
<td>Proposal area up to 77 ha Total land development area up to 49 ha Total vegetation clearing up to 40 ha Total marine disturbance (below current high watermark) to 6 ha</td>
</tr>
<tr>
<td>Marina</td>
<td>Total water area of marina up to 12 ha Deepest depth in marina up to -4.0 m AHD, shallowest -2.7 m AHD Excavation for marina up to 800,000 m³ (Volume of material below 0.0m AHD is 364,000m³)</td>
</tr>
<tr>
<td>Channel construction</td>
<td>Total channel length up to 550 m Total channel navigable width up to 30 m, including batters the channel has a width of 55 m Total channel area up to 3.4 ha (includes the footprint of 1:5 batters) Total channel depth up to -4.0 m AHD Total channel dredging of up to 50,000 m³ of spoil Dredged spoil material will be piped to the Proposal area, where it will be settled, the water infiltrated and solid material treated and disposed of off-site</td>
</tr>
<tr>
<td>Reclamation</td>
<td>Total reclamation area up to 1.36 ha Total breakwater length up to 290 m Total breakwater width up to 40 m includes breakwater batters of 1:5 Total breakwater area up to 1.1 ha</td>
</tr>
<tr>
<td>Area west of Garden Island causeway</td>
<td>Improvement works potentially including an upgrade to the car park, boat ramp and jetty platforms</td>
</tr>
<tr>
<td>Seagrass loss</td>
<td>Total seagrass removal up to 5.36 ha (includes breakwaters, reclamation areas, channel and batters) Total indirect loss of seagrass up to 0.3 ha (due to halo effects around infrastructure of approximately 15 m). Total marine footprint up to 5.66 ha</td>
</tr>
<tr>
<td>Water Corporation asset (considered part of ‘service corridor’)</td>
<td>Length of pipeline up to 1.6 km Width of the service corridor up to 45 m (includes batters, provision for a dual road and Water Corporation infrastructure) Pump station area to be cleared up to 0.2 ha</td>
</tr>
<tr>
<td>Department of Defence</td>
<td>Provision of a dual-lane road as part of the service corridor to accommodate traffic to Garden Island</td>
</tr>
<tr>
<td>Outfall</td>
<td>Relocation of Mangles Bay stormwater ocean outfall pipe to Hymus Street</td>
</tr>
</tbody>
</table>
1. Mangles Bay Marina – Proposed Conceptual Layout (sourced from the Public Environmental Review Document)

Existing land uses for the development site include RSL Clubrooms (to be retained), Perth RSL Caravan Park and two boating clubs, the Mangles Bay Fishing Club and Cruising Yacht Club of WA.

Implications to Consider

a. Consultation with the Community

The MRS Amendment process was open for public comment from 11 August 2015 to 13 November 2015. The City of Rockingham submission was adopted by Council at the October Ordinary Council Meeting. Members of the public and other agencies were also able to provide comment during this period. In addition, should the MRS be amended, the local Town Planning Scheme Amendment process has a statutory public comment period of 42 days, and the Local Structure Plan is usually advertised for 28 days.

b. Consultation with Government Agencies

The MRS Amendment process gives carriage to significant consultation with all relevant government departments. The City is also required to consult with State Government agencies as part of the Town Planning Scheme Amendment and Local Structure Plan processes.

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 A:** Coastal Facilities

**Strategic Objective:** A range of quality and contemporary leisure tourism facilities included a “major brand” hotel, marinas, boat ramps, jetties, boardwalks and foreshore parks that contribute to the City’s reputation as the premier metropolitan coastal tourism destination.
d. **Policy**

In June 2012, Council resolved as follows:

**Moved Cr Hill, seconded Cr Dunkling:**

*That Council SUPPORT the concept of a marina based tourist precinct development known as the ‘Mangles Bay Marina’, to be constructed inland of the current Mangles Bay shoreline, immediately east of the Garden Island Causeway of a size and scale as proposed in the Public Environmental Review document (Strategen Feb 2012) considered by Council at its ordinary Meeting on the 22 May 2012, subject to the following:*

- Environmental Approval from Environmental Protection Authority.
- Metropolitan Region Scheme Amendment approval from Western Australian Planning Commission.
- Town Planning Scheme Amendment and Local Structure Plan approvals from the Western Australian Planning Commission and the City of Rockingham.
- The Mangles Bay Fishing Club and Cruising Yacht Club of WA being satisfactorily accommodated within the confines of the project.
- Traffic impact and management issues being resolved, including appropriate transport corridors to satisfactorily accommodate traffic traveling between the Garden Island Causeway and Safety Bay Road.

This policy position remains should the motion as moved by Cr Whitfield not be carried.


e. **Financial**

Nil

f. **Legal and Statutory**

At this stage (and until the land is appropriately zoned in the MRS and Town Planning Scheme), the City has no jurisdiction over the subject land, nor the project that is proposed. Any decision to reaffirm support is purely symbolic and would carry no legal standing. If Cr Whitfield’s motion to reaffirm support for the project was lost, the resolution of the Council from 2012 (GM-004/12) still remains.

*It is important to emphasise that this decision, whether positive or negative, must have absolutely no bearing on future planning decisions which must be based on the application of established policies and strategies and sound and orderly planning principles.*


g. **Risk (High/Extreme)**

Nil

**Comments**

The City formed an advocacy position to support the concept of a marina based tourist precinct in June 2012. There is no need to re-affirm this position and should the motion be lost the position to support the marina based tourist precinct remains. Since this time the role of the Council has transitioned into one of a tribunal function (i.e. the City of Rockingham is the relevant local government having statutory planning authority and performing tribunal functions). In essence this occurred with receipt of the Draft Local Structure Plan and the release of the MRS amendment for public comment in 2015.

As previously stated, when Council performs its statutory planning authority role it is important that these decisions are based on the application of established policies and strategies and sound and orderly planning principles. The planning matters related to the Mangles Bay are highly technical and very complex. The nature of the motion as proposed by Cr Whitfield transitions the Council back into an advocacy role. Whilst this is not unlawful, it is not considered good practice.
Given the complex planning matters that have already been adopted by Council and will continue to be considered in a tribunal context, and that an advocacy position has already been formed to which the motion as proposed by Cr Whitfield makes no material change, the motion as moved by Cr Whitfield is not supported.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

No further consideration or deliberation be made on Cr Whitfield’s Notice of Motion.

**Motion from Cr Whitfield**

That Council *RE-AFFIRMS* its support for the concept of a marina based tourist precinct, of a size and scale consistent with the current ‘Mangles Bay Marina’ proposal subject to the following:

1. Approval of the Metropolitan Region Scheme Amendment;
2. Approval of the Town Planning Scheme Amendment and Local Structure Plan;
3. The Mangles Bay Fishing Club and Cruising Yacht Club of WA being satisfactorily accommodated within the confines of the project;
4. Traffic impact and management issues being resolved, including appropriate transport corridors to satisfactorily accommodate traffic travelling between the Garden Island Causeway and Safety Bay Road; and
5. Resolution being reached on the waterways management, in accordance with WAPC Development Control Policy 1.8 – Canal Estates and Artificial Waterways Development.

**Committee Recommendation**

No Committee Recommendation was made for Item GMS-007/16 due to the lack of a mover for Cr Whitfield’s Notice of Motion.

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

Not Applicable

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

Not Applicable

4:38pm  Cr McManus returned to the meeting.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>16.</strong> Notices of motion for Consideration at the Following Meeting</td>
<td>Nil</td>
</tr>
<tr>
<td><strong>17.</strong> Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
<td>Nil</td>
</tr>
<tr>
<td><strong>18.</strong> Matters Behind Closed Doors</td>
<td>Nil</td>
</tr>
<tr>
<td><strong>19.</strong> Date and Time of Next Meeting</td>
<td>The next Corporate and Community Development Committee Meeting will be held on <strong>Tuesday 15 March 2016</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
</tr>
<tr>
<td><strong>20.</strong> Closure</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>