MINUTES
Community Development Committee Meeting
Held on Monday, 13 February 2012 at 4:00pm
City of Rockingham Boardroom
City of Rockingham  
Community Development Committee  
Meeting Minutes  
4:00pm Monday 13 February 2012  

CONTENTS  

1. Declaration of Opening  
2. Record of Attendance/Apologies/Approved Leave of Absence  
3. Responses to Previous Public Questions Taken on Notice  
4. Public Question Time  
5. Confirmation of Minutes of the Previous Meeting  
6. Matters Arising from the Previous Minutes  
7. Announcement by the Presiding Person without Discussion  
8. Declaration of Member's and Officer's Interest  
9. Petitions/Deputations/Presentations/Submissions  
10. Matters for which the Meeting may be Closed  
11. Bulletin Items  
12. Agenda Items – Community Development Committee  

Community Infrastructure Planning  
CIP-001/12 Conservation Plan – Baldivis Primary School (former)  
CIP-002/12 Baldivis Library and Community Centre Project Reference Group Meeting Minutes, 14 December 2011  

Community Capacity Building  
CCB-001/12 Extension of Term for Rockingham Education and Training Advisory Committee  
CCB-002/12 Active Ageing and Care Advisory Committee Meeting Minutes, 15 December 2011  
CCB-003/12 Cultural Advisory Committee Meeting Minutes, 21 December 2011  
CCB-004/12 KidSport Program  
CCB-005/12 New Sub-Lease for Naragebup  
CCB-006/12 Leisure Tourism Traders Licence Applications: Personal Trainers  
CCB-007/12 Leisure Tourism Traders Licence Application: X Amusements  
CCB-008/12 Deed of Variation – Totally and Partially Disabled Veterans of WA (Inc)  
CCB-009/12 Community Grants Program Committee Minutes, 31 January 2012  
CCB-010/12 Further Funding Request for Musselfest 2012  

Community Safety  
CSA-001/12 City Safe Advisory Committee Meeting Minutes, 8 December 2011
<table>
<thead>
<tr>
<th></th>
<th>Community and Leisure Facilities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>Reports of Councillors</td>
<td>85</td>
</tr>
<tr>
<td>14.</td>
<td>Addendum Agenda</td>
<td>85</td>
</tr>
<tr>
<td>15.</td>
<td>Motions of which Previous Notice has been given</td>
<td>85</td>
</tr>
<tr>
<td>16.</td>
<td>Notices of Motion for Consideration at the Following Meeting</td>
<td>85</td>
</tr>
<tr>
<td>17.</td>
<td>Urgent Business Approved by the Person Presiding or by Decision of Council</td>
<td>85</td>
</tr>
<tr>
<td>18.</td>
<td>Matters Behind Closed Doors</td>
<td>85</td>
</tr>
<tr>
<td>19.</td>
<td>Date and Time of Next Meeting</td>
<td>85</td>
</tr>
<tr>
<td>20.</td>
<td>Closure</td>
<td>85</td>
</tr>
</tbody>
</table>
City of Rockingham
Community Development Committee
Meeting Minutes
Monday 13 February 2012 - Council Boardroom

1. Declaration of Opening

The Chairman declared the Community Development Committee Meeting open at 4:01pm and welcomed all present.

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

2.1 Councillors

Cr Leigh Liley
Cr Joy Stewart
Cr Deb Hamblin
Cr Lorraine Dunkling
Cr Ann Prince (from 4:10pm to 5:40pm)

2.2 Executive

Mr Andrew Hammond
Ms Gay Thornton
Mr John Pearson (until 5:50pm)
Mr Michael Quirk (until 5:00pm)
Mr Tony Burgoyne
Mr Bill Mead (until 4:15pm)
Ms Kristi Milana (until 5:50pm)
Mr Nick Brown
Mr Michael Holland (until 5:27pm)
Mrs Lyn Spearing

Chairperson
Observer
Chief Executive Officer
Director Community Development
Director Corporate Services
Manager Community Infrastructure Planning
Manager Community Support Services
Manager Library Services
Acting Manager Community Safety
Manager Community and Leisure Facilities
Manager Community Capacity Building
PA to Director Community Development

Members of the Public: Two
Press: One

2.3 Apologies: Nil

2.4 Approved Leave of Absence: Nil

3. Responses to Previous Public Questions Taken on Notice

Nil

4. Public Question Time

Nil
5. **Confirmation of Minutes of the Previous Community Development Committee Meeting**

Moved Cr Dunkling, seconded Cr Hamblin:
That Council **CONFIRM** the Minutes of the Community Development Committee Meeting held on 7 December 2011, as a true and accurate record.

Committee Voting – 4/0

6. **Matters Arising from the Previous Community Development Committee Meeting Minutes**

Nil

4:10pm Cr Prince arrived at the Community Development Committee Meeting

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

The Chairman 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>Item</th>
<th>Councillor/Officer</th>
<th>Type of Interest</th>
<th>Nature of Interest</th>
<th>Extent of Interest (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td>Community Grants Program Committee Minutes, 31 January 2012</td>
<td>Cr L Dunkling</td>
<td>Impartiality Interest</td>
<td>Cr Dunkling is a member of the Port Kennedy RSL Club</td>
</tr>
<tr>
<td>8.2</td>
<td>Community Grants Program Committee Minutes, 31 January 2012</td>
<td>Cr L Stewart</td>
<td>Impartiality Interest</td>
<td>Cr Stewart is a member of the Rockingham RSL Club</td>
</tr>
</tbody>
</table>

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

9.1 **Deputations**

5:00pm Ms Dianne Webb and Mr Kevin Rodgers presented additional information to the Committee Meeting regarding Report CLF-004/12 Review of Meals on Wheels Service.
## 10. Matters for which the Meeting may be Closed

| Nil |

## 11. Bulletin Items

<table>
<thead>
<tr>
<th>Community Development Information Bulletin – February 2012</th>
</tr>
</thead>
</table>

### Community Support Services

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

### Library Services

1. Library Services Team Overview
2. Human Resource update
3. Project Status Reports
4. Information items
   4.1 Warnbro Community Library Management Committee Meeting
   4.2 Exchange System Forum
   4.3 Young People’s Services – Warnbro Community Library
   4.4 Library Bus Service
   4.5 McDonald’s – Supersizing the UK Children’s Book Market

### Community Infrastructure Planning

1. Community Infrastructure Planning Team Overview
2. Human Resource update
3. Project Status Reports
   3.1 City of Rockingham Public Open Space Strategy
   3.2 Baldivis District Sporting Complex Feasibility Study and Concept Plan
   3.3 Secret Harbour Community Library Feasibility Study and Concept Plan
   3.4 Rockingham Arts Centre
   3.5 Baldivis Library and Community Centre
   3.6 Secret Harbour Surf Life Saving Club Redevelopment
   3.7 Baldivis Group Settlement School Buildings – Conservation Works
   3.8 Aquatic Facilities Strategy
   3.9 Community Infrastructure Plan
   3.10 Community Purpose Site Strategy
4. Information items
   4.1 Peel Cycling Club – Regional Cycling Facility Feasibility Study

### Community Capacity Building

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

4. Information items
4.1 Reconciliation Action Plan
4.2 Community Garden
4.3 Active Ageing
4.4 Challenger Court – Aged Persons Unit
4.5 Challenger Lodge
4.6 Youth Development
4.7 Sport and Recreation
4.8 Community Capacity Building Events
4.9 Rockingham Early Years Group
4.10 Rockingham Education and Training Advisory Committee (RETAC)
4.11 Events Advisory Group
4.12 Culture Development and the Arts

Community Safety
1. Community Safety Team Overview
2. Human Resource update
3. Project Status Reports
   3.1 CCTV Camera System – Upgrades and Migration to IP Based Platform
4. Information items
   4.1 CCTV – Operational
   4.2 Community Safety General
   4.3 Rangers
   4.4 Fire Attendance by CoR Appliances and Crews
   4.5 Emergency Management and Recovery

Community and Leisure Facilities
1. Community and Leisure Facilities Team Overview
2. Human Resource update
3. Project Status Reports
4. Information items
   4.1 Rockingham Child Care Services
   4.2 Rockingham Aquatic Centre
   4.3 Rockingham Autumn Centre
   4.4 Gary Holland Community Centre
   4.5 Aqua Jetty, Warnbro Community Y and Mike Barnett Sports Complex Management Committee Minutes 21 December 2011
   4.6 Aqua Jetty Manager’s Report – November 2011
   4.7 Warnbro Community Y Manager’s Report – November 2011
   4.8 Mike Barnett Sports Complex Manager’s Report – November 2011
   4.9 Aqua Jetty, Warnbro Community Y and Mike Barnett Sports Complex Management Committee Minutes 18 January 2012
   4.10 Aqua Jetty Manager’s Report – December 2012
   4.11 Warnbro Community Y Manager’s Report – December 2012
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.12</strong> Mike Barnett Sports Complex Manager’s Report – December 2012</td>
<td></td>
</tr>
<tr>
<td><strong>Community Development</strong></td>
<td></td>
</tr>
<tr>
<td>1. Community Development Team Overview</td>
<td></td>
</tr>
<tr>
<td>2. Human Resource update</td>
<td></td>
</tr>
<tr>
<td>3. Project Status Reports</td>
<td></td>
</tr>
<tr>
<td>4. Information items</td>
<td></td>
</tr>
<tr>
<td>4.1 Care Options Inc Board and AGM</td>
<td></td>
</tr>
<tr>
<td>4.2 Report on Aboriginal Art Connections, Cultural and Community Development Study Tour June 2011</td>
<td></td>
</tr>
</tbody>
</table>

**Committee Recommendation:**
That Councillors acknowledge having read the Community Development Information Bulletin – February 2012 and the contents be accepted.

Committee Voting – 4/0

4:15pm Mr Bill Mead, Manager Library and Information Services left the Community Development Committee Meeting

12. **Agenda Items**
## Community Development

### Community Infrastructure Planning

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CIP-001/12 Conservation Plan – Baldivis Primary School (former)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CPR/446</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Carly Kroczek, Community Infrastructure Planning Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Michael Quirk, Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td></td>
<td>Mr Ross Underwood, Senior Planning Officer</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>13 February 2012</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>CIP-003/10 (23 November 2010), CIP-020/11 (13 December 2011)</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive Function</td>
</tr>
</tbody>
</table>

| Site:                   | Lot 1576 (No.342) Baldivis Road, Baldivis (Reserve 23952) |
| Lot Area:               | 13.7828 ha                                                  |
| Attachments:            |                                                               |
|                         | 1. Baldivis Primary School (fmr) Conservation Plan Executive Summary |
| Maps/Diagrams:         |                                                               |
|                        | 1. Aerial location Map – 342 Baldivis Road, Baldivis         |
|                        | 2. Photo of the former Baldivis Primary School               |
|                        | 3. Zones of Significance                                    |
1. **Purpose of Report**

To seek Council’s endorsement of the Baldivis Primary School (former) Conservation Plan.

2. **Background**

In the 1920’s, the Group Settlement Scheme was responsible for the establishment of a number of rural settlements across Western Australia, including Baldivis. In 1923, a single timber framed, asbestos and weatherboard pavilion style school building was constructed in Baldivis to provide
education to the children of group settlement families. In 1954, due to an increase in the number of students attending the school, the classroom from Group 39 was relocated from Lot 425 Peel Estate to Baldivis Primary School. In 1976, arrangements were made for a land swap between the Department of Education and the Shire of Rockingham, and in 1978 a new school was constructed at its current location on Fifty Road. The former school buildings remain on the site and are now controlled by the City of Rockingham.

Following the land swap, the Baldivis Playgroup occupied the original 1923 classroom, where they remain today, whilst the Rockingham Visual Arts Society until 2010, occupied the relocated 1954 classroom. The Visual Arts Society was forced to relocate due to serious issues with the support structures and subsequent distortion of the building.

A full property condition report on both buildings was prepared during development of the City’s Assessment Management and Services Plan which identified an extensive works schedule required to preserve the structures and their use as community buildings. Given the significant heritage value of both buildings, the City’s Community Infrastructure Planning Team engaged a suitably qualified heritage consultant in May 2010 to prepare a Heritage Impact Statement which would evaluate the likely impacts of such works. This statement was finalised in August 2010 and identified that both buildings should be retained and conserved despite the extensive works required.

Given that the Baldivis Primary School (former) is included on the City’s Municipal Heritage Inventory (LGA Place: 002), Management Category A – worthy of the highest level of protection and has been nominated to be included on the Heritage Council of Western Australia’s State Heritage Register, in November 2010, the City engaged a suitably qualified consultant to prepare a Conservation Plan for the two buildings to guide any future works. This plan was completed in October 2011 and is now presented to Council for consideration. The outcome of the nomination to the Heritage Council of Western Australia is unknown.

### 3. Details

A suitably qualified heritage consultant has prepared a Conservation Plan for the Baldivis Primary School (former) that includes a Statement of Significance, Conservation Policies and the identification of a range of works to ensure the buildings are retained and conserved in a manner which ensures the recognition and conservation of the buildings as a place of aesthetic, historic, scientific and social significance. These elements are outlined below:

**Statement of Significance**

The Baldivis Primary School (fmr), comprising two single-room, timber framed, weatherboard and fibre cement sheeting clad and corrugated iron roofed former classrooms, and various other sheds and structures, has cultural heritage significance for the following reasons:

- **The place has historical significance for its association with Group Settlements on the Peel Estate from 1922;**
- **The place is the only example of a Group Settlement School surviving intact in its original location in the wider Perth metropolitan region;**
- **The place contributes to our understanding of the development of education and Group Settlement in Western Australia;**
- **The place has aesthetic value as modest weatherboard, fibrous cement, timber and iron school buildings dating from the 1920s set in pleasant surroundings;**
- **The place has some potential for archaeological deposits to remain at the site relating to the use and development of the school from the 1920s;**
- **The place is of social significance to the local community for its relationship to the development of the area through the Peel Group Settlement Scheme and for its continued community use for educational and recreational purposes and,**
- **The place represents the typical single room country school buildings of the Inter-War period.**

Various zones of significance have been identified in the plan and are shown in Figure 3 below:
Elements considered as ‘some significance’ are on the threshold for entry into the National Trust of Australia Classified List and Heritage Council of WA Register for Heritage Places.

Conservation Policies

The main aim of the Conservation Policies is to provide a framework for the conservation of the place. The Conservation Policies have been grouped into seven different categories, with over 100 individual policies in total. These include policies arising from the:

- Burra Charter
- Cultural Significance of Place
- Physical Condition of Place
- Requirement to Interpret the Place
- External Requirements
- Requirements of the Owners and Users of the Place
- Relating to the use, implementation of policies and management strategy of the place

More detail on each of the policies can be found in sections 8 to 14 of the Conversation Plan.

Building Works

A range of works have been identified and recommended by the Consultant to conserve the physical fabric of the buildings. These works are outlined in detail in Section 14: Policies Arising Relating to the Use, Implementation of Policies and Management Strategy of the Place of the Conservation Plan. An example of the types of works recommended to be undertaken in the short term is provided below:

- Restump both classrooms
- Remove and replace asbestos sheeting and cladding
- Repair and replace damaged timbers including balustrades, verandah and flooring
- Repair or replace windows
- Investigate electrical services to ensure compliance
- Remove peppermint trees impacting on the building’s structural integrity
The Executive Summary of the Conservation Plan has been included as Attachment 1 and a full copy of the plan is available in the Councillors Lounge.

### 4. Implications to Consider

<table>
<thead>
<tr>
<th>a. Consultation with the Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>The users of the Baldivis Primary School (former), including Baldivis Play Group and other community members were consulted by, the consultant during the completion of the Conservation Plan.</td>
</tr>
<tr>
<td>The draft Baldivis Primary School (former) Conservation Plan was presented to the City’s Heritage Reference Group on 15 December 2011 where the group resolved that:</td>
</tr>
<tr>
<td><em>The City is to progress the adoption of the Conservation Plan for the former Baldivis Primary School.</em></td>
</tr>
<tr>
<td>In addition, any future lessees will be provided a full copy of the Conservation Plan by the City’s Community and Leisure Facilities Team to make them aware of the buildings heritage significance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. Consultation with Government Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultation with Government Agencies was not required. If the Conservation Plan is adopted, a copy will be forwarded to the Heritage Council of WA for State Heritage Register nomination implications.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c. Strategic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Plan</td>
</tr>
<tr>
<td>This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-</td>
</tr>
<tr>
<td><em>Aspiration 3:</em> A vibrant community, enjoying access to a wide range of educational, cultural and artistic activities and a wide range of other social opportunities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>d. Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Policy 3.1.7 – Heritage Conservation and Development Policy states that for places having State heritage significance, any alterations or extensions should be in accordance with a Conservation Management Plan.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>e. Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td>$206,000 has been allocated in the 2011/12 budget for conservation works. In addition, the City recently submitted an application to Lotterywest and the Federal Government for funding assistance in the amount $188,995. The outcomes of these applications are unknown at this stage.</td>
</tr>
<tr>
<td>The Conservation Management Plan, if adopted, will have financial implications relating to some of the Conservation Policies. An ‘Opinion of Probable Cost’ has recently been completed by a qualified Quantity Surveyor who has estimated that the works required for the original 1923 classroom (the current playgroup building) at $140,056 ex GST and $164,578 ex GST for the relocated 1954 classroom.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>f. Legal and Statutory</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no statutes or laws that apply to Conservation Plans. In the event that the place is entered on the State’s Register of Heritage Places under the <em>Heritage of Western Australia Act 1990</em>, the City must refer any proposal to undertake work on the site to the Heritage Council of WA for approval. The Heritage Council should have regard to the recommendations of the Conservation Plan in providing its advice on proposals to undertake works.</td>
</tr>
</tbody>
</table>
5. Comments

A Conservation Plan provides clear advice on the development and maintenance of heritage places. Given the heritage value of the Baldivis Primary School (former) in providing insight into the settlement of Baldivis and the development of education in the area, the conservation of the place and associated structures is essential.

The plan presented for endorsement clearly articulates the works required and provides sound guidelines for future use, maintenance and development of this site. On this basis and given the availability of funding in the 2011/12 Annual Budget to undertake works, it is recommended that the Conservation Plan and associated policies be adopted and implemented.

6. Voting Requirements

Simple Majority

7. Officer Recommendation

That Council *ADOPT* the Conservation Plan Sept 2011 for the Baldivis Primary School (former).

8. Committee Recommendation

That Council *ADOPT* the Conservation Plan Sept 2011 for the Baldivis Primary School (former).

Committee Voting – 4/0

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

Not applicable

10. Implications of the Changes to the Officer’s Recommendation

Not applicable
## Community Development
### Advisory and Occasional Committee Minutes
#### Community Infrastructure Planning

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>File No: CPR/469</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Author: Natalie Venables, Community Infrastructure Planning</td>
</tr>
<tr>
<td></td>
<td>Other Contributors: Michael Quirk, Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td>Date of Committee Meeting: 13 February 2012</td>
<td></td>
</tr>
<tr>
<td>Terms of Reference: To guide the design, development and activation phases of the Baldivis Library and Community Centre project to ensure outcomes meet both Council objectives and community values.</td>
<td></td>
</tr>
<tr>
<td>Composition: 2 Councillors, 2 Community Members, Stockland Representative, 2 Site Architecture Representatives, Director Community Development Executive Support – Community Infrastructure Planning and Capital Works</td>
<td></td>
</tr>
</tbody>
</table>

### Disclosure of Interest:

#### Nature of Council’s Role in this Matter:

**Executive Function**

### Attachments:

1. Minutes of the Baldivis Library and Community Centre Project Reference Group Meeting held on 14 December 2011
2. Facility Concept Plan
3. Site Plan
4. Community Engagement Schedule of Activities

### Maps/Diagrams:

#### 1. Receipt of Minutes

That Council receive the minutes of the Baldivis Library and Community Centre Project Reference Group meeting held on 14 December 2011 for information.

#### 2. Recommendations to the Community Development Committee

##### 2.1 Recommendation 1: Baldivis Library and Community Centre Concept Plan

**Advisory Committee Recommendation:**

That Council **APPROVE** the revised Baldivis Library and Community Centre Concept Plan as the basis for detailed facility design documentation.
Implications to Consider

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

   **Aspiration 5:** Community facilities and services delivered in a timely manner, able to meet expectations and serve new and growing neighbourhoods

b. Policy
   Nil

c. Financial
   Nil

d. Legal and Statutory
   Nil

e. Voting Requirements
   Simple Majority

Officer Comments & Recommendation if Different to Committee Recommendation

Nil

2.2 Recommendation 2: Baldivis Library and Community Centre – Community Engagement Strategy

Advisory Committee Recommendation:

That Council **ENDORSE** the schedule of consultation activities contained within the Baldivis Library and Community Centre community engagement strategy.

Implications to Consider

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

   **Aspiration 5:** Community facilities and services delivered in a timely manner, able to meet expectations and serve new and growing neighbourhoods

b. Policy
   Nil

c. Financial
   Nil

d. Legal and Statutory
   Nil

e. Voting requirements
   Simple Majority

Officer Comments & Recommendation if Different to Committee Recommendation

Nil
3. Committee Recommendation

That Council:

1. RECEIVE minutes of the Baldivis Library and Community Centre Project Reference Group meeting held on 14 December 2011 for information.

2. APPROVE the revised Baldivis Library and Community Centre Concept Plan as the basis for detailed facility design documentation.

3. ENDORSE the schedule of consultation activities contained within the Baldivis Library and Community Centre community engagement strategy.

Committee Voting – 4/0

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

Not applicable

5. Implications of the Changes to the Officer’s Recommendation

Not applicable
1. Purpose of Report

To seek Council’s endorsement of an extension of term for the current Rockingham Education and Training Advisory Committee (RETAC) members to October 2012 and a change in RETAC membership composition to take effect at the next Advisory Committees review.

2. Background

On 23 June 2009 Council endorsed the establishment of the RETAC to facilitate collaboration between key stakeholders to best identify and meet the lifelong educational needs of the Rockingham community.

The RETAC’s representation comprised a number of identified stakeholders rather than elected general community members with the terms of reference allocating two year terms for membership with the opportunity to extend for a further two years.

With the RETAC having been in operation for two years a review was undertaken. At this time it was noted the RETAC has been operating for longer than two years and the terms of reference do not take into account Council’s Governance and Meeting Framework Policy which states:
“In the interests of continuity and retention of knowledge all community memberships of advisory committees will be reviewed in the period between 1 July and 20 September in the year falling between ordinary elections with all new membership proposals being considered by Council. Hence it is necessary for Council to approve an extension of the membership term to bring it into line with the Council’s Governance and Meeting Framework Policy.

3. Details

In order to bring the committee into line with this policy an extension of the current term is required until October of 2012, (which is the year falling between ordinary elections).

Additionally the terms of reference for RETAC identified specific positions with stakeholder organisations as its “community members”. On review some of these positions no longer exist, and some members have resigned.

In order to simplify the process for membership of the committee it is proposed to identify the stakeholder organisations and request a nomination of a senior staff member from these organisations.

<table>
<thead>
<tr>
<th>Proposed Membership</th>
<th>Current Membership</th>
<th>Reason For Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Councillors</td>
<td>Two Councillors</td>
<td>No change</td>
</tr>
<tr>
<td>Pro Vice Chancellor Rockingham Campus, Murdoch University</td>
<td>Faculty Dean Arts + Education Murdoch University</td>
<td>Change in Title</td>
</tr>
<tr>
<td>Chair of Education Murdoch University</td>
<td>Chair of Education Murdoch University</td>
<td>No change</td>
</tr>
<tr>
<td>Challenger Institute</td>
<td>General Manager Training Research and Development Challenger TAFE</td>
<td>Usually sends nominee</td>
</tr>
<tr>
<td>Department of Education</td>
<td>District Director Department of Education and Training</td>
<td>Position no longer exists Within Dept of Education</td>
</tr>
<tr>
<td>Rockingham Kwinana Independent Schools Association (RKISA)</td>
<td>Principal Tranby College</td>
<td>Broaden opportunity for membership and input to all private schools</td>
</tr>
<tr>
<td>Kwinana Industries Council/KIEP</td>
<td>Director Kwinana Industries Council Community Relations Manager KIEP</td>
<td>One membership in order to streamline committee</td>
</tr>
<tr>
<td>Alternate Pathways Training Provider</td>
<td>CEO Bridging The Gap</td>
<td>Broaden opportunity for membership and input to all alternate pathways providers</td>
</tr>
<tr>
<td>Local Tertiary student (elected)</td>
<td>Tertiary student who has gone through Primary and Secondary education in Rockingham</td>
<td>No change</td>
</tr>
<tr>
<td>Local Community Member (elected)</td>
<td>Program Liaison Officer Rockingham Kwinana Regional development Authority</td>
<td>Broaden membership to include an elected community member</td>
</tr>
<tr>
<td>Director of Community Development (or nominee)</td>
<td>Director of Community Development (or nominee)</td>
<td>No change</td>
</tr>
<tr>
<td>Coordinator Community Capacity Building</td>
<td>Coordinator Youth Services</td>
<td>Change in approach to planning for Youth</td>
</tr>
<tr>
<td>Manager Economic Development</td>
<td>Manager Economic Development</td>
<td>No change</td>
</tr>
</tbody>
</table>
4. Implications to Consider

a. Consultation with the Community
   The outcomes of the review were discussed with the current Chair of the RETAC, Professor Andrew Taggart, who agreed with the proposed recommendations.

b. Consultation with Government Agencies
   Nil

c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:
   
   Aspiration 15: Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

d. Policy
   To change the membership term to comply with the Governance and Meeting Framework Policy, updated on 17 October 2011. The amendment of community membership complies with the ‘Governance’ Policy specifying 10 community members.

e. Financial
   Nil

f. Legal and Statutory
   Nil

5. Comments

The Rockingham Education and Training Advisory Committee (RETAC) was established to facilitate communication among stakeholders in order to improve outcomes for the community particularly in relation to retention of young people in compulsory and post compulsory education and to establish a culture of learning across the whole life course.

RETAC is currently involved in informing the development of the Learning City Strategy.

Bringing RETAC into line with the Governance and Meeting Framework Policy will ensure it meets Council’s requirements and will strengthen continuity of membership and retention of the knowledge base. As such the committee will be enabled to operate at optimum efficiency.

Whilst the original terms of reference identified particular stakeholders as the membership the review has identified that the inclusion of elected general community members as well as identified stakeholder organisations will broaden the approach of the committee to considering a cross life course learning culture.

To fill the prescribed positions representatives will be advertised for in October 2012.

6. Voting Requirements

Absolute Majority

7. Officer Recommendation

That Council:

1. **EXTEND** the term of office of the current community membership of RETAC until October 2012:
   - Pro Vice Chancellor – Professor Andrew Taggart
   - Chair of Education – Professor Barry Down
- Challenger Institute – Ms Margaret Gannaway
- Challenger Institute – Ms Jill Jamieson
- Principal Tranby College – Ms Jo Bednall
- Bridging the Gap – Mr Colin Kerr
- Kwinana Industries Education Partnership – Ms Lynne Wolfenden

2. **ACCEPT** the resignation of Sussan Shave, Rockingham Kwinana Development Office.

3. **APPROVE** the composition of community membership of the Rockingham Education and Training Advisory Committee from October 2012 to include:
   - Pro Vice Chancellor Rockingham Campus, Murdoch University
   - Chair of Education Murdoch University
   - Challenger Institute
   - Department of Education
   - Rockingham Kwinana Independent Schools Association (RKISA)
   - Kwinana Industries Council/KIEP
   - Alternate Pathways Training Provider
   - Local Tertiary student (elected)
   - Local Community Member (elected)

### 8. Committee Recommendation

That Council:

1. **EXTEND** the term of office of the current community membership of RETAC until October 2012:
   - Pro Vice Chancellor – Professor Andrew Taggart
   - Chair of Education – Professor Barry Down
   - Challenger Institute – Ms Margaret Gannaway
   - Challenger Institute – Ms Jill Jamieson
   - Principal Tranby College – Ms Jo Bednall
   - Bridging the Gap – Mr Colin Kerr
   - Kwinana Industries Education Partnership – Ms Lynne Wolfenden

2. **ACCEPT** the resignation of Sussan Shave, Rockingham Kwinana Development Office.

3. **APPROVE** the composition of community membership of the Rockingham Education and Training Advisory Committee from October 2012 to include:
   - Pro Vice Chancellor Rockingham Campus, Murdoch University
   - Chair of Education Murdoch University
   - Challenger Institute
   - Department of Education
   - Rockingham Kwinana Independent Schools Association (RKISA)
   - Kwinana Industries Council/KIEP
   - Alternate Pathways Training Provider
   - Local Tertiary student (elected)
   - Local Community Member (elected)

Committee Voting – 4/0
9. **The Committee's Reason for Varying the Officer's Recommendation**

Not applicable

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

Not applicable
Community Development
Advisory and Occasional Committee Minutes
Community Capacity Building

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CCB-002/12 Active Ageing and Care Advisory Committee Meeting Minutes, 15 December 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CSV/534-03</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Julie McDonald, Active Ageing Development Manager</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>13 February 2012</td>
</tr>
<tr>
<td>Terms of Reference:</td>
<td>To drive the development of Rockingham communities to provide lifestyle opportunities, facilities and support services, for people post retirement, seniors, frail elderly and their carers, to ensure their continued participation and inclusion in the community, in order that they can meet their own needs and aspirations.</td>
</tr>
<tr>
<td>Composition:</td>
<td>3 Councillors, 6 Community Members</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive Support – Community Capacity Building Team</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Attachments:</td>
<td>1. Active Ageing and Care Advisory Committee Minutes</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

1. Receipt of Minutes

That Council receive the minutes of the Active Ageing and Care Advisory Committee meeting held on 15 December 2011 for information.

2. Recommendations to the Community Development Committee

2.1 Recommendation 1: TransWA

Advisory Committee Recommendation:
That Council ADVOCATE for locating TransWA in Rockingham to meet the need for connection to regional services.

Implications to Consider

a. Strategic
Community Plan
This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-
Aspiration 1: An involved and engaged community enjoying a lifestyle that caters for all residents, including those with specific or special needs.

b. Policy
Nil
c. Financial
Nil
d. Legal and Statutory
Nil
e. Voting Requirements
Simple Majority

Officer Comments & Recommendation if Different to Committee Recommendation
Nil

2.2 Recommendation 2: World Health Organisation

Advisory Committee Recommendation:
That Council ENDORSE the City of Rockingham becoming a member of the World Health Organisation Age Friendly Cities Network.

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

Aspiration 4: A healthy community engaging in positive and rewarding lifestyles with access to a range of passive and active recreational and personal development opportunities.

b. Policy
Nil
c. Financial
Nil
d. Legal and Statutory
Nil
e. Voting requirements
Simple Majority

Officer Comments & Recommendation if Different to Committee Recommendation
Nil

3. Committee Recommendation

That Council:
1. RECEIVE the minutes of the Active Ageing and Care Advisory Committee meeting held on 15 December 2011 for information.
2. ADVOCATE for locating TransWA in Rockingham to meet the need for connection to regional services.
3. **ENDORSE** the City of Rockingham becoming a member of the World Health Organisation Age Friendly Cities Network.

   Committee Voting – 4/0

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td><strong>The Committee’s Reason for Varying the Officer’s Recommendation</strong></td>
</tr>
<tr>
<td></td>
<td>Not applicable</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Implications of the Changes to the Officer’s Recommendation</strong></td>
</tr>
<tr>
<td></td>
<td>Not applicable</td>
</tr>
</tbody>
</table>
Community Development
Advisory and Occasional Committee Minutes
Community Capacity Building

Reference No & Subject: CCB-003/12 Cultural Advisory Committee Meeting Minutes, 21 December 2011
File No: RCS/163
Author: Mrs Margy Timmermans, Coordinator Cultural Development
Other Contributors: Mr Lee Battersby, Community Development Officer (Arts and Culture)
Date of Committee Meeting: 13 February 2012
Terms of Reference:
To foster projects and programs which enhance the culture of the City of Rockingham
Composition:
Disclosure of Interest:
Nature of Council’s Role in this Matter: Executive Function
Attachments:
1. Cultural Advisory Committee Meeting Minutes
Maps/Diagrams:

1. Receipt of Minutes

That Council receive the minutes of the Cultural Advisory Committee meeting held on 21 December 2011 for information.

2. Recommendations to the Community Development Committee

There are no recommendations arising from the Cultural Advisory Committee meeting.

3. Committee Recommendation

That Council RECEIVE the minutes of the Cultural Advisory Committee meeting held on 21 December 2011 for information.

Committee Voting – 4/0

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

Not applicable

5. Implications of the Changes to the Officer’s Recommendation

Not applicable
Community Development
Community Capacity Building Services

Reference No & Subject: CCB-004/12 KidSport Program
File No: RCS/189
Proponent/s: Ms Mary-Jane Rigby, Senior Community Development Officer-Sport & Recreation
Author:

Other Contributors:

Date of Committee Meeting: 13 February 2012
Previously before Council:
Disclosure of Interest: Executive Function
Nature of Council’s Role in this Matter:

Site:
Lot Area:
Attachments:
Maps/Diagrams:

1. Purpose of Report
To seek support for the implementation of the KidSport Program in Rockingham

2. Background
KidSport is a program based on many models of active subsidy schemes for families, initiated by local governments across Australia. The Department of Sport and Recreation WA acknowledged that whilst some local governments were doing a great job financially assisting disadvantaged families to access sport and recreational opportunities for children, the schemes only operate on a limited basis in some local governments, in some areas. To increase participation the Department of Sport and Recreation has been successful in obtaining ten million dollars of Federal Government funding to implement an initiative titled ‘Sport 4 All’. KidSport is one element of this program and will be implemented via Local Government in selected areas over a four year period. Due to demographic statistics, Rockingham was identified as a potential partner to initiate KidSport and expressed preliminary interest to the program in July 2010.

3. Details
The City of Rockingham currently has no active subsidy scheme available to residents, however our population demographic statistics 2006 indicate that 20.9% of our population receives government income support. Rockingham has a Socio-economic index (SEIFA) of 1014.2 which is in the top ten of greatest disadvantage across the state of WA. The target audience of the KidSport initiative is 5-18 year olds, who make up 22% of Rockingham’s population as per 2006 statistics.
It is increasingly demonstrated that there are positive links between participation in physical activity and both physical and mental health, in particular obesity and depression which are common conditions amongst the KidSport target audience. Enhancing and promoting opportunities for people to participate in physical activity are therefore significant factors in responding to current Local, State and National Health Priority Areas.

The KidSport initiative closely links with Aspiration 4 of the Rockingham community plan. ‘A healthy community engaging in positive and rewarding lifestyles with access to a range of passive and active recreational and personal development opportunities.’

The potential to introduce an active subsidy scheme to Rockingham has been identified in the draft 2012-2015 Sport, Recreation and Physical Activity Strategy. The KidSport initiative will act as a pilot program for the City of Rockingham to evaluate the ongoing local benefits of active subsidy scheme projects.

**Objectives of KidSport**

- To increase active participation of children and young people in Rockingham between the ages of 5-18 years.
- To assist in the accessibility of programs to improve the health and wellbeing of financially disadvantaged families in Rockingham
- To increase junior development in local sporting clubs
- To evaluate the effectiveness of subsidy schemes in relation to ongoing participation of children in local non profit recreational clubs
- To create an opportunity of generational culture change within Rockingham families to include sport & recreation in family routine
- To investigate future funding partnership opportunities with local industry and business to secure sustainability of the program

**KidSport Eligibility Criteria**

- Applicant must be aged 5 -18 years **AND**
- Must have a Health care card or Pension concession card **OR**
- Must be an applicant ‘validated’ by a recognised Referral agent (eg: Schools, Bridging the Gap, PCYC, The Station Youth Centre)
- Applicant must live in the Local Government area that is primarily their place of residence(exceptions may apply)
- Applicant must register with a club that is in their Local Government area. (exceptions may apply)

**KidSport Participant Funding Details**

- Maximum of up to $200 per child per annum
- Funding will cover the cost of fees to join the nominated sport or recreation club. This may include other related costs as identified by the club.
- Applicants can only receive funding once each per calendar year.
- No retrospective fees will be paid
- Fees are only for the nominated registered season
- No limitations to applications per family as long as criteria are met
- Priority will be given to applicants who are first time sport participants or who are referred by a recognised referral agent.
PERFORMANCE INDICATORS

Outputs

- Number of KidSport vouchers distributed to clubs per season
- Number of participants completing the full season of their selected sport
- Number of clubs wishing to participate in the initiative
- Number of application forms verified verses applications returned

Target group/client/customer impact

- Participants 5 – 18 years
- Local sporting clubs
- Referral Agencies
- Local industry and businesses

Outcomes

- Ongoing increased junior participation in local sporting clubs
- Raised Community awareness of the sporting clubs available in Rockingham for 5-18year olds
- Evaluation report of the benefit and sustainability of active subsidy schemes
- Number of positive newspaper stories

4. Implications to Consider

a. Consultation with the Community
   A questionnaire was sent to all sporting clubs in October 2011, requesting information on the clubs current status pertaining to junior membership and the capacity to increase juniors. This was also utilised as an expression of interest for clubs to identify if they would become involved with KidSport. All responses indicated a willingness to be involved with the program as registered KidSport club.

b. Consultation with Government Agencies
   Community Development officers commenced consultation with the WA Department of Sport & Recreation (DSR) in July 2011 upon the introduction of the concept of the KidSport project.

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

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

   **Aspiration 4:** A healthy community engaging in positive and rewarding lifestyles with access to a range of passive and active recreational and personal development opportunities

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

   Community Development Plan
   **Place Activation:** To create vibrant and meaningful community hubs as places of social interaction, creativity and economic vitality

d. Policy
   Nil
e. **Financial**

The KidSport program will essentially be funded by the Department Sport & Recreation; however there will be a need for staffing hours to be allocated towards supervision.

<table>
<thead>
<tr>
<th>Description</th>
<th>$ Year 1</th>
<th>$ Year 2</th>
<th>$ Year 3</th>
<th>$ Year 4</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer Admin (DSR-admin staff hours)</td>
<td>10,184</td>
<td>4,743</td>
<td>5,074</td>
<td>5,427</td>
<td>DSR</td>
</tr>
<tr>
<td>CoR Staff hours (in kind)</td>
<td>7,415</td>
<td>7,933</td>
<td>8,487</td>
<td>9,079</td>
<td>CoR</td>
</tr>
<tr>
<td>Vouchers</td>
<td>40,000</td>
<td>40,000</td>
<td>50,000</td>
<td>50,000</td>
<td>DSR</td>
</tr>
<tr>
<td>Total expenditure</td>
<td>57,599</td>
<td>52,676</td>
<td>63,561</td>
<td>64,506</td>
<td>DSR</td>
</tr>
</tbody>
</table>

**Income**

<table>
<thead>
<tr>
<th>Description</th>
<th>$ Year 1</th>
<th>$ Year 2</th>
<th>$ Year 3</th>
<th>$ Year 4</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin (inc.Staffing &amp; Vouchers) (DSR)</td>
<td>50,184</td>
<td>44,743</td>
<td>55,074</td>
<td>55,427</td>
<td>DSR</td>
</tr>
<tr>
<td>CoR Staff hours (in kind)</td>
<td>7,415</td>
<td>7,933</td>
<td>8,487</td>
<td>9,079</td>
<td>CoR</td>
</tr>
<tr>
<td>Total income</td>
<td>57,599</td>
<td>52,676</td>
<td>63,561</td>
<td>64,506</td>
<td>DSR</td>
</tr>
</tbody>
</table>

| Surplus/(deficit)                                                       | nil      | nil      | nil      | nil      |        |

f. **Legal and Statutory**

Nil

5. **Comments**

The introduction of an externally funded program to assist Rockingham families to get children aged 5-18 years involved in not for profit sporting clubs is the first step in setting up a sustainable active subsidy scheme as provided in neighbouring local Governments. The four year funded project will enable the City to gather relevant evidence and data from the KidSport project to form the foundation of an ongoing active subsidy scheme for Rockingham residents.

To pursue an ongoing active subsidy scheme for Rockingham post the KidSport funded period, it will be determined from the evaluation whether it is a viable option to engage numerous community partnerships to sponsor the future of the scheme.

6. **Voting Requirements**

Simple Majority

7. **Officer Recommendation**

That Council **APPROVE** the introduction of the KidSport Program in Rockingham.

8. **Committee Recommendation**

That Council **APPROVE** the introduction of the KidSport Program in Rockingham.

Committee Voting – 4/0
<table>
<thead>
<tr>
<th></th>
<th>The Committee's Reason for Varying the Officer's Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Not applicable</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10. Implications of the Changes to the Officer’s Recommendation</td>
</tr>
<tr>
<td></td>
<td>Not applicable</td>
</tr>
</tbody>
</table>
## Purpose of Report

To seek approval to enter into a sub-lease between:
1. Rockingham Regional Environment Centre Inc; and

For a 293m² portion of Reserve 45307 for the purposes of offices (37m²) and boat compound (225m²).

## Background

The City of Rockingham leases Reserve 4507 to the Rockingham Regional Environment Centre (RREC) commonly known as Naragebup, for the sum of $2.00 per annum for the purpose of Environmental Reserve. The lease was signed on 28 May 1998 for a period not exceeding 21 years.

DEC has occupied several offices in Rockingham, including the Mersey Point Kiosk and the Safety Bay Yacht Club. Space limitations at the Yacht Club have resulted in DEC looking for alternative office space for the two Marine Park Officers where they can also house their boat and marine equipment.

The RREC evolved out of the Kwinana Rockingham Mandurah Branch of the Naturalist Club. An initial feasibility study for an environmental centre was undertaken in 1994 with site selection and design work completed by 1996. The centre became established in 1998 with old railway carriages utilised for office space. Following the inaugural AGM in 1998, RREC successfully applied to
Lotterywest for funding to contribute to the construction of an environment centre. Two self supporting loans from the City of Rockingham contributed to the construction funds. The ‘Envirottech’ building was constructed in 2000 utilising straw bale technology, recycled telephone poles and community labour.

The Rockingham Regional Environment Centre (RREC) wishes to develop a sub-lease with the Department of Environment and Conservation to enable the DEC to house two staff at the RREC and construct a boat shed and compound on the northern end of the car park to house a boat.

### 3. Details

![Street View](image1.jpg)

Aerial View indicating position of the proposed vessel compound – approximately 15 square metres.
An existing 67 square metre building to the south of the main RREC building has been identified as suitable office space for DEC Marine Parks staff. This building, commonly known as Tomato Lake is clad in fibro with a zincalume roof and internal wooden floor, on stumps, DEC requires water and electricity (sufficient to supply air conditioning, lighting and administration equipment). It will be provided to DEC empty, clean and in good repair. Upon signing of the lease, the identified office space will be for the sole use of DEC.

The vessel storage shed will be a gabled 10m x 10m size with two roller doors. The shed will store the Marine staff’s boat and equipment which is used for marine, compliance and education purposes in line with the officers’ roles in the Shoalwater Islands Marine Park. The area will be fenced with a 2.5 m perimeter around the shed. Access to the compound will be via the existing double gates at the north of the car park. 24 hour access, power and water are required. Access to the compound will be for DEC staff only. A building application will be submitted upon signing of the lease for the construction of a colourbond shed on a concrete floor.

The Sublease will be for a period of two years with the option to renew for a further five years. This would be in line with the RREC lease which expires in 2019.

DEC Staff and property, including the boat shed, will be covered by DEC Insurance. The Office building leased by DEC will remain under the RREC insurance.

4. Implications to Consider

a. Consultation with the Community
   Community support for the centre is apparent through the large number of volunteer hours (10,000 volunteer hours, January and December 2011) and the recent call for community support which resulted in more than 150 people attending a community meeting.

b. Consultation with Government Agencies
   The Department of Environment and Conservation is currently negotiating lease details with the Rockingham Regional Environment Centre.

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

   **Aspiration 10:** Coastal and bushland reserves that are well utilised and managed in a way that will preserve them for future generations to enjoy.

   **Aspiration 3:** A vibrant community, enjoying access to a wide range of educational, cultural and artistic activities and a wide range of other social opportunities.

   Through its education role RREC will support the community aspirations 10 and 3 by providing formal and information environmental education services to the community which enable community members to use the Cities coastal and bushland reserves in a responsible and informed way. A partnership with DEC will support and expand RREC’s ability to provide a range of education opportunities.

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

   RREC Inc provides a range of facilities that are available to the community including an outdoor theatre and amphitheatre and facilities for education programs. The facilities contribute to the range of facilities available within the City of Rockingham.

d. Policy
   Nil
CONFIRMED AT A COMMUNITY DEVELOPMENT MEETING HELD ON MONDAY, 12 MARCH 2012

PAGE 35

CONFIRMED AT A COMMUNITY DEVELOPMENT MEETING HELD ON MONDAY, 12 MARCH 2012

PAGE 35

e. Financial

RREC has continued to meet repayments on the self supporting loans as and when due. A sublease with DEC would provide a secure income stream for RREC which will contribute to the overall financial sustainability of the RREC and consequent ability to continue to meet loan repayments. The rent and other outgoings will be negotiated between RREC and DEC.

f. Legal and Statutory

Reserve 45307 is leased to the RREC for the Purposes of Environment Reserve. The DEC proposal is consistent with the purposes of the reserve as DEC presence will facilitate a greater understanding of the local marine and terrestrial environment.

Section 3.58 of the Local Government Act 1995 deals with the disposal (including a sub-lease) of property and covers the requirement to dispose via a public auction or tender and to give public notice and the consideration of submissions in respect of proposals.

Regulation 30 of the Local Government (Functions and General) Regulation 1996 provides for the exemption to the requirements of Section 3.58. As DEC is a department of the Crown in right of the State.

The sub-lease will be for a two year period with the option to extend for a further five years. This is consistent with the RREC lease which has seven years remaining.

There is no requirement for a subdivision of the land.

Legal fees associated with the sublease will be met by RREC and DEC.

The City of Rockingham will review the draft sublease prior to approval and signing.

5. Comments

The RREC Inc has been undergoing significant reform over the last 12-18 months and is currently finalising a strategic plan for the future. The sublease with DEC would provide a secure income stream for the RREC as well as supporting identified strategic direction (focus on marine science and education).

The building identified has been identified as suitable by both RREC Inc and DEC. The area of land identified for the compound is clear of vegetation and has suitable access.

The Rockingham Regional Environment Centre Inc provides a valuable service to the Rockingham community and in recognition of this, the City has supported the Centre to become established, supported applications for self supporting loans, worked with the Centre on debt restructuring and provided capacity building support to assist the centre develop financial sustainability.

Residents of the City of Rockingham have recently informed the development of the City’s Community plan which identifies four aspirations about the environment. A functioning Environment Centre contributes significantly to achieving these aspirations.

6. Voting Requirements

Simple Majority

7. Officer Recommendation

That Council SUPPORT the Rockingham Regional Environment Centre Inc proposal to sublease a 293m² portion of Reserve 45307 to the Department of Environment and Conservation (DEC) for the purposes of office space (37m²) to house DEC staff and an area of land (225m²) land to enable construction of a shed and compound for the purposes of housing the DEC boat for a period of 2 years with an option to renew for a further 5 years.
8. **Committee Recommendation**

That Council **SUPPORT** the Rockingham Regional Environment Centre Inc proposal to sublease a 293m² portion of Reserve 45307 to the Department of Environment and Conservation (DEC) for the purposes of office space (37m²) to house DEC staff and an area of land (225m²) land to enable construction of a shed and compound for the purposes of housing the DEC boat for a period of 2 years with an option to renew for a further 5 years.

Committee Voting – 4/0

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

Not applicable

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

Not applicable
1. Purpose of Report

For Council to approve the Leisure & Tourism Trader applications from Mr Callum Ashton (24/7 Personal Training), Mr Isaac Naniseni (Instinctive Personal Training) and Mr Chase Francis (Chase Francis Personal Training) to operate personal training and group fitness programs at a variety of reserves and parks around Rockingham.

2. Background

The Policy relating to Leisure and Tourism Traders on Council Reserves provides guidelines to prospective applicants for a commercial Leisure and Tourism Traders Licence to operate on reserves vested in Council, to be issued with a licence under the City of Rockingham’s Property Local Law 2001.

Council considers that:

- The approval process and conditions applied to any Traders Licence issued to commercial operators on designated reserves vested in Council needs to be clearly defined and adequately policed in order to ensure compliance.
- The provision of Leisure and Tourism Traders licences on Council reserves is necessary to minimise any potential conflict between operators and other reserve users, adjoining residents and/or local businesses, as well as ensuring there is no environmental damage associated with such commercial operations. Licences are required by Leisure and Tourism Traders whether they are providing an on-going operation, or involved in a one-off
event organised on a Council reserve. This is to ensure that all operators receive due consideration and comply with Council and other statutory requirements.

Physical activity is fundamental to active living and in turn the well being of our community. Active living is supported by the places where people live through pedestrian and cycle paths, sport and recreation facilities, public open spaces, parks and reserves, foreshores and beaches. Outdoor fitness sessions are becoming increasingly popular across Australia with participation rates increasing as of 2009. The growing trend of outdoor physical activity is attracting group fitness operators and personal trainers to offer their skills to the community utilising available public open space. Anecdotally, there are a large number of trainers operating across Rockingham parks and reserves without appropriate licences. The benefit to the City to educate and encourage these operators to comply with local laws and apply for a Leisure & Tourism Traders licence, enables the City to effectively manage the use of reserves, additionally it ensures operators have the relevant qualifications and insurance to safely train community members on public open space.

The City currently has one personal trainer (Body Prep) licensed through Leisure & Tourism to operate in City Park on Monday, Wednesday & Friday and the Rockingham Foreshore on Saturday morning 7:30-8:30am.

The following three applicants individually made contact and met with Senior Community Development Officer - Sport & Recreation commencing from November 2011 to request information on operating private personal training businesses on selected reserves, parks and /or foreshores in Rockingham:

1. Mr Callum Ashton of 24/7 Personal Training
2. Mr Isaac Naniseni of Instinctive Personal Training
3. Mr Chase Francis of Chase Francis Personal Training

A requirement of any proposed Leisure and Tourism Trader application is that the proposal goes through the City’s Development Assessment Unit (DAU) which has cross-departmental representation from the City. The applications are assessed taking into account any potential conflict between operators and other reserve users, adjoining residents and/or local businesses, and planning conflicts. Additionally they ensure there is no environmental damage associated with such commercial operations, as well as any local laws, Local Government Act 1995 and other relevant legal and statutory obligations the City has.

### 3. Details

#### 1. 24/7 Personal Training - Mr Callum Ashton

i) Location: Village Green - Cnr Flinders Lane, Patterson Road Rockingham
   Day/Time: Monday - Friday 6am – 11am & 3pm – 7pm
   Details: Outdoor Personal Training

ii) Location: Rockingham Foreshore
    Day/Time: Tuesday & Thursday 7am – 8am
    Details: Group Fitness Sessions on the beach tailored to the needs of clients.

iii) Location: Rockingham Foreshore
     Day/Time: Saturday & Sunday 8:30am – 11:30am
     Details: Beach volleyball competition

Mr Ashton submitted a formal Leisure & Tourism Traders application in early December 2011 to operate a personal training and group fitness business at two locations after numerous meetings with Senior Community Development Officer - Sport & Recreation. Mr Ashton later requested an amendment to his application in late December to include the operation of a proposed Beach Volleyball competition at the Rockingham foreshore. The competition will utilise and activate the current beach volleyball infrastructure provided by the City of Rockingham to commence in October 2012.
Mr Ashton has provided all required documentation including copies of public liability insurance, fitness industry training qualification, site plans, working with children check and national police clearances.

The application was tabled at the City’s Development Assessment Unit (DAU) on Tuesday 20 December 2011. DAU considered the application & outlined the following conditions:

- The City may cancel the approval, or amend the hours of operation, should noise complaints be received.
- The City may request that the applicant cancel operation should the reserve/foreshore receive a booking during proposed operating times.
- Any future locations to be used are to be communicated to and agreed by the Senior Community Development Officer - Sport & Recreation.
- Planned and routine maintenance of the reserve will take precedence over any other reserve usage granted. Reticulation schedule may vary and may not be changed.

DAU considered the application and any potential impacts to residents and environment.

DAU provided recommendation that the City issue a Leisure Tourism Traders Licence to 24/7 Personal Training subject to the above conditions.

2. **Instinctive Personal Training** - Mr Isaac Naniseni

   i) Location: Lark Hill Sports Complex (Rugby area)
      Day/Time: Tuesday Saturday 6:00am – 8:00am

   ii) Location: Secret Harbour Foreshore and beach
       Day/Time: Friday 6:30pm – 8:30pm
       Details: Personal Training and Group Fitness Facilitation

Mr Naniseni submitted a formal Leisure & Tourism application in late November. He attended one meeting with Senior Community Development Officer-Sport & Recreation to discuss the details of his application. Senior Community Development Officer made contact with Lark Hill Co-ordinator to discuss the application on behalf of Mr Naniseni regarding the proposed location at Lark Hill Sportsplex. Approval was granted for use of the Lark Hill facility with the condition that the club room facility infrastructure (in particular use of the stairs) are not to be used within training sessions. Mr Naniseni agreed to this condition.

The Secret Harbour Foreshore area (grassed area south of the shops) is freehold land owned by Secret Harbour Pty Ltd. DAU advised authority of the owner should be obtained prior to commencing trading on this land. Senior Community Development Officer-Sport & Recreation obtained the contact details for Mr Naneseni who obtained permission from the owner to use this land for his personal training. The owner informed that future development is planned at this location, though it should not impact on the personal training business due to the small amount of space requested.

Mr Naniseni has provided all required documentation including copies of public liability insurance, fitness industry training qualification, site plans, working with children check and national police clearances.

The application was tabled at the City’s Development Assessment Unit (DAU) on Tuesday 29 November 2011. DAU considered the application & outlined the following conditions:

- The City may cancel the approval, or amend the hours of operation, should noise complaints be received.
- The City may request that the applicant cancel operation should the reserve/foreshore receive a booking during proposed operating times.
- Any future locations to be used are to be communicated to and agreed by the Senior Community Development Officer - Sport & Recreation.
- Planned and routine maintenance of the reserve will take precedence over any other reserve usage granted. Reticulation schedule may vary and may not be changed.
DAU considered the application and any potential impacts to residents and environment.  
DAU provided recommendation that the City issue a Leisure Tourism Traders Licence to Instinctive Personal training subject to the above conditions.

3. **Chase Francis Personal Training - Mr Chase Francis**
   - **Location:** Shoalwater Oval
   - **Day/Time:** Monday & Wednesday 6:00am – 7:00am & Friday 6:00pm – 7:00pm
   - **Details:** Personal Training and Group Fitness

Mr Francis submitted a formal Leisure & Tourism Traders application in early November. He had been previously operating his business at the proposed reserve unaware that he was required to gain a licence to do so. Prior to commencing operating he met with members of the Shoalwater cricket club and had obtained approval from the club to use the reserve within their training times. Mr Francis requested his licence to include operation on Sunday mornings from 8:00am – 9:00am and was advised this was unavailable due to seasonal ground allocations. He provided the alternate day and time for Friday 6:00pm – 7:00pm that does not conflict with seasonal users.

Mr Francis has provided all required documentation including copies of public liability insurance, fitness industry training qualification, site plans, working with children check and national police clearances.

The application was tabled at the City’s Development Assessment Unit (DAU) on Tuesday 6 December 2011. DAU considered the application & outlined the following conditions:

- The City may cancel the approval, or amend the hours of operation, should noise complaints be received
- The City may request that the applicant cancel operation should the reserve/foreshore receive a booking during proposed operating times
- Any future locations to be used are to be communicated to and agreed by the Senior Community Development Officer - Sport & Recreation
- Planned and routine maintenance of the reserve will take precedence over any other reserve usage granted. Reticulation schedule may vary and may not be changed.

DAU considered the application and any potential impacts to residents and environment.

DAU provided recommendation that the City issue a Leisure Tourism Traders Licence to Instinctive Personal training subject to the above conditions.

4. **Implications to Consider**

da. **Consultation with the Community**
   - Nil

b. **Consultation with Government Agencies**
   - Nil

c. **Strategic**
   - **Community Plan**

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

- **Aspiration 1:** An involved and engaged community enjoying a lifestyle that caters for all residents, including those with specific or special needs.
- **Aspiration 4:** A healthy community engaging in positive and rewarding lifestyles with access to a range of passive and active recreational and personal development opportunities.
- **Aspiration 14:** Economic development opportunities that make visiting, living, working and investing in the City of Rockingham an attractive proposition
Community Development Plan

**Place Activation:** To create vibrant and meaningful community hubs as places of social interaction, creativity and economic vitality.

d. **Policy**


- Applications will be checked for consistency with any existing development plans, beach classification, gazetted or priority uses, other existing uses, potential conflict and any perceived beneficial or adverse impacts. If the proposal is in direct conflict with any identified use or beach classification, then the application must be automatically rejected.

- Council reserves the right to withdraw permission for the use of the site, to alter the location of the site and/or vary conditions of use in relation to any Leisure and Tourism Licence issue.

e. **Financial**

Leisure and Tourism Traders licence $66 and associated operating expenses to be paid by the proponent as per Policy, should they choose the daily fee of $11 or monthly fee of $110 or yearly fee $1100.

f. **Legal and Statutory**


Failure to provide relevant documentation and obtain a permit to trade in thoroughfares and public places under the above law is an offence.

Any person who commits an offence under this Local Law is liable, upon conviction, to a penalty not exceeding $5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding $500 for each day or part of a day during which the offence has continued.

5. **Comments**

The increase in personal trainers wishing to utilise community public open space to facilitate group fitness and personal training sessions is expected to grow in the future. Under the current Leisure & Tourism Traders Policy (March 2010) and application process, the City can strategically approve these traders to ensure reserves, parks foreshores and beaches are managed effectively in regards to private business operators. The approval of personal trainers to operate in selected locations also assists the City to effectively promote the activation of our public open space to the community, encouraging a healthier active lifestyle in partnership with private operators.

6. **Voting Requirements**

Simple Majority

7. **Officer Recommendation**

That Council:

1. **APPROVE** the application of a Leisure & Tourism Traders Licence to Mr Callum Ashton of 24/7 to operate personal training, group fitness and beach volleyball at the Village Green and on Rockingham Foreshore on the beach in front of Sunsets Restaurant 20 metres to the left of Railway Terrace.

2. **APPROVE** the application of a Leisure & Tourism Traders Licence to Mr Isaac Naniseni of Instinctive Personal Training to operate group fitness and personal training sessions at Lark Hill Sports Complex and Secret Harbour Foreshore and beach.
3. **APPROVE** the application of a Leisure & Tourism Traders Licence to Mr Chase Francis of Chase Francis Personal training to operate group fitness and personal training at Shoalwater Oval.

### 8. Committee Recommendation

That Council:

1. **APPROVE** the application of a Leisure & Tourism Traders Licence to Mr Callum Ashton of 24/7 to operate personal training, group fitness and beach volleyball at the Village Green and on Rockingham Foreshore on the beach in front of Sunsets Restaurant 20 metres to the left of Railway Terrace.

2. **APPROVE** the application of a Leisure & Tourism Traders Licence to Mr Isaac Naniseni of Instinctive Personal Training to operate group fitness and personal training sessions at Lark Hill Sports Complex and Secret Harbour Foreshore and beach.

3. **APPROVE** the application of a Leisure & Tourism Traders Licence to Mr Chase Francis of Chase Francis Personal training to operate group fitness and personal training at Shoalwater Oval.

Committee Voting – 4/0

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

Not applicable

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

Not applicable
Community Development Committee Minutes
Monday 13 February 2012

CONFIRMED AT A COMMUNITY DEVELOPMENT MEETING HELD ON MONDAY, 12 MARCH 2012

PRESIDING MEMBER

Community Development
Community Capacity Building

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CCB-007/12 Leisure Tourism Traders Licence Application: X Amusements</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CSV/28</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Ms Mary-Jane Rigby, Senior Community Development Officer - Sport &amp; Recreation</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
</tr>
<tr>
<td>Site:</td>
<td>Rockingham Beach</td>
</tr>
<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td>1. Operating Conditions</td>
</tr>
<tr>
<td></td>
<td>2. Approval from Department of Transport</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

1. **Purpose of Report**

For Council to approve the Leisure & Tourism Trader applicant, Mr Chris Genovese of X Amusements to operate an inflatable water park, in the gazetted recreation zone of Cockburn Sound at Rockingham beach, 100m to the right of the Railway Terrace car park.

2. **Background**

The Policy relating to Leisure and Tourism Traders on Council Reserves (March 2010) provides guidelines to prospective applicants for a commercial Leisure and Tourism Traders Licence to operate on reserves vested in Council, to be issued with a licence under the City of Rockingham’s Property Local Law 2001.

Council considers that:

- The approval process and conditions applied to any Traders Licence issued to commercial operators on designated reserves vested in Council needs to be clearly defined and adequately policed in order to ensure compliance.
- The provision of Leisure and Tourism Traders licences on Council reserves is necessary to minimise any potential conflict between operators and other reserve users, adjoining residents and/or local businesses, as well as ensuring there is no environmental damage associated with such commercial operations. Licences are required by Leisure and Tourism Traders whether they are providing an on-going operation, or involved in a one-off
event organised on a Council reserve. This is to ensure that all operators receive due consideration and comply with Council and other statutory requirements.

Mr Chris Genovese contacted the Community Capacity Building team in early October 2011 to discuss the opportunity of bringing an amusement titled ‘The Blob’ to Rockingham proposed to operate from the Palm Beach Jetty. Officers suggested other locations be sought as the gazetted water area from Palm Beach jetty is a mooring zone, and would not be suitable for the proposed amusement. Alternative options were presented to Mr Genovese along with a copy of the Policy relating to Leisure and Tourism Traders on a Council Reserve. An explanation of what the process entails, including the required approvals from appropriate Statutory Authorities were discussed and emailed.

Early December 2011, Mr Genovese met with Senior Community Development Officer-Sport and Recreation and Coastal Engineering officer to discuss the details of his proposal and bought along with him a sample anchor to which will be used to anchor the inflatable amusements. A preferred site was recommended to the applicant, being approximately 50m to the right of the peace pavilion along Rockingham beach, between the two existing pontoons.

A requirement of any proposed Leisure and Tourism Traders application is that the proposal goes through the City’s Development Assessment Unit (DAU) which has cross-departmental representation from the City. The applications are assessed taking into account any potential conflict between operators and other reserve users, adjoining residents and/or local businesses, planning conflicts, as well as ensuring there is no environmental damage associated with such commercial operations, as well as any local laws, Local Government Act 1995 and other relevant legal and statutory obligations the City has.

3. Details

A formal Leisure and Tourism Traders application was received in December 2011, to operate an inflatable aquatic play park at Rockingham Beach, 50m to the left of the Railway Terrace car park. The applicant is requesting a cordoned off wet area of 30metres wide, to a depth of minimum 8ft, dependent upon daily tidal movements to accommodate safety regulations of the one of the proposed inflatable rides. The trader has also requested an area of up to 5x3 metres of the beach to trade adjacent to the aquatic zone to either park a trailer or set up a 3x3 metre marquee. The operation of the inflatable play park will not obstruct the thoroughfare of access along the shore line. The park will cater for all ages and life jackets will be provided to participants who require them.

Mr Genovese has provided all required documentation including copies of public liability insurance, risk management plans, operational plans, working with children check and national police clearances, sample images of the inflatable amusements and trading trailer and / marquee.

The business will be seasonal and operate in the summer months between October to April/May and the proposed hours of operation are 10am to 6pm. Set up will commence at 8am and completing at 8pm.

The application was tabled at the City’s Development Assessment Unit (DAU) on Tuesday 10 January 2012. DAU considered the application & outlined the following concerns:

- The applicant intends to obtain access to the beach via Val Street; however, the Town Jetty obstructs vehicle movement between Val Street and the site. The nearest access point is Wanliss Street. If the proposed trailer travels along the beach during peak times, it could pose a risk for beach users. DAU recommended that a marquee be used, rather than a trailer.

- The application contained some errors, including a sentence stating that the business will operate every day in winter.

- The marquee needs to be erected by a competent person in accordance with manufactures specifications. The wind rating needs to withstand the beach conditions, and it needs to be made secure in the sand.

DAU considered the application and any potential impacts to residents and environment.

DAU provided recommendation that the City issue a Leisure Tourism Traders Licence to X Amusements subject to a condition prohibiting the use of vehicles and trailers on the beach.
Following the outcome of DAU, Mr Genovese requested a further meeting to be held at the proposed site to discuss the vehicle beach access and marquee. Mr Genovese stated that the equipment weighs approximately 1000 kilograms therefore; it is not safe, nor practical to carry over large distances. It would also increase the set up and pack up time by up to 6 hours having more impact on beach users. He was also concerned of the safety of a 3x3 marquee in consideration of beach conditions as highlighted by the City’s health department. Mr Genovese feels his trailer is a much safer alternative and to the marquee set and also provides a more professional looking operation. The trailer will also safely hold the generator, water tanks and air pump utilised to inflate the equipment. A meeting was held at the proposed site between Mr Genovese, Senior Community Development Officer-Sport and Recreation and a Ranger officer.

Further recommendation was presented to DAU by Ranger services following this meeting stating the following:

- The nearest beach access to the proposed trading location is at the Val Street jetty. There is currently no defined vehicle path that leads to the northwest side of the Rockingham jetty and there is a poorly constructed and unusable crossover across the footway to this jetty. Suitable access can be achieved by driving across the lawned area to the sands edge and then across the footway onto the sand. The suitability of this access may change due to wear cause by increased vehicular traffic and prevailing weather conditions. Council should consider constructing a suitable driveway onto the beach at the Val Street Jetty to allow access for approved activities and emergency vehicles.

- I recommend that consideration be given to allow the applicant to leave the approved trailer on the beach during trading hours for the following reasons:
  i) There is no suitable parking for vehicles with trailers within a suitable distance of the activity
  ii) It would minimize wear and tear on the beach access point
  iii) It would be safer to only tow the trailer on and off the beach once per day
  iv) The trailer would provide a sturdy base and central point for equipment used during operational hours

The application addressed safety with the following points noted:

- The water park will be supervised by suitably qualified staff at all times. Effort will be made to form partnerships with the local surf club at Secret Harbour to offer patrol hours to volunteers.

- All customers to be given thorough instruction in the rules of operation of the park

- An amber flashing light or high visibility vinyl to be added to the beach access vehicle whilst moving on and off the beach. The vehicle will always travel at low speed with 1 person walking alongside the vehicle wearing a high visibility vest. A megaphone will be carried at all times in case of emergency.

- Leaving the trailer on the beach will provide a safer option than the 3x3 marquee which may prove to be difficult to secure at stated by City of Rockingham officers. The trailer will also provide a secure and safer location for cash handling.

- Suitable first aid equipment will be available and applicant has appropriate first aid training.

The applicant received approval from the Department of Environment regarding the proposal subject to the following conditions stated by email:

- Trampling near the edge of the drop off is minimised so that slumping in this part of the southern Sound is minimised. However, we understand this is unlikely because most people will be unable to touch the bottom so we ask that care be used when sinking anchors to secure/pin your inflatable.

- We need to make it clear that location of any anchors or trampling must be away from any seagrass patches that may exist in the area. Again, we recognise that your operation is unlikely to affect seagrass because of the proposed location is in an area with minimal.
seagrass coverage. Could you please ensure care is taken when setting up your operation just to be doubly sure there will be no impacts on seagrasses?

- We are concerned about litter being blown onto the water by careless patrons. You discussed this with Tom and I understand your staff will conduct litter clean ups at the end of the day. We would kindly ask you to consider having staff conduct periodic clean ups throughout the day if littering becomes a problem. We would also suggest that tins or containers be provided around your location for smokers to dispose of their cigarette butts rather than littering the beaches.

The applicant received approval from the Department of Transport Marine Safety Branch (DoT) for the water park subject to the following conditions being met:

- DoT is indemnified against any property damage or personal injury caused by or in relation to the object installation, all responsibility remains the onus of the proponent and or the designated contractors unless otherwise deemed by law.
- The granting of this permission does in any way grant tenure or ownership to any land or waters surrounding the object installation.
- This permission does not exempt the proponent from identifying and obtaining all other relevant approvals associated with or in conjunction with the object installation.
- All installation and maintenance activities regarding the object installation must be conducted in accordance with relevant Western Australian marine legislative provisions
- The object installation is required to be maintained to ensure that it is fit for purpose and does not deteriorate or present a hazard to navigational safety. DoT reserves the right to require that any equipment or components associated with the object installation, be removed or relocated at any time at the proponent’s expense to ensure navigational safety.
- The operating area is limited to a maximum of 50 metres from the shoreline (from the low water mark) and approx 50 metres wide, and contained with an in-water floating barrier, secured to the seabed, marked by two highly visible yellow buoys, one at each seaward extremity.
- All items in the object installation must be deployed at suitable depths so as to prevent injury from potential falls.
- Each item in the object installation must be tethered securely to the seabed and supervised at all times during their operation by the proponent. Supervisors must have appropriate aquatic rescue and first aid qualifications.
- Operations are permitted only from 1 October to May 31 yearly, during daylight hours, with all equipment or components associated with the object installation totally removed by the proponent at the end of each day, excepting small yellow marker buoys equipped with yellow highly visible reflective tape, for the anchors.
- This is valid only for the submitted location being approximately 175 metres north of the Val Street Jetty, inside the Mangles Bay Boating Prohibited area. The location must not interfere with any diving activities within the Mangles Bay Boating Prohibited area.
- Any variations to the submitted application will require a separate submission.
- DoT reserves the right to require that the proponent removes or relocates any equipment or components of the object installation at any time (at the proponent's expense) if any of the above conditions are not being met or required by DoT.

4. **Implications to Consider**

| a. Consultation with the Community | Nil |
| b. Consultation with Government Agencies | Department of Transport Marine Safety |
c. Strategic

Community Plan

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

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

Aspiration 4: A healthy community engaging in positive and rewarding lifestyles with access to a range of passive and active recreational and personal development opportunities.

Aspiration 14: Economic development opportunities that make visiting, living, working and investing in the City of Rockingham an attractive proposition

Community Development Plan

Place Activation: To create vibrant and meaningful community hubs as places of social interaction, creativity and economic vitality.

d. Policy


- Applications will be checked for consistency with any existing development plans, beach classification, gazetted or priority uses, other existing uses, potential conflict and any perceived beneficial or adverse impacts. If the proposal is in direct conflict with any identified use or beach classification, then the application must be automatically rejected.

- Council reserves the right to withdraw permission for the use of the site, to alter the location of the site and/or vary conditions of use in relation to any Leisure and Tourism Licence issue.

e. Financial

Leisure and Tourism Traders licence $66 and associated operating expenses to be paid by the proponent as per Policy, should they choose the daily fee of $11 or monthly fee of $110 or yearly fee $1100.

f. Legal and Statutory


Failure to provide relevant documentation and obtain a permit to trade in thoroughfares and public places under the above law is an offence.

Any person who commits an offence under this Local Law is liable, upon conviction, to a penalty not exceeding $5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding $500 for each day or part of a day during which the offence has continued.

5. Comments

The introduction of this inflatable water park will add to the vibrancy of the Rockingham beach area and provide an additional tourism attraction for families to visit the area. Similar inflatable water parks are operated at Rottnest Island and along the Mandurah foreshore experiencing high usage annually by local and visiting users.

X Amusements propose to include a ride titled ‘The Blob’, which will be the first of its kind in Australia, adding another attraction to extreme activity enthusiasts. It also has potential to attract international users attempting world record attempts and events.

The park will assist to address some of the needs of Rockingham young people as highlighted in the Youth Strategy and will aim to achieve the cities tagline, “Where the coast comes to life”. 
6. Voting Requirements

Simple Majority

7. Officer Recommendation

That Council:

1. **APPROVE** the application of a Leisure Tourism Traders Licence to X Amusements to operate a seasonal inflatable aquatic play park, 100m to the right of Railway Terrace car park at Rockingham beach.

2. **APPROVE** vehicle and trailer access to the trading location via the Val Street Jetty vehicle access point, in adherence with the City’s regulations on beach vehicle access.

8. Committee Recommendation

That Council:

1. **APPROVE** the application of a Leisure Tourism Traders Licence to X Amusements to operate a seasonal inflatable aquatic play park, 100m to the right of Railway Terrace car park at Rockingham beach.

2. **APPROVE** vehicle and trailer access to the trading location via the Val Street Jetty vehicle access point, in adherence with the City’s regulations on beach vehicle access.

Committee Voting – 4/0

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

Not applicable

10. Implications of the Changes to the Officer’s Recommendation

Not applicable
<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CCB-008/12 Deed of Variation – Totally and Partially Disabled Veterans of WA (Inc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>28/1265-06</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Totally and Disabled Veterans of WA (Inc.)</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Michael Holland, Manager Community Capacity Building</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Dave Waller, Co-ordinator, Statutory Planning</td>
</tr>
<tr>
<td></td>
<td>Mr Mike Ross, Manager, Statutory Planning</td>
</tr>
<tr>
<td></td>
<td>Ms Tenille Wightman, Community Development Officer</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>13 February 2012</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>Lease – January 2003 (CES45/2/03), April 2005 (CES90/4/05)</td>
</tr>
<tr>
<td></td>
<td>Liquor Licence – October 2008 (PD202/10/08), December 2008 (PD236/12/08), July 2011 (SP-38/11)</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Site:</td>
<td></td>
</tr>
<tr>
<td>Lot Area:</td>
<td>Lot 1579 (No.1677) Mandurah Road, Baldivis (Reserve 46970)</td>
</tr>
<tr>
<td>LA Zoning:</td>
<td>3.61 Ha</td>
</tr>
<tr>
<td>MRS Zoning:</td>
<td>Rural</td>
</tr>
<tr>
<td>Attachments:</td>
<td>Rural</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td>1. Location Plan</td>
</tr>
</tbody>
</table>

CONFIRMED AT A COMMUNITY DEVELOPMENT MEETING HELD ON MONDAY, 12 MARCH 2012

PRESIDING MEMBER
1. Location Plan - Lot 1579 (No.1677) Mandurah Road, Baldivis

1. **Purpose of Report**

To consider entering into a Deed of Variation with the Totally and Partially Disabled Veterans of WA (Inc.) (TPDVWA) in respect of Reserve 46970, Lot 1579 (No.1677) Mandurah Road, Baldivis to clarify permitted activities.

2. **Background**

Reserve 26970 is vested in the City for the purposes of a ‘Veterans Respite Centre’.

In March 2005, the City entered into a Joint Venture Agreement for the construction of six houses by the Department of Housing (Department), in partnership with the TPDVWA, to provide accommodation for veterans and ex-service men and women. The houses are secured under the Joint Venture Agreement between the Department, the TPDVWA, the City of Rockingham as the landlord, and the Australian Federation of Totally and Permanently Incapacitated Ex Service Men & Women WA Branch (Inc) as financial contributors to the project.

In May 2005, the City entered into a lease with the TPDVWA (Lessor), whereby it leased part of the Reserve for a term of 21 years commencing on the 21 March 2005. This lease superseded the previous lease entered into in 2003, due to the Joint Venture Agreement. Access Housing took over the management of the six residential units in 2008.

In recent years the City has received a number of complaints from some of the occupants of the residential units and an adjoining neighbour. The complaints have generally related to noise arising from the activities of the Lessee, which have at times extended to encompass events associated with the Patriots Motorcycle Club (of which some members of the TPDVWA are members) together with a variety of other functions and events conducted primarily in the licenced area.

**Liquor Licence**

In May 2005, the City issued a Section 40 Certificate of Local Government (Section 40 Certificate) for a Club Restricted Licence to operate from an entertainment/lounge area and an area designated ‘workshop’.

In October 2008, a Section 40 Certificate was issued for the verandah area that adjoins the previously licensed area. This Section 40 Certificate was granted on the basis that the operating hours would remain the same as the existing licensed area.

In December 2008, the Council refused a Section 40 Certificate to extend the operating hours of the licensed area (verandah and building) from 5:00pm to 11:00pm on Fridays and 11:00am to 6:00pm...
on Saturdays and advised the TPVDWA that 'the end of year bike event, anniversaries, weddings and/or other events are inconsistent with the lease and cannot be carried out'.

In July 2011, the Council considered an application for a Section 40 Certificate which sought to modify the hours on Saturday from 6:00pm - 11.00pm to 12 noon – 8:00pm and commence new trading hours on Sundays from 12 noon to 4:00pm. In July 2011, it was resolved:-

“That Council DELEGATE authority to the Chief Executive Officer to approve a Section 40 Certificate subject to a Noise Management Plan being prepared and implemented to the satisfaction of the Manager, Health Services.”

A revised Noise Management Plan (NMP) prepared by Herring Storer Acoustics (dated 12th December 2011) concluded that noise levels associated with music during events would comply with the Assigned Noise Levels in accordance with the Environmental Protection (Noise) Regulations 1997, provided that music is confined within the clubrooms (i.e. not outside). The City's Health Services were satisfied that the NMP for the premises complies with the Environmental Protection (Noise) Regulations 1997. On the 19th December 2011, the City issued a Section 40 Certificate subject to the following conditions:

1. All music must comply with the assigned noise levels of the Environmental Protection (Noise) Regulations 1997.
2. The playing of music must cease by 10.00pm.
3. The playing of music must be non-amplified and low-key.
4. The playing of music and performances must be confined within the clubrooms (i.e. not outside) as shown on the attached plan.
5. Patrons arriving and departing the premises must do so in a responsible manner to ensure the amenity of on-site residents and neighbours is maintained at all times.
6. In the event that the City receives substantiated resident complaints regarding crowd noise or anti-social behaviour of patrons, the operating times may be changed at the discretion of the Department of Racing, Gaming and Liquor.”

3. Details

Clause 3.11 of the current Lease Agreement with the TPVDWA sets out requirements relating to the use of land as follows:-

‘3.11 Use
Not to:-
use or to permit to be used the Leased Premises for any purpose whatsoever other than for the purposes and object for which the Reserve was vested in and is held by the Lessor and without limiting the generality of the foregoing not to use or permit to be used the Leased Premises or any part thereof for any purposes other than the use of and related to a respite centre for veterans.

(a) Carry on or suffer to be carried on upon the Leased Premises or any part thereof any noxious noisome or offensive trade act business occupation or calling.

(b) Make, do or suffer upon the Leased Premises any act, matter or thing that may be or become a nuisance or annoyance to the Lessor or to the owners or occupiers of the property on the neighbourhood of the Leased Premises.’

The proposed Deed of Variation proposes to replace Clause 3.11 with the following:-

“3.11 Use
(1) Not to
(a) Use or permit to be used the Leased Premises for any purpose whatsoever other than for the purpose and objects for which the Reserve was vested in and is held by the Lessor and without limiting the generality of the foregoing not to use or permit to be used the Leased Premises or any part thereof for
any purpose other than those of and related to a respite centre for Veterans;

(b) Carry on or suffer to be carried on upon the Leased Premises or any part thereof any noxious noisome or offensive trade act business occupation or calling

(c) Make, do or suffer upon the Leased Premises any act, matter or thing that may be or become a nuisance or annoyance to the lesser or to the owners or occupiers or property in the neighbourhood of the Leased Premises

(2) Subject to sub-clauses (3) and (4) and for the avoidance and doubt, use of the Premises for the purpose of and related to a respite centre for Veterans

(a) includes:

(i) use of the Premises by Veterans for rest recuperation, rehabilitation, respite and timeout temporary accommodation, counselling and other health services;

(ii) charitable fundraising events organised by and for the purpose of Lessee:

(iii) veteran commemoration events and activities;

(iv) leisure and social activities for veteran members of the Lessee

(b) but does not include:

(i) activities of any kind undertaken by, on behalf of, or for the primary benefit of, another club, incorporated association or any person that is not a member of the Lessee or;

(ii) any activity that results in the emission of an unreasonable noise as refined in the Environmental Protection (Noise) Regulations 1997;

(3) The Lessee shall within one (1) month of the date of execution of this deed submit to the Lessee for approval a Noise Management Plan that details measure to be undertaken by the Lessee to minimise noise emissions of any unreasonable noise by reason of the Lessee activities on the Premises, the Noise Management Plan shall be prepared to the satisfaction of the Lessor and upon approval by the Lessor shall be implemented by the Lessee for the duration of the term.

(4) In the event that the Lessee fails to comply with sub-clauses (1) (2) or (3), the Lessor may (without prejudice to any other remedy under this Lease to which the Lessor may be entitled), for the duration of the term or such other period as determined by the Lessor, require the Lessee to obtain its consent prior to holding any social function or event at which more than 15 persons will be in attendance, and the consent of the Lessor may be granted subject to conditions, but shall not unreasonably be withheld.

(b) Save as herein varied, the Lease shall remain in full force and effect.”

4. Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-
Community Development Committee Minutes  
Monday 13 February 2012

**Aspiration 3:** A vibrant community, enjoying access to a wide range of educational, cultural and artistic activities and a wide range of other social activities.

d. **Policy**  

Nil

e. **Financial**  

Nil

f. **Legal and Statutory**

Section 3.58 of the Local Government Act 1995 details the disposal (including a licence or lease) of property and covers the requirement to give public notice and the consideration of submissions in respect of proposals.

Regulation 30 of the Local Government (Functions and General) Regulation 1996 provides for the exemption to the requirement of Section 3.58. Cultural, educational, recreational, sporting or other like nature are included within this exemption. The TPDVWA is considered a recreational body and therefore the variation to the lease is exempt from the provisions of Section 3.58.

5. **Comments**

In the interest of resolving the existing difficulties with the adjoining residents, the City in discussion with the TPDVWA, sought to clarify what type of activities are permitted to be undertaken on the premises, pursuant to the terms of the lease and in accordance for which the purpose for which the Reserve is vested. Given the ambiguity of the concept of a ‘Respite Centre’ it is not just a question of legal interpretation, but a question of determining what is an acceptable, and hence a negotiated outcome between the City and the Lessee that clarifies what activities may or may not be undertaken by the Lessee on the premises was achieved.

It is clearly impracticable to exhaustively define the activities that may be undertaken within the scope of the permitted use of ‘Respite Centre for Veterans’. The approach taken in the preparation of the Deed was to define the activities that the City and TPDVWA agreed fell within and outside of the scope of the permitted use, and also include references to compliance with the Noise Management Plan to address any nuisance arising from the Lessee’s use of the Premises.

The Deed of Variation provides the City and the TPDVWA with greater certainty with respect to the activities that can be undertaken and it is recommended that City enter into the Deed of Variation.

6. **Voting Requirements**

Simple Majority

7. **Officer Recommendation**

That the City **ENTER** into the Deed of Variation of the Lease with the Totally and Partially Disabled Veterans of WA for Reserve 46970, Lot 1579 (No.1677) Mandurah Road, Baldivis.

8. **Committee Recommendation**

That Council **ENTER** into the Deed of Variation of the Lease with the Totally and Partially Disabled Veterans of WA for Reserve 46970, Lot 1579 (No.1677) Mandurah Road, Baldivis.

Committee Voting – 4/0

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

Not applicable

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

Not applicable
Community Development
Advisory and Occasional Committee Minutes
Community Capacity Building

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CCB-009/12 Community Grants Program Committee Minutes, 31 January 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GRS/48</td>
</tr>
<tr>
<td>Author:</td>
<td>Mrs Narelle Edmonds, Community Development Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mrs Jillian Obiri-Boateng, Coordinator Community Capacity Building</td>
</tr>
<tr>
<td></td>
<td>Mr Michael Holland, Manager Community Capacity Building</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>13 February 2012</td>
</tr>
<tr>
<td>Terms of Reference:</td>
<td>To consider and make recommendations to Council regarding the minor, event and infrastructure planning and development grant applications and to provide feedback to staff on the Community Grants Program implementation.</td>
</tr>
</tbody>
</table>
| Composition:            | 4 Councillors
                         | Executive Support, Community Development, Community Capacity Building |
| Disclosure of Interest: | Agenda Item CCB-009/12, Cr Dunkling declared an interest affecting impartiality in Agenda Item CCB-009/12 Community Grants Program Committee Minutes, 31 January 2012, as detailed within Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007 as she is a member of the Port Kennedy RSL Branch |
|                         | Agenda Item CCB-009/12, Cr Stewart declared an interest affecting impartiality in Agenda Item CCB-009/12 Community Grants Program Committee Minutes, 31 January 2012, as detailed within Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007 as she is a member of the Rockingham RSL Branch |
| Nature of Council’s Role in this Matter: | Executive Function |
| Attachments:            | 1. Minutes of Community Grants Committee Meeting held 31 January 2012 |
| Maps/Diagrams:         |                                                                     |

1. **Receipt of Minutes**

That Council receive the minutes of the Community Grants Program Committee meeting held on 31 January 2012 for information.
2. Recommendations to the Community Development Committee

2.1 Recommendation 1: Approvals from CGP Funding Round Three

Advisory Committee Recommendation

Moved Cr Hill, seconded Cr Liley

That Council **APPROVE** the allocation of funds for Round Three of the Community Grants Program as follows:

### Community Grants Program Round Three

<table>
<thead>
<tr>
<th>Applicant Event/Project</th>
<th>Subject to Conditions from Community Grants Program Committee</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rockingham RSL Sub-Branch</td>
<td></td>
<td>4,000</td>
</tr>
<tr>
<td>Rockingham Uniting Church</td>
<td>Catering, marketing and Administration Costs only</td>
<td>2,500</td>
</tr>
<tr>
<td>Tranby Timber Industry &amp; Craft Association</td>
<td>To fund items listed as Ref C, apart from item 3. In the event of the TTICA dissolving woodworking equipment be given to a local community group</td>
<td>4,922</td>
</tr>
<tr>
<td>Family History Society of Rockingham &amp; Districts</td>
<td></td>
<td>1,000</td>
</tr>
<tr>
<td>Settlers Hills Residents Association</td>
<td></td>
<td>3,000</td>
</tr>
<tr>
<td>Rockingham Volunteer Sea Rescue Group Inc</td>
<td></td>
<td>10,881</td>
</tr>
<tr>
<td>Rockingham Triathlon Club</td>
<td></td>
<td>5,000</td>
</tr>
<tr>
<td>Kids Are Kids Therapy &amp; Education Centre Inc</td>
<td>Funding is to be utilised for the following items: Reference Library $2,000 Therapy Equipment $1,076 Therapy Resources $761 Therapeutic Games &amp; Toys $1,047 The applicant to provide statistics of local children's attendance in acquittal and use of City logo in media and publicity.</td>
<td>4,884</td>
</tr>
<tr>
<td>Secret Harbour Residents Association</td>
<td>Funding is to be utilised for the following items: Site Power $1,200 Electrician $400 Rubbish Bins $250 Toilets $1,650</td>
<td>3,500</td>
</tr>
<tr>
<td>Waikiki Community &amp; Family Centre</td>
<td>Funding is to be utilised for the following items: Marketing &amp; Promotion $225 Waikiki Scrap booking materials &amp; tuition $1,536 Waikiki Nutritional Program $3,200 Waikiki Consumables $800</td>
<td>12,961</td>
</tr>
</tbody>
</table>
CONFIRMED AT A COMMUNITY DEVELOPMENT MEETING HELD ON MONDAY, 12 MARCH 2012

<table>
<thead>
<tr>
<th>Organization</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waikiki Senior First Aid</td>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td>Waikiki Outside Facilitation – 4 session</td>
<td></td>
<td>$1,400</td>
</tr>
<tr>
<td>Travel Exp</td>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td>$1,800</td>
</tr>
<tr>
<td>Number of participants to be documented in acquittal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Good Foundation</td>
<td>Funding is to be utilised for the following items:</td>
<td>10,485</td>
</tr>
<tr>
<td></td>
<td>Facilitator – Schools</td>
<td>$3,360</td>
</tr>
<tr>
<td></td>
<td>Facilitator – Community Workshop</td>
<td>$600</td>
</tr>
<tr>
<td></td>
<td>Teacher Resources</td>
<td>$3,170</td>
</tr>
<tr>
<td></td>
<td>Student Resources &amp; Information</td>
<td>$3,355</td>
</tr>
<tr>
<td></td>
<td>Clarification that families are notified that program is being delivered. Also parental permission to be obtained and documented within acquittal</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>YMCA</td>
<td>Funding is to be utilised for registration packs only</td>
<td>2,100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rockingham Low Cost Food Centre</td>
<td></td>
<td>6,863</td>
</tr>
</tbody>
</table>

**TOTAL MINOR PROJECT/EVENT**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>72,096</td>
</tr>
</tbody>
</table>

**Implications to Consider**

a. Strategic

Community Plan

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

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

b. Policy

The Community Grants Program operates in line with the Community Grants Program Policy & Guidelines. The Community Grants Program Committee operates in line with the Council’s Governance and Meeting Framework Policy.

c. Financial

If Council approves the Round Three Community Grants Program recommendation an amount of $72,096 will be utilised from the Community Grants Program budget which currently has a balance of $182,634 leaving a further balance of $95,270.

d. Legal and Statutory

Nil

e. Voting Requirements

Simple Majority

**Officer Comments & Recommendation if Different to Committee Recommendation**

Nil
2.2 Recommendation 2: Non-approvals from CGP Funding Round Three

Advisory Committee Recommendation
Moved Cr Hill, seconded Cr Liley
That Council *NOT SUPPORT* the allocation of the funds for minor project and event grants under the 2011/2012 Community Grants Program (CGP) Round Three as follows:

**Minor Project/Event Grants**
Mitro Pty Ltd T/As West Coast Carnivals

Carried

**Implications to Consider**

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

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

b. Policy
   The Community Grants Program operates in line with the Community Grants Program Policy & Guidelines. The Community Grants Program Committee operates in line with the Council’s Governance and Meeting Framework Policy.

c. Financial
   Nil

d. Legal and Statutory
   Nil

e. Voting requirements
   Simple Majority

**Officer Comments & Recommendation if Different to Committee Recommendation**

Nil

3. Committee Recommendation

That Council:
1. **RECEIVE** the minutes of the Community Grants Program Committee meeting held on 31 January 2012 for information.

2. **APPROVE** the allocation of funds for Round Three of the Community Grants Program as follows:

**Community Grants Program Round Three**

<table>
<thead>
<tr>
<th>Applicant Event/Project</th>
<th>Subject to Conditions from Community Grants Program Committee</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rockingham RSL Sub-Branch</td>
<td></td>
<td>4,000</td>
</tr>
<tr>
<td>Rockingham Uniting Church</td>
<td>Catering, marketing and Administration Costs only</td>
<td>2,500</td>
</tr>
<tr>
<td>Organisation</td>
<td>Details</td>
<td>Funding Amount</td>
</tr>
<tr>
<td>--------------</td>
<td>---------</td>
<td>----------------</td>
</tr>
<tr>
<td>Tranby Timber Industry &amp; Craft Association</td>
<td>To fund items listed as Ref C, apart from item 3. In the event of the TTICA dissolving woodworking equipment be given to a local community group.</td>
<td>$4,922</td>
</tr>
<tr>
<td>Family History Society of Rockingham &amp; Districts</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>Settlers Hills Residents Association</td>
<td></td>
<td>$3,000</td>
</tr>
<tr>
<td>Rockingham Volunteer Sea Rescue Group Inc</td>
<td></td>
<td>$10,881</td>
</tr>
<tr>
<td>Rockingham Triathlon Club</td>
<td></td>
<td>$5,000</td>
</tr>
<tr>
<td>Kids Are Kids Therapy &amp; Education Centre Inc</td>
<td>Funding is to be utilised for the following items: Reference Library $2,000, Therapy Equipment $1,076, Therapy Resources $761, Therapeutic Games &amp; Toys $1,047. The applicant to provide statistics of local children’s attendance in acquittal and use of City logo in media and publicity.</td>
<td>$4,884</td>
</tr>
<tr>
<td>Secret Harbour Residents Association</td>
<td>Funding is to be utilised for the following items: Site Power $1,200, Electrician $400, Rubbish Bins $250, Toilets $1,650</td>
<td>$3,500</td>
</tr>
<tr>
<td>Waikiki Community &amp; Family Centre</td>
<td>Funding is to be utilised for the following items: Marketing &amp; Promotion $225, Waikiki Scrap booking materials &amp; tuition $1,536, Waikiki Nutritional Program $3,200, Waikiki Consumables $800, Waikiki Senior First Aid $2,000. Waikiki Outside Facilitation – 4 session $1,400, Travel Exp $2,000, Insurance $1,800. Number of participants to be documented in acquittal.</td>
<td>$12,961</td>
</tr>
<tr>
<td>Global Good Foundation</td>
<td>Funding is to be utilised for the following items: Facilitator – Schools $3,360, Facilitator – Community Workshop $600, Teacher Resources $3,170, Student Resources &amp; Information $3,355. Clarification that families are notified that program is being delivered. Also parental permission to be obtained and documented within acquittal.</td>
<td>$10,485</td>
</tr>
</tbody>
</table>
CONFIRMED AT A COMMUNITY DEVELOPMENT MEETING HELD ON MONDAY, 12 MARCH 2012

YMCA  | Funding is to be utilised for registration packs only  | $2,100

Rockingham Low Cost Food Centre  |  | $6,863

TOTAL MINOR PROJECT/EVENT  |  | $72,096

3. **NOT SUPPORT** the allocation of the funds for minor project and event grants under the 2011/2012 Community Grants Program (CGP) Round Three as follows:

**Minor Project/Event Grants**

Mitro Pty Ltd T/As West Coast Carnivals

Committee Voting – 4/0

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

Not applicable

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

Not applicable
1. Purpose of Report

To decide on additional funding for Tourism Rockingham Inc towards the 2012 Musselfest event.

2. Background

The City of Rockingham Community Grants Program (CGP) policy was endorsed by Council on 27 July 2010 which means all funding contributions and sponsorships provided by the City to external parties need to be submitted as part of the grants process.

The intent of the Policy is to “articulate Council's commitment to developing the City by providing funding opportunities to community groups, clubs, organisations, not-for-profit organisations, and to prescribe the role and function of the Community Grants Program Committee”.

The CGP has four key areas comprising sundry donations, minor grants, event grants and infrastructure and planning grants which streamline the grant application process across four publicised funding rounds in each financial year for minor and event grants.

“Events grants for amounts between $501 and $20,000 are advertised four times/year with advertised closing dates. All applications need to be received by the City no later than 4pm on that day to be considered”.

“Operating guidelines will be maintained for the program covering eligibility, application, assessment, evaluation and acquittal requirements”.

Operating guidelines indicate that “all GCP funding is inclusive of Council fees and charges. Once funded the organising group of an event or project cannot apply for a Sundry Donation for waiver of Council fees for the same event or project”.

Once a grant application is received, a Community Development Officer reviews the application to ensure all necessary information and supporting paper work has been provided. A summary of the application and a recommendation in line with the intent of the CGP Policy is written. This summary is provided to the CGP Committee. According to the CGP Policy “A review of the performance and effectiveness of each grant will be conducted by the Community Grants Program Committee to assess the degree of activity, value to Council and associated benefits for the City of Rockingham”.

The CGP Committee then makes a recommendation. This recommendation goes to the Community Development Standing Committee for a recommendation. This is then presented to full Council for an endorsed recommendation.

Tourism Rockingham Inc applied to Round Two of the CGP which closed on Friday 23 September 2011 for a $20,000 grant towards the 2012 Musselfest. The application was reviewed and a recommendation presented to the CGP Committee at its meeting on 12 October 2011, which read:

“For council to recommend funding the grant application from the Rockingham Tourism Inc in the amount of $16,289 to host the 2012 Rockingham Musselfest and cover the following costs of Council fees $2,589, Security $11,700 and Advertising $2,000. The funding is not to be used to cover costs such as wages or salaries as these are items not eligible for funding under the Community Grants Program.” (The $16,289 excluded GST).

This recommendation was based on the following three key line items:
Council Fees $2,589; Security $11,700; Advertising $2,000

The Council meeting held on 22 November 2011 approved the following:

“approve the allocation of funds for minor, event and infrastructure planning and development grants under the 2011/12 Community Grants Program (CGP) Round Two as follows: Musselfest $16,289 subject to conditions from Community Grants Program Committee that group to build in attempts of sustainability.”

This was conveyed to Tourism Rockingham per letter on 23 November 2011. Subsequently Tourism Rockingham has written to Council requesting further funding.

### 3. Details

In a letter to the City of Rockingham dated 13 January 2012, Tourism Rockingham requested:

“special consideration of further funding to conduct the 2012 Rockingham Musselfest in February 2012”.

This is due to funding shortfalls and unexpected increases in costs. Tourism Rockingham requests a further $7802.10 (inc GST) to add to the grant allocation of $17,197.90 (inc GST). This would equate to a total funding contribution from the City in the amount of $25,000, (inc GST).

Correspondence from Tourism Rockingham Inc is as follows:

“While we appreciate that Council is wanting to reduce its financial contributions to community run events and encourages Organisations such as ours to become self sustaining – Tourism Rockingham feels that it has – for a over a decade, produced a community event that showcases the positive aspects of Rockingham and gives visitors to the Musselfest a new perspective of the many benefits available in the City – a role that is not necessarily in its core objectives but one that we believe merits the commitment Tourism Rockingham and the Musselfest Organising Committee has given.”

“With this in mind, we humbly request that Council further supports the 2012 Rockingham Musselfest by approving its overall financial commitment to $25,000 inclusive of GST and made up the following way:

| 2012 Community Grants Program (Minor Project) | = $16,289.00 |
| Plus GST | = $ 1,628.90 |
| **Sub Total** | = **$17,971.90 (Approved)** |
Additional funding  =  $7,021.90  
Plus GST      =  $    780.20  
  Sub Total  =  $ 7,802.10  
  TOTAL      = $25,000.00*

It must be noted that the highest funding under the CGP is $22,000 (inc GST) that an applicant can apply for.

4. Implications to Consider

a. Consultation with the Community
   Nil

b. Consultation with Government Agencies
   Nil

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

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

d. Policy
   This request falls outside of the Community Grants Program Policy 2011-2012 on the basis of:
   1. Exceeds $22,000
   2. Already had applied for $20,000

e. Financial
   If the request from the Tourism Rockingham Inc is endorsed it will mean an extra $7,802.10 needs to come from the CGP budget or an alternative source, which would result in $7,802 less to allocate to the final round of the CGP, travel and sundry donations.

f. Legal and Statutory
   Nil

5. Comments

The original request from Tourism Rockingham Inc has followed due process and has been given due consideration in line with the CGP Policy and Guidelines with endorsement of the recommendation received at the CGP Committee, Community Development Standing Committee and full Council. Examination of the event budget and the request indicated where potential savings could be made.

Under the CGP Policy funding of between $501 and $20,000 is available to event grants. The request from Tourism Rockingham Inc is above that amount.

The CGP Policy and guidelines were initiated to provide equitable and accessible funding opportunities to community groups across the City in order to increase the transparency of the process and to share the funds available according to the CGP Policy and guidelines. This process and intent was followed in relation to the grant application from Tourism Rockingham Inc. To approve further funding at this time would go against the intent of the Community Grants Program.

6. Voting Requirements

Simple Majority
### 7. Officer Recommendation

That Council *NOT APPROVE* the request from Tourism Rockingham Inc for additional funds in the amount $7802.10 (inc GST) for the 2012 Musselfest.

### 8. Committee Recommendation

That Council *NOT APPROVE* the request from Tourism Rockingham Inc for additional funds in the amount $7802.10 (inc GST) for the 2012 Musselfest.

Committee Voting – 4/0

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

Not applicable

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

Not applicable

4:40pm  Mr Andrew Hammond, Chief Executive Officer left the Community Development Committee Meeting
## Community Safety

### Community Development Advisory and Occasional Committee Minutes

#### Community Safety Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CSA-001/12 City Safe Advisory Committee Meeting Minutes, 8 December 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>COM/55</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Jo Harriman, Events and Administration Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>13 February 2012</td>
</tr>
<tr>
<td>Terms of Reference:</td>
<td>To provide a consultative forum that can effectively advise Council on community safety matters that arise in the City of Rockingham.</td>
</tr>
<tr>
<td>Composition:</td>
<td>3 Councillors, 9 Community Members</td>
</tr>
<tr>
<td></td>
<td>Executive Support – Community Development Community Safety Team</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Attachments:</td>
<td>1. Minutes of the City Safe Advisory Committee Meeting held on 8 December 2011</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

1. **Receipt of Minutes**

That Council receive the minutes of the City Safe Advisory Committee meeting held on 8 December 2011 for information.

2. **Recommendations to the Community Development Committee**

2.1 **Recommendation 1: Nominations for the City Safe Advisory Committee**

Advisory Committee Recommendation:

That Council **APPOINT** the following nominees to the City Safe Advisory Committee if Mr Greg Medhurst, Police Transport Southern, advises he will no longer attend City Safe Advisory Committee Meeting.

1. Ms Stephanie Celizic, WA Police – Community Engagement Division
2. Sgt Paul Trimble – Officer in Charge – Crime Prevention and Diversity, Peel Metropolitan District
3. Mr Ben Chamberlain, Interested Community Member, Port Kennedy
Implications to Consider

a. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following
   Aspiration/s contained in the Community Plan 2011:-
   
   **Aspiration 2:** A safe community where residents feel secure, relaxed and comfortable
   within their home, work and social environments.

b. Policy
   In accordance with the Governance and Meeting Framework Policy – Item 5.6, City Safe
   Advisory Committee

c. Financial
   Nil

d. Legal and Statutory
   Nil

e. Voting Requirements
   Absolute Majority

Officer Comments & Recommendation if Different to Committee Recommendation

Following further investigations from the City Safe Advisory Committee Meeting, Mr Greg Medhurst
tendered his resignation in writing on Tuesday, 20 December 2011. Mr Medhurst’s resignation has
resulted in three (3) vacancies being available on the Committee, instead of two (2) as previously
mentioned.

That Council:

1. **ACCEPT** the resignation of Mr Greg Medhurst, Police Transport Southern from the City
   Safe Advisory Committee.

2. **APPOINT** the following nominees to the City Safe Advisory Committee:
   - Ms Stephanie Celizic, WA Police – Community Engagement Division.
   - Sgt Paul Trimble, Officer in Charge – Crime Prevention & Diversity, Peel Metropolitan District.
   - Mr Ben Chamberlain, Interested Community Member, Port Kennedy.

3. **Committee Recommendation**

   That Council:
   
   1. **RECEIVE** the minutes of the City Safe Advisory Committee meeting held on 8 December
      2011 for information.
   
   2. **ACCEPT** the resignation of Mr Greg Medhurst, Police Transport Southern from the City
      Safe Advisory Committee.
   
   3. **APPOINT** the following nominees to the City Safe Advisory Committee:
      - Ms Stephanie Celizic, WA Police – Community Engagement Division.
      - Sgt Paul Trimble, Officer in Charge – Crime Prevention & Diversity, Peel Metropolitan District.
      - Mr Ben Chamberlain, Interested Community Member, Port Kennedy.

   Committee Voting – 4/0
4. The Committee's Reason for Varying the Officer's Recommendation

Not applicable

5. Implications of the Changes to the Officer's Recommendation

Not applicable

4:44pm Mr Andrew Hammond, Chief Executive Officer returned to the Community Development Committee Meeting
## Community Development Advisory and Occasional Committee Minutes

### Community and Leisure Facilities

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CLF-001/12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lark Hill Committee Meeting Minutes, 23 November 2011</td>
</tr>
<tr>
<td>File No:</td>
<td>RCS/164-02</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Mark Toomath, Coordinator Leisure Facilities</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>13 February 2012</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>To guide the ongoing management and promotion of the Lark Hill Sportsplex, and facilitate communication between key stakeholders to ensure the optimum use of the City’s premier sport and recreation facility</td>
</tr>
<tr>
<td>Terms of Reference:</td>
<td>2 Councillors, 6 Community Members</td>
</tr>
<tr>
<td>Composition:</td>
<td>Executive Support – Corporate Services</td>
</tr>
<tr>
<td></td>
<td>Community &amp; Leisure Facilities</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>1. Minutes of Meeting held 23 November 2011</td>
</tr>
</tbody>
</table>

### Attachments:

1. Minutes of Meeting held 23 November 2011

### Maps/Diagrams:

1. Receipt of Minutes

That Council receive the minutes of Lark Hill Sportsplex Management Committee meeting held on 23 November 2011 for information.

### Recommendations to the Community Development Committee

There are no recommendations arising from the Lark Hill Sportsplex Management Committee meeting.

### Committee Recommendation

That Council RECEIVE the minutes of Lark Hill Sportsplex Management Committee meeting held on 23 November 2011 for information.

Committee Voting – 4/0
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>The Committee's Reason for Varying the Officer's Recommendation</td>
</tr>
<tr>
<td></td>
<td>Not applicable</td>
</tr>
<tr>
<td>5.</td>
<td>Implications of the Changes to the Officer’s Recommendation</td>
</tr>
<tr>
<td></td>
<td>Not applicable</td>
</tr>
</tbody>
</table>
Community Development
Advisory and Occasional Committee Minutes
Community and Leisure Facilities

Reference No & Subject: CLF-002/12 Lark Hill Sportsplex Management Committee Meeting Minutes, 18 January 2012

File No: RCS/164-02
Author: Mr Mark Toomath, Coordinator Leisure Facilities
Other Contributors:
Date of Committee Meeting: 13 February 2012
Terms of Reference:
To guide the ongoing management and promotion of the Lark Hill Sportsplex, and facilitate communication between key stakeholders to ensure the optimum use of the City’s premier sport and recreation facility

Composition:
2 Councillors, 6 Community Members
Executive Support – Corporate Services
Community & Leisure Facilities

Disclosure of Interest:
Nature of Council’s Role in this Matter: Executive Function

Attachments:
1. Minutes of Meeting held 18 January 2012

1. Receipt of Minutes

That Council receive the minutes of Lark Hill Sportsplex Management Committee Meeting held on 18 January 2012 for information.

2. Recommendations to the Community Development Committee

There are no recommendations arising from the Lark Hill Sportsplex Management Committee meeting.

3. Committee Recommendation

That Council RECEIVE the minutes of Lark Hill Sportsplex Management Committee Meeting held on 18 January 2012 for information.

Committee Voting – 4/0

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

Not applicable
5. Implications of the Changes to the Officer’s Recommendation

Not applicable
### Terms of Reference:

1. To promote the usage of the Autumn Centre by the wider community.
2. To provide a channel for feedback and communication between the Autumn Centre users and Council.
3. To provide a vision into future delivery trends focusing on alignment with external best practice.
4. To provide feedback on customer service and to assist in provision of customer service surveys.
5. To identify marketing opportunities to improve the broader community’s awareness of the Autumn Centre.

### Composition:

- 2 Councillors
- 6 Autumn Centre Members
- 2 Community Members
- Executive Support – Corporate Services Community and Leisure Facilities

### Disclosure of Interest:

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

### Attachments:

1. Minutes of Autumn Centre Strategic Development Committee Meeting held 8 December 2011
2. Copy of Autumn Centre Strategic Development Committee Action Plan
3. Autumn Centre Minimum Membership Age Discussion Paper
1. **Receipt of Minutes**

That Council receive the minutes of the Autumn Centre Strategic Development Committee meeting held on 8 December 2011 for information.

2. **Recommendations to the Community Development Committee**

2.1 **Recommendation 1: Approve the lowering of the minimum age and Endorse the name change**

**Advisory Committee Recommendation:**

1. That Council *APPROVE* the lowering of the minimum age for membership of the Autumn Centre from 55 years of age to 50 years of age.

2. That Council *ENDORSE* the changing of the name of the Autumn Centre, subject to community consultation and the proposed new name being approved at a future meeting of Council.

**Implications to Consider**

a. **Strategic**

   *Community Plan*

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

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

b. **Policy**

   Nil

c. **Financial**

   Within existing operational budget for the Autumn Centre

d. **Legal and Statutory**

   Nil

e. **Voting Requirements**

   Simple Majority

**Officer Comments & Recommendation if Different to Committee Recommendation**

Nil

3. **Committee Recommendation**

That Council:

1. *RECEIVE* the minutes of the Autumn Centre Strategic Development Committee meeting held on 8 December 2011 for information.

2. *ENDORSE* the lowering of the minimum age for members at the Autumn Centre from 55 years of age to 50 years of age, subject to consultation with the Autumn Centre members and the proposed age being approved at a future meeting of Council.

3. *ENDORSE* the changing of the name of the Autumn Centre, subject to community consultation and the proposed new name being approved at a future meeting of Council.

Committee Voting – 4/0
4. The Committee's Reason for Varying the Officer's Recommendation

The Committee changed the Officer recommendation to allow the members of the Autumn Centre to be consulted over the proposed change to the minimum age.

5. Implications of the Changes to the Officer's Recommendation

Not applicable

5:00pm Mr Michael Quirk, Manager Community Infrastructure Planning left the Community Development Committee Meeting

5:05pm Deputation by Ms Diane Webb and Mr Kevin Rodgers regarding the Report CLF-004/12 - Review of the Meals on Wheels Service

The Chairperson welcomed Ms Dianne Webb and Mr Kevin Rodgers and invited them to make their presentation to the Committee.

Ms Webb and Mr Rodgers raised various concerns regarding the Meals on Wheels service and focused on giving an overview of the Meals on Wheels program from the perspective of the client and the volunteer. The matters raised where:

- More often than not the contact between the client and volunteer could be the only outside contact the client receives.
- The service offers more than just meal delivery ie security check, in home assistance eg bring bins in, place food in fridge etc.
- The current service offers special dietary requirements.
- Due to a large number of clients having dementia any alteration to delivery changes ie weekly as opposed to daily, confusion will result which will affect the client’s ongoing health.

Why the volunteers do what they do:

- Encouraged to do volunteer work by their Doctor
- Mental wellbeing
- Do it for the company

If the City sees the service as a financial burden, then the City could look at:

- Vehicle sponsorship
- Marketing
- Invite other likeminded agencies to join in the round.
- Streamline the service
- Investigate Government subsidies/grants

If the City does relinquish the service to a “likeminded service provider”, can the City guarantee:

- Meal delivery would be daily.
- Meals would not be frozen and mass delivery – meals must be fresh.
- What would happen with our current volunteers and staff?

The Chairperson thanked Ms Webb and Mr Rodgers for their presentation. The presentation concluded at the time of 5:25pm.

5:27pm Mr Michael Holland, Manager Community Capacity Building left the Community Development Committee Meeting

5:40pm Cr Ann Prince left the Community Development Committee Meeting
1. Purpose of Report

To seek Council approval to proceed with the transfer of the Rockingham Home and Community Care (HACC) Meals on Wheels (MOW) Service to a competent and likeminded community organisation as endorsed by HACC to ensure the ongoing provision of service to support the City’s MOW current clients and the Rockingham community.

2. Background

The City’s Community and Leisure Facilities department has been working towards ensuring that all services delivered from Council facilities are provided as efficiently and effectively as possible.

A report was provided to the April 2011 meeting of Council, which highlighted that the Rockingham MOW service has been operating at a deficit for the past five years and included the following officer recommendation:

That Council ENDORSE the concept of transitioning the Rockingham Home and Community Care Meals on wheels Service to a competent and likeminded community organisation.

To better clarify the process and provide further details prior to endorsing the transition of the Home and Community Meals on Wheels Service the Council varied the recommendation to:

That Council INVESTIGATE the concept of transitioning the Rockingham Home and Community Care Meals on wheels service to a competent and likeminded community organisation and any outcomes of this investigation to be returned to Council for consideration.
3. Details

The Rockingham MOW service is a discretionary service that has been provided by the City under a contract agreement for HACC since July 2004.

The meals for this service are produced at the Rockingham Autumn Centre in its commercial kitchen and delivered by volunteers organised by Council’s Coordinator MOW.

This service has been operating at a deficit for the past five years and with the trend in meals provided showing a steady fall in clients the service is becoming increasingly more expensive to deliver.

A review undertaken by a panel consisting of Manager Community and Leisure Facilities, Coordinator MOW and Coordinator Autumn Centre produced the following findings:

<table>
<thead>
<tr>
<th>Year</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>3,143</td>
<td>2,943</td>
<td>3,290</td>
<td>2,969</td>
<td>2,878</td>
<td>2,158</td>
</tr>
<tr>
<td>February</td>
<td>3,186</td>
<td>2,690</td>
<td>2,953</td>
<td>3,087</td>
<td>2,467</td>
<td>2,102</td>
</tr>
<tr>
<td>March</td>
<td>3,711</td>
<td>3,050</td>
<td>3,314</td>
<td>3,087</td>
<td>2,752</td>
<td>2,056</td>
</tr>
<tr>
<td>April</td>
<td>3,329</td>
<td>2,957</td>
<td>3,096</td>
<td>3,320</td>
<td>2,847</td>
<td>2,207</td>
</tr>
<tr>
<td>May</td>
<td>3,308</td>
<td>3,352</td>
<td>3,018</td>
<td>3,018</td>
<td>2,588</td>
<td>2,268</td>
</tr>
<tr>
<td>June</td>
<td>3,396</td>
<td>3,111</td>
<td>3,029</td>
<td>3,029</td>
<td>2,498</td>
<td>2,158</td>
</tr>
<tr>
<td>July</td>
<td>3,367</td>
<td>3,074</td>
<td>3,703</td>
<td>3,143</td>
<td>2,337</td>
<td>2,240</td>
</tr>
<tr>
<td>August</td>
<td>3,112</td>
<td>3,323</td>
<td>3,820</td>
<td>2,495</td>
<td>2,239</td>
<td>2,318</td>
</tr>
<tr>
<td>September</td>
<td>3,055</td>
<td>3,356</td>
<td>3,504</td>
<td>2,966</td>
<td>2,207</td>
<td>2,056</td>
</tr>
<tr>
<td>October</td>
<td>3,142</td>
<td>3,456</td>
<td>3,757</td>
<td>3,086</td>
<td>2,246</td>
<td>1,943</td>
</tr>
<tr>
<td>November</td>
<td>3,204</td>
<td>3,361</td>
<td>3,438</td>
<td>2,757</td>
<td>2,210</td>
<td>1,978</td>
</tr>
<tr>
<td>December</td>
<td>3,022</td>
<td>3,187</td>
<td>3,218</td>
<td>2,952</td>
<td>2,406</td>
<td>1,954</td>
</tr>
<tr>
<td>Total</td>
<td>38,975</td>
<td>37,860</td>
<td>40,140</td>
<td>35,909</td>
<td>29,675</td>
<td>25,438</td>
</tr>
</tbody>
</table>

The table above indicates that between 2005 and 2010 there has been a 34% decrease in the number of meals provided.

Trends at other Local Government Authorities also show a decline in the demand for provision of MOW.

<table>
<thead>
<tr>
<th>Year</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average number of Rockingham MOW clients per month</td>
<td>175</td>
<td>179</td>
<td>183</td>
<td>163</td>
<td>139</td>
<td>124</td>
</tr>
</tbody>
</table>

Exit interviews completed by MOW clients no longer wanting to continue with the service have reported the following as contributing factors for withdrawing from the service:

- Complaints regarding poor quality and presentation of the meals,
Convenience of alternatively purchasing meals from a vast range of pre-prepared packaged light and easy type meals from local supermarkets.

Due to economies of scale, the fall in demand for meals has had an impact on the unit cost of meals preparation and delivery by the City.

**Annual cost of the Rockingham MOW Service**

The MOW service is administered by one full time member of staff, Coordinator MOW who is responsible for liaison with HACC, MOW clients, volunteers, meals delivery drivers and the daily operation of the service. The City obtains $7 per three course meal from MOW clients and also a $1.86 subsidy per meal from HACC.

This service has been operating at the following annual deficits.

<table>
<thead>
<tr>
<th>Year</th>
<th>2006/07</th>
<th>2007/08</th>
<th>2008/09</th>
<th>2009/10</th>
<th>2010/11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deficit on operations</td>
<td>$45,152</td>
<td>$58,550</td>
<td>$46,723</td>
<td>$58,071</td>
<td>$74,000</td>
</tr>
</tbody>
</table>

However the above figures do not show the true cost of the provision of meals, as the actual cost for the preparation of meals for the MOW service is reported in the Autumn Centre budget.

Breakdown of cost to prepare meals at the Autumn Centre is as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost Per Year ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour</td>
<td>157,160</td>
</tr>
<tr>
<td>Food</td>
<td>285,000</td>
</tr>
<tr>
<td>Utilities (gas, water, electricity)</td>
<td>15,473</td>
</tr>
<tr>
<td>Kitchen Equipment</td>
<td>3,000</td>
</tr>
<tr>
<td>Total</td>
<td><strong>460,633</strong></td>
</tr>
</tbody>
</table>

The Autumn Centre Kitchen produces approx 49,984 meals per year.

<table>
<thead>
<tr>
<th>Meals Provided for</th>
<th>Total Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals on Wheels</td>
<td>25,896</td>
</tr>
<tr>
<td>Autumn Centre Dining Room Meals</td>
<td>23,088</td>
</tr>
<tr>
<td>Autumn Centre Meals for Functions</td>
<td>1,000</td>
</tr>
<tr>
<td><strong>Total Meals produced</strong></td>
<td><strong>49,984</strong></td>
</tr>
</tbody>
</table>
## Unit Cost per Meal:

<table>
<thead>
<tr>
<th>Cost of Preparation of all Meals</th>
<th>Amount of meals produced</th>
<th>Unit Cost Per Meal ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>460,633</td>
<td>49,984</td>
<td>9.22</td>
</tr>
</tbody>
</table>

## Income from all Meals Prepared at the Autumn Centre

<table>
<thead>
<tr>
<th>Meals Prepared</th>
<th>Number of Meals</th>
<th>Average Income Per Meal ($)</th>
<th>Annual Income ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Centre Functions</td>
<td>1,000</td>
<td>15.00</td>
<td>15,000</td>
</tr>
<tr>
<td>MOW</td>
<td>25,896</td>
<td>6.00</td>
<td>155,376</td>
</tr>
<tr>
<td>Dining Room</td>
<td>23,088</td>
<td>5.75</td>
<td>132,750</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>49,984</strong></td>
<td></td>
<td><strong>303,132</strong></td>
</tr>
</tbody>
</table>

Note: The Autumn Centre team are reimbursed $6.00 per meal from MOW team by an internal transfer of funds process.

## Actual Annual Cost of all Meals Prepared at the Autumn Centre

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>460,633</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>303,132</td>
</tr>
<tr>
<td>Profit/Loss</td>
<td>-157,501</td>
</tr>
</tbody>
</table>

### Alternate Options

Alternate options of providing the meals were explored by the review team, including purchasing the meals from an external supplier. The review team inspected, purpose built, containerised food packaging facilities owned by the City of Stirling and Brightwater Catering, who both produce high quantities of meals to a high standard. It was found that if the City purchased the meals direct from an external supplier, instead of producing them at the Autumn Centre, a potential saving could be made of between $34,422 to $58,318 per annum, depending on supplier contracted. This option would still require the delivery of the meals to be coordinated by the MOW Coordinator and delivered by the City’s existing MOW volunteers.

## Comparison of costs by Purchasing Meals from external service providers

<table>
<thead>
<tr>
<th>Provider</th>
<th>Per Meal ($)</th>
<th>Number of Meals</th>
<th>Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Centre</td>
<td>9.22</td>
<td>25,986</td>
<td>239,590</td>
</tr>
<tr>
<td>City of Stirling</td>
<td>8.00</td>
<td>25,896</td>
<td>207,168</td>
</tr>
<tr>
<td>Brightwater Catering</td>
<td>7.00</td>
<td>25,896</td>
<td>181,272</td>
</tr>
</tbody>
</table>

If the City relinquished the MOW service back to HACC the potential savings would be $264,572 as calculated below:
Savings if Meals on Wheels Not Prepared at Autumn Centre

<table>
<thead>
<tr>
<th>Title</th>
<th>Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cook Salary</td>
<td>43,400</td>
</tr>
<tr>
<td>Kitchen hand Salary</td>
<td>22,673</td>
</tr>
<tr>
<td>50% of all food purchased</td>
<td>142,000</td>
</tr>
<tr>
<td>Deficit on MOW team operation (averaged over past 5 years)</td>
<td>56,499</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>264,572</strong></td>
</tr>
</tbody>
</table>

The above figures do not include fixed costs and utilities of the Autumn Centre Kitchen, which would remain for the preparation of meals for the dining room.

If the service was relinquished back to HACC, the MOW Coordinator would be redeployed into a suitable vacant staff position at the City and the casual positions of Other Cook and Kitchen hand would no longer be required.

All other existing permanent kitchen staff, two (2) would be retained for preparation of meals for the Autumn Centre dining room.

4. Implications to Consider

a. Consultation with the Community

Many MOW clients are entirely dependent on the delivery of their meals and it is imperative that any changes to this service are seamless and well communicated to the MOW clients and Community.

Existing Rockingham MOW clients were surveyed in December 2011 regarding possible changes to the current service, 57 responses were received.

In response to question one, 68% indicated that they would be happy to receive frozen meals on a daily basis, whereas 32% were opposed to receiving frozen meals.

When asked if delivery days were reduced to three times per week, 82% indicated that they were happy with that proposal, whereas 18% were opposed.

b. Consultation with Government Agencies

Negotiations with HACC have taken place regarding the relinquishment of the MOW service by the City and if endorsed by Council both parties have agreed to work together to ensure the transitional period is as smooth possible.

HACC have identified three possible suitable competent and likeminded agencies.

- Community First International, Rockingham
- Kwinana Home Support Services, Kwinana
- Care Options, Rockingham

If the City were to relinquish its MOW service a Deed of Variation would need to be signed with the contract changeover date being 1 July 2012.

It is anticipated that if relinquishment was endorsed, the changeover date would be from 1 July 2012 would provide both parties enough time to provide a seamless transition of service to a new service provider.
c. **Strategic**

*Community Plan*

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

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

d. **Policy**

Nil

e. **Financial**

If the City relinquished the service back to HACC it would deliver estimated savings of $264,572 per annum. If the City only outsourced the supply of meals to an external provider but remained responsible for the distribution of meals, it could anticipate savings of between $34 - $58k.

f. **Legal and Statutory**

The MOW Service is legislated under the Home and Community Care Act 1985. The meals service is also required to conform to the State Health Legislation.

5. **Comments**

If the City relinquishes the MOW service back to HACC, the decision as to which service provider is appointed to the Rockingham Meals on Wheels Service is the responsibility of HACC and will be made by the Department of Health Aged Care and Community Directorate. They have advised in writing that no decision, as to who will be awarded the contract, will be made until Council have formally confirmed that they want to relinquish the service.

However the review panel are aware that Council would like to confirm that if the Rockingham Meals on Wheels Service were to be relinquished back to HACC, that it would be seamlessly transitioned to another competent and likeminded community organisation, with no loss in the quality of service delivery. With this in mind the review panel after discussions with HACC and the three proposed service providers, believe that Care Options would be the best option to continue with the service as they are based in Rockingham and are already successfully operating a regional assessment service in the Rockingham community for HACC. Care Options has also expressed an interest in offering existing MOW volunteers, opportunities to continue their volunteering commitment in various sections of Care Options services in Rockingham. This would ensure the ongoing provision of service to support the City’s MOW current clients and the Rockingham community.

The service is well received by the Community and acts as a daily point of contact for many frail and elderly residents, however the delivery of MOW is a discretionary service and not a core business of the City and as such it is not appropriate for it to be subsidised by ratepayers. If the City relinquished the service back to HACC it would deliver an estimated saving of $264,572 per annum.

Should Council decide to continue with the provision of the MOW service, further consideration should be given to reducing operational costs by outsourcing the preparation of the meals through a tender process.

6. **Voting Requirements**

Simple Majority

7. **Officer Recommendation**

That Council **APPROVE** transitioning the Rockingham Home and Community Care Meals on Wheels service to a competent and likeminded community organisation commencing the contract on 1 July 2012.
8. Committee Recommendation

That Council APPROVE transitioning the Rockingham Home and Community Care Meals on Wheels service to a competent and likeminded community organisation that will provide equivalent levels of service commencing the contract on 1 July 2012; and any savings arrived at by transitioning the service be ALLOCATED to a reserve for the development of seniors.

Committee Voting – 4/0

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

The Committee altered the Officer recommendation as it wanted to ensure that equivalent levels of service will continue to be provided to the Meals on Wheels customers and any funds identified from such a transitioning be reserved for the future development of seniors within the City of Rockingham.

10. Implications of the Changes to the Officer’s Recommendation

Not applicable
Community Development
Community and Leisure Facilities

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CLF-005/12 Lease Application for the Cafe Space at the Gary Holland Community Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Rattigan and Associates</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Paul O’Leary, Coordinator of Community Facilities</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Ms Renee Sinclair-Deane, Leasing Officer</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>13th February 2012</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>Executive Function</td>
</tr>
<tr>
<td>Site:</td>
<td>Gary Holland Community Centre (Area 2 – Café space)</td>
</tr>
<tr>
<td>Lot Area:</td>
<td>Lot 300 (No. 19) Kent Street Rockingham, Reserve 49939</td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td>1. Café Space</td>
</tr>
</tbody>
</table>

1. Purpose of Report
To seek approval to enter into a lease with Rattigan and Associates for the 58sqm retail space at the Gary Holland Community Centre (GHCC).

2. Background
The GHCC was constructed on Reserve 48927 for the purpose of ‘recreation’ and did not provide the City with the power to lease to commercial operations, however, during this time discussions were held with the Department of Regional Development and Lands (DRDL) and support in-principal was granted to lease to non-commercial or other types of businesses. Subsequent lease requests however were not approved as they were considered to be inconsistent with the recreational purpose of the reserve.

In December 2008 a new reserve was created (Reserve 49939) designated “Community Centre”. This reserve grants the City the power to lease to whom it deems appropriate.

In January 2011 the DRDL formally advised the City that it has no objection to proposed and future leases within the GHCC for the purposes of office space, retail and food outlets given that they provide community benefit and any income made from such tenancies will be held aside for maintenance and operation of the centre.

This was done to enable the City to help recover the existing and future maintenance and operating costs of this facility.
The City has received several applications to lease the Office, Retail and Café spaces at the GHCC over the past 12 months via our real estate agent, David Evans (Rockingham). Unfortunately many of the interested organisations have found the time frames to enter into a lease with the City unacceptable and have withdrawn their interest. Furthermore, since agreeing to enter into a Lease Agreement for the Retail space with Café Amphora (highlighted by a red border in diagram 1 below; approved at July 2011 Council Meeting) applications from café/bistro related businesses have greatly reduced due to an obvious competition clash.

### 3. Details

1. **Café Space** - The cafe space is within the black border below:

![Diagram of GHCC Ground Floor showing the café space](image_url)

The 2 external walls of the 58msq Café Space consist of floor to ceiling bi-fold glass doors which open onto the Village Square. It has double glass internal doors to the side of the room providing public access to toilet amenities and the GHCC Loading Dock for deliveries.

In April 2011 a certified valuation was received reporting a rental value in the order of $17,400.00 per annum (excluding GST).

An application for the Café Space has been received from Rattigan and Associates, who are a Western Australian legal firm whose principal focus is in all areas of Family and De Facto Relationships law. The have been in business for over 35 years.

It is estimated that variable outgoings, payable to the City will be as follows:

- **Council Rates:** $662.80
- **Water Rates:** $1104.50
- **Security:** $378.25
- **Fire Services and Inspection:** $946.40
- **Insurance:** $350.00

The Café Space is fitted with a security alarm and smoke and heat detectors linked to the GHCC security and fire services alarm system. Both rooms have dual emergency escape access.

The disability access toilet located externally and to the left of the Centre will be utilised as a food handler only toilet should any spaces within the GHCC be leased for the purpose of café, restaurant or any other food preparations.

The City's Planning Services have advised that they have no objection to entering into agreements placing a solicitor’s within the café space. They have also advised that decisions regarding the lease applications are not required to be presented to a meeting of the DAU.
4. Implications to Consider

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a.</strong> Consultation with the Community</td>
<td>In accordance with Local Government Act 1995, Section 3.58 (3), the City will provide advertising, seeking public comment on this matter for a period of 14 days.</td>
</tr>
<tr>
<td><strong>b.</strong> Consultation with Government Agencies</td>
<td>All leases will require consent from the Minister for Lands.</td>
</tr>
</tbody>
</table>
| **c.** Strategic | Community Plan  
This item addresses the Community’s Vision for the future and specifically the following Aspiration contained in the Community Plan 2011:  
**Aspiration 7:** Community facilities and services that are well utilised, accessible and cost effective, and where appropriate, multi-functional |
| **d.** Policy | Nil |
| **e.** Financial | The 2010/2011 Annual Budget for the GHCC had a Total Operating Deficit of $174,448.00 (Including annual contracted management fees of $105,000.00)  
Should Rattigan & Associates take up a lease for the café space, the City would receive annual rent of $11,599.92.  
As per the DRDL’s requirements, income from the tenancy will be used to reduce future maintenance and operating deficit of the GHCC. |
| **f.** Legal and Statutory | Local Government Act 1995, Section 3.58 (3) provides that the City is to give public notice of any proposed lease, including the subject property and proposed tenancy and inviting public submissions regarding the proposed lease/property. |

5. Comments

The proposed rental ($11,599.92) is lower than the certified valuation ($17,400.00), however it is important to note that since agreeing to enter into a lease with Café Amphora (retail space) within GHCC, café/bistro related rental applications have not been forthcoming and interest in the space has declined, which is an expected side effect of a business within this industry occupying the GHCC.

Entering into a lease agreement with solicitor’s, Rattigan and Associates, will not clash directly with Café Amphora, it will also open the doors to more people visiting the GHCC which is obviously a positive benefit in the pursuit of a fully engaged GHCC.

Rattigan & Associates hours of business will coincide with the current opening hours of the GHCC, which is an important factor in relation to the security of the building, i.e. parts of the building will not be open for business while other areas are closed.

Upon council agreeing to enter into a lease agreement, a new certified valuation for the café space will be sought (as the previous one from April 2011 is beyond the 6 month threshold) prior to a public notice being advertised.
6. Voting Requirements

Simple majority.

7. Officer Recommendation

That Council ENTER into a lease agreement with Rattigan & Associates (subject to no adverse public submissions being received), for 58sqm portion of Lot 300 (No. 19) Kent Street, Rockingham WA 6168, Gary Holland Community Centre with the following conditions:

a. annual rental of $11,599.92 per annum (excluding GST), to be reviewed annually in accordance with CPI;

b. for a period of 36 months with an option of 36 months extension by mutual agreement;

c. the lessee agrees to pay all outgoings inclusive of power, water, emergency services levy, maintenance and insurances as determined by the City.

8. Committee Recommendation

That Council ENTER into a lease agreement with Rattigan & Associates (subject to no adverse public submissions being received), for 58sqm portion of Lot 300 (No. 19) Kent Street, Rockingham WA 6168, Gary Holland Community Centre with the following conditions.

a. Annual rental of $11,599.92 per annum (excluding GST), to be reviewed annually in accordance with the current market rates in year 1 and in accordance with CPI in years 2 and 3.

b. For a period of 36 months with an option of 36 months extension by mutual agreement.

c. The lessee agrees to pay all outgoings inclusive of power, water, emergency services levy, maintenance and insurances as determined by the City.

Committee Voting – 4/0

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

The Councillors amended the Officer recommendation to ensure that the annual rental kept in line with current market and CPI rates.

10. Implications of the Changes to the Officer’s Recommendation

Not applicable
### 13. Reports of Councillors

Nil

### 14. Addendum Agenda

Nil

### 15. Motions of which Previous Notice has been Given

Nil

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:50pm</td>
<td>Mr John Pearson, Director Corporate Services left the Community</td>
</tr>
<tr>
<td></td>
<td>Development Committee Meeting</td>
</tr>
<tr>
<td>5:50pm</td>
<td>Ms Kristi Milana, Acting Manager Community Safety left the Community</td>
</tr>
<tr>
<td></td>
<td>Development Committee Meeting</td>
</tr>
</tbody>
</table>

### 16. Notices of Motion for Consideration at the Following Meeting

Nil

### 17. Urgent Business Approved by the Person Presiding or by Decision of the Committee

Nil

### 18. Matters Behind Closed Doors

Nil

### 19. Date and Time of Next Meeting

The next Community Development Committee Meeting will be held on **Monday 12 March 2012** in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

### 20. Closure

There being no further business, the Chairman thanked those persons present for attending the Community Development Committee meeting, and declared the meeting closed at 6:00pm.