City of Rockingham
Corporate and Community Development Committee Meeting Minutes
4:00pm Tuesday 15 March 2016

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City of Rockingham
Corporate and Community Development Committee Meeting Minutes
Tuesday 15 March 2016 - Council Boardroom

1. **Declaration of Opening**

The Chairperson declared the Corporate and Community Development Committee Meeting open at 4:04pm, welcomed all present, and delivered the Acknowledgement of Country.

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

2.1 **Councillors**

<table>
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<tr>
<td>Cr Leigh Liley</td>
<td>Chairperson</td>
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<td>Cr Lee Downham</td>
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<td>Cr Justin Smith</td>
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<td>Cr Kelly McManus</td>
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<td>Cr Joy Stewart</td>
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<td>Cr Chris Elliott</td>
<td>Observer</td>
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2.2 **Executive**

<table>
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<tr>
<td>Mr Andrew Hammond</td>
<td>Chief Executive Officer</td>
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<tr>
<td>Mr John Pearson</td>
<td>Director Corporate Services</td>
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<tr>
<td>Mr John Woodhouse</td>
<td>Director Legal Services and General Counsel</td>
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<tr>
<td>Mr Michael Holland</td>
<td>Director Community Development</td>
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<tr>
<td>Ms Karin Strachan</td>
<td>Manager Strategy and Corporate Communications</td>
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<td>Mr Mark Tidman</td>
<td>Manager Investment Attraction</td>
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<tr>
<td>Mr Gary Rogers</td>
<td>Manager Community Infrastructure Planning</td>
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<tr>
<td>Mrs Jillian Obiri-Boateng</td>
<td>Manager Community Support and Safety Services</td>
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<tr>
<td>Ms Julia Dick</td>
<td>Manager Community Capacity Building</td>
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<tr>
<td>Ms Alison Oliver</td>
<td>Manager Library and Information Services</td>
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<tr>
<td>Mr Michael Yakas</td>
<td>Manager Customer and Corporate Support</td>
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<td>Ms Fiona Lambrick</td>
<td>Manager Information Services</td>
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<td>Mr Nick Brown</td>
<td>Manager Community and Leisure Facilities</td>
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<td>Mr Ben Searcy</td>
<td>Manager Human Resources Development</td>
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<td>Mr Peter Varris</td>
<td>Manager Governance and Councillor Support</td>
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<td>Mrs Jelette Edwards</td>
<td>Governance Coordinator</td>
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<td>Mr Matthew Emmott</td>
<td>Community Infrastructure Planning Officer</td>
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<td>Ms Helen Savage</td>
<td>Coordinator City Properties</td>
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<tr>
<td>Ms Sue Langley</td>
<td>Governance Officer</td>
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2.3 **Members of the Gallery:**

1

2.4 **Apologies:**

Nil

2.5 **Approved Leave of Absence:**

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

4. **Public Question Time**

   4:05pm The Chairperson invited members of the Public Gallery to ask questions. There were none.

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

   **Moved Cr Smith, seconded Cr Stewart:**

   That Committee **CONFIRMS** the Minutes of the Corporate and Community Development Committee Meeting held on 16 February 2016, as a true and accurate record.

   Committee Voting – 5/0

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

   Nil

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

   **4:06pm** The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.

8. **Declarations of Members and Officers Interests**

   **4:06pm** The Chairperson asked if there were any interests to declare. There were none.

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

   Nil

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

    Nil

11. **Bulletin Items**

    **Corporate and General Management Services Information Bulletin – March 2016**

    **Corporate Services**

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

4. Information Items
4.1 Change of Basis of Rates March 2016
4.2 List of Payments February 2016
4.3 Rockingham Aquatic Centre
4.4 Autumn Centre
4.5 Aqua Jetty
4.6 Mike Barnett Sports Complex
4.7 Warnbro Community Recreation Centre
4.8 Gary Holland Community Centre
4.9 Lease Management
4.10 Land Management

**Governance and Councillor Support**
1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Changes to Declaration of Gifts and Travel Contributions
   4.2 Local Government Elected Member Census
   4.3 Global Friendship – Ako Children’s Choir Visit
   4.4 Freedom of Information (FOI) Requests
   4.5 Australian Coastal Councils Association Inc. Newsletter
   4.6 Citizenships
   4.7 Coming Events

**Human Resources**
1. Human Resources Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Employee Wellness Programme
   3.2 Corporate Training Programme
   3.3 RESPECT Programme
   3.4 Occupational Safety and Health Programme
4. Information Items
   4.1 Recruitment and Onboarding
   4.2 Occupational Safety and Health Statistics

**Strategy and Corporate Communications**
1. Strategy and Corporate Communications Team Overview
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**Committee Recommendation**

**Moved Cr Stewart, seconded Cr Downham:**

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – March 2016 and the content be accepted.

Committee Voting – 5/0
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<td>3.6 Lark Hill Northern Expansion</td>
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<td>3.7 Baldivis District Sporting Complex Needs and Feasibility Study and Concept Plans</td>
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<td>3.8 Aqua Jetty Stage 2 Feasibility and Business Modelling</td>
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<td>3.9 Baldivis South Community Centre</td>
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<td>3.10 Rockingham Youth Venue Feasibility and Concept Plans</td>
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CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 19 APRIL 2016  

PRESIDING MEMBER

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**Community Capacity Building**

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

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

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**Committee Recommendation**

Moved Cr Stewart, seconded Cr Downham:

That Councillors acknowledge having read the Community Development Information Bulletin – March 2016 and the content be accepted.

Committee Voting – 5/0
12. Agenda Items

Corporate Services

Corporate Services
Financial Services

Reference No & Subject: CS-006/16

Budget Review – February 2016 (Absolute Majority)

File No:
FLM/17-04

Risk Register No:
89

Proponent/s:
Mrs Vanisha Govender, Manager Financial Services

Author:
Ms Antonietta Landro, Financial Accountant

Other Contributors:

Date of Committee Meeting:
15 March 2016

Previously before Council:

Disclosure of Interest:
Executive

Nature of Council’s Role in this Matter:

Site:
Lot Area:

Attachments:
February 2016 Budget Review

Maps/Diagrams:

Purpose of Report

To adopt the February 2016 Budget Review.

Background

The City of Rockingham undertakes budget reviews to monitor its financial performance against the annual budget and to review projections to the end of the financial year. Three budget reviews are presented in the year, namely September 2015, February 2016 and May 2016. Any variations of the annual budget arising from the review process are presented for Council’s consideration and authorisation.

The February 2016 Budget Review is the compulsory review and needs to be submitted to the Department of Local Government and Communities once it has been adopted by Council.
Details

The February 2016 Budget Review includes details of transactions during the July 2015 – February 2016 period and adjustments required to the annual budget. The document includes the following information:

1. Summary of Budget Position
2. Summary of Major Amendments
3. Detailed Statement of Operating and Non-Operating Revenue and Expenditure by Department

Implications to Consider

a. Consultation with the Community
   Nil
b. Consultation with Government Agencies
   Nil
c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective contained in the Community Plan 2015-2025:

   **Aspiration C:** Quality Leadership

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

d. Policy
   Nil
e. Financial
   A total of $19.6 million (non-cash component $19.8 million) amendments are processed for this budget review. The City had an opening deficit of $0.2 million prior to the current period amendments. The projected overall surplus result of the February budget review is a surplus of $2,864.

f. Legal and Statutory
   Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires local governments to undertake a budget review between 1 January and 31 March in each financial year. Within 30 days of the review being completed it is to be presented to Council. Council is to consider the review submitted and is to determine (by absolute majority) whether to adopt the review, any parts of the review or any recommendations made in the review. Within 30 days after Council has made a determination, a copy of the review and documentation is to be provided to the Department of Local Government and Communities.

g. Risk (High/Extreme)
   Nil

Comments

The main amendments proposed in the Budget Review are summarised in the February 2016 Budget Review attachment under the Summary of Major Amendments (page 3).
Some of the highlights of the review include:

Operating expenditure has increased by $21.5 million; a significant portion of this increase is due to depreciation adjustment of $19.9 million which resulted from the revaluation of infrastructure assets (Roads and Parks) in the 2014/2015 financial year. Depreciation is a non-cash transaction and therefore has no impact on the cash position of the City.

Operating Revenue has increased by $3.8 million. The majority of this is related to increases in interim rates of approximately $2 million which is directly related to the additions to the Warnbro Fair Shopping Centre, the expansion of the Baldivis Shopping Centre and new subdivisions and building developments. The Millar Road Landfill Facility also anticipates an increase of $2.4 million in landfill fees and charges directly related to changes in the State landfill levy. $0.8 million of this increase is internal charges (the cost of the City to use its own facility).

Capital expenditure has increased by $2.2 million which comprises an increase in Community Infrastructure assets by $1.6 million and an increase of $0.6 million for the Cell and Leachate Dam construction at the landfill.

Non-Operating Revenue has increased by $0.4 million. An amount of $3 million has been transferred out of the carbon tax reserve following Council’s adoption of the “Waste Industry Protocol for the handling of early collected carbon tax” in September 2015. As a result, $1.2 million of the retained carbon tax “liability” will be refunded to local government and regional local government customers and the balance of the funds, $1.8 million, will be used for abatement projects, specifically the Three Bin Waste Collection Service. The City is also reducing its loan liability by $1.9 million by delaying the proposed loan for the Secret Harbour Surf Life Saving Club building for at least this financial year. This matter will be considered as part of the City Business Plan deliberations.

### Voting Requirements

**Absolute Majority**

### Officer Recommendation

That Council:

1. **ADOPTS** the February 2016 Budget Review; and
2. **AMENDS** the budget accordingly.

### Committee Recommendation

Moved Cr Downham, seconded Cr Smith:

That Council:

1. **ADOPTS** the February 2016 Budget Review; and
2. **AMENDS** the budget accordingly.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
Purpose of Report

To approve the proposed Schedule of Fees and Charges for 2016/2017.

Background

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

1. Fees and charges set by Council under Section 6.16 of the Local Government Act 1995 (the Act).
2. Fees and charges set by Council under other sections of the Act or other legislation where Council has the discretion to set the charge.
3. Fees and charges imposed covered by local law or other legislation and Council does not have discretion to change them.
4. An agreed amount where Council believes a sum should be recovered through contractual requirement.

Details

The proposed Schedule of Fees and Charges for 2016/2017 document lists all fees and charges with details of the current and proposed fees.
The fees and charges below are new fees for 2016/2017:

- Non-Commercial Banner Poles Maintenance Fees
- Landfill Recycling Operations- Bulk Fridge/Freezers Panels
- Advertising Permit Fee
- Gary Holland Community Centre- Per Week Commercial/Non-Commercial Hall Hire Fees

The fees and charges in the following areas are proposed to change (either increase or decrease) and are highlighted yellow in the document:

- Mary Davies Library Community Facility Hire Fees
- Footpath/Kerbing Inspection Fees
- Household Waste Services Fees
- Landfill Recycling Operations Fees
- Other Waste Services Fees
- Building Certificates (Discretionary Duties)
- R Code Variations
- Caravan Parks and Camping Grounds Building Approvals
- Private Swimming Pool and Spa Inspection Fees
- Information and Advice from Building Surveyors or Clerical Officer
- Impounded Vehicle Charges
- Abandoned Trolley Charges
- Temporary Outdoor Events Ground Hire Fee
- Halls and Community Centres
- Hire fees for Recreation Grounds and Reserves
- Rockingham Aquatic Centre
- Photocopying of Public Access Documents
- Statements of Rates and Rates Book Photocopying Fee

The Household Waste Services Fees and Other waste service fees has increased by CPI and the Landfill Recycling fees has increased by CPI and a further $5 for the anticipated increase in the landfill levy.

Reserve Flood Lighting Fees will be adjusted and presented at the adoption of the 2016/2017 Annual Budget as Western Power tariffs for the 2016/2017 financial year have not been finalised.

**Implications to Consider**

a. **Consultation with the Community**
   
   Not Applicable

b. **Consultation with Government Agencies**
   
   Nil

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

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

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

d. Policy
Nil

e. Financial
The approved fees and charges will be included in the 2016/2017 Annual Budget for adoption.

f. Legal and Statutory

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

Section 6.16(1) of the Local Government Act 1995 allows a local government to impose (by absolute majority) and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

Section 6.16(2) of the Local Government Act 1995 states that a fee or charge may be imposed for the following:

(a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
(b) supplying a service or carrying out work at the request of a person;
(c) providing information from local government records, subject to some limitations;
(d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
(e) supplying goods;

Section 6.17 (1) of the Local Government 1995 states that in determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors:

(a) the cost to the local government of providing the service or goods;
(b) the importance of the service or goods to the community; and
(c) the price at which the service or goods could be provided by an alternative provider

Section 6.16(3) of the Local Government Act 1995 requires that fees and charges are to be imposed when adopting the annual budget.

Council is requested to approve the Schedule of Fees and Charges for 2016/2017. The proposed fees and charges will be adopted as part of the 2016/2017 Annual Budget in June 2016.

g. Risk (High/Extreme)

Nil
Comments

It is considered best practice to approve fees and charges prior to budget adoption. This is to ensure all community members can be adequately informed of any changes and to assist in budget preparation. All relevant fees have been considered pursuant to Section 6.17 of the Local Government Act 1995.

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVES the proposed Schedule of Fees and Charges for 2016/2017.

Committee Recommendation

Moved Cr Downham, seconded Cr Stewart:

That Council APPROVES the proposed Schedule of Fees and Charges for 2016/2017 subject to the following amendment on page 4 of the Schedule –

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Reference (Act, Regulation, Local Law, Policy)</th>
<th>Authority to Impose Fee or Charge</th>
<th>Item Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Local Govt Act 1995 S6.16 2.1</td>
<td>C1</td>
<td>2</td>
<td>COMMUNITY DEVELOPMENT</td>
</tr>
<tr>
<td></td>
<td>Community Capacity Building</td>
<td></td>
<td></td>
<td>Community Arts &amp; Culture</td>
</tr>
<tr>
<td></td>
<td>Non-Commercial Banner Poles</td>
<td></td>
<td></td>
<td>Non Commercial: Any person or body other than a commercial hire.</td>
</tr>
<tr>
<td></td>
<td>Banner Poles are available for hire for a</td>
<td></td>
<td></td>
<td>minimum of one week and up to two months.</td>
</tr>
<tr>
<td></td>
<td>Maintenance fee (per hour)</td>
<td>N 200.00</td>
<td>264.00 800.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To fix banners, ensure tidy, safe and secure</td>
<td></td>
<td></td>
<td>200.00</td>
</tr>
</tbody>
</table>

Committee Voting – 5/0

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

The Director Corporate Services advised an error in relation to Installation and removal of Banners on Banner Poles. The correct charge is $400 to install and remove banners (i.e. a single $400 charge, not two separate $400 charges)

Implications of the Changes to the Officer’s Recommendation

Not Applicable
Corporate and Community Development Committee Minutes
Tuesday 15 March 2016
CS-008/16

CONFIRMED AT A CORPORATE AND COMMUNITY
DEVELOPMENT MEETING HELD ON TUESDAY, 19 APRIL 2016

PRESIDING MEMBER

Corporate Services
Financial Services

Reference No & Subject:

File No:
File No: FLM/88-02

Risk Register No:

Proponent/s:

Author:
Mrs Vanisha Govender, Manager Financial Services

Other Contributors:
Ms Antonietta Landro, Financial Accountant

Date of Committee Meeting:
15 March 2016

Previously before Council:

Disclosure of Interest:

Nature of Council’s Role in this Matter:
Executive

Site:
Lot Area:

Attachments:

Maps/Diagrams:

Purpose of Report

Background
Nil

Details
The Monthly Financial Management Report includes the following:
1. Statement of Financial Activity by Program
2. Statement of Net Current Assets
3. Other schedules and charts for management information purposes.

Implications to Consider
a. Consultation with the Community
   Not Applicable
b. Consultation with Government Agencies
Not Applicable

c. Strategic
Community Plan
This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:
Aspiration C: Quality Leadership
Strategic Objective: Governance - Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.

d. Policy
Nil

e. Financial
Major variances (above $250,000) between budget estimates and actual results for the month to which the statement relates are shown in the supporting documentation.

f. Legal and Statutory

g. Risk (High/Extreme)
Nil

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

**Voting Requirements**
Simple Majority

**Officer Recommendation**

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

Committee Voting – 5/0

**The Committee’s Reason for Varying the Officer’s Recommendation**
Not Applicable

**Implications of the Changes to the Officer’s Recommendation**
Not Applicable
Corporate Services
Information Systems

Reference No & Subject:
File No: CS-009/16
Risk Register No: W15/16-43
Proponent/s:
Author: Ms Fiona Lambrick, Manager Information Systems
Other Contributors: Mr John Pearson, Director Corporate Services
Date of Committee Meeting:
Previously before Council: 15 March 2016
Disclosure of Interest:
Nature of Council’s Role in this Matter: Executive

Site:
Lot Area:
Attachments: Schedule of Rates for Downer EDI Engineering Electrical Pty Ltd and Calibre Global Pty Ltd
Maps/Diagrams:

Purpose of Report
To approve the preferred supplier for W15/16-43 – Period Supply of CCTV Equipment and Cabling.

Background
Quotation W15/16-43 – Period Supply of CCTV equipment and cabling was advertised and distributed to the WALGA Preferred Supplier Panel on Monday 7 December 2015. The quotations closed at 2.00pm on Monday 21 December, 2015 and were publicly opened immediately after the closing time.

Details
The work includes the supply, installation and configuration of CCTV equipment (including mobile and vehicle based CCTV) as well as cabling (fibre and unshielded twisted pair) at various locations within the City of Rockingham.

The period of the contract shall be from the date of award for 36 months.

Quote submissions were received from:
- Calibre Global Pty Ltd
- Downer EDI Engineering Electrical Pty Ltd
A panel comprising the Manager Information Systems and Director Corporate Services undertook quotation evaluations.

Evaluation of the tender, in accordance with the advertised tender assessment criteria, produced the following weighted scores:

<table>
<thead>
<tr>
<th>Assessment criteria</th>
<th>Max Points</th>
<th>Calibre Global</th>
<th>Downer EDI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisational Capability</td>
<td>20</td>
<td>13.5</td>
<td>17.5</td>
</tr>
<tr>
<td>Technical Capability</td>
<td>35</td>
<td>26.5</td>
<td>33.5</td>
</tr>
<tr>
<td>Price</td>
<td>45</td>
<td>45</td>
<td>37.5</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100</td>
<td>85</td>
<td>88.5</td>
</tr>
</tbody>
</table>

**Implications to Consider**

a. **Consultation with the Community**
   Not Applicable

b. **Consultation with Government Agencies**
   Not Applicable

c. **Strategic Community Plan**
   This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:
   
   **Aspiration B:** A strong Community
   **Strategic Objective:** Safety and Support: Community that feels safe and secure in home, work and leisure environments, and has access to a range of effective support services and partnerships when encountering challenging or difficult times

   **Aspiration C:** Quality Leadership
   **Strategic Objective 1:** Financial Sustainability - A City that understands the importance of sustainable revenue streams, long term resource planning and allocation, and the need to prioritise spending on core services and strategic asset management programs.
   **Strategic Objective 2:** Infrastructure - Civic buildings, sporting facilities, public places and transport infrastructure planned, designed, constructed and maintained using best practice principles and life cycle cost analysis, and implemented in line with informed population growth analysis.

d. **Policy**
   In accordance with the City’s Purchasing Policy, purchases from WALGA’s Preferred Supply Contract, State Government Supply Contracts or the City’s existing period contracts can be used as a procurement option.

e. **Financial**
   Expenditure will be approximately $270,000 for the 2016/2017 financial year and is allocated in the budget. In the previous three years the City has spent in excess of $1.3 million on
CCTV equipment and cabling. It is anticipated the expenditure over the next three years will be in the vicinity of $1 million.

f. Legal and Statutory
In accordance with the Local Government (Functions and General) Regulations 1996, Part 4 – division 2 Section 11 subsection (2)(b):

“Tenders do not have to be publicly invited according to the requirements of the Division if the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA.”

g. Risk (High/Extreme)
Nil

Comments
Following consideration of the submissions and in accordance with the quotation criteria, both companies demonstrated a capacity to complete the works. In assessing the submissions the assessment panel identified that the submission received from Downer EDI Engineering Electrical Pty Ltd demonstrated a higher level of professionalism and understanding of the requirements of the quotation, especially with regards to the configuration setup of the mobile and vehicle cameras. They also identified highly experienced personnel to undertake the work whom have previously undertaken work at other local authorities. They clearly showed that they have knowledge in the area of fibre optic cabling and work within Australian Standards. Therefore the quotation received from Downer EDI Engineering Electrical Pty Ltd is considered best value to the City and recommended as the preferred supplier.

Voting Requirements
Simple Majority

Officer Recommendation
That Council ACCEPTS the quotation submitted from Downer EDI Engineering Electrical Pty Ltd, 9 Modal Crescent Canning Vale WA 6155 for W15/16-43 – Period Supply of CCTV Equipment and Cabling.

Committee Recommendation
Moved Cr McManus, seconded Cr Smith:
That Council ACCEPTS the quotation submitted from Downer EDI Engineering Electrical Pty Ltd, 9 Modal Crescent Canning Vale WA 6155 for W15/16-43 – Period Supply of CCTV Equipment and Cabling.

Committee Voting – 5/0

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

Implications of the Changes to the Officer’s Recommendation
Not Applicable
Corporate Services
Community and Leisure Facilities

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-010/16</th>
<th>Excision of portion of Lot 2264 on Deposited Plan 8277, Tangadee Road, Golden Bay Crown Reserve 32492 to create a new Reserve with Power to Lease</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>LGS/372</td>
<td></td>
</tr>
<tr>
<td>Risk Register No:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Helen Savage, Coordinator City Properties</td>
<td></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>15 March 2016</td>
<td></td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>June 2015 (CD-020/14)</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site:</td>
<td>11,764m² portion of Lot 2264 on Deposited Plan 8277 Tangadee Road, Golden Bay, Rhonda Scarrott Reserve. Reserve Number 32492</td>
<td></td>
</tr>
<tr>
<td>Lot Area:</td>
<td>81,089m²</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td>1. Coastal Community Centre – Mr Brian Warner’s submission</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. The history of the Golden Bay and Eastern Hills (Dunes) history document - Mr Brian Warner’s submission</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td>1. Location Plan of Reserve 32492</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Aerial photo showing proposed 11,764m² area to be excised (outlined and shaded yellow)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Aerial photo showing approximate location of Golden Bay Sports Pavilion</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of Report**

To seek Council support for the excision of approximately 11,764m² of the 81,089m² Reserve 32492, Lot 2264 on Deposited Plan 8277, Tangadee Road, Golden Bay for the creation of a new reserve to be set aside for the purpose of “Recreation, Community Use and Fire Brigade/Fire Fighting”.
Background

Reserve 32492 (Rhonda Scarrott Reserve) is subject to section 20A of the Planning and Development Act 1928 (superseded by section 152 of the Planning and Development Act 2005) and was ceded to the Crown as a Class “C” reserve in June 1974 and was given its current purpose of “public recreation” in August 1974. The reserve was originally vested to the City under Management Order M315484, dated 9 August 1974.

Situated on the reserve is a community centre (Coastal Community Centre), the Rhonda Scarrott Reserve Club Room, the Daniel Kelley Memorial Skate Park, the Singleton Volunteer Fire Brigade’s three emergency service sheds, cricket training nets and open sporting fields including a senior-sized oval and a portion of a second senior-sized oval that is on a shared use agreement with the Golden Bay Primary School.

A new club building and development is scheduled to commence construction on the Rhonda Scarrott Reserve in early 2016. As identified in the Rhonda Scarrott Master Plan, the construction of the new club building is to satisfy the needs of the Secret Harbour Dockers Football Club (Incorporated) that currently includes both the Secret Harbour Dockers Football Club (Incorporated) and the Secret Harbour Cricket Club. The City intends on leasing the new club building to a new entity, which is yet to be formed by merging the two clubs to come under the registered name, Secret Harbour Dockers Sporting Club. As the City currently does not have power to lease over the reserve, the City sought advice from the Department of Lands in August 2015 to determine if the Department of Lands would agree to excising an approximately 11,764m² portion of the reserve to create a new reserve and grant the City power to lease over it.

The Department of Lands responded in October 2015 advising because the proposed excision equates to an area greater than 5% of the total area of the reserve and due to the reserve being substantially reduced, the City would need to gain written approval from the Department of Planning at the outset before the Department of Lands could consider any proposal to excise land from the existing reserve. Providing the Department of Planning granted its approval over the proposed excision, the Department of Lands also advised that the City would need to undertake public consultation to ascertain the level of community support for the creation of the separate reserve with the power to lease, and submit the proposal to Council. Additionally it was noted that the City is required to accept all costs associated with the excision including but not limited to the preparation and lodgement of survey plans and document preparation and lodgement fees.

The Department of Planning’s comments have been sought by the City on the proposal and it does not have any objections to the proposal.

Details

By excising a 11,764m² portion of Reserve 32492 a new reserve will be created over the excised area. Upon the creation of the new Reserve, a new Management Order can be granted in favour of the City with the power to lease, the whole or any portion of the reserve for any term not exceeding 21 years from the date of the lease subject to the written approval of the Minister of Lands, in accordance with section 49 of the Land Administration Act 1997.
1. Location plan of Reserve 32492

2. Aerial photo showing proposed 11,764m² area to be excised (outlined and shaded yellow)
Implications to Consider

a. Consultation with the Community

The Department for Lands requires evidence of public comment to include the feedback and responses provided from the Council to ensure the interest of the public and community are considered and to demonstrate to the Minister for Lands the level of ratepayer support.

The Department of Regional Development and Lands Policy 4.1.5 “Section 152 Public Recreation Reserves” requires the City to advertise amendments to “public recreation” reserves where the reserve is to be cancelled or substantially reduced. The Policy also provides that advertising for an excision can be satisfied by town planning procedures where formal rezoning is required. Regulation 47(4) of the Planning and Development (Local Planning Schemes) Regulations 2015 require the advertising timeframes for a standard amendment is not less than 42 days; the consultation took place from 16 December 2015 to 29 January 2016 (44 days).

The Reserve Amendment was advertised for public comment in accordance with the requirements of the Planning and Development (Local Planning Schemes) Regulations 2015 with advertising undertaken in the following manner:

- One sign was erected on the property facing Tangadee Road, and remained on-site until 22 January 2016
A notice was published in the Public Notices section of the Sound Telegraph newspaper on 16 December 2015 and 13 January 2016.

An advertisement was placed on the City’s website for the duration of the advertising period and copies of documents explaining the Reserve Amendment were also made available for inspection at the Council Administration Offices.

Four hundred nearby and adjacent landowners were notified in writing of the proposal and were captured based upon a 250m property radius of Rhonda Scarrott Reserve.

Advertising also took place through notices at the City libraries and noticeboards.

At the conclusion of the advertising period, one submission was received from a nearby landowner.

<table>
<thead>
<tr>
<th>1. Mr Brian Warner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submission:</strong></td>
</tr>
<tr>
<td>In principle Mr Brian Warner supports the excision. Mr Brian Warner provides other commentary on history of location, role of the Coastal Community Centre and views on future lease arrangements.</td>
</tr>
<tr>
<td><strong>City's Comment:</strong></td>
</tr>
<tr>
<td>The submission in principle supports the excision. Matters related to future lease arrangements are not considered relevant to the excision process.</td>
</tr>
<tr>
<td><strong>Recommendation:</strong></td>
</tr>
<tr>
<td>The submission is noted.</td>
</tr>
</tbody>
</table>

b. **Consultation with Government Agencies**

The City has sought approval from the Department of Planning which has no objections to the proposal. The following government agencies were also notified in writing of the proposal:

- Department of Fire and Emergency Services
- Landuse Planning Swan Region - Department of Parks and Wildlife
- Department of Environmental Regulation
- Land Management Services, Alinta Network Services
- Department of Health, Environmental Health Directorate
- Department of Aboriginal Affairs
- Urban Water Management, Department of Water
- Development Services Branch, Water Corporation
- Western Power
- Infrastructure Planning and Land Services, Public Transport Authority
- Forecasting and Area Planning, Telstra
- Main Roads Western Australia
- DBP Land Management Team
- Department of Education
- Integrated Transport Planning, Department of Transport
Comments relating to the submissions are summarised below.

<table>
<thead>
<tr>
<th>1. Department of Environmental Regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submission:</strong></td>
</tr>
<tr>
<td>Has no comment on the application in reference to regulatory responsibility.</td>
</tr>
<tr>
<td><strong>City's Comment:</strong></td>
</tr>
<tr>
<td>The submission from the Department of Environmental Regulation is noted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Land Management Services, Alinta Network Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submission:</strong></td>
</tr>
<tr>
<td>ATCO Gas Australia has Medium Pressure gas mains and gas infrastructure in the vicinity of the abovementioned Lot (Reserve 32492 Lot 2264). The gas mains and infrastructure are predominantly located within the adjacent road reserves. ATCO has no objection to the proposal by the City of Rockingham to request the Department of Land to reduce the size of Reserve 32492, create a new reserve over that excised portion (previously portion of Lot 2264) for the specified purposes and grant the City of Rockingham Power to Lease over the new reserve.</td>
</tr>
<tr>
<td><strong>City's Comment:</strong></td>
</tr>
<tr>
<td>The submission from the Land Management Services, Alinta Network Services is noted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Department of Health, Environmental Health Directorate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submission:</strong></td>
</tr>
<tr>
<td>i) Water Supply and Wastewater Disposal</td>
</tr>
<tr>
<td>All developments are required to connect to scheme water and reticulated sewerage as required by the Government Sewerage Policy - Perth Metropolitan Region.</td>
</tr>
<tr>
<td>ii) Health Act Requirements</td>
</tr>
<tr>
<td>All public related developments (clubrooms, etc) to comply with the provisions of the Health Act 1911, related regulations and guidelines and in particular Part VI - Public Buildings.</td>
</tr>
<tr>
<td>iii) Disaster Preparedness and Emergency Management</td>
</tr>
<tr>
<td>The City should also consider incorporating the clubroom development with the City's Disaster Management and Emergency Response Plan (DMERP) as a potential recovery centre to maximise common infrastructure requirements.</td>
</tr>
<tr>
<td><strong>City's Comment:</strong></td>
</tr>
<tr>
<td>The submission from the Department of Health, Environmental Health Directorate is noted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Urban Water Management, Department of Water</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submission:</strong></td>
</tr>
<tr>
<td>Has reviewed the information and wishes to advise it has no comment.</td>
</tr>
<tr>
<td><strong>City's Comment:</strong></td>
</tr>
<tr>
<td>The submission from the Urban Water Management, Department of Water is noted.</td>
</tr>
</tbody>
</table>
5. Development Services Branch, Water Corporation

**Submission:**
Has reviewed the proposal including potential impact on water and wastewater services and found no concerns.

**City’s Comment:**
The submission from the Development Services Branch, Water Corporation is noted.

6. Western Power

**Submission:**
Western Power does not have any specific comments at this time to the above proposal, however it would appreciate being kept informed of developments.

**City’s Comment:**
The submission from the Western Power is noted.

7. Main Roads Western Australia

**Submission:**
No objections to the proposed amendment.

**City’s Comment:**
The submission from the Main Roads Western Australia is noted.

8. Department of Education

**Submission:**
No objections to the Reserve Amendment.

**City’s Comment:**
The submission from the Department of Education is noted.

c. Strategic

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

**Aspiration B:** Services and Facilities

**Strategic Objective:** Community facilities and service that accommodate contemporary community expectations and are justified, well used, cost effective and, where appropriate, multi-functional.

d. Policy

Nil

e. Financial

The City will pay all costs associated with surveying the site. This is anticipated to be approximately $10,000 and has an allocated budget.
f. Legal and Statutory

Section 41 of the Land Administration Act 1997 provides the Minister power to reserve Crown land to the Crown.

Section 49 of the Land Administration Act 1997 provides a management body may submit to the Minister for his or her approval a plan for the development, management and use of the Crown land in its managed reserve for the purpose of that managed reserve. In accordance with section 49, the condition will be placed on the Management Order of the proposed new reserve that written approval is required from the Minister for any lease entered into over the new reserve.

Section 51 of the Land Administration Act 1997 provides the Minister’s powers to cancel, change the purpose of or amend the boundaries of, or the locations or lots comprising, a reserve.

Section 152 of the Planning and Development Act 2005 provides a very high order of protection over the reserves created under it. As a matter of principle the Department of Lands will not permit leasing of section 152 reserves to prevent private interest of land that has been set aside for “public recreation”. Small portions of “public recreation” reserves may therefore be excised and separately reserved with a management order issued to local governments with power to lease.

The Department of Regional Development and Lands Policy 4.1.5 “Section 152 Public Recreation Reserves” requires the City to advertise amendments to “public recreation” reserves where the reserve is to be cancelled or substantially reduced. The policy also provides that advertising for an excision can be satisfied by town planning procedures where formal rezoning is required. Regulation 47(4) of the Planning and Development (Local Planning Schemes) Regulations 2015 requires the advertising timeframes for a standard amendment is not less than 42 days; the consultation took place over 44 days from 16 December 2015 to 29 January 2016.

g. Risk (High/Extreme)

Nil

Comments

Situated on Reserve 32492 that is also known as Rhonda Scarrott Reserve is a community centre (Coastal Community Centre), the Rhonda Scarrott Reserve Club Room, the Daniel Kelley Memorial Skate Park, the Singleton Volunteer Fire Brigade’s three emergency service sheds, cricket training nets in addition to open sporting fields. The proposal to excise out a portion of the reserve and create a new reserve with a management order over it with the power to Lease will not adversely affect the existing use and amenity of the Reserve.

The creation of a separate reserve with a Management Order issued to the City with the power to lease is a critical step to ensure that the City has the power to enter into a lease with the Secret Harbour Dockers Sporting Club for the proposed new club building. The City would like to finalise the excision as soon as possible to facilitate a smooth transition upon completion of the building.

Voting Requirements

Simple Majority

Officer Recommendation

That Council SUPPORTS the excision of approximately 11,764m² of the 81,089m² Reserve 32492, Lot 2264 on Deposited Plan 8277, Tangadee Road, Golden Bay for the creation of a new reserve to be set aside for the purpose of “Recreation, Community Use and Fire Brigade/Fire Fighting”.
## Committee Recommendation

**Moved Cr Smith, seconded Cr McManus:**

That Council SUPPORTS the excision of approximately 11,764m² of the 81,089m² Reserve 32492, Lot 2264 on Deposited Plan 8277, Tangadee Road, Golden Bay for the creation of a new reserve to be set aside for the purpose of “Recreation, Community Use and Fire Brigade/Fire Fighting”.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
Corporate and Community Development Committee Minutes
Tuesday 15 March 2016
CS-011/16

CONFIRMED AT A CORPORATE AND COMMUNITY
DEVELOPMENT MEETING HELD ON TUESDAY, 19
APRIL 2016

Corporate Services
Community and Leisure Facilities

Reference No & Subject: CS-011/16 Secret Harbour Surf Life Saving Inc. Lease
File No: LGS/77-02
Risk Register No:
Proponent/s: Secret Harbour Surf Life Saving Club Inc.
Author: Mr John Pearson, Director Corporate Services
Other Contributors:
Date of Committee Meeting: 15 March 2016
Previously before Council: 23 February 2016 – CS-005/16
Disclosure of Interest:
Nature of Council’s Role in this Matter: Executive

Site: New Secret Harbour Surf Life Saving Club building, Lot 100 Palermo Cove, Secret Harbour
Lot Area: 2506.17m² over three floors
Attachments:
Maps/Diagrams:
1. Lease location
2. Proposed lease area outlined red

Purpose of Report
To approve a lease between the City of Rockingham and the Secret Harbour Surf Life Saving Club Inc. (the club), for a term of 20 years, for a portion of the new Secret Harbour Surf Life Saving Club building, Lot 100 Palermo Cove, Secret Harbour.

Background
The club has occupied the existing Secret Harbour Surf Life Saving Club building under a series of leases since the late 1990s and has maintained a positive relationship with the City and the community.

The construction of the new Secret Harbour Surf Life Saving Club building is currently being finalised. The club has been advised that it will be provided with a lease over the facility. The City is still finalising land tenure and any lease prepared will not be executed until land tenure is under City control.
At the February 2016 ordinary Council meeting Council resolved:

*That Council **APPROVES** a lease, for term of ten years, with the Secret Harbour Surf Life Saving Club Inc. for a portion of the ‘New Secret Harbour Surf Life Saving Club Building’ located on Lot 100 Palermo Cove, Secret Harbour.*

**Details**

The subject property is a newly constructed three story building located along the Secret Harbour foreshore reserve adjacent to the existing Secret Harbour Surf Life Saving Club building. The building includes a café space and gym/health club space, both suitable for subleasing to commercial operators, a sun deck, a function room, a meeting room, a youth space, a kitchen/kiosk, a first-aid room, a dedicated surf life saving club space and City-managed public toilets. The club will not be required to maintain or clean the public toilets.

The subject land has not yet been transferred to the Minister for Lands. The lease will be executed once the land has been transferred to the Minister for Lands and a management order is created in favour of the City with the power to lease.

The land is reserved ‘Parks and Recreation’ and the proposed reserve purpose is ‘recreation, community centre, café and gymnasium’. The proposed lease is consistent with these purposes.
2. Proposed lease area outlined red. Existing Secret Harbour Surf Lifesaving Club outlined blue

**Implications to Consider**

a. **Consultation with the Community**
   The club has been consulted with regards to the terms and conditions of the proposed lease subsequent to the February Council meeting. The club has requested a lease for a term of 20 years. The club has also expressed concerns regarding the public toilets and graffiti, renewal of building materials such as roof cladding, gutters and down pipes and fit out. It is believed that these matters have been resolved.

b. **Consultation with Government Agencies**
   The Department for Lands has advised that the proposed lease and subleases are suitable uses of the proposed reserve purpose. Final approvals will be sought upon transfer of the land.
   The City has been liaising with the Western Australian Planning Commission and Department of Lands to confirm and finalise appropriate land tenure under City responsibility.

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

   **Aspiration B:** A strong community

   **Strategic Objective:** Services and Facilities - Community facilities and service that accommodate contemporary community expectation and are justified, well used, cost effective and, where appropriate, multi-functional.

d. **Policy**
   The Leasing Policy is applied when considering any new lease. This lease is considered a community type two lease and as such would normally have a maximum term of five years. The policy also provides that the tenant is responsible for:
   - payment of all outgoings, rates and taxes and insurances
   - maintenance of roofing and fit-out
   - capital upgrades and capital expansion of all assets within the leased area.
The City will be responsible for:
  o maintenance of mechanical services and main structure
  o fire services inspections
  o capital renewal of existing assets.

It is proposed to vary from the Leasing Policy in the following manner:
  o Term of 20 years (subject to maintaining affiliate membership of Surf Lifesaving
    Western Australia Incorporated)
    The policy states the term is a maximum of five years.
    The club is requesting an extended term as this is the standard arrangement with
    other surf life saving clubs across the state.
  o The City will be responsible for the removal of all graffiti from the building.

The Community Grants Program Policy grants the tenant access to City Infrastructure
Grants up to $10,000 per year to assist with maintenance obligations provided for in its
lease. Further, a grant will be applied to the amount of rates levied on the leased area
excluding subleased commercial spaces.

e. Financial

The City will receive $1 rent for the term of the lease.

The lessee will be responsible for:
  • All utility connection, supply and consumption rates and charges
  • All other taxes and statutory charges relating to occupation of the premise
  • All telephone and internet connections and charges
  • All insurances expenses
  • Installation of CCTV (if required) and security monitoring expenses.

The City will invoice the lessee for:
  • Rates for the commercial sub lease café and health club spaces only
  • Emergency services levy
  • Building insurance expenses
  • A portion of air-conditioning services and mechanical services and maintenance
    expenses relevant to the subleased areas
  • A portion of fire service inspections expenses relevant to the subleased areas
  • A portion expenses for maintenance of main structure. Relevant to the subleased
    areas

As the premises is a new building there is no historical financial data relating to the building
operating costs.

f. Legal and Statutory

Section 3.58 of the Local Government Act 1995 (the Act) relates to the disposal of property,
including leasing and covers the requirement to give public notice and the consideration of
submissions in respect of proposals.

The Local Government (Functions and General) Regulations 1996, Regulation 30(2)(b)(i),
permits exemptions to the application of Section 3.58 of the Act. This regulation is applied to
the proposed lease as it is to an incorporated recreational, sporting and educational
organisation.

g. Risk (High/Extreme)

Nil
Comments

Since 1993 the club has provided surf life saving patrol services to Secret Harbour beach and other beaches within the City of Rockingham as determined by the availability of resources and qualified members. The club also provides a local community volunteer service and fosters and promotes the ideals of a healthy and safe lifestyle to both club members and the local community.

On 25 February 2016 the Chief Executive Officer and the Mayor met with the Executive of the Secret Harbour Surf Life Saving Club where they expressed concerns about their tenure of the new surf life saving facility. As such all matters have been reviewed and agreement has been reached. This includes tenure term, graffiti removal and other matters such as roof cladding and gutters renewal.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **APPROVES** a lease, for term of 20 years, with the Secret Harbour Surf Life Saving Club Inc. for a portion of the ‘New Secret Harbour Surf Life Saving Club Building’ located on Lot 100 Palermo Cove, Secret Harbour, subject to Secret Harbour Surf Life Saving Club Inc.:

1. Maintaining affiliate membership of Surf Life Saving Western Australia Incorporated for the term of the lease.
2. Having no responsibility for the removal of graffiti.

Committee Recommendation

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

That Council **APPROVES** a lease, for term of 20 years, with the Secret Harbour Surf Life Saving Club Inc. for a portion of the ‘New Secret Harbour Surf Life Saving Club Building’ located on Lot 100 Palermo Cove, Secret Harbour, subject to Secret Harbour Surf Life Saving Club Inc.:

1. Maintaining affiliate membership of Surf Life Saving Western Australia Incorporated for the term of the lease.
2. Having no responsibility for the removal of graffiti.

**Committee Voting – 5/0**

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable
To adopt the Council Policy – Risk Management

Background

In May 2012, Council adopted the Council Policy – Risk Management. The objective of this policy was to introduce a risk management framework. This policy is attached.

In July 2015, following extensive internal engagement and evaluation of industry best practices, the existing risk management system was reviewed and found to require enhancement in order to:

1) Effectively integrate with the City’s Policy, Strategy and Governance Framework
2) Cover the broad range of risks facing the City of Rockingham and Local Governments generally
3) Satisfy statutory responsibilities and meet industry best practices.
Details

The Council Policy - Risk Management addresses the following key elements:

3. Strategic Integration - Integration across the City’s Strategic Framework including Team Plans, Community Plan Strategies and through to the City’s Community Plan.
4. Decision Making - identification, analysis and response to risk must be addressed across all strategic and operational decision making functions at employee, Executive and Council level.
5. Reporting - Executive Policies and procedures that clearly articulate employee obligations and business rules when reporting and registering risk.
6. Organisation Culture - A culture of mandatory risk identification and analysis in any given situation.
7. Tools and Processes – Tools and processes that are fit for purpose and accessible to all staff to ensure risk is identified, analysed and recorded appropriately.
8. Organisational Awareness and Training – Relevant employees will receive appropriate training in risk management.
9. Internal Audit - Effective and transparent linkage between the risk management and internal audit functions of the City.

Implications to Consider

a. Consultation with the Community

Community Consultation was undertaken in 2012 prior to the endorsement of the Council Policy – Risk Management. As the proposed Council Policy - Risk Management addresses the conclusions of an internal review community consultation was not considered necessary.

b. Consultation with Government Agencies

Not Applicable

c. Strategic

Community Plan

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

Aspiration D: Quality Leadership

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

d. Policy

The Council Policy – Risk Management is classified as a General Council Policy pursuant to the Policy Framework.

e. Financial

The annual budgeted cost for ongoing training and awareness sessions is approximately $15,000. Risk training is mandatory for all staff within 3 months of commencement and every two years thereafter.
f. Legal and Statutory
Local Government (Audit) Regulations 1996 – Regulation 17 (which states that the Chief Executive Officer must review at least every two years the effectiveness of the City’s risk management systems and procedures, and submit a report to the audit committee).

<table>
<thead>
<tr>
<th>LEVELS OF IMPACT</th>
<th>1 Zero</th>
<th>2 Minor</th>
<th>3 Moderate</th>
<th>4 High</th>
<th>5 Major</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LIKELIHOOD</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small chance of it not happening</td>
<td>Medium 5</td>
<td>Medium 10</td>
<td>High 15</td>
<td>Extreme 20</td>
<td>Extreme 25</td>
</tr>
<tr>
<td>More likely to happen than not</td>
<td>Low 4</td>
<td>Medium 8</td>
<td>High 12</td>
<td>High 16</td>
<td>Extreme 20</td>
</tr>
<tr>
<td>50/50 chance of it happening</td>
<td>Low 3</td>
<td>Medium 6</td>
<td>Medium 9</td>
<td>High 12</td>
<td>High 15</td>
</tr>
<tr>
<td>Small Chance of it happening</td>
<td>Low 2</td>
<td>Low 4</td>
<td>Medium 6</td>
<td>Medium 8</td>
<td>Medium 10</td>
</tr>
<tr>
<td>It will not happen</td>
<td>Low 1</td>
<td>Low 2</td>
<td>Low 3</td>
<td>Low 4</td>
<td>Medium 5</td>
</tr>
</tbody>
</table>

Risk Management is a fundamental element of good business practice. The proposed Council Policy - Risk Management will facilitate informed and considered decision making across the wide range of risks faced by the City.

On 8 February 2013, amendments to the Local Government (Audit) Regulations 1996 – Regulation 17 came into effect. As such, the Chief Executive Officer must review at least every two years the effectiveness of the City’s risk management systems and procedures. The update of the City’s Council Policy - Risk Management is the result of such a review and specifically identifies the key elements that will establish and maintain a robust, integrated and effective risk management system. These elements were not clearly identified in the 2012 Policy.

The update of the Policy also acknowledges the role of internal auditing as a key element to the City’s Risk Management Framework. The role of internal auditing was established at the City in 2015, after the adoption of the Risk Management Council policy in 2012.

The Internal Audit Plan matches the work of the Internal Audit Team to the needs and expectations of the Executive Audit Committee. The plan reflects the Strategic Risks identified by the Executive, provides a basis for evaluation of the internal audit effort and aligns to the risks that are identified within the City's risk management framework. The internal audit function also reviews identified risks in the City’s Strategic and Operational risk registers and the level of success with which each of these risks have been addressed. Council is involved in the internal auditing function through the Council Audit Committee. Major risks to the City that are not addressed appropriately are reported directly to the Council Audit Committee by the internal auditor.

All Council Reports include a Risk section under the “Implications to Consider” heading of the report. This section will detail only extreme and high risks associated with the agenda item, with comments regarding the City’s response to reduce or avoid the risk. Lower levels of risk will not be reported and managed operationally. Council will be required to consider these recorded risk implications during their decision making.

The City of Rockingham Risk Management Matrix:
Voting Requirements

Simple Majority

Officer Recommendation


Committee Recommendation

Moved Cr McManus, seconded Cr Downham:
That Council ADOPTS the Council Policy – Risk Management:

Council Policy – Risk Management

Council Policy Objective
To define the fundamental principles that will establish and maintain a robust, integrated and effective risk management system across all strategic and operational functions of the City.

Council Policy Scope
All City Employees

Council Policy Statement
Council acknowledges that risk management is a fundamental element of good business practice. In achieving Council’s policy objective, the Chief Executive Officer must ensure that the following key areas of activity are observed, understood and embraced in order to deliver a continuous enterprise wide system of risk management.

3. Strategic Integration - Integration across the City’s Strategic Framework including Team Plans, Community Plan Strategies and through to the City’s Community Plan.
4. Decision Making - identification, analysis and response to risk must be addressed across all strategic and operational decision making functions at employee, Executive and Council level.
5. Reporting - Executive Policies and procedures that clearly articulate employee obligations and business rules when reporting and registering risk
6. Organisation Culture - A culture of mandatory risk identification and analysis in any given situation.
7. Tools and Processes – Tools and processes that are fit for purpose and accessible to all staff to ensure risk is identified, analysed and recorded appropriately.
8. Organisational Awareness and Training – Relevant employees will receive appropriate training in risk management.
9. Internal Audit - Effective and transparent linkage between the risk management and internal audit functions of the City.

Legislation

Regulation 17 of the Local Government (Audit) Regulations 1996
Other Relevant Policies/ Key Documents

*Risk Management Standard AS/NZS ISO 31000:2009*
*Executive Policy – Internal Audit Roles and Responsibilities for Executive Audit Committee*
*Executive Policy – Risk Management*

Responsible Division
General Management

Review Date
March 2018

Committee Voting – 5/0

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

<table>
<thead>
<tr>
<th>Implications of the Changes to the Officer’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
Purpose of Report

To consider the delegation to the Chief Executive Officer (CEO) any power or duty of the local government under the Dog Act 1976 in alignment with Council’s approach with delegation under the Cat Act 2011.

Background

The local government’s powers and duties under the Dog Act 1976 include –

- Approve the keeping of more than two dogs (s26)
- Make payment to veterinary surgeons towards cost of sterilisation (s10A)
- Establish and maintain dog management facilities (s11)
- Appoint an authorised person and a registration officer for exercising power under the Act (s11)
- Keep a register of dogs in a form the local government thinks fit (s14)
- Discount or waive a registration fee (s15)
- Determine dog prohibited and dog exercise areas (s31)
The Dog Act 1976 provides for a local government to delegate any of its powers or duties under the Act to its CEO. The Cat Act 2011 also provides that a local government may delegate to its CEO the exercise of any of its power or the discharge of any of its duties.

While Council has delegated all of its powers and duties under the Cat Act 2011 to the CEO, the current delegation under the Dog Act 1976 extends only to keeping more than two dogs – and not to the other functions which can be delegated.

**Details**

Section 10AA of the Dog Act 1976 provides that a local government may, by absolute majority delegate to its CEO any power or duty of the local government under the Act. The delegation needs to be in writing and may expressly authorise the CEO to further delegate the power or duty to another officer.

Council’s current delegations to the CEO under the Dog Act 1976 relates only to the power to determine applications for keeping more than two dogs (6.10 Dogs – Keeping more than two) whereas Council has delegated to the CEO all its powers and duties under the Cat Act 2011. Council also delegates to the CEO the power to appoint authorised officers under the Local Government Act 1995 and other legislation.

For consistency it is proposed to extend the delegation to the CEO under the Dog Act 1976 to be more encompassing and aligned with the approach with the Cat Act.

As a consequence it is proposed to delete Delegation 6:10 *Dogs – Keeping more than two* and replacing it with a general delegation to the CEO, *Dog Act 1976 – Section 10AA*. This proposed delegation is detailed as follows –

<table>
<thead>
<tr>
<th><strong>DOG ACT 1976 – SECTION 10AA</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Function Delegated:</strong></td>
</tr>
<tr>
<td><strong>Statutory Power being Delegated:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Power is originally assigned to:</strong></td>
</tr>
<tr>
<td><strong>Statutory Power of Delegation:</strong></td>
</tr>
<tr>
<td>s10AA(1) Delegation of local government powers and duties to chief executive officer</td>
</tr>
<tr>
<td><strong>Power Delegated to:</strong></td>
</tr>
<tr>
<td><strong>Council’s Conditions on Delegation:</strong></td>
</tr>
<tr>
<td><strong>Statutory Power to Sub-Delegate:</strong></td>
</tr>
<tr>
<td>s10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty.</td>
</tr>
<tr>
<td><strong>Record Keeping s5.46(3)</strong></td>
</tr>
<tr>
<td><strong>Compliance Links</strong></td>
</tr>
</tbody>
</table>
Implications to Consider

a. Consultation with the Community
   No consultation with the community is considered necessary.

b. Consultation with Government Agencies
   No consultation with Government Agencies is needed in respect to this matter.

c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:
   Aspiration C: Quality Leadership
   Strategic Objective: Governance – Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.

d. Policy
   There is no Council policy in relation to this matter.

e. Financial
   There is no financial implication of substance in respect to the delegation. A delegation to the CEO under the Dog Act 1976 enhances the City’s ability to respond to customers in a more timely manner.

f. Legal and Statutory
   Section 10AA of the Dog Act 1976 ‘Delegation of local government powers and duties’ states –
   (1) A local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, delegate to its chief executive officer any power or duty of the local government under another provision of this Act.
   (2) The delegation must be in writing.
   (3) The delegation may expressly authorise the delegate to further delegate the power or duty.

g. Risk (High/Extreme)
   Not Applicable

Comments

The proposed delegation will provide consistency with Council’s current approach in respect to the Cat Act 2011, where it has delegated the exercise of all of its powers and the discharge of all of its duties under the Cat Act 2011.

The proposed delegation will provide a single point of reference in relation to the carrying out of responsibilities under the Dog Act 1976 including the appointment of authorised officers and making determinations.

It will not extend to any decisions that would require an absolute majority of Council which includes determining dog prohibited and dog exercise areas.

Voting Requirements

Absolute Majority
Officer Recommendation

That Council:

1. **REVOCKES** the following delegation of authority to the Chief Executive Officer –

   Delegation 6:10 - Dogs – Keeping of more than two

2. **APPROVES** the following delegation of authority to the Chief Executive Officer in replacement –

**DOG ACT 1976 – SECTION 10AA**

<table>
<thead>
<tr>
<th>Function Delegated:</th>
<th>A local government may delegate to its chief executive officer any power or duty of the local government under another provision of the Dog Act 1976. By providing this delegation the local government expressly authorises the chief executive officer to further delegate the power or duty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statutory Power being Delegated:</td>
<td>Dog Act 1976</td>
</tr>
<tr>
<td>Power is originally assigned to:</td>
<td>Local Government</td>
</tr>
<tr>
<td>Statutory Power of Delegation</td>
<td>Dog Act 1976</td>
</tr>
<tr>
<td>Power Delegated to:</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Council’s Conditions on Delegation:</td>
<td>Excludes any power or duty which requires an absolute majority decision of the local government.</td>
</tr>
<tr>
<td>Statutory Power to Sub-Delegate:</td>
<td>Dog Act 1976</td>
</tr>
<tr>
<td>Record Keeping</td>
<td>Evidence of determinations to be kept on file.</td>
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<tr>
<td>Compliance Links</td>
<td>Dog Act 1976</td>
</tr>
</tbody>
</table>

Committee Recommendation

Moved Cr Smith, seconded Cr McManus:

That Council:

1. **REVOCKES** the following delegation of authority to the Chief Executive Officer –

   Delegation 6:10 - Dogs – Keeping of more than two

2. **APPROVES** the following delegation of authority to the Chief Executive Officer in replacement –

**DOG ACT 1976 – SECTION 10AA**

<table>
<thead>
<tr>
<th>Function Delegated:</th>
<th>A local government may delegate to its chief executive officer any power or duty of the local government under another provision of the Dog Act 1976. By providing this delegation the local government expressly authorises the chief executive officer to further delegate the power or duty.</th>
</tr>
</thead>
</table>
| **Statutory Power being Delegated:** | Dog Act 1976  
Any of the local government’s powers or duties under the Dog Act 1976 and subsidiary legislation. |
| **Power is originally assigned to:** | Local Government |
| **Statutory Power of Delegation** | Dog Act 1976  
s10AA(1) Delegation of local government powers and duties to chief executive officer |
| **Power Delegated to:** | Chief Executive Officer |
| **Council’s Conditions on Delegation:** | Excludes any power or duty which requires an absolute majority decision of the local government. |
| **Statutory Power to Sub-Delegate:** | Dog Act 1976  
s10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty. |
| **Record Keeping s5.46(3)** | Evidence of determinations to be kept on file. |
| **Compliance Links** | Dog Act 1976 |

**Committee Voting – 5/0**

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

Not Applicable

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

Not Applicable
Community Development

Community Development
Community Capacity Building

Reference No & Subject: CD-006/16 Recommendation from the Cultural Advisory Committee Meeting held on 15 February 2016

File No: CSV/27-03
Risk Register No: Ms Donna Cochrane, Community Development Officer (Arts and Culture)
Author: 15 March 2016
Other Contributors: 15 March 2016
Date of Committee Meeting: 15 March 2016
Disclosure of Interest: Executive
Nature of Council’s Role in this Matter: Executive
Attachments: Minutes of the Cultural Advisory Committee Meeting held on 15 February 2016
Maps/Diagrams:

Purpose of Report
To seek Council approval to amend the Terms of Reference for the Cultural Advisory Committee.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1:
Revised Terms of Reference for the Cultural Advisory Committee

That Council APPROVES the changes to the Terms of Reference for the Cultural Advisory Committee to:

“To provide advice and guidance on cultural development and the arts, whilst representing the community’s needs and aspirations in line with the City’s Cultural Development and the Arts Strategy.

Officer Recommendation if Different to Advisory Committee Recommendation
Nil

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

The current Terms of Reference for the Cultural Advisory Committee are “To provide advice and guidance on cultural and heritage themes, whilst representing the community’s needs and aspirations in line with the City’s Cultural Development and the Arts Strategy 2014-2017.”

Concern was expressed at the CAC meeting in December 2015 that the current Terms of Reference refer to ‘heritage’ and do not refer to ‘arts’. The Committee noted that there is another advisory committee that focuses on aspects of heritage. The Committee felt that reference should however be made to ‘arts’.

An update to the Terms of Reference was also seen as an appropriate opportunity to correct the timeframe of the Cultural Development and the Arts Strategy, as it is incorrectly stated in the Terms of Reference as ‘2014-2017’ and should appear as ‘2013-2016’.

The Committee proposed that the Terms of Reference be changed to “To provide advice and guidance on arts and culture, whilst representing the community’s needs and aspirations in line with the City’s Cultural Development and the Arts Strategy 2013-2016”.

The recommendation was presented to the Ordinary Council meeting in January 2016, with an Officer recommendation to modify the Terms of Reference via a minor wording change from ‘arts and culture’ to ‘cultural development and the arts’, as well as removing reference to the timeframe of the Strategy (2013-2016). Council determined to refer the proposed Terms of Reference back to the Cultural Advisory Committee for further consideration.

At the Cultural Advisory Committee meeting of 15 February 2016, the Terms of Reference as per the Officer Recommendation detailed below were reviewed:

“To provide advice and guidance on cultural development and the arts, whilst representing the community’s needs and aspirations in line with the City’s Cultural Development and the Arts Strategy”.

The Committee moved to change the Terms of Reference to remove the word ‘heritage’; include the words ‘cultural development and the arts’; and to remove the timeframe of the Strategy (2013-2016), therefore enabling the Committee to continue to provide advice and guidance on the current Strategy as well as provide advice and guidance on the development of the new cultural Development and the Arts Strategy without operating outside the Committee’s Terms of Reference.

Implications to Consider

a. Strategic

Community Plan

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

Aspiration B: Strong Community

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

Aspiration D: Quality Leadership

Strategic Objective: Community engagement and advocacy – An engaged and informed community that participate in local decision making and can rely upon the Council to advocate on its behalf when important issues challenge the best interests of the City and its residents.

b. Policy

The Governance and Meeting Framework Policy will need to be updated in line with any changes made to the Cultural Advisory Committee Terms of Reference.
c. Financial
Nil

d. Legal and Statutory
Nil

e. Voting Requirements
Simple Majority

f. Risk (High/Extreme)
Nil

Committee Recommendation

Moved Cr Stewart, seconded Cr Downham:
That Council APPROVES the changes to the Terms of Reference for the Cultural Advisory Committee to:

“To provide advice and guidance on cultural development and the arts, whilst representing the community’s needs and aspirations in line with the City’s Cultural Development and the Arts Strategy.

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
## Community Development
### Community Infrastructure Planning

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-007/16 Enclosed Off-Leash Dog Exercise Area Concept Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CSV/3018</td>
</tr>
<tr>
<td>Risk Register No:</td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Matthew Emmott, Community Infrastructure Planning Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Gary Rogers, Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>15 March 2016</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
</tr>
<tr>
<td>Site:</td>
<td>Lot 1626 and 1580, Bayview Reserve. Reserve No.41239</td>
</tr>
<tr>
<td>Lot Area:</td>
<td>36,769m²</td>
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<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td>1. Location plan – Bayview Reserve</td>
</tr>
<tr>
<td></td>
<td>2. Indicative location of enclosed off-leash dog exercise area – Bayview Reserve</td>
</tr>
<tr>
<td></td>
<td>3. Final enclosed off-leash dog exercise area design</td>
</tr>
</tbody>
</table>
1. Location Plan - Bayview reserve

2. Indicative location of enclosed off-leash dog exercise area – Bayview Reserve
3. Final Enclosed Off-leash Dog Exercise Area Design
Purpose of Report

To seek Council approval of the final design for the Enclosed Off-Leash Dog Exercise Area, following public comment.

Background

On 28 January 2016, Council resolved to approve the draft Enclosed Off-Leash Dog Exercise Area Concept Plan for the purpose of public comment.

Since this time, the concept was made available to the community for public comment, with the view to bringing the information back to Council for approval of the final design with reflected changes. The comments received during the consultation have been presented in this report.

Details

Community Engagement

To determine the level of community satisfaction with the Draft Enclosed Off-Leash Dog Exercise Area (EOLDEA) Design, the community were invited to share their thoughts on the proposed design. Property owners (304 houses) and residents (108 residents) within a 200m radius (412 public comment forms) received notification via direct mail by way of a public comment form, with the wider community advised of the proposal through Facebook, a public notice in the Sound Telegraph on 3 February 2016 and the Weekend Courier on 5 February 2016, and on the City’s website through the share your thoughts page. 56 comments were received through the combined media of email, Share Your Thoughts and posted Public Comment forms. Within this number, 15 opposed the development of the Enclosed Off-Leash Dog Exercise Area with very few comments relating to the draft concept, 31 supported the development of the Enclosed Off-Leash Dog Exercise Area with a number of comments recommending amendments to the draft concept, and 10 neutral comments were received with some suggested changes to the design. Five Facebook posts on the subject received 461 “likes” in total, 176 shares and 391 comments; these are all exclusive of the 52 comments using other media.

Provided below is a list of the most common themes raised during the public comment period received from the neighbouring property owners, through the City’s website, and received on the City’s Facebook page. The Officer responses articulate valid reasons, design solutions, or design changes to address the comment.

<table>
<thead>
<tr>
<th>Common Themes</th>
<th>Officer Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>No parking, or a lack of parking at Bayview Reserve</td>
<td>Comments noted. In terms of existing parking the reserve has 330m of street frontage available for parking. This is about 55 informal parking bays. The future provision of formalised parking has been discussed with the City’s Engineering Services team to consider in the future based on an assessment of reserve usage levels.</td>
</tr>
<tr>
<td>Provision of public toilets</td>
<td>Comments noted. The provision of toilets is currently outside the scope of the project. However, usage levels will be monitored and this may be addressed at a later date if considered appropriate.</td>
</tr>
<tr>
<td>Allowance for drink fountains for both humans and dogs</td>
<td>A human/dog drink fountain has been provided in each enclosure. Water fountains will be accessible for humans, but also contain a dog bowl.</td>
</tr>
<tr>
<td>Whether or not the plants are toxic to dogs</td>
<td>Tree and plant species have been researched and selected by the design team ensuring that they are non-toxic to dogs.</td>
</tr>
<tr>
<td>Common Themes</td>
<td>Officer Response</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>The fences aren’t high enough</td>
<td>Fences will be at a height of 1.8m to ensure that incidents of dogs trying to escape the enclosure are minimised.</td>
</tr>
<tr>
<td>The provision of a dog park is a waste of money</td>
<td>Comments noted. Not applicable to the presented concept design.</td>
</tr>
<tr>
<td>There is going to be too much noise from dogs barking</td>
<td>Comments noted. Not applicable to the presented concept design. Bayview Reserve is an approved Off-Leash Dog Exercise Area in line with Section 31 of the Dog Act 1976. Throughout the consultation period it was evident that a number of people currently use the reserve for off-leash exercise for their dogs. The space has been designed to encourage a high level of interaction for dogs within the dog park.</td>
</tr>
<tr>
<td>There needs to be more seating within the enclosures</td>
<td>Comments noted. There are currently three seats within the larger enclosure as well as informal log and rock seating which is adequate. An extra seat has been provided within the smaller enclosure to increase the number of formal seating to two benches, along with informal log and rock seating.</td>
</tr>
<tr>
<td>Dogs are currently off lead at the reserve/It is unsafe for dogs to be off leash in any area/dog are unsafe around children</td>
<td>Comments noted. Not applicable to the presented concept design. Bayview Reserve is an approved Off-Leash Dog Exercise Area in line with Section 31 of the Dog Act 1976. The spaces have also been designed to contain various elements to encourage a high level of interaction.</td>
</tr>
<tr>
<td>There will be an increase in the amount of dog poo</td>
<td>Comments noted. Bins have been provided at each of the entry/exit points on each enclosure as well as the provision of a bin at the northern end of the enclosure adjoining the path. Each bin will also have dog bags available. Signage will assist to educate owners that they need to be responsible for picking up after their dogs. Rangers have the ability to fine members of the public who don’t pick up after their dogs.</td>
</tr>
<tr>
<td>Fences will be unattractive</td>
<td>Comments noted. The chainmesh fencing will be black pvc coated which helps to blend in and integrate into the reserve. There is also going to be landscaping planted on either side of the fences to assist with the dog park integrating into the reserve.</td>
</tr>
<tr>
<td>The small area is inadequate in size</td>
<td>Comments noted. Following consideration of the design it was agreed that the smaller enclosure may be restricted in the level of free space available. Therefore, the smaller enclosure has been increased in size by approximately 200m² and the larger enclosure has been reduced in size by approximately 200m² to allow for a greater area within the smaller enclosure.</td>
</tr>
<tr>
<td>Common Themes</td>
<td>Officer Response</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Too much sand within the enclosures</td>
<td>Comments noted. A reduction in size of the larger enclosure and the removal of part of the path in the smaller enclosure has coincided with a reduction in the amount of sand in each enclosure. Some sand has been retained in each enclosure as it acts as a method of slowing dogs to prevent them moving through the enclosures at high speeds. This will assist to preserve the spaces and encourage better interaction between dogs.</td>
</tr>
<tr>
<td>There needs to be more bins</td>
<td>Bins have been provided at the entry/exit points of each enclosure as well as the provision of a bin at the northern end of the enclosure adjacent to the path. Each bin will also have dog bags available.</td>
</tr>
<tr>
<td>Can obstacle/agility equipment be included within the dog park</td>
<td>Comments noted. Logs and rocks have been included within the spaces to assist with dog interaction within the enclosures. The provision of obstacle and agility equipment was discussed with the consultants who assisted with the design, it was recommended and decided upon to use natural elements rather than agility equipment for numerous reasons. These include; agility equipment can be used incorrectly by owners and injure dogs, can be appealing for children to access it and use it incorrectly, natural elements allow for more exploration and interaction by dogs, and agility equipment can add to maintenance costs of the park.</td>
</tr>
<tr>
<td>Can water/swim area be included within the dog park</td>
<td>Comments noted. The nearest foreshore and beach approved off leash dog exercise area is less than 1.5kms away from Bayview Reserve. The provision of a water/swim area was not considered within the scope of the project due to the proximity to the beach approved off-leash exercise area at Hymus Street.</td>
</tr>
<tr>
<td>Exploration in Small Area similar to Large Area</td>
<td>Comments noted. The exploration area has been provided as an alternative area within the larger enclosure to provide another option for interaction for dogs using the space. The larger enclosure will have signage identifying it as an ‘All Dogs’ enclosure meaning dogs of all sizes will be able to use the space, whereas the smaller enclosure will be a “Small Dogs only” enclosure.</td>
</tr>
<tr>
<td>Allowance for BBQs</td>
<td>Comments noted. The provision of BBQs is currently outside the scope of the project. However, usage levels will be monitored and this may be addressed at a later date if considered appropriate.</td>
</tr>
<tr>
<td>Allowance for lighting</td>
<td>Comments noted. The provision of park lighting is currently outside the scope of the project. However, usage levels will be monitored and this may be addressed at a later date if considered appropriate.</td>
</tr>
</tbody>
</table>
Implications to Consider

a. Consultation with the Community

The Draft Enclosed Off-Leash Dog Exercise Area Concept Plan was advertised for public comment in accordance with the requirements of the City of Rockingham Policy Framework, closing on 12 February 2016. The advertising period exceeded the 14 calendar day minimum (16 days) and was undertaken in the following manner:

- An invitation to comment was placed on the City’s website through the ‘Share Your Thoughts’ webpage on the 28 February 2016 for the duration of the advertising period;
- A notice was published in the Public Notices section of the Sound Telegraph newspaper on the 3 February 2016;
- A notice was published in the Public Notices section of the Weekend Courier newspaper on the 5 February 2016;
- Five posts on the City's Facebook page on 28 January and 4, 9 (two posts) and 11 February 2016;
- A public notice explaining that the Draft Enclosed Off-Leash Dog Exercise Area Concept Plan was available for inspection at the Safety Bay Library, Mary Davies Library and Community Centre, Wambro Community Library and the City of Rockingham Administration Office; and
- Property owners and residents within a 200m radius (totalling 412 public comment forms) of Bayview Reserve were invited by mail to comment on the proposal.

Combining all media, a total of 447 comments were received from residents.

- 38 property owners/residents forms who were provided the information returned the Public Comment Form (out of the 412 sent public comment);
- 12 residents provided comment through the City’s Share Your Thoughts webpage;
- 6 other public comment responses were received through letters and emails; and
- The five Facebook posts reached a total of 49,443 people, received 460 likes, 176 shares and 391 comments.

b. Consultation with Government Agencies

Nil

c. Strategic Community Plan

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

Aspiration B: Strong Community

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

Aspiration C: Quality Leadership

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

d. Policy

Nil
e. Financial
The 2015/16 annual budget has an allocation of $165,000 for the design and construction of the Enclosed Off-Leash Dog Exercise Area. The estimated figure for construction is $158,760.

f. Legal and Statutory
Lots 1626 and 1580 are Crown Land with the Management Order issued to the City of Rockingham. The proposed use is consistent with the intended purpose of the reserve which is public recreation.

Bayview Reserve is an approved Off-Leash Dog Exercise Area in line with Section 31 of the Dog Act 1976.

g. Risk (High/Extreme)
Nil

**Comments**

The City’s first Enclosed Off-Leash Dog Exercise Area will offer a new option to the community to encourage recreation, and socialisation. The EOLDEA has been designed in such a way that it meets best practice, Crime Prevention Through Environmental Design, and Healthy Active By Design principles. To ensure a holistic and integrated approach, it was important that the community were consulted and able to contribute to the design prior to it being finalised.

Of the comments received on the draft EOLDEA design, a handful of those received were considered as improvements to the design, and they have been updated on the final concept plan. Comments received which have been incorporated into the final design are:

- Increasing the small dog area by approximately 200m$^2$ whilst decreasing the large area by approximately 200m$^2$. This allows for more room within the small enclosure to create a more functional space. It will also assist in allowing enough room for use by dog owners in the small enclosure if the large enclosure needs to be shut for a period of time for major maintenance works to be completed.

- The addition of an extra seat in the small dog area. This provides extra seating for those using the small enclosure that require a resting spot whilst their dog is exercising within the enclosure.

- Relocation of the maintenance gate on the large enclosure to the eastern/oval side of the reserve. This will assist with easier access for the City’s Park Operations team when completing maintenance to the dog park.

- Changing the path in the small dog area to be a wider (2m) path that runs through the enclosure past the water fountain and shelter rather than being an internal 1.5m circular path. This creates more open space for dog exercise within the enclosure, and enables a smaller sand area within the enclosure allowing for more grassed area.

- A reduction in the sand area within each enclosure. A reduction in the sand allows more grassed space within each enclosure. An area of sand needs to be retained within each enclosure as the sand is used as a ground surface to slow the dogs down so they are unable to gain too much speed.

In regards to comments received regarding the danger of off-leash dogs and children, and dogs shouldn’t be allowed off-leash, etc. The enclosures will support smart dog ownership and will allow a safe place for dog exercise without impacting on other park users. The remainder of the park is also an approved off-leash dog exercise area.

All comments received were considered and where improvements to the design were agreed to, amendments to the design were made in order to ensure the final design achieves the best possible outcomes whilst taking into account community feedback and budget impact.
Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVES the final design for the Enclosed Off-Leash Dog Exercise Area located at Bayview Reserve, Rockingham.

Committee Recommendation

Moved Cr Downham, seconded Cr Smith:
That Council APPROVES the final design for the Enclosed Off-Leash Dog Exercise Area located at Bayview Reserve, Rockingham.

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
Community Development
Community Support & Safety Services

Reference No & Subject: CD-008/16

File No: CSV/2998

Risk Register No:

Author: Ms Mary-Jane Rigby, Coordinator Community Development (Community Safety)

Other Contributors: Ms Jillian Obiri-Boateng, Manager Community Support and Safety Services

Date of Committee Meeting: 15 February 2016

Disclosure of Interest: Executive

Nature of Council’s Role in this Matter:

Attachments: Minutes of the Neighbourhood Watch Advisory Committee Meeting held on 15 February 2016

Maps/Diagrams:

Purpose of Report
To seek Council’s approval to amend the Terms of Reference and Composition of the Neighbourhood Watch (NHW) Advisory Committee.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 2:
Revised Terms of Reference for the Neighbourhood Watch Advisory Committee

That Council APPROVES the changes to the Terms of Reference of the Neighbourhood Watch Advisory Committee to:

“To provide strategic advice to Council on supporting safe, secure and confident neighbourhoods across the City of Rockingham”.

Officer Recommendation if Different to Advisory Committee Recommendation
Nil

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

The Neighbourhood Watch (NHW) Advisory Committee is an advisory committee of Council with current terms of reference as: “To provide strategic advice to Council on supporting safe, secure and confident neighbourhoods across Rockingham”. The committee has a role to provide strategic direction to the implementation of local Neighbourhood Watch initiatives across all suburbs of the City of Rockingham.

On review of the Terms of Reference Advisory Committee members felt that it was important to include the words “the City of” to eliminate possible confusion that the committee only references the suburb of Rockingham.

Implications to Consider

a. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:
   
   **Aspiration B:** Strong Community
   **Strategic Objective:** Safety and Support: A community that feels safe and secure in home, work and leisure environments, and has access to a range of effective support services and partnerships when encountering challenging or difficult times.

   **Aspiration C:** Quality Leadership
   **Strategic Objective:** Community Engagement and Advocacy: An engaged and informed community that participate in local decision making and can rely upon the Council to advocate on its behalf when important issues challenge the best interests of the City and its residents

b. Policy
   The Governance and Meeting Framework Policy will need to be updated in line with any changes made to the Neighbourhood Watch Advisory Committee Terms of Reference.

c. Financial
   Nil

d. Legal and Statutory
   Nil

e. Voting Requirements
   Simple Majority

f. Risk (High/Extreme)
   Nil

Advisory Committee Recommendation 2 of 2:
Revised Composition of the Neighbourhood Watch Advisory Committee

That Council **APPROVES** the changes to the composition of the Neighbourhood Watch Advisory committee to:

- Two Councillors;
- Six Community Members

Officer Recommendation if Different to Advisory Committee Recommendation

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

Nil

Background

The Neighbourhood Watch (NHW) Advisory Committee was re-instated as an advisory committee of Council in late 2013 with new members commencing in 2014. During the review of membership, a combination of community members and community organisation representatives was identified in an attempt to broaden the scope of Neighbourhood Watch and diversify membership.

Upon advertising for membership, the City did not receive any community organisation nominations. A concerted effort was made to individually invite particular community groups to provide representation on the committee, however this was unsuccessful.

The current composition of the Neighbourhood Watch Advisory Committee is:

Two Councillors
Three Community Organisation Members
Five Community Members

On review of the composition, the committee would like to increase the opportunity for more residents to represent a variety of suburbs across the City of Rockingham. The committee would like to remove the community organisation representatives from the composition and increase the number of community members to six.

Implications to Consider

a. Strategic

Community Plan

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

Aspiration B: Strong Community

Strategic Objective: Safety and Support: A community that feels safe and secure in home, work and leisure environments, and has access to a range of effective support services and partnerships when encountering challenging or difficult times.

Aspiration C: Quality Leadership

Strategic Objective: Community Engagement and Advocacy: An engaged and informed community that participate in local decision making and can rely upon the Council to advocate on its behalf when important issues challenge the best interests of the City and its residents

b. Policy

The Governance and Meeting Framework Policy will need to be updated in line with any changes made to the Neighbourhood Watch Advisory Committee Composition.

c. Financial

Nil

d. Legal and Statutory

As stated in the Local Government Act 1995 (the Act) Section 5.9(2) A committee is to comprise (d) council members and other persons.

e. Voting requirements

Simple Majority
f. Risk (High/Extreme)
   Nil

Committee Recommendation

Moved Cr Stewart, seconded Cr McManus:
That Council:

1. **APPROVES** the changes to the Terms of Reference of the Neighbourhood Watch Advisory Committee to:
   “To provide strategic advice to Council on supporting safe, secure and confident neighbourhoods across the City of Rockingham”.

2. That Council **APPROVES** the changes to the composition of the Neighbourhood Watch Advisory committee to:
   - Two Councillors;
   - Six Community Members

Committee Voting – 5/0

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

Implications of the Changes to the Officer’s Recommendation
Not Applicable
# Community Development
## Community Infrastructure Planning

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-009/16 Eighty Road Reserve (Baldivis South) Club Facility Final Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CSV/2875</td>
</tr>
<tr>
<td>Risk Register No:</td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Luke Tressler, Community Infrastructure Planning Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Gary Rogers, Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td></td>
<td>Mr John Spearing, Project Engineer</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>16 February 2016</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td></td>
</tr>
</tbody>
</table>

| Site: | Lot 798 Peckham Boulevard, Baldivis; Deposited Plan No. 406823; Reserve Number 52317 |
| Lot Area: | 5.8ha |
| Attachments: | Eighty Road Reserve (Baldivis South) Club Facility Final Designs - Artists Impression Concept; Reserve Layout; Floor Plan and Club Facility Elevations |
| Maps/Diagrams: | Eighty Road Reserve (Baldivis South) Aerial Photograph |
Purpose of Report

To seek Council approval of the final detailed design for the Eighty Road Reserve club facility to be located at Reserve 52317 Eighty Road, Baldivis South.

Background

During the investigations for the 2011 Community Infrastructure Plan (2011 CIP), it was found that under the generally accepted guidelines for provision of community and sporting facilities, the growing population of Baldivis would require additional active open spaces. One of the active open spaces highlighted for development within the 2011 CIP was Eighty Road Reserve (formerly Lot 1507 Baldivis), located within Baldivis South.

Following the structure plan and subdivisional approval process an active reserve was established adjacent to Eighty Road in Baldivis South. The land has now been established as a Crown Reserve with the Management Order being transferred to the City for the purpose of “Public Recreation” on Deposited Plan 406823 with the Reserve Number 52317. The reserve has been developed to accommodate drainage requirements as well as passive and active reserve space for the Baldivis community. The City, in accordance with the approved CIP, is now progressing to develop additional features such as the club facility, reserve floodlighting, car parking and sporting infrastructure which would allow sporting groups to operate effectively on the reserve.

Since the project’s inclusion in the 2011 CIP the project planning undertaken reviewed the project to ensure its capacity to meet the principles of the CIP, in particular:

- Connect people to services, facilities and experiences that enhance physical, social and overall health
- Plan, develop and manage community facilities that meet the social, recreation, education, housing and transport needs of the community
- Any new facilities and associated programs and services will be provided based on a clear and demonstrated need, and informed by a thorough business planning process
- Provide a network of community infrastructure that meets the needs of current and rapidly expanding future populations, particularly where population growth has outstripped the capacity of existing social infrastructure
• Consider financial implications, particularly in relation to the creation of new assets and resultant lifecycle costs, taking into account the proposed years of infrastructure provision
• Achieve desired standards of infrastructure/service delivery provision that balance economic, environmental and social imperatives.

The schedule for the development of the infrastructure, as proposed in the CIP and the 2014/2015 and 2015/2016 Business Plans, was to develop concept and detailed designs for the club facility during the 2014/2015 financial year and commence construction of the facility in the 2015/2016 financial year.

Through delegated authority for tenders under $500,000, the CEO accepted the tender submission from Holton Connor Architects and Planners, for the purpose of developing concept and detailed designs for the new active sporting reserve club facility along Eighty Road in Baldivis South.

Following the appointment of Holton Connor as the architect responsible for the development of the designs for the club facility at the new active sporting reserve along Eighty Road, the Community Infrastructure Planning team further consulted with sporting groups in the Baldivis area to establish an understanding of the space and functional requirements of these groups. Concept designs were also developed to be consistent with the City’s Sports Facility Provision Policy. Detailed designs were then refined through feedback from City of Rockingham staff across a number of teams. This detailed design process has now produced a design for the club facility at Eighty Road Reserve, for which Council’s approval is now sought.

Details

City officers, the architect and identified community user groups have continually reviewed the concept design information to ensure all design factors have been completely explored and exhausted and that the resultant design delivers the best possible community outcome. These factors include:

1. Building materials in proximity to the natural and existing built environment
2. Functionality and operations of all built spaces and the associated public spaces
3. Sustainable and maintenance minimisation approach
4. Acknowledgement of, and adherence to, the City’s Sports Facility Provision Policy
5. Design that would meet the functional requirements of proposed as well as other future sporting groups

With these factors in mind, the project has been developed to reflect a detailed design that meets the design objective, provides modern architectural elevations, ensures the building footprint is modest, and that projected costs are consistent with projected budgets.

A needs and feasibility study was conducted as part of the planning for the proposed clubroom facility and the clubs who would be the prominent users of the reserve were determined to be the Athletics clubs and the Baldivis Soccer Club. The study found that as neither of these clubs had access to suitable facilities within Baldivis, their growth and ability to operate effectively as a club was compromised and these sporting groups would therefore receive the most benefit from the use of the reserve.

The Baldivis Brumbies Football Club and the White Knights Cricket Club are experiencing strong growth in participation. The development of this reserve will provide opportunities for the growth of these clubs to be accommodated as the Athletics and Soccer clubs will be relocated to Eighty Road Reserve located in Baldivis South. This relocation of Athletics and Soccer will allow additional training and competition reserve space for the Football and Cricket clubs at their existing venues which they have shared with these clubs.
Implications to Consider

a. Consultation with the Community

Baldivis sporting groups have been involved in finalising the design. These clubs included:

- Baldivis Brumbies Football Club;
- White Knights Cricket Club;
- Baldivis Little Athletics Centre;
- Baldivis Harriers Athletic Club; and
- Baldivis Soccer Club.

The Baldivis Little Athletics Centre, Baldivis Harrier Athletics Club and the Baldivis Soccer Club were closely consulted with as these clubs are likely to be the primary reserve user groups.

State Sporting Associations have been involved in the refinement of the concept designs through the provision of standards in facility provision for their sport.

b. Consultation with Government Agencies

The Department of Lands and Landgate were consulted in respect to the issue of the Management Order to the City which has now been approved. Further consultation will be held with the Department of Lands in regards to the management of the reserve and usage by future user groups.

The Department of Sport and Recreation was engaged to ensure that the facility was consistent with sporting standards and also for the application of grant funding from the Community Sport and Recreation Facilities Fund program.

c. Strategic Community Plan

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

Aspiration B: Strong Community

Strategic Objective: Services and Facilities: Community facilities and services that accommodate contemporary community expectation and are justified, well used, cost effective and, where appropriate, multifunctional

Aspiration C: Quality Leadership

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

d. Policy

Sports Facility Provision Policy: Buildings are designed with due consideration of the policy and their relevant guidelines for facility dimensions and fit out standards.

e. Financial

The City's 2015/2016 Business Plan allocated a budget of $4,090,000 for the development of Eighty Road Reserve (including club facility, car park, floodlighting and associated sporting infrastructure).
The City applied to the Department of Sport and Recreation’s Community Sporting and Recreation Facilities Fund for a grant towards this project. A letter dated 29 February from the Minister of Sport and Recreation, Hon. Mia Davies, has now been received confirming that the City’s application for a grant of $450,000 towards this project was successful.

The pre-tender estimate received as provided by a Quantity Surveyor is $2,275,000 for the club facility.

Additional cost estimates have also been obtained for the other infrastructure items identified for the reserve. These include:

- 100 lux sports floodlighting - $302,000
- Architect design and contract management fee - $126,120
- Car park cost (estimated at $100/m2 for car park 200m x 15m) - $400,000
- Car park lighting - $50,000
- Reserve sporting infrastructure - $60,000
- Project contingencies - $250,000
- Escalation $50,000
- 10% Project On Costs - $371,818

It should be noted that the pre-tender estimate does not represent the actual cost of works which will be determined at the time of seeking tenders for construction.

f. Legal and Statutory

The provision of items of infrastructure is outlined within the Development Contribution Plan No. 2 (which is a schedule of the City of Rockingham Town Planning Scheme No. 2).

Owners of relevant land may be required to make financial contributions towards the estimated costs of that infrastructure. See clause 5.6 of Town Planning Scheme No. 2. The estimated costs are required to be subject of a Development Plan Report, which must be reviewed at least annually.

The Management Order for the reserve has now been transferred to the City of Rockingham for the purpose of “Public Recreation” on Deposited Plan 406823 with the Reserve Number 52317.

g. Risk (High/Extreme)

Nil

Comments

The requirement for the development of the club facility and associated infrastructure at the new active sporting reserve along Eighty Road in Baldivis South has been clearly demonstrated through the 2011 and 2015 Community Infrastructure Plans, the needs and feasibility study and through community consultation and detailed engagement with the Athletics and Soccer clubs. The development of this community infrastructure is consistent with the planning principles of the CIP and is necessary to support local demand for sport and community activity on this reserve. Club participation in this area is also predicted to grow in association with the population growth in the Baldivis South area.

The final detailed design specification is able to meet the optimum operational needs of various community and sporting groups who may use the new active sporting reserve now and in the future. The design will also aid in the sustainability of these local clubs. The design outcomes for the facility have focused not only on meeting the current needs of the local community and sporting groups, but also reducing whole of life costs through sustainable initiatives. These initiatives include natural ventilation, inclusion of solar panels, and the use of long lasting, robust materials. All of which may result in a slightly higher construction cost, but will substantially reduce ongoing operational and maintenance costs.
The construction of this new club facility and supporting infrastructure is a major infrastructure priority for the City of Rockingham. With the lack of existing infrastructure and the significant population growth in the Baldivis area, the development of these facilities shall ensure that the Baldivis South community will have a sustainable, functional and accessible facility for the design life of the facility.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council *APPROVES* the final detailed design plans for the clubroom facility dated January 2016 to be located at Eighty Road Reserve, Baldivis South.

**Committee Recommendation**

Moved Cr Downham, seconded Cr Smith:

That Council *APPROVES* the final detailed design plans for the clubroom facility dated January 2016 to be located at Eighty Road Reserve, Baldivis South.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
<table>
<thead>
<tr>
<th></th>
<th>Reporting Area</th>
<th>Nil</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Reports of Councillors</td>
<td>Nil</td>
</tr>
<tr>
<td>14</td>
<td>Addendum Agenda</td>
<td>Nil</td>
</tr>
<tr>
<td>15</td>
<td>Motions of which Previous Notice has been given</td>
<td>Nil</td>
</tr>
<tr>
<td>16</td>
<td>Notices of motion for Consideration at the Following Meeting</td>
<td>Nil</td>
</tr>
<tr>
<td>17</td>
<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
<td>Nil</td>
</tr>
<tr>
<td>18</td>
<td>Matters Behind Closed Doors</td>
<td>Nil</td>
</tr>
<tr>
<td>19</td>
<td>Date and Time of Next Meeting</td>
<td>The next Corporate and Community Development Committee Meeting will be held on Tuesday 19 April 2016 in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
</tr>
<tr>
<td>20</td>
<td>Closure</td>
<td>There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at 4:34pm.</td>
</tr>
</tbody>
</table>