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<td>8. Declaration of Member’s and Officer’s Interest</td>
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<td>9. Petitions/Deputations/Presentations/Submissions</td>
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<tr>
<td>10. Matters for which the Meeting may be Closed</td>
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<tr>
<td>General Management Services</td>
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<tr>
<td>GM-023/18 Advisory Committee Membership – Review Appointments (Absolute Majority)</td>
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<tr>
<td>Community Development</td>
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<tr>
<td>CD-019/18 Recommendation from the Rockingham Education and Training Advisory Committee Meeting held on 23 July 2018</td>
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<td>Agenda Items – Corporate and Community Development Committee</td>
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<td>Corporate Services</td>
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<td>CS-015/18 Approval to Advertise Council Policy, Self-Supporting Loans by Incorporated Associations</td>
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<td>CS-016/18 Tender T17/18-90 – Standing offer for Debt Collection Services</td>
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<tr>
<td>CS-017/18 Quotation – Q18/19-07 – Provision of Verge Waste Collection Services</td>
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<tr>
<td>General Management Services</td>
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<td>GM-024/18 Rockingham Renaissance Technopole Inc. (Absolute Majority)</td>
</tr>
<tr>
<td>GM-025/18 Control of Vehicles (Off-road Areas) Act 1978 – Appointment of Authorised Officers</td>
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<tr>
<td>GM-026/18 Delegation of Authority – Local Government to Chief Executive Officer and Other Employees (Absolute Majority)</td>
</tr>
<tr>
<td>GM-027/18 Various Committee Vacancies (Absolute Majority)</td>
</tr>
<tr>
<td>GM-028/18 2018 Customer Satisfaction Survey</td>
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<td>GM-029/18 City of Rockingham Scholarship and Award Scheme for Local Schools</td>
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<tr>
<td><strong>Community Development</strong></td>
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<tr>
<td>CD-020/18 Final Koorana Reserve Master Plan 2018</td>
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<tr>
<td>CD-021/18 Cultural Development and the Arts Strategy 2018-2022</td>
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<td>13.</td>
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<td>19.</td>
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<td>20.</td>
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</tbody>
</table>
The Chairperson declared the Corporate and Community Development Committee Meeting open at **4:00pm**, welcomed all present, and delivered the Acknowledgement of Country. The Chairperson welcomed Mr Michael Parker, Chief Executive Officer to his first meeting of the Corporate and Community Development meeting.

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

### 2.1 Councillors
- Cr Joy Stewart        Chairperson
- Cr Mark Jones
- Cr Andrew Burns
- Cr Leigh Liley

### 2.2 Executive
- Mr Michael Parker        Chief Executive Officer
- Mr John Pearson            Director Corporate Services
- Mr Michael Holland         Director Community Development
- Mr Peter Doherty          Director Legal Services and General Counsel
- Mr Khushwant Kumar         Manager Financial Services
- Mr Michael Yakas           Manager Customer and Corporate Support
- Mr Allan Moles             Manager Waste Services
- Ms Karin Strachan         Manager Strategy, Tourism, Marketing and Communications
- Mr Ben Searcy               Manager Human Resources Development
- Mr Peter Varris           Manager Governance and Councillor Support
- Mr Gary Rogers             Manager Community Infrastructure Planning
- Ms Mary-Jane Rigby (until 4.11pm) Manager Community Support and Safety Services
- Mrs Jillian Obiri-Boateng  Collaborative Manager Community Capacity Bldg
- Ms Julia Dick              Collaborative Manager Community Capacity Bldg
- Ms Alison Oliver           Manager Library and Information Services
- Mrs Jelette Edwards        Governance Coordinator
- Ms Tamara Clarkson         Senior Project Officer (Office of the CEO)
- Mr Matthew Plummer         Coordinator Community Facilities
- Mr Aiden Boyham           City Media Officer
- Ms Sue Langley             Governance Officer
- Mrs Diane Zanre           PA to Director Community Development
**2.3 Members of the Gallery:** 1

**2.4 Apologies:**

Cr Lee Downham

**2.5 Approved Leave of Absence:** Nil

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


At the Corporate and Community Development Committee meeting held on 17 July 2018, Mr Mumme asked the following questions that were taken on notice and the A/Chief Executive Officer provided a response in a letter dated 25 July 2018 as follows:

**Question**

1. Measurement of implementation. Mr Mumme referred to the Strategic Community Aspiration regarding quality leadership that council has "governance systems that enable Council to make informed and considered decisions...within an accountable...transparent and ethical environment." He believes that the community expects accountable to mean liable to give an explanatory statement of account or a statement of reasons for an event (Macquarie Dictionary).

In the Strategic Community Plan 2015-25 there is a section called ‘How do we measure success in implementing community aspirations’, where the City measured its success in providing Civic Leadership in 2014 by the number of Council meetings each year, citizenship ceremonies and attendance at Pioneer luncheons (page 23).

Can Council help me to understand how the three numbers constitute a measurement of accountable, transparent and ethical leadership?

**Response**

Page 21 of the 2015-2025 Strategic Community Plan (which was printed 4 years ago) mentions some of the examples in which the City measures its progress. Since then more measurement approaches have been added such as the Net Promoter Score, the Local Government Benchmarking Program (where Local Governments across Australia benchmark various measurements of performance against each other), and the use of feedback through Rock Port working groups.

The examples of achievements on pages 22 and 23 are purely Quick Facts on some of the City’s outcomes over the previous four years and in no way a direct correlation with page 21. The caption on page 21 does mention where measurement of progress is reported.

**Question**

2. How to reconcile conflicting aspirations. Mr Mumme advised that over the years he has observed that the Community Aspirations are quoted to provide validation of council motions. For instance the Mangles Bay Marina was said to meet the Tourism lifestyle aspiration even though it breached the Sustainable Environment aspiration that "Coastal and bushland reserves managed for future generations to enjoy", by wiping out 77ha of Bush Forever site. It is important to avoid giving the impression that council merely quotes whatever aspiration suits its immediate motives.

What are the guidelines for situations when Council faces the challenge of a proposal that breaches one aspirations but meets another?
### Response
Any conflict of Aspirations would be identified by the officer responsible, along with the reasons as to why a particular course of action is recommended.

### Question
3. Under Environment and Land Use measurement of success we learn that "31,000sq metres of retail floor space has been created and development approvals worth $1.4b have been processed". One could easily argue that these figures contradict Community Aspirations for climate change, Carbon Footprint and waste reduction? How will Council reconcile these contradictions in the new plan?

### Response
See response to Question 2.

### Question
4. Under Sustainable Environment: Land Use and development Control, (2015-25) one Specific purpose strategy is "Local Planning Strategy: Planning for housing and settlement, biodiversity and conservation areas as well as land use and transport." What evidence is there of measurement of success for this strategy?

### Response
As the Local Planning Strategy is currently under preparation, measurements for the success of the Strategy are yet to be determined. The inclusion of tangible and measurable implementation actions will be considered in its development, where possible.

Further, there will be opportunities for the community to comment on the content of the draft Strategy when it is released for comment, and the adequacy of the implementation actions can be assessed at that time.

### Public Question Time

<table>
<thead>
<tr>
<th>4:01pm</th>
<th>The Chairperson invited members of the Public Gallery to ask questions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td><strong>Mr Sunny Miller, Safety Bay – Acoustics at the Gary Holland Community Centre</strong></td>
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<tr>
<td></td>
<td>The Chairperson invited Mr Miller to present his questions to the Corporate and Community Development Committee.</td>
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<td>Several questions were ruled out of order as they did not relate to the business of the meeting. The Chairperson asked that Mr Miller provide those questions to the City so they can be answered in the normal course of business.</td>
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<tr>
<td></td>
<td>1. Mr Miller expressed concern about the acoustics at the Gary Holland Community Centre and asked whether there were any plans to make improvements?</td>
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<td>The Director Corporate Services advised that the City will take into consideration improvements to the acoustics when a major refit of the Gary Holland Community Centre is undertaken.</td>
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<tr>
<td>4:07pm</td>
<td>There being no further questions the Chairperson closed Public Question Time.</td>
</tr>
</tbody>
</table>
5. **Confirmation of Minutes of the Previous Meeting**

 Moved Cr Burns, seconded Cr Liley:

 That Committee **CONFIRMS** the Minutes of the Corporate and Community Development Committee Meeting held on 17 July 2018, as a true and accurate record.

 Committee Voting – 4/0

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

 Nil

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

 4:07pm 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**

 4:07pm 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**

 4:08pm The Chairperson advised in accordance with section 5.23(2)(b) and (e)(iii) of the Local Government Act 1995 – if there are any questions or debate on Confidential Items GM-023/18 Advisory Committee Membership – Review Appointments and CD-019/18 Recommendation from the Rockingham Education and Training Advisory Committee meeting 23 July 2018, then the Corporate and Community Development Committee will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors.

 There were no questions or request for debate.
CONFIDENTIAL ITEM

NOT FOR PUBLIC ACCESS

Section 5.95(3) Local Government Act 1995 (the Act)
This item may be discussed behind closed doors as per Section 5.23(2)(b) and (e)(iii) of the Act

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GM-023/18</th>
<th>Advisory Committee Membership – Review Appointments (Absolute Majority)</th>
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</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GOV/39-02</td>
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<tr>
<td>Proponent/s:</td>
<td></td>
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<tr>
<td>Author:</td>
<td></td>
<td>Mrs Jelette Edwards, Governance Coordinator</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
<td>Mr Peter Varris, Manager Governance and Councillor Support</td>
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<td></td>
<td></td>
<td>Ms Julia Dick, Collaborative Manager Community Capacity Building</td>
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<td>Ms Jillian Obiri-Boateng, Collaborative Manager Community Capacity Building</td>
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<td>Mr Manoj Barua, Manager Engineering Services</td>
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<td>Mr David Caporn, Manager Compliance and Emergency Liaison</td>
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<td>Mr Michael Ross, Manager Statutory Planning</td>
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<td>Ms Mary-Jane Rigby, Manager Community Support and Safety Services</td>
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<tr>
<td>Date of Committee Meeting:</td>
<td>21 August 2018</td>
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<tr>
<td>Previously before Council:</td>
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<tr>
<td>Disclosure of Interest:</td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
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<td>Site:</td>
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<td>Lot Area:</td>
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<td>Attachments:</td>
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<tr>
<td>Maps/Diagrams:</td>
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</table>
Voting Requirements

Absolute Majority

Officer Recommendation

That Council:

1. **APPOINTS** the following community and organisation representatives for a two-year term of office until September 2020.

2. **CONFIRMS** the following Councillors for a period ending on the next ordinary local government election day in October 2019.

Committee Recommendation

Moved Cr Liley, seconded Cr Burns:

That Council:

1. **APPOINTS** the following community and organisation representatives for a two-year term of office until September 2020 as listed below:

   **Bush Fire Advisory Committee**
   - Mr Neil Chaplin  Baldivis Volunteer Fire and Emergency Service representative
   - Mr Stephen Summerton  Secret Harbour Volunteer Fire and Rescue Service representative
   - Mr Andrew Munro  Rockingham Volunteer Fire and Rescue Service representative
   - Mr Ben Trevethan  Singleton Volunteer Bush Fire brigade representative
   - Mr Terry Wegwermer  Department of Fire and Emergency Services representative
   - Mr Tim Fisher  Department Biodiversity, Conservation and Attractions representative

   **City Safe Advisory Committee**
   - Mr Bob Cooper  Community representative
   - Ms Celine Low  Community representative
   - Mrs Dale Kerford  Community representative
   - Ms Lynette Ettridge  Community representative
   - Ms Maria Nazar  Community representative
   - Mr Peter Skilton  Community representative
   - Mr Robert Dedman  Community representative
   - Ms Sarah Blake  Community representative
   - Ms Tamara Pilgrim  Community representative

   **Coastal Facilities Advisory Committee**
   - Mr Leslie Dodd  Community representative
   - Mr Ron Pease  Community representative
   - Mr Ian Saggers  Mangles Bay Fishing Club representative
   - Mr Chris Aleman  Rockingham Volunteer Sea Rescue Group representative
   - Mr David Slowly  The Cruising Yacht Club representative
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 18 SEPTEMBER 2018

PRESIDING MEMBER

- Ms Melissa Evans  Department of Biodiversity, Conservation and Attractions representative
- Mr Darren Schofield  Department of Primary Industries and Regional Development representative

Cultural Advisory Committee
- Ms Emma Costello  Community representative
- Mr Leonardo Martella  Community representative
- Mr Jake Moanaroa  Community representative
- Ms Meg Salazaar  Community representative
- Ms Lorri Skinner  Community representative

Disability Access and Inclusion Advisory Committee
- Ms Alison Kelly  Community representative
- Ms Fiona Allen  Community representative
- Mr Gareth Goodway  Community representative
- Ms Jane Davies  Community representative
- Ms Julia Daker  Community representative
- Ms Linda Lee  Community representative
- Ms Rhonda Taylor  Community representative
- Mrs Stephenie Fielding  Community representative

Global Friendship Committee
- Mr Noburo Hagiwara  Community representative
- Ms Caroline Hume  Community representative
- Ms Sarah Blake  Community representative
- Ms Fiona Nutz  Community representative
- Ms Kez Wickham StGeorge  Community representative
- Ms Charmaine Oosthuizen  Community representative

Heritage Reference Group
- Mrs Wendy Durant  (Deputy Roger Allen) Rockingham District Historical Society
- Mrs Sylvia Reed  (Deputy Sylvia Reed) Rockingham District Historical Society

Rockingham Education and Training Advisory Committee
- Ms Kerina Puttman  University representative
- Ms Lyn Farrell  University representative
- Ms Lisa Pitters  South Metropolitan TAFE representative
- Mr Gary Anderson  Department of Education (South Metropolitan Regional Office) representative
- Mr Desmond Mitchell  Independent schools representative
- Ms Kendal Drew  Community representative

Seniors Advisory Committee
- Ms Valerie Turnell  Community representative
- Ms Margaret Steele  Community representative
- Mr Ron Pease JP  Community representative
CONFIRMS the following Councillors for a period ending on the next ordinary local government election day in October 2019 as listed below:

**Bush Fire Advisory Committee**
- Cr Andrew Burns

**City Safe Advisory Committee**
- Mayor Barry Sammels
- Cr Deb Hamblin

**Coastal Facilities Advisory Committee**
- Cr Leigh Liley
- Cr Lee Downham

**Cultural Advisory Committee**
- Cr Katherine Summers
- Cr Andrew Burns (Deputy)

**Disability Access and Inclusion Advisory Committee**
- Cr Joy Stewart
- Cr Mark Jones

**Global Friendship Committee**
- Cr Deb Hamblin
- Cr Andrew Burns

**Heritage Reference Group**
- Cr Joy Stewart

**Rockingham Education and Training Advisory Committee**
- Cr Deb Hamblin
- Cr Katherine Summers

**Seniors Advisory Committee**
- Cr Joy Stewart
- Cr Andrew Burns
Sports Advisory Committee

- Cr Leigh Liley
- Cr Mark Jones

Committee Voting – 4/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
## Community Development

### CONFIDENTIAL ITEM

NOT FOR PUBLIC ACCESS

Section 5.95(3) Local Government Act 1995 (the Act)

This item may be discussed behind closed doors as per Section 5.23(2)(b) of the Act

### Community Development

#### Community Capacity Building

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-019/18 Recommendation from the Rockingham Education and Training Advisory Committee Meeting held on 23 July 2018</th>
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<tbody>
<tr>
<td>File No:</td>
<td>CSV/3360-04</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Julia Dick, Collaborative Manager Community Capacity Building</td>
</tr>
</tbody>
</table>
| Other Contributors:     | Mr Michael Holland, Director Community Development  
                          | Ms Jillian Obiri-Boateng, Collaborative Manager Community Capacity Building                    |
| Date of Committee Meeting: | 21 August 2018                                                                                 |
| Disclosure of Interest: | Executive                                                                                     |
| Nature of Council’s Role in this Matter: | Executive                                                                                     |
| Attachments:            | Minutes of the Rockingham Education and Training Advisory Committee Meeting held on 23 July 2018 |
| Maps/Diagrams:         |                                                                                                 |

### Voting Requirements

Simple Majority

### Recommendations to the Corporate and Community Development Committee

#### Advisory Committee Recommendation 1 of 1:

Recommendation: Tertiary Scholarship Scheme application variations Round Two 2017/2018

That Council **APPROVES** the additional funding for the successful scholarship recipients.
CONFIRMED AT A CORPORATE AND COMMUNITY
DEVELOPMENT MEETING HELD ON TUESDAY 18
SEPTEMBER 2018
PRESIDING MEMBER
<table>
<thead>
<tr>
<th><strong>The Committee’s Reason for Varying the Officer’s Recommendation</strong></th>
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<tr>
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<tbody>
<tr>
<td>Not Applicable</td>
</tr>
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</table>
11. **Bulletin Items**

**Corporate and General Management Services Information Bulletin – August 2018**

**Corporate Services**
1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Team Plan and Budgeting Module
   - 3.2 Rock Port Enhancements
   - 3.3 Implementation of a Contracts Register
   - 3.4 Implementation of Online timesheets
   - 3.5 Major review and upgrade of the website
   - 3.6 Server operating system upgrade
   - 3.7 Implement Performance and Personal Development Module
   - 3.8 Electronic Floodlight Pre-payment Solution Trial
   - 3.9 Landfill Capping of Cells 12 to 15
4. Information Items
   - 4.1 List of Payments July 2018
   - 4.2 Monthly Financial Management Report June 2018
   - 4.3 Awarding of Tenders by CEO - Delegated Authority
   - 4.4 Development Contribution Scheme
   - 4.5 Leased/Licenced Property Maintenance Grants
   - 4.6 Excisions
   - 4.7 Waste Collection Services - Kerbside Bin Collection
   - 4.8 Waste Collection Services - Bulk Waste Verge Side Collection
   - 4.9 Landfill Services; Landfill Statistics

**Governance and Councillor Support**
1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Review of Local Laws
   - 3.2 Optimisation of Tablet Technology for Business Papers
   - 3.3 Review of Council Policy, Code of Conduct, Guides
4. Information Items
   - 4.1 Wards and Councillor Representation Review 2018
   - 4.2 Freedom of Information (FOI) Requests
   - 4.3 Australian Coastal Councils Association Inc. Newsletter
   - 4.4 Citizenships
   - 4.5 Pioneers’ Luncheon
   - 4.6 Coming Events
   - 4.7 Notice of Motion – Status Report

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

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

**Strategy, Tourism, Marketing and Communications**
1. Strategy, Tourism, Marketing and Communications Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Implementation and Printing of Community Plan 2019-2029
   3.2 Tourism and Marketing
   3.3 Mobile Servicing Facility
   3.4 Digital Platform Development
   3.5 Project Management Framework
   3.6 Governance Portal
4. Information Items
   4.1 Organisational Performance Measurement
   4.2 Community Engagement
   4.3 Team Plans
   4.4 Social Media
   4.5 Media Tracking

**Investment Attraction**
1. Investment Attraction Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Commercial Business and Property Investment Attraction - General
   3.2 Commercial Business and Property Investment Attraction - Defence
   3.3 Small Business Support
   3.4 Economic Development Strategy
   3.5 Rockingham Renaissance Technopole
4. Information Items
   4.1 Various Meetings

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

**Committee Recommendation**

Moved Cr Burns, seconded Cr Liley:
That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – August 2018 and the content be accepted.

Committee Voting – 4/0
Community Development Information Bulletin – August 2018

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

Library Services
1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information items
   4.1 May 2018 Library Services Statistics
   4.2 Mary Davies Library and Community Centre
   4.3 Rockingham Central Library
   4.4 Safety Bay Library
   4.5 Warnbro Community Library
   4.6 May 2018 Library Services Facebook Activity

Community Infrastructure Planning
1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information items
   4.1 Baldivis District Sporting Complex – Master Planning
   4.2 Koorana Reserve Master Plan – Design
   4.3 Port Kennedy Skate Park - Design
   4.4 Baldivis South Community Centre - Construction
   4.5 The Harbour Playground
   4.6 Off Road Vehicle Area Site Study

Community Capacity Building
1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Perth Symphony Orchestra
4. Information Items
   4.1 Awards
   4.2 Community Grants Program
   4.3 Volunteering
   4.4 Disability Access and Inclusion Plan and Strategy 2016-2019
   4.5 Seniors
   4.6 Early Years, Children and Learning Community
   4.7 Youth Development
   4.8 Sport, Recreation and Health and Wellbeing
   4.9 Cultural Development and the Arts
CONFIRMED AT A CORPORATE AND COMMUNITY
DEVELOPMENT MEETING HELD ON TUESDAY 18
SEPTEMBER 2018
PRESIDING MEMBER
12. Agenda Items

Corporate Services

Corporate Services
Director and Support

Reference No & Subject: CS-015/18 Approval to Advertise Council Policy, Self-Supporting Loans by Incorporated Associations

File No: CPM/120-03
Proponent/s: Mr Scott Wildgoose, Senior Project Officer
Author: Mr John Pearson, Director Corporate Services
Other Contributors: Mr John Pearson, Director Corporate Services
Date of Committee Meeting: 21 August 2018
Previously before Council: CS-013/18 - 26 June 2018
Disclosure of Interest: Executive
Nature of Council’s Role in this Matter:

Site:
Lot Area:
Attachments: Council Policy – Self Supporting Loans by Incorporated Associations (Old)
Maps/Diagrams:

Purpose of Report
To seek approval to advertise the amended Council Policy - Self Supporting Loans by Incorporated Associations for the purpose of community consultation.

Background
The City has been providing self-supporting loans to community organisations for many years. The current Council Policy – Self Supporting Loans by Incorporated Associations was adopted in October 2009. It sought to provide more rigour to the general principles surrounding self-supporting loans and reduce the risk of payment default by incorporated associations. Since 2010, only one community organisation has accessed this loan facility.
In 2010, the City developed the Community Infrastructure Plan and Business Plan documents containing timelines and costings for community facilities based on strategic need and recreation science.

The adoption of the Council Policy - Sports and Community Facility Provision in 2017, defined the minimum standards and dimensions for sports and community facilities. This infrastructure is provided at no cost to incorporated associations.

At the 26 June 2018 Council meeting, Council resolved:

1. **SUPPORTS** the amendment of the Council Policy - Self Supporting Loans by Incorporated Associations to provide a policy position that the City of Rockingham does not provide self-supporting loans.

2. **WRITES-OFF** the following debts:
   a) $103,695.64 – Rockingham Regional Environmental Centre Inc. (Naragebup)
   b) $40,869.81 - Rockingham Football and Social Club Inc.
   c) $45,000 - Rockingham City Football Club Inc.
   d) $72,547 - Rockingham Bowling Club Inc.

### Details

The Council Policy – Self Supporting Loans by Incorporated Associations has been amended to state “The City of Rockingham will not provide Incorporated Associations with self-supporting loans”.

### Implications to Consider

a. **Consultation with the Community**

   If approved, the amended Council Policy – Self Supporting Loans by Incorporated Associations will be advertised through community newspapers and on the City’s website, seeking comments for a minimum period of 14 days.

b. **Consultation with Government Agencies**

   Nil

c. **Strategic**

   Community Plan

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

   **Aspiration C:** Quality Leadership

   **Strategic Objective:** 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.

   **Aspiration B:** A Strong Community

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

d. **Policy**

   The Council Policy – Self Supporting Loans by Incorporated Associations is considered to be a general council policy under the Council Policy - Policy Framework. In accordance with the Council Policy - Policy Framework the substantially (based on the nature of the changes) amended Council Policy - Self Supporting Loans by Incorporated Associations should undergo a 14 day community consultation process.
If Council approves the Council Policy for community consultation, it will be supporting a policy position which will see the City no longer provide self-supporting loans. This is in line with Council’s previous recommendation in June 2018.

e. Financial
Advertising cost for community consultation is estimated to be $400.

f. Legal and Statutory
Nil

g. Risk
All Council decisions are subject to risk assessment according to the City’s Risk Framework.
Implications and comment will only be provided for the following assessed risks.
Customer Service / Project management / Environment: High and Extreme Risks
Finance / Personal Health and Safety: Medium, High and Extreme Risks
Nil

Comments
Over many years, the City has provided self-supporting loans to incorporated associations to help them finance the establishment of facilities. The majority of these loans have been paid in full, however, payment defaults and missed payments were a common occurrence.

In June 2018, Council made the decision to write off the debts owed to the City attributed to self-supporting loans for incorporated associations operating from City owned assets. At this time, Council supported the amendment of the Council Policy - Self Supporting Loans by Incorporated Associations, to provide a position whereby the City would no longer offer loan facilities to incorporated associations.

This policy amendment has been developed in line with the Council’s instructions and community consultation will clearly present the change in policy position.

Voting Requirements
Simple Majority

Officer Recommendation
That Council APPROVES the Council Policy, “Self-Supporting Loans by Incorporated Associations” for the purpose of community consultation.

Committee Recommendation
Moved Cr Jones, seconded Cr Burns:
That Council APPROVES the Council Policy, “Self-Supporting Loans by Incorporated Associations” for the purpose of community consultation.

Self-Supporting Loans by Incorporated Associations

Council Policy Objective
To improve the financial sustainability of Incorporated Associations by removing their ability to access self-supporting loans from the City of Rockingham.

Council Policy Objective
This policy applies to Incorporated Associations seeking loans from the City of Rockingham and all City employees responding to loan requests.
**Council Policy Statement**

The City provides fit for purpose cultural and recreation facilities to Incorporated Associations at no cost to the association. This is planned for and executed pursuant to the City of Rockingham Community Infrastructure Plan and the Sports and Community Facility Provision Policy. The City of Rockingham will not provide Incorporated Associations with self-supporting loans.

**Definition**

Self-supporting loan – a local government acts as guarantor and intermediary with a financial institution to allow an Incorporated Association to obtain funds. The payment arrangement between the local government and the Incorporated Associations is not guaranteed and the local government is liable for the payment of any debts or defaults to the financial institution.

**Legislation**

Nil

**Other Relevant Policies/Key Documents**

Council Policy – Sports and Community Facility Provision Policy City of Rockingham Community Infrastructure Plan

**Responsible Division**

Corporate Services

**Review Date**

August 2021

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Committee Voting – 4/0

<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 provide Council with details of the tender(s) received for Tender T17/18-90 – Standing offer for Debt Collection Services, document the results of the tender assessment and make recommendations regarding award of the tender.

**Background**

Tender T17/18-90 – Standing offer for Debt Collection Services was advertised in the West Australian on Saturday, 23 June 2018, closed on Wednesday, 11 July 2018 at 2:00 pm and was publicly opened immediately after the closing time.

**Details**

The following Debt Collection Services documents were requested:

(a) Letters of Demands
(b) General Procedure Claims
(c) Application of default judgements and
(d) Application of Means Inquiries.

A panel comprising of Director Corporate Services, Manager Financial Services and Coordinator Rates undertook tender 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>Maximum Points</th>
<th>Level of Service</th>
<th>Status of Organisation</th>
<th>Tendered Price/s</th>
<th>Total Weighted Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Pier Group Pty Ltd trading as CS Legal</td>
<td>26.8</td>
<td>30</td>
<td>22.5</td>
<td>40.0</td>
<td>89.3</td>
</tr>
<tr>
<td>AMPAC Debt Recovery (WA) Pty Ltd</td>
<td>24.2</td>
<td>30</td>
<td>25.0</td>
<td>40.0</td>
<td>89.2</td>
</tr>
<tr>
<td>Credit Solutions Pty Ltd</td>
<td>20.0</td>
<td>30</td>
<td>17.5</td>
<td>35.0</td>
<td>72.5</td>
</tr>
<tr>
<td>Illion Australia Pty Ltd trading as Milton Graham &amp; CLI Lawyers Pty Ltd</td>
<td>22.1</td>
<td>30</td>
<td>17.5</td>
<td>22.7</td>
<td>62.2</td>
</tr>
<tr>
<td>Australe Pty Ltd atf L&amp;N Caddy Family Trust trading as BCA Debt</td>
<td>12.1</td>
<td>30</td>
<td>10.0</td>
<td>16.7</td>
<td>38.8</td>
</tr>
<tr>
<td>Greenstone Legal Pty Ltd</td>
<td>15.8</td>
<td>30</td>
<td>17.5</td>
<td>4.00</td>
<td>37.3</td>
</tr>
</tbody>
</table>

The Contract rates will be subject to a price variation every twelve (12) months from the date of award. Such a price variation will be calculated in accordance with the variation in the Consumer Price Index (CPI) for Perth, Western Australia for all groups for the 12 months preceding the last completed CPI quarter as at the date the price variation is due.

**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 Objectives contained in the Community Plan 2015-2025:

   **Aspiration C**: Quality Leadership

   **Strategic Objective**: 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**: 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
In accordance with the City’s Executive Policy – Purchasing Goods and Services, for purchases above $150,000, a public tender process is to be conducted in accordance with the provision of section 3.57 of the Local Government Act 1995; and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, regulation 11A(1).

e. Financial
The 2018/2019 Annual Budget allocated $320,000 for debt collection services. Most of these costs are recoverable.

f. Legal and Statutory

“Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $150,000 unless sub regulation (2) states otherwise”.

g. Risk
All Council decisions are subject to risk assessment according to the City's Risk Framework. Implications and comment will only be provided for the following assessed risks.

Customer Service / Project management / Environment: High and Extreme Risks
Finance / Personal Health and Safety: Medium, High and Extreme Risks

Nil

Comments
The tender assessment process placed the Pier Group Pty Ltd trading as CS Legal ahead of AMPAC Debt Recovery (WA) Pty Ltd by a small margin. The Pier Group Pty Ltd trading as CS Legal has the existing contract with the City.

Both organisations provided submissions demonstrating their ability to perform the work. Tendered costs were identical with only minor variances in level of service and status of organisation. There has been no contract management issues with the Pier Group Pty Ltd trading as CS Legal over the prior three years and officers are satisfied with their performance. Following consideration of the submissions in accordance with the tender assessment criteria, the submission received from The Pier Group Pty Ltd trading as CS Legal represents best value to the City and therefore recommended as the preferred tenderer.

Voting Requirements
Simple Majority

Officer Recommendation
That Council ACCEPTS the tender submitted from The Pier Group Pty Ltd trading as CS Legal for Tender T17/18-90 – Standing offer for Debt Collection Services in accordance with the tender documentation for the contract period being 60 months from the start date.

Committee Recommendation
Moved Cr Liley, seconded Cr Jones:

That Council ACCEPTS the tender submitted from The Pier Group Pty Ltd trading as CS Legal for Tender T17/18-90 – Standing offer for Debt Collection Services in accordance with the tender documentation for the contract period being 60 months from the start date.

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

To provide Council with details of the quote/s received for Quotation – Q18/19-07 – Provision of Verge Waste Collection Services, document the results of the quote assessment and make recommendations regarding award of the quote.

### Background

Tender T17/18-44 – Provision of Verge Waste Collection Services was advertised in the West Australian on Saturday, 7 April 2018 and closed on Thursday, 26 April 2018. At the May 2018 Council meeting, Council declined the tender submissions received.

Due to limited timeframes, a quote for the 2018/2019 general waste verge collection commencing in August 2018 was sought from the current contractor, TC Waste (WA) Pty Ltd trading as D & M Waste Management, under the terms of the previous contract, and was awarded the contract under delegated authority.

Quotes were sought from the five companies that attended the original tender briefing, for the balance of the three year Contract as per Tender T17/18-44 as they are the main contractors providing these services. The quotation period closed on Wednesday, 1 August 2018.

---

### Reference No & Subject:

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-017/18 Quotation – Q18/19-07 – Provision of Verge Waste Collection Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>Q18/19-07</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr Allan Moles, Manager Waste Services</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>21 August 2018</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>CS-011/18 - 15 May 2018</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:

<table>
<thead>
<tr>
<th>Site:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>
Details

The type of works to be undertaken under the Contract include the provision of:

- 2 x general waste verge collection and
- 6 x green waste verge collections

The period of the contract will be from the date of award until 30 June 2021.

Quotes were received from the following:

<table>
<thead>
<tr>
<th>Company</th>
<th>Collection Type</th>
<th>Lump Sum Price – GST Exclusive</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC Waste (WA) Pty Ltd trading as D &amp; M Waste Management</td>
<td>Green Waste Verge Collection 1</td>
<td>$260,000</td>
</tr>
<tr>
<td></td>
<td>Green Waste Verge Collection 2</td>
<td>$310,000</td>
</tr>
<tr>
<td></td>
<td>General Waste Verge Collection</td>
<td>$507,500</td>
</tr>
<tr>
<td>AWG Nominees Pty Ltd the Trustee for AWG Family Trust trading as KRS Contracting</td>
<td>Green Waste Verge Collection 1</td>
<td>$175 per tonne</td>
</tr>
<tr>
<td></td>
<td>Green Waste Verge Collection 2</td>
<td>$175 per tonne</td>
</tr>
<tr>
<td></td>
<td>General Waste Verge Collection</td>
<td>$175 per tonne</td>
</tr>
<tr>
<td>All Earth Pty Ltd trading as All Earth Waste Collection Services</td>
<td>Green Waste Verge Collection 1</td>
<td>$160,000</td>
</tr>
<tr>
<td></td>
<td>Green Waste Verge Collection 2</td>
<td>$200,000</td>
</tr>
<tr>
<td></td>
<td>General Waste Verge Collection</td>
<td>$351,000</td>
</tr>
</tbody>
</table>

The Contract rates will be subject to a price variation every 12 months from the date of award. Such a price variation will be calculated in accordance with the variation in the Consumer Price Index (CPI) for Perth, Western Australia for all groups for the 12 months preceding the last completed CPI quarter as at the date the price variation is due.

A panel comprising of Manager Waste Services, Coordinator Waste Collection Services and Projects and Waste Education Officer undertook quote evaluations.

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

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Level of Service</th>
<th>Understanding of Quotation Requirements</th>
<th>Quoted Price/s</th>
<th>Total Weighted Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Points</td>
<td>30</td>
<td>40</td>
<td>30</td>
<td>100</td>
</tr>
<tr>
<td>TC Waste (WA) Pty Ltd trading as D &amp; M Waste Management</td>
<td>22.5</td>
<td>34.0</td>
<td>30.0</td>
<td>86.5</td>
</tr>
<tr>
<td>AWG Nominees Pty Ltd the Trustee for AWG Family Trust trading as KRS Contracting</td>
<td></td>
<td></td>
<td></td>
<td>Non-conforming</td>
</tr>
<tr>
<td>All Earth Pty Ltd trading as All Earth Waste Collection Services</td>
<td></td>
<td></td>
<td></td>
<td>Non-conforming</td>
</tr>
</tbody>
</table>
The quote submitted by All Earth Pty Ltd trading as All Earth Waste Collection Services was subject to a number of significant changes to the Contract documentation. The assessment panel deemed the submission to be non-conforming.

The quote submitted by AWG Nominees Pty Ltd the Trustee for AWG Family trading as KRS Contracting was subject to a number of significant changes to the Contract documentation including a rate per tonne price and the requirement to change the collection areas which would extend the collection periods. The assessment panel deemed the submission to be non-conforming.

### Implications to Consider

<table>
<thead>
<tr>
<th>a.</th>
<th>Consultation with the Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b.</th>
<th>Consultation with Government Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c.</th>
<th>Strategic</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community Plan</strong></td>
<td></td>
</tr>
<tr>
<td>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:</td>
<td></td>
</tr>
<tr>
<td><strong>Aspiration B:</strong> Strong Community</td>
<td></td>
</tr>
<tr>
<td><strong>Strategic Objective:</strong> Services and Facilities - Community facilities and services that accommodate contemporary community expectation and are justified, well used, cost effective and, where appropriate, multi-functional.</td>
<td></td>
</tr>
<tr>
<td><strong>Aspiration D:</strong> Sustainable Environment</td>
<td></td>
</tr>
<tr>
<td><strong>Strategic Objective:</strong> Carbon Footprint and Waste Reduction - Carbon footprint reduction and waste minimisation programs focussed on community education and awareness, and the use of new technologies proven to be environmentally acceptable and financially sustainable.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>d.</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>In accordance with the City's Executive Policy - Purchasing Goods and Services, for purchases above $150,000, a public tender process is to be conducted in accordance with the provision of section 3.57 of the Local Government Act 1995; and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, regulation 11A(1).</td>
<td></td>
</tr>
<tr>
<td>The Chief Executive Officer (CEO) may approve of a variation in the process related to the prescribed purchase thresholds in circumstances where the CEO considers that the specific purchasing process has been undertaken within the previous six months and no tender was accepted or contract was entered into.</td>
<td></td>
</tr>
<tr>
<td>Tender-exempt purchases are required to use a formal quote process.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>e.</th>
<th>Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td>The expenditure is included in the Waste Services operational budgets as allocated in the team plans. The quote submitted by TC Waste (WA) Pty Ltd T/as D&amp;M Waste Management for the three annual collections is $1,077,500 and this is within the anticipated budget for this service.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>f.</th>
<th>Legal and Statutory</th>
</tr>
</thead>
</table>
Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $150,000 unless sub regulation (2) states otherwise.

Under the Local Government (Functions and General) Regulations 1996:

Regulation 11(2)(c)(i) - Tenders do not have to be publicly invited according to the requirements of this Division if within the last 6 months the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment.

g. Risk

All Council decisions are subject to risk assessment according to the City's Risk Framework.

Implications and comment will only be provided for the following assessed risks.

- Customer Service / Project management / Environment: High and Extreme Risks
- Finance / Personal Health and Safety: Medium, High and Extreme Risks

Nil

Comments

Following consideration of the submission in accordance with the quote assessment criteria, TC Waste (WA) Pty Ltd trading as D & M Waste Management represents best value to the City and is therefore recommended as the preferred quote.

TC Waste (WA) Pty Ltd trading as D & M Waste Management is the current contractor and there have been no significant contact management or performance issues during the previous contract. The quoted price is also less than the current contract.

Voting Requirements

Simple Majority

Officer Recommendation

That Council ACCEPTS the quote submitted by TC Waste (WA) Pty Ltd trading as D & M Waste Management for Quotation – Q18/19-07 – Provision of verge waste collection services, in accordance with the quotation documentation for the contract period from the date of award until 30 June 2021.

Committee Recommendation

Moved Cr Jones, seconded Cr Liley:

That Council ACCEPTS the quote submitted by TC Waste (WA) Pty Ltd trading as D & M Waste Management for Quotation – Q18/19-07 – Provision of verge waste collection services, in accordance with the quotation documentation for the contract period from the date of award until 30 June 2021.

Committee Voting – 4/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GM-024/18 Rockingham Renaissance Technopole Inc. (Absolute Majority)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>ECD/125</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr Mark Tidman, Manager Investment Attraction</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Michael Parker, Chief Executive Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Bob Jeans, Director Planning and Development Services</td>
</tr>
<tr>
<td></td>
<td>Mr Peter Doherty, Director Legal Services and General Counsel</td>
</tr>
<tr>
<td></td>
<td>Mr John Pearson, Director Corporate Services</td>
</tr>
<tr>
<td></td>
<td>Ms Tamara Clarkson, Senior Projects Officer (Office of the CEO)</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>21 August 2018</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>GMS-002/18 (23 January 2018), GMS-014/17 (22 August 2017), GMS-007/17 (28 March 2017)</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
</tr>
</tbody>
</table>

**Purpose of Report**

To seek Council approval to underwrite operating losses for the Not for Profit entity, Rockingham Renaissance Technopole Inc. to a maximum value of $250,000 per year for the first two years of operation ($500,000 in total).

**Background**

On 21 March 2017, Council resolved to support the establishment of a research and development industry innovation hub at the Rockingham Murdoch campus, as follows:

*That Council:*

1. **ENDORSES the “Rockingham Renaissance” concept.**
2. SUPPORTS the establishment of a research and development industry innovation hub at the Murdoch University Campus.

3. SUPPORTS the establishment of a defence related strategic economic development alliance between the City of Rockingham and the City of Cherbourg, France.

Carried – 9/0

On 22 August 2017, Council approved the allocation of $352,000 to fund the initial set up costs of the Renaissance Technopole, as follows:

That Council:

1. ALLOCATES $352,000 to facilitate the establishment of the Renaissance Technopole at Rockingham Murdoch Campus.

2. TRANSFERS $352,000 from the Learning City Strategy Transfer fund.

Carried by Absolute Majority – 9/0

In support of those decisions, the City secured approximately 1,000 square metres of accommodation in the Engineering Building (over two floors) at the Murdoch University Campus, which includes high quality offices, laboratories and an auditorium. The mechanism for securing the Campus building was a non-exclusive licence between Murdoch University and the City.

The proposed research and development industry innovation hub was named the 'Renaissance Technopole'. To ensure the successful establishment of the Renaissance Technopole project and to remove ownership from the City, the City engaged lawyers and consultants to establish the Renaissance Technopole as a ‘Not for Profit’ entity that will be known as the Rockingham Renaissance Technopole Inc.

Ms Christine Caseris was appointed in February 2018 to assist with the process as she has considerable experience establishing the French Australian Chamber of Commerce and Industry (FACCI) which is a similar membership based entity.

The organisation to be known as Rockingham Renaissance Technopole Inc. is yet to be registered. The City has invited several individuals to ultimately form the Board of Rockingham Renaissance Technopole Inc. and these people have significant experience, reputation and skills to ensure Renaissance Technopole has the maximum potential to succeed.

Rockingham Renaissance Technopole Inc. (once registered) will be its own legal entity and will operate independently from the City. When created, the governance structure, business planning systems and all other strategic and operational responsibilities will be the responsibility of the Board.

The City’s Manager of Investment Attraction is progressing negotiations over a more formal relationship regarding long term tenures. This process will be further progressed (and finalised) between Murdoch University and the Rockingham Renaissance Technopole Inc, once it is established and operational.

Details

Council approved $352,000 in August 2017 to facilitate the establishment of Renaissance Technopole at Rockingham Murdoch Campus.

The following Table details expenditure to date:

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Expenditure</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal</td>
<td>$50,000</td>
<td>$49,477</td>
<td>$523</td>
</tr>
<tr>
<td>Business Plan</td>
<td>$90,000</td>
<td>$65,500</td>
<td>$24,500</td>
</tr>
<tr>
<td>Licence Costs (outgoings)</td>
<td>$116,000</td>
<td>$93,032</td>
<td>$22,968</td>
</tr>
<tr>
<td>Insurance</td>
<td>$20,000</td>
<td>$20,000 *</td>
<td>0</td>
</tr>
</tbody>
</table>
CONFIRMED AT A CORPORATE AND COMMUNITY
DEVELOPMENT MEETING HELD ON TUESDAY 18
SEPTEMBER 2018
PRESIDING MEMBER

---

**Budget Expenditure Balance**

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Expenditure</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial operational set up</td>
<td>$45,000</td>
<td>$45,000 *</td>
<td>0</td>
</tr>
<tr>
<td>Incidental</td>
<td>$31,000</td>
<td>$31,000 *</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$352,000</td>
<td>$304,009</td>
<td><strong>$47,991</strong></td>
</tr>
</tbody>
</table>

*Incorporation cost of Renaissance Technopole Inc. costs are anticipated in the near future*

**Table 1: Current City Expenditure - Renaissance Technopole**

It is intended surplus funds be transferred to Rockingham Renaissance Technopole Inc. as start-up capital.

A three year budget for Rockingham Renaissance Technopole Inc. has been prepared with the guidance of Ms Christine Caseris and KPMG.

The following Table outlines the proposed budget of Rockingham Renaissance Technopole Inc.:

<table>
<thead>
<tr>
<th></th>
<th>Proposed Budget Year One (Estimates)</th>
<th>Proposed Budget Year Two (Estimates)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership</td>
<td>$195,100</td>
<td>$292,650</td>
</tr>
<tr>
<td>Leasing Offices</td>
<td>$337,200</td>
<td>$505,800</td>
</tr>
<tr>
<td>Leasing Laboratories</td>
<td>$480,000</td>
<td>$720,000</td>
</tr>
<tr>
<td>Other Income</td>
<td>$94,550</td>
<td>$134,325</td>
</tr>
<tr>
<td><strong>Total Operating Income</strong></td>
<td>$1,106,850</td>
<td>$1,652,775</td>
</tr>
<tr>
<td><strong>Operating Expenditure</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lease Costs (outgoings)</td>
<td>$116,000</td>
<td>$116,000</td>
</tr>
<tr>
<td>Salaries</td>
<td>$280,392</td>
<td>$420,588</td>
</tr>
<tr>
<td>IT</td>
<td>$100,000</td>
<td>$150,000</td>
</tr>
<tr>
<td>Utilities</td>
<td>$60,000</td>
<td>$90,000</td>
</tr>
<tr>
<td>Set up and other expenditure</td>
<td>$561,750</td>
<td>$776,588</td>
</tr>
<tr>
<td><strong>Total Operating Expenditure</strong></td>
<td>$1,118,142</td>
<td>$1,205,713</td>
</tr>
<tr>
<td><strong>Net year one operating position</strong></td>
<td>$-11,292</td>
<td>$447,062</td>
</tr>
<tr>
<td>Balance of funds available from initial start up</td>
<td>$68,384</td>
<td>$0</td>
</tr>
<tr>
<td><strong>End of Year Financial Position</strong></td>
<td>$57,092</td>
<td>$447,062</td>
</tr>
</tbody>
</table>

*Table 2: Proposed Budget - Years One and Two - Renaissance Technopole*

It has been noted by all parties involved in the preparation of the budget that it is extremely difficult to prepare a budget of this nature given the unique concept of a technopole in Australia. As such, it should be expected that in the first two years of operation there may be significant volatility on predicted revenues and expenditures.
Based on negotiations and indicative support received to date, the proposed budget estimates Year One operating income to be $1,106,850 which includes income related to memberships, events, training and leasing of office space and operating expenditure of $1,118,142, predicting an operating deficit of $11,292.

It is imperative that the Rockingham Renaissance Technopole Inc., immediately upon its establishment, focus on revenue generation. Membership of the organisation is a critical driver to its success.

As can be seen in Year Two, based on negotiations and indicative support received to date, it is estimated that the operating income will be $1,652,775 with an operating expenditure of $1,205,713 resulting in an estimated surplus of $447,062.

**Murdoch Lease**

The City is continuing negotiations with Murdoch University, to secure tenure for the Renaissance Technopole at the Rockingham Murdoch University Campus. Should those negotiations be successful, it is anticipated that Rockingham Renaissance Technopole Inc. will only be required to pay outgoings that is expected to be $116 per square metre (on 1,000sqm this is $116,000 per annum).

### Implications to Consider

a. **Consultation with the Community**
   
   Nil

b. **Consultation with Government Agencies**
   
   Discussions occurred with following government agencies:
   - WA Senator - Chair of Foreign Affairs, Defence and Trade Legislation Committee;
   - Premier of Western Australia;
   - Minister for Tourism; Racing and Gaming; Small Business; Defence Issues; Citizenship and Multicultural Interests;
   - City of Cherbourg, France; and
   - Landcorp.

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

   **Aspiration A:** Tourism Lifestyle

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


   **Key Recommendation 1**

   The City's major economic development focus and priority resource allocation be directed towards projects and activities that:
   - are unique and attractive to prospective investors
   - come under the control, management and influence of the Local Government
   - call within the capabilities and expertise of the City as a corporation to deliver successfully
- provide increased revenue streams for the City as a corporation benefit the community at large
- will facilitate measurable new investment realistically linked to those projects and activities.

**Key Recommendation 6**

Review the Learning Cities Strategy to incorporate the objective of facilitating and encouraging a partnership between Murdoch University and the Department of Defence, and more specifically, between the Sir Walter Murdoch School of Public Policy and International Affairs and HMAS Stirling with a view to establishing a range of professional Masters Degrees and other Graduate programs in global strategic studies, international economics, resource security, political economics and counter-terrorism, at the Rockingham Campus.

d. **Policy**

Nil

e. **Financial**

It is proposed to underwrite any operating losses of Rockingham Renaissance Technopole Inc. for $250,000 per year for a maximum of two years. As such, the City's future maximum financial exposure will be $500,000 split between two financial years.

The City created the Learning City Strategy Reserve for this type of activity and if needed, funds will be transferred from this Reserve. The Reserve currently has in excess of $700,000.

f. **Legal and Statutory**

In accordance with section 6.8 of the Local Government Act 1995

A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by resolution*

*Absolute majority required.

In accordance with section 5.42(1) of the Local Government Act 1995

A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under — (a) this Act other than those referred to in section 5.43; or (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

*Absolute majority required.

g. **Risk**

All Council decisions are subject to risk assessment according to the City’s Risk Framework.

Implications and comment will only be provided for the following assessed risks.

- Customer Service / Project management / Environment : High and Extreme Risks
- Finance / Personal Health and Safety : Medium, High and Extreme Risks

This is classified as a medium financial risk.

Should the Rockingham Renaissance Technopole Inc. incur an operating shortfall, the City will be required to provide for the operating deficit to the value of $250,000 per annum, for a maximum of two years.

The mitigating action is to budget for $250,000 per annum, for a maximum of two years.

**Comments**

The City has spent approximately two years preparing to implement the Renaissance Technopole project. This has involved the commitment of significant resources to ensure this project is successful.
Should the Renaissance Technopole come to fruition, this project has the potential to make Rockingham an international destination for research and development in varied technologies. This aligns with the City’s Economic Development Strategy and will provide a strategic key point of difference for Rockingham, being the close proximity to Garden Island defence facilities.

The Rockingham Renaissance Technopole Inc. will be totally independent of the City, however, it is critical to the success of Renaissance Technopole that the City supports this strategically important project, by the limited underwriting of financial losses for its first two years of operation. It is proposed that systems be developed and implemented by the City’s Chief Executive Officer to ensure that the City is fully appraised of the financial position of Rockingham Renaissance Technopole Inc. Any funds paid to it will only be on the basis of underwriting any operational deficit position.

In January 2018, Council delegated authority to the Chief Executive Officer (CEO) to “appoint a Chairman and remaining directors to the Board” of Rockingham Renaissance Technopole Inc. However, as a preliminary step, “members” of that Association must first be appointed and they will also be the first board members. For transparency purposes, it is proposed that the Council appoint the CEO as a Member so that he may monitor the Association’s progress and monitor its performance against budget.

This concept is “cutting edge” and if successful will provide significant opportunities to Rockingham residents, including education and employment. It is also sustainable long term economic development which will be supported primarily by the industries using its services.

Should the Rockingham Renaissance Inc. make operating surpluses, then no financial contribution will be required from the City.

### Voting Requirements

Absolute Majority

### Officer Recommendation

That Council:

1. **APPROVES** the underwriting of operating deficits of Rockingham Renaissance Technopole Inc. to a maximum $250,000 per year for two years.
2. **ALLOCATES** $250,000 in the 2018/2019 Annual Budget to provide for any operating deficit that the Rockingham Renaissance Technopole Inc. incurs in that financial year.
3. **RESOLVES** to amend the Council’s resolution of 23 January 2018 as follows:
   - **DELEGATES** Authority to the Chief Executive Officer to appoint Members to the not for profit entity, the Rockingham Renaissance Technopole Inc.
4. **APPOINTS** the Chief Executive Officer as a Member of the Rockingham Renaissance Technopole Inc.
5. **DELEGATES** to the Chief Executive Officer, pursuant to section 5.42 of the Local Government Act 1995, the authority to determine the conditions to which the underwriting of operating deficits will be subject.
6. **DIRECTS** the Chief Executive Officer to develop and implement systems to ensure the City is kept fully informed of the financial position of Rockingham Renaissance Technopole Inc.

### Committee Recommendation

Moved Cr Jones, seconded Cr Burns:

That Council:

1. **APPROVES** the underwriting of operating deficits of Rockingham Renaissance Technopole Inc. to a maximum $250,000 per year for two years.
2. **ALLOCATES** $250,000 in the 2018/2019 Annual Budget to provide for any operating deficit that the Rockingham Renaissance Technopole Inc. incurs in that financial year.

3. **RESOLVES** to amend the Council’s resolution of 23 January 2018 as follows:
   - **DELEGATES** Authority to the Chief Executive Officer to appoint Members to the not for profit entity, the Rockingham Renaissance Technopole Inc.

4. **APPOINTS** the Chief Executive Officer as a Member of the Rockingham Renaissance Technopole Inc.

5. **DELEGATES** to the Chief Executive Officer, pursuant to section 5.42 of the Local Government Act 1995, the authority to determine the conditions to which the underwriting of operating deficits will be subject.

6. **DIRECTS** the Chief Executive Officer to develop and implement systems to ensure the City is kept fully informed of the financial position of Rockingham Renaissance Technopole Inc.

   Committee Voting – 4/0

<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

For Council to appoint authorised persons under the Control of Vehicles (Off-road Areas) Act 1978.

## Background

The Control of Vehicles (Off-road Areas) Act 1978 is the statutory head of power to prohibit the use of vehicles in certain places and to control the use of vehicles otherwise than on a road. It also provides for areas where the use of off-road vehicles shall be permitted, for the registration of off-road vehicles, and for other related purposes.

## Details

A review of the City’s delegations has determined that the Control of Vehicles (Off-road Areas) Act 1978 is not a delegation but rather an authorisation. An ‘authorised person’ or class of person must be appointed to exercise the power under the legislation.

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

d. Policy
Nil

e. Financial
Nil

f. Legal and Statutory
Control of Vehicles (Off-road Areas) Act 1978 (the Act)
s. 38 Authorised officers, who are, functions of etc.

(3) A local government may by resolution appoint —

(a) any employee of the local government; and

(b) where the Minister by notice published in the Government Gazette authorises the local government to do so, any member of the council of that local government, to be an authorised officer for the purposes of this Act either in respect of the whole of its district or any part thereof defined in the appointment.

s. 53 of the Interpretation Act 1984 states –

53. Appointments may be by name or office

Where a written law confers a power or imposes a duty upon a person to appoint or designate a person to –

(a) perform any function

That person may make the appointment or designation either by appointing or designating a person by name or by appointing or designating the holder of an office by the term designating his office; and any such appointment or designation of the holder of an office shall be construed as the appointment or designation of the person from time to time holding, acting in, or lawfully performing the functions of the office.

g. Risk
All Council decisions are subject to risk assessment according to the City’s Risk Framework.

Implications and comment will only be provided for the following assessed risks.

- Customer Service / Project management / Environment : High and Extreme Risks
- Finance / Personal Health and Safety : Medium, High and Extreme Risks

Nil
Comments

This appointment will ensure the designation of persons specified will be authorised to perform their role in a timely manner under the Act. Authorising designations of persons will also remove the need to seek a Council decision each time a new person is employed. The appointment under the Act does not specify an absolute majority decision of Council.

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPOINTS the following classes of persons for the purpose of section 38 of the Control of Vehicles (Off-road Areas) Act 1978:

- Director Planning and Development Services
- Manager Compliance and Emergency Liaison
- Coordinator Prosecutions
- Inquiry and Appeals Officer
- Coordinator Ranger Services
- Team Leader Ranger Services
- Senior Rangers
- Rangers

Committee Recommendation

Moved Cr Liley, seconded Cr Burns:

That Council APPOINTS the following classes of persons for the purpose of section 38 of the Control of Vehicles (Off-road Areas) Act 1978:

- Director Planning and Development Services
- Manager Compliance and Emergency Liaison
- Coordinator Prosecutions
- Inquiry and Appeals Officer
- Coordinator Ranger Services
- Team Leader Ranger Services
- Senior Rangers
- Rangers

Committee Voting – 4/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
## General Management Services  
**Governance and Councillor Support**

<table>
<thead>
<tr>
<th><strong>Reference No &amp; Subject:</strong></th>
<th>GM-026/18 Delegation of Authority – Local Government to Chief Executive Officer and Other Employees (Absolute Majority)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File No:</strong></td>
<td>CPM/130</td>
</tr>
<tr>
<td><strong>Proponent/s:</strong></td>
<td>Mrs Jelette Edwards, Governance Coordinator</td>
</tr>
<tr>
<td><strong>Author:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Other Contributors:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date of Committee Meeting:</strong></td>
<td>21 August 2018</td>
</tr>
<tr>
<td><strong>Disclosure of Interest:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Nature of Council's Role in this Matter:</strong></td>
<td>Executive</td>
</tr>
<tr>
<td><strong>Site:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Lot Area:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Attachments:</strong></td>
<td>City of Rockingham Delegated Authority – Local Government to Chief Executive Officer and Other Employees dated July 2018</td>
</tr>
<tr>
<td><strong>Maps/Diagrams:</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Purpose of Report

For Council to consider a review of delegations to the Chief Executive Officer (CEO) and other relevant employees in accordance with section 5.46(2) of the Local Government Act 1995 (the Act).

### Background

Section 5.42 of the Act states that the local government by absolute majority may delegate to the CEO to exercise any of its powers or the discharge of any of its duties other than those referred to in section 5.43 or the Planning and Development Act 2005 section 214(2), (3) or (5).

Section 5.45(2) requires that delegations are to be reviewed at least once every financial year.
A review of the delegations was undertaken to verify head of power, update legislation and other information. All delegations created in separate report throughout the year will be added to the register as they are adopted to ensure they are captured and exercised/actioned.

**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**  
   Not Applicable

e. **Financial**  
   Not Applicable

f. **Legal and Statutory**  
   In accordance with section 5.46 of the Local Government Act 1995 the Chief Executive Officer is to keep as register of any delegations made to the Chief Executive Officer and employees. At least once every financial year the delegation need to be reviewed by the delegator.

g. **Risk**  
   **All Council decisions are subject to risk assessment according to the City's Risk Framework.**  
   Implications and comment will only be provided for the following assessed risks.  
   - Customer Service / Project management / Environment : High and Extreme Risks  
   - Finance / Personal Health and Safety : Medium, High and Extreme Risks  
   - Nil

**Comments**

A review of the delegations are listed below with the amendments that have been made. There have been typographical corrections made that will not be specified in detail.

The City is currently undertaking a review of all the local laws. As a result a further report will be presented to Council to accommodate changes necessary due to amendments to the local laws.

<table>
<thead>
<tr>
<th>No.</th>
<th>Delegation Name</th>
<th>Amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Use of Council Crest and Logo</td>
<td>No change</td>
</tr>
<tr>
<td>1.2</td>
<td>Extension of Contracts</td>
<td>No change</td>
</tr>
<tr>
<td>No.</td>
<td>Delegation Name</td>
<td>Amendments</td>
</tr>
<tr>
<td>-----</td>
<td>---------------------------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>1.3</td>
<td>Appoint Authorised Persons</td>
<td>Remove Control of Vehicles (Off-Road Areas) Act 1978.</td>
</tr>
<tr>
<td>1.4</td>
<td>Powers of Entry</td>
<td>No change</td>
</tr>
<tr>
<td>1.5</td>
<td>Expression of Interest and Tenders - For Supply of Goods or Services</td>
<td>No change</td>
</tr>
<tr>
<td>1.6</td>
<td>Acceptance/Rejection of Tenders - For Supply of Goods or Services</td>
<td>Amendments to clarify the acceptance of maintenance and other tenders. Add in provisions to decline tenders and accept the next most advantageous tenders if no contract formed with a successful tenderer.</td>
</tr>
<tr>
<td>1.7</td>
<td>Execution of Deed of Assignment</td>
<td>No change</td>
</tr>
<tr>
<td>1.8</td>
<td>Employment of Persons Other than the Chief Executive Officer</td>
<td>No change</td>
</tr>
<tr>
<td>1.9</td>
<td>Appoint Acting Chief Executive Officer</td>
<td>No change</td>
</tr>
<tr>
<td>1.10</td>
<td>Legal Representation - Elected Members and Officers</td>
<td>No change</td>
</tr>
<tr>
<td>1.11</td>
<td>Sale of Lot 3 Mandurah Road, Karnup</td>
<td>No change</td>
</tr>
<tr>
<td>1.12</td>
<td>Sale of Lots 200 and 201 Chalgrove Avenue, Rockingham</td>
<td>No change</td>
</tr>
<tr>
<td>1.13</td>
<td>Land Acquisition to Purchase Privately Owned Land</td>
<td>No change</td>
</tr>
<tr>
<td>1.14</td>
<td>Provision of Baldivis Fire and Rescue Services</td>
<td>No change</td>
</tr>
<tr>
<td>1.15</td>
<td>Purchase of Lots 4, 103, 104 and 105 Eighty Road, Baldivis</td>
<td>No change</td>
</tr>
<tr>
<td>1.16</td>
<td>Approval of Building Purchase - Lot 47 (18 ) Goddard Street, Rockingham</td>
<td>No change</td>
</tr>
<tr>
<td>1.17</td>
<td>Construction of the Inclusive Play Space, Lot 4038 San Javier Circle, Secret Harbour Reserve R44449</td>
<td>Delete delegation. The delegation of authority was for the CEO to approve a tenderer to carry out the contract. This was done on 27 June 2017.</td>
</tr>
<tr>
<td>1.18</td>
<td>Baldivis District Sporting Complex Master Plan</td>
<td>Delete delegation. The delegation of authority was for the CEO to approve a tenderer to carry out the contract. This was done on 6 December 2017.</td>
</tr>
<tr>
<td>1.19</td>
<td>Award of Tender T17/18-34 - Capping of Landfill Cells 12 and 13 and a portion of Cells 14 and 15 and associated works at the Millar Road Landfill Facility, Baldivis</td>
<td>Delete delegation as Tender was awarded 7 March 2018</td>
</tr>
<tr>
<td>1.20</td>
<td>Expression of Interest Challenger Precinct Redevelopment Project</td>
<td>New delegation as of 19 December 2017 – renumber to 1.17</td>
</tr>
<tr>
<td>1.21</td>
<td>Renaissance Technopole and the Appointment of Directors of the Not-for-Profit Entity</td>
<td>New delegation as of 23 January 2018 – renumber to 1.18</td>
</tr>
<tr>
<td>1.22</td>
<td>Purchase Subject Lot as per Council report Item CS-007/18</td>
<td>Delete Delegation exercised as of August 2018.</td>
</tr>
<tr>
<td>No.</td>
<td>Delegation Name</td>
<td>Amendments</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1.23</td>
<td>Granting Development Approval for Replacement of Plinth Structure to the Founders’ Memorial</td>
<td>Delete Delegation exercised as of July 2018.</td>
</tr>
<tr>
<td>2.1</td>
<td>Payment From Municipal Fund and Trust Fund</td>
<td>No change</td>
</tr>
<tr>
<td>2.2</td>
<td>Trust Fund - Transfers</td>
<td>No change</td>
</tr>
<tr>
<td>2.3</td>
<td>Waive/Grant Concession Or Write Off Monies Owing</td>
<td>No change</td>
</tr>
<tr>
<td>2.4</td>
<td>Amend the Rate Record</td>
<td>No change</td>
</tr>
<tr>
<td>2.5</td>
<td>Agreement as to Payment of Rates and Service Charges</td>
<td>No change</td>
</tr>
<tr>
<td>2.6</td>
<td>Rates or Service Charges Recoverable in Court</td>
<td>No change</td>
</tr>
<tr>
<td>2.7</td>
<td>Change of Basis of Rates</td>
<td>No change</td>
</tr>
<tr>
<td>2.8</td>
<td>Dealing with Lessors/Lessees</td>
<td>No change</td>
</tr>
<tr>
<td>2.9</td>
<td>Recovery of Unpaid Rates</td>
<td>No change</td>
</tr>
<tr>
<td>2.10</td>
<td>Extension of Time for Objection to the Rate Record</td>
<td>No change</td>
</tr>
<tr>
<td>2.11</td>
<td>Residents Contracts - Signing Off</td>
<td>No change</td>
</tr>
<tr>
<td>2.12</td>
<td>Disposal of Property</td>
<td>No change</td>
</tr>
<tr>
<td>2.13</td>
<td>Approve Lease Property Grants</td>
<td>Amend to clarify approval of Property Grants - Maintenance up to $10K, Leased Property Grants - Rates subsidy - Equal to amount of rates levied. The current delegation wasn't clear that the Rates Subsidy were equal to the rates levied</td>
</tr>
<tr>
<td>2.14</td>
<td>Waste Industry Protocol</td>
<td>No change</td>
</tr>
<tr>
<td>2.15</td>
<td>Procurement Framework</td>
<td>No change</td>
</tr>
<tr>
<td>3.1</td>
<td>Approve Minor Grants</td>
<td>No change</td>
</tr>
<tr>
<td>3.2</td>
<td>Warnbro Community Library Agreement</td>
<td>No change</td>
</tr>
<tr>
<td>3.3</td>
<td>Annual Management Plans</td>
<td>No change</td>
</tr>
<tr>
<td>4.1</td>
<td>Bush Fires Act - Powers and Duties</td>
<td>No change</td>
</tr>
<tr>
<td>4.2</td>
<td>Bush Fires Act - Prohibited Burning Times</td>
<td>No change</td>
</tr>
<tr>
<td>4.3</td>
<td>Bush Fires Act - Prosecutions</td>
<td>No change</td>
</tr>
<tr>
<td>4.4</td>
<td>Disposing of Confiscated or Uncollected Goods</td>
<td>No change</td>
</tr>
<tr>
<td>4.5</td>
<td>Dog Act 1976 - Section 10AA</td>
<td>No change</td>
</tr>
<tr>
<td>4.6</td>
<td>Administration and Enforcement of the Cat Act 2011</td>
<td>No change</td>
</tr>
<tr>
<td>5.1</td>
<td>Building and Demolition Permits</td>
<td>No change</td>
</tr>
<tr>
<td>5.2</td>
<td>Occupancy Permits and Building Approval Certificates</td>
<td>No change</td>
</tr>
<tr>
<td>5.3</td>
<td>Building Orders</td>
<td>No change</td>
</tr>
<tr>
<td>5.4</td>
<td>Building Information</td>
<td>No change</td>
</tr>
</tbody>
</table>
**No.** | **Delegation Name** | **Amendments**  
---|---|---  
5.5 | Private Swimming Pools | No change  
5.6 | Smoke Alarms | No change  
5.7 | Sand Drift Prevention and Abatement | No change  
5.8 | Street Verandahs | No change  
5.9 | Fencing | No change  
5.10 | State Administrative Tribunal Proceedings | Typographical amendments  
5.11 | Infringement Notices - Building Services | No change  
5.12 | Signs, Hoardings and Bill Posting | No change  
6.1 | Food Act 2008 - Prohibition Orders | No change  
6.2 | Food Act 2008 - Registration of Food Business | No change  
6.3 | Food Act 2008 - Prosecutions | No change  
6.4 | Liquor Control Act 1988 - Certification Of Premises | No change  
6.5 | Gaming And Wagering Commission Act 1987 - Certification Of Premises | No change  
6.6 | Outdoor Eating Area Licences | No change  
6.7 | Permits And Licences | No change  
7.1 | Planning and Development Act 2005 - Town Planning Scheme | Change name to Town Planning Scheme. Amend legislation references and delegation in line with legislation changes and remove a reference to an authorisation.  
7.2 | Planning and Development Act 2005 - Other Delegations | Amend legislation references and amend delegation in line with legislation changes.  
7.3 | Approved Subdivisions | No change  
8.1 | Road Closures - Temporary | No change  
8.2 | Payment of Subsidies | No change  
8.3 | Control and Management of Facilities and Reserves | No change  
8.4 | Support or Oppose Restricted Access Vehicle Heavy Haulage Applications | No change  
8.5 | Graffiti Vandalism | No change  

**Voting Requirements**  
Absolute Majority  

**Officer Recommendation**  
That Council **APPROVES** the reviewed delegations under the Local Government Act 1995 and other Acts and Regulations as per the attachment ‘City of Rockingham Delegated Authority – Local Government to Chief Executive Officer and Other Employees dated July 2018’.
**Committee Recommendation**

**Moved Cr Liley, seconded Cr Jones:**

That Council *APPROVES* the reviewed delegations under the Local Government Act 1995 and other Acts and Regulations as per the attachment ‘City of Rockingham Delegated Authority – Local Government to Chief Executive Officer and Other Employees dated July 2018’.

Committee Voting – 4/0

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

Not Applicable

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

Not Applicable
### General Management Services
**Governance and Councillor Support**

<table>
<thead>
<tr>
<th><strong>Reference No &amp; Subject:</strong></th>
<th>GM-027/18</th>
<th>Various Committee Vacancies <em>(Absolute Majority)</em></th>
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| **File No:**                     | GOV/39    |
| **Proponent/s:**                | Mr Peter Varris, Manager Governance and Councillor Support |
| **Author:**                     |           |
| **Other Contributors:**         |           |
| **Date of Committee Meeting:**  | 21 August 2018 |
| **Previously before Council:**  |           |
| **Disclosure of Interest:**     | Executive |
| **Nature of Council's Role in this Matter:** | Executive |

| **Site:**                       |           |
| **Lot Area:**                   |           |
| **Attachments:**                |           |
| **Maps/Diagrams:**              |           |

### Purpose of Report

To fill various committee and representational vacancies as a consequence of the resignation of Cr Matthew Whitfield from those appointments. To fill a vacancy on the Global Friendship Committee due to the resignation of Cr Joy Stewart as a member.

### Background

The Acting Chief Executive Officer received notice dated 10 July 2018 of Cr Matthew Whitfield’s resignation from the following Council committee and representational appointments:

- Member – Planning and Engineering Services Committee
- Member – City Safe Advisory Committee
- Member – RoadWise Advisory Committee
- Deputy Member to Cr Downham – Corporate and Community Development Committee
- Deputy Member – Community Grants Program Committee
- Deputy Member to Cr Burns – Tourism Strategy Development Advisory Committee

Cr Whitfield represented the Council on the following organisations/agencies:

- Representative – Local Government Association – South Metropolitan Zone
• Representative – South West Reference Group
• Representative – Tourism Rockingham
• Deputy Representative to Cr Elliott – South West District Planning Committee

The Acting Chief Executive Officer also received notice dated 30 July 2018 from Cr Joy Stewart resigning from the Global Friendship Committee.

Details

Cr Whitfield’s decision creates vacancies on a number of Council committees and representation on other organisations and agencies.

Council Committees
Planning and Engineering Services Committee – 1 x councillor committee member
The deputy member representing Cr Whitfield is Cr Downham.
Current members are Cr Elliott, Cr Hamblin, Cr Sammels and Cr Summers.

Corporate and Community Development Committee – 1 x deputy member
Cr Whitfield was deputy member to Cr Downham.
Current members are Cr Liley, Cr Downham, Cr Stewart, Cr Jones and Cr Burns.

City Safety Advisory Committee – 1 x councillor committee member
There was no deputy member to Cr Whitfield.
Current councillor members are Cr Sammels and Cr Hamblin.

RoadWise Advisory Committee – 1 x councillor committee member
The deputy member representing Cr Whitfield is Cr Burns.

Community Grants Program Committee – 1 x deputy member
Cr Whitfield was a deputy member.
Current councillor members are Cr Burns, Cr Liley, Cr Sammels and Cr Elliott.

Tourism Strategy Development Advisory Committee – 1 x deputy member
Cr Whitfield was deputy member to Cr Burns.

Representation on Other Organisations / Agencies
Local Government Association – South Metropolitan Zone – 1 x representative
Cr Whitfield was a representative on the Local Government Association – South Metropolitan Zone.
Current councillor representatives are Cr Burns and Cr Hamblin.

South West Reference Group – 1 x representative
Cr Whitfield was a representative on the South West Reference Group.
There is no other councillor representative.

Tourism Rockingham – 1 x representative
Cr Whitfield was a representative on Tourism Rockingham.
Cr Hamblin is a deputy representative.

South West District Planning Committee – 1 x deputy representative
Cr Whitfield was deputy representative to Cr Elliott on the South West District Planning Committee.
Implications to Consider

a. Consultation with the Community
   Nil

b. Consultation with Government Agencies
   Nil

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

d. Policy
   The Governance and Meeting Framework Policy identifies the various Council Committees established by Council.
   
   In respect to standing committee membership, the Framework proposes a concept that where practicable, each councillor will be member of one of the standing committees and deputy for the other. In the interest of representational equality, where possible each standing committee will comprise a councillor elected from each of the Wards of the City.

e. Financial
   Nil

f. Legal and Statutory
   The following provisions of the Local Government Act 1995 apply for the filling of a vacancy of committee member –
   
   Section 5.10(1) provides that a committee is to have as its members persons appointed by the local government to be members of the committee (Absolute Majority required).
   
   Sub-section (4) provides if at a meeting of council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor to be a member of the committee.
   
   Section 5.11(2) states that where a person is appointed as a member of a committee, the person’s membership of the committee continues until – (b) …the office of committee member otherwise becomes vacant.
   
   Section 5.11A provides that the local government may appoint a person to be a deputy of a member of a committee and may terminate such an appointment at any time (Absolute Majority required).

g. Risk
   All Council decisions are subject to risk assessment according to the City’s Risk Framework.
   
   Implications and comment will only be provided for the following assessed risks.
   
   *Customer Service / Project management / Environment: High and Extreme Risks*
   
   *Finance / Personal Health and Safety: Medium, High and Extreme Risks*

   Nil
**Comments**

Councillors were notified of the vacancies and were invited to register their interest with the Manager Governance and Councillor Support by Wednesday 15 August 2018. Nominations received will be circulated to Councillors prior to the Corporate and Community Development Committee meeting.

The Mayor has advised that he wishes to exercise his right under section 5.10(4) of the Local Government Act 1995 to fill the committee member vacancy on the Global Friendship Committee resulting from the resignation of Cr Stewart.

**Voting Requirements**

Absolute Majority for Council committee appointments.

**Officer Recommendation**

1. That Council **APPOINTS**:
   - Cr ____________ as member of the Planning and Engineering Services Committee.
   - Cr ____________ as deputy member to Cr Downham on the Corporate and Community Development Committee.
   - Cr ____________ as member of the City Safe Advisory Committee.
   - Cr ____________ as member of the RoadWise Advisory Committee.
   - Cr ____________ as a deputy member on the Community Grants Program Committee.
   - Cr ____________ as a deputy member to Cr Burns on the Tourism Strategy Development Advisory Committee.
   - Cr Barry Sammels (Mayor) as member of the Global Friendship Committee.

2. That Council **NOMINATES**:
   - Cr ____________ as a City of Rockingham local member on the Local Government Association – South Metropolitan Zone.
   - Cr ____________ as the City of Rockingham local member on the South West Reference Group.
   - Cr ____________ as the City of Rockingham representative on Tourism Rockingham.
   - Cr ____________ as the deputy representative to Cr Elliott on the South West District Planning Committee.

**Committee Recommendation**

Moved Cr Burns, seconded Cr Liley:

1. That Council **APPOINTS**:
   - Cr Jones as member of the Planning and Engineering Services Committee.
   - Cr Elliott as deputy member to Cr Downham on the Corporate and Community Development Committee.
   - Cr Burns as member of the City Safe Advisory Committee.
   - Cr Burns as member and Cr Liley as deputy member of the RoadWise Advisory Committee.
   - Cr Jones as a deputy member on the Community Grants Program Committee.
   - Cr Hamblin as a deputy member to Cr Burns on the Tourism Strategy Development Advisory Committee.
   - Cr Barry Sammels (Mayor) as member of the Global Friendship Committee.

Committee Voting – 4/0
Moved Cr Liley, seconded Cr Jones:

2. That Council NOMINATES:

   - Cr Jones as a City of Rockingham local member on the Local Government Association – South Metropolitan Zone.
   - Cr Elliott as the City of Rockingham local member on the South West Reference Group.
   - Cr Burns as the City of Rockingham representative on Tourism Rockingham.
   - Cr Jones as the deputy representative to Cr Elliott on the South West District Planning Committee.

Committee Voting – 4/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
**General Management Services**  
**Strategy, Tourism, Marketing and Communications Services**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GM-028/18 2018 Customer Satisfaction Survey</th>
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<tbody>
<tr>
<td>File No:</td>
<td>CPM/18</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mrs Karin Strachan, Manager Strategy, Tourism, Marketing and Communications</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Bob Jeans, Director Planning and Development Services</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>21 August 2018</td>
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<td>Previously before Council:</td>
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<td>Nature of Council’s Role in this Matter:</td>
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</tr>
<tr>
<td>Site:</td>
<td></td>
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<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of Report**

To seek Council endorsement of proposed changes in the printing and distribution of the Annual Customer Satisfaction Survey.

This report proposes the random sample to be reduced from 10,000 to 2,000 postal surveys. This is to be complemented with e-mail distribution of 2,000 emails to randomly selected households from the City's database. This approach should provide a minimum of 400 completed surveys, which would be the requirement to achieve statistical rigour and validity.

**Background**

Since its inception in 2009, the Annual Customer Satisfaction Survey has been sent out by post to a random selection of households. Initially the sample size was 4,000 households and in 2013 it was increased to 7,000.

On 26 July 2015 a Notice of Motion was put forward by Cr Whitfield, requesting the random sample to be increased to 10,000. This motion was approved by Council on 25 August 2015, and since then a random sample of 10,000 Customer Satisfaction Surveys is distributed annually.
Details

The Annual Customer Satisfaction Survey has become a very useful measurement tool to gauge the performance of the services and facilities provided by the City, as perceived by the community.

From the feedback received every year, the City’s strength areas are identified, as well as areas that require more focus in order to improve. Every year, actions are identified to address individual comments that were received through the survey process. Wherever possible, community members are directly informed that their concerns have been actioned.

This approach has been very effective, with the City’s overall performance increasing steadily over the past 9 years.

Statistical Rigour and Historical Returns

The reasoning behind the “random sampling” approach is to prevent special interest groups from potentially affecting or skewing the Survey outcomes.

From a random sample of 10,000 surveys sent out in 2017, a total of 1,967 responses were received, giving a return rate of over 19%. The high return rate was partially the result of significant prizes that were offered (total worth of $2,000) and also because the surveys were re-sent to households which had not responded in the 4 week period after the first mail-out was sent (~ 2nd mail-out).

In order to receive the statistical rigour and validity, a total of only 400 responses would be required.

Best industry practice suggests that the City should only send enough random surveys in order to achieve statistical rigour and validity, normally in the order of 4,000 surveys.

Catalyse, a Perth-based strategy consulting agency, advises that local governments in WA make use of both posted surveys and e-mailed surveys for distribution of their surveys to randomly selected households. The City of Vincent and the City of Armadale both post 1,000 random surveys, and complement this with 3,000 surveys sent by email to randomly selected households on the database.

Most other local governments send around 2,000 surveys by post and 2,000 by e-mail.

Catalyse further advises that the use of a portal as an electronic medium for sending surveys is not recommended, since this user group has a specific interest in most cases, which could potentially contaminate the intention to distribute to a random sample.

Potential Options

Based on the 400 responses that would be required for statistical rigour and validity, and the response rate of 19% that was achieved in 2017, some variables can potentially be changed in order to reduce printing and mailing costs. Below are three options:

Option 1: Reduce the number of copies sent by post to 5,000: Based on the almost 2,000 responses received from 10,000 random postal samples, it can be assumed that close to 1,000 responses would be received if the sample size is dropped to 5,000 households only. This option would reduce the cost by $12,400.

Option 2: Not doing a 2nd mail-out: Furthermore, if the second mail-out is not performed, the responses could be 40% less, still giving a total of 600 responses out of 5,000 surveys, and still well within the statistical requirement. This option, in combination with sending only 5,000 surveys by post, will reduce the cost by $16,300.

Option 3: Reduce the number of copies by post to 2,000 copies, and complement this with 2,000 by e-mail: This approach would still provide more than the 400 responses required for statistical rigour. The e-mail approach would not be deemed as spam in this instance, since it involves sending a survey to ratepayers to evaluate their satisfaction with the service they are paying for as ratepayers. This option will reduce the cost by $29,080.
Implications to Consider

a. Consultation with the Community
   The Annual Customer Satisfaction Survey is currently sent to 10,000 randomly selected households for feedback on the City's performance with its services and facilities.

b. Consultation with Government Agencies
   Nil

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

d. Policy
   Nil

e. Financial
   The Strategy and Corporate Communications team has a 2018/2019 budget of $42,000 for the Annual Customer satisfaction survey.

f. Legal and Statutory
   Nil

g. Risk
   All Council decisions are subject to risk assessment according to the City's Risk Framework.
   
   Implications and comment will only be provided for the following assessed risks.
   
   - Customer Service / Project management / Environment: High and Extreme Risks
   - Finance / Personal Health and Safety: Medium, High and Extreme Risks

   Nil
Comments

Reducing the number of printed surveys from 10,000 to 2,000, and not undertaking a second mail out as reminder to households would reduce the costs by $29,080 (estimation is based on 2017 costs). This option, in combination with e-mail distribution to a random sample of 2,000 households would present the best cost-benefit value, and still provide responses that fall within the required statistical rigour and validity.

Voting Requirements

Simple Majority

Officer Recommendation

That Council ENDORSES Option 3 – printing of 2,000 copies and 2,000 by email of the 2018 Annual Customer Satisfaction Survey, saving approximately $29,080.

Committee Recommendation

Moved Cr Jones, seconded Cr Burns:

That Council ENDORSES Option 3 – printing of 2,000 copies and 2,000 by email of the 2018 Annual Customer Satisfaction Survey, saving approximately $29,080.

Committee Voting – 4/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
Purpose of Report

To consider the outcomes of a review of the City of Rockingham Scholarship and Award Scheme for Local Schools.

Background

In 1998 the City adopted the Scholarship and Awards Scheme for Local Schools with the intent to provide students with recognition and reward for high standards of performance on completion of year 7, 10 and 12.

Awards in the sum of $100 are presented to students in year 7, 10 and 12. Schools may select one year 10 student to receive a scholarship of $400. These are presented to students at an afternoon tea function hosted by the City in March of the following year.

In addition to the above Award Scheme, book vouchers in the sum of $25 are sent to schools for presentation to selected students at end of year assembly however there is no policy provision around the award of these vouchers.

It needs to be noted that primary school students now graduate to high school at the completion of Year 6.
Details

Letters outlining the scheme together with forms to be completed are sent to primary and high schools in the area during the month of August. The completed forms are to be returned to the City before the end of Term 3.

Primary schools are also offered $25 book vouchers. The book vouchers are not covered by Council Policy. Primary schools may select 2 students from year 6 to each receive a $25 book voucher. The vouchers are presented by Councillors to students at individual school end of year assembly. In 2017 the City provided $1,250 worth of book vouchers made up of 48 x $25 book vouchers to local primary schools and 1 x $50 voucher to Rockingham Senior High School Education Support Centre.

The Scholarship and Award Scheme awarded a total of $6,700 made up of 6 x $400 scholarships and 43 x $100 awards. These were presented at an afternoon tea function held on Wednesday 21 March 2018 at the Gary Holland Community Centre with approx. 200 in attendance at a cost of $5,000. It is estimated that over 100 staff hours are spent on the School Book Awards and Scholarship scheme between the initial letters, phone calls and over 300 emails to schools and guardians to gather the information required for the Afternoon Tea in February/March.

Implications to Consider

a. Consultation with the Community
   The City receives regular feedback from local schools in respect to the Award Scheme and book awards.

b. Consultation with Government Agencies
   Nil

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

   Aspiration B: Strong Community

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

d. Policy
   It is proposed to amend the Council Policy – Award and Scholarship Scheme for Local Schools to incorporate changes to graduation years, incorporate the book voucher awards and remove unnecessary administrative matters. The Policy Framework identifies the subject policy as a ‘General Council Policy’. It is not proposed to undergo a public consultation process as the minor changes to the policy in the main formalise existing practice.

e. Financial
   The costs of the Award Scheme and book vouchers is provided for in the Governance Team budget. The 2018/2019 budget is $10,318.

f. Legal and Statutory
   Nil
g. Risk
All Council decisions are subject to risk assessment according to the City's Risk Framework.
Implications and comment will only be provided for the following assessed risks.
Customer Service / Project management / Environment: High and Extreme Risks
Finance / Personal Health and Safety: Medium, High and Extreme Risks

Nil

Comments
The current policy needs to be amended to recognise the change of graduating year for primary schools from Year 7 to Year 6. It is also proposed to remove the forms from the policy as these are administrative in nature.

It is intended to recognise the current practice of presenting book vouchers into the policy by including the following paragraph –

Book Voucher Awards
Two book vouchers to the value $30 each will be provided to each primary school for end of year prizes awarded to Year 6 graduating students. These are to be presented either by the Mayor or Councillors who represent the Ward in which the school resides.

As noted in the above inclusion, it is proposed to increase the value of the voucher from $25 to $30.

The City has been monitoring the relevance of the afternoon tea function presentation which is normally held in March the following year. Feedback has been that recipients, parents and teachers would prefer that the scholarships and awards be presented at end of year school assemblies or graduations. These are attended by school peers, all teachers and family and allows a wider audience for recognition.

This will then allow the Mayor or a Councillor who represent the Ward in which the school resides to attend the assembly or graduation and make a presentation on behalf of the City.

Voting Requirements
Simple Majority

Officer Recommendation
That Council AMENDS the Award and Scholarship Scheme for Local Schools policy.

Committee Recommendation
Moved Cr Jones, seconded Cr Burns:
That Council AMENDS the Award and Scholarship Scheme for Local Schools policy as follows –

Award and Scholarship Scheme for Local Schools

Council Policy Objective
The City of Rockingham Award and Scholarship Scheme for local schools provides students with recognition and reward for high standards of performance at school. The scheme plays an important role in increasing the profile, prominence and recognition of education and its relationship to community life.

Council Policy Scope
The policy applies to local schools in the City of Rockingham and to City employees administering the Award and Scholarship Scheme.
Council Policy Statement

Each year, the City of Rockingham Award and Scholarship Scheme recognises and rewards achievement for students completing years 6, 10 and 12.

Awards (for Years 6, 10 and 12)

Selected students from each school at Years 6, 10 and 12 will be presented with an award of $100.00 in recognition of high standards and performance.

Each school will be entitled to select students for an Award based on the following criteria:

<table>
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<tr>
<th>School Year</th>
<th>Year Size (students)</th>
<th>Number of Nominations</th>
</tr>
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<tr>
<td>6</td>
<td>0 to 60</td>
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</tr>
<tr>
<td></td>
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<td>Two</td>
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<td>Two</td>
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</table>

Scholarships (for Year 10 only)

In addition to the awards, each high school will be entitled to select one person from Year 10 for a scholarship supporting ongoing academic studies.

Selected students from each school at Year 10 will be presented with a scholarship of $400.00 in recognition of high standards and performance and to support ongoing studies.

The scholarship will assist in meeting education fees and book costs associated with Year 11 or a TAFE course.

Scholarships will be available to locally residing students who are continuing their education within the local (City of Rockingham) high school or TAFE system. An exception may be made if the approved TAFE courses are not available within the City of Rockingham.

Book Voucher Awards

Two book vouchers to the value $30 each will be provided to each primary school for end of year prizes awarded to Year 6 graduating students. These are to be presented either by the Mayor or Councillors who represent the Ward in which the school resides.

General

Both awards and scholarships will recognise general academic results and positive student behaviour.

Each local school may select students for the awards and scholarships based on predetermined criteria decided upon by the school.

Awards and scholarships may be announced by schools in the last school term year with presentation of the awards and scholarships made by the Mayor or a Councillor representing the Ward in which the school resides.

Definitions

Nil

Legislation

Nil

Other Relevant Policies/ Key Documents

Nil
Responsible Division
General Management Services

Review Date
June 2022

Committee Voting – 4/0

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

Implications of the Changes to the Officer's Recommendation
Not Applicable
## Reference No & Subject:

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<th>CD-020/18</th>
<th>Final Koorana Reserve Master Plan 2018</th>
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<th>CPR/957</th>
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<tr>
<th>Author:</th>
<th>Mr Matthew Emmott, Community Infrastructure Planning Officer</th>
</tr>
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<tr>
<th>Other Contributors:</th>
<th>Mr Gary Rogers, Manager Community Infrastructure Planning</th>
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<th>Date of Committee Meeting:</th>
<th>16 July 2018</th>
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<th>Disclosure of Interest:</th>
<th>Executive</th>
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<table>
<thead>
<tr>
<th>Nature of Council’s Role in this Matter:</th>
<th></th>
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</thead>
</table>

## Site:

Koorana Reserve. Reserve no. 44065, Warnbro

## Lot Area:

68,804m²

## Attachments:

Koorana Reserve Master Plan 2018

## Maps/Diagrams:

1. Aerial Image: Koorana Reserve with clubrooms highlighted
2. Location Plan: Koorana Reserve
3. Koorana Reserve Master Plan layout
1. Aerial Image: Koorana Reserve with clubrooms highlighted

2. Location Plan: Koorana Reserve
3. Koorana Reserve Master Plan layout
Purpose of Report
To seek Council adoption of the final Koorana Reserve Master Plan (KRMP) 2018.

Background
Koorana Reserve which is Crown Land with the Management Order issued to the City of Rockingham for the purpose of public recreation is located at Lot 4240, Royal Palm Drive, Warnbro, and is over 68,000m² in size. An existing shared use agreement is in place with the Koorana Primary School. The reserve is currently utilised by the Port Kennedy Soccer Club (PKSC) as their home ground, and as an overflow competition venue for the Peel Cricket Association (PCA) and Peel Cricket Junior Association (PCJA).

The City of Rockingham has many active sporting reserves, however a number of these are single oval - neighbourhood level reserves - and do not have the capacity to accommodate multiple playing spaces.

In recent years there have been a range of requests to the City for improvements to the amenities on the reserve including; additional playing space, the development of additional change rooms, increased storage, larger kitchen/canteen, and a larger social area, and improved floodlighting. Due to the age and limitations of the facility and reserve, together with the growth of the user groups, a number of these issues were required to be addressed and supported the need to develop an action plan to improve the facilities for existing and future users.

Further to the above requests received from the PKSC, the Hillman Hornets Cricket Club (HHCC) have recently expressed demand for further playing space, as they have outgrown their current facility at Shoalwater Oval. The club requires a home venue that can accommodate two full sized senior cricket fields with supporting infrastructure.

To ensure the City has a common vision for the reserve, and so community spaces like Koorana Reserve are planned professionally, the development of the Koorana Reserve Master Plan (KRMP) has been completed. The KRMP investigates the standards of provision and the possibilities for improving the reserve to best meet the community’s current and future needs.

Details
The overall vision for Koorana Reserve is that it will be expanded in size to enhance its significance as a sporting and community asset for the community of Warnbro. The active reserve space is increasing in size which will continue to serve the needs of the current user groups, accommodate the relocation of the HHCC from Shoalwater Oval, and preserve the capacity to accommodate additional usage into the future. Based upon desktop research, site inspections, and internal and external consultation, the KRMP has been developed and aims to increase the amount of active reserve space, improve the functionality, appearance, activation, and safety of the reserve and associated facilities. This will also ensure the current and forecast growth of the two sporting clubs and their members are accommodated, and it will also service the local community and primary school who utilise the reserve.

The Strategic Facility Plan for the Peel Cricket Board dated June 2017 was also considered on the basis of the identified need for additional cricket infrastructure in the City.

The PKSC currently have a total membership of approximately 335 and the Hillman Hornets Cricket Club a total membership of approximately 190.

In response to stakeholder (internal and external) requirements for the reserve, along with significant stakeholder consultation which has been undertaken, the following key outcomes of the master plan have been determined:
- Increase the active reserve space;
- Provide additional parking at the reserve;
- Improve security on the reserve specifically around the club facility;
- Improved sports floodlighting to the western playing space;
- Improve the vegetation around and enhance the visual amenity of the reserve; and
- Provide permanent shade structures around the reserve.

Through consultation with both key stakeholder groups, the inadequacy of the current clubroom was highlighted. The building facility concept plan has been developed in line with the City’s Sport and Community Facility Provision Policy and guidelines. There are a number of improvements required which include;
- Additional change rooms suitable for use by males and females;
- IT room with entry at the rear of building;
- First aid room with entry and exit onto playing surface;
- Increased social space;
- Increased external storage suitable for both clubs; and
- Internal renovations on existing spaces that are retained in the expansion.

The Community Infrastructure Plan 2017-2027 and Business Plan May 2018 have identified the construction of the Koorana Reserve Master Plan in the 2019 / 2020 financial year.

The current reserve includes areas of remnant vegetation, a large part of which is in a degraded condition. Following site inspection and internal consideration of the remnant vegetation on site, the Master Plan design accommodates the retention of significant native trees in the north east of the site. The City will, as part of the environmental approval process, be submitting a clearing permit application to relevant authorities in conjunction with the detailed design process.

Community Engagement

To determine the level of community satisfaction with the Draft KRMP, the community were invited to share their thoughts on the proposed design. Property owners and residents within a 200m radius (217 households) received notification via direct mail. The wider community were advised of the proposal through a Rock Port post, and the City’s website through the share your thoughts page. Eight comments were received through the duration of the public comment period from Friday 6 July until Friday 20 July 2018.

Provided below is a list of the comments received during the public comment period. The Officer responses articulate valid reasons, or master plan changes to address the comments. Some comments have been edited for grammar, appropriate language and length.

<table>
<thead>
<tr>
<th>Comment Received</th>
<th>Officer Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>In regards to the above redevelopment of Koorana Reserve. I’d like to start off by saying, as a member of Port Kennedy Soccer Club and frequent user of these grounds, this redevelopment looks fantastic and will benefit us and the wider community so many ways. I do have a few comments on the plans:-</td>
<td>The car parking proposed as part of the master plan is additional to parking currently available to users of Koorana Reserve. There is an opportunity to include overflow parking in the south western corner of the reserve if required following the completion of the master plan works.</td>
</tr>
<tr>
<td>• Due to the recent parking issues our club has recently come across, I do believe there still needs to be more parking bays. The 60 additional is fantastic, but the number of people attending the club on a game days exceeds this number. I’d suggest another parking area near the training pitches (15), possible entry off Juania Place and located at (16).</td>
<td>A reserve toilet will be included within the redeveloped clubroom. This will be to service those using the reserve and spectators. In addition to the veranda on the clubrooms to service spectators, the master plan identifies two additional shelters. These will both be larger shelters located away from the clubroom to cater for player and spectator shelter. The master plan identifies the floodlighting of the three western soccer pitches with both training and competition level lighting.</td>
</tr>
<tr>
<td>• A bathroom block located next to the proposed training fields (15) would be great.</td>
<td></td>
</tr>
<tr>
<td>Comment Received</td>
<td>Officer Response</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------</td>
</tr>
</tbody>
</table>
| • More shelter located around the fields away from main clubhouse, especially for rainy days/nights, maybe 1 shelter allocated for each pitch. One each for fields (9), (10) and the two training fields (15).  
• Flood lights for the proposed training fields (15), as I assume for training nights we’d be allocated to the training fields to keep the main pitches in good condition for game days. We train at night so will need the flood lights. | The car parking proposed as part of the master plan is additional to parking currently available to users of Koorana Reserve. There is an opportunity to include overflow parking in the south western corner of the reserve if required following the completion of the master plan works.  
The verge is a no parking zone, and the City’s Compliance team will be installing new no parking signage on the verge.  
The drainage cells have been designed to replace the existing drainage basin and its catchment. |
| I think it’s a great plan, but just concerned that 60 car bays are not enough. At the moment the verge is being destroyed by cars parking there on training and game days, as people are too lazy to park in the school car parks, or can’t find a spot or don’t know of the other school car bay. Can we make the verge no parking once complete so the verge doesn’t get destroyed? Also filling in the draining basin my concern is the tank has sufficient capacity to handle what the basin did, as the area was suspect to flooding. |  |
| Whilst approving of the master plan as shown, I have noted that no provision is shown for seating within the park. As one of many seniors using this park, it has been a constant aggravation that no seating of any kind has been provided for resting when using the park for walking or other light exercise. I generally walk my dog as part of my regular routine and find that a seat would be desirable for relaxation purposes, especially for the aged. I am certain many others whom I meet in the park would agree wholeheartedly. Additionally, this would also please the many sports spectators who currently have to bring their own seating or sit on the grass. Having seating dotted around the perimeters of the park would not detract from the parks natural beauty. | The master plan includes provision for seating located underneath the shade shelters on the reserve |
| It's great that the council are spending some money on refurbishing the oval/reserve, looks expensive, but what we really need is a basic footpath finished to the end of our street. We also have motor bikes illegally speeding through the pathway at the end of Juania Place, so blocking that off is a priority, along with a decent wall blocking off the traffic noise from Ennis Ave, instead of the cheap broken pool fencing that has always been there. It's nice you are spending the money on recreational facilities, but let's get the basics right first! We need a safe way to navigate our street with the kids in our care, and we need to stop the motorbikes racing through our cul de sac. I rang and spoke to the council several years ago and was told this was a priority, but nothing ever happened. | The City’s Engineering Services team have programmed in works to have the footpath extended along the southern side of Juania Place in the 2019/2020 financial year.  
The City’s Parks services team will be completing works to the bollard fencing (including the installation of a new bollard system) between Primus Pl and Juania Pl which will help to restrict access for dirt bikes through this area. The new bollard system will still allow access through this area by pedestrians, people in a wheelchair or parents with a pram. |
Hi, will you be fixing the boundary fencing near the walkway between Primus Pl and Juania Pl that runs along Ennis Ave? The fencing is run down and in some parts non-existing. This walkway needs more maintenance. The grass is overgrown and there is glass on the path. How will you stop the dirt bikes driving on my street and going up the pathway to go into the park/bush? Also will you be installing more public bins at this park... currently there is only one with doggie bags near the roundabout on Royal Palm Dr. there is also a lot of rubbish and trolleys left at the park which is an eyesore. Will this get cleaned more often?

The City’s Parks services team will be completing works to the bollard fencing (including the installation of a new bollard system) between Primus Pl and Juania Pl which will help to restrict access for dirt bikes through this area.

The City’s Waste Services team will also be providing additional bins at the reserve for use by those using the park.

With respect to the pickup of rubbish, this is maintained by the City’s LitterBusters team who attend the site weekly.

The collection of abandoned shopping trolleys is the responsibility of the organisation who the trolleys belong to.

I think the general idea is good for the community, practically speaking, it may be wise to consider a separate exit point from the car park in order to aid traffic flow.

The car park design has been complete to ensure that access and egress from the car park has minimal interference with traffic moving along Royal Palm Drive.

An additional footpath along Juania Place connecting the existing footpaths would be appreciated.

The City's Engineering Services team have programmed in works to have the footpath extended along the southern side of Juania Place in the 2019/2020 financial year.

Would like to see the playground put further away from the street and in a more central location for the whole reserve. This would ensure safety for kids and reduce the thoroughfare rubbish that plagues the existing playground. Will also make it easier for parents with older kids playing sport to supervise younger children on the playground at the same time.

Comments noted. The playground has been relocated on the master plan in a location that is close to the clubrooms to ensure that supervision can be maintained by parents. Its location in close proximity to the footpath ensures ease of access to the space for those living locally who will utilise the playground.

Implications to Consider

a. Consultation with the Community

During the Master Planning process, Officers liaised with the current and future reserve user groups to ensure that the Master Plan would reflect the needs of the user groups. These groups included:

- Port Kennedy Soccer Club
- Hillman Hornets Cricket Club

The Draft Koorana Reserve Master Plan 2018 was advertised for public comment from Friday 6 July until Friday 20 July 2018 in accordance with the requirements of the City of Rockingham Policy Framework, and was undertaken in the following manner:

- An invitation to comment was placed on the City’s website through the ‘Share Your Thoughts’ webpage for the duration of the advertising period;
- The link to the ‘Share Your Thoughts’ page was sent out to Rock Port subscribers inviting them to comment on the draft master plan; and
- Property owners and residents within a 200m radius (totalling 217 households) of Koorana Reserve were invited by mail to comment on the proposal.

Combining all media, a total of 8 comments were received from residents.
b. **Consultation with Government Agencies**

Officers have had ongoing discussions with the Department of Education (DOE) since November 2017 with respect to the clubrooms which are located on DOE land.

A representative from the DOE has informed Officers that the land excision would include both the clubrooms and small car park within the new lot. The DOE has also been liaising with the Principal of the Koorana Reserve Primary School on the land excision.

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:** Mobility and Inclusion: Community services, programs and infrastructure that effectively caters for all residents including seniors, youth and vulnerable populations.

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

- **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**

The Koorana Reserve Clubroom Extension Concept Plan has been developed in line with the Council’s Sport and Community Facility Provision Policy. This policy is supported by guidelines in the development of sporting and community infrastructure based on State and National Sporting Association preferred infrastructure guidelines.

e. **Financial**

An allocation of $460,000 is included in the 2018/2019 budget to commence with the detailed design of the Koorana Reserve Master Plan following Council endorsement.

f. **Legal and Statutory**

Lot 4240, Royal Palm Drive, Warnbro (Reserve No. 44065) is Crown Land with the Management Order issued to the City of Rockingham for the purpose of public recreation.

Excision of the land on which the clubroom is located will be undertaken through a subdivision process in accordance with the Land Act 1898.

g. **Risk**

All Council decisions are subject to risk assessment according to the City’s Risk Framework. Implications and comment will only be provided for the following assessed risks.

- **Customer Service / Project management / Environment:** High and Extreme Risks
- **Finance / Personal Health and Safety:** Medium, High and Extreme Risks

Finance: Medium risk - The sporting facility/clubrooms are not currently located on City owned/managed land. Should the City be unable to proceed with excision of the identified land, the alternative is for the City to construct a new building entirely on City land at an additional cost of $160,000 - $200,000.
**Comments**

Community facilities and public open spaces play a vital role in providing spaces for both active and passive recreation. These areas are valued by communities, not only for the recreational opportunities, but also for their ability to define landscapes and establish a sense of place.

Koorana Reserve is unique to other City reserves due to the fact that it contains a large area of undeveloped land to the east of the existing playing field space. This area contains existing bushland which is largely in a deteriorated condition. There have been reports of anti-social behaviour occurring in the undeveloped areas of the site. Clearing and levelling of this area of the site will enhance passive surveillance, assisting to enhance public safety and security for all reserve users and students of the adjacent primary school. Koorana Reserve presents an efficient and cost effective strategic opportunity to develop a sub district reserve for the Coastal Central sub district area of the City.

The KRMP plays an important role in maximising the potential of the reserve to cater to the current user groups and provides a well-planned approach in supporting the growth of the City’s sporting clubs. The master plan has also been developed to ensure that the reserve remains well activated and is able to grow with community needs.

The community consultation period has enabled City Officers to confirm that the KRMP is compatible with the needs of the community. It is evident that the final KRMP reflects the needs and expectations of the user groups and the community.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **ADOPTS** the final Koorana Reserve Master Plan 2018, as per the Attachment to CD-020/18.

**Committee Recommendation**

Moved Cr Jones, seconded Cr Burns:

That Council **ADOPTS** the final Koorana Reserve Master Plan 2018, with an inclusion of overflow parking clearly defined within the final Koorana Reserve Master Plan report and the area shown on the Koorana Reserve Master Plan site layout.

Committee Voting – 4/0

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

The Committee changed the officer’s recommendation to allow for an overflow car park within the final Koorana Reserve Master Plan. This modification was supported by the Director Community Development.

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

Not Applicable
Community Development
Community Capacity Building

File No: RCS/252-02
Proponent/s: Ms Donna Cochrane, Coordinator Cultural Development and the Arts
Author: Ms Jillian Obiri-Boateng, Collaborative Manager Community Capacity Building
Other Contributors: Ms Julia Dick, Collaborative Manager Community Capacity Building
Date of Committee Meeting: 21 August 2018
Previously before Council: 15 May 2018 (CD-013/18)
Disclosure of Interest: Executive
Nature of Council’s Role in this Matter:
Site: Lot Area:
Maps/Diagrams:

Purpose of Report
To seek Council’s adoption of the Cultural Development and the Arts Strategy 2018-2022 following the public comment period.

Background
At Council Meeting on 15 May 2018, it was resolved:


Details
The Draft Cultural Development and the Arts (CDATA) Strategy 2018-2022 was endorsed for public comment for a period of four weeks concluding on Wednesday 20 June 2018.

The City received 13 submissions, all generally supporting the key elements of the draft strategy. Key themes from the comments were:
- the Rockingham Arts Centre is inadequate for the arts community and the poor functionality of the facility
- the Gary Holland Community Centre was not represented in the strategy as a community facility for the arts
- that current facilities were not suitable to encompass all of the arts; and that the, expansion of the arts within Rockingham would be impeded.

The City's Art Collection was another area that appeared in several comments, in particular the curatorship and lack of policy to ensure its integrity and professionalism.

The public comments have been detailed below with an officer response:

<table>
<thead>
<tr>
<th>Public Comment</th>
<th>Officer Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Mr Andrew Quilty – Baldivis resident and local artist raises the following points:</td>
<td>These have been addressed at:</td>
</tr>
<tr>
<td>• the need for an Art Collection Policy to provide standards and guidelines in valuable acquisitions, commissioning of artists, purchases, curatorship and disposal of the City's collections to ensure value, meaning and professional calibre is attained;</td>
<td>Key Element 4 (New Actions) –</td>
</tr>
<tr>
<td>• the City's Art Collection does not reflect the diversity and high standard of professional artistic practices within Western Australia. There is a need for local representation within the collections, however the current collection is not representative of contemporary and diverse art mediums;</td>
<td>Task 3 - has been amended to include the development of a policy and guidelines for the Public Art and Moveable Art Collection to guide the acquisition, maintenance, display and disposal of the City's art collections. An additional $20,000 has been added to the strategy in order to gain professional advice from artists, curators and experts, on how to do this.</td>
</tr>
<tr>
<td>• there is a clear lack of public art by Aboriginal artists;</td>
<td>This will be addressed by Key Element 2 and Key Element 4 (New Actions). The City is also currently developing its third Reconciliation Action Plan.</td>
</tr>
<tr>
<td>• the Rockingham Art Awards is not recognised as a high profile Art Awards by professional artists within Western Australia and that the model and profile of this event needs reviewing; and</td>
<td>The Rockingham Art Awards is an operational matter and reviewed each year.</td>
</tr>
<tr>
<td>• the gallery at the Rockingham Arts Centre is the only gallery for a large Local Government and is too small and poorly fitted out. As a practicing artist this is one of the worst spaces I have exhibited in.</td>
<td>Two new tasks have been added to the draft strategy under Key Element 5 (New Actions)</td>
</tr>
<tr>
<td>(Consolidated – Full comments D18/86988)</td>
<td>• Task 2 - Review the building, operations, security, staffing, usage and fee structure of the Rockingham Arts Centre and $20,000 added to the strategy.</td>
</tr>
<tr>
<td>2 Mr Peter Green, Cooloongup resident and hobbyist painter raises the following points:</td>
<td>• Task 3 – If deemed financially feasible, upgrade the Rockingham Arts Centre following the review outcomes.</td>
</tr>
<tr>
<td>• generally supportive of the draft strategy however believe there is a direct link between Tourism and the Arts that should be considered in the draft strategy;</td>
<td>Mr Green was advised that the City is currently developing a Tourism Strategy and that it will be available in the future for public comment.</td>
</tr>
</tbody>
</table>
### Public Comment

- a dedicated Cultural Arts Centre developed to cater for both Indigenous and European cultures, a museum, and budding artists, which would be an attraction and encourage visitors to Rockingham. Cape Peron is undergoing a strategic planning exercise now and should be identified as the ideal location for such a facility.

(Consolidated, full comments CRM 33271/2018)

### Officer Response

At this stage the concept of a Cultural Arts Centre is not included in the City's Community Infrastructure Plan or Business Plan.

Page 14, under section 3.4.2 in the strategy has been amended to include previous research into a Performing Arts Centre

### Officer Response

The City as a wide range of facilities and areas that can be booked and utilised as versatile art spaces. The Education Department have advised Point Peron Camp School will go through a tender process with the intention of remaining a camp school.

This is also addressed at Key Element 2, Task 4 – Manage the use of inactive City facilities and built infrastructure as leasable studio spaces.

Financial management of Castaways Sculpture Awards is an operational matter.

Two new tasks have been added to the draft strategy under Key Element 5 (New Actions)

- Task 2 - Review the building, operations, security, staffing, usage and fee structure of the Rockingham Arts Centre and $20,000 added to the strategy.
- Task 3 – If deemed financially feasible, upgrade the Rockingham Arts Centre following the review outcomes.

At this stage the concept of a Performing Arts Centre is not included in the City’s Community Infrastructure Plan or Business Plan.

Page 14, under section 3.4.2 in the strategy has been amended to include previous research into a Performing Arts Centre.

This is addressed by amending Key Element 5 (New Actions), Task 1, to include the promotion of the Gary Holland Community Centre as a facility for larger/overflow events/activities.

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<table>
<thead>
<tr>
<th>3</th>
<th>Noeline Mantellato, Ken Waugh and Mrs Elizabeth Law, members of the Rockingham Regional Arts Inc. (RRA) all separately raised the following points:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Larger and more versatile art spaces are needed so as to not limit art creativity and activities. Areas such as the Education Department school camp that is being lobbied for community use, would be a perfect multipurpose art activity area;</td>
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<tr>
<td></td>
<td>• As there will be no Sculptures by the Sea funded in 2018, the money not used for this art event, should go into the Rockingham Art Centre for upgrades to maximise the facilities of the centre. Lino to the wood floor for safer art activities, lighter chairs obtained and a storage area in the multi-purpose room to stack them (NOT the kitchen area.). This will isolate the multi-purpose room and make the exhibition area more secure, outside toilet so the exhibition area can be secured; and</td>
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<td></td>
<td>• A purpose built Performing Art Centre was an unmet need in the last Strategic Art Plan and should be incorporated in the following plan. To activate the arts, you need a long term plan for expansion to where the arts can go without losing the locally grown expertise.</td>
</tr>
<tr>
<td></td>
<td>• Incorporation and promotion of the Gary Holland Community Centre as a community art facility for larger art activities and events is needed in conjunction with the use of the Rockingham Art Centre and should be subsidised and supported by the City of Rockingham;</td>
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<td></td>
<td>(No changes have been made to the above comments received)</td>
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</table>
### Public Comment

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<thead>
<tr>
<th></th>
<th>Elizabeth Law, local resident, artist and member of RRA raised the following additional points:</th>
</tr>
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<tbody>
<tr>
<td>4</td>
<td>- further activation of the Rockingham Arts Centre gallery space with more community members presenting exhibitions. The provision of a fulltime staff member would support artists working full time who are unable to staff their exhibition, aligning with commercial galleries where a gallery assistant is employed full time;</td>
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<tr>
<td></td>
<td>- the need to isolate the gallery space, where other users of adjoining spaces cannot access the gallery as a thoroughfare, protecting the security of exhibited artworks especially at night; and</td>
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<td></td>
<td>- the need to label the Gary Holland Community Centre on the blank wall as people walk East along Kent Street.</td>
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</tbody>
</table>

(Consolidated, full comments CRM35760/2018 & D18/94805)

### Officer Response

<table>
<thead>
<tr>
<th></th>
<th>New tasks have been added under Key Element 5 (New Actions)</th>
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<tbody>
<tr>
<td></td>
<td>- Task 2 - Review the building, operations, security, staffing, usage and fee structure of the Rockingham Arts Centre and $20,000 added to the strategy.</td>
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<tr>
<td></td>
<td>- Task 3 - If deemed financially feasible, upgrade the Rockingham Arts Centre following the review outcomes.</td>
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</table>

Signage at the Gary Holland Community Centre is an operational matter.

### Public Comment

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<thead>
<tr>
<th></th>
<th>Mrs Sue Sacchero, local resident, artist and member of RRA raised the following points:</th>
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<tbody>
<tr>
<td>5</td>
<td>- felt the document was not written for the general community and would limit community input, however mainly supports the Actions within the Strategy</td>
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<tr>
<td></td>
<td>- welcomes arts networking events and creative industries forums hosted by the Council;</td>
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<td></td>
<td>- increasing the visibility of our cultural and Aboriginal history;</td>
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<td></td>
<td>- The introduction of an Arts Festival based around Castaways which has the potential to be much more and developing and exhibiting local artists’ works at this event;</td>
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<tr>
<td></td>
<td>- the poor fit-out of the Rockingham Arts Centre which needs addressing and providing full-time staffing to assist in better activation of the Centre;</td>
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<tr>
<td></td>
<td>- Kent Street needs a lot more creative input to make it an Arts precinct; and</td>
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</tbody>
</table>

### Officer Response

<table>
<thead>
<tr>
<th></th>
<th>These comments are addressed at:</th>
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<tbody>
<tr>
<td></td>
<td>Key Element 1 – Cultural Development and the Arts Awareness. Task 3 – Create and support an independent, multi art form networking Association of local arts groups and creative industries providers and Key Element 1, Task 4 – Develop and present an annual series of Creative Industries forums.</td>
</tr>
<tr>
<td></td>
<td>Key Element 2 – Place-making, Activation and Heritage, Task 1 and 2. The City is also currently developing its third RAP.</td>
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<td></td>
<td>Key Element 3 (New Actions), Task 4 – Undertake a Business review of Castaways in relation to growing the project.</td>
</tr>
</tbody>
</table>

Two new tasks have been added to the strategy under Key Element 5 (New Actions)

- Task 2 - Review the building, operations, security, staffing, usage and fee structure of the Rockingham Arts Centre and $20,000 added to this strategy.
- Task 3 – If deemed financially feasible, upgrade the Rockingham Arts Centre following the review outcomes.
Public Comment | Officer Response
--- | ---
The provision of more cost effective spaces for local groups and better usage of unused properties providing gallery space suitable for large works and installations; | Key Element 2 (New Actions), Task 4 – Place-making, Activation and Heritage – Manage the use of inactive City facilities and public spaces as leasable studio spaces.
the Arts collection on display, with ongoing repairs, maintenance and curatorship of the collection; | Key Element 4 (New Actions) has been amended to include the development of a policy and guidelines for the Public Art and Moveable Art Collection with an additional $20,000 added to the strategy.
RRA has a far broader spectrum than just painting including writers, sculptors, ceramicists amongst its members and activities which is not reflected within the strategy. | Reference to RRA on Page 13 of the strategy has been amended to include the other artistic forms.

6 Pat Humphries, local resident, Member of RRA raised the following points:
- recently submitted a proposal for a performing arts centre at the Gary Holland Community Centre and felt the submission demonstrated the need in Rockingham, assisting with improving the presentation and enjoyment of the arts and felt that this need is not being met; and
- As art defines the kind of community we live in it should be promoted, celebrated and expanded, more spacious and versatile art spaces are needed as Rockingham continues to grow. This will enhance the foreshore and the City’s reputation as a place where the arts are valued and encouraged. Castaways having already achieved this.
(Consolidated, full comments CRM 35994/2018)

This is addressed at:
At this stage the concept of a Performing Arts Centre is not included in the City’s Community Infrastructure Plan or Business Plan.
Page 14, under section 3.4.2 in the strategy has been amended to include previous research into a Performing Arts Centre.
Key Element 1 – (New Actions) Cultural Development and the Arts Awareness and Key Element 2 (New Actions), Task 4 – Manage the use of inactive City facilities and public spaces as leasable studio spaces addresses the need for more spacious and versatile art spaces.

7 Meg Salazaar, local resident, artist and member of RRA raised the following points:
- Gary Holland Community Centre (focus on community) is mainly used for private businesses. The Rockingham Regional Arts has just a small area and needs more space to expand and to be recognised by the public. The art centre is far too small;
- the arts community needing a larger base to meet and be able to share various needs and qualifications in the various mediums of art; and
(Consolidated, full comments CRM35996/2018)

This is addressed at:
Key Element 5 (New Actions) – Task 1 has been amended to include Gary Holland Community Centre for larger/overflow events/activities.
Key Element 2 (New Actions), Task 4 – Manage the use of inactive City facilities and built infrastructure as leasable studio spaces.
Two new tasks have been added to the strategy under Key Element 5 (New Actions)
- Task 2 - Review the building, operations, security, staffing, usage and fee structure of the Rockingham Arts Centre and $20,000 added to the strategy.
- Task 3 – If deemed financially feasible, upgrade the Rockingham Arts Centre following the review outcomes.
<table>
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</thead>
<tbody>
<tr>
<td>• Rockingham needs an entertainment precinct as local talent are having to travel to Mandurah.</td>
<td>At this stage the concept of a Cultural /Performing Arts Centre is not included in the City's Community Infrastructure Plan or Business Plan. Page 14, under section 3.4.2 in the strategy has been amended to include previous research into a Performing Arts Centre.</td>
</tr>
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(Consolidated, full comments D18/117556)

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<tr>
<th>8 Lorri Skinner, local artist, President of RRA and member of the Cultural Advisory Committee raised the following points:</th>
<th>Two new tasks have been added to the strategy under Key Element 5 (New Actions);</th>
</tr>
</thead>
<tbody>
<tr>
<td>• a full time officer is required at the Rockingham Arts Centre as it is promoted as the arts hub and will assist with further activation of this space. The rooms are not big enough, there is a lack of wet areas for art workshops, a lack of storage, equipment not being suitable, active capacity numbers being different to static numbers and fee structures in regards to the multi-purpose room and studio. The security of the gallery restricts high calibre artists and exhibitions coming to Rockingham and should be addressed if we want to increase the Centre's profile;</td>
<td>• Task 2 – Review the building, operations, security, staffing, usage and fee structure of the Rockingham Arts Centre and $20,000 added to the strategy.</td>
</tr>
<tr>
<td>• The Gary Holland Community Centre is not appropriately captured within the draft strategy nor promoted as a venue for the arts. It is currently home to the Rockingham Regional Arts group and hosts many art events and large exhibitions and is concerned the facility will be lost to commercial endeavours;</td>
<td>• Task 3 – If deemed financially feasible, upgrade the Rockingham Arts Centre following the review outcomes.</td>
</tr>
<tr>
<td>• the arts community is expanding and there is a greater need to access the arts, however with such small and limited facilities for the arts, how and where will the arts expand to and in what direction? She feels the draft strategy doesn't allow for growth and is too cautious and restrictive;</td>
<td>Key Element 5 (New Actions) – Task 1 has been amended to include the promotion of Gary Holland Community Centre for larger/overflow events/activities.</td>
</tr>
<tr>
<td>• the unmet needs of a performing arts centre which was in the last strategy; and</td>
<td>Key Element 2 (New Actions) – Manage the use of inactive City facilities and built infrastructure as leasable studio spaces.</td>
</tr>
<tr>
<td>• the need for the City's Art Collection to be curated appropriately and shown in a public domain for the community to see.</td>
<td>At this stage the concept of a Performing Arts Centre is not included in the City's Community Infrastructure Plan or Business Plan. Page 14, under section 3.4.2 in the strategy has been amended to include previous research into a Performing Arts Centre.</td>
</tr>
</tbody>
</table>

Key Element 4 (New Actions) – Task 3 - has been amended to include the development of a policy and guidelines for the Public Art and Moveable Art Collection to guide the acquisition, maintenance, display and disposal of the City’s art collections. An additional $20,000 has been added to the strategy in order to gain professional advice from artists, curators and experts, on how to do this.
<table>
<thead>
<tr>
<th>Public Comment</th>
<th>Officer Response</th>
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</thead>
<tbody>
<tr>
<td>9 Gillian Peebles, local resident, artist and Member of RAA raised the following points:</td>
<td>This is addressed at:</td>
</tr>
<tr>
<td>• the current standing of the Rockingham Art Awards, which once was one of the third top Art Awards in the State is disappointing;</td>
<td>Key Element 4 (New Actions) –</td>
</tr>
<tr>
<td>• the City’s Art Collection publically exhibited;</td>
<td>• Task 3 - has been amended to include the development of a policy and guidelines for the Public Art and Moveable Art Collection to guide the acquisition, maintenance, display and disposal of the City’s art collections. An additional $20,000 has been added to the strategy in order to gain professional advice from artists, curators and experts, on how to do this.</td>
</tr>
<tr>
<td>• the poorly fitted out refurbished Rockingham Art Centre requiring permanent staffing and being activated to its fullest potential;</td>
<td>Two new tasks have been added to the strategy under Key Element 5 (New Actions)</td>
</tr>
<tr>
<td>• the art facilities within Rockingham are inadequate, forcing many professionals to seek facilities outside of Rockingham’s boundaries reducing the calibre of arts found in Rockingham and the need to pay for professional services and not depend so heavily on volunteer involvement;</td>
<td>• Task 2 - Review the building, operations, security, staffing, usage and fee structure of the Rockingham Arts Centre and $20,000 added to this strategy.</td>
</tr>
<tr>
<td>• The referencing of the International Listing of the Arts needs to be included in the strategy to educate the community on what the word ‘Art’ actually represents. ‘Art’ is divided into four ‘Major Categories’ under which all of the other arts are categorised. The four are (1) Performing, (2) Literary (3) Craft and (4) Visual Arts, also referencing the indigenous and aboriginal components in all sections;</td>
<td>• Task 3 – if deemed financially feasible, upgrade the Rockingham Arts centre following the review outcomes.</td>
</tr>
<tr>
<td>• Peppercorn Rent being offered for at least the first twelve months to allow for groups to form and develop into incorporated bodies, the current system don’t allow for many groups to develop into sustainable groups; and</td>
<td>Key Element 2 (New Actions), Task 4 – Manage the use of inactive City facilities and built infrastructure as leasable studio spaces.</td>
</tr>
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<td></td>
<td>Page 7 of the International Context has been amended to include reference to the International Listing of the Arts and amended Page 31 under References, external documents.</td>
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<td></td>
<td>This comment is unclear in regards to whether it is referring to leasing of facilities/spaces or booking of facilities/spaces (through fees and charges).</td>
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<td></td>
<td>• Council’s Leasing Policy outlines Incorporated not for profit association or company limited by guarantee pay rent at a nominal rental payment of $1 payable for the term of the lease.</td>
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<tr>
<td></td>
<td>• Council adopts fees and charges to reflect the cost to the City.</td>
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<td></td>
<td>Community groups that are not incorporated can apply through an auspice like-minded body to the City’s Community Grants Program to support set up costs.</td>
</tr>
<tr>
<td>Public Comment</td>
<td>Officer Response</td>
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<tr>
<td>• the inclusion of referencing to past strategy actions within new strategies so as not to lose the successes or the unmet needs, as long term planning is needed to accommodate the future generations.</td>
<td>Referenced on page 12/13</td>
</tr>
<tr>
<td>(Consolidated – full comments D18/101666)</td>
<td></td>
</tr>
<tr>
<td>10 Ms Lurlene Murray raised the following points:</td>
<td>This is addressed at:</td>
</tr>
<tr>
<td>• the need for a performing arts centre, which would benefit schools &amp; dance studios within the area; and</td>
<td>At this stage the concept of a Performing Arts Centre is not included in the City’s Community Infrastructure Plan or Business Plan.</td>
</tr>
<tr>
<td>• a larger art gallery which should be located within the main beach area where parking is available to encourage tourism and larger spaces for local art groups is needed.</td>
<td>Page 14, under section 3.4.2 in the strategy has been amended to include previous research into a Performing Arts Centre.</td>
</tr>
<tr>
<td>(Consolidated, full comments CRM35750/2018)</td>
<td>The City does not support moving the precinct closer to the beach.</td>
</tr>
<tr>
<td>11 Mr Burge, member of the Cultural Advisory Committee raised the following points:</td>
<td>The development of a Tourism Strategy is currently underway.</td>
</tr>
<tr>
<td>• the need for the City to respond to community needs as they arise and not be too bound to the Strategy; and</td>
<td></td>
</tr>
<tr>
<td>• the need for a performing arts centre.</td>
<td>This is addressed through:</td>
</tr>
<tr>
<td></td>
<td>The Cultural Development and the Arts Strategy is a strategic document that guides the next five years. Obviously the City responds to operational issues if and when they arise.</td>
</tr>
<tr>
<td>12 Ms Anne Hick, local resident and member of RRA raises the following points:</td>
<td>At this stage the concept of a Cultural Arts Centre is not included in the City’s Community Infrastructure Plan or Business Plan.</td>
</tr>
<tr>
<td>• the draft strategy does not address the gaps in the Arts within the key strategies and refers heavily on findings within Australia and internationally and summarises what is in place now;</td>
<td>Page 14, under section 3.4.2 in the strategy has been amended to include previous research into a Performing Arts Centre</td>
</tr>
<tr>
<td>• the poor fit out of the Rockingham Arts Centre, including the small gallery, its security, and the centre being too small to accommodate the expanding arts scene, as well as the need to better utilise the back courtyard area;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This is addressed at:</td>
</tr>
<tr>
<td></td>
<td>Not supported. Identified gaps are addressed in the new actions.</td>
</tr>
<tr>
<td></td>
<td>New tasks have been added under Key Element 5 (New Actions)</td>
</tr>
<tr>
<td></td>
<td>• Task 2 - Review the building, operations, security, staffing, usage and fee structure of the Rockingham Arts Centre and $20,000 added to the strategy.</td>
</tr>
</tbody>
</table>
**Public Comment**

- the lack of promotion of the Gary Holland Community Centre as a community facility for the arts and the fear of losing this facility to commercial businesses and the groups that operate out of this space are not well represented within the draft strategy; and

- the unmet need of a performing arts centre at the Gary Holland Community.

(Consolidated, full comments CRM39776/2018)

**Officer Response**

- Task 3 – If deemed financially feasible, upgrade the Rockingham Arts Centre following the review outcomes.

Key Element 5 (New Action) Task 1 - Amended to include the promotion of Gary Holland Community Centre as a facility for larger/overflow events/activities.

At this stage the concept of a Performing Arts Centre is not included in the City’s Community Infrastructure Plan or Business Plan.

Page 14, under section 3.4.2 in the strategy has been amended to include previous research into a Performing Arts Centre.

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**Implications to Consider**

**a. Consultation with the Community**

Following Council endorsement at the 15 May 2018 meeting, the Draft Cultural Development and the Arts Strategy was publically advertised for a period of four weeks from 17 May 2018 to 20 June 2018. The draft strategy was advertised via a public notice within the Friday 25 May 2018 edition of the Weekend Courier Newspaper and the Wednesday 30 May 2018 edition of the Sound Telegraph Newspaper.

Information about how to comment and a copy of the draft strategy were available through the ‘Share Your Thoughts’ page on the City’s website.

Hard copy versions of the draft strategy were available to read at the City's four libraries, Rockingham Arts Centre, Rockingham Regional Arts Inc. and the City’s administration building.

The Cultural Advisory Committee (CAC) members were provided with a copy of the draft strategy, informed of the public comment period closing date and asked to provide any comment before this date.

The Arts network and Arts organisations were informed of the public comment period closing date and encouraged to read the draft strategy and provide any comment before this date.

**b. Consultation with Government Agencies**

The following peak body organisations who are funded by the State Government, assisted in the development of the Draft Strategy.

- Artsource is the peak membership body for visual artists in Western Australia.

- Disability in the Arts, Disadvantage in the Arts (DADAA) works across all areas of disability and advocates arts for social change.

- Writing WA is the peak body for writing and associated activities in WA.

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

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

Strategic Objective: Mobility and Inclusion – Community services, programs and infrastructure that effectively cater for all residents including seniors, youth and vulnerable populations.

d. Policy

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

e. Financial

The new actions associated with the new implementation of the strategy total $1,160,000 (over five years). These costs will be incorporated into the relevant team plans over the strategy timeframe and where required incorporated into the City’s Business Plan.

f. Legal and Statutory

Nil

g. Risk

All Council decisions are subject to risk assessment according to the City’s Risk Framework.

Implications and comment will only be provided for the following assessed risks.

Customer Service / Project management / Environment : High and Extreme Risks
Finance / Personal Health and Safety : Medium, High and Extreme Risks

Nil

Comments

The feedback provided during the public comment period was positive and supported the strategy in principle. In regards to the concerns within the public comments the following amendments have been made to the strategy.

- The addition of the International Listing of the Arts definition has been included in the International Context on page 7 and added to the References on page 31.
- The previous findings for a Contemporary and Performing Arts Centre have now been included into the Cultural Development and the Arts Strategy at 3.4.2.
- Reference to the other mediums provided through Rockingham Regional Arts has been added to Page 13.
- New Actions – Key Element 4 – Public Art and Art Collection
  Task three has been amended to ‘Develop a policy and guidelines for the Public Art and Moveable Art Collection to guide the acquisition, maintenance, display and disposal of the City’s art collections’. An additional $20,000 has been added to the strategy in order to gain professional advice from artists, curators and experts, on how to do this.
New Actions – Key Element 5 – Rockingham Arts Centre

Task one has been amended to include the promotion of the Gary Holland Community Centre particularly for larger/overflow exhibitions/activities. This task now reads: “Promote the Rockingham Arts Centre as a major hub of arts practice and activity and the Gary Holland Community Centre for larger/overflow events/activities within the Rockingham region.”

Task two has been removed and included within task one as the two tasks were repetitive.

A new task has been added to include: “Review of the building, operations, security, staffing, usage and fee structure of the Rockingham Arts Centre”. $20,000 has been added in order to obtain professional advice/direction on these matters, particularly the building/fit out as an exhibition art space.

A new task has been added to include: “If deemed financially feasible, upgrade of the Rockingham Arts Centre following the review outcomes”. Costs for this action are currently unknown and listed as ‘to be confirmed’ (TBC).

Reference to staffing has been removed (Ongoing Actions - Key Element 5 – task 4 in the draft ‘establish permanent staff presence at Rockingham Art Centre’). Staffing is an operational matter that will be captured as part of the RAC review (New actions - Key Element 5, task 2).

In terms of actioning tasks, the 2017/2018 dates have been amended to 2018/2019 to reflect the appropriate years of the implementation. As a consequence other commencement and completion dates have also been amended to a later year.

Some additional changes have been made to the main body of the document to reflect the changes to the tasks (outlined above).

<table>
<thead>
<tr>
<th>Voting Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simple Majority</td>
</tr>
</tbody>
</table>

**Officer Recommendation**

That Council **ADOPTS the Cultural Development and the Arts Strategy 2018-2022.**

**Committee Recommendation**

Moved Cr Jones, seconded Cr Burns:

That Council **ADOPTS the Cultural Development and the Arts Strategy 2018-2022.**

Committee Voting – 4/0

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

Not Applicable

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

Not Applicable
| 13. | Reports of Councillors | Nil |
| 14. | Addendum Agenda | Nil |
| 15. | Motions of which Previous Notice has been given | Nil |
| 16. | Notices of motion for Consideration at the Following Meeting | Nil |
| 17. | Urgent Business Approved by the Person Presiding or by Decision of the Committee | Nil |
| 18. | Matters Behind Closed Doors | Nil |
| 19. | Date and Time of Next Meeting | The next Corporate and Community Development Committee Meeting will be held on **Tuesday 18 September 2018** in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm. |
| 20. | Closure | There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at **4:35pm**. |