MINUTES
Corporate and Community Development Committee Meeting
Held on Tuesday 18 October 2016 at 4:00pm
City of Rockingham Boardroom
City of Rockingham
Corporate and Community Development Committee Meeting Minutes
4:00pm Tuesday 18 October 2016

<table>
<thead>
<tr>
<th>CONTENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Declaration of Opening</td>
<td>4</td>
</tr>
<tr>
<td>2. Record of Attendance/Apologies/Approved Leave of Absence</td>
<td>4</td>
</tr>
<tr>
<td>3. Responses to Previous Public Questions Taken on Notice</td>
<td>5</td>
</tr>
<tr>
<td>4. Public Question Time</td>
<td>5</td>
</tr>
<tr>
<td>5. Confirmation of Minutes of the Previous Meeting</td>
<td>5</td>
</tr>
<tr>
<td>6. Matters Arising from the Previous Minutes</td>
<td>5</td>
</tr>
<tr>
<td>7. Announcement by the Presiding Person without Discussion</td>
<td>5</td>
</tr>
<tr>
<td>8. Declaration of Member’s and Officer’s Interest</td>
<td>5</td>
</tr>
<tr>
<td>9. Petitions/Deputations/Presentations/Submissions</td>
<td>6</td>
</tr>
<tr>
<td>10. Matters for which the Meeting may be Closed</td>
<td>6</td>
</tr>
<tr>
<td>11. Bulletin Items</td>
<td>6</td>
</tr>
<tr>
<td>Corporate and General Management Services Information Bulletin – October 2016</td>
<td>6</td>
</tr>
<tr>
<td>Community Development Information Bulletin – October 2016</td>
<td>8</td>
</tr>
<tr>
<td>12. Agenda Items – Corporate and Community Development Committee</td>
<td>10</td>
</tr>
<tr>
<td>Corporate Services</td>
<td></td>
</tr>
<tr>
<td>CS-025/16 Budget Review – September 2016 (Absolute Majority)</td>
<td>10</td>
</tr>
<tr>
<td>CS-026/16 Quote W16/17-46 – Microsoft Enterprise Agreement Renewal (Partner Engagement)</td>
<td>13</td>
</tr>
<tr>
<td>General Management Services</td>
<td>16</td>
</tr>
<tr>
<td>GMS-022/162017 Council Meetings</td>
<td>16</td>
</tr>
<tr>
<td>GMS-023/16Investigation into Hosting Sister Cities Australia Annual Conference in 2017</td>
<td>20</td>
</tr>
<tr>
<td>GMS-024/16Water Refill Stations / Chilled Water Dispensers</td>
<td>27</td>
</tr>
<tr>
<td>Community Development</td>
<td>35</td>
</tr>
<tr>
<td>CD-031/16 Draft Library and Information Services Strategy 2017 - 2021</td>
<td>35</td>
</tr>
<tr>
<td>CD-032/16 Community Infrastructure Plan Review 2016-2026</td>
<td>39</td>
</tr>
<tr>
<td>CD-033/16 Site selection for the future Baldivis Enclosed Dog Park</td>
<td>44</td>
</tr>
<tr>
<td>CD-034/16 Recommendation from the Community Grants Program Committee Meeting held on 15 September 2016</td>
<td>50</td>
</tr>
<tr>
<td>CD-035/16 Volunteering Strategy 2016-2022</td>
<td>64</td>
</tr>
<tr>
<td>CD-036/16 Amendment of Council Policy Closed Circuit Television (CCTV)</td>
<td>67</td>
</tr>
<tr>
<td>13. Reports of Councillors</td>
<td>72</td>
</tr>
<tr>
<td>14. Addendum Agenda</td>
<td>72</td>
</tr>
</tbody>
</table>
15. **Motions of which Previous Notice has been Given**

**Corporate Services**

| CS-027/16 Notice of Motion – Council to Facilitate Tender Processes Information Session |

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

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

18. **Matters Behind Closed Doors**

19. **Date and Time of Next Meeting**

20. **Closure**
City of Rockingham
Corporate and Community Development
Committee Meeting Minutes
Tuesday 18 October 2016 - Council Boardroom

1. Declaration of Opening
The Chairperson declared the Corporate and Community Development Committee Meeting open at **4:00pm**, welcomed all present, and delivered the Acknowledgement of Country.

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

2.1 Councillors
Cr Leigh Liley Chairperson
Cr Lee Downham
Cr Justin Smith
Cr Joy Stewart

2.2 Executive
Mr Andrew Hammond Chief Executive Officer
Mr John Pearson Director Corporate Services
Mr John Woodhouse Director Legal Services and General Counsel
Mr Peter Doherty Director Legal Services and General Counsel
Mr Michael Holland Director Community Development
Mr Mark Tidman Manager Investment Attraction
Mr Gary Rogers Manager Community Infrastructure Planning
Ms Mary-Jane Rigby Manager Community Support and Safety Services
Mrs Jillian Obiri-Boateng Manager Community Capacity Building
Ms Alison Oliver Manager Library and Information Services
Ms Vanisha Govender Manager Financial Services
Mr Michael Yakas Manager Customer and Corporate Support
Mr Heath Trewella A/Manager Information Services
Mr Ben Searcy Manager Human Resources Development
Ms Nollaig Baker Strategic Projects Coordinator – Corporate Risk
Mr Matthew Plummer Coordinator Community and Leisure Facilities
Mrs Jelette Edwards Governance Coordinator
Ms Sue Langley Governance Officer

2.3 Members of the Gallery: 2

2.4 Apologies:
Cr Kelly McManus

2.5 Approved Leave of Absence: Nil
### 3. Responses to Previous Public Questions Taken on Notice

Nil

### 4. Public Question Time

4:01pm The Chairperson invited members of the Public Gallery to ask questions. There were none.

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

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

That Committee **CONFIRMS** the Minutes of the Corporate and Community Development Committee Meeting held on 20 September 2016, 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

4:01pm The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.

### 8. Declarations of Members and Officers Interests

<table>
<thead>
<tr>
<th>Item No</th>
<th>Type of Interest</th>
<th>Nature of Interest</th>
<th>Councillor:</th>
<th>Extent of Interest (if applicable):</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1 Item CD-034/16</td>
<td>Impartiality</td>
<td>Cr Sammels is a Life Member of the Rockingham Kwinana Chamber of Commerce Inc.</td>
<td>Cr Barry Sammels</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>8.2 Item CD-034/16</td>
<td>Impartiality</td>
<td>Cr Smith is a Life Member of the Rockingham Kwinana Chamber of Commerce Inc.</td>
<td>Cr Justin Smith</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
### 8.3 Item CD-034/16

Recommendation from the Community Grants Committee Meeting held on 15 September 2016

<table>
<thead>
<tr>
<th>Councillor:</th>
<th>Cr Chris Elliott</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Interest:</td>
<td>Impartiality</td>
</tr>
<tr>
<td>Nature of Interest:</td>
<td>Cr Elliott is a Patron of the Rockingham Shed for Men Inc.</td>
</tr>
<tr>
<td>Extent of Interest:</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

The Chairperson noted there were no further interests declared.

### 9. Petitions/Deputations/Presentations/Submissions

Nil

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

Nil

### 11. Bulletin Items

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

**Corporate Services**

1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Integrated Team Plan and Budgeting Module
   3.2 eGovernance Portal
   3.3 Automation records management processes
   3.4 Facility Booking Module
   3.5 Online Zoning Statements
   3.6 AV Upgrades
   3.7 Security Infrastructure
   3.8 Upgrade LAN Switches
   3.9 Replace Multi-Function Machines
4. Information Items
   4.1 List of Payments September 2016
   4.3 Delegated Approval of Tenders by CEO
   4.4 Development Contribution Scheme
   4.5 Autumn Centre
   4.6 Mike Barnett Sports Complex
   4.7 Warnbro Community Recreation Centre
   4.8 Aqua Jetty
   4.9 Gary Holland Community Centre
   4.10 Lease Management
   4.11 Lease Consents and Maintenance Grants
   4.12 Excisions

**Governance and Councillor Support**

1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Local Government Legislation Amendment Act 2016/13
   4.2 Global Friendship
   4.3 Freedom of Information (FOI) Requests
   4.4 Australian Coastal Councils Association Inc. Newsletter
   4.5 Citizenships
   4.6 Coming Events
   4.7 Notice of Motion – Status Report

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

Strategy and Corporate Communications
1. Strategy and Corporate Communications Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Risk Management
   3.2 Journal Software subscription and LGMA benchmarking tool
   3.3 Governance Portal
   3.4 Protection of Intellectual Property
   3.5 Implementation of Digital Media Strategy
   3.6 Community Plan Strategy Focus Groups
4. Information Items
   4.1 Annual Customer Satisfaction Survey
   4.2 Community Engagement Framework
   4.3 8th Generation Team Plans
   4.4 Social Media
   4.5 Media Tracking

Investment Attraction
1. Investment Attraction Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Marketing City of Rockingham
   3.2 Online Forecasting Tool
   3.3 Small Business Leadership Forums and Investment Attraction Seminars
   3.4 Hotel Attraction Project
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 Documentation
   Legal Capacity Building
   4.3 Law Society of Western Australia – Panel Member – Engaging with in-house counsel

Committee Recommendation

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

Committee Voting – 4/0

Community Development Information Bulletin – October 2016

Community Support and Safety Services
1. Community Support and Safety Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Regional Community Services Leadership Programmes
   3.2 Social Connector Pilot
4. Information Items
   4.1 Youth and Community Support Services
   4.2 Rockingham Connect Community Transport Project
   4.3 Community Safety

Library Services
1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Warnbro Community Library Agreement
4. Information Items
   4.1 August 2016 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 Children’s Book Week 2016
   4.7 August 2016 Library Services Facebook Statistics

Community Infrastructure Planning
1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Rockingham Foreshore Activity Node – Planning and Concept Design
   3.2 Rockingham Central (Library / Youth / Community Centre) - Planning and Concept Design
<p>| | |</p>
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<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td>3.3  East Baldivis Recreation Reserve – Shared Use Planning and Concept Design</td>
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<td>3.4  Baldivis Outdoor Recreation Space Planning</td>
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<td>3.5  Baldivis District Sporting Complex Planning</td>
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<td></td>
<td>4.   Information Items</td>
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<tr>
<td></td>
<td>4.1  Laurie Stanford Reserve Master Plan Implementation</td>
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<td></td>
<td>4.2  Rhonda Scarrott Reserve Master Plan Implementation</td>
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<td></td>
<td>4.3  Eighty Road Reserve Clubroom Development</td>
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<td>4.4  Baldivis South Youth Space Development</td>
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<td></td>
<td>4.5  Rockingham Enclosed Off-Leash Dog Exercise Area Development</td>
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<td>4.6  Secret Harbour Inclusive Play Space</td>
</tr>
<tr>
<td></td>
<td>4.7  Mike Barnett Netball Courts Upgrade</td>
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<tr>
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<td>4.8  Baldivis South Community Centre</td>
</tr>
<tr>
<td></td>
<td>4.9  Future Enclosed Off-Leash Dog Exercise Area (Baldivis)</td>
</tr>
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<td>4.10 Singleton Youth Space Replacement</td>
</tr>
<tr>
<td></td>
<td>4.11 Reserve and Open Space Master Plans</td>
</tr>
<tr>
<td></td>
<td>4.12 Infrastructure Planning and Development Grants</td>
</tr>
</tbody>
</table>

**Community Capacity Building**

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

**Committee Recommendation**

Moved Cr Smith, seconded Cr Downham:

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

Committee Voting – 4/0
12. Agenda Items

Corporate Services

Corporate Services
Financial Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-025/16 Budget Review – September 2016 (Absolute Majority)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>FLM/17-04</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Vanisha Govender, Manager Financial Services</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
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<tr>
<td>Date of Committee Meeting:</td>
<td>18 October 2016</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
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</tbody>
</table>

| Site: | |
| Lot Area: | |
| Attachments: | September 2016 Budget Review |
| Maps/Diagrams: | |

Purpose of Report

To present the September 2016 Budget Review for Council’s consideration and to seek Council’s authorisation of the budget amendments arising from the review.

Background

The City of Rockingham undertakes three budget reviews during the year to monitor its financial performance against the annual budget and to review projections to the end of the financial year. Any variations of the annual budget arising from the review process are presented for Council’s consideration and authorisation.

Details

The September 2016 Budget Review includes details of transactions during the July 2016 - September 2016 period and adjustments required to the annual budget. The document includes the following information:
1. Summary of Budget Position
2. Summary of Major Amendments
3. Detailed statement of Operating and Non-Operating Revenue and Expenditure by Department

<table>
<thead>
<tr>
<th>Implications to Consider</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Consultation with the Community</td>
</tr>
<tr>
<td>b. Consultation with Government Agencies</td>
</tr>
<tr>
<td>c. Strategic</td>
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</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td>d. Policy</td>
</tr>
<tr>
<td>e. Financial</td>
</tr>
<tr>
<td>f. Legal and Statutory</td>
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<td>g. Risk</td>
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<tr>
<th>Comments</th>
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<tbody>
<tr>
<td>The attachment titled September 2016 Budget Review provides full details related to proposed changes to the 2016/2017 Annual Budget. The annual financial audit for the City is still in progress thus any estimate related to opening balances are subject to potential variations. The following is a summary of major changes in the budget and reasoning.</td>
</tr>
</tbody>
</table>
Opening Balance

The opening balance is expected to be $39.2 million. As explained this may still change. It includes $30.1 million for carried forward funds from the previous financial year due to works in progress. Examples of this include the Rhonda Scarrott and Laurie Stanford Reserve upgrades.

Current Period Amendments

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

Operating Revenue

Operating revenue has increased by $0.96 million predominantly due to greater than expected grant allocations for Perth Bicycle Network Program Grant, National Black Spot Projects, Financial Assistance Grants and the Better Bin Kerbside Collection Program Grant.

Non-operating Expenditure

Non-operating expenditure has increased by $0.88 million. Included in this is a transfer to the Bert England Lodge Reserve of $1.98 million. This amount directly relates to operating surpluses arising from Bert England Lodge operations over a number of years. These funds will assist in the capital improvements required on the facility to meet new aged care standards which the City has legal obligations to comply with.

There is also a decrease of capital expenditure for Baldivis South Community Centre of $1.8 million. This project is currently in the design stage and construction is anticipated to commence in 2017/2018 financial year. This project has been accommodated in the new business plan.

Non-operating Revenue

Non-operating revenue has decreased by $2.35 million. This includes the removal of $1.3 million from the Development Contribution Scheme Reserve directly related to the Baldivis South Community Centre. Other adjustments include a decrease of loan of $0.45 million for Baldivis South Community Centre and reduction of proceeds of sale of plant and equipment ($0.2 million).

Other changes are relatively standard and as would be expected.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council ADOPTS the September 2016 Budget Review.

Committee Recommendation

Moved Cr Smith, seconded Cr Downham:

That Council ADOPTS the September 2016 Budget Review.

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>CS-026/16 Quote W16/17-46 – Microsoft Enterprise Agreement Renewal (Partner Engagement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>W16/17-46</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr Scott Wildgoose, Strategic Projects Administrator</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Heath Trewhella, Acting Manager Information Systems</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>18 October 2016</td>
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<td>Previously before Council:</td>
<td>18 October 2016</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
</tr>
</tbody>
</table>

### Purpose of Report

To provide Council with details of the quotes received for Quote W16/17-46 – Microsoft Enterprise Agreement Renewal (Partner Engagement), document the results of the quote assessment and make recommendations regarding the award of the quote.

### Background

Quote W16/17-46 – Microsoft Enterprise Agreement Renewal (Partner Engagement) was sent out for quote on Friday, 2 September 2016. The request for quotes closed at 2.00pm Wednesday, 14 September 2016. Quotes were requested from three companies on WALGA’s Preferred Supply for CO20_11, Software Licensing Services.

### Details

The contracted organisation will be required to provide assurances and facilitate the City’s Microsoft Software Licensing Agreement. In doing so the organisation is to allow for the City’s ongoing use of Microsoft software including the requirement of future software upgrades as required by the City.
Quote submissions were received from:

<table>
<thead>
<tr>
<th>Company</th>
<th>Lump Sum Price Per Annum (Excl. GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data #3 Limited</td>
<td>$230,339.81</td>
</tr>
<tr>
<td>Staples Australia Pty Ltd</td>
<td>$234,074.37</td>
</tr>
</tbody>
</table>

A panel comprising the Acting Manager Information Systems, Acting Manager Customer and Corporate Support and the Strategic Projects Administrator undertook 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>Max. Points</th>
<th>Level of Service</th>
<th>Tendered Price/s</th>
<th>Total Weighted Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implications to Consider</td>
<td></td>
<td>10 Pts</td>
<td>90 Pts</td>
<td>100 Pts</td>
</tr>
<tr>
<td>a. Consultation with the Community</td>
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<tr>
<td>Nil</td>
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<tr>
<td>b. Consultation with Government Agencies</td>
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<tr>
<td>Nil</td>
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<tr>
<td>c. Strategic</td>
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<tr>
<td>Community Plan</td>
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<tr>
<td>This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:</td>
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<tr>
<td>Aspiration C: Quality Leadership</td>
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<td>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.</td>
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<tr>
<td>d. Policy</td>
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<tr>
<td>In accordance with the City’s Executive Policy – Purchasing Goods and Services, purchases from WALGA’s Preferred Supply Contract can be used as a procurement option and quotes over $500,000 are required to obtain Council approval.</td>
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<tr>
<td>e. Financial</td>
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<tr>
<td>The 2016/17 Budget has allocated $284,105 towards Software for Information Technology and this allocation will be maintained on an ongoing basis to ensure sufficient funds are available to maintain the City’s licensing requirements. The total cost of this licensing arrangement is approximately $690,000 for the life of the contract.</td>
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<tr>
<td>f. Legal and Statutory</td>
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<tr>
<td>In accordance with the Local Government (Functions &amp; General) Regulations 1996, Part 4 – Division 2 Section 11 Subsection (2)(b), a tender exemption applies to WALGA’s Preferred Supply Contracts, and therefore Local Governments are not required to go to public tender when purchasing from WALGA’s arrangement, irrespective of contract value or length.</td>
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</tbody>
</table>
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

Data #3 Limited rated highest in all capacities and consequently the assessment panel considered that their quotation for the Microsoft Enterprise Agreement Renewal (Partner Engagement) represented the best value to the City.

Voting Requirements

Simple Majority

Officer Recommendation

That Council ACCEPTS the quotation in accordance with WALGA’s Contract No. CO20_11, Software Licensing Services submitted by Data #3 Limited, Level 2, 76 Kings Park Road, West Perth, WA 6005 for the supply, delivery and licensing of Microsoft Software for the total price of $230,339.81 per annum (excluding GST).

Committee Recommendation

Moved Cr Smith, seconded Cr Stewart:

That Council ACCEPTS the quotation in accordance with WALGA’s Contract No. CO20_11, Software Licensing Services submitted by Data #3 Limited, Level 2, 76 Kings Park Road, West Perth, WA 6005 for the supply, delivery and licensing of Microsoft Software for the total price of $230,339.81 per annum (excluding GST).

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

General Management Services
Governance and Councillor Support

Reference No & Subject:
File No: GMS-022/16
Proponent/s: 2017 Council Meetings
Author: CPM/26
Other Contributors: Mr Peter Varris, Manager Governance and Councillor Support
Date of Committee Meeting: 18 October 2016
Disclosure of Interest: Executive
Nature of Council’s Role in this Matter:

Site:
Lot Area:
Attachments:
Maps/Diagrams:

Purpose of Report
Council consideration of the dates proposed for Council meetings for the 2017 year.

Background

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

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

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

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

However the fall of some public holidays and the 2017 Council elections will require some adjustment to the scheduling of meetings.

The fourth Tuesday for April 2017 falls on ANZAC day so it is proposed to hold the Council meeting on Wednesday 26 April 2017.

The third Monday for April 2017 falls on Easter Monday so it is proposed to hold the Planning and Engineering Services Committee meeting on Tuesday 18 April 2017 and the Corporate and Community Development Committee meeting on Wednesday 19 April 2017.

Due to the local government elections being held on 21 October 2017, and with the possibility of some new Councillors at the Council meeting, it is proposed that meetings be held on the following dates:
- Special Council – Monday 23 October 2017
- Planning and Engineering Services Committee – Tuesday 24 October 2017
- Corporate and Community Development Committee – Wednesday 25 October 2017
- Council – Tuesday 31 October 2017

Therefore the following dates are scheduled for meetings in 2017:

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

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>January</td>
<td>24</td>
<td>April 26</td>
<td>July 25</td>
</tr>
<tr>
<td>February</td>
<td>28</td>
<td>May 23</td>
<td>August 22</td>
</tr>
<tr>
<td>March</td>
<td>28</td>
<td>June 27</td>
<td>September 26</td>
</tr>
</tbody>
</table>

*Special Council Meeting to be held on Monday 23 October 2017 to swear in new Councillors*

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

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<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>January</td>
<td>16</td>
<td>April 18</td>
<td>July 17</td>
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<tr>
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<td>20</td>
<td>May 15</td>
<td>August 14</td>
</tr>
<tr>
<td>March</td>
<td>20</td>
<td>June 19</td>
<td>September 18</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
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<th>Date</th>
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<tbody>
<tr>
<td>January</td>
<td>17</td>
<td>April 19</td>
<td>July 18</td>
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<tr>
<td>February</td>
<td>21</td>
<td>May 16</td>
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<tr>
<td>March</td>
<td>21</td>
<td>June 20</td>
<td>September 19</td>
</tr>
</tbody>
</table>

Implications to Consider

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

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

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

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

e. Financial
Cost of advertising the meetings is provided for in Governance and Councillor Support account 210018.1204. It is expected to cost less than $1,000.

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

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

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

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

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

Nil

Comments

The proposed schedule of meeting dates follows that which has been established in the 2013 review of the standing committees and the introduction of a January round of meetings. The trend in local government has been to seek more effective, timely and responsive decision making, much of this having been driven by the community and proponents of issues before Council.

Notwithstanding the use of delegation of authority and policy to assist in timely and consistent decision making, the process to gain a Council decision is often a lengthy one. It is also recognised that the application of the committee system has served Council well in the past.

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

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

Voting Requirements

Simple Majority
**Officer Recommendation**

That Council **APPROVE** the following Council meeting dates for 2017:

<table>
<thead>
<tr>
<th>January 24</th>
<th>April 26 (Wed)</th>
<th>July 25</th>
<th>October 23 (Special) *</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 28</td>
<td>May 23</td>
<td>August 22</td>
<td>November 28</td>
</tr>
<tr>
<td>March 28</td>
<td>June 27</td>
<td>September 26</td>
<td>December 19</td>
</tr>
</tbody>
</table>

* Special Council Meeting to be held on Monday 23 October 2017 to swear in new Councillors

**Committee Recommendation**

Moved Cr Downham, seconded Cr Stewart:

That Council **APPROVE** the following Council meeting dates for 2017:

<table>
<thead>
<tr>
<th>January 24</th>
<th>April 26 (Wed)</th>
<th>July 25</th>
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<td>September 26</td>
<td>December 19</td>
</tr>
</tbody>
</table>

* Special Council Meeting to be held on Monday 23 October 2017 to swear in new Councillors

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
Corporate and Community Development Committee Minutes
Tuesday 18 October 2016
GMS-023/16

CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 15 NOVEMBER 2016
PRESIDING MEMBER

General Management Services
Governance and Councillor Support

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-023/16 Investigation into Hosting Sister Cities Australia Annual Conference in 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>ECD/74-03</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mrs Jelette Edwards, Governance Coordinator</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Peter Varris, Manager Governance and Councillor Support</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Ms Emma Lewis, Administration Officer – Civic Events</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>18 October 2016</td>
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<td>Previously before Council:</td>
<td>19 July 2016 (GMS-013/16)</td>
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<td>Nature of Council’s Role in this Matter:</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>

Purpose of Report
To present Council with the outcomes of an investigation into the possibility of the City of Rockingham hosting the Sister Cities Annual Conference in 2017.

Background
At the Council Meeting held on 26 July 2016 Council resolved the following:

“That Council SUPPORTS an investigation into hosting the 2017 Sister Cities Annual Conference to tie in with the 20th Anniversary of the Sister City relationship between City of Rockingham and City of Ako and the outcomes to be presented for Council consideration.”

The conference would provide a significant event for the City as part of the 20th Anniversary Celebrations for our sister city relationship and as an economic/tourism opportunity to showcase Rockingham at a national level to other local governments and visitors from across Australia.

The majority of sister city conferences over the past five years have been in November and it is proposed to do the same should Council support the hosting of the conference.

Global Friendship Council Policy
The Global Friendship Council Policy states some of the activities that help facilitate the objectives of the Global Friendship Committee which includes:

- Exchanges of individuals, information and ideas across a wide range of interests
- Supporting lectures by individuals from their respective countries
- Promotion of trade through continual cultural and goodwill visits

The above activities would be facilitated if the City of Rockingham hosts the 2017 Sister Cities Annual Conference.

Sister City Relationship is defined in the Council Policy as a formal, long term relationship based on diverse linkages between the two cities – including cultural, educational, tourism, sporting and business links. The relationship requires a high degree of commitment on both sides, as well as the active involvement of the Global Friendship Committee and Working Parties.

Official visits will be conducted as follows:
- One visit to each endorsed affiliate every two years provided that the relationship is active and reciprocal;
- One reciprocal visit from each endorsed affiliate every two years provided that the relationship is active and reciprocal;
- The composition of the delegation is subject to Council approval and will be led by the Mayor;
- Partners of delegates must travel at their own expense; and
- Visiting officials of affiliated cities will be afforded reciprocal hospitality including accommodation, civic events and receptions and district tours and visits.

History of Sister City Relationship

The City of Ako was chosen to be a Sister City with Rockingham as it was a similar size, population, industry, location and tourism in 1997. The City of Ako is also part of the Hyogo Prefecture, which is Western Australia’s Sister State and celebrated its 35th Anniversary this year.

2017 will mark the 20th Anniversary of the Sister City relationship between the City of Rockingham and City of Ako in Japan. The conference will enable visitors to see the growth and development that has occurred in Rockingham over these past 20 years from a small shire to a large metropolitan local government with a large and diverse population.

Over the past 20 years City of Rockingham Councillors, staff and the Rockingham community have participated in events relating to our sister city including:
- visits to each other’s cities
- performances from the Ako Children’s Choir and Rockingham Children’s Choir
- educational and cultural exchanges between primary and high school students
- educational and cultural exchanges between primary and high school teachers
- performances and presentations from Ako Citizens Group
- exchanges of gifts between cities

Awards
- 2002 Category No. 8 Tourism Project – Development of an illustrated brochure depicting the local, attractions and services available in the City of Rockingham which was printed in both Japanese and English to showcase Rockingham locally and in Japan.
- 2002 Category No. 11 Single Project – Creation new roadway as part of town centre redevelopment known as Ako Lane.
- 2003 Category No. 2 Youth Project – Seven primary schools from Rockingham and ten primary schools in Ako participated in an educational and cultural exchange.
- 2003 Category No. 4 Cultural Exchange – Teachers delegation from Ako visiting schools in Rockingham. The teachers observed different aspects of education and differences between the schools systems. The teachers also had an opportunity to present information about Japan and Japanese culture.
Recent Sister City Relationship Activities

Rockingham Senior High School students visited Ako in September 2014. They were warmly welcomed by the City of Ako. During their visit they visited important sites such as Ako Castle Ruins, the City clock that tells the story of the 47 Ronin on the hour and the Oishi Shrine.

In 2016 there have been two successful visits from Ako. The first visit was the Ako Children’s Choir with a membership of 41 people in March 2016. It was a very successful trip with the choir performing at four primary schools with positive feedback received.

The choir also performed at a Welcome Reception held at the City of Rockingham and at a public performance at the Gary Holland Community Centre. The visit also provided some economic benefit as the choir stayed at a local hotel, visited restaurants, shops, toured City of Rockingham facilities and had excursions to an animal park and Penguin Island. The feedback the City received from the Ako Children’s Choir was also very positive.

The second visit was from a delegation of four teachers, one Ako Education board member and eight junior high school students in August 2016. The purpose of their visit was to allow the students to interact with Rockingham students and for teachers to gain professional development.

This delegation visited four local primary schools which have expressed interest in future visits. The delegation was very thankful for the opportunity and received valuable insight into the inner workings of schools in Rockingham and plan to visit on an annual basis. The Ako delegation arranged homestay for the students that enabled them to stay with local families in Rockingham.

Sister Cities Australia Inc.

Sister Cities Australia Inc. (SCA) is an association of cities, towns, shires, ports and states that have a Sister City relationship. SCA takes a role in matching cities and towns in Australia with cities and towns both from overseas and within Australia seeking a sister city relationship. SCA also highlights the many projects and ideas that have been implemented in a Sister City context. The vision of SCA is to achieve greater understanding, friendship and community benefit from sister city relationships.

As the peak body the purpose of Sister Cities Australia is to assist its members to establish, maintain and continually improve sister city relationships and to link people and organisation with similar goals and values. A primary activity by which the SCA meets its objectives is the conduct of an Annual Conference. The role of the SCA in preparation for and during the conference includes encouraging attendance, ensuring the appropriateness of the adult delegate content of the program, if applicable the concurrent running of a youth delegates program, conducting a National Awards program and the holding of an Annual General Meeting.

There has been a Sister Cities Australia Annual Conference every year except for 2016. The last five Annual Conferences were held in Toowoomba August 2011, Devonport November 2012, Broken Hill November 2013, Bunbury November 2014 and Blacktown November 2015.

Details

The approach to the investigation for hosting the 2017 Sister Cities Annual Conference was to consider past conferences, established rules for hosting a Sister Cities Australia Annual Conference, costs for recent functions held by the City of Rockingham and quotes from suppliers of products and services.

A draft itinerary guided by the rules for hosting a Sister Cities Australia Annual Conference was created to identify minimum conference standards and was used to guide the costing evaluation. In past conferences there has been a youth component which is optional and often has limited uptake. It is not proposed to pursue a separate youth program as it would result in significant additional cost with little return.

The 2017 Annual Sister Cities Annual Conference will take place over four days: arrival/welcome day, two full days and a half day. During the conference there will be three major social events: the Welcome Reception, Social Function and Gala Dinner. At the conference there will be speakers from a range of fields, international forum, award presentations, Sister Cities Association Inc. Annual General Meeting (AGM), performance from local multicultural groups, presentations from the City and our sister city and announcement from the following host city.
The City will still need to bid for the conference with no guarantee that the City will win the right to host the conference.

**Assumptions used**

- The month of November has been chosen for the conference.
- 100 adults would register (This is based on figures of past attendance at conferences in the last five years ranging from 50 to 94 attendees)
- No youth delegates program
- Social function costs based on costs encountered for similar functions at the City of Rockingham during 2015 and 2016 as well as quotes from providers
- Conference registration was based on average prices from last five conferences
- Assumed in one of the cost projections that the City could receive $30,000 worth of sponsorship. City of Bunbury did receive sponsorship from Lighthouse beach resort, South West Development Commission, HelloWorld, Regional Development Australia South West, Japan Local Government Centre, Telstra, Simcoa Operations, Go West, Margaret River.com, Geographe Bay Tourism Association, Tourism WA and VPG property.

**Implications to Consider**

a. **Consultation with the Community**

   Consulted with various suppliers and service providers for quotes. Contacted and liaised with Sister Cities Australia Inc. to understand hosting the Annual Conference as well as the City's and the association’s responsibilities.

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

   **Aspiration B:**  
   **Strong Community**  
   **Strategic Objective:** Building Capacity and Awareness – 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.

   **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 Global Friendship Council Policy states some of the activities that help facilitate the objectives of the Global Friendship Committee which includes:

   - Exchanges of individuals, information and ideas across a wide range of interests
• Supporting lectures by individuals from their respective countries
• Promote of trade through continual cultural and goodwill visits

The above activities would be facilitated if the City of Rockingham hosts the 2017 Sister Cities Annual Conference.

e. Financial

<table>
<thead>
<tr>
<th>Projection One (With Sponsorship)</th>
<th></th>
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<tbody>
<tr>
<td>Estimated Total Cost of Conference</td>
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<tr>
<td>Projected Incomes</td>
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<tr>
<td>Conference Registration</td>
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<tr>
<td>Sponsorship</td>
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<td>Estimated Total Cost for City of Rockingham</td>
<td>$80,000</td>
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</table>

<table>
<thead>
<tr>
<th>Projection Two (Without Sponsorship)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Total Cost of Conference</td>
</tr>
<tr>
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</tr>
<tr>
<td>Conference Registration</td>
</tr>
<tr>
<td>Sponsorship</td>
</tr>
<tr>
<td>Estimated Total Cost for City of Rockingham</td>
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</tbody>
</table>

An amount of $110,000 will need to be reallocated for this event in the Economic Development budget given the principal motive of hosting the event should be for reasons of tourism and economic development. This allocation will be over two financial years – 2016/2017 $40,000 and 2017/2018 $70,000.

f. Legal and Statutory

Section 6.8(1) of the Local Government Act 1995 states that a local government is not to incur expenditure for an additional purpose except where it is authorised in advance by Absolute Majority resolution.

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

Benefits of Hosting Conference

The Sister Cities Australia Annual Conference brings together local governments and interested parties from across Australia every year. This allows Councils with Sister City relationships to meet and network, to exchange ideas, provide feedback and assistance. The conference would provide a significant drawcard for the City in 2017 and provide a great background for the 20th Anniversary Celebrations of our sister city relationship.

The conference will be an economic/tourism opportunity to showcase Rockingham at its best, at a national level with visitors from across Australia. It will also provide an occasion for local businesses to be involved and promote their businesses through sponsorship opportunities. It will highlight Rockingham as a destination capable of hosting events and conferences of this size with a range of accommodation and function centre facilities.
It is a great occasion for likeminded Councils and interested parties to share in our celebrations for the 20th Anniversary of our Sister City relationship. The City will be able to demonstrate that our long standing Sister City relationship that has stood the test of time and benefited both Cities.

Past conference hosts have hosted their sister city delegations during the Sister Cities Australia Annual Conference. In 2015 Blacktown City Council hosted the 2015 Sister Cities Australia Annual Conference and they had visiting delegation from their four sister cities in attendance. In a message from the Blacktown Mayor, Councillor Stephen Bali regarding the conference: ‘Special mention to the visiting delegations from our 4 Sister Cities. You attendance was very much appreciated and highlighted the very reason for the existence of Sister Cities.’ In 2014 the City of Bunbury hosted the 2014 Sister Cities Annual Conference. Representatives from the Bunbury’s sister city Setagaya played an important role in the conference and delivered a presentation about the sister-city relationship to attendees.

The City will encourage the City of Ako to participate at the Sister City’s Conference as a component of the 20th Anniversary celebrations.

20th Anniversary Celebrations

2017 is the 20th Anniversary of the Sister City relationship between Rockingham and Ako. Should the City of Ako participate at the conference there may be an opportunity to include a number of activities into the conference program.

The celebrations may include a resigning of the Declaration of the Sister City Relationship between Rockingham and Ako, exchanging of gifts, tour of the City of Rockingham and City facilities, briefs from officers on the current and future plans for the City, discussions about the Sister City relationship and presentations from Ako and Rockingham local community members.

In terms of gifts for the 20th Anniversary to be presented to the City of Ako, an aboriginal art piece has been purchase and the City is currently advertising an Expression of Interest to create artwork to celebrate Rockingham’s coastline.

Costs of Hosting Conference

There will be an estimated financial out of pocket costs for the City between $80,000 and $110,000. Costs will also be associated with staff time organising the conference. $60,000 has been budgeted for in the conference costs to cover an additional staff member. This task may also be contracted out to specialist event organisers.

**Voting Requirements**

Absolute Majority (Part 2)

**Officer Recommendation**

That Council:

1. **APPROVES** the City of Rockingham hosting the 2017 Sister Cities Annual Conference in November;
2. **APPROVES** the reallocation of $40,000 to the 2016/2017 Economic Development Budget to fund the hosting of the conference; and
3. **APPROVES** the provision of $70,000 in the 2017/2018 Economic Development Budget to fund the hosting of the conference.

**Committee Recommendation**

Moved Cr Downham, seconded Cr Stewart:

That Council **NOT SUPPORT** hosting of the 2017 Sister Cities Annual Conference.

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

To action part 2 of the Notice of Motion resolved at the 26 July 2016 Council Meeting and seek further Council direction on the installation of chilled water dispensers in public open spaces.

Background

At the 26 July 2016 Council Meeting Council resolved:

"That Council ENDORSES the concept of chilled water dispensers in high pedestrian traffic public open spaces and:

1. Direct that chilled water dispensers be included in the infrastructure design, planning and implementation of the Rockingham Beach Foreshore Master Plan.

2. Direct the Chief Executive Officer to undertake an investigation into world’s best practice public space chilled water dispensers and report back to Council within three months on the following:
   (a) Machine examples, analysis and comparisons with specific recommendation
   (b) Site options and recommendation
   (c) Capital cost and year in year out expenditure estimations"
Details

Water Refill Stations (WRS) have been considered by Council over the past 15 months.

In response to a Notice of Motion from Cr Stewart, Council at its 23 June 2015 meeting resolved:

"That Council DIRECT the Chief Executive Officer to investigate the installation of Water Refill Stations within the City boundaries to provide a network of water dispensers."

Following the June 2015 resolution, the Engineering and Parks Division investigated installation of WRS and reported back to Council at its meeting held 25 August 2015. In response to the investigation Council resolved the following:

"That Council SUPPORT the concept of commercial water dispensing in public reserves subject to:

1. Any proposal being cost neutral or cost positive to the City.
2. The placement of water dispensing units be in line with normal park design considerations."

On 6 February 2016, an Expression of Interest was issued regarding implementing a WRS in Rockingham. Only ProAcqua responded. ProAcqua’s proposal was not cost neutral to the City of Rockingham and hence, failed to meet the conditions of the Council resolution from August 2015. It was, therefore, rejected. An offer was made to ProAcqua on 11 March 2016 to further discuss options that might satisfy the Council resolution, however, ProAcqua has not since tabled a proposal that meets the Council requirements.

Following the July 2016 Notice of Motion, Council endorsed the inclusion of chilled water dispensers in the infrastructure design, planning and implementation of the Rockingham Beach Foreshore Master Plan and noted the following design objectives for drinking fountains:

That the drinking fountains have the following characteristics:

(a) have sufficient flow rate for ease of use;
(b) provide cool drinking water;
(c) located appropriately to both need, and health and safety considerations;
(d) be located and of heights accessible to all users;
(e) be universally accessible
(f) be vandal resistant;
(g) be aesthetically pleasing; and
(h) be considerably greater number than currently exists.

In addition, there are further specific mentions in the scope such as:

(e) incorporate a (free) water bottle fill station.

Implications to Consider

a. Consultation with the Community

Extensive consultation has been undertaken for the Rockingham Beach Foreshore Master Plan. This consultation will be further developed as part of the detailed design work that is currently underway.

b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objectives contained in the Community Plan 2015-2025:
Aspiration B: A Strong Community
Strategic Objective: Services and Facilities - Community facilities and services that accommodate contemporary community expectation and are justified, well used, cost effective and, where appropriate, multi-functional.

Aspiration C: Sustainable Environment
Strategic Objective: 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.

d. Policy
Nil

e. Financial
Nil. The installation and operation of the water refill stations are to be cost neutral.

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
Extensive research into world’s best practice public space chilled water dispensers has been undertaken, including a review of machine examples, capital costs and year in year out expenditure estimations. The research included the following manufacturer brands and models:

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Model</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blupura / Eau de Vie</td>
<td>City 1.0</td>
<td><img src="image.jpg" alt="Image" /></td>
</tr>
<tr>
<td>Halsey Taylor USA</td>
<td>All In One, Halsey Taylor HydroBoost VR Chilled Refill Station Fountain HTHBHV R8 HTHBHV R</td>
<td><img src="image.jpg" alt="Image" /></td>
</tr>
<tr>
<td>Manufacturer</td>
<td>Model</td>
<td>Image</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Urban Fountains &amp; Furniture</td>
<td>CF200 Chiller Fountain</td>
<td><img src="image1.jpg" alt="Image" /></td>
</tr>
<tr>
<td>Urban Fountains &amp; Furniture</td>
<td>Apollo 280 Drinking Fountain</td>
<td><img src="image2.jpg" alt="Image" /></td>
</tr>
<tr>
<td>Meet PAT</td>
<td>All-in-one fountain &amp; refill station</td>
<td><img src="image3.jpg" alt="Image" /></td>
</tr>
<tr>
<td>Aquabubbler</td>
<td>Universal ABUA13 / AB2UA14</td>
<td><img src="image4.jpg" alt="Image" /></td>
</tr>
<tr>
<td>Proacqua</td>
<td>ProAcqua water machine - Water Refill Stations (WRS)</td>
<td><img src="image5.jpg" alt="Image" /></td>
</tr>
<tr>
<td>Aquafil</td>
<td>Type C</td>
<td><img src="image6.jpg" alt="Image" /></td>
</tr>
<tr>
<td>Elkay</td>
<td>EZH2O - LK4420BF1L</td>
<td><img src="image7.jpg" alt="Image" /></td>
</tr>
<tr>
<td></td>
<td>EZH2O - LK4420BF1U</td>
<td><img src="image8.jpg" alt="Image" /></td>
</tr>
</tbody>
</table>
The options were assessed according to the following criteria:

(a) satisfy design objectives outlined previously;
(b) provide filtered, chilled water;
(c) offer a cost-neutral proposition for the City;
(d) be simple to implement within existing tenure and competition contexts

Assessment identified one provider able to satisfy all requirements, and three alternatives satisfying most, but not all requirements.
The following table provides an overview of the top four options:

<table>
<thead>
<tr>
<th>Manufacturer &amp; Model</th>
<th>Image</th>
<th>Features</th>
<th>Trial Priority</th>
<th>Terms / Annualised Cost / Cost per Litre Dispensed (CLD)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meet PAT</strong>&lt;br&gt; All-in-one fountain &amp; refill station</td>
<td><img src="image1.png" alt="Image" /></td>
<td>Chilled, filtered: Y&lt;br&gt;Drinking fountain: Y&lt;br&gt;WRS: Y&lt;br&gt;Consumer pays / free: Free&lt;br&gt;Outdoor: Under eave&lt;br&gt;Vandal-proof: Y&lt;br&gt;Disabled access: Y</td>
<td>1 (Preferred)</td>
<td>- Unit purchased outright OR contract with negotiable terms&lt;br&gt;- Cost-neutral arrangement available&lt;br&gt;- Annualised cost ~ $0 - $5,130&lt;br&gt;- CLD ~ $0 - $0.15</td>
</tr>
<tr>
<td><strong>Aquafil</strong>&lt;br&gt; Type C</td>
<td><img src="image2.png" alt="Image" /></td>
<td>Chilled, filtered: Filtered only&lt;br&gt;Drinking fountain: Y&lt;br&gt;WRS: Y&lt;br&gt;Consumer pays / free: Free&lt;br&gt;Outdoor: Y&lt;br&gt;Vandal-proof: Y&lt;br&gt;Disabled access: Y</td>
<td>2</td>
<td>- Unit purchased outright OR supplied free to waterwise councils by Water Corporation&lt;br&gt;- Annualised cost ~ $3,525 - $4,055&lt;br&gt;- CLD ~ $0.14 - $0.16</td>
</tr>
<tr>
<td><strong>Urban Fountains &amp; Furniture</strong>&lt;br&gt; CF200 Chiller Fountain</td>
<td><img src="image3.png" alt="Image" /></td>
<td>Chilled, filtered: Y&lt;br&gt;Drinking fountain: Y&lt;br&gt;WRS: Y&lt;br&gt;Consumer pays / free: Free&lt;br&gt;Outdoor: Y&lt;br&gt;Vandal-proof: Y&lt;br&gt;Disabled access: N</td>
<td>3</td>
<td>- Unit purchased outright&lt;br&gt;- Annualised cost ~ $4,560&lt;br&gt;- CLD ~ $0.11</td>
</tr>
<tr>
<td><strong>ProAcqua</strong>&lt;br&gt; Water Refill Stations (WRS)</td>
<td><img src="image4.png" alt="Image" /></td>
<td>Chilled, filtered: Y&lt;br&gt;Drinking fountain: N&lt;br&gt;WRS: Y&lt;br&gt;Consumer pays / free: Paid&lt;br&gt;Outdoor: Y&lt;br&gt;Vandal-proof: Y&lt;br&gt;Disabled access: Y</td>
<td>4</td>
<td>- Privately owned, commercial arrangement&lt;br&gt;- CoR pays 50% installation cost = $1,500&lt;br&gt;- CoR commits to purchasing 1,000 x $3 smart cards</td>
</tr>
</tbody>
</table>
Site recommendations

Potential sites were assessed according to the following criteria:

(a) high pedestrian foot traffic and offering disabled access;
(b) high visibility;
(c) offering appropriate opportunities for surveillance;
(d) ready access to water, power and drainage;
(e) attractive to provider on the basis of advertising revenue potential;
(f) sympathetic to hygiene considerations (i.e. not right next to public toilets)

Using these criteria, the following sites are recommended as priorities for further negotiation with the provider:

(1) Churchill Park on the Foreshore
(2) adjacent to the Baldivis Library
(3) Railway Tce / Kent St
(4) Weld St Walk
(5) Flinders Lane Precinct

Competition with local retailers

The provision of a private, commercially operated water dispensing station that is promoted by the City may have some competition implications, given that existing businesses within the City derive some revenue from the sale of bottled water.

The provision of chilled, filtered water as a free service may impact bottled water sales within the City, but, as it is a compelling proposition targeted at the greater good of residents and visitors, it is unlikely to be perceived as a significant concern.

Tenure

A private, commercially operated water dispensing station may require a leasing arrangement or special permission from the Department of Lands. The City’s preference will be for a solution that is simple to implement within tenure constraints.

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVES the installation of Meet PAT water dispensers in Churchill Park on the Foreshore and adjacent to the Mary Davies Library, subject to cost neutrality and satisfaction of land tenure matters.

Committee Recommendation

Moved Cr Stewart, seconded Cr Smith:

That Council APPROVES the installation of Meet PAT water dispensers in Churchill Park on the Foreshore and adjacent to the Mary Davies Library, subject to cost neutrality and satisfaction of land tenure matters.

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>
Community Development

Library and Information Services

Reference No & Subject: CD-031/16
File No: CSV/3323
Proponent/s: Ms Alison Oliver, Manager Library Services
Author:
Other Contributors:
Date of Committee Meeting: 18 October 2016
Previously before Council: 
Disclosure of Interest:
Nature of Council’s Role in this Matter: Executive

Site: 
Lot Area: 
Attachments: Draft Library and Information Services Strategy 2017 - 2021
Maps/Diagrams: 

Purpose of Report
To seek Council’s endorsement of the draft Library and Information Services Strategy 2017 – 2021 for the purpose of public comment.

Background
Building a strong community is one of the identified aspirations in the City of Rockingham’s Strategic Community Plan. Libraries play a role in building strong communities. They don’t just provide community spaces, they create and foster a sense of community by allowing people to come together at the library and online; to join a book club; bring their children to a storytelling session or craft activity; or participate in a monthly computer class.

The actions identified in the previously adopted Library and Information Services Strategy 2012 – 2014 have been completed and a new strategy is required to ensure the City’s libraries continue to provide appropriate services and facilities for the community.
Planning for the new draft strategy commenced in 2014 following initial consultation with library staff, and research completed by Manager Library Services, with four key elements being identified. Further input was obtained through engagement with Councillors and public consultation which has led to further refinement of the key elements and the development of specific implementation actions to guide the strategic development of the Library Service for the next five years.

**Details**

The changing nature of libraries makes this an exciting time for their future. Where libraries have focussed on process in the past the time is right to adapt and change the services and structures and focus on a more outcomes based measure of success. The old definition of a library being ‘a room to house books and other items for loan’ is no longer relevant and therefore we need to look for new ways to identify the value of the library service.

The strategic direction of the Library and Information Services Strategy 2017 – 2021 is to move the City’s Libraries into flexible, innovative, creative and inclusive spaces which reinforce the concept of Rockingham as a Learning Community. The actions in this strategy will support this by revitalising existing library buildings, creating new and innovative ways to provide library services and streamlining services in order to focus on the customer and community.

Usage of the City’s libraries continues to grow, currently 35% of the Rockingham community is a member of the library service and in the 2015/2016 financial year the service facilitated over one million circulation transactions, 365,453 physical library visits, 69,693 computer bookings and 26,631 attendances at library events.

The draft Library and Information Services Strategy identifies four key elements which will set the strategic direction of the Library and Information Service for the next five years. These key elements have been identified through feedback received from both the Executive and Councillors following provision of a discussion paper, library staff, community consultation, and by researching library services and strategies on an international, national and state level.

The key elements are as follows:
- Key Element 1: Resources
- Key Element 2: New and Emerging Technology
- Key Element 3: Services
- Key Element 4: Infrastructure

**Implications to Consider**

- **Consultation with the Community**
  Consultation with the community was through an online survey and small focus groups at each branch library. A total of 994 surveys were completed and 12 people attended the focus group sessions.

  Consultation also took place with all library staff in the form of branch planning sessions.

- **Consultation with Government Agencies**
  Nil

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

  **Aspiration B:** Strong Community

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

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

e. **Financial**

The costs associated with implementing the actions outlined in the Draft Library and Information Services Strategy 2017-2021 will be met through relevant operational budgets, if the final strategy is adopted in the coming months. Renovations to Safety Bay Library will be incorporated into future Business Plan reviews with priorities considered along with all other City projects.

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 Draft Library and Information Services Strategy 2017 – 2021 has been developed to guide the strategic development of the City’s libraries over the next five years in order to achieve the objective to become flexible, creative, innovative and inclusive places that support the concept of Rockingham as a Learning Community.

The next step in the process is for Council to consider the draft strategy for endorsement to facilitate it going out for the purpose of public comment.

Public comment will be sought for a period of 28 days through the City’s website, advertising in local newspapers and making the document available in the City’s Libraries and Administration building. Relevant comments will then be analysed for incorporation into the final Library and Information Services Strategy 2107 – 2021 for presentation to Council for adoption in the coming months.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **ENDORSES** the draft *Library and Information Services Strategy 2017 – 2021* for the purpose of public comment.

**Committee Recommendation**

Moved Cr Stewart, seconded Cr Liley:

That Council **ENDORSES** the draft *Library and Information Services Strategy 2017 – 2021* for the purpose of public comment.

Committee Voting – 4/0
<table>
<thead>
<tr>
<th>The Committee’s Reason for Varying the Officer’s Recommendation</th>
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<tbody>
<tr>
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</table>
## Community Development
### Community Infrastructure Planning

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-032/16 Community Infrastructure Plan Review 2016-2026</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CSV/1931-02</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr Gary Rogers, Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Michael Holland, Director Community Development</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>18 October 2016</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td></td>
</tr>
</tbody>
</table>

### Site:
- Lot Area:
- Attachments: Community Infrastructure Plan 2016-2026
- Maps/Diagrams:

## Purpose of Report

To seek Council’s adoption of the City of Rockingham Community Infrastructure Plan (CIP) 2016-2026.

## Background

Council’s Strategic Development Framework Policy provides the overarching process for the review and adoption of the Community Infrastructure Plan (CIP). This policy includes the timing, specific actions and content required for the annual adoption of the Community Infrastructure Plan.

The policy requires that the Community Infrastructure Plan be subject to a full annual review; be presented to the September Councillor Engagement Session, and be submitted to Council for adoption at the October 2016 Council meeting.

## Details

The City continues to experience rapid urban development, resulting in significant population growth and change. This growth represents a significant challenge for the City in meeting the subsequent service delivery requirements the community has, in particular the increasing expectations the community has for new and upgraded infrastructure.
The City of Rockingham Community Infrastructure Plan 2016-2026 has been prepared and reviewed as a required component of the strategic framework, including information necessary for the application of the City’s Development Contribution Plan. The purpose of the Community Infrastructure Plan is to:

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

While community infrastructure planning principles and provision guidelines are the primary measure to determine which projects are required, the implementation plan to deliver these projects is guided by both the financial capacity of the City’s Business Plan to be able to reasonably deliver the infrastructure, and specific project dependencies.

The City has a finite amount of land and financial resources, and cannot deliver all community infrastructure immediately. Thus the Community Infrastructure Plan is used as a tool to transfer information to the Business Plan, as a prioritised approach rationalised by both needs assessment and the application of community infrastructure planning principles.

A number of factors require the regular update of the Community Infrastructure Plan to ensure that the City is in a position to deliver a reasonable level of community infrastructure in appropriate locations to service the relevant population catchments.

The purpose of the annual review of the Community Infrastructure Plan is to enable it to be adaptive and reflect current changes in community needs and trends, as well as specific project circumstances. The reviewed plan provides ongoing commentary on the development progress of major community infrastructure projects to be delivered over the next 10 to 20 years. This is intended to ensure the Plan reflects the ongoing rigour applied to the planning process, which also assists in significantly reducing the issue of rapid escalation in project scope and cost impacting on the City’s capacity to deliver the projects within the Business Plan.

### Implications to Consider

**a. Consultation with the Community**

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

Consultation with land developers will occur from Structure Planning stage through to detailed planning and design development processes for each specific community facility, especially when identified on a Section 152 Public Open Space Reserve.

**b. Consultation with Government Agencies**

While the Community Infrastructure Plan 2016-2026 has not been subject to broad consultation with government agencies it should be noted that many individual projects are, or will be, the subject of consultation during the detailed planning and design development processes for each specific community facility.

This consultation with key government agencies may include a range of agencies including Department of Planning, Department of Lands, Department of Water and Department of Education. These agencies may be consulted with reference to land acquisition, transfer or excision, management orders, water licences, planning referrals, shared use agreements with schools, and other enquiries.

Consultation with other agencies such as Department of Sport and Recreation and Lotterywest will also occur with reference to planning and funding of relevant projects.
c. Strategic Community Plan

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

Aspiration B: Strong Community

Strategic Objective: Mobility and Inclusion: Community services, programs and infrastructure that effectively cater for all residents including seniors, youth and vulnerable populations. Services and Facilities: Community facilities and services that accommodate contemporary community expectation and are justified, well used, cost effective and, where appropriate, multi-functional.

Aspiration C: Quality Leadership

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

Aspiration D: Sustainable Environment

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

d. Policy

Strategic Development Framework Policy 2015 outlines the detail and timing of the annual Community Infrastructure Plan review.

The Sports Facility Provision Policy 2015 provides guidelines (size and scale) for the future creation and redevelopment of existing sporting facilities by ensuring a consistent and equitable approach based upon relevant National and State Sporting Association preferred facility guidelines.

As per the Strategic Development Framework Policy, all new items with a capital cost of more than $2 million, or existing items with a variation of either $2 million or 20% (whichever is lesser) shall be submitted to Council for consideration after being presented at a Councillor Engagement Session. Council will consider the impact the variation might have on the City’s overall financial capacity and determine the future form and status of the project.

e. Financial

The CIP 2016 – 2026 provides financial data for the City Business Plan. The capital expenditure implications associated with the projects within this CIP amount to a total of $166,239,000. The project costs within the CIP have been escalated to the year of construction as per the Building Cost Index.

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

The facility concept plans and capital cost estimates included within the CIP remain subject to ongoing review. These concept plans are prepared by a qualified architect, and are used by a qualified independent quantity surveyor to develop the certified capital cost estimates.
f. Legal and Statutory

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

g. Risk

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

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

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

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

Project budgets are prepared using current information and are subject to change based on further project development, which could include changes in scope, timing and the associated economic markets. In order to mitigate this risk the project information identified within the CIP is reviewed annually, and cost estimates updated by an independent accredited quantity surveyor, cost escalated to the year of construction commencement in line with the Building Cost Index (BCI).

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

Comments

The annual review of the CIP enables the forward planning of community infrastructure projects to be adaptive to community needs and trends, and take into account any changing circumstances to specific projects. It also ensures the ongoing alignment of the CIP with the City’s Business Plan and Development Contributions Plan.

The CIP lists all major community infrastructure projects planned for the next 10 – 20 years. This community infrastructure plays a vital role in the health and social well-being of the City’s residents. The planning and prioritisation of the projects listed takes into consideration both overall financial and land availability considerations, as well as project-specific dependencies.

The revised Community Infrastructure Plan 2016 – 2026 has been developed to ensure that the document demonstrates;

• The application of community infrastructure planning principles to ensure that the outcomes align with the Community Infrastructure Plan principles of community amenity, urban development, financial management, and asset sustainability; and
• The justification of each listed project, backed by evidence-based research.

The CIP 2016 – 2026 review provides an update on all projects previously listed in the 2015 Community Infrastructure Plan, including those for which design or construction work has commenced or been completed. The review also enables additional projects to be included within the CIP.

Other key actions of the review included;

• Amendments to the scope of various projects
• Review of the need, scope and costing of each project
• The identification, justification, scope and cost of all projects that may be subject to future amendments to the City’s Town Planning Scheme in order to be included within the Development Contribution Scheme.
• Amendment to the format of the CIP to enhance the readability of the document
Voting Requirements

Simple Majority

**Officer Recommendation**

That Council *ADOPTS* the City of Rockingham Community Infrastructure Plan 2016 – 2026.

**Committee Recommendation**

Moved Cr Liley, seconded Cr Downham:

That Council *ADOPTS* the City of Rockingham Community Infrastructure Plan 2016 – 2026.

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 seek Council approval of Barri Barri Park as the preferred site of the future Baldivis Enclosed Dog Park (EDP) for the purpose of community consultation.

Background

The City’s first EDP at Bayview Reserve, Rockingham is due to be open in late 2016 servicing the Rockingham community and surrounds.

The Enclosed Off-Leash Dog Exercise Area – Needs and Feasibility Study – July 2015 noted that it is evident there is a need and associated benefits for a number of EDPs within the City of Rockingham.

An EDP will provide benefits to both people and dogs, including;

- Promoting acceptable behaviour from dogs through socialisation with other dogs;
- Promoting interactions between owners of dogs from all walks of life; and
- Providing a safe place for the elderly and people with disability to exercise their dog safely.
The Enclosed Off-Leash Dog Exercise Area – Needs and Feasibility Study – July 2015 endorsed by Council on 25 August 2015 recommended that “the City’s future planning investigate the provision of an EOLDEA in Baldivis, and the Central and the Southern Suburbs and it be delivered as early as practicable”.

The large registered dog population in the suburb of Baldivis (4,139 of the 18,905 City’s registered dog population as at 8 September 2016), supported the development of the City’s second EDP in the suburb of Baldivis to service the local community.

Due to this, the City has commenced the site selection process for the City’s second EDP.

## Details

Officers from the City’s Community Infrastructure Planning team completed desktop analysis on the 116 reserves in the suburb of Baldivis. Officers managed to reduce this list and identified 19 potential reserves for the future Baldivis EDP.

A project team including the following officers was formed to complete further desktop analysis of the 19 potential sites:

- Manager Community Infrastructure Planning;
- Manager Parks Services;
- Coordinator Ranger Services; and
- Community Infrastructure Planning Officer.

The project team narrowed the list of 19 reserves down to the six most appropriate sites based on criteria which included; size, zoning of the site for dog exercise, parking, accessibility by road and foot, and the topography. The project team completed site visits of the six sites to determine their suitability for an enclosed dog park.

Following the site visits, City Officers determined that of the six sites, only four would be suitable locations for the Baldivis EDP (refer to the below map for their locations). These four sites were:

- Barri Barri Park (1);
- Zedora Reserve (2);
- Wise Meander Reserve (3); and
- Clyde/Vernon Gough Reserve (4).

1. Map of four suitable Baldivis EDP locations
Officers completed a site selection matrix which assessed each of the above sites on their:
- Passive surveillance;
- Accessibility;
- Location;
- Infrastructure;
- Site specifics; and
- Sustainability.

Following the site selection process, it was determined that Barri Barri Park was the most suitable location for the Baldivis EDP for the following reasons:
- It is located in a central and easily accessible location for the community;
- It has good passive surveillance from Baldivis Road and Acrasia Road;
- There are multiple access options including walking, or private vehicle;
- The inclusion of roadside parking is feasible along Acrasia Road;
- It is located close to other activity synergies, including sporting equipment, a playground, and an extensive pathway network; and
- The site can accommodate a variety of design options.

2. Map of Barri Barri Park, Baldivis with indicative location of the EDP (highlighted in yellow).

**Implications to Consider**

a. **Consultation with the Community**

   The Community Infrastructure Planning team conducted consultation with the Rockingham community at various stages during the development of the needs and feasibility study and the Rockingham EDP.
Consultation was conducted:

- Through the initial survey in 2014 which was advertised on Facebook and through the City’s website;
- In June 2015 on the draft Enclosed Off-Leash Dog Exercise Area – Needs and Feasibility Study; and
- In February 2016 on the draft concept of the Rockingham EDP.

Ongoing community requests for a Baldivis EDP were received throughout the consultation completed during the planning and design of the Rockingham EDP.

If Council approves Barri Barri Park as the preferred site for the Baldivis EDP, a community consultation period will follow to determine the community’s satisfaction with the site. The consultation period will also obtain community input on potential infrastructure to be included within the space.

b. Consultation with Government Agencies

The City’s Statutory Planning team has been liaising with the Department of Lands through the developer’s representative on the Public Open Space vesting.

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:** 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

Not Applicable

e. Financial

There are no financial implications in respect to undertaking the community consultation regarding the proposed location for the EDP.

The estimated costs associated with the development of the future Baldivis EDP is $165,000. Additional car parking along Acrasia Road to support the development of the Baldivis EDP is estimated at $50,000. These amounts have been included within the Community Infrastructure Plan 2016-2026 for inclusion within the City’s Business Plan for implementation in 2017/2018.

f. Legal and Statutory

The land transfer to the crown for public open space (POS) has been delayed due to the surrender and replacement of pipeline easements. Recently the Department of Lands has agreed to allow the POS to vest inclusive of the pipeline easements carrying forward. The POS could be vested within the next month, subject to clarification on some outstanding matters with the pipeline easements.
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

Community facilities play a vital role in providing spaces for both active and passive recreation. These areas are valued by communities for their recreational and social opportunities. EDP’s encourage the community to participate in recreation and socialisation.

The City has a large registered dog population, and only one newly designed and constructed enclosed area at Bayview Reserve, Rockingham set aside for dog exercise. All of the 126 allocated off-leash dog exercise areas are shared with other community members and groups including, sporting clubs, beach goers, fitness groups, and the general community. The provision of EDP’s will result in a number of benefits for the Rockingham community and surrounds, specifically; an increase in responsible dog ownership, an increase in physical activity, an increase in community socialisation and an increase in greater dog socialisation.

The extensive site selection process completed by City officers has ensured that the most appropriate site has been selected for the Baldivis EDP. Barri Barri Park has been determined the most appropriate site due to the previously stated reasons.

To ensure the community is involved in the development of this significant community space, it is important that community consultation is undertaken on the selected potential park infrastructure and the preferred location of the Baldivis EDP.

An update was received in late September 2016 that the replacement easement documents are currently being prepared by the Department of Lands, and reviewed by the relevant parties before the transfer of the reserve to the City can occur.

Following the outcome of the proposed consultation process, a further report will be presented to Council early in 2017 providing details of the consultation feedback on the proposed site and park infrastructure.

This report will also provide an update on the progress in respect to the transfer of the subject land to the crown, and subsequently to the City.

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVES Barri Barri Park, Baldivis as the preferred site of the Baldivis Enclosed Dog Park for the purpose of community consultation.

Committee Recommendation

Moved Cr Downham, seconded Cr Smith:

That Council APPROVES Barri Barri Park, Baldivis as the preferred site of the Baldivis Enclosed Dog Park for the purpose of community consultation.

Committee Voting – 4/0
<table>
<thead>
<tr>
<th><strong>The Committee's Reason for Varying the Officer's Recommendation</strong></th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Implications of the Changes to the Officer’s Recommendation</strong></td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
## Community Development
### Community Capacity Building

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-034/16 Recommendation from the Community Grants Program Committee Meeting held on 15 September 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GRS/48-02</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Andrea Clark, Community Development Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Ms Julie McDonald, Coordinator Community Capacity Building</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>18 October 2016</td>
</tr>
</tbody>
</table>
| Disclosure of Interest: | Mayor Barry Sammels declared an Impartiality Interest in Item CD-034/16 Recommendations from the Community Grants Committee Meeting held on 15 September 2016 (Item 8.1 Community Grants Program applications Round two) as detailed in Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) regulations 2007, as he is a Life Member of the Rockingham Kwinana Chamber of Commerce Inc.  
Cr Justin Smith declared an Impartiality Interest in Item CD-034/16 Recommendations from the Community Grants Committee Meeting held on 15 September 2016 (Item 8.1 Community Grants Program applications Round two) as detailed in Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) regulations 2007, as he is a Life Member of the Rockingham Kwinana Chamber of Commerce.  
Cr Chris Elliott declared an Impartiality Interest in Item CD-034/16 Recommendations from the Community Grants Committee Meeting held on 15 September 2016 (Item 8.1 Community Grants Program applications Round two) as detailed in Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) regulations 2007, as he is Patron of the Rockingham Shed for Men Inc.  
Executive  
Minutes of the Community Grants Program Committee Meeting held on 15 September 2016 |
| Nature of Council’s Role in this Matter: | Executive                                                                                         |
| Attachments:            | Minutes of the Community Grants Program Committee Meeting held on 15 September 2016                |
| Maps/Diagrams:         |                                                                                                    |

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### Purpose of Report

For Council to approve the recommendations from the Community Grants Program Committee as listed.
Recommendation to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1
Approvals of the Community Grants Program Round two, Major Event Sponsorship, Major Grants and Infrastructure Planning and Development Grants

That Council:

1. **APPROVES** the allocation of funds for Major Event Sponsorship, Major Grants and Infrastructure Planning and Development Grants under the 2016/2017 Community Grants Program Round two, subject to listed additional conditions:

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Additional Grant Conditions:
- Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.
- Encourage your guests, participants and committee members to promote Rockingham on their social media channel and include the following tags:
  - Facebook: #RediscoverRockingham #myRockingham
  - Instagram: #myRockingham
  - Twitter: @RockinghamCity #myRockingham
- Permit the City to obtain footage from the 2017 Australian National Water Ski Championship event for the purpose of promoting Rockingham.

Baldivis Primary School Parent and Citizen Association Inc.  
Baldivis Country Fair 40th Anniversary

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- The cost of cultural performers (African drummers, singers and dancers, African jazz and traditional bands, and Aboriginal dance troupe) to be discharged through grant funds before funds are utilised for any other performance component.
- Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.
- Your organisation is to provide Naming Rights to City of Rockingham for the event.
- Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.
- Your organisation is only to contribute a maximum payment of $500 per not-for-profit organisations. This payment to not-for-profit organisations is to conduct an interactive activity (entertainment) during the Grand Reopening Weekend Festival.
## Major Grants

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**Additional Grant Conditions:**
- Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at a launch or other appropriate event.
- The funds are utilised for promotional items for use only in Rockingham.

**Rockingham Special Families as auspiced by Developmental Disability Council of WA Inc.**

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<td>8,300</td>
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**MAJOR GRANTS TOTAL**: $112,163.80 $112,163.80 $112,163.80

## Infrastructure Planning and Development Grants

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**INFRASTRUCTURE PLANNING AND DEVELOPMENT GRANTS TOTAL**: $66,068.48 $66,068.48 $66,068.48
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- Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.
- Encourage your celebrity guests, participants and committee members to promote Rockingham on their social media and include the following tags:
  - Facebook: #RediscoverRockingham #myRockingham
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- Permit the City to obtain footage from the Rockingham Beach Cup event for the purpose of promoting Rockingham.

**MAJOR GRANTS TOTAL inc.**

| Rotary Club of Palm Beach | $132,163.80 | $122,163.80 | $132,163.80 |

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

That Council:

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**INFRASTRUCTURE PLANNING AND DEVELOPMENT GRANTS TOTAL**

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- $66,068.48

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- Permit the City to obtain footage from the Rockingham Beach Cup event for the purpose of promoting Rockingham.

**MAJOR GRANTS TOTAL**

- Rotary Club of Palm Beach
  - $132,163.80
  - $122,163.80

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

Officers cannot support the Advisory Committee Recommendation as the recommendation breaches the Community Grants Program Council Policy adopted May 2015.

The CGP Policy states:

*Major Grants up to $10,000*

A grant of between $3,001 and $10,000 is available to incorporated associations to assist with the delivery of programs and events that deliver outcomes and benefits to identified target areas.

Major grants are to be considered by the Community Grants Committee and a formal grant acquittal process is required.
Major Events Sponsorship

Sponsorship of up to $20,000 per annum for up to 3 years is available to incorporated associations to assist with the delivery of events that deliver significant benefits to identified target areas. All applicants must demonstrate significant volunteer involvement and identify the City as a major sponsor.

**Economic Development Events:** Past evidence of a successful event in the previous calendar years that has made a significant contribution to the aims and objectives of the City's Economic Development Strategy.

**Community Development Events:** Past evidence of the delivery of a successful event in the previous calendar year (or years) that attracted at least 8000 people and was conducted in a strategic location that serviced a discrete geographical area. Applicants must demonstrate a legitimate and long standing association with that discrete area.

Major Events Sponsorship Grants are to be considered by the Community Grants Committee and a formal grant acquittal process is required.*

**The Rotary Club of Palm Beach Western Australia Inc. - Rockingham Beach Cup**

The application was originally submitted as a Major Event Sponsorship Grant requesting $20,000, but did not meet the eligibility criteria (of past evidence of successful event). The Club resubmitted their application as a Major Grant requesting funding of $20,000 towards the event, however, the Major Grants only allow for funding up to $10,000. It is in accordance with the Community Grants Program (CGP) Policy that the officer recommendation differs from the Committee recommendation.

**Background**

Applications for Round two of the CGP closed 5 August 2016. A total of sixteen applications were received in round two of the CGP, however one application was withdrawn as funding was available through the CGP Leased/Licenced Property Grants: Maintenance. Thus fifteen applications were assessed.

- Major Event Sponsorship – two applications
- Major Grants – ten applications
- Infrastructure Planning and Development Grants – three applications

All fifteen applications were recommended by the CGP Committee.

**Implications to Consider**

a. **Strategic**

**Community Plan**

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

**Aspiration A:** A Tourism Lifestyle

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

**Aspiration B:** Strong Community

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

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

c. **Financial**

If Council approves the CGP Committee recommendation, funds will be used from the 2016/2017 Community Grants Program budget and Infrastructure Planning and Development Grants budget.

d. **Legal and Statutory**

Nil

e. **Voting Requirements**

Simple Majority

f. **Risk**

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

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

Nil

---

**Committee Recommendation**

Moved Cr Downham, seconded Cr Smith:

That Council **APPROVES** the allocation of funds for Major Event Sponsorship, Major Grants and Infrastructure Planning and Development Grants under the 2016/2017 Community Grants Program Round two, subject to listed additional conditions:

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- Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.
- Encourage your guests, participants and committee members to promote Rockingham on their social media channel and include the following tags:
  - Facebook: #RediscoverRockingham #myRockingham
  - Instagram: #myRockingham
  - Twitter: @RockinghamCity #myRockingham
- Permit the City to obtain footage from the 2017 Australian National Water Ski Championship event for the purpose of promoting Rockingham.
## Major Event Sponsorships

<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount Requested ($</th>
<th>Officer Recommendation ($</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldivis Primary School Parent and Citizen Association Inc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baldivis Country Fair 40th Anniversary</td>
<td>19,673</td>
<td>19,673</td>
<td>19,673</td>
</tr>
<tr>
<td></td>
<td>year one 2016</td>
<td>year one 2016</td>
<td>year one 2016</td>
</tr>
<tr>
<td></td>
<td>16,000</td>
<td>16,000</td>
<td>16,000</td>
</tr>
<tr>
<td></td>
<td>year two 2017</td>
<td>year two 2017</td>
<td>year two 2017</td>
</tr>
<tr>
<td></td>
<td>13,000</td>
<td>13,000</td>
<td>13,000</td>
</tr>
<tr>
<td></td>
<td>year three 2018</td>
<td>year three 2018</td>
<td>year three 2018</td>
</tr>
</tbody>
</table>

**Additional Grant Condition:**
- Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the event.

## Major Grants

<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount Requested ($</th>
<th>Officer Recommendation ($</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCO Agencies Pty Ltd as auspiced by Rockingham Kwinana Chamber of Commerce Inc.</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Out of Africa Festival</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Grant Conditions:**
- The cost of cultural performers (African drummers, singers and dancers, African jazz and traditional bands, and Aboriginal dance troupe) to be discharged through grant funds before funds are utilised for any other performance component.
- Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount Requested ($</th>
<th>Officer Recommendation ($</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TriEvents, Bluegum Holdings Pty Ltd as auspiced by Triathlon WA Inc.</td>
<td>6,500</td>
<td>6,500</td>
<td>6,500</td>
</tr>
<tr>
<td>City of Rockingham Triathlon Race Four of the SunSmart Triathlon Series</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Grant Conditions:**
- Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.
- Your organisation is to provide Naming Rights to City of Rockingham for the event.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount Requested ($</th>
<th>Officer Recommendation ($</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming WA</td>
<td>9,000</td>
<td>9,000</td>
<td>9,000</td>
</tr>
<tr>
<td>Open Water Swimming Series - Rockingham</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Grant Condition:**
- Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.
- Your organisation is to provide Naming Rights to City of Rockingham for the event or for a specific element of the event (e.g. 5km race).

<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount Requested ($</th>
<th>Officer Recommendation ($</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand Up Paddle WA Inc.</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>The King of the Cut</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Major Grants

<table>
<thead>
<tr>
<th>Major Grants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rockingham City and Districts Softball Association Inc. 2017 Masters Carnival</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
</tbody>
</table>

**Additional Grant Conditions:**
- Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.

| Rockingham Regional Environment Centre Inc. Grand Re-opening Festival Weekend | 8,250.40             | 8,250.40                    | 8,250.40                               |

**Additional Grant Condition:**
- Your organisation is only to contribute a maximum payment of $500 per not-for-profit organisations. This payment to not-for-profit organisations is to conduct an interactive activity (entertainment) during the Grand Reopening Weekend Festival.

<table>
<thead>
<tr>
<th>The Salvation Army (Western Australia) Property Trust – Rockingham Community Outreach</th>
<th>10,000</th>
<th>10,000</th>
<th>10,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southern Communities Advocacy Legal Education Service Older People’s Peer Education Scheme (Elder Abuse)</td>
<td>5,440.40</td>
<td>5,440.40</td>
<td>5,440.40</td>
</tr>
</tbody>
</table>

**Additional Grant Conditions:**
- Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at a launch or other appropriate event.
- The funds are utilised for promotional items for use only in Rockingham.

| Rockingham Special Families as auspiced by Developmental Disability Council of WA Inc. Up and Away | 8,300               | 8,300                      | 8,300                                 |

**MAJOR GRANTS TOTAL**

<table>
<thead>
<tr>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$112,163.80</td>
<td>$112,163.80</td>
<td>$112,163.80</td>
</tr>
</tbody>
</table>

## Infrastructure Planning and Development Grants

<table>
<thead>
<tr>
<th>Infrastructure Planning and Development Grants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rockingham Volunteer Sea Rescue Group Inc. Extension to Sea Rescue Radio Room</td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
</tr>
</tbody>
</table>

**Additional Grant Condition:**
- Lessor consent required by Rockingham Navy Club for alterations to their premises.
Infrastructure Planning and Development Grants

<table>
<thead>
<tr>
<th></th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rockingham Community Shed for Men Inc. Ducted Dust Extraction System</td>
<td>6,068.48</td>
<td>6,068.48</td>
<td>6,068.48</td>
</tr>
<tr>
<td>Safety Bay Tennis Club Inc. Court Resurfacing and Tennis Post Replacement</td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
</tr>
</tbody>
</table>

**INFRASTRUCTURE PLANNING AND DEVELOPMENT GRANTS TOTAL**

|                          | $66,068.48 | $66,068.48 | $66,068.48 |

Committee Voting – 4/0

Moved Cr Smith, seconded Cr Downham:

That Council APPROVES the allocation of funds for the Major Grant under the 2016/2017 Community Grants Program Round two, subject to listed additional conditions:

**Major Grants**

<table>
<thead>
<tr>
<th>Major Grants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Rotary Club of Palm Beach Western Australia Inc. Rockingham Beach Cup</td>
<td>20,000</td>
<td>10,000</td>
<td>20,000</td>
</tr>
</tbody>
</table>

**Additional Grant Conditions:**

- Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.
- Encourage your celebrity guests, participants and committee members to promote Rockingham on their social media and include the following tags:
  - Facebook: #RediscoverRockingham #myRockingham
  - Instagram: #myRockingham
  - Twitter: @RockinghamCity #myRockingham
- Permit the City to obtain footage from the Rockingham Beach Cup event for the purpose of promoting Rockingham.

**MAJOR GRANTS TOTAL inc. Rotary Club of Palm Beach**

|                          | $132,163.80 | $122,163.80 | $132,163.80 |

Committee Voting – 4/0
### The Committee’s Reason for Varying the Officer’s Recommendation

Although the Advisory Committee Recommendation breaches the Community Grants Program Council Policy the Committee accepted the recommendation to provide the Rotary Club of Palm Beach Western Australia Inc. funding of $20,000. The Committee believe that this particular event has merit and could be an iconic event for the City.

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

Not Applicable
Purpose of Report


Background

The 2011 Australian Bureau of Statistics indicates Rockingham has 13.4% of the population volunteering which is below the WA average of 16.9%. This is well below the Australian average of 17.8%. Therefore, from a statistical point of view Rockingham needs to increase its rates of volunteering across the City.

The City has never had a dedicated Volunteering Strategy and the development and implementation of a strategy aligns with Aspiration B – A Strong Community in the Community Plan 2015-2025 and supports the 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”.

Details

The draft Volunteering Strategy 2016-2022 was endorsed by Council on 23 August 2016 for a period of public comment. The draft strategy was widely advertised, but no feedback was received. Therefore no significant amendments have been implemented and the following Key Elements remain unchanged:
Key Element 1 Supporting Governance and the Promotion of the Volunteer Sector;
Key Element 2 Linking Prospective Volunteers to Opportunities;
Key Element 3 City of Rockingham Registered Volunteers; and
Key Element 4 Corporate Volunteering.

Implications to Consider

a. Consultation with the Community
Following Council endorsement on 23 August 2016, the draft Volunteering Strategy was made available for public comment for a period of 28 days from 29 August 2016 to 26 September 2016. The following actions were taken to engage the community and other stakeholders during the public comment period:

- Information about the public comment period with instructions, links and an invitation to make a comment was promoted through the ‘Share Your Thoughts’ page on the City’s website from 29 August 2016 to 26 September 2016.
- A notice was published in the Public Notices section of the Sound Telegraph and in the Weekend Courier inviting community members to make a comment.
- Hard copies of the document with instructions on making a comment were available in the City’s Libraries and the main Administration Building from 29 August 2016 to 26 September 2016.
- The draft document was sent via email to peak body, Volunteering WA inviting comment.

b. Consultation with Government Agencies
Nil

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

Aspiration 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 Strategic Development Framework Policy outlines the process for development and Council adoption with the Volunteering Strategy 2016-2022 up to the final strategy stage.

e. Financial
The costs associated with the implementation of the actions outlined in the Volunteering Strategy will be incorporated into relevant Team Plans over the strategy timeframe and met through relevant adopted budgets.

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
Medium Financial Risk: risk that volunteering rates could fall across the life of the strategy. Decreased rates of volunteering could result in a loss or lessening of the availability of community groups and organisations that provide myriad activities within the community. For the City this could have a financial impact through increased funds and staff time spent on professional delivery of community groups, clubs and services that could be delivered by volunteers.

Comments

The finalisation of the Volunteering Strategy 2016-2022 is an important strategic advancement that will aim to increase volunteering rates across the City over the next 5 years.

Strong communities have good stocks of physical, human, social and economic capital. Connecting people to each other, places, spaces and opportunities is vital to this process. Volunteering is a positive way of connecting people that can significantly contribute to the cohesiveness and well-being of communities and of societies as a whole. Volunteering essentially provides opportunities for individuals to connect to each other and their community in order to make a difference to the community through their endeavour.

Voting Requirements

Simple Majority

Officer Recommendation


Committee Recommendation

Moved Cr Smith, seconded Cr Downham:

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**

For Council to adopt the amendment to Closed Circuit Television (CCTV) Policy.

**Background**


**Details**

The existing policy states in relation to release and viewing of footage:

*“Release or Viewing of Recorded Footage and Still Photographs Prohibited

Unless specifically directed under law the release or viewing of recorded footage and still photographs other than to the WA Police is expressly prohibited.”*

Upon review of CCTV operations across the previous 12 months there has been situations identified within City administration operational and maintenance requirements that have shown inclusions are required to the CCTV Policy. There are a number of day to day operational requirements involving security of premises, occupational health and safety and customer service that require identified Officers to view footage, from teams including: Information Technology, the Depot, Customer Services and Waste Services.
In order to ensure CCTV operational requirements are aligned with Council Policy, it is proposed to include and amend the following text as shown in red in the policy -

**Release or Viewing of Recorded Footage and Still Photographs Prohibited**

Unless specifically directed under law or for required maintenance purposes, the release or viewing of recorded footage and still photographs other than to the WA Police, is expressly prohibited for the following surveillance purpose categories -

- Public Area Permanent (Fixed)
- Public Area Portable (Temporary)
- Vehicle-based (Mobile)

**Release or Viewing of Recorded Footage and Still Photographs Permissible**

The Chief Executive Officer may release or view recorded footage and still photographs for operational requirements for the following surveillance purpose categories -

- Buildings and Assets Permanent (Fixed)
- Service/Staff Areas Permanent (Fixed)

The proposed text inclusions and amendments will ensure the City can operate effectively in line with the intent of the Council Policy.

### 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 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; and all within an accountable, legally compliant, transparent and ethical environment.

d. **Policy**

   If Council is supportive of the inclusions and amendments to the Council Policy – Closed Circuit Television (CCTV) it will be updated accordingly.

e. **Financial**

   Nil

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 intent of the inclusions and amendments is to clearly delineate between the public surveillance requirements of the system and operational requirements of the City. This is reflected by the five surveillance purpose categories being aligned with specific release or viewing authorisations under the policy. The inclusions do not affect the public area (fixed and temporary) and vehicle-based (mobile) CCTV footage as this remains strictly prohibited to being released or viewed to anyone apart from the WA Police unless the system requires maintenance by the City. In relation to maintenance an approved City Officer has to view the CCTV cameras at least once per week for alignment and clarity of image to ensure they are working correctly.

The inclusion of the Chief Executive Officer in relation to releasing or viewing footage is only permissible to facilitate operational requirements for the smooth functioning of the City. For example, both the Depot and Miller Road Landfill facility utilise internal CCTV systems for security, occupational health and safety issues and operational requirements.

Voting Requirements

Simple Majority

Officer Recommendation

That Council ADOPTS the amended Council Policy – Closed Circuit Television (CCTV).

Committee Recommendation

Moved Cr Stewart, seconded Cr Smith:
That Council ADOPTS the amended Council Policy – Closed Circuit Television (CCTV) -

Closed Circuit Television (CCTV)

Council Policy Objective

To establish functional categorisation of CCTV and protocols for the management of recorded data.

Council Policy Scope

This policy applies to all CCTV systems owned, managed or controlled by the City of Rockingham for the purpose of surveillance and protection.

Council Policy Statement

Surveillance Purpose

There are five categories of CCTV cameras:

- Public Area Permanent (Fixed)
- Public Area Portable (Temporary)
- Vehicle-based (Mobile)
- Buildings and Assets Permanent (Fixed)
- Service/Staff Areas Permanent (Fixed)
Release or Viewing of Recorded Footage and Still Photographs to WA Police

The release or viewing of recorded footage and still photographs to the WA Police is permitted subject to the terms and conditions contained within the MOU between the City and the WA Police.

Release or Viewing of Recorded Footage and Still Photographs Prohibited

Unless specifically directed under law, or for required maintenance purposes, the release or viewing of recorded footage and still photographs other than to the WA Police, is expressly prohibited for the following three surveillance purpose categories -

- Public Area Permanent (Fixed)
- Public Area Portable (Temporary)
- Vehicle-based (Mobile)

Release or Viewing of Recorded Footage and Still Photographs Permissible

The Chief Executive Officer may release or view recorded footage and still photographs for operational requirements only for the following two surveillance purpose categories -

- Buildings and Assets Permanent (Fixed)
- Service/Staff Areas Permanent (Fixed)

Memorandum of Understanding (MoU)

A Memorandum of Understanding (MoU) between the City of Rockingham and WA Police is to establish the principles, protocols, roles and responsibilities regarding the access to viewing, release and copying of recorded footage and still photographs.

Executive Policy and Procedures

The Chief Executive Officer is to establish Executive Policies and Procedures that would ensure CCTV is operated effectively in line with Statutory Requirements.

Definitions

CCTV System - is a system that compromises of Closed Circuit Television (CCTV) cameras, information stores, connections and applications for storage, retrieval and viewing of information.

Legislation

Nil

Other Relevant Policies/ Key Documents

CCTV Plan 2014-2019

Responsible Division

Community Development

Review Date

May 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
<table>
<thead>
<tr>
<th></th>
<th>Reports of Councillors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nil</td>
</tr>
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<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Addendum Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nil</td>
</tr>
</tbody>
</table>
15. **Motions of which Previous Notice has been given**

Corporate Services

**Corporate Services**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>Notice of Motion – Council to Facilitate Tender Processes Information Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CS-027/16</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Cr Matthew Whitfield</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr John Pearson, Director, Corporate Services</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Andrew Hammond, Chief Executive Officer</td>
</tr>
<tr>
<td></td>
<td>Mr Scott Wildgoose, Strategic Projects Administrator</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>18 October 2016</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>27 September 2016 (GMS- 014/16)</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 provide officer comment and advice on Cr Whitfield’s notice of motion that Council direct the Chief Executive Officer to facilitate an information session that provides local businesses with pertinent information regarding both the City tender processes and the HMAS Stirling redevelopment tender process.

**Background**


Key Recommendation 1 of this strategy states:

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

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

Key Recommendation 7 of this strategy states:

Explore outsourcing opportunities with the Rockingham Kwinana Chamber of Commerce and Business Foundations Inc. based upon normal contractual commercial arrangements for small business support, investment attraction events and other appropriate economic development projects currently being undertaken in-house.

On 24 July 2016 Council approved the engagement of Business Foundations Inc. to deliver the “Rockingham Business Plus Proposal”. This program will provide specific topics for the local business community and includes:

• Networking for Profit
• How to Sell Online
• Customer Service and Merchandising
• How to Hire and How to Fire
• Mastering Mobile Business
• Social Media 101
• Understanding your Financials
• Business Planning Basics.

The report to Council also stated that there is potential for other topics to be added, including tendering, exporting and general management.

**Details**

Cr Whitfield has moved the following motion:

That Council **DIRECT** the Chief Executive Officer to facilitate an information session that provides local businesses with pertinent information regarding both the City tender processes and the HMAS Stirling redevelopment tender process.

**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 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 7: Explore outsourcing opportunities with the Rockingham Kwinana Chamber of Commerce and Business Foundations Inc. based upon normal contractual commercial arrangements for small business support, investment attraction events and other appropriate economic development projects currently being undertaken in-house.

d. Policy
Nil

e. Financial
Delivery of proposed training is anticipated to cost between $4000 and $5000.

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

Councillors would be aware of the significant changes that have been made to the City’s procurement processes which included the adoption of a new Procurement Framework Policy in January of this year. Changes also included shifting the responsibility of this important function from the Engineering and Parks Division to the Corporate Services Division.

The policy provides for the development of Executive Policies and Procedures on the purchasing of goods and services and contract management, both of which have been completed. The nexus between purchasing and contract management is important given that the scope and specification of goods and services can often include specific performance standards and requirements under the various contracts that the City utilises in line with Australian Standards.
An important element of the new systems and processes being implemented is a requirement that all staff involved with either purchasing or contract management must be accredited by way of completing a bespoke training program delivered “in-house” by experts in the field. That purchasing and services training has already been completed with the contract management component ready to be delivered within the next month or so.

When staff training is complete and the outcomes of the entire process review initiated, orientation and training workshops will be undertaken with suppliers of goods and services. Whilst these programs and workshops will provide some economic development outcomes their predominant purpose and objective will be to orientate suppliers, both existing and potential on the very significant changes that have been made to the City’s purchasing and contract management processes.

It is considered that the “City” element of Cr Whitfield’s motion is already covered by these existing and proposed actions and is therefore not supported.

The City delivered a very successful information evening for prospective suppliers approximately 6 years ago in conjunction with The Rockingham Kwinana Chamber of Commerce and it is proposed to engage with this organisation again in terms of involvement in information dissemination. It is also likely that Business Foundations Inc. may be utilised to deliver the actual training component.

Dealing with State and Federal Government agencies involved with procurement is no doubt considered by some small business to be a daunting and at times formidable task. It is therefore acknowledged that training and developing small business proprietors to better acquaint themselves with these procurement processes will assist them in securing work and creating local employment opportunities.

Tendering processes for the State and Federal Governments are overseen by their respective Departments of Finance. Both Departments issue detailed guidance note and resource materials on how to “do business” however other than pre tender briefings for major projects little locally based skills development in this area is delivered.

Cr Whitfield’s motion refers to the “HMAS Stirling Redevelopment Project” which is understood to have already been let to a major Western Australian based construction company who would typically “sub-contract” out smaller elements of the project to more specialised goods and service providers.

Small business orientation has already commenced with earlier this year the Rockingham Kwinana Chamber of Commerce convening two well-attended information workshops, one with representatives from the Department of Defence and the major contractor for the HMAS Stirling works and the other advising of the opportunities that will arise from increase in defence related activity at Henderson.

The Chamber of Commerce and Industry WA is also convening an event on Thursday 13th October 2016 to discuss supply partnership opportunities for local businesses with Austal Shipbuilding Pty Ltd coming from the Pacific Patrol Boat Replacement Project and the upcoming Offshore Patrol Vessel project, both Department of Defence contracts.

Dealings between the major contractor and any potential sub-contractor would typically be commercial in confidence and possibly be further constrained by defence related security issues. Therefore it would be difficult if not impossible to become actively involved in training or orientation activities in the contractor to sub-contractor relationship with major specific projects. The corporations that are awarded major contracts as the principal are all large well-resourced entities with a detailed knowledge of government procurement systems.

It follows however that more of a generalist approach could be taken along the lines of training and orientating local businesses on the basic principles and functions of State and Federal government procurement systems. Basically where to look for opportunities, preparing tenders, managing contracts, where to seek further information etc. etc. This opportunity has been discussed with Business Foundations Inc. and they have advised that they are willing and capable of delivering a session as part of the “Rockingham Business Plus” series.
Voting Requirements

Simple Majority

Officer Recommendation

First part of the motion relating to City of Rockingham information session is not supported.
That Council **ENDORSES** the addition of the topic “State and Federal Government Tenders” to the forthcoming “Rockingham Business Plus” program to be delivered by Business Foundations Inc.

Notice of Motion from Cr Whitfield

That Council **DIRECTS** the Chief Executive Officer to facilitate an information session that provides local businesses with pertinent information regarding both the City tender processes and the HMAS Stirling redevelopment tender process.

Committee Recommendation

Moved Cr Downham, seconded Cr Stewart:
That Council **ENDORSES** the addition of the topic “State and Federal Government Tenders” to the forthcoming “Rockingham Business Plus” program to be delivered by Business Foundations Inc.

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></th>
<th>Notices of motion for Consideration at the Following Meeting</th>
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<tbody>
<tr>
<td>16.</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td><strong>Urgent Business Approved by the Person Presiding or by Decision of the Committee</strong></td>
</tr>
<tr>
<td>17.</td>
<td>Nil</td>
</tr>
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<td></td>
<td><strong>Matters Behind Closed Doors</strong></td>
</tr>
<tr>
<td>18.</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td><strong>Date and Time of Next Meeting</strong></td>
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<td>19.</td>
<td>The next Corporate and Community Development Committee Meeting will be held on <strong>Tuesday 15 November 2016</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
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<td><strong>Closure</strong></td>
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<td>20.</td>
<td>The Chairperson noted that it is the last Corporate and Community Development meeting to be attended by the City’s Director Legal Services and General Counsel, Mr John Woodhouse and on behalf of the Councillors and staff, thanked Mr Woodhouse for his invaluable information and legal services that he has provided to the City. This was met with applause from those present. Mr Woodhouse said that it had been a privilege to work for the City and thanked the Councillors and staff for their support over the last four and half years. There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at <strong>4:45pm</strong>.</td>
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