CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 9 FEBRUARY 2016

MINUTES

Corporate and Community Development Committee Meeting

Held on Tuesday 19 January 2016 at 4:00pm
City of Rockingham Boardroom
City of Rockingham
Corporate and Community Development Committee Meeting Minutes
4:00pm Tuesday 19 January 2016

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<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
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<td>Closure</td>
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City of Rockingham  
Corporate and Community Development  
Committee Meeting Minutes  
Tuesday 19 January 2016 - Council Boardroom  

### 1. Declaration of Opening

The Chairperson declared the Corporate and Community Development Committee Meeting open at **4:03pm**, 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 Kelly McManus
- Cr Joy Stewart

#### 2.2 Executive

- Mr John Pearson  
- Mr John Woodhouse  
- Mr Jillian Obiri-Boateng  
- Ms Nollaig Baker  
- Mr Gary Rogers  
- Ms Mary-Jane Rigby  
- Ms Julia Dick  
- Ms Alison Oliver  
- Ms Antonietta Landro  
- Mr Michael Yakas  
- Ms Fiona Lambrick  
- Mr Nick Brown  
- Mr Ben Searcy  
- Mrs Jelette Edwards  
- Mrs Ann Fitzpatrick  
- Mrs Diane Zanre  
- Ms Maggie Stidworthy  
- Mr Liam Carter

#### 2.3 Members of the Gallery:

- 1

#### 2.4 Apologies:

- Nil

#### 2.5 Approved Leave of Absence:

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

4. Public Question Time
   4:04pm 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 8 December 2016, as a true and accurate record.
   Committee Voting – 5/0

6. Matters Arising from the Previous Minutes
   Nil

7. Announcement by the Presiding Person without Discussion
   4:04pm The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.

8. Declarations of Members and Officers Interests
   4:05pm The Chairperson asked if there were any interests to declare. There were none.

9. Petitions/Deputations/Presentations/Submissions
   Nil

10. Matters for which the Meeting may be Closed
    Nil

11. Bulletin Items
    Corporate and General Management Services Information Bulletin – January 2016
    Corporate Services
    1. Corporate Services Team Overview
    2. Human Resource Update
    3. Project Status Reports
       3.1 Online Records Management Training
       3.2 Automation of Records Management Processes
       3.3 Intranet Redevelopment
       3.4 Upgrade of Intramaps
       3.5 Integrated Team Plan and Risk Management Module
       3.6 Mobile Computing – Infringements
       3.7 Development and Implementation of CoR (City of Rockingham) Mobile App
       3.8 Library Management System
       3.9 Bushfire Mitigation System Upgrade
| 3.10 CCTV - Waterfront Upgrade |
| 3.11 CCTV – Mobile Unit |
| 3.12 CCTV – Security Vehicle Camera |
| 3.13 Expansion of Private Fibre – Council Avenue |
| 3.14 Warnbro Library Radio Frequency Identification (RFID) Installation |
| 3.15 WiFi Installation to Selected City Buildings |
| 3.16 Multi-function Device Replacements |
| 3.17 Development of Next Generation Standard Operating Environment (SOE) |
| 3.18 Replacement of Reception Room Audio Visual Equipment |
| 3.19 Information Communication Technology Security Equipment |
| 3.20 Integrate Security Access Control Systems |
| 3.21 Implement DC1/DC2 Configuration as per Business Continuity Plan Requirements |

4. Information Items

4.1 Change of Basis of Rates January 2016
4.2 Write offs January 2016
4.3 List of Payments November 2015 and December 2015
4.4 Delegated Approval of Tenders by CEO
4.5 Autumn Centre
4.6 Rockingham Aquatic Centre
4.7 Mike Barnett Sports Complex
4.8 Warnbro Community Recreation Centre
4.9 Aqua Jetty
4.10 Gary Holland Community Centre
4.11 Lease Management

**Governance and Councillor Support**

1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Western Australian Electoral Commission (WAEC) – Local Government Ordinary Election Report, 17 October 2015
   4.2 Review of Western Australia’s Electoral Boundaries
   4.3 Freedom of Information (FOI) Requests
   4.4 Australian Coastal Councils Association Inc. Newsletter
   4.5 Citizenships
   4.6 Coming Events

**Human Resources**

1. Human Resources Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Employee Wellness Programme
   3.2 Corporate Training Programme
   3.3 Leadership and Management Programme
   3.4 RESPECT Programme
   3.5 Occupational Safety and Health Programme
4. Information Items
   4.1 Recruitment and Onboarding
   4.2 Occupational Safety and Health Statistics
Strategy and Corporate Communications
1. Strategy Coordination Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Risk Management
   3.2 Community Engagement Framework
   3.3 Lean Six Sigma Project
   3.4 Graphic Design for Intranet
   3.5 Protection of Intellectual Property
   3.6 Journal Software subscription
4. Information Items
   4.1 Annual Customer Satisfaction Survey
   4.2 Coordinating the Development of a 10 Year minor Infrastructure Plan
   4.3 6th Generation Team Plans
   4.4 Coordinating the Implementation of a Development Contribution Scheme
   4.5 Digital Media Strategy
   4.6 Social Media
   4.7 Media Tracking

Investment Attraction
1. Investment Attraction Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Marketing City of Rockingham
   3.2 Online Forecasting Tool
   3.3 Small Business Leadership Forums and Investment Attraction Seminars
   3.4 City Centre Marketing Plan
   3.5 Business Tourism Hotel Feasibility
   3.6 Dixon Road Marketing Plan
4. Information Items

Legal Services & General Counsel
1. Legal Services & General Counsel Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   Provision of Legal Advice
   4.1 Legal Advice – Local Government Operational Matters
   4.2 Documentation
   Legal Capacity Building
   4.3 Training – Planning Systems – Induction Training - Councillors
   4.4 Training – Financial and Other Interests Training - Councillors

Committee Recommendation

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

Committee Voting – 5/0
<table>
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<td>3.1 Rockingham Campus Community Library Transition</td>
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<td>4.1 November 2015 Library Statistics</td>
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<td>4.2 Mary Davies Library and Community Centre</td>
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<td>4.3 Safety Bay Library</td>
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<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<tr>
<td>3.1 Laurie Stanford Reserve Master Plan Implementation</td>
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<td>3.2 Rhonda Scarrott Reserve Master Plan Implementation</td>
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<td>3.3 Reserve and Open Space Master Plans</td>
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<td>3.4 Secret Harbour Surf Life Saving Club Redevelopment</td>
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<td>3.5 Eighty Road Reserve Development</td>
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<td>3.6 Lark Hill Northern Expansion</td>
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<td>3.7 Baldivis District Sporting Complex Needs and Feasibility Study and Concept Plans</td>
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<td>3.8 Aqua Jetty Stage 2 Feasibility and Business Modelling</td>
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<td>3.9 Baldivis South Community Centre</td>
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<td>3.10 Rockingham Youth Venue Feasibility and Concept Plans</td>
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<td>3.11 Baldivis South Youth Space</td>
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<td>3.12 Inclusive Play Space</td>
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<td>3.13 Youth Outdoor Recreation Space Strategy Review</td>
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<td>3.14 Community Purpose Site Strategy</td>
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<td>3.17 Community Infrastructure Plan Review</td>
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<td>3.18 Infrastructure Planning and Development Grants</td>
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<tr>
<td>4. Information Items</td>
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</tbody>
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Community Capacity Building

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

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

Committee Recommendation

Moved Cr Smith, seconded Cr McManus:

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

Committee Voting – 5/0
12. Agenda Items

Corporate Services

Corporate Services
Procurement Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-001/16</th>
<th>Amendment of Procurement Framework Policy and Delegation of Authority from the Local Government to the Chief Executive Officer for the adoption of the City’s Purchasing Policy <em>(Absolute Majority)</em></th>
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<tr>
<td>File No:</td>
<td>CPM/35</td>
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<td>Risk Register No:</td>
<td></td>
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<tr>
<td>Proponent/s:</td>
<td>Mr Bruce Foster, Procurement Coordinator</td>
<td></td>
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<tr>
<td>Author:</td>
<td></td>
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<tr>
<td>Other Contributors:</td>
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<tr>
<td>Date of Committee Meeting:</td>
<td>19 January 2016</td>
<td></td>
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<tr>
<td>Previously before Council:</td>
<td>June 2012 (EP-042/12), August 2015 (CS-024/15), November 2015, (CS-033/15)</td>
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<td>Disclosure of Interest:</td>
<td>Executive</td>
<td></td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Amended Procurement Framework Policy</td>
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Site:
Lot Area:
Attachments:
Maps/Diagrams:

Purpose of Report
To seek Council approval to make minor amendments to the Council Policy – Procurement Framework.
Background


In implementing this decision by way of establishing the required suite of Executive Policies it has become evident that the process could be strengthened and streamlined by incorporating the Council Policy – Purchases under $150K, Executive Policy – Tendering and Executive Policy – Purchasing Goods and Services into one overarching Executive Policy.

Details

The existing procurement is diagrammatically represented as follows.

It is proposed to incorporate all policy provisions relating to tendering and purchasing into one Executive Policy.

An Executive Policy is essentially the “rule book” which provides officers with very clear direction on what they must and must not do with regards to a City-related activity. The more succinct and focussed these policies are, the more opportunity officers have to fully understand their obligations. Officers in breach of Executive Policy provisions can be subject to disciplinary action.

It follows that one policy is more capable of being understood than three separate policies, particularly if the subject matter is essentially the same. The following structure is proposed, it delivers exactly the same policy outcomes with less documentation.
Implications to Consider

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

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

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

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

d. **Policy**
   This is a minor amendment to the Procurement Framework Policy not requiring advertising in accordance with the Council Policy – Policy Framework.

e. **Financial**
   Nil

f. **Legal and Statutory**
   The Local Government (Functions and General) Regulations 1996, Regulation 11A requires a local government to adopt and implement a purchasing policy for the supply of goods and services where the contract is, or is expected to be, $150,000 or less.

   Section 5.42 of the Local Government Act 1995 (the Act) states that the local government by absolute majority may delegate to the Chief Executive Officer (CEO) to exercise any of its powers or the discharge of any of its duties under this Act other than those referred to in
section 5.43 of the Act or the Planning and Development Act 2005 section 214(2), (3) or (5). None of these sections relate to the subject matter.

Delegation of the task of adopting and implementing the policy to the CEO as part of a broader Executive Policy framework is therefore within the powers of the Council.

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

Nil

**Comments**

The development of a “one stop shop” policy will provide officers with a more effective and focussed guide as to their responsibilities both corporate and legal, when authorised to purchase goods and services on behalf of the City.

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That Council:

1) **AMENDS** the Council Policy – Procurement Framework by adding the following clause:

9. Supply of Goods and Services under $150,000 – Prepare and implement policies and procedures that satisfy the provision of Local Government (Functions and General) Regulations 1996 (11A)

2) **ACKNOWLEDGES** the consequential amendments to the Council Policy – Procurement Framework

3) **DELEGATES** authority to the Chief Executive Officer to approve a purchasing policy that satisfies the provisions in Regulation 11A of the Local Government (Functions and General) Regulations 1996.

**Council Policy - Procurement Framework**

**Council Policy Objective**

To ensure procurement functions in the City are statutorily compliant, provide uniform fairness and equity, are transparent and accountable and achieve best value for the City.

**Council Policy Scope**

All City employees.

**Council Policy Statement**

Procurement of goods and services at the City or Rockingham is a critically important business process. In achieving Council’s policy objective, the Chief Executive Officer must ensure that the following key areas of activity are observed, understood and embraced across the organisation in order to deliver best value:

2. Ethics, Misconduct, Conflict and Disclosure of Interest – procurement functions must be undertaken in adherence with the principles and rules as detailed in the City of Rockingham Code of Conduct.

3. Best Value – when procuring on behalf of the City, employees shall balance factors such as price, quality, timeliness of services, experience and other relevant selection criteria to ensure the best value for the City.

4. Process Uniformity and Consistency – suppliers, contractors and persons dealing with the City will be treated consistently, equally and fairly.

5. Risk Management – processes and practices are to minimise risk to the City but will be balanced against the cost of achieving this. It is recognised that it will never be possible to completely eliminate risk but the Chief Executive Officer must ensure appropriate procedures are in place to reduce risk.

6. Strategic Alignment – when undertaking the procurement functions on behalf of the City, regard shall be had for initiatives listed in its forward planning documents.

7. Contract Management – The contractual obligations and responsibilities of suppliers to the City must be managed, measured and monitored to ensure that the City receives best value and its full contractual entitlements. The Chief Executive Officer must ensure that organisational systems are in place that provide for an enterprise wide contract management effort.

8. Organisational Awareness and Training – the Chief Executive Officer shall ensure employees undertaking procurement activities on behalf of the City receive appropriate training in procurement and contract management.

9. Supply of Goods and Services under $150,000 – Prepare and implement policies and procedures that satisfy the provision of Local Government (Functions and General) Regulations 1996 (11A).

The following policy and procedural framework will guide the City’s procurement effort:
Definitions

**Procurement** - the overarching function that describes the activities and processes to acquire goods and services. Importantly, and distinct from “purchasing”, procurement involves the activities involved in establishing fundamental requirements and criteria, sourcing suppliers, conducting tenders, developing performance standards and performance evaluation and negotiation of contracts. It also includes purchasing activities required to order and receive goods.

**Purchasing** - the process of ordering and receiving goods and services. It includes all procedures in ordering such as requests, approvals, creation of purchase order records and all procedures in receipting of ordered items or services. It is a subset of the wider procurement process.

**Contract** - agreement between two parties enforceable under law. In this context an agreement between the City and supplier to pay a consideration for goods provided or services rendered. The contract is created after the purchasing order is issued or the outcomes of a procurement process communicated in writing.

**Contract Management** - overseeing the contract to ensure that the contractual obligations of both parties are met and/or satisfied.

Legislation

Section 3.57 of the Local Government Act 1995 requires a local government to invite tenders before entering into a contract for the supply of goods or services under which another person is to supply goods of services.

Regulation 11A of the Local Government (Functions and General) Regulations 1996 provides the requirement for local governments adopt and implement a purchasing policy for other persons to supply goods and services where consideration is or is expected to be $150,000 or less.

Regulations 11-24AJ of the Local Government (Functions and General) Regulations 1996 provide details related to tenders for providing of goods and services.

Other Relevant Policies/ Key Documents

Council delegation of authority to CEO, Item 1.7 (Expressions of Interest and Tenders – For Supply of Goods or Services) and Item 1.8 (Acceptance of Tenders For Supply of Goods or Services)

**Executive Policy – Purchase of Goods and Services**

**Executive Policy – Purchasing of Goods and Services below $150,000**

**Executive Policy – Purchasing of Goods and Services above $150,000**

**Executive Policy – Contract Management**

**Procedure – Better Practice Purchasing Procedures**

**Procedure – Better Practice Contract Management Procedures**

**Procedure – Record keeping for procurement**

Responsible Division

Corporate Services
Committee Recommendation

Moved Cr Downham, seconded Cr Stewart:
That Council:

1) **AMENDS** the Council Policy – Procurement Framework by adding the following clause:
   
   9. Supply of Goods and Services under $150,000 – Prepare and implement policies and procedures that satisfy the provision of Local Government (Functions and General) Regulations 1996 (11A)

2) **ACKNOWLEDGES** the consequential amendments to the Council Policy – Procurement Framework

3) **DELEGATES** authority to the Chief Executive Officer to approve a purchasing policy that satisfies the provisions in Regulation 11A of the Local Government (Functions and General) Regulations 1996.

Council Policy - Procurement Framework

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All City employees.

Council Policy Statement
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11. Ethics, Misconduct, Conflict and Disclosure of Interest - procurement functions must be undertaken in adherence with the principles and rules as detailed in the City of Rockingham Code of Conduct.

12. Best Value – when procuring on behalf of the City, employees shall balance factors such as price, quality, timeliness of services, experience and other relevant selection criteria to ensure the best value for the City.

13. Process Uniformity and Consistency – suppliers, contractors and persons dealing with the City will be treated consistently, equally and fairly.

14. Risk Management – processes and practices are to minimise risk to the City but will be balanced against the cost of achieving this. It is recognised that it will never be possible to completely eliminate risk but the Chief Executive Officer must ensure appropriate procedures are in place to reduce risk.

15. Strategic Alignment – when undertaking the procurement functions on behalf of the City, regard shall be had for initiatives listed in its forward planning documents.
16. Contract Management – The contractual obligations and responsibilities of suppliers to the City must be managed, measured and monitored to ensure that the City receives best value and its full contractual entitlements. The Chief Executive Officer must ensure that organisational systems are in place that provide for an enterprise wide contract management effort.

17. Organisational Awareness and Training – the Chief Executive Officer shall ensure employees undertaking procurement activities on behalf of the City receive appropriate training in procurement and contract management.

18. Supply of Goods and Services under $150,000 – Prepare and implement policies and procedures that satisfy the provision of Local Government (Functions and General) Regulations 1996 (11A).

The following policy and procedural framework will guide the City’s procurement effort:

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**Contract** - agreement between two parties enforceable under law. In this context an agreement between the City and supplier to pay a consideration for goods provided or services rendered. The contract is created after the purchasing order is issued or the outcomes of a procurement process communicated in writing.

**Contract Management** - overseeing the contract to ensure that the contractual obligations of both parties are met and/or satisfied.
Corporation and Community Development Committee Minutes
Tuesday 19 January 2016
CS-001/16

CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 16 FEBRUARY 2016

Legislation

Section 3.57 of the Local Government Act 1995 requires a local government to invite tenders before entering into a contract for the supply of goods or services under which another person is to supply goods of services.

Regulation 11A of the Local Government (Functions and General) Regulations 1996 provides the requirement for local governments adopt and implement a purchasing policy for other persons to supply goods and services where consideration is or is expected to be $150,000 or less.

Regulations 11-24AJ of the Local Government (Functions and General) Regulations 1996 provide details related to tenders for providing of goods and services.

Other Relevant Policies/ Key Documents

Council delegation of authority to CEO, Item 1.7 (Expressions of Interest and Tenders – For Supply of Goods or Services) and Item 1.8 (Acceptance of Tenders For Supply of Goods or Services)

Executive Policy – Purchase of Goods and Services

Council Policy – Council Policy – Purchasing Policy – Purchase of Goods and Services below $150,000

Executive Policy – Purchasing of Goods and Services above $150,000

Executive Policy – Purchasing of Goods and Service below $150,000

Executive Policy – Contract Management

Procedure – Better Practice Purchasing Procedures

Procedure – Better Practice Contract Management Procedures

Procedure – Record keeping for procurement

Responsible Division

Corporate Services

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
### Purpose of Report


### Background

Nil

### Details

The Monthly Financial Management Report includes the following:

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

### Implications to Consider

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

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

   **Aspiration C:**  
   Quality Leadership

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

d. **Policy**
   Nil

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

f. **Legal and Statutory**

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

### Comments

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

### Voting Requirements

Simple Majority

### Officer Recommendation


### Committee Recommendation

Moved Cr Stewart, seconded Cr Smith:

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
General Management Services

Governance and Councillor Support

Reference No & Subject:
GMS-001/16  Annual Meeting of Electors 16 December 2015

File No:
GVR/60

Risk:

Proponent/s:
Mr Peter Varris, Manager Governance and Councillor Support

Author:

Other Contributors:

Date of Committee Meeting:
19 January 2016

Previously before Council:

Disclosure of Interest:
Executive

Nature of Council’s Role in this Matter:
Executive

Site:

Lot Area:

Attachments:
Minutes of the Annual Meeting of Electors held 16 December 2015

Maps/Diagrams:

Purpose of Report

To receive the minutes and consider any decisions of the Annual Meeting of Electors held 16 December 2015.

Background

Council resolved at its 24 November 2015 meeting to hold the Annual Meeting of Electors on Wednesday 16 December 2015 commencing at 6:00pm. The meeting was held and the minutes are included as an attachment.

Details

The Annual Meeting of Electors was held on 16 December 2015 and in accordance with Section 5.33 of the Local Government Act 1995 all decision made at an electors’ meeting are to be considered at the next ordinary council meeting.
Implications to Consider

a. **Consultation with the Community**
   Advertising was carried out in both the Sound Telegraph and Weekend Courier, City Website, Library and Administration notice boards advising the community of the date and time of the Annual Meeting of Electors. The City’s social media platforms were also utilised for the notification of the meeting. Members of the Public were invited to attend and submit questions on the Annual Report and for General Business.

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

c. **Strategic**
   **Community Plan**
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:
   - **Aspiration C:** Quality Leadership
   - **Strategic Objective:** Community engagement and advocacy - An engaged and informed community that participates in local decision making and can rely upon the Council to advocate on its behalf when important issues challenge the best interests of the City and its residents.
   - **Strategic Objective:** Governance - Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.

d. **Policy**
   Nil

e. **Financial**
   Nil

f. **Legal and Statutory**
   Section 5.33 of the Local Government Act 1995 specifies the following in respect to decisions made at Electors Meetings:
   - (1) All decisions made at an electors’ meeting are to be considered at the next ordinary council meeting or, if that is not practicable —
     - (a) at the first ordinary council meeting after that meeting; or
     - (b) at a special meeting called for that purpose, whichever happens first.
   - (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors’ meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

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

**Comments**

With the exception of the decision to receive the 2014-2015 Annual Report, there were no other decisions or resolutions made at the Annual Meeting of Electors held 16 December 2015. Issues raised as questions during the meeting will be responded to by the Administration in the ordinary course of business.
### Voting Requirements

Simple Majority

### Officer Recommendation

That Council *RECEIVES* the minutes of the Annual Meeting of Electors held on Wednesday 16 December 2015.

### Committee Recommendation

*Moved Cr Smith, seconded Cr Downham:*

That Council *RECEIVES* the minutes of the Annual Meeting of Electors held on Wednesday 16 December 2015.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
# Purpose of Report

To appoint deputies to a standing committee member for the Planning and Engineering Services Committee and Corporate and Community Development Committee.

## Background

The convention at the City of Rockingham for many years has been to select a panel of deputies and rely upon the absent member to select a deputy from that panel to deputise for them. The Governance and Meeting Framework Policy encourages equitable representation of wards across the two committees and generally that has been the case.

The Local Government Act 1995 (the Act) provides that Council may appoint a person to be a deputy of a member, not a deputy of a committee. Therefore whilst the convention of ward participation is appropriate, it is recommended that each appointed member has an individual deputy assigned to undertake their role in times of absence, illness or other unforeseen circumstances.
Details

The current deputies are listed below as appointed at the Special Council Meeting held on 19 October 2015. Council appointed the following five elected members and five deputies to each of the following Standing Committees.

Planning and Engineering Services Committee

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>DEPUTIES:</th>
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<tbody>
<tr>
<td>Cr Sammels</td>
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Corporate and Community Development Committee

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Implications to Consider

a. Consultation with the Community
   Not Applicable

b. Consultation with Government Agencies
   Not Applicable

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

d. Policy
   The Governance and Meeting Framework Policy states that ‘Where practicable, each Councillor will be member of one of the standing committees and deputy for the other. In the interest of representational equity, where possible each standing committee will comprise a Councillor elected from each of the Wards in the City.’

e. Financial
   Not Applicable
f. Legal and Statutory

Section 5.11A(1) of the Local Government Act 1995 (the Act) Deputy committee members states that ‘The local government may appoint a person to be deputy of a member of a committee and may terminate such an appointment at any time.

As per section 5.11A(2)(a) of the Act ‘A person who is appointed as a deputy of a member of a committee is to be – if the member of the committee is a council member – a council member’.

g. Risk (High/Extreme)

Nil

Comments

There is no need to have all committee member absences at standing committees covered by deputy members. An assigned deputy attends if they are available, if not, the standard condition of quorum prevails whereby at least half (in this case 3) members need to be present for the standing committee meeting to proceed.

In the case of Baldivis and Comet Bay wards it is recommended that the incumbent members of each ward alternate. With regards to Safety Bay and Rockingham Wards where there is a slight imbalance due to the odd number of members on each standing committee there will need to be a small variation to this arrangement should Council so wish.

Council can choose to disregard the policy and appoint any Councillor to any deputy position irrespective of their ward should they so wish.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council APPOINTS the following Councillors as deputies for the Planning and Engineering Services Committee and Corporate and Community Development Committee as follows until October 2017:

**Planning and Engineering Services Committee**

<table>
<thead>
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**Corporate and Community Development Committee**

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Committee Recommendation

Moved Cr Downham, seconded Cr McManus:
That Council APPOINTS the following Councillors as deputies for the Planning and Engineering Services Committee and Corporate and Community Development Committee as follows until October 2017:

Planning and Engineering Services Committee

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Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
## Purpose of Report

To seek Council approval to amend the terms of reference of the Sports Advisory Committee (SAC).

## Recommendations to the Corporate and Community Development Committee

### Advisory Committee Recommendation 1 of 1:

**Revised Terms of Reference for the Sports Advisory Committee**

That Council **AMENDS** the Terms of Reference for the Sports Advisory Committee to:

“To provide advice and guidance on sport and recreation relevant to the City of Rockingham, whilst representing the community’s needs and aspirations in line with the City’s relevant Community Plan strategy/strategies”.

### Officer Recommendation if Different to Advisory Committee Recommendation

That Council **AMENDS** the Terms of Reference for the Sports Advisory Committee to:

“To provide advice and guidance on sport and recreation relevant to the City of Rockingham, whilst representing the community’s needs and aspirations in line with the City’s Sport, Recreation and Physical Activity Strategy 2013-2016”.
The Officer’s Reason for Varying the Advisory Committee Recommendation

The Officer supports the general direction of the Committee Recommendation, however upon reflection after the meeting, proposes a minor change to remove reference to ‘the City’s Sport, Recreation and Physical Activity Strategy 2013-2016’ and replace it with ‘the City’s relevant Community Plan strategy/strategies’.

There was some concern from the committee that the current Sport, Recreation and Physical Activity Strategy 2013-2016 expires so soon; and this change of wording should allay such concerns.

At the conclusion of City’s Sport, Recreation and Physical Activity Strategy 2013-2016, it is highly likely that this Strategy will be included as a key element of the City’s Health and Wellbeing Strategy.

By removing reference to the specific Strategy and its timeframe, the Committee will be able to continue to provide advice and guidance on the current Strategy as well as provide advice and guidance on the development of a new Strategy (irrespective of the strategy title or timeframe) without operating outside of the Committee’s Terms of Reference.

Background

The SAC is an advisory committee of Council with the terms of reference “To maintain a coordinated approach between Council and local sporting bodies and address issues relevant to sport development in Rockingham”. The SAC provide feedback and information on different programs and projects that the City is working on, and also is a medium for presenting issues from the sport and recreation community to Council.

Main achievements of the Committee have included:

- Providing feedback on several master plans, building designs, and community infrastructure planning directions
- Support and guidance of the development of the Sports Star Awards, including the addition of two new categories; Club of the Year and Sportsperson of the Year with Disability
- Communicating relevant issues on behalf of the sport and recreation community to Council for resolution.

The current terms of reference for the SAC are quite broad and not inclusive of other major components of the City’s focus on sport, that being recreation and physical activity. The Committee has been providing advice and feedback on recreation and physical activity projects over the past two years without the terms of reference being updated to reflect this. It is a timely opportunity to update the terms of reference to include recreation.

Not all current Committee members represent sporting clubs per se, with the Committee progressing to include representation from recreation groups such as ‘Rockingham parkrun’. Altering the terms of reference will also better reflect the current membership.

The City has provided strong leadership for many years for local sporting clubs, however there are an increased number of people who engage in, or prefer to engage in non-structured sport for physical activity, such as walking and cycling. A connection to nature is becoming more important to community members, and plays a role in positive mental health. A broadening of the terms of reference means that the SAC and the City can together provide a strategic focus on both ‘sport’ as well other recreation initiatives such as trails, infrastructure, and walking and cycling opportunities.

The City has a Sport, Recreation and Physical Activity Strategy 2013-2016 that guides the strategic direction and operational focus of sport and recreation for the City. This Strategy was endorsed by Council in 2013, and the SAC is a reference body within the Strategy.

At the conclusion of this strategy in 2016, it is highly likely that the Sport, Recreation and Physical Activity Strategy will be included as a key element of the City’s Health and Wellbeing Strategy.
There was some concern from the committee that the current Strategy expires shortly in 2016; however the committee determined to change the terms of reference to include both sport and recreation, as well as align with the current Sport, Recreation and Physical Activity Strategy 2013-16.

**Implications to Consider**

a. **Strategic**

   **Community Plan**

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

   **Aspiration B:** Strong Community

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

   **Aspiration D:** Quality Leadership

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

b. **Policy**

   The Governance and Meeting Framework Policy states ‘each advisory committee is to review its terms of reference and membership composition within three months of the ordinary local government election. Any proposals for change are to be referred to Council for consideration prior to 31 March the following year (for implementation in conjunction with the review of community membership). This does not preclude an advisory committee from proposing changes to its terms of reference or membership composition as and when the need arises. The Chief Executive Officer is to ensure that committee executive support officers initiate the review process and make committee members aware of the review through appropriately timed agenda papers.’

c. **Financial**

   Nil

d. **Legal and Statutory**

   Nil

e. **Voting Requirements**

   Simple Majority

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

   Nil

**Committee Recommendation**

Moved Cr Smith, seconded Cr Stewart:

That Council **AMENDS** the Terms of Reference for the Sports Advisory Committee to:

“To provide advice and guidance on sport and recreation relevant to the City of Rockingham, whilst representing the community’s needs and aspirations in line with the City’s relevant Community Plan strategy/strategies”.

Committee Voting – 5/0
<table>
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<tr>
<th><strong>The Committee’s Reason for Varying the Officer’s Recommendation</strong></th>
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<td>Not Applicable</td>
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</table>
### Community Development
#### Community Infrastructure Planning

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-002/16 Enclosed Off-Leash Dog Exercise Area Concept Design (Draft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CSV/3018</td>
</tr>
<tr>
<td>Risk Register No:</td>
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<tr>
<td>Proponent/s:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Matthew Emmott, Community Infrastructure Planning Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Ms Carly Kroczek, Community Infrastructure Planning Officer</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>19 January 2016</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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| Site:                   | Lot 1626 and 1580, Bayview Reserve. Reserve No.41239 |
| Lot Area:               | 36,769m²                                             |
| Attachments:            | Enclosed Off-Leash Dog Exercise Area Concept Plan    |
| Maps/Diagrams:         | 1. Location plan – Bayview Reserve                  |
|                        | 2. Indicative location of enclosed off-leash dog exercise area – Bayview Reserve |
|                        | 3. Draft enclosed off-leash dog exercise area concept plan |
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 16 FEBRUARY 2016  

1. Location plan – Bayview Reserve

2. Indicative location of enclosed off-leash dog exercise area – Bayview Reserve
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON
TUESDAY, 16 FEBRUARY 2016

PRESIDING MEMBER

3. Draft enclosed off-leash dog exercise area concept plan
Purpose of Report

To seek Council endorsement of the Draft Enclosed Off-Leash Dog Exercise Area Concept Plan for the purpose of public comment.

Background

On 25 August 2015, Council resolved to:

2. **APPROVE** Bayview Reserve, Rockingham, as the location of the Enclosed Off-Leash Dog Exercise Area.

Since this time, officers have been working with consultants on the design of the enclosed off-leash dog exercise area.

Details

An Enclosed Off-Leash Dog Exercise Area (EOLDEA) is a secure, fully fenced space dedicated to dogs for recreational purposes. An EOLDEA provides benefits to both people and dogs, including:

- Promoting acceptable animal behaviour through socialisation;
- Promoting social interactions between dog owners; and
- Providing a safe place for the elderly and people with disability to exercise their dog.

Location

The City’s inaugural EOLDEA will be located on the south western portion of Bayview Reserve. This location on the reserve was chosen for the following reasons:

- Ensures the majority of the open space remains for existing uses;
- There is a suitable distance between the dog park and the playground and sports equipment already existing on the reserve;
- Locating the EOLDEA in the south western portion of the reserve close to the existing path network enables the dog park to be inclusive and accessible, and helps it to easily integrate into the reserve; and
- Provides an additional use for the reserve while ensuring the amenity of the reserve is maintained and enhanced.

Design Features

The draft design provides two enclosures separated by a 1.8m high dividing fence which is solid to 1.2m. The use of a solid fence will provide a visual barrier between enclosures for the animals, while still allowing owners surveillance through the park. The large dog area is 1640m² in size, with the small dog area being 430m² in size.

The enclosures have been designed with various ‘activity zones’ to minimise high speed free running. Key features of the activity zones include:

- Rubber mounds of varying sizes to provide an obstacle course and limit free running through turf and sand areas;
- Mulched area with natural elements including rocks, tree logs and low, hardy planting;
- Additional trees and planting; and
- Large sand area to minimise use of turf and provide a natural mechanism to reduce high speed running.
In addition, the facility has entry and exit points on opposite sides of each enclosure, as well as an extensive internal path network to encourage owners and their dogs to move through the space rather than congregating at entry and exit points.

The facility has been designed with access and inclusion as one of the key outcomes. Key features include:

- Extensive path network surrounding and inside each enclosure, which allows access to the majority of the areas within the space for people with mobility aids;
- Seating with back supports and arm rests for ease of use; and
- Gate latches located at an accessible height.

Other key elements of the design include:

- Boundary fence at a height of 1.8 metres;
- 2x Maintenance access gates (4 metres wide) to allow access to each enclosure, along with adequate room for mowing and other maintenance requirements inside each enclosure. Maintenance requirements are supported by the City’s Manager Parks Operations who has been heavily involved throughout the design as a member of the Project Control Group.
- Entry and exit gate with double gated, self-closing ‘dog airlock’ for safety, including latches located at an accessible height;
- 6 x 6 metre shade shelter with seat in each zone. Shelter pitch aligned to drain to adjacent grass;
- 1.5 metre wide loop circulation path, and 2 metre wide external access path;
- Drinking fountain with dog bowl;
- Planting on the outside of the fence on the western side of the park to provide a visual barrier between the facility and adjacent footpath and to assist with the visual integration of the facility with the reserve; and
- Bin with dog bag dispenser located outside fence for ease of maintenance.

**Implications to Consider**

**a. Consultation with the Community**

Pending endorsement of the draft Concept Plan the public will be given the opportunity to comment on the design over a two week period.

The Draft Enclosed Off-Leash Dog Exercise Area Concept Plan will be advertised for public comment in accordance with the requirements of the City of Rockingham Policy Framework. The advertising period will be for a 14 calendar day minimum and will be undertaken in the following manner:

- An invitation to comment placed on the City’s website through the ‘Share Your Thoughts’ webpage;
- A notice published in the Public Notices section of the Sound Telegraph newspaper;
- A notice published in the Public Notices section of the Weekend Courier newspaper;
- A post on the City’s Facebook page;
- An advertisement explaining that the Draft Enclosed Off-Leash Dog Exercise Area Concept Plan will be available for inspection at the Safety Bay Library, Mary Davies Library and Community Centre, Warnbro Community Library and the City of Rockingham Administration Office; and
- Property owners within a 200m radius of Bayview Reserve will be invited by mail to comment on the proposal.
b. Consultation with Government Agencies
   Nil

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

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

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

d. Policy
   Nil

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

f. Legal and Statutory
   Both lots 1626 and 1580 are Crown Land with the Management Order issued to the City of Rockingham and the proposed use is consistent with the intended purpose of the reserve which is for public recreation.
   Bayview Reserve is an approved Off-Leash Dog Exercise Area in line with Section 31 of the Dog Act 1976.

g. Risk (High/Extreme)
   Nil

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**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.

The City’s first Enclosed Off-Leash Dog Exercise Area will offer a new option to the community to encourage recreation, and socialisation. The EOLDEA has been designed in such a way that it meets best practice, Crime Prevention Through Environmental Design, and Healthy Active By Design principles.

To ensure a holistic and integrated approach, it is important that further community consultation is undertaken prior to finalising the design. Releasing the concept plan for public comment will allow the City to ensure that the local community has the opportunity to provide comments and feedback that will contribute to the proposed design at Bayview Reserve, and the various elements that will be included in the construction of the dog park.

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**Voting Requirements**

Simple Majority
Officer Recommendation

That Council APPROVES the draft Enclosed Off-Leash Dog Exercise Area Concept Plan for the purpose of public comment.

Committee Recommendation

Moved Cr McManus, seconded Cr Stewart:
That Council APPROVES the draft Enclosed Off-Leash Dog Exercise Area Concept Plan for the purpose of public comment.

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable
Community Development
Community Capacity Building

Reference No & Subject: CD-003/16
Recommendations from the Cultural Advisory Committee Meeting held on 21 December 2015 – (Absolute Majority)

File No: RCS/204
Risk Register No: 
Author: Mr Lee Battersby, Coordinator Cultural Development and Arts
Other Contributors: Ms Julia Dick, Manager Community Capacity Building
Mr Michael Holland, Director Community Development

Date of Committee Meeting: Disclosure of Interest: 
Nature of Council’s Role in this Matter: Executive
Attachments: Minutes of the Cultural Advisory Committee Meeting held on 21 December 2015
Maps/Diagrams:

Purpose of Report
To seek Council approval to amend the terms of reference for the Cultural Advisory Committee; and to amend the fees and charges in the 2015/16 annual budget for the exhibition spaces at the Rockingham Arts Centre and Gary Holland Community Centre.

Recommendations to the Corporate and Community Development Committee

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

That Council AMENDS the Terms of Reference for the Cultural Advisory Committee to:
“To provide advice and guidance on arts and culture, whilst representing the community’s needs and aspirations in line with the City’s Cultural Development and the Arts Strategy 2013-2016”.

Officer Recommendation if Different to Advisory Committee Recommendation

That Council AMENDS the Terms of Reference for the Cultural Advisory Committee to:
“To provide advice and guidance on cultural development and the arts, whilst representing the community’s needs and aspirations in line with the City’s Cultural Development and the Arts Strategy”.

The Officer’s Reason for Varying the Advisory Committee Recommendation

The Officer supports the general direction of the Committee Recommendation, however proposes a minor wording change from ‘arts and culture’ to ‘cultural development and the arts’.

CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 16 FEBRUARY 2016

PRESIDING MEMBER
'Culture' can be defined as "the way of life, especially the general customs and beliefs, of a particular group of people at a particular time". 'Cultural development' can be described as the "huge range of activities that give communities the opportunity to tell their stories, build their creative skills, and be active participants in the development of their culture". 'Cultural development' is therefore the preferred term for the City.

It is also proposed to remove reference to the timeframe of the Strategy (2013-2016), therefore enabling the Committee to continue to provide advice and guidance on the current Strategy as well as provide advice and guidance on the development of a new Cultural Development and the Arts Strategy without operating outside of the Committee’s Terms of Reference.

**Background**

The Cultural Advisory Committee (CAC) is an advisory committee of Council with the terms of reference 'To provide advice and guidance on cultural and heritage themes, whilst representing the community’s needs and aspirations in line with the City’s Cultural Development and the Arts Strategy 2014-2017'.

The CAC provide feedback and information on different programs and projects that the City is working on, and also is a medium for presenting issues from the arts and culture community to Council.

Concern was expressed at the CAC meeting in December 2015 that the current Terms of Reference do not refer to ‘arts’ and refer to ‘heritage’. The CAC highlighted the fact that there is another advisory committee that focuses on aspects of heritage and therefore see no need for it to be included in the Terms of Reference. The committee felt that reference should however be made to ‘arts’.

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

The Committee therefore determined to change the terms of reference to remove the word ‘heritage’; include the word ‘arts’; and to correctly reflect the timeframe of the Cultural Development and the Arts Strategy 2013-2016.

**Implications to Consider**

a. **Strategic**

**Community Plan**

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

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

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

b. **Policy**

The Governance and Meeting Framework Policy states ‘each advisory committee is to review its terms of reference and membership composition within three months of the ordinary local government election. Any proposals for change are to be referred to Council for consideration prior to 31 March the following year (for implementation in conjunction with the review of community membership). This does not preclude an advisory committee from
proposing changes to its terms of reference or membership composition as and when the need arises. The Chief Executive Officer is to ensure that committee executive support officers initiate the review process and make committee members aware of the review through appropriately timed agenda papers.

c. **Financial**

Nil

d. **Legal and Statutory**

Nil

e. **Voting Requirements**

Simple Majority

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

Nil

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**Advisory Committee Recommendation 2 of 2:**

**Amendment of Hire Fees for the exhibition spaces of Gary Holland Community Centre and Rockingham Arts Centre**

That Council **AMENDS** the fees and charges in the 2015/16 adopted budget for the Display Exhibition Space at the Rockingham Arts Centre and the Art Exhibition Hire space at Gary Holland Community Centre to reflect the following amounts, GST inclusive, for both centres:

<table>
<thead>
<tr>
<th></th>
<th>Community (Regular)</th>
<th>Community (Casual)</th>
<th>Commercial (Regular)</th>
<th>Commercial (Casual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibition space</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(daily charge)</td>
<td>$15</td>
<td>$15</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>Exhibition Space</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(weekly charge)</td>
<td>$70</td>
<td>$70</td>
<td>$120</td>
<td>$120</td>
</tr>
</tbody>
</table>

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

That Council **AMENDS** the fees and charges in the 2015/16 adopted budget for the Display Exhibition Space at the Rockingham Arts Centre and the Art Exhibition Hire space at Gary Holland Community Centre to reflect the following amounts, GST inclusive, for both centres, commencing 15 February 2016:

<table>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(weekly charge)</td>
<td>$70</td>
<td>$70</td>
<td>$120</td>
<td>$120</td>
</tr>
</tbody>
</table>

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

Commencement date required for the start of new fees.

**Background**

The Gary Holland Community Centre has been in operation since 2008. Hireable spaces within the Centre are a Main Hall, multi-purpose room and two exhibition spaces. The Rockingham Arts
Centre has been in operation since August 2013. Hireable spaces are one studio, a multi-purpose room, and an exhibition space. Hire fees and conditions for both Centres are administered by the City’s Community and Leisure Facilities (CALT) team.

Fees for the Rockingham Arts Centre exhibition space for the 2014/15 financial year specified a daily charge of $11 for community hirers, and $16 for commercial hirers (Government agencies, profit making businesses or persons).

Community feedback received during 2014 indicated that the cost of hiring studio spaces at the Arts Centre was prohibitive. This prompted a review of similar facilities and fees by CALT, including a review of exhibition spaces.

In November 2014, City Officers visited and consulted with Joondalup Art Gallery, Vic Park Centre for the Arts, Koorliny Arts Centre (Kwinana), ZigZag Cultural Centre (Kalamunda). Information was collected relating to hire fees for various spaces within the facilities. Officers concluded that hire fees levied for the Rockingham Centres compared favourably with the other Centres visited.

2015/16 fees and charges for both Centres were proposed based on this market review plus the introduction of daily/weekly fees for the Rockingham Arts Centre exhibition space, and adopted by Council as part of the annual budget deliberations.

The 2015/16 fees for the Display Exhibition Space at the Rockingham Arts Centre are calculated on a daily or weekly basis, as follows:

<table>
<thead>
<tr>
<th></th>
<th>Community (Regular*)</th>
<th>Community (Casual)</th>
<th>Commercial (Regular*)</th>
<th>Commercial (Casual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Exhibition</td>
<td>$50</td>
<td>$55</td>
<td>$60</td>
<td>$70</td>
</tr>
<tr>
<td>Space (daily charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Display Exhibition</td>
<td>$250</td>
<td>$250</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>Space (weekly charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

*Regular fees apply to groups who make 10 or more bookings in the financial year (July - June).

All fees are GST inclusive.

Adopted fees and charges for the Art Exhibition Hire space at the Gary Holland Centre are calculated on an hourly basis only, as follows:

<table>
<thead>
<tr>
<th></th>
<th>Community (GST inc.)</th>
<th>Commercial (GST inc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Exhibition Hire</td>
<td>$11.50 per hour</td>
<td>$16.50 per hour</td>
</tr>
</tbody>
</table>

The equivalent weekly cost of hiring the exhibition space at the Gary Holland Community Centre during standard business hours of 9am-5pm, utilising the hourly hiring fee at the community rate, is in excess of $640.

Should the exhibition space at the Centre be hired for the full opening hours of 6am-12am, Monday to Sunday, the potential maximum fee is in excess of $1400 per week at the community rate and in excess of $2000 per week at the commercial rate.

Following Council’s adoption of the City’s 2015/16 budget, the City received letters of concern from local community groups including: Rockingham Regional Arts Inc, Rockingham Watercolour Society and Friends of the Rockingham Arts Centre.

In addition, an email was received from local artist Tich Dixon, cancelling an exhibition booking on the basis of increased cost and referencing the rise in fees as the direct cause of cancellation.

The Cultural Advisory Committee expressed concern regards the fee increases at the August 2015 meeting, which prompted the preparation of this report for Council consideration.
The Coordinator Cultural Development and Arts met with the Manager Community and Leisure Facilities, 14 September 2015 to discuss the reaction to the fees increase and the potential impact upon activation of the Centre, with reference to the cancelled exhibition.

At this meeting, a daily hire rate of no greater than $15/day for community hire and $20/day for commercial hire of the exhibition spaces was agreed to be acceptable. This figure, along with a weekly charge of $70 for community hire and $120 for commercial hire of the exhibition spaces, was presented to the City’s Cultural Advisory Committee at their meeting of 21 December 2015, and was endorsed by the Committee with the subsequent recommendation.

It is proposed that the new fees and charges remain unchanged until January 2017 in preparation for the schedule of fees and charges for the 2017/18 financial year to be endorsed by Council in March 2017.

**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:** Tourism Lifestyle
   
   **Strategic Objective:** Rockingham Beach Foreshore Precinct – A world-class foreshore precinct capitalising on its unique location and aspect, delivering a quality leisure tourism experience through contemporary design, best practice facilities and seamless linkage between beach, parkland and tourism-based commercial, retail and food and beverage outlets.

   **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.

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

b. **Policy**
   
   Nil

c. **Financial**
   
   The 2015/16 Annual Budget expected operating revenue of $195,061 for the Gary Holland Community Centre, of which $120,526 is expected to come from community and commercial booking fees. As at January 2016, $56,963 has been received in income from booking fees.

   The 2015/16 Annual Budget shows expected operating revenue from the Rockingham Arts Centre of $13,570. As at January 2016, $14,164 has been received in income from booking fees.

   While it is not explicitly clear which parts of the centres have been hired (eg exhibition space, main hall, or multipurpose room etc) to provide this income, it is presumed that the majority of income for both centres has been derived from room bookings as opposed to exhibition space hire.

d. **Legal and Statutory**
   
   The Local Government Act 1995, s6.16 (3)(b) states:
Fees and charges are to be imposed when adopting the annual budget but may be amended from time to time during a financial year. Absolute majority is required.

The Local Government Act 1995, s6.17 (1) states:

In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors:

(a) the cost to the local government of providing the service or goods; and

(b) the importance of the service or goods to the community; and

(c) the price at which the service or goods could be provided by an alternative provider.

The Local Government Act 1995, s6.17 (4) states:

Regulations may:

(a) prohibit the imposition of a fee or charge in prescribed circumstances; or

(b) limit the amount of a fee or charge in prescribed circumstances.

e. **Voting Requirements**

**Absolute Majority**

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

**Nil**

### Committee Recommendation

**Moved Cr Downham, seconded Cr McManus:**

That Council:

1. **AMENDS** the Terms of Reference for the Cultural Advisory Committee to:

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

2. **AMENDS** the fees and charges in the 2015/16 adopted budget for the for Display Exhibition Space at the Rockingham Arts Centre and the Art Exhibition Hire space at Gary Holland Community Centre to reflect the following amounts, GST inclusive, for both centres, commencing 15 February 2016:

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Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
13. **Reports of Councillors**
   
   Nil

14. **Addendum Agenda**
   
   Nil

15. **Motions of which Previous Notice has been given**
   
   Nil

16. **Notices of motion for Consideration at the Following Meeting**
   
   Nil

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

18. **Matters Behind Closed Doors**
   
   Nil

19. **Date and Time of Next Meeting**
   
   The next Corporate and Community Development Committee Meeting will be held on **Tuesday 16 February 2016** in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

20. **Closure**
   
   There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at **4:30pm**.