MINUTES
Corporate and Community Development Committee Meeting
Held on Tuesday 16 June 2015 at 4:00pm
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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**

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<thead>
<tr>
<th>2.1 Councillors</th>
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<tr>
<td>Cr Leigh Liley</td>
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<td>Cr Matthew Whitfield</td>
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<td>Cr Justin Smith</td>
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<td>Cr Barry Sammels (Mayor)</td>
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<td>Cr Deb Hamblin</td>
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<td>Cr Chris Elliott</td>
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<td>Cr Richard Smith</td>
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<td>Cr Ron Pease</td>
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<td>Chairperson</td>
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<td>Deputising for Cr Joy Stewart</td>
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<td>Observer</td>
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<th>2.2 Executive</th>
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<td>Mr John Pearson</td>
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<td>Mr John Woodhouse</td>
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<td>Mr Michael Holland</td>
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<td>Ms Karin Strachan</td>
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<td>Ms Vanisha Govender</td>
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<td>Mr Michael Yakas</td>
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<td>Mr Ashley Pittard</td>
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<td>Mrs Jillian Obiri-Boateng</td>
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<td>Mr Nick Brown</td>
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<td>Ms Jane Elton</td>
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<td>Ms Alison Oliver</td>
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<td>Mr Peter Melling</td>
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<td>Ms Brenda Atkins</td>
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<td>Ms Julia Dick</td>
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<td>Mrs Jelette Edwards</td>
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<td>Ms Sue Langley</td>
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<td>Ms Kris Rowlinson</td>
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<td>Ms Nikita Lawson</td>
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<td>Chief Executive Officer</td>
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<td>Director Corporate Services</td>
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<td>Director Legal Services and General Counsel</td>
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<td>Director Community Development</td>
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<td>Manager Strategy Coordination</td>
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<td>Manager Financial Services</td>
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<td>Manager Customer and Corporate Support</td>
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<td>Manager Community Infrastructure Planning</td>
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<td>Manager Community Support and Safety Services</td>
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<td>Manager Community and Leisure Facilities</td>
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<td>Manager Community Capacity Building</td>
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<td>Manager Library and Information Services</td>
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<td>Manager Investment Attraction</td>
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<td>Human Resources Coordinator</td>
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<td>Coordinator Special Projects</td>
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<td>Governance Officer</td>
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<td>Community Capacity Building Secretary</td>
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<td>Business Trainee</td>
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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 Whitfield, seconded Cr J Smith:

That Committee CONFIRM the Minutes of the Corporate and Community Development Committee Meeting held on 19 May 2015, 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

4:01pm 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

4:01pm The Chairperson asked if there were any interests to declare. There were none.

9. Petitions/Deputations/Presentations/Submissions

Nil

10. Matters for which the Meeting may be Closed

4:02pm The Chairperson advised in accordance with section 5.23(2)(a) and 5.23(2)(e)(ii) of the Local Government Act 1995 – if there are any questions or debate on Confidential Items CS-017/15 - Future of City of Rockingham Child Care Service and GMS-006/15 - Lots 200 and 201 Chalgrove Avenue, Rockingham, then the Corporate and Community Development Committee will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors.

As there were questions, this report was dealt with behind closed doors at Item 18 - Matters Behind Closed Doors.
### 11. Bulletin Items

#### Corporate and General Management Services Information Bulletin – June 2015

**Corporate Services**

1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Retention and Disposal Project
   3.2 Integrated team plan and risk management module
   3.3 Mobile Computing – Infringements
   3.4 Authority Mobile – Asset Management / Inspections
   3.5 Purchasing Card Module
   3.6 Online Application Lodgement System – RockinghamAnytime
   3.7 Intranet Redevelopment
   3.8 Closed-Circuit Television (CCTV) – Stage 2
   3.9 Closed-Circuit Television (CCTV) – Stage 3
   3.10 Service Management Processes
   3.11 Replacement of DC1 and DC2 Servers and VMware Upgrade
   3.12 Upgrade to System Centre Configuration Manager (SCCM)
   3.13 IntraMaps 8 Upgrade
   3.14 Implement Radio Frequency Identification (RFID) Safety Bay Library
   3.15 Integrate Security Access Control Systems
   3.16 Implement DC1/DC2 configuration as per Business Continuity Plan requirements
   3.17 WiFi – Main Administration
   3.18 Bushfire Mitigation System Upgrade
4. Information Items
   4.1 Change of Basis of Rates May 2015
   4.2 List of Payments May 2015
   4.3 Delegated Approval of Tenders by CEO
   4.4 Rockingham Aquatic Centre
   4.5 Rockingham Child Care Service
   4.6 Autumn Centre
   4.7 Warnbro Community Recreation Centre
   4.8 Mike Barnett Sports Complex
   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 Local Government Elections 2015
   4.2 Global Friendship
   4.3 Freedom of Information (FOI) Requests
   4.4 National Sea Change Taskforce Newsletter
   4.5 Citizenships
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<td>1. Human Resources Team Overview</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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<td>3.1 Employee Wellness Programme</td>
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<td>3.2 Corporate Training Programme</td>
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<td>3.3 Leadership and Management Programme</td>
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<td>3.4 Values Programme</td>
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<td>3.5 Occupational Safety and Health Programme</td>
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<td>3.6 People with Disability Employment Project</td>
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<td>3.7 Online Learning Management Systems</td>
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<td>3.8 Health Surveillance Project</td>
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<td>4. Information Items</td>
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<td>4.1 Recruitment and Onboarding</td>
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<td>4.2 Occupational Safety and Health Statistics</td>
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<th>Strategy and Corporate Coordination</th>
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<td>1. Strategy Coordination Team Overview</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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<td>3.1 Update of Climate Change Response Strategy and implementation of Key Actions</td>
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<td>3.2 Risk Management Training and Printing</td>
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<td>3.3 Community Engagement Framework</td>
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<td>3.4 Re-development of Strategic Community Plan</td>
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<td>3.5 Implementation and printing of 2015-2025 Strategic Community Plan</td>
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<td>4. Information Items</td>
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<td>4.1 Annual Customer Satisfaction Survey</td>
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<td>4.2 Coordinating the development of a 10 year minor infrastructure plan</td>
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<td>4.3 5th Generation Team Plans</td>
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<td>4.4 Coordinating the implementation of a Development Contribution Scheme</td>
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<td>4.5 City Scoreboard</td>
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<td>4.6 Roll-out of Risk Analysis Framework</td>
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<td>4.7 Social Media</td>
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<td>4.8 Media Tracking</td>
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<td>4.9 Other initiatives that the Strategy and Corporate Communications team is involved with</td>
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<th>Investment Attraction</th>
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<td>1. Investment Attraction Team Overview</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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<td>3.1 Regional Leadership Forums</td>
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<td>3.2 Business Improvement District Feasibility</td>
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<td>3.3 City Centre Marketing Plan</td>
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<td>3.4 Online Forecasting Tool</td>
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<td>4. Information Items</td>
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<td>4.1 Lot 3 Mandurah Road, Karnup – Land for Sale by Tender</td>
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<td>4.2 Various Meetings</td>
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<td>4.3 AHICE Conference</td>
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4.4 Property Leaders Conference  
4.5 Perth Science and Innovation Hub

**Legal Services & General Counsel**  
1. Legal Services & General Counsel Team Overview  
2. Human Resource Update  
3. Project Status Reports  
4. Information Items  
   - Provision of Legal Advice  
     - 4.1 Legal Advice – Local Government Operational Matters  
     - 4.2 SAT (State Administrative Tribunal) Matters  
   - Legal Capacity Building  
     - 4.3 Conference – 2015 General Counsel Summit  
     - 4.4 WALGA - Best Practice in Procurement Breakfast Forum  
     - 4.5 Training – Local Laws - Enforcement  
     - 4.6 Training – Prosecutions – Evidence Gathering

**Committee Recommendation**

Moved Cr J Smith, seconded Cr Whitfield:  
That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – June 2015 and the content be accepted.  

**Committee Voting – 5/0**

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<tr>
<th>Community Development Information Bulletin – June 2015</th>
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<tr>
<td><strong>Community Support and Safety Services</strong></td>
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</table>
| 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 Project  
   - 3.3 Rockingham Connect  
4. Information Items  
   - 4.1 Youth Services  
   - 4.2 Community Safety  

**Library Services**  
1. Library Services Team Overview  
2. Human Resource Update  
3. Project Status Reports  
4. Information Items  
   - 4.1 Library Statistics April 2015  
   - 4.2 Mary Davies Library and Community Centre  
   - 4.3 Safety Bay Library  
   - 4.4 Warnbro Community Library  
   - 4.5 Rockingham Campus Community Library – Transition Update  

**Community Infrastructure Planning**  
1. Community Infrastructure Planning Team Overview  
2. Human Resource Update
3. Project Status Reports
   3.1 Coastal South Sporting Infrastructure Assessment
   3.2 Baldivis Library and Community Centre
   3.3 Regional Cycling Facilities Feasibility Study
   3.4 Golden Bay Primary School - Shared Use Open Space Development and Agreement
   3.5 Secret Harbour Surf Life Saving Club Redevelopment (SHSLSC)
   3.6 Baldivis Primary School Shared Use Reserve
   3.7 Lot 1507 Active Public Open Space Development
   3.8 Baldivis District Sporting Complex Feasibility Study and Concept Plans
   3.9 Rockingham Youth Venue - Feasibility Planning
   3.10 Public Open Space and Community Purpose Site Strategy
   3.11 Secret Harbour Community Library - Feasibility Study and Concept Plan
   3.12 Sport Reserve Floodlighting Program
   3.13 Aquatic Facilities Strategy
   3.14 Community Infrastructure Plan
   3.15 Rhonda Scarrott Reserve Master Plan Implementation
   3.16 Laurie Stanford Reserve Master Plan Implementation
   3.17 Play Space Strategy
   3.18 Reserve and Open Space Master Plans
   3.19 Dog Exercise Areas
   3.20 Karnup Community Infrastructure Plan

4. Information Items
   4.1 Infrastructure Planning and Development Grants 2015/2016
   4.2 Inclusive Play Space

**Community Capacity Building**

1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 New Year’s Eve Celebration 2014
   3.2 Australia Day Celebrations 2015
   3.3 Community Grants Program (CGP)
   3.4 Youth Encouragement Award (YEA)
   3.5 Infrastructure Planning and Development Grants (IPDG)
   3.6 Disability Access and Inclusion Plan (DAIP)
   3.7 Christmas Decoration Program
   3.8 Murdoch Partnership Agreement
   3.9 Reconciliation Action Plan (RAP)

4. Information Items
   4.1 Seniors
   4.2 Learning City Strategy
   4.3 Cultural and Linguistically Diverse
   4.4 Place Activation/Sponsor Recognition
   4.5 Youth Development
   4.6 Sport and Recreation
   4.7 Cultural Development and the Arts
   4.8 Outdoor Event Applications
Committee Recommendation

Moved Cr J Smith, seconded Cr Whitfield:
That Councillors acknowledge having read the Community Development Information Bulletin – June 2015 and the content be accepted.

Committee Voting – 5/0
12. Agenda Items

Corporate Services

Corporate Services

Financial Services

Reference No & Subject: CS-018/14 Adoption of the 2015/2016 Budget,
Setting of Rates and Related Issues

File No: FLM/301

Risk Register No: 330

Proponent/s: Mr John Pearson, Director Corporate Services

Author: Mrs Vanisha Govender, Manager Financial Services

Other Contributors:

Date of Committee Meeting: 16 June 2014

Previously before Council:

Disclosure of Interest:

Nature of Council’s Role in this Matter:

Executive

Site:

Lot Area:

Attachments: Draft Annual Budget 2015/2016

Maps/Diagrams:

Purpose of Report

The purpose of this report is for the adoption of the 2015/2016 financial year budget and gives explanation on its content and detail. A detailed budget document for the 2015/2016 financial year has been prepared and supplied to each Councillor for consideration.

Background

The Major Capital items contained in the budget document were included in the City of Rockingham City Business Plan 2015/2016-2024/2025, which was adopted on 28 April 2015.

Councillors have also been briefed on items to be included with the budget, and two briefings related directly to the City Business Plan and one specifically on the Annual Budget.

The City of Rockingham Rates Model was endorsed on 26 May 2015 and the proposed Fees and Charges were endorsed on 24 March 2015.
Details

The proposed capital expenditure for the City is included in Section 3 of the budget document. This totals $70 million. Of further interest will be pages 162-172 which give details of the expected sources of funding for the various capital items.

There are three major capital items being carried forward into the new financial year: The Secret Harbour Surf Lifesaving Club, Construction of Cell 16 at the Millar Road Landfill and upgrades to Dampier Road. Construction commenced in February 2015 for the Secret Harbour Surf Lifesaving Club and will be completed in summer 2015/2016. It is estimated to cost approximately $6.1 million to complete. The cost for Dampier Road is approximately $1.3 million and the Cell 16 is $2.25 million.

Total operating revenue is expected to be $146.92 million. Total operating expenditure is expected to be $154.82 million (including non cash). Total capital expenditure is expected to be $70.04 million. Rate revenue is anticipated to be $71.35 million.

The proposals for rates are included in section 5 (page 208) of the budget document, as per those adopted by Council at its meeting of 26 May 2015. The rate yield will represent 48% of the City’s overall official operating income.

The Statutory Statements and Notes to the Statutory Statements are included in section 5 of the budget. The most important of these is the Rate Setting Statement. The Statutory Rate Setting Statement is included in page 183, however we have also included a Flowchart version (page 220), which we believe is more informative.

Fees and Charges included within the budget are as per those endorsed by Council on 24 March 2015. Fees and Charges are listed in section 6 of the budget document.

Implications to Consider

a. Consultation with the Community

Consultation has occurred consistently with the community in the lead up to the adoption of the budget. The City of Rockingham Community Plan engaged a significant number of ratepayers in its preparation. All these documents feed through to the Annual Budget document. Further, the Community Plan Strategies have all involved community consultation.

The 2015/2016 rates model was publically advertised seeking submissions on differential rates.

b. Consultation with Government agencies

Nil

c. Strategic Community Plan

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

Aspiration C: Quality Leadership

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

It is of critical strategic importance that the City of Rockingham maintains a solid rate foundation that is above natural growth. Given the City’s current low rate revenue and the enormous need for infrastructure in the future, it is imperative that revenue be created to ensure the City’s infrastructure needs are met.
d. **Policy**

Not Applicable

e. **Financial**

The budget is the Council’s most important annual financial document and details what is proposed for the forthcoming year. It lists all matters of an operational nature, as well as capital items and various sources of income. The budget is the basis for Council striking its rates for the new financial year.

It is considered important that Councillors understand the financial make up of various items within the budget for the forthcoming year. The most important items are those of a “new” nature, and these are included in section 3 of the budget document. While brief explanations are included throughout the budget document, Councillors have been involved and briefed consistently over the preceding six months relating to the budget contents.

Included in the 2015/2016 capital budget includes the following major capital projects:

- Waterfront Village Foreshore Park Redevelopment - $5 million
- Singleton Community Centre Extension -$ 4.8 million
- Rhonda Scarrott Clubrooms - $ 4.9 million
- Baldivis 80 Road – Clubrooms and Playing fields - $ 4.09 million
- Baldivis Road - $ 1.8 million
- Three Bin Waste collection system - $4 million

Finances within the City of Rockingham are solid and accurate planning has allowed revenue to be allocated for a number of years in advance thus annualised “budget bidding” does not occur. Councillors have actively supported this view and adopted rates increases to support new infrastructure creation and address historical financial imbalances. Rates for the coming financial year are planned to include differential rates for residential and non-residential properties in the Gross Rental Value (GRV) valuation method. This differential is now in its third year.

Recent Council deliberation at the May 2015 Ordinary Council Meeting resolved to endorse a 7% rate increase across the City. Total rate yield is anticipated to be approximately $71.32 million.

The Federal Government Financial Assistance Grants remains steady at $4.3 million and the local roads component of the amount is $1.8 million. The City of Rockingham is a minimum grant Council which means the City receives a fixed sum of money from the Federal Government based on population. Therefore there is an upward trend in this number and it is unlikely to reduce unless there are changes in Federal legislation. It is unclear at this stage what the ramifications are of the reduced indexation of Financial Assistance Grants and Local Roads Grants. No formal advice has been received as yet. Any changes will be adjusted in the normal budget review process.

Given the early budget adoption, assumptions have been made related to opening balances. The 2015/2016 Annual Budget opening balance is $18.36 million which includes $13.5 million monies carried forward for capital projects, $3.1 million restricted funds for Bert England Lodge and $1.7 million unspent grants. The City’s surplus position as at 30 June 2016 will be $76,099. Should there be any variance to this figure, budget adjustments through the budget review process will occur accordingly. Council will need to be mindful of any further changes or requests for additional items throughout the coming financial year. While the City does have capacity to make adjustments, little capacity exists to accommodate any new large costs unless there are other positive movements to the City’s end-of-year balance position. Adoption of new items beyond that which are now included in the budget could mean that some of the adopted projects may have to be “dropped off” or be delayed until future years. This process may even still need to occur should there be any large decreases in any of the projected income sources.
f. Legal and Statutory

Preparation and adoption of the budget has occurred in accordance with all legislative requirements. Part 6 of the Local Government Act 1995 legislates all matters to do with finance for local government which the City has complied with.

It is a requirement under section 6.36 of the Local Government Act 1995 that where a Council elects to utilise differential rates then it shall advertise its intention to do so, and call for submissions for a period of least 21 days before any further action occurs. This has occurred. Further updates, if needed, will be provided at the meeting. In accordance with prescribed legislation, Council is to consider any submission received and may impose the proposed rates with or without modification.

g. Risk

Risk Implications of Implementing Officer Recommendation
Nil

Risk Implications of Not Implementing Officer Recommendation
High:
- Non compliance with relevant legislation

**Comments**

Officers have presented to Council a long term Business Plan that integrates suitable financial models for the purpose of planning. The Annual Budget as presented represents the first year of the City Business Plan.

This financial year the presentation of the budget has been modified. All of the operating and capital, and fees and charges budget have been displayed per Directorate and not per the statutory reporting structure used in previous years.

The Financial Statements are however still being reported as per the statutory reporting structure as this is a mandatory requirement of the Local Government Act 1995.

The rates incentive scheme as run in prior years is planned to occur again with prizes still to be confirmed. These prizes are generally sponsored by City suppliers. Residents are eligible should they pay their rates in full by the due date. Payment of full rates by the due date assists the City’s cash flow as well as enabling better interest yields on short term investments.

There is also a State Government requirement for local governments to levy an Emergency Services Levy (ESL). This charge is shown separately on the rate notices. These funds are remitted to the Department of Fire and Emergency Services (DFES).

In adopting the budget, there always remains the difficulty that the opening balance may need adjusting as not all figures may have been processed by the adoption date. Staff have attempted to cross check as many items as possible, however, later changes can remain necessary. This is generally corrected during the budget review process.

The charging methodology for the Community Safety Service is proposed to change from being listed as a separate line item on the rates notice, to being included in the rate in the dollar this year. This amount is equal to 2.8% of the overall rate increase. The City of Rockingham will be providing a Community Safety Service but will no longer be using the existing contractor.

The draft budget as presented is recommended to Council for adoption.

**Voting Requirements**

Absolute Majority
Officer Recommendation

That Council **ADOPT** the proposed Annual Budget for the 2015/2016 financial year and the income and expenditures as presented within the budget document, which includes:

- The following rates:
  - For all Residential properties where Gross Rental Valuations are applied, a rate of 6.52 cents in the dollar with a minimum rate of $1,043 to apply.
  - For all Non Residential properties where Gross Rental Valuations are applied, a rate of 7.824 cents in the dollar with a minimum rate of $1,043 to apply.
  - For all Unimproved Valued properties a rate of 0.1 cents in the dollar with a minimum rate of $499 to apply.
  - For all properties located within the Harrington Waters Precinct, a specified area rate apply of 0.002496 cents in the dollar for the purposes of maintaining public grounds within the area at a higher than average standard.

- Where payments are received after the prescribed time and penalty charges apply, then a penalty interest rate for all Gross Rental Value and Unimproved Value outstanding rates is set at 10% per annum, to be calculated on a daily basis.

- Where payments for the Emergency Services Levy (ESL) are received after the prescribed time and penalty charges apply, then a penalty interest rate for all outstanding ESL is set at 11% per annum, to be calculated on a daily basis.

- For those ratepayers not paying by instalments, the penalty interest will commence to be calculated 36 days after the rates notice issue date.

- The following Rates Instalment Payment Options:
  
  **Option 1**
  To pay the total amount of rates and charges included on the rate notice in full by 17 August 2015, the 35th day after the Rates Notice issue.

  **Option 2**
  Payments to be made by two instalments as will be detailed on the Rates Notices with the following anticipated dates:

  First Instalment  
  Second Instalment  

  **Option 3**
  Payments to be made by four instalments, as will be detailed on the Rates Notices with the following anticipated dates:

  First Instalment  
  Second Instalment  
  Third Instalment  
  Fourth Instalment  

  - Where payments are made by instalment, an administration charge of $3.50 for each instalment after the first instalment shall apply and interest to be set at 5.5% per annum, to be calculated on a daily basis.

  - The transfers/movements to and from the Reserve Accounts, as detailed within the budget document and in accordance with Council’s adopted policies.

  - The imposition of the 2015/2016 Fees and Charges, as listed in Section 6 of the budget document.
Recommendation

Moved Cr Liley, seconded Cr Hamblin:
That the Chief Executive Officer be directed to prepare a draft budget based upon a 3.3% rise in rate revenue for consideration at the July 2015 Council meeting and provide options on how the projected revenue shortfall can be funded by way of adjustment to programs and projects planned for the 2015/2016 financial year.

Recommendation Lost – 2/3
(Cr Sammels, Cr Whitfield and Cr J Smith voted against)

Committee Recommendation

Moved Cr Sammels, seconded Cr Whitfield:
That Council ADOPT the proposed Annual Budget for the 2015/2016 financial year and the income and expenditures as presented within the budget document, which includes:

- The following rates:
  - For all Residential properties where Gross Rental Valuations are applied, a rate of 6.52 cents in the dollar with a minimum rate of $1,043 to apply.
  - For all Non Residential properties where Gross Rental Valuations are applied, a rate of 7.824 cents in the dollar with a minimum rate of $1,043 to apply.
  - For all Unimproved Valued properties a rate of 0.1 cents in the dollar with a minimum rate of $499 to apply.
  - For all properties located within the Harrington Waters Precinct, a specified area rate apply of 0.002496 cents in the dollar for the purposes of maintaining public grounds within the area at a higher than average standard.

- Where payments are received after the prescribed time and penalty charges apply, then a penalty interest rate for all Gross Rental Value and Unimproved Value outstanding rates is set at 10% per annum, to be calculated on a daily basis.

- Where payments for the Emergency Services Levy (ESL) are received after the prescribed time and penalty charges apply, then a penalty interest rate for all outstanding ESL is set at 11% per annum, to be calculated on a daily basis.

- For those ratepayers not paying by instalments, the penalty interest will commence to be calculated 36 days after the rates notice issue date.

- The following Rates Instalment Payment Options:
  
  **Option 1**
  To pay the total amount of rates and charges included on the rate notice in full by 17 August 2015, the 35th day after the Rates Notice issue.

  **Option 2**
  Payments to be made by two instalments as will be detailed on the Rates Notices with the following anticipated dates:
  First Instalment  17 August 2015
  Second Instalment  21 December 2015

  **Option 3**
  Payments to be made by four instalments, as will be detailed on the Rates Notices with the following anticipated dates:
  First Instalment  17 August 2015
  Second Instalment  19 October 2015
Third Instalment 21 December 2015
Fourth Instalment 22 February 2016

- Where payments are made by instalment, an administration charge of $3.50 for each instalment after the first instalment shall apply and interest to be set at 5.5% per annum, to be calculated on a daily basis.
- The transfers/movements to and from the Reserve Accounts, as detailed within the budget document and in accordance with Council’s adopted policies.
- The imposition of the 2015/2016 Fees and Charges, as listed in Section 6 of the budget document.

Committee Voting – 3/2
(Cr Liley and Cr Hamblin voted against)

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

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

5:00pm Cr R Smith departed the meeting.
Purpose of Report

To receive the monthly Financial Management Report for April 2015.

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 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
Risk Implications of Implementing Officer Recommendation
Nil

Risk Implications of Not Implementing Officer Recommendation
High:
- Non-compliance with relevant legislation

Comments
Any variances identified have been reviewed within the current budget review.

Voting Requirements
Simple Majority

Officer Recommendation

Committee Recommendation
Moved Cr Sammels, seconded Cr J 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
### Purpose of Report

Provide Council with details of the tender/s received for Tender T15/16-17 – Period Debt Collection Services, document the results of the tender assessment and make recommendations regarding award of the tender.

### Background

Tender T15/16-17 – Period Debt Collection Services was advertised in *The West Australian* on Saturday 11 April 2015. The tender closed at 2pm, Wednesday 29 April 2015 and was publicly opened immediately after the closing time.

### Details

The following Debt Collection Services were requested:
- Issue and Service of General Procedure Claims
- Provision of an online facility and associated software
- Means Inquiry Hearing
- Court Attendance
- Phone Calls
Field Calls
Issue of Letters of Demand
Location of Debtors Search
Company/Business Searches
Issue of Minor Civil Action claim
Issue of Bankruptcy Procedures against debtors
Sale of land for non-payment of Rates as per the Local Government Act 1995
Property Seizure and Sale Orders for Goods/Land
Dealing with Lessors/Lessees as per section 6.60 of Local Government Act 1995

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

Tender submissions were received from:

<table>
<thead>
<tr>
<th>Company</th>
<th>Level of Service</th>
<th>Understanding Tender Requirements</th>
<th>Tendered Price/s</th>
<th>Total Weighted Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insight Mercantile Pty Ltd</td>
<td>27.5</td>
<td>28.7</td>
<td>35.3</td>
<td>91.5</td>
</tr>
<tr>
<td>AMPAC Debt Recovery (WA) Pty Ltd</td>
<td>28.7</td>
<td>20.8</td>
<td>40.0</td>
<td>89.5</td>
</tr>
<tr>
<td>The Pier Group Pty Ltd trading as CS Legal</td>
<td>17.7</td>
<td>17.5</td>
<td>25.9</td>
<td>61.1</td>
</tr>
<tr>
<td>Dun and Bradstreet (Australia) Pty Ltd (Non-compliant)</td>
<td>17.7</td>
<td>17.5</td>
<td>25.9</td>
<td>61.1</td>
</tr>
</tbody>
</table>

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

**Implications to Consider**

a. Consultation with the Community
   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 Objectives contained in the Community Plan 2015-2025:

Aspiration C: Quality Leadership

Strategic Objective: Financial Sustainability - A City that understands the importance of sustainable revenue streams, long term resource planning and allocation, and the need to prioritise spending on core services and strategic asset management programs.

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

d. Policy

In accordance with the City’s Purchasing Policy, for purchases above $100,000 a public tender process is to be conducted in accordance with the provision of section 3.57 of the Local Government Act 1995; and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, regulation 11A(1).

e. Financial

The 2015/2016 Team Plan has a budget of $350,000 for debt collection services. Most of these costs are recoverable.

f. Legal and Statutory


'Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless sub regulation (2) states otherwise'.

g. Risk

Risk Implications of Implementing Officer Recommendation
Nil

Risk Implications of Not Implementing Officer Recommendation
High
- Non-compliance with applicable legislation

Comments

Following consideration of the submissions in accordance with the tender assessment criteria, all companies except Insight Mercantile Pty Ltd demonstrated a capacity to undertake the works. Insight Mercantile Pty Ltd has had no prior experience in debt collection for local government. The submission received from The Pier Group Pty Ltd trading as CS Legal is considered the best value to the City and therefore recommended as the preferred tenderer.

Voting Requirements

Simple Majority
Officer Recommendation

That Council:

1. **REJECT** the non-compliant tender submitted from Dun and Bradstreet, for Tender T15/16-17 – Period Debt Collection Services.

2. **ACCEPT** the tender submitted from The Pier Group Pty Ltd trading as CS Legal, Unit 11/56 Creaney Drive, Kingsley for Tender T15/16-17 – Period Debt Collection Services in accordance with the tender documentation for the contract period being from the date of award for a period of 36 months.

Committee Recommendation

Moved Cr Whitfield, seconded Cr Hamblin:

That Council:

1. **REJECT** the non-compliant tender submitted from Dun and Bradstreet, for Tender T15/16-17 – Period Debt Collection Services.

2. **ACCEPT** the tender submitted from The Pier Group Pty Ltd trading as CS Legal, Unit 11/56 Creaney Drive, Kingsley for Tender T15/16-17 – Period Debt Collection Services in accordance with the tender documentation for the contract period being from the date of award for a period of 36 months.

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
<table>
<thead>
<tr>
<th><strong>Reference No &amp; Subject:</strong></th>
<th>CS-021/15 Request for Delegation of Authority to the Chief Executive Officer to enter any Lease (Absolute Majority)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File No:</strong></td>
<td>CPM/3-03</td>
</tr>
<tr>
<td><strong>Risk Register No:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Proponent/s:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Author:</strong></td>
<td>Ms Helen Savage, Coordinator City Properties</td>
</tr>
<tr>
<td><strong>Other Contributors:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date of Committee Meeting:</strong></td>
<td>16 June 2015</td>
</tr>
<tr>
<td><strong>Previously before Council:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Disclosure of Interest:</strong></td>
<td>Executive</td>
</tr>
<tr>
<td><strong>Nature of Council’s Role in this Matter:</strong></td>
<td>Executive</td>
</tr>
</tbody>
</table>

**Purpose of Report**

To delegate authority to the Chief Executive Officer in accordance with section 5.42 of the Local Government Act 1995 the power to enter into any lease of land or buildings under the ownership, care, control and management of the City subject to the lease being consistent with the Leasing Policy.

**Background**

Item 1.10 of the 2014-2015 City's Delegated Authority Register provides a record of the Chief Executive Officer having delegated authority to negotiate terms and conditions on leases once Council has granted approval to enter into a lease and incidental terms and conditions need to be finalised. The authority to negotiate incidental terms and conditions is limited to the following:

- Administration fee payable by the lessee
- Authority to negotiate an extension, if deemed appropriate and is in line with original agreements
- Insurance particulars
- Care of the premises including repairs, damage and general maintenance
- Requirement for the lessee to submit audited Annual Financial Statements
- To finalise outgoing and percentages to be paid by the lessee.
This report proposes item 1.10 of the 2014-2015 City’s Delegated Authority Register be amended to provide the Chief Executive Officer with the power to enter into any lease and to make any decision required under those leases.

Details

The City’s Leasing Policy was adopted at the ordinary Council meeting held on 27 January 2015 and provides the framework for the City to establish a uniform and equitable approach to community leases, to ensure that any commercial lease returns a market rent, and to demarcate certain responsibilities of lessee and lessor. This delegation of authority will allow the Chief Executive Officer to enter into any lease conditional of the lease being consistent with the Leasing Policy. The proposed delegation will continue to allow the City to carry out its function of managing City leases and improve efficiency in the City’s leasing processes.

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 contained in the Strategic Community Plan 2015:
   Aspiration B: Strong Community
   Strategic Objective: Services and Facilities
   Community facilities and service that accommodate contemporary community expectation and are justified, well used, cost effective and, where appropriate, multi-functional.
   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 City of Rockingham - Council Policy – Leasing Policy provides clear guidance on the management of all leases within the City. The adoption of this delegation will facilitate the decision making process to allow for greater efficiency.

e. Financial
   Nil

f. Legal and Statutory
   Section 5.42 of the Local Government Act 1995 stipulates the Council can delegate to the Chief Executive Officer the exercise of its powers or the discharge of any of its duties other than those referred to in section 5.43. The delegation, as requested, is compliant with statutory requirements.

g. Risk
   Risk Implications of Implementing Officer Recommendation
   Nil
Risk Implications of Not Implementing Officer Recommendation
Nil

**Comments**

Providing delegated authority to the Chief Executive Officer is anticipated to expedite lease management processes. Given the framework that has been provided to the City through the adoption of the Leasing Policy, determination to enter into a lease will be able to be made with relative ease. It is therefore considered appropriate for the Chief Executive Officer to have delegated authority.

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That Council **DELEGATE** authority to the Chief Executive Officer in accordance with section 5.42 of the Local Government Act 1995, the power to enter into any lease of land or buildings under the ownership, care, control and management of the City subject to the lease being consistent with the Leasing Policy.

**Committee Recommendation**

Moved Cr J Smith, seconded Cr Hamblin:

That Council **DELEGATE** authority to the Chief Executive Officer in accordance with section 5.42 of the Local Government Act 1995, the power to enter into any lease of land or buildings under the ownership, care, control and management of the City subject to the lease being consistent with the Leasing Policy.

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

## General Management Services

### Strategy and Corporate Communications

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-007/15 Tender T15/16-16 – Period Provision of Printing and Graphic Design Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>T15/16-16</td>
</tr>
<tr>
<td>Risk Register No:</td>
<td>51</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Ms Karin Strachan, Manager Strategy and Corporate Communications</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Michael Yakas, Manager Customer and Corporate Support</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Michael Callaghan, Senior Media and Communications Officer</td>
</tr>
<tr>
<td></td>
<td>Ms Melissa Swaney, Media and Communications Officer</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>16 June 2015</td>
</tr>
</tbody>
</table>

## Purpose of Report

Provide Council with details of the tender/s received for Tender T15/16-16 – Period provision of printing and graphic design services, document the results of the tender assessment and make recommendations regarding award of the tender.

## Background

Tender T15/16-16 – Period provision of printing and graphic design services was advertised in the West Australian on Saturday, 18 April 2015. The Tender closed at 2.00pm, Wednesday, 6 May 2015 and was publicly opened immediately after the closing time.
Details

The purpose of this tender is to appoint a contractor for the provision of design services and print services for the City of Rockingham.

The formats required for the provision of design and print services is for a number of different print and display formats, which includes but is not limited to:

- Annual Report
- Service Brochures
- Guides and Directories
- Corporate stationary
- Posters
- Newsletters
- Strategies and plans
- Calendars
- Banners
- Document Covers
- Various workbooks/pads and forms
- Name plates
- Name badges
- Pocket cards

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

Tender submissions were received from:

<table>
<thead>
<tr>
<th>Company</th>
<th>Tendered Price/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuji Xerox Business Force Pty Ltd trading as Fuji Xerox Document Management Solutions</td>
<td>36.0</td>
</tr>
<tr>
<td>Alba Holdings Pty Ltd trustee of the Alba Unit Trust trading as Quality Press</td>
<td>26.5</td>
</tr>
<tr>
<td>Picton Press Pty Ltd trustee for the Picton Press Unit Trust trading as Picton Press</td>
<td>22.9</td>
</tr>
<tr>
<td>Colourpoint Print &amp; Design Pty Ltd</td>
<td>85.4</td>
</tr>
<tr>
<td>Marketforce Pty Ltd</td>
<td></td>
</tr>
<tr>
<td>Abbott &amp; Co Pty Ltd trading as Abbott &amp; Co Printers</td>
<td></td>
</tr>
<tr>
<td>Print and Design Online Pty Ltd trading as Media Engine</td>
<td></td>
</tr>
<tr>
<td>NF Flame Pty Ltd</td>
<td></td>
</tr>
<tr>
<td>Mellow Holdings Pty Ltd trustee for the PW Schenk Family Trust trading as Graphic Elements</td>
<td></td>
</tr>
</tbody>
</table>

A panel comprising Manager Strategy and Corporate Communications, Manager Customer and Corporate Support, Senior Media and Communications Officer and Media and Communications officer – Social Media undertook tender evaluations.

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

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Level of Service</th>
<th>Understanding of Tender Requirements</th>
<th>Tendered Price/s</th>
<th>Total Weighted Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max. Points</td>
<td>40 Pts</td>
<td>30 Pts</td>
<td>30 Pts</td>
<td>100 Pts</td>
</tr>
<tr>
<td>Print and Design Online Pty Ltd trading as Media Engine</td>
<td>36.0</td>
<td>26.5</td>
<td>22.9</td>
<td>85.4</td>
</tr>
</tbody>
</table>
**Assessment Criteria**

<table>
<thead>
<tr>
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<th>Total Weighted Scores</th>
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<tbody>
<tr>
<td>Max. Points</td>
<td>40 Pts</td>
<td>30 Pts</td>
<td>30 Pts</td>
<td>100 Pts</td>
</tr>
<tr>
<td>Marketforce Pty Ltd</td>
<td>34.0</td>
<td>25.0</td>
<td>24.2</td>
<td>83.2</td>
</tr>
<tr>
<td>Abbott &amp; Co Pty Ltd trading as Abbott &amp; Co Printers</td>
<td>29.0</td>
<td>21.5</td>
<td>26.1</td>
<td>76.6</td>
</tr>
<tr>
<td>Alba Holdings Pty Ltd trustee of the Alba Unit Trust trading as Quality Press</td>
<td>30.3</td>
<td>22.5</td>
<td>22.1</td>
<td>74.9</td>
</tr>
<tr>
<td>NFmle Pte Ltd</td>
<td>28.3</td>
<td>21.3</td>
<td>20.5</td>
<td>70.0</td>
</tr>
<tr>
<td>Fuji Zerox Business Force Pty Ltd trading as Fuji Xerox Document Management Solutions</td>
<td>27.5</td>
<td>21.3</td>
<td>21.1</td>
<td>69.9</td>
</tr>
<tr>
<td>Colourpoint Print &amp; Design Pty Ltd</td>
<td>24.0</td>
<td>15.8</td>
<td>22.6</td>
<td>62.4</td>
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<tr>
<td>Picton Press Pty Ltd trustee for the Picton Press Unit Trust trading as Picton Press</td>
<td>25.0</td>
<td>16.5</td>
<td>19.5</td>
<td>61.0</td>
</tr>
<tr>
<td>Mellow Holdings Pty Ltd trustee for the PW Schenk Family Trust trading as Graphic Elements</td>
<td>21.3</td>
<td>15.8</td>
<td>22.8</td>
<td>59.8</td>
</tr>
</tbody>
</table>

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

**Implications to Consider**

a. **Consultation with the Community**
   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**
   In accordance with the City’s Purchasing Policy, for purchases above $100,000, a public tender process is to be conducted in accordance with the provision of section 3.57 of the Local Government Act 1995; and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, regulation 11A(1).
e. **Financial**

The graphic design and printing costs for the City during the duration of the 3-year contract have been planned for through the team plan process, with individual teams responsible for costs relating to team-specific design and printing. All graphic design and printing jobs relating to Corporate activities have been planned for in the Strategy and Corporate Communications team plan. Total printing and design costs across the City is estimated at $1.5 - $1.6 million over the 3-year contract period.

f. **Legal and Statutory**


‘Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless sub regulation (2) states otherwise’.

In accordance with the Local Government (Functions and General) Regulations 1996, Part 4, Division 2, regulation 18(1).

‘A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.’

g. **Risk**

**Risk Implications of Implementing Officer Recommendation**

Nil

**Risk Implications of Not Implementing Officer Recommendation**

High

- Non-compliance with applicable legislation

**Comments**

Following consideration of the submissions in accordance with the tender assessment criteria all companies demonstrated a capacity to undertake the works, however, the submission received from Print and Design Online Pty Ltd trading as Media Engine is considered the best value to the City and therefore recommended as the preferred tenderer.

A late tender from Lia Ursich trading as Rush Consulting (WA) was rejected as it was submitted after the time specified in the invitation for tender.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **ACCEPT** the tender submitted from Print and Design Online Pty Ltd trading as Media Engine, Suite 4/13 Mackinnon Street, Rockingham for Tender T15/16-16 – Period provision of printing and graphic design services in accordance with the tender documentation for the contract period being from the date of award for a period of 36 months.
**Committee Recommendation**

Moved Cr Sammels, seconded Cr J Smith:

That Council **ACCEPT** the tender submitted from Print and Design Online Pty Ltd trading as Media Engine, Suite 4/13 Mackinnon Street, Rockingham for Tender T15/16-16 – Period provision of printing and graphic design services in accordance with the tender documentation for the contract period being from the date of award for a period of 36 months.

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

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-008/15 Councillor Engagement in Strategy and Policy Development and Review</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Proponent/s:</td>
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<tr>
<td>Author:</td>
<td>Mr Andrew Hammond, Chief Executive Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
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<td>Date of Committee Meeting:</td>
<td>16 June 2015</td>
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<tr>
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<td>Nature of Council’s Role in this Matter:</td>
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<td>Site:</td>
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<td>Lot Area:</td>
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<tr>
<td></td>
<td>3. Existing Council Policy - Governance and Meeting Framework</td>
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<tr>
<td></td>
<td>5. Flowchart – New and Major Review of Strategy / Policy</td>
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</table>

## Purpose of Report

To seek approval to amend Council Policies and aligned processes and systems that will facilitate more effective engagement between Councillors and staff, when dealing with complex strategy and policy issues.

## Background

Council adopted a Strategic Planning Framework Policy (SPFP) in December 2010 which has served to define the various elements of the Strategic Planning Framework, demarcate organisational responsibility and allocate times on the annual Information Workshop calendar in which information is exchanged with Councillors.
The Policy has served its purpose well and complies with subsequent changes to the Local Government (Administration) Regulations 1996 in relation to planning for the future, introduced in August 2011.

**Details**

It is now timely to review the policy to respond to the following:

- The refinement of the City's business planning process generally.
- The ongoing feedback from elected members concerned about the effectiveness of their involvement and engagement at the formative stages of strategy (and policy) development.
- The Executive and Councillors having a much better understanding of the dynamics and drivers of the City's strategic financial position.
- Continuing problems with the cost estimation of certain planned community infrastructure items.
- The occasional discord between planning instruments within the City's infrastructure planning hierarchy where differing costs for the same facility exist within various documents that are all provided on the basis of being current and accurate.
- "Sleeping" projects within the Business Plan that emerge without any real commitment or ownership for them being shown by elected members.
- The emerging importance of the Community Infrastructure Plan as a critical influence within the strategic planning framework.

**Implications to Consider**

a. Consultation with the Community
   Nil
b. Consultation with Government Agencies
   Nil
c. Strategic
   Community Plan
   This item addresses the Community's Vision for the future and specifically the following Aspiration/s contained in the Community Plan 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
   It is proposed to modify the following Council Policies in order to achieve the objectives and purpose of this report:
   - Council Policy – Strategic Development Framework
   - Council Policy – Governance and Meeting Framework
   Council Policy – Policy Framework provides that substantial amendments to Council Policy be advertised seeking public comment for 14 days prior to adoption. Proposed changes to the policies are considered substantial and should be subjected to public consultation.
e. Financial
   Nil
f. **Legal and Statutory**

Local Government Act 1995 Section 2.7 (2) provides that the role of the Council is to:

- Govern the affairs of the local government;
- Monitor the performance of the local government;
- Oversee the allocation of finance and resources; and
- Determine the Local Government’s policies.

Local Government Act 1995 Section 5.41(a) and (b) provides that it is the role of the CEO to:

- Advise the Council as to the functions of the Local Government and relevant legislation; and
- Ensure that advice is made available to the Council so as informed decisions can be made.

Local Government Act 1995 5.56 provides that a Local Government is to plan for the future of the district.

g. **Risk**

**Risk Implications of Implementing Officer Recommendation**

Low – proposed adjustments are minor and will serve to improve a system that already works well.

**Risk Implications of Not Implementing Officer Recommendation**

Low

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**Comments**

Over the last 4 years the City has established a full suite of plans and strategies that effectively link the high end aspirational planning developed within the Strategic Community Plan with the following important elements:

- The Corporate Business Plan
- The Community Infrastructure Plan
- The Asset Management Plan
- Team Plans (including workforce planning)
- The Major Project Plan
- The Annual Budget
- Specific Purpose Strategies

Councillors would be aware of the financial challenges facing the City and in line with the provisions of the Strategic Development Framework Policy, meet either formally or by way of Information Workshop on eight occasions per year. That staff are able to clearly elucidate the City's financial issues in what by its very nature is a complex and multi-faceted corporate system is testament to the success of this planning framework. The framework has been instrumental in facilitating effective information flows between Councillors and staff.

Whilst the framework has been very effective in establishing these communication channels, some of the elements within the framework require adjustment and re-definition in order to:

- Improve the veracity and accuracy of inputs, particularly in the area of major project costing; and
- Develop more effective engagement and “ownership of the process” with elected members, particularly in the formative stages of policy and strategy development and major review.
Input Accuracy

Recent business plan deliberations highlighted quite justified concerns as to the rapid escalation of project costings on some major projects. Of significant concern was increase in the Baldivis Regional Sports Facility (BRSF) project where the estimated capital cost has grown to an amount that might have challenged the City’s capacity to deliver this and other planned projects on the Business Plan.

“Greenfields” projects of this type are by their very nature volatile because of the many and varied cost drivers and latent risks that manifest as design and planning becomes more detailed and better understanding of site constraints and challenges emerge. Whilst this theoretically becomes a problem for the quantity surveyors and City finance staff, the magnitude of this change has the capacity to impact upon the City’s overall financial standing and capacity to deliver other major projects and services. This issue should therefore not have been treated as a “book entry” and afforded far more scrutiny on an individual project basis as opposed to more general business plan discussions. Indeed the current approach could see the “tail wagging the dog” if the City continues to provide community infrastructure based upon theoretical needs as opposed to financial capacity.

The City obviously needs to provide functional and effective community and sporting facilities however, should estimated project costings reach a level that might threaten the overall financial capacity of the City, then individual review and “other options” analysis should be undertaken including downsizing or staging projects to find better balance between theoretical “perfect world” facilities and the realities of the City’s financial capacity. Indeed to fund one project at the expense of several others as a result of poor cost management would be a disastrous situation for the City to find itself in.

In the case of the BRSF we now know that the reasons for the “blowout” were many and varied. They include:

- Scoping for the original project costing being inadequate
- The project cost being reviewed annually by way of a CPI increase only
- The business plan not being amended to incorporate changing the site from private to public land
- Other components being added to the project as a result of ancillary strategy development, i.e. cycling facilities

Whilst it is acknowledged that forward planning for construction projects is not an exact science, the BRSF scenario provides an excellent case study upon which the City can improve its systems and processes. It needs to be stated that the City has not incurred any financial losses as a result of these planning challenges, indeed better rigour within this process highlights and creates opportunities to develop more accurate and sensible project outcomes.

The Council Policy – Strategic Planning Framework prescribes the process / timing / meeting type in which the Strategic Community Plan, Specific Purpose Plans, Business Plan, Team Plans and Budget are developed, discussed and endorsed. The engagement between Councillors and staff within these processes works well, however the Community Infrastructure Plan (CIP), which essentially drives the City’s major capital expenditure, is not afforded any special treatment other than occasional review and CPI adjustment. This is considered to be a deficiency in the framework for the following reasons:

- Projects that are endorsed on the business plan to be delivered in say eight to 10 year times can tend to “emerge” two or three years out from planned construction commencement with little ownership or understanding from the Council that has to make resourcing decisions.
- The same projects at times having different costings across several corporate documents i.e corporate plan, community plan
- The original scope of the project sometimes not aligning with contemporary community requirements (eight years is a long time)
• The cost being reviewed only on the basis of CPI and not through any rigorous investigation of other possible cost drivers such as land development constraints, specialised material requirements etc.

The CIP plays an important role in informing the City’s business planning processes and in the circumstances should be subject to more rigorous review.

It is proposed to amend the Council Policy – Strategic Development Framework to incorporate the provision of an annual review of the Community Infrastructure Plan which will be undertaken by way of a Councillor Engagement Session followed by deliberation and endorsement through the normal monthly meeting cycle. The review document put forward to inform the process should contain the following information for every project:

- Details of the original needs analysis and justification of the project
- Details of the original scope, scale, form and function of the project
- Details of the original costing and verification of the current costing
- Details, justification and the cost of any amendments to the original scope of the project.
- Assessment as to whether the originally intended purpose remains relevant

It is also proposed to provide Council with the opportunity to independently review projects if, for whatever reason, a significant cost increase occurs which might materially affect the City’s capacity to deliver the business plan within its indicative timeframes. This would give staff and Council the opportunity to re-evaluate the project and consider alternative options, staging the project, or if endorsed, the impact of other projects on the business plan.

In essence the capital cost should not be the only variable given consideration when there is an upwards cost revision. Other options should always be explored which in some instances might not provide the “perfect” result but nevertheless a functional outcome.

It is proposed to seek Council endorsement by way of separate agenda item preceded by an information workshop for any project whose revised estimate outside of CPI is subject to an increase of more than 20% or $2 million whichever is the lesser.

**Improved Engagement between Staff and Councillors**

The Local Government Act 1995 (the Act) is very clear in the way it demarcates the roles and responsibilities of staff (the CEO) and Councillors. Put simply the Council governs the municipality, monitors performance, allocates resources and determines policy. The CEO informs the Council so as they can make considered decisions and implements those decisions.

These demarcations are perfectly appropriate in contemporary “board governance” context, however the manner in which staff and Councillors can effectively engage together and either discuss complex issues or investigate new initiatives, has always been challenging given the meetings provisions of the Act and the need for “decisions” to be made at duly convened Council meetings under the direction of Council Standing Orders. Whilst Council committees do allow for higher levels of interaction they do not provide an appropriate environment for general discussion on complex issues.

Council Information Workshops have been in operation for around four years and have certainly improved the capability of City staff and major project stakeholders to inform Councillors on complex and topical issues. These workshops are conducted behind closed doors and are conducted in line with guidelines set down by the Department of Local Government. Those guidelines ensure that no debate or decision making is carried on at the workshops and financial interest declaration is observed. The challenge of course is to ensure that “discussion” does not morph into “debate”, particularly on topics that Councillors have a great deal of interest and passion in.

Feedback from Councillors suggest that the Information Workshops are a valuable part of the information exchange process, however significant improvement could be engendered if more effort was put into facilitating two way discussion as opposed to what is typically now “one way traffic” with staff briefing councillors, presenting documents and then fielding questions. Concern has also been expressed in receiving large amounts of complex information on a topic at the commencement of a briefing thereby not giving Councillors the opportunity to better understand the subject matter or ask relevant questions.
Over the past six months Council has dealt with two quite complex and important issues. The Community Safety Strategy and the review of the Community Grants Program. Both topics were dealt with on the basis of a facilitated discussion being conducted, providing Councillors the opportunity to explain their personal views, share their likes and dislikes and provide their vision or desired outcome. A Discussion Paper was also prepared for the Bushfire Hazard Mitigation Strategy Information Workshop conducted October 2014 which facilitated very relevant and instructive discussion from Councillors. In all of these instances, I considered that the Council had very effective “buy in” on the issues and I am confident that when the time came (or comes) to vote on the subject matter, Councillors will not only be fully informed, but also be satisfied with their involvement in the formative stages of strategy and policy review.

Following on from these examples it is proposed to change the structure and format of the Information Workshops by way of an amendment to Council Policy – Governance and Meeting Framework in order to achieve the following:

- Improved engagement and communication between Councillors and Staff
- Opportunity for Councillors to discuss complex and topical issues prior to the development of draft strategies or high level complex policies
- Compliance with the accountability and transparency provisions of the Local Government Act
- Improvement in the level and timeliness of information that prepares Councillors for these sessions
- Opportunity for Staff to brief Councillors on important and complex issues

Change proposals are as follows:

Change the name of these gatherings from “Information Workshop” to “Councillor Engagement Session” to better reflect the intent of the gatherings.

Establish two different types of session format:

1) Information Exchange Sessions
   - Typically a presentation from a staff member (or consultant) on a complex or topical issue
   - Must have at least one third of the session available for questions and discussion
   - Supporting and informing documentation must be distributed at least five working days prior to the session

2) Strategic Discussion Session
   - A facilitated discussion between Councillors
   - Staff can only speak if requested to provide information / advice
   - Facilitator will be a staff member (generally CEO / Director or relevant Manager) that has undertaken appropriate facilitation training
   - A discussion paper on the issue must be distributed to all Councillors at least five working days prior to the session
   - A new or reviewed Community Plan strategy cannot be submitted for Council consideration until a Strategic Discussion has been undertaken to inform the development of the draft document
   - Minimum of one hours duration

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council:

1. **ENDORSE** the changes to Council Policy – Strategic Development Framework as follows for the purposes of community consultation:
Community Plan Strategies,

**Definition**

Plans and strategies that focus upon specific areas of Council involvement or activity. Examples are:

- The Community Safety Strategy
- The Local Planning Strategy
- The Economic Development Strategy
- The Seniors Strategy

All strategies must be congruent with the higher level key focus areas and aspirations established in the community plan and contain discrete, costed and deliverable tasks that will facilitate effective and measurable outcomes.

**Forum**

Advisory Committee meetings, community workshops, community group meetings, Councillor Engagement Sessions

**Process for Development or Review**

A Strategic Discussion is to be facilitated at a Councillor Engagement Session as the first stage of the development of a new strategy or the major review of an existing strategy.

The Strategic Discussion will be informed by a discussion paper that provides background, data and other relevant information on the major issues facing the City with regards the subject matter.

A draft Community Plan Strategy informed by the outcomes of the Strategic Discussion and engagement with relevant stakeholder groups and advisory committees is then to be prepared.

The draft strategy is to be submitted to a Councillor Engagement Session followed by consideration at the relevant Standing Committee and Council for endorsement and public advertising.

Staff then submit a recommended final strategy incorporating community consultation outcomes to Council via the relevant Standing Committee for final consideration.

New section added –

**THE COMMUNITY INFRASTRUCTURE PLAN**

**Definition**

A 10 year planning instrument that identifies costs and prioritises the City’s community infrastructure development program. The annual priorities identified in the plan inform the major project plan component of the City Business Plan.

**Forum**

Council Advisory Committees, Council Standing Committees, Councillor Engagement Sessions.

**Process for Review**

All new items with a capital cost of more than $2 million must be submitted to Council for consideration after explanation at a Councillor Engagement Session.

Any existing item that is subject to either a 20% or $2 million cost variation; whichever is the lesser shall be submitted to Council for consideration after explanation at a Councillor Engagement Session. Council will consider the impact that the variation might have on the City’s overall financial capacity and determine the future form and status of the project.

The Community Infrastructure Plan will be subject to a full annual review. The review is to provide the following information on each project:
• Details of the original needs analysis and justification of the project
• Details of the original scope, scale, form and function of the project
• Details of the original costing and verification of the current costing
• Details, justification and the cost of any amendments to the original scope of the project
• Assessment as to whether the originally intended purpose remains relevant

The plan is to be discussed at the September Councillor Engagement Session followed by adoption at the October meeting round.

Process for Development Review

2. **ENDORSE** the changes to Council Policy – Governance and Meeting Framework as follows for the purposes of community consultation:

3. Councillor Engagement Sessions

Councillor Engagement Sessions will be convened on an occasional basis as a forum for information exchange between elected members and Council officers and facilitated Councillor only discussions on major strategic issues. Debating, collective decision making or revelation of ones intention on how they will vote at a future Council or Committee meeting is not permitted. Expressing an opinion on matters under discussion generally however, is appropriate and welcome.

Councillor Engagement Sessions can be called at the request of either the Mayor, CEO or by Council motion and conducted, as required, on the second Tuesday of the month from 4pm until 6pm and on other occasions when special circumstances dictate.

Sessions are to be chaired by the Mayor, Deputy Mayor or nominated Councillor as is the process with other meetings of Council.

The Sessions will comprise of two different modes of engagement.

1) Information Exchange: Staff, consultants or relevant stakeholders to present to Council on complex strategic and operational issues.
   
a. Between 30% and 50% of the allotted time depending on the nature and complexity of the issue, will be allocated for questions from and discussion between Councillors.

b. Briefing notes and supporting documentation is to be distributed to Councillors at least five working days before the session.

c. “Power Point” presentations are to be kept to a minimum and all other forms of digital and personal communication techniques should be utilized wherever possible.

2) Strategic Discussion: A facilitated discussion between Councillors on major and or complex strategy and policy issues.
   
a. Minimum timeframe 45 minutes.

b. Discussion to be facilitated by an appropriately trained staff member

c. Staff are not to participate in discussions unless asked to do so.

d. All strategic discussions must be informed by a discussion paper prepared by a staff member and distributed at least five working days prior to the session.

A general record should be kept of the session noting attendance, requests for further information and interests declared. No minutes as such will be taken nor will specific discussions, actions, or outcomes of the workshops be recorded, received or adopted at a later date.
Committee Recommendation

Moved Cr Whitfield, seconded Cr Liley:

That Council:

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   *Community Plan Strategies,*

   **Definition**

   Plans and strategies that focus upon specific areas of Council involvement or activity. Examples are:

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   **Forum**

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2) **Strategic Discussion**: A facilitated discussion between Councillors on major and or complex strategy and policy issues.
   a. Minimum timeframe 45 minutes.
   b. Discussion to be facilitated by an appropriately trained staff member
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Committee Voting – 5/0

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**Reference No & Subject:**
- CD-024/15
- Anniversary Park Master Plan 2015

**File No:**
- CPR/724

**Risk Register No:**
- Reference No & Subject:

**Proponent/s:**
- Mr Luke Tressler, Community Infrastructure Planning Officer

**Author:**
- Mr Ashley Pittard, Manager Community Infrastructure Planning

**Other Contributors:**
- 16 June 2015

**Date of Committee Meeting:**
- 16 June 2015

**Previously before Council:**
- Executive

**Disclosure of Interest:**
- 16 June 2015

**Nature of Council’s Role in this Matter:**
- Executive

**Site:**
- Anniversary Park, Reserve No. 31572
- Lot 537 Council Avenue, Rockingham;
- Anniversary Park, Reserve No. 51969
- Lot 538 Council Avenue, Rockingham,
- Lot 539 Council Avenue, Rockingham

**Lot Area:**
- 78,376m² (Total)

**Attachments:**
- Anniversary Park Master Plan 2015 (Final)

**Maps/Diagrams:**
- Aerial Image: Anniversary Park

_Aerial Image: Anniversary Park_
Purpose of Report

To seek Councils adoption of the Anniversary Park Master Plan 2015.

Background

Anniversary Park is an active sports reserve located adjacent to Council Avenue, Hefron and Kitson Streets in Rockingham.

In recent years there have been a number of capital improvements to Anniversary Park including:

- Rockingham Rams Football Club facility veranda and viewing area;
- Removal of Bay 13 shelter and coaches box;
- Fence replacement; and
- Dugout/Team bench upgrade.

These enhancements have been of benefit to the community and the reserve user groups.

On 28 April 2015, Council endorsed the Draft Anniversary Park Master Plan for the purposes of public comment. Following a 14 day public comment period, the Anniversary Park Master Plan 2015 (Final) is returned to Council for adoption.

Details

The overall vision for Anniversary Park is for it to remain a significant community and sporting asset for Rockingham, to continue to serve the needs of the current user groups and build the capacity to accommodate additional usage into the future.

The Master Plan was developed with stakeholders to guide a blueprint for infrastructure provision and to ensure a holistic planning approach to the reserve. It will aid in the placement, linkage and design of capital developments, including items such as the consolidation of the sporting and club facilities that are to be used by a number of reserve user groups. This will ensure that the multitude of users and visitors alike can undertake their respective activities, including but not exclusive to football, gridiron, fitness and youth activities in the most functional, safe and accessible open space reserve possible.

Key features of the proposed Anniversary Park Master Plan include:

- Rockingham Outdoor Youth Space;
- Expansion of Rockingham Rams Football Club facility to include kitchen, bar, storage, change rooms and public toilets, along with the removal of current Masters change rooms and sea container storage
- Expansion of Men’s Shed facility
- AFL goal line netting and extra goal post sleeves for gridiron;
- Path network and formal oval entry (pedestrian and vehicle);
- Play equipment renewal;
- Realign and redevelop fences, including addition of bollards to restrict vehicle access

A total of five submissions were received from various community groups and members who use Anniversary Park. Seven people, representing both stakeholder groups and individual members of the community, attended the Master Plan Conversation session on Tuesday 5 May 2015 where many matters were addressed, and the feedback was positive and constructive.

Some comments related to details which would become important once implementation of the Master Plan recommendations had begun. The majority of the comments expressed their support for what is being proposed and the desire to see the character of the reserve enhanced. Details of the public comments received are summarised below:
<table>
<thead>
<tr>
<th>Comments</th>
<th>Response</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support for path network</td>
<td>Noted</td>
<td>Revised network around top right corner</td>
</tr>
<tr>
<td>Restricting vehicle access in pedestrian areas</td>
<td>Extra bollards have been added. It will be the responsibility of the clubs to manage where vehicles can and cannot go during competition and training sessions</td>
<td>Additional bollards included</td>
</tr>
<tr>
<td>Restricting fitness group’s activities with Gridiron markings</td>
<td>The field lines drawn on the Master Plan are indicative only. User groups will need to be mindful of other user groups to ensure equitable use of the reserve</td>
<td>Gridiron field markings have been drawn further down away from primary fitness training area. Position of floodlighting has been included to determine the appropriate location for sporting fields</td>
</tr>
<tr>
<td>Request additional playground and gym equipment</td>
<td>The Master Plan is only intended to be a visioning document. The type and quantity of equipment will need to be established at a later date</td>
<td>None</td>
</tr>
<tr>
<td>Request easy access to toilets</td>
<td>Noted</td>
<td>None</td>
</tr>
<tr>
<td>The City should not be providing a Bar in a community facility</td>
<td>The City will be responsible for providing the “shell” of a building which may include a serving counter. The user groups will be responsible for fitting out the facility according to their requirements with feedback from the City</td>
<td>None</td>
</tr>
<tr>
<td>Request for way finding signage</td>
<td>The Master Plan is only intended to be a visioning document. Way finding signage will need to be established at a later date</td>
<td>None</td>
</tr>
<tr>
<td>Path network to link up with adjacent connections</td>
<td>The Master Plan is only intended to be a visioning document. Path connections to adjacent networks need to be established at a later date</td>
<td>Revised network around top right corner</td>
</tr>
<tr>
<td>Outdoor Youth Space should address the streetscape to improve passive surveillance and activate the street</td>
<td>The Master Plan is only intended to be a visioning document. Interaction between the Youth Space and its surrounds need to be established at a later date</td>
<td>None</td>
</tr>
<tr>
<td>Request for additional features to encourage additional users to the reserve</td>
<td>No additional requests for the use of the reserve have been made. New user groups will need to liaise with the City to outline their requirements</td>
<td>None</td>
</tr>
</tbody>
</table>
## Implications to Consider

### a. Consultation with the Community

Officers have liaised with the reserve user groups on a range of reserve development matters, which has aided the production of the Master Plan. These groups include:

- Rockingham Rams Football Club
- Rockingham Masters Football Club
- Rockingham Mens Shed
- Vipers Gridiron Club
- Step into Life Fitness

A formal public comment period ran from Friday 1 May 2015 until Thursday 14 May 2015. The public comment period was promoted in the following ways:

- Advert in the Sound Telegraph Tuesday 5 May 2015
- Advert in Weekend Courier Friday 8 May 2015
- Email to key stakeholders – Thursday 30 April 2015
- Mail out to residents within a 100m radius of the perimeter of Anniversary Park, Thursday 30 April 2015
- Facebook post 30 April 2015
- Onsite visit to Anniversary Park 5 May 2015.

### b. Consultation with Government Agencies

Nil

### c. Strategic Community Plan

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

#### Aspiration B: Strong Community

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

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

#### Aspiration C: Quality Leadership

**Strategic Objective:** 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:** 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

The Master Plan has been developed in line with the City’s Sports Facility Provision Policy. This policy provides the City with recommendations for the development of sporting facilities based on State and National Sporting Associations preferred facility guidelines.

e. Financial

The City Business Plan (April 2015) identifies the following projects within Anniversary Park:

- Play equipment renewal $25,000 in 2016/2017
- Anniversary Park Toilet/ Change room Replacement $500,000 in 2017/2018
- Rockingham Youth Recreation Space $1,300,000 in 2018/2019

The adoption of the Master Plan will require further conceptual design works to occur, which will incorporate Quantity Surveyors producing project cost estimates. Projects will then progress to either the Community Infrastructure Plan or Team Plan to be assessed, and implemented in due course if supported.

f. Legal and Statutory

Nil

g. Risk

Risk Implications of Implementing Officer Recommendation

Nil

Risk Implications of Not Implementing Officer Recommendation

Nil

Comments

Community facilities and public open space play a vital role in providing spaces for both active and passive recreation. These areas are valued by communities not only for their recreational opportunities but also for their ability to define landscapes and establish a sense of place. As such, the development of an Anniversary Park Master Plan is important to ensure this reserve remains relevant to the community and is well activated into the future as the population increases.

A large portion of the comments received during the public comment period for the Anniversary Park draft Master Plan were supportive of what was being proposed. Some matters raised would be addressed during the conceptual and detailed design processes. As such, very few changes were required to the draft Master Plan which was previously sent to Council.

Council’s adoption of the Master Plan shall enable projects to progress through to concept / detailed design and subsequent development, and provide all stakeholders a vision for the reserve to work toward.

Voting Requirements

Simple Majority

Officer Recommendation

That Council ADOPT the Anniversary Park Master Plan 2015.
<table>
<thead>
<tr>
<th>Committee Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Moved Cr Sammels, seconded Cr J Smith:</strong></td>
</tr>
<tr>
<td>That Council <strong>ADOPT</strong> the Anniversary Park Master Plan 2015.</td>
</tr>
<tr>
<td>Committee Voting – 5/0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Implications of the Changes to the Officer’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
### Community Development
Community Infrastructure Planning

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-025/15 Arpenteur Park Master Plan 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CPR/724</td>
</tr>
<tr>
<td>Risk Register No:</td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Luke Tressler, Community Infrastructure Planning Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Ashley Pittard, Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>16 June 2015</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>
<tr>
<td>Site:</td>
<td>Arpenteur Park, Reserve No. 46206</td>
</tr>
<tr>
<td>Lot Area:</td>
<td>Lot 4588 Huxtable Tce, Baldivis</td>
</tr>
<tr>
<td>39,986m² (Total)</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td>Arpenteur Park Master Plan 2015 (Final)</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td>Aerial Image: Arpenteur Park</td>
</tr>
</tbody>
</table>

![Aerial Image: Arpenteur Park](image-url)
Purpose of Report

To seek Councils adoption of the Arpenteur Park Master Plan 2015.

Background

Arpenteur Park is an active sports reserve encircled by Huxtable Terrace, Arpenteur Drive, Passfield Street and Clyde Avenue in Baldivis.

In recent years there have been a number of capital improvements to Arpenteur Park including:

• Renovated change rooms;
• New cricket nets; and
• Replacement of missing pickets from oval perimeter fence.

These enhancements have benefitted to both the community and the reserve user groups.

On 28 April 2015, Council endorsed the Draft Arpenteur Park Master Plan for the purposes of public comment. Following a 14 day public comment period, the Arpenteur Park Master Plan 2015 is returned to Council for adoption.

Details

The overall vision for Arpenteur Park is for it to remain a community and sporting asset for the community of Baldivis, continuing to serve the needs of the current user groups and build the capacity to accommodate additional usage into the future.

The Master Plan was developed with stakeholders to guide a blueprint for this infrastructure provision and ensure a holistic planning approach to the reserve. It will aid in the placement, linkage and design of capital developments such as the social room and additional storage that shall be utilised by a number of user groups. This will ensure that users and visitors alike can undertake their respective activities, including but not limited to football, cricket, recreation and play, in the most functional, safe and accessible open space reserve possible.

Key features of the proposed Arpenteur Park Master Plan include:

• Re-establish oval boundary fence with robust material while keeping the English cricket ground look and feel;
• Additional sports floodlighting;
• Path network and resurfacing access road;
• Refurbishing Club building with larger kitchen and social room, including provision of permanent storage and toilet facilities
• Removal of sea containers;
• Play space; and
• Turf resurfacing.

A total of 10 submissions were received from various community groups and members who use Arpenteur Park. Three members of the community attended the Master Plan Conversation session on Wednesday 6 May 2015, where many matters were addressed and the feedback was positive and constructive.

Some comments related to matters which would be applied once the Master Plan recommendations had begun and addressed in the detailed design. The majority of the comments expressed their support for what is being proposed and the desire to see the character of the reserve enhanced. Details of the public comments received are summarised below:
## Comment

<table>
<thead>
<tr>
<th>Comment</th>
<th>Response</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for fencing around reserve to allow clubs to charge entry fee for games</td>
<td>This is not appropriate for this reserve</td>
<td>None</td>
</tr>
<tr>
<td>Retain white picket fence and English cricket ground theme</td>
<td>Agreed and appears within Master Plan</td>
<td>Picket fence outlined as keeping English cricket ground feel</td>
</tr>
<tr>
<td>Supports creation of social room and larger kitchen</td>
<td>Noted</td>
<td>None</td>
</tr>
<tr>
<td>Request for additional security patrols instead of more robust fence material</td>
<td>Request does not fall within the scope of the Master Plan</td>
<td>None</td>
</tr>
<tr>
<td>New floodlighting on eastern side to only be used for sporting events not security lighting</td>
<td>Not intended to have as security lighting</td>
<td>None</td>
</tr>
<tr>
<td>Playground not to be too close to the road due to safety concerns</td>
<td>Playground deemed sufficient distance from road</td>
<td>None</td>
</tr>
<tr>
<td>Path network supported in creating networks within site and with surrounding neighbourhood</td>
<td>Noted</td>
<td>None</td>
</tr>
<tr>
<td>Path network not supported due to path ways on other side of the road</td>
<td>Adjacent path network is incomplete and greater access for prams and people with disabilities is required on site.</td>
<td>None</td>
</tr>
<tr>
<td>Support for removal of sea containers and creation of permanent storage</td>
<td>Noted</td>
<td>None</td>
</tr>
<tr>
<td>Request for additional car parking</td>
<td>Recommends negotiation with adjacent schools to allow access to parking on game days</td>
<td>None</td>
</tr>
<tr>
<td>Master Plan Vision and Themes to be clearer</td>
<td>Noted</td>
<td>Vision and themes have been updated</td>
</tr>
</tbody>
</table>

### Implications to Consider

#### a. Consultation with the Community

Officers have liaised with the reserve groups on a range of reserve development matters, which has aided in the production of the Master Plan. These groups include:

- Baldivis Football Club
- White Knights Cricket Club
- Baldivis Athletics

A formal public comment period ran from Friday 1 May 2015 until Thursday 14 May 2015.
The public comment period was promoted in the following ways:

- Advert in the Sound Telegraph Tuesday 5 May 2015
- Advert in Weekend Courier Friday 8 May 2015
- Email to key stakeholders – Thursday 30 April 2015
- Mail out to residents within a 100m radius of the perimeter of Arpenteur Park, Thursday 30 April 2015
- Facebook post 30 April 2015
- Onsite visit to Arpenteur Park 6 May 2015.

b. **Consultation with Government Agencies**

Nil

c. **Strategic Community Plan**

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

**Aspiration B:** Strong Community

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

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

**Aspiration C:** Quality Leadership

**Strategic Objective:** 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:** 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**

The Master Plan has been developed in line with the City's Sports Facility Provision Policy. This policy provides the City with guidelines for the development of sporting facilities based on State and National Sporting Associations preferred facility guidelines.

e. **Financial**

The adoption of the Master Plan will require further conceptual design works to occur on proposed elements, which will incorporate Quantity Surveyors producing cost estimates. Projects shall then progress to either the Community Infrastructure Plan or relevant Team Plans to be assessed, and implemented in due course if supported.
f. **Legal and Statutory**
   Nil

g. **Risk**
   **Risk Implications of Implementing Officer Recommendation**
   Nil
   **Risk Implications of Not Implementing Officer Recommendation**
   Nil

**Comments**

Community facilities and public open space play a vital role in providing spaces for both active and passive recreation. These areas are valued by communities not only for their recreational opportunities but also for their ability to define landscapes and establish a sense of place. As such, the development of the Arpenteur Park Master Plan is important to ensure this reserve remains relevant to the community and is well activated into the future as the population increases.

A large portion of the comments received during the public comment period for the draft Arpenteur Park Master Plan were supportive of what was being proposed and related to detail and design, which would be addressed as the recommendations began to be implemented. As such, very few changes were required to the draft Master Plan which was previously presented to Council in April 2015.

Council’s adoption of the Master Plan shall enable projects to progress through to detailed design and subsequent development, and provide all stakeholders with a vision for the reserve to work toward.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **ADOPT** the Arpenteur Park Master Plan 2015.

**Committee Recommendation**

Moved Cr Whitfield, seconded Cr J Smith:
That Council **ADOPT** the Arpenteur Park Master Plan 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
## Community Development

### Community Development

#### Community Capacity Building

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-026/15 Notice of Motion – Request for a Chain of Office for the City of Rockingham Junior Mayor</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>COM/25-02</td>
</tr>
<tr>
<td>Risk Register No:</td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Cr Ron Pease JP</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Beth Webster, Community Development Officer (Youth)</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Lee Battersby, Acting Manager Community Capacity Building</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>16 June 2015</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>

#### Purpose of Report

This report is written to provide officer comment and recommendation in response to a Notice of Motion submitted by Cr Ron Pease JP.

#### Background

CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 21 JULY 2015
Cr Pease submitted the following motion for consideration at the Council Meeting to be held on 23 June 2015:

“That Council ENDORSE the concept of the manufacture of a Chain of Office for the position of City of Rockingham Junior Mayor subject to the costs being sourced from the 2015/2016 Annual Budget.”

Details

The City of Rockingham Junior Council elects a Junior Mayor and Deputy Junior Mayor annually. The Junior Mayor chairs meetings, presents Junior Council motions to the City and the community and can be called upon to represent the City alongside the Mayor at appropriate functions and events.

Junior Council provides opportunities for young people aged from 12 years old to voice ideas, concerns and opinions of young people across the City and to develop an understanding of the local government decision making processes.

The City has investigated the cost, manufacture and purchase of a Junior Mayoral chain of office. The Chain will be of a lesser quality than the City of Rockingham’s Mayoral chain of office and will be designed to suit being worn by young people. A potential manufacturer has indicated the chain would be made from zinc alloy gold plating, mounted on a velvet backing. The chain would be approximately half the length of the original City of Rockingham’s Mayoral chain.

Implications to Consider

a. Consultation with the Community
   Not Applicable
b. Consultation with Government Agencies
   Not Applicable
c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:
   **Aspiration B:** Strong Community
   **Strategic Objective:** Mobility and Inclusion: Community services, programs and infrastructure that effectively caters for all residents including seniors, youth and vulnerable populations
d. Policy
   Not Applicable
e. Financial
   The cost for the chain is approximately $1,800 which will be debited from the Junior Council 2015/2016 budget.
f. Legal and Statutory
   Not Applicable
g. Risk
   **Risk Implications of Implementing Officer Recommendation**
   Nil
   **Risk Implications of Not Implementing Officer Recommendation**
   Nil
Comments

While the City of Rockingham Junior Council is not an official decision making body, the concept of the program is to teach young people about local government processes and traditions. The addition of a facsimile Mayoral Chain of Office for the Junior Mayor would enrich the program for the students by further modelling the City of Rockingham Council and giving special recognition to the Junior Mayor position.

Council does not need to endorse the manufacture of the chain as if they approve the concept the City can purchase it.

The purchase of the Junior Mayor Chain of Office falls under the City of Rockingham Youth Strategy 2011–2015. Specifically the chain of office fulfils Key Element 3, Community Participation: To encourage and facilitate the involvement of young people through consultation improved access and recognition of achievements.

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVE the purchase of a facsimile Mayoral Chain of Office for the position of City of Rockingham Junior Mayor.

Notice of Motion from Cr Ron Pease

That Council ENDORSE the concept of the manufacture of a Chain of Office for the position of City of Rockingham Junior Mayor subject to the costs being sourced from the 2015/2016 Annual Budget.

Committee Recommendation

Moved Cr J Smith, seconded Cr Hamblin:

That Council APPROVE the purchase of a facsimile Mayoral Chain of Office for the position of City of Rockingham Junior Mayor.

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 provide officer comment and recommendation in response to a Notice of Motion submitted by Cr Joy Stewart, regarding Water Refill Stations.

### Background

Cr Stewart submitted the following motion for consideration at the June 2015 Council meeting.

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

### Details

Water Refill Stations (WRS) are a modern, high-tech version of a public drinking fountain. Some WRS provide users with micro-filtered, instantly chilled, still or sparkling water at a fraction of the cost of bottled water. The WRS draw their water from local water supply where the water travels through a filtration and UV light sanitising process before being instantly chilled at the time of purchase. The dispenser nozzle also contains a UV sanitising light to ensure there is no bacterial cross-contamination. Sanitisation and decontamination process is computer monitored 24 hours a day, 7 days a week. The water (still and sparkling) is available in unlimited quantities.
WRS can be operated using a loyalty smartcard, which can be purchased online or from nearby retailers. Some are operated using a loyalty smart card, which can be purchased at online stores or from nearby retailers. Credit cards can also be used to purchase water at most refill stations.

There are a number of companies that provide different types of WRS in WA, some of which are free for users.

### Implications to Consider

a. **Consultation with the Community**  
   Nil

b. **Consultation with Government Agencies**  
   Nil

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

   **Aspiration C:** 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

f. **Legal and Statutory**  
   Nil

g. **Risk**  
   Risk Implications of Implementing Officer Recommendation  
   Nil

   Risk Implications of Not Implementing Officer Recommendation  
   Nil

### Comments

Installation of WRS in the City requires further investigation particularly in relation to, but not limited to:

- Land tenure (permit/licence/leasing)
- Existing water fountains in the City (current locations, procedures, contracts etc)
- Types of WRS
- Companies providing WRS
- Costs
- Maintenance
- Environmental benefits
- Health benefits
• Social impacts (eg graffiti)
• Anti-competitive issues
• Advertising on Council land
• Other locations and types of WRS in WA

If Council supports the recommendation, the investigation into the above will be implemented over a period of time with the investigations findings and recommendations presented to Council for deliberation.

Voting Requirements

Simple Majority

Officer Recommendation

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.

Notice of Motion from Councillor Joy Stewart

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.

Committee Recommendation

Moved Cr Sammels, seconded Cr Hamblin:

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.

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
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**

   **Moved Cr Sammels, seconded Cr Whitfield:**
   That the Corporate and Community Development Committee **CLOSE** the meeting to the members of the gallery and Officers (with the exception of Mr Hammond, Mr Woodhouse, Mr Holland, Mr Pearson, Mr Melling and Mr Brown) in accordance with section 5.23(2)(a) and 5.23(2)(e)(ii) of the Local Government Act 1995 to allow the Committee to discuss Confidential Items CS-017/15 - Future of City of Rockingham Child Care Service and GMS-006/15 - Lots 200 and 201 Chalgrove Avenue, Rockingham.

   Carried – 5/0

   5:21pm The Chairperson requested that members of the gallery and Officers depart the meeting.

   5:22pm The meeting resumed behind closed doors.
CONFIDENTIAL ITEM
NOT FOR PUBLIC ACCESS
Section 5.95(3) Local Government Act 1995 (the Act)
This item may be discussed behind closed doors as per Section 5.23(2)(a) of the Act

Corporate Services
Community and Leisure Facilities

Reference No & Subject: CS-017/15
Future of City of Rockingham Child Care Services

File No: CSV/7
Risk Register No: 153,154,155
Proponent/s: Mr Nick Brown, Manager Community and Leisure Facilities
Author: Mr John Pearson, Director Corporate Services
Other Contributors: 
Date of Committee Meeting: 16 June 2015
Previously before Council: 
Disclosure of Interest: 
Nature of Council’s Role in this Matter: Executive

Site: 10 (Lot 35) Council Avenue, Rockingham WA 6168
Lot Area: 4,459m²
Attachments: 
Maps/Diagrams: City of Rockingham Child Care Services Centre (aerial)

Voting Requirements
Simple Majority, Absolute Majority for Delegation of Authority (Part 2).

Officer Recommendation
That Council:
1. APPROVE the transition of the Rockingham Child Care Service to Wanslea Early Learning and Development Inc.

CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 21 JULY 2015

PRESIDING MEMBER
2. **DELEGATE** Authority to the Chief Executive Officer to negotiate and finalise all contractual requirements for this transition based on the following principles:
   - Minimal disruption to clients of the facility.
   - All staff are offered ongoing employment with Wanslea Early Learning and Development Inc so far as practical.

### Committee Recommendation

**Moved Cr Whitfield, seconded Cr J Smith:**

That Council:

1. **APPROVE** the transition of the Rockingham Child Care Service to Wanslea Early Learning and Development Inc.

2. **DELEGATE** Authority to the Chief Executive Officer to negotiate and finalise all contractual requirements for this transition based on the following principles:
   - Minimal disruption to clients of the facility.
   - All staff are offered ongoing employment with Wanslea Early Learning and Development Inc so far as practical.

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
**CONFIDENTIAL ITEM**

**NOT FOR PUBLIC ACCESS**

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

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

<table>
<thead>
<tr>
<th>General Management Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Investment Attraction</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-006/15  Lots 200 and 201 Chalgrove Avenue, Rockingham</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>ECD103 / ECD104</td>
</tr>
<tr>
<td>Risk Register No:</td>
<td>156 and 157</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Defence Housing Australia</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Peter Melling, Manager Investment Attraction</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr John Woodhouse, Director Legal Services &amp; General Counsel</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>16 June 2015</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>December 2011 (DPD-012/11), April 2012 (DPD-005/12)</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Site:</th>
<th>Lots 200 and 201 Chalgrove Avenue, Rockingham</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot Area:</td>
<td>Lot 200: 3048 m² / Lot 201: 1,289m²</td>
</tr>
<tr>
<td>Attachments:</td>
<td>Confidential Attachment as per Section 5.23(2)(e)(ii) of the Local Government Act 1995</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td>DHA Concept Plans</td>
</tr>
<tr>
<td></td>
<td>Figure 1 - Indicative Map</td>
</tr>
</tbody>
</table>

**Voting Requirements**

Simple Majority, Absolute Majority for Delegation of Authority (Part 2).
Officer Recommendation

That Council:
1. **APPROVE** the sale of Lot 200 and 201 Chalgrove Avenue, Rockingham by way of private treaty.
2. **DELEGATE** authority for the CEO to negotiate terms of the contract and sign the document on behalf of Council, subject to:
   i. Compliance with Section 3.58 (3) of the Local Government Act 1995, and
   ii. Market Value is achieved for both lots, and
   iii. No adverse submissions are received in respect to the public notice of sale.

Committee Recommendation

Moved Cr Hamblin, seconded Cr Whitfield:

That Council:
1. **APPROVE** the sale of Lot 200 and 201 Chalgrove Avenue, Rockingham by way of private treaty.
2. **DELEGATE** authority for the CEO to negotiate terms of the contract and sign the document on behalf of Council, subject to:
   i. Compliance with Section 3.58 (3) of the Local Government Act 1995, and
   ii. Market Value is achieved for both lots, and
   iii. No adverse submissions are received in respect to the public notice of sale.

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

Moved Cr J Smith, seconded Cr Whitfield:

That the meeting again be open to the public.

Carried – 5/0

5:45pm The meeting came out from behind closed doors and the Chairperson invited members of the gallery and Officers to rejoin to the meeting.

The Chairperson did not read aloud the Committee Recommendations carried behind closed doors as no members of the gallery returned to the meeting.
<table>
<thead>
<tr>
<th></th>
<th>Date and Time of Next Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The next Corporate and Community Development Committee Meeting will be held on <strong>Tuesday 21 July 2015</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>Closure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at <strong>5:45pm</strong>.</td>
</tr>
</tbody>
</table>