MINUTES
Community Development Committee Meeting
Held on Monday 13 May 2013 at 4:00pm
City of Rockingham Boardroom
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<th></th>
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<td>2. Record of Attendance/Apologies/Approved Leave of Absence</td>
<td>4</td>
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<td>3. Responses to Previous Public Questions Taken on Notice</td>
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<td>4. Public Question Time</td>
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</tr>
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<td>5. Confirmation of Minutes of the Previous Meeting</td>
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<td>6. Matters Arising from the Previous Minutes</td>
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<td>7. Announcement by the Presiding Person without Discussion</td>
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<td>8. Declaration of Member’s and Officer’s Interest</td>
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<td>9. Petitions/Deputations/Presentations/Submissions</td>
<td>5</td>
</tr>
<tr>
<td>10. Matters for which the Meeting may be Closed</td>
<td>5</td>
</tr>
<tr>
<td>Community Development Information Bulletin – May 2013</td>
<td>5</td>
</tr>
<tr>
<td>12. Agenda Items – Community Development Committee</td>
<td></td>
</tr>
<tr>
<td>Community Capacity Building</td>
<td></td>
</tr>
<tr>
<td>CCB-013/13 Recommendations from the Community Grants Program Advisory</td>
<td></td>
</tr>
<tr>
<td>Committee Meeting held on 3 April 2013</td>
<td>8</td>
</tr>
<tr>
<td>CCB-014/13 Staging of the New Year’s Eve and Australia Day Events for</td>
<td></td>
</tr>
<tr>
<td>the next four years</td>
<td>14</td>
</tr>
<tr>
<td>CCB-015/13 Application for Permit: Sky Dive the Beach</td>
<td>18</td>
</tr>
<tr>
<td>Community Safety</td>
<td></td>
</tr>
<tr>
<td>CSA-003/13 Recommendation from the City Safe Advisory Committee Meeting</td>
<td></td>
</tr>
<tr>
<td>held on 11 April 2013</td>
<td>33</td>
</tr>
<tr>
<td>CSA-004/13 Fees and Charges Associated with the Abandoned Shopping</td>
<td></td>
</tr>
<tr>
<td>Trolleys Management Plan</td>
<td>36</td>
</tr>
<tr>
<td>Community and Leisure Facilities</td>
<td></td>
</tr>
<tr>
<td>CLF-007/13 Recommendation from the Autumn Centre Advisory Committee</td>
<td></td>
</tr>
<tr>
<td>Meeting held on 11 April 2013</td>
<td>42</td>
</tr>
<tr>
<td>CLF-008/13 Tenancy Application for the Office Space at the Gary Holland</td>
<td></td>
</tr>
<tr>
<td>Centre</td>
<td>44</td>
</tr>
<tr>
<td>CLF-009/13 Request for Delegation of Authority to the Chief Executive</td>
<td></td>
</tr>
<tr>
<td>Officer to approve operational plans for Externally Managed Facilities</td>
<td>48</td>
</tr>
<tr>
<td>13.</td>
<td>Reports of Councillors</td>
</tr>
<tr>
<td>14.</td>
<td>Addendum Agenda</td>
</tr>
<tr>
<td>15.</td>
<td>Motions of which Previous Notice has been given</td>
</tr>
<tr>
<td></td>
<td>CSA-005/13 Notice of Motion: Establishment of City Safe Volunteer Engagement Sessions</td>
</tr>
<tr>
<td>16.</td>
<td>Notices of Motion for Consideration at the Following Meeting</td>
</tr>
<tr>
<td>17.</td>
<td>Urgent Business Approved by the Person Presiding or by Decision of Council</td>
</tr>
<tr>
<td>18.</td>
<td>Matters Behind Closed Doors</td>
</tr>
<tr>
<td>19.</td>
<td>Date and Time of Next Meeting</td>
</tr>
<tr>
<td>20.</td>
<td>Closure</td>
</tr>
</tbody>
</table>
**City of Rockingham**  
**Community Development Committee**  
**Meeting Minutes**  
**Monday 13 April 2013 - Council Boardroom**

<table>
<thead>
<tr>
<th>1. <strong>Declaration of Opening</strong></th>
</tr>
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<tbody>
<tr>
<td>The Chairperson declared the Community Development Committee Meeting open at <strong>4.02pm</strong>, welcomed all present, and recited the Acknowledgement of Country.</td>
</tr>
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<tr>
<th>2. <strong>Record of Attendance/Apologies/Approved Leave of Absence</strong></th>
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<tr>
<td><strong>2.1 Councillors</strong></td>
</tr>
<tr>
<td>Cr Leigh Liley</td>
</tr>
<tr>
<td>Cr Joy Stewart</td>
</tr>
<tr>
<td>Cr Deb Hamblin</td>
</tr>
<tr>
<td>Cr Lorraine Dunkling</td>
</tr>
<tr>
<td>Cr Chris Elliott (from 4.15pm)</td>
</tr>
<tr>
<td><strong>2.2 Executive</strong></td>
</tr>
<tr>
<td>Mr Andrew Hammond</td>
</tr>
<tr>
<td>Ms Gay Thornton</td>
</tr>
<tr>
<td>Mr John Pearson</td>
</tr>
<tr>
<td>Mr John Woodhouse</td>
</tr>
<tr>
<td>Ms Carly Kroczek</td>
</tr>
<tr>
<td>Mrs Jillian Obiri-Boateng</td>
</tr>
<tr>
<td>Ms Jenna Bowler</td>
</tr>
<tr>
<td>Mr Mark Toomath</td>
</tr>
<tr>
<td>Mr Michael Holland</td>
</tr>
<tr>
<td>Ms Alison Oliver</td>
</tr>
<tr>
<td>Ms Diane Zanre</td>
</tr>
<tr>
<td><strong>2.3 Members of the Gallery:</strong></td>
</tr>
<tr>
<td><strong>2.4 Apologies:</strong></td>
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<td><strong>2.5 Approved Leave of Absence:</strong></td>
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<th>4. <strong>Public Question Time</strong></th>
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<tr>
<td><strong>4:03pm</strong> The Chairperson invited members of the Public Gallery to ask questions. There were none.</td>
</tr>
</tbody>
</table>
5. **Confirmation of Minutes of the Previous Meeting**

Moved Cr Hamblin, seconded Cr Stewart:

That Council **CONFIRM** the Minutes of the Community Development Committee Meeting held on 8 April 2013, as a true and accurate record.

Committee Voting – 4/0

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

Nil

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

4:04pm The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.

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

4:04pm The Chairperson asked if there were any interests to declare. There were none.

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

9.1 **Presentations**

4:05pm The Chairperson invited representation from Sky Dive the Beach to make their presentation in respect to CCB-015/13 Application for Permit: Sky Dive the Beach

Anthony Boucaut and Tim Radford showed a 3 minute promotional clip, followed by a powerpoint presentation in support of their application for permit.

4:12pm Cr Elliott joined the meeting

4:20pm The Chairperson thanked Mr Boucaut and Mr Radford for their presentation.

4:20pm The Chairperson invited Pauline Booth to make her submission on behalf of a group of residents opposing CCB-015/13 Application for Permit: Sky Dive the Beach.

Ms Booth outlined the negative impacts on the local community amenity and activities by sky diving onto the local beach and requested clarification upon the location that would be used, is it from Victoria Street to Governor Street or Victoria Street to past Governor Street. Cr Liley advised this would be Taken on Notice.

4:35pm The Chairperson thanked Ms Booth for her presentation.

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

Nil

11. **Bulletin Items**

<table>
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<td>Community Support Services</td>
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<tr>
<td>1. Community Support Services Team Overview</td>
</tr>
</tbody>
</table>
2. Human Resource Update
3. Project Status Reports
   3.1 Regional Community Services Leadership Programmes
   3.2 Urban Art
   3.3 Rockingham Connect
4. Information Items
   4.1 Community Support Services General
   4.2 Youth Services
   4.3 Out of School Hours Care (OSHC)
   4.4 Social Connector Pilot Program

**Library Services**
1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Library Statistics March 2013
   4.2 Safety Bay Library Monthly Report
   4.3 Warnbro Library Monthly Report
   4.4 Library Services General Report

**Community Infrastructure Planning**
1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Youth Outdoor Recreation Space Strategy – Implementation Actions
   3.2 Public Open Space Strategy
   3.3 Baldivis District Sporting Complex Feasibility Study and Concept Plans
   3.4 Secret Harbour Community Library Feasibility Study and Concept Plan
   3.5 Rockingham Arts Centre
   3.6 Baldivis Library and Community Centre
   3.7 Secret Harbour Surf Life Saving Club Redevelopment
   3.8 Baldivis Group Settlement School Buildings – Conservation Works
   3.9 Aquatic Facilities Strategy
   3.10 Community Infrastructure Plan
   3.11 Community Purpose Site Strategy
   3.12 Regional Cycling Facilities Feasibility Study
   3.13 Active Ageing Precinct Master Plan
   3.14 Sports Floodlighting Upgrade Program
4. Information Items
   4.1 Submission for Rockingham Youth Venture
   4.2 Golden Bay Primary School

**Community Capacity Building**
1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Rockingham City Football Club
   3.2 Rockingham Regional Environmental Centre (RREC)
   3.3 Rockingham Rams Football Club
   3.4 Community Grants Program (CGP)
3.5 Infrastructure Planning and Development Grants
3.6 Bert England Lodge – Management and Governance
3.7 Disability Access and Inclusion Plan (DAIP)

4. Information Items
4.1 Community Garden
4.2 Active Ageing
4.3 Challenger Court – Aged Persons Units
4.4 Challenger Lodge
4.5 Youth Development
4.6 Sport and Recreation
4.7 Rockingham Early Years Group (REYG)
4.8 Rockingham Education and Training Advisory Committee (RETAC)
4.9 Community Capacity Building Events
4.10 Outdoor Event Applications
4.11 Cultural Development and Arts
4.12 Reconciliation Action Plan (RAP)

Community Safety
1. Community Safety Team Overview
2. Human Resource Update
3. Information Items
   3.1 Security Support Services
   3.2 Community Safety / Crime Prevention
   3.3 Ranger Services
   3.4 Emergency Services
   3.5 Emergency Management and Recovery

Community and Leisure Facilities
1. Community and Leisure Facilities Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Rockingham Child Care Service
   4.2 Rockingham Aquatic Centre
   4.3 Rockingham Autumn Centre
   4.4 Gary Holland Community Centre
   4.5 Warnbro Community Recreation Centre
   4.6 Mike Barnett Sports Complex
   4.7 Aqua Jetty

Committee Recommendation
That Councillors acknowledge having read the Community Development Information Bulletin – May 2013 and the content be accepted.

Committee Voting – 4/0
12. Agenda Items

Community Capacity Building

Community Development
Community Capacity Building

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CCB-013/13 Recommendations from the Community Grants Program Advisory Committee Meeting held on 3 April 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GRS/48</td>
</tr>
<tr>
<td>Author:</td>
<td>Mrs Narelle Edmonds, Community Development Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Michael Holland, Manager Community Capacity Building</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>13 May 2013</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
</tr>
<tr>
<td>Attachments:</td>
<td>Minutes of the Community Grants Program Advisory Committee Meeting held on 3 April 2013</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

Purpose of Report

That Council approve the Community Grants Program Advisory Committee Recommendations as tabled.

Recommendations to the Community Development Committee

Advisory Committee Recommendation 1:
Approvals and non-approvals of CGP, Minor Project/Event and Infrastructure Planning and Development Grants Round Four

That Council APPROVE the allocation of funds for Round Four of the Community Grants Program as follows:

Community Grants Program (CGP) Round Four

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Event/Project</th>
<th>Requested Amount ($)</th>
<th>Subject to Conditions from Community Grants Program Committee</th>
<th>Approved Amount ($)</th>
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<td>Tranby Timber Industry &amp; Craft Association</td>
<td>Construction materials</td>
<td>5,400</td>
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### Community Development Committee Minutes
Monday 13 May 2013

**CONFIRMED AT A COMMUNITY DEVELOPMENT MEETING HELD ON MONDAY 13 May 2013**

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<td>Support In Site</td>
<td>Advertising and Promotion</td>
<td>15,154.98</td>
<td></td>
<td>4,850.98</td>
</tr>
<tr>
<td>Sound City Church Assembly of God</td>
<td>Drug Prevention Seminar</td>
<td>10,730</td>
<td></td>
<td>4,017.50</td>
</tr>
<tr>
<td>Rockingham Petanque Club</td>
<td>Event- Petanque National Championships</td>
<td>20,000</td>
<td>Funding subject to relevant approvals for temporary additional pitches</td>
<td>7,500</td>
</tr>
<tr>
<td>Salvation Army</td>
<td>Skip Bin Hire</td>
<td>5,514.50</td>
<td></td>
<td>5,514.50</td>
</tr>
<tr>
<td>Port Kennedy Soccer Club</td>
<td>Equipment – Portable Soccer Goals</td>
<td>6,610</td>
<td></td>
<td>6,610</td>
</tr>
<tr>
<td>The Cruising Yacht Club of Western Australia</td>
<td>Event – Cockburn Regatta &amp; Equipment</td>
<td>20,000</td>
<td></td>
<td>16,000</td>
</tr>
<tr>
<td>Charthouse PS P &amp; C Association</td>
<td>Event – Fete</td>
<td>3,500</td>
<td></td>
<td>3,500</td>
</tr>
<tr>
<td>Rockingham Uniting Church Opportunity Church</td>
<td>Skip Bin Hire</td>
<td>2,520</td>
<td></td>
<td>2,520</td>
</tr>
<tr>
<td>Secret Harbour Residents Association</td>
<td>Event – Autumn Fair</td>
<td>10,000</td>
<td></td>
<td>3,620</td>
</tr>
<tr>
<td>Baldvis Playgroup Inc</td>
<td>Equipment – Storage</td>
<td>2,000</td>
<td></td>
<td>2,000</td>
</tr>
<tr>
<td>Constable Care Child Safety Foundation</td>
<td>Educational Project</td>
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<td>Event – Aged Care Games</td>
<td>1,483</td>
<td></td>
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<td>Rockingham Kwinana SES</td>
<td>Catering Equipment</td>
<td>1,701</td>
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**TOTAL MINOR PROJECT/EVENT**

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<td>Video/Film Project</td>
<td>20,000</td>
<td></td>
<td>4,690</td>
</tr>
<tr>
<td>Hillman Community Association</td>
<td>Operational Costs</td>
<td>1,000</td>
<td></td>
<td>1,000</td>
</tr>
<tr>
<td>Rockingham RSL</td>
<td>Event – Anzac Day</td>
<td>2,700</td>
<td></td>
<td>2,700</td>
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</table>

**TOTAL MINOR PROJECT/EVENT**

- **19 Applications**
- **173,563.48 Requested Amount**
- **105,523.64 Approved Amount**
Round Four of the Community Grants Program (CGP) & Infrastructure Planning and Development Grants (IPDG) closed on Friday 15 March 2013. A total of 22 applications were received and funds requested totalled an amount of $184,146.91.

A total of 19 applications were received for the CGP with funds totalling $173,563.48 for the Minor Project/Event grants. All requests were approved in varying amounts with some conditions which totalled $105,523.64.

Three applications where received with funds requested totalling $10,583.43 for the IPDG. Two applications were approved in the amount of $8,222.98 with one application not being approved.

### Implications to Consider

**a. Strategic**

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

**Aspiration 7:** Community facilities and services that are well utilised, accessible and cost effective, and where appropriate, multi-functional.

**b. Policy**

The Community Grants Program operates in line with the Community Grants Program Policy & Guidelines. The Community Grants Program Committee operates in line with the Council’s Governance and Meeting Framework Policy.

**c. Financial**

If Council approves the CGP Round Four applications, Minor Project/Event grants an amount of $105,523.64 will be utilised from the CGP budget which currently has a balance of $108,763.84 leaving a further balance of $3,240.20.

If Council approves the IPDG Round Four application grants an amount of $8,222.98 will be utilised from the CGP IPDG budget which currently has a balance of $62,288.69 leaving a further balance of $54,065.71.

**d. Legal and Statutory**

Nil

**e. Voting Requirements**

Simple Majority
### Officer Recommendation if Different to Advisory Committee Recommendation

Nil

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

Nil

### Committee Recommendation

That Council **APPROVE** the allocation of funds for Round Four of the Community Grants Program as follows:

**Community Grants Program (CGP) Round Four**

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<tr>
<td>Marilla House Community Centre Inc</td>
<td>Equipment - Soft Fall</td>
<td>19,250</td>
<td>Funding subject to approval from other funding bodies</td>
<td>6,416.66</td>
</tr>
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<td><strong>TOTAL MINOR PROJECT/EVENT</strong></td>
<td></td>
<td><strong>173,563.48</strong></td>
<td><strong>19 Applications</strong></td>
<td><strong>105,523.64</strong></td>
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</table>

<table>
<thead>
<tr>
<th>IPDG Applicant</th>
<th>Event/Project</th>
<th>Requested Amount $</th>
<th>Subject to Conditions from Community Grants Program Committee</th>
<th>Approved Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YMCA</td>
<td>Equipment – Netball Goals and Scoreboard</td>
<td>5,364.55</td>
<td></td>
<td>5,364.55</td>
</tr>
<tr>
<td>South Coastal Women’s Health Ass</td>
<td>Soft Fall</td>
<td>5,250</td>
<td></td>
<td>Nil</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>IPDG Applicant</th>
<th>Event/Project</th>
<th>Requested Amount $</th>
<th>Subject to Conditions from Community Grants Program Committee</th>
<th>Approved Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowls Safety Bay</td>
<td>Refrigeration Equipment</td>
<td>2,858.43</td>
<td></td>
<td>2,858.43</td>
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<tr>
<td><strong>TOTAL IPDG</strong></td>
<td></td>
<td><strong>10,583.43</strong></td>
<td><strong>3 Applications</strong></td>
<td><strong>8,222.98</strong></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>22 Applications</strong></td>
<td></td>
<td><strong>113,746.62</strong></td>
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Committee Voting – 4/0
<table>
<thead>
<tr>
<th><strong>The Committee's Reason for Varying the Officer's Recommendation</strong></th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Implications of the Changes to the Officer’s Recommendation</strong></td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>


### Community Development Committee Minutes

**Community Development Committee Minutes**

Monday 13 May 2013

**CONFIRMED AT A COMMUNITY DEVELOPMENT MEETING HELD ON MONDAY 13 May 2013**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CCB-014/13 Staging of the New Year's Eve and Australia Day Events for the next four years</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>RCS/02</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Ms Mary-Jane Rigby, Coordinator Community Capacity Building</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Gary Rogers, Manager Procurement and Projects</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Michael Holland, Manager Community Capacity Building</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>13 May 2013</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>13 June 2011 (CCB-017/11), 19 February 2010 (CD11/3/10), 28 July 2009 (CD46/7/09)</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
</tr>
<tr>
<td>Site:</td>
<td>Churchill and Bell Parks, Rockingham Foreshore</td>
</tr>
<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

#### Purpose of Report

To seek approval to stage the Family New Year’s Eve event to be held annually on December 31, 2013 - 2016, along with the Australia Day celebration to be held annually on January 26, 2014 - 2017.

#### Background

In 2001 the City determined that the delivery of a significant community event on New Year’s Eve and Australia Day was an important community development initiative to engender community and civic pride, add vibrancy to the Rockingham foreshore and to encourage participation in cultural social activities. The New Year’s Eve event has been successfully managed by external event management companies since its inception and the Australia Day celebration was managed by an external event provider for the first time in 2013, previously managed by the City’s Community Development Division. Subsequently, the management of both major events in 2012/2013 were managed by the same event company (Street Hassle Events) via two separate competitive tender processes.

The operational dates of these two major events combined with the historical date of adoption of the annual Council budget has resulted in challenges for officers to administer the tender contracts in a timely manner and for the event provider to allow sufficient pre event planning for the booking of major entertainment and infrastructure. To gain Council approval to stage these events over the
next four years will allow officers to pre-plan and amend the tender contract to include improved planning expectations, and importantly amendments to the current contractor payment schedule to allow for deposits to be paid for national headlining entertainment prior to budget adoption in July.

**Details**

The City plans to administer the combination of the two events into one competitive tender in 2013 and 2014 containing the option of a separable portion, in the scenario that two providers may have particular experience and strengths to deliver one event more successfully over the other.

The tender duration will offer a two year service contract with the opportunity of a one or two year extension should the City be satisfied with the services delivered. A tender contract of this duration will allow the successful contractor sufficient lead in time for pre-planning and to secure appropriate entertainment and infrastructure required to deliver an enriched community event of this logistical size and scope. The combination of the two events into one competitive tender may also provide opportunities for cost saving to the City across the two events if managed by the same company due to the timing of the two events being less than one month apart.

Due to the current event approval process being reliant on acceptance of the budget for the timing regarding adoption of the Council budget annually can pose potential delays and challenges for the pre-planning and preparation of these major events e.g. June budget for December and January events. The impact of not allowing sufficient planning time for events of this magnitude is detrimental to ensuring they are delivered professionally and with a level of continued excellence. The booking of key national head lining acts, infrastructure and security services are vital components of the event planning process and must be secured early to not only ensure availability, but to provide Rockingham the flexibility of selecting the most appropriate service and popular national act.

It is suggested that the Request for Tender (RFT) process commence prior to the adoption of the 2013/2014 annual budget with a clause included clearly stating funding will be allocated pending the adoption of the 2013/2014 budget. It is requested that Council provide in principle support to the staging of these two major community events for the next four years to allow the request for tender process to commence in May/June 2013. This will enable the City sufficient time under delegated authority of the Chief Executive Officer, to appoint a preferred supplier based on the applications received and commence pre-planning with the preferred supplier. In particular, this will provide adequate time for the supplier to source an appropriate national act and vital mandatory infrastructure for the 2013 New Year’s Eve event.

The awarding of a two year contract with options to renew would commit the City for the initial two year period in meeting the legal and financial obligations of the contract. Costs associated with the two year contract period would need to be provided for within the City’s operating budgets for 2013/14 and 2014/15 in accordance with the contract and in line with the current team plan.

**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/s contained in the Community Plan 2011:-

   **Aspiration 13:** A community that is welcoming and desirable in the eyes of residents and non-residents alike.

   **Aspiration 15:** Governance systems that ensure decision making a resource allocation is accountable, participative, and legally ethically compliant.
d. Policy
The Request for Tender process is in alignment with the City's Purchasing Policy for purchases over $100,000.

e. Financial
The adoption of this report along with 2013/2014 annual budget, will commit Council to the financial obligations of the two year tender contract.

The Community Capacity Building Team Plan 2013/2014, 2014/2015, 2015/2016 and 2016/2017 contains the following financial projections for the delivery of each event annually. The projected event figures can be amended upon adoption of the annual budget however any budget amendment may impact on the current scope and delivery of the events. A clause in the contract enables the City to inform the contractor annually of the allocated budget for the facilitation of these events.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Eve</td>
<td>$136,000</td>
<td>$141,000</td>
<td>$147,098</td>
<td>$152,982</td>
</tr>
<tr>
<td>Australia Day</td>
<td>$33,000</td>
<td>$34,320</td>
<td>$35,693</td>
<td>$37,121</td>
</tr>
</tbody>
</table>

f. Legal and Statutory

The awarding of a two year contract with options to renew would commit the City for the initial two year period in meeting the legal obligations of the contract.

Comments
City of Rockingham’s New Year’s Eve and Australia Day celebrations have become major events on the calendar for residents and visitors. Community feedback from the 2012 New Year’s event and 2013 Australia Day event was overwhelming in favour of these events continuing with a notable growth in acknowledgement and appreciation toward the City of Rockingham for providing events of this scale in a family friendly and alcohol free environment. The two events continue to grow in popularity and are now amongst the largest and most anticipated community events on the calendar. On average, the two events have attracted a combined attendance of between 20,000 and 30,000 people over the previous two years.

Approval to stage these events for the next four years will enable officers to administer a suitable tender with adequate timing for the contractor to operationally manage the event including a level of succession planning. The opportunity to advertise for the tender of these events prior to the endorsement of the allocated budget enables officers to work with the preferred event supplier in a timely manner to ensure the success of these iconic events continues to grow and succeed in meeting the aspirations of the Rockingham community as highlighted in the Community Plan.

The impact of waiting for the budget to be adopted before advertising for tender may result in higher costs to the City and a lack of availability of National performers, Security services and major infrastructure. The reputation of the City is paramount in the successful and professional delivery of these high profile community events, therefore suitable planning to enable the event provider to deliver the event to an optimal standard is required.

Voting Requirements
Simple Majority
## Officer Recommendation

That Council **AGREE** to the staging of the Family New Year’s Eve celebration on 31 December 2013 - 2016 along with the Australia Day event on 26 January 2014 - 2017 to be held at the Rockingham foreshore.

## Committee Recommendation

That Council **AGREE** to the staging of the Family New Year’s Eve celebration on 31 December 2013 - 2016 along with the Australia Day event on 26 January 2014 - 2017 to be held at the Rockingham foreshore.

Committee Voting – 4/0

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

Not Applicable

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

Not Applicable
Community Development Committee Minutes
Monday 13 May 2013

CONFIRMED AT A COMMUNITY DEVELOPMENT MEETING HELD ON MONDAY 13 May 2013
PRESIDING MEMBER

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CCB-015/13 Application for Permit: Sky Dive the Beach</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CSV/28</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr Anthony Boucaut</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Tenille Voges, A/Senior Community Development Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Michael Holland, Manager Community Capacity Building</td>
</tr>
<tr>
<td></td>
<td>Ms Genevieve Rowles, Manager Community Safety</td>
</tr>
<tr>
<td></td>
<td>Mr John Woodhouse, Director Legal Services and General Counsel</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>13 May 2013</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Tribunal</td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Tribunal</td>
</tr>
<tr>
<td>Site:</td>
<td></td>
</tr>
<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td>1. Application for Permit ‘Sky Dive the Beach’</td>
</tr>
<tr>
<td></td>
<td>2. Schedule of Submissions</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td>1. Location Plan</td>
</tr>
<tr>
<td></td>
<td>2. Photograph Governor Road Location</td>
</tr>
<tr>
<td></td>
<td>3. Photograph Victoria Street Location</td>
</tr>
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</table>

**Purpose of Report**

To consider an application seeking approval for a permit under the City of Rockingham Local Government Property Local Law 2001 from Mr Anthony Boucaut (‘the applicant’) to operate ‘Sky Dive the Beach’ on the Rockingham foreshore.

**Background**

The City of Rockingham’s Local Government Property Local Law 2001, clause 3.13 sets out certain activities on local government property which require a permit. Clause 3.13 (k) provides that a permit is required to parachute, hang glide, abseil or base jump from or on to local government property.

According to the register of delegated authority, the Manager of Community Safety and Coordinator of Rangers has delegated authority to approve permits and licences under the City of Rockingham Local Government Property Local Law 2001. When an application is considered to be of an unusual, complex or controversial nature, it may be included in a report to Council for a decision regarding approval.
In November 2012, the City received an application from Mr Anthony Boucaut for a permit for ‘Skydive the Beach’ to land along the Rockingham Foreshore and it is considered that the application should be considered by the Council.

**Details**

According to the application, Mr Boucaut has been operating Skydive the Beach for over 14 years and presently operates from several locations around Australia. Skydive the Beach is seeking to expand these activities to the City of Rockingham with particular interest in the beach adjacent to Rockingham Beach Road, from Victoria Street to Governor Road, Rockingham. The location can be seen below. This location is an A Class Reserve, and the Management Order on this reserve indicates that the reserve is managed by the City for the purpose of parks and recreation. The red location is the space indicated in this application, and the yellow component is possible extra landing space if required. It must be clear that there is no recommendation for landing space in the Naval Memorial Park itself. This is not practicable with the infrastructure in the park, and with respect to the memorial itself.

1. Location Plan

The applicant has proposed to operate up to 7 days per week with operating hours being anywhere from sunrise to sunset, with the majority of jumps being between 7.30am and late afternoon. The applicant would meet clients at their proposed office space in Rockingham (yet to be secured) and then drive them to Jandakot Airport where they would board a plane. The plane would fly them back over the Rockingham area, and drop them from 14,000 feet, to which they would land on an identified 100sq meter site, on the proposed stretch of coastline.

According to the applicant a landing site of 10m by 10m is required for the sky divers to land on the beach. The proposed area for the landing site is along the beach from Victoria Street, down past Governor Road, approximately a 1.2km stretch of coastline. A roving site is proposed to cater for change in landing conditions such as wind and other climatic conditions. The applicant proposes
that a risk assessment would take place before each jump to cater for these weather conditions, including the status of the tide which would in turn, impact on the stretch of beach that was available for landing. In addition, the landing site would be moved to accommodate beach users, and the application indicated that staff will be on the ground to ensure beach user safety, as well as ensuring the skydivers land in the correct area.

The applicant has provided the following documents in the application:

- Risk Management Plan
- Public Liability Insurance ($20 million)

The application from Mr Boucaut for Sky Dive the Beach to land in this location through obtaining a permit through the City of Rockingham Local Government Property Local Law 2001 can be found attached to this report as Attachment 1 – Application for Permit ‘Sky Dive the Beach’.

**Implications to Consider**

### a. Consultation with the Community

City officers developed and implemented a public comment process which included both a public comment period, and research investigation. The proposed permit application was advertised for public comment in the following manner:

- 322 nearby owners and occupiers were notified of the proposal in writing and invited to comment.
- Letters were sent directly to other selected organisations or companies that would need to be consulted such as the WA Mussel Farm, CBH Grain Terminal and HMAS Stirling.
- A notice was placed in the Weekend Courier and Sound Telegraph, inviting the opportunity for residents to comment
- A public notice was placed in the City's three public libraries, Rockingham Regional Library, Warnbro Community Library and Safety Bay Public Library.
- Details of the proposal, including a link to the applicant's website with a fact sheet regarding the application, were placed on the City's website.

At the conclusion of the public comment period, 48 submissions were received, with 19 submissions supporting the application and 27 submissions objecting the application. Two submissions were neutral on the application. A petition objecting to the application signed by 76 Rockingham residents was also submitted to the City during the public comment period (this has been included with the 48 submissions against the application). Before the City was able to contact other local governments, three submissions were included during the public comment period indicating support for the application from local governments, and these are included in the submission schedule attached to this report. The details of these submissions have been extrapolated below.

### Supporters

<table>
<thead>
<tr>
<th>No.</th>
<th>Comments</th>
<th>No. of Times Raised</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tourism attraction for Rockingham</td>
<td>11</td>
</tr>
<tr>
<td>2</td>
<td>Creates employment opportunities</td>
<td>7</td>
</tr>
<tr>
<td>3</td>
<td>Boost exposure of Rockingham</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Additional economic benefits</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Simply no objection if dog walking is not impacted</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>Bring more local, interstate and international guests to Rockingham</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td>Potential partnerships with other local businesses</td>
<td>3</td>
</tr>
</tbody>
</table>
A full copy of all submissions received during the public comment period is set out in the Schedule of Submissions (Attachment 2) to this report. The contents of the submissions supporting the proposal are summarised as follows:

1. **Tourism Attraction for Rockingham**
   The most significant number of submissions raised the suggestion that this would have a significant impact on tourism in Rockingham. Sky diving is a sport that people will travel for, to experience different landing sites. The company boasts the number one tourist attraction in Wollongong, and there is potential for this to occur in Rockingham.

2. **Creates Employment Opportunities**
   Seven submissions discussed that it was a positive opportunity for employment of local people in a new business. Submissions from other local governments indicated that it had actually increased employment in their local area, subject specifically to this activity being located in their local area.

3. **Boost Exposure of Rockingham**
   Five submissions believed that having this activity in Rockingham would boost the overall exposure of Rockingham as a destination to visit, and highlight the beautiful beaches and surroundings that Rockingham has to offer.

4. **Additional economic benefits**
   Four submissions discussed the potential additional economic benefits to Rockingham. They indicated that when people come to a place to sky dive, they stay there, eat lunch or dinner, spend money in local shops and enjoy other tourism opportunities from the area.

5. **Simply no objection if dog walking is not impacted**
   Four submissions indicated they had no concern with the application if they were still able to walk their dog along the beach, and the beach was not closed at any time to dog walkers.

6. **Bring more local, interstate and international guests to Rockingham**
   Four submissions indicated they believed that there was potential for this activity in Rockingham to bring more local, interstate and international guests to Rockingham which would in turn, has resulting tourism and economic benefits for the region.

7. **Potential partnerships with other local businesses**
   Three submissions detailed the potential for the sky diving company to partner with local businesses to deliver packages to national and international guests as part of an overall experience Rockingham tourism opportunity.

8. **The company is accredited through the Australian Tourism Accreditation Program**
   Two submissions detailed that the proponent was accredited through the Australian Tourism Accreditation Program and this proved their commitment to tourism and professional service delivery.
9. **Good utilisation of a beach which isn’t well used**
Two submissions detailed that they believed the proposed location was a very quiet stretch of coastline, and that this would assist in activating the beach, and utilising a beach which was not currently well used.

10. **Interesting to look at while in the area**
Two submissions indicated that it would be interesting to see sky divers landing in that area and that people would come to watch them land on the beach as a spectator sport.

11. **Great opportunity for people to participate in sport**
Two submissions indicated that they believed this would be a great opportunity for people to engage in a different type of sport, or physical activity in Rockingham.

12. **No objection if the company provides information regarding safety record**
One submission indicated they had no concern with the application, as long as the company demonstrated a good safety record, and strong risk management practices.

### Objectors

<table>
<thead>
<tr>
<th>No.</th>
<th>Objection Issue</th>
<th>No. of Times Raised</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Public Access to the Beach (beach closures limiting public access)</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Inadequate Risk Management and Beach User Safety</td>
<td>16</td>
</tr>
<tr>
<td>3</td>
<td>Roving Landing Zone makes it difficult to know where they are landing</td>
<td>7</td>
</tr>
<tr>
<td>4</td>
<td>Beach is too busy</td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td>Noise Impacts due to planes</td>
<td>7</td>
</tr>
<tr>
<td>6</td>
<td>Unsuitable location</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>Environmental Impacts</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>Traffic Impacts</td>
<td>5</td>
</tr>
<tr>
<td>9</td>
<td>Do not want to ruin the tranquillity of the beach with activity</td>
<td>5</td>
</tr>
<tr>
<td>10</td>
<td>No increased employment</td>
<td>4</td>
</tr>
<tr>
<td>11</td>
<td>Resistance to tourism</td>
<td>3</td>
</tr>
<tr>
<td>12</td>
<td>Concern for animal welfare</td>
<td>3</td>
</tr>
<tr>
<td>13</td>
<td>Fear of sky divers landing on residents</td>
<td>3</td>
</tr>
<tr>
<td>14</td>
<td>Security issues with Garden Island and the Grain Terminal</td>
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</tr>
<tr>
<td>15</td>
<td>Against Council’s branding of ‘Where the Coast Comes to Life’</td>
<td>2</td>
</tr>
<tr>
<td>16</td>
<td>No economic benefits to Rockingham</td>
<td>2</td>
</tr>
<tr>
<td>17</td>
<td>Concern for who will monitor the business</td>
<td>2</td>
</tr>
<tr>
<td>18</td>
<td>Concern for residents health</td>
<td>2</td>
</tr>
<tr>
<td>19</td>
<td>Against extreme sports in Rockingham</td>
<td>2</td>
</tr>
</tbody>
</table>

The contents of submissions objecting the application are summarised as follows:

1. **Public Access to the Beach (beach closures limiting public access)**

Public being denied access to the proposed location on the beach was the most significant objection to the proposal. There was an assumption that by allowing a permit for this activity on that portion of the beach that the beach would be closed off to residents and no longer be used for a dog beach. Operation times were included in this concern.
2. **Inadequate Risk Management and Beach User Safety**
   The second most common objection to the proposal was concern for beach user safety and the safety of those sky diving. Comments included the need for assuring a strong risk management plan, and that there is no guarantee safety on 100% of the landings.

3. **Roving Landing Zone makes it difficult to know where they are landing**
   The roving landing zone was posed as a concern in many of the submissions received. Residents suggested picking one landing area which could be used regularly, as having a roving zone would make it confusing for residents as to where the divers would land.

4. **Beach is too busy**
   Seven submissions indicated they believe the beach was too busy with the recreation currently at that location. This included both dogs and horses at the beach, as well as families, and children.

5. **Noise Impacts due to planes**
   Noise was a concern in seven submissions provided to the City. Residents indicated that they were already concerned regarding noise from the planes at that location, without the addition of planes dropping the sky divers on to the beach.

6. **Unsuitable location**
   Six submissions suggested that the chosen location in the application was not suitable due to a number of reasons. The reasons were mainly around the use of the park, and it not being isolated enough for sky diving activity. Submissions suggested alternate locations for the sky diving.

7. **Environmental Impacts**
   Five submissions indicated concern with potential environmental impacts. This included impact to the dunes if sky divers landed on them, and any additional environmental impacts such as litter and rubbish.

8. **Traffic Impacts**
   Increased traffic was raised as a concern in five submissions. The submissions detailed concern with increased traffic from the commercial operation down the beach, including from people coming to watch the landing of the sky divers. Parking was raised as a concern in addition to this.

9. **Do not want to ruin tranquility of the beach**
   Five of the submissions detailed a concern for too much activity on the beach, and the fact it would impact on the tranquility of the beach. Residents indicated they would prefer little activity on the beach so not to interrupt the quietness of the space.

10. **No increased employment**
    Four submissions rejected the notion that there could be potential employment opportunities to the area. The basis for this was that there was no guarantee that the company would hire local people when it came to establishing their business here.

11. **Resistance to tourism**
    Three submissions noted that they were not supportive of Rockingham being a location for such tourism activities. They noted that Rockingham already had too much tourism considering it was a quiet coastal town.
12. **Concern for Animal Welfare**
Three submissions indicated a concern for animal welfare if this application was approved. The concerns were for their dogs and other animals, and all three submissions discussed the impact on their animal's wellbeing if they were exposed to sky divers. Most reported that the dogs were already afraid of other animals on the beach, so sky divers landing on the beach would frighten the animals.

13. **Fear of sky divers landing on residents**
Three submissions were from residents who detailed their fears of sky divers going off course and falling on top of people on the beach.

14. **Security issues with Garden Island and the Grain Terminal**
Three submissions raised concerns regarding potential security issues to this location regarding the nearby Garden Island and the port at the Grain Terminal.

15. **Against Council’s branding of ‘Where the Coast Comes to Life’**
Two submissions believed that having this application approved would go against the City’s branding of ‘Where the Coast Comes to Life’. This was mainly directed at the potential to ruin people’s opportunity to participate in beach life.

16. **No economic benefits to Rockingham**
Two submissions rejected the notion that there would be other possible economic benefits to Rockingham as a result of this application.

17. **Concern for who will monitor the business**
Two submissions raised concerns with who would monitor the business and through what means to ensure they are doing the right thing by their permit.

18. **Concern for residents health**
Relating to the fear of sky divers going off course and falling on top of people, two submissions indicated that this would impact greatly on their health, being frightened of potential sky divers in the location.

19. **Against extreme sports in Rockingham**
Two submissions detailed that they were against extreme sports being available in Rockingham, as this was not something that should be allowed to occur in the City.

In addition to public comment, the City sought out official comment from surrounding companies who may wish to provide feedback on the application. These included, WA Mussel Farm and CBH. Correspondence from the Terminal Manager at CBH was sent via the Department of Infrastructure and Transport as seen below under consultation with Government Agencies.

b. **Consultation with Government Agencies**
Officers have made contact with the three local governments which have given approval for similar permits to Sky Dive the Beach, namely; City of Port Phillip in Victoria, the City of Wollongong in New South Wales and the Shire of York in Western Australia. Each of these local governments has provided letters of support for the application, detailing that the applicant has proven to be professional, friendly and responsive to permit conditions. The support letters also detail the impact that having this type of recreational activity in their local governments has had on tourism, and additional economic benefits.

All three identify that the sky diving company is an integral part of the tourism landscape and in turn, has large economic benefits for the immediate area. The economic benefits were identified as employment of local people, increased partnerships with other tourist operators in the area and local businesses such as cafes, restaurants and shops directly benefiting from the introduction of the sky dive business in the local area.

The City sent formal correspondence and followed up with the following additional Government entities who may be a stakeholder in this application: the Department of Defence (HMAS Stirling), the Department Transport (jurisdiction of the water) and the
Department of Environment and Conservation (comment on potential environmental impacts).

Verbal correspondence with the Department of Conservation (DEC) indicated that if the sky divers use the constructed access points on the beach, and do not impede on the sand dunes along the beach the environmental impact should be minimal. The City is still waiting for written correspondence to this affect from the DEC.

Correspondence was received from the Regional Compliance Manager, Maritime and Offshore Oil and Gas, from the Department of Infrastructure and Transport who indicated that the CBH Security Gatehouse (jetty entry point and entire CBH Grain jetty areas) are Commonwealth Government Security regulated by the Maritime Transport and Offshore Facilities Security Act 2003. The CBH Jetty areas are part of the established Maritime Security Zone (Land-Size restricted zone) for which unauthorised entry is an offence. The correspondence indicated that the Department had no concerns with the permit application in this report, as long as the applicant was made aware of the above information.

Correspondence was sent to the Commanding Officer at HMAS Stirling requesting comment regarding any concerns this application would have on HMAS Stirling and its security. A response was provided by the Commanding Officer Captain Angela Bond, indicating that this application has no cause for concern as there is no impact on Naval Operations. Captain Bond indicated that the proponent would need to be aware of the Rockingham Foreshore is controlled by the Perth Air Traffic Control. One concern raised by Captain Bond was that there needed to be provision in the risk management plan for retrieving people from the ocean if such an instance occurred.

Contact with the Department of Regional Development and Lands has indicated the reserve in this application is an A Class Reserve, vested in the City with a management order that this reserve must be used for the purpose of parks and recreation. Sky diving hence is considered to be compatible with the reserve purpose. Under the management order, the City is unable to lease or licence a section of the reserve to commercial operators, however is able to provide a permit under the local law.

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 2011:-

**Aspiration 1:** An involved and engaged community enjoying a lifestyle that caters for all residents, including those with specific or special needs.

**Aspiration 2:** A healthy community engaging in positive and rewarding lifestyles with access to a range of passive and active recreational and personal development opportunities.

**Aspiration 14:** Economic development opportunities that make visiting, living, working and investing in the City of Rockingham an attractive proposition.

**Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

d. Policy

Nil

e. Financial

Permit fees will apply with charges of $66.00 for a yearly permit fee, and options of daily, monthly, or yearly fees for operating fees as required. These fees will be included in the budget review (previously known as trading fees).

f. Legal and Statutory

The Local Government Act 1995, Section 3.51(3) indicates that before closing off thoroughfares to the public that Local Government is to (a) give notice of what is proposed
CONFIRMED AT A COMMUNITY DEVELOPMENT MEETING HELD ON MONDAY 13 May 2013

The following comments are provided in response to the objections received to the proposed application:

1. **Public Access to the Beach (beach closures limiting public access)**
   
   In many submissions there was concern that the entire beach would be closed off from sunrise to sunset (because the proposed permit would allow landings for this period of time), leaving the beach inaccessible to the general public. The proponent has indicated that at capacity, the most time that would be required to close off a section of the beach would be 15 minutes at any one time. It is noted that the required land space needed is a 10m by 10m area, leaving the majority of the beach open for the public to use freely. The risk management practices of the proponent indicate that it would be impractical to land at low tide, which was also a concern of some of the submissions.

2. **Inadequate Risk Management and Beach User Safety**
   
   The proponent has provided the City with an extensive risk management plan which is provided with the application in Attachment 1. The 10m by 10m landing zone will be closed off to the public with staff on the ground advising the public in a timely manner that a landing will take place, and ensuring beach users are well out of the way of the landing zone. The landing zone will be segregated with visible aids and staff supervision. It is recommended that the proponent will apply for permanent signage which can indicate when they are proposing to land on any day, updated regularly by staff on the ground, to alert residents of any proposed landings on the day.

3. **Roving Landing Zone makes it difficult to know when they are landing**
   
   The roving landing zone is necessary, as the landing area will need to change pending climatic factors such as wind direction and speed. While this means that there won’t be a permanent location for residents to be aware of the landings, the staff on the ground will be able to inform the residents with plenty of notice as to where the landing zone is, and the proponent has indicated that the zone will be visible to the residents, regardless of its roving location.

4. **Beach is too busy**
   
   City officers visited the proposed location over a one week period to gain an understanding of how busy the location was. Officers visited the site from Monday to Sunday, during school holidays, at strategically staggered times to attempt to capture a snapshot of the usage of the area. Officers visited the location early morning, mid-morning, lunch time, mid-afternoon and after work hours to capture to the variety of times when people would be using the beach. Over this period, the stretch of coastline never had more than eight people at the location, with the exception of Australia Day. On Australia Day, a large number of people were on the beach, with more people at the Naval Memorial Park. Two of the photographs of the location site as seen by Officers during the week are found here to give an idea of space and use of the site.
2. Photograph Governor Road Location

3. Photograph Victoria Street Location
5. Noise Impacts
Officers have researched the noise impacts of a plane flying at 14,000 feet. According to research, planes should not be audible to the human ear at this height. Officers have spoken with the sky dive business that operates out of Jurien Bay, and the company has indicated they do occasionally get complaints from residents regarding the noise of the parachute opening when landing, but not noise from planes. Noise modelling indicates that the noise from these activities on the site will comply with the Environmental Protection (Noise) Regulations 1997, to the closest residential properties.

6. Unsuitable location
City staff examined the area over a one week period and determined that it was the best location for this type of activity due to the space and requirements of the application.

7. Environmental Impacts
Discussion with the Department of Environment and Conservation detailed that there should be no adverse impact to the beach if sky divers land on the sand, adhere to the constructed access paths and do not impede their activities on the dunes. There is no evidence that this activity will bring extra rubbish to the area, however this can be monitored and the proponent will be required to ensure the removal of all waste (including litter and general rubbish) from that location at the commencement of the day’s activities.

8. Traffic Impacts
The proponent has indicated that one van will be used to pick up the clients from the landing location, which should not add any additional concerns with parking. There is the potential added traffic with cars in the location from people coming to see people land. At this point in time, the officers are satisfied that that the existing road network has sufficient capacity to accommodate the potential increases in traffic.

9. Do not want to ruin tranquillity of the beach
This comment is deemed as a personal opinion from an individual, and the City cannot comment on residents personal feelings about not wanting to activate the coastline.

10. No increased employment
There is no guarantee that there will be an increase in employment in the local area, however the proponent has indicated, that where possible, it would be desirable to have local people employed in positions with the company. The positions related to sky diver tutors are obviously very specialist positions and there may not be Rockingham residents who would be able to apply for these positions. It should be noted that the intent of the proponent is to establish an office base here, which would potentially provide employment opportunities for local people.

11. Resistance to tourism
This comment is deemed as a personal opinion from an individual, and the City cannot comment on residents personal feelings about tourism in the Rockingham area.

12. Concern for Animal Welfare
The concern for the safety and psychological welfare of animals that use the beach, mainly dogs, as it is one of the dog beaches in Rockingham, can be covered under the proponents risk management plan. Residents will be given fair warning of the landing of the sky divers in the landing zone by the proponent’s ground staff, and residents will be able to remove their animals from the location if they believe it will cause stress to their animal to see sky divers land on the beach.

13. Fear of sky divers landing on residents
This comment is deemed as a personal opinion from an individual, and the City cannot comment on resident’s personal feelings and assumptions regarding the likelihood of sky divers landing on them at the location. Anecdotal evidence collected is that there has not been an incidence of this occurring in other places with sky divers.
14. **Security issues with Garden Island and the Grain Terminal**

Correspondence with the Department of Infrastructure and Transport indicate that as long as the proponent is aware of the potential security issues and restricted areas for flying, then there is no issue here. Correspondence with HMAS Stirling at Garden Island indicated there is no impact on Naval Operations or security in the area.

15. **Against Council’s branding of ‘Where the Coast Comes to Life’**

This is subjective, and is dependent on the interpretation of such branding. Under the City’s Community Plan, and Community Development Plan, this proposal could assist in four of the City’s community aspirations as detailed above, and also develop place activation within the Rockingham Place.

16. **No economic benefits to Rockingham**

This comment is deemed as a personal opinion from an individual, and the City cannot comment on residents personal feelings about not believing in any additional economic benefits to the area.

17. **Concern for who will monitor the business**

The commercial operation will be monitored as per the City’s Property Local Law 2001. There is an infringement process in place if breaches to the Local Law occur, and the City will investigate any breaches to the conditions of the permit when they arise.

18. **Concern for residents health**

This comment is deemed as a personal opinion from an individual, and the City cannot comment on resident’s personal feelings and assumptions regarding the likelihood of sky divers landing on them at the location.

19. **Against extreme sports in Rockingham**

This comment is deemed as personal, and the City cannot comment on residents personal fears of beliefs regarding sport and recreation.

The concerns mentioned above that have been raised through the submission process; can be managed through the imposition of conditions placed on the permit through the City’s local laws to ensure that the proponent has as minimal impact on the residents in the immediate area as possible. The proponent has supplied an extensive risk management plan, evidence of insurance, and has support letters from the three other local governments that the company precedes in pertaining to their level of professionalism and adherence to conditions imposed by those local governments.

It is important to note that the City only has jurisdiction on this reserve above the high water mark, below this, the Department of Transport, Marine Safety has jurisdiction.

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**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **APPROVE** the issue of a permit to Mr Anthony Boucaut to permit the landing of parachutists on Reserve No. 22568, Lots 152-155 inclusive, described in Condition No. 3 subject to the following permit conditions:

1. This approval is valid for a period of six (6) months from the date of issue.
2. This approval is valid between the times of 9:00am to 3:00pm Monday to Sunday, except on Public Holidays.
3. The landing zone for the activity prescribed in this permit must operate within the location identified in the red zone in accordance to the map provided below, most notably on the beach between Victoria Street and Governor Road, Rockingham.
4. The landing zone must be identified in accordance with Condition No. 5 a minimum of 10 minutes before each landing is anticipated to occur.

5. The landing zone must be clearly identified to other beach users at all times through the implementation of an operational procedure that is approved by the City's Manager of Community Safety. The operational procedure must be approved prior to the commencement of any activities the subject of this permit.

6. Signage, in a form approved by the City's Manager of Community Safety, that indicates when and where the landing zone will be located must be erected at the location of the activity on a daily basis, and removed at the end of each day's activities.

7. The permit holder must ensure that all ground staff at the location of the permit activity must wear uniforms which make them easily identifiable to the public.

8. The permit holder must ensure that there is no damage to property or the environment resulting from the conduct of the activity or any associated activities.

9. The permit holder must ensure all rubbish, litter and debris is removed from the approved site and is correctly disposed of at the conclusion of each day's activity.

10. The permit holder must hold public liability insurance to the value of $20 million dollars for the duration of the permit. The permit holder must give to the City a copy of the insurance policy prior to commencement of any activities the subject of this permit.

11. The permit holder, or an authorised person nominated by the permit holder, must keep a copy of the permit readily available to be presented on request for the duration of the activity.

12. The permit holder must provide a weekly report in a form approved by the City's Manager of Community Safety including the days and times of drops, number of drops, and, any incidents.

13. The permit holder must give to the City notice in writing of any landings which occur outside the approved location and times, within 24 hours of the landing occurring.

14. The permit holder must give to the City notice in writing after any incident involving injury or property damage, within 24 hours of the incident or property damage.
Footnote:
(i) The Proponent may be required to gain approval from other statutory bodies in order to undertake this activity, most notably the Department of Transport who has jurisdiction below the high tide mark.

(ii) Additional approvals may be required from the City for relevant consideration such as planning approval for signage, or health approval for the erection of structures such as marquees.

(iii) A breach of the conditions of this permit may result with enforcement action being taken against the permit holder responsible for the activity.

Committee Recommendation

That Council **APPROVE** the issue of a permit to Mr Anthony Boucaut to permit the landing of parachutists on Reserve No. 22568, Lots 152-155 inclusive, described in Condition No. 3 subject to the following permit conditions:

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Committee Voting – 4/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable

______________________________

1 The Chair acknowledged the fantastic effort from Tenille Voges with the assistance of John Woodhouse in compiling this report.
Community Development
City Safe

Reference No & Subject: CSA-003/13 Recommendation from the City Safe Advisory Committee Meeting held on 11 April 2013

File No:

Author: Ms Genevieve Rowles, Manager Community Safety

Other Contributors:
Ms Jillian Obiri-Boateng, Manager Community Support Services
Ms Jenna Bowler, A/Coordinator Community Safety

Date of Committee Meeting: 13 May 2013

Disclosure of Interest:
Executive

Nature of Council’s Role in this Matter:

Attachments:
Minutes of the City Safe Advisory Committee Meeting held on 11 April 2013

Maps/Diagrams:

Purpose of Report
To seek a Council advocacy position on homelessness and issues associated with homelessness for the City of Rockingham.

Recommendations to the Community Development Committee

Advisory Committee Recommendation 1: Homeless Advocacy Position of Council

That Council direct the CEO to prepare correspondence requesting information on the number of homeless persons compared to population across the State with identification of past, current and future funding allocations and opportunities from the following Ministers and Members:

- Hon Helen M Morton, MLC, Minister for Mental Health; Disability Services; Child Protection;
- Hon W R Marmion, MBA MLA, Minister for Mines and Petroleum; Housing;
- Hon Mark Butler, MP, Minister for Housing and Homelessness;
- Hon Gary Gray, MP, Member for Brand;
- Hon Mark McGowan, MLA, Member for Rockingham;
- Mr Paul Papalia MLA, Member for Warnbro
- Mr Roger Cook, MLA, Member for Kwinana
Background

The City has noted an increase in reports relating to homelessness and associated issues. As the responsibilities of housing rest with the State Government, the processes involved in addressing current issues and the distribution of State and Federal government funding are determined by State policy and driven by the determined needs of different communities.

In December 2008, the Australian Government released *The Road Home*, the Government's White Paper on Homelessness. *The Road Home* called on all levels of government, business, the not for profit sector and the community to join together to reduce homelessness.

As part of *The Road Home*, in December 2008, the Council of Australian Governments established a National Partnership Agreement on Homelessness. Under the Agreement the Australian Government will provide additional funding to the States and Territories to reduce homelessness. States and Territories have agreed to match Commonwealth funding to deliver services and capital projects that will contribute to an overall reduction in homelessness.

The Australian and Western Australian Governments will contribute $135.1 million over four years to reduce homelessness under the Agreement. The Road Home committed these funds to an Implementation Plan setting out new initiatives and additional services which will make a substantial contribution toward the achievement of the 2013 interim targets aimed at reducing homelessness.

A significant portion of this funding has been directed to providing infrastructure and services within the inner City areas of Perth and Fremantle, with Rockingham not receiving funding under this arrangement.

Implications to Consider

a. **Strategic**

   **Community Plan**

   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

   **Aspiration 1:** An involved and engaged community enjoying a lifestyle that caters for all residents including those with specific or special needs

   **Aspiration 2:** A safe community where residents feel secure, relaxed and comfortable within their home, work and social environments

b. **Policy**

   Nil

c. **Financial**

   Nil

d. **Legal and Statutory**

   Nil

e. **Voting Requirements**

   Simple Majority

Officer Recommendation if Different to Advisory Committee Recommendation

That Council DIRECT the CEO to prepare correspondence outlining the current concerns regarding homelessness and lack of resources within the City, and advocating for the City of Rockingham to be identified as an area of need for future funding opportunities to the following Ministers and Members:

- Hon Helen M Morton, MLC, Minister for Mental Health; Disability Services; Child Protection;
- Hon W R Marmion, MBA MLA, Minister for Mines and Petroleum; Housing;
- Hon Mark Butler, MP, Minister for Housing and Homelessness;
CONFIRMED AT A COMMUNITY DEVELOPMENT MEETING HELD ON MONDAY 13 May 2013

<table>
<thead>
<tr>
<th>The Officer’s Reason for Varying the Advisory Committee Recommendation</th>
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<tbody>
<tr>
<td>The Officer Recommendation clarifies the City’s level of concern at the current situation and lack of resources. It recognises that developing infrastructure and services to deal with homelessness is a role of the Federal and State governments. As such this recommendation further strengthens the request for information and advocacy regarding the level of human need within the City. Additionally it supports advocating with the State and Federal government for recognition of Rockingham’s needs in relation to future funding opportunities.</td>
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Committee Voting – 4/0

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<th>Implications of the Changes to the Officer’s Recommendation</th>
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## Community Development Committee Minutes

**Monday 13 May 2013**

**CONFIRMED AT A COMMUNITY DEVELOPMENT MEETING HELD ON MONDAY 13 May 2013**

### Community Development Community Safety

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CSA-004/13 Fees and Charges Associated with the Abandoned Shopping Trolleys Management Plan</th>
</tr>
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<tbody>
<tr>
<td>File No:</td>
<td>LWE/84</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Ms Genevieve Rowles, Manager Community Safety</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>13 May 2013</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>8 October 2012 (CSA-013/12)</td>
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<tr>
<td>Disclosure of Interest:</td>
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<td>Nature of Council’s Role in this Matter:</td>
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<tr>
<td>Site:</td>
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<td>Lot Area:</td>
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<tr>
<td>Attachments:</td>
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<tr>
<td>Maps/Diagrams:</td>
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### Purpose of Report

To seek Council endorsement for the introduction of fees and charges for services associated with the management of abandoned shopping trolleys within the City for the 2012/13 financial year.

### Background

In October 2012, Council supported a management plan for abandoned shopping trolleys. The Abandoned Shopping Trolley Management Plan is a multifaceted approach employed to assist in the reduction of the number of abandoned shopping trolleys and the impact on residents. The main elements of the plan include retailer and community education, assisting retailers in employing reduction of abandonment strategies and ensuring compliance through enforcement. Employing a number of strategies provides the City with an opportunity to respond to community concerns and is intended to provide a strong incentive for trolley owners to control trolley use.

To date City officers have approached a majority of retailers and representatives from Centre Managements of Shopping Centres to encourage them to address and significantly impact the number of abandoned trolleys throughout the City, through their own business plans, utilising their own resources. City officers are currently investigating the level of interest and support from trolley owners in attending and participating in a facilitated session to explore options for coordinated responses by retailers to the issues.
To complement the retailers’ focused activity the City is proceeding with strategy to identify, collect, deliver, impound release and dispose of abandoned shopping trolleys for which fees and charges are to be established to cover the City’s costs.

Due to the proposal being that these fees and charges are to be included in the annual budget for the first time in 2013/14 it was determined that the basis for their inclusion be outlined in this report.

**Details**

The management plan detailed that in order to comply with the Local Government Act 1995 and the Activities in Thoroughfares and Public Places and Trading Local Law 2001, a review of the fee structure would be required to establish fees and charges to fully cover the City’s costs associated with reporting, returning, collecting, impounding and disposing of abandoned trolleys.

Local Laws for shopping trolleys were established in 2001 in the Activities in Thoroughfares and Public Places and Trading Local Law 2001, Part 4, Division 2.

Clause 4.5 states that “a person shall not leave a shopping trolley in a public place other than in an area set aside for the storage of shopping trolleys,” if contravened a fine of $100 can be imposed.

Clause 4.6(2) outlines (1) “if a shopping trolley is found in a public place, other than in an area set aside for the storage of shopping trolleys, the local government may advise (verbally or in writing) the retailer whose name is marked on the trolley of the location of the shopping trolley.

(2) A retailer shall remove a shopping trolley within 24 hours of being advised under subclause (1), [if contravened a fine of $100 can be imposed] unless the retailer-

(a) requests the local government to collect and deliver the shopping trolley to the retailer, and

(b) pays any fee that collection and delivery (imposed and determined under and in accordance with sections 6.16 to 6.19 of the Act) within the period specified by the local government.

A formal reporting strategy for abandoned shopping trolleys has been developed and details how they will be tagged, how that information will be recorded and how retailers will be notified of their location. This complies with the requirements stipulated in the Local Government Act 1995 and the Activities in Thoroughfares and Public Places and Trading Local Law 2001.

Once notified, a retailer is required to remove an abandoned trolley within 24 hours, unless the retailer requests that the local government collect and deliver the shopping trolley and pays a fee determined by the local government. Establishing a $70 fee for the return of an abandoned shopping trolley will cover associated costs to the City to provide this service.

If a shopping trolley is not collected in the 24 hours following notification, City officers propose to proceed with impounding pursuant to the Local Government Act 1995, Part 3, Division 3, Subdivision 4. The process developed by City officers complies with the Local Government Act and establishing a $100 impound and release fee will cover associated costs incurred by the City in providing the service.

The proposed new fees and charges to be adopted include the following:

1. Return of one (1) trolley to retailer by the local government $70 (GST Inclusive).
2. Release fee for one (1) impounded shopping trolley $100 (GST Inclusive).

<table>
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<tr>
<th>Description</th>
<th>GST Status</th>
<th>Proposed Fee (excl. GST) 01/07/2013 $</th>
<th>GST Amount $</th>
<th>Total Fee (inc. GST) 01/07/2013 $</th>
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<td>SHOPPING TROLLEYS</td>
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<td>Return of one (1) Shopping Trolley to Retailer</td>
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</table>
Implications to Consider

a. Consultation with the Community
   Not Applicable

b. Consultation with Government Agencies
   Not Applicable

c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

   **Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable and legally and ethically compliant.

   **Aspiration 2:** A safe community where residents feel secure, relaxed and comfortable within their home, work and social environments.

   **Aspiration 13:** A community that is welcoming and desirable in the eyes of residents and non-residents alike.

d. Policy
   Nil

e. Financial
   The proposed fees were determined and the level set, in order to recover the costs associated with services required to collect, deliver, impound, release and dispose of abandoned shopping trolleys.

   In order to determine the levels of income and expenditure associated with the Abandoned Shopping Trolley Management Plan it is the intention of Officers to utilise the services of a contractor to conduct the locating, reporting, tagging, removal, return, impounding and release of shopping trolleys 24 hours after they have been reported, for a three month period. City officers will remain responsible for the infringing of abandoned shopping trolleys. This will provide officers with benchmark statistics to gauge future effects of the management plan and will indicate the level of support the plan has with retailers and community members.

   The option to infringe retailers if they don’t remove their trolley once reported and the option to infringe trolley users if they leave a trolley any place other than a designated trolley bay remains applicable. At the current time it is not anticipated that monies received for infringements would dramatically affect the income and expenditure associated with the Abandoned Shopping Trolley Management Plan.

   Monies will be sought from the adopted annual budget, Community Development accounts should there be a discrepancy between the income generated from infringements, impound release fees and disposal revenue compared to the costs the City incurs from employing a contractor to undertake these works.

   It is anticipated that the financial implications will be minimal due to setting of levels of fees and charges being directly calculated to ensure the City recovers all costs incurred. The following is an example of how the plan could be cost neutral.
Reporting, tagging and monitoring

Staffing Requirements
Two (2) x Security Support Officers
Two (2) x Rangers
One (1) x Administration Officer

Two (2) hours per day x Five (5) staff
= 50 hours per week
Eight (8) weeks = 400 staff hours

Vehicle Costs
Four (4) x Community Safety Vehicles x Two (2) hours per day = Eight (8) hours per day
Estimated vehicle usage cost @ $15 per hour x Eight (8) hours per day
Vehicle usage = $15 x 8 hours = $120 per day = $120 x 5 days = $600 per week
Eight (8) weeks = $4800

Impounding and Releasing

Staffing Requirements
Two (2) Staff x Two (2) hours per day = 4 hours per day
= 20 hours per week
Eight (8) weeks = 160 staff hours.

Vehicle Costs
One (1) Impounding vehicle x Two (2) hours per day
Estimated vehicle usage cost @ $15 per hour x Two (2) hours per day
Vehicle usage = $15 x 2 hours = $30 per day = $30 x 5 days = $150 per week
Eight (8) weeks = $1200

Staff Costing
$30 per hour (average) = $4,800 per week.
Staff wages x 8 weeks = $38,400
Total vehicle usage = Ten (10) hours per day.
Total of staff hours for an Eight (8) week period = 560 hours.
Estimated vehicle usage cost @ $15 per hour
Vehicle usage = $150 x One (1) day

Estimated total for all vehicle usage = $6,000 ($600 per week x 8 weeks)

Total Estimate Project Cost = $44,400

External Contractor
$4,000 per week
$4,000 x 8 weeks = $32,000

Total cost of contractor = $32,000

Budget Forecast
Infringement Charge: $100
Impound Fee: $100
Return Fee: $70

<table>
<thead>
<tr>
<th>Week</th>
<th>Infringement</th>
<th>Impound</th>
<th>Return</th>
<th>Total</th>
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<tr>
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<td>$100 x 50</td>
<td>$100 x 20</td>
<td>$70 x 5</td>
<td>$7,350</td>
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<tr>
<td>Week 2</td>
<td>$100 x 50</td>
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<td>$70 x 5</td>
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<tr>
<td>Week 3</td>
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<tr>
<td>Week 4</td>
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<td>$3,850</td>
</tr>
<tr>
<td>Week 5</td>
<td>$100 x 15</td>
<td>$100 x 5</td>
<td>$70 x 5</td>
<td>$2,350</td>
</tr>
<tr>
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<td>Return</td>
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<td>Week 6</td>
<td>$100 x 15</td>
<td>$100 x 5</td>
<td>$70 x 5</td>
<td>$2,350</td>
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<tr>
<td>Week 7</td>
<td>$100 x 10</td>
<td>$100 x 5</td>
<td>$70 x 5</td>
<td>$1,850</td>
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<tr>
<td>Week 8</td>
<td>$100 x 5</td>
<td>$100 x 5</td>
<td>$70 x 5</td>
<td>$1,350</td>
</tr>
</tbody>
</table>

**Total revenue = $30,300**

**Internal Management**

Income – $30,300

Expenditure - $44,400

Deficit = $14,100

**External Management**

Income – $30,300

Expenditure – $32,000

Deficit = $1,700

**f. Legal and Statutory**

Fees will be required to be set by local government pursuant to s6.16 of the Local Government Act 1995 “Imposition of fees and charges” and s6.17 of the Local Government Act 1995 “Setting the level of fees and charges”.

When determining the level of fees and charges consideration was given to the cost to the local government in providing the service, importance to the community and the price it could be provided by an alternate provider.

Additional fees are required to be approved by Absolute Majority of Council in accordance with s6.16 Local Government Act 1995. In addition, s6.19 of the Local Government Act 1995 requires the local public notice of those fees prior to them being applied.

The City’s intention to introduce the proposed fees and charges and the date from which it is proposed the fees and charges will be imposed, will be advertised in the local newspaper, exhibited to the public on a notice board at the local governments office and at every local government library in the district and on the City’s webpage for seven (7) days.

The setting of fees is consistent with the Activities in Thoroughfares and Public Places and Trading Local Law 2001, Part 4, Division 2, Shopping Trolleys Part 4.6(2) which outlines (1) “if a shopping trolley is found in a public place, other than in an area set aside for the storage of shopping trolleys, the local government may advise (verbally or in writing) the retailer whose name is marked on the trolley of the location of the shopping trolley. (2) A retailer shall remove a shopping trolley within 24 hours of being advised under subclause (1), unless the retailer- (a) requests the local government to collect and deliver the shopping trolley to the retailer, and (b) pays any fee for that collection and delivery (imposed and determined under and in accordance with sections 6.16 to 6.19 of the Act) within the period specified by the local government.

The Local Government Act 1995, Part 3, Division 3, Subdivision 4 requires the City comply with the following sections when collecting, impounding and releasing goods; s3.37 Contraventions that can lead to impounding; s3.39 Power to remove and Impound; s3.42 Impounded non-perishable goods; s3.46 Goods may be withheld until costs paid; s3.47 Disposing of confiscated or uncollected goods; s3.48 Recovery of impounding expenses

The reporting, impounding and releasing process established for use with abandoned shopping trolleys complies with the Local Government Act 1995 and establishing a $100 impound and release fee will cover costs incurred by the City in providing the service.

**Comments**

The abandonment of shopping trolleys is a major issue for all local governments. The Council resolution to endorse the Abandoned Shopping Trolley Management Plan in October 2012 determined that the City should be active in addressing associated issues and in encouraging changes in practice. The proposed fees and charges are an integral part of the management plan and are intended to provide a strong incentive for trolley owners to develop strategies and become more active in shopping trolley control. The Local Government Act 1995 stipulates conditions for the seizing, impounding, releasing and disposal of property. To comply with the Act and to be able to enact all elements of the Abandoned Shopping Trolley Management Plan the fees and charges need to be established.
As these fees and charges are new it was deemed appropriate that they be highlighted to Councillors and should Council agree they will be included in the 2013/14 annual budget documents.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **APPROVE** in principle the following fees and charges to be included in the 2013/14 budget for the management of abandoned shopping trolleys in 2013/14, pursuant to section 6.16 and 6.17 of the Local Government Act 1995.

<table>
<thead>
<tr>
<th>Description</th>
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<th>Proposed Fee (excl. GST) 01/07/2013 $</th>
<th>GST Amount $</th>
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<td></td>
<td></td>
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<td>63.64</td>
<td>6.36</td>
<td>70.00</td>
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<td>Taxable</td>
<td>90.91</td>
<td>9.09</td>
<td>100.00</td>
</tr>
</tbody>
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**Committee Recommendation**

That Council **APPROVE** in principle the following fees and charges to be included in the 2013/14 budget for the management of abandoned shopping trolleys in 2013/14, pursuant to section 6.16 and 6.17 of the Local Government Act 1995.

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Committee Voting – 4/0

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

Not Applicable

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

Not Applicable
Community Development
Community and Leisure Facilities

Reference No & Subject: CLF-007/13
Recommendation from the Autumn Centre Advisory Committee Meeting held on 11 April 2013

File No: CSV/765-02
Author: Mr Nick Brown, Manager Community and Leisure Facilities

Other Contributors: Date of Committee Meeting: 13 May 2013
Disclosure of Interest: Executive

Nature of Council’s Role in this Matter:
Attachments: Minutes of the Autumn Centre Advisory Committee Meeting held on 11 April 2013
Maps/Diagrams:

Purpose of Report
To appoint an Autumn Centre member to the vacant position on the Autumn Centre Advisory Committee.

Recommendations to the Community Development Committee

Advisory Committee Recommendation 1:
Appointment of New Member to the Autumn Centre Advisory Committee

That Council APPOINT Mr David Bills as a member of the Autumn Centre Advisory Committee, with a position expiry date of 30 September 2014.

Background
Due to Mr Peter Knowles resigning from the Autumn Centre Advisory Committee there is a need to fill a vacancy on the committee with an Autumn Centre member.

The current Autumn Centre Advisory Committee membership structure is:

- Two councillors
  - Cr Joy Stewart
  - Cr Ann Prince
- Six Autumn Centre Members
  - Mrs Sheila Morris representing the Autumn Centre
CONFIRMED AT A COMMUNITY DEVELOPMENT MEETING HELD ON MONDAY 13 May 2013

Mrs Sue Williams representing the Autumn Centre
Mr Frank Shaw representing the Autumn Centre
Ms Esther Grogan representing the Autumn Centre
Ms Celine Low representing the Autumn Centre
Vacant

Implications to Consider

a. Strategic

Community Plan
This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

Aspiration 7: Community facilities and services that are well utilised, accessible and cost effective, and where possible, multi-functional.

Aspiration 15: Governance systems that ensure decision making and resource allocation is accountable and legally and ethically compliant.

b. Policy

In accordance with “Governance and Meeting Framework” policy.

c. Financial

Nil

d. Legal and Statutory

Sections 5.8, 5.9 and 5.10 of the Local Government Act 1995 specifies legislative matters in respect to committees and the appointment of committee members. Specifically, Council to establish and appoint a member to a committee by an absolute majority decision.

e. Voting Requirements

Absolute Majority

Officer Recommendation if Different to Advisory Committee Recommendation

Nil

The Officer’s Reason for Varying the Advisory Committee Recommendation

Nil

Committee Recommendation

That Council APPOINT Mr David Bills as a member of the Autumn Centre Advisory Committee, with a position expiry date of 30 September 2014.

Committee Voting – 4/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
## Community Development Committee Minutes

**Community and Leisure Facilities**

### Reference No & Subject:
- **Reference No:** CLF-008/13
- **Subject:** Tenancy Application for the Office Space at the Gary Holland Community Centre

### File No:
- **File No:** CPR/205-03

### Proponent/s:
- **Proponent:** Formwest (WA) Pty Ltd

### Author:
- **Author:** Mr Paul O’Leary, Coordinator Community Facilities

### Other Contributors:
- **Author:** Mr Paul O’Leary, Coordinator Community Facilities

### Date of Committee Meeting:
- **Date:** 13 May 2013

### Previously before Council:
- **Previously before Council:**

### Disclosure of Interest:
- **Disclosure of Interest:** Executive

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

### Site:
- **Site:** Gary Holland Community Centre (Office Space)

### Lot Area:
- **Lot Area:** Lot 300 (No 19) Kent Street Rockingham, Reserve 49939

### Attachments:
- **Attachments:**

### Maps/Diagrams:
- **Maps/Diagrams:** Office Space

### Purpose of Report

To seek Council approval to enter into a lease with Formwest (WA) Pty Ltd for the 130sqm Office Space at the Gary Holland Community Centre (GHCC).

### Background

The GHCC was constructed on Reserve 48927 for the purpose of ‘recreation’ and did not provide the City with the power to lease to commercial operations, however, during this time discussions were held with the Department of Regional Development and Lands (DRDL) and support in principle was granted to lease to non-commercial or other types of businesses. Subsequent lease requests however were not approved as they were considered to be inconsistent with the recreational purpose of the reserve.

In December 2008 a new reserve was created (Reserve 49939) designated ‘community centre’. This reserve grants the City power to lease to whom it deems appropriate.

In January 2011 the DRDL formally advised the City that it has no objection to proposed and future leases within the GHCC for the purposes of office space, retail and food outlets given that they provide community benefit and any income made from such tenancies will be held aside for maintenance and operation of the GHCC.
Details

Formwest (WA) Pty Ltd is a privately owned family company - Formwest (WA) Pty Ltd as trustee for The Formwest (WA) Trust (ABN: 11 246 604 687). Kerry Williams of Formwest (WA) Pty Ltd contacted the City in March 2013 to begin discussions about the possibility of leasing the Office Space.

Office Space (outlined in red)

Operating within the construction industry, Formwest’s main business interest is the erection of concrete formwork in multi storey buildings. Formwest have recently completed formwork for projects including the LEAP 2 accommodation blocks at Garden Island, the Coogee Surf Life Saving Club, Brown St East Perth apartment building and they are currently working on the North One Apartment building in Subiaco.

They are interested in leasing the Office Space to employ further administration staff to support their on-site employees.

As no previous valuation report has been compiled for the Office Space, the City requested one in April 2013, prior to council approval to enter into a lease with the prospective tenant. This was an essential measure in order to suitably negotiate an annual rental figure. The certified valuation report provided by LMW Hegney assessed the annual rental value of the Office Space to be $25,850 per annum (including GST).

An annual rental figure of $23,595 (including GST) has been proposed by the prospective tenants. On top of this, variable operating costs payable to the City will be as follows: Common area cleaning; electricity; ESL; fire inspection, insurance; land rates; rubbish collection; security and monitoring; water consumption and water rates.

The 130sqm Office Space is located on the first floor of the GHCC; there are two exterior walls (north and east facing) that have windows overlooking Village Square and Village Green Reserve respectively. There is also a balcony attached to the east facing exterior wall overlooking Village Green Reserve.

The Office Space is fitted with a security alarm, smoke and heat detectors linked to the GHCC security and fire services alarm system.

The City’s Planning Services have advised that they have no objection to entering into agreements placing a construction company within the Office Space.
Implications to Consider

a. Consultation with the Community
   In accordance with section 3.58(3) of the Local Government Act 1995, the City will provide advertising, seeking public comment on this matter for a period of 14 days.

b. Consultation with Government Agencies
   All leases will require consent from the Minister for Lands.

c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration contained in the Community Plan 2011:

   Aspiration 7: Community facilities and services that are well utilised, accessible and cost effective, and where appropriate, multi-functional.

d. Policy
   Nil

e. Financial
   The 2011/2012 Annual Budget for the GHCC had a total operating deficit of $194,445 (including annual contractual management fees of $105,000 paid to Rockingham Visitor Centre).

   Should Formwest (WA) Pty Ltd take up a lease for the Office Space, the City would receive annual rent of $23,595 (including GST), plus operating costs.

   As per the DRDL’s requirements, income from the tenancy will be used to reduce future maintenance and the operating deficit of GHCC.

f. Legal and Statutory
   Section 3.58(3) of the Local Government Act 1995, provides that the City is to give public notice of any proposed lease, including the subject property and proposed tenancy and inviting public submissions regarding the proposed lease.

   Section 5.42 of the Local Government Act 1995 stipulates the City can delegate to the CEO the exercise of any of its powers or the discharge of any of its duties.

Comments

Formwest’s proposed annual rental of $23,595 (including GST) is considered acceptable. It is in the City’s interest to activate the GHCC to its fullest extent, housing this type of commercial venture will assist the process.

Entering into a lease agreement with Formwest, will not clash directly with Blue Seal Café (tenants of the Retail Space within the GHCC), it will also open the doors to more people visiting the GHCC which is a benefit in the pursuit of a fully engaged, vibrant facility.

Formwest are a Rockingham based company in growth stage of development; they are looking to increase the number of staff they employ and remain in Rockingham.

The prospective tenant’s hours of business will largely coincide with the current opening hours of the GHCC, there may be occasions when staff are required to work late and have weekend access. This will not pose a challenge to the security of the building as the prospective tenants will be allocated the relevant security details (alarm code and keys) to allow after-hours access to the building.

Voting Requirements

Simple Majority (except where noted as Absolute Majority).
Officer Recommendation

That Council:

1. **AGREE** to the formation of a lease agreement with Formwest (WA) Pty Ltd, for 130sqm portion of Lot 300 (No 19) Kent Street, Rockingham WA 6168, Gary Holland Community Centre with the following conditions.
   - Annual rental of $23,595 per annum (including GST), to be reviewed in accordance with the market rates in year one and in accordance with Perth-based Consumer Price Index in year two.
   - For a period of 24 months with an extension option of 36 months. If the option is taken, annual rent in year three will be reviewed in accordance with market rates and in accordance with Perth-based Consumer Price Index in years four and five.
   - The lessee is required to pay all operating costs: common area cleaning, electricity, ESL, fire inspection, insurance, land rates, rubbish collection, security and monitoring, water consumption and water rates.

2. That Council **DELEGATE** authority to the Chief Executive Officer to approve the lease agreement with Formwest (WA) Pty Ltd, for 130sqm portion of Lot 300 (No 19) Kent Street, Rockingham WA 6168, Gary Holland Community Centre; subject to no adverse submissions being received by the City as a result of public advertising conducted in accordance with section 3.58(3)(a) of the Local Government Act 1995. (**Note: Absolute Majority required**)

Committee Recommendation

That Council:

1. **AGREE** to the formation of a lease agreement with Formwest (WA) Pty Ltd, for 130sqm portion of Lot 300 (No 19) Kent Street, Rockingham WA 6168, Gary Holland Community Centre with the following conditions.
   - Annual rental of $23,595 per annum (including GST), to be reviewed in accordance with the market rates in year one and in accordance with Perth-based Consumer Price Index in year two.
   - For a period of 24 months with an extension option of 36 months. If the option is taken, annual rent in year three will be reviewed in accordance with market rates and in accordance with Perth-based Consumer Price Index in years four and five.
   - The lessee is required to pay all operating costs: common area cleaning, electricity, ESL, fire inspection, insurance, land rates, rubbish collection, security and monitoring, water consumption and water rates.

2. That Council **DELEGATE** authority to the Chief Executive Officer to approve the lease agreement with Formwest (WA) Pty Ltd, for 130sqm portion of Lot 300 (No 19) Kent Street, Rockingham WA 6168, Gary Holland Community Centre; subject to no adverse submissions being received by the City as a result of public advertising conducted in accordance with section 3.58(3)(a) of the Local Government Act 1995. (**Note: Absolute Majority required**)

Committee Voting – 4/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
Community Development
Community and Leisure Facilities

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CLF-009/13 Request for Delegation of Authority to the Chief Executive Officer to approve operational plans for Externally Managed Facilities</th>
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<tbody>
<tr>
<td>File No:</td>
<td>CPM/3-03</td>
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<tr>
<td>Proponent/s:</td>
<td>Mr Mark Toomath, Coordinator Leisure Facilities</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
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<td>Other Contributors:</td>
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<td>Date of Committee Meeting:</td>
<td>13 May 2013</td>
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<td>Previously before Council:</td>
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<td>Disclosure of Interest:</td>
<td>Executive</td>
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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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<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

### Purpose of Report

To delegate authority to the Chief Executive Officer to approve management plans for externally managed facilities.

### Background

Under heads of agreement contracts, the managers of the Aqua Jetty, Warnbro Community Recreation Centre and the Mike Barnett Sports Complex are required to prepare and submit to the City, annual management plans that guide facility operations for the upcoming year.

Each plan includes the following:

- A statement of Centre philosophy and general aims, including a mission statement for the efficient and effective management and operation of the centre;
- A proposed program for the following operating year for the maintenance, repairs and cleaning requirements of all buildings, plant equipment, fixtures, fittings and other apparel;
- A proposed schedule of activities, programs and services to be provided at the Centre and the proposed days and hours of operation during the following operating year, highlighting any variation from the previous year;
- Expected staffing requirements and the proposed training schedule for the following operating year, highlighting any variation from the previous year;
• A proposed operating budget for the next operating year;
• A proposal in relation to fees and charges to be levied during the following operating year, highlighting any variation from the previous year;
• A marketing and promotion plan for the centre, including the conduct of a customer service survey and utilisation of relevant benchmarking;
• Preparation of an emergency management plan addressing safety, staffing and community issues as applicable to the centre;
• Planning for facility upgrades and capital works; and
• Proposed objectives, quality targets measured against benchmarks and associated performance measures and details of implemented continuous improvement initiatives for the following operating year in respect of the matters referred to above, for the purpose of reviewing the performance of the manager.

Details

The annual management plans are of an operational nature and outline the objectives relevant to financial performance, program and service delivery, marketing/promotion, human resource management, customer satisfaction, risk management, asset management and governance.

In addition, facility managers are required to report on a monthly basis matters relevant to financial, participation and asset management outcomes, as well as any other issues relating to facility operations. Key information from these reports is then relayed to Council via monthly bulletins.

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 2011:-
   
   **Aspiration 7:** Community facilities and services that are well utilised, accessible and cost effective, and where appropriate, multi-functional.

   **Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

d. Policy
   Nil
e. Financial
   Annual management plans include a schedule of fees and an operating budget. Whilst the adoption of fees and charges for externally managed facilities could be delegated to the Chief Executive Officer, they will continue to be presented to Council annually for endorsement as is the case with City managed facilities.
   
The treatment of any operational surplus or deficit is outlined in the management agreement for each facility and considered in the preparation of the City’s annual budget.
f. **Legal and Statutory**

Section 5.42 of the Local Government Act 1995 (the Act) stipulates the City can delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties other than those referred to in section 5.43 of the Act.

### Comments

Given the operational nature of the annual management plans, it is considered appropriate for the Chief Executive Officer to have delegated authority to approve the plans thus expediting the approval process. All plans are operational by nature, thus delegation would be within the spirit and intent of the Local Government Act.

### Voting Requirements

Absolute majority

### Officer Recommendation

That Council:

1. **DELEGATE** authority to the Chief Executive Officer in accordance with section 5.42 of the Local Government Act 1995, the power to approve annual management plans for externally managed facilities including the Aqua Jetty, Warnbro Community Recreation Centre and Mike Barnett Sports Complex.

2. **NOTE** that proposed fees and charges for each facility will be provided to Council annually for its consideration and endorsement.

### Committee Recommendation

That Council:

1. **DELEGATE** authority to the Chief Executive Officer in accordance with section 5.42 of the Local Government Act 1995, the power to approve annual management plans for externally managed facilities including the Aqua Jetty, Warnbro Community Recreation Centre and Mike Barnett Sports Complex.

2. **NOTE** that proposed fees and charges for each facility will be provided to Council annually for its consideration and endorsement.

Committee Voting – 4/0

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

Not Applicable

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

Not Applicable
13. Reports of Councillors

Nil

14. Addendum Agenda

Nil

15. Motions of which Previous Notice has been Given

Community Safety

Community Development
Community Safety

Reference No & Subject:

CSA-005/13 Notice of Motion: Establishment of City Safe Volunteer Engagement Sessions

File No:

Proponent/s:

Miss Jenna Bowler, Community Safety Projects Officer

Author:

Ms Genevieve Rowles, Manager Community Safety

Other Contributors:

Date of Committee Meeting:

13 May 2013

Previously before Council:

Disclosure of Interest:

Nature of Council’s Role in this Matter:

Executive

Site:

Lot Area:

Attachments:

Maps/Diagrams:

Purpose of Report

To seek Council support in the reinstating of bi-monthly Neighbourhood Watch (NHW) meetings in a new format of engagement and recognition for all Community Safety volunteers.
Background

Volunteer functions within Community Safety over the past six (6) years have greatly diversified. The functions have grown from a predominantly NHW membership base to include volunteers who promote a wider range of projects which now include Bush Fire Ready, Safety for Seniors, Burglary Prevention Cocooning, Graffiti Management and more. In future the establishment and integration of Animal Impound Facility volunteers and Junior Rangers is planned.

Between 2011 and 2012 there was a dramatic decline in the number of active NHW volunteers and other volunteers attending the NHW meetings. The meetings were changed to bi-monthly and different formats were implemented with the aim of reinvigorating the meetings, unfortunately this was unsuccessful.

In November 2012, State NHW announced changes to the then current NHW structure. One of the recommendations was that they would no longer endorse NHW Committee Meetings as they were not proving to have the desired outcomes to the community. NHW has long been an integral part of Rockingham and has provided useful community safety information to the Rockingham community. However, members have addressed their concerns in a non-direct manner with officers advising that they miss attending the bi-monthly meetings previously held. In regards to this officer research has indicated that:

- The number of NHW members attending the meetings was continuing to diminish
- There was a lack of actions and strategic outcomes or activities from the meetings
- There was a low level of return on investment from both officers and volunteers to support the continuation
- The City Safe Advisory Committee provides conduit to the local community and NHW is represented with two NHW members being members of that Advisory Committee
- WA Police are also members of this Advisory Committee and provide relevant information and statistics to members
- Meetings do not provide opportunity to communicate with their neighbours, there is very little benefit to the community and the people that attend the meetings
- Tools, tips and advice continue to be given to the community to assist with building relationships with neighbours and valuable community safety information
- Utilising the resources previously allocated to holding NHW Meetings allows for a focus shift back reiterating the most important NHW and crime prevention message about neighbours getting to know their neighbours.

Community Safety officers research supports the findings from State NHW as to the effectiveness of NHW Meetings, however volunteers have advised that they feel there is a gap that has been created due to the meetings not being held.

Details

The recommendations for change handed down by State NHW have provided an opportunity to re-evaluate the NHW program and investigate options to reinvigorate the program and celebrate the volunteers.

It is proposed that the City establish City Safe Volunteer Engagement Sessions in lieu of the former NHW Meetings. These sessions would be held bi-monthly and will strive to engage, network and connect volunteers from the diverse range of volunteering opportunities that City Safe provides. Officers advocate that through implementing the changes and establishing City Safe Volunteer Engagement Sessions outcomes such as educating all volunteers will be achieved and will benefit the wider community with consistent and current information being dispersed through a number of sources.

The times of the sessions would be varied to provide access to a variety of people and to assess the times that best suit the volunteers. Topics of interest would be determined by volunteers and City officers and where possible and appropriate guest speakers would be invited to speak for 45 minutes followed by a time set aside for discussion. An example of a guest speaker would include a professional that assists the volunteers to feel confident when speaking to neighbours and residents. This will assist in providing a tool for volunteers to get to know their neighbours and to
feel comfortable approaching people in their neighbourhoods. This meeting would also provide an opportunity for officers to pass on any pertinent information regarding events and projects.

The meetings would be assessed on their effectiveness, how useful the meeting is to the volunteers, the engagement of participants and the number of attendees at each session. The assessment will be conducted after the 8 month period by survey. The survey will be distributed to all active NHW volunteers over the trial period. Also attendance numbers will be collated after each meeting and short feedback sheets will be distributed at the end of each session.

### Implications to Consider

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<th>a.</th>
<th>Consultation with the Community</th>
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<td>Volunteers who attended NHW Meetings held after the November 2012 State Conference indicated that although they would accept the changes they were resistant to the meetings ceasing as they were a communication tool to share information with their neighbours.</td>
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<th>b.</th>
<th>Consultation with Government Agencies</th>
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<td>State NHW have provided the City with correspondence regarding the changes and further correspondence to state that they will continue to support local NHW and their implementation locally, if that differs from their recommendations.</td>
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<th>Strategic</th>
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<td>Community Plan</td>
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<td>This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:–</td>
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| Aspiration 2: | A safe community where residents feel secure, relaxed and comfortable within their home and social environments. |

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<th>d.</th>
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<th>Financial</th>
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<td>The Community Safety Adopted Annual Budget includes monies for NHW and this would not be affected by changes to meetings.</td>
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### Comments

The services provided to the City through City Safe’s volunteers and their commitment to crime prevention and community safety is paramount to the success of projects and initiatives throughout the City of Rockingham. Determining the most appropriate and effective way to share information, engage volunteers and celebrate their efforts is also integral in maintaining and developing the level of support from community members.

City Safe Engagement Sessions will provide valuable opportunities for training, project and event engagement and for the celebration of contributions from the team of volunteers and individual volunteers.

### Voting Requirements

Simple majority

### Officer Recommendation

That Council:

1. **ENDORSE** the establishment of a City Safe Volunteer engagement session to be held bi-monthly from June to December 2013.
2. **ASSESS** the effectiveness of City Safe Volunteer engagement sessions post December 2013.

**Notice of Motion From Councillor Stewart**

Conduct bi-monthly Neighbourhood Watch Volunteer Stakeholder Information Sessions to be attended by all attendees and members of the previously convened but now disbanded Neighbourhood Watch Committee.

**Officer Recommendation**

That Council:

1. **ENDORSE** the establishment of a City Safe Volunteer engagement session to be held bi-monthly from June to December 2013.

2. **ASSESS** the effectiveness of City Safe Volunteer engagement sessions post December 2013.

**Notice of Motion from Cr Stewart**

That Council conduct bi-monthly Neighbourhood Watch Volunteer Stakeholder Information Sessions to be attended by all attendees and members of the previously convened but now disbanded Neighbourhood Watch Committee.

**Committee Recommendation**

That Council:

1. **ENDORSE** the establishment of a City Safe Volunteer engagement session to be held bi-monthly from June to February 2014.

2. **ASSESS** post December 2013 the effectiveness of the June 2013 to December 2013 City Safe Volunteer engagement sessions and report the findings to the February 2014 Volunteer engagement session.

Committee Voting – 4/0

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

Not Applicable

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

Not Applicable
## 16. Notices of Motion for Consideration at the Following Meeting

Nil

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

Nil

## 18. Matters Behind Closed Doors

Nil

## 19. Date and Time of Next Meeting

The next Community Development Committee Meeting will be held on **Monday 10 June 2013** in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

## 20. Closure

There being no further business, the Chairperson thanked those persons present for attending the Community Development Committee meeting, and declared the meeting closed at **5:07pm**.