City of Rockingham
Corporate and Community Development
Committee Meeting Minutes
4:00pm Tuesday 15 September 2015

CONTENTS

1. Declaration of Opening 4
2. Record of Attendance/Apologies/Approved Leave of Absence 4
3. Responses to Previous Public Questions Taken on Notice 5
4. Public Question Time 5
5. Confirmation of Minutes of the Previous Meeting 5
6. Matters Arising from the Previous Minutes 5
7. Announcement by the Presiding Person without Discussion 5
8. Declaration of Member’s and Officer’s Interest 5
9. Petitions/Deputations/Presentations/Submissions 5
10. Matters for which the Meeting may be Closed 5
- Corporate and General Management Services Information Bulletin – September 2015 5
- Community Development Information Bulletin – September 2015 8
12. Agenda Items – Corporate and Community Development Committee 10
- Corporate Services
  - CS-028/15 Investigation into Categories of Fees and Charges for Council Facilities 13
  - CS-029/15 Quotation – Supply, Delivery and Licensing of PC Hardware and Imaging Services 17
- General Management Services 21
  - GMS-012/15 Recommendations from the Governance Review Committee Meeting held on 27 August 2015 21
  - GMS-014/15 Christmas/New Year Administration Centre Closure 2015/2016 59
- Community Development 62
  - CD-036/15 Rescinding of the Murdoch University Prize and Scholarship Scheme Policy, and the Community and Volunteer Awards Policy. 62
  - CD-038/15 Community Sport and Recreation Facility Fund Forward Planning Grant Application – Eighty Road Reserve, Baldivis 65
  - CD-039/15 Inclusive Play Space Site Selection and Design Analysis 69
13. Reports of Councillors 79
14. Addendum Agenda 79
| 15. | Motions of which Previous Notice has been Given | 80 |
| Community Development | 80 |
| CD-037/15 Notice of Motion – Actioning Police Reports and Costings to purchase a Variable Message Sign | 80 |
| 16. | Notices of Motion for Consideration at the Following Meeting | 83 |
| 17. | Urgent Business Approved by the Person Presiding or by Decision of the Committee | 83 |
| 17.1 | City Business Plan Briefing | 83 |
| 18. | Matters Behind Closed Doors | 83 |
| 19. | Date and Time of Next Meeting | 83 |
| 20. | Closure | 83 |
City of Rockingham  
Corporate and Community Development Committee Meeting Minutes  
Tuesday 15 September 2015 - Council Boardroom

1. **Declaration of Opening**

The Chairperson declared the Corporate and Community Development Committee Meeting open at **4:02pm**, welcomed all present, and referred to the Acknowledgement of Country.

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

2.1 **Councillors**

- Cr Leigh Liley  
- Cr Matthew Whitfield  
- Cr Justin Smith  
- Cr Barry Sammels (Mayor)  
- Cr Joy Stewart  
- Cr Chris Elliott  

Chairperson

Observer

2.2 **Executive**

- Mr Andrew Hammond  
- Mr John Pearson  
- Mr John Woodhouse  
- Mr Michael Holland  
- Mr Ben Searcy  
- Ms Karin Strachan  
- Ms Vanisha Govender  
- Mr Michael Yakas  
- Ms Fiona Lambrick  
- Mr Ashley Pittard  
- Ms Mary-Jane Rigby  
- Mr Nick Brown  
- Ms Alison Oliver  
- Mr Peter Melling  
- Mr Peter Varris  
- Ms Julia Dick  
- Mrs Jelette Edwards  
- Ms Sue Langley  
- Mrs Diane Zanre  

Chief Executive Officer  
Director Corporate Services  
Director Legal Services and General Counsel  
Director Community Development  
Manager Human Resource Development  
Manager Strategy and Corporate Communications  
Manager Financial Services  
Manager Customer and Corporate Support  
Manager Information Systems  
Manager Community Infrastructure Planning  
A/Manager Community Support and Safety Services  
Manager Community and Leisure Facilities  
Manager Library and Information Services  
Manager Investment Attraction  
Manager Governance and Councillor Support  
A/Manager Community Capacity Building  
Governance Coordinator  
Governance Officer  
PA to Director Community Development

2.3 **Members of the Gallery:** Nil

2.4 **Apologies:** Nil

2.5 **Approved Leave of Absence:** Nil
<table>
<thead>
<tr>
<th>3.</th>
<th><strong>Responses to Previous Public Questions Taken on Notice</strong></th>
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<td></td>
<td>Nil</td>
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<th>4.</th>
<th><strong>Public Question Time</strong></th>
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<tr>
<td></td>
<td>4:03pm The Chairperson invited members of the Public Gallery to ask questions. There were none.</td>
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<th>5.</th>
<th><strong>Confirmation of Minutes of the Previous Meeting</strong></th>
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<tr>
<td></td>
<td>Moved Cr Whitfield, seconded Cr Sammels:</td>
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<td></td>
<td>That Committee <strong>CONFIRM</strong> the Minutes of the Corporate and Community Development Committee Meeting held on 18 August 2015, as a true and accurate record.</td>
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<td></td>
<td>Committee Voting – 5/0</td>
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<tr>
<th>6.</th>
<th><strong>Matters Arising from the Previous Minutes</strong></th>
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<td></td>
<td>Nil</td>
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<th>7.</th>
<th><strong>Announcement by the Presiding Person without Discussion</strong></th>
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<tr>
<td></td>
<td>4:03pm 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.</td>
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<thead>
<tr>
<th>8.</th>
<th><strong>Declarations of Members and Officers Interests</strong></th>
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<tbody>
<tr>
<td></td>
<td>4:04pm The Chairperson asked if there were any interests to declare. There were none.</td>
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</tbody>
</table>

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<tr>
<th>9.</th>
<th><strong>Petitions/Deputations/Presentations/Submissions</strong></th>
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<tbody>
<tr>
<td></td>
<td>Nil</td>
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<tr>
<th>10.</th>
<th><strong>Matters for which the Meeting may be Closed</strong></th>
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<tbody>
<tr>
<td></td>
<td>Nil</td>
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<thead>
<tr>
<th>11.</th>
<th><strong>Bulletin Items</strong></th>
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<tbody>
<tr>
<td></td>
<td>Corporate and General Management Services Information Bulletin – September 2015</td>
</tr>
<tr>
<td></td>
<td><strong>Corporate Services</strong></td>
</tr>
<tr>
<td></td>
<td>1. Corporate Services Team Overview</td>
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<tr>
<td></td>
<td>2. Human Resource Update</td>
</tr>
<tr>
<td></td>
<td>3. Project Status Reports</td>
</tr>
<tr>
<td></td>
<td>3.1 Online Records Management Training</td>
</tr>
<tr>
<td></td>
<td>3.2 Automation of Records Management Processes</td>
</tr>
<tr>
<td></td>
<td>3.3 Intranet Redevelopment</td>
</tr>
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<td></td>
<td>3.4 Upgrade of Intramaps</td>
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<td></td>
<td>3.5 Integrated Team Plan &amp; Risk Management Module</td>
</tr>
<tr>
<td></td>
<td>3.6 Mobile Computing – Infringements</td>
</tr>
<tr>
<td></td>
<td>3.7 Development and Implementation of CoR Mobile App</td>
</tr>
<tr>
<td></td>
<td>3.8 Library Management System</td>
</tr>
</tbody>
</table>
3.9 Bushfire Mitigation System Upgrade  
3.10 CCTV - Waterfront Upgrade  
3.11 CCTV – Mobile Unit  
3.12 CCTV – Security Vehicle Camera  
3.13 Expansion of Private Fibre – Council Avenue  
3.14 Warnbro Library Radio Frequency Identification (RFID) Installation  
3.15 WiFi Installation to Selected City Buildings  
3.16 Multi-function Device Replacements  
3.17 Development of Next Generation Standard Operating Environment (SOE)  
3.18 Replacement of Reception Room Audio Visual Equipment  
3.19 Information Communication Technology Security Equipment  
3.20 Integrate Security Access Control Systems  
3.21 Implement DC1/DC2 Configuration as per Business Continuity Plan Requirements

4. Information Items  
4.1 List of Payments August 2015  
4.2 Warnbro Community Recreation Centre  
4.3 Mike Barnett Sports Complex  
4.4 Aqua Jetty  
4.5 Rockingham Child Care Service  
4.6 Lease Management  
4.7 Gary Holland Community Centre

**Governance and Councillor Support**  
1. Governance and Councillor Support Team Overview  
2. Human Resource Update  
3. Project Status Reports  
4. Information Items  
   4.1 Local Government Ordinary Elections  
   4.2 Global Friendship  
   4.3 Freedom of Information (FOI) Requests  
   4.4 Citizenships

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

**Strategy and Corporate Coordination**  
1. Strategy Coordination Team Overview  
2. Human Resource Update  
3. Project Status Reports  
   3.1 Update of Climate Change Response Strategy and Implementation of Key Actions  
   3.2 Risk Management Training and Printing
3.3 Community Engagement Framework  
3.4 Lean Six Sigma Project  
3.5 Corporate e-Newsletter  
3.6 Graphic Design for Intranet  
3.7 Protection of Intellectual Property  
3.8 Journal Software Subscription  

4. Information Items  
4.1 Annual Customer Satisfaction Survey  
4.2 Coordinating the Development of a 10 year Minor Infrastructure Plan  
4.3 6th Generation Team Plans  
4.4 Coordinating the Implementation of a Development Contribution Scheme  
4.5 City Scoreboard  
4.6 Roll-out of Risk Analysis Framework  
4.7 Digital Media Strategy  
4.8 Social Media  
4.9 Media Tracking  
4.10 Other Initiatives with Strategy and Corporate Communications Team Involvement  

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

4. Information Items  
4.1 Various Meetings  
4.2 Rockingham Kwinana Chamber of Commerce Regional Business Awards  
4.3 2016 Australian Coastal Councils Conference in Rockingham  
4.4 Promoting Rockingham through Experience Perth  
4.5 Business News  
4.6 HMAS Stirling Redevelopment Stage 3a Update  
4.7 2016 Bendigo Bank State Conference  
4.8 Lot 200 and 201 Chalgrove Avenue  

**Legal Services & General Counsel**  
1. Legal Services & General Counsel Team Overview  
2. Human Resource Update  
3. Project Status Reports  
4. Information Items  
4.1 Legal Advice – Local Government Operational Matters  
4.2 Documentation  
4.3 Executive Policy – Administration Procedures  
4.4 Training – Corruption and Crime Commission – Joint Commissioner’s Forum – Understanding the new integrity landscape in Western Australia
4.5 Training – Getting the Vibe and Making Cunning Plans – Communication Workshops
4.6 Training – Public Sector Commission – Navigating the new integrity landscape: Working with the PSC, CCC and the misconduct jurisdiction

Committee Recommendation

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

Committee Voting – 5/0

Community Development Information Bulletin – September 2015

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

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

Community Infrastructure Planning
1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Laurie Stanford Reserve Master Plan Implementation
   3.2 Rhonda Scarrott Reserve Master Plan Implementation
   3.3 Reserve and Open Space Master Plans
   3.4 Secret Harbour Surf Life Saving Club Redevelopment
   3.5 Eighty Road Reserve Development
   3.6 Lark Hill Northern Expansion
   3.7 Baldivis District Sporting Complex Needs and Feasibility Study and Concept Plans
   3.8 Aqua Jetty Stage 2 Feasibility and Business Modelling
   3.9 Baldivis South Community Centre
   3.10 Rockingham Youth Venue Feasibility and Concept Plans
   3.11 Baldivis South Youth Space
   3.12 Inclusive Play Space
3.13 Youth Outdoor Recreation Space Strategy Review
3.14 Community Purpose Site Strategy
3.15 Enclosed Off-Leash Dog Exercise Areas Needs and Feasibility Study
3.16 East Baldivis Shared Use Reserve Concept Plans
3.17 Community Infrastructure Plan Review
3.18 Infrastructure Planning and Development Grants

4. Information items

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

4. Information Items
   4.1 Seniors
   4.2 Place Activation/Sponsor Recognition
   4.3 Youth Development
   4.4 Sport, Recreation and Health and Wellbeing
   4.5 Cultural Development and the Arts
   4.6 Outdoor Event Applications
   4.7 Sustainability

Community Development
1. Community Development Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Special Projects

Committee Recommendation

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

Committee Voting – 5/0
12. Agenda Items

Corporate Services

Corporate Services

Financial Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-027/15</th>
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<tbody>
<tr>
<td>File No:</td>
<td>FLM/88-02</td>
</tr>
<tr>
<td>Risk Register No:</td>
<td>89</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mrs Vanisha Govender, Manager Financial Services</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Ms Antonietta Landro, Financial Accountant</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>15 September 2015</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
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<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
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Purpose of Report


Background

Nil

Details

The Monthly Financial Management Report includes the following:

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

a. Consultation with the Community
Not Applicable

b. Consultation with Government Agencies
Not Applicable

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

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

d. Policy
Nil

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

f. Legal and Statutory

g. Risk
Risk Implications of Implementing Officer Recommendation
Nil

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

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

Voting Requirements
Simple Majority

Officer Recommendation
<table>
<thead>
<tr>
<th>Committee Recommendation</th>
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<tbody>
<tr>
<td><strong>Moved Cr Sammels, seconded Cr J Smith:</strong></td>
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Committee Voting – 5/0

<table>
<thead>
<tr>
<th>The Committee's Reason for Varying the Officer's Recommendation</th>
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<tbody>
<tr>
<td>Not Applicable</td>
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<tr>
<th>Implications of the Changes to the Officer’s Recommendation</th>
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<tbody>
<tr>
<td>Not Applicable</td>
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</table>
Corporate Services
Community and Leisure Facilities

Reference No & Subject: CS-028/15 Investigation into Categories of Fees and Charges for Council Facilities

File No: FLM/306
Risk Register No: 
Proponent/s: Mr Mark Toomath, Coordinator Leisure Facilities
Author: 
Other Contributors: 
Date of Committee Meeting: 15 September 2015
Previously before Council: 28 April 2015 (CS-011/15)
Disclosure of Interest: Executive
Nature of Council’s Role in this Matter: 

Purpose of Report
To report the findings of the investigation into the current categories of fees levied by the City for the hire of community facilities.

Background
At its April 2015 meeting, Council resolved to ‘SUPPORT an investigation into the tiers of charging regimes (Community/Not for Profit/Private/Personal and Commercial) for facility hire and the findings be provided to Council within six months’.
This investigation has now concluded.

Details
The City currently utilises the following two facility hire categories for public halls and community centres:

- **Community**: Registered not-for-profit clubs, groups and organisations
- **Commercial**: Local, State and Federal Government departments, private companies, individuals, private and public schools and employees of these bodies acting on behalf of their employers.
In addition to the commercial and community categories, there are different hire fees applied for casual or regular hire and peak or off-peak hire.

The categories of fees and charges for externally managed facilities (Aqua Jetty, Mike Barnett Sports Complex and Warnbro Community Recreation Centre) are an operational decision of the individual facility manager which is required to be approved by the Council on an annual basis. These facilities also charge differently for community and commercial users.

The City of Rockingham 2014 Customer satisfaction survey reinforced that the community places 'high' importance on the provision of community centres and public halls and that the majority of the community consider the City's performs well in making these facilities available.

**Implications to Consider**

a. **Consultation with the Community**
   
   Nil

b. **Consultation with Government Agencies**
   
   Nil

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

   **Aspiration C:** Quality Leadership

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

d. **Policy**
   
   Nil

e. **Financial**
   
   The City receives approximately $500,000 per annum in hire fees for public halls and community centres. A sample of hire fee revenue from the Gary Holland Community Centre for April, May and June 2015 was analysed and revealed a total of $54,394 received, made up of $12,756 (23.5%) from community hirers and $41,638 (76.5%) from commercial hirers.

f. **Legal and Statutory**
   
   Section 6.16(1) of the Local Government Act 1995 allows a local government to impose (by absolute majority) and recover a fee or charge for any goods or service it provides or proposes to provide.

   Section 6.16(2)(a) of the Local Government Act 1995 states that a fee or charge may be imposed for providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government.

   Section 6.17(1) of the Local Government Act 1995 states that in determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors:

   (a) the cost to the local government of providing the service or goods;
   
   (b) the importance of the service or goods to the community; and
   
   (c) the price at which the service or goods could be provided by an alternative provider.
In the case of externally managed facilities, fees and charges are not set under section 6.16 and 6.17 of the Local Government Act 1995. The fees for these facilities are approved in accordance with the management agreement for the individual facilities.

The Council endorsed the 2015/2016 proposed schedule of fees and charges at its meeting on 24 March 2015 (CS-005/15) and adopted the 2015/2016 fees and charges with the adoption of the 2015/2016 Annual Budget at its meeting on 23 June 2015 (CS-018/15).

g. Risk

Risk Implications of Implementing Officer Recommendation
Nil

Risk Implications of Not Implementing Officer Recommendation
Nil

Comments

Prior to September 2013, the City operated the ‘Use of Halls by charitable organisations and community groups policy and register’ which provided discounted hall hire of between 20–100% to eligible groups. This policy was rescinded at the ordinary council meeting on 24 September 2013 (GCS-008/13) in favour of directing requests for the donations of hall hire fees through the community grants process. At this time a two tier (community and commercial) charging regime was implemented to ensure fees and charges were affordable yet representative of cost of delivery. This approach is similar to most local governments.

In reviewing other local governments, individuals generally fall within the commercial tier and are therefore charged commercial rates. This said, the manner and definition of how these tiers are structured varies significantly. The reason individuals have been charged commercial rates are they have been viewed as using the facility for profit. On review it would appear that this is not always the case and the City would benefit from better categorisation definition.

It is therefore believed there is a need for the categorisations be better defined and externally managed facilities be requested to mirror City managed facilities.

It is recommended that the following definitions be approved for all City owned public halls, community centres and other relevant facilities:

- Commercial hirer:
  a) Any department, agency or instrumentality of the State or the Commonwealth or any statutory body;
  b) any company or body corporate other than an association incorporated under the Associations Incorporations Act 1987; or
  c) any individual intending to use the hired facility for profit or gain.

- Non-commercial hirer: Any person or body other than a commercial hirer.

Should Council support the officer recommendation these changes will come into effect in the 2016/2017 financial year.

Voting Requirements

Simple Majority

Officer Recommendation

That Council ADOPT the following fees and charges category definitions for the hire of public halls, community centres and other relevant facilities commencing 2016/2017:

- Commercial hirer:
a) Any department, agency or instrumentality of the State or the Commonwealth or any statutory body;
b) any company or body corporate other than an association incorporated under the Associations Incorporations Act 1987; or
c) any individual intending to use the hired facility for profit or gain.
- Non-commercial hirer: Any person or body other than a commercial hirer.

**Committee Recommendation**

Moved Cr Whitfield, seconded Cr J Smith:
That Council *ADOPT* the following fees and charges category definitions for the hire of public halls, community centres and other relevant facilities commencing 2016/2017:

- Commercial hirer:
  d) Any department, agency or instrumentality of the State or the Commonwealth or any statutory body;
  e) any company or body corporate other than an association incorporated under the Associations Incorporations Act 1987; or
  f) any individual intending to use the hired facility for profit or gain.
- Non-commercial hirer: Any person or body other than a commercial hirer.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
Corporate Services
Information Services

Reference No & Subject: CS-029/15 Quotation – Supply, Delivery and Licensing of PC Hardware and Imaging Services

File No: Q15/16-37
Risk Register No: 
Proponent/s: Ms Fiona Lambrick, Manager Information Services
Author: Mr Michael Yakas, Manager Customer and Corporate Support
Other Contributors: 
Date of Committee Meeting: 15 September 2015
Previously before Council: 
Disclosure of Interest: Executive
Nature of Council’s Role in this Matter: 

Site:
Lot Area:
Attachments:
Maps/Diagrams:

Purpose of Report
To approve quote Q15/16-37 – Supply, Delivery, and Licensing of PC Hardware and Imaging Services as a preferred supplier for a term of four years.

Background
Quote 15/16-37 - Supply, delivery, and licensing of PC Hardware and imaging services was sent out to the State of Western Australia Common Use Arrangements (CUA) panel on Monday 27 July 2015. Quotes closed at 2:00pm Wednesday 12 August 2015. Quotes were sent to the all companies on the CUA panel for computing and mobile devices.

The City currently has approximately 430 desktop computers and 50 laptops and well as a number of tablet devices. Policy exists to replace its desktops every four years, and other devices every three.

The City’s desktop and laptop fleet are currently provided by Dell Australia Pty Ltd. Tablets are a mixture of Apple iPads, Dell, Motion, and Microsoft Surface.

The City in line with its ICT Policy also has a Standard Operating Environment (SOE) or image that it loads on all desktop and laptop devices and ensures the equipment is standardised. This assists in continuity and streamlining of its support for these devices.
Details

The major portion of this contract is the provision of hardware for the City over the next four years. There is also the initial work to develop a new image for the City’s Standard Operating Environment (SOE), which will see the move to Microsoft Windows 8.1 and Office 2013, and the ongoing updates to the SOE.

The table below summarises the submissions and pricing of the equipment.

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<tr>
<td>Moncrieff Technology Solutions Pty Ltd</td>
<td>1,584</td>
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<td>1,811</td>
<td>1,530</td>
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<td>CDM Australia Pty Ltd</td>
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<td>1,243</td>
<td>1,916</td>
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<td>JB HiFi Group Pty Ltd</td>
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<td>JH Computers Services Pty Ltd</td>
<td>1,470</td>
<td>1,190</td>
<td>1,751</td>
<td>1,389</td>
<td>1,356</td>
<td>1,300</td>
</tr>
<tr>
<td>Dell Australia Pty Ltd</td>
<td>1,265</td>
<td>1,160</td>
<td>1,869</td>
<td>1,519</td>
<td>1,775</td>
<td>1,574</td>
</tr>
<tr>
<td>Pacific Paper Industries Pty Ltd (t/a Winthrop Australia)</td>
<td>1,651</td>
<td>1,327</td>
<td>1,889</td>
<td>1,593</td>
<td>1,784</td>
<td>1,928</td>
</tr>
</tbody>
</table>

A panel comprising of Manager Information Systems, Manager Customer and Corporate Support and Coordinator IT Operations undertook the evaluations.

The submission from JH Computers Pty Ltd offered Acer branded equipment. It was lacking detail and provided minimal information on the company and no information in relation to its standards and procedures used.

Submissions from Moncrieff Technology Solutions Pty Ltd, JB HiFi Group Pty Ltd and Pacific Paper Industries Pty Ltd (t/a Winthrop Australia) all offered Lenovo branded equipment.

The submission from CDM Australia Pty Ltd offering Hewlett Packard branded equipment as well as some Toshiba alternatives for laptops was detailed and provided all information requested.

The submission from Dell Australia Pty Ltd which offered Dell branded equipment provided the majority of the information requested.

In relation to the submissions received for the imaging services component, there were a number of inconsistencies in the responses received. These inconsistencies made it too difficult to assess and therefore it is recommended the imaging services component not be awarded as part of the contract.

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

<table>
<thead>
<tr>
<th>Weighted Scores</th>
<th>Moncrieff</th>
<th>CDM</th>
<th>JB HiFi</th>
<th>JH Computers</th>
<th>Dell</th>
<th>Winthrop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>50</td>
<td>40.5</td>
<td>42</td>
<td>46</td>
<td>20</td>
<td>42</td>
</tr>
<tr>
<td>Price</td>
<td>50</td>
<td>42</td>
<td>45</td>
<td>39</td>
<td>47</td>
<td>50</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
<td>82.5</td>
<td>87</td>
<td>85</td>
<td>67</td>
<td>92</td>
</tr>
</tbody>
</table>
**Implications to Consider**

a. **Consultation with the Community**  
   Nil

b. **Consultation with Government Agencies**  
   Nil

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

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

d. **Policy**  
   Council Purchasing Policy has been applied which allows for the use of CUA's to acquire goods utilising the formal quotation method.

e. **Financial**  
   The 2015/16 Annual Budget has an allocation of $209,750 for PC hardware purchases. The indicative spend over the next four years is $950,000.

f. **Legal and Statutory**  
   Regulation 11(2)(e) of the Local Government (Functions and General) Regulations 1996 states tenders do not have to be publicly invited where the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government.
   
   Products purchased through the State CUA do not need to be acquired through tender arrangements.

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

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

**Comments**

Following consideration of the quotations submitted the six companies demonstrated the capability to provide the City with its requirements with varying levels of competency. These were then assessed in the assessment criteria and rated accordingly. The information provided in the quote from Dell Australia Pty Ltd demonstrated a greater understanding of the City's requirements and provisions thereof.

Should the officer recommendation be adopted a process with be undertaken to clarify the specification for imaging services and obtain quotations for this service accordingly.

**Voting Requirements**

Simple Majority
Officer Recommendation

That Council:

1. **ACCEPT** the quote for only Supply, Delivery, and Licensing of PC Hardware from Dell Australia Pty Ltd, Building 3, 14 Aquatic Drive Frenchs Forest 2086, New South Wales for Q15/16-37 - Supply, Delivery, and Licensing of PC Hardware and Imaging Services for a term of four years.

2. **NOT ACCEPT** any quote for Imaging Services from respondents for Quote Q15/16-37 - Supply, Delivery, and Licensing of PC Hardware and Imaging Services.

Committee Recommendation

Moved Cr J Smith, seconded Cr Sammels:

That Council:

1. **ACCEPT** the quote for only Supply, Delivery, and Licensing of PC Hardware from Dell Australia Pty Ltd, Building 3, 14 Aquatic Drive Frenchs Forest 2086, New South Wales for Q15/16-37 - Supply, Delivery, and Licensing of PC Hardware and Imaging Services for a term of four years.

2. **NOT ACCEPT** any quote for Imaging Services from respondents for Quote Q15/16-37 - Supply, Delivery, and Licensing of PC Hardware and Imaging Services.

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
**General Management Services**

**Governance and Councillor Support**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-012/15 Recommendations from the Governance Review Committee Meeting held on 27 August 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GOV/39</td>
</tr>
<tr>
<td>Risk Register No:</td>
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</tr>
<tr>
<td>Author:</td>
<td>Mr Peter Varris, Manager Governance and Councillor Support</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>15 September 2015</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 Governance Review Committee Meeting held on 27 August 2015</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of Report**

To consider recommendations arising from the Governance Review Committee in respect to the following matters –

- A review process for membership composition and terms of reference of advisory committees;
- A review of Council’s representations on non-Council associations;
- The reporting relationship of the Audit Committee to Council;
- The removal of the item ‘Coming Events’ from the Council agenda;
- A modification to the manner in which risk implications are identified in reports to Council; and
- A modification to the manner in which recommendations from advisory and occasional committees presented in reports to council.

**Recommendations to the Corporate and Community Development Committee**

**Advisory Committee Recommendation 1:**

**Advisory Committees – Review of Terms of Reference and Composition**
That Council **AMEND** the Governance and Meeting Framework Policy by adding the following paragraph after the fourth paragraph of 5. Advisory Committees (Community and elected members):

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

Carried – 3/0

**Background**

Every two years Council invites nominations from community members and individuals from representative bodies to become members of the various advisory committees. Often at this time there has been a desire to propose changes to committee membership composition and terms of reference, however this can confuse the membership review process.

Ideally the initiative to review membership composition and terms of reference should be driven through the advisory committees themselves, preferably before the community membership review commences. This would provide a more stable platform for decision making on membership appointments to advisory committees.

Section 5 of the Governance and Meeting Framework policy states:

*The following advisory committees comprise of elected members and community members. They provide recommendations to Council in line with their terms of reference. Advisory committees meet as and when required as determined by committee members or Council. Only in special circumstances should staff be voting members of committees. Their role should be that of providing professional advice and executive support.*

*In the interests of continuity and retention of knowledge, all community memberships of advisory committees will be reviewed in the period between 1st July and 30th September in the year falling between ordinary elections with all new membership proposals being considered by Council no later than the October Ordinary Council meeting of that year.*

*All community member committee positions will be advertised in the local media and existing members written to and invited to reapply.*

*Should a community member resign mid-term then the committee may recommend to Council the name of a replacement or alternatively advertise the position. Notwithstanding these membership provisions, Council reserves the right to cancel a committee membership at any time for any reason pursuant to Section 5.11(2)(b) of the Local Government Act 1995.*

It is proposed to incorporate a clause after the above clause of the policy that formalises a regular review of the committee composition and terms of reference. The clause is as follows:

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

**Implications to Consider**

### a. Strategic Community Plan

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

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

### b. Policy

The proposed Policy amendment is not considered substantial in its affect and will be excluded from the community consultation process used for new or major amendments to Council Policy.

### c. Financial

The adoption of the Policy amendment will result in new processes and procedures, the cost of which will be undertaken within existing budgetary allocations.

### d. Legal and Statutory

Section 5.8 of the Local Government Act 1995 states that a local government may establish (by absolute majority) committees of 3 or more persons to assist the council.

Section 5.9 describes the type of committees in respect to membership composition.

### e. Voting Requirements

Simple Majority

### f. Risk

Risk Implications of Implementing Officer Recommendation

Nil
Risk Implications of Not Implementing Officer Recommendation
Nil

Officer Recommendation if Different to Advisory Committee Recommendation
Not Applicable

The Officer’s Reason for Varying the Advisory Committee Recommendation
Not Applicable

Advisory Committee Recommendation 2:
Review of Council’s representation on Non- Council Associations
That Council SUPPORT a review to determine the appropriateness of Council’s current representation on Non-Council Committees and Associations.

Carried – 3/0

Background
Council is represented on a number of non-Council committees, bodies and organisations, these often being local government industry related or those for which it is beneficial to have an input based on local and strategic interests. A process has been long established where after each local government ordinary election Councillors are able to nominate as a representative on these forums.

The Governance and Meeting Framework policy is silent on how Council’s association with and representation on these forums should be reviewed in respect to its appropriateness and overall benefit that can be derived for the City.

There is currently a review process in place for community membership on Council’s advisory committees, with a proposal to incorporate a process for reviewing terms of reference for consideration. It is timely to also implement a review process of Council’s association with, and membership of, non-Council committees, bodies and organisations. This has previously been undertaken in an unstructured manner when appointing membership to these positions through the post-election special Council meeting.

It is proposed that the Governance and Councillor Support team will coordinate a review of the Non-Council committees and organisations currently in place. The review will consider the benefits that are derived from membership of the forum; the linkages to the City’s strategic objectives within the Strategic Community Plan; and whether membership is of a statutory or incorporated nature. To be effective the review should be completed with sufficient time to allow Council to consider the outcomes prior to the next ordinary Council election. Both ‘sitting’ Councillor representatives and responsible Directors will be sought for feedback within the review process.

Implications to Consider

a. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:
   Aspiration C: Quality leadership
   Strategic Objective: Governance – Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.
b. **Policy**  
Not Applicable

c. **Financial**  
The review will be undertaken in-house, the cost of which will be covered within existing budgetary allocations.

d. **Legal and Statutory**  
Not Applicable

e. **Voting requirements**  
Simple Majority

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

**Advisory Committee Recommendation 3:**  
**Audit Committee – Reporting Relationship to Council and Executive Support Responsibilities**

That Council **AMEND** the Governance and Meeting Framework policy by –

1. Altering the Executive Support for the Audit Committee to read “General Management Services Division - Internal Audit Team”; and
2. Adding the following note at the end of ‘4.1 Audit Committee’:

   **Note:** To properly fulfil its functions under regulation 16(c) of the Local Government (Audit) Regulations 1996, the Audit Committee is to report direct to Council.

Carried – 3/0

**Background**

Section 7.1A of the Local Government Act 1995 (the Act) compels a local government to establish an audit committee of three or more persons to exercise the powers and discharge the duties conferred upon it. Regulation 16 of the Local Government (Audit) Regulations 1996 identifies the functions of the audit committee, including -

*An audit committee –*

*(c) Is to review a report given to it by the CEO under regulation 17(3) (the CEO’s report) and is to -*
   
   *(i) Report to the council the results of that review; and*
   *(ii) Give a copy of the CEO’s report to council.*

The CEO’s report under regulation 17(3) is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to risk management, internal control, and legislative compliance.
The audit committee is the only committee required to be established by a local government under the Act, and as part of its functions, report to Council.

It is appropriate that the practice of the Audit Committee reporting direct to Council (and not via the standing committee process) be confirmed in the Governance and Meeting Framework policy.

Further to this, the appointment of the Internal Auditor has created an opportunity to transfer the executive support function for the Audit Committee from the Corporate Services Division – Finance Team to the General Management Services Division – Internal Audit Team. This will provide a degree of separation in respect to the oversight of external audit functions.

In the past the Audit Committee has reported through the standing committee process and due to timing constraints has on occasion reported direct to Council. Given the important function that the Audit Committee has under the Act it is recommended that the Governance and Meeting Framework policy be amended to reflect the reporting relationship between the Committee and Council.

It is proposed to amend the policy by adding the following Note under ‘4.1 Audit Committee’ –

Note: To properly fulfil its functions under regulation 16(c) of the Local Government (Audit) Regulations 1996, the Audit Committee is to report direct to Council.

The note in the Governance and Meeting Framework Policy will formalise the reporting relationship between the Committee and Council, and the change in executive support responsibilities will reflect current and contemporary practice.

Implications to Consider

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

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

b. Policy
The proposed Policy amendment is not considered substantial in its affect and will be excluded from the community consultation process used for new or major amendments to Council Policy.

c. Financial
Not Applicable

d. Legal and Statutory
Local Government Act 1995, section 7.1A stipulated that a local government will establish an audit committee.

Regulation 16 of the Local Government (Audit) Regulations 1996 identifies the functions of the audit committee including the need to report to Council.

e. Voting requirements
Simple Majority

f. Risk
Risk Implications of Implementing Officer Recommendation
Nil
Corporate and Community Development Committee Minutes
Tuesday 15 September 2015
GMS-012/15 PAGE 27

Confirmed at a Corporate and Community Development Meeting held on Wednesday, 21 October 2015

Risk Implications of Not Implementing Officer Recommendation
Nil

Officer Recommendation if Different to Advisory Committee Recommendation
Not Applicable

The Officer’s Reason for Varying the Advisory Committee Recommendation
Not Applicable

Advisory Committee Recommendation 4:
Coming Events

That Council REMOVE the item ‘Coming Events’ from future Council meeting agenda and the list of Coming Events be included in the Corporate and General Management Services Information Bulletin.

Carried – 3/0

Background

For many years Council has ‘received for information’ a list of ‘Coming Events’ as an item on the Council meeting agenda. This practice has been undertaken since June 2009, appearing to have evolved from the earlier resolutions by Council to adopt the dates and times for Committee and Council meetings each month. Although a list of Coming Events was provided as an attachment before June 2009, Council did not ‘receive’ or ‘note’ the list by resolution.

It is noted that the City of Rockingham (Standing Orders) Local Law 2001 identifies the order of business for Council meetings in clause 3.2. ‘Coming Events’ is not identified in the order provided.

The information contained within the list of Coming Events is compiled by the Governance and Councillor Support Team from a number of sources and this is reliant upon other officers providing timely information and updating bookings of meeting rooms when meetings change.

While all efforts are made to ensure the accuracy of the information contained in the list of ‘Coming Events’, it is subject to a lag period between the time it is authored in the Council agenda and the Council meeting, up to seven days. The value of it being a separately identified Council agenda item is questionable.

Unfortunately the current practice of identifying changes to the list of Coming Events at the Council meeting does not allow officers in attendance to verify the accuracy of those changes. It is suggested that the list be maintained and published as part of the Corporate and General Management Services Information Bulletin. This provides the benefit of a review by the Corporate and Community Development Committee prior to the Information Bulletin being received at the subsequent Council meeting.

City officers are regularly reminded of the importance of keeping the Governance and Councillor Support team abreast of changes to advisory and occasional committee dates, event and function dates.

Further development of ‘Docs on Tap’ as an elected member information utility, providing updated information and populating diary/calendars is being pursued to ensure up to date and timely information and support to Councillors.
Implications to Consider

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

b. **Policy**
   Not Applicable

c. **Financial**
   Not Applicable

d. **Legal and Statutory**
   City of Rockingham (Standing Orders) Local Law 2001 identifies the order of business for Council meetings in clause 3.2.

e. **Voting requirements**
   Simple Majority

f. **Risk**
   - **Risk Implications of Implementing Officer Recommendation**
     Nil
   - **Risk Implications of Not Implementing Officer Recommendation**
     Nil

**Officer Recommendation if Different to Advisory Committee Recommendation**
Not Applicable

**The Officer’s Reason for Varying the Advisory Committee Recommendation**
Not Applicable

**Advisory Committee Recommendation 5:**
**Report Template – Risk Management Implications**

That Council **ENDORSE** the modification of the Council report template for Risk under the section ‘Implications to Consider’ to ‘g. Risk’, and that risk separately reported under this heading be those assessed as ‘High’ and ‘Extreme’.

Carried – 3/0

**Background**

At its meeting held 10 December 2013 Council adopted a recommendation from the Governance Review Committee to endorse new Council report templates to include a Risk Management implication.

Over the past eighteen months the City has trialled the reporting of risk matters and it is now an opportunity to refine the manner in which risk implications are identified through Council reports.
Currently risk implications are reported through the following headings under the section ‘Implications to Consider’:

- **Risk**
  - Risk Implications of Implementing Officer Recommendation
  - Risk Implications of Not Implementing Officer Recommendation

All levels of risk have been identified through this template; Low, Medium, High and Extreme, at both an Operational, Project and Strategic level. In reviewing the past year’s reports it is questionable whether separately identifying Low and Medium risks contributes to the quality of the decision making by Council. Furthermore it is also arguable that reporting the risks of implementing / not implementing the officer recommendation adds value to the decision making process.

It is proposed to align the reporting of risk within the template to those other implications considered - Consultation with the Community; Consultation with Government Agencies, Strategic, Policy, Financial, and Legal and Statutory. The heading would then simply be –

- **Risk**

The report author will be responsible for separately identifying within the ‘Implications to Consider’ section only those risks assessed to be a High or Extreme level. The lower risk can otherwise be reported in the body of the report should it have a potential influence on the decision making process. This aligns with the City’s appetite for risk, where City managers have the responsibility to manage low and medium risk within their portfolio, and risks identified as High and Extreme are reported to the executive level.

### Implications to Consider

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. Strategic</strong></td>
<td>Community Plan</td>
</tr>
<tr>
<td></td>
<td>This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:</td>
</tr>
<tr>
<td></td>
<td><strong>Aspiration C:</strong> Quality leadership</td>
</tr>
<tr>
<td></td>
<td><strong>Strategic Objective:</strong> Governance – Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.</td>
</tr>
<tr>
<td><strong>b. Policy</strong></td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>c. Financial</strong></td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>d. Legal and Statutory</strong></td>
<td>Local Government Act 1995, Section 5.41 identifies the functions of the CEO including –</td>
</tr>
<tr>
<td></td>
<td>(a) advise the council in relation to the functions of a local government in respect to written laws; and</td>
</tr>
<tr>
<td></td>
<td>(b) ensure that advice and information is available to the council so that informed decisions can be made.</td>
</tr>
<tr>
<td><strong>e. Voting requirements</strong></td>
<td>Simple Majority</td>
</tr>
</tbody>
</table>
f. **Risk**

*Risk Implications of Implementing Officer Recommendation*

Nil

*Risk Implications of Not Implementing Officer Recommendation*

Nil

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

Not Applicable

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

Not Applicable

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**Advisory Committee Recommendation 6:**

**Report Template – Recommendations from Advisory and Occasional Committees**

That Council **ENDORSE** the changes to the report template used for recommendations to Council from advisory and occasional committees to incorporate numbering of recommendations and move the ‘Officer Recommendation’ and ‘Reasons for Varying’ Sections to occur immediately after the ‘Committee Recommendation’.

Carried – 3/0

**Background**

A separate Council report template has been used by the City to convey recommendations arising from advisory and occasional committee to Council, providing the ability for officers to investigate the implications of those recommendations and to propose a differing recommendation should this be appropriate.

The current section format of the template is as follows:

- **Purpose of Report**
- **Recommendations to the <Relevant Standing> Committee**
  - **Advisory Committee Recommendation 1:**
    - **Background**
    - **Implications to Consider**
    - **Officer Recommendation if Different to Advisory Committee Recommendation**
    - **The Officer’s Reason for Varying the Advisory Committee Recommendation**

The report is supported through the attachment of the relevant minutes from the Advisory/Occasional Committee.

Given the layout of the report, it is not immediately evident that an officer has an alternate view and this has resulted in some confusion at meetings. A change to the report template is suggested as a remedy for this problem.

It is proposed to alter the report template to bring the officer’s recommendation and reasons for any difference immediately under the committee’s recommendation. The format would then appear as follows:

- **Purpose of Report**
- **Recommendations to the <Relevant Standing> Committee**
Advisory Committee Recommendation 1 of X:
Officer Recommendation if Different to Advisory Committee Recommendation
The Officer’s Reason for Varying the Advisory Committee Recommendation
Background
Implications to Consider

The change of structure will provide a more immediate understanding of the positions of both the committee and the officer and as a consequence have a context when reading the background and implications content of the report.

It is also proposed to number the committee recommendations in the following style, for example:

Advisory Committee Recommendation 1 of 3:
Advisory Committee Recommendation 2 of 3:
Advisory Committee Recommendation 3 of 3:

This will provide the reader a clear understanding of the number of recommendations emanating from the committee.

### Implications to Consider

a. **Strategic**

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

   **Aspiration C:** Quality leadership

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

b. **Policy**

   Not Applicable

c. **Financial**

   Not Applicable

d. **Legal and Statutory**

   Local Government (Administration) Regulations 1996, regulation 11(da) notes that the contents of minutes of a meeting of council or committee is to included written reasons for each decision made at the meeting that is significantly different from the relevant written recommendations of a committee or an employee (report author).

e. **Voting requirements**

   Simple Majority

f. **Risk**

   **Risk Implications of Implementing Officer Recommendation**

   Nil

   **Risk Implications of Not Implementing Officer Recommendation**

   Nil
Officer Recommendation if Different to Advisory Committee Recommendation
Not Applicable

The Officer’s Reason for Varying the Advisory Committee Recommendation
Not Applicable

Committee Recommendation

Moved Cr Sammels, seconded Cr Stewart:
That Council:
1. **AMEND** the Governance and Meeting Framework Policy by adding the following paragraph after the fourth paragraph of 5. Advisory Committees (Community and elected members):

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

2. **SUPPORT** a review to determine the appropriateness of Council’s current representation on Non-Council Committees and Associations.

3. **AMEND** the Governance and Meeting Framework policy by –
   - Altering the Executive Support for the Audit Committee to read “General Management Services Division - Internal Audit Team”; and
   - Adding the following note at the end of ‘4.1 Audit Committee’:

   **Note:** To properly fulfil its functions under regulation 16(c) of the Local Government (Audit) Regulations 1996, the Audit Committee is to report direct to Council.

4. **REMOVE** the item ‘Coming Events’ from future Council meeting agenda and the list of Coming Events be included in the Corporate and General Management Services Information Bulletin.

5. **ENDORSE** the modification of the Council report template for Risk under the section ‘Implications to Consider’ to ‘g. Risk’, and that risk separately reported under this heading be those assessed as ‘High’ and ‘Extreme’.

6. **ENDORSE** the changes to the report template used for recommendations to Council from advisory and occasional committees to incorporate numbering of recommendations and move the ‘Officer Recommendation’ and ‘Reasons for Varying’ Sections to occur immediately after the ‘Committee Recommendation’.

Committee Voting – 5/0

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

Implications of the Changes to the Officer’s Recommendation
Not Applicable
To consider the outcomes from community consultation in relation to proposed amendments to the Strategic Development Framework Policy, and the Governance and Meeting Framework Policy.

The amendments are for the purpose of facilitating more effective engagement between Councillors and staff when dealing with complex strategy and policy issues.

At its meeting held 23 June 2015 Council resolved to endorse changes to both the Strategic Development Framework Policy and the Governance and Meeting Framework Policy for the purpose of community consultation.

The objectives of the proposed amendments are –

- To introduce the concept of Community Plan Strategies (formerly Specific Purpose Plans and Strategies) and the process for development and review of those strategies;
- To formalise the inclusion of the Community Infrastructure Plan into the strategic development framework, including the process for the review of the plan; and
• To introduce the use of Councillor Engagement Sessions (formerly Council information Workshops) to include facilitated discussion on major and complex strategy and policy issues.

Details

The Policy amendments have been proposed to respond to the following issues –

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

These issues were expanded upon in the report to Council in June 2015.

Implications to Consider

a. Consultation with the Community

Invitations to make submissions on the proposed Policy amendments were include on the City’s website and advertised in the local newspapers –

- Weekend Courier 17 July 2015
- Sound Telegraph 22 July 2015

No submissions were received in response to the invitation.

b. Consultation with Government Agencies

Not applicable

c. Strategic

Community Plan

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

**Aspiration C:** Quality leadership

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

d. Policy

The proposed Policy amendments have been undertaken in accordance with the requirements of Council’s Policy Framework, including the invitation for public submissions.

e. Financial

The adoption of the Policy amendments will result in new processes and procedures, the cost of which will be undertaken within existing budgetary allocations.
f. **Legal and Statutory**

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

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

Section 5.41(a) and (b) provides that it is the role of the CEO to -

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

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

g. **Risk**

**Risk Implications of Implementing Officer Recommendation**

Nil

**Risk Implications of Not Implementing Officer Recommendation**

Nil

**Comments**

While no submissions were received from the public, several changes have been proposed by City officers to bring the two Policies into line with the current Policy Framework and standing committee structures. These suggestions are minor changes and have been incorporated into the officer recommendation.

The Policy changes will formalise a range of initiatives developed to better engage Councillors in strategic business planning, policy development and understanding complex issues confronting the City.

The whole text of the respective Policies are included in the officer recommendation for clarity purposes.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council:

1. **ADOPT** the amended Strategic Development Framework Policy as follows –

**Strategic Development Framework Policy**

**Council Policy Objective**

To -

- Identify and explain the elements of the City’s Strategic Development Framework.
- Prescribe the forums in which each of the elements of the framework are formulated, reviewed, discussed and approved.
- Define the involvement and role of the community, staff and elected members in the process.

- Identify the timing of the various activities within the framework.

**Council Policy Scope**
Councillors, staff, stakeholders and members of the community involved or participating in the strategic development process.

**Council Policy Statement**
The following processes, documents and activities form the basis of the City of Rockingham’s Strategic Development Framework.

**Community Plan**

**Definition**
An aspirational plan driven by the community that sets the long term vision for the city and establishes the key focus areas that Council must attend to if the vision is to be served.

**Forum**
Independently facilitated workshops attended by community members, followed up with a Councillor / Community Representative/ Staff member Workshop.

**Process for Development of Review**

**Major Review**
Community establishes the foundation of the plan
Council/Staff/Community Representatives summarise the plan foundations and further develop the vision and key focus areas.
Staff further refine the vision and key focus areas and submit draft Community Plan to Council via Corporate and Community Development Standing Committee for approval.
Council adopts final plan after community consultation period.

**Minor Review**
Staff collate feedback, form community consultation program and submit to Council for adoption with recommended changes via Corporate and Community Development Standing Committee.

**Timeline**
Major Review every four years (next one 2018)
Minor Review every four years (next one 2016)

**Community Plan Strategies**

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

- The Community Safety Strategy
- The Local Planning Strategy
- The Economic Development Strategy
- The Seniors Strategy
All strategies must be congruent with the higher level key focus areas and aspirations established in the community plan and contain discrete, costed and deliverable tasks that will facilitate effective and measurable outcomes.

**Forum**
Advisory Committee meetings, community workshops, community group meetings, Councillor Engagement Sessions.

**Process for Development or Review**

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

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

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

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

A recommended final strategy incorporating community consultation outcomes is submitted to Council via the relevant Standing Committee for final consideration.

**Minor review**
Staff to submit minor review recommendations to Council via standing committee for adoption after engagement with relevant advisory committee and community stakeholders.

**Timing**
Major reviews as needed.

Minor reviews every two years.

**The Community Infrastructure Plan**

**Definition**
A ten year planning instrument that identifies costs and prioritises the City’s community infrastructure development program. The annual priorities identified in the plan inform the Major Project Plan component of the City Business Plan.

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

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

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

The Community Infrastructure Plan will be subject to a full annual review. The review is to provide the following information on each project:

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

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

**Team Plans**

**Definition**

A ten year planning document that explains the key activities of a Council Team in detail for the first three years then in a more general context for the remaining seven years.

The team plan’s role is to demonstrate how the “day to day” functions of the team will be undertaken, what services will be delivered and what operating projects will be undertaken over the life of the plan. Operating projects delivering tasks and actions identified in community plan strategies are also identified.

Progress reports on all operating projects identified in team plans are reported upon monthly in the Council Bulletin.

The team plan will also identify and demonstrate the need for new team resources such as new staff, vehicles, plant and equipment and technical apparatus.

Team plans form the basis of the operational component of the budget and financial projections contained therein are used to formulate the draft budget that is submitted to Council for discussion and approval.

**Forum**

Team Managers will provide a full briefing to Councillors of their Team Plans explaining their future activities, projects, services and other relevant information.

**Process for Development or Review**

Staff prepare Team Plans which are approved by the Executive.

Council can amend Team Plan components in City Business Plan Reviews or Budget Adoption process.

**Timing**

Team Plan briefings to Council are undertaken in March of each year.

**The City Business Plan**

**Definition**

The City’s principal business planning tool projecting each year’s revenue and expenditure over a ten year period, the first three years being detailed and the following seven years of a more general nature.

The main components and drivers of the City Business Plan are:

A **Revenue Strategy** that predicts the revenue, (rates, grants, fees and charges) that the City anticipates receiving over the life of the plan.

A compilation of the **Team Plans** that provides ten year income and expenditure projections related to the day to day operations of the City along with operating projects, both team based and also those identified as key actions within Specific Plans and Strategies.

An annual contribution to asset management as identified in the **Asset Management Plan**.

A **Major Infrastructure Plan** that identifies ten year expenditure details for major capital works. The plan is underpinned by a series of subsidiary ten year plans prioritising construction or reconstruction of footpaths, roads and parks and reserves and other civic infrastructure.

A **Lending and Reserve Transfer Strategy** that identifies the loans the City will raise over ten years and the monies that will flow in and out of reserve funds. This strategy will also establish safe lending limits to ensure that the City’s financial sustainability and stability is not threatened by inappropriately high levels of debt.
Forum
Council will receive detailed briefings where revisions of the plan will be highlighted and discussed.

Process for Development and Review
Staff prepares the City Business Plan and brief Council.
Council adopts the City Business Plan via Corporate and Community Development Standing Committee.

Timing
Council briefings in October and April of each year.
Council adoption in November and May of each year.

The Annual Budget
Definition
A statutory document that activates and delivers year one of the City Business Plan. The revenue and expenditure estimates contained within the City Business Plan are used to inform the development of the budget.

Forum
Two briefings and special meeting of Council (if requested).

Process for Development and Review
Staff prepare draft budget based upon year one of the City Business Plan and provide briefings to Council.
Council deliberates upon budget at Special Meeting (if requested) then gives final adoption at Council meeting via Corporate and Community Development Standing Committee.

Timing
Budget briefings in May.
Special Meeting in June, adoption meeting in June or July.

Definitions
Nil

Legislation
This Policy complies with amendments to be made in section 5.56(2) of the Local Government Act 1995 (WA) as suggested by the Integrated Planning and Reporting Framework that was released by the WA State Government in October 2010.

Other Relevant Policies/ Key Documents
Nil

Responsible Division
General Management Services

Review Date
31 March 2016
and;

2. **ADOPT** the amended Governance and Meeting Framework Policy as follows –

## Governance and Meeting Framework

### Council Policy Objective

Provide a functional, transparent and legally compliant meetings framework that serves to:

- Engage elected members in policy and strategy development from concept through to adoption.
- Facilitate opportunity for elected members to participate in Council’s policy and strategy agenda with the assistance and collaboration of Council officers.
- Provide elected members with accurate, relevant and topical information upon which to make decisions and undertake their roles.
- Capitalise upon the skills, knowledge and enthusiasm of community members who sit on Council advisory committees.

### Council Policy Scope

Ordinary Council meetings, standing committee meetings, Councillor Engagement Sessions, occasional and advisory committee meetings.

### Council Policy Statement

**Ordinary Council Meetings**

Ordinary Council meetings are the principal forum in which decisions are made by the Council, the peak decision making body of the City of Rockingham. Meetings are conducted on the fourth Tuesday of the month commencing at 6pm and held in the City of Rockingham Civic Administration Centre.

Agendas for the meetings are to be distributed to elected members no later than 2pm on the Friday immediately preceding the meeting.

Conduct at ordinary Council meetings must comply with the City of Rockingham Standing Orders Local Law and minutes will be recorded in accordance with the provisions of Section 5.22 of the Local Government Act 1995. The meetings are open to the public unless dealing with confidential matters as prescribed in the Act.

**Standing Committee Meetings**

Standing committee meetings are the forum in which elected members consider all issues going before the Council and after consideration of officers reports make recommendations for full Council consideration.

**Standing Committee Membership Concept**

Where practicable, each councillor will be member of one of the standing committees and deputy for the other. In the interest of representational equity, where possible each standing committee will comprise a councillor elected from each of the Wards of the City.

The Standing Committees of the City of Rockingham are:

**Planning and Engineering Services Committee**

(5 Councillors, 5 Deputies)

Areas of consideration:

- Strategic Planning
- Statutory Planning
- Building Control
• Environmental Health
• Ranger Services
• Emergency Services
• City Centre Development
• Engineering
• Parks
• Capital Works
• Asset Management
• Waste Services

The Planning and Engineering Standing Committee meets on the third Monday of the Month. Agendas for the meetings are to be distributed to elected members no later than 2pm on the Friday immediately preceding the meeting.

Corporate and Community Development Standing Committee
(5 Councillors, 5 Deputies)
Areas of consideration:

• Finance
• Information Technology
• Customer Service
• Human Resource Development
• Investment Attraction
• Strategy and Corporate Communication
• Governance and Councillor Support
• Community Capacity Building
• Community Infrastructure Planning
• Community Safety and Support
• Community Facilities
• Libraries
• Legal Services

The Corporate and Community Development Standing Committee meets on the third Tuesday of the Month. Agendas for the meetings are to be distributed to committee members no later than 2pm on the Friday immediately preceding the meeting.

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

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

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

The Sessions will comprise of two different modes of engagement.

1) Information Exchange: Staff, consultants or relevant stakeholders to present to Council on complex strategic and operational issues.
   a. Between 30% and 50% of the allotted time depending on the nature and complexity of the issue, will be allocated for questions from and discussion between Councillors.
   b. Briefing notes and supporting documentation is to be distributed to Councillors at least five working days before the session.
c. “Power Point” presentations are to be kept to a minimum and all other forms of digital and personal communication techniques should be utilized wherever possible

2) Strategic Discussion: A facilitated discussion between Councillors on major and or complex strategy and policy issues.
   a. Minimum timeframe 45 minutes.
   b. Discussion to be facilitated by an appropriately trained staff member
   c. Staff are not to participate in discussions unless asked to do so.
   d. All strategic discussions must be informed by a discussion paper prepared by a staff member and distributed at least five working days prior to the session.

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

Given that a Council Workshop is not open to the public and does not involve any decision making or formal consideration of matters requiring a decision, there will be matters by which their nature, should not be considered at a Council Workshop.

Matters which are not appropriate include:
   a. applications for development approvals;
   b. recommendations in relation to applications for subdivision approval;
   c. initiation of a town planning scheme amendment or rezoning;
   d. consideration of a proponent’s structure plan; and
   e. applications for any licence, permit, approval or other authorisation under a local law.

**Occasional Committees (elected members only)**

The following occasional committees comprise of elected members only. They provide recommendations to Council in line with their terms of reference. Occasional committees meet as and when required as recommended by the committee to Council.

**Audit Committee**

*Terms of Reference:* To oversee the risk management, internal control, legislative compliance and external audit processes of the City, including receipt of the auditors statements and management reports.

Composition: 4 Councillors

Executive Support: Internal Audit

*Note:* The Local Government Act 1995 (s7.14A) requires that this committee is to be of three or more persons, which can include other persons as well as Elected Members. The Chief Executive Officer and employees are not to be members but can be observers.

**Chief Executive Officers Performance Review Committee**

*Terms of Reference:* To undertake the performance review of the CEO including summarising the feedback of individual Councillors

Composition: 4 Councillors

Executive Support: Human Resource Development Team

**Christmas Decoration Occasional Committee**

*Terms of Reference:* To investigate options for Christmas decorations within the City of Rockingham including ongoing replacement and repair costs with a projected budget of $50,000 per annum to be considered for the 2013/2014 financial year.

Composition: 3 Councillors

Executive Support – Community Capacity Building Team
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON WEDNESDAY, 21 OCTOBER 2015

Corporate and Community Development Committee Minutes
Tuesday 15 September 2015
GMS-013/15 PAGE 43

Community Grants Program Committee
Terms of Reference: To consider and make recommendations to Council regarding the minor, major and event grant applications; and to provide feedback to staff on the Community Grants Program implementation guidelines.
Composition: 4 Councillors
Executive Support: Community Capacity Building Team

Customer Service Review Committee
Terms of Reference: To implement the Service Complaints Policy.
Composition: 3 Elected Members, Chief Executive Officer (Director Corporate Services to replace Chief Executive Officer should complaint be against General Management Team).
Executive Support: Customer and Corporate Support Team

Governance Review Committee
Terms of Reference: To provide advice to Council in respect to the good governance of the City of Rockingham including reviews of governance obligations and process.
Composition: 4 Councillors (1 Deputy)
Executive Support: Governance and Councillor Support Team

Advisory Committees (Community and elected members)
The following advisory committees comprise of elected members and community members. They provide recommendations to Council in line with their terms of reference. Advisory committees meet as and when required as determined by committee members or Council. Only in special circumstances should staff be voting members of committees. Their role should be that of providing professional advice and executive support.

In the interests of continuity and retention of knowledge, all community memberships of advisory committees will be reviewed in the period between 1st July and 30th September in the year falling between ordinary elections with all new membership proposals being considered by Council no later than the October Ordinary Council meeting of that year.

All community member committee positions will be advertised in the local media and existing members written to and invited to reapply.

Should a community member resign mid-term then the committee may recommend to Council the name of a replacement or alternatively advertise the position. Notwithstanding these membership provisions, Council reserves the right to cancel a committee membership at any time for any reason pursuant to Section 5.11(2)b of the Local Government Act 1995.

Active Ageing and Care Advisory Committee
Terms of Reference: To drive the development of Rockingham communities to provide lifestyle opportunities, facilities and support services, for people post retirement, seniors, frail elderly and their carers, to ensure their continued participation and inclusion in the community, in order that they can meet their own needs and aspirations.
Composition: 3 Councillors, 5 Community Members (2 Vacancies)
Executive Support: Community Capacity Building Team

Australia Day Awards Selection Panel
Terms of Reference: To select persons for Australia Day Awards from Nominations received.
Composition: 2 Councillors, (1 Deputy), 3 Honorary Freemans of the City of Rockingham
Executive Support: Governance and Councillor Support Team
Bush Fire Advisory Committee
Terms of Reference: To advise Council on all matters relating to bush fire control including the management of bush fire brigades and coordination of prevention, preparation and response strategies.

Composition: 1 Councillor, Dept. Fire and Emergency Services 1 Representative, Singleton Volunteer Bush Fire Brigade 2 Representatives, Baldivis Volunteer Bush Fire Brigade 2 Representatives, Rockingham Volunteer Fire and Rescue Service 1 Representative, Secret Harbour Volunteer Fire and Rescue Service 1 Representative, Department of Parks and Wildlife 1 Representative.

Executive Support: Health, Rangers and Emergency Services Team

City Safe Advisory Committee
Terms of Reference: To provide a consultative forum that can effectively address the community safety matters that arise in the City of Rockingham.

Composition: 3 Councillors, 9 Community Members

Executive Support: Community Safety and Support Team

Cultural Advisory Committee
Terms of Reference: To foster projects and programs which enhance the culture of the City of Rockingham.

Composition: 1 Councillor, (1 Deputy), 5 Community Members

Executive Support: Community Capacity Building Team

Disability Access and Inclusion Advisory Committee
Terms of Reference: Represent the community by providing advice/support to officers and Council with regard to the implementation of the Disability Access and Inclusion Plan and to address disability access and inclusion issues within the boundaries of the City of Rockingham.

Composition: 2 Councillors, 10 Community Members

Executive Support: Engineering Services Team

Global Friendship Committee
Terms of Reference: To make recommendations to Council on:-
- Promoting awareness of the social and economic importance of the Global Friendships program to the community.
- Planning and arranging visits to and from global affiliates
- Measuring the performance and effectiveness of individual Global Friendships in terms of community and economic development benefit
- New Global Friendship proposals
- Reviewing the performance and effectiveness of each Global Friendship every four years to assess the degree of activity, value to Council and associated benefits for the City of Rockingham.

Composition: 3 Councillors, (1 Deputy), 6 Committee Members

Executive Support: Governance and Councillor Support Team

Heritage Reference Group
Terms of Reference: To provide a Forum to discuss the conservation and preservation of natural and culturally significant heritage sites within the Rockingham district.

Composition: 1 Councillor, (1 Deputy), 2 representatives from the Rockingham District Historical Society

Executive Support: Statutory Planning Team
Junior Council

Terms of Reference: Raising awareness of Council’s role in the community and enabling young people to present issues to Council from a youth (Grade 7) perspective.

Composition: 1 Councillor (Rotation of attendance of all 10 Councillors at meetings)

Executive Support: Community Capacity Building Team

Local Emergency Management Advisory Committee

Terms of Reference: To advise and assist in the establishment, development, review and testing of local emergency management arrangements and to carry out emergency management activities as directed by State Emergency Management Committee or prescribed by regulations.

Composition: 1 Councillor, Department of Child Protection 1 Representative, Department of Parks and Wildlife 1 Representative, Dept. Fire and Emergency Services 1 Representative, Kwinana Industries Council 1 Representative, Rockingham General Hospital 1 Representative, Rockingham Volunteer Sea Rescue Group 1 Representative, Royal Australian Navy 1 Representative, Secret Harbour Surf Life Saving Club 1 Representative (1 deputy), State Emergency Service 2 Representatives, WA Police 1 Local Emergency Coordinator. (Deputy - Royal Australian Navy), (2 Deputies – Rockingham Volunteer Rescue Sea Group).

Executive Support: Health, Rangers and Emergency Services Team

Marine Infrastructure Advisory Committee

Terms of Reference: To consider issues relating to boating, diving and other marine related infrastructure meetings.

Composition: 2 Councillors, 1 Community Member, 7 Representatives from Local Marine Groups and State Agencies, (Department of Fisheries 1 Representative, Department of Environment and Conservation 1 Representative, Department of Transport – Marine Safety 1 Representative, Mangles Bay Fishing Club 1 Representative, The Cruising Yacht Club 1 Representative, Rockingham Volunteer Sea Rescue Group 1 Representative, Safety Bay Windsurfing Club 1 Representative)

Executive Support: Capital Projects Team

Neighbourhood Watch Advisory Committee

Terms of Reference: To provide a forum to discuss and foster Neighbourhood Watch projects and initiatives between community members and key stakeholders to promote Neighbourhood Watch.

Composition: 2 Councillors, 3 Community Organisation Members, 5 Community members

Executive Support: Community Safety and Support Team

Pioneers Luncheon Working Party

Terms of Reference: To coordinate events for the Annual Pioneers Luncheon.

Composition: 2 Councillors, (1 Deputy), 1 Community Member

Executive Support: Governance and Councillor Support Team

RoadWise Advisory Committee

Terms of Reference: To provide input and advice into road safety matters.

Composition: 1 Councillor, (1 Deputy), 6 Community Members

Executive Support: Engineering Services Team

Rockingham Education and Training Advisory Committee

Terms of Reference: To facilitate collaboration between key stakeholders to best identify and meet the lifelong educational needs of the Rockingham community.

Composition: 2 Councillors, 10 Community Members

Executive Support: Community Capacity Building Team
Sports Advisory Committee

Terms of Reference: To maintain a coordinated approach between Council and local sporting bodies and address issues relevant to sport development in Rockingham.

Composition: 2 Councillors, 6 Community Members

Executive Support: Community Capacity Building Team

Annual Attendance Fees adopted at 16 December 2014 Council Meeting

Annual Attendance Fees

<table>
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<tr>
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<th>Amount</th>
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<tr>
<td>Councillors</td>
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<td>Mayor</td>
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Annual Allowances

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<tr>
<td>Mayor</td>
<td>$87,550</td>
</tr>
<tr>
<td>Deputy Mayor</td>
<td>$21,887.50</td>
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The annual allowance for the Mayor is inclusive of the cost of provision of vehicle in line with the light vehicle fleet policy (if utilised).

Travel and Childcare Expense Reimbursement

Applicable to attendance at electors meetings, civic receptions, and Council workshops convened and / or facilitated by the City.

ICT Allowance $3,500

Definitions

Nil

Legislation

Division 2, Part 5 of the Local Government 1995 deals with Council Meetings, committees and their meetings. For the purposes of Section 5.98 (2) of the Local Government Act 1995 and the Local Government (Administration) Regulations 1996, Section 32 (1) (c) and 32 (2), travel and child care cost are reimbursable in full for attendance at all meetings and briefings provided for in this policy as well as site inspection visits arising from standing committee requirements.

Other Relevant Policies/Key Documents

City of Rockingham Standing Orders Local Law 2001

Responsible Division

General Management Services

Review Date

31 March 2016

Committee Recommendation

Moved Cr Sammels, seconded Cr J Smith:

That Council:

1. **ADOPT** the amended Strategic Development Framework Policy as follows –
Strategic Development Framework Policy

Council Policy Objective
To -
- Identify and explain the elements of the City’s Strategic Development Framework.
- Prescribe the forums in which each of the elements of the framework are formulated, reviewed, discussed and approved.
- Define the involvement and role of the community, staff and elected members in the process.
- Identify the timing of the various activities within the framework.

Council Policy Scope
Councillors, staff, stakeholders and members of the community involved or participating in the strategic development process.

Council Policy Statement
The following processes, documents and activities form the basis of the City of Rockingham’s Strategic Development Framework.

Community Plan
Definition
An aspirational plan driven by the community that sets the long term vision for the city and establishes the key focus areas that Council must attend to if the vision is to be served.

Forum
Independently facilitated workshops attended by community members, followed up with a Councillor/Community Representative/Staff member Workshop.

Process for Development of Review
Major Review
Community establishes the foundation of the plan
Council/Staff/Community Representatives summarise the plan foundations and further develop the vision and key focus areas.
Staff further refine the vision and key focus areas and submit draft Community Plan to Council via Corporate and Community Development Standing Committee for approval.
Council adopts final plan after community consultation period.

Minor Review
Staff collate feedback, form community consultation program and submit to Council for adoption with recommended changes via Corporate and Community Development Standing Committee.

Timeline
Major Review every four years (next one 2018)
Minor Review every four years (next one 2016)

Community Plan Strategies
Definition
Plans and strategies that focus upon specific areas of Council involvement or activity. Examples are:
• The Community Safety Strategy
• The Local Planning Strategy
• The Economic Development Strategy
• The Seniors Strategy

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

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

Process for Development or Review

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

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

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

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

A recommended final strategy incorporating community consultation outcomes is submitted to Council via the relevant Standing Committee for final consideration.

Minor review
Staff to submit minor review recommendations to Council via standing committee for adoption after engagement with relevant advisory committee and community stakeholders.

Timing
Major reviews as needed.

Minor reviews every two years.

The Community Infrastructure Plan

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

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

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

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

The Community Infrastructure Plan will be subject to a full annual review. The review is to provide the following information on each project:
• Details of the original needs analysis and justification of the project

• Details of the original scope, scale, form and function of the project

• Details of the original costing and verification of the current costing

• Details, justification and the cost of any amendments to the original scope of the project

• Assessment as to whether the originally intended purpose remains relevant

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

**Team Plans**

**Definition**

A ten year planning document that explains the key activities of a Council Team in detail for the first three years then in a more general context for the remaining seven years.

The team plan’s role is to demonstrate how the “day to day” functions of the team will be undertaken, what services will be delivered and what operating projects will be undertaken over the life of the plan. Operating projects delivering tasks and actions identified in community plan strategies are also identified.

Progress reports on all operating projects identified in team plans are reported upon monthly in the Council Bulletin.

The team plan will also identify and demonstrate the need for new team resources such as new staff, vehicles, plant and equipment and technical apparatus.

Team plans form the basis of the operational component of the budget and financial projections contained therein are used to formulate the draft budget that is submitted to Council for discussion and approval.

**Forum**

Team Managers will provide a full briefing to Councillors of their Team Plans explaining their future activities, projects, services and other relevant information.

**Process for Development or Review**

Staff prepare Team Plans which are approved by the Executive.

Council can amend Team Plan components in City Business Plan Reviews or Budget Adoption process.

**Timing**

Team Plan briefings to Council are undertaken in March of each year.

**The City Business Plan**

**Definition**

The City’s principal business planning tool projecting each year’s revenue and expenditure over a ten year period, the first three years being detailed and the following seven years of a more general nature.

The main components and drivers of the City Business Plan are:

A *Revenue Strategy* that predicts the revenue, (rates, grants, fees and charges) that the City anticipates receiving over the life of the plan.

A compilation of the *Team Plans* that provides ten year income and expenditure projections related to the day to day operations of the City along with operating projects, both team based and also those identified as key actions within Specific Plans and Strategies.

An annual contribution to asset management as identified in the *Asset Management Plan*. 
A **Major Infrastructure Plan** that identifies ten year expenditure details for major capital works. The plan is underpinned by a series of subsidiary ten year plans prioritising construction or reconstruction of footpaths, roads and parks and reserves and other civic infrastructure.

A **Lending and Reserve Transfer Strategy** that identifies the loans the City will raise over ten years and the monies that will flow in and out of reserve funds. This strategy will also establish safe lending limits to ensure that the City’s financial sustainability and stability is not threatened by inappropriately high levels of debt.

**Forum**  
Council will receive detailed briefings where revisions of the plan will be highlighted and discussed.

**Process for Development and Review**  
Staff prepares the City Business Plan and brief Council.  
Council adopts the City Business Plan via Corporate and Community Development Standing Committee.

**Timing**  
Council briefings in October and April of each year.  
Council adoption in November and May of each year.

**The Annual Budget**  
**Definition**  
A statutory document that activates and delivers year one of the City Business Plan. The revenue and expenditure estimates contained within the City Business Plan are used to inform the development of the budget.

**Forum**  
Two briefings and special meeting of Council (if requested).

**Process for Development and Review**  
Staff prepare draft budget based upon year one of the City Business Plan and provide briefings to Council.  
Council deliberates upon budget at Special Meeting (if requested) then gives final adoption at Council meeting via Corporate and Community Development Standing Committee.

**Timing**  
Budget briefings in May.  
Special Meeting in May, adoption meeting in June or July.

**Definitions**  
Nil

**Legislation**  
This Policy complies with amendments to be made in section 5.56(2) of the Local Government Act 1995 (WA) as suggested by the Integrated Planning and Reporting Framework that was released by the WA State Government in October 2010.

**Other Relevant Policies/ Key Documents**  
Nil

**Responsible Division**  
General Management Services
and;

2. **ADOPT** the amended Governance and Meeting Framework Policy as follows –

**Governance and Meeting Framework**

**Council Policy Objective**
Provide a functional, transparent and legally compliant meetings framework that serves to:

- Engage elected members in policy and strategy development from concept through to adoption.
- Facilitate opportunity for elected members to participate in Council’s policy and strategy agenda with the assistance and collaboration of Council officers.
- Provide elected members with accurate, relevant and topical information upon which to make decisions and undertake their roles.
- Capitalise upon the skills, knowledge and enthusiasm of community members who sit on Council advisory committees.

**Council Policy Scope**
Ordinary Council meetings, standing committee meetings, Councillor Engagement Sessions, occasional and advisory committee meetings.

**Council Policy Statement**

**Ordinary Council Meetings**
Ordinary Council meetings are the principal forum in which decisions are made by the Council, the peak decision making body of the City of Rockingham. Meetings are conducted on the fourth Tuesday of the month commencing at 6pm and held in the City of Rockingham Civic Administration Centre.

Agendas for the meetings are to be distributed to elected members no later than 2pm on the Friday immediately preceding the meeting.

Conduct at ordinary Council meetings must comply with the City of Rockingham Standing Orders Local Law and minutes will be recorded in accordance with the provisions of Section 5.22 of the Local Government Act 1995. The meetings are open to the public unless dealing with confidential matters as prescribed in the Act.

**Standing Committee Meetings**
Standing committee meetings are the forum in which elected members consider all issues going before the Council and after consideration of officers reports make recommendations for full Council consideration.

**Standing Committee Membership Concept**
Where practicable, each councillor will be member of one of the standing committees and deputy for the other. In the interest of representational equity, where possible each standing committee will comprise a councillor elected from each of the Wards of the City.
The Standing Committees of the City of Rockingham are:

**Planning and Engineering Services Committee**

*(5 Councillors, 5 Deputies)*

Areas of consideration:

- Strategic Planning
- Statutory Planning
- Building Control
- Environmental Health
- Ranger Services
- Emergency Services
- City Centre Development
- Engineering
- Parks
- Capital Works
- Asset Management
- Waste Services

The Planning and Engineering Standing Committee meets on the third Monday of the Month. Agendas for the meetings are to be distributed to elected members no later than 2pm on the Friday immediately preceding the meeting.

**Corporate and Community Development Standing Committee**

*(5 Councillors, 5 Deputies)*

Areas of consideration:

- Finance
- Information Technology
- Customer Service
- Human Resource Development
- Investment Attraction
- Strategy and Corporate Communication
- Governance and Councillor Support
- Community Capacity Building
- Community Infrastructure Planning
- Community Safety and Support
- Community Facilities
- Libraries
- Legal Services

The Corporate and Community Development Standing Committee meets on the third Tuesday of the Month. Agendas for the meetings are to be distributed to committee members no later than 2pm on the Friday immediately preceding the meeting.

**Councillor Engagement Sessions**

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

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

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

The Sessions will comprise of two different modes of engagement.
1) **Information Exchange**: Staff, consultants or relevant stakeholders to present to Council on complex strategic and operational issues.
   a. Between 30% and 50% of the allotted time depending on the nature and complexity of the issue, will be allocated for questions from and discussion between Councillors.
   b. Briefing notes and supporting documentation is to be distributed to Councillors at least five working days before the session.
   c. “Power Point” presentations are to be kept to a minimum and all other forms of digital and personal communication techniques should be utilized wherever possible.

2) **Strategic Discussion**: A facilitated discussion between Councillors on major and or complex strategy and policy issues.
   a. Minimum timeframe 45 minutes.
   b. Discussion to be facilitated by an appropriately trained staff member.
   c. Staff are not to participate in discussions unless asked to do so.
   d. All strategic discussions must be informed by a discussion paper prepared by a staff member and distributed at least five working days prior to the session.

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

Given that a Council Workshop is not open to the public and does not involve any decision making or formal consideration of matters requiring a decision, there will be matters by which their nature, should not be considered at a Council Workshop.

Matters which are not appropriate include:
   a. applications for development approvals;
   b. recommendations in relation to applications for subdivision approval;
   c. initiation of a town planning scheme amendment or rezoning;
   d. consideration of a proponent’s structure plan; and
   e. applications for any licence, permit, approval or other authorisation under a local law.

**Occasional Committees (elected members only)**

The following occasional committees comprise of elected members only. They provide recommendations to Council in line with their terms of reference. Occasional committees meet as and when required as recommended by the committee to Council.

**Audit Committee**

*Terms of Reference: To oversee the risk management, internal control, legislative compliance and external audit processes of the City, including receipt of the auditors statements and management reports.*

Composition: 4 Councillors

Executive Support: Internal Audit

*Note: The Local Government Act 1995 (s7.14A) requires that this committee is to be of three or more persons, which can include other persons as well as Elected Members. The Chief Executive Officer and employees are not to be members but can be observers.*

**Chief Executive Officers Performance Review Committee**

*Terms of Reference: To undertake the performance review of the CEO including summarising the feedback of individual Councillors*

Composition: 4 Councillors

Executive Support: Human Resource Development Team
Christmas Decoration Occasional Committee

Terms of Reference: To investigate options for Christmas decorations within the City of Rockingham including ongoing replacement and repair costs with a projected budget of $50,000 per annum to be considered for the 2013/2014 financial year.

Composition: 3 Councillors

Executive Support – Community Capacity Building Team

Community Grants Program Committee

Terms of Reference: To consider and make recommendations to Council regarding the minor, major and event grant applications; and to provide feedback to staff on the Community Grants Program implementation guidelines.

Composition: 4 Councillors

Executive Support: Community Capacity Building Team

Customer Service Review Committee

Terms of Reference: To implement the Service Complaints Policy.

Composition: 3 Elected Members, Chief Executive Officer (Director Corporate Services to replace Chief Executive Officer should complaint be against General Management Team).

Executive Support: Customer and Corporate Support Team

Governance Review Committee

Terms of Reference: To provide advice to Council in respect to the good governance of the City of Rockingham including reviews of governance obligations and process.

Composition: 4 Councillors (1 Deputy)

Executive Support: Governance and Councillor Support Team

Advisory Committees (Community and elected members)

The following advisory committees comprise of elected members and community members. They provide recommendations to Council in line with their terms of reference. Advisory committees meet as and when required as determined by committee members or Council. Only in special circumstances should staff be voting members of committees. Their role should be that of providing professional advice and executive support.

In the interests of continuity and retention of knowledge, all community memberships of advisory committees will be reviewed in the period between 1st July and 30th September in the year falling between ordinary elections with all new membership proposals being considered by Council no later than the October Ordinary Council meeting of that year.

All community member committee positions will be advertised in the local media and existing members written to and invited to reapply.

Should a community member resign mid-term then the committee may recommend to Council the name of a replacement or alternatively advertise the position. Notwithstanding these membership provisions, Council reserves the right to cancel a committee membership at any time for any reason pursuant to Section 5.11(2)b of the Local Government Act 1995.

Active Ageing and Care Advisory Committee

Terms of Reference: To provide information, advice and guidance to Council on matters pertaining to seniors within the City of Rockingham.

Composition: 3 Councillors, 5 Community Members (2 Vacancies)

Executive Support: Community Capacity Building Team
Australia Day Awards Selection Panel  
Terms of Reference: To select persons for Australia Day Awards from Nominations received.  
Composition: 2 Councillors, (1 Deputy), 3 Honorary Freemans of the City of Rockingham  
Executive Support: Governance and Councillor Support Team

Bush Fire Advisory Committee  
Terms of Reference: To advise Council on all matters relating to bush fire control including the management of bush fire brigades and coordination of prevention, preparation and response strategies.  
Composition: 1 Councillor, Dept. Fire and Emergency Services 1 Representative, Singleton Volunteer Bush Fire Brigade 2 Representatives, Baldivis Volunteer Bush Fire Brigade 2 Representatives, Rockingham Volunteer Fire and Rescue Service 1 Representative, Secret Harbour Volunteer Fire and Rescue Service 1 Representative, Department of Parks and Wildlife 1 Representative.  
Executive Support: Health, Rangers and Emergency Services Team

City Safe Advisory Committee  
Terms of Reference: To provide a consultative forum that can effectively advise Council on the community safety matters that arise in the City of Rockingham.  
Composition: 3 Councillors, 9 Community Members  
Executive Support: Community Safety and Support Team

Cultural Advisory Committee  
Terms of Reference: To provide advice and guidance on cultural and heritage themes, whilst representing the community’s needs and aspirations in line with the City’s Cultural Development and the Arts Strategy 2014-2017.  
Composition: 1 Councillor, (1 Deputy), 5 Community Members  
Executive Support: Community Capacity Building Team

Disability Access and Inclusion Advisory Committee  
Terms of Reference: Represent the community by providing advice/support to officers and Council with regard to the implementation of the Disability Access and Inclusion Plan and to address disability access and inclusion issues within the boundaries of the City of Rockingham.  
Composition: 2 Councillors, 10 Community Members  
Executive Support: Engineering Services Team

Global Friendship Committee  
Terms of Reference: To make recommendations to Council on:-  
- Promoting awareness of the social and economic importance of the Global Friendships program to the community.  
- Planning and arranging visits to and from global affiliates  
- Measuring the performance and effectiveness of individual Global Friendships in terms of community and economic development benefit  
- New Global Friendship proposals  
- Reviewing the performance and effectiveness of each Global Friendship every four years to assess the degree of activity, value to Council and associated benefits for the City of Rockingham.  
Composition: 3 Councillors, (1 Deputy), 6 Committee Members  
Executive Support: Governance and Councillor Support Team
Heritage Reference Group
Terms of Reference: To provide a Forum to discuss the conservation and preservation of natural and culturally significant heritage sites within the Rockingham district.
Composition: 1 Councillor, (1 Deputy), 2 representatives from the Rockingham District Historical Society
Executive Support: Statutory Planning Team

Junior Council
Terms of Reference: Raising awareness of Council’s role in the community and enabling young people to present issues to Council from a youth (Grade 7) perspective.
Composition: 1 Councillor (Rotation of attendance of all 10 Councillors at meetings)
Executive Support: Community Capacity Building Team

Local Emergency Management Advisory Committee
Terms of Reference: To advise and assist in the establishment, development, review and testing of local emergency management arrangements and to carry out emergency management activities as directed by State Emergency Management Committee or prescribed by regulations.
Composition: 1 Councillor, Department of Child Protection 1 Representative, Department of Parks and Wildlife 1 Representative, Dept. Fire and Emergency Services 1 Representative, Kwinana Industries Council 1 Representative, Rockingham General Hospital 1 Representative, Rockingham Volunteer Sea Rescue Group 1 Representative, Royal Australian Navy 1 Representative, Secret Harbour Surf Life Saving Club 1 Representative, State Emergency Service 2 Representatives, WA Police 1 Local Emergency Coordinator. (Deputy - Royal Australian Navy), (2 Deputies – Rockingham Volunteer Rescue Sea Group).
Executive Support: Health, Rangers and Emergency Services Team

Marine Infrastructure Advisory Committee
Terms of Reference: To consider issues relating to boating, diving and other marine related infrastructure meetings.
Composition: 2 Councillors, 1 Community Member, 7 Representatives from Local Marine Groups and State Agencies, (Department of Fisheries 1 Representative, Department of Environment and Conservation 1 Representative, Department of Transport – Marine Safety 1 Representative, Mangles Bay Fishing Club 1 Representative, The Cruising Yacht Club 1 Representative, Rockingham Volunteer Sea Rescue Group 1 Representative, Safety Bay Windsurfing Club 1 Representative)
Executive Support: Capital Projects Team

Neighbourhood Watch Advisory Committee
Terms of Reference: To provide strategic advice to Council on supporting safe, secure and confident neighbourhoods across Rockingham.
Composition: 2 Councillors, 3 Community Organisation Members, 5 Community members
Executive Support: Community Safety and Support Team

Pioneers Luncheon Working Party
Terms of Reference: To coordinate events for the Annual Pioneers Luncheon.
Composition: 2 Councillors, (1 Deputy), 1 Community Member
Executive Support: Governance and Councillor Support Team

RoadWise Advisory Committee
Terms of Reference: To provide input and advice into road safety matters.
Composition: 1 Councillor, (1 Deputy), 6 Community Members
Executive Support: Engineering Services Team
Rockingham Education and Training Advisory Committee
Terms of Reference: To provide advice and guidance to Council on education, training and lifelong learning within the City of Rockingham.
Composition: 2 Councillors, 10 Community Members
Executive Support: Community Capacity Building Team

Sports Advisory Committee
Terms of Reference: To maintain a coordinated approach between Council and local sporting bodies and address issues relevant to sport development in Rockingham.
Composition: 2 Councillors, 6 Community Members
Executive Support: Community Capacity Building Team

Annual Attendance Fees adopted at 16 December 2014 Council Meeting

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councillors</td>
<td>30,900</td>
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<tr>
<td>Mayor</td>
<td>46,350</td>
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Annual Allowances

<table>
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<tr>
<th>Category</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor</td>
<td>87,550</td>
</tr>
<tr>
<td>Deputy Mayor</td>
<td>21,887.50</td>
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</table>

The annual allowance for the Mayor is inclusive of the cost of provision of vehicle in line with the light vehicle fleet policy (if utilised).

Travel and Childcare Expense Reimbursement

Applicable to attendance at electors meetings, civic receptions, and Council workshops convened and/or facilitated by the City.

ICT Allowance $3,500

Definitions

Nil

Legislation

Division 2, Part 5 of the Local Government 1995 deals with Council Meetings, committees and their meetings. For the purposes of Section 5.98 (2) of the Local Government Act 1995 and the Local Government (Administration) Regulations 1996, Section 32 (1) (c) and 32 (2), travel and child care cost are reimbursable in full for attendance at all meetings and briefings provided for in this policy as well as site inspection visits arising from standing committee requirements.

Other Relevant Policies/Key Documents

City of Rockingham Standing Orders Local Law 2001

Responsible Division

General Management Services

Review Date

31 March 2016

Committee Voting – 5/0
The Committee’s Reason for Varying the Officer’s Recommendation

Upon advice from the report author the Committee amended the Officer’s recommendation to reflect the currency of the terms of reference of some Advisory Committees.

Implications of the Changes to the Officer’s Recommendation

Not Applicable
General Management Services
Governance and Councillor Support

Reference No & Subject: GMS-014/15 Christmas/New Year Administration Centre Closure 2015/2016
File No: CPM/3-01
Risk Register No: Proponent/s: Mr Peter Varris, Manager Governance and Councillor Support
Proponent/s: Author: Mr Peter Varris, Manager Governance and Councillor Support
Author: Other Contributors: Date of Committee Meeting: 15 September 2015
Date of Committee Meeting: Previously before Council: Disclosure of Interest:
Disclosure of Interest: Nature of Council’s Role in this Matter: Executive
Nature of Council’s Role in this Matter: Site: Lot Area: Attachments:

Purpose of Report
Council consideration of closing the City of Rockingham Administration Centre over the 2015/2016 Christmas/New Year period.

Background
The City of Rockingham normally closes the Administration Centre over the Christmas/New Period, a practice commenced over ten years ago. City staff access accrued rostered days off, annual leave or leave without pay for those days other than the public holidays specified in the relevant Enterprise Bargaining Agreement.
Past statistics show that there is a significant decline in customer demand during the period.
The closure of local government administration offices during this period is commonplace in the metropolitan area with 60% choosing to do so.

Details
In considering the forthcoming 2015/2016 Christmas/New Year period it is proposed that the Administration Centre be closed from 4:30pm, Thursday 24 December 2015 to and including Friday 1 January 2016, reopening Monday 4 January 2016.
The closure period is shown in the following calendar:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 14</td>
<td>Dec 15</td>
<td>Dec 16</td>
<td>Dec 17</td>
<td>Dec 18</td>
<td>Dec 19</td>
<td>Dec 20</td>
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<tr>
<td>Open</td>
<td>Open</td>
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<tr>
<td>Dec 21</td>
<td>Dec 22</td>
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<td>Dec 25</td>
<td>Dec 26</td>
<td>Dec 27</td>
</tr>
<tr>
<td>Open</td>
<td>Open</td>
<td>Open</td>
<td><strong>Closure from 4:30pm</strong></td>
<td><strong>Christmas Day</strong></td>
<td>Boxing Day</td>
<td></td>
</tr>
<tr>
<td>Dec 28</td>
<td>Dec 29</td>
<td>Dec 30</td>
<td>Dec 31</td>
<td>Jan 1</td>
<td>Jan 2</td>
<td>Jan 3</td>
</tr>
<tr>
<td>Boxing Day</td>
<td><strong>Closure</strong></td>
<td><strong>Closure</strong></td>
<td><strong>Closure</strong></td>
<td><strong>New Year’s Day</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Holiday</td>
<td>Public Holiday</td>
<td>Public Holiday</td>
<td>Public Holiday</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Jan 4</td>
<td>Jan 5</td>
<td>Jan 6</td>
<td>Jan 7</td>
<td>Jan 8</td>
<td>Jan 9</td>
<td>Jan 10</td>
</tr>
<tr>
<td>Re-opens</td>
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</tr>
</tbody>
</table>

Arrangements will be made for out-services such as libraries and the Operations Centre to ensure that an appropriate level of service is maintained for the community.

**Implications to Consider**

a. **Consultation with the Community**
   Advertisements will be placed in the local newspapers, Council website, notice boards and social media platforms advising the closure dates for City services.

b. **Consultation with Government Agencies**
   Nil

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

   **Aspiration C:** Quality leadership

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

d. **Policy**
   Nil

e. **Financial**
   Employees will access leave entitlements for the additional days' leave during the period.

f. **Legal and Statutory**
   The relevant clauses of the Rockingham Enterprise Agreements will be followed.
g. **Risk**

**Risk Implications of Implementing Officer Recommendation**
Nil

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

### Comments

The period between Christmas and New Year is traditionally a quiet time with a reduced demand for over the counter customer service and with supporting advertising, the Administration Centre closure has minimal impact on service delivery to the community.

Rangers and Security will continue to work on a rostered basis and nominated staff will be available for emergency situations.

### Voting Requirements

**Simple Majority**

### Officer Recommendation

That Council *APPROVE* the closure of the Administration Centre of the 2015/2016 Christmas/New Year period from 4:30pm, Thursday 24 December 2015 to and including Friday 1 January 2016, reopening at 8:30am on Monday 4 January 2016.

### Committee Recommendation

Moved Cr J Smith, seconded Cr Sammels:

That Council *APPROVE* the closure of the Administration Centre of the 2015/2016 Christmas/New Year period from 4:30pm, Thursday 24 December 2015 to and including Friday 1 January 2016, reopening at 8:30am on Monday 4 January 2016.

Committee Voting –5/0

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

Not Applicable

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

Not Applicable
Purpose of Report

To consider rescinding the Murdoch University Prize and Scholarship Scheme Policy, and the Community and Volunteer Awards Policy.

Background

The purpose of the Murdoch University Prize and Scholarship Scheme Policy (2001) is to recognise and reward achievements for Rockingham residents enrolled at the Rockingham Campus of Murdoch University. The annual scholarships total $3,000, which is divided amongst three students, who receive $1,000 each spread over three years. The University Prize is $500 and is awarded to one student annually. The policy was developed as part of the City’s ongoing commitment to Murdoch University’s Rockingham Campus, and to encourage local residents to continue studies at a tertiary level.
The purpose of the Community and Volunteer Awards Policy (2012) is to recognise community members, groups and grass roots organisations who are building a stronger and happier community through development initiatives.

**Details**

In August 2014 Murdoch University announced a decision to move the Rockingham Campus undergraduate programs to their South Street Campus from Semester 1, 2015. As the Murdoch University Prize and Scholarship Scheme apply only to students attending the Rockingham Campus, the policy has become redundant.

In 2015 the City's process for the acknowledgment of volunteers was changed. There are now two Civic functions held to recognise and thank volunteers across the City (May and September). The reason for this change was to ensure a greater number of local volunteers would be acknowledged, rather than a small number of award winners. Each group or organisation is asked to nominate the two office bearers who will represent that group at the Civic function.

**Implications to Consider**

- **a. Consultation with the Community**  
  Nil
- **b. Consultation with Government Agencies**  
  Nil
- **c. Strategic**  
  Community Plan
  This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective contained in the Community Plan 2015-2025:
  
  **Aspiration B:** Strong Community
  
  **Strategic Objective:** Capacity building and awareness: A health community that volunteers, embraces lifelong learning and cultural awareness, and is involved with a diverse range of vibrant and sustainable community, sporting, cultural and artistic organisations and pursuits.

- **d. Policy**  
  Support of the officer recommendation will result in the rescinding of the Murdoch University Prize and Scholarship Scheme Policy (2001), and the Community and Volunteer Awards Policy (2012).

- **e. Financial**  
  Saving of costs associated with the Murdoch University Prize and the Scholarship Scheme which are $3,500 annually.

- **f. Legal and Statutory**  
  Section 2.7(2)(b) of the Local Government Act 1995 provides that a role of Council is to determine the local government’s policies.

- **g. Risk**  
  **Risk Implications of Implementing Officer Recommendation**  
  Nil
  **Risk Implications of Not Implementing Officer Recommendation**  
  Nil
## Comments

Both the revised Learning City Strategy and the new Volunteer Strategy are currently being developed. It should be noted, that future strategic directions in these areas will come from these Community Plan Strategies. Any future Educational or Volunteering Awards may be implemented through these strategies, rather than through policies.

## Voting Requirements

Simple Majority

## Officer Recommendation

That Council **RESCIND** the Murdoch University Prize and Scholarship Scheme Policy (2001), and the Community and Volunteer Awards Policy (2012).

## Committee Recommendation

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

That Council **RESCIND** the Murdoch University Prize and Scholarship Scheme Policy (2001), and the Community and Volunteer Awards Policy (2012).

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
### Community Development

#### Community Infrastructure Planning

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-038/15 Community Sport and Recreation Facility Fund Forward Planning Grant Application – Eighty Road Reserve, Baldivis</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GRS/8-04</td>
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<tr>
<td>Risk Register No:</td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Luke Tressler, Community Infrastructure Planning Officer</td>
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<td>Other Contributors:</td>
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<tr>
<td>Date of Committee Meeting:</td>
<td>15 September 2015</td>
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<tr>
<td>Previously before Council:</td>
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<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
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**Site:**

- Part of Lot 9007 Sixty Eight Road, Baldivis
- 4.6ha

**Attachments:**

- Maps/Diagrams: Eighty Road Reserve Location

### Purpose of Report

To seek Council endorsement of a submission for a grant application to the Department of Sport and Recreation’s Community Sport and Recreation Facility Fund (CSRFF) for the construction of a club facility and associated sporting infrastructure (including floodlighting) at the proposed Eighty Road Reserve in Baldivis.
Background

The Department of Sport and Recreation (DSR), through the CSRFF, provides financial assistance to community groups and local government authorities to develop basic infrastructure which supports participation in sport and recreation activities. As advised in the 2015/2016 CSRFF guidelines, annually $20 million is invested across three grant programs as follows:

- Small grants (summer and winter rounds) for projects less than $150,000;
- Annual grants for projects with a total value less than $500,000;
- Forward Planning Grants for projects with a total value that exceeds $500,000.

Applications for the Small Grant round closed at the end of August, with applications for the Annual and Forward Planning Grants being required to be submitted to the Department of Sport and Recreation by the last working day in September. It is a requirement of all CSRFF grants that they are received, prioritised and endorsed by the relevant Local Government Authority.

Following the approval of the Landscape and Urban Water Management Plan for Eighty Road Reserve, and the creation of a design for the club facility, a funding application for the construction of the club facility and associated sporting infrastructure has been prepared for submission to the CSRFF Forward Planning Grant category.

Details

A detailed funding application has been prepared by the City’s Community Infrastructure Planning team for the new club facility and associated sporting infrastructure at Eighty Road Reserve, Baldivis. No other funding applications have been received from community groups or from other divisions within the City. Under the CSRFF guidelines, the City is required to assess and prioritise received applications against the CSRFF key principles as follows:

<table>
<thead>
<tr>
<th></th>
<th>Satisfactory</th>
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<tbody>
<tr>
<td>Project Justification</td>
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<td>Financial Viability</td>
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<tr>
<td>Sustainability</td>
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</table>

Given that there is only one application, this will be put forward to DSR as the priority project for this round of funding.

The funding application is based on costs obtained for the club facility from a Quantity Surveyor working with the architects Holton Connor, and quotes from suppliers for the associated sporting infrastructure.

This facility will allow a number of clubs to fully utilise the new reserve and provide a home for the Baldivis Athletics and Soccer clubs. The Athletics clubs are currently based at Arpenteur Park and share the reserve with the Cricket club during the summer season. Members of the Athletics clubs informed the City during the consultation phase of the project that relocating to a new reserve with a purpose built club facility would have significant benefits for their clubs. It shall help to increase the participation in athletics, which has stagnated in recent years due to restrictions at Arpenteur Park.
The Baldivis Soccer Club is a relatively new club who do not have a home ground and currently utilises school facilities and passive parkland as playing fields in the absence of purpose built soccer facilities. Participation in Soccer is a growing trend nationally, and the Baldivis club continued to grow from two teams in 2014 to 14 teams in 2015. Having access to a new reserve and club facility would provide an opportunity for the club to increase membership and community participation.

The creation of the new S152 reserve by the developer in Parkland Heights, and the club facility and associated sporting infrastructure by the City, will significantly alleviate the pressure on existing reserves, provide suitable venues for a range of growing community sports clubs and allow them to encourage greater participation in their sports.

**Implications to Consider**

a. **Consultation with the Community**
   
   All relevant stakeholders and community groups were engaged through the needs assessment for the reserve and club facility, and also during the development of the club facility design. Club representatives were supportive of what was being proposed by the City and Developer.

b. **Consultation with Government Agencies**
   
   City Officers have liaised with DSR and various State Sporting Associations to discuss the design for the club facility, the development of the reserve, and also the application for funding.

c. **Strategic**

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

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

d. **Policy**
   
   Sports Facility Provision Policy – The club facility has been designed on the dimensions specified in the guidelines of the Sports Facility Provision Policy.

e. **Financial**
   
   Under CSRFF guidelines, the maximum grant offered is one third of eligible project costs (excluding GST) with the Department assessing the total eligible cost and deducting any items deemed ineligible. Upon assessing the costs associated with the construction of the new club facility and the associated sporting infrastructure eligible for CSRFF funding, it is deemed that one third of eligible items equates to $382,033.

   The City has made a financial commitment to implement the development of Eighty Road Reserve through the 2015/2016 Council Budget has allocated $4,090,000 towards this project. Any grant contribution shall supplement this project.
The development of Eighty Road Reserve in Baldivis is a priority project in the 2015 / 2016 financial year budget. It has also been included in relevant strategic planning documents, including the City’s Community Infrastructure Plan and Business Plan. The project meets the CSRFF guiding principles, with the need clearly justified and the project well planned. As this is the only application from the City or the community, it is given the priority recommendation for the CSRFF’s Forward Planning Grant.

Officer Recommendation

That Council ENDORSE the City’s funding application to the Department of Sport and Recreation’s Community Sport and Recreation Facility Fund (Forward Planning Grants) for the construction of a club facility and associated sporting infrastructure at Eighty Road Reserve.

Committee Recommendation

Moved Cr Stewart, seconded Cr Sammels:

That Council ENDORSE the City’s funding application to the Department of Sport and Recreation’s Community Sport and Recreation Facility Fund (Forward Planning Grants) for the construction of a club facility and associated sporting infrastructure at Eighty Road Reserve.

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
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<td>15 September 2015</td>
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<td>Inclusive Play Space Site Review and Design Analysis Report</td>
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<td>Maps/Diagrams:</td>
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<tr>
<td></td>
<td>2. Secret Harbour Foreshore Aerial Map</td>
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</table>
Figure 1: Proposed Location of Inclusive Play Space

Figure 2: Aerial Image of Secret Harbour Foreshore

Purpose of Report

The purpose of this report is to respond to the Council Resolution CD-017/14 Notice of Motion – Construction of an All Abilities Playground and to seek Council endorsement of the Inclusive Play Space Site Review and Design Analysis including the preferred site as the Secret Harbour Foreshore Palermo Reserve.
Background

In May 2014 (CD-017-14), Council resolved to:

1. **SUPPORT** the construction of an All Abilities Playground prior to the end of 2015/2016 financial year.
2. **DIRECT** the Chief Executive Officer to investigate options for the construction of an All Abilities Playground including its form, function, cost, location and grant funding opportunities and submit a report to Council on or before March 2015.
3. **INCLUDE** the construction of an All Abilities Playground into the 2014-2017 Disability Access and Inclusion Plan.”

Since this time, investigation has occurred on all abilities playground and site selection and this information, including the preferred site is being presented to Council for endorsement. Please note that this project will now be referred to as an Inclusive Play Space, in line with relevant industry terminology.

Details

An inclusive play space (IPS) is defined as a play space that encourages and enables children, parents and carers of all abilities and ages to play side by side, and to engage with one another on the same equipment, ensuring full integration of children and families.

The following vision and guiding principles have been developed for this project and are used to guide all decisions relating to the project, including but not limited to location, design, form and function.

**Vision (Function)**

To provide a new district level ‘destination’ play space and outdoor leisure experience which is accessible, inclusive and suitable for all ages and abilities.

**Guiding Principles**

1. Participation – there is something for everyone to play on and experience within the play space;
2. Community connection and inclusion – the community has been engaged and involved in the process of designing an inclusive play space;
3. Access – to create a network of play spaces across the entire City which can be accessed by car, new or existing pedestrian network or public transport and offer different and unique experiences to the users; and
4. Safety – the play space is designed using Crime Prevention Through Environmental Design (CPTED) principles and best practice guidelines such as the Public Parkland Guide. The space should be designed to provide maximum comfort to users.

**Site Selection Process**

To determine the preferred site for the City’s newest IPS, the following site selection criteria were used:

- Meets CPTED principles;
- Site is larger than 1000m² or can accommodate elements for up to 50 people at any one time;
- Accessible by all modes of transport, including existing or future pedestrian networks;
- Is a minimum 30m away from street or water body;
- Is a minimum 75m away from residential properties;
- Has a high level (or can be designed in) protection from environmental elements;
- Site has existing amenities on site (changing place or accessible toilets, car park etc.); and
- Assist in creating a widespread network of inclusive play spaces across the City.
An initial desktop audit identified 33 reserves which met high level criteria (for example not conservation areas, active playing fields and suitable size). These reserves were then shortlisted to seven potential sites which met the majority, if not all of the site selection criteria. These reserves are (in alphabetical order):

- Centenary Park;
- City Park;
- Ennis Avenue Reserve;
- Fantasy Park;
- Secret Harbour Foreshore;
- Veterans Memorial Park; and
- Waterfront Village Green.

Of the seven sites identified as potential options, five were eliminated for a range of reasons. A summary of the advantages and disadvantages of these five eliminated sites can be found in the below table.

<table>
<thead>
<tr>
<th>Site</th>
<th>Opportunities/Advantages</th>
<th>Constraints/Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centenary Park</td>
<td>• Good site lines through the facility (compliance with CPTED principles);</td>
<td>• Little in the way of supporting amenities, would need to spend a considerable amount of the budget providing these;</td>
</tr>
<tr>
<td></td>
<td>• Good path network through the reserve</td>
<td>• In close proximity to Fantasy Park – doesn’t aid in providing a network of play spaces across the City;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Large reserve, but limited placement options due to distance required from roads, houses and water bodies.</td>
</tr>
<tr>
<td>City Park</td>
<td>• Has a good level of supporting amenities (toilets, BBQ’s and shade)</td>
<td>• Small car park would need upgrading;</td>
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<tr>
<td></td>
<td></td>
<td>• Already highly activated and well used;</td>
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<tr>
<td></td>
<td></td>
<td>• Limited space available for new equipment, would mean replacing existing;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Already accessible play in this reserve;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Proximity to water and houses;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Does not add to network of spaces.</td>
</tr>
<tr>
<td>Ennis Avenue Reserve</td>
<td>• A range of community based activities in this location which would complement the play space;</td>
<td>• Ennis Avenue provides a major access barrier for majority of residents;</td>
</tr>
<tr>
<td></td>
<td>• No accessible play in this location</td>
<td>• Limited placement options due to distance required from residential properties;</td>
</tr>
<tr>
<td></td>
<td>• Has some existing amenities (car park)</td>
<td>• Limited surveillance as does not meet CPTED principles (back fences, behind hall and fenced community garden).</td>
</tr>
</tbody>
</table>
Site | Opportunities/Advantages | Constraints/Disadvantages
--- | --- | ---
Fantasy Park | • A highly activated well known play space;  
• Appropriate size | • Already functioning as an accessible play space;  
• Limited surveillance as does not meet CPTED principles;  
• Proximity to houses;  
• Funding allocated to upgrade play space in future years;  
• Does not add to network of spaces.

Waterfront Village Green | • Reserve is highly visible and well activated | • Reserve is already at capacity and requirements for distance from road, water and residential properties limit options for placement;  
• Foreshore redevelopment in immediate proximity will include accessible play elements (splash park);  
• Adjacent event activation of car park limits access;  
• Would impact on use of reserve as an events area.

**Eliminated Sites and Reasoning**

Based on the above assessment of the alternative site options, the top two potential sites were identified as Veteran’s Memorial Park and Secret Harbour Foreshore. A detailed summary of these sites is provided below (presented in alphabetical order).

**Secret Harbour Foreshore**

The Secret Harbour Foreshore is a unique destination and provides enormous opportunity for activation. It shall be the only reserve within the municipality that accommodates Universal Access Toilet facilities with adult change facilities and hoist, have a café / community multi-purpose rooms and accommodate significant car parking and access opportunities. Its complementary nature to the Secret Harbour Surf Life Saving Club Redevelopment and Dune Accessible Path development is advantageous.

**Opportunities/Advantages**

- Suitable size and potential for expansion;
- The site is visible by a number of access roads and open space areas;
- Generally flat accessible topography with some undulation to create amenity, activity and play features;
- Flowing accessible path network;
- The expanse of the reserve allows for future expansion;
- Extensive car park (144 spaces south and 386 north);
- Ability to re-model car park bays in close proximity for accessible bays and bus/vehicle drop off zone;
- Surf Club car park to have accessible bays directly in front of building, universal access toilets and in reasonable proximity to play space;
• Car park lighting being upgraded
• Located in Secret Harbour Foreshore precinct, value-adding to the development works taking place at present;
• Destination location (beach and foreshore) within proposed enhanced beach access with new dune path adjacent to Surf Club;
• Future residential development and the Surf Club activation shall enhance the passive surveillance of this site better than any other identified location;
• Well established trees for shade and amenity (around perimeter); shelter for shade;
• Ability for environmental, coastal, maritime/marine education and interpretation in play space;
• Spacious turf areas;
• The adjacent area between the potential IPS and the Surf Club Redevelopment (with the removal of the old toilet block) and / or within the IPS can become an event lawn for community gatherings surrounded by the other park infrastructure; and
• Recent asset replacement of the existing ‘off the shelf’ playground and planned asset replacements for park furniture and seating.

Constraints/Disadvantages
• Coastal environment may shorten the life of the assets, increase risk and maintenance costs although design and material selection can mitigate this;
• Current lack of security and natural surveillance at all hours of the day/night due to lack of residential properties fronting the park;
• Play Space development ahead of residential development – no direct residential proximity for a number of years;
• Public transport – the nearest bus stop is around 275 metres from the play space passing the Surf Club development; and
• The open space reserve area is not currently well activated due to minimal features, although the beach area and car park is highly activated. This could be enhanced and improved by the inclusion of a major play space and amenities.

Veteran’s Memorial Park
Opportunities/Advantages
• The site is already a well-known location amongst Rockingham residents, will be easy for people to find;
• The reserve has a range of existing uses which may be complemented by an inclusive play space;
• Is central to the Rockingham Municipality;
• Meets a range of CPTED principles and is easily visible from the road way;
• There is no accessible play space in this location;
• Good path network through, to and around the facility; and
• Has some existing amenities such as small car park, path network and toilet.

Constraints/Disadvantages
• Existing car park and toilet amenities, albeit small, are on site. However part of the project budget allocated to the play space would need to be apportioned to upgrades of these amenities, reducing the total funding available for the play elements;
• Proximity to a major road and residential properties reduces the siting of the inclusive play space to a centralised area;
- An inclusive play space may take over the remaining public open space and over-stretch this community park; and
- The reserve is a memorial reserve, and essential liaison with the Port Kennedy RSL Sub-Branch has not yet occurred.

Inclusive play space locations currently within the northern and central sectors of the municipality indicate a gap in provision in the south and add support towards a major inclusive play space destination in the southern sector of the municipality to provide a suite of play environments.

**Design (Form)**

In line with the vision and guiding principles for the project, the IPS must consider and design the following elements:

- Precursors for Access: including transport, access to and into the park;
- Fencing: it is intended that this facility would be either partially or fully fenced and the fence should be playful, visual, landscaped and interactive rather than a bland solid material;
- Park furniture: a variety of seating and social spaces designed to maximise interaction, connection and inclusion. There should be plenty of natural and artificial shade and all furniture should be accessible;
- A diverse range of quality play activities and settings; The IPS must broaden the view of play to allow the inclusion of more children. The broader the choice, the more likely that every child will find somewhere to play and fit in;
  - IPS Areas can be designed to include
    - Social / Imaginative / role play
    - Sensory stimulation and paths
    - Moveable objects and gadgets
    - Light and reflection
    - Visual perception
    - Pressure and temperature
    - Music and noise
    - Front-on usability
    - Touch, texture and manipulation
    - Natural elements, vegetation and nature play
    - Small spaces, spatial enclosure, corners and under-over areas
    - Water play
    - Dirt, loose parts, sand
    - Detail, complexity and memorability
    - Intrigue, imagination and challenge
    - Hard surfaces for ball games and ground level activities
    - Public art – colourful interactive features
    - Interpretation and education
    - Protect the vulnerable with moving equipment
- Catalogue Play Equipment should maximise social involvement, be front on activities where possible, provide a choice and degrees of challenge, provide additional hand supports, include stairs and ramps, etc; and
- Types of play to include: climbing, spinning, rocking, sliding, balancing, manoeuvrable surfaces and multiple entries.
Funding Opportunities
Funding opportunities available to this project include:

- Touched by Olivia Foundation who have extensive expertise and experience in IPS development and are directly involved with implementing a network of inclusive play spaces across Australia and would work in partnership with the City.
- Lotterywest’s Community Spaces Outdoor grants can help create spaces for people to come together and join in activities that benefit their well-being such as playgrounds.

Corporate, community and service groups have shown an interest and could be formally approached to partner in and add value to such a community focused initiative.

**Implications to Consider**

a. **Consultation with the Community**

The City’s Disability Access and Inclusion Committee (DAIC) were engaged on the draft project vision and guiding principles. Some members provided an indication on specific key elements on IPS site selection which was considered alongside the City’s site selection criteria and assisted in determining the preferred location.

Further consultation will be undertaken with the DAIC and wider community as part of the design process.

b. **Consultation with Government Agencies**

Nil

c. **Strategic**

**Community Plan**

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

- **Aspiration B:** Strong Community

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

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

d. **Policy**

Nil

e. **Financial**

Council’s adopted 2015/2016 Budget allocates the sum of $1,500,000 towards this IPS project. A sample project cost breakdown is outlined below:

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<td><strong>Total 2015/2016 Council Budget</strong></td>
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f. Legal and Statutory
   Nil

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

**Comments**

An Inclusive Play Space could be built for the community at any number of reserves. In order to provide a suite of Inclusive Play Spaces across the municipality, a gap in provision for a major play space destination existed in the southern sector of the municipality.

Secret Harbour Foreshore (Palermo Reserve) is the most suitable location for an Inclusive Play Space due to meeting the majority of site selection criteria and having a comprehensive amount of advantages over other potential sites. The provision of Universal Access Toilet amenities with adult change tables and a hoist, as well as a cafe within the adjacent Secret Harbour Surf Life Saving Club, the extensive on site car parking provision and the proposed accessible dune access path ensure that this foreshore precinct shall cater extensively as a ‘destination’ for people of all ages and abilities. The provision of the existing toilet and car park facilities ensures that the total project budget can be directed towards the development of play infrastructure as was intended by the Notice of Motion. Otherwise, in some cases up to 40% would be required to implement car park and toilet amenity refurbishments or additions, thus significantly reducing the total play infrastructure provision and experience for the community.

A number of other reserves met some or many of the site selection criteria but could not demonstrate the full range of benefits that the Secret Harbour Foreshore site presented. Veteran’s Memorial Park in Port Kennedy rated highly and was investigated; however its limitations prevented it being selected. These key limitations included the range of activated spaces already in this park and overextending the reserve’s capacity, road and residential proximity diminishing available play space siting, requirements for additional car parking which would eliminate public open space and the extensive toilet upgrade required to provide adequate Universal Access Toilet amenities and subsequently diminishing the funds to develop a play experience for all.

There was no need to consult directly with the community on the potential or proposed sites as firstly, most community members would naturally respond by wishing a new play space could be provided as close as possible to them and secondly, the foreshore reserve is a well utilised public beach space where its existing use can be enhanced to create a quality community destination.

The design, form and function of a quality Inclusive Play Space shall be delivered by the project producing a detailed design brief adhering to the allocated budget, engaging with the community, strong partnerships with groups such as Touched by Olivia Foundation and progressive project management.

There is no standard design, nor standards or square metre rates for inclusive play spaces and their design and subsequent costs associated with their development are unique, creative and often custom made. The delay in reporting this information back to Council has been due to the difficulty in obtaining actual inclusive play space project budgets from a range of case studies across Australia. This is because many organisations did not publicly wish to display or release total project capital costs. The anticipated project timeline would entail design and community consultation to be completed by early 2016 and construction during 2016.

**Voting Requirements**

Simple Majority
### Officer Recommendation

That Council:

1. **ADOPT** the Inclusive Play Space Site Review and Design Analysis; and
2. **ENDORSE** Lot 4038 San Javier Circle, Secret Harbour as the preferred location for the Inclusive Play Space.

### Committee Recommendation

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

That Council:

1. **ADOPT** the Inclusive Play Space Site Review and Design Analysis; and
2. **ENDORSE** Lot 4038 San Javier Circle, Secret Harbour as the preferred location for the Inclusive Play Space.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
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<th>Reports of Councillors</th>
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15. **Motions of which Previous Notice has been given**

### Community Development

#### Community Support and Safety Services

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<td>Cr Matthew Whitfield</td>
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<tr>
<td>Author:</td>
<td>Ms Mary-Jane Rigby, Acting Manager Community Support and Safety Services</td>
</tr>
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<td>Other Contributors:</td>
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<td>Date of Committee Meeting:</td>
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<td>Attachments:</td>
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<td>Maps/Diagrams:</td>
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**Purpose of Report**

To provide officer comment and advice in response to a Notice of Motion submitted by Councillor Whitfield.

**Background**

Cr Whitfield submitted the following motion for consideration at the 22 September 2015 Council Meeting:

That Council:

1. **DIRECT** the Chief Executive Officer to conduct an investigation into the various options that would allow for the City to action police reports in terms of relaying that information to the
residents in a more expedient manner than currently happens and prepare a report prior to October 19.

2. **INVESTIGATE** the costings for the purchase of a Variable Message Sign that would be used primarily for the Community Safety Department. Also to investigate the logistical implications for the City and prepare that report prior to October 19.

### Details

The City currently supports and assists WA Police to disseminate Police information to local residents via existing mediums such as Neighbourhood Watch, E-Watch news bulletins, and the City Safe Advisory Committee. Further to this, the City provides a vehicle to City of Rockingham Volunteers who are also registered as Neighbourhood Watch volunteers, to deliver a service for local Police stations, to distribute burglary cocooning packs to residents within close proximity to locations of recent burglaries. The burglary statistics/locations are also directly sent to the Community Safety Patrol service to action additional patrols to area’s with recent burglaries. The Community Safety team work in partnership with the police on particular identified operations, (for example spikes in vehicles break ins during summer), to assist to raise awareness and educate residents. The specific and direct release and promotion of Police Statistical Information to the community is the business of WA Police, not Local Government.

The matter of variable message boards has been discussed at both the Neighbourhood Watch and City Safe Advisory committee meetings as a method to relay community safety information to the community. At the most recent City Safe Advisory Committee meeting on 13 August 2015, the below action has been extracted from the minutes that were distributed on 25 August 2015.

**Action:**

That a Community Development Officer (Community Safety):

1. Contact Building Services with a view to obtaining pre-approved locations and a time frame to display a VMS sign/s within the City displaying safety messages.
2. Investigate the purchase cost of a VMS sign and advise the Committee.

The findings from the above action will be presented to the City Safe Advisory Committee on Thursday 10 September 2015 and if deemed relevant the Committee will provide a recommendation to Council for consideration.

### Implications to Consider

**a.** Consultation with the Community

Nil

**b.** Consultation with Government Agencies

Nil

**c.** Strategic

Community Plan

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

- **Aspiration B:** Strong Community

  - **Strategic Objective:** Safety and Support: A community that feels safe and secure in home, work and leisure environments, and has access to a range of effective support services and partnerships when encountering challenging or difficult times

**d.** Policy

Nil
e. Financial
   Nil

f. Legal and Statutory
   Nil

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

Comments

The City has a very proactive and positive working relationship with the local divisions of WA Police that service the City of Rockingham. The City is one of very few local governments who provide volunteers and a vehicle to WA Police to deliver their Burglary Cocooning Program. It is believed that this effective partnership with current platforms to inform the community on Police matters is meeting the existing objectives as highlighted in the Community Safety Strategy.

The action from the City Safe Advisory Committee for officers to investigate the costs and to obtain locations for placement of variable message signs within the City, will meet the requirements as requested in this Notice of Motion.

Voting Requirements

Simple Majority

Officer Recommendation

That Council REFER the investigation into various options that would allow for the City to action police reports in terms of relaying that information to residents and to investigate the costings of a Variable Message Sign to the City Safe Advisory Committee.

Notice of Motion from Cr Matthew Whitfield

That Council:

1. **DIRECT** the Chief Executive Officer to conduct an investigation into the various options that would allow for the City to action police reports in terms of relaying that information to the residents in a more expedient manner than currently happens and prepare a report prior to October 19.

2. **INVESTIGATE** the costings for the purchase of a Variable Message Sign that would be used primarily for the Community Safety Department. Also to investigate the logistical implications for the City and prepare that report prior to October 19.

Committee Recommendation

Cr Whitfield withdrew his Notice of Motion.

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

17.1 City Business Plan Briefing

The Chief Executive Officer advised that the Strategic Development Framework Policy requires the draft City Business Plan to be presented for a briefing to a Council Engagement Session in October each year.

Given that at least two and up to six new Councillors will be inducted after the 17 October 2015 election, it would be prudent to defer the briefing of the City Business Plan to November 2015 to allow incoming Councillors to have input.

Committee Recommendation

Moved Cr J Smith, seconded Cr Sammels

That Council DEFER the briefing of the draft City Business Plan until the Councillor Engagement Session to be held 10 November 2015.

Carried – 5/0

18. Matters Behind Closed Doors

Nil

19. Date and Time of Next Meeting

The next Corporate and Community Development Committee Meeting will be held on Wednesday 21 October 2015 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 noted as this was her last Corporate and Community Development prior to elections she thanked all Councillors, the Chief Executive Officer and Officers for their professionalism and hard work over the previous years.

The Mayor also thanked the Chairperson on behalf of the Committee for her efforts and wished Cr Liley and Cr Stewart luck on the upcoming elections.

The Chair thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at 4:44pm.