MINUTES

Corporate and Community Development Committee Meeting

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

## 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 4
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 6
10. Matters for which the Meeting may be Closed 6
11. Bulletin Items 6
   - Corporate and General Management Services Information Bulletin – July 2016 6
   - Community Development Information Bulletin – July 2016 8
12. Agenda Items – Corporate and Community Development Committee 10
   - Corporate Services 10
     - CS-022/16 Material Variance Level for the 2016/2017 Statements of Financial Activity 10
   - General Management Services 13
     - GMS-013/16 Recommendation from the Global Friendship Committee Meeting held on 16 June 2016 13
     - GMS-014/16 Rockingham Business Plus Proposal 16
   - Community Development 20
     - CD-023/16 Recommendations from the Community Grants Program Committee Meeting held on 16 June 2016 20
     - CD-024/16 Laurie Stanford Reserve – Public Toilet Amenities 33
     - CD-025/16 Stan Twight Reserve Master Plan 2016 37
     - CD-026/16 Hourglass Reserve Master Plan 2016 45
13. Reports of Councillors 51
14. Addendum Agenda 51
15. Motions of which Previous Notice has been Given 51
16. Notices of Motion for Consideration at the Following Meeting 51
<table>
<thead>
<tr>
<th></th>
<th>Item</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
<td>51</td>
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<tr>
<td>18.</td>
<td>Matters Behind Closed Doors</td>
<td>51</td>
</tr>
<tr>
<td>19.</td>
<td>Date and Time of Next Meeting</td>
<td>51</td>
</tr>
<tr>
<td>20.</td>
<td>Closure</td>
<td>51</td>
</tr>
</tbody>
</table>
# Corporate and Community Development Committee Minutes
## Tuesday 19 July 2016 - Council Boardroom

### 1. Declaration of Opening
The Chairperson declared the Corporate and Community Development Committee Meeting open at **4:02pm**, welcomed all present, and delivered the Acknowledgement of Country.

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

#### 2.1 Councillors
- **Cr Leigh Liley** - Chairperson
- **Cr Lee Downham**
- **Cr Justin Smith**
- **Cr Kelly McManus**
- **Cr Joy Stewart**
- **Cr Chris Elliott** - Observer

#### 2.2 Executive
- **Mr Andrew Hammond** - Chief Executive Officer
- **Mr John Pearson** - Director Corporate Services
- **Mr Michael Holland** - Director Community Development
- **Ms Karin Strachan** - Manager Strategy and Corporate Communications
- **Mr Mark Tidman** - Manager Investment Attraction
- **Ms Carly Kroczek** - A/Manager Community Infrastructure Planning
- **Mrs Jillian Obiri-Boateng** - Manager Community Support and Safety Services
- **Ms Julia Dick** - Manager Community Capacity Building
- **Ms Alison Oliver** - Manager Library and Information Services
- **Ms Vanisha Govender** - Manager Financial Services
- **Mr Michael Yakas** - Manager Customer and Corporate Support
- **Ms Fiona Lambrick** - Manager Information Services
- **Mr Nick Brown** - Manager Community and Leisure Facilities
- **Mr Ben Searcy** - Manager Human Resources Development
- **Mrs Jelette Edwards** - Governance Coordinator
- **Mrs Diane Zanre** - PA to Director Community Development

#### 2.3 Members of the Gallery: Nil

#### 2.4 Apologies: Nil

#### 2.5 Approved Leave of Absence: Nil

### 3. Responses to Previous Public Questions Taken on Notice
Nil
4. **Public Question Time**

4:03pm The Chairperson invited members of the Public Gallery to ask questions. There were none.

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

Moved Cr Smith, seconded Cr McManus:

That Committee **CONFIRMS** the Minutes of the Corporate and Community Development Committee Meeting held on 21 June 2016, as a true and accurate record.

Committee Voting – 5/0

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

Nil

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

4:03pm 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.

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

<table>
<thead>
<tr>
<th>Item CD-023/16</th>
<th>Recommendations from the Community Grants Program Committee Meeting held on 16 June 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councillor:</td>
<td>Cr Justin Smith</td>
</tr>
<tr>
<td>Type of Interest:</td>
<td>Impartiality</td>
</tr>
<tr>
<td>Nature of Interest:</td>
<td>Cr Smith is a life member of the Rockingham Kwinana Chamber of Commerce</td>
</tr>
<tr>
<td>Extent of Interest (if applicable):</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

4:04pm The Chairperson noted the interests declared in Items 8.1 and 8.2 and asked if there were any further interests to declare.

<table>
<thead>
<tr>
<th>Item CD-023/16</th>
<th>Recommendations from the Community Grants Program Committee Meeting held on 16 June 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councillor:</td>
<td>Cr Barry Sammels</td>
</tr>
<tr>
<td>Type of Interest:</td>
<td>Impartiality</td>
</tr>
<tr>
<td>Nature of Interest:</td>
<td>Cr Smith is a life member of the Rockingham Kwinana Chamber of Commerce</td>
</tr>
<tr>
<td>Extent of Interest (if applicable):</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

8.3 Item CD-023/16  Recommendations from the Community Grants Program Committee Meeting held on 16 June 2016

Councillor: Cr Kelly McManus
Type of Interest: Impartiality
Nature of Interest: Cr McManus is a member of the Safety Bay Bowling Club
### Extent of Interest

(If applicable): Not Applicable

The Chairperson noted there were no further interests declared.

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

Nil

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

Nil

### 11. Bulletin Items

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

**Corporate Services**

1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Online Records Management Training
   3.2 Intranet Redevelopment
   3.3 Upgrade of Intramaps
   3.4 Integrated Team Plan Module
   3.5 Mobile Computing – Infringements
   3.6 Development and Implementation of a CoR (City of Rockingham) Governance Portal
   3.7 Library Management System
   3.8 Bushfire Mitigation System Upgrade
   3.9 CCTV - Waterfront Upgrade
   3.10 CCTV – Mobile Unit
   3.11 CCTV – Security Vehicle Camera
   3.12 Expansion of Private Fibre – Bungaree Park to Waterfront Village
   3.13 Warnbro Library Radio Frequency Identification (RFID) Installation
   3.14 Wi-Fi Installation to Selected City Buildings
   3.15 Multi-function device replacements
   3.16 Development of Next Generation Standard Operating Environment (SOE)
   3.17 Replacement of Reception Room Audio Visual Equipment
   3.18 Information Communication Technology Security Equipment
   3.19 Integrate Security Access Control Systems
   3.20 Implement Data Centre 1/Data Centre 2 Configuration as per Business Continuity Plan Requirements
4. Information Items
   4.1 List of Write Offs Under $2,000 for 2015/2016
   4.2 List of Write Offs Under $2000 – Spydus Library Management System
   4.3 List of Payments June 2016
   4.5 Delegated Approval of Tenders by CEO
   4.6 Development Contribution Scheme
   4.7 Autumn Centre
   4.8 Mike Barnett Sports Complex
   4.9 Warnbro Community Recreation Centre
|   | 4.10 Aqua Jetty  
|   | 4.11 Gary Holland Community Centre  
|   | 4.12 Lease Management  
|   | 4.13 Lease Consents and Maintenance Grants  
|   | 4.14 Land Management  
| Governance and Councillor Support | 1. Governance and Councillor Support Team Overview  
|   | 2. Human Resource Update  
|   | 3. Project Status Reports  
|   | 4. Information Items  
|   | 4.1 Global Friendship Committee  
|   | 4.2 Freedom of Information (FOI) Requests  
|   | 4.3 Advisory Committee Community Membership Review  
|   | 4.4 Citizenships  
|   | 4.5 Coming Events  
|   | 4.6 Notice of Motion – Status Report  
| Human Resources | 1. Human Resources Team Overview  
|   | 2. Human Resource Update  
|   | 3. Project Status Reports  
|   | 3.1 Employee Wellness Programme  
|   | 3.2 Corporate Training Programme  
|   | 3.3 RESPECT Programme  
|   | 3.4 Occupational Safety and Health Programme  
|   | 3.5 Leadership and Management Programme  
|   | 4. Information Items  
|   | 4.1 Recruitment and Onboarding  
|   | 4.2 Occupational Safety and Health Statistics  
| Strategy and Corporate Communications | 1. Strategy and Corporate Communications Team Overview  
|   | 2. Human Resource Update  
|   | 3. Project Status Reports  
|   | 3.1 Risk Management  
|   | 3.2 Community Engagement Framework  
|   | 3.3 Lean Six Sigma Project  
|   | 3.4 Graphic Design for Intranet  
|   | 3.5 Protection of Intellectual Property  
|   | 3.6 Journal Software subscription  
|   | 4. Information Items  
|   | 4.1 Annual Customer Satisfaction Survey  
|   | 4.2 7th Generation Team Plans  
|   | 4.3 Digital Media Strategy  
|   | 4.4 Social Media  
|   | 4.5 Media Tracking  
|   | 4.6 Other current projects  
| 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

4. Information Items
   4.1 Various Meetings
   4.2 Capital Costs Report

Legal Services & General Counsel
1. Legal Services & General Counsel Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   Provision of Legal Advice
   4.1 Legal Advice – Local Government Operational Matters
   4.2 Documentation
   Legal Capacity Building
   4.3 CCC – Joint Commissioners’ Forum – Reflections on the year that was…..
   4.4 Building Department – Pool/Signs – Legal Training – Infringements and Prosecutions

Committee Recommendation

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

Committee Voting – 5/0

Community Development Information Bulletin – July 2016

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

Library Services
1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Rockingham Campus Community Library Transition
   3.2 Warnbro Community Library Agreement
4. Information Items
   4.1 May 2016 Library Services Statistics
   4.2 Mary Davies Library and Community Centre
   4.3 Rockingham Central Library
   4.4 Safety Bay Library
   4.5 Warnbro Community Library
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 Central (Library / Youth / Community Centre)
   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 Area Design
   3.16 East Baldivis Shared Use Reserve Concept Plans
   3.17 Community Infrastructure Plan Review
   3.18 Infrastructure Planning and Development Grants

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 Disability Access and Inclusion Plan (DAIP) Implementation
   3.5 Christmas Decoration Program
   3.6 Reconciliation Action Plan (RAP)

4. Information Items
   4.1 Seniors
   4.2 Rockingham Learning City Strategy – 2013 - 2016
   4.3 Area Activation
   4.4 Conscious Living
   4.5 Youth Development
   4.6 Sport, Recreation and Health and Wellbeing
   4.7 Cultural Development and the Arts
   4.8 Community Capacity Building Promotions

Committee Recommendation

Moved Cr Stewart, seconded Cr Downham:
That Councillors acknowledge having read the Community Development Information Bulletin – July 2016 and the content be accepted.

Committee Voting – 5/0
## 12. Agenda Items

### Corporate Services

#### Financial Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-022/16 Material Variance Level for the 2016/2017 Statements of Financial Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>FLM/88-02</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Ms Vanisha Govender, Manager Financial Services</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>19 July 2016</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<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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<tr>
<td>Site:</td>
<td></td>
</tr>
<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
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</tbody>
</table>

### Purpose of Report

To adopt the materiality level for variances required to be reported in the 2016/2017 Statements of Financial Activity.

### Background

The City is required to prepare a Statement of Financial Activity for each month which includes, in part, details of the budgeted and actual revenue/expenditure to the end of the relevant month and “material” variances between the budget and actual.

Each year Council is required to adopt the level considered “material” for the purposes of reporting these variances.

The adopted material variance level for 2015/2016 was $250,000.
Details

The Australian Accounting Standards (AAS) state that “materiality means, in relation to information, that information which if omitted, misstated or not disclosed has the potential to adversely affect decisions about the allocation of scarce resources made by users of the financial report or the discharge of accountability by the management or governing body of the entity”.

Essentially, the smaller the entity the lower the materiality level as it is the relative impact that is important. Variances of $10,000 may be considered material to an individual but when considered in the context of the City, which is an entity with a total budgeted expenditure of over $286 million and total budgeted revenue of $191 million, this limit would not be considered material.

Implications to Consider

a. Consultation with the Community
   Not Applicable

b. Consultation with Government Agencies
   Not Applicable

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

d. Policy
   Nil

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

f. Legal and Statutory
   Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 requires a local government to adopt a percentage or value calculated in accordance with AAS to be used in statements of financial activity for the reporting of financial variance.

g. Risk
   All Council decisions are subject to risk assessment according to the City’s Risk Framework.
   Implications and comment will only be provided for the following assessed risks.
   
   Customer Service / Project management / Environment : High and Extreme Risks
   Finance / Personal Health and Safety : Medium, High and Extreme Risks

   Nil

Comments

Previous years’ variances have been calculated in accordance with AAS and have used a variance of $250,000. This value is still considered acceptable and should Council adopt the officer recommendation, will again be used to report variances in the monthly statement of financial activity.
## Voting Requirements

Simple Majority

## Officer Recommendation

That Council **ADOPTS** $250,000 as the value to be used in Statements of Financial Activity for reporting material variances for the 2016/2017 financial year.

## Committee Recommendation

**Moved Cr Downham, seconded Cr Stewart:**

That Council **ADOPTS** $250,000 as the value to be used in Statements of Financial Activity for reporting material variances for the 2016/2017 financial year.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
General Management Services

General Management Services
Governance and Councillor Support

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-013/16 Recommendation from the Global Friendship Committee Meeting held on 16 June 2016</th>
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</thead>
<tbody>
<tr>
<td>File No:</td>
<td>ECD/74-02</td>
</tr>
<tr>
<td>Author:</td>
<td>Mrs Jelette Edwards, Governance Coordinator</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
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<tr>
<td>Date of Committee Meeting:</td>
<td>19 July 2016</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
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<tr>
<td>Attachments:</td>
<td>Minutes of the Global Friendship Committee Meeting held on 16 June 2016</td>
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<tr>
<td>Maps/Diagrams:</td>
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</tbody>
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Purpose of Report
For Council to consider hosting the 2017 Sister Cities Annual Conference.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1:
2017 Sister Cities Annual Conference
That Council **PURSUES** hosting the 2017 Sister Cities Annual Conference to tie in with the 20th Anniversary of the Sister City relationship between City of Rockingham and City of Ako.

Officer Recommendation if Different to Advisory Committee Recommendation
That Council **SUPPORTS** an investigation into hosting the 2017 Sister Cities Annual Conference to tie in with the 20th Anniversary of the Sister City relationship between City of Rockingham and City of Ako and the outcomes to be presented for Council consideration.

The Officer’s Reason for Varying the Advisory Committee Recommendation
To enable the City to first investigate the option of the 2017 Sister Cities Annual Conference including costs and benefits to the City of Rockingham.
Background

2017 will be the 20th Anniversary of the Sister City relationship between the City of Rockingham and City of Ako in Japan. In the past the City of Rockingham has celebrated Sister City milestones during the Rockingham Spring Festival which no longer exists.

The 20th Anniversary is a huge milestone and achievement to be celebrated. The City has an opportunity to include the celebrations as part of hosting the 2017 Sister Cities Annual Conference. In hosting the national conference the City will have delegates arriving from interstate and New Zealand who will use local accommodation and avail of local facilities.

The City will firstly investigate hosting this conference and will present a further report to Council to consider hosting this event with costs and benefits.

From earlier investigations the attendance from the last five years of conferences is between 50-85 delegates. Most delegates would need accommodation and transportation. Conference would include a welcome cocktail party, conference sessions and gala dinner and awards night. The conference is usually arrival on a Sunday for the welcome and leave by Wednesday afternoon.

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 Global Friendship Council Policy states some of the activities that help facilitate the objectives of the Global Friendship Committee which includes:
   
   * exchanges of individuals, information and ideas across a wide range of interests
   * supporting lectures by individuals from their respective countries
   * promotion of trade through continual cultural and goodwill visits

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

c. Financial
   Not Applicable

d. Legal and Statutory
   Not Applicable

e. Voting Requirements
   Simple Majority

f. Risk
   All Council decisions are subject to risk assessment according to the City's Risk Framework.
   
   Implications and comment will only be provided for the following assessed risks:
   
   Customer Service / Project management / Environment : High and Extreme Risks
   Finance / Personal Health and Safety : Medium, High and Extreme Risks

   Nil
Committee Recommendation

Moved Cr Stewart, seconded Cr Downham:
That Council SUPPORTS an investigation into hosting the 2017 Sister Cities Annual Conference to tie in with the 20th Anniversary of the Sister City relationship between City of Rockingham and City of Ako and the outcomes to be presented for Council consideration.

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**

**Investment Attraction Services**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-014/16 Rockingham Business Plus Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GOV/7</td>
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<tr>
<td>Proponent/s:</td>
<td></td>
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<tr>
<td>Author:</td>
<td>Mr Mark Tidman, Manager Investment Attraction</td>
</tr>
<tr>
<td>Other Contributors:</td>
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<tr>
<td>Date of Committee Meeting:</td>
<td>19 July 2016</td>
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<tr>
<td>Previously before Council:</td>
<td>GMS-004/16 (23 February 2016) GMS-010/16 (26 April 2016)</td>
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<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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</tbody>
</table>

**Purpose of Report**

To seek Council endorsement in accepting a proposal from Business Foundations Inc. for the purposes of training, mentoring and marketing assistance for small businesses within the City of Rockingham.

**Background**

A proposal has been received from Business Foundations Inc. to deliver a City branded small business development package.

Business Foundations Inc. delivers business assistance to more than 5500 business people a year, by:

- Working with governments, the private sector, educational institutions, chambers of commerce, industry groups and entrepreneurs to improve the opportunities, support and capacity of small to medium businesses throughout Western Australia.

- Providing expert services to specific groups including start-ups, people looking to move from welfare to small business ownership, incubator tenants, the manufacturing sector, high-growth innovation businesses, and home-based firms.

- Assisting with advice for businesses through face-to-face support, group training, advisory services, mentoring and networking.
Since moving into the Rockingham district in 2009, Business Foundations Inc. have shown a strong commitment to the region by extending small business services and providing ongoing support for industry, the main industries comprising retail, health, education and service providers for the Defence Force.

The City leases the premises to Business Foundations Inc. (on a nominal rental basis) and a Management Licence that enables them to lease office space for start-up businesses incubator activities.

**Details**

As highlighted in a previous report to Council dated 26 April 2016, there are groups who specialise in small business support and it is the City’s strategic approach to outsource as opposed to delivering such services “in-house”.

The Business Foundations Inc. proposal branded ‘Rockingham Business Plus’ provides the City with an avenue in which it can facilitate important and contemporary small business support.

The program and specific topics that provide for the best traction in a business community such as Rockingham’s include the following:
- Networking for Profit
- How to Sell Online
- Customer Service and Merchandising
- How to Hire and How to Fire
- Mastering Mobile Business
- Social Media 101
- Understanding your Financials
- Business Planning Basics.

There is potential for other topics to be added and delivered if required by the business community, including topics such as tendering, exporting and general management.

Business Foundations Inc. proposes that the City engages them to deliver these programs free of charge to small businesses. Business Foundations Inc. price each session at $4,000 and propose undertaking eight training sessions over a twelve month period equating to a total of $32,000.

**Implications to Consider**

a. **Consultation with the Community**
   Nil

b. **Consultation with Government Agencies**
   Nil

c. **Strategic Community Plan**

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

**Aspiration A:** Tourism Lifestyle

**Strategic Objective:** Investment Attraction – A strategic and focussed approach to attracting major investment to the City’s coastal nodes, City Centre and inland settlements that promotes quality retail, commercial and residential development, improved civic infrastructure and leisure tourism experiences for residents and visitors.
Key Recommendation 1: The City’s major economic development focus and priority resource allocation be directed towards projects and activities that:
- are unique and attractive to prospective investors
- come under the control, management and influence of the Local Government
- call within the capabilities and expertise of the City as a corporation to deliver successfully
- provide increased revenue streams for the City as a corporation
- benefit the community at large
- will facilitate measurable new investment realistically linked to those projects and activities.

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

d. Policy
Nil

e. Financial
The cost for each workshop is $4000 and 8 sessions will be provided over a 12 month period. The Funds are available in budget allocation Investment Attractions Seminar (210354.2791).

f. Legal and Statutory
Nil

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

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

Nil

Comments
It is recognised that any local government is limited in its ability to play an active role in directly assisting small business. However the business community, in particular, small business are facing harder economic times. These businesses tend to be family owned and operated, and some lack the basic skills that would assist them at an entry business management level. The proposed Business Plus Plan is beneficial on two fronts: (i) to give the business community confidence that the City is aware of and recognises this group within its economic framework and (ii) the skill/business level across the general small business sector will be enhanced.

Voting Requirements
Simple Majority
Officer Recommendation

That Council APPROVES the engagement of Business Foundations Inc. to deliver the ‘Rockingham Business Plus Proposal’ proposal.

Committee Recommendation

Moved Cr Smith, seconded Cr Downham:

That Council APPROVES the engagement of Business Foundations Inc. to deliver the ‘Rockingham Business Plus Proposal’ proposal.

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
**Community Development**

**Community Capacity Building**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-023/16 Recommendations from the Community Grants Program Committee Meeting held on 16 June 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GRS/48-02</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Andrea Clark, Community Development Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Ms Julie McDonald, Coordinator Community Capacity Building</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>19 July 2016</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Mayor Barry Sammels declared an Impartiality Interest in Item CD-023/16 Recommendations from the Community Grants Committee Meeting held on 16 June 2016 (Item 8.1 Community Grants Program applications Round one) as detailed in Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) regulations 2007, as he is a Life Member of the Rockingham Kwinana Chamber of Commerce.</td>
</tr>
<tr>
<td></td>
<td>Cr Justin Smith declared an Impartiality Interest in Item CD-023/16 Recommendations from the Community Grants Committee Meeting held on 16 June 2016 (Item 8.1 Community Grants Program applications Round one) as detailed in Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) regulations 2007, as he is a Life Member of the Rockingham Kwinana Chamber of Commerce.</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
</tr>
<tr>
<td>Attachments:</td>
<td>Minutes of the Community Grants Program Committee Meeting held on 16 June 2016</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of Report**

For Council to approve the Community Grants Program Committee Recommendations as listed in the report.
Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 2:
Approvals of the Community grants Program Round One, Major Grants and Infrastructure Planning and Development Grants

That Council APPROVES the allocation of funds for Major Grants and Infrastructure Planning and Development Grants under the 2016/2017 Community Grants Program (CGP) Round One, subject to listed conditions:

<table>
<thead>
<tr>
<th>Major Grants</th>
<th>Amount Requested ($)</th>
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</thead>
<tbody>
<tr>
<td>The Cruising Yacht Club</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydrofoil Pro Tour</td>
<td>20,000</td>
<td>10,000</td>
</tr>
<tr>
<td><strong>Additional Grant Condition:</strong></td>
<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
</tr>
<tr>
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</tr>
<tr>
<td>Cockburn Sound Regatta</td>
<td>10,000</td>
<td>10,000</td>
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<td><strong>Additional Grant Condition:</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
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<td></td>
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<tr>
<td>Rockingham Kwinana Chamber of Commerce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional Business Awards</td>
<td>5000</td>
<td>5000</td>
</tr>
<tr>
<td><strong>Additional Grant Condition:</strong></td>
<td></td>
<td></td>
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<td>Kiwi Festival Promotions Inc.</td>
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<td></td>
</tr>
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<td>Multi-Cultural Family Day</td>
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</tr>
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<td>Warnbro Community Church of Christ Inc.</td>
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<td></td>
<td></td>
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<td><strong>TOTAL</strong></td>
<td>$73,521</td>
<td>$63,521</td>
</tr>
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CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 16 AUGUST 2016

PRESIDING MEMBER
Infrastructure Planning and Development Grants

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<tr>
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<td>17,672</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Bowls Safety Bay</td>
<td>30,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Synthetic green replacement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$47,672</td>
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</tr>
</tbody>
</table>

Officer Recommendation if Different to Advisory Committee Recommendation
Nil

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

Background
Applications for Round one of the Community Grants Program closed on 6 May 2016. A total of 10 applications received and all 10 were recommended by the Community Grants Program 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 B: Strong Community
   Strategic Objective: Building Capacity and Awareness: A healthy community that volunteers, embraces lifelong learning and cultural awareness, and is involved with a diverse range of vibrant and sustainable community, sporting, cultural and artistic organisations and pursuits.

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

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

d. Legal and Statutory
   Nil

e. Voting Requirements
   Simple Majority
f. Risk

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

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

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

Nil

Advisory Committee Recommendation 2 of 2:
Community Grants Program Policy amendments

That Council ADOPTS the amended Community Grants Program Policy as follows:

Council Policy Objective

To provide financial assistance to community groups and individuals that will build capacity within the community, stimulate volunteering and youth development, and deliver sustainable, accessible and demonstrated social, environmental and economic benefits.

Council Policy Scope

Funding for individuals (resident) and incorporated organisations/associations, based or providing services within the Rockingham community.

Council Policy Statement

The Community Grants Programs aims to provide assistance to individuals and incorporated organisations/associations that can deliver meaningful benefits and outcomes in the following target areas:

• Community Development
• Sport and Recreation
• Economic Development
• Environment and Heritage
• Culture and the Arts
• Emergency Services

Grant Categories

Minor Grants up to $3000

Travel Subsidy Grants – A grant is available to individuals and teams who are authorised by their association’s governing body to participate in accredited interstate and international competitions travelling outside of Western Australia, for the following amounts:

• Interstate Travel Individual: $150
• Interstate Travel Team: $300
• International Travel Individual: $300
• International Travel Team: $500

Youth Encouragement Grants – A grant of up to $500 is available to individuals between the ages of 12 and 24 to participate in programs and events that financial or personal circumstances would normally preclude them from.

General Grants - A grant of up to $3000 is available to incorporated associations to assist with the delivery of programs and events that deliver outcomes and benefits to identified target areas.

Minor grants are to be considered by the CEO. Formal acquittal processes are not mandatory but may be requested if considered appropriate.
Major Grants up to $10,000

A grant of between $3001 and $10,000 is available to incorporated associations to assist with the delivery of programs and events that deliver outcomes and benefits to identified target areas.

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

Major Events Sponsorship

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

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

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

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

City Infrastructure Grants

Leased/Licensed Property Grants: Maintenance – grants of up to $10,000 per year are available to incorporated associations that lease/licence City owned facilities to assist with the maintenance obligations provided for in their lease/licence.

Leased Property Grants: Rates Subsidy - a grant equal to the amount of rates levied on City properties leased to incorporated associations will be applied to those properties’ annual rate liability.

Infrastructure Planning and Development Grants: Grants of up to 50% of the total project cost, to a maximum amount of $30,000 are available to assist incorporated associations in the planning and development of the establishment, enhancement or extension of community facilities. Projects must be undertaken on City owned or managed land or land owned by the Department of Education where a shared use agreement is in place.

Maintenance and Rate Subsidy Grants will be considered by the CEO.

Infrastructure Planning and Development Grants will be considered by the Community Grants Program Committee, Corporate and Community Development Standing Committee / Council.

Funding Application Assessment Criteria

Immediately following the Council elections, election of Committees and the election of the Presiding Member the first item of business for the Community Grants Committee is to consider and recommend funding application assessment criteria that will prevail for the forthcoming two years for Council consideration.

All decisions, including those made under delegation by the CEO will be guided by these criteria.

Community Grants Committee

The Community Grants Committee will consider applications over three funding rounds per annum and applying as far as are practicable one third of budgeted funds in each round. All staff recommendations to the committee must be developed by officers working within the division team that is closest aligned to the target area.

Ineligibility

Individuals (except for Travel Subsidy and Youth Encouragement Grants); Schools (except for teams in the Travel Subsidy Grant); private companies; Local, State or Federal Government authorities/agencies.
Perception of Bias

In accordance with best practice public sector transparency and accountability principles, all committee members and staff who are, or have in the last three years, been a board member, committee member, executive member or life member of an association applying for funds, shall disqualify themselves from all aspects of the consideration process from receipt of application through to consideration at the Community Grants Committee.

Prohibit Complimentary Tickets for City of Rockingham Funded Events

Councillors and staff shall not accept complimentary tickets, where such tickets have monetary value, to attend events that have been funded or sponsored by the Community Grants Program.

Councillors and staff can only attend such events in order to perform an official or civic function or by their own personal financial means.

Councillors and staff can accept tickets to events funded or sponsored by the Community Grants Program provided that those tickets have no monetary value and are available free of charge to the general public.

Executive Policies and Procedures

The CEO shall ensure that executive policies and procedures are implemented that provide for the effective and equitable consideration, approval, distribution, measurement and acquittal of grant funds.

Definitions

**Maintenance** - means regular ongoing day to day work necessary to keep assets operating and to achieve its optimum life expectancy. Example – painting, glazing, air conditioning repairs, tap seal repairs.

**Incorporated Associations** - An “incorporated association”:
(a) Cannot operate for the profit or gain of its individual members;
(b) Contributes to the community in a social, sporting, cultural, environmental or charitable context; and
(c) Demonstrates local volunteer involvement

Legislation
Nil

Other Relevant Policies/ Key Documents
Strategic Community Plan 2015-2025
Governance and Meeting Framework Policy
Leasing Policy
Asset Register
Other Community Plan Strategy Documents
Delegations Register

Responsible Division
Community Development

Review Date
Review every two years

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

Nil
Corporate and Community Development Committee Minutes
Tuesday 19 July 2016
CD-023/16

The Officer’s Reason for Varying the Advisory Committee Recommendation

Nil

Background

Council approved the Community Grants Program Policy in August 2015, and additionally approved an amendment to the Policy in December 2015. In order to implement best practice and continuous improvements, the Community Grants Program Policy now requires amendments in the areas of:

- Clarifying Travel Subsidy Grants as being for the purpose of ‘competitions’
- Inclusion of the word ‘licence’ to the Leased Property Grants category
- Clarifying ‘Ineligibility’ section
- Inclusion of ‘Prohibit Complimentary Tickets for City of Rockingham Funded Events’ section
- Style Guide wording changes.

Implications to Consider

a. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objectives contained in the Community Plan 2015-2025:
   
   **Aspiration 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 Community Grants Program operates in line with the Community Grants Program Policy. If amendments are adopted the Community Grants Program Policy will be updated accordingly.

c. Financial
   Nil

d. Legal and Statutory
   Nil

e. Voting Requirements
   Simple Majority

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

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

   Nil
Moved Cr Downham, seconded Cr McManus:
That Council **APPROVES** the allocation of funds for Major Grants and Infrastructure Planning and Development Grants under the 2016/2017 Community Grants Program (CGP) Round One, subject to listed conditions:

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</tbody>
</table>

Additional Grant Condition:
- Subject to providing an opportunity for the City of Rockingham Mayor to speak at the event.

**TOTAL** $28,521 $28,521

<table>
<thead>
<tr>
<th>Infrastructure Planning and Development Grants</th>
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</tbody>
</table>

Additional Grant Condition
Subject to no works being undertaken prior to the confirmation of renewal of the lease between the City of Rockingham and the Rockingham Tennis Club for this facility.

| Bowls Safety Bay | 30,000 | 30,000 |
| Synthetic green replacement | | |

**TOTAL** $47,672 $47,672

Committee Voting – 5/0
Moved Cr Downham, seconded Cr Stewart:

That Council **NOT APPROVES** the allocation of funds for Rockingham Kwinana Chamber of Commerce for Major Grants under the 2016/2017 Community Grants Program (CGP) Round One, subject to listed conditions:

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<th>Major Grants</th>
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<td>5,000</td>
<td>5,000</td>
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</table>

Additional Grant Condition:
- Subject to providing an opportunity for City of Rockingham Mayor to speak at the event.
- RKCC widely promoting and advertising the Awards to all eligible businesses in the Rockingham area.

TOTAL $5,000 $5,000

Motion Lost – 2/3
(Crs McManus, Liley and Smith voted against)

Moved Cr McManus, seconded Cr Smith:

That Council **APPROVES** the allocation of funds for Rockingham Kwinana Chamber of Commerce for Major Grants under the 2016/2017 Community Grants Program (CGP) Round One, subject to listed conditions:

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Additional Grant Condition:
- Subject to providing an opportunity for City of Rockingham Mayor to speak at the event.
- RKCC widely promoting and advertising the Awards to all eligible businesses in the Rockingham area.

TOTAL $5,000 $5,000

Committee Voting – 4/1
(Cr Downham voted against)

Moved Cr Downham, seconded Cr McManus:

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Additional Grant Condition:
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CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 16 AUGUST 2016

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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$40,000</strong></td>
<td><strong>$40,000</strong></td>
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</table>

Committee Voting – 5/0

Moved Cr Downham, seconded Cr McManus:
That Council **ADOPTS** the amended Community Grants Program Policy as follows:

**Council Policy Objective**
To provide financial assistance to community groups and individuals that will build capacity within the community, stimulate volunteering and youth development, and deliver sustainable, accessible and demonstrated social, environmental and economic benefits.

**Council Policy Scope**
Funding for individuals (resident) and incorporated organisations/associations, based or providing services within the Rockingham community.

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**Minor Grants up to $3000**
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Major Events Sponsorship Grants are to be considered by the Community Grants Committee and a formal grant acquittal process is required.

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Leased Property Grants: Rates Subsidy - a grant equal to the amount of rates levied on City properties leased to incorporated associations will be applied to those properties’ annual rate liability.

Infrastructure Planning and Development Grants: Grants of up to 50% of the total project cost, to a maximum amount of $30,000 are available to assist incorporated associations in the planning and development of the establishment, enhancement or extension of community facilities. Projects must be undertaken on City owned or managed land or land owned by the Department of Education where a shared use agreement is in place.

Maintenance and Rate Subsidy Grants will be considered by the CEO.

Infrastructure Planning and Development Grants will be considered by the Community Grants Program Committee, Corporate and Community Development Standing Committee / Council.

**Funding Application Assessment Criteria**

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All decisions, including those made under delegation by the CEO will be guided by these criteria.
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Perception of Bias

In accordance with best practice public sector transparency and accountability principles, all committee members and staff who are, or have in the last three years, been a board member, committee member, executive member or life member of an association applying for funds, shall disqualify themselves from all aspects of the consideration process from receipt of application through to consideration at the Community Grants Committee.

Prohibit Complimentary Tickets for City of Rockingham Funded Events

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Executive Policies and Procedures

The CEO shall ensure that executive policies and procedures are implemented that provide for the effective and equitable consideration, approval, distribution, measurement and acquittal of grant funds.

Definitions

**Maintenance** - means regular ongoing day to day work necessary to keep assets operating and to achieve its optimum life expectancy. Example – painting, glazing, air conditioning repairs, tap seal repairs.

**Incorporated Associations** - An “incorporated association”:
(d) Cannot operate for the profit or gain of its individual members;
(e) Contributes to the community in a social, sporting, cultural, environmental or charitable context; and
(f) Demonstrates local volunteer involvement

Legislation

Nil

Other Relevant Policies/ Key Documents

Strategic Community Plan 2015-2025
Governance and Meeting Framework Policy
Leasing Policy
Asset Register
Other Community Plan Strategy Documents
Delegations Register
Responsible Division
Community Development

Review Date
Review every two years

Committee Voting – 5/0

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

Implications of the Changes to the Officer’s Recommendation
Not Applicable
<table>
<thead>
<tr>
<th><strong>Reference No &amp; Subject:</strong></th>
<th><strong>CD-024/16</strong></th>
<th><strong>Laurie Stanford Reserve – Public Toilet Amenities</strong></th>
</tr>
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<tbody>
<tr>
<td><strong>File No:</strong></td>
<td>CPR/704</td>
<td></td>
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<tr>
<td><strong>Proponent/s:</strong></td>
<td>Ms Carly Kroczek, Community Infrastructure Planning Officer</td>
<td></td>
</tr>
<tr>
<td><strong>Author:</strong></td>
<td>Mr Gary Rogers, Manager Community Infrastructure Planning</td>
<td></td>
</tr>
<tr>
<td><strong>Other Contributors:</strong></td>
<td>19 July 2016</td>
<td></td>
</tr>
<tr>
<td><strong>Date of Committee Meeting:</strong></td>
<td>CD/011/16 (26 April 2016), CIP-002/10 (8 November 2010), EP-053/12 (26 June 2012)</td>
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<td><strong>Disclosure of Interest:</strong></td>
<td>Reserve R43022</td>
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<tr>
<td><strong>Lot Area:</strong></td>
<td>Lot 4604 on P191468, 8.5 hectares</td>
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<td><strong>Lot Area:</strong></td>
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<tr>
<td><strong>Attachments:</strong></td>
<td>1. Laurie Stanford Reserve Public Toilet Location</td>
<td></td>
</tr>
<tr>
<td><strong>Maps/Diagrams:</strong></td>
<td>2. Laurie Stanford Reserve Public Toilet</td>
<td></td>
</tr>
</tbody>
</table>

1. Laurie Stanford Reserve Public Toilet Location
2. Laurie Stanford Reserve Public Toilet

**Purpose of Report**

To seek Council approval to retain the public toilet located on the north western corner of Laurie Stanford Reserve following completion of the Singleton Sports and Community Centre.

**Background**

At the Ordinary Council Meeting on 23 November 2010, Council resolved to:

**APPROVE** the installation of temporary, portable public toilet amenities on Lawrie (sic) Stanford Reserve at a total cost of up to $110,000.

The installation was completed in August 2011.

Following the installation, a Notice of Motion was presented by Cr Elliott regarding the future location of the public toilet. Subsequently the following recommendation was endorsed by Council on the 26 June 2012 to relocate the toilet to another reserve within Singleton:

*That Council **DIRECT** the Chief Executive Officer to take the following action:*

2. Relocate the temporary toilet from Laurie Stanford Reserve to Bight Reefs Road Reserve upon construction of the proposed new community facility on Laurie Stanford Reserve.

As outlined at the Council meeting, the Parks Development Team carried out public consultation to advise the community of the proposal, with the results included in the October 2012 Engineering and Parks Bulletin. The results indicated that there was a level of support for the installation of a toilet block at Bight Reefs Road Reserve, but that residents in the immediate vicinity of the reserve were strongly opposed.

On the basis of the June 2012 Council resolution, the toilet has been scheduled for removal following completion of the Singleton Sports and Community Centre in 2017.

On the 26 April 2016, Council considered the retention of the toilet and resolved the following:

*That Council **REFER** Item CD-011/16 – Laurie Stanford Reserve Public Toilet Amenities back to the Corporate and Community Development Committee for further consideration.*

On this basis, the report is returned to Council for further consideration.

**Details**

Laurie Stanford Reserve is a highly activated sporting reserve in Singleton. It is used by junior soccer and the Peel Umpires Association in winter, as well as junior and senior cricket in summer. To ensure multiple users can access the reserve and maintain turf quality, training and games are located across the entire reserve, which is over 300 metres in length.
The current provision of public toilets includes one facility located at the far northern end of the reserve, the opposite end to the current Singleton Community Centre which does not include public toilets.

Future provision of public toilets on the reserve will include one universal access toilet accessible from the outside of the facility as part of the new Singleton Sports and Community Centre. As it is intended for this facility to be leased to an appropriate group or association, the City will be responsible for locking, unlocking and cleaning of the facility. The new Singleton Sports and Community Centre will be located at the southern end of the reserve, some 300 meters away from the current public toilet facility.

The City’s Manager of Assets has advised that a public toilet strategy is to be developed during the 2016 / 2017 financial year. The possible future provision of a public toilet facility at Bight Reefs Road Reserve may be further considered following the development of the strategy.

**Implications to Consider**

a. **Consultation with the Community**

Throughout the design and more recently the construction of the Singleton Sports and Community Centre, Officers have met with user groups and have received verbal requests to retain the public toilet.

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

d. **Policy**

Not Applicable

e. **Financial**

$50,000 has been allocated to the relocation of the toilet facility from Laurie Stanford Reserve to Bight Reefs Road Reserve.

Approximately $8,000 is allocated to annual maintenance of the current facility.

f. **Legal and Statutory**

Not Applicable

g. **Risk**

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

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

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

Nil.
Comments

Throughout the implementation phase of the Laurie Stanford Reserve Master Plan, the stakeholders have voiced their concerns in relation to the impending removal of the public toilets. The main cause for concern being the distance to the new toilets included as part of the Singleton Sports and Community Centre from the northern fields. The stakeholder group also noted the improvement of the overall amenity of the reserve since the installation of the public toilet.

It is noted that in 2010, during the development of the original Laurie Stanford Reserve Master Plan, that the previous stakeholders indicated their support for a temporary public toilet solution prior to the delivery of a permanent option through the development of the Singleton Sports and Community Centre. However, it is also acknowledged that the Singleton community have now had access to the ablutions for over four years, and expectations regarding the function of the new sports and community centre as well as the function of the overall reserve have changed, resulting in an updated master plan and facility design.

Therefore, it is reasonable for Council to consider the retention of the public toilet at the northern end of the reserve and provide two public toilet options on this site. This would ensure that parents and volunteers are able to maintain a direct line of site of children and players who may require access to toilets.

It is noted that the wider community may have the expectation of ablutions being provided at Bight Reefs Reserve following the completion of Laurie Stanford Reserve. The future provision of toilet facilities on reserves such as Bights Reef Road will be considered as part of the public toilet strategy being prepared by the City’s Asset Services team in 2016/2017.

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVES the following:

1. Retention of the public toilet located on the north western corner of Laurie Stanford Reserve, in lieu of relocating the facility to Bights Reef Road Reserve.
2. That the future provision of a public toilet facility on Bights Reef Road Reserve be guided by the development of a public toilet strategy, to be prepared during the 2016 / 2017 financial year.

Committee Recommendation

Moved Cr Smith, seconded Cr McManus:

That Council APPROVES the following:

1. Retention of the public toilet located on the north western corner of Laurie Stanford Reserve, in lieu of relocating the facility to Bights Reef Road Reserve.
2. Undertake the development of a public toilet strategy, to be prepared during the 2016/2017 financial year and include the provision of a public toilet facility at Bights Reef Road Reserve in 2017/2018.

Committee Voting – 5/0

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

To include the addition of a public toilet facility at Bights Reef Road Reserve.

Implications of the Changes to the Officer’s Recommendation

Not Applicable
## Community Development

### Community Infrastructure Planning Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-025/16 Stan Twight Reserve Master Plan 2016</th>
</tr>
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<tbody>
<tr>
<td>File No:</td>
<td>CPR/764</td>
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<tr>
<td>Proponent/s:</td>
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<tr>
<td>Author:</td>
<td>Mr Matthew Emmott, Community Infrastructure Planning Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Gary Rogers, Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>19 July 2016</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>CD-015/16 (24 May 2016)</td>
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<td>Disclosure of Interest:</td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
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<td>Site:</td>
<td>Stan Twight Reserve. Reserve no. 38646, Rockingham</td>
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<tr>
<td>Lot Area:</td>
<td>87,000m² (Lots 753, 2769, 4052, 4119 and 4239)</td>
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<td>Attachments:</td>
<td>Stan Twight Reserve Master Plan 2016</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td>1. Aerial Image: Stan Twight Reserve with existing clubrooms highlighted</td>
</tr>
<tr>
<td></td>
<td>2. Location Plan: Stan Twight Reserve</td>
</tr>
</tbody>
</table>

1. Aerial Image: Stan Twight Reserve with existing clubrooms highlighted
2. Location Plan: Stan Twight Reserve

**Purpose of Report**

To seek Council adoption of the Stan Twight Reserve Master Plan (STRMP) 2016.

**Background**

The draft STRMP was presented to Council on 24 May 2016 at which Council resolved:

*That Council APPROVES the draft Stan Twight Reserve Master Plan 2016 for the purpose of community consultation.*

The community consultation period allowed staff to gain feedback from the community on the proposed implementation actions. The community consultation period took place from 25 May 2016 to 10 June 2016.

Stan Twight Reserve is a sub district level reserve located at Hennessy Way in Rockingham, approximately two kilometres from the Rockingham City Centre. The reserve is over 87,000m² in size, and represents significant active and passive public open space for the Rockingham community.

**Details**

**Community Engagement**

To determine the level of community satisfaction with the Draft STRMP, the community were invited to share their thoughts on the proposed design. Property owners and residents within a 200m radius (432 households) received notification via direct mail. The wider community were advised of the proposal through Facebook, a public notice in the Weekend Courier on 27 May 2016 and the Sound Telegraph on 1 June 2016, and on the City’s website through the share your thoughts page. Eight comments were received through the combined media of email, and Share Your Thoughts. Two Facebook posts advertising the draft STRMP and the draft Hourglass Reserve Master Plan received 9 “likes” in total, 9 shares and 10 comments.

Provided below is a list of the comments received during the public comment period received from the neighbouring property owners, and through the City’s website. The Officer responses articulate valid reasons, or master plan changes to address the comments. Some comments have been edited for grammar, appropriate language and length.
<table>
<thead>
<tr>
<th>Comment Received</th>
<th>Officer Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firstly I would like to mention positives. The proposed access for the disabled with wheelchairs, mothers with prams. Secondly the negatives of which there are many. The most significant the devaluation of our property by this proposed development. The proposed increase in members of the public attending, the proposal of a liquor licence. The invasion of noise from said proposed building works, from machinery, workmen and their radios blaring. The amount of dust and noise that will enter our property cover our vehicles from the proposed works of the new club house and car park space. Will there be measures to limit this? A larger car park opposite our property. Bin storage will be in our eye line at the back of the club facing our property? This will emit smell during the summer months surely due to the proposed increased usage of the facilities by the growing public? I object to flood lights being erected opposite my home even if timed to go off in the winter months? This area is mostly used by families why is there a need for a liquor licence? Both my husband and I object strongly to the proposal of a liquor licence and the inevitable impact it would bring to our lives.</td>
<td>Building works will be subject to normal building permit requirements containing dust, litter, noise, etc. Traffic movement to and through the site during the building works will only be temporary. Proposed works will not generate significantly more traffic. Works planned for the car parking extension will assist the reserve to better accommodate the community. Comments on liquor licensing are not relevant to the master plan. Liquor licensing is controlled through the Department of Racing, Gaming and Liquor. Floodlights already exist at Stan Twight Reserve, the floodlights will be upgraded to better accommodate the community and user groups of the reserve. The location of the bin storage will be confirmed through further planning and design on the clubrooms extension and will meet the City’s Waste and Health Services requirements.</td>
</tr>
<tr>
<td>I often think that for the amount of time and money spent on the upkeep of Stan Twight Reserve it is not utilized enough. The reason for this is probably because the facilities are not adequate. I have also wondered why there is not a foot path along Dargin Way on the reserve side. My husband and I think The Reserve Master Plan is a fantastic idea.</td>
<td>Comments noted.</td>
</tr>
<tr>
<td>I support the Stan Twight Reserve Master Plan and its associated planning, resource implications, capital investments and timing.</td>
<td>Comments noted.</td>
</tr>
<tr>
<td>I live adjacent to Stan Twight Reserve and have two comments / requests: 1. There are cables on the lighting towers that constantly rattle or bang against the upright poles when the wind blows making a racket, this banging is extremely annoying. This issue should be rectified on existing towers and should not be allowed to happen on any new towers installed. 2. The lights are extremely bright and shine well into my yard when illuminated. I think that the control mechanism to activate the lights needs to be automatically controlled so that they turn off after certain amount of time.</td>
<td>The floodlighting upgrade project will undergo further planning and design closer to the project timing and will meet all requirements of the Australian Standards.</td>
</tr>
<tr>
<td>Comment Received</td>
<td>Officer Response</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Being a property that borders Stan Twight oval and having lived here for the past ten years we are fully aware of the problems associated with the present arrangements in regard to the club rooms and parking unfortunately not for all the right reasons. Firstly the parking. I doubt that even the proposed extension of the car park will alleviate the frustration and danger involved. A regular occurrence in the area is parking on residential lawns, parking both sides of the street blocking access to driveways etc. Secondly the security and licensing issues of the club rooms which are problematic is in reverse to the above. That is, the after game celebrations, rowdiness (screaming, swearing) and occasional fighting needs to be addressed. But the after game drinks are far worse and although this is not related to the proposed plan it should be part of considerations for this project.</td>
<td>Comments on liquor licensing are not relevant to the master plan. Liquor licensing applications and compliance are the responsibility of the Department of Racing, Gaming and Liquor. Existing security measures will be upgraded around the reserve and clubroom as part of the master plan. Security for the new clubrooms will be a consideration in the design of the new clubrooms when they are developed in the future. The parking extension was highlighted as one of the most important items in need of attention at the reserve. At this point in time, the existing car park extension is the only recommended car park upgrade as part of the master plan. The City's Engineering team will be able to complete audits in the future to assess whether or not further parking is required to alleviate any issues.</td>
</tr>
<tr>
<td>Firstly, I think the upgrade to the Stan Twight facilities will be very warmly welcomed in the area. After reviewing the Master Plan I liked pretty much everything the Council has considered. However, as a suggestion, can the following topics possibly be considered before final scope is released: 1. I didn't see any provisions for CCTV covering the extended infrastructure. Is there already some on site? 2. The extra 38 car parks is great but will be filled very easily on a busy day. Can the council look at additional parking bays?</td>
<td>There isn't currently any CCTV on site at Stan Twight Reserve. The clubroom extension project will undergo further planning and design closer to the construction timing of the project of which CCTV will be a consideration. At this point in time, the existing car park extension is the only recommended car park upgrade as part of the master plan. The City's Engineering team will be able to complete audits in the future to assess whether or not further parking is required to alleviate any issues.</td>
</tr>
<tr>
<td>I personally do not have a problem with any improvements made to the Reserve and I am sure it will be welcomed by the clubs who use the facility. However, speaking for the rest of us who do not use the Reserve, I would like to see a facility similar to the Aqua jetty in Warnbro closer to the Rockingham City Centre. Having once been a member of the Aqua jetty and enjoyed the facilities, unfortunately the 20min drive there and 20min drive back detracted too much from the little free time I have and therefore found it necessary to cancel my membership.</td>
<td>Comments noted.</td>
</tr>
</tbody>
</table>
I don't have any problems about the improvements; all I would like to ask is that if you are removing the black boys (grass trees) would I be able to have one clump transferred to my front yard, also could you let me know if the palms on Swifts Ct will be staying there.

With the car park and maybe more people the small fence from the lamp pole back to the high fence, would that be able to be replaced with a high colour bond fence to help with a bit of privacy.

With the car park being bituminised and bays marked I don't think it will gain any extra parking to when they parked on the grass previously, people are parking on council verge all down Swifts Ct, Hennessy Way and Dargin Way when they have a big event, with that in mind I was just curious if there is any more parking being allowed for?

The car park extension works as part of the master plan will form their own project that will include a level of consultation with surrounding residences and the user groups of the facility.

At this point in time, the existing car park extension is the only recommended car park upgrade as part of the master plan. The City’s Engineering team will be able to complete audits in the future to assess whether or not further parking is required to alleviate any issues.

### Implications to Consider

#### Consultation with the Community

The Draft Stan Twight Reserve Master Plan 2016 was advertised for public comment in accordance with the requirements of the City of Rockingham Policy Framework, closing on 10 June 2016. The advertising period exceeded the 14 calendar day minimum (17 days) and was undertaken in the following manner:

- An invitation to comment was placed on the City’s website through the ‘Share Your Thoughts’ webpage on the 25 May 2016 for the duration of the advertising period;
- A notice was published in the Weekend Courier newspaper public notice section on 27 May 2016;
- A notice was published in the Sound Telegraph newspaper public notice section on 1 June 2016;
- Two posts were place on the City’s Facebook page on 27 May 2016 and 2 June 2016;
- A public notice explaining that the Draft STRMP was available for inspection at the Safety Bay Library, Mary Davies Library and Community Centre, Warnbro Community Library and the City of Rockingham Administration Office; and
- Property owners and residents within a 200m radius (totaling 432 households) of Stan Twight Reserve were invited by mail to comment on the proposal.

Combining all media, a total of 8 comments were received from residents.

- The two Facebook posts reached a total of 3,871 people, received 9 likes, 9 shares and 10 comments of which none of the comments were relevant to either master plan.

During the public comment period, Officers held meetings with the reserve user groups to determine their level of satisfaction with the Draft STRMP. These groups included:

- Shoalwater Bay Cricket Club (SBCC);
• Safety Bay Football Club (SBFC);
• Peel Junior Cricket Association;
• Peel Senior Cricket Association;
• Western Australian Cricket Association; and
• Western Australian Football Commission.

The SBFC provided comments on; the clubroom extension, the floodlighting project, the car park extension, and the location of the shade shelters. All of these projects will undergo further consultation throughout their planning and design. The SBFC will be a key stakeholder in the consultation for the above projects.

The SBCC followed up their request for a third synthetic wicket at the reserve. Their request has been included as an implementation within the STRMP as City Officers will need to review the layout of the ovals on the reserve before a decision can be made on the provision of a synthetic wicket to supplement the existing two turf wicket blocks.

Other than the above comments the feedback from the reserve user groups was that the supported the master plan and the recommended implementation actions.

b. Consultation with Government Agencies
Nil

c. Strategic Community Plan

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

Aspiration B: Strong Community

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

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

Aspiration C: Quality Leadership

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

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

Aspiration D: Sustainable Environment

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

The Stan Twight Reserve Clubroom Extension Concept has been developed in line with the Councils Sports Facility Provision policy. This policy provides the City with guidelines for the development of sporting infrastructure based on State and National Sporting Association preferred infrastructure guidelines.

e. Financial

Implementation of the works as proposed within the STRMP will be undertaken by a number of City teams including; Asset Services, Parks Services, and Engineering Services.

The works as shown below are currently included within the City’s Asset Management Plan to occur in the 2018/2019 financial year:

- Stan Twight Change rooms internal renovation - $60,000;
- Install Photovoltaic (PV) array - $5,000;
- Stan Twight Reserve – upgrade to the pole lighting (collapsible poles) - $220,000; and
- Stan Twight Reserve Replacement Playground Equipment - $40,000.

The City’s Business Plan includes an amount of $4,470,000 for a clubroom upgrade and car park extension. Commencement of planning and design is currently proposed to occur in the 2020/2021 financial year with construction proposed to commence in 2021/2022.

Other minor proposed works identified in the STRMP will need to be included within the relevant team plans.

f. Legal and Statutory

Infrastructure works (including the “Stan Twight Reserve Clubroom Redevelopment”) are included within the Development Contribution Plan No. 2.

Owners of relevant land may be required to make cost contributions towards the estimated costs of that Infrastructure. See clause 5.6 of the Town Planning Scheme No. 2.

The estimated costs are required to be the subject of a Development Plan Report which must be reviewed at least annually.

Lots 2769, 4052, 4119 and 4239 are Crown Land with the Management Order issued to the City of Rockingham for the purposes of recreation and public recreation. Power to lease or license is not included within the Management Order and therefore the City will be required to liaise with Department of Lands to enable the facility to be leased/licensed.

Lot 753 is owned by the City fee simple for community purposes, therefore there are no land tenure implications which may adversely impact the project.

g. Risk

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

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

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

Nil

Comments

The purpose of the STRMP is to ensure that this important active reserve is developed in such a manner as to ensure the reserve and associated infrastructure meets current and future user group requirements. It also ensures that the reserve is developed in a manner consistent with community expectations. As such, the STRMP plays an important role in ensuring the reserve remains well activated and is able to grow with community needs.

The community consultation period has enabled City Officers to confirm that the STRMP is compatible with the needs of the community. It is evident that the final STRMP reflects the needs and expectations of the user groups and the community.
### Voting Requirements
Simple Majority

### Officer Recommendation
That Council *ADOPTS* the Stan Twight Reserve Master Plan 2016.

### Committee Recommendation
**Moved Cr Smith, seconded Cr Downham:**
That Council *ADOPTS* the Stan Twight Reserve Master Plan 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
<table>
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<tr>
<th>Reference No &amp; Subject: CD-026/16</th>
<th>Hourglass Reserve Master Plan 2016</th>
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<tr>
<td>File No:</td>
<td>CPR/738</td>
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<tr>
<td>Proponent/s:</td>
<td>Mr Luke Tressler, Community Infrastructure Planning Officer</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Gary Rogers, Manager Community Infrastructure Planning</td>
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<td>Date of Committee Meeting: 19 July 2016</td>
<td></td>
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<tr>
<td>Previously before Council: CD-017/16 (24 May 2016)</td>
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<tr>
<td>Disclosure of Interest: Executive</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
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</table>

**Site:**
- Hourglass Reserve:
  - Lot 500, Murchison Road, Cooloongup
  - Lot 501, Murchison Road, Cooloongup
  - Lot 3085, Hinds Ct, Cooloongup.

**Lot Area:**
- 88,000m²

**Attachments:**
- Hourglass Reserve Master Plan 2016 (Final)

**Maps/Diagrams:**
1. Aerial Image: Hourglass Reserve
2. Location Plan: Hourglass Reserve

1. Aerial Image: Hourglass Reserve
Purpose of Report

To seek Council's adoption of the Hourglass Reserve Master Plan 2016.

Background

The draft Hourglass Reserve Master Plan (HRMP) was presented to Council on 24 May 2016, at which Council resolved:

That Council APPROVES the draft Hourglass Reserve 2016 Master Plan for the purpose of community consultation.

The community consultation period allowed staff to gain feedback from the community on the proposed recommendations. This feedback would then allow staff to assess whether the proposed recommendations reflected the needs of the community. The community consultation period took place from 25 May 2016 to 10 June 2016.

Details

A community consultation plan was developed to ensure that the key stakeholders and local community members were engaged through a variety of mediums. A number of different promotional and consultation materials were created to promote the HRMP and encourage local community members and user groups to view and comment on the HRMP.

To determine the level of community satisfaction with the draft HRMP, the community were invited to share their thoughts on the proposed recommendations. The community was also given the opportunity to suggest additional projects, which they deemed necessary for the HRMP to meet the needs of the community. This invitation was extended through:

- two public notices in local newspapers (Weekend Courier 27 May and Sound Telegraph 1 June 2016)
- emails and meetings with key stakeholders
- letters posted to property owners within 200m of Hourglass Reserve (totalling 400 properties)
- two posts on City of Rockingham Facebook page (27 May and 2 June 2016)
• posting on City website (Share Your Thoughts)
• copies of the HRMP delivered to the City’s Libraries and reception area of the City’s administration building

Feedback was also provided from the reserve user groups including:
• Rockingham Rams Baseball Club
• Rockingham Districts Little Athletics Club
• Rockingham/Mandurah Athletics Club and
• My World Childcare.

Officers utilised a data base where comments were stored, collated and analysed. Response procedures were also put into place to ensure that the people who provided comments during the consultation period received a response to any questions they had about the HRMP.

Four submissions were received from the community through the City’s Share Your Thoughts page and via email correspondence. The number of “People Reached” by the combined Facebook posts were 3,871, with a combined 28 “Likes, Comments and Shares”.

The feedback from the community and the user groups were generally supportive of the proposed recommendations and believed that they reflected the needs of the community. The comments received during the community consultation period have been summarised below:

<table>
<thead>
<tr>
<th>Comment Received</th>
<th>Officer Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air-conditioning to be installed in the club facility.</td>
<td>Included within the scope of works for club facility refurbishment.</td>
</tr>
<tr>
<td>Play equipment – should be larger, new bin.</td>
<td>Currently no budget to increase the size of the new play equipment. The City’s Waste Services team has been notified and will install a new bin.</td>
</tr>
<tr>
<td>Additional external storage needed once shipping containers are removed.</td>
<td>An audit of the available storage will be needed once containers have been removed. Enclosed batting cages or storage units may be considered if needed.</td>
</tr>
<tr>
<td>Additional parking needed – proposed site may not be the optimal location.</td>
<td>A car parking audit will be conducted prior to the decision on the location and quantity of any additional parking.</td>
</tr>
<tr>
<td>Lighting reserve for Baseball and Athletics (One diamond and 100m straight).</td>
<td>Required lux level for Baseball competition is 500 lux. The 100m straight of the Athletics track would require 100 lux. It is considered to be too costly to implement when considered against possible benefits and anticipated use by the community.</td>
</tr>
<tr>
<td>T-Ball requests to be relocated from Currie street reserve to Hourglass reserve.</td>
<td>Due to current and anticipated future usage levels on the reserve there is no space available for additional user groups at Hourglass Reserve.</td>
</tr>
<tr>
<td>We support the proposals made within the Master Plan.</td>
<td>Comment noted.</td>
</tr>
<tr>
<td>Improvements to the surface surrounding long jump pits.</td>
<td>Improvement works to be included within the scope of works for the athletics track.</td>
</tr>
</tbody>
</table>

As can be seen in the table above, the final draft HRMP only required updates regarding storage and car parking arrangements.
The vision for the Hourglass Reserve is for it to continue to provide a dedicated space for baseball and athletics activities. To achieve this, improvements to the existing infrastructure and the addition of new elements to the reserve have been recommended. These include:

1. conducting an audit of car parking provision
2. improving the athletics track and soft-fall surfaces
3. improve/maintain security measures
4. removal of shipping containers
5. improvements to the club facility
6. improve existing batting cages
7. additional enclosed batting cages.

These improvements are aimed at increasing the usability of the reserve and encouraging greater participation in active sport.

**Implications to Consider**

a. **Consultation with the Community**

The Draft Hourglass Reserve Master Plan 2016 was advertised for public comment in accordance with the requirements of the City of Rockingham Policy Framework. The standard advertising period of 14 days was extended to 17 days. The consultation period commenced on 25 May 2016 and closed on 10 June 2016.

Officers utilised a number of promotional methods to encourage the community and reserve user groups to view and provide comment on the HRMP to ensure that it reflected the needs of the community. These included:

- An invitation to comment was placed on the City’s website through the ‘Share Your Thoughts’ webpage on the 25 May 2016 for the duration of the advertising period;
- A notice was published in the Weekend Courier newspaper public notice section on the 27 May 2016;
- A notice was published in the Sound Telegraph newspaper public notice section on the 1 June 2016;
- Two posts were place on the City’s Facebook page on 27 May 2016 and 2 June 2016;
- A public notice explaining that the Draft HRMP was available for inspection at the Safety Bay Library, Mary Davies Library and Community Centre, Wambro Community Library and the City of Rockingham Administration Office;
- Property owners and residents within a 200m radius (totalling 399 households) of Hourglass Reserve were invited by mail to comment on the proposal; and
- Meetings were also held with the reserve user groups.

Four comments were received, from the community, through these methods, as well as 3,871 people viewing the Facebook posts online which yielded 28 ‘likes, shares and comments.

Constructive feedback has been provided on the initial draft HRMP resulting in the final draft HRMP.

b. **Consultation with Government Agencies**

Nil

c. **Strategic Community Plan**

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

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

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

Aspiration C: Quality Leadership

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

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

Aspiration D: Sustainable Environment

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

d. Policy

The final Hourglass Reserve Master Plan 2016 is consistent with Council’s Sports Facility Provision Policy. This policy provides guidelines for the development and improvement of sporting infrastructure.

e. Financial

Implementation of the works as proposed within the HRMP will be undertaken by a number of City teams including; Asset Services, and Parks Services.

The works as shown below are currently included within the City’s Asset Management Plan:

- Replace CCA treated pine shelters (six) (2016/2017)- $55,000;
- Car park lighting upgrade (both car parks) (2017/2018)- $70,000;
- Refurbish internal and external items including painting and new ceiling to offices/lobby (2016/2017) - $60,000; and
- Repaint colour bond roof (2019/2020) - $27,000.

Other minor proposed works identified in the HPMP will need to be included within the relevant team plans.

f. Legal and Statutory

Nil

g. Risk

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

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

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

Nil
**Comments**

The purpose of the HRMP is to ensure that this reserve is developed in such a manner as to ensure the reserve and associated infrastructure meets the current and future needs of the community. The HRMP also plays an important role in ensuring the reserve remains well activated and is able to grow with community needs.

The community consultation period has enabled City Officers to confirm that the HRMP is compatible with the needs of the community. Consultation with the community provided some additional/modified projects such as an audit into the current and future car parking needs for the reserve and enclosed batting cages for storing of equipment. On the whole, based on the comments received from the community, it is evident that the final HRMP reflects the needs of the user groups and the community.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council *ADOPTS* the Hourglass Reserve Master Plan 2016.

**Committee Recommendation**

Moved Cr Smith, seconded Cr Downham:

That Council *ADOPTS* the Hourglass Reserve Master Plan 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
<table>
<thead>
<tr>
<th></th>
<th>Reports of Councillors</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>14.</td>
<td>Addendum Agenda</td>
</tr>
<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>15.</td>
<td>Motions of which Previous Notice has been given</td>
</tr>
<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>16.</td>
<td>Notices of motion for Consideration at the Following Meeting</td>
</tr>
<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>17.</td>
<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
</tr>
<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>18.</td>
<td>Matters Behind Closed Doors</td>
</tr>
<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>19.</td>
<td>Date and Time of Next Meeting</td>
</tr>
<tr>
<td></td>
<td>The next Corporate and Community Development Committee Meeting will be held on <strong>Tuesday 16 August 2016</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
</tr>
<tr>
<td>20.</td>
<td>Closure</td>
</tr>
<tr>
<td></td>
<td>There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at <strong>5:10pm</strong>.</td>
</tr>
</tbody>
</table>