MINUTES

Corporate and Community Development Committee Meeting

Held on Tuesday 18 August 2015 at 4:00pm
City of Rockingham Boardroom
City of Rockingham  
Corporate and Community Development Committee Meeting Minutes  
4:00pm Tuesday 18 August 2015

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<td>Date and Time of Next Meeting</td>
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<td>Closure</td>
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1. **Declaration of Opening**

The Chairperson declared the Corporate and Community Development Committee Meeting open at **4:01pm**, welcomed all present, and delivered the Acknowledgement of Country.

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

2.1 **Councillors**

<table>
<thead>
<tr>
<th>Councillor</th>
<th>Status</th>
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<tbody>
<tr>
<td>Cr Leigh Liley</td>
<td>Chairperson</td>
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<tr>
<td>Cr Matthew Whitfield</td>
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<tr>
<td>Cr Justin Smith</td>
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<tr>
<td>Cr Barry Sammels (Mayor)</td>
<td>Until 4:52pm</td>
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<tr>
<td>Cr Joy Stewart</td>
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<tr>
<td>Cr Chris Elliott</td>
<td>Observer until 4:52pm and deputising for Cr Sammels from 4:52pm</td>
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2.2 **Executive**

<table>
<thead>
<tr>
<th>Executive</th>
<th>Position</th>
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<tbody>
<tr>
<td>Mr Andrew Hammond</td>
<td>Chief Executive Officer</td>
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<tr>
<td>Mr John Pearson</td>
<td>Director Corporate Services</td>
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<tr>
<td>Mr John Woodhouse</td>
<td>Director Legal Services and General Counsel</td>
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<tr>
<td>Mr Michael Holland</td>
<td>Director Community Development</td>
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<tr>
<td>Mr Ben Searcy</td>
<td>Manager Human Resource Development</td>
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<tr>
<td>Ms Karin Strachan</td>
<td>Manager Strategy and Corporate Communications</td>
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<tr>
<td>Ms Vanisha Govender</td>
<td>Manager Financial Services</td>
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<tr>
<td>Mr Michael Yakas</td>
<td>Manager Customer and Corporate Support</td>
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<tr>
<td>Mr Ashley Pittard</td>
<td>Manager Community Infrastructure Planning</td>
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<tr>
<td>Mr Nick Brown</td>
<td>Manager Community and Leisure Facilities</td>
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<tr>
<td>Ms Jane Elton</td>
<td>Manager Community Capacity Building</td>
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<tr>
<td>Ms Alison Oliver</td>
<td>Manager Library and Information Services</td>
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<tr>
<td>Mr Peter Melling</td>
<td>Manager Investment Attraction</td>
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<td>Mr Peter Varris</td>
<td>Manager Governance and Councillor Support</td>
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<tr>
<td>Ms Julia Dick</td>
<td>Coordinator Special Projects</td>
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<tr>
<td>Mrs Jelette Edwards</td>
<td>Governance Coordinator</td>
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<tr>
<td>Ms Mary-Jane Rigby</td>
<td>Coordinator Community Safety</td>
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<tr>
<td>Mr Matthew Plummer</td>
<td>Coordinator Community Facilities</td>
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<tr>
<td>Ms Tenille Voges</td>
<td>Coordinator Sport and Recreation</td>
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<tr>
<td>Mr Matthew Emmott</td>
<td>Community Infrastructure Planning Officer</td>
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<tr>
<td>Ms Rebecca Stuart</td>
<td>Community Development Officer</td>
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<tr>
<td>Ms Sue Langley</td>
<td>Governance Officer</td>
</tr>
<tr>
<td>Mrs Diane Zanre</td>
<td>PA to Director Community Development</td>
</tr>
</tbody>
</table>
2.3 Members of the Gallery: 1
2.4 Apologies: Nil
2.5 Approved Leave of Absence: Nil

3. Responses to Previous Public Questions Taken on Notice
Nil

4. Public Question Time
4:02pm The Chairperson invited members of the Public Gallery to ask questions. There were none.

5. Confirmation of Minutes of the Previous Meeting
Moved Cr Whitfield, seconded Cr Sammels:
That Committee CONFIRM the Minutes of the Corporate and Community Development Committee Meeting held on 21 July 2015, as a true and accurate record.

Committee Voting – 5/0

6. Matters Arising from the Previous Minutes
Nil

7. Announcement by the Presiding Person without Discussion
4:03pm 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

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<tr>
<td></td>
<td>Councillor:</td>
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<td></td>
<td>Type of Interest:</td>
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<td></td>
<td>Nature of Interest:</td>
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<td>Extent of Interest (if applicable):</td>
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<td>Councillor:</td>
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<td>Type of Interest:</td>
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<td>Nature of Interest:</td>
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<td>Extent of Interest (if applicable):</td>
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</table>
8.3 Item CD-031/15  Recommendation from the Community Grants Program Advisory Committee Meeting held on Thursday 2 July 2015

Officer: Ms Rebecca Stuart, Community Development Officer
Type of Interest: Impartiality
Nature of Interest: Ms Stuart’s daughters are students of Settlers Primary School.
Extent of Interest (if applicable): Not Applicable

4:03pm The Chairperson noted the interests declared in Items 8.1, 8.2 and 8.3 and asked if there were any further interests to declare.

8.4 Item CD-031/15  Recommendation from the Community Grants Program Advisory Committee Meeting held on Thursday 2 July 2015

Councillor: Cr Barry Sammels
Type of Interest: Impartiality
Nature of Interest: Mr Sammels is a patron of the Safety Bay Tennis Club, Safety Bay Yacht Club, Safety Bay Petanque Club and the Rockingham Golf Club.
Extent of Interest (if applicable): Not Applicable


Councillor: Cr Barry Sammels
Type of Interest: Financial
Nature of Interest: Mr Sammels lives in close proximity of the Enclosed Off-Leash Dog Exercise Area
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 – August 2015
Corporate Services
1. Corporate Services Team Overview
2. Human Resource Update
3. **Project Status Reports**

   3.1 Online Records Management Training
   3.2 Automation of Records Management Processes
   3.3 City of Rockingham Mobile App
   3.4 Upgrade of Records Manager (TRIM)
   3.5 Intranet Redevelopment
   3.6 Upgrade of Intramaps
   3.7 Integrated Team Plan & Risk Management Module
   3.8 Mobile Computing – Infringements
   3.9 Development and Implementation of CoR Mobile App
   3.10 Library Management System
   3.11 Bushfire Mitigation System Upgrade
   3.12 CCTV - Waterfront Upgrade
   3.13 CCTV – Mobile Unit
   3.14 CCTV – Security Vehicle Camera
   3.15 Expansion of Private Fibre – Council Avenue
   3.16 Warnbro Library Radio Frequency Identification (RFID) Installation
   3.17 WiFi installation to City’s Main Buildings
   3.18 Multi-function Centre Replacements
   3.19 Development of Next Generation Standard Operating Environment (SOE)
   3.20 Replacement of Reception Room Audio Visual Equipment
   3.21 Security Infrastructure Equipment
   3.22 Integrate Security Access Control Systems
   3.23 Implement DC1/DC2 configuration as per Business Continuity Plan requirements

4. **Information Items**

   4.1 Change of Basis of Rates July 2015
   4.2 Amendment to Rate Record – Non-rateable Land s6.26(2)(a) of Local Government Act
   4.3 List of Payments July 2015
   4.4 Rockingham Aquatic Centre
   4.5 Rockingham Child Care Service
   4.6 Autumn Centre
   4.7 Warnbro Community Recreation Centre
   4.8 Mike Barnett Sports Complex
   4.9 Aqua Jetty
   4.10 Gary Holland Community Centre
   4.11 Lease Management
   4.12 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 Delegations Review
   4.2 Global Friendship
   4.3 Freedom of Information (FOI) Requests
   4.4 Australian Coastal Councils Association Inc. Newsletter
   4.5 Citizenships
### Human Resources
1. Human Resources Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Employee Wellness Programme
   - 3.2 Corporate Training Programme
   - 3.3 Leadership and Management Programme
   - 3.4 RESPECT Programme
   - 3.5 Occupational Safety and Health Programme
4. Information Items
   - 4.1 Recruitment and Onboarding
   - 4.2 Occupational Safety and Health Statistics

### Strategy and Corporate Coordination
1. Strategy Coordination Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Update of Climate Change Response Strategy and implementation of Key
     Actions
   - 3.2 Risk Management Training and Printing
   - 3.3 Community Engagement Framework
   - 3.4 Lean six sigma project
   - 3.5 Corporate e-Newsletter
   - 3.6 Graphic design for Intranet
   - 3.7 Protection of Intellectual Property
   - 3.8 Journal Software subscription
4. Information Items
   - 4.1 Annual Customer Satisfaction Survey
   - 4.2 Coordinating the development of a 10 year minor infrastructure plan
   - 4.3 6th Generation Team Plans
   - 4.4 Coordinating the implementation of a Development Contribution Scheme
   - 4.5 City Scoreboard
   - 4.6 Roll-out of Risk Analysis Framework
   - 4.7 Digital media strategy
   - 4.8 Social Media
   - 4.9 Media Tracking
   - 4.10 Other initiatives that the Strategy and Corporate Communications team is
     involved with

### Investment Attraction
1. Investment Attraction Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Marketing City of Rockingham
   - 3.2 Online Forecasting Tool
   - 3.3 Small Business Leadership Forums and Investment Attraction Seminars
   - 3.4 City Centre Marketing Plan
   - 3.5 Business Tourism Hotel Feasibility
   - 3.6 Dixon Road Marketing Plan
4. Information Items
   - 4.1 Various Meetings
   - 4.2 2015 TABTouch Australian Darts Championship
4.3 Expression of Interest (EOI) to host the 2016 Australian Coastal Councils Conference in Rockingham

**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
   - Legal Advice – Local Government Operational Matters
   - Documentation
   - Oversight of Systems and Documentation
4.3 Executive Policy – Administration Procedure
4.4 Law Society – In-House and Government Lawyers Committee
4.5 Association of Corporate Counsel – Influencing Skills Programme

**Committee Recommendation**

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

Committee Voting – 5/0

**Community Development Information Bulletin – August 2015**

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

**Library Services**
1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   - June 2015 Library Statistics
   - 2014/2015 Annual Library Statistics
   - Mary Davies Library and Community Centre
   - Safety Bay Library
   - Warnbro Community Library
   - Rockingham Campus Community Library Transition Update

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

4. Information Items

**Community Capacity Building**

1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 New Year’s Eve Celebration 2015
   3.2 Australia Day Celebrations 2016
   3.3 Community Grants Program (CGP)
   3.4 Youth Encouragement Award (YEA)
   3.5 Disability Access and Inclusion Plan (DAIP) Implementation
   3.6 Christmas Decoration Program
   3.7 Reconciliation Action Plan (RAP)
4. Information Items
   4.1 Seniors
   4.2 Learning City Strategy
   4.3 Place Activation/Sponsor Recognition
   4.4 Youth Development
   4.5 Sport, Recreation and Health and Wellbeing
   4.6 Cultural Development and the Arts
   4.7 Outdoor Event Applications
   4.8 Sustainability

**Community Capacity Building**

1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Special Projects
Committee Recommendation

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

Committee Voting – 5/0
12. Agenda Items

Corporate Services

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<th>Endorsement of the Council Policy - Procurement Framework</th>
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<td>File No:</td>
<td>CPM/35</td>
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<tr>
<td>Risk Register No:</td>
<td></td>
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<tr>
<td>Proponent/s:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr John Pearson, Director Corporate Services</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>18 August 2015</td>
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<tr>
<td>Previously before Council:</td>
<td></td>
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<tr>
<td>Disclosure of Interest:</td>
<td></td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
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Purpose of Report

To endorse, for the purposes of public advertising, the Council Policy - Procurement Framework.

Background

Approximately 2 years ago the City commenced a process of improving the procurement practices in the City. This included review of current processes, investigations into ways of improving best value, systems improvements to reduce misconduct risk and best organisational fit for the procurement team.

In May 2015 procurement functions in the City were organisationally relocated to Corporate Services from Engineering and Parks Services.

Given the growth in procurement transactions and cumulative cash value it is essential that an excellent policy framework exists for procurement functions.
Details

The Council Policy - Procurement Framework addresses the following matters:


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

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

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

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

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

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

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

Implications to Consider

a. Consultation with the Community

Should Council endorse the officer recommendation, the Council Policy - Procurement Framework will be advertised in accordance with the Policy Framework for a period of no less than 14 calendar days and be placed on the City’s website, as a public notice in the local newspaper and on social media.

Following public advertising a report will be prepared in consideration of all comments received for Council to adopt the Council Policy - Procurement Framework.

b. Consultation with Government Agencies

Nil

c. Strategic Community Plan

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

Aspiration C: Quality Leadership

Strategic Objective: Governance - Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.
d. Policy
The Council Policy - Procurement Framework is considered to be a General Council Policy pursuant to the Policy Framework. It is not statutory or legislative in nature. It will be advertised seeking public comment for a minimum of 14 days as required by the Policy Framework. The Policy Framework also requires endorsement of Council to prepare a policy. This has not occurred. Given the longstanding requirement to improve the procurement functions in the City and the external scrutiny that procurement is now receiving, it was believed that this endorsement was not required.

e. Financial
The costs associated with advertising the Council Policy - Procurement Framework are expected to be less than $1,000.

f. Legal and Statutory
Nil

g. Risk
Risk Implications of Implementing Officer Recommendation
Nil

Risk Implications of Not Implementing Officer Recommendation
Nil

Comments
In February 2015 the Corruption and Crime Commission of Western Australia released a Report on Misconduct Risk in Local Government Procurement. The report determined that systemic weaknesses exist in the local government sector leaving local governments vulnerable to procurement fraud and corruption.

Prior to this report’s release, work had already commenced in the City to improve procurement practices. This work included the proposed introduction and adoption of a Council Policy - Procurement Framework providing clarity on different procurement functions; purchasing, tenders, contract management and requiring associated executive policies and procedures be prepared and followed.

Work has commenced on writing of new procedures for procurement and rewriting of the Council Policy: Purchases up to $100,000. This policy is a statutory requirement and will be presented to Council in the near future.

The Council Policy - Procurement Framework is considered a cornerstone policy document that assists in ensuring procurement functions are conducted in a transparent manner with a focus of best value and risk reduction.

Voting Requirements
Simple Majority

Officer Recommendation
That Council **ENDORSE**, for the purposes of public advertising, the Council Policy - Procurement Framework.

Committee Recommendation
Moved Cr Whitfield, seconded Cr J Smith:
That Council **ENDORSE**, for the purposes of public advertising, the Council Policy - Procurement Framework:
Council Policy - Procurement Framework

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

Council Policy Scope
All City employees.

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

2. Ethics, Misconduct, Conflict and Disclosure of Interest - procurement functions must be undertaken in adherence with the principles and rules as detailed in the City of Rockingham Code of Conduct.
3. Best Value – when procuring on behalf of the City, employees shall balance factors such as price, quality, timeliness of services, experience and other relevant selection criteria to ensure the best value for the City.
4. Process Uniformity and Consistency – suppliers, contractors and persons dealing with the City will be treated consistently, equally and fairly.
5. Risk Management – processes and practices are to minimise risk to the City but will be balanced against the cost of achieving this. It is recognised that it will never be possible to completely eliminate risk but the Chief Executive Officer must ensure appropriate procedures are in place to reduce risk.
6. Strategic Alignment – when undertaking the procurement functions on behalf of the City, regard shall be had for initiatives listed in its forward planning documents.
7. Contract Management – The contractual obligations and responsibilities of suppliers to the City must be managed, measured and monitored to ensure that the City receives best value and its full contractual entitlements. The Chief Executive Officer must ensure that organisational systems are in place that provide for an enterprise wide contract management effort.
8. Organisational Awareness and Training – the Chief Executive Officer shall ensure employees undertaking procurement activities on behalf of the City receive appropriate training in procurement and contract management.
The following policy and procedural framework will guide the City’s procurement effort:

**Definitions**

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

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

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

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

**Legislation**

Section 3.57 of the Local Government Act 1995 requires a local government to invite tenders before entering into a contract for the supply of goods or services under which another person is to supply goods of services.
Regulation 11A of the Local Government (Functions and General) Regulations 1996 provides the requirement for local governments to adopt and implement a purchasing policy for other persons to supply goods and services where consideration is or is expected to be $100,000 or less.

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

**Other Relevant Policies/ Key Documents**

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

Council Policy – Purchases up to $100,000

Executive Policy – Tenders

Executive Policy – Contract Management

Procurement Procedure Manual

**Responsible Division**

Corporate Services

**Committee Voting – 5/0**

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

Not Applicable

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

Not Applicable
Purpose of Report

To report to Council debts that are unable to be collected, and request they be written off.

Background

A review of long outstanding sundry debtors has been undertaken. Detailed below are the results of this examination.

Details

The following are sundry debtors that are being requested to be written off:

<table>
<thead>
<tr>
<th>Debtor Number</th>
<th>Debtor Category</th>
<th>Amount</th>
<th>Detail of Debt</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>2845</td>
<td>Building Debtor</td>
<td>$5,598</td>
<td>Debt relates to swimming prosecution</td>
<td>Debt has been handed to Fines Enforcement Registry (FER). Debtor has paid $2,714 off the original debt and has completed community service for the outstanding amount owing ($5,598)</td>
</tr>
</tbody>
</table>
CONFIRMED AT A CORPORATE AND COMMUNITY
DEVELOPMENT MEETING HELD ON TUESDAY, 15
SEPTEMBER 2015
PRESIDING MEMBER

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<tr>
<td>2938</td>
<td>Rangers</td>
<td>$5,881</td>
<td>Dog attack prosecution</td>
<td>Debt has been handed to FER. The defaulter has served a prison sentence.</td>
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<tr>
<td>4160</td>
<td>Rangers</td>
<td>$4,581</td>
<td>Dog attack prosecution</td>
<td>Debt has been handed to FER. The defaulter has served a prison sentence.</td>
</tr>
<tr>
<td>2446</td>
<td>Rangers</td>
<td>$2,348</td>
<td>Dog attack prosecution</td>
<td>Debt has been handed to FER. The defaulter has served a prison sentence.</td>
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</tbody>
</table>

**Implications to Consider**

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

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

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

d. **Policy**
   Nil

e. **Financial**
   A provision for doubtful debts had been provided for in previous financial years in recognition that some debts will not be recoverable. These debtors are included in this provision. Therefore should Council resolve to write off these funds, it will have no impact this financial year.

f. **Legal and Statutory**
   Section 6.12(c) of The Local Government Act 1995 enables a Local Government to write off an amount of money owing to the local government. The current delegation of Authority allows the Director of Corporate Services to write off debts not exceeding $2,000.

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

The decision to recommend the write off of these debts was made after every possible method of recovery failed to generate payments. After pursuing these debts, the City has been notified that instead of making payment, the debtor has served a prison sentence or has undertaken community service.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **WRITE OFF** the following debts amounting to $18,408 comprising:

- Debtor 2845 $5,598
- Debtor 2938 $5,881
- Debtor 4160 $4,581
- Debtor 2446 $2,348

Committee Recommendation

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

That Council **WRITE OFF** the following debts amounting to $18,408 comprising:

- Debtor 2845 $5,598
- Debtor 2938 $5,881
- Debtor 4160 $4,581
- Debtor 2446 $2,348

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
### Purpose of Report


### Background

Nil

### Details

The Monthly Financial Management Report includes the following:

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

### Implications to Consider

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

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

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

d. Policy  
Nil

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

f. Legal and Statutory  

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

<table>
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<tr>
<td>Any variances identified have been reviewed within the current budget review.</td>
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<tr>
<th>Voting Requirements</th>
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<tbody>
<tr>
<td>Simple Majority</td>
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<tr>
<th>Officer Recommendation</th>
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</table>

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<th>Committee Recommendation</th>
</tr>
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</table>
| Moved Cr Stewart, seconded Cr J Smith:  
Committee Voting – 5/0 |
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<th>The Committee's Reason for Varying the Officer's Recommendation</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implications of the Changes to the Officer’s Recommendation</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
### Community Development

#### Community Capacity Building

<table>
<thead>
<tr>
<th><strong>Reference No &amp; Subject:</strong></th>
<th>CD-031/15</th>
<th>Recommendation from the Community Grants Program Advisory Committee Meeting held on Thursday 2 July 2015</th>
</tr>
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<tbody>
<tr>
<td><strong>File No:</strong></td>
<td>GRS/48</td>
<td></td>
</tr>
<tr>
<td><strong>Risk Register No:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Author:</strong></td>
<td>Ms Rebecca Stuart, Community Development Officer</td>
<td></td>
</tr>
<tr>
<td><strong>Other Contributors:</strong></td>
<td>Ms Diane Zanre, PA to Director Community Development</td>
<td></td>
</tr>
<tr>
<td><strong>Date of Committee Meeting:</strong></td>
<td>18 August 2015</td>
<td></td>
</tr>
<tr>
<td><strong>Disclosure of Interest:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
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Cr Leigh Liley declared an Impartiality Interest in Item CD-031/15 Recommendations from the Community Grants Program Advisory Committee Meeting held on 2 July 2015 (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 she is a member of Rockingham Golf Club.

Cr Justin Smith declared an Impartiality Interest in Item CD-031/15 Recommendations from the Community Grants Program Advisory Committee Meeting held on 2 July 2015 (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 member and past committee member of Secret Harbour Dockers Football Club.

Ms Rebecca Stuart, Community Development Officer, declared an Impartiality Interest in Item CD-031/15 Recommendations from the Community Grants Program Advisory Committee Meeting held on 2 July 2015 (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 her daughters are students of Settlers Primary School.

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

**Attachments:** Minutes of the Community Grants Program Advisory Committee Meeting held on 2 July 2015

**Maps/Diagrams:**

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1 Typographical error corrected.
Purpose of Report

The Council approve the Community Grants Program Advisory Committee recommendations as tabled.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1:
Approvals and non-approvals of the CGP, minor project, event and infrastructure planning and development grants Round One.

That Council APPROVE the allocation for Round One of the 2015/2016 Community Grants Program as follows:

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<td>3,059</td>
<td>Hillman Primary School need to confirm that the drums include protective covers and are fully insured with identification tags/markers.</td>
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CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 15 SEPTEMBER 2015

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<td>6,000</td>
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<td>4,500</td>
<td></td>
<td>3,455</td>
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<tr>
<td><strong>TOTAL (16)</strong></td>
<td><strong>$103,752.15</strong></td>
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<td></td>
</tr>
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<td>Secret Harbour Dockers F.C.</td>
<td>6,926</td>
<td></td>
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</tr>
<tr>
<td>Baldivis Equestrian and Pony Club</td>
<td>7,032.50</td>
<td></td>
<td>6,342.50</td>
</tr>
<tr>
<td>South Coastal Women’s Health</td>
<td>30,000</td>
<td>Receipt of detailed itemised estimates.</td>
<td>22,500</td>
</tr>
<tr>
<td>Rockingham Golf Club</td>
<td>21,092</td>
<td>To fund the three pathways identified as</td>
<td>18,360</td>
</tr>
<tr>
<td><strong>TOTAL (6)</strong></td>
<td><strong>$74,322.86</strong></td>
<td><strong>$63,400.86</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Background**

Round One of the Community Grants Program (CGP) closed on Friday 5 June 2015. A total of 21 applications were received for minor project, events and Infrastructure Planning and Development Grants (IPDG).

A total of 15 minor project and events grant applications were approved in varying amounts and conditions, totalling $77,534.92.

Six IPDG applications were approved in the amount of $63,400.86.

**Implications to Consider**

a. **Strategic**

   **Community Plan**

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

   **Aspiration B:** Strong Community

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

The CGP operates in line with the CGP Policy and Guidelines and the Council’s Governance and Meeting Framework Policy.

c. **Financial**

If Council approved the CGP minor project and event grant round one applications, an amount of $77,534.92 will be utilised from the CGP budget which currently has a balance of $520,000 leaving a further balance of $442,465.08.

If Council approved the IPDG round one applications, an amount of $63,400.86 will be utilised from the IPDG budget which currently as a balance of $104,000, leaving a further balance of $40,599.14.

d. **Legal and Statutory**

Nil

e. **Voting Requirements**

Simple Majority

f. **Risk**

Risk Implications of Implementing Officer Recommendation

Nil

Risk Implications of Not Implementing Officer Recommendation

Nil

---

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

Not Applicable

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

Not Applicable

**Officer Recommendation 2:**

**Approval of grant application for Rockingham Amateur Swimming Club and Life Saving Club Inc.**

That Council **APPROVE** funding in the amount of $11,665.50 for costs associated with the purchase of a Dolphin Electronic Timing System for the Rockingham Amateur Swimming Club and Life Saving Club Inc.

**Background**

Round one of the CGP closed on Friday 5 June 2015. A grant application from Rockingham Amateur Swimming Club and Life Saving Club Inc. was dated in the City’s records system TRIM as being received on Monday 8 June 2015, making the application ineligible. The Club was advised by letter that their application could not be processed as it was received after the closing date. The Club contacted the City on Friday 10 July 2015 to advise that the application was hand delivered on Friday 5 June 2015 and supplied a photocopy of the stamped envelope as proof of delivery, therefore making their application eligible.

The CGP Advisory Committee had already met on 2 July 2015 to review Round one grant applications. Therefore the Rockingham Amateur Swimming Club and Life Saving Club Inc.’s application was assessed separately by the Community Development Officer responsible for grants to ensure the application adhered to criteria and on Monday 13 July 2015 the application, background information and officer’s recommendation were emailed to CGP Advisory Committee members. Three CGP Advisory Committee members responded via email in support of the officer’s recommendation to support the grant application in full in the amount of $11,665.50.
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 contained in the Community Plan 2015-2025:

**Aspiration B:** Strong Community

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

b. Policy

The CGP operates in line with the CGP Policy and Guidelines and the Council’s Governance and Meeting Framework Policy.

c. Financial

If Council approved the application from Rockingham Amateur Swimming Club and Life Saving Club Inc, an amount of $11,655.50 will be utilised from the CGP budget leaving a further balance of $430,809.58.

d. Legal and Statutory

Nil

e. Voting Requirements

Simple Majority

f. Risk

Risk Implications of Implementing Officer Recommendation

Nil

Risk Implications of Not Implementing Officer Recommendation

Nil

Officer Recommendation if Different to Advisory Committee Recommendation

Not Applicable

The Officer’s Reason for Varying the Advisory Committee Recommendation

Not Applicable

Committee Recommendation

Moved Cr J Smith, seconded Cr Stewart:

That Council:

1. **APPROVE** the allocation for Round One of the 2015/2016 Community Grants Program as follows:

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CONFIRMED AT A CORPORATE AND COMMUNITY
DEVELOPMENT MEETING HELD ON TUESDAY, 15
SEPTEMBER 2015
PRESIDING MEMBER
Community Development

Reference No & Subject: CD-032/15 Community Grants Program (CGP) Policy (Absolute Majority)

File No: GRS/48

Risk Register No: 

Proponent/s: Mr Michael Holland, Director Community Development

Author: Ms Diane Zanre, PA to Director Community Development

Other Contributors: 

Date of Committee Meeting: 21 July 2015

Previously before Council: Community Grants Policy: July 2009 (CD48/7/09), May 2010 (CD33/5/10), June 2010 (CD55/7/10), July 2011 (CCB-019/11), May 2015 (CD-020/15)

Youth Encouragement Award Policy: November 2003 (CD121/11/03), March 2012 (CCB-015/12)

Travel Subsidy Donation Policy: June 1992, June 1999 (5CD/99-6.4.1), March 2009 (CD18/4/09)

Disclosure of Interest: Executive

Nature of Council’s Role in this Matter: Executive

Site:
Lot Area:
Attachments:
Maps/Diagrams:

Purpose of Report

To seek Council adoption of the Community Grants Program Policy, rescind policies that have become redundant and approve delegation of authority to the Chief Executive Officer to implement the minor grants element of the program.

Background

Council approved the Community Grants Program Policy (CGP) in June 2010. The purpose of this Policy was to create a whole of City approach to grants. The CGP was designed to empower the community, build their capacity to become sustainable and to develop community ownership aligned to key identified areas.
In June 2011 Council approved changes to the CGP Policy to revise the Major Grants category, into the Community Infrastructure Planning and Development Grants. Council also endorsed revisions to the Travel Subsidy Donation Policy (TSD), which had first been endorsed by Council in June 1992. Sundry donations, Minor Grants and Event Grants remained unchanged.

In March 2012 Council endorsed a Youth Encouragement Award (YEA) Policy, aimed at building the individual capacity of young people, by supporting their participation in community programs.

The new CGP Policy proposes significant amendments and incorporates all existing and new grant policies and new grant categories into the one Policy document.

### Details

The new CGP Policy is more concise and includes new grant funding programs around major event sponsorship and leased facilities which coincide with the adoption of the new Leasing Policy.

Other key changes include the development of assessment criteria by the CGP Committee.

A minor amendment has been made by officers to Infrastructure Planning and Development Grant (IPDG) section to clarify that IPDGs are available to assist incorporated associations in the planning and development of the establishment, enhancement or extension of community facilities on City owned land. Up to a 50% contribution of total project cost.

### Implications to Consider

a. **Consultation with the Community**

   The CGP Policy was advertised for public comment in accordance with the requirements of City of Rockingham Policy Framework for a period of 14 days, closing 19 June 2015.

   At the end of advertising period, no comments were received on the proposed Draft CGP Policy.

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 A:** 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.

   **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.

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

   Capacity building and Wellbeing - A healthy community that volunteers, embraces lifelong learning and cultural awareness, and is involved with a diverse range of vibrant and sustainable community, sporting, cultural and artistic organisations and pursuits.
Safety and Support - A community that feels safe and secure in home, work and leisure environments, and has access to a range of effective support services and partnerships when encountering challenging or difficult times.

**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.

**Aspiration D:** A Sustainable Environment

**Strategic Objective:** Coastal and Bushland Reserves - Coastal and bushland reserves that are well used and sustainably managed preserving them for future generations to enjoy.

**Carbon Footprint and Waste Reduction** - Carbon footprint reduction and waste minimisation programs focussed on community education and awareness, and the use of new technologies proven to be environmentally acceptable and financially sustainable.

d. **Policy**

The CGP Policy has been prepared in accordance with the City of Rockingham Policy Framework. To this end, this policy has been publically advertised for a period of 14 days.

If Council adopts the new CGP Policy 2015 it is necessary to rescind several policies that will become redundant including, Community Grants Program Policy 2011, Youth Encouragement Awards Policy 2012 and the Travel Subsidy Donation Policy 2009. All three policies have been incorporated into the new CGP Policy.

e. **Financial**

Nil

f. **Legal and Statutory**

Local Government Act 1995 Section 5.42 Delegation of some powers and duties to CEO (1)

A local government may delegate by absolute majority to the CEO the exercise of any of its powers or the discharge of any of its duties under (a) the LG Act 1995 other than those referred to in section 5.43

g. **Risk**

Risk Implications of Implementing Officer Recommendation

Nil

Risk Implications of Not Implementing Officer Recommendation

Nil

**Comments**

The draft CGP Policy 2015 was advertised for a public comment period of 14 days in the Sound Telegraph on 3 June 2015 and the Weekend Courier on 5 June 2015, it was also advertised on the City of Rockingham website. No comments were received.

It is believed that the new CGP Policy will improve the governance systems that are currently in place and have a positive impact on the community who are applying and securing funding to undertaken very important work that benefits the Rockingham community.

With the adoption of the new CGP Policy it is necessary to rescind several policies that will become redundant including, the Community Grants Program Policy 2011, Youth Encouragement Awards Policy 2012 and the Travel Subsidy Donation Policy 2009. All three policies have been incorporated into the new CGP Policy.
An important inclusion in the revised CGP Policy is the Minor Grants, up to $3,000 category, 2Leased Property Grants: Maintenance and Leased Property Grants: Rates Subsidy grants of up to $10,000 per year which are to be considered by the CEO. With these inclusions there is a requirement for Council to approve delegated authority to the CEO up to $10,000 to ensure these grant categories can be enacted which will decrease turnaround time for applicants so projects can be approved or rejected in a more timely fashion.

A minor amendment has been made to the Infrastructure Planning and Development Grant (IPDG) section: “Grants of up to $30,000 are available to assist incorporated associations in the planning and development of the establishment, enhancement or extension of community facilities on City owned land”.

Voting Requirements

3Part 1 and 4 Simple Majority
Part 2 and 3 Absolute Majority

Officer Recommendation

That Council:
1. **RESCIND** the following Council policies, Community Grants Program Policy (2011), Youth Encouragement Awards Policy (2012) and the Travel Subsidy Donation Policy (2009).
2. **APPROVE** delegation of authority to the Chief Executive Officer to approve minor grants up to $3,000 in accordance with the Community Grants Program Policy.
3. **APPROVE** delegation of authority to the Chief Executive Officer to approve Lease Property Grants: Maintenance and Leased Property Grants: Rate Subsidy up to $10,000 in accordance with the Community Grants Program Policy.
4. **ADOPT** the Community Grants Program Policy.

Committee Recommendation

Moved Cr J Smith, seconded Cr Whitfield:

That Council:
1. **RESCIND** the following Council policies, Community Grants Program Policy (2011), Youth Encouragement Awards Policy (2012) and the Travel Subsidy Donation Policy (2009).
2. **APPROVE** delegation of authority to the Chief Executive Officer to approve minor grants up to $3,000 in accordance with the Community Grants Program Policy.
3. **APPROVE** delegation of authority to the Chief Executive Officer to approve Lease Property Grants: Maintenance and Leased Property Grants: Rate Subsidy up to $10,000 in accordance with the Community Grants Program Policy.
4. **ADOPT** the Community Grants Program Policy.

Community Grants Program Policy

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.

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2 Inclusion of a Delegated Authority amount required by the Chief Executive Officer of $10,000 to reflect the content in the Community Grants Program Policy in relation to Leased Property Grants: Maintenance and Leased Property Grants: Rates Subsidy.
3 Voting Requirements amended to include additional officer recommendation.
4 Inclusion of an additional Officer Recommendation.
Council Policy Scope

Funding for individuals and incorporated not for profit organisations/associations resident, based or providing services within the Rockingham community.

Council Policy Statement

The Community Grants Programs aims to provide assistance to individuals and incorporated 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 $3,000

Travel Subsidy – A grant of up to $300 is available to teams and $150 is available to individuals who are authorised by their association's governing body to participate in accredited interstate and international events/activities.

Youth Encouragement Grants – A grant of up to $500 is available to individuals between the ages of 12 and 18 to participate in programs and events that financial or personal circumstances would normally preclude them from.

General Grants - A grant of up to $3,000 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 $3,001 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 Property Grants: Maintenance – grants of up to $10,000 per year are available to incorporated associations that lease City owned facilities to assist with the maintenance obligations provided for in their lease.
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 $30,000 are available to assist incorporated associations in the planning and development of the establishment, enhancement or extension of community facilities on City owned land. Up to a 50% contribution of total project cost. Maintenance and Rate Subsidy Grants will be considered by the CEO. Planning 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 Chair 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 3 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

State and Federal Government agencies, incorporated associations whose members derive individual benefit or financial return from their activities, individuals outside of Travel Subsidy and Youth Encouragement Grants.

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.

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/Not for Profit - An “incorporated/not for profit 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

Executive Services

### 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 |

The Chief Executive Officer acknowledged the efforts made by Mr Michael Holland, Director Community Development and Ms Jane Elton, Manager Community Capacity Building in the preparation of the Community Grants Program Policy.

### Community Development
#### Community Infrastructure Planning

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>File No:</td>
<td>CSV/3018</td>
</tr>
<tr>
<td>Risk Register No:</td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Matthew Emmott, Community Infrastructure Planning Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Ashley Pittard, Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td></td>
<td>Ms Kristy Carter, Community Support Services Officer</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>18 August 2015</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>26 May 2015 (CD-021/15)</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
</tr>
<tr>
<td>Site:</td>
<td>Bayview Reserve. Reserve No.41239</td>
</tr>
<tr>
<td>Lot Area:</td>
<td>36,769m²</td>
</tr>
<tr>
<td></td>
<td>2. Indicative Design – enclosed off-leash dog exercise area</td>
</tr>
<tr>
<td></td>
<td>3. Artistic impression of the inside of an enclosed off-leash dog exercise area</td>
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</tbody>
</table>
Purpose of Report

To seek Council’s adoption of the Enclosed Off-Leash Dog Exercise Area – Needs and Feasibility Study July 2015 including the preferred site as Bayview Reserve, Rockingham, following public consultation.

Background


Since this time, the study was made available to the community for public comment, with the view to bringing the information back to Council for adoption including the preferred site, along with public comments on the proposal prior to commencing the design process.

Details

An enclosed off-leash dog exercise area is a secure, fully fenced space dedicated to dogs for recreational purposes within part of a reserve. A dog off-leash exercise area is a park where people can take their dogs to exercise and socialise with other dogs without the dogs wandering off or having to be restrained. An enclosed off-leash dog exercise area will provide benefits to both people and dogs, including:

- Promoting acceptable behaviour from dogs by socialising with other dogs;
- Promotes social interactions between owners of dogs from all walks of life; and
- Provides a safe place for the elderly and people with disability to exercise their dog safely.

Based on population and household projections compiled by Forecast.id, in 2015 the City has approximately 45,573 households with a total of 124,245 people residing in the City. Also occupying these households are 20,283 registered dogs.

A number of essential and desirable elements will need to be considered for any future development of enclosed off-leash dog exercise areas within the City of Rockingham. Some of these design elements include:

- Mesh fencing with twin gate entry system (minimum height of 1.2 metres);
- Accessible pathways;
- Water facilities (both human and canine);
- Shelters and seats; and
- Play equipment for dogs.
Community Engagement

To determine the level of community satisfaction with both the Draft Needs and Feasibility Study July 2015 and the proposed location for an Enclosed Off-Leash Dog Exercise Area (EOLDEA), the community were invited to share their thoughts on the proposed location and draft study. Property owners within a 200m radius (272 properties) received notification via direct mail by way of public comment form, with the wider community advised of the proposal through Facebook, a Public Notice advertisement in the Sound Telegraph and the Weekend Courier, and on the City's website through the Share Your Thoughts page. 110 comments were received through the combined media of Share Your Thoughts and posted Public Comment forms. Within this number, 39 opposed the development of an Enclosed Off-Leash Dog Exercise Area, 10 supported the concept of the project but preferred the EOLDEA to be located in another suburb, 58 supported both the concept and proposed location, and 3 neutral comments were received. Two Facebook posts on the subject received 81 “likes” in total, exclusive of the 110 comments on other media.

A petition containing 97 signatures was received opposing the establishment of an Enclosed Off-Leash Dog Exercise Area at Bayview Reserve. The petition stated the following reasons for opposition:

- Proposed location is opposite a Primary School;
- Lack of parking by the reserve;
- Not a centrally located park or near a main road;
- Increase in noise, litter and dog faeces;
- Increased traffic passing by a primary school; and
- Fencing restricting the use of the reserve by local residents and children.

Provided below is a sample of the comments received from the neighbouring property owners, and received through the City’s website, and responses articulating valid reasons or design solutions to manage the comment. Some comments have been edited for grammar, appropriate language and length.

<table>
<thead>
<tr>
<th>Supporting the Location and Study</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Comment</strong></td>
</tr>
<tr>
<td>This is good idea. If the area is enclosed it means dogs will not be able to run on to the roads, around the area. Peace of mind for owners and drivers.</td>
</tr>
<tr>
<td>Much needed for our locality.</td>
</tr>
<tr>
<td>Would be a great place to take dogs and become involved in the community.</td>
</tr>
<tr>
<td>I am writing to express my strong support for the enclosed off-leash dog exercise area. Personally, we have a young Golden Retriever, who is not yet well trained enough to be off-leash in an open space. An enclosed area would be hugely beneficial in providing a safe space for him to exercise and socialise with other dogs. I grew up in Brisbane, QLD where there are many enclosed dog exercise areas. These areas are very popular and provide an essential element to the community. I have read the study, and think the space identified is a suitable one. Naturally, one closer to Port Kennedy would be ideal, but I would not hesitate to travel to a space in Rockingham.</td>
</tr>
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</table>
## Supporting the Location and Study

<table>
<thead>
<tr>
<th>Comment</th>
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<tbody>
<tr>
<td>I think an enclosed off leash dog area is an amazing idea. I would be so much more relaxed walking my dog knowing that she can't escape. I also think that my dog would benefit greatly from being allowed off leash. I say absolutely go ahead with this.</td>
</tr>
<tr>
<td>Comments noted.</td>
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<tr>
<th>Comment</th>
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<tbody>
<tr>
<td>We have used the facilities provided for off-leash exercise at Kwinana, and have been very disappointed that similar facilities have not been made available in Rockingham. We currently use Bayview Reserve most days for the exercise of our dogs and wholeheartedly support the planned Enclosed Off-Leash facility Dog Exercise area. We think that there are many dogs in this area who are in need of a good run but never get the opportunity. Better exercised and socialised dogs can only be a good thing. This reserve is a very underused asset within our community and we feel that the plan as outlined would have minimal impact on the homes in the area as it is on the Western edge of the reserve and ample street parking is available on Bayview Street. I have discussed this with some of the residents and I believe the general consensus is in favour of the facility.</td>
</tr>
<tr>
<td>Comments noted. The reserve has been identified as the most appropriate due to its size and the ability of it to enhance the reserve capacity for the community. Bayview Reserve has 330 metres of park frontage which would be available for parking.</td>
</tr>
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<tr>
<th>Comment</th>
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<tbody>
<tr>
<td>I think that is a marvellous idea. You have my vote, put me down for yes!</td>
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<tr>
<td>Comments noted.</td>
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<tr>
<th>Comment</th>
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<tbody>
<tr>
<td>Absolutely in favour of the idea! Whole district is very much in need of places that are safe for both dogs and their owners. If only we could have many more, preferably two per suburb as they do in some areas of the eastern states. Constructing exact copies of the facilities available in Kwinina Peace Park would be most brilliant. Adding a public toilet would make it even more brilliant. Fingers crossed for safe and enclosed dog exercise areas!!</td>
</tr>
<tr>
<td>Comments noted. The study recommends that the City develop four enclosed off-leash dog exercise areas by approximately 2020 to meet the needs of the City's population and number of registered dogs. The elements and supporting infrastructure of the enclosures will be determined through the design process. No public toilet is planned for the facility.</td>
</tr>
</tbody>
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<tr>
<th>Comment</th>
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<tbody>
<tr>
<td>Yes please I would use this a lot the area needs one.</td>
</tr>
<tr>
<td>Comments noted.</td>
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<tr>
<th>Comment</th>
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<tbody>
<tr>
<td>It would be great to see an area for off leash walking in each suburb.</td>
</tr>
<tr>
<td>Comments noted. The study recommends that the City develop four enclosed off-leash dog exercise areas by approximately 2020 to meet the needs of the City’s population and number of registered dogs.</td>
</tr>
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</table>
### Opposing the Location and Study

<table>
<thead>
<tr>
<th>Comment</th>
<th>Response</th>
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</table>
| Spend not a penny on dog exercise area; use the green to fix the parking problem. Save lives! Bayview Reserve for school parking! | Bayview Reserve is Public Open Space and will remain Public Open Space thus the comment of turning the reserve into parking for the primary school is irrelevant.  
The use of the facility is expected to occur during leisure time and outside of school drop off and pick up times. |
| No off lead exercise area at all in Rockingham.                        | Comments noted.                                                                                                                                                                                          |
| I'm opposed to the fenced off dog exercise area; I believe it's great as it is already. A fenced area will look ugly, will bring more people to our small park, therefore more unwanted traffic. We already have people parking on the side of the roads and I have almost had 3 accidents on the bend of Lyttleton St this year alone. It is nice to see the dogs running in the park & we have never had an issue with dogs. Our park is beautiful just how it is. Don't ruin it by putting up fences. | The design of the dog park endeavours to enhance part of the undeveloped open space area. Design shall ensure the amenity of the park is maintained or enhanced.  
Fences will be low level and cover no more than 10% of the reserve; the indicative plan illustrates the enclosures taking up 6-8% of the reserve.  
The enclosures will be located near the existing path network and vegetation to the south of the reserve. Like many community facilities which the City is in the process of designing, the community will be involved in some aspects of this consultation. |
| An enclosed off-leash area won't make any difference as people let their dogs (some very big) run free on the oval at Bayview Reserve anyway. I am too scared to take my little dogs there. | The dog park will provide a place for smaller dogs to be exercised. It will still allow the remainder of the reserve to be accessed by those wishing to exercise their dogs in a bigger space. |
| Why would the City of Rockingham, at a time when rates are being increased spend money on a fenced area for dogs, there are simply kilometres of pathways where people can exercise their dogs in Rockingham. I regularly walk the 5 kilometre walk along the foreshore where many people walk their dogs, my personal experience is that many dog owners do not act responsibly and control their dogs, do not have dog on a lead or the lead not held, the dog allowed to wander freely. Who will ensure the dogs stay in the fenced area and don't fight, given the mixture and size of dog types, some really violent and intimidating breeds. I do not agree with what is proposed, so close to small children in a primary school and my home. | According to the completed surveys and data gathered from various sources, it is evident that there is a need and support for an Enclosed Off-Leash Dog Exercise Area within the City of Rockingham. 96% of the 1023 people who were surveyed, stated there is a need for an enclosed off-leash dog exercise area in Rockingham.  
An enclosed space will allow those who normally are not responsible and lack control of their dogs to have more control of their animals in an enclosed and more secure space.  
An enclosed off-leash dog park promotes social interactions between owners of dogs from all walks of life. |
| No, I do not want an off-leash area at Bayview Reserve. A lot of people with small dogs use it for dog-walking and small children use the play area. I believe large dogs running off leash and possibly out of control will prove a danger to children and other dogs. | It is anticipated that two enclosures will be designed to allow socialisation of dogs of similar sizes to decrease risks to smaller breeds.  
Bayview Reserve is a permitted dog off-leash exercise area at present. |
Opposing the Location and Study

<table>
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<tr>
<th>Comment</th>
<th>Response</th>
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<tbody>
<tr>
<td>We are against the proposal for these reasons 1. The proposed area is already being used for exercising dogs both on and off leash. 2. It is also used for families with children to play on the equipment provided and riding bikes etc. on pathways in the park. 3. It should be available for all to use not just dog owners. 4. It is also used for children to walk to and from the primary school situated along one side of the park. This would not be able if it is fenced. 5. There are not a large amount of dogs that are currently exercised there. 6. Children need open spaces to play that are safe and not worrying about dogs off their leads. 7. We don't need more dogs than are being exercised at the moment. A fenced area is not attractive.</td>
<td>Comments noted. The enclosures will support smart dog ownership and will allow a safe place for dog exercise without impacting on other park users. The design of the dog park endeavours to enhance part of the undeveloped open space area. Design shall ensure the amenity of the park is maintained or enhanced. The enclosures will be located near the existing path network and vegetation to the south of the reserve. Like many community facilities which the City is in the process of designing, the community will be involved in some aspects of this consultation. Fences will be low level and cover no more than 10% of the reserve; the indicative plan illustrates the enclosures taking up 6-8% of the reserve.</td>
</tr>
<tr>
<td>As local residents and dog owners we are against the enclosure of any park in Palm Beach for the following reasons. Dog owners exercise their dogs responsibly without danger to other dogs or the general public. The Palm Beach reserve enjoys open clear areas with enclosure benefitting dog owners, model clubs, walkers etc. There is no demonstrated need for the enclosure of the reserve.</td>
<td>The design of the dog park endeavours to enhance part of the undeveloped open space area. Design shall ensure the amenity of the park is maintained or enhanced. According to the completed surveys and data gathered from various sources, it is evident that there is a need and support for an Enclosed Off-Leash Dog Exercise Area within the City of Rockingham. 96% of the 1023 people who were surveyed, stated there is a need for an enclosed off-leash dog exercise area in Rockingham.</td>
</tr>
<tr>
<td>We would prefer the park to be left as it is, for children to be able to play sport, and for the public to be able to utilise, without worrying about the dogs. We feel people would abuse the privilege if it was a &quot;dog only&quot; area. E.g. not cleaning up after their dog.</td>
<td>Bayview Reserve is currently an off-leash dog exercise area and is currently used for dog exercise. By designing the parks in a section of the reserve, the impact to other park users will be minimal on an underused city asset.</td>
</tr>
<tr>
<td>I strongly oppose this. The council has not fully considered the location by placing it opposite a primary school. Why would the council even consider putting a dog park right across the road meters from a primary school? That is asking for serious trouble! There are many other parks in Rockingham, or leave the park as it is where both dog owners and the rest of the local people can use with no fences blocking areas off. There is a lack of parking by the reserve, which is increased twice a day during school drop off and collection times where parents already struggle to park. There will also be an increase in traffic in our area near a primary school and this is dangerous when many small children are around walking and riding to and from school.</td>
<td>The enclosures will be located near the existing path network and vegetation to the south of the reserve. Like many community facilities which the City is in the process of designing, the community will be involved in some aspects of this consultation. Bayview Reserve is a permitted dog off-leash exercise area at present, and already opposite a primary school. The design of the dog park endeavours to enhance part of the undeveloped open space area. Design shall ensure the amenity of the park is maintained or enhanced. Bayview Reserve has 330 metres of park frontage which would be available for parking. The parking issues on Bayview Street are most...</td>
</tr>
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</table>
Opposing the Location and Study

<table>
<thead>
<tr>
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<th>Response</th>
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<tbody>
<tr>
<td>There will be an increase in noise, rubbish and dog urinating and faeces to the park and surrounding residential area. The open space will be fenced off from local residents to utilise and children to play, which reduces physical activity for local children and some go across the park to get to school. There are numerous areas nearby to walk dogs which do not need to be fenced off stopping others using the area. We are also concerned the long term affects to our property and a decrease in value as I know I would not buy a property near a dog park with dogs wandering off leads.</td>
<td>notable during school drop off and pick up times. The use of the facility is expected to occur during leisure time and outside of school drop off and pick up times. As with other City parks, the City’s Rangers will be responsible to ensure the dog park is used responsibly by community members, and has the ability to infringe those who are irresponsible. Fences will be low level and cover no more than 10% of the reserve; the indicative plan illustrates the enclosures taking up 6-8% of the reserve.</td>
</tr>
</tbody>
</table>

From the responses received opposing the study, and more specifically the proposed location, there were some recurring perceived concerns throughout the public comment period. These included; the location not being appropriate, a lack of parking at the reserve, the proximity to a primary school, the enclosures being an eyesore to local residents and park users, dog issues such as fighting and an increase in noise and excess dog faeces, and fencing restricting other uses of the park.

The comments in support of the proposal highlighted the lack of existing facilities available for dog owners throughout the City of Rockingham, with comments such as; these types of facilities are required in Rockingham, safer dog exercise and socialisation, greater social activity for users of the facility, and peace of mind for owners exercising their dogs.

Implications to Consider

a. Consultation with the Community

The Draft Enclosed Off-Leash Dog Exercise Area – Needs and Feasibility Study July 2015 was advertised for public comment in accordance with the requirements of the City of Rockingham Policy Framework, closing on 12 June 2015. The advertising period exceeded the 14 calendar day minimum (17 days) required by Council Policy Framework 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 27 May 2015 for the duration of the advertising period;
- A notice was published in the Public Notices section of the Sound Telegraph newspaper on the 3 June 2015;
- A notice was published in the Public Notices section of the Weekend Courier newspaper on the 29 May 2015;
- Two posts on the City’s Facebook page on 3 June and 8 June 2015;
- An advertisement explaining that the Draft Enclosed Off-Leash Dog Exercise Area – Needs and Feasibility Study July 2015 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 within a 200m radius (totalling 272 properties) of Bayview Reserve were invited by mail to comment on the proposal

49 property owners out of the 272 who were provided the information returned the Public Comment Form.

57 residents provided comment through the City’s Share Your Thoughts webpage.
4 other public comment responses were received through letters and emails. Combining all media, a total of 110 comments were received from residents.

In addition to the written correspondence, the Community Infrastructure Planning Team accepted a request to meet with the Principal and Registrar of Rockingham Beach Primary School and the President of the Rockingham Dog Club on Monday 22 June 2015.

b. Consultation with Government Agencies
Nil

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

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

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

d. Policy
Nil

e. Financial
The City’s Community Infrastructure Planning Team Plan has allocated $165,000 for the construction of the Enclosed Off-Leash Dog Exercise Area in the 2015 / 2016 financial year.

f. Legal and Statutory
Bayview Reserve is an approved Off-Leash Dog Exercise Area in line with Section 31 of the Dog Act 1976.

g. Risk
Risk Implications of Implementing Officer Recommendation
Nil

Risk Implications of Not Implementing Officer Recommendation
Nil

Comments

According to the completed surveys and data gathered from various sources, it is evident that there is a need and support for an Enclosed Off-Leash Dog Exercise Area within the City of Rockingham. Some of the key findings of the survey were that out of the 1023 people who completed the survey, 96% of people stated there is a need for an enclosed off-leash dog exercise area in Rockingham, and 56% of those surveyed stated that they would use the facility on a weekly basis.

The City has a large registered dog population, and no enclosed area set aside for dog exercise. The 126 allocated dog exercise areas are shared with other community members and groups including sporting clubs, beach goers, fitness groups, and the general community.
Based on a site evaluation completed by City Officers, the two most appropriate sites were identified as Bayview Reserve, Rockingham and Fairview Reserve, Waikiki. Advantages and disadvantages of the two sites were listed and it was identified that Bayview Reserve would be the most appropriate site and deliver the best community outcome due to:

- Large Public Open Space (36,769m²), meaning the ability to develop the dog park within the context of a larger reserve;
- The fenced space may be up to 10% of the reserve area ensuring the majority of the reserve remains as is;
- Existing park infrastructure and internal path network;
- The site already being zoned for dog exercise;
- Accessible by car and on foot including an extensive surrounding road network, parking, paths and linear trails;
- Good topography as the surface is a level area;
- Minimal environmental impact, and;
- More than 30% of the City's registered dog population resides within 4km radius of Bayview Reserve.

In relation to the preferred site, Bayview Reserve, the lack of parking at the reserve, along with the proximity to a primary school, were the two major recurring themes received from those opposed to the location. Firstly, the reserve has 330 metres of park frontage which would be available for parking (approximately 55 parking bays) which is significantly greater than Fairview Reserve. The preferred location of the dog park on the reserve would be towards the southern end, as per the indicative plan attached. This will enable a large amount of the green space to be retained in the north and keep the enclosures away from the primary school entrance. It is likely that the dog park would be activated during people's leisure time, which is on weekends, followed by after and before school hours. It is unlikely that the park would be heavily used during school periods, and the often busy and congested school drop off and pick up times.

The City's Engineering Services team has had communications with the Rockingham Beach Primary School in regards to a shared funding arrangement with the Department of Education for traffic management and formalised parking on Bayview Street and Fisher Street. The City has supported these works, and is awaiting confirmation from the Department of Education on this matter.

Many of the objections raised during the comment period were based on assumptions of the size and location of the fenced enclosures on and/or surrounding the entire reserve. The enclosures will be located near the existing path network and vegetation to the south of the reserve. Like many community facilities which the City is in the process of designing, the community will be involved in some aspects of this consultation. This will create a sense of ownership and pride, and will form a key component of the success of the facility. Further recurring comments opposing the location were regarding the facility being an eyesore and the impact on other park users. The design of the dog park will be an enhancement to part of the vacant undeveloped open space area. Design shall ensure the amenity of the park is maintained or enhanced and the majority of the open space remains for existing use.

Many of the concerns raised by the community during the engagement process can be managed and will be considered throughout the design of the facility. By using recognised guidelines and design principles such as Crime Prevention Through Environmental Design (CPTED) and Healthy Active By Design, the facility can be designed and constructed in such a way that the risks and concerns raised by the community can be addressed. Prior to completion of the facility, a management and maintenance plan will be developed which will clearly articulate the levels of service and expectations surrounding ongoing maintenance and activation. It is expected that the venue shall establish a good 'culture' and encourage responsible dog ownership.

The final design of the enclosed off-leash dog exercise area will be presented to Council following further community consultation.
A handful of comments received in support of the proposal preferred the site to be located in other suburbs. The study recognised that there is a need and associated benefits to this, and proposed that a number of enclosed off-leash dog exercise areas are required within the City of Rockingham. If supported, the location at Bayview Reserve would be the City’s inaugural EOLDEA and future EOLDEA’s would be developed across the municipality in future years.

Attached below is an indicative design of the enclosed off-leash dog exercise area at Bayview Reserve, including elements that will make up the facility. The two enclosures A & B have approximate sizes of 1700m² and 500m² respectively, this totals approximately 2200m² (may be between 2000m² and 2500m²). The entire reserve space at Bayview Reserve is 36,769m² meaning that the enclosed off-leash dog exercise area would make up a total of approximately 6-8% of the whole reserve. This would mean that the remaining approximately 92-94% of the reserve remains available for the general public and park users to continue to enjoy Bayview Reserve and its environs.

Also attached is an image which provides the best graphical perspective of a proposed enclosed off-leash dog exercise area from within the fenced area.
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING
HELD ON TUESDAY, 15 SEPTEMBER 2015

PRESIDING MEMBER
3. Artistic impression of the inside of an enclosed off-leash dog exercise area
Voting Requirements
Simple Majority

Officer Recommendation
That Council:
2. **APPROVE** Bayview Reserve, Rockingham, as the location of the Enclosed Off-Leash Dog Exercise Area.

Committee Recommendation
Moved Cr Whitfield, seconded Cr Stewart:
That Council:
2. **APPROVE** Bayview Reserve, Rockingham, as the location of the Enclosed Off-Leash Dog Exercise Area.

Committee Voting – 4/0

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

Implications of the Changes to the Officer’s Recommendation
Not Applicable

4:39pm Cr Sammels returned to the meeting.
Reference No & Subject:
CD-034/15 Approval for Permit for Three Buoys in Lake at Harrington Waters

File No:
CSV/28-07

Risk Register No:

Proponent/s:
Ken Prince

Author:
Ms Tenille Voges, Coordinator Sport and Recreation

Other Contributors:
Ms Hannah Donoghue, Permits Officer

Date of Committee Meeting:
18 August 2015

Previously before Council:

Disclosure of Interest:

Nature of Council’s Role in this Matter:
Tribunal

Site:

Lot Area:
Reserve No. 47171, Lots 4876

Attachments:
Schedule of Submissions

Maps/Diagrams:
1. Proposed buoys location plan
2. Map of Public Comment area

Purpose of Report
For Council to consider an application seeking approval for a permit under the City of Rockingham Local Government Property Local Law 2001 from Ken Prince (‘the applicant’) to place three buoys in the lake at Harrington Waters, Waikiki.

Background
The City of Rockingham’s Local Government Property Local Law 2001, clause 3.13 sets out certain activities on local government property which require a permit. Clause 3.1.3(c) states that a permit is required to erect a structure for public amusement or for any performance, whether for gain or otherwise on local government property.

Council delegates different activities to the Chief Executive Officer (CEO) through the annual delegation process the ability to approve permits under the City’s local laws. According to the register of delegated authority, the CEO has then delegated authority to the Director Community Development and the Manager of Community Capacity Building to approve permits and licences under the City of Rockingham Local Government Property Local Law 2001. When an application is considered to be of an unusual, complex or controversial nature, it may be included in a report to Council for a decision regarding approval.
On 20 May 2015, a permit application was received from Ken Prince, requesting to place three buoys in the lake at Harrington Waters.

**Details**

Ken Prince submitted the permit application on behalf of a group of residents who use the lake socially for their radio controlled sail boats. The social group would like to permanently place buoys in the lake so they can use them for social activities all year round. Currently, the social group places the buoys in and out of the lake on an intermittent basis.

Harrington Waters Radio Sailors are also a club which regularly use the lake for radio control boat activities, primarily on weekends. The Club use buoys on weekends to structure racing activities, and occasionally during the week for training. This requires a member entering the lake on a kayak and securing the buoys with an anchor and line. They then remove the buoys at the completion of their activity. From discussions with the applicant, this has been occurring on the lake for over five years without any involvement from the City.

The proposed location for the buoys is shown in the diagram below. The placement of the buoys can be seen in white. The buoys are proposed to be that of a standard mooring buoy, white in colour, small size and anchored with a single line anchor.

1. Proposed buoys location plan – 26 August 2015

**Implications to Consider**

a. **Consultation with the Community**

A public comment period was implemented for residents in the immediate area. A letter was sent to residents within a 200m radius of the lake for their information and opportunity to provide comment on 11 June 2015. This area included a total of 196 homes, a map of the area selected for public comment can be found below.
The public comment period was open for a period of two weeks. A total of 10 submissions were received during the public comment period, with 3 submissions in support of the application, and 7 submissions against, citing a variety of reasons. The following tables outline the comments of the supporters and the general concerns of the residents against the application. A full copy of all submissions received during the public comment period is set out in the Schedule of Submissions (Attachment 1) for this report.

**Supporters**

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<tr>
<th>No.</th>
<th>Comments</th>
<th>No. of Times Raised</th>
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<tbody>
<tr>
<td>1</td>
<td>Encourage more people to use the park more frequently</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Love seeing people using the space</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Nice atmosphere down the park when lots of people are using it</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>No objections as long as there is no impact on bird wildlife</td>
<td>2</td>
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The submissions that outlined support for the proposal were of the position that the buoys would encourage more people to use the park on a regular basis, citing activation of public open space being a positive outcome. Consideration of the impact on the environment, particularly the bird life, were still issues needing consideration outlined in two of the submissions, and if there was no impact on the bird life, then the submissions cited being satisfied that the buoys would be a welcome addition,

**Against**

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<th>No.</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1</td>
<td>Buoys will be unattractive and unsightly</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Having buoys in permanent location is not practical when they may need to change for the sailing club</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>The lake is not used enough to warrant the imposition of regularly placed buoys</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>Concerns about the effect on the environment (particularly the birds)</td>
<td>4</td>
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The main focus of the submissions citing concerns against the proposal were environmental impacts (bird life again being raised as a concern), and that that the buoys would be unattractive and unsightly. Several submissions also cited that the buoys may bring people to the park and outlined this as a negative issue, as it could lead to congestion of the park, and cause parking issues. Two submissions also outlined that it would not be practical to place buoys in the lake on a permanent basis, as they may need to change from time to time, leading to a larger impact on the environment.

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 A:** Tourism Lifestyles

**Strategic Objective:** Safety, Appearance and cleanliness: Attractive, appealing and welcoming foreshores, beaches and public spaces that are clean, safe and litter free.

**Aspiration B:** Strong Community

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

**Aspiration D:** 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 behalf when important issues challenge the best interest of the City and its residents.

d. Policy
The City's Local Law Policy 1.1 Miscellaneous Permits outlines the criteria for assessing permit applications under the City of Rockingham Property Local Law 2001, and the City of Rockingham Activities in Thoroughfares and Trading and Public Places Local Law 2001. These assessment criteria are used to make determinations for permit applications.

e. Financial
The City of Rockingham Activities in Thoroughfares and Public Places and Trading Local Law 2001 Clause 5.7 Exemptions from requirement to pay fee or to obtain a permit, outlines that the City may waive any fee required to be paid by an applicant for a permit on making an application for or on the issue of the permit. The definition provided in this clause for who may be exempt includes the following: (1) an institution, association, club, society or body

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<th>No. of Times Raised</th>
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<tr>
<td>5</td>
<td>Unsafe for children in the area who may think they are toys/balls</td>
<td>1</td>
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<tr>
<td>6</td>
<td>It would bring more people down to the park and make the park busy</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>More people using the park would mean parking issues</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>Concerns around cost to ratepayers (who will maintain the buoys)</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>Concerns about interruptions to electrical frequencies in the area (garage doors and radios not working)</td>
<td>1</td>
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</tbody>
</table>
whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive any pecuniary profit, except where the member is an employee or the profit is an honorarium. Under this clause, there would be no fees considered for this application. The costs of purchasing the buoys and maintaining them will be the responsibility of the permit holder.

f. Legal and Statutory
City of Rockingham Local Government Property Law 2001, Clause 3.1.3 (c) outlines that a permit is required to erect a structure for public amusement or for any performance, whether for gain or otherwise on local government property.

g. Risk
Risk Implications of Implementing Officer Recommendation
Nil

Risk Implications of Not Implementing Officer Recommendation
Nil

**Comments**

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

1. **Buoy will be unattractive and unsightly**
   The standard mooring buoy is white and they can come in a variety of sizes. It is possible that residents will not like the aesthetic of the standard mooring buoy. There is an option to explore a more discrete colour for the buoys. Comments regarding the visible aesthetics of the buoys are deemed as a personal opinion from an individual, and the City cannot comment on residents personal feelings about the aesthetics of the standard mooring buoy.

2. **Having buoys in permanent location is not practical when they may need to change for the sailing club**
   It is possible that by placing the buoys in the lake in a permanent location, they will need to be moved from time to time to adjust for a new race course, or new training options. In this instance, the City could impose a condition that the permit holder must request approval in writing from the City of the request to change the buoys position, prior to actually implementing the changes. This would be similar to how other permit holders request a change to their conditions of the permit from time to time.

3. **The lake is not used enough to warrant the imposition of regularly placed buoys**
   Current anecdotal reports suggest the social group uses the lake two to three times a week, and the Harrington Waters Radio Sailors, once during the week and on weekends, most notably a Sunday. Placing the buoys in the lake may encourage a larger use of the lake. If the City were to trial the placement of the buoys, some baseline data regarding the use of the park could be collected to determine the amount of people using the lake for radio sailing purposes. This could then better inform the City about the practicality of placing the buoys in the lake on a permanent basis.

4. **Concerns about the effect on the environment (particularly the birds)**
   Internal consultation with the City’s Conservation team has demonstrated that permanently placing the buoys in the water may actually benefit the environmental landscape down at the lake. This is in comparison to placing the buoys in and out of the water on a daily or weekly basis. The buoys would need to be anchored with a single line and kept free of litter and debris that could form and may be hazardous to bird life.
5. Unsafe for children in the area who may think they are toys/balls
   The proposed location is an open lake without any fencing, and as such children require supervision to be kept out of the water safely regardless of whether the buoys are located in the water.

6. It would bring more people down to the park and make the park busy
   It is important to the City that parks and reserves are activated, and are being used by the community. Any increase in the use of the lake is likely to be insignificant, however this can be monitored to ensure it does not grow past the capacity of the reserve.

7. More people using the park would mean parking issues
   There have been no reported parking issues with the current users of the lake for radio sailing. While there may be a slight increase in community members using the lake once the buoys are in place, it is not anticipated to be a significant number of people. Many of the community members using the lake are local residents who have reported walking to the lake to participate in the recreation activity.

8. Concerns around cost to ratepayers (who will maintain the buoys)
   There will be no cost to the City for this permit application. The purchase and placement of the buoys along with the maintenance of the buoys will be the responsibility of the permit holder.

9. Concerns about interruptions to electrical frequencies in the area (garage doors and radios not working)
   The placement of buoys in the lake will not have any interference with electrical frequencies such as radio's or garage doors not being able to open.

The concerns mentioned above that have been raised through the submission process; can be managed through the imposition of conditions placed on the permit through the City's local laws to ensure that the applicant has as minimal impact on the residents in the immediate area as possible. The conditions will also ensure minimal impact on the environment of the immediate area, including bird life.

It is proposed to approve the permit application for a period of 12 months, after which time a review will take place to determine whether an ongoing permit application will be supported.

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVE the issue of a permit to Ken Prince to permit the placement of three buoys in the lake at Harrington Waters on Reserve No. 47171, Lots 4876 as shown on the Proposed buoys location plan dated 26 August 2015, subject to the following permit conditions:

1. No structure is to be erected or placed on the permitted location other than those permitted on this permit.
2. The buoys must be placed in the lake, and removed using a method approved in writing by the City’s Coordinator Sport and Recreation.
3. The buoys must be no larger than 30cm in diameter.
4. The permit holder must not damage any property on the permitted location in the course of the permitted activity.
5. The permit holder must request in writing for approval to change the locations of the buoys after the initial placement in the lake. The buoys location should remain unchanged until the permit holder receives approval in writing from the City that new locations are permitted.
6. The permit holder must give to the City notice in writing after any incident involving any injury, near miss or property damage regarding the permitted activity, within 24 hours of the incident or property damage.

7. The permit expires on 30 August 2016.

Committee Recommendation

Moved Cr Whitfield, seconded Cr Sammels:
That Council APPROVE the issue of a permit to Ken Prince to permit the placement of three buoys in the lake at Harrington Waters on Reserve No. 47171, Lots 4876 as shown on the Proposed buoys location plan dated 26 August 2015, subject to the following permit conditions:

1. No structure is to be erected or placed on the permitted location other than those permitted on this permit.
2. The buoys must be placed in the lake, and removed using a method approved in writing by the City’s Coordinator Sport and Recreation.
3. The buoys must be no larger than 30cm in diameter.
4. The permit holder must not damage any property on the permitted location in the course of the permitted activity.
5. The permit holder must request in writing for approval to change the locations of the buoys after the initial placement in the lake. The buoys location should remain unchanged until the permit holder receives approval in writing from the City that new locations are permitted.
6. The permit holder must give to the City notice in writing after any incident involving any injury, near miss or property damage regarding the permitted activity, within 24 hours of the incident or property damage.
7. The permit expires on 30 August 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
Community Development
Library and Information Services

Purpose of Report
To seek Council approval for the continued operation of the Warnbro Community Library and to delegate authority to the Chief Executive Officer to enter into negotiations with the Minister for Education for the renewal of the Memorandum of Agreement for the joint operation of the library.

Background
The Warnbro Community Library was opened in 1996 in conjunction with the opening of the Warnbro Community High School and is housed in a purpose built building on the school grounds. Established as a joint use school/community library, an agreement between the Department of Education and the City of Rockingham came into effect on 1 January 1996 and expires 31 December 2015. The agreement outlines the construction of the library, the general management principles and the agreed cost sharing arrangements in relation to operational and capital expenditure.

Managed as a joint use facility the library is accessible to all members of the community at all times that the library is open and is maintained by staff from both partner organisations. The City provides the majority of the staff in order to maintain appropriate and adequate public library services and the Department of Education provide staffing adequate to maintain services to students during school...
hours. The Community Librarian is employed by the Department of Education and funded equally by the partner organisations.

A good relationship exists between the Warnbro Community High School and the City of Rockingham which has strengthened in the past two years following the employment of the new Principal. In accordance with the terms of the agreement a Management Committee comprising three school representatives and three City of Rockingham representatives meets on a quarterly basis to guide the management of the library.

Details

In accordance with the terms of the current agreement the City is required to request in writing prior to 1 October 2015 the intent to enter into negotiations for a new Memorandum of Agreement. Failure to do so will see the current agreement roll over for a further twenty year term with no opportunity to make changes to the operations. As the library landscape has changed over the past twenty years a decision is required to either:

- Agree that the current terms are acceptable and roll the agreement over.
- Withdraw from the joint use library and therefore no longer maintain a library presence in the Warnbro area.
- Negotiate a new agreement that will benefit the City and its library patrons.

The library is well utilised by the public with a total of 63,000 visitors, 118,000 loans and 6,000 members of the public attending events at the library in the 2014/2015 financial year. Use of facilities such as public internet and Wi-Fi services is high and in general the library is an activated space.

One of four libraries in the City of Rockingham, the Warnbro Community Library services the residents of Warnbro, Port Kennedy, Secret Harbour, Golden Bay and Singleton. The closure of this library would have a significant impact on the residents of the catchment area it serves. Currently the nearest public library to the south is Mandurah Library at 27 kilometres away and the nearest City of Rockingham Library, at a distance of 7.5 kilometres, is Safety Bay Library.

An initial review of the current agreement has identified that it is no longer fit for purpose. An example of an historical item that has no relevance to the current library would be reference to the Telematics system, a remote learning system that was never installed in the building. Other references include separate agreements relating to the installation of computer equipment and these agreements can no longer be located, and there is no reference made to the Framework Agreement between State and Local Government for the provision of public library services. From this it is clear there is a need to negotiate a new agreement with a number of changes to various clauses which will reflect a modernisation of the document in general and clarification to the cost sharing arrangements. A new agreement will allow the City to include contemporary management principles into the operation of the facility which will ensure the library meets the City’s and community future library needs.

The current agreement states any new agreement would be for a term of twenty years. While there has been no review of the previous agreement on an annual basis as is written into the agreement it would be envisaged that regular review and negotiation of terms would be initiated by the City in future to ensure services meet the needs of the community and the library is maintained to a high standard. Following consultation with the Warnbro Community High School a new agreement is deemed to be a Memorandum of Agreement in accordance with their policies.

Implications to Consider

a. Consultation with the Community

There has been no specific community consultation although statistical information reflects high usage and the importance of the library to the local community.
b. Consultation with Government Agencies
Negotiation will take place between the City of Rockingham, Minister for Education and the Department of Education.

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

**Aspiration B:** Strong Community

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

d. Policy
Nil

e. Financial
The annual operating costs are already included in the 2015/2016 budget

f. Legal and Statutory
Local Government Act s.5.42(1) A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

g. Risk

**Risk Implications of Implementing Officer Recommendation**
Nil

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

### Comments

Over the last 20 years the Warnbro Community Library has proven to be a valued and well utilised community facility. Joint use libraries in Western Australia are becoming a rarity and to have one that is as successful as this proves that the current management arrangements are working despite the age of the agreement. The continued support and partnership with the Warnbro Community High School and its Principal Kya Graves has seen the library increase services and improve its appearance over the last two years.

The partnership includes a successfully operating Management Committee which is collaborative and proactive and all members have worked hard to ensure the library is operating to a high capacity and providing services to meet the needs of the students and whole community.

There is a lack of public library services within a reasonable vicinity to the Warnbro Community Library and the closure of this service would have a significant impact on the community it currently serves.

It is recommended that the City continues to operate a public library in the Warnbro area and is it essential that a sound agreement is negotiated between the Minister for Education and the City. The renewal of the agreement will see new opportunities to enhance the service and ensure it continues to serve the Rockingham community. Negotiations between the Minister for Education and the City of Rockingham will be undertaken under the guidance of the City’s Director Legal Services and General Counsel.
**Voting Requirements**

Part 1  Simple Majority  
Part 2  Absolute Majority

**Officer Recommendation**

That Council:

1. **APPROVE** a new Agreement with respect to the management and operation of the Warnbro Community Library and the sharing of associated costs between the Department of Education and the City of Rockingham.

2. **DELEGATE** authority for the Chief Executive Officer to negotiate the terms and conditions in the Agreement.

**Committee Recommendation**

Moved Cr Stewart, seconded Cr Sammels:

That Council:

1. **APPROVE** a new Agreement with respect to the management and operation of the Warnbro Community Library and the sharing of associated costs between the Department of Education and the City of Rockingham.

2. **DELEGATE** authority for the Chief Executive Officer to negotiate the terms and conditions in the Agreement.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
13. **Reports of Councillors**

   Nil

14. **Addendum Agenda**

   Nil

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

   **General Management Services**

   General Management Services
   Governance and Councillor Support

   **Reference No & Subject:**
   GMS-011/15 Notice of Motion – Council and Committee Meetings, Disclosure Register and Customer Satisfaction Surveys

   **File No:**
   GOV/7

   **Risk Register No:**
   Cr Matthew Whitfield

   **Proponent/s:**
   Mrs Jelette Edwards, Governance Coordinator

   **Author:**
   Mr John Woodhouse, Director Legal Services and General Counsel

   **Other Contributors:**
   Mr Peter Varris, Manager Governance and Councillor Support
   Ms Karin Strachan, Manager Strategy and Corporate Communication

   **Date of Committee Meeting:**
   18 August 2015

   **Previously before Council:**
   Executive

   **Disclosure of Interest:**

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

   **Site:**
   **Lot Area:**

   **Attachments:**

   **Maps/Diagrams:**
Purpose of Report

To provide a response and officer comment on Cr Whitfield’s notice of motion presented at the 23 June 2015 Council Meeting.

Background

Cr Whitfield submitted the following notice of motion at the 23 June 2015 Council Meeting for consideration at the 25 August 2015 Council Meeting:

That Council DIRECT the Chief Executive Officer to:

1. Rotate the venue of the Monthly Council Meetings from February 2016 ensuring that 12 different suburbs host the meeting over a 12 month trial period.

2. That the Planning and Engineering Services Committee, Corporate and Community Development Committee and full Council Meetings are all recorded in video form and made available on the City website.

3. Develop and implement a publically accessible Councillor disclosure register before February 2016 that required Councillors to report all contact with developers.

4. Significantly increase the amount of opportunity for residents to participate in the annual customer satisfaction surveys from 2016 onwards.

Details

Part One – Rotate Venues of Council Meetings

Rotate the venue of the Monthly Council Meetings from February 2016 ensuring that 12 different suburbs host the meeting over a 12 month trial period.

Council meetings are held at 6pm on the fourth Tuesday of each month in the Council Chambers. The timing of Council meetings makes it accessible to members of the public. The City of Rockingham Council Chambers is located at the City of Rockingham Administration building specifically for Council meetings. This room is only used twice a month for Council meetings and Junior Council meetings. There are 15 suburbs in the City of Rockingham; of those 15 there are 12 suburbs with facilities the City could use to host a Council meeting.

A survey was sent to all the Perth metropolitan local governments on 1 July 2015 to determine which local governments currently rotate Council meetings and if they audio or video record Council meetings. 24 local governments responded to the survey. Of the 24 local governments, only the City of Wanneroo rotates their Council meetings. They have three Council meetings a year that are not in the Council Chambers. The meetings are located in the North, South and Central areas of the municipality.

Part Two – Video recording of Council and Committee Meetings

That the Planning and Engineering Services Committee, Corporate and Community Development Committee and full Council Meetings are all recorded in video form and made available on the City website.

Committee and Council meetings are conducted under the statutory provisions laid out in the Local Government Act 1995 and the City of Rockingham Standing Orders Local Law 2001. These provisions provide an environment of openness, transparency and accountability for all involved. The City already provides agendas, attachments, bulletins and minutes for all standing committees and Council meetings to members of the public via hard copy at the administration centre and libraries and in electronic form through the City’s website.

The City currently does not audio or video record committee or Council meetings. Currently under the City of Rockingham Standing Orders Local Law 2001 clause 8.5 “Recording of Proceedings” – no person is to use any electronic, visual or vocal recording device or instrument to record the proceedings of Council or a committee without the written permission of the Council.
A survey was sent to all the Perth metropolitan local governments on 1 July 2015 to determine which local governments currently rotate Council meetings and if they audio or video record Council meetings. Of the 24 local governments that responded two local governments video record their Council meetings, committee meetings and agenda briefings in the Perth metropolitan area.

The City of Fremantle video record their Council and committee meetings and are accessible to the public through written request. The City of Vincent video record their Council meetings and agenda briefing sessions and are accessible to the public through written request and payment of a fee.

Six local governments in the metropolitan area audio record committee or agenda briefings and 13 local governments audio record Council meetings. Of these, the Shire of Mundaring, Town of Victoria Park and City of Joondalup are the only local governments that make the Council meetings audio recordings available on their website. The City of Joondalup also live streams their audio recording of Council meetings.

Local governments outside the metropolitan area who video their Council meetings include the City of Bunbury and the City of Greater Geraldton. The City of Bunbury post their Council meeting videos on their website from YouTube. For the five meetings that have occurred in May to July 2015 there has been an average of 16 people who have viewed each video. The City of Great Geraldton live streams their Council meetings and only make their previous meeting available to view via their website.

Part Three – Disclosure Register

Develop and implement a publicly accessible Councillor disclosure register before February 2016 that required Councillors to report all contact with developers.

The proposed motion would require the development and establishment of a public register and would require a Councillor to record in that register “all contact with developers”. The underlying premise of the proposal appears to be that any meeting between an elected member and a “developer” should not take place in private, or at all, or that, if it does, then the fact that it did should be made publicly known.

Part Four – Customer Satisfaction Surveys

Significantly increase the amount of opportunity for residents to participate in the annual customer satisfaction surveys from 2016 onwards.

Each year there is a mail out of 7000 surveys to randomly selected households. The most recent survey attracted 1097 responses from 7000 surveys. The number of surveys to be sent out in 2015 has already been increased to 8000.

Implications to Consider

a. Consultation with the Community
   Not Applicable

b. Consultation with Government Agencies
   A survey was sent to all the Perth metropolitan local governments on 1 July 2015 to determine which local governments currently rotate Council meetings and audio and video record Council meetings.

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

   Aspiration C: Quality Leadership
   Strategic Objective: Community engagement and advocacy – An engaged and informed community that participates in local decision making and can rely upon the Council to advocate on its behalf when important issues challenge the best interests of the City and its residents.
**Strategic Objective:** Governance – Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.

d. **Policy**
Governance and Meeting Framework Policy

e. **Financial**
Current costs
Currently the costs involved with a standing committee meeting are nil.
Currently the costs involved with a Council meeting are for advertising, security and catering.

**Costs if Council meetings are rotated**

<table>
<thead>
<tr>
<th>Items Needed</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>Cost to remain the same</td>
</tr>
<tr>
<td>Security</td>
<td>Cost to remain the same</td>
</tr>
<tr>
<td>Catering</td>
<td>Cost will increase if the facility does not have a bar or kitchen</td>
</tr>
<tr>
<td>Table and Chairs</td>
<td>$150 to setup and pack down</td>
</tr>
<tr>
<td></td>
<td>$350 for tables and chairs</td>
</tr>
<tr>
<td></td>
<td>*based on 100 chairs and 10 tables</td>
</tr>
<tr>
<td>Venue Hire</td>
<td>Costs depending on the venue</td>
</tr>
<tr>
<td>Audio-visual Equipment</td>
<td>$1500 Hiring PA system, microphones, lecterns and staff if facility does not have this equipment</td>
</tr>
<tr>
<td>Audio-visual Equipment to video record</td>
<td>Between $2000 and $3500 per Council Meeting to hire an audio-visual company to video record Council meetings</td>
</tr>
</tbody>
</table>

Table 1 – Costs if Council meetings are rotated

**Costs if Committee and Council meetings are video-recorded**

To hire an audio-visual company to video record Council and committee meetings the cost is approximately between $2000 to $3500 per meeting. Costs will vary regarding quality of recording, and the length of the meeting.

It will cost upwards of approximately $60,000 to update the Council Chambers and City of Rockingham boardroom to enable video recordings of meetings. In order to get a more specific price, we need more research into the equipment needed such as recording for storage purposes, connection with the website/internet, if meetings will be live streamed, teams involved with maintenance or outsourced, what areas of the room have to be recorded i.e. just the Mayor and Councillors or the whole room.

f. **Legal and Statutory**
Part Three – Disclosure Register

Doubt exists as to whether a requirement for completion of a register can be lawfully imposed on elected members. Whilst a local government can make a Code of Conduct, a code is not a law and cannot be enforced.

g. **Risk**

**Risk Implications of Implementing Officer Recommendation**

Nil
Risk Implications of Not Implementing Officer Recommendation

Nil

Comments

Part One – Rotate Venues of Council Meetings

Decisions of Council are made at Council meetings. There is limited opportunity for community engagement during a Council meeting. Currently members of the public can ask questions at a Council meeting, or provide a petition. Deputations can be made by members of the public at the committees and at Council meetings if approved by the chairperson.

The City currently conducts ‘FREE Community Information Sessions’ in three areas within the City. There are 4 sessions planned for each area (Baldivis, Safety Bay, and Rockingham) throughout the year. At these sessions there will be a guest speaker covering a specific topic such as grants, sport and recreation programs etc. Most of the guest speakers will be officers from the City of Rockingham. A community development officer will also be on hand answer any questions and receive feedback about City of Rockingham programs and services. This gives the community an avenue to be more engaged and participate on pertinent issues in the community before a decision needs to be made through a Council decision.

At least once a year the City needs to give local public notice of the dates, time and place at which the ordinary Council meetings and committee meetings that are to be held in the next 12 months. It is public knowledge that the City holds Council Meetings in the Council Chambers. Changing the venue of Council meetings on a monthly basis may confuse and inconvenience regular attendees.

The following is a table showing the average number of people who attend City of Rockingham Council meetings and committee meetings:

<table>
<thead>
<tr>
<th>Years</th>
<th>Council Meetings</th>
<th>Planning and Engineering Services Committee Meetings</th>
<th>Corporate and Community Development Committee Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>31</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>2014</td>
<td>26</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>2013</td>
<td>13</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

Table 2 - Average Attendance at Council and Committee Meetings

There are 15 suburbs in the City of Rockingham, of those 15 there are 12 suburbs with facilities the City could use to host a Council meeting.

<table>
<thead>
<tr>
<th>Suburb</th>
<th>Venue/Facility</th>
<th>Managed by</th>
<th>Capacity (persons)</th>
<th>Parking (bays)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldivis</td>
<td>Mary Davies Library</td>
<td>City of Rockingham</td>
<td>110</td>
<td>Adequate</td>
</tr>
<tr>
<td></td>
<td>Baldivis Recreation Centre</td>
<td>City of Rockingham</td>
<td>300</td>
<td>30</td>
</tr>
<tr>
<td>Cooloongup</td>
<td>Westerly Family Centre</td>
<td>External</td>
<td>80</td>
<td>30</td>
</tr>
<tr>
<td>Golden Bay</td>
<td>Coastal Community Centre</td>
<td>External</td>
<td>100</td>
<td>Adequate</td>
</tr>
<tr>
<td>Hillman</td>
<td>Hillman Hall</td>
<td>City of Rockingham</td>
<td>100</td>
<td>35</td>
</tr>
<tr>
<td>Port Kennedy</td>
<td>Port Kennedy Community Centre</td>
<td>City of Rockingham</td>
<td>150</td>
<td>45</td>
</tr>
<tr>
<td>Rockingham</td>
<td>City of Rockingham Council Chambers</td>
<td>City of Rockingham</td>
<td>80</td>
<td>Adequate</td>
</tr>
<tr>
<td>Safety Bay</td>
<td>Girl Guide Hall</td>
<td>External</td>
<td>100</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>McLarty Hall</td>
<td>City of Rockingham</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secret Harbour</td>
<td>Secret Harbour Community Centre</td>
<td>City of Rockingham</td>
<td>245</td>
<td>25</td>
</tr>
</tbody>
</table>
**Table 3 – Facilities to host Council Meetings in the City of Rockingham**

<table>
<thead>
<tr>
<th>Suburb</th>
<th>Venue/Facility</th>
<th>Managed by</th>
<th>Capacity (persons)</th>
<th>Parking (bays)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoalwater</td>
<td>McLarty Hall</td>
<td>City of Rockingham</td>
<td>160</td>
<td>30</td>
</tr>
<tr>
<td>Singleton</td>
<td>Singleton Community Centre</td>
<td>City of Rockingham</td>
<td>120</td>
<td>Adequate</td>
</tr>
<tr>
<td></td>
<td>Singleton Hall</td>
<td>City of Rockingham</td>
<td>100</td>
<td>Adequate</td>
</tr>
<tr>
<td>Waikiki</td>
<td>Waikiki Family Centre</td>
<td>City of Rockingham</td>
<td>80</td>
<td>Adequate</td>
</tr>
<tr>
<td>Warnbro</td>
<td>Warnbro Recreation Centre</td>
<td>YMCA City of Rockingham</td>
<td>100</td>
<td>Adequate</td>
</tr>
</tbody>
</table>

All these community facilities are regularly used by members of the community and community groups. Most of the time these facilities have been booked up to 12 months in advance to cater for courses, regular group meetings, regular community activities such as girl guides, sporting groups etc. Costs of rotating Council meetings are provided in the financial section of implications to consider. Not included however is the increase in the staff time needed to arrange and organise the Council meetings.

The cost versus benefit of rotating Council meetings shows that it would be in the City's best interest to continue to keep Council meetings in the Council Chambers.

**Part Two – Video recording of Council and Committee Meetings**

There are no local governments in the Perth metropolitan area that video record their Council meetings and make them available on their website.

There is no delegated power to standing committees, there is only recommendations made at committee meetings. Therefore there is no reason to video record committee meetings as there are no decisions made until the Council meeting.

As of 27 July 2015, the City of Bunbury has six Council Meetings available to watch on YouTube via their website. Each meeting is viewed on average 16 times and is of low quality. The City of Greater Geraldton live stream their Council meetings and only make their previous meeting available to view via their website.

Costs of video-recording Council meetings are provided in the financial section of implications to consider. If the Council decided to rotate Council meetings and video record them it may cost between $24,000 to $42,000 per year just for video recording.

**Part Three – Disclosure Register**

There is nothing intrinsically untoward or wrong with an elected member meeting with, or communicating with, a member of the public – whether the member of the public is, or could be described as, a "developer" or indeed an owner, a politician, a resident who is not an owner or any other party.

Indeed, it is the role of a Councillor under section 2.10 of Local Government Act 1995 to “facilitate(s) communication between the community and the council”. A Councillor also has a responsibility to represent the interests of “electors, ratepayers and residents of the district”.

However the position is different where a person (be they an owner, developer or other party) makes an application to the City for a planning approval or some other statutory permit, licence or consent. Where the person is an “applicant”, in that sense, there is a greater need for caution and transparency.

The reason for greater caution and transparency is that, in those circumstances, an elected member will or may be part of a decision-making process. Invariably, that decision making process will be required, by law, to follow a set procedures and the application must be determined according to law. For example, the Council, as the decision maker, must only consider relevant considerations and must disregard any irrelevant considerations.

In the interests of public confidence and transparency, all elected members must be seen to conduct themselves consistently with the role of an impartial decision maker. This does not mean that an elected member can never meet with, or communicate with, an applicant. However, there should be "rules" setting out how any such meeting or communication should take place.
The code of conduct which applies to any Development Assessment Panel (DAP) is an example of rules of conduct relating to communication and meetings with applicants in circumstances where an application for development approval has been received by the DAP. See the Development Assessment Panel Code of Conduct 2011.

This code of conduct is an illustration of the sort of rules that might apply. Those rules include:

- A DAP member should not approach an applicant.
- A DAP member should not make any representation that the member commits his or her vote on an application.
- A DAP member should not participate in a site visit or private meeting with an applicant or with any other DAP member unless the visit or meeting has been consented to by the presiding member of the DAP and has been arranged by the DAP secretariat.

Earlier this year, the CEO instigated an internal review of the City’s existing Code of Conduct. The matter is receiving attention by the City’s officers. The review will be looking at a large range of contemporary issues not just the matter of meetings and communications between elected members and applicants.

It is expected that this review will be completed in the next 6 months and would then be the subject of a report and a recommendation to the Council. Although the review is very much a work in progress, it is expected that one of the recommendations will be that the existing code, which applies to both Councillors and employees alike will be recommended to change into three separate codes – one applying to Councillors, a second applying to employees and a third applying to members of committees who are neither Councillors or employees. This is an approach which has been adopted in recent times by a number of other metropolitan local governments.

### Part Four – Customer Satisfaction Surveys

A mail out of 7000 surveys to randomly selected households attracted 1097 responses. The sampling error for a sample of 1097 is very low at +/-3%.

Doubling the survey mail out to 14,000 may result in around 2200 responses. While the cost of the Customer Satisfaction Surveys mail out will double, the sampling error will only reduce by 0.9% points to +/- 2.1%. The recommendation from the Auditor General for customer satisfaction research is to reduce the sampling error to +/-5% which is achieved with a sample of 400 people.

The City has taken the sample size for the 2015 Customer Satisfaction Survey up to 8000.

There are other forms of community engagement that can be used to receive information about customer satisfaction such as online surveys. There is always a risk that special interest groups will take advantage of this community engagement avenue and could skew the results of the online survey, this is the reason for the City randomly selecting households for the Customer Satisfaction Survey mail out.

The CEO is currently investigating systems and processes which will enable the City to better engage with its stakeholders with regards to performance and overall effectiveness of the suite of Community Plan Strategies.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council:

1. **NOT SUPPORT** rotating the Council meetings venue.
2. **NOT SUPPORT** the video or audio recording of Council and Committee meetings.
3. **DIRECT** the Chief Executive Officer to present to Council a report and recommendation with respect to a review of the City’s Code of Conduct before February 2016.
4 **DIRECT** the Chief Executive Officer to investigate -

(i) the opportunity for residents to participate in the annual Customer Satisfaction Survey through online engagement from 2016 onwards; and

(ii) other contemporary forms of obtaining community feedback on the performance and overall effectiveness of the City’s suite of Community Plan Strategies.

**Notice of Motion Recommendation from Cr Matthew Whitfield**

That Council **DIRECT** the Chief Executive Officer to:

1. Rotate the venue of the Monthly Council meetings from February 2016 ensuring that 12 different suburbs host the meeting over a 12 month trial period.
2. That the Planning and Engineering Services Committee, Corporate and Community Development Committee and full Council Meetings are all recorded in video form and made available on the City website.
3. Develop and implement a publically accessible Councillor disclosure register before February 2016 that required Councillors to report all contact with developers.
4. Significantly increase the amount of opportunity for residents to participate in the annual customer satisfaction surveys from 2016 onwards.

**Committee Recommendation**

Moved Cr Whitfield, seconded Cr Stewart:

That Council **DIRECT** the Chief Executive Officer to rotate the venue of the Monthly Council meetings from February 2016 ensuring that 12 different suburbs host the meeting over a 12 month trial period.

Committee Voting Lost – 2/3

(Crs Liley, Sammels and J Smith voted against)

4:52pm Cr Sammels departed the meeting.
4:52pm Cr Elliott deputised for Cr Sammels.

Moved Cr Whitfield, seconded Cr Stewart:

That Council **DIRECT** the Chief Executive Officer to significantly increase the amount of opportunity for residents to participate in the annual customer satisfaction surveys from 2016 onwards.

Committee Voting – 4/1

(Cr Elliott voted against)

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

Cr Whitfield noted that given the advice from officers in the report he no longer wished to pursue Part 2 – video recording of meetings and Part 3 – disclosure register.

The Committee supported Part 4 – annual customer satisfaction survey of Cr Whitfield’s Notice of Motion to provide the Chief Executive Officer wider scope in the methods of survey and customer engagement.

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

Not Applicable
<table>
<thead>
<tr>
<th></th>
<th>Notices of motion for Consideration at the Following Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td></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></td>
<td>Matters Behind Closed Doors</td>
</tr>
<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td></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 15 September 2015</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
</tr>
<tr>
<td></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>5:00pm</strong>.</td>
</tr>
</tbody>
</table>