



City of Rockingham

MINUTES

Ordinary Meeting of Council Minutes

Held on Tuesday 23 July 2019 at 6:00pm
City of Rockingham Council Chambers



City of Rockingham
Ordinary Council Meeting
6:00pm Tuesday 23 July 2019



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City of Rockingham
Ordinary Meeting of Council Minutes
Tuesday 23 July 2019 – Council Chambers



1. Declaration of Opening

The Mayor declared the Council Meeting open at **6:00pm**, welcomed all present, and delivered the Acknowledgement of Country.

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

2.1 Councillors

Cr Barry Sammels (Mayor)	Rockingham Ward
Cr Deb Hamblin (Deputy Mayor)	Safety Bay Ward
Cr Matthew Whitfield	Baldivis Ward
Cr Chris Elliott	Comet Bay Ward
Cr Mark Jones	Comet Bay Ward
Cr Joy Stewart	Rockingham Ward
Cr Andrew Burns	Rockingham Ward
Cr Leigh Liley	Safety Bay Ward
Cr Katherine Summers	Safety Bay Ward

2.2 Executive

Mr Michael Parker	Chief Executive Officer
Mr David Caporn	A/Director Planning and Development Services
Mr Sam Assaad	Director Engineering and Parks Services
Mr John Pearson	Director Corporate Services
Mr Peter Doherty	Director Legal Services and General Counsel
Mr Michael Holland	Director Community Development
Mr Peter Varris	Manager Governance and Councillor Support
Mr Peter Le	Senior Legal and Councillor Liaison Officer
Mr Aiden Boyham	City Media Officer
Mr Tom Kettle	Administration Officer – Governance and Councillor Support

2.3 Members of the Gallery: 16

2.4 Apologies: Nil

2.5 Approved Leave of Absence: Nil

Cr Lee Downham Baldivis Ward

3.

Responses to Previous Public Questions Taken on Notice

3.1

Mr Paul Sexton, Safety Bay - Micro Brewery Proposal

At the Council meeting held on 25 June 2019, Mr Sexton asked the following question that was taken on notice and the Acting Director Planning and Development Services provided a response in a letter dated 28 June 2019 as follows:

Question

1. Noise being introduced by the Council and Micro-Brewery.

We do not want loud music (High noise dBA) playing (heavy base noise/vibrations) at different times during the day and evening.

- What are the proposed allowable noise limits for this brewery?
- How will these noise limits be monitor and enforced by the council?
- Will the brewery pay for the noise monitoring and enforcement requirements?

The traffic noise levels on Safety Bay Road are already very high (and this micro-brewery will make the matter much worse.

Response (provided at meeting)

The Mayor advised that as mentioned previously, the Noise Regulations specify allowable noise levels for different times of the day and night. City officers will advise what the decibel noise levels are.

Should the City receive complaints about noise emitted from the premises, the City will investigate and take the necessary action to ensure compliance with the Noise Regulations.

Additional Response

The assigned noise levels that must be achieved at the receiving residential properties are as follows:

	L _{A10} (dB)	L _{A1} (dB)	L _{Amax} (dB)
ASSIGNED NOISE LEVELS			
7am - 7pm, Mon - Sat	45*	55*	65*
9am - 7pm, Sun and Public Holidays	40*	50*	65*

	L _{A10} (dB)	L _{A1} (dB)	L _{Amax} (dB)
ASSIGNED NOISE LEVELS			
7pm - 10pm, All days	40*	50*	55*
10pm - 7am, Mon - Sat	35*	45*	55*
9pm - 7am, Sun and Public Holidays			

**An Influencing Factor calculation is done on a site specific basis, and may adjust the allowable noise levels if there are nearby major/minor roads, commercial or industrial areas.*

3.2

Mr Damien Blason, Waikiki – Various matters

At the Council meeting held on 25 June 2019, Mr Blason asked the following questions that were taken on notice and the Manager Governance and Councillor Support provided a response in a letter dated 2 July 2019 as follows:

Question

1. I am wondering if Cr Summers has received an apology from the two Councillors who walked out during her Notice of Motion during the March 2019 Council meeting?

Response

Cr Whitfield made a statement of apology at the April 2019 Council meeting. The City is unaware of any other apologies being made to Cr Summers.

Question

2. With relation to governance, may I ask how a Councillor who left the March 2019 Council meeting early can second the minutes which is acceptance they are true and correct?

Response

A motion being moved and seconded places the matter before Council for consideration. It is procedural in nature and the mover and seconder need not have been present at the meeting to do so.

Question

3. Does the Council have a percentage criteria for acceptance of petitions from the public?

Being very generous the Ako petition represents less than 0.65% of ratepayers and the latest vote for the Mayor petition less than 0.35% of ratepayers.

Response

Not for general petition, however some 'statutory' petitions such as the one to change the method of filling the office of mayor have a minimum number of signatures required, in that case, 250 electors.

3.3

Mr James Mumme, Shoalwater – Various matters

At the Council meeting held on 25 June 2019, Mr Mumme asked the following questions that were taken on notice and the Acting Director Planning and Development Services provided a response in a letter dated 1 July 2019 as follows:

Question

PD-044/19 Safety Bay/Shoalwater Foreshore – Sector 1

We all know the dual use path along Arcadia Drive. The Officer's report says that this "path...cause(s) the view over the coast to be obscured by existing vegetation."

1. How can a dual-use path obscure the view over the coast? I'd point out that many houses on Arcadia Drive are double storey and the view is most obscured by Norfolk Island pines or the acacia scrub.

Response

The clear intent within the Officer Report is that those using the dual-use path have their view over the coast obscured by vegetation.

Question

Officers go on to propose a second north-south dual-use path within the dune environment. I think this is a mistake – the dunes are only 70 metres wide; one third of that dune system has already been destroyed: there is already a fine dual-use path and people can walk along the beach; a path through the dunes will increase weeds and be threatened by erosion; it will destroy about one sixth of those dunes – our wildlife has already lost most of its coastal habitat to development.

2. Officers conclude “the community are generally drawn to its natural environmental character which they want retained and enhanced.” I don’t understand – why think of destroying more of our bush unnecessarily?

Response

When the draft Master Plan is prepared and advertised, the manner in which the ‘Design Drivers’ pertaining to protection of the environment and the investigation into the new dual-use path can be considered.

Question

Disconnection between Council and Community

Recently the Mayor wrote, “It is the role of the Council and/or the City to represent the views of the community...” (in response to my question about the 24 storey height policy at the April 2019 meeting). However over one third of the issues raised in community submissions on the proposed 24 storey policy were ruled not relevant. At the April 2019 meeting I asked what does this fact say to Council about how planning does not relate to the community?

The Mayor’s response was “The subject matters were not relevant to the Policy amendment. Consequently, there was no value in giving them consideration.” It seems there is a disconnect between planners and community.

3. What does the fact that one third of issues were irrelevant say to Council about how planning issues and processes are understood by the community?

Response

During most community consultation processes, the City receives many and varied comments, some of which are not relevant to the matter for which comment is invited. Although the submitter may feel strongly about the issues raised, if they are not relevant to the subject matter, or cannot form part of the Council’s consideration, the Officer Report will acknowledge such.

It is the role of the Council to determine if the assessment and conclusions in the Officer Report is supported.

Question

At the meeting I also asked who decided on the “intended future character” of the Waterfront. The response was “...Council has decided that a 24 storey building may be appropriate within the intended future character of the area.”

4. Does Council have any suggestions for improving how it represents the views of the community or is Council happy with the current situation where over one third of issues can be ‘irrelevant’?

Who decided on the “intended future character” for the Waterfront or did the desire to have a 24 storey building come before the intended future character?

Response

No, the City believes that it has an open and transparent approach to community consultation were all submissions and provided in-full and each individual issue is given a response and recommendation.

Question

PD-043/198 Community views on the Proposed Brewery

144 Submissions were received most were in favour. 32 were from residents living nearby and most of those were opposed and gave reasons.

5. If Council is “to represent the views of the community”, does Council need to a method of comparing the views of those who present an argued case and are most likely to be affected with the views of those who live miles away?

	<p><u>Response</u> (provided at the meeting)</p> <p><i>The Mayor referred to his previous response to Mr Sexton regarding the 300m radius and receiving submissions from outside the radius.</i></p> <p><i>Submissions are taken into consideration, to my knowledge there is no weighting of submissions.</i></p> <p><u>Question</u></p> <p><i>PD-039/19 Road closure on Parkin Street</i></p> <p>Nowhere is there a clear statement of the purpose of this road closure. All we get is the community aspiration "to meet the needs of the growing population, with consideration of future generations".</p> <p>6. What is the purpose of this road closure?</p> <p><u>Response</u> (provided at the meeting)</p> <p><i>Mr Ricci advised that the portion of the road reserve which is proposed to be closed is surplus to requirements and will be acquired by the abutting landowner from the State Government.</i></p>
4.	Public Question Time
6:01pm	The Mayor opened Public Question Time and invited members for the Public Gallery to ask questions.
4.1	<p>Mr Peter Green, Cooloongup – Mangles Bay Planning Investigation Area</p> <p>The Mayor invited Mr Green to present his questions to the Council. Mr Green asked the following questions:</p> <ol style="list-style-type: none">1. Has the City any information/documentation regarding the approval of Residential Housing on Bush Forever land? <p><i>The Mayor advised not as he is aware, but took the question on notice.</i></p> <ol style="list-style-type: none">2. Does the City support Residential Housing on Bush Forever site 355. <p><i>The Mayor advised that the matter has not been specifically considered by Council and took the above question on notice.</i></p> <ol style="list-style-type: none">3. The Council and City would be well aware of the long term Community view of support for the 1964 Commonwealth / State Agreement, does the Council and City share that view? <p><i>The Mayor advised that the City and Council are aware of the Agreement and took the question on notice.</i></p>
4.2	<p>Mr James Mumme, Shoalwater – Investment Policy / Waterfront Village Policy</p> <p>The Mayor invited Mr Mumme to present his questions to the Council. Mr Mumme asked the following questions:</p> <ol style="list-style-type: none">1. CS-012/19 "The minimum \$2 million investment to be maintained with Bendigo Bank has been removed from the policy." Why has this been done?2. What rate of interest would \$2 million invested for 12 months bring at Bendigo Bank, and what rate of interest at one of the big four?3. Will the \$2 million investment at Bendigo be continued even if not in the policy?4. Does Council think that this move shows support for our only local bank?

5. How much has been invested from surplus funds in 2017/18 and 2018/19?
6. Given the discovery of corruption and unethical conduct by the major banks listed, why is Council proposing to place funds with them?
7. Does Council invest any funds in ethical investment businesses, particularly ones who do not invest in fossil-intensive industries? If not, would Council consider doing so in order to complement its impressive climate change reduction measures?

The Mayor noted that the Policy is returning to Council after being subject to public consultation and took the questions on notice.

8. In respect to item PD-050/19 what exactly were the practical results if any of the inconsistency between the policy 3.2.5 as reviewed and the April Resolution of Council?
9. Is it still Council policy to permit buildings over eight stories within the blocks bounded by Railway Tce, Rockingham Beach Rd, Wanliss St and Kent Street but excluding the site of the Rockingham Hotel? If so, what are the maximum heights/storeys for this area?
10. Does the originally proposed 90 metre height apply to the Rockingham Hotel site?
11. Is there a height limit for the Rockingham Hotel site and if so what is it?

The Mayor took the questions on notice.

4.3 Mr Johnathon Shapiro, Unknown - Homelessness

The Mayor invited Mr Shapiro to present his questions to the Council.

1. Mr Shapiro referred to the Notice of Motion regarding Homelessness on the agenda and asked whether the City understood what the real number of rough sleepers are?

Mr Shapiro noted that the number of homeless people in Rockingham is increasing and indicated there are between 40 to 45 at the Ward Road bush campsite currently.

The Mayor advised that the City works closely with the Interagency Group and numbers vary depending on the stakeholder group. The Mayor noted that he understood that these are 4 to 6 at the Rockingham Foreshore and 17 to 25 at the Ward Road site.

2. Mr Shapiro suggested that Council is not being supportive of homeless people, demonstrated by the refusal of the St Pats proposal at Penola House.

The Mayor advised that the Penola House issue was a planning matter and needed to be dealt with on planning merits. The Mayor noted that the State Government is the lead body responsible for addressing homelessness and the City is doing work with a range of government and not-for-profit agencies in working with homeless people in Rockingham.

4.4 Ms Elizabeth Cope, Calista - Homelessness

The Mayor invited Ms Cope to present her questions to the Council.

1. Ms Cope asked what is the City doing to assist homeless people in Rockingham?

The Mayor reiterated that the City works with the Interagency Group, comprising State Government agencies and not-for-profits in assisting the homeless.

	<p>2. What plans does the City have to 'get on the ground' and talk and work directly with homeless people to obtain an understanding of the problem?</p> <p><i>The Mayor advised that the matter is before Council tonight for consideration of what direction the City will take on homelessness in the City.</i></p> <p>4.5 Mr Sunny Miller, Safety Bay – Various Matters</p> <p>The Mayor invited Mr Miller to present his questions to the Council.</p> <p>1. Mr Miller referred to item PD-041/19 on the agenda and asked whether vehicle access requirements for the upgrade of the medical centre will encompass requirements for cyclists?</p> <p><i>The Mayor advised that he expected that this would be the case.</i></p> <p>2. Mr Miller referred to item PD-050/19 and congratulated the City on ensuring the issue of 'solar access' was dealt with in the policy.</p> <p><i>The Mayor acknowledged Mr Miller's comments.</i></p> <p>3. Mr Miller referred to item PD-051/19 regarding 'Parklets' and asked that the City deal with such applications sensitively given the changes to parking arrangements along the Rockingham Foreshore, particularly issues regarding pedestrian and cyclist safety.</p> <p><i>The Mayor noted that the matter is for Council consideration tonight and will be subject to a public consultation period.</i></p> <p>4. Will the 'loose' furniture in parklets need to be stored overnight by the business operator?</p> <p><i>The Mayor advised that this was his understanding.</i></p> <p>5. Mr Miller referred to his request several months ago regarding the need for footpath repairs on Charhouse Road and noted that these have been completed very well and thanked the City.</p> <p><i>The Mayor acknowledged Mr Miller's comments.</i></p> <p>6:18pm There being no further questions the Mayor closed Public Question Time.</p>
5.	Applications for Leave of Absence
	<p>Cr Lee Downham has requested a leave of absence for the 23 July 2019 Council meeting.</p> <p>Moved Cr Hamblin, seconded Cr Burns:</p> <p>That Council APPROVES Cr Downham's application for leave of absence for the 23 July 2019 Council meeting.</p> <p style="text-align: right;">Carried – 9/0</p>
6.	Confirmation of Minutes of the Previous Meeting
	<p>Moved Cr Stewart, seconded Cr Jones:</p> <p>That Council CONFIRMS the Minutes of the Ordinary Council Meeting held on 25 June 2019, as a true and accurate record.</p> <p style="text-align: right;">Carried – 9/0</p>
7.	Matters Arising from Minutes of Previous Meeting
	Nil

8.	Announcement by the Presiding Person without Discussion		
	6:19pm	The Mayor 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 Council meeting.	
9.	Declarations of Members and Officers Interests		
	9.1	Item PD-052/19	Mangles Bay Planning Investigation Area Working Group – Councillor Nomination
		Councillor:	Cr Mark Jones
		Type of Interest:	Impartiality
		Nature of Interest:	Cr Jones is Chairperson of the Seaside Camp for Children located within the study area – Mangles Bay planning investigation area.
		Extent of Interest:	Not Applicable
	9.2	Item CD-016/19	Recommendations from the Community Grants Program Committee Meeting held on 20 June 2019 and Special Community Grants Program Committee Meeting held on 8 July 2019
		Councillor:	Cr Barry Sammels
		Type of Interest:	Impartiality
		Nature of Interest:	Cr Sammels is a life member of the Rockingham Kwinana Chamber of Commerce.
		Extent of Interest:	Not Applicable
	6:19pm	The Mayor noted the interests declared in Items 9.1 and 9.2, and asked if there were any further interests to declare. There were none.	
10.	Petitions/Deputations/Presentations/Submissions		
	10.1	Cr Whitfield – Acknowledgement – Mr Mark Daniels	
		Cr Whitfield made the following acknowledgement in respect to the achievements of Baldivis resident, Mark Daniels –	
		"Mark Daniels is from Baldivis and his story is well known.	
		In 2015 Mark was involved in a serious traffic accident, he suffered a broken neck, 11 broken ribs, punctured lung, broken hand, ruptured kidney and severed femoral artery and had to have his right leg amputated.	
		Mark is, and continues to be a navy officer.	
		Marks has raised funds for charity, has competed on Ninja Warrior and has completed an Invictus games.	
		Earlier this month Mark represented Australia at the 2019 Warrior games in the USA, he won –	
		Bronze in 1 minute rowing, 4 minute rowing and wheelchair rugby.	
		Silver in 50m freestyle, 50m backstroke, 50m breaststroke.	
		Gold in 100m freestyle, 4 x 50m mens relay and cycling.	
		Mark is an inspiration and proudly represents his City, State and nation and I wanted to acknowledge his achievements here today."	
		Mr Daniels achievements were acknowledged through applause of those present.	

11.	Matters for which the Meeting may be Closed
6:20pm	<p>The Mayor advised in accordance with section 5.23(2)(b) of the Local Government Act 1995 – if there are any questions or debate on Confidential Item CD-015/19 Recommendation from the Disability Access and Inclusion Advisory Committee Meeting held on 24 June 2019 (<i>Absolute Majority</i>), then the Council will need to defer the matter for consideration at Agenda Item 23 - Matters Behind Closed Doors.</p> <p>There were no questions or request for debate.</p>

Corporate and Community Development Committee

CONFIDENTIAL ITEM

NOT FOR PUBLIC ACCESS

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

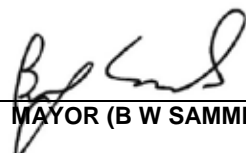
This item may be discussed behind closed doors as per
Section 5.23(2)(b) of the Act

Community Development Community Capacity Building		
Reference No & Subject:	CD-015/19	Recommendation from the Disability Access and Inclusion Advisory Committee Meeting held on 24 June 2019 (<i>Absolute Majority</i>)
File No:	CSV/763-08	
Author:	Ms Michele Gray, Community Development Officer	
Other Contributors:	Mrs Belinda Trowbridge, Coordinator Community Capacity Building	
Date of Committee Meeting:	16 July 2019	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Attachments:	Minutes of the Disability Access and Inclusion Advisory Committee Meeting held on 24 June 2019	
Maps/Diagrams:		

Voting Requirements

Absolute Majority

CONFIRMED AT A COUNCIL MEETING
HELD ON TUESDAY 27 AUGUST 2019


MAYOR (B W SAMMELS)

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1:

That Council **APPOINTS** Tennille O'Neill, Ann Cooper and Candice Oliver to the Disability Access and Inclusion Advisory Committee.

Officer Recommendation if Different to Advisory Committee Recommendation

Not Applicable

The Officer's Reason for Varying the Advisory Committee Recommendation

Not Applicable

Committee Recommendation

That Council **APPOINTS** Tennille O'Neill, Ann Cooper and Candice Oliver to the Disability Access and Inclusion Advisory Committee.

Committee Voting (Carried) – 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

Council Resolution

Moved Cr Whitfield, seconded Cr Jones:

That Council **APPOINTS** Tennille O'Neill, Ann Cooper and Candice Oliver to the Disability Access and Inclusion Advisory Committee.

Carried by Absolute Majority – 9/0

The Council's Reason for Varying the Committee's Recommendation

Not Applicable

12.	Receipt of Minutes of Committees
	<p>Moved Cr Stewart, seconded Cr Hamblin:</p> <p>That Council RECEIVES and CONSIDERS the minutes of the:</p> <ol style="list-style-type: none">1. Audit Committee meetings held on 27 June 2019 and 16 July 2019;2. Planning and Engineering Services Committee meeting held on 15 July 2019; and3. Corporate and Community Development Committee meeting held on 16 July 2019. <p style="text-align: right;">Carried – 9/0</p>
13.	Officers Reports and Recommendations of Committees
	<p>Method of Dealing with Agenda Business</p> <p>The Mayor advised the meeting that with the exception of the items identified to be withdrawn for discussion that the remaining reports committee recommendations would be adopted en bloc, ie all together.</p> <p>Withdrawn Items</p> <p>The following officer report items were withdrawn for discussion:</p> <p>PD-045/19 Proposed Transformation of the Singleton Volunteer Bush Fire Brigade to a Department of Fire and Emergency Service - Volunteer Fire and Emergency Service (Absolute Majority)</p> <p>PD-046/19 Nomination of Representative – Cockburn Sound Management Council</p> <p>PD-047/19 Quote Q18/19-86 – Redevelopment of the City Square and Civic Plaza</p> <p>PD-052/19 Mangles Bay Planning Investigation Area Working Group – Councillor Nomination</p>

Council Resolution – En bloc Resolution

Moved Cr Liley, seconded Cr Hamblin:

That the committee recommendations in relation to Agenda Items AC-004/19 and AC-005/19 be carried en bloc.

Carried – 9/0

Audit Committee

Audit Committee		
Reference No & Subject:	AC-004/19	Audit Service Plan for the external audit for the year ending 30 June 2019
File No:	CPM/109	
Proponent/s:		
Author:	Mr Allan Moles, Manager Financial Services	
Other Contributors:		
Date of Committee Meeting:	27 June 2019	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	Audit Service Plan – 30 June 2019	
Maps/Diagrams:		

Purpose of Report

To note the details of the Audit Service Plan for the external audit for the year ending 30 June 2019.

Background

Deloitte Touche Tohmatsu (Deloitte) has been contracted by the Office of the Auditor General (OAG) to perform the external audit of the City for the year ending 30 June 2019.

Details

Deloitte have requested a meeting with the Audit Committee to present the Audit Service Plan and to provide the Committee and management with an overview of the elements of the audit.

Implications to Consider

a. **Consultation with the Community**

Nil

b. **Consultation with Government Agencies**

Nil

c. **Strategic**

Community Plan

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

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

Strategic Objective: *Effective governance: Apply systems of governance which empower the Council to make considered and informed decisions within a transparent accountable, ethical and compliant environment.*

d. **Policy**

Nil

e. **Financial**

Nil

f. **Legal and Statutory**

Nil

g. **Risk**

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

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

Customer Service / Project management / Environment : High and Extreme Risks

Finance / Personal Health and Safety : Medium, High and Extreme Risks

Nil

Comments

Nil

Voting Requirements

Simple Majority

Officer Recommendation

That Council **NOTES** the Audit Service Plan for the external audit for the year ending 30 June 2019.

Committee Recommendation

That Council **NOTES** the Audit Service Plan for the external audit for the year ending 30 June 2019.

Committee Voting (Carried) – 3/0

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

Not Applicable

Council Resolution

That Council **NOTES** the Audit Service Plan for the external audit for the year ending 30 June 2019.

Carried en bloc

The Council's Reason for Varying the Committee's Recommendation

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Audit Committee		
Reference No & Subject:	AC-005/19	Report addressing the significant matters raised in the 2017/2018 Audit Report
File No:	CPM/109	
Proponent/s:		
Author:	Mr Allan Moles, Manager Financial Services	
Other Contributors:		
Date of Committee Meeting:	16 July 2019	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	2017/2018 Audit Report	
Maps/Diagrams:		

Purpose of Report

To endorse the report addressing the significant matters raised in the 2017/2018 Audit Report.

Background

The City has received a letter from the Department of Local Government, Sport and Cultural Industries (DLGSCI) requiring a report be prepared to the Audit Committee for Council to endorse the response to the significant matters raised in the 2017/2018 Audit Report.

In November 2018, Council passed the following resolution;

That Council:

1. *ADOPTS the Audited Financial Report for the year ended 30 June 2018 in November 2018.*
2. *NOTES the Management Report for the year ended 30 June 2018.*

The Audit Report included the following;

"In my opinion, the following material matters indicate significant adverse trends in the financial position or the financial management practices of the City:

- a. The Asset Sustainability Ratio has been below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard for the past two years.*
- b. The Operating Surplus Ratio has been below the DLGSCI standard for the past three years."*

During the Audit Committee meeting held on 13 November 2018, these ratios were discussed at length with the Auditor, and specifically in relation to the impact of the City's high depreciation rates on the calculations.

The 'Comments' section of the agenda item also included the statement *"In 2018/2019 officers will review ratios with a view to meeting Local Government ratio benchmarks"*.

Although these ratios were addressed in the body of the agenda item and discussed with the Auditor during the meeting, this does not adequately comply with the requirements of Section 7.12A(4) of the Local Government Act 1995.

Details

Asset Sustainability Ratio

The Asset Sustainability Ratio indicates whether a local government is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.

It is calculated as follows:

$$\frac{\text{Capital Renewal and Replacement Expenditure}}{\text{Depreciation Expense}}$$

The DLGSCI minimum standard is 0.90.

The City's ratios for the past three years are as follows;

Year ending 30 June	2018	2017	2016
Asset sustainability ratio	0.59	0.77	0.82

A review of the Asset Sustainability Ratio identified that the adverse trend was due to the significant depreciation expense included in the City's financial statements.

The depreciation rates were based on historic anticipated useful life assumptions that did not reflect the current anticipated useful life of assets determined during the asset revaluation process. The depreciation rates used by the City were also higher than those used by other comparable local governments.

Essentially the City was depreciating assets over a shorter period than necessary resulting in a higher non-cash expense each year.

The City has reviewed the depreciation rates and aligned them with the asset revaluation assumptions.

As the City has over \$2.1 Billion in assets, the result of the revised depreciation rates would have been a decrease in the non-cash depreciation expense from over \$71 million to under \$30 million.

The revised depreciation expense would have resulted in an Asset Sustainability Ratio that will meet or exceed the DLGSCI standard.

Operating Surplus Ratio

The Operating Surplus Ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes.

It is calculated as follows;

$$\frac{(\text{Operating Revenue MINUS Operating Expense})}{\text{Own Source Operating Revenue}}$$

The DLGSCI minimum standard is 0.01.

The City's ratios for the past three years are as follows;

Year ending 30 June	2018	2017	2016
Operating surplus ratio	(0.32)	(0.36)	(0.25)

A review of the Operating Surplus Ratio identified that the adverse trend was due to the significant depreciation expense included in the City's financial statements. The City's ratio was negative as the operating expense was more than operating revenue.

The revised depreciation expense would have resulted in an Operating Surplus Ratio that will meet the DLGSCI standard.

Implications to Consider

a. Consultation with the Community

The 2017/2018 Audit Report and Annual Financial Statements are included in the City's Annual Report which is advertised prior to the Annual Electors Meeting. At the Annual Electors Meeting held on 19 December 2018 the adverse trends in these ratios was raised by a ratepayer and addressed by the Mayor.

It is also a requirement to publish a copy of the report addressing the significant matters raised in the Audit Report on the City's website following its submission to the Minister.

b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

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

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

Strategic Objective: *Effective governance: Apply systems of governance which empower the Council to make considered and informed decisions within a transparent accountable, ethical and compliant environment.*

d. Policy

Nil

e. Financial

The adverse trends in the Asset Sustainability Ratio and Operating Surplus Ratio were due to depreciation which is a non-cash expense so, therefore, does not impact the cash position of the City.

f. Legal and Statutory

Section 7.12A(4) of the Local Government Act 1995 requires that a local government to;

(a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and

(b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

Section 7.12A(5) requires that within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

g. Risk

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

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

Customer Service / Project management / Environment: High and Extreme Risks

Finance / Personal Health and Safety: Medium, High and Extreme Risks

Nil

Comments

The financial ratios are to provide users of the annual financial report with key indicators of the financial performance of a local government and a comparison of trends over a three year period.

The City is required to report seven ratios with only the two ratios adversely affected by the depreciation expense being raised as a concern.

The adverse trends raised in relation to the Asset Sustainability Ratio and Operating Surplus Ratio have been investigated and changes to the depreciation rates have been discussed with the Auditor during the 2018/2019 audit process and implemented in accordance with the Australian Accounting Standards.

It is anticipated that these financial ratios will meet or exceed the DLGSCI standards in the financial statements for the year ended 30 June 2019.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ENDORSES** the following report addressing the significant matters raised in the 2017/2018 Audit Report.

Report on the significant matters raised in the 2017/2018 Audit Report

The Independent Auditor's Report provided by the Auditor General states;

"In my opinion the annual financial report for the City of Rockingham:

- (i) is based on proper accounts and records; and*
- (ii) fairly represents, in all material aspects, the results of the operations of the City for the year ended 30 June 2018 and its financial position at the end of that period in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards."*

The following significant matters were also raised in the Audit Report;

"In my opinion, the following material matters indicate significant adverse trends in the financial position or the financial management practices of the City:

- a. The Asset Sustainability Ratio has been below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard for the past two years.*
- b. The Operating Surplus Ratio has been below the DLGSCI standard for the past three years."*

A review of the Asset Sustainability Ratio and Operating Surplus Ratio identified that the adverse trends were due to the significant depreciation expense included in the City's financial statements.

The depreciation rates were based on historic anticipated useful life assumptions that did not reflect the current anticipated useful life of assets determined during the asset revaluation process. The depreciation rates used by the City were also higher than those used by other comparable local governments.

The City has reviewed the depreciation rates and aligned them with the asset revaluation assumptions.

As the City has over \$2.1 Billion in assets, the result of the revised depreciation rates would have been a decrease in the non-cash depreciation expense from over \$71 million to under \$30 million.

The revised depreciation expense would have resulted in an Asset Sustainability Ratio and Operating Surplus Ratio that will meet or exceed the DLGSCI standards for these ratios.

The revised depreciation rates have been implemented for the 2018/2019 financial year and it is anticipated that these financial ratios will meet or exceed the DLGSCI standards in the financial statements for the year ended 30 June 2019.

Committee Recommendation

That Council **ENDORSES** the following report addressing the significant matters raised in the 2017/2018 Audit Report.

Report on the significant matters raised in the 2017/2018 Audit Report

The Independent Auditor's Report provided by the Auditor General states;

"In my opinion the annual financial report for the City of Rockingham:

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As the City has over \$2.1 Billion in assets, the result of the revised depreciation rates would have been a decrease in the non-cash depreciation expense from over \$71 million to under \$30 million.

The revised depreciation expense would have resulted in an Asset Sustainability Ratio and Operating Surplus Ratio that will meet or exceed the DLGSCI standards for these ratios.

The revised depreciation rates have been implemented for the 2018/2019 financial year and it is anticipated that these financial ratios will meet or exceed the DLGSCI standards in the financial statements for the year ended 30 June 2019.

Committee Voting (Carried) – 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

Council Resolution

That Council **ENDORSES** the following report addressing the significant matters raised in the 2017/2018 Audit Report.

Report on the significant matters raised in the 2017/2018 Audit Report

The Independent Auditor's Report provided by the Auditor General states;

"In my opinion the annual financial report for the City of Rockingham:

- (i) is based on proper accounts and records; and*
- (ii) fairly represents, in all material aspects, the results of the operations of the City for the year ended 30 June 2018 and its financial position at the end of that period in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards."*

The following significant matters were also raised in the Audit Report;

"In my opinion, the following material matters indicate significant adverse trends in the financial position or the financial management practices of the City:

- a. The Asset Sustainability Ratio has been below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard for the past two years.*
- b. The Operating Surplus Ratio has been below the DLGSCI standard for the past three years."*

A review of the Asset Sustainability Ratio and Operating Surplus Ratio identified that the adverse trends were due to the significant depreciation expense included in the City's financial statements.

The depreciation rates were based on historic anticipated useful life assumptions that did not reflect the current anticipated useful life of assets determined during the asset revaluation process. The depreciation rates used by the City were also higher than those used by other comparable local governments.

The City has reviewed the depreciation rates and aligned them with the asset revaluation assumptions.

As the City has over \$2.1 Billion in assets, the result of the revised depreciation rates would have been a decrease in the non-cash depreciation expense from over \$71 million to under \$30 million.

The revised depreciation expense would have resulted in an Asset Sustainability Ratio and Operating Surplus Ratio that will meet or exceed the DLGSCI standards for these ratios.

The revised depreciation rates have been implemented for the 2018/2019 financial year and it is anticipated that these financial ratios will meet or exceed the DLGSCI standards in the financial statements for the year ended 30 June 2019.

Carried en bloc

The Council's Reason for Varying the Committee's Recommendation

Not Applicable

Planning and Engineering Services Committee

**Planning and Development Services
Compliance and Emergency Liaison**



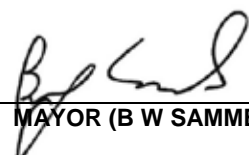
Reference No & Subject:	PD-045/19	Proposed Transformation of the Singleton Volunteer Bush Fire Brigade to a Department of Fire and Emergency Service - Volunteer Fire and Emergency Service (<i>Absolute Majority</i>)
File No:	EMS/25-5	
Applicant:		
Owner:		
Author:	Mr David Caporn, Manager Compliance and Emergency Liaison	
Other Contributors:	Mr Peter Varris, Manager Governance and Councillor Support Mr Greg Whip, Coordinator, Emergency Management	
Date of Committee Meeting:	15 July 2019	
Previously before Council:	8 July 2013 (CSA-006/13)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
LA Zoning:		
MRS Zoning:		
Attachments:		
Maps/Diagrams:	Map Depicting Current Fire Districts in the City of Rockingham	

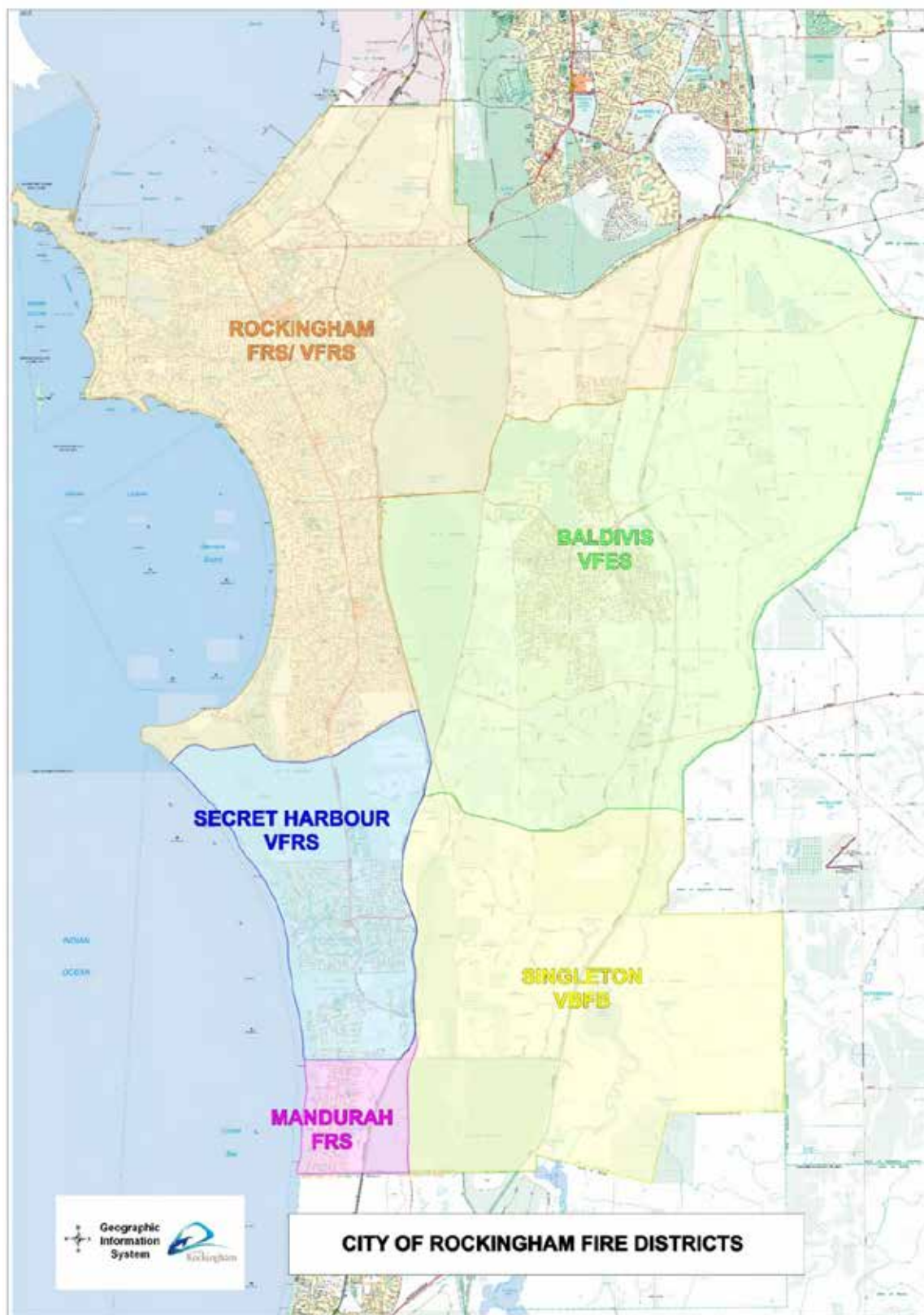
Purpose of Report

To seek Council approval for transferring the administration and operations of the Singleton Volunteers Bush Fire Brigade (VBFB) including the ownership of relevant fire appliances, plant and equipment, to the Department of Fire and Emergency Services (DFES).

In order to facilitate part of the transfer, delegated authority for the Chief Executive Officer (CEO) to dispose of City owned fire appliances, plant and equipment, over the value of \$20,000 to DFES (following the process defined in Section 3.58 of the Local Government Act 1995) is also sought.

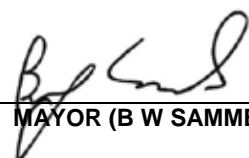
CONFIRMED AT A COUNCIL MEETING
HELD ON TUESDAY 27 AUGUST 2019


MAYOR (B W SAMMELS)



Map Depicting Current Fire Districts in the City of Rockingham

CONFIRMED AT A COUNCIL MEETING
HELD ON TUESDAY 27 AUGUST 2019


MAYOR (B W SAMMELS)

Background

The City of Rockingham (the City) is currently the responsible agency for combatting fire in the localities of Karnup and Keralup.

The Singleton VBFB is managed by the City and provides first response services for bushfire in these areas. The Brigade was established in 1979 and currently has 50 registered members.

Members have been in discussion with the City and representatives of DFES over the last ten months about the future of the Brigade and the potential for increased functions and responsibilities within the City's district.

At the General Meeting of the Singleton VBFB held on 19 December 2018, members voted in favour of becoming a DFES managed Brigade.

Details

The Volunteer Fire and Emergency Services (VFES) are multi-functional units managed by DFES but operated by volunteers trained for a number of emergencies and natural disasters. The responsibilities given to any particular VFES unit are relative to its area of operation. In this case, the most relevant duties for the Singleton area of operation are combatting bushfire and natural hazard emergencies.

DFES representatives have confirmed that if the Singleton VBFB is converted to a VFES, it would be allocated 'natural hazards' training and responsibilities whilst maintaining its primary role in combatting bushfire. There would be no change to the unit's primary area of operation.

During January and May 2019, correspondence was exchanged between the City and the FES (Fire and Emergency Service) Commissioner confirming 'in principle' support for the transition of the Singleton VBFB to a VFES.

In May 2018, the imminent transition of the Singleton VBFB to a VFES including some of the history as described in this submission, was published in a proposal to Council regarding the Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018.

During May and June 2019, City Officers worked with DFES and Singleton VBFB representatives to confirm the legal, governance and logistical requirements for the transition.

The following steps are required for the transition to be completed:

- Council to approve the transfer;
- Further exchange of correspondence between the City and DFES;
- DFES to establish a new FES unit (Singleton VFES) to assume ongoing operational and functional roles of the Singleton VBFB with the addition of natural hazard emergency responsibilities;
- The current operational area of the Singleton VBFB to become the operational area for the new Singleton VFES;
- The transfer of relevant fire appliances, plant and equipment from the City to DFES (disposal for any item valued above \$20,000 to be completed in accordance with the legal obligations of section 3.58 of the Local Government Act 1995);
- The transfer of operational and administrative support systems including services from the City to DFES;
- DFES to undertake a lease arrangement with the City in connection with the use of the facilities at Golden Bay (Rhonda Scarrot Reserve) and/or Singleton (Cavendar Reserve). Both of these facilities are currently utilised by Singleton VBFB although indication from the representative group is that under the management of DFES, the Singleton VFES may only seek to utilise the Golden Bay facility;
- The City to deregister the Singleton VBFB once the operational transition has occurred; and

- The City to transfer any relevant Emergency Services Levy (ESL) Local Government Grants Scheme funding to DFES.

Implications to Consider

a. Consultation with the Community

Singleton VBFB members have been in discussion with the City and representatives of the DFES since August 2018 about the future of the Brigade and the potential for increased functions and responsibilities within the City's district.

At its General Meeting held on 19 December 2018, members voted in favour of becoming a DFES managed Brigade.

b. Consultation with Government Agencies

The City has been in consultation with DFES regarding this matter since August 2018. During January and May 2019, correspondence was exchanged between the City and the FES Commissioner confirming 'in principle' support for the transition of the Singleton VBFB to a VFES.

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 2019-2029:

Aspiration 2: *Grow and Nurture Community Connectedness and Wellbeing*

Strategic Objective: *Community Safety and Support - Provide support to residents and visitors so they feel safe and secure at home and outdoors.*

d. Policy

Nil

e. Financial

The Singleton VBFB is funded through the Emergency Services Levy (ESL) Local Government Grants scheme. The funding would be transferred from the City to DFES on the deregistering of the Brigade.

The transfer to DFES of the following items listed on the City's asset register along with other less valuable physical assets currently utilised by the Singleton VBFB will be required.

Asset ID	Plant ID	Description	Value
2383	69236	Isuzu F3 FSS Fire Truck - 1CDX676	17,500
3112	69027	Toyota LC Light Tanker - 1CRB724	7,500
3466	69079	Toyota LC Light Tanker - 1DBS793	11,667
4067	69080	Toyota LC - 1DM995	15,833
6070	69277	Toyota LC Fire Truck - 1GLA593	12,758
4214	69191	Isuzu FH FSR850 7FB562 - RO13974	45,833
Nil	69333	Polmac Support Van trailer - 1TOE730	Nil

f. Legal and Statutory

Local Government (Functions and General) Regulations 1996 - Regulation 30

- (3) A disposition of property other than land is an exempt disposition if —
- (a) its market value is less than \$20 000;

Local Government Act 1995 – Section 3.58

- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

- (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned;
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;
- and
- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

Bush Fires Act 1954 - Section 41 Bush Fire Brigades

- (3) A local government may at any time cancel the registration of a bush fire brigade.

City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001

The City will need to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 upon transition of the Singleton VBFB.

g. Risk

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

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

Customer Service / Project management / Environment: High and Extreme Risks

Finance / Personal Health and Safety: Medium, High and Extreme Risks

Nil

Comments

The transfer of the Singleton VBFB to DFES will derive significant benefit for the City and the community, with an increased presence of the State's lead agency for combatting fire and natural hazard emergencies in the City's district, additional training and support for our volunteers and increased localised capability to combat emergencies.

With this transfer, DFES will have assumed the role of combat agency for all fires (structural and bush) in the City of Rockingham, enabling the City to focus its resources on supporting (rather than leading) response to fire, fire prevention, increasing resilience in the community and on the critical local government function of managing recovery from emergencies and disasters.

Importantly, this change is supported by the volunteer membership of the Singleton VBFB who are excited about the opportunity to broaden their skills and experience to include combatting natural hazard emergencies.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council:

1. **APPROVES** the transfer of the administration and operations of the Singleton Volunteer Bush Fire Brigade, including the ownership of relevant fire appliances, plant and equipment, to the Department of Fire and Emergency Services.
2. **DELGATES** authority to the Chief Executive Officer to dispose of City owned fire appliances, plant and equipment over the value of \$20,000 to DFES following the process defined in Section 3.58 of the Local Government Act 1995.

Committee Recommendation

That Council:

1. **APPROVES** the transfer of the administration and operations of the Singleton Volunteer Bush Fire Brigade, including the ownership of relevant fire appliances, plant and equipment, to the Department of Fire and Emergency Services.
2. **DELGATES** authority to the Chief Executive Officer to dispose of City owned fire appliances, plant and equipment over the value of \$20,000 to DFES following the process defined in Section 3.58 of the Local Government Act 1995.

Committee Voting (Carried) – 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

Council Resolution

Moved Cr Elliott, seconded Cr Whitfield:

That Council:

1. **APPROVES** the transfer of the administration and operations of the Singleton Volunteer Bush Fire Brigade, including the ownership of relevant fire appliances, plant and equipment, to the Department of Fire and Emergency Services.
2. **DELGATES** authority to the Chief Executive Officer to dispose of City owned fire appliances, plant and equipment over the value of \$20,000 to DFES following the process defined in Section 3.58 of the Local Government Act 1995.

Carried by Absolute Majority – 9/0

The Council's Reason for Varying the Committee's Recommendation

Not Applicable

Planning and Development Services Strategic Planning and Environment Services



Reference No & Subject:	PD-046/19	Nomination of Representative – Cockburn Sound Management Council
File No:	GVR/38	
Applicant:		
Owner:		
Author:	Mr Brett Ashby, Manager Strategic Planning and Environment	
Other Contributors:		
Date of Committee Meeting:	15 July 2019	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
LA Zoning:		
MRS Zoning:		
Attachments:	1. Cockburn Sound Management Council Terms of Reference 2. Proforma Curriculum Vitae	
Maps/Diagrams:		

Purpose of Report

To consider the nomination of a representative, and proxy, to the Cockburn Sound Management Council.

Background

Cockburn Sound extends from the Garden Island Causeway in the south to Woodman Point in the north and supports a range of social, environmental and economic values. It is bound by the Cities of Rockingham, Cockburn and Kwinana to the east and Garden Island to the west.

A number of State government agencies are responsible for the monitoring and management of Cockburn Sound, including the Environmental Protection Authority (EPA), Department of Water and Environment Regulation (DWER), Department of Transport, Department of Fisheries and the Cockburn Sound Management Council (CSMC).

The CSMC was established under section 25 of the Environmental Protection Act 1986 (EP Act) and provides advice to the Minister for Environment. The CSMC is supported by the DER and includes representatives from the community, conservation groups, industry and government agencies, as well as the Cities of Rockingham, Cockburn and Kwinana.

Specifically, the CSMC Terms of Reference are to:

1. Facilitate and coordinate stakeholder and community input into the environmental management of Cockburn Sound, particularly in regard to the protection and maintenance of water quality and associated environmental values for the Cockburn Sound marine area.
2. Oversee and coordinate environmental monitoring and research investigative studies in Cockburn Sound.
3. Provide advice to the Minister for Environment on the environmental management of Cockburn Sound, particularly in regard to the protection and maintenance of water quality and associated environmental values for the Cockburn Sound marine area.
4. Report to the Minister for Environment and the community on the state of the environment of Cockburn Sound.

Members of the Management Council are appointed by the Minister for Environment under section 25(2) of the EP Act. The City has a longstanding involvement with the Management Council and is currently represented by Cr Chris Elliott.

A copy of the CSMC's Terms of Reference is set out in Attachment 1.

Details

As the terms of current representatives to the CSMC expire in 2019, the City has been invited to nominate a representative and a proxy for membership on the Council for a new three year term.

In line with the McGowan Government's commitment to diversity on Government boards and committees, and in particular, increasing the representation of women to 50 per cent by 2019, the City has been requested to consider female nominations for the membership where possible.

Nominees for the CSMC are expected to represent the opinions of their organisation on matters relating to Cockburn Sound and be of sufficient authority to make decisions on its behalf.

Nominees will be required to provide a two-page summary curriculum vitae as per Attachment 2.

The Cockburn Sound Management Council typically meets on a quarterly basis, typically at 9.00am on the 1st Friday of the month (February, June, September and December), with meetings running for 3 hours.

Implications to Consider

a. Consultation with the Community

Not Applicable

b. Consultation with Government Agencies

Not Applicable

c. Strategic

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019-2029:

Aspiration 3: *Plan for Future Generations*

Strategic Objective: *Preservation and management of bushland and coastal reserves – Encourage the sustainable management and use of the City's bushland and coastal reserves.*

d. Policy

Nil

e. Financial

Nil

f. Legal and Statutory

The CSMC is established under section 25 of the EP Act, which states that:

- (1) The Minister or the Authority may establish such groups, committees, councils and panels -
 - (a) as he or it thinks are necessary for the purpose of advising him or it on the administration of this Act; and
 - (b) with such terms of reference in each case as he or it thinks fit.
- (2) The Minister or the Authority may appoint such persons as he or it thinks fit to any group, committee, council or panel established by him or it under subsection (1).
- (3) A member of a group, committee, council or panel appointed under subsection (2) is entitled to such remuneration and allowances as are on the recommendation of the Public Sector Commissioner determined by the Minister or the Authority, as the case requires, in his case.

g. Risk

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

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

Customer Service / Project management / Environment: : High and Extreme Risks

Finance / Personal Health and Safety : Medium, High and Extreme Risks

Nil

Comments

In accordance with the Terms of Reference, the CSMC is responsible for collating a range of scientific data to monitor the overall health of the Cockburn Sound relative to the complex drivers and pressures it is susceptible to; including the impacts of industry, urban catchments, climate change and recreational use.

Given the importance of Cockburn Sound to the City from an environmental, social and economic perspective, it is recommended that a Councillor and proxy be nominated to represent the City on the Management Council.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **NOMINATES** Cr _____ to be a representative on the Cockburn Sound Management Council and Cr _____ as proxy.

Committee Recommendation

The Committee resolved to **REFER** this matter to the Council Meeting to be held on Tuesday 23 July 2019 to provide time for Councillors to consider nominating as a representative.

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Council Resolution

Moved Cr Stewart, seconded Cr Summers:

That Council **NOMINATES** Cr Hamblin to be a representative on the Cockburn Sound Management Council and Cr Liley as proxy.

Carried – 9/0

The Council's Reason for Varying the Committee's Recommendation

Not Applicable

Planning Services		
Land and Development Infrastructure Services		
Reference No & Subject:	PD-047/19	Quote Q18/19-86 – Redevelopment of the City Square and Civic Plaza
File No:	Q18/19-86	
Proponent/s:		
Author:	Mr James Henson, Manager Land and Development Infrastructure	
Other Contributors:	Ms Natalie Watkinson, Senior Landscape Architect	
Date of Committee Meeting:		
Previously before Council:	PD-053/17 and PD-001/19	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:	Civic Precinct, Civic Boulevard, Rockingham	
Lot Area:		
LA Zoning:		
MRS Zoning:		
Attachments:		
Maps/Diagrams:	City Square and Civic Plaza Location Plan	

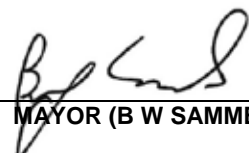
Purpose of Report

Provide Council with details of the quotes received for Quote Q18/19-86 – Redevelopment of the City Square and Civic Plaza, document the results of the quote assessment and make recommendations regarding award of the quote.



City Square and Civic Plaza Location Plan

CONFIRMED AT A COUNCIL MEETING
HELD ON TUESDAY 27 AUGUST 2019


MAYOR (B W SAMMELS)

Background

In mid-2016, a program was initiated to explore opportunities to redevelop the City Square and Civic Plaza to improve the appearance and functionality, while also addressing the long term maintenance requirements. Following Council approval in September 2017 the City Square and Civic Plaza project proceeded to detailed design and subsequent tender advertising.

During the assessment process it was identified that the pricing was more than forty percent greater than expected and well above the estimate of probable costs.

It was therefore recommended the Council decline to accept all tenders as they did not align with the current budget allocation for the project and consequently at the Ordinary Meeting of Council held on Tuesday 22 January 2019 Council resolved:

*'That Council **DECLINES** to accept all tenders as they are not within the current allocated budget'.*

Following Council's decision it was recommended that the design requirements be reviewed to reduce the scope and that a formal quotation process be undertaken to complete the planned works.

In accordance with the Local Government (Functions and General) Regulations 1996 (the Regulations) the City has within the last six months publicly advertised the tender and is therefore, according to Division Two, no longer required to undertake a formal tender process.

Nonetheless, the City advised selected companies of the existence of the project, together with re-advertising the respective Quote Q18/19-86 – Redevelopment of the City Square and Civic Plaza on Saturday, 11 May 2019 in accordance with the Regulations.

The quote closed at 2.00pm, Wednesday, 5 June 2019 and was publicly opened immediately after the closing time.

Details

The City Square design incorporates a variety of new seating options, paving, lighting and planting within raised garden beds which enhance the architectural features of the built form, while introducing formal planting to soften and define the areas.

The Civic Plaza design redefines the entrance to the City's Administration Building and the landscape treatments which will enhance the existing building colonnade by way of including new flowering trees, garden beds, paved surfaces and an upgrade to the water fountain surround.

The works will distinguish yet complement the two spaces and will introduce a more distinctive and contemporary palette of materials, furniture and lighting that will create a sense of variety, vibrancy and general activation of areas that, over the years, have become tired and outdated.

Company	Separable Portion One Ornamental Shelters	Separable Portion Two Perimeter Bench Seats	Total Lump Sum– GST Excl	Lump Sum Price Excluding Separable Portions – GST Excl
Total Eden Pty Ltd	\$118,797.00	\$90,478.80	\$833,597.62	\$624,321.82
BOS Civil Pty Ltd	\$126,221.69	\$105,361.14	\$870,952.94	\$639,370.11
Environmental Industries Pty Ltd	\$123,680.80	\$142,464.00	\$972,491.26	\$706,346.46
Landscape Elements Pty Ltd	\$126,344.75	\$135,841.15	\$1,019,189.68	\$757,003.78
Menchetti Consolidated Pty Ltd	\$181,780.00	\$109,072.00	\$1,049,689.48	\$758,837.48
Horizon West Landscape Constructions	\$164,000.00	\$177,200.00	\$1,318,292.00	\$977,092.00

The submitted prices listed above illustrate the separable portions together with the total lump sum quantities.

The quotation included separable portions for the installation of the ornamental shelters and the large perimeter bench seating which due to the bespoke nature of the designs, were to be priced independently in order to ensure a degree of flexibility should the cost of these elements again prove to limit the opportunity to complete the works.

As anticipated, the submitted prices for both the ornamental shelters and the large perimeter seating exceeded the allocated budget and hence, will not be included in the awarded contract.

Notwithstanding, the project scope will deliver eight bench seats, four picnic table settings and two large communal picnic tables incorporating universal access.

Furthermore, the design of the square is such that the inclusion of the ornamental shelters and perimeter seating can be installed at a later date and therefore the opportunity remains to seek quotes for the individual elements should these items be deemed integral to further improving the activation of the space.

A panel comprising the Manager Land and Development Infrastructure, Senior Landscape Architect, and the Project Research Officer acting as proxy for the Director Planning and Development undertook quotation evaluations.

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

Assessment Criteria Max. Points	Level of Service 30 Pts	Status of Organisation 30 Pts	Contract Price/s 40 Pts	Total Weighted Scores 100 Pts
Total Eden Pty Ltd	27	26	40.0	95
BOS Civil Pty Ltd	26	26	39.1	91.1
Environmental Industries Pty Ltd	28	27	35.4	90.4
Landscape Elements Pty Ltd	27	24	33.0	84.0
Menchetti Consolidated Pty Ltd	29	26	32.9	87.9
Horizon West Landscape Constructions	26	24	25.6	75.6

Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

Nil

c. Strategic

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 2019-2029:

Aspiration 2: *Grow and Nurture Community Connectedness and Wellbeing*

Strategic Objective: *Accessibility: Ensure that the City's infrastructure and services are accessible to seniors and to people with a disability.*

Aspiration 3: *Plan for Future Generations*

Strategic Objective: *Infrastructure planning: Plan and develop community, sport and recreation facilities which meet the current and future needs of the City's growing population.*

Responsive planning and control of land use: Plan and control the use of land to meet the needs of the growing population, with consideration of future generations.

d. Policy

In accordance with the City's Purchasing Policy, for purchases above \$150,000, a public tender process is to be conducted in accordance with the provision of section 3.57 of the Local Government Act 1995; and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, regulation 11A(1).

e. Financial

An amount of \$700,000 has been allocated for the contract in the 2019/2020 Budget – Redevelopment of the City Square and Civic Plaza.

f. Legal and Statutory

In accordance with section 3.57 of the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, regulation.

r11(1) *'Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless sub regulation (2) states otherwise'.*

r11(2) c (i) *'Tenders do not have to be publicly invited according to the requirements of this Division if; within the last six months the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment.'*

g. Risk

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

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

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

Nil

Comments

Submissions were received from six companies with a similar range of experience, knowledge and resources, all of which provided strong evidence of previous experience doing similar work.

Following consideration of the submissions in accordance with the quotation criteria, all companies demonstrated the capacity, resources and personnel to complete the works, however, the assessment panel believed that the submission received from Total Eden Pty Ltd provided the best balance of proficiency, while also demonstrating an exceptional level of experience executing works of a similar nature and are therefore recommended as the preferred contractor.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ACCEPTS** the quote submitted from Total Eden Pty Ltd, 1 Altona Street, Bibra Lake, 6163, for Quote Q18/19-86 – Redevelopment of the City Square and Civic Plaza in accordance with the quote documentation for the lump sum value of \$624,321.82.

Committee Recommendation

That Council **ACCEPTS** the quote submitted from Total Eden Pty Ltd, 1 Altona Street, Bibra Lake, 6163, for Quote Q18/19-86 – Redevelopment of the City Square and Civic Plaza in accordance with the quote documentation for the lump sum value of \$624,321.82.

Committee Voting (Carried) – 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

Alternate Motion

Cr Whitfield proposed the following Alternate Motion:

1. That Council **REFUSE** all tenders received for quote Q18/19-86 – Redevelopment of the City Square and Civic Plaza.
2. That the City **DEFERS** this project indefinitely.

Reason for Alternate Motion

These works are not essential works and are mainly aesthetic. This money could be used for a multitude of more deserving projects, or used to reduce debt internally.

Improving the appearance and functionality of the plaza is not considered a high priority to residents.

Implications for Alternate Motion

a. Consultation with the Community

Nil

b. Consultation with Government agencies

Nil

c. Strategic

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective contained in the Community Plan 2019-2029:

Aspiration 2: *Grow and Nurture Community Connectedness and Wellbeing*

Strategic Objective: *Accessibility: Ensure that the City's infrastructure and services are accessible to seniors and to people with a disability.*

Aspiration 3: *Plan for Future Generation*

Strategic Objective: *Infrastructure planning: Plan and develop community, sport and recreation facilities which meet the current and future needs of the City's growing population.*

Responsive planning and control of land use: Plan and control the use of land to meet the needs of the growing population, with consideration of future generations.

d. Policy

In accordance with the City's Purchasing Policy, for purchases above \$150,000, a public tender process is to be conducted in accordance with the provision of *Section 3.57 of the Local Government Act 1995*; and *Local Government (Functions and General) Regulations 1996, Part 4, Division 2, regulation 11A(1)*.

e. Financial

The City Centre Development Reserve fund was created pursuant to section 6.11 of the Local Government Act 1995 to fund development in the City Centre. As such it is a restricted cash asset.

An amount of \$700,000 is budgeted to be transferred from this reserve to fund this project. This was approved by Council at its Ordinary Meeting held on the 25 June 2019.

Approved expenditure to the amount of \$651,593 is also budgeted. These amounts are carried over from last financial year due to previously declining to accept all tenders.

f. Legal and Statutory

In accordance with *Section 3.57 of the Local Government Act 1995* and *Local Government (Functions and General) Regulations 1996, Part 4, Division 2, regulation*.

11(1). *'Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless sub regulation (2) states otherwise'.*

11(2) c (i) *'Tenders do not have to be publicly invited according to the requirements of this Division if; within the last six months the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment.'*

g. Risk

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

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

Customer Service / Project management / Environment : High and Extreme Risks

Finance / Personal Health and Safety : Medium, High and Extreme Risks

Nil

Officer Comment

In mid-2016, a program was initiated to explore opportunities to redevelop the City Square and Civic Plaza to improve the appearance and functionality, while also addressing the long term maintenance requirements.

A Councillor Engagement Session was held on 12 September 2017, outlining the guiding principles and the deliverables such as improved circulation, furniture, lighting, and water fountains; together with presenting the three concept designs, one of which would progress to detailed design. Importantly, noting the maintenance requirements and the funding opportunities prior to seeking Council approval to proceed.

At the Ordinary meeting of Council held on 25 September 2017 Council resolved:

*That Council **APPROVES** the final concept designs for the City Square and Civic Plaza to enable the project to proceed to detailed design and subsequent construction works.*

Subsequent to this decision the detailed design phase was undertaken and Tender T18/19-20 – Redevelopment of the City Square and Civic Plaza was then advertised in the West Australian on Saturday 13 October 2018.

Evaluation of the tender, in accordance with the advertised assessment criteria, revealed that the pricing was more than forty percent greater than expected and well above the estimate of probable costs. It was therefore recommended the Council decline to accept all tenders as they did not align with the current budget allocation for the project and consequently at the Ordinary Meeting of Council held on Tuesday 22 January 2019 Council resolved:

*'That Council **DECLINES** to accept all tenders as they are not within the current allocated budget'.*

Following Council's decision it was recommended that the design requirements be reviewed to reduce the scope and that a formal quotation process be undertaken to complete the planned works.

In accordance with the Local Government (functions and general) Regulations 1996 (the Regulations) the City has within the last six months publicly advertised the tender and is therefore, according to Division Two, no longer required to undertake a formal tender process.

Nonetheless, the City advised selected companies of the existence of the project, together with readvertising the respective Quote Q18/19-86 – Redevelopment of the City Square and Civic Plaza on Saturday, 11 May 2019 in accordance with the Regulations.

The Quote closed at 2.00pm, Wednesday, 5 June 2019 and was publicly opened immediately after the closing time.

In summary, the City Square and Plaza is an area where a high level of amenity is desirable, as it is a direct reflection on the City of Rockingham. The surrounding paving materials, furniture, and water features are all deteriorating, creating a hazard to both users of the space and people traversing the area to access the adjoining commercial buildings. The space has several levels with a number of paved and concrete steps and ramps, all of which are not conducive to ease of use or altogether compliant with all ability access.

The sunken lawn area is becoming more difficult to maintain on a 'year round' basis, due to the extended months of shade cover. Tree roots are also beginning to establish across the surface; further increasing maintenance and potential trip hazards.

The furniture (bench seats) and lights have been maintained for well over 20 years, however they have reached their end of life expectancy as the cost of replacing timber battens and redundant light globes is no longer cost effective. The furniture and lighting will be replaced to provide greater seating options including for all abilities and better illumination will provide safer utility across the space.

In addition, the existing four water fountains within the sunken area do not operate and have not done so for several years. The remaining ceramic tiled dishes also retain rainwater and debris, requiring ongoing maintenance to drain in order to prevent mosquito breeding and reduce potential slip hazards. The limestone capping around the water fountain within the plaza space is also deteriorating and in need of renewal.

Overall, the redevelopment of City Square and Plaza will address the above maintenance issues, by removing the water fountains within the square, the sunken lawn area, the steps and ramps and deliver a new consistent grade, repaved at one level.

To satisfy this outcome it is therefore, recommended that Council accept the quote received from Total Eden Pty Ltd as they provided the best balance of proficiency, while also demonstrating an exceptional level of experience executing works of a similar nature.

Officer Recommendation

That Council **ACCEPTS** the quote submitted from Total Eden Pty Ltd, 1 Altona Street, Bibra Lake, 6163, for Quote Q18/19-86 – Redevelopment of the City Square and Civic Plaza in accordance with the quote documentation for the lump sum value of \$624,321.82

Council Resolution

Moved Cr Whitfield, seconded Cr Summers:

1. That Council **REFUSE** all tenders received for quote Q18/19-86 – Redevelopment of the City Square and Civic Plaza.
2. That the City **DEFERS** this project indefinitely.

Motion Lost – 2/7

Councillors having voted for the motion:

Cr Whitfield Cr Burns

Councillors having voted against the motion:

Cr Summers Cr Jones
Cr Liley Cr Elliott
Cr Hamblin Cr Sammels
Cr Stewart

Moved Cr Elliott, seconded Cr Whitfield:

That Council **ACCEPTS** the quote submitted from Total Eden Pty Ltd, 1 Altona Street, Bibra Lake, 6163, for Quote Q18/19-86 – Redevelopment of the City Square and Civic Plaza in accordance with the quote documentation for the lump sum value of \$624,321.82.

Carried – 7/2

Councillors having voted for the motion:

Cr Summers Cr Jones
Cr Liley Cr Elliott
Cr Hamblin Cr Sammels
Cr Stewart

Councillors having voted against the motion:

Cr Whitfield Cr Burns

The Council's Reason for Varying the Committee's Recommendation

Not Applicable

Council Resolution – En bloc Resolution

Moved Cr Elliott, seconded Cr Whitfield:

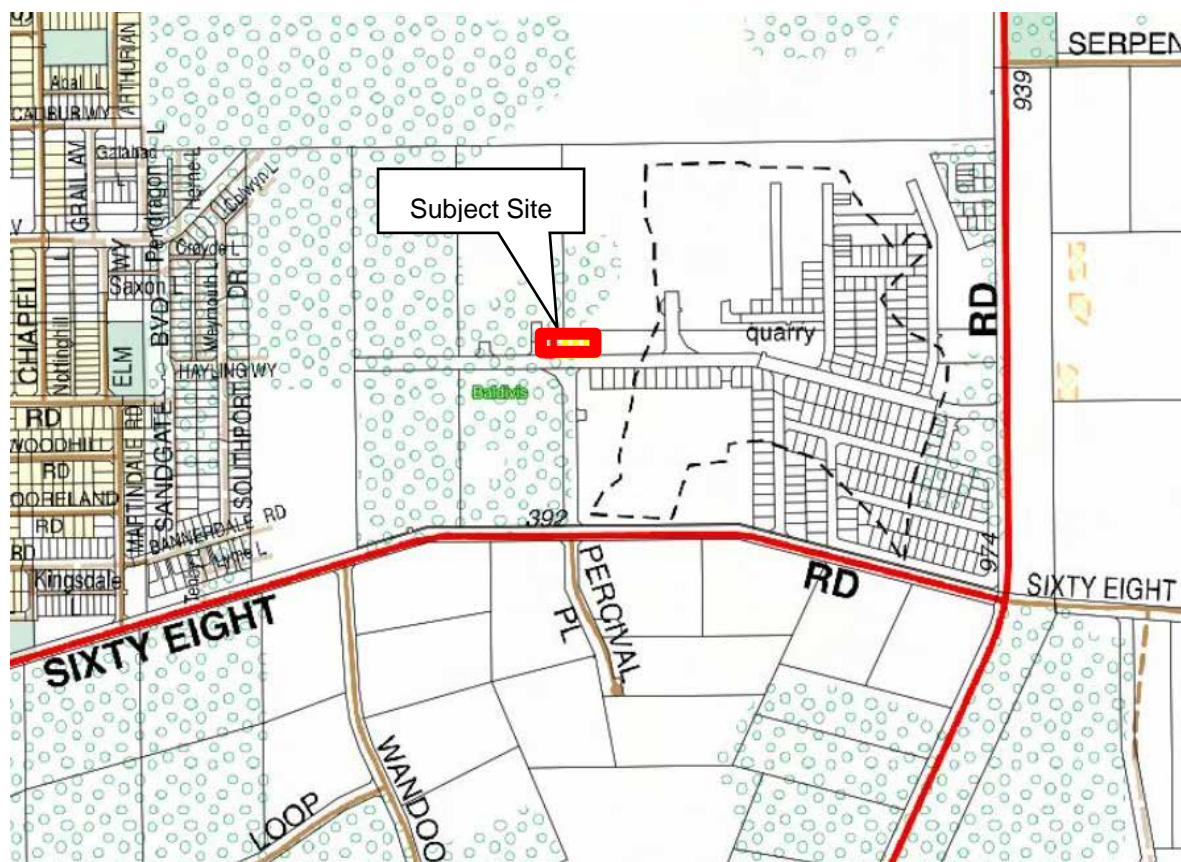
That the committee recommendations in relation to Agenda Items PD-048/19 to PD-051/19 be carried en bloc.

Carried – 9/0

Planning and Development Services Statutory Planning Services	
Reference No & Subject:	PD-048/19 Proposed Child Care Premises
File No:	DD20.2019.00000111.001
Applicant:	MW Urban Pty Ltd
Owner:	Novasun Holdings Pty Ltd
Author:	Ms Gayle O'Leary, Planning Officer
Other Contributors:	Mr David Waller, Coordinator Statutory Planning Mr Mike Ross, Manager Statutory Planning
Date of Committee Meeting:	15 July 2019
Previously before Council:	
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Tribunal
Site:	Lots 432 – 436 (No.70 – 78) Solis Boulevard, Baldivis
Lot Area:	2,352m ²
LA Zoning:	Development
MRS Zoning:	Urban
Attachments:	
Maps/Diagrams:	1. Location Plan 2. Aerial Photograph 3. Aerial Photograph (Site) 4. Brightwood Structure Plan 5. Site Plan 6. Building Perspectives 7. Consultation Plan

Purpose of Report

To consider an application seeking Development Approval for a Child Care Premises (CCP) at Lots 432 - 436 (No.70 - 78) Solis Boulevard, Baldvis.

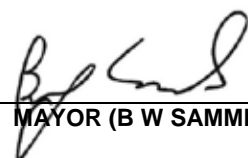


1. Location Plan



2. Aerial Photograph

CONFIRMED AT A COUNCIL MEETING
HELD ON TUESDAY 27 AUGUST 2019

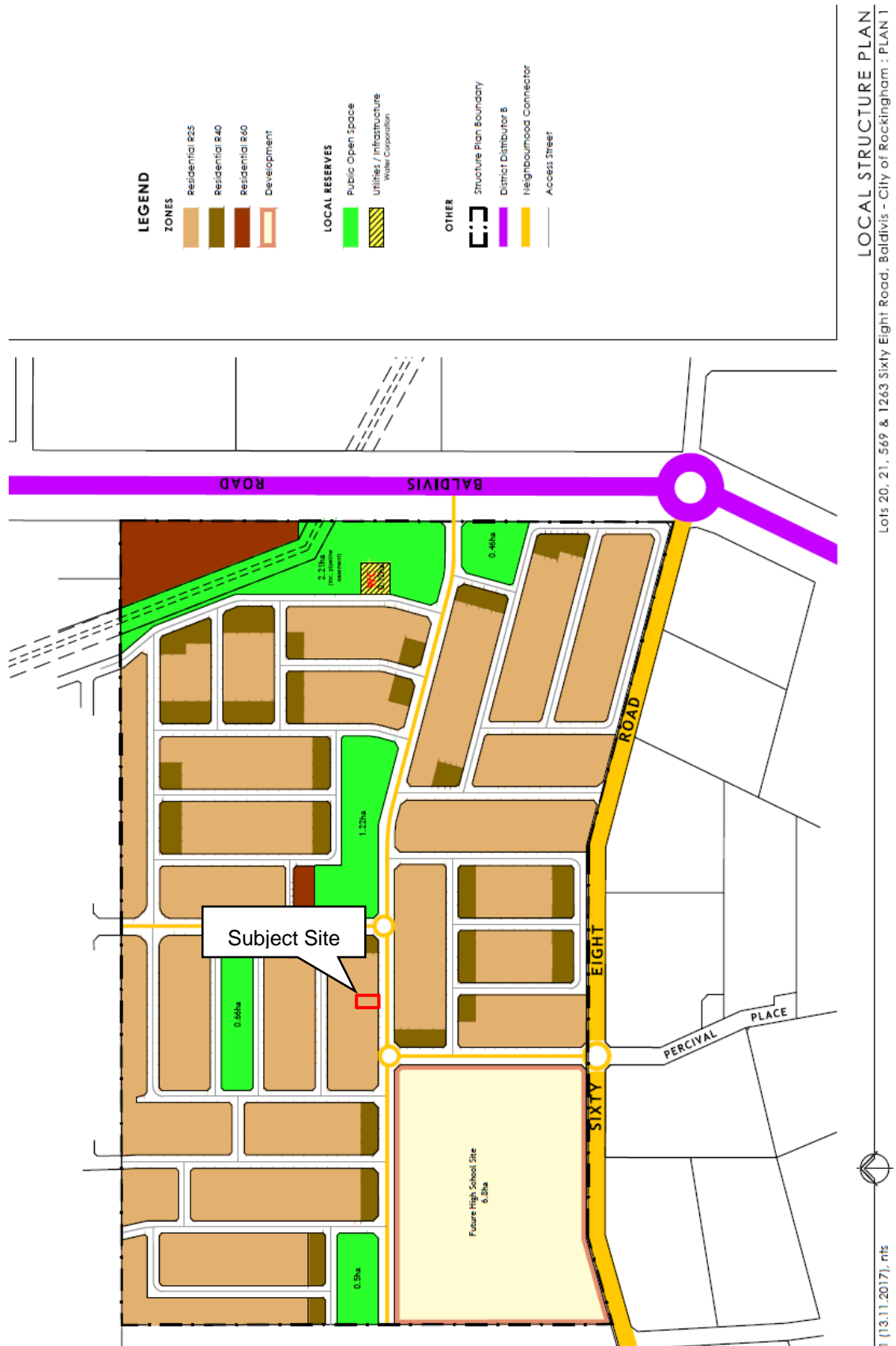

MAYOR (B W SAMMELS)



3. Aerial Photograph (Lots 70-78)

Background

The site is within the Brightwood Estate and is located 240m north of Sixty-Eight Road and west of Baldivis Road. The Brightwood Estate Structure Plan applies to the land, which was adopted by Council in August 2015 and modified in January 2018. The site is designated 'Residential R25' under the approved Structure Plan.



4. Brightwood Structure Plan

CONFIRMED AT A COUNCIL MEETING
 HELD ON TUESDAY 27 AUGUST 2019

B W Sammels
 MAYOR (B W SAMMELS)

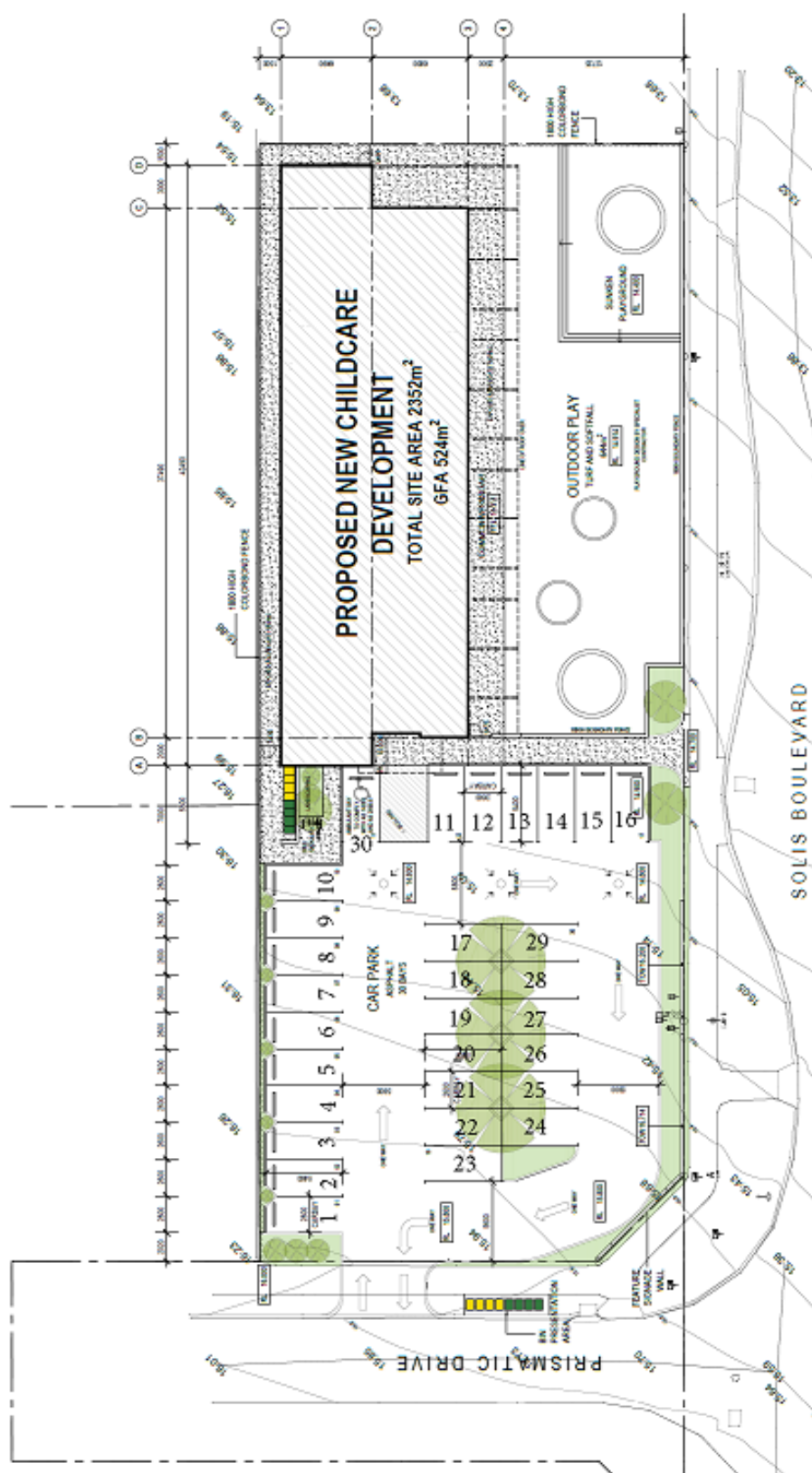
Details

The applicant seeks Development Approval for a CCP on the subject site. Details of the proposal are as follows:

- Accommodate a maximum of 92 children;
- 18 staff;
- Single-storey building with a floor area of 524m²;
- A 644m² outdoor play area;
- 30 car parking bays proposed onsite; and
- 5 bicycle spaces are proposed onsite.

The applicant provided the following documents in support of the application:

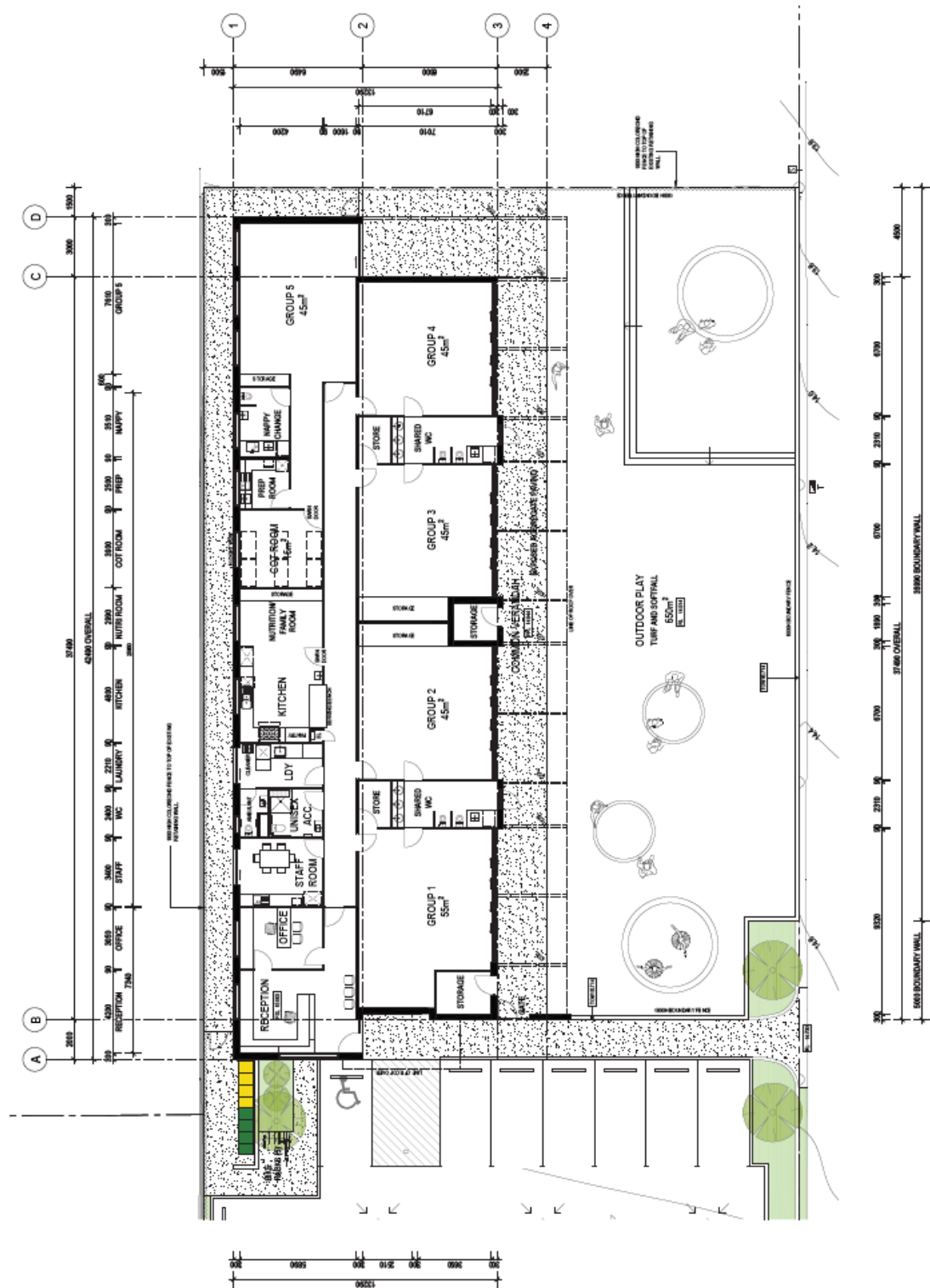
- Planning Report;
- Development Plans;
- Acoustic Report; and
- Traffic Impact Statement.



5. Site Plan

CONFIRMED AT A COUNCIL MEETING
HELD ON TUESDAY 27 AUGUST 2019

B W Sammels
MAYOR (B W SAMMELS)



6. Floor Plan

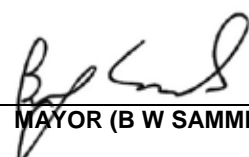
CONFIRMED AT A COUNCIL MEETING
HELD ON TUESDAY 27 AUGUST 2019

B W Sammels
MAYOR (B W SAMMELS)



7. Building Perspectives

CONFIRMED AT A COUNCIL MEETING
HELD ON TUESDAY 27 AUGUST 2019


MAYOR (B W SAMMELS)

Implications to Consider

a. Consultation with the Community

The application was advertised to nearby and adjoining landowners for a period of 21 days, concluding 31 May 2019, as per the requirements of Planning Policy No.3.3.5 - Child Care Premises (PP3.3.5).

At the close of the advertising period, two submissions were received, one submission from the Department of Education advising of their support for the proposal and one submission from a landowner located in the Baldivis District Town Centre.

The submissioner supported the proposal and queried why only one ACROD (disabled) bay is provided in the plans, however, only one ACROD bay is required for every one hundred car parking bays for Class 9b buildings, as defined by the Building Code of Australia (BCA).



8. Consultation Plan

b. Consultation with Government Agencies

Consultation with other agencies is not required pursuant to Town Planning Scheme No.2 (TPS2).

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 Strategic Community Plan 2019-2029:

Aspiration 3: *Plan for Future Generations*

Strategic Objective: *Responsive planning and control of land use: Plan and control the use of land to meet the needs of the growing population, with consideration of future generations.*

d. Policy

Planning Policy No.3.3.5 - Child Care Premises (PP3.3.5)

PP3.3.5 outlines siting, design and operative requirements for CCP. The following table shows how the proposed development addresses the objectives and intent of PP3.3.5.

Requirement	Provided	Compliant
Location		
(a) Distributed strategically to provide the maximum benefit to the community it serves;	(a) The site is located within Brightwood Estate, opposite the Ridge View Secondary College. The site is located over 800m from the nearest CCP at No.51 Borough Road (Pipsqueaks Play Centre) and over 980m to a proposed CCP at No.1 Smirk Road and Sixty-Eight Road, Baldivis, which approved by Council in May 2019;	Yes
(b) Within easy walking distance or part of appropriate commercial, recreation or community nodes and education facilities;	(b) The proposed centre is located within the developing Brightwood Estate, directly abutting future medium density housing and across the street from Ridge View Secondary College;	Yes
(c) Located in areas where adjoining uses are compatible with a Child Care Premises (includes considering all permissible uses under the zoning of adjoining properties);	(c) The site is located within the Brightwood Estate, is surrounded by residential dwellings and located opposite Ridge View Secondary College;	Yes
(d) Serviced by public transport (where available);	(d) The site is located East of the 565 bus route, which runs along Smirk Road and terminates on Sixty Eight Road near the corner of Martindale Road (Approximately 735m away from the site). The 566 and 567 route runs along Baldivis Road and terminates near the intersection of Furiso green (Approximately 1,200m away). It is anticipated that as the population south Baldivis continues to grow, further services will be provided longer term;	Yes Noting public transport has limited servicing in close proximity to the site.
(e) Considered suitable from a traffic engineering/safety point of view; and	(e) A Traffic Impact Statement has been provided to support the proposal; Road safety has been incorporated into the design of the CCP. The fencing has been position outside of the 4.0m clear zone, which	Yes

Requirement	Provided	Compliant
	requires any solid structure to be setback based on the design speed of the road/roundabout. This greatly reduces any safety risk for road users, pedestrians and children/staff at the CCP. The crossover has also been located to provide adequate site lines for vehicles entering and leaving the site; and	
(f) Of sufficient size and dimension to accommodate development without affecting amenity of the area.	(f) The site is of a regular shape and the total size area amounts to over 2,000m ² , double the minimum area required under the policy. The size allows for a 644m ² play area, a 524m ² centre, and a car park designed to comply with the Australian Standards without impacting the amenity of the area.	Yes
Site Characteristics		
As a general rule, sites in a residential area should be of regular shape and greater than 1000m ² in size. A maximum site coverage of 50% will apply to any proposal to prevent the over-development of any lot.	The total size of all five lots amounts to over 2,000m ² . The CCP is 542m ² in area which accounts for just under a quarter of the total site area. The proposal complies with the maximum site coverage of 50%.	Yes
Carparking		
Parking to be provided in accordance with TPS2.	One (1) car parking bay for every eight children and one (1) bay per staff member is required under TPS2. Thirty (30) car parking bays are provided, which is compliant.	Yes
Traffic Impacts		
A traffic impact statement/assessment will be required where, in the opinion of the Manager, Statutory Planning, a proposed Child Care Premises has the potential to impact on the functionality and amenity of an area and may create or exacerbate unsafe conditions for children and families using the premises, or for pedestrians or road users.	A Traffic Impact Statement has been provided with the application. The traffic generated by the proposal is within the design capacity of the existing road network and that identified within Brightwood Local Structure Plan.	Yes

Requirement	Provided	Compliant
Noise Impact		
<p>A noise impact assessment may be required for the development of a Child Care Premises. The objectives should be to limit the noise impact of the Child Care Premises on adjacent properties, and also limit any noise impact from external sources on the Child Care Premises.</p> <p>This may be achieved either by physical separation, design and layout of the premises or by implementing noise mitigation measures, such as acoustic treatments to buildings. Although each application will need to be assessed on its individual merits, the following basic principles apply:</p> <p>(a) Where a Child Care Premises is located adjacent to a noise sensitive use, such as houses, retirement villages and nursing homes, the noise-generating activities of the Child Care Premises, such as the outdoor play areas, parking areas and any plant equipment, are to be located away from the noise sensitive use;</p>	<p>An Acoustic Report has been submitted demonstrating compliance with the Environmental Protection Policy (Noise) Regulations 1997 and includes noise control measures.</p> <p>(a) The site is located next to future residential housing, a noise sensitive use. An Acoustic Report has been provided with the application which recommends measures to attenuate the noise, including:</p> <ul style="list-style-type: none"> - a 1.8m Colourbond fence; and - the outdoor play area not being used prior to 7am. <p>The report also recommended that any staff use bays 8-10, if arriving before 7am and any children drops off to use bays 11-15 before 7am. This, however, is not required to comply with the <i>Environmental (Noise) Regulations 1997</i>.</p> <p>The City's Health Services has reviewed the report and support the CCP subject to a condition requiring the child play area not be utilised before 7am and the colourbond fence being provided.</p>	<p>Yes</p> <p>Yes Noise control responses are recommended as conditions of approval.</p>
<p>(b) Where, due to design limitations or safety considerations, noise-generating activities such as outdoor play areas are located close to noise-sensitive uses, appropriate noise mitigation is to be undertaken; and</p>	<p>(b) Refer to (a) above.</p>	<p>Yes</p>

Requirement	Provided	Compliant
(c) The design and construction of buildings may include noise-mitigation measures to reduce impact from external sources and to achieve accepted indoor noise limits.	(c) In addition to a 1.8m high colourbond fence to the northern and eastern boundaries and the orientation of the children's play area to the southern side of the building, the Acoustic Report also recommends, based on a conservative analysis, that air-conditioner condensing units be spread across the northern façade, acknowledging the adjoining lots to the north will be elevated. The above measures will ensure noise impact to nearby residential houses, as required under the submitted Acoustic Report. No concerns were raised by the City's Health Services in its assessment of this report and that the development will comply the <i>Environmental (Noise) Regulations 1997</i> .	Yes
Design Considerations		
The appearance of a Child Care Premises must be consistent with the scale and character of the locality. In this regard, where the development is located in a residential area, the built-form should lend itself to domestic (residential) architecture.	The design is a contemporary single storey building recessed from the street and features a diverse colour palette. A mixture of materials is also proposed in the building's façade and roof form. The scale and character of the locality is currently developing with limited houses have been constructed close to the site. The scale and architectural design of the centre is considered suitable to its context, given it is opposite a school and is consistent with existing and likely contemporary future built form in the estate.	Yes
Setbacks to side and rear boundaries and the orientation of openings to indoor play areas should minimise any impact on adjoining properties.	A 1.5m setback is proposed to the northern and eastern boundaries, and the openings to the outdoor play areas are orientated to the south, minimising any impacts on adjoining future neighbours.	Yes

Requirement	Provided	Compliant
Outdoor play areas are to be located so as to limit their impact on the amenity of adjoining properties, whilst taking advantage of a passive solar orientation wherever possible.	The outdoor play area has been sited to the south-eastern corner of the site to ensure that the area predominantly addresses the road reserve. The 12.72m portion of the area abutting a residential property to the east, is sunken with a 1.8m boundary fence, which will further attenuate noise.	Yes
Measures should be taken to ensure that play areas are large enough and of such dimensions to be useful as play areas, and side setback and leftover building areas are not desirable for the purpose.	The outdoor play area is 644m ² in area for recreation.	Yes
Where a play area is located in the front setback area, fencing of the area should be of predominantly open construction to provide a safe playing area without closing the site in, casting shadows on the play area, or adversely affecting the residential streetscape.	Open-style fencing is proposed to Solis Boulevard to ensure a safe playing area. The outdoor play area is designed to ensure that the space will not be cast in shadow during use and will have views to the adjoining street.	Yes
Landscaping will be required along the frontage of the development to a standard equal to that required or provided for on adjacent properties. Landscaping should not include potentially hazardous heights and potentially toxic plants.	1.2m-wide landscaping strips are indicated within the car park of the site plan.	Yes
Hours of Operation		
For Child Care Premises in Residential areas, hours of operation will be restricted to 7.00am to 7.00pm, unless otherwise agreed to by the Council.	The proposed hours of operation are from 6:30am – 6:30pm, which is consistent with the advertised changes proposed to draft PP3.3.5 and recently approved Child Care Premises throughout the City. The outdoor play area should not be permitted to operate prior to 7am, in accordance with the Acoustic Report and is recommended to be controlled through a condition of approval.	No, however, operating hours are consistent with the draft amended policy being considered by Council.
Advertising Signs		
Any proposed advertising sign must accord with the provisions of clause 5.3 of Town Planning Scheme No 2. Furthermore, a Sign Permit application is required to be submitted to the Building Department, pursuant to the Council's Signs, Hoardings and Bill Posting Local-Law.	Noted. The submitted plans include indicative signage concept designs.	This will be included as an advice note.

Requirement	Provided	Compliant
Need for Child Care Premises		
Where, in the opinion of the Manager, Statutory Planning, a proposed Child Care Premises may have an adverse impact on the level of service to the community by similar existing or approved facilities, the proponent will be required to provide further information in regard to the level existing services in the locality, proximity to other Child Care Premises, population catchments for the proposed Child Care Premises and the number of primary schools and kindergartens in the locality, in relation to the development of the proposed new facility.	The closest Child Care Centre is Pipsqueaks Play Centre on No.51 Borough Road, 800m from the subject site. The next closest it the one proposed on the corner of Sixty Eight and Smirk Road, which was approved by Council in May 2019 and is approximately 980m from the site. Given the existing and future residential catchment and growth in the locality, it is considered that the proposal is strategically located as to provide maximum benefit for the community it serves.	Yes
Building Approval		
Where a Child Care Premises requires the construction of a new building or modifications to an existing building, a Building Permit will be required from the Council (in addition to a Development Approval).	Noted	This will be reinforced as an advice note.
Health Approval		
Where a Child Care Premises requires the construction of a new building or modifications to an existing building, a Form 2 - Maximum Accommodation Certificate will be required from the Council (in addition to a Development Approval). In addition, an Application for a Certificate of Registration of a Food Premises must also be submitted. The food preparation area is required to comply with the Food Act 2008 and Chapter 3 of the Australia New Zealand Food Standards Code.	Noted	This will be reinforced as an advice note.
Consultation		
All applications for Development Approval for the establishment of Child Care Premises in the Residential and Development zones will be the subject of a process of community consultation in accordance with clause 6.3.3 of Town Planning Scheme No.2 and Planning Procedure No.1.3 – Community Consultation.	The application was advertised for a period of 21 days, ending 31 May 2019.	See above

The proposal development is generally compliant with the objectives and intent of PP3.3.5.

e. Financial

Nil

f. Legal and Statutory

The subject site is zoned 'Development' under TPS2 and a Structure Plan is required to be prepared for a Development Area. The Brightwood Estate Structure Plan was approved by Council in August 2015 and last modified in January 2018. The area of the proposed CCP is designated Residential R25 under the adopted Structure Plan.

CCP is interpreted under TPS2 as follows:

“means premises used to provide a child care service within the meaning of the Child Care Services Act 2007, but does not include a Family Day Care Centre”

A CCP is not permitted within the Residential Zone, unless Council has exercised its discretion by granting Development Approval after advertising, in accordance with clause 6.4 of the deemed provisions of TPS2.

Clause 4.15 - Carparking

Pursuant to clause 4.15.1.1, car parking is required to be provided in accordance with Table No.2 of TPS2. The parking requirements for a Child Care Premises include one (1) parking bay per employee and one (1) parking bay per eight children. Based on this rate, the proposed development with 18 staff members and 92 children requires 30 parking bays, which has been provided and is compliant.

g. Risk

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

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

Customer Service / Project management / Environment: : High and Extreme Risks

Finance / Personal Health and Safety : Medium, High and Extreme Risks

Nil

Comments

The proposed CCP is generally compliant with TPS.2 and PP3.3.5.

The proposal is considered suitable for its location within a residential estate. This site is located opposite Ridge View Secondary College which allows customers to take advantage of complimentary traffic journeys. Further, the traffic generated by the proposal is within the design capacity of the existing road network and road safety concerns have been addressed.

The proposed CCP has been designed to ensure it does not pose an unacceptable impact upon the amenity of adjoining residences. The proposal demonstrates that noise can be controlled and the design of the building is in keeping with the emerging character of the Brightwood Estate and the Ridge View Secondary College.

It is recommended that Council approve the proposed CCP subject to conditions.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **APPROVES** the application for a Child Care Premises at Lot 432 - 436 (No.70 - 78) Solis Boulevard, Baldivis, subject to the following conditions:

1. All development must be carried out in accordance with the approved plans as listed below and including any amendments to those plans as shown in red:
 - Site Plan, Drawing No.A01.01, n.d.;
 - Landscape Plan, Drawing No.A01.02, n.d.;

- Floor Plan, Drawing No.A02.01, n.d.;
- Elevation Plan, Drawing No.A03.01, n.d.; and
- Perspectives Plan, Drawing No.A04.01.

save that, in the event of an inconsistency between the approved plans and a requirement of the conditions set out below, the requirement of the conditions shall prevail.

2. No more than 92 children are to be accommodated by the Child Care Premises at any time, for the duration of the development.
3. All stormwater must be contained and disposed of on-site at all times to the satisfaction of the City.
4. A Landscaping Plan must be prepared and include the following detail, to the satisfaction of the City of Rockingham, prior to applying for a Building Permit:
 - (i) The location, number and type of existing and proposed trees and shrubs, including calculations for the landscaping area;
 - (ii) Any lawns to be established;
 - (iii) Any natural landscape areas to be retained;
 - (iv) Those areas to be reticulated or irrigated;
 - (v) Verge Treatments; and
 - (vi) Details of water supply.

The landscaping must be completed prior to the occupation of the development, and must be maintained at all times to the satisfaction of the City of Rockingham.

5. The street setback area and all verge areas must be landscaped and reticulated prior to the occupation of the development in accordance with a landscaping plan and must be maintained at all times.
6. The carpark must:
 - (i) provide 30 car parking spaces on site, with 6 bays marked as “staff only”;
 - (ii) be designed in accordance with Australian/New Zealand Standard AS/NZS 2890.1:2004, *Parking facilities, Part 1: Off-street car parking* unless otherwise specified by this approval, prior to applying for a Building Permit;
 - (iii) include one car parking spaces dedicated to people with disabilities designed in accordance with Australian/New Zealand Standard AS/NZS 2890.6:2009, *Parking facilities, Part 6: Off-street parking for people with disabilities*, linked to the main entrance of the development by a continuous accessible path of travel designed in accordance with Australian Standard AS 1428.1—2009, *Design for access and mobility, Part 1: General Requirements for access—New building work*;
 - (iv) be constructed, sealed, kerbed, drained and marked prior to the development being occupied and maintained in good condition thereafter; and
 - (v) confine all illumination to the land in accordance with the requirements of Australian Standard AS 4282—1997, *Control of the obtrusive effects of outdoor lighting*, at all times.
7. All staff car parking must be fully contained onsite, at all times.
8. Prior to occupation of the development, a 1.8m high colourbond wall must be constructed along the full length of the northern and eastern boundary of the site in accordance with the submitted Acoustic Report. The walls must be completed prior to occupation of the development.

The standard of finish to the wall(s) built up to boundaries must be to the satisfaction of the adjoining owner(s) or, in the case of a dispute, to the satisfaction of the City of Rockingham.
9. The Child Care Centre must only operate between the hours of 6:30am to 6:30pm, Monday to Friday, and not at all on weekends.

10. The outdoor play area is not be used by children prior to 7:00am, for the duration of the development.
11. Earthworks and batters must be stabilised to prevent sand blowing and dust nuisance, for the duration of development.
12. Prior to the occupation of the development, an Acoustic Report which demonstrates that all mechanical services associated with the proposed development and any other noise source, will comply with the *Environmental Protection (Noise) Regulations 1997* and as per the recommendations detailed in the Herring Storer Environmental Acoustic Assessment reference 24262-1-19111, must be submitted to and approved by the City.

Advice Notes:

1. Prior to the works commencing it will be necessary to obtain a Building Permit (pursuant to section 9 of the Building Act 2011) from the City's Building Services.
2. The development must comply with the Health (Public Building) Regulations 1992; the applicant and owner should liaise with the City's Health Services in regard to obtaining a Form 2 Maximum Accommodation Certificate.
3. The development must comply with the Food Act 2008, the Food Safety Standards and Chapter 3 of the Australian New Zealand Food Standards Code (Australia Only); the applicant and owner should liaise with the City's Health Services in this regard.
4. A Sign Permit must be obtained for any advertising associated with the development, including signage painted on the building; the applicant and owner should liaise with the City's Building Services in this regard.

Committee Recommendation

That Council **APPROVES** the application for a Child Care Premises at Lot 432 - 436 (No.70 - 78) Solis Boulevard, Baldivis, subject to the following conditions:

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 - (vi) Details of water supply.

- The landscaping must be completed prior to the occupation of the development, and must be maintained at all times to the satisfaction of the City of Rockingham.
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4. A Sign Permit must be obtained for any advertising associated with the development, including signage painted on the building; the applicant and owner should liaise with the City's Building Services in this regard.

Committee Voting (Carried) – 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

Council Resolution

That Council **APPROVES** the application for a Child Care Premises at Lot 432 - 436 (No.70 - 78) Solis Boulevard, Baldivis, subject to the following conditions:

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- 4. A Sign Permit must be obtained for any advertising associated with the development, including signage painted on the building; the applicant and owner should liaise with the City's Building Services in this regard.

Carried en bloc

The Council's Reason for Varying the Committee's Recommendation

Not Applicable

Planning and Development Services Statutory Planning Services



Reference No & Subject:	PD-049/19 Proposed Scheme Amendment No.177 - Change of Additional Use No.8 from "Consulting Rooms" to "Medical Centre"
File No:	LUP/2125
Applicant:	Allerding and Associates
Owner:	Mr A H Wee and Ms H C Tay
Author:	Mr Stephen Sullivan, Planning Officer
Other Contributors:	Mr Chris Parlane, Senior Planning Officer Mr Mike Ross, Manager Statutory Planning
Date of Committee Meeting:	15 July 2019
Previously before Council:	
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Legislative
Site:	Lot 324 (No.101) Read Street and Lot 325 (No.4) Cygnus Street, Rockingham
Lot Area:	Lot 324 - 1,026m ² Lot 325 - 649m ²
LA Zoning:	Lot 324 Read Street - Residential with Additional Use No.8 - Consulting Rooms Lot 325 Cygnus Street - Residential
MRS Zoning:	Urban
Attachments:	
Maps/Diagrams:	<ol style="list-style-type: none"> 1. Location Plan 2. Aerial Photograph 3. Site Context 4. Eastern View of Development Site from Read Street 5. Western Boundary of Read Street Road Verge 6. No.4 Cygnus Street and No.101 Read Street 7. Adjoining Property at No.6 Cygnus Street 8. Indicative Perspectives 9. Indicative Site Plan 10. Indicative Elevations 11. Existing Zoning 12. Proposed Zoning

Purpose of Report

To consider initiating an amendment to Town Planning Scheme No.2 (TPS2) to change Additional Use No 8 in Schedule 2 of TPS2 for Lot 324 (No.101) Read Street, Rockingham from "Consulting Rooms" to "Medical Centre" and extend the Additional Use to include Lot 325 (No.4) Cygnus Street, Rockingham.



1. Location Plan

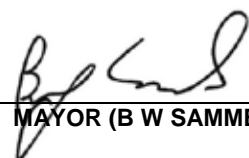


2. Aerial Photograph

Background

No.4 Cygnus Street and No.101 Read Street are located on the north-western corner of the intersection of Read Street and Cygnus Street. The eastern boundary of No.101 is separated from the Read Street road pavement by a 40 metre wide road verge and is located just south of the Read

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HELD ON TUESDAY 27 AUGUST 2019


MAYOR (B W SAMMELS)

Street underpass to the Rockingham Shopping Centre. To the north of the site is a drainage swale which runs west to Lake Richmond.

A single house is situated at No.6 Cygnus Street, abutting the western boundary of No.4. Single houses are also located on the opposite side of Cygnus Street.



3. Site Context

The existing building was purpose built for use as a Residence and Doctors Surgery (pre-1973).

In 1994, a change of land use from 'Residence and Doctors Surgery' to 'Consulting Rooms' was approved with a maximum of two practitioners.

In 2004, when TPS2 was gazetted, the site was zoned Residential R20 with "Additional Use A8 - Consulting Rooms". The definition for Consulting Rooms in TPS2 restricts the number of practitioners that can operate from the site at one time, to no more than 2 health consultants.

The City constructed a vehicular service road from Cygnus Street to the Rockingham Central Branch Drain (open space reserve/drain), across the Read Street road reserve and just east of No.101 Read Street around 1974. The City permitted the owners of No.101 Read Street in 2009 to use the service road for vehicular access to the sites visitor car parking area, as the City no longer needed the service road.



4. Eastern View of Development Site from Read Street



5. Western Boundary of Read Street Road Verge

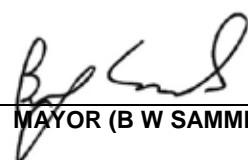


6. No.4 Cygnus Street and No.101 Read Street



7. Adjoining Property at No.6 Cygnus Street

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MAYOR (B W SAMMELS)

Details

The applicant seeks Council approval to initiate a TPS2 Amendment to change Additional Use No.8 from Consulting Rooms to Medical Centre, include No.4 Cygnus Street into Schedule No.2 and amend the Scheme maps accordingly.

The applicant intends to demolish the existing consulting rooms and single house and replace it with a purpose built Medical Centre. In support of the request, the applicant has submitted concept plans for the development of the site (see below).

The applicant has also indicated that the City of Rockingham district is identified as having a shortage of both General Practitioners and Specialists.

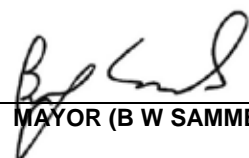
The new medical centre is proposed to provide the following services and facilities:

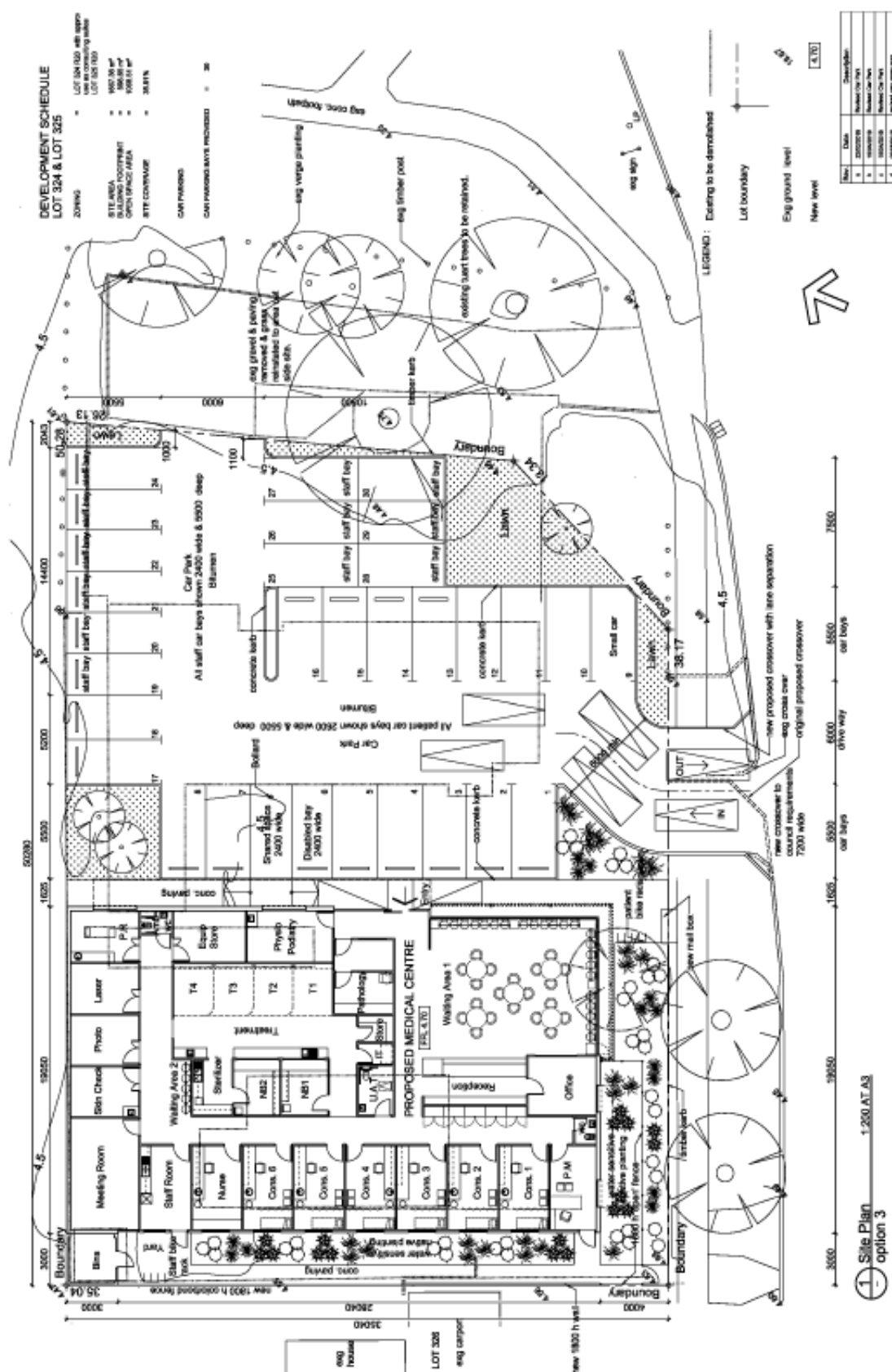
- (i) have up to 6 medical practitioners to operate at any one time;
- (ii) have two nurses and up to 4 administration staff; and
- (iii) provide health consultants services and dermatological services and other occasional medical services such as, podiatry and physiotherapy clinics and educational sessions.



8. Indicative Perspectives

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MAYOR (B W SAMMELS)




9. Indicative Site Plan

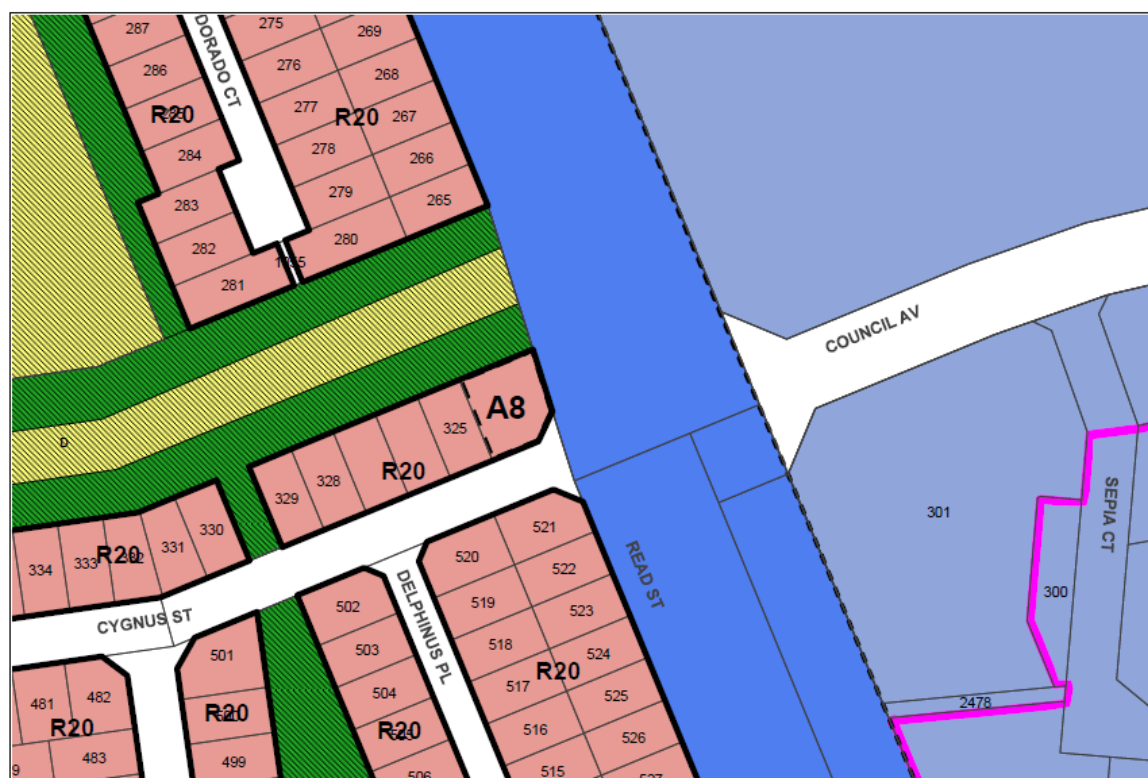
**CONFIRMED AT A COUNCIL MEETING
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MAYOR (B W SAMMELS)

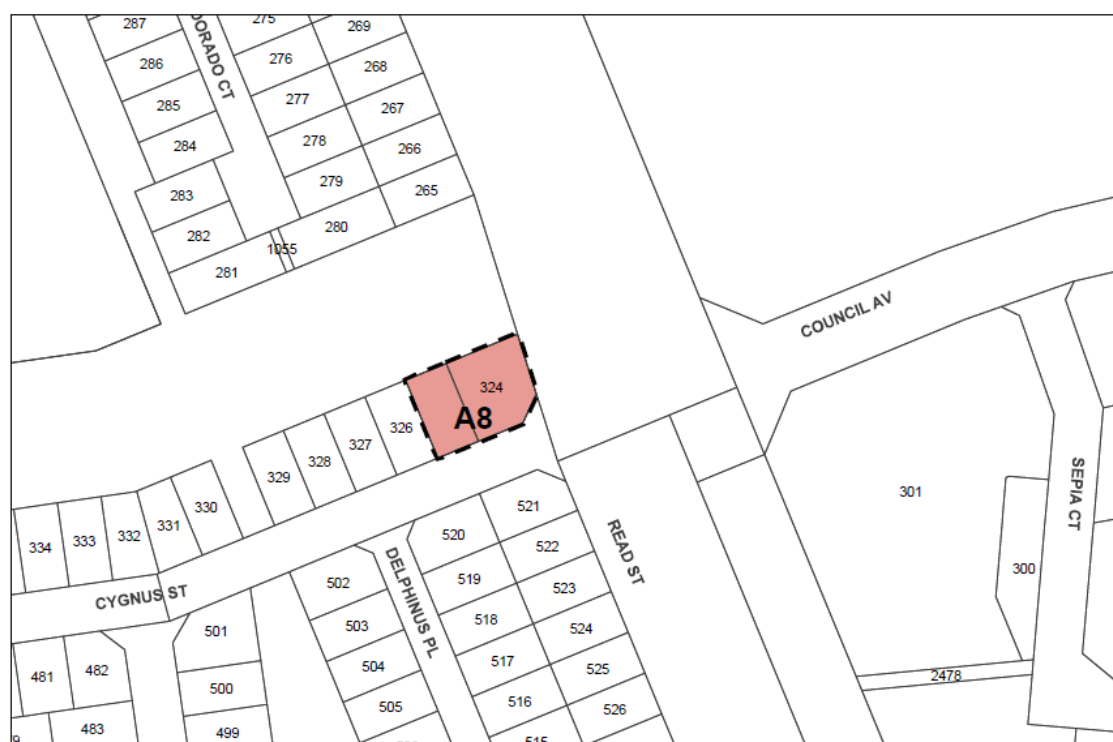



MAYOR (B W SAMMELS)

The following is an extract from TPS2 Scheme Map showing the boundary of the existing Additional Use Item No.8 on No.101 Read Street and the proposed amended Scheme Map that would include No.4 Cygnus Street:

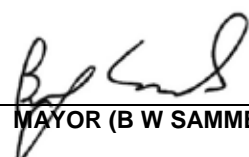


11. Existing Zoning



12. Proposed Zoning

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MAYOR (B W SAMMELS)

Implications to Consider

a. Consultation with the Community

If the Scheme Amendment is initiated by Council, it is required to be advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations (2015)* (the Regulations) for a minimum period of 42 days from the date of publication, with an advertisement being placed in a newspaper circulating the area.

b. Consultation with Government Agencies

Consultation with relevant Government Agencies will occur if the Scheme Amendment is initiated by the Council, in accordance with the Regulations.

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 2019-2029:

Aspiration 3: Plan for Future Generations

Strategic Objective: Responsive planning and control of land use:

Plan and control the use of land to meet the needs of a growing population, with consideration of future generations.

d. Policy

Nil

e. Financial

Nil

f. Legal and Statutory

Planning and Development (Local Planning Schemes) Regulations (2015) (Regulations)

The procedures for dealing with a proposal to amend TPS2, as per the *Planning and Development Act 2005* are set out in the Regulations. Regulation 35 (1) allows the Council to adopt an amendment to TPS2 proposed by all owners or any of the owners of land within the scheme area. Under Regulation 35 (2) a resolution must:

“(a) specify whether, in the opinion of the local government, the amendment is a complex amendment, a standard amendment or a basic amendment; and

(b) include an explanation of the reasons for the local government forming that opinion”.

The City considers the proposal to be a Standard Amendment, given it is an amendment to a zone that is consistent with the Scheme objectives, Metropolitan Region Scheme, has minimal impact on land in the Scheme Area or neighbouring properties, based on the concept design and has no significant environmental, social, economic or governance impacts.

Scheme Definitions

TPS2 contains the following definitions, which are relevant to this matter:

Consulting Rooms: means premises used by no more than two health consultants for the investigation or treatment of human injuries or ailments and for general outpatient care.

Medical Centre: means premises, other than a hospital, used by one or more health consultant(s) for the investigation or treatment of human injuries or ailments and for general outpatient care (including preventative care, diagnosis, medical and surgical treatment, and counselling), and including the ancillary sale to patients of pharmaceutical products and medicines but excluding the sale of toiletries, foodstuffs, liquor and

beverages, clothing and apparel, magazines, newspapers, books, paper products, china, glassware, domestic hardware or items of personal adornment.

g. Risk

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

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

Customer Service / Project management / Environment: : High and Extreme Risks

Finance / Personal Health and Safety : Medium, High and Extreme Risks

Nil

Comments

No.101 Read Street and No.4 Cygnus Street are located within the Residential Zone. Consulting Rooms and Medical Centres are normally prohibited land uses within the Residential Zone. With the gazettal of TPS2, however, an Additional Use of Consulting Rooms was provided for No.101 Read Street. The "Additional Use - Consulting Rooms" currently restricts the number of health consultants that can currently operate from the site to a maximum of two (2).

The Scheme Amendment proposal seeks to retain and enhance the existing medical services operating from the site. The applicant is seeking to:

1. change the approved use Consulting Rooms to Medical Centre;
2. redevelop the two sites with a purpose built Medical centre; and
3. allow for an increase in the number of health consultants to six (6).

It is considered that the subject sites (No.101 Read Street and 4 Cygnus Street) are appropriate for a Medical Centre for the following reasons:

- (i) No.101 Read Street has historically been used for medical purposes and it is a logical extension of these existing services;
- (ii) the re-development of the existing medical facilities on the site will result in a new purpose built medical centre providing further medical services for the benefit of the surrounding locality and the community in general;
- (iii) the site has good access as it is located at the corner of Read Street. There are existing pathways and an underpass that provide patients/visitors with good pedestrian access to the bus stops in Read Street or the shopping centre site;
- (iv) the site is situated in close proximity to a major shopping centre and commercially zoned land are located to the east of Read Street;
- (vi) the site has a significant landscaped reserve/street verge to the northern (rear) and eastern (side) boundaries of the site; and
- (vii) the proposal has considered the impacts on adjoining residences through the development of a concept design to address these matters.

To maintain the continuity and level of service to the District, the applicant is proposing to stage the re-development of the site. The concept plans have been designed to allow the existing consulting rooms to continue to operate until the new building is ready to be occupied. This will then allow for a transfer of the services to the new building, demolition of the existing medical building and construction of the car parking area and landscaping areas to complete the development.

The concept plans submitted in support of the application show that the proposed facility will be located near the common boundary with No.6 Cygnus Street. The main entrance and car parking areas are to be located to the eastern side of the site, abutting the Read Street road verge and the Rockingham Central Branch Drain/open space reserve. Therefore, the noisy activities of vehicle movements/parking, people coming and going to the premises, will be located away from the residential property at No.6 Cygnus Street.

The proposal will improve traffic safety by the removal of the existing crossover and service road located within the Read Street road verge. The current service road access point is considered inappropriate having regard to the location of its position within the functional area of the Read

Street/Cygnus Road intersection. The re-location of the main crossover further west will improve traffic safety having regard to the Austroads' *Guide to Road Design Part 4 – Intersections and Crossings (General)*. Once the existing crossover/service road is removed, the land will be re-instated into the reserve.

The proposed changes to the Scheme Text and Scheme Map if gazetted, would then allow Council to consider a development application for the:

1. demolition of the existing building;
2. construction of the purpose built medical centre over the two lots; and
3. the finer details of the development proposal, such as the design and staging of the development, vehicle access, car parking as well as any issues that may arise out the community consultation process.

The re-development of the site and expansion of the medical use will result in improved site planning, facilities, range of services, parking and traffic safety. The proposed use is considered compatible with the surrounding residential area as well as the objective of the Residential zone under TPS 2. Therefore, the request to commence the Scheme Amendment process is supported.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. **ADOPTS** (initiate) Amendment No.177 to the City's Town Planning Scheme No.2, in pursuance of Section 75 of the *Planning and Development Act 2005*, as follows:

(i) Amend Additional Use No.8 in Schedule 2 to include changes in red, as follows:

No.	Site Description	Additional Use	Special Conditions
8	Lot 324 Cnr Cygnus and Read Street, Rockingham and Lot 325 Cygnus Street, Rockingham	Medical Centre	Not Applicable

(ii) Amend the Scheme Maps accordingly.

2. **CONSIDERS** the proposed Scheme Amendment to be a 'Standard Amendment' in accordance with Regulation 34(a) of the Planning and Development (Local Planning Schemes) Regulations 2015; and
3. **REQUIRES** the proposed Scheme Amendment to be advertised for a minimum period of 42 days in accordance with Regulation 47(4) of the Planning and Development (Local Planning Schemes) Regulations 2015.

Committee Recommendation

That Council:

1. **ADOPTS** (initiate) Amendment No.177 to the City's Town Planning Scheme No.2, in pursuance of Section 75 of the *Planning and Development Act 2005*, as follows:

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Committee Voting (Carried) – 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

Council Resolution

That Council:

1. **ADOPTS** (initiate) Amendment No.177 to the City's Town Planning Scheme No.2, in pursuance of Section 75 of the *Planning and Development Act 2005*, as follows:
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Carried en bloc

The Council's Reason for Varying the Committee's Recommendation

Not Applicable

Planning and Development Services
Directorate Planning Services



Reference No & Subject:	PD-050/19	Minor Amendment to Planning Policy No.3.2.5 – Development Policy Plan: Waterfront Village Sector
File No:	LUP/367-04	
Applicant:		
Owner:		
Author:	Mr Greg Delahunty, Senior Projects Officer	
Other Contributors:		
Date of Committee Meeting:	15 July 2019	
Previously before Council:	November 2018 (PD-63/18) April 2019 (PD-26/19)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
LA Zoning:	Primary Centre Waterfront Village	
MRS Zoning:	Central City Area	
Attachments:		
Maps/Diagrams:		

Purpose of Report

To consider the adoption of minor modifications to 'Planning Policy No.3.2.5 – Development Policy Plan – Waterfront Village Sector' (PP3.2.5) that will ensure consistency throughout the document.

Background

In April 2019, Council resolved to adopt modifications to PP3.2.5 to increase building height and modify built form within the 'Foreshore Precinct' of the Waterfront Village Sector.

Details

Upon review of PP3.2.5, it has been identified that a section of the document is inconsistent with the April resolution of Council to modify the Policy. This proposed minor amendment to PP3.2.5 will rectify this and ensure consistency throughout the document.

Proposed Modifications:

With respect to PP3.2.5, it is proposed that Section 3.6 'Building Height' be amended as follows (shown in red):

"Figure 3.3 illustrates a Building Height Overlay to the Waterfront Village IDP, with permitted building heights generally rising with proximity to the route of the RCCTS and proximity to activity generators.

~~The Building Height Overlay supersedes the 'Building Height Model' component of the previous Waterfront Village Policy, which was adopted by Council in 2003, over a more confined area of Rockingham Beach. The updated building height provisions of the DPP are generally consistent with the wider TOD based density and height provisions set down in Section 9.2 and 9.3 of the endorsed 2009 Centre Plan. The Centre Plan, with its height and density provisions, was the subject of two rounds of public advertising before it was adopted by the City and subsequently endorsed by the WAPC in 2009.~~

~~The Building Height Overlay will generally result in less elevated residential development at the western margin of the Waterfront Village than was envisaged in Figure 9.5 in Volume 1 of the Centre Plan. Variations to the Figure 9.5 of the Centre Plan which could theoretically result in additional building height have generally been confined to locations that are more than 300 metres from the coastline and would not be affected by the State's Coastal Planning Policy (SPP 2.6). Under SPP 2.6, a maximum height of eight (8) stories or 32 metres is permitted, subject to public support.~~

The updated building height provisions for the Waterfront Village balance the urban sustainability advantages of high density, mixed use development with the orderly management of the height and massing of buildings, within the following parameters:

- (a) ~~Generally maintain~~ a 2 to 3 storey building profile to a maximum height of 12.5 metres along all street frontages with building height above 3 storeys to be setback ~~as except where specified in the Foreshore Precinct Policies.~~
- (b) ~~Generally locate~~ development over 19.0 metres (5 storeys) in height on 2-3 storey podiums, with upper floors setback a minimum of 6.0m from the street front building line of the podium and separated from adjoining buildings to maintain vistas, solar access and an appropriate level of visual permeability ~~except where specified in the Foreshore Precinct Policy.~~
- (c) Limit the height of buildings to permit winter sun (mid-day, June 21) penetration to the main kerb line of the footpath along the southern side of Kent Street between Railway Terrace and Wanliss Street. This will protect the winter amenity of 'Main Street' tenancies, including sidewalk cafes and restaurants.
- ~~(d) Maintain a maximum 10 storey building height limit on properties with that designation in the 2019 Building Height Model. Extend the 12 storey building height limit to the relevant street boundaries of Railway Terrace, Rockingham Beach Road and Flinders Lane property boundaries, subject to the requirements of (a), (b) and (c) above.~~
- ~~(e)~~ Ensure that new development is designed to allow solar access to neighbouring properties.
- ~~(f) Locate development over 32.0 metres (10 storeys) in height more than 300 metres from the coastline as generally indicated on Figure 3.3. In this context, development over 32.0 metres in height on properties to the west of Patterson Road should be confined to a maximum depth of 50 metres from the Patterson Road street frontage.~~
- ~~(g)~~ Ensure that new development falls within the maximum building height limits depicted on Figure 3.3, subject to (a), (b), (c) ~~and (d), (e) and (f) above.~~
- ~~(h)~~ For the purposes of this Policy, building height means the measurement taken from the natural ground level immediately in front of the centre of the face of the building to a level at the top of the ridge, parapet, or flat roof, whichever is the highest, but does not include any lift plant, water tower or similar utility or service, not exceeding 3 metres in height, or any architectural feature or decoration (other than a freestanding sign) not used for any form of accommodation, which may be approved by the City."

Implications to Consider

a. Consultation with the Community

Clause 5(2) of the deemed provisions of *Town Planning Scheme No.2* (TPS2) states that the Council may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the Council, the amendment is a minor amendment.

Considering that the proposed minor modification to PP3.2.5 will have no material effect on the Policy and that it is simply ensuring consistency throughout the document, it is not considered necessary to advertise this Policy amendment.

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 Strategic Community Plan 2019-2029:

Aspiration 3: *Plan for Future Generations*

Strategic Objective: *Responsive planning and control of land use: Plan and control the use of land to meet the needs of the growing population, with consideration of future generations.*

d. Policy

Nil

e. Financial

Nil

f. Legal and Statutory

Town Planning Scheme No.2

The Council may amend a local Planning Policy under Clause 5 of the deemed provisions of TPS2.

g. Risk

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

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

Customer Service / Project management / Environment: High and Extreme Risks

Finance / Personal Health and Safety: Medium, High and Extreme Risks

Nil

Comments

The proposed modifications to PP3.2.5 are minor in nature and will ensure consistency throughout the document. Section 3.6 of PP3.2.5 currently refers to the building height model undertaken in 2003 and provisions from *State Planning Policy 2.6 - State Coast Planning*, which have both now been superseded. It is therefore proposed to modify this section of the document to ensure the currency of the information contained within the Policy.

Given that the modifications will not have a material effect on the Policy, it is recommended that Council adopt the amended '*Planning Policy No.3.2.5 - Development Policy Plan – Waterfront Village*' without advertising.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ADOPTS** the modifications to '3.2.5 – Development Policy Plan: Waterfront Village Sector, as follows:

1. Include the following modified text in section '3.6 Building Height':

Figure 3.3 illustrates a Building Height Overlay to the Waterfront Village IDP, with permitted building heights generally rising with proximity to the route of the RCCTS and proximity to activity generators.

~~The Building Height Overlay supersedes the 'Building Height Model' component of the previous Waterfront Village Policy, which was adopted by Council in 2003, over a more confined area of Rockingham Beach.~~ The updated building height provisions of the DPP are generally consistent with the wider TOD based density and height provisions set down in Section 9.2 and 9.3 of the endorsed 2009 Centre Plan. The Centre Plan, with its height and density provisions, was the subject of two rounds of public advertising before it was adopted by the City and subsequently endorsed by the WAPC in 2009.

The Building Height Overlay will generally result in less elevated residential development at the western margin of the Waterfront Village than was envisaged in Figure 9.5 in Volume 1 of the Centre Plan. ~~Variations to the Figure 9.5 of the Centre Plan which could theoretically result in additional building height have generally been confined to locations that are more than 300 metres from the coastline and would not be affected by the State's Coastal Planning Policy (SPP 2.6). Under SPP 2.6, a maximum height of eight (8) stories or 32 metres is permitted, subject to public support.~~

The updated building height provisions for the Waterfront Village balance the urban sustainability advantages of high density, mixed use development with the orderly management of the height and massing of buildings, within the following parameters:

- (a) Generally maintain a 2 to 3 storey building profile to a maximum height of 12.5 metres along all street frontages with building height above 3 storeys to be setback ~~as except where~~ specified in the Foreshore Precinct Policies.
- (b) Generally locate development over 19.0 metres (5 storeys) in height on 2-3 storey podiums, with upper floors setback a minimum of 6.0m from the street front building line of the podium and separated from adjoining buildings to maintain vistas, solar access and an appropriate level of visual permeability ~~except where specified in the Foreshore Precinct Policy.~~
- (c) Limit the height of buildings to permit winter sun (mid-day, June 21) penetration to the main kerb line of the footpath along the southern side of Kent Street between Railway Terrace and Wanliss Street. This will protect the winter amenity of 'Main Street' tenancies, including sidewalk cafes and restaurants.
- ~~(d) Maintain a maximum 10 storey building height limit on properties with that designation in the 2019 Building Height Model. Extend the 12 storey building height limit to the relevant street boundaries of Railway Terrace, Rockingham Beach Road and Flinders Lane property boundaries, subject to the requirements of (a), (b) and (c) above.~~
- (ed) Ensure that new development is designed to allow solar access to neighbouring properties.
- ~~(f) Locate development over 32.0 metres (10 storeys) in height more than 300 metres from the coastline as generally indicated on Figure 3.3. In this context, development over 32.0 metres in height on properties to the west of Patterson Road should be confined to a maximum depth of 50 metres from the Patterson Road street frontage.~~
- (ge) Ensure that new development falls within the maximum building height limits depicted on Figure 3.3, subject to (a), (b), (c) and (d), ~~(e) and (f)~~ above.
- (hf) For the purposes of this Policy, building height means the measurement taken from the natural ground level immediately in front of the centre of the face of the building to a level at the top of the ridge, parapet, or flat roof, whichever is the highest, but does not include any lift plant, water tower or similar utility or service, not exceeding 3 metres in height, or any architectural feature or decoration (other than a freestanding sign) not used for any form of accommodation, which may be approved by the City.

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feature or decoration (other than a freestanding sign) not used for any form of accommodation, which may be approved by the City.

Committee Voting (Carried) – 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

Council Resolution

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1. Include the following modified text in section '3.6 Building Height':

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Carried en bloc

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

Planning and Development Services
Directorate Planning Services



Reference No & Subject:	PD-051/19	Proposed Planning Policy 3.3.24 – Parklets – Public Advertising
File No:	LUP/2136	
Applicant:		
Owner:		
Author:	Mr Greg Delahunty, Senior Projects Officer	
Other Contributors:		
Date of Committee Meeting:	15 July 2019	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
LA Zoning:		
MRS Zoning:		
Attachments:		
Maps/Diagrams:	1. Site Plan for Ostro Parklet 2. View of Ostro Parklet from the Road 3. View of the Ostro Parklet from the Footpath	

Purpose of Report

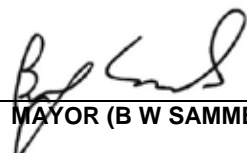
To consider approving new *Planning Policy 3.3.24 – Parklets* (PP3.3.24) for the purpose of public advertising.

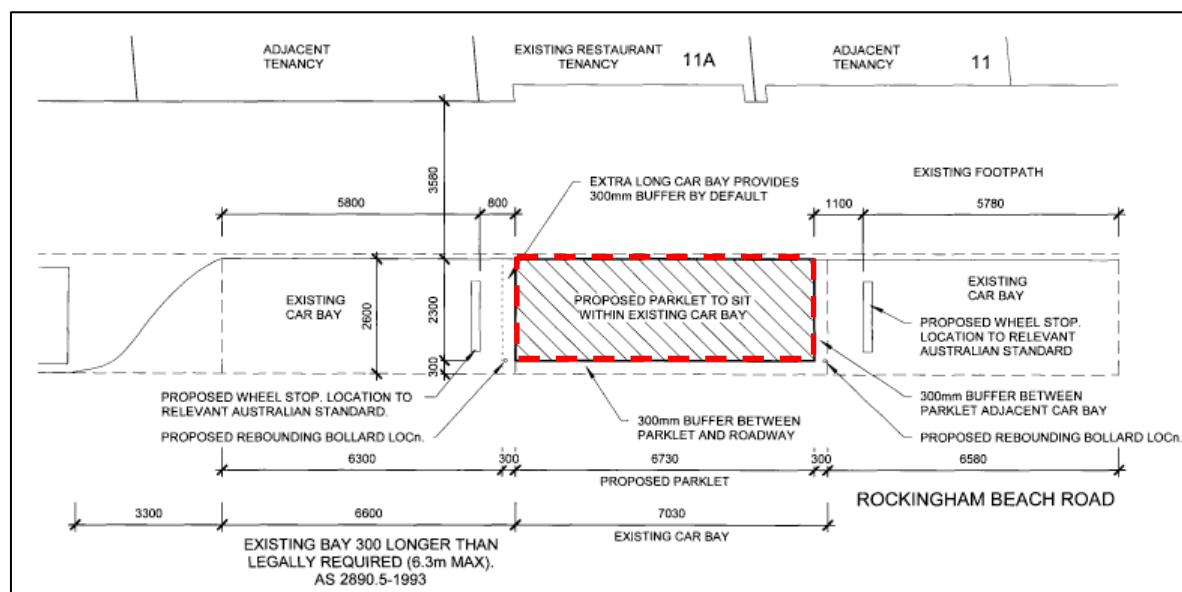
Background

In early 2017 Ostro Eatery, a Café located on Rockingham Beach Road within the Waterfront Village, approached the City with a proposal to convert an existing public car parking space in front of its tenancy to a Parklet. Although ubiquitous in the United States of America since the early 2010s, a Parklet was a novel concept for the City.

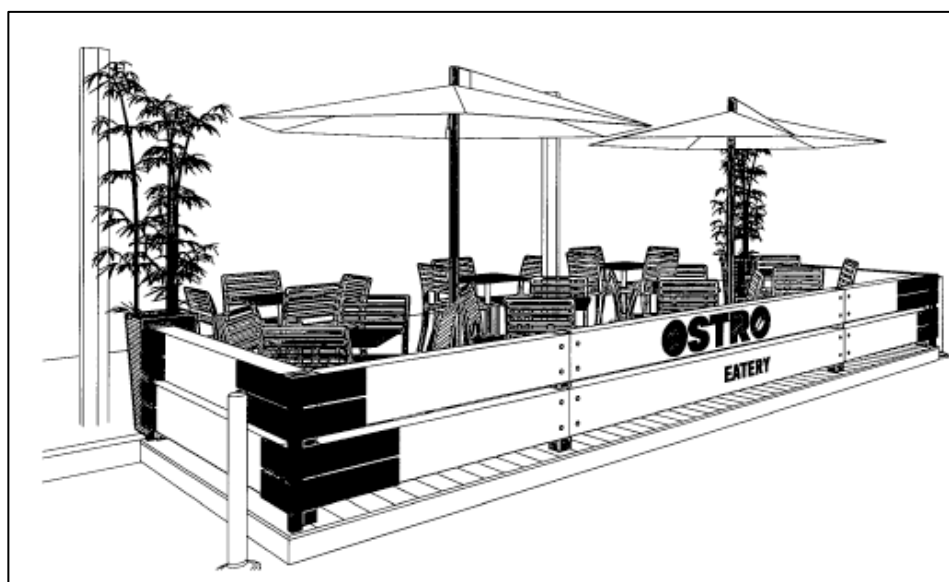
Parklets are temporary moveable structures placed in car parking bays, providing publicly accessible seating and amenities for the community. They are small pockets of public space that repurpose part of the street, providing open and engaging spaces for people to linger within the street environment. The plans for the Ostro Parklet are provided at Figures 1-3.

CONFIRMED AT A COUNCIL MEETING
HELD ON TUESDAY 27 AUGUST 2019

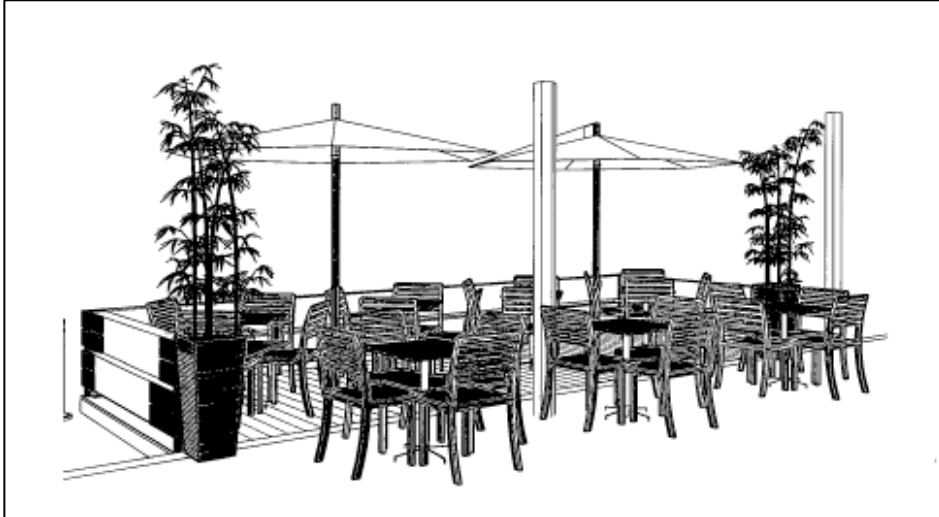

MAYOR (B W SAMMELS)



1. Site Plan for Ostro Parklet



2. View of Ostro Parklet from the Road



3. View of the Ostro Parklet from the Footpath

Given the temporary nature of the proposed Parklet, and its location on public land, it was decided that a Development Application was not required for the Ostro Parklet. The proponent, however, was required to obtain an Outdoor Eating Permit from the City, with conditions outlining the temporary nature of the structure and the requirement to remove it at the direction of the City if required.

The appearance of the Ostro Parklet piqued the interest of a number of proximate food and beverage operators. Consequently, on the back of a number of enquiries, the City prepared *Planning Procedure 1.27 – Guidelines for Parklets* (the Parklet Guidelines) in 2018 with the aim of providing prospective applicants with direction on how the City would deal with Parklet proposals. It was also decided that future Parklet proposals would require a Development Approval in addition to an Outdoor Eating Permit. By going through this planning process, the City would retain closer control on factors such as the siting and appearance of Parklets as well as having the ability to enforce *Town Planning Scheme No.2* (TPS2) should matters of compliance arise.

Post publication of the Parklet Guidelines, Rusticos restaurant on Rockingham Beach Road lodged a Development Application for a Parklet. Given that there was still some uncertainty as to how Parklets would work, the City issued a one year temporary Development Approval, with a view to considering the Planning Framework surrounding Parklets once a more nuanced understanding of the proposals was obtained.

Details

Proposed PP3.3.24 sets out the City's objectives for Parklet proposals, as well as specific policy provisions which the City will have regard to in assessing and determining Development Applications for Parklets. Specifically, the objectives of PP3.2.24 are to:

- (a) Encourage activation of streets and the vibrancy of places through the provision of additional public seating areas along pedestrianised streets;
- (b) Set out requirements to ensure Parklets are appropriately located and of a high quality design, which contributes positively to streetscape;
- (c) Clarify the approval requirements and processes of the City; and
- (d) Ensure that applications for Parklets are dealt with in a consistent manner.

PP3.2.24 also contains specific design, technical and locational criteria that will ensure that Parklets are attractive, safe structures, located in appropriate sites. The Policy also reinforces the temporary nature of Parklets, as well providing a detailed application procedure to guide applicants on the lodgement of a Development Application.

Implications to Consider

a. Consultation with the Community

Under clause 4(1) of the deemed provisions of TPS2, if the Council resolves to prepare a Planning Policy, it is to required advertise the proposed Policy as follows:

- (a) *publish a notice of the proposed Policy in a newspaper circulating in the Scheme area giving details of:*
 - (i) *the subject and nature of the proposed amended Policy;*
 - (ii) *the objectives of the proposed amended Policy;*
 - (iii) *where the proposed amended Policy may be inspected;*
 - (iv) *to whom, in what form and during what period submissions (being not less than 21 days from the day the notice is published) may be made;*
- (b) *if, in the opinion of the local government, the Policy is inconsistent with any State Planning Policy, give notice of the proposed Policy to the Commission; and*
- (c) *give notice of the proposed Policy in any other way and carry out any other consultation the local government considers appropriate."*

Given the scope of the proposal, it is recommended the new Policy is advertised for a period of 21 days.

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 2019-2029:

Aspiration D: *Sustainable Environment*

Strategic Objective: *Responsive planning and control of land use: Plan and control the use of land to meet the needs of the growing population, with consideration of future generations.*

d. Policy

Nil

e. Financial

Nil

f. Legal and Statutory

Under the deemed provisions of TPS2 the Council may prepare, modify or revoke a Local Planning Policy. If the Council resolves to prepare a Policy the City is required to publicly advertise the proposed changes for a period of not less than 21 days.

g. Risk

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

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

Customer Service / Project management / Environment: High and Extreme Risks

Finance / Personal Health and Safety: Medium, High and Extreme Risks

Nil

Comments

As the current Parklet Guidelines are a Planning Procedure, they were not adopted under TPS2. Therefore, they are not a suitable planning instrument to guide the City's application of discretion in the determination of Development Applications for Parklets. A Planning Policy is, however, the appropriate planning instrument for this function.

By expanding on the technical information contained within the Parklet Guidelines, PP3.2.24 will drive desirable outcomes for Parklet proposals, as well as ensuring that applications are considered in a consistent manner.

Public/Private Nature of Parklets

Although Parklets are located on public land, they will in the main part be funded, hosted and maintained by private businesses. Consequently, Parklets will adopt a quasi-public nature. Similar to an alfresco dining arrangement on the footpath, host businesses will be required to obtain an Outdoor Eating Permit from the City in order to serve food and drink in the Parklet. As such, the host business and its customers will have exclusive use of the Parklet during its operating hours of business. Outside of business hours, the Parklet must remain available to the Public. The requirement to include fixed seating within the Parklet, will ensure that it remains functional at all times.

Parklet Location

Amongst other locational criteria, Parklets will only be able to locate directly in front of the host tenancy. Host tenancies who choose to avail of a Parklet opportunity do so in the knowledge that they will be sacrificing a public parking bay directly in front of their tenancy. The provisions of PP3.2.24 will ensure that parking availability for adjoining businesses is not compromised.

Parklet Design

Parklets are proposed to be open and welcoming structures that sit comfortably within the street environment. As such, limitations on height and scale have been proposed in PP3.2.24 to ensure that the structures integrate into the streetscape.

Temporary Nature of Parklets

Given the inherent temporary nature of Parklets, and the fact that the structures will occupy public land, it is proposed that Parklets will be subject to a 12 month temporary approval which will come with a condition requiring the structure to be removed within 24 hours if required by the City.

Conclusion

It is anticipated that Parklets have the ability to positively contribute to the City's public and private realm. They will contribute to the vibrancy of places and spaces by encouraging people to linger longer and contribute to the economic vitality of the local community. They will also be a tool for local traders to grow their business.

It is therefore recommended that the Council adopt proposed *Planning Policy 3.3.24 – Parklets* for the purpose of public advertising. At the conclusion of advertising a further report, assessing public submissions, will be referred to the Council for consideration.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **APPROVES** the advertising of the proposed *Planning Policy 3.3.24 – Parklets* for public comment, as follows:

1. INTRODUCTION

Parklets are temporary moveable structures placed in car parking bays, providing publicly accessible seating and amenities for the community. They are small pockets of public space that repurpose part of the street, providing open and engaging spaces for people to linger within the street environment.

Parklets can be provided by the City or a community group as additional nodes of public open space or they can be sponsored by an adjacent host business wishing to extend its alfresco dining opportunities. Should a commercial business sponsor a Parklet, it must, however, remain available to the Public outside of business hours when it is not being utilised by the host business. This will ensure that the Public nature of the Parklet remains.

The design and installation of the Parklet is fully funded by the applicant. Once installed the applicant acts as the host, responsible for the day to day maintenance and ensuring that the area remains clean and attractive.

2. POLICY APPLICATION

This Planning Policy applies to all applications for Development Approval for Parklets within the City.

This Planning Policy should be read in conjunction with the Council's *Public Places and Local Government Property Local Law 2018*.

3. POLICY OBJECTIVE

The objective of this Policy is to:

- (a) Encourage activation of streets and the vibrancy of places through the provision of additional public seating areas along pedestrianised streets;
- (b) Set out requirements to ensure Parklets are appropriately located and of a high quality design, which contributes positively to streetscape;
- (c) Clarify the approval requirements and processes of the City; and
- (d) Ensure that applications for Parklets are dealt with in a consistent manner.

4. POLICY STATEMENT

4.1 Location

Parklets should only be located in commercial centres in areas where public parking for adjoining tenancies will not be unduly compromised. It is strongly recommended that applicants contact the City, to discuss the suitability of a proposed location, prior to lodging an application for a Parklet. In general the following locational criteria will be considered, a Parklet:

- (a) must be located at least one (1) car space or a minimum 6 metres from a street corner;
- (b) must not exceed one (1) car parking bay;
- (c) must be located on a road with a speed limit of 50kph or less;
- (d) must be located directly adjacent to the host business (unless the Parklet is being provided by the City);
- (e) must not occupy a loading, taxi, bus or accessible parking bay; and
- (f) must not be located on top of the following:
 - (i) street signs;
 - (ii) existing street furniture;
 - (iii) access point;
 - (iv) points to water connectors for firefighting;
 - (v) manholes; and
 - (vi) inspection chambers.

4.2 Design

Parklets must be constructed using high quality materials that are durable, attractive and present well as a street side addition. Parklets should contribute to the amenity of the area and be in keeping with the character of its location. The City will assess Parklet applications against the following design criteria:

Parklets must be open and welcoming to the street i.e. they should not present as self-contained structures. The outside (road) edge should be visually permeable through the use of planters, railings, cabling or other suitable means. The inner (footpath) edge should be open:

- (a) Parklets must incorporate planting / landscaping;

- (b) Access into Parklets must be clear and can be readily accessible by all members of the community;
- (c) Parklets must incorporate integrated fixed seating so when temporary seating is removed, the Parklet remains usable to members of the Public;
- (d) Only discreet advertising signage may be incorporated into the design of the Parklet;
- (e) Parklets must incorporate interesting elements and articulation (avoiding large blank walls or panels);
- (f) Materials and finishes must be high quality, weather resistant and durable;
- (g) Parklets must be free standing and not require fixture to an adjacent structure or building to remain upright or stable;
- (h) Decking for the Parklets must be maintained flush to the kerb to prevent any potential slip or trip hazards; and
- (i) White and lightly coloured materials should be avoided, due to the possibility of glare and distraction to drivers.

4.3 Technical

It is important that the design of the Parklet is safe, not only for its users, but also for pedestrians and vehicles using the street environment. The following technical guidelines apply for the design of a Parklet:

- (a) Parklets must not exceed 2.4m in height;
- (b) Wheel stops with retro reflective material must be installed and maintained, at either end of the Parklet with minimum distances as shown in Appendix 1;
- (c) The adjacent parallel parking bays is to be in accordance with AS2890.5 when the Parklet is operational;
- (d) Design and construction of the Parklet must ensure that stormwater drainage is not compromised;

It is recommended that a minimum 150mm gap between the base of the Parklet and the kerb to allow for rainwater drainage. Screens at the edge of the Parklet can be provided to avoid build-up of debris under the Parklet;
- (e) Parklets must not impede, require the alteration, removal or extension of any public service, landscaping, utilities, kerbing, or civic infrastructure;
- (f) Parklets must be designed to accommodate the natural gradient of the land;
- (g) Parklets must have ability to be dismantled or removed within 24 hours, for maintenance or remedial works;
- (h) Parklet design must have structural certification from a suitably qualified engineer;
- (i) A 0.3m buffer between the Parklet and the edge of the traffic lane must be maintained;
- (j) The design of the Parklet must not interfere with the function and/or negatively impacting on vehicle and pedestrian movements, sightlines at road junctions, vehicle crossovers etc;
- (k) Parklets must be constructed to enable adequate and sufficient cleaning under the floor;
- (l) Soft hit bollards must be installed at the roadside corners of the Parklet; and
- (m) Parklet flooring must have no slip or anti slip finish.

Notwithstanding the requirements outlined at Section 4.2, Parklets should generally reflect the "Parklet Design" specification found at Appendix 1 of this Policy.

4.4 Public Liability Insurance

Public Liability insurance cover must be held for the Parklet to a value of \$20M at all times. A copy of the current certificate is to be provided to the City prior to the Parklet approval being issued.

4.5 Consultation

All applications for development approval for Parklets will be the subject of a process of community consultation in accordance with *Town Planning Scheme No.2 (TPS2)* and *Planning Procedure No.1.3 – Community Consultation*.

4.6 Parklet Removal

Parklets are temporary structures and will be subject to a 12 month approval, unless otherwise agreed. The City will impose a condition on Development Approvals requiring that Parklets be removed within 24 hours of notification. The Parklet host must undertake any necessary rectification works to the satisfaction of the City, within the required time frame.

Removal costs for the Parklet and the cost for any damage or modification works, involved in returning the road surface, kerbing, footpath, and any infrastructure, to a safe and useable condition, are the host's responsibility.

4.7 Outdoor Eating Area Permit (Health)

Should you wish to utilise a Parklet for alfresco dining, an Outdoor Eating Area Permit is also required from the City's Health Services. The standard Outdoor Eating Area Permit application requirements must be satisfied, as well as the Parklet design requirements. Outdoor Eating Area Permits are issued by the City on an annual basis.

Should a host business obtain an Outdoor Eating Permit for its Parklet, the host and its customers will have exclusive use of the Parklet during the business operating hours. Outside of operating hours, however, the Parklet must be available to the general public for use.

5. APPLICATION PROCEDURE

In addition to the requirements of Clause 62 of the deemed provisions of TPS2, an application for Development Approval for a Parklet should include the following information:

- (a) A completed application form (signed by the CEO of the City of Rockingham as the landowner);
- (b) A written submission describing the proposal;
- (c) Photographs of the car parking bay proposed to be used as a Parklet as well as photographs of the surrounding commercial tenancies;
- (d) A site plan showing the location of the car parking bay and the proximity to the host tenancy;
- (e) A floor plan showing the dimensions of the Parklet as well as details of tables and chairs;
- (f) Elevation plans;
- (g) A schedule of materials and colours;
- (h) Details of any signage;
- (i) A management plan for the Parklet detailing the applicant's responsibility for the day-to-day management, upkeep and maintenance of the Parklet;
- (j) Payment of the application fee;
- (k) Public Liability insurance certificate to a value of \$20M; and
- (l) Any specialist reports that the City may require e.g. an acoustic report may be required if the Parklet is proposed to be located in close proximity to residential land uses.

6. AUTHORITY

This Planning Policy has been adopted by the Council under Clause 4 of the deemed provisions of TPS2 and whilst it is not part of TPS2 and does not bind the Council in respect of any application for Development Approval, the Council is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

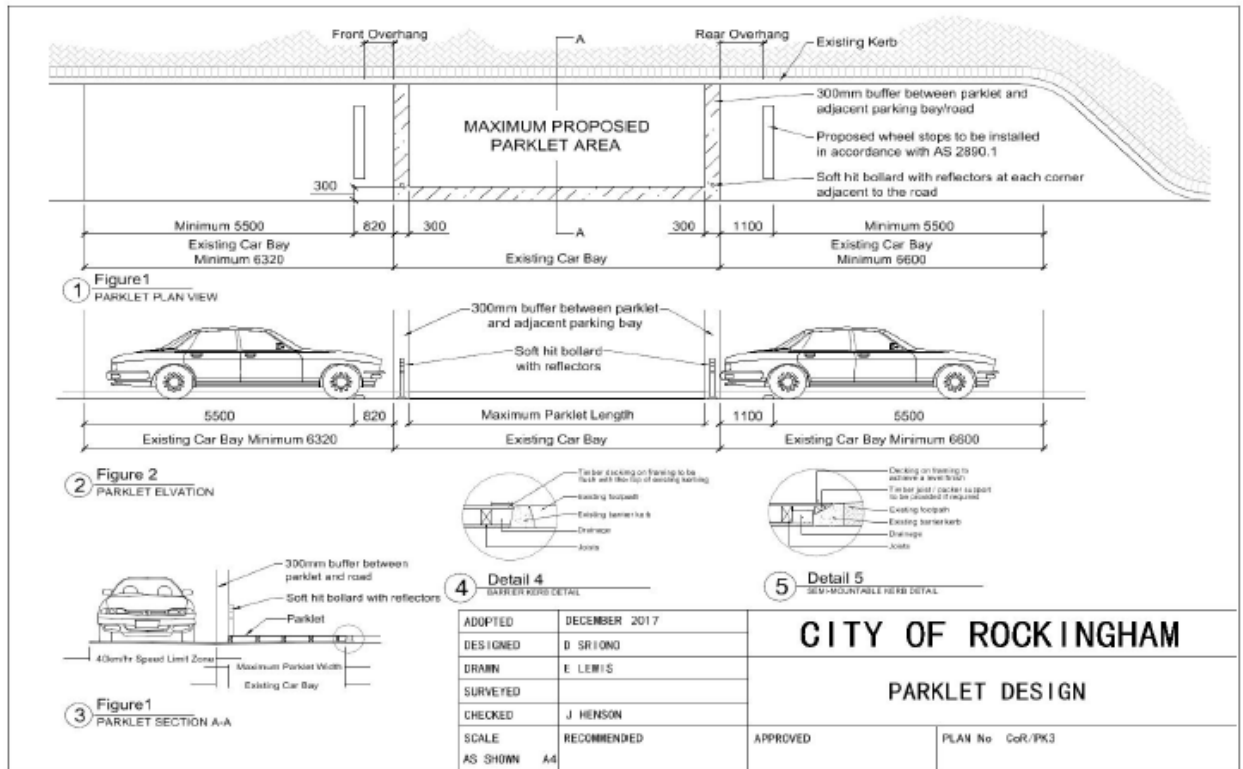
7. DELEGATION

Where an application for Development Approval has been the subject of a process of community consultation and substantiated objections are received, the application for Development Approval will be referred to the Council for determination.

All other applications for Development Approval will be determined under delegated authority.

8. ADOPTION

This Planning Policy was adopted by the Council at its ordinary Meeting held on the



Appendix 1- Parklet Design Specifications

Committee Recommendation

That Council **APPROVES** the advertising of the proposed *Planning Policy 3.3.24 – Parklets* for public comment, as follows:

1. INTRODUCTION

Parklets are temporary moveable structures placed in car parking bays, providing publicly accessible seating and amenities for the community. They are small pockets of public space that repurpose part of the street, providing open and engaging spaces for people to linger within the street environment.

Parklets can be provided by the City or a community group as additional nodes of public open space or they can be sponsored by an adjacent host business wishing to extend its alfresco dining opportunities. Should a commercial business sponsor a Parklet, it must, however, remain available to the Public outside of business hours when it is not being utilised by the host business. This will ensure that the Public nature of the Parklet remains.

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3. POLICY OBJECTIVE

The objective of this Policy is to:

- (a) Encourage activation of streets and the vibrancy of places through the provision of additional public seating areas along pedestrianised streets;
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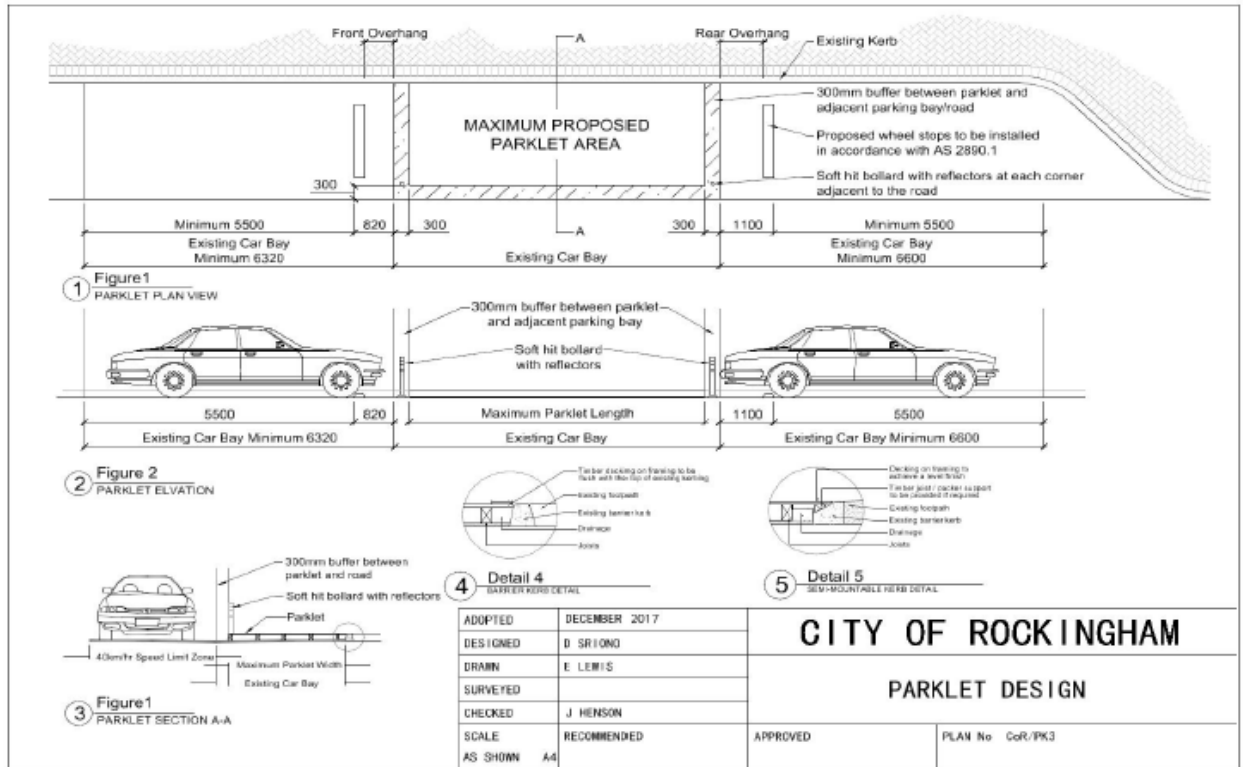
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8. ADOPTION

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Appendix 1- Parklet Design Specifications

Committee Voting (Carried) – 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

Council Resolution

That Council **APPROVES** the advertising of the proposed *Planning Policy 3.3.24 – Parklets* for public comment, as follows:

1. INTRODUCTION

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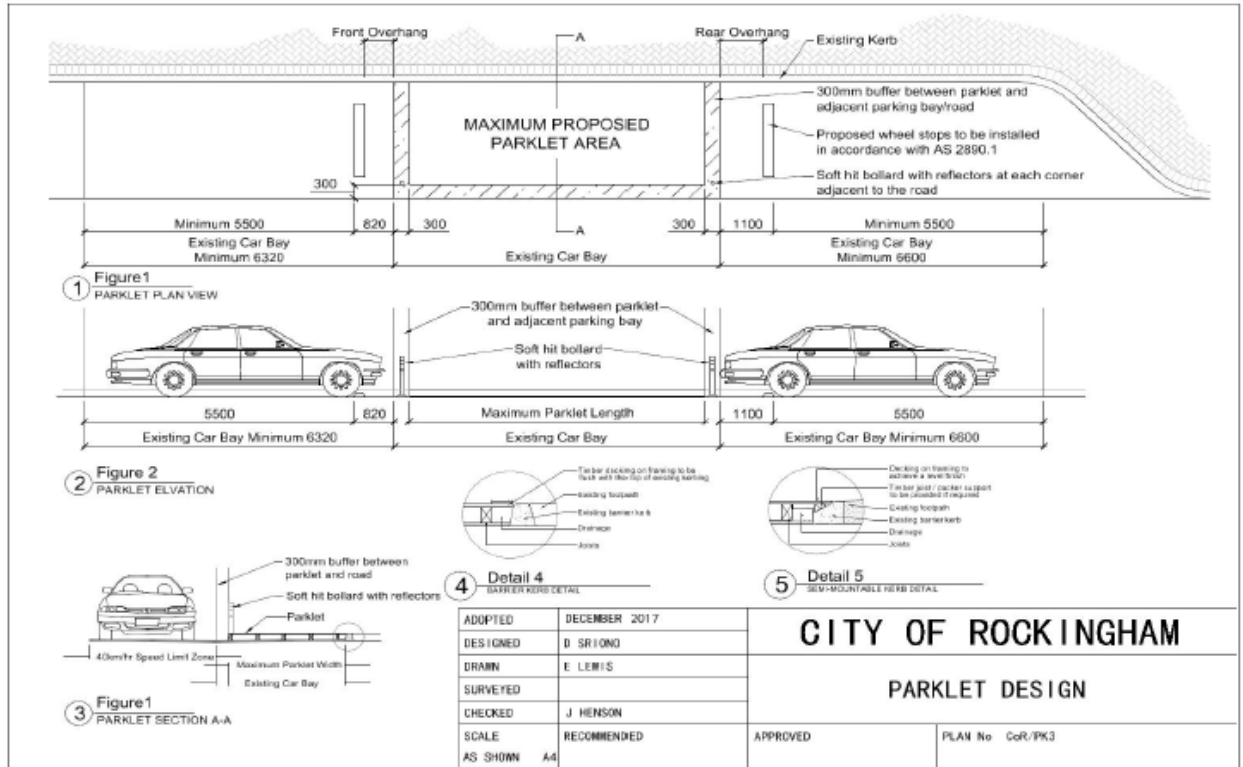
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Appendix 1- Parklet Design Specifications

Carried en bloc

The Council's Reason for Varying the Committee's Recommendation

Not Applicable

Planning and Development Services
Directorate, Planning Services



Reference No & Subject:	PD-052/19 Mangles Bay Planning Investigation Area Working Group – Councillor Nomination
File No:	
Proponent/s:	Department of Planning, Lands and Heritage
Author:	Mr Peter Ricci, Manager Major Planning Projects
Other Contributors:	
Date of Committee Meeting:	15 July 2019
Previously before Council:	
Disclosure of Interest:	Cr Jones declared an Impartiality Interest in Item PD-052/19 Mangles Bay Planning Investigation Area Working Group – Councillor Nomination, as detailed in Clause 3.3 of Council's Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 and as per section 5.65 of the Local Government Act 1995, as Cr Jones is Chairperson of the Seaside Camp for Children located within the study area – Mangles Bay planning investigation area.
Nature of Council's Role in this Matter:	Advocacy
Site:	Cape Peron – Lot 4319 Boundary Road; Lots 700 and 1786 Hymus Street; Lots 2055 and 4357 Safety Bay Road; Lots 1, 2, 3, 5, 301, 303, 500, 501, 2058, 2152, 2956, 2193, 2196, 2301, 2328, 2733, 2374, 2642, 2732, 2733, 2734, 2804 and 3055 Point Peron Road, Peron
Lot Area:	Approximately 180ha
LA Zoning:	Parks and Recreation (Bush Forever Site 355); Ports Installation; Other Regional Road Reserve; Waterways Reserve
MRS Zoning:	Parks and Recreation (Bush Forever Site 355); Ports Installation; Other Regional Road Reserve; Waterways Reserve
Attachments:	
Maps/Diagrams:	Study Area

Purpose of Report

To nominate a Councillor to be a representative on the Mangles Bay Planning Investigation Area Working Party.

Background

In March 2018, the Hon Minister for Transport, Planning and Lands refused the amendment to the Metropolitan Region Scheme to facilitate the proposed 'Mangles Bay Marina' effectively bringing an end to the project.

Subsequently, in June 2018 Council resolved to support the lobbying of State Government Departments to urgently establish a transparent and collaborative consultation process to determine the best and most sustainable long-term future use and management of Cape Peron that aligns with the City's Community Strategic Aspirations for Environment and Tourism.

Further to the above, in August 2018, Council resolved to support the classification of Cape Peron Reserve 48968 being transferred to Class A, subject to the designated Purposes of the Reserve being clearly defined through the transparent and collaborative consultation process, which will determine the most sustainable long-term future land uses for Cape Peron, as advocated in Council's June 2018 resolution.

At a similar time to the Minister's decision on the 'Mangles Bay Marina' Metropolitan Region Scheme Amendment, the State Government released the *Perth and Peel @ 3.5M* suite of documents including the *Southern Metropolitan Sub-Regional Planning Framework* ('the Framework'). The Framework, which will guide growth within the region until about 2050, identifies the 'Mangles Bay Marina' site as a 'Planning Investigation Area' acknowledging that a long-term use for the area is to yet to be resolved.

Details

In the period since the Council resolutions of June and August 2018, the City undertook advocacy with the State Government, as the principle landowner, requesting that it conduct a planning process to determine the future use of Cape Peron.

This advocacy included a meeting with the Hon. Minister for Planning Transport, Planning and Lands in December 2018 when the City requested support for the planning process, but for it to be an integrated approach to include the entire Cape Peron peninsular and not just the 'Mangles Bay Marina' project area.

By letter dated 20 June 2019, the Department of Planning, Lands and Heritage announced that a Project Working Group is being established 'to consider land use options for the Mangles Bay Planning Investigation Area'.

It was advised that the Project Working Group will comprise representatives from relevant State Government agencies and the City of Rockingham. Further, the Project Working Group will be supported by the establishment of a related Community Reference Group 'which will provide input and feedback for the duration of the study'.

DPLH advise that the Project Working Group will:

- *Ensure that the project investigations include a review of all relevant previous work undertaken for the Investigation Area and surrounds, including information relating to the previous Mangles Bay Marina Metropolitan Region Scheme Amendment 1280/41 (withdrawn by the Minister for Planning March 2018).*
- *Provide technical expertise to inform the development of land use options.*
- *Identify and discuss matters relevant to the development of land use options and identification of preferred land uses/s including consideration of all relevant issues, opportunities and constraints.*
- *Ensure the development of land use options has due regard to landowner and community views and expectations through input and feedback from the Community Reference Group and appropriate further community consultation.*
- *Make strategic recommendations for consideration by the Government.*

It was also advised that the Community Reference Group will report directly to the Project Working group and provide:

- *input from the community into the consideration of land use options.*
- *advice regarding community consultation processes, including the mechanism to provide approved information from the Project Working Group directly to the community.*
- *feedback on outcomes and proposals of the Project Working Group.*

As advocated by the City, the extent of the Study Area will be entire Cape Peron peninsular, as shown in Figure 1. It was also acknowledged that the process will also consider the relationship between Lake Richmond and the Study Area, noting that the *Lake Richmond Management Plan 2008* is currently under review.



Figure 1 - Study Area

It is understood that the Terms of Reference for the Project Working Group will be confirmed when it is convened.

The membership of the Project Working Party will comprise the following:

- Project Working Group Chair (from DPLH).
- At least two senior officers from DPLH, including one from Strategic Planning Projects and one from Land Use Management.
- One senior representative from the Department of Jobs, Tourism, Science and Innovation.
- One senior representative from the Department of Transport (Coastal Infrastructure).
- One senior representative from the Department of Water and Environmental Regulation.

- One senior representative from the Department of Biodiversity, Conservation and Attractions.
- One senior technical officer representative from the City of Rockingham.
- One elected representative from the City of Rockingham.

Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspirations and Strategic Objectives contained in the Community Plan 2019-2029:

Aspiration 1: *Actively Pursue Tourism and Economic Development*

Strategic Objective: *Coastal Destination: Promote the City as the premier metropolitan coastal tourism destination.*

Aspiration 3: *Sustainable Environment*

Strategic Objective: *Responsive planning and control of land use: Plan and control the use of land to meet the needs of the growing population, with consideration of future generations.*

d. Policy

Nil

e. Financial

Nil

f. Legal and Statutory

Nil

g. Risk

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

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

Customer Service / Project management / Environment: High and Extreme Risks

Finance / Personal Health and Safety: Medium, High and Extreme Risks

Nil

Comments

It is encouraging that the State Government has committed to the planning process, to provide clarity to the long term use of Cape Peron, and that the process includes a Community Reference Group to provide input throughout the exercise.

It is now necessary to nominate a Councillor representative for the Project Working Group.

To assist in the nomination process, it should be noted that DPLH has advised that the duration of the project is expected to be 6 – 12 months during which 4 – 6 meetings will be held at the DPLH offices on William Street, Perth.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **NOMINATES** Cr _____ to be a representative on the Mangles Bay Planning Investigation Area Working Party.

Committee Recommendation

That Committee **REFERS** this matter to the Council Meeting to be held Tuesday 23 July 2019 to provide time for Councillors to consider nominating as a representative and deputy.

Committee Voting (Carried) – 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

Council Resolution

Moved Cr Stewart, seconded Cr Elliott:

That Council **NOMINATES** Cr Burns (Cr Stewart – proxy) to be a representative on the Mangles Bay Planning Investigation Area Working Party.

Carried – 8/1

Councillors having voted for the motion:

Cr Stewart	Cr Elliott
Cr Whitfield	Cr Sammels
Cr Liley	Cr Hamblin
Cr Burns	Cr Jones

Councillors having voted against the motion:

Cr Summers

The Council's Reason for Varying the Committee's Recommendation

Not Applicable

Council Resolution – En bloc Resolution

Moved Cr Elliott, seconded Cr Whitfield:

That the committee recommendations in relation to Agenda Items EP-018/19 and EP-019/19 be carried en bloc.

Carried – 9/0

Engineering and Parks Services Engineering Services		
Reference No & Subject:	EP-018/19	Provision of pavement marking services by Main Roads WA
File No:	RDS/5-39	
Proponent/s:		
Author:	Mr Manoj Barua, Manager Engineering Services	
Other Contributors:	Mr Sam Assaad, Director Engineering and Parks Services	
Date of Committee Meeting:	15 July 2019	
Previously before Council:		
Disclosure of Interest:	Nil	
Nature of Council's Role in this Matter:	Advocacy	
Site:		
Lot Area:		
LA Zoning:		
MRS Zoning:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

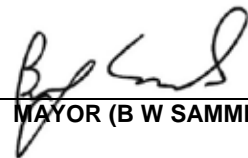
To consider advocating through the WA Local Government Association (WALGA) for improved pavement marking services by Main Roads WA (MRWA).

Background

In accordance with the Main Roads Act 1930, MRWA is the sole authority for the approval, installation and maintenance of pavement marking on all Western Australian roads.

For any road under the care and control of Local Government Authority (LGA) that requires new pavement marking, the LGA is required to submit a design drawing to MRWA for approval. Upon approval the LGA is required to prepare the site and send a 'Site Availability for Signing and Pavement Marking Works' (SA) form to MRWA. The site preparation include construction of road

**CONFIRMED AT A COUNCIL MEETING
HELD ON TUESDAY 27 AUGUST 2019**


MAYOR (B W SAMMELS)

layout according to design, removal of redundant pavement markings and signage, sweeping the surface and spotting of proposed pavement markings.

MRWA will then install the pavement marking within 20 days as stipulated in the SA form. The LGAs are later invoiced for the job. In recent times the City has been experiencing long delay in getting the pavement markings installed. The City understands that most LGAs in the metropolitan area are experiencing the same issue.

If the LGA identifies maintenance requirements for existing pavement marking then it can be reported to the MRWA website. Maintenance does not require the LGA to undertake site preparation and is undertaken at no expense to the LGA.

Details

Below are some of the projects that experienced significant delay in recent times:

Location	SA Form submission date
Baldivis Road between Furioso Gr to Solis Blvd	6 March 2019
Eighty Road rumble strips	12 March 2019 – Rumble strips installed approx. 13 June 2019, however other associated pavement marking were not installed at the same time
Mandurah Road between Day Road and Wellard Road	3 April 2019
Safety Bay Rd/Read St/Warnbro Sound Av	18 April 2019 – pavement marking completed on 1 July 2019
Patterson Road between Parkin Street and Wanliss Street	15 May 2019
Safety Bay Rd pedestrian islands	27 May 2019
Townsend Road	11 June 2019 –installation of Raised Reflective Pavement Markers (RRPM) only

The City has been in regular liaison with MRWA. However, their inability to deliver timely pavement marking is evident by their failure to meet the committed dates on multiple occasions.

The delay in the installation of pavement marking poses a road safety risk. While the risk can be mitigated by roadworks traffic management it has the following implications:

- Resident dissatisfaction
- Resources associated with dealing with customer enquiries regarding the delay; and
- Additional cost for the LGA including;
 - Longer deployment of contractor and internal resources; and
 - Monitoring traffic management over the period.

Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

The City has communicated with Main Roads Western Australia on numerous occasions to determine the completion date for a number of line marking requests.

c. Strategic

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019-2029:

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

Strategic Objective: *Key stakeholder partnerships: Foster relationships and partnerships with key stakeholders to achieve enhanced community outcomes.*

d. Policy

Nil

e. Financial

The proposed advocacy has no direct financial implication for the City.

f. Legal and Statutory

Main Roads Act 1930 Section 26 outlines the responsibility of MRWA in relation to pavement marking.

g. Risk

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

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

Customer Service / Project management / Environment : High and Extreme Risks

Finance / Personal Health and Safety : Medium, High and Extreme Risks

Nil

Comments

Considering the safety and other implications due to the delay in the installation of pavement marking and noting that the issue is impacting across the Local Government sector it is recommended that Council raises the issue with WALGA with the aim of improving the service provision.

The City regularly participates in the WALGA South Metropolitan Zone meetings. The future meetings for this zone are scheduled on 26 August 2019 at City of Cockburn and on 25 November 2019 at Town of East Fremantle. It is recommended to make a submission to the 26 August meeting.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **SUPPORTS** the submission of an item to the WA Local Government Association (WALGA) South Metropolitan Zone requesting WALGA to advocate for improvements to the timely provision of pavement marking services to Local Government Authorities by Main Roads WA.

Committee Recommendation

That Council **SUPPORTS** the submission of an item to the WA Local Government Association (WALGA) South Metropolitan Zone requesting WALGA to advocate for improvements to the timely provision of pavement marking services to Local Government Authorities by Main Roads WA.

Committee Voting (Carried) – 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

Council Resolution

That Council **SUPPORTS** the submission of an item to the WA Local Government Association (WALGA) South Metropolitan Zone requesting WALGA to advocate for improvements to the timely provision of pavement marking services to Local Government Authorities by Main Roads WA.

Carried en bloc

The Council's Reason for Varying the Committee's Recommendation

Not Applicable

Engineering and Parks Services Engineering Services



Reference No & Subject:	EP-019/19	Tender T18/19-77 – Framework agreement for the provision of traffic management services
File No:	T18/19-77	
Proponent/s:		
Author:	Mr Darren Dropulich, Construction Engineer	
Other Contributors:		
Date of Committee Meeting:	15 July 2019	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
LA Zoning:		
MRS Zoning:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

Provide Council with details of the tenders received for Tender T18/19-77 – Framework agreement for the provision of traffic management services, document the results of the tender assessment and make recommendations regarding award of the tender.

Background

The scope of the contract is for the provision of traffic management services. The type of works to be undertaken under the contract shall include the preparation of Traffic Management Plans (TMP) and the supply of traffic controllers and necessary traffic control devices to facilitate safe worksites for City employees and the public.

The previous contract (C16/17-06) expired on 30 June 2019. A one month contract (Q18/19-94) for the period from 1 July to 31 July 2019 has been awarded to provide traffic management services to the City between the completion of the old contract and the award of the new contract.

Details

Tender T18/19-77 – Framework agreement for the provision of traffic management services was advertised in the West Australian on Saturday, 18 May 2019. The Tender closed at 2.00pm, Wednesday, 5 June 2019 and was publicly opened immediately after the closing time.

The period of the contract shall be from 1 August 2019 until 31 July 2022.

Tender submissions were received from:

Company
K & D Traffic Management Pty Ltd
Prime Traffic Solutions Pty Ltd
Sanpoint Pty Ltd trading as LD Total
WARP Pty Ltd
QTM Pty Ltd
Advanced Traffic Management (WA) Pty Ltd trading as ATM
Welstand Services Pty Ltd trading as LGC Traffic Management
Clune Group Pty Ltd trading as Peak Traffic Management
TMSW Pty Ltd trustee for TMSW Unit Trust trading as Traffic Force
Taborda Contracting Pty Ltd
Contra-Flow Pty Ltd

A panel comprising of Construction Engineer, Coordinator Planning and Design and Coordinator Projects and Contracts undertook tender evaluations.

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

Assessment Criteria	Level of Service	Understanding Tender Requirements	Tendered Price/s	Total Weighted Scores
Max. Points	40 Pts	20 Pts	40 Pts	100 Pts
Advanced Traffic Management (WA) Pty Ltd trading as ATM	37.7	19.3	34.8	91.8
WARP Pty Ltd	36.9	15.9	35.1	87.9
Contra-Flow Pty Ltd	31.3	17.5	36.8	85.6
Clune Group Pty Ltd trading as Peak Traffic Management	30.3	14.8	36.5	81.6
QTM Pty Ltd	31.7	15.8	31.5	79.0
TMSW Pty Ltd trustee for TMSW Unit Trust trading as Traffic Force	29.9	14.8	31.0	75.7
Prime Traffic Solutions Pty Ltd	26.9	10.8	33.6	71.3
Welstand Services Pty Ltd trading as LGC Traffic Management	21.5	10.5	32.7	64.7
K & D Traffic Management Pty Ltd ¹	26.3	10.9	26.5	63.7
Taborda Contracting Pty Ltd	22.8	9.1	30.4	62.3
Sanpoint Pty Ltd trading as LD Total	23.6	8.9	25.1	57.6

The Contract rates will be subject to a price variation every twelve (12) months from 1 August 2019. Such a price variation will be calculated in accordance with the variation in the Consumer Price Index (CPI) for Perth Western Australia for all groups for the 12 months preceding the last completed CPI quarter as at the date the price variation is due.

¹ Typographical error corrected

Implications to Consider

a. Consultation with the Community

Not Applicable

b. Consultation with Government Agencies

Not Applicable

c. Strategic

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019-2029:

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

Strategic Objective *Management of current assets: Maintain civic buildings, sporting facilities, public places and road and cycle way infrastructure based on best practice principles and life cycle cost analysis.*

d. Policy

In accordance with the City's Purchasing Policy, for purchases above \$150,000, a public tender process is to be conducted in accordance with the provision of section 3.57 of the Local Government Act 1995; and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, regulation 11A(1).

e. Financial

Traffic Management Services is required under both capital and operational expenditure. In turn:

- Capital works expenditure will be in accordance with the City's Business Plan and
- Operational expenditure will be in accordance with the Engineering and Parks operational budget.

Historical expenditure was as follows

1. 2016/2017 (part year - October to June) - \$1,068,175;
2. 2017/2018 - \$1,964,671 and
3. 2018/2019 (part year - July to January) - \$881,408.

It is estimated that expenditure will be \$1.7 million per annum.

f. Legal and Statutory

In accordance with section 3.57 of the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, regulation 11(1).

'Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless sub regulation (2) states otherwise'.

g. Risk

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

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

Customer Service / Project management / Environment: High and Extreme Risks

Finance / Personal Health and Safety: Medium, High and Extreme Risks

Nil

Comments

A clarification was sought from Advanced Traffic Management (WA) Pty Ltd trading as ATM (ATM) regarding the rates for two items;

1. the supply of traffic cones and bollards, and
2. the provision of signs, barrier boards and flashing yellow lamps.

ATM provided an adequate response in writing noting that there was no charge for the provision of these items and hence the cost was shown as zero in the original submission.

Following consideration of the submissions in accordance with the tender assessment criteria, most companies demonstrated a capacity to provide the services for the tendered items.

The in-depth submission received from ATM included extensive information which best addressed all the qualitative criteria. Due to the availability of large resources, ATM would be able to meet the City's traffic management requirements for the period of the contract over and above their current work commitments. The quality and detail of the submission from ATM demonstrated that they would offer the best level of service and understanding of the tender requirements.

Though ATM ranked highest overall in the scoring matrix it is noted that three other submissions provided lower prices (in the range of 4.4% to 9.3% lower than ATM). Despite this, ATM is considered to provide the best value for money for the City based on the level of service considerations mentioned previously.

Therefore, ATM is recommended as the preferred tenderer.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ACCEPTS** the tender submitted from Advanced Traffic Management (WA) Pty Ltd trading as ATM, of 22-24 Clayton Street Bellevue WA 6056, for Tender T18/19-77 – Framework Agreement for the Provision of Traffic Management Services in accordance with the tender documentation for the contract period between 1 August 2019 and 31 July 2022.

Committee Recommendation

That Council **ACCEPTS** the tender submitted from Advanced Traffic Management (WA) Pty Ltd trading as ATM, of 22-24 Clayton Street Bellevue WA 6056, for Tender T18/19-77 – Framework Agreement for the Provision of Traffic Management Services in accordance with the tender documentation for the contract period between 1 August 2019 and 31 July 2022.

Committee Voting (Carried) – 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

Council Resolution

That Council **ACCEPTS** the tender submitted from Advanced Traffic Management (WA) Pty Ltd trading as ATM, of 22-24 Clayton Street Bellevue WA 6056, for Tender T18/19-77 – Framework Agreement for the Provision of Traffic Management Services in accordance with the tender documentation for the contract period between 1 August 2019 and 31 July 2022.

Carried en bloc

The Council's Reason for Varying the Committee's Recommendation

Not Applicable

Council Resolution – En bloc Resolution

Moved Cr Stewart, seconded Cr Burns:

That the committee recommendations in relation to Agenda Items CS-011/19, CS-012/19, GM-017/19 and CD-016/19 be carried en bloc.

Carried – 9/0

Corporate and Community Development Committee

**Corporate Services
Financial Services**



Reference No & Subject:	CS-011/19	Material Variance Level for the 2019/2020 Statements of Financial Activity
File No:	FLM/327	
Proponent/s:		
Author:	Mr Khushwant Kumar, Financial Controller	
Other Contributors:		
Date of Committee Meeting:	16 July 2019	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To adopt the materiality level for variances required to be reported in the 2019/2020 Statement of Financial Activity.

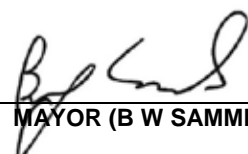
Background

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

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

The adopted material variance level since 2009/2010 has been \$250,000.

**CONFIRMED AT A COUNCIL MEETING
HELD ON TUESDAY 27 AUGUST 2019**


MAYOR (B W SAMMELS)

Details

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

In the context of the City, which is an entity with a total budgeted expenditure of over \$263 million and total budgeted revenue of \$193 million, the material variance level of \$250,000 is acceptable.

Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019-2029:

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

Strategic Objective: *Effective Governance – Apply systems of governance which empower the Council to make considered and informed decisions within a transparent, accountable, ethical and compliant environment.*

d. Policy

Nil

e. Financial

Nil

f. Legal and Statutory

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 requires a local government to adopt a percentage or value calculated in accordance with the Australian Accounting Standards to be used in statement of financial activity for the reporting of financial variances.

g. Risk

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

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

Customer Service / Project management / Environment: High and Extreme Risks

Finance / Personal Health and Safety: Medium, High and Extreme Risks

Nil

Comments

The City has been using a material variance value of \$250,000 since 2009/2010. This value is still considered acceptable.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ADOPTS** \$250,000 as the value to be used in the Statement of Financial Activity for reporting material variances for the 2019/2020 financial year.

Committee Recommendation

That Council **ADOPTS** \$250,000 as the value to be used in the Statement of Financial Activity for reporting material variances for the 2019/2020 financial year.

Committee Voting (Carried) – 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

Council Resolution

That Council **ADOPTS** \$250,000 as the value to be used in the Statement of Financial Activity for reporting material variances for the 2019/2020 financial year.

Carried en bloc

The Council's Reason for Varying the Committee's Recommendation

Not Applicable

Corporate Services Corporate Services



Reference No & Subject:	CS-012/19	Final Adoption Council Policy -
		Investment of Surplus Funds
File No:	CPM/3-06	
Proponent/s:		
Author:	Ms Esther Ruskulis, Graduate Accountant	
Other Contributors:	Mr John Pearson, Director Corporate Services	
Date of Committee Meeting:	16 July 2019	
Previously before Council:	19 March 2019 (CS-002/19)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	1. Investment of Surplus Funds (2012) 2. Submissions Received – Investment of Surplus Funds Policy	
Maps/Diagrams:		

Purpose of Report

For Council to adopt the revised Council Policy – Investment of Surplus Funds, following the completion of the public advertising period.

Background

As a result of Local Government (Financial Management) Amendment Regulations 2017, gazetted on the 12 May 2017, there were changes to section 6.14(2)(a) of the Local Government Act 1995 which needed to be considered in City of Rockingham's current Investment of Surplus Funds Policy. A revision of the Policy was undertaken in 2018, assisted by consulting firm Amicus Advisory, resulting in the amendments to the policy as outlined below. The amended policy was adopted for the purposes of public advertising in March 2019.

Details

The objectives of the Investment of Surplus Funds Policy are:

- Adopt a conservative approach to investments.
- Increase revenue through the prudent investment of funds taking into consideration risk and the rate of interest.

- Achieve a high level of security using recognised ratings criteria, specifically rating agencies Standard and Poor's, Fitch, and Moody's.
- Maintain an adequate level of diversification.
- Have funds readily accessible for day-to-day requirements without incurring penalty charges.

These key objectives continue to reinforce the conservative nature of the Policy.

Implications to Consider

a. Consultation with the Community

The Council Policy – Investment of Surplus Funds was advertised through community newspapers and on the City of Rockingham website from 5 April 2019 until 10 May 2019.

The City received four submissions during this period. The details of each submission are summarised below and full submissions are in Attachment 2 of this report.

Mr J C Anderson

Submission:

- (i) I have read the "Investment of Surplus Funds" and agree with it and for The City of Rockingham to approve it.

City's Comment:

Comments are noted.

Ms K Davis

Submission:

- (ii) How about spending some of the money on a rubbish pick up for the homeless that are living in the bush and also a couple of portable toilets.

City's Comment:

Comments are noted.

Miss C S Gildersleeve

Submission:

- (iii) The submitter suggests that the City should consider applying short term ratings to short term investments. They also believe that the City should amend the policy wording, to state that the City will favour investments with institutions who do not invest in fossil fuels. In addition to this, they recommend the use of the website 'market forces' to determine how organisations perform in regards to fossil fuel investment.

City's Comment:

The City of Rockingham has employed the use of long-term ratings in this policy as this will cover the credit rating of investments for all maturity lengths. To use long-term credit ratings is more conservative in nature, as the City tries to invest in institutions which have a sound long-term outlook. It should also be noted that mapping issues also arise when the use of both short-term and long-term ratings is employed, as these rating systems do not perfectly align.

The current policy wording allows for the City of Rockingham to consider multiple environmental factors, rather than relying purely on a single measure, such as fossil fuel investment. This means that the City can be more flexible in the application of this policy, and can assess the pros and cons of investments across an array of factors. An approach which highlights one key factor may not be applicable to all companies, who may lack in other areas of environmental consideration.

It should also be noted that the 'market forces' website mentioned in this comment is that of a lobby group, rather than an independent source. This policy allows the City the scope to compare multiple sources, and assess their validity on a case by case basis.

Ms S M Mannion

Submission:

(iv) Are you screwing ratepayers to have a surplus of funds? Reduce my rates.

City's Comment:

Comments are noted.

b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019-2029:

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

Strategic Objective: *Effective Governance – Apply systems of governance which empower the Council to make considered and informed decisions within a transparent, accountable, ethical and compliant environment.*

d. Policy

The current Policy has been reviewed. Suggested changes in the Policy are as follows:

- A maximum investment period of 36 months, increased from 12 months.
- The City of Rockingham may undertake authorised investment in bonds issued and guaranteed by the Commonwealth Government of Australia.
- Incorporation of long-term ratings as opposed to short term ratings employed by Standards & Poor's, Fitch and Moody's as rating agents.
- Environmental investing considerations have been included in the policy, stating that where financial institutions are offering equivalent investments, preference will be made to the institution with the better environmental track-record.
- The minimum \$2 million investment to be maintained with Bendigo Bank has been removed from the policy.

e. Financial

Nil

f. Legal and Statutory

Section 6.14 of the Local Government Act 1995 (the Act) relates to the investment of funds, granting permission for funds held within the municipal or trust accounts to be invested.

Local Government (Financial Management) Regulations 1996, Regulation 19C provides specific details regarding how money may and may not be invested. Specifically, these requirements include the requirement to invest with authorised deposit-taking institutions as defined in the Banking Act 1959 (Commonwealth) Section 5; or The Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986.

Further, when investing money, a local government may not do any of the following:

- a) deposit with an institution except an authorised institution;
- b) deposit for a fixed term of more than 3 years;
- c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- d) invest in bonds with a term to maturity of more than 3 years;
- e) invest in foreign currency.

g. Risk

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

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

Customer Service / Project management / Environment: High and Extreme Risks

Finance / Personal Health and Safety: Medium, High and Extreme Risks

Nil

Comments

The last 11 years have seen significant levels of instability in the global financial market. As such, the City of Rockingham has followed an appropriately conservative investment policy over this period of time. This policy has ensured security of funding and cash flow, and has shielded the City from significant variations in investment income. The changes in the current policy continue this conservative practice, while allowing for greater timeframe flexibility in line with recent statutory changes.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ADOPTS** the amended Council Policy - Investment of Surplus Funds.

Committee Recommendation

That Council **ADOPTS** the amended Council Policy - Investment of Surplus Funds.

Committee Voting (Carried) – 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

Council Resolution

That Council **ADOPTS** the amended Council Policy - Investment of Surplus Funds.

Investment of Surplus Funds

Council Policy Objective

To:

- Adopt a conservative approach to investments.
- Increase revenue through the prudent investment of funds taking into consideration risk and the rate of interest.
- Achieve a high level of security using recognised ratings criteria, specifically rating agencies Standard and Poor's, Fitch, and Moody's.
- Maintain an adequate level of diversification.
- Have funds readily accessible for day-to-day requirements without incurring penalty charges.

Council Policy Scope

This Policy affects all investments made by the City of Rockingham.

Council Policy Statement

Legislative Requirements

All investments are to be made in accordance with:

- Section 6.14 of the Local Government Act 1995.
- Part III of the Trustees Act 1962 as amended by the Trustees Amendment Act 1997.
- Local Government (Financial Management) Regulations 1996.
- Australian Accounting Standards.

Delegation of Authority

For information purposes, delegated authority has been provided to the CEO, in accordance with Section 5.42 of the Local Government Act 1995 for the investment of surplus funds.

Prudent Person Standard

Investments must be managed with care, diligence and skill that a prudent person would exercise. Officers are to manage the City's investment portfolio in accordance with the spirit of this Investment of Surplus Funds Policy, and not for speculative purposes.

Prohibited Investments – Section 6.14(1) Local Government Act 1995

When investing money, a local government may not do any of the following:

- a) invest in a deposit with an institution except an authorised institution,
- b) invest in a deposit for a fixed term of more than 36 months,
- c) invest in bonds (as opposed to deposits with an Authorised Deposit-Taking Institution (ADI)) that are not guaranteed by the Commonwealth Government, or a State or Territory government,
- d) invest in bonds with a term to maturity of more than 36 months,
- e) invest in securities or instruments that are exposed to foreign currency risk.

Authorised Investments

For an investment to be authorised under this policy, it must be:

- Made in the name of the City of Rockingham.

- In line with the Diversification and Credit Risk criteria within this policy.
- In:
- Term Deposits issued by an ADI as defined in the Banking Act 1959 (Commonwealth) Section 5.
- The Western Australian Treasury Corporation as defined in the Western Australian Treasury Corporation Act 1986.
- Bonds issued by and guaranteed by the Commonwealth Government of Australia.

Diversification and Credit Risk

Investments made shall be within the percentage limits set out below. When placing investments, consideration should be given to the relationship between credit rating and rate of return.

Long Term Ratings Standards & Poor's	Long Term Rating Moody's	Long term Rating Fitch	Maximum Percentage of Total Investments	Minimum Percentage Total Investment	Maximum Percentage with any Institution
AA- to AAA	Aa3 to Aaa	AA- to AAA	100%	60%	50%
Major Banks (ANZ, CBA, NAB, Westpac)			100%		50%
A+ to BBB	A1 to Baa2	A+ to BBB	40%	0%	30%
BBB+ to BBB	Baa1 to Baa2	BBB+ to BBB	15%	0%	10%

The restrictions in the table above apply at the point of initial investment. Even if the investment has a term of less than 12 months, the long-term ratings as per the table above will apply.

This Policy requires the use of Standard and Poor's, Fitch, and Moody's credit ratings. The investing institution must be rated by all three rating agencies at the date of purchase of the investment. The lowest rating will be deemed to be the credit rating for any Authorised Institution for the purpose of the percentage limits described above.

Investment Quotations

For similar investments such as Term Deposits or Government Bonds, three quotations should be requested and at least two should be received for the purpose of ensuring that a competitive market price is being quoted. These shall be obtained from organisations that would meet the criteria as set out for authorised investments.

Selection of Investment

The criteria to be applied in making the investment choice will take into account:

- the rate of return offered for the respective investment,
- the relative risk of the respective investment, taking into account the Standard and Poor's, Fitch or Moody's rating,
- the requirement that no more than 50% of the City's total investment portfolio will be invested at any one time with one financial institution,
- Other relevant risk parameters such as overall portfolio diversity, credit quality, interest rates, market, maturity and liquidity risks at a portfolio level,
- the City's estimated future cash flow requirements.

Environmental Investing Considerations

Where financial institutions are offering equivalent investment returns with the same level of credit risk and the investment fits within the provisions of this Investment of Surplus Funds Policy,

preference will be given to placing funds with the institution that can best demonstrate the better environmental track-record or the meeting of higher order environmental principles.

Reporting and Record Keeping

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register. Certificates must be obtained from the financial institutions confirming the investment amounts held on the City's behalf as at 30 June each year and reconciled to the Investment Register. The status of the investment portfolio is to be reported to Council on a monthly basis.

Definitions

ADI - Authorised Deposit-Taking Institutions (ADI) are corporations that are authorised under the Banking Act 1959 to take deposits from customers.

Investment Portfolio – A collection of investments.

Liquidity risk - Liquidity risk is the risk an investor is unable to realise the investment at a fair price within a timely period.

Major Bank – ANZ, CBA, NAB and Westpac or any of these banks wholly owned and guaranteed subsidiaries so long as those subsidiaries carry the same ratings from S&P, Moody's and Fitch as the parent entity

Risk Aversion - Risk aversion is the reluctance of an investor to invest in a product with a higher risk compared with a product with lower risk, but possibly lower returns.

Rating Agencies – Credit Rating Agencies such as Standard and Poor's, Moody's and Fitch are professional organisations that provide opinions on the general credit worthiness of an issuer of a particular debt security or other financial obligations, regarding timely payment of principal and interest due on that obligation. Credit ratings are based, in varying degrees, on the following considerations:

- likelihood of timely payment,
- nature and provisions of the obligation including protections afforded by, and relative payment position of, the obligation in the event of bankruptcy, reorganisation or other laws affecting creditor rights.

Speculative - A speculative investment involves purposely taking a higher risk, in the hope of making an extraordinary gain.

Legislation

Local Government Act 1995 – S6.14

Other Relevant Policies/ Key Documents

Nil

Responsible Division

Corporate Services

Review Date

This policy will be reviewed in July 2022.

Carried en bloc

The Council's Reason for Varying the Committee's Recommendation

Not Applicable

General Management Services Strategy and Corporate Communications



Reference No & Subject:	GM-017/19	Adoption of the Amended Strategic Development Framework Policy
File No:	CPM/3	
Proponent/s:		
Author:	Ms Nollaig Baker, A/Manager Strategy and Corporate Communications	
Other Contributors:	Mr Michael Parker, Chief Executive Officer	
Date of Committee Meeting:	16 July 2019	
Previously before Council:	SC-002/10, GMS-008/15, GMS-013/15	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To consider the adoption of amendments to the Strategic Development Framework Council Policy to reflect minor changes particularly in respect to the timing of specific Councillor Engagement Sessions.

Background

Council adopted the Strategic Development Framework Policy at the December 2010 Council Meeting. The Policy objective is to:

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

In September 2015, Council adopted amendments to the Policy that formalised a range of Councillor Engagement Sessions to enhance councillor participation in strategic business planning.

The objective of the proposed amendments is to better align the Councillor Engagement Sessions specifically for the Community Infrastructure Plan and the City's Business Plan to provide an equitable transition of planning involvement around local government elections.

Details

Local government ordinary elections are held on the third Saturday in October every two years. The proposed amendments to the Strategic Framework Policy will align the timings for Council Engagement Sessions, and Council adoption for the City's Community Infrastructure Plan and the City Business Plan with the transition between incoming and outgoing Council. The specific amendments are as follows:

Amendment 1 – with regard to consideration of the Community Infrastructure Plan

Remove:

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

Replace with:

The Plan is to be discussed at the August Councillor Engagement Session followed by adoption at the September meeting round

Amendment 2 – with regard to consideration of the City Business Plan

Remove:

Council briefings in October and April of each year

Council adoption in November and May each year

Replace with:

Council Engagement Sessions in November and April of each year

Council adoption in December and May of each year.

Amendment 3 (Minor word replacement) – with regard to Budget process

Remove:

Budget briefing in May

Special Meeting in June, adoption in June or July

Replace with:

Councillor Engagement Session in May

Special or Ordinary Council meeting in June or July for adoption.

Implications to Consider

- a. **Consultation with the Community**
Nil
- b. **Consultation with Government Agencies**
Nil
- c. **Strategic**
Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspirations and Strategic Objectives contained in the Strategic Community Plan 2019-2029:

Aspiration 3: *Plan for Future Generations*

Strategic Objective: *Infrastructure planning: Plan and Develop community, sport and recreation facilities which meet the current and future needs of the City's growing community*

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

Strategic Objective: *Strategic and sustainable financial planning: Undertake long-term resource planning and allocation, with prioritised spending on core services, infrastructure development and asset management*

d. Policy

Council Policy - Strategic Development Framework. The policy will be amended should Council consent to the changes.

Council Policy - Policy Framework. The Policy Framework provides that all new and substantially amended Council policy should undergo a fourteen day public consultation period. Given the minor nature of these amendments it is not considered necessary to seek public input.

e. Financial

Nil

f. Legal and Statutory

Local Government Act 1995 – Sect 5.56

(1) A local government is to plan for the future of the district.

(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

g. Risk

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

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

Customer Service / Project management / Environment : High and Extreme Risks

Finance / Personal Health and Safety : Medium, High and Extreme Risks

Nil

Comments

Local government ordinary elections are held on the third Saturday in October every two years. The proposed amendments to the Strategic Framework Policy will align the timings for Council Engagement Sessions, and Council adoption for the City's Community Infrastructure Plan and the City Business Plan with the timing of incoming Council.

Currently the Engagement Session for the CIP is held in September (prior to Council Election) with adoption of the CIP in October immediately after the local government election. This means that new Councillors have not had the benefit of the briefing at the Engagement Session, hence it is proposed to bring the process forward a month.

Similarly with the City Business Plan the current timing of the Engagement session in October (prior to the election) and adoption by Council in November – after the election. It is proposed that these dates be pushed back a month to allow the newly elected Councillors to participate in an Engagement Session in November followed by adoption of the CBP in December. It is noted that a further review of the Business Plan is undertaken in the April/May period and this is not proposed to change.

The timing of the CIP review and the initial CBP is critical in terms of preparations for the statutory review of the CBP in May each year and the City's budgetary processes.

The proposed changes to the timing will avoid a conflict with the local government elections and enable a new Council time to fully participate in the initial CBP review.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ADOPTS** the amended Strategic Framework Council Policy.

Committee Recommendation

That Council **ADOPTS** the amended Strategic Framework Council Policy.

Committee Voting (Carried) – 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

Council Resolution

That Council **ADOPTS** the amended Strategic Framework Council Policy as follows:

Strategic Development Framework Policy

Council Policy Objective

To -

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

Council Policy Scope

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

Council Policy Statement

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

Community Plan

Definition

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

Forum

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

Process for Development of Review

Major Review

Community establishes the foundation of the plan

Council/Staff/Community Representatives summarise the plan foundations and further develop the vision and key focus areas.

Staff further refine the vision and key focus areas and submit draft Community Plan to Council via Corporate and Community Development Standing Committee for approval.

Council adopts final plan after community consultation period.

Minor Review

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

Timeline

Major Review every four years

Minor Review every two years

Community Plan Strategies

Definition

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

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

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

Forum

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

Process for Development or Review

New or Major Review

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

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

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

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

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

Minor review

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

Timing

Major reviews as needed.

Minor reviews every two years.

The Community Infrastructure Plan

Definition

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

Forum

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

Process for Review

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

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

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

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

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

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

Team Plans

Definition

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

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

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

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

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

Forum

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

Process for Development or Review

Staff prepare Team Plans which are approved by the Executive.

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

Timing

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

The City Business Plan

Definition

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

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

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

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

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

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

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

Forum

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

Process for Development and Review

Staff prepares the City Business Plan and brief Council.

Council adopts the City Business Plan via Corporate and Community Development Standing Committee.

Timing

~~Council briefings in October and April of each year.~~

~~Council adoption in November and May of each year.~~

Council Engagement Sessions in November and April of each year.

Council adoption in December and May of each year.

The Annual Budget

Definition

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

Forum

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

Process for Development and Review

Staff prepare draft budget based upon year one of the City Business Plan and provide briefings to Council.

Council deliberates upon budget at Special Meeting (if requested) then gives final adoption at Council meeting via Corporate and Community Development Standing Committee.

Timing

~~Budget briefings in May.~~

Councillor Engagement Session in May

~~Special Meeting in June, adoption in June or July.~~

Special or Ordinary Council meeting in June or July for adoption.

Definitions

Nil

Legislation

Local Government Act 1995 – Sect 5.56 Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Other Relevant Policies/ Key Documents

Nil

Responsible Division

General Management Services

Review Date

July 2023

Administration amendment to delete years under Minor Review, Timeline and review date on 10 July 2018.

Carried en bloc

The Council's Reason for Varying the Committee's Recommendation

Not Applicable

Community Development Community Capacity Building



Reference No & Subject:	CD-016/19	Recommendations from the Community Grants Program Committee Meeting held on 20 June 2019 and Special Community Grants Program Committee Meeting held on 8 July 2019
File No:	GRS/48-03	
Author:	Ms Andrea Clark, Community Development Officer (Grants)	
Other Contributors:	Mrs Belinda Trowbridge, Coordinator Community Capacity Building	
Date of Committee Meeting:	16 July 2019	
Disclosure of Interest:	Cr Barry Sammels declared an Impartiality Interest in item CD-016/19 Recommendations from the Community Grants Program Committee Meeting held on 20 June 2019 and Special Community Grants Program Committee Meeting held on 8 July 2019, as detailed in Clause 3.3 of Council's Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) regulations 2007, as he is a Life Member of the Rockingham Kwinana Chamber of Commerce.	
Nature of Council's Role in this Matter:	Executive	
Attachments:	<ol style="list-style-type: none">1. Minutes of the Community Grants Program Committee Meeting held on 20 June 20192. Minutes of the Special Community Grant Program Committee meeting held on 8 July 2019	
Maps/Diagrams:		

Purpose of Report

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

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 3: Adopts the amended Community Grants Program Policy

That Council **ADOPTS** the amended Community Grants Program Policy to read:

Council Policy Objective

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

Council Policy Scope

Funding for individuals (resident) and incorporated not-for-profit organisations/associations, or those limited by guarantee based on providing services within the Rockingham community.

Council Policy Statement

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

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

Grant Categories

Minor Grants up to \$3000

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

- Interstate Travel Individual: \$150
- Interstate Travel Team: \$300
- International Travel Individual: \$300
- International Travel Team: \$500

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

A Youth Encouragement Grant of up to \$500 is available to individuals aged between 12 and 24 to participate in **opportunities that align to improvements in:**

- Leadership
- Employability
- Social skills and knowledge
- Learning (educational opportunities outside of usual school options/alternate pathway program/ability to participate in further education)
- Community benefit.

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

Minor grants are to be considered by the CEO. Formal acquittal processes are not mandatory but may be requested if considered appropriate.

Major Grants up to \$10,000

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

Major grants are to be considered by the Community Grants Program 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 not-for-profit associations and those limited by guarantee 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 5000 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.

As an inaugural event cannot demonstrate past evidence of a successful event, the applicant must demonstrate within the application all other criteria requirements to be eligible for up to \$20,000 for one year only.

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

City Infrastructure Grants

Leased/Licensed Property Grants: Maintenance – grants of up to \$10,000 per year are available to incorporated not-for-profit associations and those limited by guarantee that lease/licence City owned facilities to assist with the maintenance obligations provided for in their lease/licence.

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

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

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

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

Funding Criteria

Immediately following the Council elections, election of Committees and the election of the Presiding Member the first item of business for the Community Grants Program Committee is to consider and recommend priority areas and 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 Program Committee

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

Ineligibility

Individuals (except for Travel Subsidy and Youth Encouragement Grants); Schools (except for teams in the Travel Subsidy Grant); public companies (except for those limited by guarantee); private companies; Local, State or Federal Government authorities/agencies.

Bonds, employee salaries/wages, seasonal ground allocation and event management fees.

Auspice Organisation

Ensures:

- that the program/event for which the funding is sought, furthers the mission/objectives of their organisation in some way
- checks the constituent documents (constitution, rules, by-laws)

- that entering into the auspicing agreement is consistent with the objectives and powers of their organisation.

In the context of grant applications, an auspice organisation is legally and financially responsible to receive the approved grant money, ensure program/event is completed on time, submits acquittal and evaluation report.

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 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 Program Committee.

Prohibit Complimentary Tickets for City of Rockingham Funded Events

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

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

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

Executive Policies and Procedures

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

Definitions

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

Incorporated Associations - An “incorporated association”:

- (a) Cannot operate for the profit or gain of its individual members;
- (b) Contributes to the community in a social, sporting, cultural, environmental or charitable context; and
- (c) Demonstrates local volunteer involvement

Company Limited by Guarantee (CLG)

Specialised form of public company designed for non-profit organisations. In Australia companies limited by guarantee are subject to the Corporations Act 2001 (Commonwealth) and administered by the Australian Securities and Investments Commission (ASIC).

Auspice Organisation – is an incorporated organisation that applies for a grant on behalf of an unincorporated organisation. The auspice organisation is responsible for the financial management of the grant. An auspice agreement is a legally binding contract. It sets out the legal obligations of both organisations toward each other and in relation to any specific funding or other agreements.

Legislation

Nil

Other Relevant Policies/ Key Documents

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

Responsible Division

Community Development

Review Date

Review every two years

Officer Recommendation if Different to Advisory Committee Recommendation

Not Applicable

The Officer's Reason for Varying the Advisory Committee Recommendation

Not Applicable

Background

The Community Grants Program (CGP) Policy was adopted by Council in August 2015, the newly appointed CGP Committee reviewed and amended the CGP Policy in February 2019. With the continual improvement to Council policies, it has been noted that the CGP policy requires an amendment in the area of Youth Encouragement Grant.

Minor Grant (Youth Encouragement Grant) is one of four categories within the Community Grants Program Policy.

Officers have reviewed the Youth Encouragement Grant and identified that a minor amendment is required to the wording contained in the policy. It is important that the policy reflects the intent of the CGP and provides clarity for the community, in particular young people, regarding the areas identified. The City is committed to supporting young people. Following any changes to policy, the application form including eligibility will also be reviewed, comprising additional information next to each area. For example:

- leadership (leadership training; develops or improves leadership and resilience)
- employability (participate in training opportunities that improve the suitability of job applicants)
- social skills and knowledge (improve life or social skills; proposed activity promotes personal growth)
- learning (career guidance and development; extra-curricular educational opportunities educational opportunities outside of usual school options; alternate pathway program; ability to participate in further education)
- community benefit (greater connection to and active participation in the Rockingham community; contribute to the Rockingham community).

Implications to Consider

a. Strategic

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019-2029:

Aspiration 1: *Actively Pursue Tourism and Economic Development*

Strategic Objective: *Coastal destination: Promote the City as the premier metropolitan coastal tourism destination.*

Investment Attraction: Attract local and international investment to the City to contribute to the local economy.

Attractions and events: Seek to host iconic community events and attractions that will entice residents and visitors throughout the year.

Aspiration 2: *Grow and Nurture Community Connectedness and Wellbeing*

Strategic Objective: *Community Capacity Building: Empower the community across all ages and abilities to be culturally aware and involved with a diverse range of community initiatives that incorporate volunteering, sport, culture and the arts.*

Community safety and support: Provide support to residents and visitors so they feel safe and secure at home and outdoors.

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

Strategic Objective: *Effective governance: Apply systems of governance which empower the Council to make considered and informed decisions within a transparent, accountable, ethical and compliant environment.*

b. Policy

The CGP operates in line with the CGP Policy and the Governance and Meeting Framework Policy.

c. Financial

Nil

d. Legal and Statutory

Nil

e. Voting Requirements

Simple Majority

f. Risk

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

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

Customer Service / Project management / Environment : High and Extreme Risks

Finance / Personal Health and Safety : Medium, High and Extreme Risks

Nil

Advisory Committee Recommendation 2 of 3:

Approvals of the Community Grants Program Round One 2019/2020

1. That Council **APPROVES** the allocation of funds for Major Event Sponsorship and Major Grants under the 2019/2020 Community Grants Program Round One, subject to listed additional conditions:

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
A.	Lion's Club of Rockingham Inc. Rockingham Lions Community Event	10,281 for one year	10,281 for one year
B.	Rotary Club of Palm Beach of WA Inc. Rotary Beachside Festival	19,906 for three years (2020; 2021; 2022)	13,706 for three years (2020; 2021; 2022)

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
	Additional Grant Conditions: <ul style="list-style-type: none"> Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the event. Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance certificate that will be current at the time of the event (expires 30 June 2019). Encourage your attendees, participants and stakeholders to promote Rockingham on their social media and include the following tags: <ul style="list-style-type: none"> Facebook: #RediscoverRockingham#myRockingham Instagram: #myRockingham#RockinghamWA Permit the City to obtain footage from the event for the purposes of promoting Rockingham. 		
	Major Event Sponsorship Total	\$30,187	\$23,987

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
C.	Armada Community Animal Rescue Group Inc. Animal Welfare Op Shop Swipe/Chip Program	10,000	10,000
D.	Baldivis Equestrian and Pony Club Inc. BEPC One Day Event and Open Day/Signup Day Additional Grant Conditions: <ul style="list-style-type: none"> Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the program/event (expires 19 December 2019). 	10,000	8,290
E.	Friends of Rockingham Arts Centre Inc. Rockingham Writer's Convention Additional Grant Conditions: <ul style="list-style-type: none"> Provide evidence of engagement with local mental health services for the gifting of the five free event tickets. (e.g.: email or written correspondence). 	4,810	2,405
F.	Friends of Rockingham Arts Centre Inc. FoRAC Programs 2019-2020	9,994	2,498.50
G.	Rockingham Regional Environment Centre Naragebup Inc. Naragebup Festival Additional Grant Conditions: <ul style="list-style-type: none"> Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the program/event. 	9,275.30	2,545.46

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
H.	Rotary Club of Palm Beach of WA Inc. The Point Peron K Battery Project	10,000	10,000
	Additional Grant Conditions: <ul style="list-style-type: none"> Your organisation is to provide the City of Rockingham with proof of approval for the Howitzer project at Point Peron from the Department Biodiversity Conservation and Attractions, before grant monies will be transferred. Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the unveiling of the replica gun. Encourage your guests, participants and committee members to promote Rockingham on their social media and include the following tags: <ul style="list-style-type: none"> Facebook: #RediscoverRockingham#myRockingham Instagram: #myRockingham#RockinghamWA Permit the City to obtain footage from the unveiling event for the purposes of promoting Rockingham. 		
I.	The Perth Diocesan Trustees trading as the Anglican Parish of Warnbro Inc. St Brendan's Homeless Respite	8,148	8,148
	Major Grant Total	\$62,227.30	\$43,886.95

	Infrastructure Planning and Development Grants	Amount Requested (\$)	Committee Recommendation (\$)
J.	Warnbro Bowling Club Inc. Outdoor roller blinds and limestone wall	30,000	30,000
	IPDG Total	\$30,000	\$30,000

2. That Council **NOT APPROVE** the allocation of funds for Major Event Sponsorship and Major Grants under the 2019/2020 Community Grants Program (CGP) Round One:

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
K.	The Cruising Yacht Club of WA Inc. The Cockburn Sound Regatta	20,000 for three years	0

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
L.	Anglicare WA Inc. Y-Shac Rockingham Mentor Program	8,870	0

Officer Recommendation if Different to Advisory Committee Recommendation

Not Applicable

The Officer's Reason for Varying the Advisory Committee Recommendation

Not Applicable

Background

The City is committed to supporting incorporated not-for-profit organisations/associations, or those limited by guarantee (e.g. community groups and clubs) to assist with the delivery of programs, projects and events that benefit the Rockingham community. Major Grants, Major Event Sponsorship and Infrastructure Planning and Development Grants are advertised three times per year and presented to Council for approval.

Applications for round one were invited from the community and closed 4.30pm Friday 3 May 2019.

A total of 13 applications were received in round one of the CGP and were classified into the following categories:

- Major Event Sponsorship – three applications
- Major Grants – eight applications
- Infrastructure Planning and Development Grants – two applications

There was a late withdrawal of the Infrastructure Planning and Development Grant request from Safety Bay Tennis Club Inc. for their concept drawings. Officers advised the CGP Committee of this withdrawal on Tuesday 18 June 2019 and the Chair of the CGP Committee noted this withdrawal at the meeting held Thursday 20 June 2019. This left one application for assessment within the category of Infrastructure Planning and Development Grants.

Implications to Consider

a. Strategic

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2019-2029:

Aspiration 1: *Actively Pursue Tourism and Economic Development*

Strategic Objective: *Coastal destination: Promote the City as the premier metropolitan coastal tourism destination.*

Investment Attraction: Attract local and international investment to the City to contribute to the local economy.

Attractions and events: Seek to host iconic community events and attractions that will entice residents and visitors throughout the year.

Aspiration 2: *Grow and Nurture Community Connectedness and Wellbeing*

Strategic Objective: *Community Capacity Building: Empower the community across all ages and abilities to be culturally aware and involved with a diverse range of community initiatives that incorporate volunteering, sport, culture and the arts.*

Community safety and support: Provide support to residents and visitors so they feel safe and secure at home and outdoors.

b. Policy

The CGP operates in line with the CGP Policy and Governance and Meeting Framework Policy.

c. Financial

If Council approves the CGP Committee recommendation, funds will be used from the 2019/2020 CGP budget. CGP has an allocated budget of \$546,000. IPDG has an allocated budget of \$154,000.

d. Legal and Statutory

LGA 5.20 (2) Decisions of Councils and Committees, a decision of a committee does not have effect unless it has been made by a simple majority or, if another kind of majority has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.

e. Voting Requirements

Simple Majority

f. Risk

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

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

Customer Service / Project management / Environment : High and Extreme Risks

Finance / Personal Health and Safety : Medium, High and Extreme Risks

Nil

Advisory Committee Recommendation 3 of 3:

Review of the Rockingham Kwinana Chamber of Commerce application for Community Grants Program Round One 2019/2020

That Council **APPROVES** the allocation of \$5,000 to Rockingham Kwinana Chamber of Commerce under the 2019/2020 Community Grants Program.

Officer Recommendation if Different to Advisory Committee Recommendation

Not Applicable

The Officer's Reason for Varying the Advisory Committee Recommendation

Not Applicable

Background

CGP major grant applications for round one were invited from the community and closed 4.30pm Friday 3 May 2019.

A total of 13 applications were received in round one of the CGP and were classified into the following categories:

- Major Event Sponsorship – three applications
- Major Grants – eight applications
- Infrastructure Planning and Development Grants – two applications

These applications were discussed at the CGP meeting on 20 June 2019.

It was brought to the City's attention on 25 June 2019 that the Rockingham Kwinana Chamber of Commerce (RKCC) believed they had sent a Major Grant application on 1 May 2019 at 9.23am for consideration. The City did not receive a Major Grant application from RKCC in round one by the closing date and therefore advised RKCC that no decision was pending for July 2019 Council meeting.

As the City did not receive the application the officer assessment was not undertaken and therefore not presented to CGP Committee on 20 June 2019.

The City's IT Operations undertook an investigation and confirmed that an email from RKCC was not received. It is unclear as to whether the email actually left the RKCC server. One of the reasons for this could have been the size of the email which exceeds the grant application limit as defined in the major grant application package of 8MB

At the same time RKCC advised that they had an IT specialist investigate the matter and have received a report confirming the application was delivered. RKCC did not receive an error message or acknowledgement notification.

A Special Community Grants Program Committee was convened on 8 July 2019 to consider the application from RKCC with due consideration to the circumstances outlined in the report and the CGP Policy and Guideline requirements.

The Committee recognised that the RKCC had thought their application had been received by the City despite them not having received either an acknowledgement notification or error message.

Due to the significance of the Business Awards and the City's history of supporting the event the Committee decided on this occasion to support the grant application, noting that in future the RKCC must take responsibility to ensure they meet all of the requirements of the CGP policy and guidelines.

Implications to Consider

a. Strategic

Community Plan

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

Aspiration 1: *Actively Pursue Tourism and Economic Development*

Strategic Objective: *Coastal destination: Promote the City as the premier metropolitan coastal tourism destination.*

Investment Attraction: Attract local and international investment to the City to contribute to the local economy.

Attractions and events: Seek to host iconic community events and attractions that will entice residents and visitors throughout the year.

Aspiration 2: *Grow and Nurture Community Connectedness and Wellbeing*

Strategic Objective: *Community Capacity Building: Empower the community across all ages and abilities to be culturally aware and involved with a diverse range of community initiatives that incorporate volunteering, sport, culture and the arts.*

Community safety and support: Provide support to residents and visitors so they feel safe and secure at home and outdoors.

b. Policy

The CGP operates in line with the CGP Policy and Governance and Meeting Framework Policy.

c. Financial

If Council approves the CGP Committee recommendation, funds will be used from the 2019/2020 CGP budget. CGP has an allocated budget of \$546,000.

d. Legal and Statutory

LGA 5.20 (2) Decisions of Councils and Committees, a decision of a committee does not have effect unless it has been made by a simple majority or, if another kind of majority has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.

e. Voting Requirements

Simple Majority

f. Risk

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

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

Customer Service / Project management / Environment : High and Extreme Risks

Finance / Personal Health and Safety : Medium, High and Extreme Risks

Nil

Committee Recommendation

That Council:

1. **ADOPTS** the amended Community Grants Program Policy to read:

Council Policy Objective

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

Council Policy Scope

Funding for individuals (resident) and incorporated not-for-profit organisations/associations, or those limited by guarantee based on providing services within the Rockingham community.

Council Policy Statement

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

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

Grant Categories

Minor Grants up to \$3000

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

- Interstate Travel Individual: \$150
- Interstate Travel Team: \$300
- International Travel Individual: \$300
- International Travel Team: \$500

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

A Youth Encouragement Grant of up to \$500 is available to individuals aged between 12 and 24 to participate in ~~opportunities that align to improvements in:~~

- Leadership
- Employability
- Social skills and knowledge
- Learning (educational opportunities outside of usual school options/alternate pathway program/ability to participate in further education)
- Community benefit.

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

Minor grants are to be considered by the CEO. Formal acquittal processes are not mandatory but may be requested if considered appropriate.

Major Grants up to \$10,000

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

Major grants are to be considered by the Community Grants Program 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 not-for-profit associations and those limited by guarantee 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 5000 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.

As an inaugural event cannot demonstrate past evidence of a successful event, the applicant must demonstrate within the application all other criteria requirements to be eligible for up to \$20,000 for one year only.

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

City Infrastructure Grants

Leased/Licensed Property Grants: Maintenance – grants of up to \$10,000 per year are available to incorporated not-for-profit associations and those limited by guarantee that lease/licence City owned facilities to assist with the maintenance obligations provided for in their lease/licence.

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

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

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

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

Funding Criteria

Immediately following the Council elections, election of Committees and the election of the Presiding Member the first item of business for the Community Grants Program Committee is to consider and recommend priority areas and 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 Program Committee

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

Ineligibility

Individuals (except for Travel Subsidy and Youth Encouragement Grants); Schools (except for teams in the Travel Subsidy Grant); public companies (except for those limited by guarantee); private companies; Local, State or Federal Government authorities/agencies.

Bonds, employee salaries/wages, seasonal ground allocation and event management fees.

Auspice Organisation

Ensures:

- that the program/event for which the funding is sought, furthers the mission/objectives of their organisation in some way
- checks the constituent documents (constitution, rules, by-laws)
- that entering into the auspicing agreement is consistent with the objectives and powers of their organisation.

In the context of grant applications, an auspice organisation is legally and financially responsible to receive the approved grant money, ensure program/event is completed on time, submits acquittal and evaluation report.

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 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 Program Committee.

Prohibit Complimentary Tickets for City of Rockingham Funded Events

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

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

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

Executive Policies and Procedures

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

Definitions

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

Incorporated Associations - An “incorporated association”:

- (a) Cannot operate for the profit or gain of its individual members;
- (b) Contributes to the community in a social, sporting, cultural, environmental or charitable context; and

- (c) Demonstrates local volunteer involvement

Company Limited by Guarantee (CLG)

Specialised form of public company designed for non-profit organisations. In Australia companies limited by guarantee are subject to the Corporations Act 2001 (Commonwealth) and administered by the Australian Securities and Investments Commission (ASIC).

Auspice Organisation – is an incorporated organisation that applies for a grant on behalf of an unincorporated organisation. The auspice organisation is responsible for the financial management of the grant. An auspice agreement is a legally binding contract. It sets out the legal obligations of both organisations toward each other and in relation to any specific funding or other agreements.

Legislation

Nil

Other Relevant Policies/ Key Documents

Strategic Community Plan 2015-2025
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Asset Register
Other Community Plan Strategy Documents
Delegations Register

Responsible Division

Community Development

Review Date

Review every two years

2. **APPROVES** the allocation of funds for Major Event Sponsorship and Major Grants under the 2019/2020 Community Grants Program Round One, subject to listed additional conditions:

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
A.	Lion's Club of Rockingham Inc. Rockingham Lions Community Event	10,281 for one year	10,281 for one year
B.	Rotary Club of Palm Beach of WA Inc. Rotary Beachside Festival	19,906 for three years (2020; 2021; 2022)	13,706 for three years (2020; 2021; 2022)
	Additional Grant Conditions: <ul style="list-style-type: none">Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the event.Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance certificate that will be current at the time of the event (expires 30 June 2019).Encourage your attendees, participants and stakeholders to promote Rockingham on their social media and include the following tags:<ul style="list-style-type: none">Facebook: #RediscoverRockingham#myRockinghamInstagram: #myRockingham#RockinghamWAPermit the City to obtain footage from the event for the purposes of promoting Rockingham.		
	Major Event Sponsorship Total	\$30,187	\$23,987

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
C.	Armadale Community Animal Rescue Group Inc. Animal Welfare Op Shop Swipe/Chip Program	10,000	10,000
D.	Baldivis Equestrian and Pony Club Inc. BEPC One Day Event and Open Day/Signup Day Additional Grant Conditions: <ul style="list-style-type: none"> Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the program/event (expires 19 December 2019). 	10,000	8,290
E.	Friends of Rockingham Arts Centre Inc. Rockingham Writer's Convention Additional Grant Conditions: <ul style="list-style-type: none"> Provide evidence of engagement with local mental health services for the gifting of the five free event tickets. (e.g.: email or written correspondence). 	4,810	2,405
F.	Friends of Rockingham Arts Centre Inc. FoRAC Programs 2019-2020	9,994	2,498.50
G.	Rockingham Regional Environment Centre Naragebup Inc. Naragebup Festival Additional Grant Conditions: <ul style="list-style-type: none"> Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the program/event. 	9,275.30	2,545.46
H.	Rotary Club of Palm Beach of WA Inc. The Point Peron K Battery Project	10,000	10,000
	Additional Grant Conditions: <ul style="list-style-type: none"> Your organisation is to provide the City of Rockingham with proof of approval for the Howitzer project at Point Peron from the Department Biodiversity Conservation and Attractions, before grant monies will be transferred. Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the unveiling of the replica gun. Encourage your guests, participants and committee members to promote Rockingham on their social media and include the following tags: <ul style="list-style-type: none"> Facebook: #RediscoverRockingham#myRockingham Instagram: #myRockingham#RockinghamWA Permit the City to obtain footage from the unveiling event for the purposes of promoting Rockingham. 		
I.	The Perth Diocesan Trustees trading as the Anglican Parish of Warnbro Inc. St Brendan's Homeless Respite	8,148	8,148
	Major Grant Total	\$62,227.30	\$43,886.95

	Infrastructure Planning and Development Grants	Amount Requested (\$)	Committee Recommendation (\$)
J.	Warnbro Bowling Club Inc. Outdoor roller blinds and limestone wall	30,000	30,000
	IPDG Total	\$30,000	\$30,000

3. **NOT APPROVE** the allocation of funds for Major Event Sponsorship and Major Grants under the 2019/2020 Community Grants Program (CGP) Round One:

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
K.	The Cruising Yacht Club of WA Inc. The Cockburn Sound Regatta	20,000 for three years	0

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
L.	Anglicare WA Inc. Y-Shac Rockingham Mentor Program	8,870	0

4. **APPROVES** the allocation of \$5,000 to Rockingham Kwinana Chamber of Commerce under the 2019/2020 Community Grants Program.

Committee Voting (Carried) – 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

Council Resolution

That Council:

1. **ADOPTS** the amended Community Grants Program Policy to read:

Council Policy Objective

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

Council Policy Scope

Funding for individuals (resident) and incorporated not-for-profit organisations/associations, or those limited by guarantee based or providing services within the Rockingham community.

Council Policy Statement

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

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

Grant Categories

Minor Grants up to \$3000

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

- Interstate Travel Individual: \$150
- Interstate Travel Team: \$300
- International Travel Individual: \$300
- International Travel Team: \$500

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

A Youth Encouragement Grant of up to \$500 is available to individuals aged between 12 and 24 to participate in **opportunities that align to improvements in:**

- **Leadership**
- **Employability**
- **Social skills and knowledge**
- **Learning (educational opportunities outside of usual school options/alternate pathway program/ability to participate in further education)**
- **Community benefit.**

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

Minor grants are to be considered by the CEO. Formal acquittal processes are not mandatory but may be requested if considered appropriate.

Major Grants up to \$10,000

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

Major grants are to be considered by the Community Grants Program 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 not-for-profit associations and those limited by guarantee 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 5000 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.

As an inaugural event cannot demonstrate past evidence of a successful event, the applicant must demonstrate within the application all other criteria requirements to be eligible for up to \$20,000 for one year only.

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

City Infrastructure Grants

Leased/Licensed Property Grants: Maintenance – grants of up to \$10,000 per year are available to incorporated not-for-profit associations and those limited by guarantee that lease/licence City owned facilities to assist with the maintenance obligations provided for in their lease/licence.

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

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

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

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

Funding Criteria

Immediately following the Council elections, election of Committees and the election of the Presiding Member the first item of business for the Community Grants Program Committee is to consider and recommend priority areas and 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 Program Committee

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

Ineligibility

Individuals (except for Travel Subsidy and Youth Encouragement Grants); Schools (except for teams in the Travel Subsidy Grant); public companies (except for those limited by guarantee); private companies; Local, State or Federal Government authorities/agencies.

Bonds, employee salaries/wages, seasonal ground allocation and event management fees.

Auspice Organisation

Ensures:

- that the program/event for which the funding is sought, furthers the mission/objectives of their organisation in some way
- checks the constituent documents (constitution, rules, by-laws)
- that entering into the auspicing agreement is consistent with the objectives and powers of their organisation.

In the context of grant applications, an auspice organisation is legally and financially responsible to receive the approved grant money, ensure program/event is completed on time, submits acquittal and evaluation report.

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 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 Program Committee.

Prohibit Complimentary Tickets for City of Rockingham Funded Events

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

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

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

Executive Policies and Procedures

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

Definitions

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

Incorporated Associations - An “incorporated association”:

- (a) Cannot operate for the profit or gain of its individual members;
- (b) Contributes to the community in a social, sporting, cultural, environmental or charitable context; and
- (c) Demonstrates local volunteer involvement

Company Limited by Guarantee (CLG)

Specialised form of public company designed for non-profit organisations. In Australia companies limited by guarantee are subject to the Corporations Act 2001 (Commonwealth) and administered by the Australian Securities and Investments Commission (ASIC).

Auspice Organisation – is an incorporated organisation that applies for a grant on behalf of an unincorporated organisation. The auspice organisation is responsible for the financial management of the grant. An auspice agreement is a legally binding contract. It sets out the legal obligations of both organisations toward each other and in relation to any specific funding or other agreements.

Legislation

Nil

Other Relevant Policies/ Key Documents

Strategic Community Plan 2015-2025

Governance and Meeting Framework Policy

Leasing Policy

Asset Register

Other Community Plan Strategy Documents

Delegations Register

Responsible Division

Community Development

Review Date

Review every two years

2. **APPROVES** the allocation of funds for Major Event Sponsorship and Major Grants under the 2019/2020 Community Grants Program Round One, subject to listed additional conditions:

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
A.	Lion's Club of Rockingham Inc. Rockingham Lions Community Event	10,281 for one year	10,281 for one year
B.	Rotary Club of Palm Beach of WA Inc. Rotary Beachside Festival	19,906 for three years (2020; 2021; 2022)	13,706 for three years (2020; 2021; 2022)
	Additional Grant Conditions: <ul style="list-style-type: none"> Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the event. Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance certificate that will be current at the time of the event (expires 30 June 2019). Encourage your attendees, participants and stakeholders to promote Rockingham on their social media and include the following tags: <ul style="list-style-type: none"> Facebook: #RediscoverRockingham#myRockingham Instagram: #myRockingham#RockinghamWA Permit the City to obtain footage from the event for the purposes of promoting Rockingham. 		
	Major Event Sponsorship Total	\$30,187	\$23,987

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
C.	Armadale Community Animal Rescue Group Inc. Animal Welfare Op Shop Swipe/Chip Program	10,000	10,000
D.	Baldivis Equestrian and Pony Club Inc. BEPC One Day Event and Open Day/Signup Day	10,000	8,290
	Additional Grant Conditions: <ul style="list-style-type: none"> Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the program/event (expires 19 December 2019). 		
E.	Friends of Rockingham Arts Centre Inc. Rockingham Writer's Convention	4,810	2,405
	Additional Grant Conditions: <ul style="list-style-type: none"> Provide evidence of engagement with local mental health services for the gifting of the five free event tickets. (e.g.: email or written correspondence). 		

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
F.	Friends of Rockingham Arts Centre Inc. FoRAC Programs 2019-2020	9,994	2,498.50
G.	Rockingham Regional Environment Centre Naragebup Inc. Naragebup Festival Additional Grant Conditions: <ul style="list-style-type: none"> Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the program/event. 	9,275.30	2,545.46
H.	Rotary Club of Palm Beach of WA Inc. The Point Peron K Battery Project	10,000	10,000
	Additional Grant Conditions: <ul style="list-style-type: none"> Your organisation is to provide the City of Rockingham with proof of approval for the Howitzer project at Point Peron from the Department Biodiversity Conservation and Attractions, before grant monies will be transferred. Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the unveiling of the replica gun. Encourage your guests, participants and committee members to promote Rockingham on their social media and include the following tags: <ul style="list-style-type: none"> Facebook: #RediscoverRockingham#myRockingham Instagram: #myRockingham#RockinghamWA Permit the City to obtain footage from the unveiling event for the purposes of promoting Rockingham. 		
I.	The Perth Diocesan Trustees trading as the Anglican Parish of Warnbro Inc. St Brendan's Homeless Respite	8,148	8,148
	Major Grant Total	\$62,227.30	\$43,886.95

	Infrastructure Planning and Development Grants	Amount Requested (\$)	Committee Recommendation (\$)
J.	Warnbro Bowling Club Inc. Outdoor roller blinds and limestone wall	30,000	30,000
	IPDG Total	\$30,000	\$30,000

3. **NOT APPROVE** the allocation of funds for Major Event Sponsorship and Major Grants under the 2019/2020 Community Grants Program (CGP) Round One:

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
K.	The Cruising Yacht Club of WA Inc. The Cockburn Sound Regatta	20,000 for three years	0

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
L.	Anglicare WA Inc. Y-Shac Rockingham Mentor Program	8,870	0

4. **APPROVES** the allocation of \$5,000 to Rockingham Kwinana Chamber of Commerce under the 2019/2020 Community Grants Program.

Carried en bloc

The Council's Reason for Varying the Committee's Recommendation

Not Applicable

14.	Receipt of Information Bulletin
	<p>Moved Cr Stewart, seconded Cr Hamblin:</p> <p>That Council RECEIVES the Information Bulletin as follows:</p> <ol style="list-style-type: none">1. Planning and Development Services Bulletin – July 2019;2. Engineering and Parks Services Bulletin – July 2019;3. Corporate and General Management Services Bulletin - July 2019; and4. Community Development Bulletin – July 2019. <p style="text-align: right;">Carried – 9/0</p>

15. Report of Mayor

**City of Rockingham
Mayor's Report**



Reference No & Subject:	MR-007/19	Meetings and Functions Attended by the Mayor and Deputy Mayor
File No:	GOV/3	
Proponent/s:	City of Rockingham	
Author:	Cr Barry Sammels, Mayor	
Other Contributors:	Cr Deb Hamblin, Deputy Mayor	
Date of Council Meeting:		
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	

Purpose of Report

To advise on the meetings and functions attended by the Mayor and Deputy Mayor during the period 27 June 2019 to 23 July 2019.

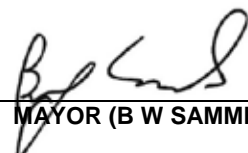
Background

Nil

Details

Date	Meeting/Function
27 June 2019	Business Leadership Breakfast Opening of Purslowe Funeral Parlour Audit Committee
28 June 2019	Technopole meeting Meeting with resident <i>Rockingham Flames Basketball game attended by Deputy Mayor Deb Hamblin</i>
29 June 2019	<i>Women's Forum Baldivis attended by Deputy Mayor Deb Hamblin</i>
1 July 2019	Rockingham Senior High School Education Support meeting Australian Citizenship Ceremony
3 July 2019	<i>Safety Bay Primary School Reconciliation Garden Opening attended by Deputy Mayor Deb Hamblin</i> <i>Bunnings Port Kennedy Leadership Talk attended by Deputy Mayor Deb Hamblin</i> <i>Montessori Year 6 Graduation attended by Deputy Mayor Deb Hamblin</i>

CONFIRMED AT A COUNCIL MEETING
HELD ON TUESDAY 27 AUGUST 2019


MAYOR (B W SAMMELS)

Date	Meeting/Function
4 July 2019	Kolbe Catholic College – Challenge Based Learning Opening of NAIDOC Week Celebrations
5 July 2019	Mary Davies Library 5 th Birthday
7 July 2019	Rockingham Bridge Club 40 th Anniversary
8 July 2019	Australian Coastal Councils Association Executive Teleconference Community Grants Committee
9 July 2019	Promotion with Premier – Beach Emergency Numbers Signage Councillor Engagement Session
11 July 2019	City Safe Advisory Committee Rockingham District Historical Society 50 th Birthday
12 July 2019	Rockingham Rotary Club meeting Opening of Danjoo-Interwoven Exhibition
14 July 2019	HMAS Ballarat Welcome Home Ceremony
15 July 2019	Alcoa Australia meeting Planning and Engineering Services Committee
16 July 2019	Port Kennedy Residents' Group meeting Audit Committee
17 July 2019	Australian Coastal Councils Association meeting with Minister <i>Volunteer Celebration Advisory and Emergency Services attended by Deputy Mayor Deb Hamblin</i>
18 July 2019	Meeting with resident
20 July 2019	Batavia Coast Maritime Heritage Association Celebration
21 July 2019	<i>Gary Holland Cup attended by Deputy Mayor Deb Hamblin</i>
22 July 2019	Rockingham Rotary Changeover Night
23 July 2019	Council meeting

Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

Nil

c. Strategic

Nil

d. Policy

Nil

e. Financial

Nil

f. Legal and Statutory

Nil

g. Risk

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

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

Customer Service / Project management / Environment : High and Extreme Risks

Finance / Personal Health and Safety : Medium, High and Extreme Risks

Nil

Comments

Nil

Voting Requirements

Simple Majority

Officer Recommendation

That Council **RECEIVES** the Mayor's Report for the period 27 June 2019 to 23 July 2019.

Council Resolution

Moved Cr Burns, seconded Cr Liley:

That Council **RECEIVES** the Mayor's Report for the period 27 June 2019 to 23 July 2019.

Carried – 9/0

The Council's Reason for Varying the Officer's Recommendation

Not Applicable

16.	Reports of Councillors
	Nil
17.	Reports of Officers

Engineering and Parks Services

Engineering and Parks Services Infrastructure Project Delivery		
Reference No & Subject:	EP-020/19	Tender T18/19-11 – Refurbishment to the Rockingham Tennis Club
File No:	T18/19-11	
Proponent/s:		
Author:	Mr Ian Daniels, Manager Infrastructure Project Delivery	
Other Contributors:	Mr Sam Assaad, Director Engineering and Parks Services Mr Rhuan Beukes, Project Officer	
Date of Council Meeting:	23 July 2019	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:	Lot 5001 Wanliss Street, Rockingham, Reserve: R3814	
Lot Area:	28,358m ²	
LA Zoning:		
MRS Zoning:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To provide Council with details of the tenders received for Tender T18/19-11 – Refurbishment to the Rockingham Tennis Club, document the results of the tender assessment and make recommendations regarding award of the tender.

Background

The Rockingham Tennis Club (the club) has been formally planning to extend the clubrooms since late 2015.

During this period the City did not have formal involvement in the project save for the regulatory processes such as granting town planning approval, which was provided in February 2017. The club proceeded to engage their own consultants who formalised a design for the new extension works.

During this time the club received a grant of \$50,000 through the State Government's 'Local Projects, Local Jobs' scheme. These funds have been expended by the club for project design and planning works which included items such as architect, structural, hydraulic, planning and estimating works.

A review of the City's project risk framework in 2018 placed the project in a higher risk spectrum, due to the fact that the City was acting as a third party to the project even though it owned and leased the building to the club.

The City became formally involved in managing the project process in August 2018. This allowed the City to oversee the contract and to conduct all project management functions with the club acting as key stakeholder, utilising the documentation prepared by the club's architect and sub-consultants.

Collating and sorting through this information took a number of months. During this process it was identified that there was the requirement to update the hydraulic headworks for the site. This included the installation of a new water and sewer connections which were completed in March 2019 at a total cost to the city of \$71,762.

Once the above works were completed the tender was advertised in the West Australian newspaper on Saturday, 27 April 2019. The tender closed at 2:00pm Wednesday 15 May 2019 and was publicly opened immediately after the closing time.

Details

The scope of works to be undertaken under the Contract shall include the following:

- h Refurbishment and Extension of the existing Tennis Club building to accommodate new Toilet facilities.

A panel comprising of the City's Manager Infrastructure Project Delivery, Project Officer and Project Supervisor IPD undertook evaluation of submissions received in accordance with the advertised tender assessment criteria, with the following weighted scores results as follows:

Tenderer	Lump Sum Price GST Exclusive	Level of service	Understanding Tender Requirements	Price Considerations	Total Score
		25 Pts	35 Pts	40 Pts	100 Pts
Devlyn Australia Pty Ltd	\$402,833.00	20.0	24.0	32.7	76.7
Infrastructure Development Builders Pty Ltd	\$399,680.56	18.0	24.5	33.0	75.5
Shelford Constructions Pty Ltd	\$382,640.00	22.0	18.0	34.5	74.5
Cercon Building	\$406,248.61	15.0	26.0	32.5	73.5
Moore Constructions (WA) Pty Ltd	\$370,380.00	17.0	20.0	35.6	72.6
LKS Constructions (WA) Pty Ltd	\$416,000.00	23.0	17.5	31.7	72.2

Tenderer	Lump Sum Price GST Exclusive	Level of service	Understanding Tender Requirements	Price Considerations	Total Score
		25 Pts	35 Pts	40 Pts	100 Pts
AE Hoskins Building Services	\$496,343.66	22.0	22.0	26.6	70.6
Safeway Building and Renovations Pty Ltd	\$504,758.06	21.0	21.0	26.1	68.1
Classic Contractors	\$329,624.77	10.0	14.0	40.0	64.0
AJ Grant Group Pty Ltd	\$541,398.00	17.0	22.0	24.4	63.4
Maintenance & Construction Services Australia Pty Ltd	\$368,565.00	16.0	10.0	35.8	61.8
Vera Builders Pty Ltd	\$380,884.00	16.0	10.0	34.6	60.6
TBuilt Construction Pty Ltd	\$752,720.00	13.0	11.0	17.5	41.5

Implications to Consider

a. Consultation with the Community

Over and above the design and construction processes the city has been in consultation with the club regarding a grant they have received for the project via the Community Sporting and Recreation Facilities Fund (CSRFF) Grant Scheme from the Department of Local Government, Sport and Cultural Industries. The milestones for this grant funding have been extended once to enable the completion of the project by October 2019. It is likely that a further extension of time will be required. Once a contract is signed with the preferred tenderer and final construction timelines are agreed this information will be presented to the funding body for finalisation.

b. Consultation with Government Agencies

Not Applicable

c. Strategic

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019-2029:

Aspiration 2: *Grow and Nurture Community Connectedness and Wellbeing*

Strategic Objective: *Accessibility - Ensure that the City's infrastructure and services are accessible to seniors and to people with a disability.*

Strategic Objective: *Services and facilities - Provide cost effective services and facilities which meet community needs.*

Aspiration 3: *Plan for Future Generations*

Strategic Objective: *Infrastructure planning - Plan and develop community, sport and recreation facilities which meet the current and future needs of the City's growing population.*

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

Strategic Objective: *Management of current assets - Maintain civic buildings, sporting facilities, public places and road and cycle way infrastructure based on best practice principles and life cycle cost analysis.*

d. Policy

In accordance with the City's Purchasing Policy, for purchases above \$150,000, a public tender process is to be conducted in accordance with the provision of section 3.57 of the Local Government Act 1995; and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, regulation 11A(1).

e. Financial

An amount of \$167,552 has been allocated in the 2019/2020 Budget, as the City's contribution to the project. There is also the \$125,000 CSRFF grant that was sourced by the club and the club will also contribute \$60,000 from their own funds. This brings the total funding available for the project to be \$352,552.

Included in the calculations of the overall cost of the project will be the 2% on-cost charge, meaning the tender submissions must be less than \$345,500 to meet the current allocation for this project.

f. Legal and Statutory

In accordance with section 3.57 of the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, regulation 11(1).

'Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless sub regulation (2) states otherwise'.

g. Risk

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

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

Customer Service / Project management / Environment: High and Extreme Risks

Finance / Personal Health and Safety: Medium, High and Extreme Risks

Nil

Comments

Only one tender that was received was within the current funding scope. The preferred tender received from Devlyn Australia Pty Ltd is approximately 16.5% over the available funding. A number of alternative options were considered, including

1. Not accept any tender and reviewing the scope with a view to meeting the current budget.
 - a. This was not seen as a practical alternative as such a change would make the project ineffective in achieving the agreed outcomes.
2. Accept a lower priced tenderer to fit with the current budget.
 - a. As there was only one submission that came in under the current budget all other submissions would need a budget adjustment.
 - b. The lowest priced contractor achieved qualitative scores of 10 from 25 for Level of Service (lowest) and 14 from 35 for Understanding of Tender Requirements (third lowest).

For the reasons listed above, both alternatives were not seen as viable.

Following consideration of the submissions in accordance with the tender criteria, a number of the companies demonstrated the capability, capacity, resources and personnel to complete the works with varying levels of competency; however the information provided in the submission received from Devlyn Australia Pty Ltd scored the highest when weighed against the other submissions.

In particular, Devlyn Australia Pty Ltd has had previous experience on projects of a similar nature, most notably completing extensions to the clubrooms at the Shire of Dalwallinu's Sporting Complex and the Shire of Mt. Marshall's Bencubbin Multipurpose Sporting Facility and possess the means to complete the project efficiently both in terms of its trained personnel and internal systems. They also

documented a high level of understanding of the requirements to complete the project via their in-depth methodology.

For these reasons the submission received from Devlyn Australia Pty Ltd is considered the best value to the City and therefore recommended as the preferred tenderer.

Given the lump sum figure for Devlyn Australia Pty Ltd is \$402,833, inclusion of overheads will require a project budget of \$410,890, necessitating an adjustment of the budget at the September 2019 budget review.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. **ALLOCATES** an extra \$58,338 at the September 2019 budget review to Rockingham Tennis Club Refurbishment budget to bring the total budget amount to \$410,890; and
2. **ACCEPTS** the tender submitted from Devlyn Australia Pty Ltd, Unit 1/10 McElligott Court, Canning Vale, 6155 for Tender T18/19-11 – Refurbishment to the Rockingham Tennis Club in accordance with the tender documentation for the lump sum value of \$402,833 (ex GST).

Council Resolution

Moved Cr Whitfield, seconded Cr Jones:

That Council:

1. **ALLOCATES** an extra \$58,338 at the September 2019 budget review to Rockingham Tennis Club Refurbishment budget to bring the total budget amount to \$410,890; and
2. **ACCEPTS** the tender submitted from Devlyn Australia Pty Ltd, Unit 1/10 McElligott Court, Canning Vale, 6155 for Tender T18/19-11 – Refurbishment to the Rockingham Tennis Club in accordance with the tender documentation for the lump sum value of \$402,833 (ex GST).

Carried – 9/0

The Council's Reason for Varying the Committee's Recommendation

Not Applicable

18.	Addendum Agenda
	Nil
19.	Motions of which Previous Notice has been given

Corporate and Community Development Committee

Community Development
Community Support and Safety Services



Reference No & Subject:	CD-017/19	Notice of Motion – Homelessness in Rockingham
File No:	CSV/1029-12	
Proponent/s:	Cr Whitfield	
Author:	Ms Alison Oliver, Acting Director Community Development	
Other Contributors:		
Date of Committee Meeting:	16 July 2019	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To provide officer comment and advice on Cr Whitfield's Notice of Motion requesting support for homeless persons in Rockingham.

Background

Cr Whitfield submitted the following motion for consideration at the 23 July 2019 Council Meeting:

1. That Council **SUPPORTS** helping homeless people in Rockingham
2. That Council **DIRECTS** the CEO to compile 5 options that could genuinely and quantifiably assist homeless persons in Rockingham and to prepare a report (including costings) for the council's consideration by October 2019.

The reasons for Cr. Whitfield's Notice of Motion are provided below:

"I acknowledge that Homelessness is a very complicated issue, I also acknowledge that all the community, and all levels of government have a duty to assist with the most vulnerable people in society and that local government is not the only tier responsible.

There are also many variations of people who are experiencing homelessness.

Some are homeless by choice, others by circumstances and the duration varies from person to person with some people having a roof over the heads for a day or two, others live in cars and some are long term unemployed.

There is not one answer and every person's circumstances are different, therefore there will not be one solution to eradicate homelessness in Rockingham.

There are some fantastic agencies, not for profits and other organisations who are very active in helping homeless people, be that through food, clothes or education and the City facilitates the homeless intra-agency group, unfortunately Councillors are unable to attend due to 'operational reasons' so it is difficult to be part of the solution.

Whilst acknowledging the great work that is being undertaken by many community members, levels of government and various not for profits the fact remains that many homeless people are suffering and living in a world of pain and I want us to take action at a local government level.

This motion is asking for 5 options that could assist homeless people and will no doubt be derived mainly from the requests of the intra-agency and the intent of this motion is to get action happening, or at the very least for the council to have costed options that the council can decide to support or not support.

Some examples of other initiatives in other cities/shires include half dongas so that homeless people have a roof over their heads, lockers, temporary accommodation, using city buildings as shelter, relaxing planning regulations in areas to allow for the housing of homeless persons, additional funding for outreach services.

It would have been easy to have this motion worded specifically for a homeless shelter but that may not be the answer, the experts that the city engages with may have better ideas, or more effective ways to assist and the intent of this notice of motion is to get all the best options on the table in a transparent manner, all of which are costed.

Any future council can then be in a fully informed position to be able to make a decision whether to support an item, to advocate or to include in the business plan (for example).

Talking is good, lobbying is great but whilst people talk there are homeless people taking their own lives and in my opinion it is time for action."

Details

Council adopted the Community Support Services Strategy 2017 – 2022 (the Strategy) in April 2017 which outlines the direction of the City of Rockingham in addressing the needs of vulnerable and disadvantaged people. Key Elements from the Strategy clearly outline the actions the City is responsible for which focus on advocacy, education and support for the Not For Profit sector.

As defined in the Strategy a person is considered homeless if their current living arrangement is in a:

- Dwelling that is inadequate; or
- Has no tenure, or if their initial tenure is short and not extendable;
- Does not allow them to have control of, and access to space for social relations.

There are many different types of homelessness that people can experience and each has a varying impact on the service providers and wider community. This diversity of homelessness is evident by an older definition by Melbourne academics Mackenzie and Chamberlain (1992) which includes three categories of:

- Primary homelessness – experienced by people without conventional accommodation (e.g. sleeping rough or in improvised dwellings);
- Secondary homelessness – experienced by people who frequently move from one temporary shelter to another (e.g. emergency accommodation, youth refuges, “couch surfing”);
- Tertiary homelessness – experienced by people staying in accommodation that falls below minimum community standards (e.g. boarding housing and caravan parks).

Chronic homelessness can be defined as continuous homelessness for at least one year, or at least four episodes of homelessness in the last three years with a combined length of time of at least 12 months.

The City undertook a Community Support Sector Mapping exercise which was completed in November 2018. The objective of this work was to provide evidence for the City to advocate to State and Federal Government, Not for Profit organisations and funding bodies, for increased service provision where gaps are identified in order to meet current and future demands as the City grows.

Four key priority areas were identified by the sector being:

1. Mental Health
2. Family Domestic Violence (FDV)
3. Alcohol and Drug Abuse (AOD)
4. Housing insecurity and homelessness

City officers are dealing with homelessness on a daily basis, supporting service providers and volunteers, participating in interagency working groups and liaising with the State Government to advocate for services to be provided in the City.

The City currently chairs the Rockingham/Kwinana Interagency Network (the Network). The Network is attended by volunteers and paid professionals from Local and State Government and the Not For Profit sector working/volunteering to support vulnerable people at risk of, or experiencing homelessness. The focus of the network is collaboration, information sharing and advocacy, all of which are the key areas the City is focussing on based on their role in dealing with the issue of homelessness. The network has resulted in better coordination of services including the provision of a central hub at the Rockingham Salvation Army which has attracted services such as a dentist, the Street Doctor, hairdressing and grooming services. Improved coordination of food provision and laundry services by different groups has occurred and the network has created a Homeless Reference Card produced by the City which is distributed to all agencies/groups which provides information on where to get assistance, showers, food and emergency accommodation.

The City actively supports the network and provides grant funding to local support services delivering programs, services and events for people experiencing or at risk of homelessness.

There are currently 36 different agencies working within the City to support vulnerable communities and those experiencing homelessness, all are reporting they are operating at capacity, with increasing waiting times for clients. For example youth counselling and mental health services are reporting current waiting lists of 3 – 6 months. The Department of Housing reports a current waiting list for public housing of two years. Priority public housing is available for those experiencing chronic homelessness, chronic health concerns and FDV however there is strict criteria which often is difficult to meet for people experiencing chronic homelessness.

Entrypoint Perth takes daily bed availability reports from all crisis accommodation facilities state-wide. Services looking to refer clients for accommodation can contact them on an as needs basis to ascertain availability, however ABS statistics note that there are 69 requests for assistance turned away daily, demonstrating limited capacity to cope with demands.

Feedback received from key Rockingham services regarding barriers for individuals transitioning to accommodation has identified a number of service gaps:

- Lack of wrap around service – designated staff are needed to walk clients through their journey to achieving long term accommodation e.g. Street to Home Service

- Lack of after-hours support – no after-hours or 24 hour services focussed on homeless when most vulnerable (mostly required after 10pm)
- Exclusions caused by comorbidity (experiencing multiple health issues at once) – requirements such as accommodation facilities allow no current alcohol and drug usage, some mental health medication not permitted in AOD rehabilitation facilities and sobriety requirements for mental health assessments result in delays or exclusion from key required services. Comorbidity is particularly high amongst those experiencing chronic homelessness
- Homeless Outreach Workers – currently only two paid part-time outreach workers in Rockingham, provided by Rockingham Salvation Army Outreach Service for mental health and alcohol and drug concerns and the service is not exclusively focused on homelessness
- Crisis Accommodation – two crisis accommodation facilities exist in Rockingham. A Women/Children Shelter and Youth Accommodation. There is no accommodation for men, older Women or families. The closest accommodation service is Fremantle or the Perth CBD
- Restrictions placed on the capabilities of the WA Police to detain and control people displaying mental health and AOD behaviours
- Restrictions placed on the Hospital Emergency Department to conduct Mental Health Assessments on people presenting with AOD issues, therefore, often when admitted by Police, are released back into the community in a short space of time.

Implications to Consider

a. Consultation with the Community

Extensive consultation with the community was undertaken in the development of the Strategy, this included community members, service providers, local businesses and other stakeholders.

b. Consultation with Government Agencies

Continued consultation is occurring with the Department of Communities in relation to the ongoing issues around homelessness and developing solutions for the Rockingham community.

c. Strategic

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019-2029:

Aspiration 2: *Grow and Nurture Community Connectedness and Wellbeing*

Strategic Objective: *Community Safety and Support – Provide support to residents and visitors so they feel safe and secure at home and outdoors.*

d. Policy

State Homelessness Strategy

Department of Communities' *Directions Paper for the 10-Year Strategy on Homelessness Western Australia 2019 – 2029* identifies the Department of Communities as the lead agency responsible for homelessness in Western Australia.

e. Financial

Nil

f. Legal and Statutory

Section 3.18 (3) of the Local Government Act (1995) states that "A local government is to satisfy itself that services and facilities that it provides –

(b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private"

g. Risk

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

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

Customer Service / Project management / Environment : High and Extreme Risks

Finance / Personal Health and Safety : Medium, High and Extreme Risks

Nil

Comments

The responsibility to provide services in this area is not that of Local Government, however requests for assistance and complaints are often directed to a range of City departments who are spending increasing time on these issues. Whilst the Department of Communities is identified as the lead agency, the City plays its role as a stakeholder as outlined in its Community Support Services Strategy 2017 – 2022.

Infrastructure and direct funding in regard to homelessness comes from the Federal and State Governments. Local Government provides a strategic and statutory planning and partnerships role.

It is clear that the situation is being exacerbated by a lack of sufficient infrastructure and trained support services staff, a role that the City is not responsible for. As this is a Federal and State Government responsibility the clear way forward for the City is to focus on prevention by providing:

- Community education and awareness campaigns focused on increasing community resilience and building NFP capacity
- Continued support and training to the NFP and volunteer sector which is highly valued
- Continued support through the Community Grants Program for eligible and worthwhile initiatives aimed at decreasing homelessness across the City.

Further to this the City can advocate and lobby to the State Government for:

- Provision of infrastructure and services
- Provide funding for dedicated Police mental health unit to be based in Rockingham to support the Police
- Locate and provide key services within the Rockingham CBD

The City plays an active role in helping and supporting homeless people in Rockingham within the bounds of its responsibilities and will continue to maintain its commitment to provide training and advocacy to the relevant stakeholders.

Work has already commenced to develop a Homelessness Discussion Paper to put forward a plan which will both support the existing actions and determine a more targeted approach in lobbying for additional funding, support and services in the Rockingham area. This will be presented at a future Councillor Engagement Session as per the City's Governance and Meeting Framework Policy.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. Continues to **SUPPORT** the City of Rockingham's role as a stakeholder in the State's Strategy on Homelessness.
2. **DIRECTS** the CEO to prepare a Discussion Paper on homelessness for consideration via a Councillor Engagement Session pursuant to the City's Governance and Meeting Framework Policy.

Notice of Motion from Cr Whitfield

That Council:

1. **SUPPORTS** helping homeless people in Rockingham
2. **DIRECTS** the CEO to compile 5 options that could genuinely and quantifiably assist homeless persons in Rockingham and to prepare a report (including costings) for the council's consideration by October 2019.

Council Resolution

Moved Cr Whitfield, seconded Cr Summers:

That Council:

1. **SUPPORTS** helping homeless people in Rockingham
2. **DIRECTS** the CEO to compile 5 options that could genuinely and quantifiably assist homeless persons in Rockingham and to prepare a report (including costings) for the council's consideration by October 2019.

Motion Lost – 3/6

Councillors having voted for the motion:

Cr Whitfield Cr Summers
Cr Jones

Councillors having voted against the motion:

Cr Liley Cr Hamblin
Cr Elliott Cr Sammels
Cr Burns Cr Stewart

Alternate Motion

Having foreshadowed a motion should the above motion be lost Cr Liley proposed the following Alternate Motion:

That Council:

1. Continues to **SUPPORT** the City of Rockingham's role as a stakeholder in the State's Strategy on Homelessness.
2. **DIRECTS** the CEO to prepare a Discussion Paper on homelessness focussing on:
 - (a) Actions taken by the City over recent years including:

Membership of the Rockingham/Kwinana Homelessness Interagency Group, the management of the database of Homelessness Sector contacts, the production of the Homeless Reference Card, the successful advocacy for the Street Doctor at the Salvation Army, partnership with the Salvation Army during August each year to hold the Annual Homelessness Week event – a day that local service providers come to one location to link in with the homeless and numerous other actions to support homeless people.
 - (b) New activities to support the homeless including:
 - (i) Community education and awareness campaigns focused on increasing community resilience and building Not For Profit capacity;
 - (ii) Continued support and training to the Not For Profit and volunteer sector which is highly valued;
 - (iii) Continued support through the Community Grants Program for eligible and worthwhile initiatives aimed at decreasing homelessness across the City; and
 - (iv) Other strategies that arise in the preparation of the Discussion Paper.

3. The CEO **PRESENT** the discussion paper for consideration via a Councillor Engagement Session by November 2019 pursuant to the City's Governance and Meeting Framework Policy.
4. The CEO and Mayor **ADVOCATE** and **LOBBY** the State Government for:
 - (i) The provision of infrastructure and services for homeless people in Rockingham;
 - (ii) The provision of funding for a dedicated Police Mental Health Unit to be based in Rockingham to support the Police; and
 - (iii) The location and provision of key services for homeless people within the Rockingham CBD.

Implications for Alternate Motion

a. Consultation with the Community

Extensive consultation with the community was undertaken in the development of the Community Support Services Strategy, this included community members, service providers, local businesses and other stakeholders.

b. Consultation with Government agencies

Continued consultation is occurring with the Department of Communities in relation to the ongoing issues around homelessness and developing solutions for the Rockingham community.

c. Strategic

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019-2029:

Aspiration 2: *Grow and Nurture Community Connectedness and Wellbeing*

Strategic Objective: *Community Safety and Support – Provide support to residents and visitors so they feel safe and secure at home and outdoors.*

d. Policy

State Homelessness Strategy

Department of Communities' *Directions Paper for the 10-Year Strategy on Homelessness Western Australia 2019 – 2029* identifies the Department of Communities as the lead agency responsible for homelessness in Western Australia.

e. Financial

Nil

f. Legal and Statutory

Section 3.18 (3) of the Local Government Act (1995) states that "A local government is to satisfy itself that services and facilities that it provides –

(b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private"

g. Risk

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

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

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

Nil

Officer Comment

The Alternate Motion proposes a number of operational considerations, many of which the City already undertakes and others that will be articulated within the proposed Homelessness Discussion Paper.

As per the details and comment provided in the response to Cr Whitfield's Notice of Motion the City has commenced the development of a discussion paper for presentation at a Councillor Engagement Session. To pre-empt information or actions that maybe contained within the proposed discussion paper is premature.

The City is committed to developing a discussion paper for Council consideration and as such officers believe the recommendation best reflects the most effective way forward towards this complex issue.

Officer Recommendation

That Council:

1. Continues to **SUPPORT** the City of Rockingham's role as a stakeholder in the State's Strategy on Homelessness.
2. **DIRECTS** the CEO to prepare a Discussion Paper on homelessness for consideration via a Councillor Engagement Session pursuant to the City's Governance and Meeting Framework Policy.

Council Resolution

Moved Cr Liley, seconded Cr Summers:

That Council:

1. Continues to **SUPPORT** the City of Rockingham's role as a stakeholder in the State's Strategy on Homelessness.
2. **DIRECTS** the CEO to prepare a Discussion Paper on homelessness focussing on:
 - (a) Actions taken by the City over recent years including:

Membership of the Rockingham/Kwinana Homelessness Interagency Group, the management of the database of Homelessness Sector contacts, the production of the Homeless Reference Card, the successful advocacy for the Street Doctor at the Salvation Army, partnership with the Salvation Army during August each year to hold the Annual Homelessness Week event – a day that local service providers come to one location to link in with the homeless and numerous other actions to support homeless people.
 - (b) New activities to support the homeless including:
 - (i) Community education and awareness campaigns focused on increasing community resilience and building Not For Profit capacity;
 - (ii) Continued support and training to the Not For Profit and volunteer sector which is highly valued;
 - (iii) Continued support through the Community Grants Program for eligible and worthwhile initiatives aimed at decreasing homelessness across the City; and
 - (iv) Other strategies that arise in the preparation of the Discussion Paper.
3. The CEO **PRESENT** the discussion paper for consideration via a Councillor Engagement Session by November 2019 pursuant to the City's Governance and Meeting Framework Policy.
4. The CEO and Mayor **ADVOCATE** and **LOBBY** the State Government for:
 - (i) The provision of infrastructure and services for homeless people in Rockingham;

- (ii) The provision of funding for a dedicated Police Mental Health Unit to be based in Rockingham to support the Police; and
- (iii) The location and provision of key services for homeless people within the Rockingham CBD.

Carried – 9/0

The Council's Reason for Varying the Committee's Recommendation

To provide parameters and a timeframe for the preparation of the discussion paper for homelessness.

20.	Notices of Motion for Consideration at the Following Meeting
	Nil
21.	Questions by Members of which Due Notice has been given
	Nil
22.	Urgent Business Approved by the Person Presiding or by Decision of the Council
	Nil
23.	Matters Behind Closed Doors
	Nil
24.	Date and Time of Next Meeting
	The next Ordinary Council Meeting for the City of Rockingham will be held on Tuesday 27 August 2019 at 6:00pm in the Council Chambers, Civic Boulevard, Rockingham.
25.	Closure
	There being no further business, the Mayor thanked those persons present for attending the Council Meeting, and declared the meeting closed at 7:21pm .