



# City of Rockingham

## AGENDA

### **Corporate and Community Development Committee Meeting**

To be held on Wednesday 23 October 2019 at 4:00pm  
City of Rockingham Boardroom



## Notice of Meeting



Dear Committee members

The next Corporate and Community Development Committee Meeting of the City of Rockingham will be held on Wednesday 23 October 2019 in the Council Boardroom, City of Rockingham Administration Centre, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

A handwritten signature in blue ink, appearing to read 'Michael Parker'.

MICHAEL PARKER  
CHIEF EXECUTIVE OFFICER

15 October 2019

### DISCLAIMER

#### PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the City. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The City of Rockingham expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the City.

**City of Rockingham**  
**Corporate and Community Development**  
**Committee Meeting Agenda**  
**4:00pm Wednesday 23 October 2019**



**Note:** In accordance with Clause 3 of Schedule 2.3 of the Local Government Act 1995, the Chief Executive Officer is to preside at the meeting until the office of Presiding Member is filled.

**1. Declaration of Opening**

**Acknowledgement of Country**

This meeting acknowledges the traditional owners and custodians of the land on which we meet today, the Nyungar people, and pays respect to their elders both past and present.

**2. Election of Presiding Member/Chairperson**

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

**3.1 Members**

Cr  
Cr  
Cr  
Cr  
Cr

**Deputies**

Cr  
Cr  
Cr  
Cr  
Cr

**3.2 Executive**

Mr Michael Parker  
Mr John Pearson  
Mr Michael Holland  
Mr Peter Doherty  
Mr Peter Varris  
Mr Michael Yakas  
Mr Allan Moles  
Mr Nuno Dionisio  
Mr Khushwant Kumar  
Ms Nollaig Baker  
  
Mr Ben Searcy  
Mr Nick Brown  
Mr Gary Rogers  
Ms Mary-Jane Rigby  
Ms Jillian Obiri-Boateng  
Ms Julia Dick  
Ms Alison Oliver  
Mr Scott Jarvis  
Mr Peter Le

Chief Executive Officer  
Director Corporate Services  
Director Community Development  
Director Legal Services and General Counsel  
Manager Governance and Councillor Support  
Manager Customer and Corporate Support  
Manager Financial Services  
Manager Waste Services  
Financial Controller  
A/Manager Strategy and Corporate Communications  
  
Manager Human Resources Development  
Manager Community and Leisure Facilities  
Manager Community Infrastructure Planning  
Manager Community Support and Safety Services  
Collaborative Manager, Community Capacity Bldg  
Collaborative Manager, Community Capacity Bldg  
Manager Library and Information Services  
Manager Economic Development and Tourism  
Senior Legal and Councillor Liaison Officer

	<p>Mrs Jelette Edwards                      Governance Coordinator Mr Aiden Boyham                              City Media Officer Ms Sue Langley                                Governance Officer Mrs Diane Zanre                                PA to Director Community Development</p> <p><b>3.3      Members of the Gallery:</b></p> <p><b>3.4      Apologies:</b></p> <p><b>3.5      Approved Leave of Absence:</b></p>
<b>4.</b>	<b>Responses to Previous Public Questions Taken on Notice</b>
<b>5.</b>	<b>Public Question Time</b>
	Members of the public are invited to present questions to the Chairperson about matters affecting the City of Rockingham and its residents. This is the only opportunity in the meeting for the public to ask questions.
<b>6.</b>	<b>Confirmation of Minutes of the Previous Meeting</b>
	<p><b>Recommendation:</b></p> <p>That Committee <b>CONFIRMS</b> the Minutes of the Corporate and Community Development Committee Meeting held on 17 September 2019, as a true and accurate record.</p>
<b>7.</b>	<b>Matters Arising from the Previous Minutes</b>
<b>8.</b>	<b>Announcement by the Presiding Person without Discussion</b>
	The Chairperson to announce to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.
<b>9.</b>	<b>Declarations of Members and Officers Interests</b>
<b>10.</b>	<b>Petitions/Deputations/Presentations/Submissions</b>
<b>11.</b>	<b>Matters for which the Meeting may be Closed</b>
<b>12.</b>	<b>Bulletin Items</b>
	<p><b>Corporate and General Management Services Information Bulletin – September 2019</b></p> <p><b>Community Development Information Bulletin – September 2019</b></p>
<b>13.</b>	<b>Agenda Items</b>
	<p><b>General Management Services</b> <span style="float: right;"><b>6</b></span></p> <p>GM-026/19 2020 Council Meetings <span style="float: right;">6</span></p> <p><b>Community Development</b> <span style="float: right;"><b>9</b></span></p> <p>CD-027/19 Recommendation from the Community Grants Program Committee Meeting held on 19 September 2019 <span style="float: right;">9</span></p>

<b>14.</b>	<b>Reports of Councillors</b>
<b>15.</b>	<b>Addendum Agenda</b>
<b>16.</b>	<b>Motions of which Previous Notice has been given</b>
<b>17.</b>	<b>Notices of Motion for Consideration at the Following Meeting</b>
<b>18.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision of the Committee</b>
<b>19.</b>	<b>Matters Behind Closed Doors</b>
<b>20.</b>	<b>Date and Time of Next Meeting</b>
	The next Corporate and Community Development Committee Meeting will be held on <b>Tuesday 19 November 2019</b> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.
<b>21.</b>	<b>Closure</b>

## 13. Agenda Items

### General Management Services

#### General Management Services Governance and Councillor Support



<b>Reference No &amp; Subject:</b>	<b>GM-026/19</b> <b>2020 Council Meetings</b>
File No:	CPM/26
Proponent/s:	
Author:	Mr Peter Varris, Manager Governance and Councillor Support
Other Contributors:	
Date of Committee Meeting:	23 October 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

Council consideration of the dates proposed for Council meetings for the 2020 year.

### Background

In accordance with the Local Government Act 1995, a local government is to at least once a year give local public notice of the date, time and place for Council meetings for the next 12 months.

The Governance and Meeting Framework notes that Council meetings are generally held on the fourth Tuesday of each month commencing at 6:00pm in the Council Chamber. The Planning and Engineering Services Committee and Corporate and Community Development Committee generally meet in the Council Boardroom commencing at 4:00pm on the following dates:

- Planning and Engineering Services Committee – Third Monday of each month.
- Corporate and Community Development Committee – Third Tuesday of each month.

### Details

The exception to the above is the compression of the meeting schedule in December where the Council meeting is brought forward by one week to accommodate the Christmas season, resulting in the Committee Meetings being held in the second week of the month.

Therefore the following dates are scheduled for meetings in 2020:

1) Council Meetings (commencing at 6:00pm in the Council Chambers)

January 28	April 28	July 28	October 27
February 25	May 26	August 25	November 24
March 24	June 23	September 22	December 15

2) Planning and Engineering Services Committee (commencing at 4:00pm in the Council Boardroom)

January 20	April 20	July 20	October 19
February 17	May 18	August 17	November 16
March 16	June 15	September 14	December 7

3) Corporate and Community Development Committee (commencing at 4:00pm in the Council Boardroom)

January 21	April 21	July 21	October 20
February 18	May 19	August 18	November 17
March 17	June 16	September 15	December 8

## Implications to Consider

**a. Consultation with the Community**

Advertising will be undertaken in the local newspaper, Council website, social media platforms, City libraries and notice boards advising the scheduled dates for Committee and Council meetings.

**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 compliant environment.*

**d. Policy**

The Governance and Meeting Framework Policy specifies that Council meetings are to be conducted on the fourth Tuesday of the month and Standing Committees to be held the Monday and Tuesday the week prior.

The scheduling of 'Standing' Committee meetings and Councillor Engagement Sessions is driven by the Governance Meeting and Framework policy once a Council meeting schedule has been adopted.

**e. Financial**

Cost of advertising is expected to cost approximately \$1,000.

**f. Legal and Statutory**

Section 5.25(1)(g) of the Local Government Act, 1995 (the Act) stipulates the giving of public notice of the date and agenda for Council and Committee meetings.

Regulation 12(1) of the Local Government (Administration) Regulations 1996 further refine the Act to specify time, place and types of committees that must be advertised.

Only Committees with decision making powers delegated from Council need to be open to the public and require its meeting schedule advertised. While no City of Rockingham Committee has delegated authority, in line with good governance practice 'Standing' Committees are open to the public and allow public question time.

**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 trend in local government has been to seek more effective, timely and responsive decision making, much of this having been driven by the community and proponents of issues before Council.

Notwithstanding the use of delegated authority and policy to assist in timely and consistent decision making, the process to gain a Council decision is often a lengthy one. The current committee systems and meeting arrangements have been in place since 2013 and have been serving Council and the community very well.

The schedule of Committee meetings and Councillor Engagement Sessions are determined in accordance with the Governance and Meeting Framework Policy. There is no legislative requirement to advertise the meeting dates of the Committees as they do not make decisions through Council delegated authority.

The schedule of Council and Committee meetings are well promoted on the City's website and social media platforms including, Rockport.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **APPROVES** the following Council meeting dates for 2020 -

Council Meetings (commencing at 6:00pm in the Council Chambers)

January 28	April 28	July 28	October 27
February 25	May 26	August 25	November 24
March 24	June 23	September 22	December 15



## Community Development

### Community Development Community Capacity Building



<b>Reference No &amp; Subject:</b>	CD-027/19	<b>Recommendation from the Community Grants Program Committee Meeting held on 19 September 2019</b>
File No:	GRS/48-04	
Author:	Ms Andrea Clark, Community Development Officer	
Other Contributors:	Ms Belinda Trowbridge, Coordinator Community Capacity Building	
Date of Committee Meeting:	23 October 2019	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Attachments:	Minutes of the Community Grants Committee Meeting held on 19 September 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 1: Approvals of the Community Grants Program Round Two 2019/2020

1. That Council **APPROVES** the allocation of funds for Major Event Sponsorship, Major Grants under the 2019/2020 Community Grants Program Round Two, subject to listed additional conditions:

	Major Event Sponsorship	Amount Requested (\$)	Advisory Committee Recommendation (\$)
A.	Catholic School Parents WA auspicing Mother Teresa Catholic College Parents and Friends Association Mother Teresa Catholic College Community Fair	17,480	5,091

	Major Event Sponsorship	Amount Requested (\$)	Advisory Committee Recommendation (\$)
<b>B.</b>	<b>Rockingham Kwinana Chamber of Commerce Inc.</b> The Rockingham Long Table Lunch on the Beach  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>City of Rockingham to be recognised as a major sponsor of "The Rockingham Long Table Lunch on the Beach" on all printed, electronic and verbal promotional and marketing materials produced pre, during, and post event.</li> </ul>	20,000 for three years (2020; 2021; 2022)	20,000 for three years (2020; 2021; 2022)
	<b>Major Event Sponsorship Total</b>	<b>37,480</b>	<b>25,091</b>

	Major Grants	Amount Requested (\$)	Advisory Committee Recommendation (\$)
<b>C.</b>	<b>Baldivis Primary School Parent and Citizen Association Inc.</b> Baldivis Country Fair  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the event.</li> </ul>	10,000	8,987
<b>D.</b>	<b>Black Swan Health Limited</b> Freo Street Doctor Rockingham Clinic	10,000	10,000
<b>E.</b>	<b>Cycling without Age Australia Incorporated</b> Cycling Without Age Rockingham	9,970	9,970
<b>F.</b>	<b>Rockingham Woodworkers Club Inc.</b> Purchase/install a planer thicknesser and support lease expenses	3,983	3,983
<b>G.</b>	<b>Safety Bay Yacht Club Inc.</b> Kite Karnival  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the event.</li> <li>City of Rockingham to be recognised via logo on all volunteer shirts.</li> </ul>	10,000	9,335
<b>H.</b>	<b>Staffy and Bully Breed Rescue Inc.</b> All Animal Rescue and Adoption Day	4,154.60	4,154.60
<b>I.</b>	<b>Stand Up Paddle WA Inc.</b> King of the Cut	1,500	1,500
<b>J.</b>	<b>The Lab Factory Community Incorporated</b> TLF Community Coffee Cart Program	6,000	6,000
<b>K.</b>	<b>Western Australian Swimming Association Inc.</b> Open Water State Championships	10,000	10,000
	<b>Major Grant Total</b>	<b>65,607.60</b>	<b>63,929.60</b>

	Infrastructure Planning and Development Grants	Amount Requested (\$)	Advisory Committee Recommendation (\$)
L.	<b>Baldivis Equestrian and Pony Club</b> Arena upgrade <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Project works cannot commence until BEPC receive Consent for Alterations or Additions from the City Properties team</li> <li>If the project does not receive funding through CSRFF, BEPC must either confirm an alternative source of funding, or submit the revised scope of works to the City for approval.</li> </ul>	19,879.65	19,129.65
M.	<b>Secret Harbour Dockers Football Club</b> Coaches boxes <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>The Club will liaise with the City's Irrigation Supervisor when determining the final location of the shelters</li> <li>The penguin artwork bespoke to City shelters must not be used on these structures</li> <li>Full As-constructed specifications and any applicable warranties to be provided to the City on completion</li> </ul>	17,500	16,750
N.	<b>Safety Bay Tennis Club</b> Concept drawings	675	675
	<b>IPDG Total</b>	<b>38,054.65</b>	<b>36,554.65</b>

2. That Council **NOT APPROVES** the allocation of funds for Infrastructure Planning and Development Grants under the 2019/2020 Community Grants Program (CGP) Round Two:

	Infrastructure Planning and Development Grants	Amount Requested (\$)	Advisory Committee Recommendation (\$)
O.	<b>Rockingham Sharks Rugby League Club</b> Cool room repair	1552.05	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 two were invited from the community and closed 4.30pm Friday 2 August 2019.

A total of 15 applications were received in round two of the CGP and were classified into the following categories:

- Major Event Sponsorship – two applications
- Major Grants – nine applications
- Infrastructure Planning and Development Grants – four applications

#### 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**

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