MINUTES
Corporate and Community Development Committee Meeting
Held on Tuesday 16 August 2016 at 4:00pm
City of Rockingham Boardroom
City of Rockingham
Corporate and Community Development Committee Meeting Minutes
4:00pm Tuesday 16 August 2016

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**City of Rockingham**  
**Corporate and Community Development Committee Meeting Minutes**  
**Tuesday 16 August 2016 - Council Boardroom**

### 1. Declaration of Opening

The Chairperson declared the Corporate and Community Development Committee Meeting open at 4:00pm, welcomed all present, and delivered the Acknowledgement of Country.

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

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

#### 2.2 Executive
- Mr Andrew Hammond (Chief Executive Officer)
- Mr John Pearson (Director Corporate Services)
- Mr John Woodhouse (Director Legal Services and General Counsel)
- Mr Michael Holland (Director Community Development)
- Ms Karin Strachan (Manager Strategy and Corporate Communications)
- Mr Mark Tidman (Manager Investment Attraction)
- Mr Gary Rogers (Manager Community Infrastructure Planning)
- Mrs Jillian Obiri-Boateng (Manager Community Support and Safety Services)
- Ms Julia Dick (Manager Community Capacity Building)
- Ms Alison Oliver (Manager Library and Information Services)
- Ms Vanisha Govender (Manager Financial Services)
- Mr Michael Yakas (Manager Customer and Corporate Support)
- Mr Ben Searcy (Manager Human Resources Development)
- Mr Peter Varris (Manager Governance and Councillor Support)
- Mrs Jelette Edwards (Governance Coordinator)
- Ms Sue Langley (Governance Officer)
- Mrs Diane Zanre (PA to Director Community Development)

#### 2.3 Members of the Gallery: 2

#### 2.4 Apologies: Nil

#### 2.5 Approved Leave of Absence: Nil
3. Responses to Previous Public Questions Taken on Notice

Nil

4. Public Question Time

4:01pm The Chairperson invited members of the Public Gallery to ask questions.

4.1 Mr Guy Bennett, Secret Harbour – Secret Harbour Inclusive Play Space

The Chairperson invited Mr Bennett to present his question to the Corporate and Community Development Committee. Mr Bennett asked the following question:

1. Why does the Secret Harbour Inclusive Play Space (SHIPS) Detailed Concept Plan (Page 27 of Agenda) not include the return to public use of land at the western boundary of the designated SHIPS location (Page 26) which was improperly removed from circulation roughly 6-7 years ago?

The Chairperson advised The land referred to as ‘3’ in the attached photo is a ‘C’ class reserve vested in the City of Rockingham with a Management Order for the purpose of Parks and Recreation (R44449).

The City acknowledges that Secret Harbour Developments installed the fence in 2009 (as shown in the photos) as part of a reworking of the dune system to support access from their proposed neighbouring development. Works associated with this redevelopment never progressed and as such the dune system has evolved over the strip of land identified by Mr Bennett.

Unfortunately, the park furniture (tables and chairs) was not removed by the City in a timely fashion and as the photos show they have become over grown by the natural vegetation.

When the location for the Inclusive Playspace was being identified some of the key design principles considered as part of the layout for the Secret Harbour location included, protection for both the equipment and users from prevailing winds and sand movement and the size of the area to utilise.

Therefore, it was determined that it was highly desirable to retain all existing foreshore/dune vegetation and fencing along the western boundary of the site and even with the retention of the revegetated area the size of the SH Foreshore area could easily accommodate the playspace and extra community use. By retaining the vegetation this still aligns with the Crown Land Management Order of Parks and Recreation.

The design team were also mindful of ensuring a direct line of sight to all areas of the play space looking south from the southern end of the Surf Club building and north from the southern car park.

I have been advised that a work order will be initiated to remove the tables and chairs from this area as a priority.

The Chairperson advised that this is an item contained in the tonight’s Committee agenda and will be considered later in the meeting.

4:05pm There being no further questions the Chairperson closed Public Question Time.

5. Confirmation of Minutes of the Previous Meeting

Moved Cr Smith, seconded Cr Stewart:

That Committee CONFIRMS the Minutes of the Corporate and Community Development Committee Meeting held on 19 July 2016, as a true and accurate record.

Committee Voting – 5/0
6. Matters Arising from the Previous Minutes

Nil

7. Announcement by the Presiding Person without Discussion

4:05pm The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.

8. Declarations of Members and Officers Interests

4:06pm The Chairperson asked if there were any interests to declare. There were none.

9. Petitions/Deputations/Presentations/Submissions

Nil

10. Matters for which the Meeting may be Closed

Nil

11. Bulletin Items

Corporate and General Management Services Information Bulletin – August 2016

Corporate Services
1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Integrated Team Plan and Budgeting Module
   3.2 eGovernance Portal
   3.3 Automation records management processes
   3.4 Facility Booking Module
   3.5 Online Zoning Statements
   3.6 AV Upgrades
   3.7 Security Infrastructure
   3.8 Expansion of Fibre Network
   3.9 Upgrade LAN Switches
   3.10 Replace Multi-Function Centres
4. Information Items
   4.1 List of Payments July 2016
   4.3 Delegated Approval of Tenders by CEO
   4.4 Development Contribution Scheme
   4.5 Challenger Court
   4.6 Autumn Centre
   4.7 Mike Barnett Sports Complex
   4.8 Warnbro Community Recreation Centre
   4.9 Aqua Jetty
   4.10 Gary Holland Community Centre
   4.11 Lease Management
   4.12 Lease Consents and Maintenance Grants
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<th>4.13 Excisions</th>
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<td>Governance and Councillor Support</td>
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<td>1. Governance and Councillor Support Team Overview</td>
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<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<td>4. Information Items</td>
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<td>4.1 Global Friendship</td>
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<td>4.2 Freedom of Information (FOI) Requests</td>
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<td>4.3 Australian Coastal Councils Association Inc. Newsletter</td>
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<td>4.4 Citizenships</td>
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<td>4.5 Coming Events</td>
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<td>4.6 Notice of Motion – Status Report</td>
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**Human Resources**

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

**Strategy and Corporate Communications**

1. Strategy and Corporate Communications Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Risk Management
   - 3.2 Journal Software subscription and LGMA benchmarking tool
   - 3.3 Governance Portal
   - 3.4 Protection of Intellectual Property
   - 3.5 Implementation of Digital Media Strategy
   - 3.6 Community Plan Strategy Focus Groups
4. Information Items
   - 4.1 Annual Customer Satisfaction Survey
   - 4.2 Community Engagement Framework
   - 4.3 8th Generation Team Plans
   - 4.4 Social Media
   - 4.5 Media Tracking

**Investment Attraction**

1. Investment Attraction Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Marketing City of Rockingham
   - 3.2 Online Forecasting Tool
   - 3.3 Small Business Leadership Forums and Investment Attraction Seminars
4. Information Items
   - 4.1 Various Meetings
   - 4.2 REIWA Rockingham Branch Members Presentation
Legal Services & General Counsel
1. Legal Services & General Counsel Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   Provision of Legal Advice
   4.1 Legal Advice – Local Government Operational Matters
   4.2 Documentation
   Legal Capacity Building
   4.3 Training – Building Department – Pool/Signs – Infringements and Prosecutions

Committee Recommendation

Moved Cr Downham, seconded Cr McManus:
That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – August 2016 and the content be accepted.
Committee Voting – 5/0

Community Development Information Bulletin – August 2016
Community Support and Safety Services
1. Community Support and Safety Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Regional Community Services Leadership Programmes
   3.2 Social Connector Pilot
4. Information Items
   4.1 Youth and Community Support Services
   4.2 Rockingham Connect Community Transport Project
   4.3 Community Safety

Library Services
1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Warnbro Community Library Agreement
4. Information Items
   4.1 June 2016 Library Services Statistics
   4.2 Mary Davies Library and Community Centre
   4.3 Rockingham Central Library
   4.4 Safety Bay Library
   4.5 Warnbro Community Library
   4.6 NAIDOC Week
   4.7 June Facebook Statistics

Community Infrastructure Planning
1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Rockingham Foreshore Activity Node – Planning and Concept Design
   3.2 Rockingham Central (Library / Youth / Community Centre) - Planning and Concept Design
3.3 East Baldivis Recreation Reserve – Shared Use Planning and Concept Design
3.4 Baldivis Outdoor Recreation Space Planning
3.5 Baldivis District Sporting Complex Planning

4. Information Items
4.1 Laurie Stanford Reserve Master Plan Implementation
4.2 Rhonda Scarrott Reserve Master Plan Implementation
4.3 Eighty Road Reserve Clubroom Development
4.4 Baldivis South Youth Space Development
4.5 Rockingham Enclosed Off-Leash Dog Exercise Area Development
4.6 Secret Harbour Inclusive Play Space
4.7 Mike Barnett Netball Courts Upgrade
4.8 Baldivis South Community Centre
4.9 Future Enclosed Off-Leash Dog Exercise Area (Baldivis)
4.10 Singleton Youth Space Replacement
4.11 Reserve and Open Space Master Plans
4.12 Infrastructure Planning and Development Grants

Community Capacity Building
1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 KidSport
   3.2 Perth Symphony Orchestra
4. Information Items
   4.1 Community Capacity Building
   4.2 Community Grants Program
   4.3 Disability Access and Inclusion Plan and Strategy 2016-2019
   4.4 Reconciliation Action Plan (RAP) 2014-2017
   4.5 Seniors
   4.6 Youth Development
   4.7 Sport, Recreation and Health and Wellbeing
   4.8 Cultural Development and the Arts

Committee Recommendation

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

Committee Voting – 5/0
12. Agenda Items

General Management Services

4:30pm As Committee Members wished to further discuss Item GMS-015/16 Advisory Committee Membership – Review Appointments which involves the personal affairs of any person; or the business, professional, commercial or financial affairs of a person, the Chairperson advised that in accordance with section 5.23(2) (b) and (e)(iii) of the Local Government Act 1995 the Corporate and Community Development will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors.

General Management Services
Governance and Councillor Support

<table>
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<th>Reference No &amp; Subject:</th>
<th>GMS-015/16 Advisory Committee Membership – Review Appointments (Absolute Majority)</th>
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<tbody>
<tr>
<td>File No:</td>
<td>GOV/39-02</td>
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<tr>
<td>Proponent/s:</td>
<td>Mrs Jelette Edwards, Governance Coordinator</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Peter Varris, Manager Governance and Councillor Support</td>
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<td>Other Contributors:</td>
<td>Ms Jillian Obiri-Boateng, Manager Community Support and Safety Services</td>
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<td>Ms Julia Dick, Manager Community Capacity Building</td>
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<td>16 August 2016</td>
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<tr>
<td>Reference No &amp; Subject: CD-027/16</td>
<td>Community Sporting and Recreation Facilities Fund (CSRFF) Forward Planning Grant Application - Aqua Jetty Solar Panel Installation</td>
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<td>File No:</td>
<td>GRS/8-05</td>
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<tr>
<td>Proponent/s:</td>
<td>Mr Luke Tressler, Community Infrastructure Planning Officer</td>
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<tr>
<td>Author:</td>
<td>Mr Kelton Hincks, Manager Asset Services</td>
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<td>Maps/Diagrams:</td>
<td>Aqua Jetty Aerial Image</td>
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Purpose of Report

To seek Council endorsement of a grant application to the Department of Sport and Recreation’s Community Sporting and Recreation Facilities Fund (CSRFF), for the purchase and installation of a solar photovoltaic (PV) system at the Aqua Jetty.

Background

The CSRFF provides financial assistance to sporting groups and local government authorities to develop infrastructure which supports participation in sport and recreation activities. As advised in the 2017/2018 CSRFF guidelines, $12 million is invested across three grant programs as follows:

- Small grants (summer and winter rounds) for projects valued under $150,000
- Annual grants for projects valued under $500,000
- Forward planning grants for projects valued in excess of $500,000

Applications for all grant programs must be presented to and approved by the local government. If there are multiple applications for a grant program within a single local government area, the Local Government must prioritise the applications. Applicants can request funding for up to one third of the eligible project costs, unless a project is eligible for the development bonus which can provide up to 50% of the eligible project costs.

Applications for the 2017/2018 round of funding must be submitted to the Department of Sport and Recreation by 4pm, 16 September 2016.

Details

A needs and feasibility study was conducted by the consultants GHD – Aqua Jetty Solar PV and Thermal Comparison Study. This study investigated the potential of solar photovoltaic and solar thermal systems at the Aqua Jetty to improve the sustainability of the facility and reduce operational costs. As a result of the needs and feasibility study, a recommendation was made to install a 338kW solar PV system on the roof of the Aqua Jetty. This installation would complement the existing 30kW system at the Aqua Jetty.

A funding application has been prepared by the City’s Asset Services Department for the installation of the 338kW solar PV system at the Aqua Jetty. No other funding applications have been received from community groups or from other divisions within the City. As per the CSRFF guidelines, officers have assessed the application against the CSRFF’s key principles as outlined below:

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<tr>
<td>Project Justification</td>
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<td>Planned Approach</td>
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<td>Community Input</td>
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<td>Management Planning</td>
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<td>Coordination</td>
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<td>Potential to Increase Physical Activity</td>
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<td>Sustainability</td>
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Given that there is only one application, this project will be put forward to the Department of Sport and Recreation (DSR) as the priority project for the City in this funding round.

The CSRFF has funded solar installations in the past and has an allocation for projects promoting sustainable practices.
Implications to Consider

a. Consultation with the Community

GHD consulted with Belgravia Leisure, which manages the facility on the City's behalf, during the feasibility study to ensure that the proposed system met its requirements. Swimming WA, the State Sporting Association for swimming in WA was also engaged to discuss the project and its suitability for funding by the Department of Sport and Recreation.

b. Consultation with Government Agencies

Officers have liaised with the Department of Sport and Recreation to discuss the eligibility of the funding application.

c. Strategic

Community Plan

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

Aspiration B: A Strong Community

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

Aspiration C: Quality Leadership

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

Aspiration D: A Sustainable Environment

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

d. Policy

Nil

e. Financial

An allocation of $800,000 has been made in the budget for the installation of the solar PV system at the Aqua Jetty. Any grant contribution shall supplement this project. Due to the delivery timeframe for this project it is likely that funds will need to be rolled over to the 2017/2018 financial year.

Under CSRFF guidelines, the maximum grant offered is one third of eligible project costs. If the project meets the criteria for the development bonus, up to 50% of eligible project costs may be funded. This project complies with the sustainability criteria and is therefore eligible for the development bonus. The cost estimate obtained by GHD for the supply and installation of the system was $720,000. The City will therefore apply for 50% of the project costs being $360,000 to contribute towards the supply and installation of the solar PV system at the Aqua Jetty.
f. Legal and Statutory
   Nil

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

Comments

The installation of a new solar PV system at the Aqua Jetty will help the City meet its aspirations relating to climate change and managing greenhouse gas emissions. The installation of the new solar PV system at the Aqua Jetty is part of a larger City program of solar installation on City owned facilities. Other facilities which have been scheduled for solar PV installations in the next year include The Gary Holland Centre, Kent Street Arts Centre, Depot and Operations Centre, Anniversary Park and Safety Bay Library. The City is also developing a strategy relating to the installation of solar PV systems and how they can benefit the community.

The system identified for the Aqua Jetty will be the largest installation in the City and is expected to produce approximately 517,000 kW hours of electricity for the facility and is anticipated to save the City $90,600 per annum in electricity costs. This is equivalent to powering 53.7 homes per annum and saving 363 metric tons of greenhouse emissions. Based on the needs and feasibility study conducted by the consultants GHD, it is anticipated that the system will pay itself off in 6.2 years. The money generated through cost savings from the system can then be used to benefit the community through the funding of programs, services and equipment.

The installation of approximately 1,300 solar panels on the roof of this facility will have a large visual impact and help with the promotion of the City’s sustainability initiatives. It is intended to promote this project and the energy production on the City’s web page once installed.

This project meets the CSRFF guiding principles, as well as the criteria for the development bonus, with the benefits to the community being clearly justified and well planned with the support of a needs and feasibility study conducted by an independent consultant. This is the only application received for this round of funding, therefore is given the priority recommendation for the 2017/2018 CSRFF Forward Planning Grants.

Voting Requirements

Simple Majority

Officer Recommendation

That Council ENDORSES the City’s Forward Planning grant application to the Department of Sport and Recreation’s Community Sport and Recreation Facility Fund for the purchase and installation of the solar PV system at the Aqua Jetty.

Committee Recommendation

Moved Cr Smith, seconded Cr Downham:

That Council ENDORSES the City’s Forward Planning grant application to the Department of Sport and Recreation’s Community Sport and Recreation Facility Fund for the purchase and installation of the solar PV system at the Aqua Jetty.

Committee Voting – 5/0
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CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 20 SEPTEMBER 2016

PRESIDING MEMBER
3. Artist impression of Inclusive Play Space
4. Detailed Concept Plan
Purpose of Report

For Council to approve the Secret Harbour Inclusive Play Space design to enable the project to proceed.

Background

On the 27 May 2014, Council resolved to:

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

Subsequently, a report was prepared and submitted to Council for consideration detailing potential sites, the form, function, design principles, as well as potential funding opportunities. On the 22 September 2015, Council resolved to:

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

Following completion of the procurement process, EPCAD Pty. Ltd. was appointed to undertake the concept plan and detailed design for the facility. The concept plan is now complete and is presented to Council for approval prior to proceeding to detailed design.

Details

The design of the Secret Harbour Inclusive Play Space (SHIPS) has a clear link with the feedback obtained by the City during phase one of community consultation. The SHIPS has an underwater theme, with all equipment, colours and infrastructure consistent with this theme.

Key elements of the design include:

- Fully fenced play area with multiple access points;
- Construction of a viewing platform to provide views of the horizon, as well as to provide wind and sun protection for the play elements underneath;
- A nature play area incorporating the existing trees;
- Quiet zones;
- Baby and toddler areas;
- Challenging play zone including climbing ropes;
- Shaded BBQ and seating areas; and
- Connecting accessible footpaths throughout the space.

Through EPCAD, the concept plan has been reviewed for suitability for people with disability, as well as for safety and compliance with relevant Australian Standards. The design was found to meet Australian Standards and contain play elements suitable for a range of intellectual and physical disabilities.

Phase two of community consultation undertaken following completion of the concept design resulted in a significant amount of feedback being received by the City. Due to the volume of feedback received, not all comments have been included within this report. The table below outlines the most common suggestions to improve the design.
<table>
<thead>
<tr>
<th>Key Theme / Comment</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inclusion of water play / splash pad in design</td>
<td>It is acknowledged that water is an inclusive play element, incorporating a splash pad or small water park within the design is not within the budget parameters of this project.</td>
</tr>
<tr>
<td>Inclusion of skate ramps / skate park/pump track and more activities for teenagers</td>
<td>It is acknowledged that a number of people requested the inclusion of a skate park or pump track, however it is not within the scope of this project. The play space does provide a range of equipment at differing levels of ability which would be suitable for early teens.</td>
</tr>
<tr>
<td>Provision of toilet facilities</td>
<td>Public toilets, including an accessible toilet with adult change table and hoist is available at the Secret Harbour Surf Life Saving Club.</td>
</tr>
<tr>
<td>Protection from the sun needs to be provided not only over seating, but also play elements.</td>
<td>Shade is proposed to be provided throughout the facility, in the form of natural shade from trees, built shade structures over play equipment and seating areas, and cast shade from the shade structures.</td>
</tr>
<tr>
<td>Additional BBQ's to be provided</td>
<td>It is proposed that two double BBQ's be provided. This level of provision is common at a play space of this size, however provision can be made to allow for the future installation of additional BBQ's at a later date if the need is determined.</td>
</tr>
<tr>
<td>Water fountains to be provided</td>
<td>Accessible water fountains will be provided. The exact locations and type of fountain will be determined at the detailed design stage.</td>
</tr>
<tr>
<td>Request for adult exercise equipment</td>
<td>Inclusion of adult exercise equipment is not included within the scope of this project, however it has been noted for consideration if the remaining open space is redeveloped in the future.</td>
</tr>
<tr>
<td>Inclusion of security features such as lighting and CCTV</td>
<td>Security lighting is included within the scope of the project, with locations and specifications to be confirmed during detailed design. CCTV is currently not included within the scope of the project, however provision can be made to allow for the future installation pending further consideration by the City.</td>
</tr>
<tr>
<td>Request for the area to be fenced</td>
<td>It is proposed that the entire play space is fenced, with the exception of the bike/scooter path and outdoor shower area.</td>
</tr>
<tr>
<td>Request for seating suitable for people with disability.</td>
<td>The type, location and design of seating will be determined in detailed design, however it will incorporate a range of seating options. This will include benches with and without arms and backs and space for prams or wheelchairs at the picnic tables.</td>
</tr>
</tbody>
</table>
Many of the respondents to the online survey or who attended the community presentation did not have suggestions for improvements, with the concept design receiving many positive comments. A small sample of these is listed in the table below.

<table>
<thead>
<tr>
<th>Response to “What do you like about the Inclusive Play Space concept design?”</th>
</tr>
</thead>
<tbody>
<tr>
<td>I like how it is safe for kids and there is lots to do there. Kids the age of 1 to 15 will love to play there. The design is really well done.</td>
</tr>
<tr>
<td>The access for everyone and the play equipment discussed today sounds great, with some different activities throughout.</td>
</tr>
<tr>
<td>That is for all age groups and people with disabilities</td>
</tr>
<tr>
<td>Family friendly environment</td>
</tr>
<tr>
<td>I like that it caters for all abilities. It has an ocean theme. It’s a park for everyone. Parents can enjoy it and not stress too much like other parks. I like that it is fenced. It’s close to the surf club with toilets and coffee and enough parking and not near a busy road. This is long awaited for Secret Harbour and its forgotten foreshore. I just hope they make it one of the best parks around.</td>
</tr>
<tr>
<td>I love the variety of activities for toddlers. The section dedicated in particular to those who need some time out space is great and I love the disabled access to the various pieces of equipment, without making them feel indifferent.</td>
</tr>
<tr>
<td>Provides for different ages, lots of shade, fenced in, climbing net, teenage area</td>
</tr>
<tr>
<td>My boys love a physical challenge. The BBQ’s and shading is great for families. Very impressed with the design.</td>
</tr>
<tr>
<td>Fenced in, various zones, all inclusive. It really looks fabulous.</td>
</tr>
</tbody>
</table>

**Implications to Consider**

**a. Consultation with the Community**

The City implemented a two-phase consultation approach for this project. Phase one of the consultation involved obtaining general community feedback on the priority areas for inclusion in the design, particularly centred on types of play equipment and supporting amenities. This phase included the following actions:

- Meetings with key stakeholders including Malibu School, Disability Access and Inclusion Committee and Disability Services Commission;
- Online survey open from 11 April 2016 – 29 April 2016;
- Facebook posts on 12 April 2016 and 18 April 2016. The second post was ‘boosted’ which resulted in 22,453 people being reached, 404 likes, 127 shares and 46 comments;
- Junior Council workshop on Thursday 28 April 2016;
- Community display at Malibu School’s Future’s Day on Wednesday 6 April 2016 and
- Mail out to property owners and residents within a 200m radius of the site (147 properties).

Phase two of the consultation focused on seeking feedback on the draft concept plan, including:

- Presentation at the City’s Let’s Talk Disability Services Network meeting on Wednesday 27 July 2016;
- Presentation to the City’s Junior Council on Thursday 28 July 2016
- Community information workshop held on Monday 1 August 2016 attended by 15 community members;
- Facebook post on Monday 1 August 2016 providing a link to the City’s Share Your Thoughts page. This post reached over 20,000 people, received 223 likes, 79 shares and 93 comments and resulted in 109 people completing the online survey;
- Presentation to the City’s Disability Access and Inclusion Committee on Wednesday 3 August 2016; and
- Meeting with key stakeholders including Malibu School and Disability Services Commission; and
- Email to 155 individuals who registered an interest in receiving updates on the project.

b. Consultation with Government Agencies

The Disability Services Commission (DSC), through the Rockingham Local Area Coordinator’s (LAC) office, assisted in disseminating information directly to their client base during phase one of the consultation. DSC was also contacted to discuss potential funding partnerships, which did not come to fruition.

Comment from the Department of Planning was sought on the draft concept in respect to planning approvals and requirements. Advice has indicated the project is consistent with Metropolitan Region Scheme (MRS) Parks and Recreation reservation and complies with section 6 (2) of the Planning and Development Act. On this basis, planning approval is not required.

c. Strategic Community Plan

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

Aspiration B: Strong Community

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

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

Community Plan Strategy

This project is identified in the City’s Disability Access and Inclusion Strategy as an implementation action in 2016/2017.

d. Policy

The Strategic Development Framework Policy requires that any infrastructure item that is subject to a 20% or $2 million cost variation, whichever is lesser, shall be submitted to Council for consideration after explanation at a Councillor Engagement Workshop. In the unlikely event that this project is subject to a cost variance, the project will be returned to Council for further consideration as per the policy requirements.

e. Financial

The 2016/2017 budget has an amount of $1,500,000 allocated to the design and construction of the Secret Harbour Inclusive Play Space. EPCAD has been awarded the design contract at a cost of $58,190. The City’s project management fee has also been
subtracted from the budget allocation leaving a remaining balance of $1,291,810 for the 
construction of the play space.

The cost estimate, based on the concept plan presented to Council for consideration, 
estimates the construction of the facility at approximately $1,366,401. This figure is 
approximately $74,600 or less than 6% over the remaining budget allocation. The cost 
estimate will continue to be reviewed throughout the detailed design process, with officers 
considering removing items or staging options to ensure the project can be delivered within 
budget.

A funding application has been submitted to Lotterywest's Community Places and Spaces 
grant program for a maximum one third of the construction cost, which is up to $450,000. It 
is anticipated an outcome will be known in approximately four months. An approach has 
also been made to local service groups to consider developing partnerships to assist in the 
delivery of the play space.

f. Legal and Statutory

Lot 4038 San Javier Circle Secret Harbour, is Crown Land with the Management Order 
issued to the City of Rockingham for the purpose of Public Recreation. The proposed 
project is consistent with the intended use of this reserve as outlined in the Management 
Order.

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 final concept design presented to Council is reflective of the community needs ascertained 
through the two phase community consultation process. The design is innovative and provides a 
contemporary and unique space that enables people of all ages and abilities to play alongside each 
other in the same space.

Council’s approval of the Secret Harbour Inclusive Play Space concept design will enable the 
project to progress through to detailed design and ultimately call for tenders to enable construction 
to occur within identified timeframes. Officers will continue to review the design to ensure the 
project is delivered within budget. In the unlikely event there are significant changes to the concept 
plan or project budget (plus or minus 20%) once detailed design is completed, the project will be 
returned to Council for further consideration as required by the Strategic Development Framework 
Policy.

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVES the Secret Harbour Inclusive Play Space concept design to enable the 
project to proceed.
Committee Recommendation

Moved Cr Downham, seconded Cr Stewart:

That Council **APPROVES** the Secret Harbour Inclusive Play Space concept design to enable the project to proceed.

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable
Purpose of Report

To seek Council’s endorsement of the draft Volunteering Strategy 2016-2022 for the purpose of public comment.

Background

One of the City of Rockingham’s identified aspirations from the Strategic Community Plan is to build a strong community. Strong communities have good stocks of physical, human, social and economic capital. Connecting people to each other, places, spaces and opportunities is vital to this process. Volunteering is a positive way of connecting people that can significantly contribute to the cohesiveness and well-being of communities and of societies as a whole. Volunteering essentially provides opportunities for individuals to connect to each other and their community in order to make a difference to the community through their endeavours.

Currently according to the Australian Bureau of Statistics 2011, Rockingham has 13.4% of the population volunteering which is below the WA average of 16.9%, and well below the Australian average of 17.8%. Therefore, from a statistical point of view the Rockingham community would benefit by increasing the role of volunteering across the City.

The Strategic Community Plan identified as an action the development and implementation of a dedicated Volunteering Strategy provides a clear direction on how to achieve higher levels of volunteering and subsequent improvements to both social and economic capital in Rockingham.
A discussion paper was provided to a Councillor Engagement Session on 12 January 2016, where the strategic discussion informed the development of the key elements providing the direction for the next five years. Implementation actions were then developed within each key element to reflect consultation and research outcomes, as well as professional knowledge and opinion.

**Details**

The draft Volunteering Strategy identifies four key elements which provides the City a clear direction for the next five years to pursue the delivery of a volunteer friendly and better resourced sector and community. These key elements were based on feedback received from both the Executive and Councillors following provision of a Discussion Paper.

The key elements are as follows:

Key Element 1: Supporting Governance and Promoting the Volunteering Sector

Key Element 2: Linking Prospective Volunteers to Opportunities

Key Element 3: City of Rockingham Registered Volunteers Management

Key Element 4: Corporate Volunteering

Desktop research was undertaken at international, national and state level. The results together with the outcomes of community and stakeholder consultation contributed to the development of Implementation Actions within the Key Elements.

The resulting draft strategy was then presented to a Councillor Information session on 20 July 2016, with feedback incorporated in to the draft strategy.

The requirements defined in the Strategic Development Framework Policy were undertaken including a Councillor Engagement Session to enable strategic discussion of a discussion paper as a first stage in the development of a Community Plan Strategy on 12 January 2016. The following stage of provision of the draft Community Plan Strategy to a Councillor Engagement session was undertaken on 20 July 2016.

**Implications to Consider**

a. **Consultation with the Community**

Consultation with the community and Volunteer Involving Organisations (VIOs) was through on-line and hard copy surveys which were completed by 637 community members and 95 VIOs providing responses. Volunteering WA (peak body) were also consulted through a face to face interview.

b. **Consultation with Government Agencies**

Department of Communities and Local Government were consulted.

c. **Strategic**

**Community Plan**

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

**Aspiration B:** A Strong Community

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

**Community Plan Strategy**

Volunteering Strategy 2016-2022

The Volunteering Strategy 2016 – 2022 provides the strategic direction for Council and a series of implementation actions for the City for the next six years.
d. **Policy**

*The Strategic Development Framework Policy*

**Community Plan Strategies**

**Definition**

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

**Process for New Strategy**

The Strategic Development Framework clearly articulates the process for Community Plan Strategies as follows:

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.

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

Medium Financial Risk: risk that volunteering rates could fall across the life of the strategy. Decreased rates of volunteering could result in a loss or lessening of the availability of community groups and organisations that provide many of the myriad activities within the community. For the City this could have a financial impact through increased funds and staff time spent on professional delivery of community groups, clubs and services that could be delivered by volunteers.

Comments

The development of the Draft Volunteering Strategy provides Council a strategic guide aimed at increasing volunteering rates across the City.

The next step in the process is for Council to consider the draft strategy for endorsement to facilitate it going out for the purpose of public comment.
Public comment will be sought for 28 days through the City’s website, advertising in local newspapers and making the document available in the City’s Libraries and Administration building. Relevant comments will then be analysed for incorporation into the final Volunteering Strategy for presentation to Council for adoption in the coming months.

Following the closing of the public comment period all feedback will be reviewed by officers for possible inclusion into the final Volunteering Strategy which will be presented to Council for adoption.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council *ENDORSES* the draft Volunteering Strategy 2016-2022 for the purpose of public comment.

**Committee Recommendation**

*Moved Cr Smith, seconded Cr Stewart:*

That Council *ENDORSES* the draft Volunteering Strategy 2016-2022 for the purpose of public comment.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
13. **Reports of Councillors**

Nil

14. **Addendum Agenda**

The Chairperson advised in accordance with section 5.23(2)(a,b,e) of the Local Government Act 1995 – if there were any questions or debate on Confidential Item GMS-016/16 Appointment of Director Legal Services and General Counsel, then the Committee will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors.

As there were questions, this report was dealt with behind closed doors at Item 18 - Matters Behind Closed Doors.

---

**General Management Services**

**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)(a,b,e) of the Act

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**General Management Services**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-016/16 Appointment of Director Legal Services and General Counsel</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>PSL/1939</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr Andrew Hammond, Chief Executive Officer</td>
</tr>
<tr>
<td>Author:</td>
<td>16 August 2016</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td></td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
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<tr>
<td>Site:</td>
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</tr>
<tr>
<td>Lot Area:</td>
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</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

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CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 20 SEPTEMBER 2016

PRESIDING MEMBER
<table>
<thead>
<tr>
<th></th>
<th>Motions of which Previous Notice has been given</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>Notices of motion for Consideration at the Following Meeting</td>
</tr>
<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
</tr>
<tr>
<td></td>
<td>Nil</td>
</tr>
</tbody>
</table>
18. Matters Behind Closed Doors

General Management Services

Moved Cr Smith, seconded Cr McManus:

That the Corporate and Community Development Committee CLOSES the meeting to the members of the gallery and Officers (with the exception of the Chief Executive Officer, Director Community Development and the Minute Officer) in accordance with section 5.23(2)(b) and (e)(iii) of the Local Government Act 1995 to allow the Corporate and Community Development to discuss Item GMS-015/16 Advisory Committee Membership – Review Appointments.

Carried – 5/0

4:39pm The Chairperson requested that members of the gallery and Officers depart the meeting.

The meeting resumed behind closed doors.

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)(e)(iii) of the Act

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-015/16 Advisory Committee Membership – Review Appointments (Absolute Majority)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GOV/39-02</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mrs Jelette Edwards, Governance Coordinator</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Peter Varris, Manager Governance and Councillor Support</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Ms Jillian Obiri-Boateng, Manager Community Support and Safety Services</td>
</tr>
<tr>
<td></td>
<td>Ms Julia Dick, Manager Community Capacity Building</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
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</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Execute</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td></td>
</tr>
</tbody>
</table>
Moved Cr Smith, seconded Cr McManus:
That the Corporate and Community Development meeting be OPENED to the public.
Carried – 5/0

5:08pm The meeting came out from behind closed doors. The Chairperson did not read aloud the Committee Recommendations carried behind closed doors as no members of the gallery returned to the meeting.

The following Committee Recommendations were carried behind closed doors.

Committee Recommendation

That Council APPOINTS the following community and organisation representatives to the respective Advisory Committees listed as follows for a two-year term of office commencing 23 August 2016:

**Active Ageing and Care Advisory Committee**
- Lorraine Dunkling
- Sheena Edwards
- Debra Letica
- Ron Pease
- Margaret Steele
- Janice Thair
- Valerie Turnell
- Kay White

Committee Voting – 5/0

**City Safe Advisory Committee**
- Celine ‘Sally’ Low
- Sarah Blake
- Dale Kerferd
- Antoinette Williamson
- Kenneth ‘Roy’ Sankey
- Tony Gale
- Robert Dedman
- Robert Cooper

Committee Voting – 5/0
Cultural Advisory Committee
- Celia Allan
- Graham Oosthuizen
- Meg Salazaar
- Stephanie Byrnes
- Josephine Snashall

Committee Voting – 5/0

Global Friendship Committee
- Marion Paterson
- Deb Wall
- Charmaine Oosthuizen
- Sarah Blake
- Fiona Nutz
- Noburo Hagiwara

Committee Voting – 5/0

Neighbours Unite Advisory Committee
- Lorraine Dunkling
- Valerie Ashman
- Antoinette Williamson
- Tony Gale
- Robert Cooper

Committee Voting – 5/0

Pioneers’ Luncheon Working Party
- Jan Ward

Committee Voting – 5/0

Rockingham Education and Training Advisory Committee
- Lynette Vernon    University representative
- Michael Scally    South Metropolitan TAFE representative
- Des Mitchell      Independent Schools representative
- Gary Anderson     Department of Education (South Metropolitan Regional Office) representative
- Kendal Drew      Community member

Committee Voting – 5/0

Sports Advisory Committee
- Rob Bates
- Harmony Crouch
- Clive Higgins
- Bailey O’Donnell
- Claudia Wells
- Carolyn Wilson

Committee Voting – 5/0
Moved Cr Smith, seconded Cr McManus:
That the Corporate and Community Development Committee CLOSES the meeting to the members of the gallery and Officers (with the exception of the Chief Executive Officer) in accordance with section 5.23(2)(a,b,e) of the Local Government Act 1995 to discuss Confidential Item GMS-016/16 - Appointment of Director Legal Services and General Counsel.

Carried – 5/0

5:09pm The Chairperson requested that any members of the gallery and Officers depart the meeting.

The meeting resumed behind closed doors.

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)(a,b,e) of the Act

General Management Services

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<td>Executive</td>
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<td></td>
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</tbody>
</table>

Site: 
Lot Area: 
Attachments: 
Maps/Diagrams: 

Appointment of Director Legal Services and General Counsel
**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council APPROVES the removal of the “senior employee” designation from the position Director Legal Services and General Counsel.

Moved Cr Smith, seconded Cr Stewart:

That the Corporate and Community Development meeting be OPENED to the public.

Carried – 5/0

5:28pm The meeting came out from behind closed doors. The Chairperson did not read aloud the Committee Recommendations carried behind closed doors as no members of the gallery returned to the meeting.

The following Committee Recommendation was carried behind closed doors.

**Committee Recommendation**

That Council APPROVES the removal of the “senior employee” designation from the position Director Legal Services and General Counsel.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable

19. **Date and Time of Next Meeting**

The next Corporate and Community Development Committee Meeting will be held on **Tuesday 20 September 2016** in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

20. **Closure**

There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at **5:28pm**.