MINUTES
Community Development Committee Meeting

Held on Monday, 10 September 2012 at 4:00pm
City of Rockingham Boardroom
<table>
<thead>
<tr>
<th>No.</th>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Declaration of Opening</td>
<td>4</td>
</tr>
<tr>
<td>2.</td>
<td>Record of Attendance/Apologies/Approved Leave of Absence</td>
<td>4</td>
</tr>
<tr>
<td>3.</td>
<td>Responses to Previous Public Questions Taken on Notice</td>
<td>4</td>
</tr>
<tr>
<td>4.</td>
<td>Public Question Time</td>
<td>4</td>
</tr>
<tr>
<td>5.</td>
<td>Confirmation of Minutes of the Previous Meeting</td>
<td>5</td>
</tr>
<tr>
<td>6.</td>
<td>Matters Arising from the Previous Minutes</td>
<td>5</td>
</tr>
<tr>
<td>7.</td>
<td>Announcement by the Presiding Person without Discussion</td>
<td>5</td>
</tr>
<tr>
<td>8.</td>
<td>Declaration of Member’s and Officer’s Interest</td>
<td>5</td>
</tr>
<tr>
<td>9.</td>
<td>Petitions/Deputations/Presentations/Submissions</td>
<td>5</td>
</tr>
<tr>
<td>10.</td>
<td>Matters for which the Meeting may be Closed</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Community Development Information Bulletin – September 2012</td>
<td>5</td>
</tr>
<tr>
<td>12.</td>
<td>Agenda Items – Community Development Committee</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Community Infrastructure Planning</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>CIP-009/13 Secret Harbour Surf Life Saving Club Redevelopment - Project Reference Group</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Community Capacity Building</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>CCB-024/12 Recommendation from the Active Ageing and Care Advisory Committee Meeting held on 21 June 2012</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Community Safety</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>CSA-13/12 Cadet Fire Unit</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Community Development</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>CD-001/12 Advisory Committee Community Membership Review and Appointments</td>
<td>18</td>
</tr>
<tr>
<td>13.</td>
<td>Reports of Councillors</td>
<td>36</td>
</tr>
<tr>
<td>14.</td>
<td>Addendum Agenda</td>
<td>36</td>
</tr>
<tr>
<td>15.</td>
<td>Motions of which Previous Notice has been given</td>
<td>36</td>
</tr>
<tr>
<td>16.</td>
<td>Notices of Motion for Consideration at the Following Meeting</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>17. Urgent Business Approved by the Person Presiding or by Decision of Council</td>
<td>36</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------------------------</td>
<td>----</td>
</tr>
<tr>
<td></td>
<td>18. Matters Behind Closed Doors</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>19. Date and Time of Next Meeting</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>20. Closure</td>
<td>36</td>
</tr>
</tbody>
</table>
## 1. Declaration of Opening

The Chairperson declared the Community Development Committee Meeting open at **4.05pm** and welcomed all present.

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

### 2.1 Councillors

- Cr Leigh Liley
- Cr Joy Stewart
- Cr Deb Hamblin
- Cr Lorraine Dunkling

### 2.2 Executive

- Mr Andrew Hammond (Chief Executive Officer)
- Ms Gay Thornton (Director Community Development)
- Mr John Pearson (Director Corporate Services)
- Mr John Woodhouse (Director Legal Services and General Counsel)
- Mr Michael Quirk (Manager Community Infrastructure Planning)
- Ms Jillian Obiri-Boateng (A/Manager Community Support Services)
- Ms Tracey Bottrell (A/Manager Library Services)
- Ms Genevieve Rowles (Manager Community Safety)
- Mr Nick Brown (Manager Community and Leisure Facilities)
- Mr Michael Holland (Manager Community Capacity Building)
- Mr Peter Varris (Manager Governance and Councillor Support)
- Ms Diane Zanre (A/PA to Director Community Development)

### Members of the Public: Nil

### Press: Nil

### 2.3 Apologies: Nil

### 2.4 Approved Leave of Absence: Nil

## 3. Responses to Previous Public Questions Taken on Notice

Nil

## 4. Public Question Time

Nil
5. **Confirmation of Minutes of the Previous Community Development Committee Meeting**

Moved Cr Dunkling, seconded Cr Stewart:

That Council **CONFIRM** the Minutes of the Community Development Committee Meeting held on 13 August 2012, as a true and accurate record.

Committee Voting – 4/0

6. **Matters Arising from the Previous Community Development Committee Meeting Minutes**

Nil

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

4.07pm 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**

Nil

9. **Petitions/Deputations/Presentations/Submissions**

Nil

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

Nil

11. **Bulletin Items**

**Community Development Information Bulletin – September 2012**

**Community Support Services**

1. Community Support Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Regional Community Services Leadership Programmes
   3.2 Urban Art
   3.3 Rockingham Connect
4. Information Items
   4.1 Community Support Services General
   4.2 Youth Services
   4.3 Out of School Hours Care (OSHC)
   4.4 Social Connector Pilot Program

**Community Infrastructure Planning**

1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Youth Outdoor Recreation Space Strategy – Implementation Actions
### Community Infrastructure Planning

1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Youth Outdoor Recreation Space Strategy – Implementation Actions
   - 3.2 Public Open Space Strategy
   - 3.3 Baldivis District Sporting Complex Feasibility Study and Concept Plan
   - 3.4 Secret Harbour Community Library Feasibility Study and Concept Plan
   - 3.5 Rockingham Arts Centre
   - 3.6 Baldivis Library and Community Centre
   - 3.7 Secret Harbour Surf Life Saving Club Redevelopment
   - 3.8 Baldivis Group Settlement School Buildings – Conservation Works
   - 3.9 Aquatic Facilities Strategy
   - 3.10 Community Infrastructure Plan
   - 3.11 Community Purpose Site Strategy
   - 3.12 Regional Cycling Facilities Feasibility Study
   - 3.13 Council Motion – Development of a Shared Use Reserve at Rhonda Scarrott Reserve/Future Golden Bay Primary School
   - 3.14 Active Ageing Precinct Master Plan
   - 3.15 Sports Floodlighting Upgrade Program

### Community Capacity Building

1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Rockingham City Football Club
   - 3.2 Rockingham Regional Environmental Centre
   - 3.3 Rockingham Rams Football Club
   - 3.4 Community Grants Program (CGP)
   - 3.5 Infrastructure Planning and Development Grants
   - 3.6 Bert England Lodge – Management and Governance
   - 3.7 Disability Access and Inclusion Plan

4. Information Items
   - 4.1 Community Garden
   - 4.2 Active Ageing
   - 4.3 Challenger Court – Aged Persons Units
   - 4.4 Challenger Lodge
   - 4.5 Youth Development
   - 4.6 Sport and Recreation
   - 4.7 Community Capacity Building Events
   - 4.8 Rockingham Early Years Group
   - 4.9 Rockingham Education and Training Advisory Committee
   - 4.10 Events Advisory Group
<table>
<thead>
<tr>
<th>4.11 Cultural Development and Arts</th>
</tr>
</thead>
</table>

**Community Safety**

1. Community Safety Team Overview
2. Human Resource Update
3. Information Items
   3.1 Security Operational
   3.2 Crime Prevention and Community Safety General
   3.3 Rangers
   3.4 Emergency Services
   3.5 Emergency Management and Recovery

**Community and Leisure Facilities**

1. Community and Leisure Facilities Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Rockingham Child Care Services
   4.2 Rockingham Aquatic Centre
   4.3 Rockingham Autumn Centre
   4.4 Gary Holland Community Centre
   4.5 Warnbro Community Recreation Centre and Mike Barnett Sports Complex Management Committee Minutes 15 August 2012
   4.6 Warnbro Community Recreation Centre Manager’s Report – July 2012
   4.7 Mike Barnett Sports Complex Manager’s Report – July 2012
   4.8 Aqua Jetty Manager’s Report – July 2012

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**Committee Recommendation**

That Councillors acknowledge having read the Community Development Information Bulletin – September 2012 and the contents be accepted.

Committee Voting – 4/0
12. Agenda Items

Community Infrastructure Planning

Community Development
Community Infrastructure Planning

Reference No & Subject: CIP-009/13
Secret Harbour Surf Life Saving Club Redevelopment - Project Reference Group

File No: CSV/1565-03

Proponent/s:
Dean Burton, Community Infrastructure Planning Officer

Author:
Michael Quirk, Manager Community Infrastructure Planning

Other Contributors:

Date of Committee Meeting: 10 September 2012

Previously before Council:
CIP-013/11, CIP-016/11, CIP-019/11

Disclosure of Interest:
Executive Function

Site:
Lot Area:

Attachments:
Maps/Diagrams:

Purpose of Report

For Council to form the Secret Harbour Surf Life Saving Club Redevelopment Project Reference Group to guide the forthcoming detailed design phase of the project.

Background

At the Ordinary Council Meeting on 23 August 2011 (Report CIP-016/11) it was resolved to:

1. **ACCEPT** the Secret Harbour Surf Life Saving Club – Clubhouse Redevelopment Project – Stage 1 Report: Needs Assessment and Facility Provision Options (December 2009) and the SHSLSC – Feasibility Study and Business Plan (October 2010) as the basis for the Secret Harbour Surf Life Saving Club redevelopment project.

2. **ENDORSE** Concept Plan 2 – Construction of a new facility within Lot 4142 and minor upgrades to the current facility within Lot 4248 Palermo Cove, Secret Harbour subject to approval being granted by the State Land Authority, as the preferred redevelopment option of the Secret Harbour Surf Life Saving Club in 2013/14 as per the City Business Plan 2011/12 to 2020/21.
3. **ADVISE** the Secret Harbour Surf Life Saving Club to prepare a Business Plan and Club Governance Model, based upon Concept Plan 2 – Construction of a new facility within Lot 4142 and minor upgrades to the current facility within Lot 4248 Palermo Cove, Secret Harbour, with a concerted focus on sustainable facility and asset management.”

Subsequently, an amount of $4,885,000 has been included in the City Business Plan for this project including an allocation of $490,000 in 2012/13 for detailed design and $4,395,000 in 2013/14 for construction. Given that the tender to engage architectural services for the development of detailed design documentation shall soon be advertised it is considered appropriate to form a Project Reference Group to guide this next phase of the project.

### Details

The detailed design phase of the Secret Harbour Surf Life Saving Club Redevelopment Project will further progress the endorsed facility concept plan with the resultant plans and documentation allowing Council to tender for construction in 2013/14. Throughout this detailed design phase a range of key decisions will be made that may impact Council objectives for the project as well outcomes for the wider community. On this basis, it is vitally important that all key stakeholders are involved in such decision making so that Council are provided with suitable advice to make well informed, balanced decisions.

With large community infrastructure projects it is standard practice to establish a Project Reference Group to assist Council by providing such guidance and advice on matters relating to the project. For this particular project it is considered necessary that Council form a Project Reference Group comprising of the following members:

- 1 x Councillor (and 1 x Councillor as Deputy)
- Director Community Development
- 2 x Secret Harbour Surf Life Saving Club Representatives
- 1 x Surf Life Saving Western Australia Representative
- 1 x Secret Harbour Surf Beach Boardriders Club Representative
- 1 x Secret Harbour Residents Association Representative

The Project Reference Group will be provided with Executive Support by the Manager Community Infrastructure Planning in close collaboration with the Manager Capital Projects and Procurement. The appointed Project Architect will also attend Project Reference Group Meetings.

A Technical Reference Group comprising representatives from all relevant City Departments including but not limited to Community Capacity Building, Asset Services, Parks Services, Community and Leisure Facilities, Statutory Planning, Building Services and Health Services will operate concurrently to the Project Reference Group. Representatives from this Technical Reference Group may provide advice to, and attend, the Project Reference Group as required. The Technical Reference Group will be provided Executive Support by the Manager Capital Projects and Procurement.

The Project Reference Group will act under the following Terms of Reference:

“To guide the detailed design phase of the Secret Harbour Surf Life Saving Club Redevelopment project to ensure outcomes meet both Council and community objectives”

The Project Reference Group will adopt the following key focus areas:

- To provide guidance and advice on key issues at each project phase/milestone
- To consider and provide comment on any significant alterations to the project scope
- To ensure that key issues and achievements are communicated amongst stakeholders
- To receive regular reports from the Project Manager regarding project deliverables within agreed scope, timeframe and budget
- To receive regular reports from the Project Architect and relevant Officers regarding the technical aspects of the facility design
Implications to Consider

a. **Consultation with the Community**
   
The proposed formation and composition of the Project Reference Group was discussed at the Secret Harbour Surf Life Saving Club Board Meeting on 15 August 2012.

b. **Consultation with Government Agencies**
   
The Community Sporting and Recreation Facilities Fund (CSRFF) Agreement between the City and the Department of Sport and Recreation states that the Department should have a representative on any project reference group or project steering group. However, discussions with the Department has confirmed that it does not wish to have a representative on the Secret Harbour Surf Life Saving Club Redevelopment Project Reference Group. The Department will be kept informed through CSRFF Progress Reports and Project Reference Group Minutes.

c. **Strategic**
   
   **Community Plan**
   
   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:
   
   **Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant
   
   **Aspiration 16:** A Council which engages with all elements of the community in order to make decisions that respect Rockingham’s unique sense of place whilst positively contributing to its future prosperity

d. **Policy**
   
   The Project Reference Group will be established as per the City’s Governance and Meeting Framework Policy 2009. The Policy will need to be amended to include this Group.

e. **Financial**
   
   An amount of $490,000 is included within the City Business Plan in 2012/13 for the appointment of a Project Architect to prepare detailed design documentation.

f. **Legal and Statutory**
   
   In accordance with the Local Government Act 1995, Section 5.10, Appointment of Committee Members.

Comments

The formation of a Project Reference Group that will oversee the detailed design stage of the Secret Harbour Surf Life Saving Club Redevelopment project is deemed necessary to ensure both Council and the wider community’s objectives are successfully met. Once the Project Reference Group is established the City will actively seek the most suitable representatives from Secret Harbour Surf Life Saving Club, Surf Life Saving Western Australia, Secret Harbour Surf Beach Boardriders Club and Secret Harbour Residents Association. This will ensure that the Project Reference Group composition provides Council with valuable expertise, experience and local knowledge to effectively guide the overall design and development of the Secret Harbour Surf Life Saving Club Redevelopment.

Voting Requirements

Absolute Majority
Officer Recommendation

That Council:

1. **ESTABLISH** the Secret Harbour Surf Live Saving Club Redevelopment Project Reference Group with the following Terms of Reference and membership compilation. Terms of Reference - "To guide the detailed design phase of the Secret Harbour Surf Life Saving Club Redevelopment project to ensure outcomes meet both Council and community objectives.

Membership - One Councillor (and one Councillor as Deputy)
- Director Community Development
- Two Secret Harbour Surf Club Representatives
- One Surf Life Saving WA Representative
- One Secret Harbour Surf Beach Boardriders Club Representative
- One Secret Harbour Residents Association Representative

2. **APPOINT** the following members and proxies to the Secret Harbour Surf Life Saving Club Redevelopment Project Reference Group:
- Councillor _____________________________
- Councillor _____________________________ (Deputy)
- Ms Gay Thornton, Director Community Development

3. **AMEND** the Governance and Meeting Framework Policy to include the Secret Harbour Surf Lifesaving Club Redevelopment Project Reference Group.

Committee Recommendation

That Council:

1. **ESTABLISH** the Secret Harbour Surf Live Saving Club Redevelopment Project Reference Group with the following Terms of Reference and membership compilation. Terms of Reference - "To guide the detailed design phase of the Secret Harbour Surf Life Saving Club Redevelopment project to ensure outcomes meet both Council and community objectives.

Membership:
- One Councillor (and one Councillor as Deputy)
- Director Community Development
- Two Secret Harbour Surf Club Representatives
- One Surf Life Saving WA Representative
- One Secret Harbour Surf Beach Boardriders Club Representative
- One Secret Harbour Residents Association Representative

2. **AMEND** the Governance and Meeting Framework Policy to include the Secret Harbour Surf Lifesaving Club Redevelopment Project Reference Group.

Committee Voting – 4/0

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

To enable the appointment of the entire Reference Group membership, the appointment of Councillor deputy and Director Community Development is to be deferred until the names of the community representation is known.

Implications of the Changes to the Officer’s Recommendation

Not applicable
Community Capacity Building

Community Development Committee Minutes
Monday 10 September 2012

Purpose of Report
To adopt the recommendation from the Active Ageing and Care Advisory Committee to investigate the City’s accessibility around pedestrian guard rails impeding the users of motorised carts (gophers) on Footpaths/Alleyways in Rockingham.

Recommendation to the Community Development Committee

Advisory Committee Recommendation
Investigate the City’s Accessibility for Footpaths/Alleyways

That Council agree to REVIEW the City’s Accessibility of Footpaths / Alleyways / Pedestrian guard rails for the use of motorised carts (Gophers).

Background
The Active Ageing and Care Advisory Committee raised concerns in its 21 June 2012 meeting regarding the lack of accessibility around some local footpaths and alleyways by users of motorised carts (gophers). It was identified that some residents experience an inability to manoeuvre around the pedestrian guard rails which impede gophers accessing/utilising the footpath network throughout the City of Rockingham. As a result, residents have to use other footpaths/alleyways that do not have the pedestrian guard rails.
Implications to Consider

a. Strategic

Community Plan

This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

**Aspiration 1:** An involved and engaged community enjoying a lifestyle that caters for all residents, including those with specific or special needs.

b. Policy

Nil

c. Financial

Nil

d. Legal and Statutory

Nil

e. Voting Requirements

Simple Majority

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

Nil

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

Nil

**Committee Recommendation**

That Council agree to **REVIEW** the City’s Accessibility of Footpaths / Alleyways / Pedestrian guard rails for the use of motorised carts (Gophers).

Committee Voting – 4/0

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

Not applicable

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

Not applicable
Community Safety

Community Development
Community Safety

Reference No & Subject:
File No: CSA-13/12
Proponent/s: EMS/177
Author: Town of Kwinana
Other Contributors: Ms Genevieve Rowles, Manager Community Safety
Date of Committee Meeting: 10 September 2012
Previously before Council: 14 May 2009, 26 June 2007
Disclosure of Interest:
Nature of Council’s Role in this Matter: Executive Function

Purpose of Report

Council consideration of the allocation of budgetary funds for a 50% contribution towards the operation and maintenance costs of the Cadet Fire Unit, currently utilised by the Fire and Emergency Services Authority (FESA) Kwinana/Rockingham Emergency Services Cadet Unit, following a request from the Town of Kwinana for a contribution

Background

A joint Rockingham/Kwinana Emergency Services Cadet Unit is operated from Rockingham Senior High School by FESA. The unit provides leadership training to high school aged people with an interest in emergency services. Members are trained in various areas of emergency services and involvement encourages the development of career paths in essential services such as these.

More than eight (8) years ago Alcoa donated a fire unit to Kwinana’s Volunteer Fire Brigades, however, due to newly introduced standards at the City at that time, it was considered unsuitable for their use. As such the vehicle was donated to the Emergency Services Cadets Group. Over the years the vehicle has been replaced and different requirements for funding have arisen as a result over the period.

It is understood that there was regular communication between the Town of Kwinana and the City of Rockingham regarding fiscal responsibility resting with the local governments or with FESA. The recurring financial costs associated with the use and maintenance of the vehicle...
Details

The Development of the Unit and Past Financial Arrangements

As mentioned above, around eight (8) years ago Alcoa donated a fire unit to Kwinana’s Volunteer Fire Brigades, however due to newly introduced standards at the City at that time, it was considered unsuitable for their use. As such the vehicle was donated to the Emergency Services Cadets Group.

In 2006 when the parked vehicle was badly damaged during an accident the Town of Kwinana arranged for the disposal of the vehicle and worked with FESA to obtain a suitable replacement. As well as the purchase price of $10,000 for the replacement vehicle, the Town of Kwinana spent an additional $1200 on the vehicle and provided $3200 in the 2009-10 budget to keep the vehicle roadworthy.

In 2009 the Emergency Services Cadet Unit requested an additional $2000 to customise the vehicle for its use. Contributions from fund-raising were a possibility however overstretching volunteers who were giving their time generously was a concern. The vehicle is currently stored in the open air at the Kwinana Depot. The cadets have expressed an interest in acquiring a shed/building in which to keep the vehicle and trailer that they also have. This would contribute to maintaining the condition of the vehicle.

It appears that for a number of years now and as is the current situation, an approach was made by the Town of Kwinana seeking assistance with the operational costs of the vehicle used by the Rockingham/Kwinana Emergency Services Cadet Unit. Historically the City of Rockingham has managed these requests in a number of ways, 2007 and 2009 saw reports to Council requesting consideration of funds for inclusion in the following financial years’ budgets. The paperwork associated with the allocation of funds has been difficult to secure, however to date there is no evidence that a long term written agreement for the City’s involvement has been undertaken or endorsed.

Benefits of involvement with the Emergency Services Cadet Unit:

The current membership of the Unit is 26 members, with an average of 15 attending drills and other training on a regular basis. The greater proportion of the cadets group is from Rockingham compared to Kwinana.

The benefits of involvement with the Emergency Services Cadet Unit include: the vehicle proving to be a valuable training and public relations tool; opportunities to partner with other agencies and businesses who contribute financially; positive relationship with Kwinana in an endeavour that benefits the communities of both; the crest of both local governments could be applied to the vehicle to reflect cooperation between our two Council’s Emergency Services.

Associated Risks

Possible risks of involvement if funding is provided through a written agreement include the expectation that the City will provide ongoing funding for this group and other community groups for initiatives that are not directly City business and future or further cost shifting from State Agencies to local governments.

Risk associated with not supporting the request for a contribution include the possible community dissatisfaction; Town of Kwinana would be responsible for 100% of the associated costs although a greater proportion of cadets are from Rockingham compared to Kwinana.
## Implications to Consider

| a. Consultation with the Community | Nil |
| b. Consultation with Government Agencies | The Town of Kwinana, FESA and the City of Rockingham have informally discussed and in the past have made some informal decisions and some formal funding agreements regarding financial contributions for the running of the vehicle. |
| c. Strategic | Community Plan  
This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:–  
**Aspiration 2:** A safe community where residents, relaxed and comfortable within their home, work and social environments. |
| d. Policy | Nil |
| e. Financial | Previous reports to Council in 2007 and 2009 requested consideration of an allocation of $3000 per financial year. The current invoice for 2011-12 is in the amount of $1000. It is reasonable to assume that an invoice and request will be generated for the 2012-13 financial year shortly.  
There are currently no budgetary funds allocated for this purpose and as such savings would need to be identified from the current budget which is possible through the first budget review process for this financial year to be conducted in September 2012. |
| f. Legal and Statutory | Nil |

## Comments

The benefits of continuing to provide financial support into the future for the vehicle including training, good will, investment in the community and young people is considered worthy of support with a number of considerations investigated to provide options for Council to consider for the 2013-14 financial year and onwards.

The issues to be investigated and resolved over the next six months (prior to any commitment beyond 2012/13) further include seeking a clear statement of intent and agency responsibility for the maintenance, repairs and replacement of the vehicle from FESA.

Quarterly reports would need to be requested of the Emergency Services Cadet Unit so an assessment into membership, benefits and the like can be undertaken.

Together with the Town of Kwinana, FESA and the Cadet group, the City needs to explore possible partnerships with other businesses and community groups for financial support of the vehicle and associated initiatives. Additionally, information pertaining to the Community Grants Program could be provided to the Unit so it can consider applying for the additional works to the vehicle and shed/garage that it has expressed an interest in acquiring.

## Voting Requirements

Simple majority
Officer Recommendation

That Council:

1. **AGREE** to providing financial support up to $2,000 representing 50% maximum contribution for maintenance of the Rockingham/Kwinana Emergency Services Cadet Unit vehicle, to be identified within the September 2012 Budget Review process, subject to the Town of Kwinana providing a claim detailing actual amounts incurred for the operation of the truck during the 2011-12 and 2012-13 financial years.

2. **SUPPORT** a review and evaluation of the service to determine the nature of the City’s involvement and contribution to the Rockingham/Kwinana Emergency Services Cadet Unit in the future.

Committee Recommendation

That Council:

1. **AGREE** to providing financial support up to $2,000 representing 50% maximum contribution for maintenance of the Rockingham/Kwinana Emergency Services Cadet Unit vehicle, to be identified within the September 2012 Budget Review process, subject to the Town of Kwinana providing a claim detailing actual amounts incurred for the operation of the truck during the 2011-12 and 2012-13 financial years.

2. **SUPPORT** a review and evaluation of the service to determine the nature of the City’s involvement and contribution to the Rockingham/Kwinana Emergency Services Cadet Unit in the future.

Committee Voting – 4/0

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

Not applicable

Implications of the Changes to the Officer's Recommendation

Not applicable
Community Development

Community Development

Reference No & Subject: CD-001/12  Advisory Committee Community Membership Review and Appointments

File No: GOV/39

Proponent/s: Mr Peter Varris, Manager Governance and Councillor Support
Mrs Lyn Spearing, Personal Assistant to Director Community Development

Author: Julie McDonald, Active Ageing Development Manager
Nick Brown, Manager Community and Leisure Facilities
Michael Quirk, Manager Infrastructure Planning
Gary Rogers, Manager Procurement and Projects
Greg Whip, Coordinator Emergency Services
Genevieve Rowles, Manager Community Safety
Lee Battersby, Coordinator Cultural Development and the Arts
Tenille Wightman, Senior Community Development Officer (Sport and Recreation)

Date of Committee Meeting: 10 September 2012

Previously before Council: 10 September 2012

Disclosure of Interest: None

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

Purpose of Report

To consider nominations from community members / representatives for appointment on various Advisory Committees reporting through the Community Development Committee.
Background

Advisory Committees comprise of Councillors, community members and representatives of organisations. They provide recommendations to Council in accordance with their respective terms of reference. Councillor membership of Advisory Committees is determined after each Council ordinary election with the last appointments made in at the Special Council meeting of 17 October 2011. In accordance with Council’s ‘Governance and Meeting Framework’ policy the City is to review the community membership of all Advisory Committees between 1 July and 30 September in the year falling between Council ordinary elections with all new membership proposals being considered by Council no later than the October ordinary Council meeting of that year, in this case 2012.

The policy requires that the Advisory Committee community member positions to be advertised in the local media and that existing members be written to and invited to reapply.

Details

To facilitate the process to review and appoint Advisory Committee community members, advertisements seeking nominations were published in the Weekend Courier on 6 July 2012 and the Sound Telegraph on 11 July 2012. The City also called for nominations on the City’s website and through various social media platforms. The Executive Support Officers for each Advisory Committee also wrote to the existing membership inviting them to renominate and the Mayor took the opportunity to remind those in attendance of the nomination process at the Civic Reception for Advisory Committee community members held on the 18 July 2012.

Nominations closed at 4pm Friday 27 July 2012 and late nominations have been accepted where insufficient nominations have been received to fill the specified number of positions.

The review process has also identified a number of issues relating to Advisory Committees. These include the need to review terms of reference and / or the relevance of the Advisory Committee, the number of community members and whether the community member represents a community or special interest group.

Implications to Consider

a. Consultation with the Community

Nominations for community membership of Advisory Committees were invited through advertisements in the local newspapers, the City’s website and social media platforms. Letters were also sent to existing community members.

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/s contained in the Community Plan 2011:-

- **Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

- **Aspiration 16:** A Council which engages with all elements of the community in order to make decisions that respect Rockingham’s unique sense of place whilst positively contributing to its future prosperity.

d. Policy

Council Policy ‘Governance and Meeting Framework’ underpins the review and appointment of community membership of Advisory Committees.
e. **Financial**

The financial implications of the review and appointment of community members to Advisory Committees is limited to the cost of advertising and officer time in undertaking the review. Costs will be accommodated within existing budget allocations.

f. **Legal and Statutory**

Sections 5.8, 5.9 and 5.10 of the Local Government Act 1995 specifies legislative matters in respect to committees and the appointment of committee members.

Section 67 of the Bush Fires Act 1954 specifies legislative matters in respect to the Bush Fire Advisory Committee.

Section 38 of The Emergency Management Act 2005 specifies legislative matters in respect to the establishment of Local Emergency Management Committee.

### Comments

The following information provides the background on each Advisory Committee, the nominations for community membership received and any other matters arising in respect function of the respective Advisory Committee:

**Active Ageing and Care Advisory Committee**

**Terms of Reference**

To drive the development of Rockingham communities to provide lifestyle opportunities, facilities and support services, for people post retirement, seniors, frail elderly and their carers, to ensure their continued participation and inclusion in the community, in order that they can meet their own needs and aspirations.

**Current Membership**

- 3 Councillors
- 5 Community Members

Executive Support – Active Ageing Development Manager

**Community Membership Nominations Received**

- Ms Dianne Webb
- Ms Gwen Nuth
- Ms Janice Thair
- Mr Ross Bradshaw
- Ms Valerie Turnell

**Comments**

The nominees are recommended to Council for appointment to the Active Ageing and Care Advisory Committee based on their knowledge, skills, experience in the Ageing field and their ability to provide advice in line with Active Ageing Strategy. Council’s acknowledgement of the work of outgoing members will be conveyed to each in a letter of appreciation.

**Recommendation**

That Council APPOINT the following community representatives to the Active Ageing and Care Advisory Committee for a two-year term of office commencing 25 September 2012:

- Ms Dianne Webb
- Ms Gwen Nuth
- Ms Janice Thair
- Mr Ross Bradshaw
- Ms Valerie Turnell
**Autumn Centre Strategic Development Committee**

**Terms of Reference**
1. To promote the usage of the Autumn Centre by the wider community.
2. To provide a channel for feedback and communication between the Autumn Centre users and Council.
3. To provide a vision into future service delivery trends focusing on alignment with external best practice.
4. To provide feedback on customer service and to assist in provision of customer service surveys.
5. To identify marketing opportunities to improve the broader community’s awareness of the Autumn Centre.

**Current Membership**
- 2 Councillors
- 6 Autumn Centre members
- 2 Community members

**Executive Support**
- Manager Community and Leisure Facilities

**Community Membership Nominations Received**
Nil

**Comments**
The committee has recently completed all the items outlined in the Autumn Centre Strategic Development Committee Action Plan and therefore does not have enough workload to continue as a Strategic Development Committee. Executive support officer recommends the Autumn Centre Strategic Development Committee be disbanded.

**Recommendation**
That Council **DISBAND** the Autumn Centre Strategic Development Committee

**Baldivis Library and Community Centre Project Reference Group**

**Terms of Reference**
To guide the design, development and activation phases of the Baldivis Library and Community Centre project to ensure outcomes meet both Council objectives and community values

**Current Membership**
- 2 Councillors
  - Paul Brown representing Stockland
- 2 Community Members
  - Director Community Development

**Executive Support**
- Manager Community Infrastructure Planning and Manager Procurement and Projects

**Community Membership Nominations Received**
- Ms Elizabeth Bienkowski
- Ms Margaret Steele
- Mr Ronald Long
- Ms Sandra Blackshaw

**Comments**
The committee has been established with community members who have extensive networks throughout the Baldivis community. It is necessary that members have the knowledge, skills and local experience to be able to contribute ideas and information that is representative of the needs and aspirations of the broader Baldivis community.
Following consideration of the community representative nominations received it is evident that the existing community members on the committee, Ms Margaret Steels and Ms Elizabeth Bienkowski, demonstrate the highest level of relevant experience and knowledge to contribute to the project. On this basis, it is recommended that they both continue as the community representatives on the Project Reference Group.

Whilst the applications received from Mr Ronald Long and Ms Sandra Blackshaw demonstrated varying levels of involvement in the Baldivis community, their networks were not as extensive nor well established as those of the recommended representatives.

Recommendation

That Council APPOINT the following community representatives to the Baldivis Library and Community Centre Project Reference Group for a two-year term of office commencing 25 September 2012:

- Ms Elizabeth Bienkowski
- Ms Margaret Steele

Bush Fire Advisory Committee

Terms of Reference

To advise Council on bush fire prevention matters.

Current Membership

1 Councillor

7 Representatives from Local and State Agencies and Services

Executive Support – Coordinator Emergency Services

Local and State Agencies and Services Nominations Received

- Mr Doug Smith representing Fire & Emergency Services Authority
- Mr Scott Jones representing Singleton Volunteer Bush Fire Brigade
- Mr Kynan Ridley representing Singleton Volunteer Bush Fire Brigade
- Mr Warren Schofield representing Baldivis Volunteer Bush Fire Brigade
- Mr Andrew Munro representing Rockingham Volunteer Fire & Rescue Service
- Mr Brendan Priviledge representing Secret Harbour Volunteer Fire & Rescue Service
- Mr Sam Hurd representing Department of Environment and Conservation

Comments

The role of the Bush Fire Advisory Committee is to provide advice to Council in all matters relating to the prevention, control and extinguishing of bush fires. This includes planning the layout of fire-breaks in the district, prosecutions for breaches of this Bush Fire Act 1954 (as amended), the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control.

It is necessary for members of this Advisory Committee to discuss and consider bush fire control matters with a detailed knowledge of the Bush Fires Act and Emergency Management Act. Members also contribute advice on the operating procedures and protocols of the Agency they represent. The nominees are recommended to Council for appointment to the Bush Fire Advisory Committee based on their knowledge, skills, experience, ability to provide advice and their previous involvement in bush fire control.

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1 Name now correctly amended from Robert to Ronald
Recommendation

That Council

1. **APPOINT** the following community representatives to the Bush Fire Advisory Committee for a two-year term of office commencing 25 September 2012:
   - Mr Doug Smith representing Fire & Emergency Services Authority
   - Mr Scott Jones representing Singleton Volunteer Bush Fire Brigade
   - Mr Kynan Ridley representing Singleton Volunteer Bush Fire Brigade
   - Mr Warren Schofield representing Baldivis Volunteer Bush Fire Brigade
   - Mr Andrew Munro representing Rockingham Volunteer Fire & Rescue Service
   - Mr Brendan Priviledge representing Secret Harbour Volunteer Fire & Rescue Service
   - Mr Sam Hurd representing Department of Environment and Conservation

2. **AMEND** the Bush Fire Advisory Committee terms of reference and composition of Advisory Committee as follows:

   “To advise Council on all matters relating to bush fire control including the management of bush fire brigades and coordination of prevention, preparation and response strategies.”

   Composition of Bush Fire Advisory Committee:
   - Councillor 1 Chairperson
   - Fire & Emergency Services Authority 1 representative
   - Singleton Volunteer Bush Fire Brigade 2 representatives
   - Baldivis Volunteer Bush Fire Brigade 2 representatives
   - Rockingham Volunteer Fire & Rescue Service 1 representative
   - Secret Harbour Volunteer Fire & Rescue Service 1 representative
   - Department of Environment and Conservation 1 representative

**City Safe Advisory Committee**

**Terms of Reference**
To provide a consultative forum that can effectively advise Council on community safety matters that arise in the City of Rockingham.

**Current Membership**
3 Councillors
9 Community Members
Executive Support – Manager Community Safety

**Community Membership Nominations Received**
- Mrs Sally Low
- Mr Roy Sankey
- Mrs Dale Kerferd
- Mr Bob Cooper
- Srn Sgt Mark Longman

**Comments**

In preparation for the introduction of the City's first Community Safety Crime Prevention Partnership Plan in 2005 the City Safe Advisory Committee was formed to monitor the progress of the plan and to provide feedback on its focus and outcomes. The role of the City Safe Advisory Committee has changed significantly over the previous two years and has moved away from Officers reporting on

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2 Amended due to typographical error
the previous months activities and instead focussed on the strategic direction of community safety to ensure outcomes significantly and positively impact the community.

It has become apparent that a committee of nine (9) community members is difficult to maintain as few meetings held in the last two years had full attendance. Community Safety and Crime Prevention are matters that need to be addressed in partnership with all levels of the community, groups and agencies. As a number of key community safety and crime prevention agencies are not involved in the Advisory Committee a gap has become evident, created from a lack of input from their industry perspective, expertise, knowledge and skills. It was considered preferable, therefore, to alter the membership of the Advisory Committee by reducing the number of community representatives to three (3), allowing the introduction of six (6) local and state agency representatives to ensure a balance in members direct experience or responsibility in community safety related activities.

A number of agencies were provided with the opportunity to nominate for membership on the City Safe Advisory Committee however the WA Police were the only agency to nominate. In addition four (4) community members renominated for membership. Should all nominated persons be recommended, four (4) positions would remain vacant.

As a result of the above, a review of the City Safe Advisory Committee and the City Safe Workshop, which follows from the Advisory Committee, has been undertaken. This included evaluating the outcomes and investigating a possible repetition of terms of reference and meetings between groups. The following are a sample of other forums which City of Rockingham representatives attend:

- South Metropolitan Managers Forum
- Peel Antisocial Behaviour Working Party
- Strategic Law and Order Group
- Local Emergency Management Advisory Committee

These meetings are attended by representatives from: Department of Housing; Department of Child Protection; Department of Communities; Department of Education; South Metropolitan Community Drug Services; Department of Corrective Services; City of Cockburn; Department of Housing; City of Fremantle; Disability Services Commission; Department of Indigenous Affairs; WA Police; City of Melville; Town of Kwinana; Department of Health; Department of Sport and Recreation; Fremantle Hospital; Rockingham Hospital; Centrelink; Department of Justice; Fire & Emergency Services Authority; Salvation Army, Australian Red Cross, Surf Life Saving Clubs; Department of Environment Conservation; Rockingham Volunteer Sea Rescue Group; Royal Australian Navy; Kwinana Industries Council

It has become evident that the purpose of the City Safe Advisory Committee is being duplicated via a number of other meetings and workshops. The demands on time for the agencies and Officers we have sought representation from, may be a contributing factor to the lack of uptake in nominations for membership as requested by the City. However the exchange of information and the successful partnerships, established by membership and attendance at the above and other meetings, are strong and continue to grow and develop. As such the City is not disadvantaged as much of what is required from the City Safe Advisory Committee Meeting is gained through communication, consultation, the exchange of ideas and opportunities to work collaboratively from these other forums.

The recommendation to Council is for the City Safe Advisory Committee to be disbanded. The continuation of the City Safe Workshop would continue to provide the opportunity for community members to be involved in a forum where they can openly discuss topics and provide suggestions and alternatives that can be researched by Officers. Any reports to evolve from the workshop and research that follows would be submitted through the Council Meeting process and the members of the workshop would remain in a position where they are contributing their expertise to community safety endeavours and showing their support to strategic imperatives.

Council’s acknowledgement of the work of outgoing members will be conveyed to each person with a letter of appreciation.

Recommendation

That Council DISBAND the City Safe Advisory Committee.
Cultural Advisory Committee

Terms of Reference
To foster projects and programs which enhance the culture of the City of Rockingham

Current Membership
1 Councillor
7 Community Members

Executive Support – Coordinator Cultural Development and the Arts

Community Membership Nominations Received
- Ms Pamela Ryder
- Ms Kez Wickham St George
- Mr Milton Blanch
- Ms Sue Sacchero
- Ms Jill Leggett
- Ms Gillian Peebles
- Ms Beth Philipps
- Ms Rosalie Cameron

Comments
The role of the Cultural Advisory Committee has changed significantly over the previous two years, with a reduction of time spent in considering grants application approvals (due to the restructuring of the Community Grants program) resulting in an increased focus on active arts practices within the Rockingham region. This change of focus has resulted in a change to the terms of reference, to reflect a more active committee role in bringing matters of artistic concern to the attention of Council.

Significantly, it has become apparent that a committee of seven community members is difficult to maintain. Few meetings in the last two years had full attendance, and full representation from the major arts and culture streams considered by the committee has been achieved largely by a constant committee presence of five community members, whilst still preserving as comprehensive a view of the cultural and arts landscape of the City as possible. It is considered preferable, therefore, to maintain a sitting committee of five members.

The nominees are recommended to Council for appointment to the Cultural Advisory Committee based on their creative arts knowledge, skills, experience and ability to provide advice in line with strategic Cultural Development & the Arts directions on behalf of the Rockingham community, as well as providing a balance between continuity of membership and the introduction of new modes of thought and artistic expression.

In addition, Council’s acknowledgement of the work of outgoing members will be conveyed to each in a letter of appreciation.

Recommendation
That Council:

1. **APPOINT** the following community representatives to the Cultural Advisory Committee for a two-year term of office commencing 25 September 2012:
   - Mr Milton Blanch
   - Ms Pamela Ryder
   - Ms Sue Sacchero
   - Ms Kez Wickham St George
   - Ms Jill Leggett
2. **AMEND** the Cultural Advisory Committee composition by reducing the number of community representatives on the Cultural Advisory Committee from 7 to 5.
Lark Hill Sportsplex Management Committee

Terms of Reference
To guide the ongoing management and promotion of the Lark Hill Sportsplex, and facilitate communication between key stakeholders to ensure the optimum use of the City’s premier sport and recreation facility.

Current Membership
2 Councillors
6 Community Members
Executive Support – Corporate Services - Community and Leisure Facilities

Community Membership Nominations Received
Nil

Comments
Nil

Recommendation
That Council APPOINT following representatives to the Lark Hill Sportsplex Management Committee for a two-year term of office commencing 25 September 2012:

- Mr Steve Langley representing Rockingham/Mandurah Districts Cricket Club
- Mr Ian Thompson representing Rockingham City Football and Social Club Inc
- Mr Perry New representing Rockingham and Districts Softball Association
- Mr Josh Bell representing Rockingham Rugby Union Football Club Inc
- Mr Paul Smith representing Lark Hill Sportsplex Coordinator
- Ms Wendy Wales representing Rockingham Districts Hockey Club
- Ms Bev Brankstone Rockingham Coastal Sharks Rugby League and Sporting Club

Local Emergency Management Advisory Committee

Terms of Reference
To provide advice to Council on local emergency matters.

Current Membership
1 Councillor
17 Representatives from Local and State Agencies and Services

Executive Support – Coordinator Emergency Services

Representatives from Local and State Agencies and Services Nominations Received

- Ms Maria Lonie representing Australian Red Cross
- Mr Ryan Hamblion representing Department of Child Protection
- Ms Cathy Robinson representing Department of Child Protection
- Mr Sean Walsh representing Department of Environment of Conservation
- Ms Nadine McLoughlin representing Emergency Management WA
- Mr Peter Norman representing Fire and Emergency Services Authority
- Mr Craig Reynolds representing Kwinana Industries Council
- Ms Janice Black representing Rockingham General Hospital
- Mr Peter Edwards representing Rockingham Volunteer Sea Rescue Group
- Mr Chris Aleman representing Rockingham Volunteer Sea Rescue Group
- Mr Bob Barker representing Rockingham Volunteer Sea Rescue Group
- Mr Hugh Jones representing Royal Australian Navy
Community Development Committee Minutes
Monday 10 September 2012

- Mr Royce Spencer representing Royal Australian Navy
- Ms Lisa Chatterton representing Salvation Army
- Mr Garry Williams representing Secret Harbour Surf Life Saving Club
- Mr Mike Wadley representing State Emergency Service
- Mr Dave Beard representing State Emergency Service
- Mr Andrew Jenner representing State Emergency Service
- Mr Bob Polson representing State Emergency Service
- Senior Sergeant Mark Longman representing WA Police

**Comments**

The City of Rockingham, under the Emergency Management Act 2005, is required to form and coordinate a Local Emergency Management Advisory Committee which operates under the State Emergency Management Committee and State Emergency Coordination Group.

The function of the Local Emergency Management Advisory Committee is to provide advice to and assist the local government in ensuring that local emergency management arrangements are established for its district. The Advisory Committee is to liaise with relevant authorities and other persons in the development, review and testing of the local emergency management arrangements and is to carry out other emergency management activities as directed by the State Emergency Management Committee or as prescribed by regulations and legislation.

The City of Rockingham coordinates and has in place Local Emergency Management Arrangements to assist Hazard Management Agencies and the community during an emergency. The City is also responsible for the preparation and implementation of recovery plans required in an emergency that affects the community. This includes, where required, the coordination of reconstruction of physical infrastructure and restoration of emotional, economic, environmental and physical well-being of residents.

It is necessary for members of this Advisory Committee to discuss and consider emergency services matters with a detailed knowledge of the Emergency Management Act 2005 and other relevant legislation and regulations. Members also contribute advice on the operating procedures and protocols of the Agency they represent. On occasion, operational requirements can impact on a member’s ability to attend a meeting, as such a number of organisations have nominated additional representatives (deputies) for consideration. The nominees are recommended to Council for appointment to the Local Emergency Management Committee based on their knowledge, skills, experience and ability to provide advice and their previous involvement in emergency management.

**Recommendation**

That Council:

1. **APPOINT** the following local and state agency and service representatives to the Local Emergency Management Advisory Committee for a two-year term of office commencing 25 September 2012:
   - Ms Maria Lonie representing Australian Red Cross
   - Mr Ryan Hamblion representing Department of Child Protection
   - Ms Cathy Robinson representing Department of Child Protection
   - Mr Sean Walsh representing Department of Environment of Conservation
   - Ms Nadine McLoughlin representing Emergency Management WA
   - Mr Peter Norman representing Fire and Emergency Services Authority
   - Mr Craig Reynolds representing Kwinana Industries Council
   - Ms Janice Black representing Rockingham General Hospital
   - Mr Peter Edwards representing Rockingham Volunteer Sea Rescue Group
   - Mr Chris Aleman representing Rockingham Volunteer Sea Rescue Group
   - Mr Bob Barker representing Rockingham Volunteer Sea Rescue Group
   - Mr Hugh Jones representing Royal Australian Navy
2. **AMEND** the terms of reference and composition of the Local Emergency Management Advisory Committee as follows:

“To advise and assist in the establishment, development, review and testing of local emergency management arrangements and to carry out emergency management activities as directed by State Emergency Management Committee or prescribed by regulations.”

Composition of Bush Fire Advisory Committee:

- Australian Red Cross 1 representative
- Department of Child Protection 2 representatives
- Department of Environment & Conservation 1 representative
- Emergency Management WA 1 representative
- Fire & Emergency Services Authority 1 representative
- Kwinana Industries Council 1 representative
- Rockingham General Hospital 1 representative
- Rockingham Volunteer Sea Rescue Group 1 representative
- Royal Australian Navy 1 representative
- Salvation Army 1 representative
- Secret Harbour Surf Life Saving Club 1 representative
- State Emergency Service 4 representatives
- WA Police 1 Local Emergency Coordinator
- Councillor 1 representative

**Mike Barnett Sports Complex Management Committee**

**Terms of Reference**

To discuss matters relevant to the ongoing management and operation of the Mike Barnett Sports Complex

**Current Membership**

1 Councillor

2 Community Members

Executive Support - Corporate Services – Community and Leisure Facilities
Rohan Gunton representing YMCA Executive Manager Recreation
Francine Nicol representing Mike Barnett Sports Complex Centre Manager

**Community Membership Nominations Received**

Nil
Comments
This committee has operated without a Councillor for some time.

When the YMCA commenced managing the facility in January 2011, a new management Team was established as detailed in the management agreement between the City and the YMCA. This committee receives and discusses monthly management reports prepared by the centre manager. Copies of the monthly reports are then attached to the monthly bulletin.

It is considered that the current management committee is working effectively in this format.

Recommendation
That Council **DISBAND** the Mike Barnett Sports Complex Management Committee.

Sports Advisory Committee

Terms of Reference
To maintain a coordinated approach between Council and local sporting bodies and address issues relevant to sport development in Rockingham

Current Membership
2 Councillors
6 Community Members

Executive Support – Senior Community Development Officer (Sport and Recreation)

Community Membership Nominations Received
- Ms Carolyn Wilson
- Mr David Slowley
- Ms Claudia Wells
- Mr Bob Chalmers
- Mr Clive Higgins
- Mr Rob Bates
- Mr Graeme Ashley
- Mr Ted Blackshaw

Comments
The role of the Sports Advisory Committee (SAC) has changed significantly over the previous two years, with a more strategic outlook for the provision and opportunity of sport and recreation in Rockingham. This change of focus has added more depth to the SAC agenda. The number of positions for the SAC worked effectively over the past two year period, and therefore six positions for community memberships are required for the following two year tenure.

The nominees are recommended to Council for appointment to the SAC based on their sporting knowledge, skills, experience and ability to provide advice in line with strategic sport, recreation and physical activity directions on behalf of the Rockingham community, as well as providing a balance between continuity of membership and the introduction of new members on the Committee. Council’s acknowledgement of the work of outgoing members will be conveyed to each in a letter of appreciation.

Recommendation
That Council:
1. **APPOINT** the following community representatives to the Sports Advisory Committee for a two-year term of office commencing 25 September 2012:
   - Ms Carolyn Wilson
   - Ms Claudia Wells
   - Mr Bob Chalmers
   - Mr Clive Higgins
Confirm at a Community Development
Meeting Held on Monday, 8 October 2012

PRESIDING MEMBER

- Mr Rob Bates
- Mr Ted Blackshaw

Voting Requirements

Absolute Majority

Officer Recommendation

That Council:

1. **DECLARE** vacant all non-Councillor positions on the following Advisory Committees:
   - Active Ageing and Care Advisory Committee
   - Baldivis Library and Community Centre Project Reference Group
   - Bush Fire Advisory Committee
   - Cultural Advisory Committee
   - Lark Hill Sportsplex Management Committee
   - Local Emergency Management Advisory Committee
   - Sports Advisory Committee

2. **DISBAND** the following Advisory Committees:
   - Autumn Centre Strategic Development Committee
   - City Safe Advisory Committee
   - Mike Barnett Sports Complex Management Committee

3. **APPOINT** the following members to the respective Advisory Committees listed as follows for a two-year term of office commencing 25 September 2012:

   **Active Ageing and Care Advisory Committee**
   - Ms Dianne Webb
   - Ms Gwen Nuth
   - Ms Janice Thair
   - Mr Ross Bradshaw
   - Ms Valerie Turnell

   **Baldivis Library and Community Centre Project Reference Group**
   - Ms Elizabeth Bienkowski
   - Ms Margaret Steele

   **Bush Fire Advisory Committee**
   - Mr Doug Smith representing Fire & Emergency Services Authority
   - Mr Scott Jones representing Singleton Volunteer Bush Fire Brigade
   - Mr Kynan Ridley representing Singleton Volunteer Bush Fire Brigade
   - Mr Warren Schofield representing Baldivis Volunteer Bush Fire Brigade
   - Mr Andrew Munro representing Rockingham Volunteer Fire & Rescue Service
   - Mr Brendan Privileedge representing Secret Harbour Volunteer Fire & Rescue Service
   - Mr Sam Hurd representing Department of Environment and Conservation

   **Cultural Advisory Committee**
   - Mr Milton Blanch
   - Ms Pamela Ryder
   - Ms Sue Sacchero
   - Ms Kez Wickham St George
4. **AMEND** the Bush Fire Advisory Committee terms of reference and composition of Advisory Committee as follows:

“To advise Council on all matters relating to bush fire control including the management of bush fire brigades and coordination of prevention, preparation and response strategies.”

**Composition of Bush Fire Advisory Committee:**

- Fire & Emergency Services Authority 1 representative
- Singleton Volunteer Bush Fire Brigade 2 representatives
- Baldivis Volunteer Bush Fire Brigade 2 representatives
- Rockingham Volunteer Fire & Rescue Service 1 representative
- Secret Harbour Volunteer Fire & Rescue Service 1 representative
- Department of Environment and Conservation 1 representative
- Councillor 1 representative

5. **AMEND** the Cultural Advisory Committee terms of reference by reducing the number of community representatives on the Cultural Advisory Committee from 7 to 5.

6. **AMEND** the terms of reference and composition of the Local Emergency Management Advisory Committee as follows:

   “To advise and assist in the establishment, development, review and testing of local emergency management arrangements and to carry out emergency management activities as directed by State Emergency Management Committee or prescribed by regulations.”

Composition of Bush Fire Advisory Committee:

- Australian Red Cross 1 representative
- Department of Child Protection 2 representatives
- Department of Environment & Conservation 1 representative
- Emergency Management WA 1 representative
- Fire & Emergency Services Authority 1 representative
- Kwinana Industries Council 1 representative
- Rockingham General Hospital 1 representative
- Rockingham Volunteer Sea Rescue Group 1 representative
- Royal Australian Navy 1 representative
- Salvation Army 1 representative
- Secret Harbour Surf Life Saving Club 1 representative
- State Emergency Service 4 representatives
- WA Police 1 Local Emergency Coordinator
- Councillor 1 representative

7. **AMEND** the Governance and Meeting Framework Policy to reflect changes.

**Committee Recommendation**

That Council:

1. **DECLARE** vacant all non-Councillor positions on the following Advisory Committees:

   - Active Ageing and Care Advisory Committee
   - Baldivis Library and Community Centre Project Reference Group
   - Bush Fire Advisory Committee
   - Cultural Advisory Committee
   - Lark Hill Sportsplex Management Committee
   - Local Emergency Management Advisory Committee
   - Sports Advisory Committee

2. **DISBAND** the following Advisory Committees:

   - Mike Barnett Sports Complex Management Committee

3. **APPOINT** the following members to the respective Advisory Committees listed as follows for a two-year term of office commencing 25 September 2012:

   **Active Ageing and Care Advisory Committee**
   - Ms Dianne Webb
   - Ms Gwen Nuth
   - Ms Janice Thair
   - Mr Ross Bradshaw
CONFIRMED AT A COMMUNITY DEVELOPMENT
MEETING HELD ON MONDAY, 8 OCTOBER 2012

PRESIDING MEMBER

- Ms Valerie Turnell

*Baldvis Library and Community Centre Project Reference Group*
- Ms Elizabeth Bienkowski
- Ms Margaret Steele

*Bush Fire Advisory Committee*
- Mr Doug Smith representing Fire & Emergency Services Authority
- Mr Scott Jones representing Singleton Volunteer Bush Fire Brigade
- Mr Kynan Ridley representing Singleton Volunteer Bush Fire Brigade
- Mr Warren Schofield representing Baldvis Volunteer Bush Fire Brigade
- Mr Andrew Munro representing Rockingham Volunteer Fire & Rescue Service
- Mr Brendan Priviledege representing Secret Harbour Volunteer Fire & Rescue Service
- Mr Sam Hurd representing Department of Environment and Conservation

*Cultural Advisory Committee*
- Mr Milton Blanch
- Ms Pamela Ryder
- Ms Sue Sacchero
- Ms Kez Wickham St George
- Ms Jill Leggett

*Lark Hill Sportsplex Management Committee*
- Mr Steve Langley representing Rockingham/Mandurah Districts Cricket Club
- Mr lan Thompson representing Rockingham City Football and Social Club Inc
- Mr Perry New representing Rockingham and Districts Softball Association
- Mr Josh Bell representing Rockingham Rugby Union Football Club Inc
- Mr Paul Smith representing Lark Hill Sportsplex Coordinator
- Ms Wendy Wales representing Rockingham Districts Hockey Club
- Ms Bev Brankstone representing Rockingham Coastal Sharks Rugby League and Sporting Club

*Local Emergency Management Advisory Committee*
- Ms Marie Lonie representing Australian Red Cross
- Mr Ryan Hamblion representing Department of Child Protection
- Ms Cathy Robinson representing Department of Child Protection
- Mr Sean Walsh representing Department of Environment of Conservation
- Ms Nadine McLoughlin representing Emergency Management WA
- Mr Peter Norman representing Fire and Emergency Services Authority
- Mr Craig Reynolds representing Kwinana Industries Council
- Ms Janice Black representing Rockingham General Hospital
- Mr Peter Edwards representing Rockingham Volunteer Sea Rescue Group
- Mr Hugh Jones representing Royal Australian Navy
- Ms Liza Chatterton representing Salvation Army
- Mr Garry Williams representing Secret Harbour Surf Life Saving Club
- Mr Mike Wadley representing State Emergency Service
- Mr Dave Beard representing State Emergency Service
- Mr Andrew Jenner representing State Emergency Service
- Mr Bob Polson representing State Emergency Service
CONFIRMED AT A COMMUNITY DEVELOPMENT
MEETING HELD ON MONDAY, 8 OCTOBER 2012

- Senior Sergeant Mark Longman representing WA Police
- Mr Chris Aleman (deputy) representing Rockingham Volunteer Sea Rescue Group
- Mr Bob Barker (deputy) representing Rockingham Volunteer Sea Rescue Group
- Mr Royce Spencer (deputy) representing Royal Australian Navy

**Sports Advisory Committee**
- Ms Carolyn Wilson
- Ms Claudia Wells
- Mr Bob Chalmers
- Mr Clive Higgins
- Mr Rob Bates
- Mr Ted Blackshaw

4. **AMEND** the Bush Fire Advisory Committee terms of reference and composition of Advisory Committee as follows:
“To advise Council on all matters relating to bush fire control including the management of bush fire brigades and coordination of prevention, preparation and response strategies.”

Composition of Bush Fire Advisory Committee:
- Fire & Emergency Services Authority 1 representative
- Singleton Volunteer Bush Fire Brigade 2 representatives
- Baldivis Volunteer Bush Fire Brigade 2 representatives
- Rockingham Volunteer Fire & Rescue Service 1 representative
- Secret Harbour Volunteer Fire & Rescue Service 1 representative
- Department of Environment and Conservation 1 representative
- Councillor 1 representative

5. **AMEND** the Cultural Advisory Committee terms of reference by reducing the number of community representatives on the Cultural Advisory Committee from 7 to 5.

6. **AMEND** the terms of reference and composition of the Local Emergency Management Advisory Committee as follows:
“To advise and assist in the establishment, development, review and testing of local emergency management arrangements and to carry out emergency management activities as directed by State Emergency Management Committee or prescribed by regulations.”

Composition of Bush Fire Advisory Committee:
- Australian Red Cross 1 representative
- Department of Child Protection 2 representatives
- Department of Environment & Conservation 1 representative
- Emergency Management WA 1 representative
- Fire & Emergency Services Authority 1 representative
- Kwinana Industries Council 1 representative
- Rockingham General Hospital 1 representative
- Rockingham Volunteer Sea Rescue Group 1 representative
- Royal Australian Navy 1 representative
- Salvation Army 1 representative
- Secret Harbour Surf Life Saving Club 1 representative
- State Emergency Service 4 representatives
- WA Police 1 Local Emergency Coordinator
- Councillor 1 representative
7. **REFER** the Officer Report and Recommendation for disbandment to the following Advisory Committees for consultation and recommendation to Council:
   - Autumn Centre Strategic Development Committee
   - City Safe Advisory Committee
8. **AMEND** the Governance and Meeting Framework Policy to reflect changes.

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

Due to concerns that due process has not been given to the recommendation to disband the Autumn Centre Strategic Development Committee and City Safe Advisory Committee, the Committee Recommendation is proposed to enable consultation and feedback from the affected Advisory Committees.

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

Not applicable
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<tbody>
<tr>
<td><strong>13. Reports of Councillors</strong></td>
<td>Nil</td>
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<tr>
<td><strong>14. Addendum Agenda</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>15. Motions of which Previous Notice has been Given</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>16. Notices of Motion for Consideration at the Following Meeting</strong></td>
<td>Nil</td>
</tr>
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<td><strong>17. Urgent Business Approved by the Person Presiding or by Decision of the Committee</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>18. Matters Behind Closed Doors</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>19. Date and Time of Next Meeting</strong></td>
<td>The next Community Development Committee Meeting will be held on <em>Monday 8 October 2012</em> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
</tr>
<tr>
<td><strong>20. Closure</strong></td>
<td>There being no further business, the Chairperson thanked those persons present for attending the Community Development Committee meeting, and declared the meeting closed at 4.48pm.</td>
</tr>
</tbody>
</table>