MINUTES
Community Development Committee Meeting
Held on Monday, 12 March 2012 at 4:00pm
City of Rockingham Boardroom
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<td>CCB-012/12 Contract extension for New Years Eve Celebration 2012</td>
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<td>CCB-013/12 City of Rockingham Community and Volunteer Awards Policy (formerly Celebrating Rockingham Awards)</td>
<td>23</td>
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<td>CCB-014/12 Disability Access and Inclusion Plan 2012-2015</td>
<td>27</td>
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<td>CCB-015/12 Youth Encouragement Awards Policy</td>
<td>31</td>
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<td>CCB-016/12 Sports Advisory Committee Meeting Minutes, 6 February 2012</td>
<td>34</td>
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<td>CSA-002/12 City Safe Advisory Committee Meeting Minutes, 9 February 2012</td>
<td>38</td>
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<td>Community and Leisure Facilities</td>
<td></td>
</tr>
<tr>
<td>CLF-006/12 Autumn Centre Strategic Development Committee Meeting Minutes, 9 February 2012</td>
<td>40</td>
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<td>19</td>
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<tr>
<td>21</td>
<td>Closure</td>
</tr>
</tbody>
</table>
## City of Rockingham

### Community Development Committee

**Meeting Minutes**

**Monday 12 March 2012 - Council Boardroom**

<table>
<thead>
<tr>
<th><strong>1. Declaration of Opening</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>In the absence of the Chairperson, Ms Gay Thornton, Director Community Development, declared the Community Development Committee meeting open at 4:05pm, welcomed all present and invited nominations for the position of Acting Chairperson for the meeting.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2. Election of Acting Chairperson</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Stewart nominated Cr Dunkling. There being no more nominations, Cr Dunkling was elected as Acting Chairperson for the Community Development Committee meeting and assumed the Chair at 4:06pm.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>3. Record of Attendance/Apologies/Approved Leave of Absence</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3.1 Councillors</strong></td>
<td></td>
</tr>
<tr>
<td>Cr Leigh Liley</td>
<td>Chairperson (from 4:15pm)</td>
</tr>
<tr>
<td>Cr Joy Stewart</td>
<td></td>
</tr>
<tr>
<td>Cr Lorraine Dunkling</td>
<td>Acting Chairperson (4:06pm to 4:15pm)</td>
</tr>
<tr>
<td>Cr Chris Elliott</td>
<td>Deputising for Cr Deb Hamblin</td>
</tr>
<tr>
<td><strong>3.2 Executive</strong></td>
<td></td>
</tr>
<tr>
<td>Ms Gay Thornton</td>
<td>Director Community Development</td>
</tr>
<tr>
<td>Mr Michael Quirk</td>
<td>Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td>Mr Tony Burgoyne</td>
<td>Manager Community Support Services</td>
</tr>
<tr>
<td>Mr Bill Mead</td>
<td>Manager Library Services (until 4:20pm)</td>
</tr>
<tr>
<td>Ms Genevieve Rowles</td>
<td>Manager Community Safety</td>
</tr>
<tr>
<td>Mr Michael Holland</td>
<td>Manager Community Capacity Building</td>
</tr>
<tr>
<td>Mr Peter Varris</td>
<td>Manager Governance &amp; Executive Services</td>
</tr>
<tr>
<td>Mr Paul O’Leary</td>
<td>Coordinator Community Facilities</td>
</tr>
<tr>
<td>Mrs Lyn Spearling</td>
<td>PA to Director Community Development</td>
</tr>
<tr>
<td>Mrs Sue Heal</td>
<td>Active Ageing Implementation Officer</td>
</tr>
<tr>
<td><strong>Members of the Public:</strong></td>
<td>Two</td>
</tr>
<tr>
<td><strong>Press:</strong></td>
<td>One</td>
</tr>
<tr>
<td><strong>3.3 Apologies:</strong></td>
<td>Cr Deb Hamblin</td>
</tr>
<tr>
<td><strong>3.4 Approved Leave of Absence:</strong></td>
<td>Nil</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>4. Responses to Previous Public Questions Taken on Notice</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td></td>
</tr>
</tbody>
</table>
5. **Public Question Time**  
Nil

6. **Confirmation of Minutes of the Previous Community Development Committee Meeting**  

Moved Cr Stewart, seconded Cr Dunkling:  
That Council **CONFIRM** the Minutes of the Community Development Committee Meeting held on 13 February 2012, as a true and accurate record.  

Committee Voting – 3/0

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

8. **Announcement by the Presiding Person without Discussion**  
The Chairman 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.

9. **Declarations of Members and Officers Interests**  
Nil

10. **Petitions/Deputations/Presentations/Submissions**  
Nil

11. **Matters for which the Meeting may be Closed**  
Nil

12. **Bulletin Items**  

**Community Development Information Bulletin – March 2012**

**Community Support Services**
1. Community Support Services Team Overview  
2. Human Resource update  
3. Project Status Reports  
   3.1 Regional Community Services Leadership Management 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)

**Library Services**
1. Library Services Team Overview  
2. Human Resource update  
3. Project Status Reports  
4. Information items
<table>
<thead>
<tr>
<th>4.1</th>
<th>Expansion of Better Beginnings Family Literacy Program</th>
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<tr>
<td>4.2</td>
<td>Consortia Purchasing Meeting</td>
</tr>
<tr>
<td>4.3</td>
<td>Exchange System Forum</td>
</tr>
<tr>
<td>4.4</td>
<td>Young People’s Service – Safety Bay Library and Warnbro Community Library</td>
</tr>
<tr>
<td>4.5</td>
<td>Library Service – Various</td>
</tr>
</tbody>
</table>

**Community Infrastructure Planning**

1. Community Infrastructure Planning Team Overview
2. Human Resource update
3. Project Status Reports
   - 3.1 City of Rockingham Public Open Space Strategy
   - 3.2 Baldivis District Sporting Complex Feasibility Study and Concept Plan
   - 3.3 Secret Harbour Community Library Feasibility Study and Concept Plan
   - 3.4 Rockingham Arts Centre
   - 3.5 Baldivis Library and Community Centre
   - 3.6 Secret Harbour Surf Life Saving Club redevelopment
   - 3.7 Baldivis Group Settlement School Buildings – Conservation Works
   - 3.8 Aquatic Facilities Strategy
   - 3.9 Community Infrastructure Plan
   - 3.10 Community Purpose Site Strategy
   - 3.11 Youth Outdoor Recreation Space Strategy
4. Information items
   - 4.1 Department of Sport & Recreation – Aquatics Facilities Plan (Perth and Peel Regions)

**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 (IPDG)
   - 3.6 Disability Access and Inclusion Plan
   - 3.7 Bert England Lodge – Management and Governance
   - 3.8 Rockingham Active Ageing Precinct Master Plan
4. Information items
   - 4.1 Reconciliation Action Plan
   - 4.2 Community Garden
   - 4.3 Active Ageing
   - 4.4 Challenger Court – Aged Persons Unit
   - 4.5 Challenger Lodge
   - 4.6 Youth Development
   - 4.7 Sport and Recreation
   - 4.8 Community Capacity Building Events
   - 4.9 Rockingham Early Years Group
   - 4.10 Rockingham Education and Training Advisory Committee (RETAC)
   - 4.11 Events Advisory Group
   - 4.12 Culture Development and the Arts
Community Safety
1. Community Safety Team Overview
2. Human Resource update
3. Project Status Reports
   3.1 CCTV Camera System – Upgrades and Migration to IP Based Platform
4. Information items
   4.1 Security – Operational
   4.2 Community Safety General
   4.3 Rangers
   4.4 Fire Attendance by COR Appliances & Crews
   4.5 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 Aqua Jetty, Warnbro Community Y and Mike Barnett Sports Complex Management Committee Minutes 15 February 2012
   4.6 Aqua Jetty Manager’s Report – January 2012
   4.7 Warnbro Community Y Manager’s Report – January 2012
   4.8 Mike Barnett Sports Complex Manager’s Report – January 2012

Community Development
1. Community Development Team Overview
2. Human Resource update
3. Project Status Reports
4. Information items
   4.1 Community Development Division Achievements 2011

4:15pm Cr Liley arrived at the Community Development Committee Meeting and assumed the Chair.

Committee Recommendation:
That Councillors acknowledge having read the Community Development Information Bulletin – March 2012 and the contents be accepted.

Committee Voting – 4/0

13. Agenda Items

4:20pm Mr Mead, Manager Library and Information Services left the Community Development Committee Meeting.
<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CIP-003/12 Community Sport and Recreation Facilities Fund (CSRFF) Winter 2012 Applications</th>
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<tr>
<td>File No:</td>
<td>GRS/8-03</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Rockingham Tennis Club</td>
</tr>
<tr>
<td>Author:</td>
<td>Carly Kroczek, Community Infrastructure Planning Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Michael Quirk, Manager Community Infrastructure Planning Officer</td>
</tr>
<tr>
<td></td>
<td>Dean Burton, Sport and Recreation Officer – Club Development</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>12 March 2012</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Site:</td>
<td>Rockingham Tennis Club, Kent Street, Rockingham</td>
</tr>
<tr>
<td>Lot Area:</td>
<td>Entire Lot Area, 28,358m²</td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td>1. Rockingham Tennis Club Location Map</td>
</tr>
</tbody>
</table>

1. Rockingham Tennis Club Location Map
1. **Purpose of Report**

To provide details and seek endorsement for the application received from Rockingham Tennis Club for the Department of Sport and Recreation’s Community Sport and Recreation Facility Fund Small Grants Program.

2. **Background**

The State Government through the Community Sport and Recreation Facilities Fund (CSRFF) provides $20 million annually towards the development of sport and recreation facilities in Western Australia. The program, which aims to increase participation in sport and recreation through the provision of good quality, well designed and well utilised facilities, is divided into three categories:

**Small Grants ($1.5 million over two rounds)**

Small grants are offered twice per year closing on the last working day in March and August. The total project cost cannot exceed $150,000 and a maximum of $50,000 (1/3 of the total project cost) is available.

**Annual Grants ($3 million)**

Annual grants are available for projects with a total cost of $150,000 - $500,000. Projects must be completed within 12 months of receiving the grant, with a maximum of 1/3 of the project cost able to be funded. Applications close in October each year.

**Forward Planning Grants ($15.5 million)**

Forward Planning Grants are for complex projects which require a planning period of between 1 and 3 years. The total project cost exceeds $500,000 and can be allocated in one or a combination of the years in the next triennium. A maximum of 1/3 of the total project cost, up to $4,000,000 is available. Applications are submitted annually and close in October each year.

The City of Rockingham is required to prioritise all applications for projects within the municipal boundaries prior to the forwarding to the Department of Sport and Recreation, based on the following criteria:

- Well planned and needed by the local government
- Well planned and needed by the applicant
- Needed by the local government, more planning required
- Needed by the applicant, more planning required
- Idea has merit, more preliminary work needed
- Not recommended

3. **Details**

The City has received one application from Rockingham Tennis Club for the CSRFF Small Grants program. A team of City Officers have assessed the application and a project summary and recommendation is provided below.

**Project Summary**

The Rockingham Tennis Club has submitted an application to resurface 6 hard courts and 2 synthetic courts at their facility located on Kent Street, Rockingham. The project involves the pruning of trees and/or removal of tree roots which have adversely affected the condition of the current courts, the resurfacing of six courts with Rebound Ace SYNPAVE, replacement of two synthetic grass courts with ‘Tiger Turf’ Elite and the replacement of all nets and posts.

The total project cost is $70,150, with the City of Rockingham contributing $30,000 through the Infrastructure Planning and Development Grant Program (approved in November 2011), $23,149 is requested through CSRFF, with the club contributing the remaining $16,851 through in kind and cash contributions.
Assessment Summary

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
<th>Not Relevant</th>
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<tbody>
<tr>
<td>Project Justification</td>
<td>✔</td>
<td></td>
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<tr>
<td>Planned Approach</td>
<td>✔</td>
<td></td>
<td></td>
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<tr>
<td>Community Input</td>
<td>✔</td>
<td></td>
<td></td>
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<tr>
<td>Management Planning</td>
<td>✔</td>
<td></td>
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<td>Access and opportunity</td>
<td>✔</td>
<td></td>
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<tr>
<td>Design</td>
<td>✔</td>
<td></td>
<td></td>
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<tr>
<td>Financial Viability</td>
<td>✔</td>
<td></td>
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<tr>
<td>Co-ordination</td>
<td>✔</td>
<td></td>
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<tr>
<td>Potential to increase Physical Activity</td>
<td>✔</td>
<td></td>
<td></td>
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<tr>
<td>Sustainability</td>
<td>✔</td>
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</tbody>
</table>

Recommendation Summary

Ranking: 1
Rating: Well planned and needed by applicant
Funding request: $23,149

4. Implications to Consider

a. Consultation with the Community

Formal community consultation has not been undertaken for this project. As part of the project planning process, Rockingham Tennis Club has consulted with their membership who has indicated their support for the application. Given the nature of the project, this level of consultation is deemed acceptable.

b. Consultation with Government Agencies

It is a requirement of CSRFF that applicants liaise with a representative from the Department of Sport and Recreation. Rockingham Tennis Club has indicated its compliance with this requirement.

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 4:** A healthy community engaging in positive and rewarding lifestyles with access to a range of passive and active recreational and personal development opportunities

d. Policy

The applications have been assessed in accordance with the CSRFF guidelines and the following City of Rockingham Plans and Policies:

- Infrastructure Asset Management and Services Plan
- Community Infrastructure Plan
- Community Grants Policy
e. **Financial**

The City has committed $30,000 towards the Rockingham Tennis Club Court Resurfacing Project through the Infrastructure Planning and Development Grant Program (refer to report CCB-027/11). The club will be required to undertake all future maintenance and repair work as per the current arrangement, with no additional costs to be borne by the City.

f. **Legal and Statutory**

Not applicable

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5. **Comments**

The State Government’s CSRFF program provides the City with an opportunity to upgrade sport and recreation infrastructure which will result in an increase in participation in physical activity. Rockingham Tennis Club has presented a well-planned project which demonstrates the need for the court upgrades. Completion of the project will not only provide additional opportunities for physical activity, it will also improve the safety of the facility for the users. Importantly, the club has demonstrated their ability to meet future maintenance obligations.

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6. **Voting Requirements**

Simple Majority

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7. **Officer Recommendation**

That Council **ENDORSE** Rockingham Tennis Club’s application to the Department of Sport and Recreation’s Community Sport and Recreation Facilities Fund Small Grants program for the amount of $23,149 to part fund its court resurfacing project.

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8. **Committee Recommendation**

That Council **ENDORSE** Rockingham Tennis Club’s application to the Department of Sport and Recreation’s Community Sport and Recreation Facilities Fund Small Grants program for the amount of $23,149 to part fund its court resurfacing project.

Committee Voting – 4/0

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9. **The Committee's Reason for Varying the Officer's Recommendation**

Not applicable

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10. **Implications of the Changes to the Officer's Recommendation**

Not applicable
# Community Development Advisory and Occasional Committee Minutes

Community Infrastructure Planning

<table>
<thead>
<tr>
<th>Reference No and Subject:</th>
<th>CIP-004/12 Baldivis Library and Community Centre Project Reference Group Meeting Minutes, 21 February 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CPR/469</td>
</tr>
<tr>
<td>Author:</td>
<td>Natalie Venables, Community Infrastructure Planning Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Michael Quirk, Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>12 March 2012</td>
</tr>
<tr>
<td>Terms of Reference:</td>
<td>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.</td>
</tr>
<tr>
<td>Composition:</td>
<td>2 Councillors</td>
</tr>
<tr>
<td></td>
<td>2 Community Members, Stockland Representative, 2 Site Architecture Representatives, Director Community Development Executive Support – Community Infrastructure Planning and Capital Works</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td>1 – Minutes of the Baldivis Library and Community Centre Project Reference Group Meeting held on 21 February 2012</td>
</tr>
<tr>
<td></td>
<td>2 – Functional Brief and Schematic Design Report (Draft)</td>
</tr>
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<td></td>
<td>3 – Room Characteristics (Draft)</td>
</tr>
<tr>
<td></td>
<td>4 – Cost Report Excerpt (Draft)</td>
</tr>
<tr>
<td></td>
<td>5 – Schematic Plans (Draft)</td>
</tr>
<tr>
<td></td>
<td>6 – Landscape Functional Brief and Schematic Plan (Draft)</td>
</tr>
<tr>
<td></td>
<td>7 – Concepts and Ideas in Response to the Draft Functional Brief</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
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</tbody>
</table>

## 1. Receipt of Minutes

That Council receive the minutes of the Baldivis Library and Community Centre Project Reference Group meeting held on 21 February 2012 for information.
2. Recommendations to the Community Development Committee

2.1 Recommendation 1: Baldivis Library and Community Centre Community Consultation Report

Advisory Committee Recommendation:
That Council ENDORSE the Baldivis Library and Community Centre Community Consultation Report to directly inform the project schematic design and design development phases.

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 5: Community facilities and services delivered in a timely manner, able to meet expectations and serve new and growing neighbourhoods

b. Policy
Planning Policy 3.2.4 Baldivis Town Centre is applicable

c. Financial
Nil

d. Legal and Statutory
Nil

e. Voting Requirements
Simple Majority

Officer Comments and Recommendation if Different to Committee Recommendation
Nil

3. Committee Recommendation

That Council:
1. RECEIVE the minutes of the Baldivis Library and Community Centre Project Reference Group meeting held on 21 February 2012 for information.
2. ENDORSE the Baldivis Library and Community Centre Community Consultation Report to directly inform the project schematic design and design development phases.

Committee Voting – 4/0

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

Not applicable

5. Implications of the Changes to the Officer’s Recommendation

Not applicable
Community Capacity Building

Community Development

Reference No & Subject: CCB-011/12  Rockingham Education and Training Advisory Committee Change to Department of Education Membership

File No: CSV/1522

Proponent/s: Kim Byrnes, Community Development Officer

Author: Gay Thornton, Director Community Development

Other Contributors: Gay Thornton, Director Community Development

Date of Committee Meeting: 12 March 2012

Previously before Council: 12 March 2012

Disclosure of Interest: Executive Function

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

Site: 
Lot Area: 
Attachments: 
Maps/Diagrams: 

1. Purpose of Report

To seek Council’s endorsement of a new representative from Department of Education attending the Rockingham Education and Training Advisory Committee (RETAC) to take effect at the next meeting of RETAC.

2. Background

On 23 June 2009 Council endorsed the establishment of the RETAC to facilitate collaboration between key stakeholders to best identify and meet the lifelong educational needs of the Rockingham community.

The RETAC’s representation comprised a number of identified stakeholders rather than elected general community members with the terms of reference allocating two year terms for membership with the opportunity to extend for a further two years.

At the time of formation, the Department of Education and Training representative was identified as the District Director. As a result of a restructure of the Department, this position no longer exists and had been replaced with the position of Regional Executive Director.
Hence it is necessary for Council to approve a modification to the membership to enable the Department of Education representative to participate in RETAC.

### 3. Details

The terms of reference for RETAC identified specific positions with stakeholder organisations as its “community members”. On review some of these positions no longer exist, and some members have resigned.

In February, Council endorsed an extension of the current community membership of RETAC until October 2012, including:

- Pro Vice Chancellor – Professor Andrew Taggart
- Chair of Education – Professor Barry Down
- Challenger Institute – Ms Margaret Gannaway
- Challenger Institute – Ms Jill Jamieson
- Principal Tranby College – Ms Jo Bednall
- Bridging the Gap – Mr Colin Kerr
- Kwinana Industries Education Partnership – Ms Lynne Wolfenden

The District Director Department of Education and Training, undertaken by Ms Julie Woodhouse has been replaced with the role of Regional Director, Department of Education, Ms Margaret Collins.

### 4. Implications to Consider

a. **Consultation with the Community**
   
The Department of Education membership has been discussed with the current Chair of the RETAC, Professor Andrew Taggart, who agreed with the proposed recommendations.

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.

d. **Policy**
   
   To change the membership term to comply with the Governance and Meeting Framework Policy, updated on 17 October 2011. The amendment of community membership complies with the ‘Governance’ Policy specifying 10 community members.

e. **Financial**
   
   Nil

f. **Legal and Statutory**
   
   Nil

### 5. Comments

The Rockingham Education and Training Advisory Committee (RETAC) was established to facilitate communication among stakeholders in order to improve outcomes for the community particularly in relation to retention of young people in compulsory and post compulsory education and to establish a culture of learning across the whole life course.
RETAC is currently involved in informing the development of the Learning City Strategy. Whilst the original terms of reference identified particular stakeholders, the Department of Education position no longer exists and has been replaced by a similar role. Modification of the Department of Education member details would allow the Department to contribute to the development of a Learning City Strategy and the development of education opportunities in the City.

### 6. Voting Requirements

**Absolute Majority**

### 7. Officer Recommendation

That Council:

1. **APPROVE** the change of title of the community representative from the Department of Education on the Rockingham Education and Training Advisory Committee from District Director Department of Education and Training to be the Regional Executive Director, Department of Education.

2. **APPOINT** Ms Margaret Collins to the Rockingham Education and Training Advisory Committee as community representative from the Department of Education until October 2012.

### 8. Committee Recommendation

That Council:

1. **APPROVE** the change of title of the community representative from the Department of Education on the Rockingham Education and Training Advisory Committee from District Director Department of Education and Training to be the Regional Executive Director, Department of Education.

2. **APPOINT** Ms Margaret Collins to the Rockingham Education and Training Advisory Committee as community representative from the Department of Education until October 2012.

Committee Voting – 4/0

### 9. The Committee’s Reason for Varying the Officer’s Recommendation

Not applicable

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

Not applicable
## Community Development Committee Minutes

**Community Development**

**Community Capacity Building**

### Reference No & Subject:

<table>
<thead>
<tr>
<th>Ref No</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCB-012/12</td>
<td>Contract extension for New Years Eve Celebration 2012</td>
</tr>
</tbody>
</table>

### File No:

- RCS/2-10

### Proponent/s:

- Tenille Wightman, Community Development Officer
- Michael Holland, Manager Community Capacity Building

### Author:

Tenille Wightman, Community Development Officer

### Other Contributors:

Michael Holland, Manager Community Capacity Building

### Date of Committee Meeting:


### Previously before Council:


### Disclosure of Interest:

Executive Function

### Nature of Council's Role in this Matter:

Executive Function

### Site:

Lot Area:

### Attachments:

Maps/Diagrams:

### 1. Purpose of Report

To seek Council endorsement for the City to activate the separable portion component of the tender contract C11/12-26, and therefore extend the contract for the management and coordination of the City of Rockingham New Years Eve Celebration for an additional year, being for the 2012 event.

### 2. Background

At the 28 July 2009 meeting, Council resolved that the City:

"**APPOINT Mellen Events as the Event Management Consultant for the Management and Coordination of the Rockingham New Year's Eve Celebration for a three year period incorporating the 2009/10/11 events**".

A significant change was the event was to be marketed as alcohol free over this three year period in line with the WA Police's national campaign of changing the drinking culture. Whilst drinking in a public place is illegal, there was still an evident culture of drinking and partying at the Rockingham event which often resulted in antisocial behaviour and with incidents involving Police. 2009 saw the introduction of the event strongly being promoted and marketed as alcohol free with a zero tolerance approach. Support from the WA Police was demonstrated by the Police committing detailed resources to the event and the City provided a site hut and fencing to provide a Police compound for the event. Advertising and directional signage was introduced to inform the public of the strong message. The alcohol free message initially saw a drop in attendance rates in 2009, however in time this has resumed to full capacity in a short time, with double the attendance in 2010.
(back to 8,000-10,000 people), to similar numbers to before implementation of the alcohol free message seen in 2011 with 15,000-20,000 people in attendance at the event. This has demonstrated that in spite of the initial scepticism from the community regarding the alcohol free message, it is clear that the public has realised that enforcing this message has made the event a safe, family friendly environment for residents to enjoy. This is also indicative with noticeable increases in families with children attending the event in the past three years.

As of 5 May 2011, Mellen Events officially withdrew from the production of the City’s 2011 NYE Celebration, citing that it was unable to continue with the current contract. Mellen cited that they were unable to complete the requirements set out within the scope of works of the contract, in particular, not being able to produce the NYE show on the current budget that was committed by the City. Mellen had requested for the budget to be increased from $124,800 plus GST to a minimum of $130,000 plus GST, with the addition of sponsorship to be included in the total budget. The City was unable to meet these requests, leading to Mellen Events breaching and subsequently withdrawing from the contract. The City officially accepted Mellen Events discontinuance of the contract on 23 May 2011.

Due to the time pressures arising from Mellen Events withdrawal, at the Council meeting on 13 June 2011, Council resolved to:

“DELEGATE authority to the Chief Executive Officer to award tender T11/12 -26 for the Management and Coordination of the City of Rockingham’s New Year’s Eve event 2011.”

On 29 June 2011, the City appointed Street Hassle Events as the successful tenderer for the management and coordination of the City’s 2011 NYE Celebration. Street Hassle Events successfully coordinated the event for 2011, within the allocated budget and within the scope of works identified within the tender. The tender contract period was for the 2011 event, and detailed that subject to the mutual agreement of both the Principal (the City) and the Contractor, the Contract may be extended for the management and coordination of the NYE event on 31 December 2012 under the guise of a separable portion within the tender documents. Therefore, Officers are requesting Council to consider the separable portion component of the tender document for the 2012 NYE event.

3. Details

The 2011 NYE event was a great success with a significant increase in numbers of people attending. Police and Security detailed the numbers to be in excess of 20,000 people at the event which was a significant increase from previous years. The event commenced at 5pm with a community stage program, with local performers taking the stage. The local acts were followed by The Hit Factory, a Perth band and the national act Mental as Anything, and culminated in an amazing fireworks display at midnight. Rides and amusements were on site, with free children’s activities, roving performers, amusements and stallholders providing food and beverages. Once again the City worked with local Police to employ a strong alcohol free message for the event which saw reduced antisocial behaviour and no incidents amongst the patrons that involved the Police during the event, a great success for the event. The owners of the rides and amusements were very pleased with the patrons attitudes at the event for 2011, with both suppliers reporting no incidents during the event, and an increase of over 25% in sales on the night.

The event supports local artists to perform on stage to support a national headline act, and this year, the program featured 11 local performers, and the Kwinana Children’s Choir. A great outcome from the event was some of these local performers were booked for future performances as a result of the exposure they received from performing in NYE. The City hopes to grow this stage program to predominantly feature local talent, and use this as an event to provide an opportunity for local talent to support a national act, and also have strong exposure for future bookings.

Marketing and promotion was increased significantly for the 2011 event, with the budget attributed to this doubled from previous years. The biggest change from last year was the presence of eight street banners throughout the City, all advertising the main components of the event, and the sponsors who were supporting the event. These banners were distributed from Central Rockingham to Singleton, and were moved intermittently to promote the event with a wider coverage. On the City evaluation, the most popular way people found out about the event was through these banners.
which proved they were an effective addition to the 2011 marketing. More information on the evaluation is detailed under the consultation with community section in this report.

The event was promoted through print media and advertising in local newspapers - Sound Telegraph and Weekend Courier, as well as advertising in the STE magazine in the Sunday Times and The Wire magazine in the West Australian for two weeks leading up to the event. Print promotion also occurred through the City’s existing publications including the Rockalendar, Activity Guide, City Chronicle and Council News Column. The information was also uploaded on the City’s events website that has a high number of hits per week.

Radio advertisements began the month before the event, with this leading up to the evening of the event. Local station 97.3 CoastFM was the provider of this form of advertising. The City’s MC for the event was Ali Hill, the DJ on the breakfast show on CoastFM, which was an opportunity for extra press, with Ali talking about the event on her show. The radio station also hosted a competition for people to sign up to win a chance to meet Mental as Anything and also do the countdown on stage at midnight. This competition proved to be very popular with a large number of people signing up for it on the radio’s website, providing more exposure to the event. Radio was listed as the next popular source of advertising.

During the City’s debrief there were a number of items identified to improve at the 2012 event. Due to the significant increase in numbers of people attending the event in 2011, and the predicted continued growth of these numbers, the main addition was the need for more infrastructures such as toilets and security to cope with such increases. The City would certainly be consistent with the stage program, rides, amusements and stallholders (both community and commercial) that were present at the 2011 event, as these components of the event were identified as being most effective at the event.

The tender documents that outlined the contractual obligations of both the City and Street Hassle Events, and contained a component known as a separable portion, which allows the City to contract Street Hassle Events for a further period of 12 months. The contract (C11/12-26) states ‘Subject to the mutual agreement of both the Principal and the Contractor, and with the absolute discretion of either party to not extend, the Contract may be extended for the management and coordination of the New Years Eve event on 31 December 2012.’ At the NYE debrief for 2011, Malcolm Barbera from Street Hassle Events indicated that he would be in agreement to extend the contract for the management of the 2012 event so he could build on the successes of the 2011 event. This report requests Council’s support of this agreement, for Street Hassle Events to extend their contract with the City to include the 2012 NYE event.

4. Implications to Consider

a. Consultation with the Community

Feedback from the Leisure Tourism Traders at the event was on the whole positive. The two main traders reported increases in sales, one trader reported an increase of up to 25% on the previous year’s sales, and that there were people lined up for the rides from 5.30pm. The feedback from these traders regarding the patrons was that people were very well behaved at the event and there was a decrease in antisocial behaviour. In contrary to this feedback, one trader reported a decrease in sales, and this has been taken into account in planning for the 2012 event.

At the 2011 Celebration, the City implemented evaluation forms to gain feedback from community members who were participating in the event. 270 evaluation forms were completed at the event, giving the City detailed information on the components of the existing event for improvement, and direction for the future. Forms were advertised on stage via the MC and there were signs around the park which let people know of the opportunity to participate in giving the City feedback. The information gathered from this evaluation is detailed below.

- The breakdown of the 270 people who completed the evaluation forms at the event was as follows; 30% Baldivis, 18% Secret Harbour, 15% Mandurah, 13% Port Kennedy and Warnbro, 11% Rockingham, 8% Kwinana and 5% Munster/Coogee. 257 were female and 13 were male. While the majority of the people who completed the forms were female, there was a good range of ages represented with 15% being
under 20, 19% aged 20-30, 23% aged 30-40, 31% aged 40-55 and 12% aged over 55. The majority of people came with either family or friends, and 12% had children with them. 8% of people came by themselves.

- 81% of people said they used a car to get to the event, only 14% walked and 5% used the bus. This shows that there is a need to be sure of the traffic management plan, as more and more people seem to be using their car to attend the event as the numbers are increasing.

- Only 58% of people could identify who funded the event every year, meaning the City has room for improvement in increasing the knowledge of people attending that it is a City of Rockingham event.

- The top three ways people heard about the event were the street banners (27%), radio (25%) and newspapers (20%), giving the City a good indication of where to spend funds on marketing in 2012.

- The entertainment was by far the most popular part of the event, with 26% of people indicating that this was their favourite part of the event. Fireworks and children’s activities were the next favourites. People were asked about their preference for fireworks at the event. 13% of people preferring fireworks at 9pm only, 30% said 12am only and 52% of people would prefer fireworks at both times. There was a good mix of people suggesting that we need to keep the national act, and that the local acts are really important as well. This proves the City is working towards a good stage program that facilitates exposing local talent to the community, as well as a big name drawcard to get the numbers down to the event each year.

- 71% of people said that the event was a meaningful and valuable use of City funds, and 68% of people indicated that the event was either very important or important to them to be held each year. 50% of people said that the event did contribute to the City’s aspiration regarding a vibrant community where people can enjoy a wide range of education, artistic and cultural activities.

- When asked about future venues for the event, Churchill Park was the preferred venue for 80% of the participants, indicating that the event was still most popular in its current venue.

- 86% of people completing the forms felt safe during the event which showed that the event has really grown into a safe, family friendly event, and the partnership between the City and WA Police is essential for this event to continue its safe atmosphere.

- Another important piece was information was the economic investment on the foreshore by the patrons at the event. 71% of the people completing the forms spent money on the foreshore during the event, with the average cost being $36.24 per person. This shows that the event also has an economic impact on Rockingham, so the longevity of the event needs to consider this. Discussions with the local business owners and managers on Rockingham Beach Road and Railway Terrace provided insight into the thriving economic boost the event brings to the local businesses each year.

b. Consultation with Government Agencies

The City has liaised with the City of Mandurah regarding its experience in holding fireworks at 9pm at its NYE event, based on the ongoing requests from Rockingham residents for the City to have fireworks at 9pm for young children and families, in addition to the midnight fireworks. City of Mandurah indicated they lose a large number of people after the 9pm fireworks have finished, and this, as well as the impact on future budget is something the City will consider for the 2012 event.
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 3:** A vibrant community, enjoying access to a wide range of educational, cultural and artistic activities and a wide range of other social opportunities

**Aspiration 13:** A community that is welcoming and desirable in the eyes of residents and non-residents alike.

d. **Policy**

In accordance with the City’s Purchasing Policy the City must endeavour to deliver a best practice approach and procedures for internal purchasing for the City, and to ensure that integrity over the whole purchasing process is maintained and that the calling of tenders is a transparent process demonstrating fairness and equity. The extension of this contract is in accordance with this policy.

e. **Financial**

The total budget for the 2011 NYE Event Celebration was $124,800 plus GST. This included sponsorship of $9,500 plus GST from CSBP, Landcorp, Rockingham Holden and Street Hassle Events, as well as in kind support from the local media. Lotterywest withdrew as a major sponsor for the event in 2011, after they indicated they were no longer funding NYE events. In spite of this set back, the City was then able to secure this funding for Australia Day instead, and gain sponsorship from local businesses in the area at short notice. This has indicated the potential partnerships for sponsorship within the local community for this event in the future. A strong sponsorship plan will be implemented in 2012 to increase the sponsorship in an attempt to decrease the City’s overall financial contribution to the event.

As the event is now back to capacity of up to 20,000 people, additional infrastructure such as security and toilets will need to be employed to grow with these numbers, adding to the overall cost of the event. This event has been included in the Community Capacity Building Team Plan for 2012/13 and will be included in the 2012/13 budget considerations.

f. **Legal and Statutory**

The Local Government Act 1995, Section 3.57 and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, regulation 11 (1) details that tenders are to be publicly invited according to the requirements of this Division before a Local Government enters into a contract for another person to supply goods or services if the consideration under the contract is or is expected to be, more, or worth more than $100,000 unless sub regulation (2) states otherwise. A separable portion element can be included to extend the contract between the Principal and the Contractor, upon recommendation by the Principal.

5. **Comments**

The City of Rockingham New Year’s Eve event has successfully regained its standing as an iconic event for the community. Since the implementation of a strong alcohol free message, the event has regained its attendance rates, with significant increases in the number of young families who attend the event over the past three years. There has also been a significant decrease in antisocial behaviour at the event, and the City’s partnership with the WA Police has strengthened to the collaborative approach.

On 29 June 2011, the City appointed Street Hassle Events as the successful tenderer for the management and coordination of the City’s NYE event for 2011. Street Hassle Events successfully coordinated the event for 2011, within the allocated budget and within the scope of works identified within the tender. The tender contract period was for the 2011 event, with the separable portion that detail that subject to the mutual agreement of the Principal and the Contractor, the Contract may be extended for the management and coordination of the NYE event on 31 December 2012. At the NYE debrief for 2011, Malcolm Barbera from Street Hassle Events indicated that he would be in
agreement to extend the contract for the management of the 2012 event so he could build on the successes of the 2011 event. The alternative would be to begin the tender process again for the 2012 event. With the 2011 event being a great success, it seems to be a sound decision to extend the contract with Street Hassle Events. Therefore this report requests that Council enacts the separable portion component of the contract and approve the extension of the contract for Street Hassle Events to manage and coordinate the City’s 2012 New Year’s Eve event.

6. Voting Requirements

Simple Majority

7. Officer Recommendation

That Council APPROVE the extension of the contract C11/12-26 between the City of Rockingham and Street Hassle Events for the management and coordination of the 2012 New Year’s Eve Celebration.

8. Committee Recommendation

That Council APPROVE the extension of the contract C11/12-26 between the City of Rockingham and Street Hassle Events for the management and coordination of the 2012 New Year’s Eve Celebration.

Committee Voting – 4/0

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

Not applicable

10. Implications of the Changes to the Officer’s Recommendation

Not applicable
Community Development
Community Capacity Building

Reference No & Subject: CCB-013/12
City of Rockingham Community and Volunteer Awards Policy (formerly Celebrating Rockingham Awards)

File No: CSV/1032

Proponent/s:
Narelle Edmonds, Community Development Officer
Gay Thornton, Director Community Development
Jillian Obiri-Boateng, Coordinator Community Capacity Building
Michael Holland, Manager Community Capacity Building

Author:

Other Contributors:

Date of Committee Meeting: 12 March 2012
Previously before Council: 26 August 2008 (CD101/8/08)
Disclosure of Interest: Nil
Nature of Council’s Role in this Matter: Executive Function

Site:
Lot Area:

Attachments:
1. Community and Volunteer Awards Policy

Maps/Diagrams:

1. Purpose of Report
To request Council endorse a revised City of Rockingham Community and Volunteer Awards Policy to replace the Celebrating Rockingham Awards Policy and Procedures.

2. Background
The City of Rockingham established the Celebrating Rockingham Awards in 2009 to recognise and acknowledge community members, groups and grass roots organisations who are building a stronger and happier community through community development initiatives. These awards are presented annually as the Celebrating Rockingham Awards.

The Awards program provided the opportunity for the City to acknowledge outstanding achievements in the five focus areas identified in the Community Development Plan:

1. Personal development and wellbeing
2. Community Infrastructure development
3. Community participation
4. Place Activation
5. Relationship building and connections

External sponsors are sought each year to assist in providing prize money for both the Individual and Community Group awards as well as plaques for the category winners, catering and entertainment. The retention of these sponsors has been positive with the majority agreeing that the awards are an important community initiative and will continue to be supportive of the awards.

Categories open for nominations include:

**Individual Categories**
- Inspirational Adult Volunteer Award
- Inspirational Young Person Volunteer Award
- Inspirational City of Rockingham Volunteer Award
- Inspirational Indigenous Leadership Award
- Inspirational Neighbour Award

**Groups and Organisations**
- Schools Project Award
- Community Inclusion Award
- Strengthening Community Award

A cash prize of $500 is awarded to individual category winners of which $250 is awarded to a local community group of the winner’s choice. Within the Community Group categories a cash prize of $1,000 is awarded with the money having to be spent on a new or existing community project.

The total number of nominations received in 2009 was 49, 2010 had 47 nominations with a sharp decline in 2011 of 26 nominations.

Traditionally a cocktail style event was conducted at the awards ceremony with a buffet sit down dinner introduced in 2011 which was highly successful for those who attended including award winners, Councillors, sponsors and politicians.

An evaluation is undertaken after each awards ceremony to assist with identifying and addressing any concerns or issues arising from the awards process and ceremony as well as ways to engage the community for the future.

The evaluation of the 2011 event and the program overall and changes to the current policy and procedures are recommended.

### 3. Details

Feedback from community groups, individuals and organisations during the 2011 nomination process indicated that the nomination booklet and procedure was difficult to understand, was not ‘user friendly’ and complicated to engage with.

In response city officers have undertaken further community consultation into reasons for the potential decline in nominations and have identified the following areas of concern:

i. Nomination booklet was too corporate looking.
ii. The title of the awards was not specific enough.
iii. The Rockingham Volunteer Resource Centre had ceased operation during the preceding 12 months to the awards being held in 2011.
iv. Advertising not effective enough and a more direct approach needed to be taken.
v. Survey participants had a positive reaction to the words ‘community’ and ‘volunteer’ and felt that these words had more meaning than “Celebrating Rockingham”.

Given these highlighted areas officers have reviewed in detail the entire process of the awards system and have refreshed and simplified the nomination form and criteria and will be addressing a
more specific advertising campaign with community groups to assist in attracting more nominations for 2012.

Specifically, it was confirmed a change of names was essential to improving the community’s understanding of what the Awards are about. Hence it is recommended that the title be changed to the “Community and Volunteer Awards”.

A revised policy outlining the abovementioned changes as well as a defined set of guidelines will enable officers to amend, update and modify components of the awards program as necessary on an annual basis.

The set of guidelines will enable these changes as required to be made annually and provide a simplified administration process for officers to implement.

Finding point iv. above has led officers to try alternative methods of engaging with the community such as modifying the nomination application package to be more visually appealing, direct contact with individuals and community groups to discuss nominating and in 2011, a workshop was held to assist people write a nomination.

The new policy “City of Rockingham Community and Volunteer Awards” had been prepared (Attachment 1) and the operating guidelines have been updated to reflect the above findings.

4. Implications to Consider

a. Consultation with the Community

Informal discussions with the City officers, community groups as well as a public survey were conducted at Murdoch and Safety Bay public libraries.

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

d. Policy

Endorsement of this recommendation will mean the Celebrating Rockingham Awards Policy 2009 will be replaced by the Community and Volunteer Awards. As it is proposed (under a review of Council policies) that an overarching policy will be developed to encompass all civic and community awards and recognitions, then this new policy will ultimately be incorporated into this process.

e. Financial

Nil

f. Legal and Statutory

Nil

5. Comments

The outcomes from both community feedback during the 2011 nomination period and the consultation in 2012 has led the City to recognise the need to modify the name and processes of the awards. Additionally the need to build in the ability to update and modify the format, criteria and nomination documentation annually in order to increase clarity and accessibility for the community.

The positive response from the community to words such as ‘community’ and ‘volunteer’ has led to the identification of the new awards title which encompasses all community groups, organisations and individuals and provides an inclusive awards and recognition process.
6. **Voting Requirements**

Simple Majority

7. **Officer Recommendation**

That Council:

2. *ADOPT* the City of Rockingham Community and Volunteer Awards Policy dated 27 February 2012.

8. **Committee Recommendation**

That Council:

2. *ADOPT* the City of Rockingham Community and Volunteer Awards Policy dated 27 February 2012.

Committee Voting – 4/0

9. **The Committee's Reason for Varying the Officer's Recommendation**

Not applicable

10. **Implications of the Changes to the Officer's Recommendation**

Not applicable
1. **Purpose of Report**

The purpose of this report is to seek Council’s endorsement of the City’s Disability Access and Inclusion Plan (DAIP) 2012-2015.

2. **Background**

The draft DAIP was presented to Council at the Council meeting held on 13 December 2011. At this meeting Council resolved to ‘**ACCEPT**’ the draft Disability Access Inclusion Plan 2012-2015’. The plan has now been advertised for public comment and is now ready to be fully endorsed by Council.

3. **Details**

The draft DAIP was subject to a four week public comment period. Advertising of the public comment period was implemented through local media, on the City’s website, and through existing disability networks through the City’s Community Capacity Building Department. The draft DAIP was also given to the City’s Disability Access Reference Group for additional comment, as well as people in the sector who had been originally involved in the community engagement component on the DAIP development. Final comments from Disability Services Commission on the City’s draft
DAIP were received during the public comment period. Below is a table which identifies the comments that were made, and whether the new draft supports those comments.

<table>
<thead>
<tr>
<th>Comment</th>
<th>Who</th>
<th>Supported/Unsupported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language changes to reflect the language in the legislation: community consultation in place of community engagement</td>
<td>Disability Services Commission</td>
<td>Supported: the language in the DAIP now says community consultation and engagement</td>
</tr>
<tr>
<td>Language changes to reflect the language in the legislation: outcomes in place of elements</td>
<td>Disability Services Commission</td>
<td>Supported: the language in the DAIP now says key outcomes/elements</td>
</tr>
<tr>
<td>Some of the items in the actions are quite specific, can make this broader</td>
<td>Disability Services Commission</td>
<td>Not supported, it is the intention of this DAIP to have specific actions that are able to be implemented</td>
</tr>
<tr>
<td>Can possibly take out the section of understanding the current situation. The relevance of this section was questioned.</td>
<td>Disability Services Commission</td>
<td>Not supported. This information is in line with the City’s templates.</td>
</tr>
<tr>
<td>To change the wording from the community plan from special needs to people with disability</td>
<td>Disability Access Reference Group</td>
<td>Not supported. While this is not appropriate language, this is the language used in the City’s community plan and must be used in this DAIP.</td>
</tr>
<tr>
<td>Use the Equal Opportunity definition for disability rather than the ABS determination.</td>
<td>Disability Access Reference Group</td>
<td>Supported. This is more reflective of the definitions used in Western Australia</td>
</tr>
<tr>
<td>Change the Fantasy Park picture to be before the discussion on the liberty swing.</td>
<td>Disability Access Reference Group</td>
<td>Supported.</td>
</tr>
<tr>
<td>Delete the front end which contains the history behind the development of the DAIP.</td>
<td>Disability Access Reference Group</td>
<td>Not supported. This is the requirement for the City’s strategic plan template.</td>
</tr>
<tr>
<td>Add Murdoch University under the sector consultation section in the DAIP.</td>
<td>Disability Access Reference Group</td>
<td>Supported. This was missed out and should have been added in the list of providers consulted through this process.</td>
</tr>
</tbody>
</table>

4. Implications to Consider

a. Consultation with the Community

Extensive consultation was undertaken with members from the Rockingham community, including carers, family members, and People with Disability, as outlined in previous reports. This included a public comment period once the draft DAIP was endorsed in principle by Council in December 2011.
b. Consultation with Government Agencies
Consultation was undertaken with a wide range of agencies within the disability sector in Rockingham. Consultation with Disability Services Commission Local Area Coordinators, and Department of Transport were Government agencies that were consulted on the development of this plan. Final consultation with Disability Services Commission on the DAIP draft, and ensuring its compliance with current legislation was implemented in January 2012.

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

Aspiration 7: Community facilities and services that are well utilised, accessible and cost effective, and where appropriate, multi-functional.

d. Policy

e. Financial
If the DAIP is endorsed by Council there are action items associated with the implementation of the DAIP. An amount has been included in the 2012/13 team plan and will be included in the 2012/13 budget for considerations.

f. Legal and Statutory
The Disability Services Act 1993 requires public authorities to develop and implement Disability Access and Inclusion Plans (DAIPs). Section 29B of the Act states “a public authority that has a Disability Access and Inclusion Plan must take all practicable measures to ensure that the plan is implemented by the public authority and its officers, employees, agents or contractors”.

5. Comments
Now that comprehensive stakeholder and community consultation and engagement has been undertaken to ensure all issues for the community have been considered, together with public comment, Council can be confident that this plan provides well targeted direction and actions. Therefore it is requested that this plan be endorsed by Council for the implementation phase can begin.

6. Voting Requirements
Simple Majority

7. Officer Recommendation
That Council ENDORSE the City of Rockingham’s Disability Access Inclusion Plan 2012-2015.

8. Committee Recommendation
That Council ENDORSE the City of Rockingham’s Disability Access Inclusion Plan 2012-2015.

Committee Voting – 4/0
<table>
<thead>
<tr>
<th></th>
<th>The Committee's Reason for Varying the Officer's Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Implications of the Changes to the Officer’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable</td>
</tr>
</tbody>
</table>
1. **Purpose of Report**

To request Council to endorse a revised Youth Encouragement Awards Policy.

2. **Background**

Each year the City of Rockingham Youth Encouragement Awards (YEA) recognises and rewards local young people aged 12 - 24 years who are in need of encouragement, confidence, self-esteem and resilience building, and who can demonstrate their interest and ability to participate in a reputable program of their choice.

The Award can be utilised to contribute a maximum of $500 for each participant to attend a reputable program of their choice that will increase the ability of the young person to connect to the local community.

Participants are eligible for only one Youth Encouragement Award in each financial year.

Community Development Officers, as a result of feedback from the community, have recognised the need to modify the processes of the awards and build in the ability to update and modify the format, criteria and nomination documentation annually in order to increase clarity and accessibility for the community.

Upon reviewing the previous document against the City’s Community Plan, and Youth Strategy, it was found that important elements of the previous policy did not meet the needs and aspirations of local young people and the community they live in. The new document aims to address and rectify these anomalies.
3. Details

The previous policy did not define how the YEA would be of benefit to the City of Rockingham. The new policy aims to promote that Young People should be aware of the community around them, and how they can contribute. This brings the policy further in line with the City’s Community Plan.

The previous policy was only open to young people aged between 13 and 20 years, when the Young People are defined as 12 – 24. The revised policy reflects this, allowing the program to be more accessible.

The previous policy allowed up to $750 available to each young person. The new policy approach will allow thorough operational guidelines up to $500 to be granted to each applicant, ensuring that more young people can be rewarded and up skilled whilst remaining within the budget.

The previous policy referred to the Coordinator of Youth Services, however, upon the restructure, the Award sits in the Community Capacity Building Team, and the revised operational guidelines reflects this.

Finally, the previous policy limited the number of awards to 7 in a financial year. The revised policy allows the operational guidelines to not limit the number of young people who can be assisted by this program, so long as the program remains within the set budget.

Additionally all Council Policies are currently being reviewed and it is anticipated that an overarching policy will be developed to encompass all civic and community awards and recognitions, which will include this one at that time.

4. Implications to Consider

a. Consultation with the Community
   Informal discussions with the community, including young people, parents and local service providers as well as discussions with Youth Advisory Council 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 Aspirations contained in the Community Plan 2011:-

   **Aspiration 3:** A vibrant community, enjoying access to a wide range of educational, cultural and artistic activities and a wide range of other social opportunities.

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

   Youth Strategy
   This item addresses the Community’s Vision for the future and specifically the following Elements contained in the Youth Strategy 2011 - 2015:-

   **Personal Development and Well Being:**
   Community Participation
   Place Activation
   **Relationship Building and Connections**

   d. Policy
   As it is proposed (under a review of Council policies) that an overarching policy will be developed to encompass all civic and community awards and recognitions, then this new policy will ultimately be incorporated into this process.
e. Financial
   Nil
f. Legal and Statutory
   Nil

5. Comments

The City of Rockingham Youth Strategy 2011-2015 aims to:-
   “connect young people to services, facilities and experiences that enhance their physical, social and overall health” and
   “encourage and facilitate the involvement of young people through consultation, improved access and recognition of achievements”.

The Youth Encouragement Award has traditionally provided young people with experiences they would not normally have access to, due to their financial circumstances or situation, but has been seen as difficult to apply for with limited experiences accepted within the policy.

The new policy through the operating guidelines will broaden the ability of young people to access meaningful experiences to build self-confidence and resilience and is in a more accessible format.

6. Voting Requirements

Simple Majority

7. Officer Recommendation

That Council:
1. **RESCIND** the Youth Encouragement Award Policy dated November 2003.
2. **ADOPT** the Youth Encouragement Awards Policy dated 27 February 2012.

8. Committee Recommendation

That Council:
1. **RESCIND** the Youth Encouragement Award Policy dated November 2003.
2. **ADOPT** the Youth Encouragement Awards Policy dated 27 February 2012.

   Committee Voting – 4/0

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

Not applicable

10. Implications of the Changes to the Officer’s Recommendation

Not applicable
## Community Development Advisory and Occasional Committee Minutes
### Community Capacity Building

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CCB-016/12 Sports Advisory Committee Meeting Minutes, 6 February 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>COM/18-06</td>
</tr>
<tr>
<td>Author:</td>
<td>Mary-Jane Rigby, Senior Community Development Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Gay Thornton, Director Community Development</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>12 March 2012</td>
</tr>
<tr>
<td>Terms of Reference:</td>
<td>To maintain a coordinated approach between Council and local sporting bodies and address issues relevant to sport development in Rockingham</td>
</tr>
<tr>
<td>Composition:</td>
<td>2 Councillors, 8 Community Members</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive Support</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Support the recommendation to update the focus of the Sportstar Awards to include the recognition of elite high achievers in sport, along with the acknowledgment for those who strive to do their best consistently, however may not reach the highest level. The committee recommends that the names of all nominees are announced at the awards ceremony and all are to receive a certificate of recognition of achievements.</td>
</tr>
<tr>
<td>Attachments:</td>
<td>1. Minutes of the Sports Advisory Committee Meeting of 6 February 2012</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

### 1. Receipt of Minutes

That Council receive the minutes of Sports Advisory Committee meeting held on 6 February 2012 for information.

### 2. Recommendations to the Community Development Committee

#### 2.1 Recommendation 1: Sportstar Awards

**Advisory Committee Recommendation:**

That Council:

1. **SUPPORT** the recommendation to update the focus of the Sportstar Awards to include the recognition of elite high achievers in sport, along with the acknowledgment for those who strive to do their best consistently, however may not reach the highest level. The committee recommends that the names of all nominees are announced at the awards ceremony and all are to receive a certificate of recognition of achievements.

2. **SUPPORT** the recommendation to relocate the Sportstar Awards to the Gary Holland Community Centre for the 2012 function.

3. **SUPPORT** the recommendation to change the nomination categories to include:
• Junior Sportsperson of the Year
• Senior Sportsperson of the Year
• Team / Squad of the Year
• Club of the Year
• Club Umpire/Coach/Official/ Administrator Award
• John Brown Memorial award

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 4:** A healthy community engaging in positive and rewarding lifestyles with
access to a range of passive and active recreational and personal
development opportunities

b. Policy
Sportstar of the Year award nomination forms contain category guidelines that describe 5
categories, which will be amended.

c. Financial
The City committed $15,000 to the Annual Sportstar Awards in 2011/12.
The move to the Gary Holland Community Centre (GHCC) will have no financial implications
on the event. Hosting the event at the Civic Reception room at the Council Administration
building incurs additional infrastructure costs including the hire of staging, chairs and tables.
These are already provided at GHCC so these savings will be utilised to fund the additional
catering costs required for finalists of the additional categories.
The awards attracted in kind community sponsorship to the value of $9,868 in 2011
including; promotion, sound production and prizes for award categories. It is intended to
seek additional sponsors to support the new categories in 2012 to provide prizes.

d. Legal and Statutory
Nil

e. Voting Requirements
Simple Majority

Officer Comments & Recommendation if Different to Committee Recommendation

The Rockingham Sportstar of the Year Awards is an annual event, celebrating achievements,
participation and milestones of the Rockingham sporting community. The Sportstar Awards are an
invitation only event, attracting 120 attendees annually and currently meeting the seating capacity of
the City of Rockingham reception room which inhibits the opportunity to improve the staging of the
event.

However, there is also a view that the Sportstar of the Year Awards event is a civic reception and
therefore should be hosted in the Council reception room.

Regarding the most suitable nomination categories, the Director Community Development supports
the reinstatement of the ‘sports’ Volunteers into this Award and categories, as the volunteers need
to be recognised by the industry at the same time as players, teams and others and so as they may
altogether celebrate their achievements.

The concept of recognising all nominees with a certificate provides recognition of the endeavour of
all participants and this would be sent to them in the mail.
The Committee recommendation has been modified to reflect more appropriate wording for a Council Resolution, and thus has not changed the intent of the recommendations, plus recommendation 3 was modified to include volunteers.

**Officer Recommendation**

That Council:

1. **RECEIVE** the minutes of Sports Advisory Committee meeting held on 6 February 2012 for information.
2. **AMEND** the focus of the Sportstar Awards including the recognition of elite high achievers in sport, along with the acknowledgment for those who strive to do their best consistently, however may not reach the highest level and that recognition is given to all nominees at the awards ceremony and with a certificate of recognition of achievements.
3. **RELOCATE** the Sportstar Awards to the Gary Holland Community Centre for the 2012 function.
4. **AMEND** the nomination categories to include:
   - Junior Sportsperson of the Year
   - Senior Sportsperson of the Year
   - Team / Squad of the Year
   - Club of the Year
   - Club Umpire / Coach / Official / Administrator / Volunteer Award
   - John Brown Memorial Award

3. **Committee Recommendation**

That Council:

1. **RECEIVE** the minutes of Sports Advisory Committee meeting held on 6 February 2012 for information.
2. **AMEND** the focus of the Sportstar Awards including the recognition of elite high achievers in sport, along with the acknowledgment for those who strive to do their best consistently, however may not reach the highest level and that recognition is given to all nominees at the awards ceremony and with a certificate of recognition of achievements.
3. **RELOCATE** the Sportstar Awards to the Gary Holland Community Centre for the 2012 function.
4. **AMEND** the nomination categories to include:
   - Junior Sportsperson of the Year
   - Senior Sportsperson of the Year
   - Team / Squad of the Year
   - Club of the Year
   - Club Umpire / Coach / Official / Administrator / Volunteer Award
   - John Brown Memorial Award

Committee Voting – 3/1

Councillors having voted for the motion: Cr Liley
  Cr Dunkling
  Cr Elliott

Councillor having voted against the motion: Cr Stewart
## 4. The Committee's Reason for Varying the Officer's Recommendation

Not applicable

## 5. Implications of the Changes to the Officer's Recommendation

Not applicable
## Community Safety

### Community Development Advisory and Occasional Committee Minutes

#### Community Safety Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CSA-002/12 City Safe Advisory Committee Meeting Minutes, 9 February 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>COM/55</td>
</tr>
<tr>
<td>Author:</td>
<td>Jo Harriman, Events and Administration Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>12 March 2012</td>
</tr>
<tr>
<td>Terms of Reference:</td>
<td>To provide a consultative forum that can effectively advise Council on community safety matters that arise in the City of Rockingham.</td>
</tr>
<tr>
<td>Composition:</td>
<td>3 Councillors, 9 Community Members</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive Support – Community Development Community Safety Team</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Attachments:</td>
<td>1. Minutes of the City Safe Advisory Committee Meeting held on 9 February 2012</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

#### 1. Receipt of Minutes

That Council receive the minutes of the City Safe Advisory Committee meeting held on 9 February, 2012, for information.

#### 2. Recommendations to the Community Development Committee

There are no recommendations arising from the City Safe Advisory Committee meeting.

#### 3. Committee Recommendation

That Council **RECEIVE** the minutes of the City Safe Advisory Committee meeting held on 9 February, 2012, for information.

Committee Voting – 4/0
<table>
<thead>
<tr>
<th></th>
<th>The Committee's Reason for Varying the Officer's Recommendation</th>
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</thead>
<tbody>
<tr>
<td>4.</td>
<td>Not applicable</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Implications of the Changes to the Officer's Recommendation</td>
</tr>
<tr>
<td>5.</td>
<td>Not applicable</td>
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</tbody>
</table>
# Community Development Advisory and Occasional Committee Minutes
## Community and Leisure Facilities

**Reference No & Subject:** CLF-006/12 Autumn Centre Strategic Development Committee Meeting Minutes, 9 February 2012

<table>
<thead>
<tr>
<th>File No:</th>
<th>CSV/575</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Nick Brown, Manager Community and Leisure Facilities</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>12 March 2012</td>
</tr>
</tbody>
</table>
| 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 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. |
| Composition:      | 2 Councillors  
6 Autumn Centre Members  
2 Community Members  
Executive Support – Corporate Services Community and Leisure Facilities |
| Disclosure of Interest: | Executive Function |
| Nature of Council’s Role in this Matter: | |
| Attachments:      | 1. Minutes of Autumn Centre Strategic Development Committee Meeting held 9 February 2012  
2. Copy of Autumn Centre Strategic Development Committee Action Plan |
| Maps/Diagrams:   | |

## 1. Receipt of Minutes

That Council receive the minutes of Autumn Centre Strategic Development Committee meeting held on 9 February 2012 for information.
2. **Recommendations to the Community Development Committee**

There are no recommendations arising from the Autumn Centre Strategic Development Committee meeting.

3. **Committee Recommendation**

That Council *RECEIVE* the minutes of the Autumn Centre Strategic Development Committee meeting held on 9 February 2012 for information.

   Committee Voting – 4/0

4. **The Committee's Reason for Varying the Officer’s Recommendation**

Not applicable

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

Not applicable
14. **Reports of Councillors**  
   Nil

15. **Addendum Agenda**  
   Nil

16. **Motions of which Previous Notice has been Given**  
   Nil

17. **Notices of Motion for Consideration at the Following Meeting**  
   Nil

18. **Urgent Business Approved by the Person Presiding or by Decision of the Committee**  
   Nil

19. **Matters Behind Closed Doors**  
   Nil

20. **Date and Time of Next Meeting**  
   The next Community Development Committee Meeting will be held on **Tuesday 10 April 2012** in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

21. **Closure**  
   There being no further business, the Chairman thanked those persons present for attending the Community Development Committee meeting, and declared the meeting closed at 5:05pm.