MINUTES
Corporate and Community Development Committee Meeting
Held on Tuesday 17 February 2015 at 4:00pm
City of Rockingham Boardroom
City of Rockingham  
Corporate and Community Development Committee Meeting Minutes  
4:00pm Tuesday 17 February 2015

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<td>20. Closure</td>
<td>15</td>
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</table>
# Corporate and Community Development Committee Minutes

**Tuesday 17 February 2015**

## 1. Declaration of Opening

In the absence of the Chairperson Mr John Pearson, Director Corporate Services assumed the Chair and called for nominations for the position of Acting Chairperson.

**Moved Cr Hamblin, seconded Cr Stewart:**

That Cr Barry Sammels be appointed Acting Chairperson for the meeting.

Carried – 5/0

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

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

<table>
<thead>
<tr>
<th>2.1 Councilors</th>
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<tbody>
<tr>
<td>Cr Barry Sammels (Mayor)</td>
<td>A/Chairperson</td>
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<tr>
<td>Cr Matthew Whitfield</td>
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<td>Cr Justin Smith</td>
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<td>Cr Joy Stewart</td>
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<td>Cr Deb Hamblin</td>
<td>Deputy for Cr Leigh Liley</td>
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<td>Cr Chris Elliott</td>
<td>Observer</td>
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<thead>
<tr>
<th>2.2 Executive</th>
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<tr>
<td>Mr John Pearson</td>
<td>Director Corporate Services</td>
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<tr>
<td>Mr John Woodhouse</td>
<td>Director Legal Services and General Counsel</td>
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<tr>
<td>Mr Michael Holland</td>
<td>Director Community Development</td>
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<tr>
<td>Mr Ben Searcy</td>
<td>Manager Human Resource Development</td>
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<tr>
<td>Ms Karin Strachan</td>
<td>Manager Strategy Coordination</td>
</tr>
<tr>
<td>Ms Vanisha Govender</td>
<td>Manager Financial Services</td>
</tr>
<tr>
<td>Mr Michael Yakas</td>
<td>Manager Customer and Corporate Support</td>
</tr>
<tr>
<td>Mr Ashley Pittard</td>
<td>Manager Community Infrastructure Planning</td>
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<tr>
<td>Mr Nick Brown</td>
<td>Manager Community and Leisure Facilities</td>
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<tr>
<td>Ms Jane Elton</td>
<td>Manager Community Capacity Building</td>
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<tr>
<td>Ms Alison Oliver</td>
<td>Manager Library and Information Services</td>
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<tr>
<td>Mr Peter Varris</td>
<td>Manager Governance and Councillor Support</td>
</tr>
<tr>
<td>Mr Lee Battersby</td>
<td>Coordinator Cultural and Arts Development</td>
</tr>
<tr>
<td>Ms Sue Langley</td>
<td>Governance Coordinator</td>
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<tr>
<td>Mrs Diane Zanre</td>
<td>PA to Director Community Development</td>
</tr>
<tr>
<td>Ms Nikita Lawson</td>
<td>Business Trainee</td>
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<tr>
<td>Mr Sean Scarf</td>
<td>Business Trainee</td>
</tr>
</tbody>
</table>
2.3 Members of the Gallery: 1
2.4 Apologies:
   Cr Leigh Liley
2.5 Approved Leave of Absence: Nil

3. Responses to Previous Public Questions Taken on Notice
   Nil

4. Public Question Time
   4:01pm The Chairperson invited members of the Public Gallery to ask questions. There were none.

5. Confirmation of Minutes of the Previous Meeting
   Moved Cr Whitfield, seconded Cr J Smith:
   That Committee CONFIRM the Minutes of the Corporate and Community Development Committee Meeting held on 20 January 2015, as a true and accurate record.
   Committee Voting –5/0

6. Matters Arising from the Previous Minutes
   Nil

7. Announcement by the Presiding Person without Discussion
   4:01pm The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.

8. Declarations of Members and Officers Interests
   4:01pm The Chairperson asked if there were any interests to declare. There were none.

9. Petitions/Deputations/Presentations/Submissions
   Nil

10. Matters for which the Meeting may be Closed
    Nil

11. Bulletin Items
    Corporate and General Management Services Information Bulletin – February 2015
    Corporate Services
    1. Corporate Services Team Overview
    2. Human Resource Update
    3. Project Status Reports
       3.1 Retention and Disposal Project
       3.2 Integrated team plan and risk management module
       3.3 Mobile Computing – Infringements
3.4 Authority Mobile – Asset Management / Inspections
3.5 Purchasing Card Module
3.6 Online Application Lodgement System – RockinghamAnytime
3.7 Intranet Redevelopment
3.8 Closed-Circuit Television (CCTV) – Stage 2
3.9 Closed-Circuit Television (CCTV) – Stage 3 and 4
3.10 Service Management Processes
3.11 Replacement of DC1 and DC2 Servers and VMware Upgrade
3.12 Upgrade to System Centre Configuration Manager (SCCM)
3.13 Finalisation of Quality of Service (QOS) and IP Addressing
3.14 Redevelopment of Standard Operating Environment (SOE)
3.15 IntraMaps 8 Upgrade
3.16 Implement Radio Frequency Identification (RFID) Safety Bay Library 9
3.17 Integrate Security Access Control Systems
3.18 Implement DC1/DC2 configuration as per Business Continuity Plan requirements
3.19 WiFi – Main Administration
3.20 Bushfire Mitigation System Upgrade

4. Information Items
4.1 Change of Basis of Rates January 2015
4.2 List of Payments January 2015
4.3 Rockingham Aquatic Centre
4.4 Rockingham Child Care Service
4.5 Autumn Centre
4.6 Warnbro Community Recreation Centre
4.7 Mike Barnett Sports Complex
4.8 Aqua Jetty
4.9 Gary Holland Community Centre
4.10 Lease Management
4.11 Facility Contract Management

Governance and Councillor Support
1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
4.1 Australia Day Awards and Citizenship Ceremony
4.2 Compliance and Authorisation Review
4.3 Governance and Local Government Decision Making Orientation
4.4 Freedom of Information (FOI) Requests
4.5 Citizenships

Human Resources
1. Human Resources Team Overview
2. Human Resource Update
3. Project Status Reports
3.1 Employee Wellness Programme
3.2 Corporate Training Programme
3.3 Leadership and Management Programme
3.4 Values Programme
3.5 Occupational Safety and Health Programme
3.6 People with Disability Employment Project  
3.7 Online Learning Management Systems  
3.8 Health Surveillance Project  
3.9 Workforce Development Plan  

4. Information Items  
4.1 Recruitment and Onboarding  
4.2 Occupational Safety and Health Statistics  

**Strategy and Corporate Coordination**  
1. Strategy Coordination Team Overview  
2. Human Resource Update  
3. Project Status Reports  
   3.1 Update of Climate Change Response Strategy and implementation of Key Actions  
   3.2 Risk Management Training and Printing  
   3.3 Community Engagement Framework  
   3.4 Re-development of Strategic Community Plan  
   3.5 Implementation and printing of 2015-2025 Strategic Community Plan  
4. Information Items  
   4.1 Annual Customer Satisfaction Survey  
   4.2 Coordinating the development of a 10 year minor infrastructure plan  
   4.3 5th Generation Team Plans  
   4.4 Coordinating the implementation of a Development Contribution Scheme  
   4.5 City Scoreboard  
   4.6 Roll-out of Risk Analysis Framework  
   4.7 Social Media  
   4.8 Media Tracking  
   4.9 Other initiatives that the Strategy and Corporate Communications team is involved with  

**Investment Attraction**  
1. Investment Attraction Team Overview  
2. Human Resource Update  
3. Project Status Reports  
   3.1 Regional Leadership Forums  
   3.2 Business Improvement District Feasibility  
   3.3 City Centre Marketing Plan  
   3.4 Online Forecasting Tool  
4. Information Items  
   4.1 LandCorp  
   4.2 Lot 3 Mandurah Road, Karnup  
   4.3 Meeting with Kickstart Property Solutions  
   4.4 Quest (Flinders Lane Apartments)  
   4.5 Lee’s Transport Company  
   4.6 Australian Property Institute (API) presentation  

**Legal Services & General Counsel**  
1. Legal Services & General Counsel Team Overview  
2. Human Resource Update  
3. Project Status Reports  
4. Information Items  
   Provision of Legal Advice  
   4.1 Legal Advice – Local Government Operational Matters
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 17 MARCH 2015

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<td>4.4 Executive Policy – Withdrawal of Parking Infringements</td>
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<td>4.5 Policy – Local Law – Various activities</td>
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<td>Legal Capacity Building</td>
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<td>4.6 Training – Introduction to Local Government</td>
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**Committee Recommendation**

Moved Cr Stewart, seconded Cr J Smith:

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – February 2015 and the content be accepted.

Committee Voting – 5/0

**Community Development Information Bulletin – February 2015**

**Community Support and Safety Services**

1. Community Support and Safety Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Regional Community Services Leadership Programmes
   3.2 Social Connector Project
   3.3 Rockingham Connect
4. Information Items
   4.1 Youth Services
   4.2 Community Safety

**Library Services**

1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information items
   4.1 December 2014 Library Statistics
   4.2 Rockingham Campus Community Library Update
   4.3 Mary Davies Library and Community Centre Monthly Update
   4.4 Safety Bay Library Monthly Update
   4.5 Warnbro Community Library Monthly Update

**Community Infrastructure Planning**

1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Coastal South Sporting Infrastructure Assessment
   3.2 Baldivis Library and Community Centre
   3.3 Regional Cycling Facilities Feasibility Study
   3.4 Golden Bay Primary School – Shared Use Open Space Development and Agreement
   3.5 Secret Harbour Surf Life Saving Club Redevelopment (SHSLSC)
   3.6 Baldivis Primary School Shared Use Reserve
   3.7 Lot 1507 Active Public Open Space Development
   3.8 Baldivis District Sporting Complex Feasibility Study and Concept Plans
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<th>Active Ageing Precinct Master Plan</th>
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<td>Rockingham Youth Venue – Feasibility Planning</td>
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<td>Public Open Space and Community Purpose Site Strategy</td>
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<td>3.12</td>
<td>Laurie Stanford Reserve – Management and Business Planning</td>
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<td>3.13</td>
<td>Secret Harbour Community Library – Feasibility Study and Concept Plan</td>
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<td>Sport Reserve Floodlighting Program</td>
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<td>Aquatic Facilities Strategy</td>
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<td>Dog Exercise Areas</td>
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<td>Karnup Community Infrastructure Plan</td>
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### Community Capacity Building

1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 New Year’s Eve Celebration 2014
   - 3.2 Australia Day Celebrations 2015
   - 3.3 Community Grants Program (CGP)
   - 3.4 Youth Encouragement Award (YEA)
   - 3.5 Infrastructure Planning and Development Grants (IPDG)
   - 3.6 Disability Access and Inclusion Plan (DAIP)
   - 3.7 Christmas Decorations Program
   - 3.8 Murdoch Partnership Agreement
   - 3.9 Reconciliation Action Plan (RAP)
   - 3.10 Challenger Precinct Masterplan
4. Information Items
   - 4.1 Seniors
   - 4.2 Learning City Strategy
   - 4.3 Cultural and Linguistically Diverse (CaLD)
   - 4.4 Place Activation/Sponsor Recognition
   - 4.5 Youth Development
   - 4.6 Sport and Recreation
   - 4.7 Cultural Development and Arts
   - 4.8 Outdoor Event Applications

### Committee Recommendation

Moved Cr J Smith, seconded Cr Whitfield:

That Councillors acknowledge having read the Community Development Information Bulletin – February 2015 and the content be accepted.

Committee Voting – 5/0
12. Agenda Items

Corporate Services

Corporate Services

Financial Services


File No: FLM/88-02
Risk Register No: 89
Proponent/s: Mrs Vanisha Govender, Manager Financial Services
Author: Mrs Vanisha Govender, Manager Financial Services
Other Contributors: 

Date of Committee Meeting: 17 February 2015
Previously before Council: 
Disclosure of Interest: 
Nature of Council’s Role in this Matter: Executive

Site: 
Lot Area: 
Maps/Diagrams: 

Purpose of Report


Background

Nil

Details

The monthly Financial Management Report includes the following:
1. Statement of Financial Activity by Program
2. Statement of Net Current Assets
3. Other schedules and charts for management information purposes.
Implications to Consider

a. Consultation with the Community
   Not Applicable

b. Consultation with Government Agencies
   Not Applicable

c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective contained in the Community Plan 2015-2025:
   Aspiration 4: Quality Leadership
   Strategic Objective: Governance - Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.

d. Policy
   Nil

e. Financial
   Major variances (above $250,000) between budget estimates and actual results for the month to which the statement relates are shown in the supporting documentation.

f. Legal and Statutory

g. Risk
   Risk Implications of Implementing Officer Recommendation
   Nil
   Risk Implications of Not Implementing Officer Recommendation
   High:
   • Non-compliance with relevant legislation

Comments

Any variances identified have been reviewed within the current budget review.

Voting Requirements

Simple Majority

Officer Recommendation

Committee Recommendation

Moved Cr J Smith, seconded Cr Stewart:

Committee Voting – 5/0

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

Implications of the Changes to the Officer’s Recommendation
Not Applicable
### Purpose of Report

That Council approve the recommendation to change the Neighbourhood Watch Advisory Committee Terms of Reference.

### Recommendations to the Corporate and Community Development Committee

#### Advisory Committee Recommendation 1:
**Neighbourhood Watch Advisory Committee Terms of Reference**

That Council **APPROVE** the revised Terms of Reference to read ‘To provide advice to Council on Neighbourhood Watch’.

### Background

The current Neighbourhood Watch (NHW) Advisory Committee Terms of reference is ‘To provide a forum to discuss and foster Neighbourhood Watch projects and initiatives between community members and key stakeholders to promote Neighbourhood Watch’.

It was discussed at the January 2015 Neighbourhood Watch Advisory Committee meeting, that the role of an Advisory committee is to provide strategic level advice to Council on matters arising, that pertain to the Advisory Committee’s Terms of Reference. It was determined that the current terms of reference were of an operational focus and by reviewing the terms of reference, it would provide a clearer strategic focus for the Committee to advise Council.
Implications to Consider

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

   **Aspiration 2:** Strong Community
   **Strategic Objective:** Safety and Support - A community that feels safe and secure in home, work and leisure environments and has access to a range of effective support services and partnerships when encountering challenging or difficult times.

b. Policy
   The Neighbourhood Watch Advisory Committee operates in line with the Council’s Governance and Meeting Framework Policy.

c. Financial
   Nil

d. Legal and Statutory
   Nil

e. Voting Requirements
   Simple Majority

f. Risk
   Risk Implications of Implementing Officer Recommendation
   Nil
   Risk Implications of Not Implementing Officer Recommendation
   Nil

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

That Council **APPROVE** the revised Terms of Reference to read ‘To provide strategic advice to Council on supporting safe, secure and confident neighbourhoods across Rockingham’.

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

To provide a Terms of Reference for the NHW Advisory Committee that aims to increase the strategic direction of the committee, in line with the vision of Neighbourhood Watch Australasia and the Neighbourhood Watch Western Australia Strategy 2015-2017. The vision of these two strategies is to broaden and embrace community development principles and practice in an effort to reduce the fear of crime, help neighbourhoods become more open, friendly and robust, and assist to improve the quality of life for local residents.

**Committee Recommendation**

Moved Cr Whitfield, seconded Cr J Smith:

That Council **APPROVE** the revised Terms of Reference for the Neighbourhood Watch Advisory Committee¹ to read ‘To provide strategic advice to Council on supporting safe, secure and confident neighbourhoods across Rockingham’.

Committee Voting – 5/0

¹ Inserted for clarity.
The Committee’s Reason for Varying the Officer’s Recommendation
Not Applicable

Implications of the Changes to the Officer’s Recommendation
Not Applicable
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<th>Reports of Councillors</th>
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<td>Nil</td>
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<td>Nil</td>
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<tr>
<td>19.</td>
<td>Date and Time of Next Meeting</td>
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<td></td>
<td>The next Corporate and Community Development Committee Meeting will be held on <strong>Tuesday 17 March 2015</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
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<td>20.</td>
<td>Closure</td>
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<td>There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at <strong>4:11pm</strong>.</td>
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