MINUTES
Corporate and Community Development Committee Meeting
Held on Tuesday 15 July 2014 at 4:00pm
City of Rockingham Boardroom
City of Rockingham
Corporate and Community Development
Committee Meeting Minutes
4:00pm Tuesday 15 July 2014

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<table>
<thead>
<tr>
<th></th>
<th>Motions of which Previous Notice has been Given</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Community Development</td>
</tr>
<tr>
<td></td>
<td>CD-022/14 Notice of Motion - Purchase of a plaque to commemorate the Gallipoli Centenary year in 2015</td>
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<tr>
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<tr>
<td>16</td>
<td>Notices of Motion for Consideration at the Following Meeting</td>
</tr>
<tr>
<td>17</td>
<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
</tr>
<tr>
<td>18</td>
<td>Matters Behind Closed Doors</td>
</tr>
<tr>
<td>19</td>
<td>Date and Time of Next Meeting</td>
</tr>
<tr>
<td>20</td>
<td>Closure</td>
</tr>
</tbody>
</table>

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35
City of Rockingham
Corporate and Community Development Committee Meeting Minutes
Tuesday 15 July 2014 - Council Boardroom

1. Declaration of Opening

The Chairperson declared the Corporate and Community Development Committee Meeting open at **4:04pm**, welcomed all present, and referred to the Acknowledgement of Country.

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

<table>
<thead>
<tr>
<th>2.1 Councillors</th>
<th>2.2 Executive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Leigh Liley</td>
<td>Mr John Woodhouse</td>
</tr>
<tr>
<td>Cr Matthew Whitfield</td>
<td>Mr Michael Holland</td>
</tr>
<tr>
<td>Cr Barry Sammels (Mayor)</td>
<td>Mr Ben Searcy</td>
</tr>
<tr>
<td>Cr Joy Stewart</td>
<td>Ms Karin Strachan</td>
</tr>
<tr>
<td>Cr Justin Smith</td>
<td>Ms Vanisha Govender</td>
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<td></td>
<td>Miss Jessica Morganaga</td>
</tr>
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<td></td>
<td>Mr Ashley Pittard</td>
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<td>Ms Mary-Jane Rigby</td>
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<td></td>
<td>Director Legal Services and General Counsel</td>
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<td>Director Community Development</td>
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<td></td>
<td>Manager Human Resource Development</td>
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<td>Manager Strategy Coordination</td>
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<td>Manager Financial Services</td>
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<td></td>
<td>A/Manager Customer and Corporate Support</td>
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<td></td>
<td>Manager Community Infrastructure Planning</td>
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<td></td>
<td>A/Manager Community Support and Safety Services</td>
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<td></td>
<td>Manager Community and Leisure Facilities</td>
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<tr>
<td></td>
<td>Manager Community Capacity Building</td>
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<tr>
<td></td>
<td>Manager Library and Information Services</td>
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<tr>
<td></td>
<td>Community Capacity Building Secretary</td>
</tr>
<tr>
<td></td>
<td>Manager Governance and Councillor Support</td>
</tr>
<tr>
<td></td>
<td>Governance Coordinator</td>
</tr>
<tr>
<td></td>
<td>Governance Assistant</td>
</tr>
</tbody>
</table>

2.3 Members of the Gallery: 1
2.4 Apologies: Nil
2.5 Approved Leave of Absence: Nil

3. Responses to Previous Public Questions Taken on Notice

Nil
4. **Public Question Time**

4:05pm 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 17 June 2014, as a true and accurate record.

Committee Voting – 5/0

6. **Matters Arising from the Previous Minutes**

Nil

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

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

8. **Declarations of Members and Officers Interests**

4:06pm The Chairperson asked if there were any interests to declare.

Cr Sammels and Cr J Smith declared the following Declarations of Interest:

- **Item CS-027/14** Rockingham Kwinana Chamber of Commerce Incorporated Lease at Gary Holland Community Centre
  - Councillor/Officer: Cr Sammels
  - Type of Interest: Impartiality
  - Nature of Interest: Cr Sammels is a life member of the Chamber of Commerce
  - Extent of Interest (if applicable): Impartiality

- **Item CS-027/14** Rockingham Kwinana Chamber of Commerce Incorporated Lease at Gary Holland Community Centre
  - Councillor: Cr J Smith
  - Type of Interest: Impartiality
  - Nature of Interest: Cr J Smith is a life member of the Chamber of Commerce
  - Extent of Interest (if applicable): Impartiality
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 – July 2014

Corporate Services
1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Retention and Disposal Project
   3.2 Document Migration Project
   3.3 Digital Preservation Strategy
   3.4 Website Re-Design
   3.5 Closed-Circuit Television (CCTV)
   3.6 Warnbro Library Cable Upgrade
   3.7 Safety Bay Library Cable Upgrade
   3.8 ICT Strategic Plan
   3.9 Data Centre 1(DC1) Storage Area Network (SAN) Replacement
   3.10 Redevelopment of Standard Operating Environment (SOE)
   3.11 Virtual Machine (VM) Upgrade to Version 5 & MS Server 8 to 2012
   3.12 Training Room Projector
   3.13 Plotter/Scanner replacement
4. Information Items
   4.1 List of Payments June 2014

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 Service
   4.2 Rockingham Aquatic Centre
   4.3 Challenger Court
   4.4 Rockingham Autumn Centre
   4.5 Warnbro Community Recreation Centre
   4.6 Mike Barnett Sports Complex
   4.7 Aqua Jetty
   4.8 Gary Holland Community Centre

Governance and Councillor Support
1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Advisory Committee Support
4.2 Docs on Tap
4.3 National Sea Change Taskforce Newsletter
4.4 Citizenships
4.5 Advisory Committee Disbandment

**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 & Management Programme
   3.4 Values Programme
   3.5 Occupational Safety & Health Programme
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 Analysis Framework – Roll out and Audit
   3.3 Risk Management Training
   3.4 Community Engagement Framework
   3.5 Corporate Communication
   3.6 Regional Leadership Campaign
   3.7 Online Forecasting Tool
   3.8 Mundijong (Kulija) Road Communication Plan
   3.9 Tourism Strategy
   3.10 Website Review
4. Information Items
   4.1 Annual Customer Satisfaction Survey
   4.2 Coordinating the development of a 10 year infrastructure plan
   4.3 5th Generation Team Plans
   4.4 Coordinating the development and implementation of a Development Contribution Scheme
   4.5 City Scoreboard
   4.6 Development of the 2015/2025 Strategic Community Plan
   4.7 Social Media
   4.8 Media Tracking
   4.9 Film Applications
   4.10 Other initiatives that the Strategy and Corporate Communications team is involved with

**Legal Services & General Counsel**
1. Legal Services & General Counsel Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   Provision of Legal Advice
   4.1 Legal Advice – Local Government Operational Matters
   4.2 Documentation
   4.3 Proceedings in Courts / State Administrative Tribunal / Other Tribunals / Commissions etc
   Oversight of Systems and Documentation
   4.4 Executive Policy – Withdrawal of Parking Infringements
   4.5 Policy – Local Law – Various activities
   Legal Capacity Building
   4.6 Retail Shops – Leasing - Training

**Committee Recommendation**

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – July 2014 and the content be accepted.

Committee Voting – 5/0
Committee and Community Development Committee Minutes
Tuesday 15 July 2014

CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 19 AUGUST 2014

PRESIDING MEMBER

3.4 Regional Cycling Facilities Feasibility Study
3.5 Golden Bay Primary School – Shared Use Open Space Development and Agreement
3.6 Secret Harbour Surf Life Saving Club Redevelopment (SHSLSC)
3.7 Baldivis Primary School Shared Use Reserve
3.8 Lot 1507 Active Public Open Space Development
3.9 Baldivis District Sporting Complex Feasibility Study and Concept Plans
3.10 Active Ageing Precinct Master Plan
3.11 Rockingham Youth Venue – Feasibility Planning
3.12 Public Open Space Strategy
3.13 Community Purpose Site Strategy
3.14 Laurie Stanford Reserve – Management and Business Planning
3.15 Secret Harbour Community Library – Feasibility Study and Concept Plan
3.16 Sport Reserve Floodlighting Program
3.17 Aquatic Facilities Strategy
3.18 Community Infrastructure Plan

4. Information Items
   4.1 Infrastructure Planning and Development Grant

Community Capacity Building
1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Rockingham Regional Environmental Centre (RREC)
   3.2 Community Grants Program (CGP)
   3.3 Youth Encouragement Award (YEA)
   3.4 Infrastructure Planning and Development Grants (IPDG)
   3.5 Disability Access and Inclusion Plan (DAIP)
   3.6 Christmas Decorations Program
   3.7 Murdoch Partnership Agreement
   3.8 Reconciliation Action Plan (RAP)

4. Information Items
   4.1 Seniors
   4.2 Youth Development
   4.3 Sport and Recreation
   4.4 Learning City’s Strategy
   4.5 Outdoor Event Applications
   4.6 Cultural Development and Arts
   4.7 Cultural and Linguistically Diverse (CaLD)
   4.8 Place Activation
   4.9 Generalist Programs/Projects/Events

Committee Recommendation
That Councillors acknowledge having read the Community Development Information Bulletin – July 2014 and the content be accepted.

Committee Voting – 5/0
## 12. Agenda Items

**Corporate Services**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-025/14</th>
<th>Material Variance Level for the 2014/2015 Statements of Financial Activity</th>
</tr>
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<tbody>
<tr>
<td>File No:</td>
<td>FLM/88</td>
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<tr>
<td>Risk Register No:</td>
<td>330</td>
<td></td>
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<tr>
<td>Proponent/s:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Vanisha Govender, Manager Financial Services</td>
<td></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
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<tr>
<td>Date of Committee Meeting:</td>
<td>15 July 2014</td>
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<tr>
<td>Previously before Council:</td>
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<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
<td></td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
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</tr>
</tbody>
</table>

### Purpose of Report

To adopt the materiality level for variances required to be reported in the 2014/2015 Statements of Financial Activity.

### Background

The City is required to prepare a Statement of Financial Activity for each month which includes, in part, details of the budget and actual revenue/expenditure to the end of the relevant month and 'material' variances between the budget and actual.

Each year Council is required to adopt the level considered 'material' for the purposes of reporting these variances.

The adopted material variance level for 2013/2014 was $250,000.
Details

The Australian Accounting Standards (AAS) state that “materiality means, in relation to information, that information which if omitted, misstated or not disclosed has the potential to adversely affect decisions about the allocation of scarce resources made by users of the financial report or the discharge of accountability by the management or governing body of the entity”.

Essentially the smaller the entity the lower the materiality level, as it is the relative impact that is important. Variances of $10,000 may be considered material to an individual but when considered in the context of the City, which is an entity with a total expenditure of over $180 million, this limit would not be considered material.

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 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
   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
   Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 requires a local government to adopt a percentage or value calculated in accordance with AAS to be used in statements of financial activity for the reporting of financial variance.

g. Risk
   Risk Implications of Implementing Officer Recommendation
   Nil

   Risk Implications of Not Implementing Officer Recommendation
   High:
   - Non compliance with relevant legislation

Comments

Previous years have been calculated in accordance with AAS and have used a variance of $250,000. This value is still considered acceptable and should Council adopt the officer recommendation, will again be used to report variances in the monthly statement of financial activity.

Voting Requirements

Simple Majority
**Officer Recommendation**

That Council *ADOPT* $250,000 as the value to be used in Statements of Financial Activity for reporting material variances for the 2014/2015 financial year.

**Committee Recommendation**

That Council *ADOPT* $250,000 as the value to be used in Statements of Financial Activity for reporting material variances for the 2014/2015 financial year.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
### Purpose of Report

To receive the monthly Financial Management Report for May 2014.

### 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

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**Reference No & Subject:**

<table>
<thead>
<tr>
<th>File No:</th>
<th>FLM/88</th>
</tr>
</thead>
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<tr>
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<td>330</td>
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<tr>
<td>Proponent/s:</td>
<td>Mrs Vanisha Govender, Manager Financial Services</td>
</tr>
<tr>
<td>Author:</td>
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<td>Other Contributors:</td>
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<td>Disclosure of Interest:</td>
<td></td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
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<tr>
<td>Site:</td>
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</tr>
<tr>
<td>Lot Area:</td>
<td></td>
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<tr>
<td>Attachments:</td>
<td>Monthly Financial Management Report for May 2014</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
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</table>

**Corporate Services**

**Financial Services**
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 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**
   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**
   Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government
   (Financial Management) Regulations 1996 require that monthly financial reports be
   presented to Council.

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**

That Council **ACCEPT** the monthly Financial Management Report for May 2014 (unaudited) in
accordance with Regulation 34 of the Local Government (Financial Management) Regulations
1996.

**Committee Recommendation**

That Council **ACCEPT** the monthly Financial Management Report for May 2014 (unaudited) in
accordance with Regulation 34 of the Local Government (Financial Management) Regulations
1996.

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
### Corporate Services

**Community and Leisure Facilities**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-027/14 Rockingham Kwinana Chamber of Commerce Incorporated Lease at Gary Holland Community Centre</th>
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<tr>
<td>File No:</td>
<td>LGS/32</td>
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<tr>
<td>Risk Register No:</td>
<td>412</td>
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<tr>
<td>Proponent/s:</td>
<td>Rockingham Kwinana Chamber of Commerce Incorporated</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Paul O’Leary, Coordinator Community Facilities</td>
</tr>
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<td>Other Contributors:</td>
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<tr>
<td>Date of Committee Meeting:</td>
<td>15 July 2014</td>
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<td>Previously before Council:</td>
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<td>Disclosure of Interest:</td>
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<td>Nature of Council’s Role in this Matter:</td>
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<tr>
<td>Site:</td>
<td>Gary Holland Community Centre, Lot 300 (No 19) Kent Street Rockingham, Reserve 49939</td>
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<td>Lot Area:</td>
<td>58 square metres</td>
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<td>Attachments:</td>
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<tr>
<td>Maps/Diagrams:</td>
<td>Proposed lease area for Rockingham Kwinana Chamber of Commerce Incorporated</td>
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### Purpose of Report

To seek Council approval to enter into a lease for a term of three years with Rockingham Kwinana Chamber of Commerce Incorporated for a 58sqm portion of the Gary Holland Community Centre.

### Background

The City received a request on from the Chief Executive Officer of Rockingham Kwinana Chamber of Commerce Incorporated (RKCC) to lease a 58sqm portion of the Gary Holland Community Centre.

The RKCC advocates itself as a peak industry body representing the interests of the business community in the south-west metropolitan corridor. The RKCC state that they adopt a significant role in the economic development of the Rockingham, Kwinana and surrounding regions, using local knowledge, resources and networking capabilities.
Details

The City Officers have indicated to RKCC the City would be willing to enter into a three year lease subject to Council approval. The City will receive annual rent of $7,800 per annum (excluding GST), to be reviewed in accordance with Perth-based Consumer Price Index in year two and year three.

A market valuation on the property is $13,340 per annum.

The lessee is required to pay all operating costs, inclusive of common area cleaning, electricity, emergency services levies, fire inspection, insurance, land rates, rubbish collection, security and monitoring, water consumption and water rates associated with the leased area.

Proposed lease area for Rockingham Kwinana Chamber of Commerce (outlined in red)

Implications to Consider

a. Consultation with the Community
   Nil

b. Consultation with Government Agencies
   Upon Council approval the lease will require consent from the Minister for Lands.

c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration contained in the Community Plan 2011:
   
   **Aspiration 7:** Community facilities and service that are well utilised, accessible and cost effective, and where appropriate, multi-functional.

d. Policy
   Nil

e. Financial
   RKCC will pay rent of $7,800 per annum (excluding GST), to be reviewed in accordance with Perth-based Consumer Price Index in year two and year three.
   The lessee is required to pay all operating costs: common area cleaning, electricity, emergency services levies, fire inspection, insurance, land rates, rubbish collection, security and monitoring, water consumption and water rates associated with the leased area.
f. Legal and Statutory
Section 3.58(3) of the Local Government Act 1995, provides that the City is to give public notice of any proposed lease, including the subject property and proposed tenancy and inviting public submissions regarding the proposed lease.

Local Government (Functions and General) Regulations 1996, Regulation 30(2)(b)(i), permits exemptions to the application of Section 3.58 of the Act. Exemptions are permitted for bodies incorporated or not and organisations of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and where the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions.

The regulation is applied to this lease as RKCC is an incorporated organisation assisting local business in Rockingham.

g. Risk
Risk Implications of Implementing Officer Recommendation
Nil

Risk Implications of Not Implementing Officer Recommendation
Low:
• Negative publicity and damage to the City’s reputation

Comments
The annual rental figure proposed by RKCC is below the market valuation of $13,340; however it is considered acceptable given the time the premises has been vacant. It is in the City's interest to activate the Gary Holland Community Centre to its fullest extent. Given the support platform RKCC offers businesses in Rockingham, their day-to-day working activities will naturally bring increased numbers of people into the Gary Holland Community Centre.

Furthermore, RKCC has taken a strategic decision to work more closely with the Rockingham Visitor Centre which also occupies a lease space within the Gary Holland Community Centre. Entering into a lease with RKCC will assist this process.

Advice has been received from the City’s Planning Services that the proposed lease represents an acceptable land use in the Waterfront Village.

It should be noted that at the end of the lease the property will be offered to the open market at commercial valuation with RKCC having the first option to lease.

The prospective tenant's hours of business will coincide with the current opening hours of the Gary Holland Community Centre, which is an important factor in relation to the security of the building, i.e. parts of the building will not be open for business while other areas are closed.

Voting Requirements
Simple Majority

Officer Recommendation
That Council APPROVE entering into a lease for a term of 3 years with Rockingham Kwinana Chamber of Commerce Incorporated for a 58sqm portion of Reserve Number 49939, Lot 300 (No 19) Kent Street, Rockingham WA 6168, Gary Holland Community Centre with an annual rent of $7,800 per annum (excluding GST), to be reviewed in accordance with Perth-based Consumer Price Index in year two and year three.
**Committee Recommendation**

That Council *APPROVE* entering into a lease for a term of 3 years with Rockingham Kwinana Chamber of Commerce Incorporated for a 58sqm portion of Reserve Number 49939, Lot 300 (No 19) Kent Street, Rockingham WA 6168, Gary Holland Community Centre with an annual rent of $7,800 per annum (excluding GST), to be reviewed in accordance with Perth-based Consumer Price Index in year two and year three.

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
## Corporate Services
### Community and Leisure Facilities

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-028/14 Rockingham BMX Club Incorporated Lease for portion of Reserve Number 30623</th>
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<tbody>
<tr>
<td>File No:</td>
<td>LGS/22</td>
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<tr>
<td>Risk Register No:</td>
<td>412</td>
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<tr>
<td>Proponent/s:</td>
<td>Rockingham BMX Club Incorporated</td>
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<td>Author:</td>
<td>Mr Paul O’Leary, Coordinator Community Facilities</td>
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<td>Executive</td>
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</table>

### Site:
- Portion of Lots 1521 and 2146 Ennis Avenue Rockingham, Parcel 6702. Reserve Number 30623
- Lot Area: 9,302 square metres

### Maps/Diagrams:
- Rockingham BMX Club Incorporated lease area

### Purpose of Report
To seek Council approval to enter into a five-year lease with Rockingham BMX Club Incorporated at Reserve Number 30623 Lot 2146, Ennis Avenue, Rockingham.

### Background
Rockingham BMX Club Incorporated provided the City with a written request to increase its track size on 17 April 2014. The club submitted a planning application through the City’s Planning Services Team, which was approved on 26 May 2014 (Planning Reference No.20.2014.140.1).

There would need to be a variation to the club’s existing lease to increase the lease area boundary required to incorporate a larger track. However, the club’s existing lease is scheduled to expire in April 2015.

Rather than increase the cost and burden to the City to administrate a variation to the existing lease (to incorporate a larger track) and draft a new lease in a years’ time, it is sensible to enter into a new lease at this time. The club has been informed of this and is happy to proceed.
Details

![Rockingham BMX Club lease area](image)

The black border line is the club’s old lease area of 7,772 square metres. The red border line is the additional area requested to increase its track size. The black and red border lines represent Rockingham BMX Club’s proposed (new) lease area of 9,302 square metres.

The lease rent will be set at $1 for the term of the lease and will run for a five-year term. The lessee will be required to pay for all outgoings, building maintenance, statutory charges, insurances, emergency service levies and sanitation charges associated with the leased area.

Implications to Consider

a. Consultation with the Community
   The City has met with Rockingham BMX Club Incorporated on several occasions.

b. Consultation with Government Agencies
   Upon Council approval the lease will require consent from the Minister for Lands.

c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration contained in the Community Plan 2011:

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

d. Policy
   Nil

e. Financial
   The City will receive $1 rent for the term of the lease.

The lessee will be required to pay for all outgoings, building maintenance, statutory charges, insurances, emergency service levies and sanitation charges associated with the leased area.
f. Legal and Statutory

Section 3.58 of the Local Government Act 1995 (the Act) relates to the disposal of property, including leasing and covers the requirement to give public notice and the consideration of submissions in respect of proposals.

Local Government (Functions and General) Regulations 1996, Regulation 30(2)(b)(i), permits exemptions to the application of Section 3.58 of the Act. Exemptions are permitted for bodies incorporated or not and organisations of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and where the members of which are not entitled or permitted to receive any pecuniary profit from the body’s transactions.

The regulation is applied to this lease as Rockingham BMX Club Incorporated is an incorporated recreational body.

g. Risk

Risk Implications of Implementing Officer Recommendation

Nil

Risk Implications of Not Implementing Officer Recommendation

Low:

- Negative publicity and damage to the City’s reputation

Comments

Rockingham BMX Club Incorporated is organised and runs efficiently. It has a proactive committee that has kept the City informed of its proposed plans at every point.

The club wishes to increase its track size to improve its ability to cater for more members. The club also has plans to attract state and national level competitions to Rockingham; increasing its track size is a key milestone to achieving this objective.

The proposed lease represents acceptable land use as it is on land reserved for ‘Recreation’.

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVE entering into a lease for a term of five years with Rockingham BMX Club Incorporated for 9,302 square metres on reserve number 30623 on portions of Lot 1521 and Lot 2146, Ennis Avenue, Rockingham at a rental of $1 for the term of the lease.

Committee Recommendation

That Council APPROVE entering into a lease for a term of five years with Rockingham BMX Club Incorporated for 9,302 square metres on reserve number 30623 on portions of Lot 1521 and Lot 2146, Ennis Avenue, Rockingham at a rental of $1 for the term of the lease.

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
Corporate Services
Community and Leisure Facilities

Reference No & Subject: CS-029/14

Department of Health, Western Australia
Lease at Mary Davies Library and Community Centre

File No: LGS/5
Risk Register No: 412
Proponent/s: Department of Health, Western Australia
Author: Mr Paul O’Leary, Coordinator Community Facilities
Other Contributors:

Date of Committee Meeting: 15 July 2014
Previously before Council:
Disclosure of Interest:
Nature of Council’s Role in this Matter: Executive

Site: Lot 16 (No 17) Settlers Avenue Baldivis, Parcel 47278, Mary Davies Library and Community Centre
Lot Area: 32 square metres
Attachments:
Maps/Diagrams: Mary Davies Library and Community Centre Proposed Lease Area

Purpose of Report
To seek Council approval to enter into a lease with Department of Health, Western Australia for a 32sqm portion of the Mary Davies Library and Community Centre, Lot 16 (No 17) Settlers Avenue Baldivis. The leased area will be used as a Child and Adolescent Community Health Nurse Practice.

Background
The Department of Health, Western Australia, Child and Adolescent Community Health Service division (CACH) provide a comprehensive range of health promotion and early identification and intervention community-based services to children and families, focussing on growth and development in the early years, promoting wellbeing during childhood and adolescence. Service delivery is both universal and targeted.

At present CACH provides nurses in Baldivis through the City’s community facility, Settlers Hill Community Centre. CACH has been in communication with the City regarding relocation to Mary Davies Library and Community Centre, initially with Community Infrastructure planning officers to scope and fit out a suitable space to conduct its nurse practice, and more recently with centre staff to look at scheduling bookings for CACH programs.
The City has been working with CACH to establish a lease for occupancy at City facilities. In absence of a lease agreement A ‘Memorandum of Understanding (MOU) for the provision of Child Health Facilities’ between the Department of Health, Department of Local Government and Regional Development, and West Australian Local Government Association was introduced in January 2008 and has been steering relations between the City and CACH. The MOU outlined a set of underlying principles and respective responsibilities to guide local governments and CACH in the provision of child health services and facilities for the community’s benefit.

A key principle of the MOU was to formalise an agreement between local governments and CACH.

The City’s Coordinator Community Facilities met with CACH Officers to discuss the terms of a lease in May 2014. At this meeting it was explained that a lease must be signed before CACH Nurses could relocate from Settlers Hill Community Centre to the Mary Davies Library and Community Centre. Given the role and function performed by CACH and keeping with the principles and respective responsibilities outlined in the MOU (2008), it was agreed a nominal rent would be befitting of the relationship between the City and CACH.

It should be noted the MOU is not legally binding on the City.

## Details

![Diagram of Mary Davies Library and Community Centre Proposed Lease Area](highlighted in red)

Rent will be set at $1 for the term of the lease and will run for a five year term. The lessee will be required to pay for all outgoings, building maintenance, statutory charges and insurances, emergency service levies and sanitation charges associated with the leased area.

## Implications to Consider

a. Consultation with the Community

Nil
b. Consultation with Government Agencies
City Staff have been in ongoing discussions with Department of Health, Western Australia Child and Adolescent Community Health Service division

c. Strategic Community Plan
This item addresses the Community’s Vision for the future and specifically the following Aspiration contained in the Community Plan 2011:

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

d. Policy
Nil

e. Financial
The City will receive $1 for the term of the lease.
The lessee will be required to pay for all outgoings, building maintenance, statutory charges and insurances, emergency service levies and sanitation charges associated with the leased area.

f. Legal and Statutory
Section 3.58 of the Local Government Act 1995 (the Act) relates to the disposal of property, including leasing and covers the requirement to give public notice and the consideration of submissions in respect of proposals.

Local Government (Functions and General) Regulations 1996, Regulation 30(2)(c)(ii), permits exemptions to the application of Section 3.58 of the Act. Exemptions are permitted for a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth.

Department of Health, Western Australia fall within this exemption.

g. Risk

**Risk Implications of Implementing Officer Recommendation**
Nil

**Risk Implications of Not Implementing Officer Recommendation**
Low:
- Negative publicity and damage to the City’s reputation

### Comments
CACH nurses play a vital role in the community. Baldivis is a high activity area for newborn babies, with the highest average births per week figure in the city.

The provision of CACH nurses in the Baldivis area is an important element not only to ensure families have access to child health services but also to the continued development of Baldivis as a suburb.

Advice has been received from the City’s Planning Services that the proposed lease represents acceptable land use.

CACH’s hours of operation will coincide with the current opening hours of the Mary Davies Library and Community Centre, which is an important factor in relation to the security of the building, i.e. parts of the building will not be open for business while other areas are closed.

### Voting Requirements
Simple Majority
**Officer Recommendation**

That Council **APPROVE** entering into a lease for a term of five years with the Department of Health Western Australia for a 32sqm portion of Lot 16 (No 17) Settlers Avenue Baldivis, Parcel 47278, Mary Davies Library and Community Centre at a rental of $1 for the term of the lease. The lessee will be required to pay for all outgoings, building maintenance, statutory charges and insurances, emergency service levies and sanitation charges associated with the leased area.

**Committee Recommendation**

That Council **APPROVE** entering into a lease for a term of five years with the Department of Health Western Australia for a 32sqm portion of Lot 16 (No 17) Settlers Avenue Baldivis, Parcel 47278, Mary Davies Library and Community Centre at a rental of $1 for the term of the lease. The lessee will be required to pay for all outgoings, building maintenance, statutory charges and insurances, emergency service levies and sanitation charges associated with the leased area.

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
General Management Services

General Management Services
Governance and Councillor Support

Reference No & Subject: GMS-011/14
Delegation of Authority for 2013/2014 – Local Government to Chief Executive Officer and Other Employees (Absolute Majority)

File No: CPM/130
Risk Register No: 435
Proponent/s: Mrs Jelette Edwards, Governance Coordinator
Author: Mrs Jelette Edwards, Governance Coordinator
Other Contributors: Mrs Jelette Edwards, Governance Coordinator
Date of Committee Meeting: 15 July 2014
Previously before Council: 27 July 2010 (CES126/7/10), 28 September 2010 (CES161/9/10), 28 June 2011 (ES-020/11) 24 July 2012 (GCS-009/12) and 27 August 2013 (GCS-007/13)

Disclosure of Interest: 
Nature of Council’s Role in this Matter: Executive

Site: 
Lot Area: 
Attachments: City of Rockingham Delegation for 2014/2015 – Local Government to Chief Executive Officer and Other Employees
Maps/Diagrams: 

Purpose of Report
To allow Council to delegate some of its powers to the Chief Executive Officer and other relevant employees under various Acts and Regulations.

Background
Sections 5.42 to 5.44 of the Local Government Act 1995 (the Act) states that Council can delegate to the Chief Executive Officer any of its powers or discharge any of its duties.

Section 5.46 of the Act requires that the Chief Executive Officer (CEO) keeps a register of delegations made by the Local Government to the CEO and delegations from the CEO to other employees. All the delegations are to be reviewed at least once every financial year.

Some delegations require the Local Government to delegate its powers directly to some employees as required by certain Acts and regulations such as the Bush Fires Act 1954.
Details

The delegations were reviewed by the Executive Management Team consisting of the CEO and the Directors as well as other relevant officers.
All delegations created in separate reports throughout the 2014-2015 financial year will also be added to the register in order to keep track of all delegations and ensure they are still relevant.

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 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
   Not Applicable
e. Financial
   Not Applicable
f. Legal and Statutory
   In accordance with section 5.46 of the Local Government Act 1995 The Chief Executive Officer (CEO) is to keep a register of the delegations made under this Division to the CEO and to employees. At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
g. Risk
   **Risk Implications of Implementing Officer Recommendation**
   Nil
   **Risk Implications of Not Implementing Officer Recommendation**
   Low:
   • The risk of non-compliance.

Comments

Amendments that have occurred to the Delegation of Authority to the Chief Executive Officer and Other Employees are as follows:
• All delegations created in separate reports throughout the 2013/2014 financial year were added to the register in order to keep track of all delegations and ensure they are still relevant such as:
  o 1.19 Planning Approval – Proposed Grouped Dwellings on Lot 467 (No.28) Lewington Street, Rockingham
  o 1.20 Award Tender T14/15-09 – Construction of Secret Harbour Surf Life Saving Club Building
  o 1.21 Enter into Licence with the Secret Harbour Dockers Football Club (Incorporated)
• 1.8 Acceptance of Tenders – For Supply of Goods or Services – amended name of delegation to Rejection/Acceptance of Tenders – For Supply of Goods or Services and include a new item for the rejection of tenders.
• 1.9 Disposal of Property – amended the legislation in item 2 to section 3.58 and added a Council condition with regards to the Council Leasing Policy.
• 4.2 Bush Fire Permits – Issuing of – change Manager Community Safety to Manager Health Services.
• 5.1 Community Grants – increasing the amount from $200 to $500.
• 8.3 Planning and Development Act 2005 – Town Planning Scheme – addition of Items 1(n)(o)(p), 3(c) and 16(d) in attachment.
• 9.4 General Works – reword the functions delegate to create separate items for the installation of street lighting, directional signs and memorial seats.
• 9.7 Control and Maintenance of Facilities and Reserves – amend legislation date.
• Renumbered Fixed Term Tenancy Agreements as this is now in Corporate Services.
• Renumbered Disposing of Confiscated or Uncollected Goods as this is now in Health Services.
• Renumbered Dogs – Keeping of More Than Two as this is now in Health Services.
• Renumbered Administration and Enforcement of the Cat Act 2011 as now in Health Services.
• Delete Sale of Lot 401 Civic Boulevard, Rockingham as no longer required.
• Delete Shoalwater Visitors’ Centre Lease as no longer required.
• Delete Award Tender T14/15-09 – Val Street Jetty Inner Section and Jetty Head Replacement as no longer required.
• Delete Maintenance of Council Plant as no longer required.
• Delete Hire of Plant as no longer required.
• Removed s5.43 Limitations on delegations to the CEO as not necessary for some delegations
Minor typographical and formatting changes have also been made.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council APPROVE the delegations under the Local Government Act 1995, other Acts and Regulations as per the attachment ‘City of Rockingham Delegated Authority 2014/2015 to the Chief Executive Officer and Other Employees’.

Committee Recommendation

That Council APPROVE the delegations under the Local Government Act 1995, other Acts and Regulations as per the attachment ‘City of Rockingham Delegated Authority 2014/2015 to the Chief Executive Officer and Other Employees’.

Committee Voting – 5/0
<table>
<thead>
<tr>
<th><strong>The Committee’s Reason for Varying the Officer’s Recommendation</strong></th>
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<tbody>
<tr>
<td>Not Applicable</td>
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<tr>
<td><strong>Implications of the Changes to the Officer’s Recommendation</strong></td>
</tr>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
13. **Reports of Councillors**

Nil

14. **Addendum Agenda**

Nil

15. **Motions of which Previous Notice has been given**

**Community Development**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-022/14 Notice of Motion - Purchase of a plaque to commemorate the Gallipoli Centenary year in 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>PSL/1535</td>
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<tr>
<td>Risk Register No:</td>
<td>437,438</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Cr Allan Hill OAM JP</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Michael Holland, Director Community Development</td>
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<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>15 July 2014</td>
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<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
</tr>
</tbody>
</table>

Site:                                                                                           
Lot Area:                                                                                                                                 |
Attachments:                                                                                   
Maps/Diagrams:                                                                                   | 1. WWI commemorative plaque on display at the Rockingham RSL                                                                 |
                                                                                               | 2. Photograph of the ‘Lone Pine’ tree and existing plaque located on the Village Green |
**Purpose of Report**

This report is written to provide officer comment and recommendation in response to a Notice of Motion submitted by Cr Hill who would like a permanent reminder of the contributions/sacrifice Rockingham forefathers gave in the Great War to mark the Gallipoli Centenary year in 2015.

**Background**

Cr Allan Hill submitted the following motion for consideration at the 22 July 2014 Council Meeting:

That Council:

1. **APPROVE** the purchase of a plaque in recognition of the contribution/sacrifice Rockingham forefathers gave in the Great War and to mark the Gallipoli Centenary year in 2015. The plaque would be sited on the Lone Pine Tree on the Village Green.

2. **SUPPORTS** the formation of a working party of elected members and staff to bring this to fruition.

**Details**

From 2014 to 2018 Australia will commemorate the ANZAC Centenary, marking 100 years since our involvement in the First World War. The Centenary is an opportunity to remember those who have fought and served in all wars, conflicts and peace operations, and especially remember the sacrifice of those who have given their lives in service.

Over the four year period, Australia will observe a number of important events, including the centenary of the ANZAC landing on the Gallipoli Peninsula in Turkey, on 25 April 1915.

The City has invested a considerable amount of money into the War Memorial located at Village Green and this is complemented with another two significant Memorial Parks located within the City, namely the Naval Memorial Park and Port Kennedy Veterans’ Memorial Park.

There is currently a commemorative plaque (see photo) on display at the Rockingham RSL, Memorial Drive listing the names of the 14 men who served in World War I (WWI) from the Rockingham area.

1. WWI commemorative plaque on display at the Rockingham RSL
Implications to Consider

<table>
<thead>
<tr>
<th>a. Consultation with the Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>A draft of the plaque will be circulated to both the Rockingham and Port Kennedy RSL's for feedback and comment prior to installation.</td>
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</table>

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<thead>
<tr>
<th>b. Consultation with Government Agencies</th>
</tr>
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<tbody>
<tr>
<td>Nil</td>
</tr>
</tbody>
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<thead>
<tr>
<th>c. Strategic</th>
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<tbody>
<tr>
<td>Community Plan</td>
</tr>
<tr>
<td>This item addresses the Community’s Vision for the future and specifically the following Aspirations contained in the Community Plan 2011:</td>
</tr>
<tr>
<td><strong>Aspiration 13:</strong> A community that is welcoming and desirable in the eyes of residents and non-residents alike.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>d. Policy</th>
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<tbody>
<tr>
<td>The City's Purchasing Policy will be applied.</td>
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</table>

<table>
<thead>
<tr>
<th>e. Financial</th>
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</thead>
<tbody>
<tr>
<td>Varying factors need to be taken into consideration for example, the size and material used for plaque, the material for the plinth and installation required. It is estimated to cost in the range of $8,000 to purchase and install the proposed plaque. Therefore, as there is no budget allocation available for this project the cost of the plaque and installation will need to be allocated within the 2014/15 budget.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>f. Legal and Statutory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Act 1995 Part 6 Division 4 s6.8(1)(b) specifies the legislative requirements for expenditure from municipal fund not included in annual budget.</td>
</tr>
<tr>
<td>“A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised by the local government”.</td>
</tr>
<tr>
<td>*Absolute Majority required.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>g. Risk</th>
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<tbody>
<tr>
<td><strong>Risk Implications of Implementing Officer Recommendation</strong></td>
</tr>
<tr>
<td>Low:</td>
</tr>
<tr>
<td>- The cost of the plaque and installation is unknown at this time and may be in excess of what is proposed.</td>
</tr>
<tr>
<td><strong>Risk Implications of Not Implementing Officer Recommendation</strong></td>
</tr>
<tr>
<td>Low:</td>
</tr>
<tr>
<td>- The opportunity to leave a permanent reminder in recognition of the service of the identified men who served in WWI will be missed.</td>
</tr>
</tbody>
</table>

Comments

The concept of installing a World War One (WWI) commemorative plaque at the Lone Pine tree on the Village Green to represent the 14 men who served from the Rockingham area is a worthwhile project. The most recent Lone Pine tree was planted in 2009 as part of the Vietnam Veterans Day march and is located at the City of Rockingham War Memorial within the Village Green. Photos have been included in the report to show the location of the tree and the existing plaque that is located there.

The 2015 ANZAC Day Centenary commemorates a significant time in Australia’s history and the intention of marking this date by installing a commemorative plaque will leave a lasting legacy for the community to remember those who served and in some cases gave their lives from the Rockingham area during WWI.
The formation of a working party with Councillor and Officer representation is not required as any proposed wording for the plaque will be circulated to all Councillors and the two RSL’s seeking feedback and comment on the plaque project prior to it being finalised and installed.

As can be seen in the photos the protective barrier surrounding the tree will need to be replaced by asset services as it is in a state of deterioration and it would make sense to install the plaque and replace the barrier at the same time to protect the Lone Pine tree.

The installation of the plaque will be completed before the 2015 ANZAC Day event.

Voting Requirements

Simple Majority for Officer Recommendation point 1.

Absolute Majority for Officer Recommendation point 2.

Officer Recommendation

That Council:

1. **APPROVE** a plaque to be sited at the Lone Pine tree in the Village Green in recognition of the contribution/sacrifice Rockingham forefathers gave in WWI to mark the Centenary of Gallipoli in 2015.

2. **ALLOCATE** $8,000 to the project in the 2014/2015 budget.

Notice of Motion from Cr Allan Hill

That Council:

1. **APPROVE** the purchase of a plaque in recognition of the contribution/sacrifice Rockingham forefathers gave in the Great War and to mark the Gallipoli Centenary year in 2015. The plaque would be sited on the Lone Pine Tree in Village Green.

2. **SUPPORTS** the formation of a working party of elected members and staff to bring this to fruition.
Committee Recommendation

That Council:

1. **APPROVE** a plaque to be sited at the Lone Pine tree in the Village Green in recognition of the contribution/sacrifice Rockingham forefathers gave in WWI to mark the Centenary of Gallipoli in 2015.

2. **ALLOCATE** $8,000 to the project in the 2014/2015 budget.

3. **DIRECT** the Chief Executive Officer to establish a working party consisting of the two elected members, Cr Allan Hill and Cr __________, RSL representative/s and officers to bring this to fruition.

   Committee Voting – 5/0

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

To establish a working party to oversee the project.

Implications of the Changes to the Officer’s Recommendation

Not Applicable
16. **Notices of motion for Consideration at the Following Meeting**
   
   Nil

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

18. **Matters Behind Closed Doors**
   
   Nil

19. **Date and Time of Next Meeting**
   
   The next Corporate and Community Development Committee Meeting will be held on **Tuesday 19 August 2014** in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

20. **Closure**
   
   There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at **4:38pm**.