MINUTES
Community Development Committee Meeting
Held on Monday, 9 July 2012 at 4:00pm
City of Rockingham Boardroom
City of Rockingham  
Community Development Committee  
Meeting Minutes  
4:00pm Monday 9 July 2012

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<tr>
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<tbody>
<tr>
<td>17.</td>
<td><strong>Urgent Business Approved by the Person Presiding or by Decision of Council</strong></td>
<td>19</td>
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<tr>
<td>18.</td>
<td><strong>Matters Behind Closed Doors</strong></td>
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<tr>
<td>19.</td>
<td><strong>Date and Time of Next Meeting</strong></td>
<td>19</td>
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<td>20.</td>
<td><strong>Closure</strong></td>
<td>19</td>
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</tbody>
</table>
## 1. Declaration of Opening

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

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

### 2.1 Councillors

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

### 2.2 Executive

- Mr Andrew Hammond  
  - Chief Executive Officer  
- Ms Gay Thornton  
  - Director Community Development  
- Mr Michael Quirk  
  - Manager Community Infrastructure Planning  
- Ms Alicia Kilminster  
  - Coordinator Youth Services  
- Ms Tracy Bottrell  
  - A/Manager Library Services  
- Ms Genevieve Rowles  
  - Manager Community Safety  
- Mr Nick Brown  
  - Manager Community and Leisure Facilities  
- Mr Michael Holland  
  - Manager Community Capacity Building  
- Mrs Sue Heal  
  - A/PA to Director Community Development

### Members of the Public:

- Nil

### Press:

- Nil

### 2.3 Apologies:

- Nil

### 2.4 Approved Leave of Absence:

- Nil

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

- Nil

## 4. Public Question Time

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

Moved Cr Dunkling, seconded Cr Hamblin:

That Council **CONFIRM** the Minutes of the Community Development Committee Meeting held on 11 June 2012, as a true and accurate record.

Committee Voting – 4/0

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

Nil

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

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.

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

Nil

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

Nil

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

Nil

11. **Bulletin Items**

**Community Development Information Bulletin – July 2012**

**Community Support Services**

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

**Community Infrastructure Planning**

1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 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 Baldvis Library and Community Centre |
| 3.6 Secret Harbour Surf Life Saving Club redevelopments |
| 3.7 Baldvis 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 |
| 3.12 Regional Cycling Facilities Feasibility Study |
| 3.13 Rhonda Scarrot Reserve Council Motion |

### 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 Bert England Lodge – Management and Governance
   - 3.6 Rockingham Active Ageing Precinct Master Plan
   - 3.7 Disability Access and Inclusion Plan
4. Information Items

### Community Safety

1. Community Safety Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 CCTV System
4. Information Items
   - 4.1 Security Operational
   - 4.2 Community Safety General
   - 4.3 Rangers
   - 4.4 Emergency Services
   - 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 20 June 2012
   - 4.6 Aqua Jetty Manager’s Report – May 2012
   - 4.7 Warnbro Community Y Manager’s Report – May 2012
   - 4.8 Mike Barnett Sports Complex Manager’s Report – May 2012
### Community Development

1. Community Development Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Bert England Lodge Management and Governance Structure

#### Committee Recommendation

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

Committee Voting – 4/0
12. Agenda Items

Community Infrastructure Planning

Community Development
Community Infrastructure Planning

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CIP-007/12</th>
<th>Baldivis Library and Community Centre Strategic and Operational Planning Framework</th>
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</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CPR/561</td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mrs Natalie Venables, A/Manager Community Infrastructure Planning</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
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<td>Other Contributors:</td>
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<tr>
<td>Date of Committee Meeting:</td>
<td>9 July 2012</td>
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<tr>
<td>Previously before Council:</td>
<td>CD139/10/07, CD153/11/07, CD90/7/08, CES120/5/09, CD66/11/09, CD18/4/10, CIP-004/10, CIP-007/11, CIP-008/11, CIP-010/11, CIP-014/11, CIP-018/11, CIP-002/12, CIP-004/12</td>
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<tr>
<td>Disclosure of Interest:</td>
<td></td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive Function</td>
<td></td>
</tr>
<tr>
<td>Site:</td>
<td>Lot 16 Nancy Alley, Baldivis</td>
<td></td>
</tr>
<tr>
<td>Lot Area:</td>
<td>5036m²</td>
<td></td>
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<tr>
<td>Attachments:</td>
<td>Baldivis Library and Community Centre Strategic and Operational Planning Framework Project Plan</td>
<td></td>
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<tr>
<td>Maps/Diagrams:</td>
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1. Purpose of Report

To seek Council endorsement of the project plan for the development of the Baldivis Library and Community Centre Strategic and Operational Planning Framework.

2. Background

With construction of the Baldivis Library and Community Centre anticipated to commence in January 2013 and completion scheduled for around February 2014, it is timely that a comprehensive strategic and operational planning framework be developed for the facility.

It is essential that this framework be informed by the City of Rockingham’s organisational and financial requirements and capacities, the City’s aspirations for the facility, community consultation findings and noted trends relating to the operation of contemporary libraries and community centres.
Furthermore, a recent report prepared by Dr Janine Douglas from Information Enterprises Australia that had the aim of informing the design of the facility, has highlighted the importance of developing such a robust and comprehensive framework prior to the completion of the facility design process. In the report, a number of key considerations were raised, notably relating to strategic opportunities, operating budgets and asset improvement strategies, staffing and skill development and community engagement. These and other issues were identified as needing to be addressed now not only to ensure that the facility is fitted out in such a way as to meet community needs and aspirations, but also to ensure that the City is fully prepared to staff, activate and manage the facility upon handover.

3. Details

In order for the strategic and operational planning framework to provide the necessary guidance for the City to operate an efficient, effective and activated Centre from the day of commissioning, the following plans are to be developed:

- Corporate Plan – Facility vision, mission, philosophy, values, objectives, target groups etc
- Strategic Plan – Outcomes and objectives for first three years
- Activation Plan – Library services/programs/activities, Community Capacity Building programs/activities, community group usage, community service agency usage
- Operational Plan – Organisational structure, hours of operation, ongoing ‘core’ services etc
- Resourcing Plan – Overview of requirements relating to human resources, ICT (information, communications, technology), asset management and improvement, capital requirements (books, equipment) etc
- Human Resources Plan – staffing positions and levels required, necessary skills/experience/capacities, job descriptions
- ICT plan – capital ICT requirements, networking requirements, usage guidelines, asset replacement/upgrade requirements etc
- Systems Plan – Record keeping, booking systems, customer service etc
- Financial Plan – staffing, operating overheads, facility operating costs, team operating costs, minor operating projects, major operating costs, infrastructure projects, revenue
- Communications and Marketing Plan – Social media, promotion strategies of services/activities/programs, facility launch planning, templates
- Community Engagement Plan – Community consultation strategies, establishment of ‘Friends of’ Group etc
- Asset Management Plan – Asset inventory, asset maintenance, replacement/upgrade requirements
- Maintenance Plan – Cleaning and maintenance schedules and requirements
- Implementation Plan – Required actions leading up to and upon commissioning of facility

Given the broad ranging nature of the above listed plans, a Project Management Plan is presented for consideration and a Project Implementation Team will be established with cross divisional representation to assume responsibility for the development and implementation of the Strategic and Operational Planning Framework.

The Baldivis Library and Community Centre Project Reference Group’s role will also provide strategic guidance to the project in accordance with the Terms of Reference, namely, ‘To guide the design, development and activation phases of the Baldivis Library & Community Centre project to ensure outcomes meet both Council objectives and community values’
4. **Implications to Consider**

a. **Consultation with the Community**
   The project plan has been developed in consideration of the substantial amount of community consultation that has been undertaken to date for the Baldivis Library and Community Centre. The project plan has also been endorsed by the Baldivis Library and Community Centre Project Reference Group that includes two community representatives.

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/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.
   
   **Aspiration 7:** Community facilities and services that are well utilised, accessible and cost effective, and where appropriate, multifunctional
   
   **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**
   Not applicable

5. **Comments**

The development of the Strategic and Operational Planning Framework for the Baldivis Library and Community Centre is integral to ensuring the operational, financial and community capacity building success of the facility. The project plan developed is subsequently robust and provides emphasis on cross divisional involvement, collaboration and the importance of external expert input by way of a consultant to ensure that the desired outcome of the project may be achieved.

6. **Voting Requirements**

Simple Majority

7. **Officer Recommendation**

That Council **ENDORSE** the project plan for the development of the Baldivis Library and Community Centre Strategic and Operational Planning Framework.

8. **Committee Recommendation**

That Council **ENDORSE** the project plan for the development of the Baldivis Library and Community Centre Strategic and Operational Planning Framework.

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 and Leisure Facilities

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CLF-018/12 Temporary Use of the City’s Meals on Wheels Vehicles by Kwinana Home Support Services</th>
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<tbody>
<tr>
<td>File No:</td>
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<tr>
<td>Proponent/s:</td>
<td>Mr Nick Brown, Manager Community and Leisure Services</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
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<tr>
<td>Other Contributors:</td>
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<td>Date of Committee Meeting:</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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<td>Maps/Diagrams:</td>
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### Purpose of Report

To seek Council endorsement to enter into a Memorandum of Understanding regarding the temporary use of the City’s three Meals on Wheels (MOW) vehicles by Kwinana Home Support Services.

### Background

At its ordinary meeting held on 28 February 2012 the Council recommended:

“That Council **APPROVE** transitioning the Rockingham Home and Community Care (HACC) Meals on Wheels Service to a competent and like-minded community organisation that will provide equivalent levels of service commencing the contract on 1 July 2012; and any savings arrived at by transitioning the service be allocated to a reserve for the development of seniors”.

HACC was formally advised by the City of this decision on 2 March 2012.

HACC undertook a Restricted Expressions of Interest process, inviting submissions from four interested providers who were based in the Rockingham area. Only two of the four providers, Care Options and Kwinana Home Support Service (KHSS) submitted their responses by the requested closing date of 16 April 2012.
A South Metropolitan Area Health Services Evaluation Panel was formed comprising of:

- Jennie Logan, HACC Senior Contract Officer
- Carol Weir, HACC A/Senior Contract Officer
- Mick Ellis, HACC Area Director Infrastructure and Facilities
- Ian Burns, Manager, WALSA, and A/Manager HACC
- Nick Brown, Manager Community and Leisure Facilities (non-voting)

The Evaluation Panel met on Monday 23 April 2012, to evaluate the two submissions and decided that only Kwinana Home Support Service met the required Community Outcomes.

3. **Details**

KHSS were awarded the contract by HACC and commenced the delivery of the MOW service in Rockingham as from 1 July 2012.

The delivery of MOW services to the Rockingham community is dependent on a team of volunteers who distribute the meals to clients using a fleet of three vehicles. KHSS has endeavoured to continue the service with existing Rockingham volunteers and have applied to HACC for Growth Funding to purchase three new vehicles for use in the Rockingham area.

KHSS has approached the City to enquire if there is a possibility of temporarily using the City’s three existing vehicles to deliver the MOW service in the Rockingham community until their Growth Funding application is approved.

With the transition of the MOW service back to HACC the City now has three vehicles that will be surplus to requirements and be sold in accordance with the existing disposal of assets process.

**Details of Vehicles**

<table>
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<tr>
<th>Description</th>
<th>Type</th>
<th>Rego No.</th>
<th>YOM</th>
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<tbody>
<tr>
<td>Hiace LWB Van</td>
<td>Van</td>
<td>RO13141</td>
<td>2009</td>
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<tr>
<td>Toyota Hiace</td>
<td>Van</td>
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<tr>
<td>Volkswagon Caddy Van</td>
<td>Van</td>
<td>2041RO</td>
<td>2008</td>
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</table>

The MOU will be drafted to protect the interests of the City and ensure that only authorised and appropriately licensed employees and volunteers of KHSS use the vehicles.

KHSS will be responsible for all fuel, servicing, maintenance, insurance and repairs to the allocated vehicles. All vehicles will be returned to the City’s Crocker Street Depot each night for secure parking.

4. **Implications to Consider**

a. **Consultation with the Community**
   Nil

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

d. **Policy**
   Nil
e. Financial
In accordance with the Memorandum of Understanding, KHSS will be responsible for all fuel, servicing maintenance, insurance and repairs to the allocated vehicles.

f. Legal and Statutory
Nil

5. Comments
KHSS is a not for profit organisation who strive to provide a caring and supportive service without discrimination, for the frail and aged as well as younger people who have an ongoing functional disability and their carer’s. Many of these people may be at risk of premature and inappropriate institutionalisation and the services supplied will assist them in remaining in familiar surroundings with dignity and a degree of independence for longer than may have been the case.

The temporary use of the City’s MOW vehicles until KHSS receive Growth Funding from HACC will assist with a smooth transition of the MOW service and will assist in providing continuity for Rockingham MOW clients.

6. Voting Requirements
Simple Majority

7. Officer Recommendation
That Council ENDORSE entering into a Memorandum of Understanding regarding the temporary use of the City’s three Meals on Wheels (MOW) vehicles with Kwinana Home Support Services of 157 Medina Avenue, Medina, WA 6167 for the period 1 July 2012 to 31 December 2012.

8. Committee Recommendation
That Council ENDORSE entering into a Memorandum of Understanding regarding the temporary use of the City’s three Meals on Wheels (MOW) vehicles with Kwinana Home Support Services of 157 Medina Avenue, Medina, WA 6167 for the period 1 July 2012 to 31 December 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
13. **Reports of Councillors**

Nil

14. **Addendum Agenda**

Nil

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

Nil

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### Community and Leisure Facilities

#### Community Development

Community and Leisure Facilities

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CLF-017/12</th>
<th>Cr Dunkling Notice of Motion – Renaming of Hillman Hall to Harrower Hall</th>
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<td>Executive Function</td>
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</tbody>
</table>

| Site:                   | Hillman Hall |
| Lot Area:               | Lot 766, Ennis Avenue (33535.587m²) |
| Attachments:            | Hillman Hall |
| Maps/Diagrams:          | Hillman Hall |

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### Purpose of Report

To provide officer comment and advice regarding the Notice of Motion submitted by Cr Dunkling at 26 June 2012 Ordinary Council Meeting.
2. **Background**

Councillor Lorraine Dunkling submitted the following notice of motion at the Ordinary Council Meeting in June 2012:

“That Council ENDORSE the renaming of Hillman Hall, located on Lot 766 Ennis Avenue, Hillman to ‘Harrower Hall’ to recognise the late Margaret Anne Harrower for her service as Councillor from 1978 to 1984 and her contribution to the community in respect of disability awareness”

3. **Details**

1. Hillman Hall

**Margaret Anne Butler (formerly Harrower)** – (31 October 1941 - 12 February 2004), arrived in Western Australia in 1971 from Methel, Scotland with her husband Anthony Gallacher Harrower and her two sons Anthony Mark and Gary Wayne. They lived at 13 Morine Court, Hillman and were attracted to Rockingham, as Anthony Snr came to work at the refinery.

Amongst Hillman’s earliest residents, Margaret helped to start the local progress association, which lobbied Council for basic community services such as street lights and post boxes. This work acted as an excellent precursor to Margaret being elected to the Town Ward in 1978 where she served as Madam Chairperson on the Health and Town Planning Committee and also as a member of the Special Finance Committee. During her tenure on the Town Planning Committee she was involved the majority of major developments in Rockingham at that time. These included the Secret Harbour Review and Management Plan, the opening of new civic buildings such as Flinders Hall, Flinders Lane Police Station, Rockingham Markets, Cape Peron Sewerage Pipeline, the Garden Island Causeway and Naval Base.

Margaret also proposed moving the old Rockingham Golf Course from the Meadows area, and establishing the Autumn Centre and Commercial Centre on that site. Many new subdivisions were also approved with rapid population growth and fast appearing new homes. It was a very busy time
for the Planning Committee during this period and she did an excellent job as Madam Chairperson very rarely missing a meeting.

Mrs Harrower faced many personal difficulties during her life, none more than in 1994 when she was involved in a serious car accident. The consequence of which, left Margaret quadriplegic for the remainder of her years. This however, did not prevent her running in Council elections for a third time in 1995, just a year on from the accident.

Her two sons married and both lived in Rockingham for a while after marriage. Anthony Gallacher Harrower died in April this year at Shoalwater and was laid to rest at Rockingham Memorial Park.

4. Implications to Consider

a. Consultation with the Community
   Community consultation with neighbouring residence and existing Hillman Hall user groups.

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

d. Policy
   Selection of names to be applied to council buildings.

e. Financial
   Community consultation, re-signage and marketing materials from existing operational budgets

f. Legal and Statutory
   Nil

5. Comments

This request is supported by Officers in recognition of Margaret Anne Harrowers contribution to the local government as Town Ward Councillor 1978-1984, in particular her dedication to providing adequate services to people with disabilities.

6. Voting Requirements

Simple Majority

7. Officer Recommendation

That Council ENDORSE the name change from Hillman Hall to ‘Margaret Harrower Hall’ in principle, subject to public consultation with neighbouring residents and current Hillman Hall user groups.

8. Notice of Motion from Cr Dunkling

“That Council ENDORSE the renaming of Hillman Hall, located on Lot 766 Ennis Avenue, Hillman to ‘Harrower Hall’ to recognise the late Margaret Anne Harrower for her service as Councillor from 1978 to 1984 and her contribution to the community in respect to disability awareness”
9. Committee Recommendation

That Council ENDORSE the name change from Hillman Hall to ‘Margaret Harrower Hall’ in principle, subject to public consultation with neighbouring residents and current Hillman Hall user groups.

Committee Voting – 4/0

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

Not applicable

11. Implications of the Changes to the Officer's Recommendation

Not applicable
<table>
<thead>
<tr>
<th></th>
<th>Notices of Motion for Consideration at the Following Meeting</th>
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<tbody>
<tr>
<td></td>
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<td>Matters Behind Closed Doors</td>
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<td>Nil</td>
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<td>18.</td>
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<td>Date and Time of Next Meeting</td>
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<td></td>
<td>The next Community Development Committee Meeting will be held on Monday 13 August 2012 in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
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<tr>
<td>19.</td>
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<td></td>
<td>Closure</td>
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<td></td>
<td>There being no further business, the Chairman thanked those persons present for attending the Community Development Committee meeting, and declared the meeting closed at 4:30pm.</td>
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</table>