MINUTES
Corporate and Community Development Committee Meeting

Held on Tuesday 16 September 2014 at 4:00pm
City of Rockingham Boardroom
# City of Rockingham

Corporate and Community Development Committee Meeting Minutes  
4:00pm Tuesday 16 September 2014

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<td>11. Bulletin Items</td>
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<td>Corporate and General Management Services Information Bulletin – September 2014</td>
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<tr>
<td>Community Development Information Bulletin – September 2014</td>
</tr>
<tr>
<td>12. Agenda Items – Corporate and Community Development Committee</td>
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<tr>
<td>Corporate Services</td>
</tr>
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<td>CS-033/14 Baldivis Archery Club Incorporated Lease for portion of Reserve Number 30623</td>
</tr>
<tr>
<td>General Management Services</td>
</tr>
<tr>
<td>GMS-016/14 Christmas/New Year Administration Centre Closure 2014/2015</td>
</tr>
<tr>
<td>GMS-017/14 Recommendation from the Global Friendship Committee Meeting held on 21 August 2014</td>
</tr>
<tr>
<td>GMS-018/14 Advisory Committee Membership - Review Appointments</td>
</tr>
<tr>
<td>Community Development</td>
</tr>
<tr>
<td>CD-031/14 Recommendation from the Cultural Advisory Committee Meeting held on 13 August 2014</td>
</tr>
<tr>
<td>CD-032/14 Community Sport and Recreation Facility Fund Forward Planning Grant Application – Laurie Stanford Reserve and Rhonda Scarrott Reserve</td>
</tr>
<tr>
<td>13. Reports of Councillors</td>
</tr>
<tr>
<td>14. Addendum Agenda</td>
</tr>
<tr>
<td>15. Motions of which Previous Notice has been Given</td>
</tr>
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<td></td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>17.</td>
</tr>
<tr>
<td>18.</td>
</tr>
<tr>
<td>19.</td>
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<tr>
<td>20.</td>
</tr>
</tbody>
</table>
City of Rockingham
Corporate and Community Development Committee Meeting Minutes
Tuesday 16 September 2014 - Council Boardroom

1. Declaration of Opening
The Chairperson declared the Corporate and Community Development Committee Meeting open at **4:00pm**, recited the Acknowledgement of Country and welcomed all present including the Manager Investment Attraction to his first meeting.

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

<table>
<thead>
<tr>
<th>2.1 Councillors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Leigh Liley</td>
<td>Chairperson</td>
</tr>
<tr>
<td>Cr Matthew Whitfield</td>
<td></td>
</tr>
<tr>
<td>Cr Justin Smith</td>
<td></td>
</tr>
<tr>
<td>Cr Barry Sammels (Mayor)</td>
<td></td>
</tr>
<tr>
<td>Cr Joy Stewart</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.2 Executive</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Andrew Hammond</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Mr John Pearson</td>
<td>Director Corporate Services</td>
</tr>
<tr>
<td>Mr John Woodhouse</td>
<td>Director Legal Services and General Counsel</td>
</tr>
<tr>
<td>Mr Michael Holland</td>
<td>Director Community Development</td>
</tr>
<tr>
<td>Mr Ben Searcy</td>
<td>Manager Human Resource Development</td>
</tr>
<tr>
<td>Ms Karin Strachan</td>
<td>Manager Strategy Coordination</td>
</tr>
<tr>
<td>Ms Vanisha Govender</td>
<td>Manager Financial Services (until 4:14pm)</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>
</tr>
<tr>
<td>Mrs Jillian Obiri-Boateng</td>
<td>Manager Community Support and Safety Services</td>
</tr>
<tr>
<td>Mr Nick Brown</td>
<td>Manager Community and Leisure Facilities</td>
</tr>
<tr>
<td>Ms Jane Elton</td>
<td>Manager Community Capacity Building</td>
</tr>
<tr>
<td>Ms Alison Oliver</td>
<td>Manager Library and Information Services</td>
</tr>
<tr>
<td>Mr Peter Melling</td>
<td>Manager Investment Attraction</td>
</tr>
<tr>
<td>Mr Peter Varris</td>
<td>Manager Governance and Councillor Support</td>
</tr>
<tr>
<td>Mrs Jelette Edwards</td>
<td>Governance Coordinator</td>
</tr>
<tr>
<td>Ms Mary-Jane Rigby</td>
<td>Coordinator Community Safety</td>
</tr>
<tr>
<td>Ms Sue Langley</td>
<td>Governance Officer</td>
</tr>
<tr>
<td>Mrs Diane Zanre</td>
<td>PA to Director Community Development</td>
</tr>
</tbody>
</table>

<p>| 2.3 Members of the Gallery:          | Nil                                 |
| 2.4 Apologies:                       | Nil                                 |
| 2.5 Approved Leave of Absence:       | Nil                                 |</p>
<table>
<thead>
<tr>
<th>3.</th>
<th>Responses to Previous Public Questions Taken on Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.</th>
<th>Public Question Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:01pm</td>
<td>The Chairperson invited members of the Public Gallery to ask questions. There were none.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5.</th>
<th>Confirmation of Minutes of the Previous Meeting</th>
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<tbody>
<tr>
<td>Moved Cr Whitfield, seconded Cr Sammels:</td>
<td></td>
</tr>
<tr>
<td>That Committee <strong>CONFIRM</strong> the Minutes of the Corporate and Community Development Committee Meeting held on 19 August 2014, as a true and accurate record.</td>
<td></td>
</tr>
<tr>
<td>Committee Voting – 5/0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6.</th>
<th>Matters Arising from the Previous Minutes</th>
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<tbody>
<tr>
<td>Nil</td>
<td></td>
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<tr>
<th>7.</th>
<th>Announcement by the Presiding Person without Discussion</th>
</tr>
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<tbody>
<tr>
<td>4:01pm</td>
<td>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.</td>
</tr>
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<table>
<thead>
<tr>
<th>8.</th>
<th>Declarations of Members and Officers Interests</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:02pm</td>
<td>Cr J Smith declared the following Declaration of Interest:</td>
</tr>
<tr>
<td>8.1</td>
<td>Item CD-032/14 Community Sport and Recreation Facility Fund Forward Planning Grant Application – Laurie Stanford Reserve and Rhonda Scarrott Reserve</td>
</tr>
<tr>
<td>Councillor:</td>
<td>Cr Justin Smith</td>
</tr>
<tr>
<td>Type of Interest:</td>
<td>Impartiality</td>
</tr>
<tr>
<td>Nature of Interest:</td>
<td>Cr Smith is a member of the Secret Harbour Dockers Football and Cricket Club</td>
</tr>
<tr>
<td>Extent of Interest (if applicable):</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>The Chairperson noted there were no further interests declared.</td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>9.</th>
<th>Petitions/Deputations/Presentations/Submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1</td>
<td>Cr Whitfield – City of Rockingham Population Figures</td>
</tr>
<tr>
<td>Cr Whitfield asked what population figures the City refers to as the 2011 Census are out of date.</td>
<td></td>
</tr>
<tr>
<td>It was advised that the City uses the Forecast ID figures which are updated every 18 months.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>10.</th>
<th>Matters for which the Meeting may be Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td></td>
</tr>
</tbody>
</table>
## Bulletin Items

### Corporate and General Management Services Information Bulletin – September 2014

**Corporate Services**

1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Retention and Disposal Project
   3.2 Implementation Projects Coordinator
   3.3 Integrated team plan and risk management module
   3.4 Mobile Computing – Infringements
   3.5 Mobile Computing – Asset Management / Inspections
   3.6 Purchasing Card Module
   3.7 Closed-Circuit Television (CCTV) – Stage 2
   3.8 Closed-Circuit Television (CCTV) – Stage 3 & 4
   3.9 Service Management Processes
   3.10 Replacement of DC1 and DC2 Servers & VMware Upgrade
   3.11 Upgrade to System Centre Configuration Manager (SCCM)
   3.12 Finalisation of Quality of Service (QOS) and IP Addressing
   3.13 Redevelopment of Standard Operating Environment (SOE)
   3.14 IntraMaps 8 Upgrade
   3.15 Implement Radio Frequency Identification (RFID) Safety Bay Library
   3.16 Integrate Security Access Control Systems
   3.17 Implement DC1/DC2 configuration as per Business Continuity Plan requirements
4. Information Items
   4.1 Amendment to Rate Record – Non rateable Land s6.26(2) of Local Government Act
   4.2 Change of Basis of Rates August 2014
   4.3 Write off Monies
   4.4 List of Payments August 2014
   4.5 Rockingham Child Care Service
   4.6 Warnbro Community Recreation Centre
   4.7 Mike Barnett Sports Complex
   4.8 Aqua Jetty
   4.9 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 Acknowledgement of Country for Advisory Committees
   4.2 Council and Committee Meeting Satisfaction Survey
   4.3 National Sea Change Taskforce Newsletter
   4.4 Citizenships

**Human Resources**

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

<table>
<thead>
<tr>
<th>4.</th>
<th>Information Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Recruitment and Onboarding</td>
</tr>
<tr>
<td>4.2</td>
<td>Occupational Safety and Health Statistics</td>
</tr>
</tbody>
</table>

**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

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<th>4.</th>
<th>Information Items</th>
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<tr>
<td>4.1</td>
<td>Annual Customer Satisfaction Survey</td>
</tr>
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<td>4.2</td>
<td>Coordinating the development of a 10 year infrastructure plan</td>
</tr>
<tr>
<td>4.3</td>
<td>5th Generation Team Plans</td>
</tr>
<tr>
<td>4.4</td>
<td>Coordinating the implementation of a Development Contribution Scheme</td>
</tr>
<tr>
<td>4.5</td>
<td>City Scoreboard</td>
</tr>
<tr>
<td>4.6</td>
<td>Roll-out of Risk Analysis Framework</td>
</tr>
<tr>
<td>4.7</td>
<td>Social Media</td>
</tr>
<tr>
<td>4.8</td>
<td>Media Tracking</td>
</tr>
<tr>
<td>4.9</td>
<td>Other initiatives that the Strategy and Corporate Communications team is involved with</td>
</tr>
</tbody>
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**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

<table>
<thead>
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<th>4.</th>
<th>Information Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Orientation</td>
</tr>
<tr>
<td>4.2</td>
<td>Various meetings</td>
</tr>
<tr>
<td>4.3</td>
<td>Fast Facts</td>
</tr>
</tbody>
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**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
   - 4.6 Executive Policy – Mandatory Legal Advice

   **Legal Capacity Building**
   - 4.7 Training – Introduction to Local Government
   - 4.8 Advanced Training – Agreements for Lease
   - 4.9 Training – Legal Skills and Ethics for In-House Lawyers

**Committee Recommendation**

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

Committee Voting – 5/0

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**Community Development Information Bulletin – September 2014**

**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 July Library Statistics
   - 4.2 Mary Davies Library and Community Centre Update
   - 4.3 Safety Bay Library Update
   - 4.4 Warnbro Community Library Update
   - 4.5 Manager Library and Information Services 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
3.9 Active Ageing Precinct Master Plan
3.10 Rockingham Youth Venue – Feasibility Planning
3.11 Public Open Space and Community Purpose Site Strategy
3.12 Laurie Stanford Reserve – Management and Business Planning
3.13 Secret Harbour Community Library – Feasibility Study and Concept Plan
3.14 Sport Reserve Floodlighting Program
3.15 Aquatic Facilities Strategy
3.16 Community Infrastructure Plan
3.17 Rhonda Scarrott Reserve Master Plan Implementation
3.18 Laurie Stanford Reserve Master Plan Implementation
3.19 Play Space Strategy
3.20 Reserve and Open Space Master Plans
3.21 Dog Exercise Areas
3.22 Karnup Community Infrastructure Plan

4. Information items
   4.1 Rockingham Petanque Inc. Green Resurface, Shed and Shelter Project

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 – Chair of Education
   3.9 Reconciliation Action Plan (RAP)
   3.10 Challenger Precinct
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

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

Committee Voting – 5/0
### Agenda Items

**Corporate Services**

#### Reference No & Subject:

#### File No:
- FLM/88

#### Risk Register No:
- 330

#### Proponent/s:
- Mrs Vanisha Govender, Manager Financial Services

#### Author:
- Other Contributors:

#### Date of Committee Meeting:
- 16 September 2014

#### Previously before Council:
- Disclosure of Interest:
- Nature of Council’s Role in this Matter:

#### Site:

#### Lot Area:

#### Attachments:

#### 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 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

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 Whitfield, seconded Cr Stewart:


Committee Voting – 5/0
<table>
<thead>
<tr>
<th><strong>The Committee’s Reason for Varying the Officer's Recommendation</strong></th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Implications of the Changes to the Officer’s Recommendation</strong></td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
4:13pm Ms Vanisha Govender departed the meeting.

### Corporate Services
#### Community and Leisure Facilities

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-033/14 Baldivis Archery Club Incorporated Lease for portion of Reserve Number 30623</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>LGS/11</td>
</tr>
<tr>
<td>Risk Register No:</td>
<td>412</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Baldivis Archery Club Incorporated</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Nick Brown, Manager Community and Leisure Facilities</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>16 September 2014</td>
</tr>
<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>
<tr>
<td>Site:</td>
<td>Portion of Lots 1521 and 2146 Ennis Avenue Rockingham, Reserve Number 30623</td>
</tr>
<tr>
<td>Lot Area:</td>
<td>60,860 square metres</td>
</tr>
<tr>
<td>Attachments:</td>
<td>Baldivis Archery Club Incorporated lease area</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td>Baldivis Archery Club Incorporated lease area</td>
</tr>
</tbody>
</table>

#### Purpose of Report

To seek Council approval to enter into a lease for a five-year term, with Baldivis Archery Club Incorporated at Reserve Number 30623, Lots 2146 and 1521 Ennis Avenue, Rockingham.

#### Background

The City has received correspondence from the Baldivis Archery Club Incorporated, seeking to enter into a new lease for a five-year term for a portion of Reserve 30623, Lots 2146 and 1521 Ennis Avenue, Rockingham.

Baldivis Archery Club Incorporated has a membership base of 120 archers and has a proactive committee that has over the past decade steadily developed the lease area into an appropriate safe area to practice clout, field and target archery.

The club has leased this site since September 2004. The existing lease expires on 30 September 2014. The club has always met the requirements of its lease satisfactorily.
Details

There is a need to modify the lease area boundaries, which currently includes an impractical narrow tapered area.

Baldivis Archery Club Incorporated Lease Area

The red border line is the club’s current lease area of 71,300 square metres. The yellow border line is the proposed Baldivis Archery Club Incorporated amended lease area, which is 60,860 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 Baldivis Archery Club Incorporated on several occasions and is in agreement with the proposed lease requirements.

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

Reserve 30623 is a C class reserve which for recreational purposes is vested in the City of Rockingham. The reserve currently accommodates the Rockingham Golf Driving Range and Rockingham Districts BMX Club who both have existing leases.

The Baldivis Archery Club Incorporated has proven to be complementary to the existing users currently operating from this site and entering into a new lease would be of benefit to the City.

The City has power to lease for any term not exceeding 21 years subject to the consent of the Minister for Lands.

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVE entering into a lease for a term of five years with Baldivis Archery Club Incorporated for 60,860 square metres on reserve number 30623 on portions of Lots 1521 and 2146 Ennis Avenue, Rockingham, at a rental of $1 for the term of the lease.
Committee Recommendation

Moved Cr Whitfield, seconded Cr J Smith:

That Council APPROPVE entering into a lease for a term of five years with Baldivis Archery Club Incorporated for 60,860 square metres on reserve number 30623 on portions of Lots 1521 and 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
## General Management Services

### Governance and Councillor Support

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-016/14 Christmas/New Year Administration Centre Closure 2014/2015</th>
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<tr>
<td>File No:</td>
<td>CPM/3-01</td>
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<td>Risk Register No:</td>
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<td>Proponent/s:</td>
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<tr>
<td>Author:</td>
<td>Mr Peter Varris, Manager Governance and Councillor Support</td>
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<td>Other Contributors:</td>
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<td>Date of Committee Meeting:</td>
<td>16 September 2014</td>
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<td>Previously before Council:</td>
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<td>Disclosure of Interest:</td>
<td>Executive</td>
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<td>Nature of Council’s Role in this Matter:</td>
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### Purpose of Report

Council consideration of closing the City of Rockingham Administration Centre over the 2014/2015 Christmas/New Year period.

### Background

The City of Rockingham normally closes the Administration Centre over the Christmas/New Period, a practice commenced over ten (10) years ago. City staff access accrued rostered days off, annual leave or leave without pay for those days other than the public holidays specified in the relevant Enterprise Bargaining Agreement.

Past statistics show that there is a significant decline in customer demand during the period.

The closure of local government administration offices during this period is commonplace in the metropolitan area with 60% choosing to do so.

### Details

The Executive Management Team have considered the forthcoming 2014/2015 Christmas/New Year period and propose that the Administration Centre be closed from 4:30pm, Wednesday 24 December 2014 to and including Thursday 1 January 2015, reopening Friday 2 January 2015.
The closure period is shown in the following calendar:

<table>
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<tr>
<th>Monday</th>
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<tr>
<td>Open</td>
<td>Open</td>
<td>Closure</td>
<td>Christmas Day</td>
<td>Boxing Day</td>
<td>Public Holiday</td>
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<td>Jan 1</td>
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<tr>
<td>Closure</td>
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<td>Closure</td>
<td>New year's Day</td>
<td>Open</td>
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<td>Public Holiday</td>
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</tbody>
</table>

The closure of the Administration Centre during this period provides an opportunity for staff to relax over the festive period and be refreshed for work in the new year.

Arrangements will be made for out-services such as libraries and the Operations Centre to ensure that an appropriate level of service is maintained for the community.

**Implications to Consider**

a. **Consultation with the Community**
   Advertisements will be placed in the local newspapers, Council website, notice boards and social media platforms advising the closure dates for City services.

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 contained in the Community Plan 2011:

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

d. **Policy**
   Nil

e. **Financial**
   Employees will access leave entitlements for the additional days’ leave during the period.

f. **Legal and Statutory**
   The relevant clauses of the Rockingham Enterprise Agreements will be followed.

g. **Risk**
   **Risk Implications of Implementing Officer Recommendation**
   Nil
   **Risk Implications of Not Implementing Officer Recommendation**
   Nil
Comments

The period between Christmas and New Year is traditionally a quiet time with a reduced demand for over the counter customer service and with supporting advertising, the Administration Centre closure has minimal impact on service delivery to the community.

Rangers and Security will continue to work on a rostered basis and nominated staff will be available for emergency situations.

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVE the closure of the Administration Centre of the 2014/2015 Christmas/New Year period from 4:30pm, Wednesday 24 December 2014 to and including Thursday 1 January 2015, reopening at 8:30am on Friday 2 January 2015.

Committee Recommendation

Moved Cr Sammels, seconded Cr J Smith:

That Council APPROVE the closure of the Administration Centre of the 2014/2015 Christmas/New Year period from 4:30pm, Wednesday 24 December 2014 to and including Thursday 1 January 2015, reopening at 8:30am on Friday 2 January 2015.

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
Governance and Councillor Support

Reference No & Subject: GMS-017/14 Recommendation from the Global Friendship Committee Meeting held on 21 August 2014

File No: ECD/74
Risk Register No: 
Author: Mrs Jelette Edwards, Governance Coordinator
Other Contributors: 
Date of Committee Meeting: 16 September 2014
Disclosure of Interest: Executive
Nature of Council’s Role in this Matter: 
Attachments: Minutes of the Global Friendship Committee Meeting held on 21 August 2014
Maps/Diagrams: 

Purpose of Report

To approve community members on the Global Friendship Committee to attend the 2014 Sister Cities Australia Conference in Bunbury on 16-19 November 2014.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1:
2014 Sister Cities Australia Conference

Moved Cr Hamblin, seconded Mrs Wall

That Council APPROVE for up to three community members of the Global Friendship Committee to attend the 2014 Sister Cities Australia Conference in Bunbury with all travel, conference and accommodation costs paid from the Global Friendship Committee budget.

Background

The Sister Cities Australia Conference is an annual event held throughout Australia. This year’s conference will be held in the City of Bunbury, which is a great opportunity for Global Friendship Committee Members to attend the conference locally.

Some benefits of community members attending this conference include: networking with other Councils, learning from the experiences of other sister city relationships and inspiring new ideas for the City of Rockingham Global Friendship Committee.
Implications to Consider

a. 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

b. Policy

The Global Friendship Policy guides the arrangements and activities of the Global Friendship Committee.

c. Financial

All costs relating to the conference will be paid from the Global Friendship Committee budget. The maximum cost is likely to be $5,000 which includes full registration, 3 nights accommodation and travel for 3 people.

d. Legal and Statutory

Not Applicable

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
Not Applicable

The Officer’s Reason for Varying the Advisory Committee Recommendation
Not Applicable

Committee Recommendation

Moved Cr Sammels, seconded Cr Whitfield:

That Council APPROVE for up to three community members of the Global Friendship Committee to attend the 2014 Sister Cities Australia Conference in Bunbury with all travel, conference and accommodation costs paid from the Global Friendship Committee budget.

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

Background

Advisory Committees comprise of Councillors, community members and representatives of organisations. They provide recommendations to Council in accordance with their respective terms of reference. Councillor membership of Advisory Committee is determined after each Local Government Ordinary Election. The last Councillor appointments were made at the Special Council Meeting of 8 October 2013.

In accordance with the Governance and Meeting Framework Council Policy, the City is to review the community membership of all Advisory Committees between 1 July and 30 September in the year falling between Local Government Ordinary Elections, with all new membership proposals being considered by Council no later than the October ordinary Council meeting of that year, in this case...
2014. The Council policy requires that the Advisory Committee community member positions to be advertised and the existing members be written to and invited to reapply.

**Details**

To facilitate the process to review and appoint Advisory Committee community members, advertisements seeking nominations were published in the Weekend Courier, Sound Telegraph, the City of Rockingham website and Facebook page.

Executive Support from each Advisory Committee wrote to existing members inviting them to renominate. Nominations closed at 4pm on Friday 25 July 2014, with the exception of the Pioneers’ Working Party which closed at 4pm on Friday 1 August 2014.

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

**Implications to Consider**

a. **Consultation with the Community**

   It was advertised on the City’s Facebook page on 2, 11, 21 and 28 of July and on the City’s website from 2 July 2014. It was also advertised in the Sound Telegraph on and 2 and 11 July 2014 and in the Weekend Courier on 5 and 16 July 2014.

b. **Consultation with Government Agencies**

   Letters were sent to government organisations represented in some Advisory Committees.

c. **Strategic**

   **Community Plan**

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

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

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

d. **Policy**

   The Governance and Meeting Framework Council Policy underpins the review and appointment of memberships of Advisory Committees.

e. **Financial**

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

f. **Legal and Statutory**

   Sections 5.8, 5.9 and 5.10 of the Local Government Act 1995 specifies the legislative requirements in respect to establishment of committees, types of committees that a local government can create and appointment of committee members.

g. **Risk**

   **Risk Implications of Implementing Officer Recommendation**

   Nil
Risk Implications of Not Implementing Officer Recommendation

Low:
- Lack of diversity of input into Advisory Committee terms of reference and membership.

Comments

The following information provides background information on each Advisory Committee, the nominations received and any other matters arising for each particular Advisory Committee.

**Active Ageing and Care Advisory Committee**

**Terms of Reference**

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

**Current Membership**

Two Councillors
Six Community Members

**Executive Support – Community Capacity Building**

**Number of Vacancies**

Six Community Members

**Nominations Received**

- Ms Celine Low
- Ms Janice Thair
- Mr David Wickham
- Ms Sheena Edwards
- Mr Matthew Gibbons
- Ms Valerie Turnell
- Ms Lorraine Dunkling

**Recommendation**

That Council **APPOINT** the following community representatives to the Active Ageing and Care Advisory Committee for a two-year term of office commencing 23 September 2014:

- Ms Janice Thair
- Mr David Wickham
- Ms Sheena Edwards
- Mr Matthew Gibbons
- Ms Valerie Turnell
- Ms Lorraine Dunkling

**Comments**

To short list the nominations received for the Active Ageing and Care Advisory Committee, a scoring matrix was developed based on the following selection criteria;

- Number of committees already appointed to / applied for;
- Experience / knowledge / skills in respect to terms of reference of the committee;
- Diversity of input into Terms of Reference; and
- Ability to positively contribute to the committee.

The nominee’s with the highest score were then recommended by the Officers to be appointed to the committee as community representatives.
The current committee would like to thank and acknowledge the following members: Mr Ross Bradshaw, Ms Gwen Nuth and Ms Dianne Webb, for their valuable contribution to the Active Ageing and Care Advisory Committee over the past two years.

Baldivis Library and Community Centre Project Reference Group

Terms of Reference

To guide the design, development and activation phases of the Mary Davies Library and Community Centre project to ensure outcomes meet both Council objectives and community values.

Current Membership

Two Councillors
Two Community Members
One Stockland representative
Executive Support – Community Infrastructure Planning, Library Services and Procurement and Projects

Number of Vacancies
Not Applicable

Nominations Received
Not Applicable

Recommendation

That Council DISBAND the Baldivis Library and Community Centre Project Reference Group as the Terms of Reference have now been fulfilled.

Comments

The Baldivis Library and Community Centre Project Reference Group conducted their final meeting on 22 August 2014.

City Safe Advisory Committee

Terms of Reference

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

Current Membership

Three Councillors
Nine Community Members
One WA Police Community Engagement Division representative
One OIC WA Police Rockingham Station representative
One WA Police Crime Prevention and Diversity, Peel Metropolitan District representative
Executive Support Officer – Community Support and Safety Services

Number of Vacancies
Nine Community Members

Community Membership Nominations Received

- Mr William Thomas Ashman
- Mrs Valerie Ashman
- Mr Bob Cooper
- Mr Rob Dedman
Recommendation

That Council

1. **APPOINT** the following organisational representatives to the City Safe Advisory Committee for a two-year term of office commencing 23 September 2014:
   - Mr Andrew Geddes representing Department for Child Protection and Family Services
   - Mr Paul Trimble representing South Metropolitan Community Engagement Unit
   - Ms Vanessa Aitken representing the Education Sector
   - Mr Stuart Mearns representing OIC Rockingham Police Station

2. **APPOINT** the following community members to the City Safe Advisory Committee for a two-year term of office commencing 23 September 2014:
   - Mr Rob Toon
   - Mr Liam Donovan
   - Mr Rob Dedman
   - Ms Dale Kerferd
   - Mr Steven Warfield

3. **AMEND** the City Safe Advisory Committee composition to the following:
   - Five Community Members
   - One OIC Rockingham Police Station representative
   - One South Metropolitan Community Engagement Unit representative
   - One Department of Child Protection and Family Services representative
   - One Education Sector representative

Comments

A shortlisting matrix was implemented to assess the nominations against the number of committees the applicant had already appointed to/applied for, experience/knowledge/skills regarding the terms of reference, diversity of input, and ability to positively contribute. Those with the highest scores were then recommended.

All applicants displayed a passion for keeping the community safe and a willingness to be involved at many levels. The outcome of the matrix scores was very close with the diversity score making the most difference to the outcome, in line with discussions at the committee.

The committee would like to thank and acknowledge the following members who have provided the group with valuable input and significant amounts of their time during their membership on the committee.

- Mr Roy Sankey
- Ms Sally Low
- Mr Bob Cooper
- Mr Roger Jefferson

Mr Rob Toon: has a broad view of the safety issues affecting people who access services in the Community Support Services sector bringing diversity to the committee.
Mr Liam Donovan: has background in Emergency Services and response across the City and as such brings needed diversity and experience to the committee.

Mr Rob Dedman: has extensive experience with young people in both a professional educational and voluntary capacity and involvement in providing safety knowledge and skills to young people in regard to alcohol and drugs, bringing diversity to the committee.

Ms Dale Kerferd: has extensive experience and connections within the local business community, providing diversity to the committee and brings a passionate commitment for keeping the community safe.

Mr Steven Warfield: with experience at tertiary education level with young people and voluntary experience with SES and various philanthropic groups, will bring a diverse view of safety issues and messages to the committee.

The City Safe Advisory Committee is comprised of three Councillors and nine community members. The Committee provides recommendations to Council in accordance with its terms of reference, which is to provide a consultative forum that can effectively advise Council on community safety matters that arise in the City of Rockingham.

Discussion regarding an increase in the diversity of the organisations represented on the committee with a view to broadening the perspective of community safety matters as per the terms of reference resulted in the Committee agreeing that the composition would be:

- Five Community Members
- One OIC Rockingham Police Station representative
- One South Metropolitan Community Engagement Unit representative
- One Department of Child Protection and Family Services representative
- One Department of Education representative

**Cultural Advisory Committee**

**Terms of Reference**

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

**Current Membership**

One Councillor

Five Community Members

Executive Support – Community Capacity Building

**Number of Vacancies**

Five Community Members

**Nominations Received**

- Mr Milton Blanch
- Ms Charmaine Oosthuizen
- Mr Graham Oosthuizen
- Ms Noa Sofer
- Ms Bec Thomas
- Ms Kez Wickham St-George

**Recommendation**

That Council **APPOINT** the following community representatives to the Cultural Advisory Committee for a two-year term of office commencing 23 September 2014:

- Mr Milton Blanch
- Mr Graham Oosthuizen
• Ms Noa Sofer
• Ms Bec Thomas

Comments
To short list the nominations received for the Cultural Advisory Committee, a scoring matrix was developed based on the following selection criteria:

• Number of committees already appointed to / applied for;
• Experience / knowledge / skills in respect to terms of reference of the committee;
• Diversity of input into Terms of Reference; and
• Ability to positively contribute to the committee.

Nominees were chosen as representing the best range of artistic endeavours, as well as experience, knowledge and skills in respect to the Committee. The nominee’s with the highest score were then recommended by the Officers to be appointed to the committee as community representatives. The Officer recommendation is to leave one seat vacant and re-advertise at a suitable juncture. The work of outgoing members will be noted in a thank you letter.

Global Friendship Committee

Terms of Reference
The role of the Committee is to make recommendations to Council on:

• Promoting awareness of social and economic importance of the Global Friendships program to the community;
• Planning and arranging visits to and from global affiliates;
• Measuring the performance and effectiveness of individual Global Friendships in terms of community and economic development benefit;
• New Global Friendship proposals; and

Reviewing the performance and effectiveness of each Global Friendship every four years to assess the degree of activity, value to Council and associated benefits for the City of Rockingham.

Current Membership
Three Councillors
Five Community Members

Executive Support – Governance and Councillor Support

Number of Vacancies
Six Community Members

Nominations Received
• Ms Whitney Sewell
• Ms Marion Patterson
• Ms Deb Wall
• Mr Noburo Hagiwara
• Ms Charmaine Oosthuizen
• Ms Sarah Blake
• Mr Steven Warfield
• Ms Celine Mary Low (Sally Low)
• Mr Rob Deadman

Recommendation
That Council **APPOINT** the following community representatives to the Global Friendship Committee for a two-year term of office commencing 23 September 2014:

- Ms Whitney Sewell
- Ms Marion Patterson
- Ms Deb Wall
- Mr Noburo Hagiwara
- Ms Charmaine Oosthuizen
- Ms Sarah Blake

**Comments**

Ms Celine Mary Low is an advocate for Naval Associations and veterans. She has worked at Rocky Bay with people with a disability and is an advocate of people with disabilities. She has lived in Rockingham for 43 years and was on the Autumn Centre Advisory Committee and is currently on the City Safe Advisory Committee.

Mr Steven Warfield was 20 years in the Navy and has a Masters of Project Management. In his previous roles in the defence force he has interacted with various cultures and has skills in marketing the committee.

Ms Marion Patterson has been a member of the Global Friendship Committee for the past 4 years. She recently visited our sister city in 2013. She has assisted in presenting displays about the City of Ako and helped during the visit of the Ako school choir.

Ms Deb Wall has lived in Rockingham for over 30 years and has been a member of the Global Friendship Committee for the last 3 years. She works for Murdoch University at the Rockingham Campus and have coached sporting teams and been on the Chair of the Board for Kolbe Catholic College.

Ms Charmaine Oosthuizen moved to Rockingham a year ago and has recently participated in the Community Planning Workshops. She runs a non-profit company organising festivals and has previously been involved in cultural exchange programs while living in three different countries.

Mr Noburo Hagiwara has been a member of the Global Friendship Committee since 1997. He has been a teacher and resident in the community since 1992. He currently teaches Japanese and Entrepreneurship at Kolbe Catholic College.

Ms Whitney Sewell has been a member of the Global Friendship Committee since the beginning of 2013 and would like to remain on the committee. She studied Japanese at University and has spent four months traveling and working in Japan. She has lived in Rockingham for over 20 years and now works as a horticulturist at the City of Rockingham.

Ms Sarah Blake moved to Rockingham 5 years ago. She runs a small business centre from home and engages with the community through community business events. She has been involved in delegations to Japan where she previously lived and that left a strong impression on the benefits of cross-cultural engagement.

Mr Rob Deadman has been a resident of Rockingham for 45 years and is currently the President of the Rockingham Lions Club and a member of the Local Drug Action Group. As a retired principal he was active in the Sister School program and would like to be involved once again. He has been active in the local community through the Waikiki Residents Association, Rockingham Basketball and Recreation Association, TCYC and Apex.

Stephanie Byrnes will be thanked for her contribution to the Global Friendship Committee.

**Lark Hill Sportsplex Management Committee**

**Terms of Reference**

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

Two Councillors

One Rockingham Districts Hockey Club representative
One Rockingham and Districts Softball Association representative
One Rockingham City Football and Social Club Inc. representative
One Rugby Union Football Inc. representative
One Rockingham Coastal Sharks Rugby League and Sporting Club Inc. representative
One Rockingham/Mandurah Districts Cricket Club representative

**Executive Support – Community and Leisure Facilities**

**Number of Vacancies**

Nil as the committee is comprised of representatives from the six host clubs.

**Nominations Received**

Not Applicable

**Recommendation**

That Council **DISBAND** the Lark Hill Sportsplex Management Committee.

**Comments**

The Lark Hill Sportsplex management committee was established when the Sportsplex opened as it was considered important that a forum was available for all stakeholders to meet regularly to address the issues associated with relocating to a new facility. The committee has continued to meet bi-monthly since that time.

In recent times, the Committee has struggled to achieve full attendance from members and meetings have often proceeded with few items on the agenda. The committee predominantly deals with issues which are operational in nature which could effectively be dealt with through direct contact with City officers.

With this in mind, the City sought feedback from committee members on the proposal to disband the committee. The proposal to disband received overwhelming support.

**Neighbourhood Watch Committee**

**Terms of Reference**

To provide a forum to discuss and foster Neighbourhood Watch projects and initiatives between community members and key stakeholders to promote Neighbourhood Watch.

**Current Membership**

Two Councillors

Five Community Members

Three Community Organisations (Two positions currently vacant)

**Executive Support Officer – Community Support and Safety Services**

**Number of Vacancies**

Not Applicable

**Nominations Received**

Not Applicable

**Recommendation**

Not Applicable
Comments
This committee is newly formed therefore does not need to be included in this review.

Pioneers’ Luncheon Working Party
Terms of Reference
To coordinate events for the Annual Pioneers’ Luncheon

Current Membership
Two Councillors (One Deputy)
One Community Member
Executive Support Officer – Governance and Councillor Support

Number of Vacancies
1 Community Member

Nominations Received
Mrs Lorraine Dunking
Ms Jeanette Ward

Recommendation
That Council APPOINT Ms Jeanette Ward as the community representative to the Pioneers Luncheon Working Party for a two-year term of office commencing 23 September 2014.

Comments
Mrs Jeanette Ward has lived in Rockingham for 62 years and active through the community by being involved in the Autumn Centre for 21 years and former president of the Soroptimist International Rockingham Branch. Mrs Lorraine Dunkling is a former City of Rockingham Councillor for 8 years, a member of Rockingham Lions Club for over 22 years, Chairperson of the Rockingham/Kwinana Drug Action Group, Chairman of the Hillman Residents Association, member of the Relay for Life team. She has also been on the Pioneers Luncheon Working party when she was a Councillor.

At the 2014 Annual Pioneers’ Luncheon the former Mrs Mary Davies OAM and Honorary Freeman will be acknowledged for all her hard work and dedication for preserving the history of Rockingham.

Rockingham Education and Training Advisory Committee
Terms of Reference
The primary role of the committee is to facilitate collaboration between key stakeholders to best identify and meet the lifelong educational needs of the Rockingham Community.

Current Membership
Two Councillors
One Community Member
One Tertiary Student Community Member
One Tertiary Student Community Member (Deputy)
Two Murdoch University representatives
One Department of Education (South Metro Education Regional Office) representative
One Challenger Institute of Technology representative
One Independent Schools representative
Executive Support – Community Capacity Building
Number of Vacancies
Not Applicable

Recommendation
1. **APPOINT** the Kendall Drew as a community member to the Rockingham Education and Training Advisory Committee for a two-year term of office commencing 23 September 2014.

2. **APPOINT** the following organisational representatives to the Rockingham Education and Training Advisory Committee for a two-year term of office commencing 23 September 2014:
   - Professor Andrew Taggart, Pro Vice Chancellor Engagement representing Murdoch University
   - Professor Barry Down representing Murdoch University
   - Margaret Collins, Regional Executive Director representing Department of Education South Metro Education Regional Office
   - Margaret Gannaway, Director of Training Services representing Challenger Institute of Technology
   - Sue Sullivan representing Independent Schools

3. **AMEND** the Rockingham Education and Training Advisory Committee Terms of Reference as follows:
   The primary role of the committee is to facilitate the collaboration between stakeholder to support and guide the implementation of the Rockingham Learning City Strategy to:
   - Provide accessible education, training, employment and learning opportunities
   - Engage residents in a culture of ‘a desire to learn’ within the community
   - Empowering development of a connected, educated and informed community

Comments
Kendall Drew was a recent community appointment in early 2014 therefore no advertising of this position was required. The two tertiary student community member’s positions were not advertised as these positions are currently being reviewed.

Secret Harbour Surf Life Saving Club Redevelopment Reference Group

Terms of Reference
To guide the detailed design phase of the Secret Harbour Surf Life Saving Club Redevelopment Project Group to ensure outcomes meet both Council and Community objectives.

Current Membership
One Councillor
Three Secret Harbour Surf Life Saving Club representatives
One Secret Harbour Residents Association representative
One Surf Beach Board Riders Club – Secret Harbour representative
One Surf Life Saving WA representative
Executive Support – Community Infrastructure Planning, Capital Projects

Number of Vacancies
Nil

Recommendation
That Council **DISBAND** the Secret Harbour Surf Life Saving Club Redevelopment Reference Group as the Terms of Reference have now been fulfilled.

Comments
The Secret Harbour Surf Life Saving Club Redevelopment Reference Group conducted their final meeting on 11 August 2014.
Sports Advisory Committee

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

Current Membership
Two Councillors
Six Community Members
Executive Support Officer – Community Capacity Building

Number of Vacancies
Six Community Members

Nominations Received
Mr Clive Higgins
Ms Carolyn Wilson
Ms Claudia Wells
Ms Alycia Barker
Mr Robert Bates

Recommendation
That Council APPOINT the following community representatives to the Sports Advisory Committee for a two-year term of office commencing 23 September 2014:
• Mr Clive Higgins
• Ms Carolyn Wilson
• Ms Claudia Wells
• Ms Alycia Barker
• Mr Robert Bates

Comments
All nominations were assessed using a matrix that included the following criteria; the number of committees the applicant was already appointed to, or had applied for, the experience, knowledge and skills in respect to terms of reference of the committee, the diversity of input into Terms of Reference and the ability to positively contribute to the committee. Based on these criteria, it was determined that all applicants were able to be accepted as new members of the Sports Advisory Committee for a two year term. The work of outgoing members will be acknowledged through a thank you letter at the end of their term.

As one committee position is not yet filled, it will be necessary to re-advertise at a suitable juncture. The work of outgoing members will be acknowledged through a thank you letter at the end of their term.

Voting Requirements
Absolute Majority

Officer Recommendation
That Council:
1. DECLARE vacant all non-Councillor positions on the following Advisory Committees:
   • Active Ageing and Care Advisory Committee
   • City Safe Advisory Committee
   • Cultural Advisory Committee
2. **DISBAND** the following Advisory Committees:
   - Baldivis Library and Community Centre Project Reference Group
   - Lark Hill Sportsplex Management Committee
   - Secret Harbour Surf Life Saving Club Redevelopment Reference Group

3. **APPOINT** the following members to the respective Advisory Committees listed as follows for a two-year term of office commencing 23 September 2014:

   **Active Ageing and Care Advisory Committee**
   - Ms Janice Thair
   - Mr David Wickham
   - Ms Sheena Edwards
   - Mr Matthew Gibbons
   - Ms Valerie Turnell
   - Ms Lorraine Dunkling

   **City Safe Advisory Committee**
   - Mr Rob Toon
   - Mr Liam Donovan
   - Mr Rob Dedman
   - Ms Dale Kerferd
   - Mr Steven Warfield
   - Mr Andrew Geddes representing Department for Child Protection and Family Services
   - Ms Vanessa Aitken representing the Education Sector
   - Mr Stuart Mearns representing OIC Rockingham Police Station

   **Cultural Advisory Committee**
   - Mr Milton Blanch
   - Mr Graham Oosthuizen
   - Ms Noa Sofer
   - Ms Bec Thomas

   **Global Friendship Committee**
   - Ms Whitney Sewell
   - Ms Marion Patterson
   - Ms Deb Wall
   - Mr Noburo Hagiwara
   - Ms Charmaine Oosthuizen
   - Ms Sarah Blake

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1 Typographical error corrected.
Pioneers’ Luncheon Working Party
- Ms Jeanette Ward

Rockingham Education and Training Advisory Committee
- Kendall Drew
- Professor Andrew Taggart, Pro Vice Chancellor Engagement representing Murdoch University
- Professor Barry Down representing Murdoch University
- Margaret Collins, Regional Executive Director representing Department of Education South Metro Education Regional Office
- Margaret Collins, Director of Training Services representing Challenger Institute of Technology
- Sue Sullivan representing Independent Schools

Sports Advisory Committee
- Mr Clive Higgins
- Ms Carolyn Wilson
- Ms Claudia Wells
- Ms Alycia Barker
- Mr Robert Bates

4. **AMEND** the City Safe Advisory Committee composition to the following:
   - Five Community Members
   - One OIC Rockingham Police Station representative
   - One South Metropolitan Community Engagement Unit representative
   - One Department of Child Protection and Family Services representative
   - One Department of Education Sector representative

5. **AMEND** the Rockingham Education and Training Advisory Committee Terms of Reference as follows:
   The primary role of the committee is to facilitate the collaboration between stakeholder to support and guide the implementation of the Rockingham Learning City Strategy to:
   - Provide accessible education, training, employment and learning opportunities
   - Engage residents in a culture of ‘a desire to learn’ within the community
   - Empowering development of a connected, educated and informed community

Committee Recommendation

Moved Cr J Smith, seconded Cr Sammels:
That Council:

1. **DECLARE** vacant all non-Councillor positions on the following Advisory Committees:
   - Active Ageing and Care Advisory Committee
   - City Safe Advisory Committee
   - Cultural Advisory Committee
   - Global Friendship Committee
   - Pioneers’ Luncheon Working Party
   - Rockingham Education and Training Advisory Committee
   - Sports Advisory Committee

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2 Correction of typographical error.
2. **DISBAND** the following Advisory Committees:
   - Baldivis Library and Community Centre Project Reference Group
   - Lark Hill Sportsplex Management Committee
   - Secret Harbour Surf Life Saving Club Redevelopment Reference Group

3. **APPOINT** the following members to the respective Advisory Committees listed as follows for a two-year term of office commencing 23 September 2014:

   **Active Ageing and Care Advisory Committee**
   - Ms Janice Thair
   - Mr David Wickham
   - Ms Sheena Edwards
   - Mr Matthew Gibbons
   - Ms Valerie Turnell
   - Ms Lorraine Dunkling

   **City Safe Advisory Committee**
   - Mr Rob Toon
   - Mr Liam Donovan
   - Mr Rob Dedman
   - Ms Dale Kerferd
   - Mr Steven Warfield
   - Mr Bob Cooper
   - Ms Sally Low
   - Mr Tony Gale
   - Mr Roy Sankey
   - Mr Paul Trimble representing South Metropolitan Community Engagement Unit
   - Mr Stuart Mearns representing OIC Rockingham Police Station

   **Cultural Advisory Committee**
   - Mr Milton Blanch
   - Mr Graham Oosthuizen
   - Ms Noa Sofer
   - Ms Bec Thomas
   - Ms Kez Wickham St-George

   **Global Friendship Committee**
   - Ms Whitney Sewell
   - Ms Marion Patterson
   - Ms Deb Wall
   - Mr Noburo Hagiwara
   - Ms Charmaine Oosthuizen
   - Ms Sarah Blake

   **Pioneers’ Luncheon Working Party**
   - Ms Jeanette Ward

   **Rockingham Education and Training Advisory Committee**
   - Kendall Drew
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 21 OCTOBER 2014

PROVOST

PRESIDING MEMBER

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

The Chief Executive Officer recommended that any substantial change to Advisory Committee Terms of Reference and composition should be referred to the respective Advisory Committee for consultation.

As a consequence the Corporate and Community Development Committee removed reference to point 4 and 5 of the Officer’s Recommendation in anticipation that the changes proposed will be directed to the respective Advisory Committee.

Implications of the Changes to the Officer’s Recommendation

Not Applicable
Purpose of Report
To seek Council’s approval to restructure the Nyungar Art Awards as a general Art Award for the wider community, whilst retaining an Indigenous component.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1: Nyungar Art Award

Moved Mrs Wickham St George, seconded Mrs Leggett

That Council APPROVE the restructure of the Nyungar Art Award for the wider community, whilst retaining an Indigenous component. These awards be renamed and reformatted to reflect a whole of community eligibility and approach.

Background

The Nyungar Art Awards (NAA) began as an Indigenous Arts Expo held in 2001, in partnership with Naramya Aboriginal Corporation. In January 2003 the event was moved from Naramya Aboriginal Corporation to Churchill Park, where it was held as part of the City’s Australia Day festivities. In 2007 the event moved to the Dorothy Liley Gallery. As a result of discussions with the Australian Business Arts Foundation, the City entered into partnership with the City of Kwinana in 2009 to co-present the event on a rotational basis. Each City would host the event biennially as part of an
annual calendar. As part of this agreement, the ‘Indigenous Arts Expo’ was renamed, and was branded the ‘Nyungar Art Awards’.

The initial event was hosted by the City of Rockingham. A total of 32 artworks were exhibited. A schools workshop program was offered, with 14 available sessions of which 10 were utilised. A public forum was held, with 12 attendees.

Two further iterations of the event have since been held. The City of Kwinana assumed hosting duties for the 2010 event, and staged it at the Gary Holland Community Centre due to delays in the completion of the Darius Wells Centre. A total of 21 open entries were received. A Youth category was instituted, receiving three entries. The schools workshop program was conducted by the City of Kwinana. Ten of 14 sessions were utilised. The public forum was abandoned due to non-attendance. The City of Rockingham hosted a solo exhibition for 2009 Major prize winner Rod Garlett.

The 2013 event was hosted by the City of Rockingham. A total of 20 open entries were received. The Youth category received one entry. A public forum was not staged. The schools workshop program was again conducted by the City of Kwinana, with nine sessions registered. No public forum was held. The City of Kwinana was unable to reach an agreement with 2010 winner Troy Bennell to host a solo exhibition.

In 2013 the City of Kwinana indicated an unwillingness to continue the co-hosting arrangement and wished to withdraw from the Nyungar Art Awards.

Current census figures show that 1,737 Rockingham residents, approximately 1.6% of the population, identify as an Indigenous Australian. The potential maximum number of Rockingham residents eligible to enter the Nyungar Art Awards, given the age, family and heritage requirements of the Award, equates to no more than 1,020, or 0.98% of all Rockingham residents.

Growth in the capacity of the Nyungar Art Awards has been minimal, and review of the 2012 event outlined several issues with the potential future staging of the event. Most significantly:

- The event was designed to be staged with the assistance of a Nyungar Advisory Group, consisting of respected Nyungar men and women in positions of authority within the arts industry, to guide appropriate staging and provide credibility within the Indigenous community. In the lead-up to the 2012 event, the members of this group indicated a lack of satisfaction with the event and declined to be involved.

- The City of Kwinana has indicated an unwillingness to commit to future iterations of the event. At the time of writing, no contact has been made about the next iteration, which would be hosted by the City of Kwinana. The City of Kwinana has indicated that it intends to withdraw from the partnership.

- No growth in the event has been evident, with entries having decreased each year from 32 in 2009 to 21 in 2012. The instigation of a Youth Award in 2010 was unsuccessful, with three entries in 2010 and one entry in 2012. In addition, the associated public and Nyungar-only forums were cancelled in 2012 due to an ongoing lack of interest. Public choice voting forms indicate an extremely low audience attendance, with less than 70 forms being returned during the four weeks of the exhibition.

Recent discussions with local arts organisations Rockingham Regional Arts Inc. (RRA) and the Rockingham Watercolour Society have identified strong community interest in the re-establishment of the Rockingham Art Awards. The Rockingham Art Awards was a program initially conducted by the City of Rockingham which was passed to the custodianship of the Rockingham Arts an Crafts Inc. (RAC) community art group in 2009 after 21 consecutive years of operation. Subsequently, RAC suffered a decline in membership and informed the City of its inability to stage the Award in March 2012. Rockingham Regional Arts Inc. has expressed an interest in administrative involvement in a re-established Rockingham Art Award.

The Cultural Development and the Arts Strategy 2013-2016 contains key actions committing the City to providing effective and credible arts events and opportunities for Rockingham residents. Given the complex infrastructure and partnership requirements of the Nyungar Art Awards, and the minimal community response, any alterations to the event present a significant barrier to creating successful social and community outcomes. The Awards represent a significant financial commitment from the City, with a minimal social and artistic return. This return is further
compromised by the lack of community engagement as well as the dissolution of the partnership with the City of Kwinana and withdrawal of the Nyungar advisory group.

Dissolution of the Awards, and the creation of a community-wide Rockingham Art Awards with a specified Aboriginal component, enables the City to retain a financially viable commitment to the support of Aboriginal arts within the region as specified within the Cultural Development and the Arts Strategy and Reconciliation Action Plans while providing wider community context to the works of local Aboriginal artists and a credible opportunity for visual artists throughout the region.

Furthermore, a Rockingham Art Awards will enable partnership opportunities with local arts organisations, fulfilling the City's commitment to building the capacity of local arts practitioners to develop both art skill and professionalism. Increased community capacity building engagement, involvement on the part of local community groups and audience development will provide clear opportunities for ongoing sustainability of the Award.

### Implications to Consider

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

**b. Policy**

Nil

**c. Financial**

Should Council support the Advisory Committee recommendation the existing budget allocation of $20,280 for the Nyungar Art Awards will be reallocated to the Rockingham Art Awards as part of an upcoming quarterly budget review.

**d. Legal and Statutory**

Nil

**e. Voting Requirements**

Simple Majority

**f. Risk**

**Risk Implications of Implementing Officer Recommendation**

Low

- Minimal engagement by local Aboriginal community.

**Risk Implications of Not Implementing Officer Recommendation**

High

- Negative Indigenous community perception of a truncated or limited Awards.

### Officer Recommendation if Different to Advisory Committee Recommendation

Not Applicable

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

Not Applicable
<table>
<thead>
<tr>
<th>Committee Recommendation</th>
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<tbody>
<tr>
<td>Moved Cr Whitfield, seconded Cr Sammels:</td>
</tr>
<tr>
<td>That Council <strong>APPROVE</strong> the restructure of the Nyungar Art Award for the wider community, whilst retaining an Indigenous component. These awards be renamed and reformatted to reflect a whole of community eligibility and approach.</td>
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<td>Committee Voting – 5/0</td>
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<thead>
<tr>
<th>Implications of the Changes to the Officer's Recommendation</th>
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<tr>
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CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 21 OCTOBER 2014

PRESIDING MEMBER

Community Development
Community Infrastructure Planning

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-032/14 Community Sport and Recreation Facility Fund Forward Planning Grant Application – Laurie Stanford Reserve and Rhonda Scarrott Reserve</th>
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<td>Risk Register No:</td>
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<tr>
<td>Proponent/s:</td>
<td>Carly Kroczek, Community Infrastructure Planning Officer</td>
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<td>Author:</td>
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<td>Other Contributors:</td>
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<td>16 September 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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Purpose of Report

To seek Council’s endorsement of two applications to the Department of Sport and Recreation’s Community Sport and Recreation Facility Fund (CSRFF) for the implementation of the Laurie Stanford Reserve Master Plan and Rhonda Scarrott Reserve Master Plan.

Background

The Department of Sport and Recreation through CSRFF, provides financial assistance to community groups and local government authorities to develop basic infrastructure which supports participation in sport and recreation. Annually, $20 million is invested across three grant programs as follows:

- Small grants (summer and winter rounds) for projects less than $150,000;
- Annual grants for projects with a total value less than $500,000;
- Forward Planning Grants for projects with a total value that exceeds $500,000.

Applications for the small grant round closed at the end of August, with applications for the Annual and Forward Planning Grants required to be submitted by the last working day in September. It is a requirement of all CSRFF grants that they are received, prioritised and endorsed by the relevant Local Government Authority.
Following Council’s endorsement of both the Laurie Stanford Reserve and Rhonda Scarrott Reserve Master Plan on 26 August 2014 funding applications for both projects have now been prepared for submission to the CSRFF Forward Planning Grants.

Details

Detailed funding applications have been prepared by the City’s Community Infrastructure Planning Team for both Laurie Stanford Reserve and Rhonda Scarrott Reserve Master Plans. No other funding applications have been received from external community groups or from other divisions within the City. Under the CSRFF guidelines, the City is required to assess and prioritise the applications received against the CSRFF key principles.

Laurie Stanford Reserve

The Laurie Stanford Reserve funding application is based primarily on the recently endorsed Laurie Stanford Reserve Master Plan. This strategic document, in conjunction with the Coastal South Sporting Infrastructure Assessment clearly justifies the need for this project, whilst taking into account existing facility provision and the social and financial impact of investing in this redevelopment. Funding is requested to assist with eligible items, including the change rooms, storage, first aid room, umpires room, reticulation upgrade and cricket net upgrade. The application has been assessed against the CSRFF key principles as follows:

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<td>Sustainability</td>
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Rhonda Scarrott Reserve

The application for the implementation of the Rhonda Scarrott Reserve Master Plan has been based primarily on the recently endorsed Rhonda Scarrott Reserve Master Plan and the Coastal South Sporting Infrastructure Assessment. Given the lack of supporting amenities at Rhonda Scarrott Reserve and the high level of use, the need for this development is clearly justified. Funding is requested to assist with eligible items including the change rooms, umpires room, first aid room and storage. The application has been assessed against the CSRFF key principles as follows:

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**Implications to Consider**

**a. Consultation with the Community**

All relevant stakeholders and community groups were engaged throughout the development of the Master Plans for both Rhonda Scarrott Reserve and Laurie Stanford Reserve. In addition, the wider community was given the opportunity to comment and input into the Master Plans through a two-week public comment period. The Community Infrastructure Planning Team has prepared the funding applications with input from the stakeholders where relevant.

**b. Consultation with Government Agencies**

Representatives from the City have met with the Department of Sport and Recreation to discuss the impending applications and confirm the eligibility of both the Laurie Stanford Reserve and Rhonda Scarrott Reserve Master Plans.

**c. Strategic**

**Community Plan**

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

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

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

**d. Policy**

Nil

**e. Financial**

Under CSRFF guidelines, the maximum grant offered is one third of eligible project costs (excluding GST) with the Department assessing the total eligible cost and deducting any items deemed ineligible. Upon assessing both the Laurie Stanford Reserve and Rhonda Scarrott Reserve Master Plans it is deemed that one third of eligible items for Laurie Stanford Reserve equates to $312,833 and $329,596 for Rhonda Scarrott Reserve respectively.

The City has made a financial commitment to implement both master plan projects through the ten-year City Business Plan.

The 2014/2015 City Business Plan and Council Budget have allocated $483,089 towards the detailed design and reticulation upgrade for Laurie Stanford Reserve. This is supported by $4,473,234 allocated in the Business Plan for 2015/2016 towards the implementation of the Laurie Stanford Reserve Master Plan.

The 2014/2015 City Business Plan and Council Budget have allocated $384,631 towards the detailed design for Rhonda Scarrott Reserve. This is supported by a revised amount of $4,547,936 to be allocated in the Business Plan for 2015/2016 (CD-027/14) towards the implementation of the Rhonda Scarrott Reserve Master Plan.

**f. Legal and Statutory**

Nil
g. Risk

Risk Implications of Implementing Officer Recommendation
Nil

Risk Implications of Not Implementing Officer Recommendation
Low:
- Funding applications are not endorsed and submitted to the Department of Sport and Recreation within required time frames.

Comments

Both the Laurie Stanford Reserve and Rhonda Scarrott Reserve Master Plans are priority projects for the City and are included in relevant strategic planning documents and the City’s Business Plan. Both projects clearly meet the CSRFF guiding principles, with the need clearly justified and the projects well planned.

As per the CSRFF guidelines, the City is required to prioritise all funding applications submitted for consideration. Officers have assessed and prioritised both applications and deemed that Rhonda Scarrott Reserve should be the number one priority for the City given that the facilities at Rhonda Scarrott Reserve are well below that required to support the high level of use and delaying this project by any length of time would have significant impact on the local community. The facilities at Laurie Stanford Reserve are also substandard and in need of redevelopment to support any level of increase in use and participation, however based on current usage levels, is considered the second priority. On this basis, it is proposed that the City submit the Rhonda Scarrott Reserve Master Plan as the first priority application and Laurie Stanford Reserve Master Plan as the second priority application.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:
1. **ENDORSE** the City’s funding application to the Department of Sport and Recreation’s Community Sport and Recreation Facility Fund (Forward Planning Grants) for the implementation of the Rhonda Scarrott Reserve Master Plan as the first priority application.
2. **ENDORSE** the City’s funding application to the Department of Sport and Recreation’s Community Sport and Recreation Facility Fund (Forward Planning Grants) for the implementation of the Laurie Stanford Reserve Master Plan as the second priority application.

Committee Recommendation

Moved Cr Sammels, seconded Cr Stewart:

That Council:
1. **ENDORSE** the City’s funding application to the Department of Sport and Recreation’s Community Sport and Recreation Facility Fund (Forward Planning Grants) for the implementation of the Rhonda Scarrott Reserve Master Plan as the first priority application.
2. **ENDORSE** the City’s funding application to the Department of Sport and Recreation’s Community Sport and Recreation Facility Fund (Forward Planning Grants) for the implementation of the Laurie Stanford Reserve Master Plan as the second priority application.

Committee Voting – 5/0
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<tr>
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<th>Date and Time of Next Meeting</th>
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<tr>
<td></td>
<td>The next Corporate and Community Development Committee Meeting will be held on <strong>Tuesday 21 October 2014</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
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<th>Closure</th>
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<tr>
<td></td>
<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>4:37pm</strong>.</td>
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