# City of Rockingham

## Corporate and Community Development Committee Minutes

### 4:00pm Wednesday 23 October 2013

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<tr>
<td>18.</td>
<td><strong>Urgent Business Approved by the Person Presiding or by Decision of the Committee</strong></td>
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<td><strong>Matters Behind Closed Doors</strong></td>
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<td>20.</td>
<td><strong>Date and Time of Next Meeting</strong></td>
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<tr>
<td>21.</td>
<td><strong>Closure</strong></td>
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</table>
City of Rockingham
Corporate and Community Development Committee Meeting Minutes
Wednesday 23 October 2013 - Council Boardroom

1. **Declaration of Opening**

   The Chief Executive Officer declared the Corporate and Community Development Committee Meeting open at **4:00pm**, welcomed all present, and recited the Acknowledgement of Country.

2. **Election of Presiding Member/Chairperson**

   The Chief Executive Officer, Mr Hammond, invited nominations for the position of Chairperson of the Corporate and Community Development Committee for the ensuing 2 years.
   
   The following nomination was received:-
   
   Cr Liley
   
   As there was no more than one nomination for the position, Cr Liley was declared elected to the position of Chair of the Corporate and Community Development Committee for the ensuing 2 years.
   
   The Chief Executive Officer congratulated Cr Liley and wished the Corporate and Community Development Committee well with its deliberations and vacated the Chair.
   
   Cr Liley assumed the Chair and thanked the Committee for their confidence in her as Chair and was looking forward to working with Councillors and Officers over the next two years.

3. **Record of Attendance/Apologies/Approved Leave of Absence**

   **3.1 Councillors**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Leigh Liley</td>
<td>Chairperson</td>
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<td>Cr Matthew Whitfield</td>
<td></td>
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<tr>
<td>Cr Chris Elliott</td>
<td>Deputising for Cr Justin Smith</td>
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<td>Mayor Barry Sammels</td>
<td></td>
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<tr>
<td>Cr Joy Stewart</td>
<td></td>
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<tr>
<td>Cr Ron Pease</td>
<td>Observer</td>
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<td>Cr Richard Smith</td>
<td>Observer</td>
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</tbody>
</table>

   **3.2 Executive**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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</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 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>
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<tr>
<td>(until 4:40pm)</td>
<td></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 Services</td>
</tr>
</tbody>
</table>
3.3 Members of the Gallery: 1
3.4 Apologies:
Cr Justin Smith
3.5 Approved Leave of Absence: Nil

4. Responses to Previous Public Questions Taken on Notice
Nil

5. Public Question Time

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

6. Confirmation of Minutes of the Previous Meeting

Moved Cr Sammels, seconded Cr Stewart:
That Council:
1. CONFIRM the Minutes of the Community Development Committee Meeting held on 9 September 2013, as a true and accurate record.
2. CONFIRM the Minutes of the Corporate and Engineering Services Committee Meeting held on 17 September 2013, as a true and accurate record.

Committee Voting – 5/0

7. Matters Arising from the Previous Minutes
Nil

8. Announcement by the Presiding Person without Discussion

4:02pm 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.

9. Declarations of Members and Officers Interests

4:02pm The Chairperson asked if there were any interests to declare. There were none.

10. Petitions/Deputations/Presentations/Submissions
Nil

11. Matters for which the Meeting may be Closed
Nil
## Bulletin Items

**Community Development Information Bulletin – October 2013**

### 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

### Library Services
1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 September Library Statistics
   4.2 Safety Bay Library Update
   4.3 Warnbro Community Library Update
   4.4 Baldivis Library and Community Centre Update
   4.5 Manager Library and Information Services Update
   4.6 Children’s Book Week

### Community Infrastructure Planning
1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Coastal South Sub District Local and District Sporting Strategy
   3.2 Baldivis Library and Community Centre
   3.3 Rockingham Arts Centre
   3.4 Baldivis Group Settlement School Buildings – Conservation Works
   3.5 Youth Outdoor Recreation Space Strategy – Implementation Actions
   3.6 Regional Cycling Facilities Feasibility Study
   3.7 Golden Bay Primary School - Shared Use Open Space Development and Agreement
   3.8 Secret Harbour Surf Life Saving Club Redevelopment
   3.9 Baldivis Primary Shared Use Reserve
   3.10 Lot 1507 Active Public Open Space Development
   3.11 Baldivis District Sporting Complex Feasibility Study and Concept Plans
   3.12 Active Ageing Precinct Master Plan
   3.13 Rockingham Youth Venue – Feasibility Planning
   3.14 Public Open Space Strategy
   3.15 Community Purpose Site Strategy
   3.16 Laurie Stanford Reserve – Management and Business Planning
   3.17 Secret Harbour Community Library Feasibility Study and Concept Plan
   3.18 Sports Reserve Floodlighting Program
   3.19 Aquatic Facilities Strategy
| 3.20 Community Infrastructure Plan |
| 4. Information items |

**Community Capacity Building**

1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Rockingham Regional Environmental Centre (RREC)
   3.2 Community Grants Program (CGP)
   3.3 Infrastructure Planning and Development Grants (IPDG)
   3.4 Bert England Lodge – Management and Governance
   3.5 Disability Access and Inclusion Plan (DAIP)

4. Information Items
   4.1 Community Garden
   4.2 Rockingham City Football Club
   4.3 Rockingham Rams Football Club
   4.4 Active Ageing
   4.5 Challenger Court – Aged Persons Units
   4.6 Challenger Lodge
   4.7 Seniors Planning Project
   4.8 Active Ageing Seniors Expo
   4.9 Active Ageing Seniors Week
   4.10 Stay on Your Feet Week
   4.11 Active Ageing Events
   4.12 Youth Development
   4.13 Sport and Recreation
   4.14 Rockingham Early Years Group (REYG)
   4.15 Rockingham Education and Training Advisory Committee (RETAC)
   4.16 Community Capacity Building Events
   4.17 Outdoor Event Applications
   4.18 Cultural Development and Arts
   4.19 Reconciliation Action Plan (RAP)

**Community Safety**

1. Community Safety Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Security Support Services
   4.2 Community Safety/Crime Prevention
   4.3 Ranger Services
   4.4 Emergency Services
   4.5 Emergency Management and Recovery

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**Committee Recommendation**

That Councillors acknowledge having read the Community Development Information Bulletin – October 2013 and the content be accepted.

Committee Voting – 5/0
<table>
<thead>
<tr>
<th>Corporate and General Management Services Information Bulletin – October 2013</th>
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<tr>
<td><strong>Corporate Services</strong></td>
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<tr>
<td>1. Corporate Services Team Overview</td>
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<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<tr>
<td>3.1 Retention and Disposal Project</td>
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<td>3.2 Document Migration Project</td>
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<td>3.3 Digital Preservation Strategy</td>
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<td>3.4 CCTV</td>
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<td>3.5 Warnbro Library Cable Upgrade</td>
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<td>3.6 Safety Bay Library Cable Upgrade</td>
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<td>3.7 ICT Strategic Plan</td>
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<td>4. Information Items</td>
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<tr>
<td>4.1 List of Payments August 2013</td>
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<td>4.2 List of Write Offs for 2012/13</td>
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<td><strong>Community and Leisure Facilities</strong></td>
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<tr>
<td>1. Community and Leisure Facilities Team Overview</td>
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<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<td>4. Information Items</td>
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<tr>
<td>4.1 Rockingham Child Care Service</td>
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<td>4.2 Rockingham Aquatic Centre</td>
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<td>4.3 Rockingham Autumn Centre</td>
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<td>4.4 Gary Holland Community Centre</td>
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<td>4.5 Warnbro Community Recreation Centre</td>
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<td>4.6 Mike Barnett Sports Complex</td>
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<td>4.7 Aqua Jetty</td>
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<td><strong>Governance and Councillor Support</strong></td>
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<tr>
<td>1. Governance and Councillor Support Team Overview</td>
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<tr>
<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<td>4. Information Items</td>
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<tr>
<td>4.1 Premier’s Australia Day Active Citizenship</td>
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<td>4.2 National Sea Change Taskforce Newsletter</td>
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<td><strong>Human Resources</strong></td>
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<tr>
<td>1. Human Resources Team Overview</td>
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<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<tr>
<td>3.1 Employee Wellness Programme</td>
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<td>3.2 Corporate Training Programme</td>
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<td>3.4 Leadership &amp; Management Programme</td>
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<td>3.5 Values Programme</td>
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<td>3.6 Occupational Safety and Health Programme (OSH)</td>
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<td>4. Information Items</td>
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<tr>
<td><strong>Economic Development</strong></td>
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<tr>
<td>1. Economic Development Team Overview</td>
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<td>2. Human Resource Update</td>
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<tr>
<td>3. Project Status Reports</td>
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<tr>
<td>3.1 Leadership Forums</td>
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</tbody>
</table>
3.2 Social Media
3.3 Global Friendship
4. Information Items
  4.1 Media Tracking

**Strategy Coordination**
1. Strategy Coordination Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Update of Climate Change Response Plan and implementation of Key Actions
   3.2 Risk Analysis Framework – Roll out and Audit
   3.3 Risk Management Training
   3.4 Community Engagement Framework: Training and roll-out
4. Information Items
   4.1 Establishing linkages between the Community Plan, the Specific Purpose Plans and the Team Plans
   4.2 2012 Customer Satisfaction Survey
   4.3 Coordinating the development of a 10 year infrastructure plan
   4.4 4th Generation Team Plans
   4.5 Coordinating the development and implementation of a Development Contribution Scheme
   4.6 New Ideas Incentive Scheme
   4.7 City Scoreboard
   4.8 Climate Change Response Strategy
   4.9 Technical and Financial Risk Analysis on the Impacts of Carbon Pricing on City of Rockingham
   4.10 Integrated Risk Management Framework for the City of Rockingham 24
   4.11 LGMA Challenge
   4.12 Other initiatives that the Strategy Coordination team is involved with 26

**Legal Services & General Counsel**
1. Legal Services & General Counsel Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Provision of Legal Advice
   4.2 Oversight of Systems and Documentation
   4.3 Legal Capacity Building

**Committee Recommendation**
That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – October 2013 and the content be accepted.

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

### Corporate Services

#### Corporate Services

**Financial Services**

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<tbody>
<tr>
<td>File No:</td>
<td>FLM/88</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Allan Moles, Manager Financial Services</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
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<tr>
<td>Date of Committee Meeting:</td>
<td>23 October 2013</td>
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<tr>
<td>Previously before Council:</td>
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<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
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<tr>
<td>Site:</td>
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<tr>
<td>Lot Area:</td>
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<tr>
<td>Maps/Diagrams:</td>
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### Purpose of Report

To receive the monthly Financial Management Report for August 2013.

### 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/s contained in the Community Plan 2011:-

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

d. Policy
   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

Comments

The numerous variances identified will be reviewed within the next budget review.

Voting Requirements

Simple Majority

Officer Recommendation


Committee Recommendation


Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
Corporate Services
Financial Services

Reference No & Subject: CS-021/13
Quarterly Budget Review – September 2013

File No: FLM/17-04

Proponent/s: Ms Vanisha Govender, A/Manager Financial Services

Author: Ms Vanisha Govender, A/Manager Financial Services

Other Contributors: Ms Vanisha Govender, A/Manager Financial Services

Date of Committee Meeting: 23 October 2013

Previously before Council: 23 October 2013

Disclosure of Interest: Executive

Nature of Council’s Role in this Matter:

Site:
Lot Area:

Attachments: September 2013 Quarterly Budget Review

Maps/Diagrams:

Purpose of Report

To present the September 2013 Quarterly Budget Review for Council’s consideration and to seek Council’s authorisation of the budget amendments arising from the review.

Background

The City of Rockingham undertakes quarterly budget reviews to monitor its financial performance against the annual budget and to review projections to the end of the financial year. Any variations to the annual budget arising from the review process are presented for Council’s consideration and authorisation.

Details

The September 2013 Quarterly Budget Review includes details of transactions during the July 2013 – September 2013 period and adjustments required to the annual budget. The document includes the following information:

1. Summary of Budget Position
2. Summary of Major Amendments
3. Detailed statement of Operating and Non-Operating Revenue and Expenditure by Department
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 15:** Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.


d. Policy
   Nil

e. Financial
   The overall effect of the various budget amendments is a surplus of $1 537 338, however this is subject to any changes required to the opening position as a result of the audit process.

f. Legal and Statutory
   Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires local governments to undertake a budget review between 1 January and 31 March in each financial year. Within 30 days of the review being completed it is to be presented to Council. Council is to consider the review submitted and is to determine (by absolute majority) whether or not to adopt the review, any parts of the review or any recommendations made in the review. Within 30 days after Council has made a determination, a copy of the review and documentation is to be provided to the Department of Local Government. This quarterly budget review is performed as a matter of good governance and is not required by legislation.

Comments

The main amendments proposed in the Budget Review are summarised in the September 2013 Quarterly Budget Review attachment.

Opening Position: The opening position has increased from $14.4 million (including restricted funds) to $19.8 million. The bulk of the increase is due to:

a) Bert England Lodge (BEL) surplus of $1.6 million. This result is due to a required change in treatment of BEL funds in 2012/13 financial year. This money is still restricted despite change in treatment of funds.

b) Cash back reserve has been increased by a further $2.6 million. These monies have been transferred to Employee Leave Reserve in 2013/14. The Employee Leave Reserve is extremely low and over a number of years has been increased as funds have become available. It is standard practice for local government to have reserves created that represent (or cash back) staff leave entitlements. As staff levels increase in future years this reserve will need to be further monitored.

c) The balance $1.1 million contributes to the general surplus of $1.5 million as result of additional income, expenditure savings and final balance day adjustments. A proposal for utilising these funds will be a further agenda item in the future and has previously been discussed with the Council.
Expenditure: Operating expenditure has increased by $0.37 million with the major increases being increase in contractor expenses, increase in elected member sitting fees and a decrease in loss of sale of assets.

Operating Revenue: Operating Revenue has increased by $1.43 million with the major change being in increases in grants (Local Government Digital Funds, Financial Assistance Grants and Department of Education), fees and charges (building licences) and interim rates.

Non-operating Expenditure: Capital expenditure has increased by $4.1 million with the major changes being the transition of funds between opening and closing financial years to correct predicted carry forwarded amounts from the adopted 2013/14 Annual Budget.

### Voting Requirements

**Absolute Majority**

**Officer Recommendation**

That Council:

1. **ADOPT** the September 2013 Quarterly Budget Review; and
2. **AMEND** the budget accordingly.

**Committee Recommendation**

That Council:

1. **ADOPT** the September 2013 Quarterly Budget Review; and
2. **AMEND** the budget accordingly.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
**Corporate Services**  
**Community and Leisure Facilities**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-022/13 Proposed Fee Amendment – Warnbro Community Recreation Centre</th>
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<tbody>
<tr>
<td>File No:</td>
<td>RCS/21-06</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Siobhan Sirrell, Centre Manager, Warnbro Community Recreation Centre</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Mark Toomath, Coordinator Leisure Facilities</td>
</tr>
</tbody>
</table>

**Date of Committee Meeting:** 23 October 2013

**Previously before Council:**

**Disclosure of Interest:**

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

**Site:**

**Lot Area:**

**Attachments:**

**Maps/Diagrams:**

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**Purpose of Report**

To seek Council’s endorsement of the proposed amendment to the 2013/14 children’s term program fees at the Warnbro Community Recreation Centre.

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**Background**

In accordance with a Management Agreement, the YMCA is required to prepare an Annual Management Plan for the operation of the Warnbro Community Recreation Centre. The Management Plan for the facility includes the fees and charges for the following financial year. In accordance with Section 6.1(4)(f) of the Management Agreement, proposed fees and charges require endorsement from Council.

At its April 2013 meeting, Council approved the following children’s term program fees for 2013/14:

- Thriving three's (based on ten week term) $127.00
- Fun for four's (based on ten week term) $180.00

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**Details**

Following the endorsement of the 2013/14 fees, amendments to childcare licencing requirements were applied that significantly increased the cost of operating the children’s term program. Specifically, program supervisors are now required to work an additional two ‘non-contact’ hours per class. This has resulted in an additional $30,473 in staff costs being added to the program.
To offset these costs, the YMCA has proposed to increase the fees for the program as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Current fee</th>
<th>Proposed fee</th>
<th>% Increase</th>
</tr>
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<tbody>
<tr>
<td>Thriving three’s</td>
<td>$127</td>
<td>$200</td>
<td>57</td>
</tr>
<tr>
<td>Fun for four’s</td>
<td>$180</td>
<td>$300</td>
<td>66</td>
</tr>
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</table>

The capacity for each class is 18 participants and for the majority of classes there is a waiting list. At the current participation level which the YMCA believes will be retained, the proposed fee increase is projected to provide additional revenue of $32,983.

**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 Aspirations contained in the Community Plan 2011:-
   
   **Aspiration 7:** Community facilities and services that are well utilised, accessible and cost effective, and where possible, multi-functional
   
   **Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable and legally and ethically compliant

d. **Policy**
   Nil

e. **Financial**
   In 2013/14, the Warnbro Community Recreation Centre has a budgeted operating deficit of $183,321. The impact of the additional staffing costs is projected to increase the operating deficit to $214,128. Under the management agreement, the City is responsible for 100% of the budgeted operating deficit. Should the audited operating deficit exceed the budgeted deficit, the City and the YMCA are equally responsible.

f. **Legal and Statutory**
   Nil

**Comments**

The Warnbro Community Recreation Centre continues to deliver a range of affordable and accessible programs in response to community demand. The children’s term program has been very popular for a number of years as evidenced by classes regularly attracting a waiting list. The increase in staff costs associated with the children’s term program was not anticipated at the time of setting the 2013/14 fees. The proposed increase in fees will limit the impact on the facilities operating budget and protect the City from its 50% liability to fund the expected increase in operating deficit.

**Voting Requirements**

Simple Majority
**Officer Recommendation**

That Council **ENDORSE** the following fees for the children’s term programs at the Warnbro Community Recreation Centre for 2013/2014 to commence on 1 January 2014:

- Thriving three’s $200.00 per term
- Fun for four’s $300.00 per term

**Committee Recommendation**

That Council **DEFER** this item to allow further investigation into an incremental approach to the fee increase over the next 2-3 years.

Committee Voting – 5/0

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

The Committee changed the recommendation to allow Council to further consider an incremental approach to the fee increase.

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

Not Applicable
### Purpose of Report

To seek Council approval to develop a Leasing Policy regarding City owned and managed properties.

### Background

The City of Rockingham has not previously developed a policy for the leasing of City owned and managed properties and historically there have been inconsistencies with the lease agreements entered into by the City.

Leasing associated with all City properties now resides with the Community and Leisure Facilities team. As such it is recommended a leasing policy be developed.

### Details

It is intended that the Leasing Policy will split leases into two broad categories: Commercial Leases and Community Leases. Each category will have its own requirement regarding, rent, outgoings, maintenance and length of term and other such variables.

The policy will also address how the City should treat the subsidy of local government rates, which are payable in relation to properties leased to community associations.
Implications to Consider

a. Consultation with the Community
   Nil at this stage – If approved the draft policy will be advertised for public consultation in accordance with the City of Rockingham Policy Framework.

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 that are well utilised, accessible, cost effective and where appropriate, cost effective

d. Policy
   Should Council approve the officer recommendation a new policy for leasing of properties will be prepared in accordance with the City of Rockingham Policy Framework.

e. Financial
   Nil

f. Legal and Statutory
   The Leasing Policy will provide for the following legislative outcomes:
   - All leases and licences will be managed in accordance with the Property Law Act 1969 and the Local Government Act 1995 in particular section 3.58 which deals with the disposal of City property;
   - Residential leases will be managed in line with the Residential Tenancies Act 1987;
   - Commercial leases will be managed in line with the Commercial Tenancies (Retail Shops) Agreement Act 1985 where the purpose is related to retail; and
   - Telecommunications leases will be managed in line with the Telecommunications Act 1997.

Comments

The development of a Leasing Policy will assist the City to abide by the following principles:
   - Provide and maintain its properties to meet community needs for present and future generations.
   - Recognise and supports the contribution made by community groups in achieving an active and sustainable community.
   - Encourage the use of properties by organisations which provide a benefit to the community.
   - Promote leasing arrangements which are consistent, equitable and make transparent the true cost of subsidisation.
   - Promote leasing arrangements which provide access to the property by the wider community where appropriate.
   - Promote leasing arrangements which offset the operational and maintenance costs of facilities.
   - Standardise the requirements of leases, addressing items such as maintenance, insurance, cleaning, security and other obligations.
### Voting Requirements
Simple Majority

### Officer Recommendation
That Council *APPROVE* the development of a Leasing Policy.

### Committee Recommendation
That Council *APPROVE* the development of a Leasing Policy.

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

Council consideration of the date to hold the Annual Meeting of Electors for the 2012/2013 year.

## Background

In accordance with section 5.27 of the Local Government Act 1995, a general meeting of electors of a district is to be held once every financial year. The meeting is to be held not more than 56 days after the local government accepts the annual report for the previous financial year.

## Details

Best industry practice is to endeavour to hold the Annual Meeting of Electors in the same calendar year that the financial year ended. This is often dependent on the timing of the audit of the City’s financial statements and the receipt of the audit statement.

It is anticipated that the Audit Committee will consider the Audited Annual Financial Reports for 2012/2013 (a key component of the Annual Report) in late October 2013, with a Committee recommendation presented to the November Ordinary Council Meeting.

The Annual Report for 2012/2013 will consequently be presented to Council for consideration at its 26 November 2013 meeting. The acceptance of the Annual Report will trigger the timeline for the Annual Meeting of Electors, necessitating it to be held by 21 January 2013.

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### Reference No & Subject:
- GMS-004/13
- Annual Meeting of Electors 2012/2013

### File No:
- GVR/60

### Proponent/s:
- Mr Peter Varris, Manager Governance and Councillor Support

### Author:
- Mr Peter Varris, Manager Governance and Councillor Support

### Other Contributors:
- Mr Peter Varris, Manager Governance and Councillor Support

### Date of Committee Meeting:
- 23 October 2013

### Previously before Council:

### Disclosure of Interest:
- Executive

### Nature of Council’s Role in this Matter:
- Executive
It is proposed to hold the Annual Meeting of Electors for 2012/2013 at 6:00pm, Tuesday 17 December 2013 in the Reception Room in the Administration Centre.

### Implications to Consider

**a. Consultation with the Community**

Statutory advertising is required to be carried out requiring the Chief Executive Officer to convene and electors' meeting by giving at least 14 days' local public notice. Advertising will be carried out in both the Sound Telegraph and Weekend Courier, City website, social media platforms, Libraries and City notice boards.

**b. Consultation with Government Agencies**

Nil

**c. Strategic Community Plan**

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

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

**d. Policy**

Nil

**e. Financial**

Funds for advertising the electors’ meeting are provided for in Account 210018.1204 – Advertising Governance and Councillor Support.

**f. Legal and Statutory**

Section 5.27 of the Local Government Act 1995 and Part 3 of the Local Government (Administration) Regulations 1996 specify the legislative requirements for annual meeting of electors.

### Comments

The Annual Meeting of Electors for 2011/2012 was held at 6:00pm on the 18 December 2012, and for the 2010/2011 year it was held 6:00pm, 31 January 2012.

The Local Government Act 1995, Section 5.33 notes that all decisions made at an electors’ meeting are to be considered at the next ordinary council meeting or, if that is not practicable, at the first ordinary council meeting after that meeting; or at a special meeting called for that purpose, whichever happens first.

It is anticipated that the outcomes of the 201/2013 Annual meeting of Electors will be presented to the ordinary Council Meeting in February 2014.

The Officer’s recommendation is subject to the Annual Report being accepted at the Ordinary Council in November 2013.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **APPROVE** the holding of the Annual Meeting of Electors for 2012/2013 on Tuesday 17 December 2013 commencing at 6:00pm in the Reception Room in the City Administration Centre subject to the 2012/2013 Annual Report being accepted at it ordinary meeting held 26 November 2013.
**Committee Recommendation**

That Council **APPROVE** the holding of the Annual Meeting of Electors for 2012/2013 on Tuesday 17 December 2013 commencing at 6:00pm in the Reception Room in the City Administration Centre subject to the 2012/2013 Annual Report being accepted at its ordinary meeting held 26 November 2013.

Committee Voting – 5/0

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<th>The Committee’s Reason for Varying the Officer’s Recommendation</th>
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Community Development

Community Development
Community Capacity Building

Reference No & Subject: CD-001/13

Recommendations from the Rockingham Education and Training Advisory Committee Meeting held on 11 September 2013

File No: CSV/1522-03

Author: Ms Sheila Cleaver, Community Development Officer

Date of Committee Meeting: 23 October 2013

Disclosure of Interest: Executive

Nature of Council’s Role in this Matter: Minutes of the Rockingham Education and Training Advisory (RETAC) Committee Meeting held on 11 September 2013

Attachments:

Maps/Diagrams:

Purpose of Report

To endorse the recommendation of RETAC to undertake implementation actions from the Learning City Strategy (LCS) and to accept the resignation of a committee member, to advertise the position and receive nominations from interested community representatives.

Recommendations to the Community Development Committee

Advisory Committee Recommendation 1:
Rockingham Education and Training Advisory Committee

That Council ENDORSE the recommendation of the Rockingham Education and Training Advisory Committee (RETAC); to undertake implementation actions from the Learning City Strategy (LCS) beginning with an amended Action 2.5 in the Learning City Strategy (LCS) as a priority.

Background

The Learning City Strategy (LCS) was adopted by Council at its meeting held on Tuesday 25 June 2013. Now that the LCS has been adopted RETAC can commence prioritising and completing implementation actions identified for 2013/2014.

At the RETAC meeting conducted on 11 September 2013, the initial Officer Recommendation was to ENDORSE RETAC to commence the undertaking of implementation actions beginning with Action 2.5 – Compile mapping of the lifelong learning and employment opportunities within Rockingham. It was raised and discussed that mapping both lifelong learning and employment opportunities together was very complex task. The members of RETAC agreed that in order to
ensure a quality mapping exercise of both lifelong learning and employment opportunities that they should be undertaken separately beginning with lifelong learning opportunities.

### Implications to Consider

**a. Strategic**

**Community Plan**

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

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

**b. Policy**


**c. Financial**

All implementation actions identified within the LCS that require funds have budgeted allocations within Team Plans, which in turn are represented in the City Business Plan and annual budgets, including potential external funding sources. The likely cost of the project is around $1000.

**d. Legal and Statutory**

Nil

**e. Voting Requirements**

Simple Majority

### Officer Recommendation if Different to Advisory Committee Recommendation

That Council **ENDORSE** Action 2.5 in the Learning City Strategy (LCS) as a priority.

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

The compilation of the mapping of lifelong learning opportunities will form the basis for many actions within the LCS and therefore needs to be completed as a matter of priority.

### Advisory Committee Recommendation 2:
**Rockingham Education and Training Advisory Committee**

That Council:

1. **ACCEPT** the resignation of Ms Rebekah Paraskevas as the Community Representative on the Rockingham Education and Advisory Committee.

2. **DIRECT** the CEO and/or his appointed Officer to advertise the vacant position of Community Representative for the Rockingham Education and Training Advisory Committee; and

3. **RECEIVE** nominations from interested community representatives.

### Background

In accordance with the Governance and Meeting Framework Council Policy, the City is to review the membership of all Advisory Committees between 1 July and 30 September 2012 and advertised in the local media for new nominations. The City undertook the review and appointed new members to RETAC.
Ms Rebekah Paraskevas was appointed to RETAC as the Community Representative by Council at its meeting held on 27 November 2012. Ms Rebekah Paraskevas’ circumstances have changed and she no longer is able to remain a representative on RETAC.

**Implications to Consider**

a. **Strategic**
   - **Community Plan**
     
     This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:
     
     **Aspiration 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 decisions that respect Rockingham’s unique sense of place whilst positively contributes to its future.

d. **Policy**
   
   Council Policy ‘Governance and Meeting Framework’ underpins the review and appointment of community members.

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.
   
   Costs will be accommodated within existing budget allocations.

f. **Legal and Statutory**
   
   Sections 5.8, 5.9 and 5.10 of the Local Government Act 1995 specifies legislative matters in respect to committees and the appointment of committee members.

e. **Voting requirements**
   
   Simple Majority

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

That Council SEEK nominations for the vacant position on the Rockingham Education and Advisory Committee.

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

There is a process in place (in the Governance and Meeting Framework) where community positions on committees can be advertised or filled via a committee recommendation.

**Committee Recommendation**

That Council ENDORSE Action 2.5 in the Learning City Strategy (LCS) as a priority.

**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
Community Development
Community Safety

| Reference No & Subject: | CD-002/13  
|------------------------|------------
| File No:               | Cat Trap Hire  
| Proponent/s:           | LWE/53  
| Author:                | Mrs Kristi Milana, Coordinator Ranger Services  
| Other Contributors:    |  
| Date of Committee Meeting: | 23 October 2013  
| Previously before Council: |  
| Disclosure of Interest: |  
| Nature of Council's Role in this Matter: | Executive  
| Site:                  |  
| Lot Area:              |  
| Attachments:           |  
| Maps/Diagrams:         |  |

Purpose of Report

Council consideration of the discontinuation of animal trap hire to the public, and reserve the use of animal traps for trained and authorised staff, namely Ranger Service Officers.

Background

The City has traditionally provided the service of hiring small animal traps, primarily for the purpose of securing and relocating feral cats and possums. Ranger Services took over this service from the City’s Depot operations in 2012 following the implementation of Stage 1 of the Cat Act 2011.

Details

Animal traps have been available for hire at a cost of $10.00 per trap, and includes a $40.00 deposit. Traps are hired for a period of two (2) weeks and any animal caught in a trap is required to be relocated or returned to an owner by the hirer.

Instructions are provided to hirers on how to use the trap, what animal the trap may be used for, and obligations required of the hirer should they be successful in trapping an animal. For example: if a hirer was to trap a suspected feral cat, the hirer is required to transport the feral cat to a vet or other animal facility such as the Cat Haven to be humanely disposed of. The hirer then returns the empty trap to Ranger Services.

Although clear instructions and guidelines are provided to the individual hiring the trap, there are minimal measures to ensure the hirer is using the trap correctly or appropriately once the trap has left Ranger Services.
There are growing concerns the animal traps are being used to trap domestic (pet) cats with the intent to dispose of the cat unlawfully, or without knowledge to the rightful cat owner.

Ranger Services have been alerted to several social media pages that depict comments from community members stating their intent to hire a trap from the City, use the trap to secure a domestic cat and dispose of the cat unlawfully without notifying or returning a cat to their rightful owner. Statements such as these go against the instructions and guidelines provided to prospective hirers, and create a general concern for the welfare of cats.

As traps are usually set up in rear yards on private property, Rangers are unable to ascertain if traps are being used correctly, determine the length of time an animal has been kept in a trap, or if a trapped animal has adequate protection from the elements.

A recent update on cat traps provided by the Royal Society for Prevention of Cruelty to Animals (RSPCA) suggests any animal trapping should be restricted to those trained in the use of traps, and limited to authorised officers such as Animal Welfare Officers and Rangers.

Implementation of Stage 2 of the Cat Act 2011 in November 2013 will provide Rangers with powers to deal with cats, both domestic and feral, and allow Rangers to assist the community more effectively in dealing with cats.

To ensure a consistent and safe approach when using a City owned animal trap, it is proposed Ranger Officers be the only persons responsible for permitting a trap on a property. This will include understanding if there is a need for a trap, the type of trap to be used, installing and monitoring a trap and relocating or disposing of any animal caught in a trap.

Ranger Services intends to establish and introduce a Cat Local Law which can provide further limitations on the use of animal traps.

### Implications to Consider

a. **Consultation with the Community**
   
   Local veterinarians are supportive of Rangers taking ownership of the use of animal traps. The consensus from vets is that Rangers will be able to strengthen relationships with local vets and obtain more direct knowledge and information relating to cat issues, mistreatment of cats, and general cat complaints.

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 2:**  A safe community where residents feel secure, relaxed and comfortable within their home, work and social environment.

d. **Policy**
   
   There is no Council Policy referable to the hire of animal traps to the public.

e. **Financial**
   
   Ceasing animal trap hire will result in an operational revenue loss of approximately $400 per year from the Animal Control/Rangers operating revenue account 310027.3052. Trap hire is currently recognised in the Fees and Charges section of the adopted 2013/14 budget.

f. **Legal and Statutory**
   
   The Cat Act 2011 (the Act) recognises the need to provide powers to authorised persons in order to protect cats.

   Section 52 of the Act refers to cat traps and states the following:
52. General powers of authorised person

In the performance of a function under this Act, an authorised person may do any or more of the following –

(a) Set traps for cats in or on any public place or any premises lawfully entered.

Section 28 – Disposing of seized cats

An authorised person is to ensure that a cat seized is –

(a) Taken to its owner; or
(b) Impounded in a cat management facility.

Comments

Ceasing animal trap hire to the community and transferring the responsibility to Ranger Officers will allow greater control in how they are used, ensure the trap is being used appropriately and reduce any harm that may be brought upon an animal as a result of being trapped.

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVE the cessation of hiring animal traps to the public.

Committee Recommendation

That Council APPROVE the cessation of hiring animal traps to the public. 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

4:40pm Ms Strachan, Manager Strategic Coordination left the meeting.
**Purpose of Report**

To provide Council with advice in response to Council’s instruction to the Christmas Decoration Occasional Advisory Committee, to investigate options for Christmas decorations within the City of Rockingham. The investigation includes ongoing replacement and repair costs with a projected budget of $50,000 per annum to be considered for the 2013/14 financial year.

**Recommendations to the Community Development Committee**

**Advisory Committee Recommendation 1:**

**Christmas Decoration Occasional Committee**

That Council **APPROVE** the Christmas Decoration Occasional Committee’s concept and install Christmas decoration lighting at the Railway Terrace car park on Rockingham foreshore, including the Peace Pavilion.

**Background**

At the Council Meeting 28 May 2013, Council resolved to establish the Christmas Decoration Occasional Advisory Committee. The terms of reference of the Committee were to ‘To investigate options for Christmas decorations within the City of Rockingham including ongoing replacement and repair costs with a projected budget of $50,000 per annum to be considered for the 2013/2014 financial year’. 
Implications to Consider

a. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following
   Aspiration/s contained in the Community Plan 2011:
   
   Aspiration 3: A vibrant community, enjoying access to a wide range of educational,
   cultural and artistic activities and a wide range of other social activities
   
   Aspiration 13: A community that is welcoming and desirable in the eyes of residents and
   non-residents alike.

b. Policy
   Purchasing Policy

c. Financial
   The initial cost for purchasing Christmas decoration, installation and de-installation will be in
   the order of $50,000. Following the initial purchase, there be annual costs for replacement
   and repair in the order of $20,000.

d. Legal and Statutory
   Nil

e. Voting Requirements
   Absolute Majority

Officer Recommendation if Different to Advisory Committee Recommendation

That Council:
1. APPROVE the concept of a Christmas Decorations program.
2. DIRECT the CEO to prepare a Christmas Decorations program commencing Christmas
   2014, which includes community consultation, budget, and further briefings to Council.

The Officer’s Reason for Varying the Advisory Committee Recommendation

The reason for the Officer’s recommendation is to allow for the time needed to develop the
Christmas Decoration concepts; in consultation with the community, to allow adequate time to
adhere to the City’s purchasing policy, and to allow for the concepts to be represented to Council
through further briefings.

The program will include annual works of installation, de-installation, refurbishment, replacements
and storage of the City’s Christmas decorations.

It is envisaged the annual Christmas Decorations will be a significant program for the Rockingham
community which will inspire civic pride.

Committee Recommendation

That Council:
1. APPROVE the concept of a Christmas Decorations program.
2. DIRECT the CEO to prepare a Christmas Decorations program commencing Christmas
   2014, which includes community consultation, budget, and further briefings to Council.

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
Corporate and Community Development Committee Minutes
Wednesday 23 October 2013

CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 19 NOVEMBER 2013

Community Development
Community Safety

Reference No & Subject: CD-004/13 Establishment of Neighbourhood Watch Advisory Committee
File No: LWE/28
Proponent/s: Ms Genevieve Rowles, Manager Community Development
Author: Ms Jenna Bowler, Community Safety Project Officer
Other Contributors: 
Date of Committee Meeting: 23 October 2013
Previously before Council: 
Disclosure of Interest: 
Nature of Council’s Role in this Matter: Executive

Site: 
Lot Area: 
Attachments: 
Maps/Diagrams: 

Purpose of Report

To seek Council support to establish a Neighbourhood Watch Advisory Committee.

Background

Neighbourhood Watch (NHW) has long been an integral part of Rockingham and has provided useful community safety information to the Rockingham community.

In September 2012 a survey was conducted by the WA State NHW Office across Local Governments and NHW groups to create a snap shot of the culture of NHW in Western Australia.

A letter dated 6 November 2012 from Bernie Dhurkin, State Director NHW, outlined three options being recommended to Local Government Authorities as a result of the feedback from the September survey, further research and submitted proposals from board members. At the NHW State Conference 10 November 2012, these and further findings were presented.

The community concerns which were raised after the changes had been publicly announced caused the Minister of Police and Commissioner of Police to reconsider the recommended changes which included; discontinuation of NHW meetings; discontinuation of printed newsletters; assistance at community events to be centrally managed giving volunteers opportunities to volunteer outside of their Local Government area; cessation of Resource Centre provision and; instigation of a lateral volunteer structure encompassing all Community Safety Volunteers.
The Rockingham NHW volunteers to date have expressed they are happy to move forward and continue to flourish and provide Community Safety information to the public. However members have addressed their concerns advising that they miss attending the bi-monthly meetings previously held.

**Details**

During September the City was provided with further information on the future direction of Neighbourhood Watch (NHW) from the State Neighbourhood Watch Office and WA Police. This included the following:

**Responsibilities of State Neighbourhood Watch Office**
- Ensuring the effective management of NHW by preparing and maintaining policy documents; manuals; as well as contributing to the strategic and business planning processes
- Developing training packages for volunteers and WA Police personnel
- Maintaining calendar of events
- Providing adequate resources to the NHW network
- Maintaining the NHW website and online facilities and responding to subscribers’ enquiries
- An online volunteer interface/data base will be implemented during 2013 and will provide interested community members and NHW supporters with an opportunity to actively volunteer for the NHW program for defined purposes and terms. The City will have the option of utilising this tool to recruit volunteers for the purpose of promoting NHW and its objectives, however already established groups will have the support of WA Police to continue recruiting in accordance with existing processes and guidelines

**WA Police Responsibilities**
- The District Crime Prevention Officer is responsible for determining the suitability of NHW representative positions of Suburb Manager, Area Coordinator and Street Representative by carrying out a WA Police criminal records check and ensuring representatives are complying with the NHW objectives
- All WA Police Superintendents and station Officer in Charge (OIC)’s have been reminded that they should continue to support NHW as they presently do, including continued support of the ongoing role of the existing Suburb Manager and Street Representatives
- In addition to this OIC’s should continue to liaise with Suburb Managers and provide advice and guidance

The above information and consultation with volunteers, other local governments and with internal departments has assisted in determining a proposal for the City of Rockingham’s continued involvement and support of NHW.

This proposal includes the establishment of a Neighbourhood Watch Advisory Committee to serve as a conduit of information between Neighbourhood Watch State Office, WA Police and community members. The City would be responsible for the following:
- Provision of facilities and catering of NHW meetings including executive support;
- Assistance in delivering partnership projects between WA Police, the City, NHW State Office and volunteers; and
- Agreement for the use of City resources such as the Mobile Crime Prevention Unit and distribution of information such as emergency contact magnets and printing of fact sheets.

**Implications to Consider**

a. **Consultation with the Community**

Community Safety volunteers were consulted and supported the proposal to establish a Neighbourhood Watch Advisory Committee.
b. **Consultation with Government Agencies**
   In consultation with the WA Police, as NHW is a police initiative.

c. **Strategic**
   **Community Plan**
   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:
   
   **Aspiration 16:** A Council which engages with all elements of the community in order to make decisions that respect Rockingham’s unique sense of place whilst positively contributing to its future prosperity.

d. **Policy**
   Governance and Meeting Framework.

e. **Financial**
   Neighbourhood Watch has an allocated budget in the Community Safety budget and this will accommodate any associated costs of an Advisory Committee.

f. **Legal and Statutory**
   The Committee Recommendation will require an Absolute Majority decision in accordance with section 5.8 of the Local Government Act 1995 pertaining to establishment of Committees.

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**Comments**

The establishment of the Neighbourhood Watch (NHW) Advisory Committee will serve as a conduit of information for community members and key stakeholders. The Advisory Committee will also reiterate the City’s commitment to supporting volunteers and the WA Police. The number of hours volunteers contribute to community safety and crime prevention projects and initiatives is outstanding and ensures the success of many programs. Formalising current processes in the sharing of information will benefit the volunteers and the wider community and will promote the key messages of NHW.

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That Council:

1. **ESTABLISH** the Neighbourhood Watch Advisory 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.
   - **Committee Composition**
     1 Councillor
     3 Community Organisation Members
     5 Community Members
   - Executive Support – Manager Community Safety

2. **AMEND** the Governance and Meeting Framework Policy to include the Neighbourhood Watch Advisory Committee.

3. **APPOINT** Councillor _________________ to the Neighbourhood Watch Advisory Committee.
4. **SEEK** nominations for community representation on the Neighbourhood Watch Advisory Committee.

**Committee Recommendation**

That Council:

1. **ESTABLISH** the Neighbourhood Watch Advisory 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.
   - **Committee Composition**
     2 Councillors
     3 Community Organisation Members
     5 Community Members
     Executive Support – Manager Community Safety

2. **AMEND** the Governance and Meeting Framework Policy to include the Neighbourhood Watch Advisory Committee.

3. **APPOINT** Councillors Stewart and Whitfield to the Neighbourhood Watch Advisory Committee.

4. **SEEK** nominations for community representation on the Neighbourhood Watch Advisory Committee.

**Committee Voting – 5/0**

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

The Committee changed the recommendation to increase Councillor representation.

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

Not Applicable
14. **Reports of Councillors**

   Nil

15. **Addendum Agenda**

   Nil

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

   Nil

17. **Notices of motion for Consideration at the Following Meeting**

   Nil

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

   Nil

19. **Matters Behind Closed Doors**

   Nil

20. **Date and Time of Next Meeting**

    The next Corporate and Community Development Committee Meeting will be held on **Tuesday 19 November 2013** in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

21. **Closure**

    There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at **4:53pm**.