



City of Rockingham

MINUTES

Corporate and Community Development Committee Meeting

Held on Tuesday 21 April 2020 at 4:00pm
City of Rockingham – Electronic Meeting




City of Rockingham
Corporate and Community Development
Committee Meeting Minutes
4:00pm Tuesday 21 April 2020



CONTENTS

| | | |
|------------|---|-----------|
| 1. | Declaration of Opening | 3 |
| 2. | Record of Attendance/Apologies/Approved Leave of Absence | 3 |
| 3. | Responses to Previous Public Questions Taken on Notice | 3 |
| 4. | Public Question Time | 3 |
| 5. | Confirmation of Minutes of the Previous Meeting | 4 |
| 6. | Matters Arising from the Previous Minutes | 4 |
| 7. | Announcement by the Presiding Person without Discussion | 4 |
| 8. | Declaration of Member's and Officer's Interest | 4 |
| 9. | Petitions/Deputations/Presentations/Submissions | 4 |
| 10. | Matters for which the Meeting may be Closed | 4 |
| | Community Development | 5 |
| | CD-009/20 Recommendation from the Rockingham Education and Training Advisory Committee Meeting held on 9 March 2020 | 5 |
| 11. | Bulletin Items | 7 |
| | Corporate and General Management Services Information Bulletin – April 2020 | 7 |
| | Community Development Information Bulletin – April 2020 | 8 |
| 12. | Agenda Items – Corporate and Community Development Committee | 11 |
| 13. | Reports of Councillors | 11 |
| 14. | Addendum Agenda | 11 |
| 15. | Motions of which Previous Notice has been Given | 11 |
| 16. | Notices of Motion for Consideration at the Following Meeting | 11 |
| 17. | Urgent Business Approved by the Person Presiding or by Decision of the Committee | 11 |
| 18. | Matters Behind Closed Doors | 11 |
| 19. | Date and Time of Next Meeting | 11 |
| 20. | Closure | 11 |

| | |
|---|---|
| <div>City of Rockingham</div> <div>Corporate and Community Development Committee Meeting Minutes</div> <div>Tuesday 21 April 2020 – Electronic Meeting</div> <div></div> | |
| 1. | Declaration of Opening |
| | The Chairperson declared the Corporate and Community Development Committee Meeting open at 4:06pm , welcomed all present, and referred to the Acknowledgement of Country. |
| 2. | Record of Attendance/Apologies/Approved Leave of Absence |
| | <div><div>2.1 Councillors</div><div>Cr Joy Stewart Chairperson</div><div>Cr Sally Davies</div><div>Cr Craig Buchanan</div><div>Cr Rae Cottam</div><div>Cr Leigh Liley</div><div>2.2 Executive</div><div>Mr Michael Parker Chief Executive Officer</div><div>Mr John Pearson Director Corporate Services</div><div>Mr Michael Holland Director Community Development</div><div>Mr Peter Doherty Director Legal Services and General Counsel</div><div>Mr Peter Varris Manager Governance and Councillor Support</div><div>Ms Sue Langley A/Governance Coordinator</div><div>2.3 Members of the Gallery: Nil</div><div>2.4 Apologies: Nil</div><div>2.5 Approved Leave of Absence: Nil</div></div> |
| 3. | Responses to Previous Public Questions Taken on Notice |
| | Nil |
| 4. | Public Question Time |
| | <div>4:07pm The Chairperson noted that in accordance with Council resolution and regulation 5 of the Local Government (Administration) Regulations 1996, this meeting will be closed to the public.</div> <div>The public have been invited to submit any questions relating to the business of the Committee via customer@rockingham.wa.gov.au before 2pm of the meeting day.</div> <div>No questions were received.</div> <div>There being no questions received the Chairperson closed Public Question Time.</div> |

| | |
|------------|---|
| 5. | Confirmation of Minutes of the Previous Meeting |
| | <p>Moved Cr Cottam, seconded Cr Buchanan:</p> <p>That Committee CONFIRMS the Minutes of the Corporate and Community Development Committee Meeting held on 17 March 2020, as a true and accurate record.</p> <p style="text-align: right;">Committee Voting (Carried) – 5/0</p> |
| 6. | Matters Arising from the Previous Minutes |
| | Nil |
| 7. | Announcement by the Presiding Person without Discussion |
| | <p>4:08pm 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.</p> |
| 8. | Declarations of Members and Officers Interests |
| | <p>4:08pm The Chairperson asked if there were any interests to declare.</p> <p style="text-align: center;">There were none.</p> |
| 9. | Petitions/Deputations/Presentations/Submissions |
| | Nil |
| 10. | Matters for which the Meeting may be Closed |
| | <p>4:08pm The Chairperson advised in accordance with section 5.23(2)(b) of the Local Government Act 1995 – if there were any questions or debate on Confidential Item CD-009/20 Recommendation from the Rockingham Education and Training Advisory Committee Meeting held on 9 March 2020, then the Committee will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors.</p> <p style="text-align: center;">There were no questions or request for debate.</p> |

Community Development

CONFIDENTIAL ITEM

NOT FOR PUBLIC ACCESS

Section 5.95(3) Local Government Act 1995 (the Act)

This item may be discussed behind closed doors as per Section
5.23(2)(b) of the Act

| Community Development Community Capacity Building Services | | |
|---|--|---|
| Reference No & Subject: | CD-009/20 | Recommendation from the Rockingham Education and Training Advisory Committee Meeting held on 9 March 2020 |
| File No: | CSV/1522-05 | |
| Author: | Ms Olivia Forsdike, Community Development Officer | |
| Other Contributors: | Mr Sam Hegney, Acting Coordinator Recreation and Wellbeing Ms Julia Dick, Collaborative Manager Community Capacity Building | |
| Date of Committee Meeting: | 21 April 2020 | |
| Disclosure of Interest: | | |
| Nature of Council's Role in this Matter: | Executive | |
| Attachments: | Minutes of the Rockingham Education and Training Advisory Committee meeting held on 9 March 2020 | |
| Maps/Diagrams: | | |

Voting Requirements

Simple Majority

Recommendations to the Corporate and Community Development Committee

**Advisory Committee Recommendation 1 of 1:
Tertiary Scholarship Scheme applications: Round One 2020**

That Council **APPROVES** the eligible applicants for the Tertiary Scholarship Scheme Round One 2020.

Officer Recommendation if Different to Advisory Committee Recommendation

Not Applicable

Confirmed at a Corporate and Community
Development Committee meeting held on
Tuesday 19 May 2020


Presiding Member

The Officer's Reason for Varying the Advisory Committee Recommendation

Not Applicable

Committee Recommendation

Moved Cr Liley, seconded Cr Buchanan:

That Council **APPROVES** the eligible applicants for the Tertiary Scholarship Scheme Round One 2020.

Committee Voting (Carried) – 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

| | |
|-----|---|
| 11. | Bulletin Items |
| | <p>Corporate and General Management Services Information Bulletin – April 2020</p> <p>Corporate Services</p> <ol style="list-style-type: none"> 1. Corporate Services Team Overview 2. Human Resource Update 3. Project Status Reports <ol style="list-style-type: none"> 3.1 Implementation of Online timesheets 3.2 Implement Performance and Personal Development Module 4. Information Items <ol style="list-style-type: none"> 4.1 List of Payments March 2020 4.2 Monthly Financial Management Report February 2020 4.3 Awarding of Tenders by CEO - Delegated Authority 4.4 Development Contribution Scheme 4.5 Delegated Authority to Dispose of Property by way of Lease <p>General Management Services Directorate</p> <ol style="list-style-type: none"> 1. General Management Services Team Overview 2. Human Resource Update 3. Project Status Reports <ol style="list-style-type: none"> 3.1 Rockingham Renaissance Technopole 4. Information items <p>Governance and Councillor Support</p> <ol style="list-style-type: none"> 1. Governance and Councillor Support Team Overview 2. Human Resource Update 3. Project Status Reports 4. Information Items <ol style="list-style-type: none"> 4.1 Repeal Local Law 2019 4.2 Remote Attendance at Meetings / Electronic Meetings 4.3 Local Government Regulation Amendments – COVID-19 4.4 Global Friendship 4.5 Freedom of Information (FOI) Requests 4.6 Councillor Requests 4.7 Citizenships 4.8 Australian Coastal Councils Association Inc. Newsletter 4.9 WALGA Quarterly Report 4.10 Coming Events 4.11 Council Items Deferred 4.12 Notice of Motion – Status Report <p>Human Resources</p> <ol style="list-style-type: none"> 1. Human Resources Team Overview 2. Human Resource Update 3. Project Status Reports <ol style="list-style-type: none"> 3.1 Employee Wellness Program 3.2 Corporate Training Program 3.3 RESPECT Program 3.4 Occupational Safety and Health (OSH) Program 3.5 Leadership and Management Program 4. Information Items <ol style="list-style-type: none"> 4.1 Recruitment 4.2 Occupational Safety and Health Statistics |

| | |
|--|--|
| | <p>Strategy, Marketing and Communications</p> <ol style="list-style-type: none">1. Strategy, Marketing and Communications Team Overview2. Human Resource Update3. Project Status Reports<ol style="list-style-type: none">3.1 Entry Statement Signage3.2 Project Management Framework – Online Module4. Information Items<ol style="list-style-type: none">4.1 Organisational Performance Measurement4.2 Community Engagement4.3 Team Plans4.4 Rock Port4.5 Social Media4.6 Media Tracking <p>Legal Services & General Counsel</p> <ol style="list-style-type: none">1. Legal Services & General Counsel Team Overview2. Human Resource Update3. Project Status Reports4. Information Items<ol style="list-style-type: none">Provision of Legal Advice4.1 Legal Advice – Local Government Operational Matters4.2 State Administrative Tribunal4.3 Magistrates Court4.4 District Court4.5 Fair Work Commission4.6 Industrial Magistrates Courts |
|--|--|

Committee Recommendation

Moved Cr Liley, seconded Cr Buchanan:

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – April 2020 and the content be accepted.

Committee Voting (Carried) – 5/0

| | |
|--|--|
| | <p>Community Development Information Bulletin – April 2020</p> <p>Community Safety and Support Services</p> <ol style="list-style-type: none">1. Community Safety and Support Services Team Overview2. Human Resource Update3. Project Status Reports4. Information items<ol style="list-style-type: none">4.1 Youth and Community Support Services4.2 Rockingham Connect Community Transport Project4.3 Community Safety4.4 Compliance Community Engagement <p>Library Services</p> <ol style="list-style-type: none">1. Library Services Team Overview2. Human Resource Update3. Project Status Reports |
|--|--|

4. Information items
 - 4.1 January 2020 Library Services Statistics
 - 4.2 Mary Davies Library and Community Centre
 - 4.3 Baldivis South Community Centre
 - 4.4 Rockingham Central Library
 - 4.5 Safety Bay Library
 - 4.6 Warnbro Community Library
 - 4.7 Library Services Facebook Activity
 - 4.8 Golden Bay Pop Up Library

Community Infrastructure Planning

1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information items
 - 4.1 Baldivis District Sporting Complex
 - 4.2 Koorana Reserve Master Plan – Design
 - 4.3 Cooloongup Skate Park – Concept design
 - 4.4 Rockingham Youth Centre

Community Capacity Building

1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
 - 3.1 Perth Symphony Orchestra
4. Information Items
 - 4.1 Community Grants Program
 - 4.2 Volunteering
 - 4.3 Reconciliation Action Plan (RAP)
 - 4.4 Disability Access and Inclusion Plan and Strategy 2016-2019
 - 4.5 Seniors
 - 4.6 Early Years, Children and Learning Community
 - 4.7 Youth Development
 - 4.8 Sport, Recreation and Health and Wellbeing
 - 4.9 Cultural Development and the Arts

Community and Leisure Facilities

1. Community and Leisure Facilities Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information items
 - 4.1 Mike Barnett Sports Complex
 - 4.2 Aqua Jetty
 - 4.3 Rockingham Aquatic Centre
 - 4.4 Warnbro Community Recreation Centre
 - 4.5 Gary Holland Community Centre
 - 4.6 Autumn Centre

Economic Development and Tourism

1. Economic Development and Tourism Team Overview
2. Human Resource Update

| | | |
|--|-----|--|
| | 3. | Project Status Reports |
| | 3.1 | Small Business Support |
| | 3.2 | Economic Development Strategy |
| | 3.3 | Meetings, Incentives, Conventions and Exhibitions (MICE) Development |
| | 3.4 | Visitor Servicing Fee – Tourism Rockingham |
| | 4. | Information Items |
| | 4.1 | Stakeholder Engagement - Economic Development |
| | 4.2 | Stakeholder Engagement - Tourism |

Committee Recommendation

Moved Cr Liley, seconded Cr Buchanan:

That Councillors acknowledge having read the Community Development Information Bulletin – April 2020 and the content be accepted.

Committee Voting (Carried) – 5/0

| | |
|------------|--|
| 12. | Agenda Items |
| | Nil |
| 13. | Reports of Councillors |
| | Nil |
| 14. | Addendum Agenda |
| | Nil |
| 15. | Motions of which Previous Notice has been given |
| | Nil |
| 16. | Notices of motion for Consideration at the Following Meeting |
| | Nil |
| 17. | Urgent Business Approved by the Person Presiding or by Decision of the Committee |
| | Nil |
| 18. | Matters Behind Closed Doors |
| | Nil |
| 19. | Date and Time of Next Meeting |
| | The next Corporate and Community Development Committee Meeting will be held by electronic means on Tuesday 19 May 2020 commencing at 4:00pm. |
| 20. | Closure |
| | There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at 4:15pm . |