MINUTES
Corporate and Community Development Committee Meeting
Held on Tuesday 17 June 2014 at 4:00pm
City of Rockingham Boardroom
# City of Rockingham
## Corporate and Community Development Committee Meeting Minutes
### 4:00pm Tuesday 17 June 2014

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# City of Rockingham
## Corporate and Community Development Committee Meeting Minutes
### Tuesday 17 June 2014 - Council Boardroom

1. **Declaration of Opening**

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

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

   2.1 **Councillors**
   - Cr Leigh Liley
   - Cr Matthew Whitfield
   - Cr Justin Smith  (from 4:01pm)
   - Cr Barry Sammels (Mayor)
   - Cr Joy Stewart
   - Cr Chris Elliott  

   2.2 **Executive**
   - Mr Andrew Hammond  Chief Executive Officer
   - Mr John Pearson  Director Corporate Services
   - Mr Michael Holland  Director Community Development
   - Ms Vanisha Govender  Manager Financial Services
   - Mr Michael Yakas  Manager Customer and Corporate Support
   - Mr Ben Searcy  Manager Human Resources Development
   - Mr Ashley Pittard  Manager Community Infrastructure Planning
   - Mrs Jillian Obiri-Boateng  Manager Community Support and Safety Services
   - Mr Paul O'Leary  A/Manager Community and Leisure Facilities
   - Ms Jane Elton  Manager Community Capacity Building
   - Ms Alison Oliver  Manager Library and Information Services
   - Mr Peter Varris  Manager Governance and Councillor Support
   - Mr Scott Wildgoose  Strategic Projects Coordinator
   - Ms Julie McDonald  Coordinator Community Capacity Building
   - Ms Jade Nelson  (until 5:16pm)  Community Development Officer
   - Mrs Jelette Edwards  Governance Coordinator
   - Ms Sue Langley  Governance Officer
   - Mrs Diane Zanre  PA Director Community Development

   2.4 **Members of the Gallery:** 1

   2.5 **Apologies:** Nil

   2.6 **Approved Leave of Absence:** Nil
3. Responses to Previous Public Questions Taken on Notice
Nil

4:01pm Cr J Smith joined the meeting.

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

5. Confirmation of Minutes of the Previous Meeting

Moved Cr Stewart, seconded Cr Whitfield:
That Committee CONFIRM the Minutes of the Corporate and Community Development Committee Meeting held on 20 May 2014, as a true and accurate record.

Committee Voting – 5/0

6. Matters Arising from the Previous Minutes
Nil

7. Announcement by the Presiding Person without Discussion
4:02pm 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.

8. Declarations of Members and Officers Interests
4:02pm The Chairperson asked if there were any interests to declare.
Cr J Smith declared the following Declaration of Interest:

8.1 Item CD-020/14 Rhonda Scarrott Reserve Master Plan 2014
Councillor: Cr J Smith
Type of Interest: Impartiality
Nature of Interest: Cr J Smith is a member and his son plays for the Secret Harbour Dockers Football Club and the Secret Harbour Dockers Cricket Club.
Extent of Interest (if applicable): Not Applicable

9. Petitions/Deputations/Presentations/Submissions
Nil

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

**Corporate and General Management Services Information Bulletin – June 2014**

**Corporate Services**

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

**Community and Leisure Facilities**

1. Community and Leisure Facilities Team Overview  
2. Human Resource Update  
3. Project Status Reports  
4. Information Items  
   4.1 Rockingham Child Care Service  
   4.2 Rockingham Aquatic Centre  
   4.3 Rockingham Autumn Centre  
   4.4 Gary Holland Community Centre  
   4.5 Warnbro Community Recreation Centre  
   4.6 Mike Barnett Sports Complex  
   4.7 Aqua Jetty  
   4.8 Challenger Court

**Governance and Councillor Support**

1. Governance and Councillor Support Team Overview  
2. Human Resource Update  
3. Project Status Reports  
4. Information Items  
   4.1 Global Friendship Committee  
   4.2 Elected Member Bus Tour of the City  
   4.3 Advisory Committee Support  
   4.4 Citizenships

**Human Resources**

1. Human Resources Team Overview  
2. Human Resource Update  
3. Project Status Reports  
   3.1 Employee Wellness Programme
| 3.2 Corporate Training Programme |
| 3.3 Leadership & Management Programme |
| 3.4 Values Programme |
| 3.5 Occupational Safety & Health Programme |

4. Information Items

| 4.1 Recruitment and Onboarding |
| 4.2 Occupational Safety and Health Statistics |

**Strategy and Corporate Coordination**

1. Strategy Coordination Team Overview
2. Human Resource Update
3. Project Status Reports

| 3.1 Update of Climate Change Response Strategy and implementation of Key Actions |
| 3.2 Risk Analysis Framework – Roll out and Audit |
| 3.3 Risk Management Training |
| 3.4 Community Engagement Framework |
| 3.5 Corporate Communication |
| 3.6 Regional Leadership Campaign |
| 3.7 Online Forecasting Tool |
| 3.8 Mundijong (Kulija) Road Communication Plan |
| 3.9 Tourism Strategy |
| 3.10 Website Review |

4. Information Items

| 4.1 Annual Customer Satisfaction Survey |
| 4.2 Coordinating the development of a 10 year infrastructure plan |
| 4.3 5th Generation Team Plans |
| 4.4 Coordinating the development and implementation of a Development Contribution Scheme |
| 4.5 City Scoreboard |
| 4.6 Development of the 2015/2025 Strategic Community Plan |
| 4.7 Social Media |
| 4.8 Media Tracking |
| 4.9 Global Friendship |
| 4.10 Film Applications |
| 4.11 Other initiatives that the Strategy and Corporate Communications team is involved with |

**Legal Services & General Counsel**

1. Legal Services & General Counsel Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items

| 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 |
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 15 JULY 2014

PRESIDING MEMBER

Legal Capacity Building
4.6 Law Society – In-house/Government Lawyers Committee Meeting
4.7 Corporate Training

Committee Recommendation

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

Committee Voting – 5/0

Community Development Information Bulletin – June 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 Urban Art
   3.3 Rockingham Connect
4. Information Items
   4.1 Youth Services
   4.2 Social Connector Pilot Program
   4.3 Community Support Services Sector Strategic Leadership
   4.4 Security Support Services
   4.5 Crime Prevention/Abandoned Shopping Trolleys
   4.6 Community Safety Service
   4.7 Senior Security Subsidy Scheme

Library Services
1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Library Statistics April 2014
   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 Sub District Local and District Sporting Strategy
   3.2 Mary Davies Library and Community Centre
   3.3 Youth Outdoor Recreation Space Strategy – Implementation Actions
   3.4 Regional Cycling Facilities Feasibility Study
   3.5 Golden Bay Primary School - Shared Use Open Space Development and Agreement
   3.6 Secret Harbour Surf Life Saving Club Redevelopment (SHSLSC)
   3.7 Baldivis Primary Shared Use Reserve
   3.8 Lot 1507 Active Public Open Space Development
   3.9 Baldivis District Sporting Complex Feasibility Study and Concept Plans
| 3.10 | Active Ageing Precinct Master Plan |
| 3.11 | Rockingham Youth Venue – Feasibility Planning |
| 3.12 | Public Open Space Strategy |
| 3.13 | Community Purpose Site Strategy |
| 3.14 | Laurie Stanford Reserve – Management and Business Planning |
| 3.15 | Secret Harbour Community Library Feasibility Study and Concept Plan |
| 3.16 | Sports Reserve Floodlighting Program |
| 3.17 | Aquatic Facilities Strategy |
| 3.18 | 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 Youth Encouragement Award (YEA)
   - 3.4 Infrastructure Planning and Development Grants (IPDG)
   - 3.5 Disability Access and Inclusion Plan (DAIP)
   - 3.6 Christmas Decorations Program

4. **Information Items**
   - 4.1 Active Ageing
   - 4.2 Active Ageing Community Expo for Seniors and Carers
   - 4.3 Active Ageing Forums
   - 4.4 Youth Development
   - 4.5 Sport and Recreation
   - 4.6 Rockingham Early Years Group (REYG)
   - 4.7 Rockingham Education and Training Advisory Committee (RETAC)
   - 4.8 Community Capacity Building Events
   - 4.9 Outdoor Event Applications
   - 4.10 Cultural Development and Arts
   - 4.11 Reconciliation Action Plan (RAP)

**Committee Recommendation**

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

Committee Voting – 5/0
12. Agenda Items

Corporate Services

Corporate Services
Financial Services

Reference No & Subject: CS-021/14
Adoption of the 2014/2015 Budget, Setting of Rates and Related Issues

File No: FLM/301

Risk Register No: 330

Proponent/s: Mr John Pearson, Director Corporate Services
Mrs Vanisha Govender, Manager Financial Services

Author: Mr John Pearson, Director Corporate Services
Mrs Vanisha Govender, Manager Financial Services

Other Contributors:

Date of Committee Meeting: 17 June 2014

Previously before Council:

Disclosure of Interest:

Nature of Council’s Role in this Matter:

Executive

Site:
Lot Area:

Attachments:
Draft Annual Budget 2014/2015

Maps/Diagrams:

Purpose of Report

The purpose of this report is for the adoption of the 2014/2015 financial year budget and gives explanation on its content and detail. A detailed budget document for the 2014/2015 financial year has been prepared and supplied to each Councillor for consideration.

Background

The Major Capital items contained in the budget document were included in the City of Rockingham City Business Plan 2014/2015-2023/2024, which was adopted on 22 April 2014.

Councillors have also been briefed on items to be included with the budget and two briefings related directly to the City Business Plan.

The City of Rockingham Rates Model was endorsed on 27 May 2014 and proposed Fees and Charges were also endorsed on 27 May 2014.
Details

The budget document is indexed into various categories to give details of various budget expenditures.

Of most interest will be the new items included, and these are listed in Section 3 of the budget document. Of further interest will be Section 3.4, which gives details of the expected sources of funding for the various capital items.

There are two major capital items being carried forward into the new financial year: The Secret Harbour Surf Lifesaving Club and the Val Street Jetty. The Secret Harbour Surf Lifesaving Club experienced delays last financial year which were beyond the control of City officers. It is now envisaged it will be fully completed by the end of the 2014/2015 financial year. It is estimated to cost approximately $5 million to complete. The Val Street Jetty is estimated to cost approximately $3.6 million.

The projected operating incomes and expenses are included in section 2 of the budget. Total operating revenue is expected to be $140.6 million. Total operating expenditure is expected to be $144.1 million. Total capital expenditure is expected to be $60.1 million. Rate revenue is anticipated to be $63.7 million.

The proposals for rates are included in section 5 of the budget document, as per those adopted by Council at its meeting of 27 May 2014. The rate yield will represent 45% of Council's overall official operating income. Surplus from landfill operations is predicted to be approximately $7.3 million and $2 million is being transferred to the Carbon Tax Reserve.

Fees and Charges included within the budget are as per those endorsed by Council on 27 May 2014 with only minor amendments related to changes beyond the City's control. Fees and Charges are listed in section 8 of the budget document.

Various supporting notes are included in section 7 of the budget.

The Statutory Statements are included in section 6 of the budget. The most important of these is the Rate Setting Statement. The Statutory version is item 6.1.2, however we have also included a Flowchart version (item 6.1.1), which we believe is more informative.

Implications to Consider

a. Consultation with the Community

Consultation has occurred consistently with the community in the lead up to the adoption of the budget. The City of Rockingham Community Plan engaged a significant number of ratepayers in its preparation. The Community Infrastructure Plan has been publicly advertised and endorsed by Council. These documents sought public comment. All these documents feed through to the Annual Budget document.

The 2014/2015 rates model was publically advertised seeking submissions on differential rates. To date no submissions have been received. The submission closing date occurs on 20 June 2014 and further updates on this matter will be provided as needed.

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 and resource allocation is accountable, participative and legally and ethically compliant.

The budget has been prepared in accordance with the City Business Plan, having regard to the City of Rockingham Community Plan.
It is of critical strategic importance that the City of Rockingham maintains a solid rate foundation that is above natural growth. Given the City’s current low rate revenue and the enormous need for infrastructure in the future, it is imperative that revenue be created to ensure the City’s prosperity.

d. **Policy**

Nil

e. **Financial**

The budget is the Council’s most important annual financial document and details what is proposed for the forthcoming year. It lists all matters of an operational nature, as well as capital items and various sources of income. The budget is the basis for Council striking its rates for the new financial year.

It is considered important that Councillors understand the financial make up of various items within the budget for the forthcoming year. The most important items are those of a ‘new’ nature, and these are included in section 3 of the budget document. Section 3.4 lists the proposed new capital projects, and gives details of the expected sources of finances. While brief explanations are included throughout the budget document, Councillors have been involved and briefed consistently over the preceding six months relating to the budget contents.

Finances within the City of Rockingham are solid and accurate planning has allowed revenue to be allocated for a number of years in advance thus annualised ‘budget bidding’ does not occur. Councillors have actively supported this view and adopted rates increases to support new infrastructure creation and address historical financial imbalances. Rates for the coming financial year are planned to include differential rates for residential and non-residential properties in the Gross Rental Value (GRV) valuation method. The historical 10% Unimproved Value (UV) concession for Urban Farmland has now been phased out.

Funds are being collected to cover future carbon pricing liabilities and these continue to be transferred into cash backed reserves as required by Council policy.

Recent Council deliberation at the May 2014 Ordinary Council Meeting resolved to endorse a 7.12% rate increase across the City. The City has received new property valuations from Landgate to be utilised in the 2014/2015 financial year. In effect, this alters the distribution of rate income across the City thus some properties will receive a greater increase and others a decrease. This redistribution of property valuation is beyond the control of the City. Total rate yield is anticipated to be approximately $63.7 million.

The Federal Government Financial Assistance Grants remains steady at $4.3 million and the local roads component of the amount is $1.8 million. The City of Rockingham is a minimum grant Council which means the City receives a fixed sum of money from the Federal Government based on population. Therefore there is an upward trend in this number and it is unlikely to reduce unless there are changes in Federal legislation.

Staff increases are in line with presented Team Plans and are related directly to growth areas, generally Engineering and Parks (i.e. gardeners and the like).

Given the early budget adoption, assumptions have been made related to opening balances. The May 2014 Quarterly Budget Review indicated a surplus opening balance of approximately $56,400, excluding carry over works and restricted funding. The 2014/2015 Annual Budget opening balance is $2.8 million which includes $1.9 million restricted funds for Bert England Lodge and $636,511 restricted grants. This figure is inclusive of uncompleted prior year works. In essence the City is anticipating an untied deficit cash opening position of $2.4 million. Should there be any variance to this figure, budget adjustments through the quarterly review process will occur accordingly. Council will need to be mindful of any further changes or requests for additional items throughout the coming financial year. While the City does have capacity to make adjustments, little capacity exists to accommodate any new large costs unless there are other positive movements to Council’s end-of-year balance position. Adoption of new items beyond that which are now included in the budget could mean that some of the adopted projects may have to be
‘dropped off’ or be delayed until future years. This process may even still need to occur should there be any large decreases in any of the projected income sources.

It is considered important that Council continues to ‘live within its means’ and to stay focused on the important task of following good financial management practices, especially over the next five years.

Once again contingency funds are limited so various incomes and expenditures will be closely monitored throughout the year, and variations will be processed at the quarterly budget review stages.

Council should note that with recent State Government announcements related to the increase of the State Landfill Levy from $28 per ton to $55 per ton, there is a predicted decrease in landfill surplus of $1.8 million. To offset this loss it is proposed to increase debt by an equal amount. Specifically, it is proposed to borrow $2 million for Aqua Jetty maintenance: $1.4 million for roof replacement and $650,000 to replace the pool liner.

Service charges for underground power are also included in the new budget document. There have been some changes to the estimates as provided in Council report CS-004/14 at the February 2014 Ordinary Council Meeting. These charges are detailed in Section 8 of the budget document. The changes are a result of further information becoming available after notifying ratepayers estimates of charges that will be applied to their property. Some have increased and some have decreased. The City will again be writing to affected properties and notifying them of anticipated charges on their property and explaining various payment options.

f. Legal and Statutory

Preparation and adoption of the budget has occurred in accordance with all legislative requirements.

It is a requirement under section 6.36 of the Local Government Act 1995 that where a Council elects to utilise differential rates then it shall advertise its intention to do so, and call for submissions for a period of least 21 days before any further action occurs. This has occurred. No submissions have been received to date. Further updates, if needed, will be provided at the meeting. In accordance with prescribed legislation, Council is to consider any submission received and may impose the proposed rates with or without modification.

g. Risk

Risk Implications of Implementing Officer Recommendation
No

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

Comments

Officers have presented to Council a long term Business Plan that integrates suitable financial models for the purpose of planning. The Annual Budget as presented represents the first year of the City Business Plan.

The rates incentive scheme as run in prior years is planned to occur again with prizes still to be confirmed. These prizes are generally sponsored by Council suppliers. Residents are eligible should they pay their rates in full by the due date. Payment of full rates by the due date assists Council’s cash flow as well as enabling better interest yields on short term investments.

There is also a State Government requirement for Councils to levy an Emergency Services Levy (ESL). This charge is shown separately on the rate notices. These funds are remitted to the Department of Fire and Emergency Services (DFES).
In adopting the budget, there always remains the difficulty that the opening balance may need adjusting as not all figures may have been processed by the adoption date. Staff have attempted to cross check as many items as possible, however, later changes can remain necessary. This is generally corrected at the next quarterly budget review process.

The draft budget as presented is recommended to Council for adoption.

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That Council:

1. **ADOPT** the proposed Annual Budget for the 2014/2015 financial year and the income and expenditures as presented within the budget document, which includes:

   - The following rates:
     - For all Residential properties where Gross Rental Valuations are applied, a rate of 6.022 cents in the dollar with a minimum rate of $956 to apply.
     - For all Non Residential properties where Gross Rental Valuations are applied, a rate of 6.925 cents in the dollar with a minimum rate of $956 to apply.
     - For all Unimproved Valued properties a rate of 0.098 cents in the dollar with a minimum rate of $480 to apply.
     - For all properties located within the Harrington Waters Precinct, a specified area rate apply of 0.02496 cents in the dollar for the purposes of maintaining public grounds within the area at a higher than average standard.

   - Where payments are received after the prescribed time and penalty charges apply, then a penalty interest rate for all Gross Rental Value and Unimproved Value outstanding rates is set at 10% per annum, to be calculated on a daily basis.

   - Where payments for the Emergency Services Levy (ESL) are received after the prescribed time and penalty charges apply, then a penalty interest rate for all outstanding ESL is set at 11% per annum, to be calculated on a daily basis.

   - For those ratepayers not paying by instalments, the penalty interest will commence to be calculated 36 days after the rates notice issue date.

   - The following Rates Instalment Payment Options:

     **Option 1**
     
     To pay the total amount of rates and charges included on the rate notice in full by the 35th day after the Rates Notice issue.

     **Option 2**

     Payments to be made by two instalments as will be detailed on the Rates Notices with the following anticipated dates:

     First Instalment   15 August 2014
     Second Instalment  15 December 2014

     **Option 3**

     Payments to be made by four instalments, as will be detailed on the Rates Notices with the following anticipated dates:

     First Instalment   15 August 2014
     Second Instalment  15 October 2014
     Third Instalment   15 December 2014
     Fourth Instalment  16 February 2015
Where payments are made by instalment, an administration charge of $3.50 for each instalment after the first instalment shall apply and interest to be set at 5.5% per annum, to be calculated on a daily basis.

The transfers/movements to and from the Reserve Accounts, as detailed within the budget document and in accordance with Council’s adopted policies.

The imposition of the 2014/2015 Fees and Charges, as listed in Section 8 of the budget document.

### Amended Officer Recommendation

That Council:

1. **ADOPT** the proposed Annual Budget for the 2014/2015 financial year and the income and expenditures as presented within the budget document be authorised subject to the following changes in rates:
   - For all Residential properties where Gross Rental Valuations are applied, a rate of 5.9370 cents in the dollar with a minimum rate of $949 to apply.
   - For all Non-Residential properties where Gross Rental Valuations are applied, a rate of 7.1240 cents in the dollar with a minimum rate of $949 to apply.
   - For all Unimproved Value properties a rate of 0.097 cents in the dollar with a minimum rate of $480 to apply.
   - For all properties located within the Harrington Waters Precinct, a specified area rate apply of 0.02496 cents in the dollar for the purposes of maintaining public grounds within the area at a higher than average standard.

2. **NOTES** the proposed Annual Budget for the 2014/2015 financial year includes the following requirements:
   - Where payments are received after the prescribed time and penalty charges apply, then a penalty interest rate for all Gross Rental Value and Unimproved Value outstanding rates is set at 10% per annum, to be calculated on a daily basis.
   - Where payments for the Emergency Services Levy (ESL) are received after the prescribed time and penalty charges apply, then a penalty interest rate for all outstanding ESL is set at 11% per annum, to be calculated on a daily basis.
   - For those ratepayers not paying by instalments, the penalty interest will commence to be calculated 36 days after the rates notice issue date.
   - The following Rates Instalment Payment Options:
     - **Option 1**
       To pay the total amount of rates and charges included on the rate notice in full by the 35th day after the Rates Notice issue.
     - **Option 2**
       Payments to be made by two instalments as will be detailed on the Rates Notices with the following anticipated dates:
       - First Instalment 15 August 2014
       - Second Instalment 15 December 2014
     - **Option 3**
       Payments to be made by four instalments, as will be detailed on the Rates Notices with the following anticipated dates:
       - First Instalment 15 August 2014
       - Second Instalment 15 October 2014
       - Third Instalment 15 December 2014
       - Fourth Instalment 16 February 2015
- Where payments are made by instalment, an administration charge of $3.50 for each instalment after the first instalment shall apply and interest to be set at 5.5% per annum, to be calculated on a daily basis.

- The transfers/movements to and from the Reserve Accounts, as detailed within the budget document and in accordance with Council’s adopted policies.

- The imposition of the 2014/2015 Fees and Charges and Service Charges, as listed in Section 8 of the budget document.

**Reason for the Amended Officer Recommendation**

The amended officer recommendation specifically changes the rates in the dollar and minimum rates for Gross Rental Valuation (GRV) and rates in the dollar for Unimproved Valuation (UV) properties.

As has previously been explained, the City is required to utilise valuations provided from Landgate which are updated every three years. The 2014/2015 financial year is one of these years. Given the complexity of this process and the constant update of information in the rate book, staff have reviewed the rates model to ensure that policy objectives as previously determined by the Council are achieved.

In 2013/2014 the City introduced differential rates on non-residential properties. This differential rate is designed to apply a premium to non-residential properties to assist in covering costs of infrastructure specifically designed to support the non-residential sector. The longer term objective was to apply a 3% differential per annum to non-residential properties.

The recent revaluation has seen an increase in property values. Of note, residential increases are higher than non-residential. As a result of this the differential is recommended to increase from 3% to 20% however the increase in revenue is similar to what would have been achieved should a revaluation not have occurred.

Whilst difficult to estimate, given the significant change in the valuation pool, should the alternate officer recommendation be adopted, residential property rate yield will increase at 6.94% and non-residential properties at approximately 12%. In effect, this is more representative of what was likely to occur should there have been no revaluation.

Rating information in a growing local government such as Rockingham requires constant review and should circumstances change beyond what was reasonably foreseen when original rate models were prepared then it is appropriate, if possible, to make changes.

The new rate yield is approximately $700,000 below what was expected in the City Business Plan. Any changes in anticipated revenues will be adjusted in future budget reviews.

**Committee Recommendation**

That Council:

1. **ADOPT** the proposed Annual Budget for the 2014/2015 financial year and the income and expenditures as presented within the budget document be authorised subject to the following changes in rates:

   - For all Residential properties where Gross Rental Valuations are applied, a rate of 5.9370 cents in the dollar with a minimum rate of $949 to apply.

   - For all Non-Residential properties where Gross Rental Valuations are applied, a rate of 7.1240 cents in the dollar with a minimum rate of $949 to apply.

   - For all Unimproved Value properties a rate of 0.097 cents in the dollar with a minimum rate of $480 to apply.

   - For all properties located within the Harrington Waters Precinct, a specified area rate of 0.02496 cents in the dollar for the purposes of maintaining public grounds within the area at a higher than average standard.
2. **NOTES** the proposed Annual Budget for the 2014/2015 financial year includes the following requirements:

- Where payments are received after the prescribed time and penalty charges apply, then a penalty interest rate for all Gross Rental Value and Unimproved Value outstanding rates is set at 10% per annum, to be calculated on a daily basis.

- Where payments for the Emergency Services Levy (ESL) are received after the prescribed time and penalty charges apply, then a penalty interest rate for all outstanding ESL is set at 11% per annum, to be calculated on a daily basis.

- For those ratepayers not paying by instalments, the penalty interest will commence to be calculated 36 days after the rates notice issue date.

- The following Rates Instalment Payment Options:
  
  **Option 1**
  To pay the total amount of rates and charges included on the rate notice in full by the 35th day after the Rates Notice issue.

  **Option 2**
  Payments to be made by two instalments as will be detailed on the Rates Notices with the following anticipated dates:
  
  First Instalment 15 August 2014
  Second Instalment 15 December 2014

  **Option 3**
  Payments to be made by four instalments, as will be detailed on the Rates Notices with the following anticipated dates:
  
  First Instalment 15 August 2014
  Second Instalment 15 October 2014
  Third Instalment 15 December 2014
  Fourth Instalment 16 February 2015

- Where payments are made by instalment, an administration charge of $3.50 for each instalment after the first instalment shall apply and interest to be set at 5.5% per annum, to be calculated on a daily basis.

- The transfers/movements to and from the Reserve Accounts, as detailed within the budget document and in accordance with Council’s adopted policies.

- The imposition of the 2014/2015 Fees and Charges and Service Charges, as listed in Section 8 of the budget document.

**Committee Voting – 5/0**

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

Not Applicable

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

Not Applicable
**Purpose of Report**

To receive the monthly Financial Management Report for April 2014.

**Background**

Nil

**Details**

The monthly Financial Management Report includes the following:
1. Statement of Financial Activity by Program
2. Statement of Net Current Assets
3. Other schedules and charts for management information purposes.

**Implications to Consider**

a. Consultation with the Community
   
   Not Applicable
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**

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

### Reference No & Subject:

<table>
<thead>
<tr>
<th>GMS-009/14</th>
<th>Tender T14/15-08 - Period Provision of Printing and Graphic Design Services</th>
</tr>
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<tbody>
<tr>
<td>File No:</td>
<td>T14/15-08</td>
</tr>
<tr>
<td>Risk Register No:</td>
<td>162 and 406</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Ms Karin Strachan, Manager Strategy and Corporate Communications</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Bruce Foster, Procurement Coordinator</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>17 June 2014</td>
</tr>
</tbody>
</table>

### Purpose of Report

Provide Council with details of the tenders received for Tender T14/15-08 – Period Provision of Printing and Graphic Design Services, document the results of the tender assessment and make recommendations regarding award of the tender.

### Background

Tender T14/15-08 – Period Provision of Printing and Graphic Design Services, was advertised in the West Australian on Saturday, 5 April 2014 and the Sound Telegraph on Wednesday 9 April 2014. The Tender closed at 2.00pm, Wednesday, 30 April 2014 and was publicly opened immediately after the closing time.

### Details

The purpose of Contract is for the provision of design services and print services for the City of Rockingham from date of award or 1 July 2014, whichever is the later date, until 30 June 2015.

The formats required for the provision of design and print services is for a number of different print and display formats, which includes but is not limited to:
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 15 JULY 2014

PRESIDING MEMBER

- Annual Report
- Service Brochures
- Guides and Directories
- Corporate stationary
- Posters
- Newsletters
- Strategies and plans
- Calendars
- Banners
- Document Covers
- Various workbooks/pads and forms
- Name plates
- Name badges
- Pocket cards

Tender submissions were received from:

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<tr>
<td>Media Engine (a trading name of Print and Design Online Pty Ltd)</td>
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<td>Bluephase Pty Ltd T/As Printstuf</td>
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<td>Expo Document Copy Centre (WA) Pty Ltd Trading as Expogroup</td>
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</tr>
</tbody>
</table>

A panel comprising Karin Strachan (Manager Strategy and Corporate Communications), Desiree Turner (Project Officer, Economic Development), Melissa Swaney (Social Media Officer), Michael Yakas (Manager Customer and Corporate Support), Alison Oliver (Manager Library Services) and Gary Rogers (Manager Procurement and Projects) undertook tender evaluations.

Evaluation of the tender, in accordance with the advertised tender assessment criteria, produced the following weighted scores:
Subject to the mutual agreement of both the Principal and the Contractor, and with the absolute discretion of either party not to extend, the Contract may be extended for maximum of up to 12 additional calendar months, in periods not greater than 12 calendar months.

Schedule of Tender prices attached.

### 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**

**e. Financial**
It is the responsibility of every team to plan and budget for their design and printing expenses through the team plan process. It is estimated that the overall design and printing costs for the City would add up to around $350,000 for the 2014/15 financial year.

**f. Legal and Statutory**

‘Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless sub regulation (2) states otherwise’.

**g. Risk**

**Risk Implications of Implementing Officer Recommendation**
Medium:
- Failure of tender/quote documentation to establish compliance and assessment criteria for selection of the tender submission that would be most advantageous.

**Risk Implications of Not Implementing Officer Recommendation**
Medium:
- Potential damage to the City’s procurement reputation thereby adversely impacting on the possible competitive advantage gained through the open tender process.

### Comments

Following consideration of the submissions in accordance with the tender assessment criteria Media Engine represents best value to the City and is therefore recommended as the preferred tenderer.
### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **ACCEPT** the tender submitted by Media Engine, Suite 4/13 Mackinnon Street, Rockingham, for Tender T14/15-08 – Period Provision of Printing and Graphic Design Services in accordance with the tender documentation for the contract period 1 July 2014 to 30 June 2015.

### Committee Recommendation

That Council **ACCEPT** the tender submitted by Media Engine, Suite 4/13 Mackinnon Street, Rockingham, for Tender T14/15-08 – Period Provision of Printing and Graphic Design Services in accordance with the tender documentation for the contract period 1 July 2014 to 30 June 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
Corporate and Community Development Committee Minutes  
Tuesday 17 June 2014

CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 15 JULY 2014

PRESIDING MEMBER

Corporate Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-023/14 Service Provision Contract - Tourism Rockingham Incorporated</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>LGS/30</td>
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<tr>
<td>Risk Register No:</td>
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<tr>
<td>Proponent/s:</td>
<td>Tourism Rockingham Incorporated</td>
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<tr>
<td>Author:</td>
<td>Mr Paul O’Leary, Coordinator Community Facilities</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr John Pearson, Director Corporate Services</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>17 June 2014</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>15 December 2009 (CD79/12/09)</td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
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<tr>
<td>Site:</td>
<td>Gary Holland Community Centre</td>
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<tr>
<td>Lot Area:</td>
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<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
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**Purpose of Report**

To seek Council approval to enter into a four-year contract with Tourism Rockingham Inc. to run a facility management service for the Gary Holland Community Centre in accordance with Regulation 11 (2)(f) Local Government (Functions and General) Regulations 1996.

**Background**

Council approved entering into a four-year service contract with Tourism Rockingham Inc. in December 2009 (CD79/12/09 Item 6.4). The agreement commenced on 1 February 2010 and expires on 30 June 2014.

The initial contract fee to supply the facility management service was $70,000. In December 2010, due to an upturn in bookings and subsequent staffing costs, Tourism Rockingham Inc. requested an increase in the contract fee. The City agreed to this request and increased the fee to $105,000 (in February 2011) for the duration of the agreement.
Details

Tourism Rockingham Inc. has indicated it would be willing to enter into a new agreement with the City.

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 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 pay a contract fee of $105,000 in the first year with Consumer Price Index (CPI) adjustments each year thereafter for the duration of the contract.

f. Legal and Statutory
   Local Government (Functions and General) Regulations 1996 – Regulation 11 (2)(f) which states tenders do not have to be publicly invited if:
   “The local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason; it is unlikely that there is more than one potential supplier.”

g. Risk
   Risk Implications of Implementing Officer Recommendation
   Nil

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

Comments

The existing agreement with Tourism Rockingham Inc. expires on 30 June 2014. Currently Tourism Rockingham Inc. receives an annual payment of $105,000. As this payment is in excess of $100,000, legislation would ordinarily require tenders to be called.

Regulation 11 (2)(f) of the Local Government (Functions and General) Regulations 1996 provides for a local government not to call tenders if there is unlikely to be more than one supplier. It is the officer’s belief that only Tourism Rockingham Inc. will be able to supply the service required.

Tourism Rockingham Inc. has a lease agreement (and option to renew for a further four-year term) for an area of the Gary Holland Community Centre. It is the only organisation in the facility that is capable of providing this service. Given this fact it is logistically difficult if not impossible for another enterprise/organisation to run the facility in the manner required.
The current and proposed future contract requires Tourism Rockingham Inc. to manage bookings, provide staffing for the facility during scheduled bookings, collect hire fees and charges, report maintenance issues and submit monthly financial and booking reports to the City. All revenue from hire fees will continue to be forwarded to the City.

Tourism Rockingham Inc. has indicated it is happy to be paid an annual management fee of $105,000 in the first year with CPI adjustments each year thereafter for the duration of the contract. It is the officer’s view that Tourism Rockingham Inc. has fulfilled the requirements of its existing contract and become a reliable partner organisation of the City. Its performance is exemplary as is its knowledge and expertise of the Gary Holland Community Centre and local area, all of which serve to benefit the City.

One of the advantages to this agreement is that Tourism Rockingham Inc. is able to provide a customer service role to hirers (and prospective hirers) during office hours (8:30am-5:00pm). This is an essential role given the diversity of hirable spaces within the centre and technical requirements of setting up audiovisual equipment.

The Coordinator Community Facilities will continue to be responsible for the overall management of the Gary Holland Community Centre.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **APPROVE** entering into a four-year contract with Tourism Rockingham Inc. for facility service provision from 1 July 2014 to 30 June 2018 for an annual fee of $105,000 with CPI adjustments each year thereafter for the duration of the contract.

**Committee Recommendation**

That Council:

1. Because of the uniqueness of the services provided, **DETERMINE** that the matter not be subject to a public tender process in accordance with Regulation 11(2)(f) of the Local Government (Functions and General) Regulations 1996; and

2. **APPROVE** entering into a four-year contract with Tourism Rockingham Inc. for facilities management service provision from 1 July 2014 to 30 June 2018 for an annual fee of $105,000 with CPI adjustments each year thereafter for the duration of the contract.

Committee Voting – 5/0

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

Upon Officer advice the Committee included a recommended determination that a tender process was not undertaken due to the uniqueness of the services provided in accordance with the Local Government (Functions and General) Regulations 1996.

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

Not Applicable
Purpose of Report

Background
At the April 2014 Ordinary Council meeting, Council endorsed the Draft Economic Development Strategy for the purpose of public consultation.

Details
The Strategy proposes a more targeted approach for the City’s involvement in Economic Development initiatives.

The key purposes of the Strategy are to:
- define the City’s role in local economic development
- attract investment to facilitate major development within the Waterfront Village and City Centre precincts
- identify and utilise the City’s key competencies in facilitating local economic development
• identify the key areas of difference within the City that can create a comparative advantage over competing Local Governments also seeking to attract investment funds and economic development
• develop sustainable working relationships with key economic development stakeholders.

Key recommendations for the Strategy are as follows:

Key Recommendation 1
The City’s major economic development focus and priority resource allocation be directed towards projects and activities that:
• are unique and attractive to prospective investors
• come under the control, management and influence of the Local Government
• fall within the capabilities and expertise of the City as a corporation to deliver successfully
• provide increased revenue streams for the City as a corporation
• benefit the community at large
• will facilitate measurable new investment realistically linked to those projects and activities.

Key Recommendation 2
A detailed design and master planning exercise be undertaken for the area comprising:
• Churchill and Bell Parks
• The Boardwalk between Churchill Park and Val Street Jetty
• Rockingham Beach Road between Wanliss Street and Railway Parade
• Railway Parade between Kent Street and Rockingham Beach Road
• The Esplanade and adjacent reserve between Palm Beach Jetty and Val Street Jetty.

The Masterplan should deliver the following key outcomes:
• a contemporary design using world best practice civic and public place design principles and materials that are complementary to the planning objectives of the Foreshore Precinct of the Waterfront Village area.
• a design that is sympathetic to, and makes maximum use of, the uniqueness of the north facing sheltered beach, and the significant shaded areas within the two parks.
• a design that is complementary to the functionality and feasibility of existing and future apartment / hotel / food and beverage / retail development.
• a design that will be conducive to community events and gatherings.
• a design that incorporates latest technology public toilet systems both portable and fixed.
• a design that facilitates better linkage between Bell Park and the Palm Beach Jetty.
• the feasibility of the establishment of an “ocean pool” in the study area and recommendations on form, scale and location.
• streetscapes that facilitate pedestrian activation and alfresco dining, maximising community interaction and enjoyment.
• streetscapes that facilitate effective linkage between shopfronts and adjacent reserves to complement existing and future retail / food and beverage / tourism activities.
• a reduction in vehicular traffic and the impact of vehicles and parking on the amenity of the area generally, and options for appropriately relocated parking in the near vicinity.
• development of a title / name for the general area under design consideration that will be used for marketing and promotional purposes in the future.

The master planning process should include significant community engagement and consultation with all relevant stakeholders, including local residents, businesses and community associations.

The “Business Improvement District” concept should be promoted with local traders to gauge interest.
After the Masterplan has been completed and adopted by Council, develop an investment attraction prospectus that highlights the features and benefits of the precinct, and implement a strategic marketing campaign that raises the media profile of the area and targets relevant government and semi-government departments and private developers.

**Key Recommendation 3**

Develop an investment attraction prospectus that highlights the features and benefits of the Rockingham City Centre precinct, and implement a strategic marketing campaign that raises the media profile of the area and targets relevant government and semi-government departments and private developers.

**Key Recommendation 4**

Develop an investment attraction prospectus that highlights the features and benefits of the Dixon Road precinct, focussing upon the commercial opportunities that will flow from the significant increase in vehicle movements generated by the new freeway access road, and implement a marketing campaign targeting prospective developers.

**Key Recommendation 5**

Review the Learning Cities Strategy to incorporate the objective of facilitating and encouraging a partnership between Murdoch University and the Department of Defence, and more specifically, between the Sir Walter Murdoch School of Public Policy and International Affairs and HMAS Stirling, with a view to establishing a range of professional Masters Degrees and other Graduate programs in global strategic studies, international economics, resource security, political economics and counter-terrorism at the Rockingham Campus.

**Key Recommendation 6**

Explore outsourcing opportunities with the Rockingham Kwinana Chamber of Commerce and Business Foundations Inc. based upon normal contractual commercial arrangements for small business support, investment attraction events and other appropriate economic development projects currently being undertaken in-house.

**Key Recommendation 7**

Engage expert tourism / property development industry consultants to undertake the development of a business case for the establishment of a major hotel in the Waterfront Village precinct, based upon the latent demand for business tourism visitation.

Should the business case demonstrate a potentially feasible project, then undertake a targeted investment attraction campaign to relevant industry stakeholders.

**Key Recommendation 8**

Continue to grow and improve the New Year’s Eve and Australia Day Events given their wide community support and acceptance.

Encourage and promote the delivery of community events by local not-for-profit organisations by way of funding through the Community Grants Program and the City’s normal club support and ongoing community capacity building initiatives.

Defer the allocation of resources for a major tourism “Eventscorp” type of event until such time as the feasibility or otherwise of a major hotel being located in Rockingham is better understood.

**Key Recommendation 9**

Review the current agreement between the City and Tourism Rockingham Inc. with the objective of continuing the fee for service relationship for the delivery of visitor information services.

Encourage Tourism Rockingham to explore joint revenue raising activities and the conduct of community and tourism events with Rockingham Kwinana Chamber of Commerce.

Request that the City amend representation on the Tourism Rockingham Inc. Board from staff member and Councillor to Councillor.
Implications to Consider

a. Consultation with the Community
   The draft strategy was advertised on the following:
   - Website - 5 May 2014
   - Sound Telegraph newspaper - 6 May 2014
   - Weekend Courier – 9 May 2014
   The period for submissions closed 30 May 2014 without any responses or comments being received.
   The draft strategy was forwarded to all local members of parliament and Member for Rockingham Hon Mark McGowan requested and received a briefing of the strategy and was supportive of its objectives. No other feedback from local political representatives was received.
   The Chief Executive Officers of the Rockingham Visitor Centre and Rockingham Kwinana Chamber of Commerce received briefings and were supportive of the strategy's recommendations.

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 14:** Economic development opportunities that make visiting, living, working and investing in the City of Rockingham an attractive proposition.

d. Policy
   Nil

e. Financial
   The total cost for the redevelopment of the Rockingham, Foreshore is estimated to be between $7.5 million and $8 million. Funding is subject to Federal and State Grant Programs and available capacity within the City’s Business Plan.
   Ongoing investment attraction, small business leadership and tourism projects amounting to between $130,000 to $180,000 per annum are contained within the existing Economic Development Team Plan and budget.

f. Legal and Statutory
   Nil

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

Comments

It is proposed to implement the Economic Development Strategy commencing in the 2014/2015 financial year.

The existing ‘Manager of Economic Development’ role will be replaced with a new position Manager of Investment Attraction, whose principle role will be to implement the recommendations of the Strategy.
Recruitment for the Manager of Investment Attraction position is well underway, with an appointment to be made before the end of June 2014.

**Voting Requirements**

Simple Majority

**Officer Recommendation**


**Amended Officer Recommendation**

That Council **ADOPT** the Economic Development Strategy 2014-2017 subject to the inclusion of the 'Other Foreshore Precincts with Tourism and Recreation Potential' section and associated key recommendations.

**Reason for the Amended Officer Recommendation**

As part of the consultation phase of the Economic Development Strategy feedback was received and it was noted that there had been an omission of the tourism and investment potential of land within the Waikiki, Secret Harbour and Port Kennedy Beach foreshore precincts was a significant omission.

A new section has been included in the Strategy to address ‘Other Foreshore Precincts with Tourism and Recreation Potential' as follows:

Inclusion at page 34 of Draft Economic Development Strategy

Other Foreshore Precincts with Tourism and Recreation Potential

Notwithstanding the uniqueness and potential of the Rockingham Beach foreshore area, the City contains several other attractive and underutilised coastal foreshore precincts of a smaller scale that possess significant potential for higher level usage and increased investment in both private development and public open space.

Waikiki, Port Kennedy and Secret Harbour are popular beach side destinations with strategically located vacant and underutilised developable land suitably zoned to accommodate a mix of residential, commercial and tourism related land uses.

The development of the Port Kennedy and Secret Harbour foreshore precincts is constrained by the control or potential public open space vesting in the developers either by way of management order or in fee simple.

The Port Kennedy development is currently being reassessed in the light of revisions to the W.A. Planning Commission State Planning Policy 2.6 - Coastal Planning, which has reduced the developable footprint of land as a result of sea level rise predictions.

The Secret Harbour foreshore has significant potential as a tourism destination and investment catalyst given its increasing popularity as one of the Perth metropolitan area's premier surfing beaches and the impending construction of the new Secret Harbour Surf Lifesaving Club facility.

The owners of the developable parcels of land within this foreshore precinct will no doubt be driven by economic considerations when making a decision when to commence development. The construction of public open space and pedestrian areas within the developable footprint will be the responsibility of the developers, guided by a Masterplan approved by Council.

The potential of the Waikiki Beach precinct centres on the redevelopment of the old Waikiki Hotel site and adjoining parcel of lands. The City has invested significantly in the improvement and renovation of adjacent foreshore reserves and the area experiences high levels of visitation, particularly during the summer months. 1.5 kilometres To the northwest of the development site the “Tern Island Pond” created by the natural accretion of sand adjacent to the Bent Street Boat ramp has created a world class kite and wind surfing area and experiences strong patronage in summer afternoons where the prevailing summer south westerly see breeze typically exceeds 15 to 20 knots in strength.
In December 2013 developers received approval to construct a 4 storey mixed use development fronting Malibu Road that contains 42 residential units, some suitable for short stay residential, and ground floor commercial / shop / office / restaurant tenancies.

Major tourism and residential development potential lies within the remainder of the undeveloped site fronting Safety Road overlooking Warnbro Sound. Given the primacy of the site and the dearth of this type of beachfront developable land in the metropolitan area it is important that a “signature” development outcome is delivered that provides a range of quality commercial and food and beverage outlets on the lower floors with functional pedestrian linkage to the foreshore reserve and beach. Solutions such as an underpass or pedestrian bridge, not dissimilar to the Scarborough beach Observation City example should be explored. Alfresco dining and other appropriate commercial activities on the foreshore reserve should also be investigated. City planning staff anticipate an iconic 8 storey development of contemporary design with adjoining piazzas and pedestrian boulevards.

Existing structures and land-uses on adjacent sites may become attractive to re-development in the medium to long term however decisions to redevelop will be driven by economic considerations and the desire of land owners.

Whilst prevailing market conditions will dictate the timing and scale of development within these foreshore precincts, the City should ensure that the master planning for these public spaces is of a best practice contemporary design and is complementary to tourism and commercial investment.

In all cases the City should ensure that funds are made available at the time of development to redevelop and improve adjacent foreshore reserves to facilitate alignment with private developments in terms of design, utility and the provision of functional and contemporary infrastructure and facilities. Master planning in these precincts should include overlays that seamlessly conflate the public and private estate.

The City should also actively market and promote the potential of these precincts to the development industry in order to raise their profile and provide linkage between investors and property developers with a desire to purchase the land parcels and possibly accelerate the time frames for project delivery.

Key Recommendation 5

Develop an investment attraction prospectus and undertake a targeted marketing campaign that highlights the development potential of the Secret Harbour, Port Kennedy and Waikiki Foreshore Precincts that will attract tourism / food and beverage /short stay residential/residential investment.

Ensure that master planning in these foreshore precincts seamlessly conflates the design, form and function of public space in the public and private estate and that City redevelopment and improvement of foreshore reserves aligns with adjacent private sector development.

Committee Recommendation


Committee Voting – 5/0

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable

The Committee acknowledged the efforts of the Chief Executive Officer in regards to this item.
## Community Development

### Community Development

#### Community Capacity Building

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-018/14 Funding Extension for City of Rockingham Chair of Education, Murdoch University Rockingham</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>ECD/10</td>
</tr>
<tr>
<td>Risk Register No:</td>
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</tr>
<tr>
<td>Proponent/s:</td>
<td>Ms Jane Elton, Manager Community Capacity Building</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
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<td>17 June 2014</td>
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<td>Date of Committee Meeting:</td>
<td>November 2003 - CES 442/11/03, December 2005 - CES 421/12/05, May 2008 - CES 132/5/08, October 2001 - CCB-010/11</td>
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<td>Executive</td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
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</tbody>
</table>

### Purpose of Report

For Council to consider a three year funding agreement for the City of Rockingham Chair of Education at the Murdoch University Rockingham Campus.

### Background

There continues to be a significant gap between Rockingham and the broader Perth metropolitan area for tertiary and university attendance. Australian Bureau of Statistics figures from the 2011 census indicate that a far smaller percentage of people in Rockingham hold a Bachelor or Higher degree, compared with the wider Perth metropolitan area (8.8% compared to 19.6%). The proportion of females attending tertiary or university institutions was double that of male residents (1667 females, compared to 817 males).

Closing these gaps and providing tertiary and university education opportunities for Rockingham residents has been a key priority for the City of Rockingham over many years.
In 2003, Murdoch presented the ‘Foundations for the Future’ proposal to the City of Rockingham to jointly sponsor the City of Rockingham Chair of Education at the Rockingham campus of Murdoch University. The request was in accordance with a commitment to fund a professor’s position made by the City at the time that Rockingham was selected as the site for the new campus.

Central to the Chair’s role was to better understand the reasons for lower retention in post-secondary education within Rockingham, and the type of strategies needed to address these issues. The City believed that addressing these issues would lead to positive economic and social outcomes for the Rockingham community.

In 2005 Murdoch University and the City of Rockingham agreed to jointly fund the City of Rockingham Chair of Education (Professor of Education) through the ‘Foundations for the Future’ agreement.

In 2008 the second phase of the partnership valued at $480,000 (plus GST) was established for another three year period until July 2011.

In 2011 the third renewal of the partnership was entered into valued at $540,000 (plus GST) for another three year period until July 2014.

Professor Down was appointed to the position of City of Rockingham Chair of Education in 2005. Since this time the Chair has achieved considerable research, teaching, academic and social outcomes for the City of Rockingham. The Chair is dedicated to the support of education, advancement and the creation of accessible pathways to higher education for students in the Rockingham community.

The current partnership between the City of Rockingham and Murdoch University in support of the Chair of Education at the Rockingham Campus is due to expire in July 2014. By the end of the current agreement (nine years) the City will have contributed over $1.4 million to the Chair position. Murdoch has jointly supported the Chair with the equivalent of $1.5 million.

On 18 March 2014 the City received an invitation from Professor Richard Higgot, Vice Chancellor Murdoch University, to renew the partnership for a further three years from July 2014 - July 2017 to the amount of $600,000 (plus GST).

Over the last nine years Murdoch University have supplied annual reports to the City which detail key achievements against the performance indicators.

### Details

City Officers have worked with the Chair and Pro Vice Chancellor, to develop a revised set of key performance indicators (KPIs) for Murdoch to report against upon renewal of the partnership agreement. These indicators have been designed to address the unique requirements of the Rockingham community, and align with the City’s Learning City Strategy. As the previous KPIs have been achieved, the new KPIs are designed to move the focus towards engagement and action, whilst still addressing the ongoing research required to provide the educational outcomes required by the City for Rockingham residents. They are as follows:

KPI 1. Attracting funds for local educational research projects and dissemination.

KPI 2. Identifying, prioritising and guiding Academic Planning for education units/programs that are most appropriate to the region (e.g. early childhood education, physical health and education).

KPI 3. Develop/support programs and activities which improve retention and participation outcomes for young people and attract more local students and community members into higher education.

KPI 4. Providing teachers in local schools with opportunities to research the broad spectrum of issues impacting on student retention and student engagement through professional learning and postgraduate studies (e.g. postgraduate certificates/diplomas, Masters and Doctoral studies).

KPI 5. Develop and maintain partnerships that support placement of pre-service teachers and interns in business, industry and other educational settings.

KPI 6. Actively collaborate with the City of Rockingham to implement the “Learning City Strategy”.

KPI 7. Enhancing educational pathways through school, Technical and Further Education (TAFE), and University for the Rockingham community.

**Implications to Consider**

a. **Consultation with the Community**
   Consultation was undertaken through the public comment process for the Learning City Strategy 2013-2016.

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

   **Learning City Strategy 2013-2016**
   Renewal of the partnership between the City and Murdoch is an implementation action in the Learning City Strategy. Multiple implementation actions in the Learning City Strategy are directly related to the partnership.

   **Economic Development Strategy 2014-2017**
   Murdoch University Rockingham campus is a focus in the Economic Development Strategy, for the critical contribution it makes to the social and economic fabric of Rockingham. The City will work closely with the University to assist it to become sustainable in its own right.

d. **Policy**
   The ‘Foundations for the Future Agreement’ will need to be reissued for a further three years. (The agreement was established for 2005-2008, 2008-2011 and 2011-2014 partnerships).

e. **Financial**
   Requested amount from Murdoch University for three year partnership.
   2014-2017 $600,000 (plus GST).
   Requested allocation in Community Capacity Building Team Plan 2014/15 for 3yr partnership.
   2014/2015 - $190,000.
   2015/2016 - $197,600.
   2016/2017 - $205,504.
   Total $593,104 (plus GST, and a 4% increase annually).
   Therefore $6,896 will need to be sourced to offset the project deficit.

f. **Legal and Statutory**
   Nil

g. **Risk**
   **Risk Implications of Implementing Officer Recommendation**
   Low:
   - The Murdoch University Rockingham Campus ceases to operate.
Low:
- Murdoch University fail to deliver the KPIs.

**Risk Implications of Not Implementing Officer Recommendation**

Low:
- The proportion of Rockingham residents attaining Tertiary/University qualifications remains significantly lower than the Perth Metropolitan area.

Low:
- The City could be viewed as no longer prioritising Tertiary/University education for Rockingham residents.

**Comments**

The partnerships KPIs assist the City in meeting the implementation actions of the Learning City Strategy 2013-2016, and reflect the community's aspirations for the future, contained in the Community Plan 2011.

As identified in the risk implications, if the Rockingham Murdoch University Campus ceases to operate, this will trigger dissolution of the partnership agreement.

Advice will be sought from the Director of Legal Services and General Counsel as to the terms and conditions of the proposed agreement – before the agreement is finalised and executed.

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That Council:

1. **APPROVE** a further three years funding from July 2014 to June 2017, to support the Chair of Education at the Rockingham Campus of Murdoch University.

2. **REQUEST** Murdoch University to report annually on the extent to which the agreed Key Performance Indicators have been achieved and aligned with the City’s Learning City Strategy.

3. **INVESTIGATE** options for sustainable funding in partnership with Murdoch University.

**Committee Recommendation**

That Council:

1. **APPROVE** a further three years funding from July 2014 to June 2017, to support the Chair of Education at the Rockingham Campus of Murdoch University.

2. **REQUEST** Murdoch University to report annually on the extent to which the agreed Key Performance Indicators have been achieved and aligned with the City’s Learning City Strategy.

3. **INVESTIGATE** options for sustainable funding in partnership with Murdoch University.

Committee Voting – 4/1
Cr Matthew Whitfield voted against.

**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 seek Council’s adoption of the City’s Reconciliation Action Plan (RAP) 2014-2017 for submission to Reconciliation Australia for National endorsement.

**Background**

The draft RAP was presented to Council at the Council meeting held on 25 March 2014. At this meeting Council resolved to ‘ENDORSE the draft Reconciliation Action Plan 2014-2017 for the purpose of public and stakeholder comment.’

The RAP has been open for public comment from 28 March – 18 April 2014 and is now ready to be adopted by Council.

**Details**

The City of Rockingham’s RAP recognises the valuable contribution that local Nyungar and other Aboriginal and Torres Strait Islander people/s make to the City. Nyungar people are Aboriginal Australians who live in the south-west corner of Western Australia. The City is situated on Nyungar Country and the local Aboriginal community identify themselves as Nyungar.
The RAP is an important document which supports the Community Capacity Building ethos, which enables Aboriginal and non-Aboriginal community members to feel a strong sense of local ownership and active involvement within the City.

This RAP further develops the relationships between City staff and Councillors with local Aboriginal and Torres Strait Islander people/s. It also provides context on how to strengthen those liaisons to communicate and work more effectively with Aboriginal and Torres Strait Islander people/s in the Rockingham community.

The consultation and development of the RAP required community members to be involved and committed. The number of community members involved in the process grew as a result of the outcomes of the City's 2011 RAP.

Regular consultation and feedback from Reconciliation Australia was also required to formulate this document in order for the City to gain National support and registration for the RAP 2014-2017.

The City aspires to build a community that welcomes diversity and celebrates difference. The focus on the RAP 2014-2017 is on three aspects, identified by Reconciliation Australia, these are building relationships; fostering respect and; supporting opportunities.

**Implications to Consider**

a. **Consultation with the Community**

City Officers developed and implemented a public comment process and the draft RAP was advertised for public comment in the following manner:

- A notice was placed in the Weekend Courier on 29 March 2014 and in the Sound Telegraph on 2 April 2014, inviting the opportunity for residents to comment;
- A hard copy document and notice was placed in the City's libraries, Rockingham Regional Library, Warnbro Community Library and Safety Bay Public Library, and;
- Details and link to the document was available on the City's website and Facebook.

The City's Facebook page generated some discussion on the plan. There was a mix of both negative and positive comments. Most of the comments were deemed as general opinion from an individual that requires no action from the City.

The draft RAP was also given to the Reconciliation Action Committee for additional comment, along with people in the community who have been involved in the RAP development. Members of the City's Reconciliation Action Committee were provided with the comments received from the public comment period at their meeting on 1 May 2014 meeting. The Committee's recommendation was to make no changes to the current draft RAP and support the City’s responses. The Committee provided valuable feedback to the City to continue working within the implementation actions.

Two submissions on the City’s draft RAP were received during the public comment period and the table below identifies the themes.

<table>
<thead>
<tr>
<th>No.</th>
<th>Themes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100% agree with the Plan</td>
</tr>
<tr>
<td>2</td>
<td>Fourth Flag Pole</td>
</tr>
<tr>
<td>3</td>
<td>Appropriate Acknowledgement of Country</td>
</tr>
<tr>
<td>4</td>
<td>Staff Cultural Awareness Professional Development</td>
</tr>
<tr>
<td>5</td>
<td>Archaeological and Anthropological Assessment consultation protocol</td>
</tr>
<tr>
<td>6</td>
<td>Beach for camping and fires</td>
</tr>
<tr>
<td>7</td>
<td>Employment opportunities</td>
</tr>
</tbody>
</table>

A full copy of all submissions received during the public comment period is set out in the Schedule of Submissions (Attachment 2). The contents of the submissions are summarised as follows:
1. **100% agree with the Plan**  
The first submission received supported the Reconciliation Action Plan and see it as an important aspect for the future of Rockingham.

2. **Fourth Flag Pole**  
This submission asked the question if the implementation of the fourth flag pole meant the flag would be displayed permanently.

3. **Appropriate Acknowledgement of Country**  
This point stated the importance of appropriate Acknowledgment of Country in particular at Youth Advisory Committee (YAC) meetings and Junior Council.

4. **Staff Cultural Awareness Professional Development**  
The submission indicated that staff cultural awareness professional development should be done as part of the induction process.

5. **Archaeological and Anthropological Assessment consultation protocol**  
This submission suggested that the Consultation protocols need to be adjusted.

6. **Beach for camping and fires**  
This submission indicated a request for the City of Rockingham to have a beach that allows camping and fires.

7. **Employment opportunities**  
This submission point made suggestions for a variety of employment opportunities and having a measurable employment strategy for Aboriginal and Torres Strait Islanders.

b. **Consultation with Government Agencies**  
Consultation has also been undertaken with several government organisations with their representatives providing feedback through the Reconciliation Action Committee. This includes representatives from South Metropolitan Medicare Local, South Metropolitan Youth Link (SMYL), Aboriginal Development Workforce and Training, Chamber of Commerce and Industry WA (CCIWA), South West Metropolitan Youth Justice Services, Department of Health – South Metro Area Health Service (SMAHS) Prison Health and various school representatives. The feedback was incorporated in the Reconciliation Action Committee’s response.

**Essential Requirements from Reconciliation Australia**  
Reconciliation Australia has provided feedback on the RAP after Council’s endorsement of the draft. Reconciliation Australia requires certain essential minimum requirements included to ensure the City’s RAP is eligible for National endorsement.

The following are to be included in the plan:

- A specific person responsible for each action is required as the ‘represented in which team plan’ column alone does not include the level of detail required to ensure the standard of accountability that Reconciliation Australia requires;
- Action 6.1.6 needs to be divided under both Key Element 1: Relationships and Key Element 2: Respect. Celebrating any reconciliation focused events, such as National Reconciliation Week, Apology Day and Sorry Day should be an action that allows employees to build relationships. Any other event, such as NAIDOC week, that looks at improving knowledge, understanding and appreciation of Aboriginal and Torres Strait Islander cultures and people needs to sit under respect;
- Action to be included to address cultural awareness in Key Element 2: Respect;
- Action to be included to address supplier diversity in Key Element 3: Opportunities;
- The current number of Aboriginal and Torres Strait Islander employees at the City of Rockingham needs to be stated in the ‘our business section’;
- Any timelines stated with ‘ongoing’ need to have a month and year stated;
- Changes to Action statements to reflect action-oriented language, and;
• An acknowledgement statement at the beginning of the Plan is to be included.

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 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**

Nil

e. **Financial**

Costs associated with the implementation of the Reconciliation Action Plan 2014-2017 will need to be identified and incorporated into relevant team plans and budgetary processes.¹

f. **Legal and Statutory**

Nil

g. **Risk**

**Risk Implications of Implementing Officer Recommendation**

Low:

• Reconciliation Australia doesn’t approve the Reconciliation Action Plan 2014-2017, and;

• Loss of funding from partner organisations.

**Risk Implications of Not Implementing Officer Recommendation**

Low:

• Not meeting the Community Aspirations specifically Aspiration 16, and;

• The City not being committed to the Reconciliation process.

### Comments

The following comments are provided in response to the submissions received for the City’s RAP:

1. **100% agree with the Plan**

   This comment is deemed as a statement of personal opinion from an individual. The City appreciates the support and no further action is required.

2. **Fourth Flag Pole**

   **6.2.2 – Erect a fourth flag pole in order to raise the Aboriginal and Torres Strait Islander flag on a regular basis.**

   With the erection of a fourth flag pole, this will ensure that the Aboriginal Flag and Torres Strait Islander flag is flown daily. The City is currently looking at investigating the feasibility of commencing the implementation.

3. **Appropriate Acknowledgement of Country**

   **6.2.6 – Ensure the City of Rockingham’s Acknowledgement of Country policy is implemented on an ongoing basis.**

   An Acknowledgement statement has been provided to the working group conducting the website review for inclusion on the website. Other options for including the statement can be investigated.

¹ Implication amended to reflect that costs will be allocated across multiple years and not restricted to current years budget.
4. **Staff Cultural Awareness Professional Development**
   The City currently provides access, inclusion, equity and cultural diversity training through various providers and this is conducted on a bi-annual basis in accordance with the City’s corporate training programme.

5. **Archaeological and Anthropological Assessment consultation protocol**
   6.1.4 – Develop a consultation protocol for archaeological and anthropological assessments for projects in line with South West Aboriginal Land and Sea Council (SWALSC)
   The City of Rockingham will be guided by SWALSC on the implementation of the protocol.

6. **Beach for camping and fires**
   The City does not allow any camping apart from within regulated Caravan Parks/Camping grounds (Rockingham has three) under the Caravan Parks and Camping Grounds Act 1995 and the Local Government Property Local Law 2011. There is also the situation where vehicle access to the beach is currently not allowed.
   Long Point (Becher Point) is not on City land and falls under the jurisdiction of the Department of Parks and Wildlife (DPaW).

7. **Employment opportunities**
   The City encourages diverse employment opportunities as identified by advertising clauses such as:
   “The City of Rockingham accepts applicants from a diverse range of backgrounds. Applicants of the following groups are encouraged to apply: Aboriginal and Torres Strait Islander people, people living with disability and people who speak a first language other than English.”
   The City has appointed Aboriginal/Torres Strait Islanders in traineeships in the past and currently has Indigenous Bushland Trainees.
   The City has a number of Aboriginal employees throughout the Organisation in full time employment; however, some of them have decided not to disclose this.

Now that the public comment period, along with comprehensive stakeholder and community consultation and engagement has been undertaken, Council can be confident that the plan provides well targeted direction and actions. Therefore it is requested that this plan be adopted by Council so the implementation phase can begin.

**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
5:16pm Ms J Nelson departed the meeting.

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-020/14 Rhonda Scarrott Reserve Master Plan 2014</th>
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<tr>
<td>File No:</td>
<td>CPR/628</td>
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<tr>
<td>Risk Register No:</td>
<td>420, 426</td>
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<tr>
<td>Proponent/s:</td>
<td>Mr Ashley Pittard, Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Carly Kroczek, Community Infrastructure Planning Officer</td>
</tr>
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<td>17 June 2014</td>
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<td></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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<tr>
<td>Site:</td>
<td>Reserve 32492, Lot 2264 Tangadee Road, Golden Bay</td>
</tr>
<tr>
<td>Lot Area:</td>
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<tr>
<td>Attachments:</td>
<td>Rhonda Scarrott Reserve Master Plan (draft)</td>
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<tr>
<td>Maps/Diagrams:</td>
<td>Rhonda Scarrott Reserve Aerial Image</td>
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Rhonda Scarrott Reserve Aerial Image
Purpose of Report

To seek Council’s endorsement of the draft Rhonda Scarrott Reserve Master Plan for the purpose of community consultation.

Background

Rhonda Scarrott Reserve is a significant neighbourhood active sporting reserve located on Tangadee Road in Golden Bay. As part of the Community Infrastructure Plan (2011), Council endorsed the Rhonda Scarrott Reserve Master Plan. This Concept Plan identified the construction of new facilities including a building which contained a multipurpose room, canteen, kitchen, toilets, small storage area and office space. Over the years, the City has received feedback indicating the inadequacy of the Master Plan to meet current or predicated future use. On this basis and as part of the Coastal South Sporting Infrastructure Assessment endorsed at the 10 December 2013 Ordinary Council Meeting, the redevelopment options for Rhonda Scarrott Reserve have been reassessed to determine the most appropriate development option that would meet the needs and expectations of the community. The preferred development option has now been determined and is presented to Council for endorsement and progression to community consultation.

Details

The overall vision for the Rhonda Scarrott Reserve Master Plan is to develop the area into a significant sporting and community asset which adequately supports the needs of a growing community and reflects its current and intended future use.

Based on the feedback received from the key stakeholders during consultation, the following key recommendations of the Master Plan have been determined:

- Provide an area within the boundaries of Rhonda Scarrott Reserve, independent from the existing Coastal Community Centre which can adequately serve as a sporting club room, without the duplication of existing facilities where possible;
- Maximise current underutilised facilities;
- Develop all facilities to meet relevant sporting association standards and building code requirements;
- Provide public toilets;
- Increase car parking; and
- Integrate the new shared use reserve with the existing reserve through the provision of shade shelters, path network and soft landscaping.

The Master Plan proposes to construct additional amenities to support structured sporting activities. Key features of this component have been identified using the Western Australian Football Commission (WAFL) Preferred Facility Requirements core elements only and are provided in the table below.

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Approximate Size to be Provided $m^2$</th>
<th>State Sporting Association Guidelines $m^2$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change room</td>
<td>72 (36m$^2$ per change room)</td>
<td>50 (25m$^2$ per change room)</td>
</tr>
<tr>
<td>Player Toilets and Showers</td>
<td>3 showers, 2 urinals, 2 toilets and 6 hooks</td>
<td>4 showers, 1 urinal, 2 toilets and 6 hooks</td>
</tr>
<tr>
<td>First Aid</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>Kitchen/Kiosk</td>
<td>27</td>
<td>25</td>
</tr>
<tr>
<td>Administration Room</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Public Toilets</td>
<td>38</td>
<td>25</td>
</tr>
<tr>
<td>Social Room</td>
<td>199-260</td>
<td>100</td>
</tr>
<tr>
<td>Bar</td>
<td>17</td>
<td>10</td>
</tr>
<tr>
<td>Storage Room</td>
<td>78</td>
<td>20-30</td>
</tr>
</tbody>
</table>
As can be seen above, the proposed amenities exceed the State Sporting Association guidelines and provide fair and reasonable community facilities for the current and future club activities.

External improvements recommended in the Master Plan include:

- Increased car parking through the provision of formal parking on the disused basketball court;
- Two additional shade shelters;
- New family park in the north west corner of the reserve to improve the link and visual surveillance between the reserve and the skate park;
- Improvements to the current BBQ area adjacent to the Coastal Community Centre;
- Clearer, more defined entry into the reserve; and
- Improved pedestrian network through the provision of additional footpaths.

Given the need to balance the implementation of the full Master Plan against the limitations of the City’s Business Plan, it is proposed that the implementation be staged in the following way:

**Stage One**

- Demolition of external paving where required;
- Construction of new internal facilities; and
- External works including entry path and additional car parking.

**Stage Two**

- Family Park;
- Viewing areas;
- Undercover spectator areas;
- BBQ facilities;
- Resurface and re-contour existing car parking; and
- Demolition of water tank.

**Implications to Consider**

**a. Consultation with the Community**

Officers met with representatives from the following groups during the development of the Master Plan:

- Secret Harbour Dockers Sporting Club (incorporating Secret Harbour Dockers Football Club and Secret Harbour Dockers Cricket Club);
- Golden Bay Residents Association;
- Coastal Community Centre Management Committee;
- Creating Communities; and
- PEET Developments PTY LTD

Further consultation will be conducted pending Council endorsement of the draft Master Plan.
b. **Consultation with Government Agencies**

The Department of Sport and Recreation was consulted in relation to reserve development and future funding opportunities during the review of the Master Plan. The Department of Education was consulted in relation to the design, development and shared use agreement for the second playing surface and surrounding precinct.

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 1**: An involved and engaged community enjoying a lifestyle that caters for all residents, including those specific or specials
- **Aspiration 3**: A vibrant community, enjoying access to a wide range of educational, cultural and artistic activities and a wide range of other social opportunities;
- **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
- **Aspiration 6**: Civic buildings, public places and transport infrastructure of contemporary design constructed and maintained using best practice principles
- **Aspiration 7**: Community facilities and services that are well utilised, accessible and cost effective, and where appropriate multi-functional

d. **Policy**

Nil

e. **Financial**

The cost estimate provided by the Project Architect indicates the implementation of the full Master Plan will be in the vicinity of $5,922,400. If the staged approach is implemented as recommended, to firstly deliver mandatory community infrastructure, the Stage One cost estimates of the Master Plan would be as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimate ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demolition</td>
<td>30,000</td>
</tr>
<tr>
<td>New facilities</td>
<td>2,187,050</td>
</tr>
<tr>
<td>External works</td>
<td>477,000</td>
</tr>
<tr>
<td>Site works and services</td>
<td>750,000</td>
</tr>
<tr>
<td>Contingencies/fees</td>
<td>895,452</td>
</tr>
<tr>
<td>Cost escalation to 2015/2016</td>
<td>144,650</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4,484,152</strong></td>
</tr>
<tr>
<td>City Project Management Fee (10%)</td>
<td>448,415</td>
</tr>
<tr>
<td><strong>Final Business Plan Cost Estimate</strong></td>
<td><strong>4,932,567</strong></td>
</tr>
</tbody>
</table>
Stage Two

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimate ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Park</td>
<td>74,000</td>
</tr>
<tr>
<td>Viewing areas</td>
<td>54,300</td>
</tr>
<tr>
<td>BBQ Facilities</td>
<td>50,000</td>
</tr>
<tr>
<td>New undercover spectator areas</td>
<td>258,000</td>
</tr>
<tr>
<td>Resurfacing and re-contouring of car park</td>
<td>118,000</td>
</tr>
<tr>
<td>Water tank demolition</td>
<td>30,000</td>
</tr>
<tr>
<td><strong>Total Stage Two Project Cost Estimate</strong></td>
<td>584,300*</td>
</tr>
</tbody>
</table>

*no cost escalation, City Project Management Fee or contingencies included

Capital Funding Model

The Community Infrastructure Plan and subsequent City Business Plan have an amount of $1,238,654 allocated to the implementation of the Rhonda Scarrott Reserve Master Plan. $537,748 of this amount has been allocated to the development of the shared use reserve currently under construction, leaving $700,906 for the implementation of the remaining items.

Additional funding shall be required to be allocated to the next update of the City business Plan in October to be able to implement the Master Plan, staged or otherwise. This is likely to be derived from an increase in development contributions and an increase in City funds in the order of $2 million.

The City has the opportunity to derive funds from the State Government the Community Sport and Recreation Facilities Fund (CRSFF) and these amounts shall be formalised in due course.

The following capital funding model for Stage One is proposed:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Estimate ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Contributions</td>
<td>2,163,603</td>
</tr>
<tr>
<td>City of Rockingham</td>
<td>2,421,964</td>
</tr>
<tr>
<td>- Capital Works Funds</td>
<td>2,074,964</td>
</tr>
<tr>
<td>- State Government - CSRFF</td>
<td>347,000</td>
</tr>
<tr>
<td><strong>Final Business Plan Cost Estimate (Income)</strong></td>
<td>4,932,567</td>
</tr>
</tbody>
</table>

f. Legal and Statutory

The provision of items of Infrastructure (including the “Laurie Stanford Reserve Active POS Master Plan”) is envisaged by Development Contribution Plan No. 2 (which is a schedule of the City of Rockingham Town Planning Scheme No. 2).

Owners of relevant land may be required to make cost contributions towards the estimated costs of that Infrastructure. See clause 5.6 of Town Planning Scheme No. 2.

The estimated costs are required to be the subject of a Development Plan Report which must be reviewed at least annually.

g. Risk

Risk Implications of Implementing Officer Recommendation

Nil

Risk Implications of Not Implementing Officer Recommendation

Medium:
- Delay in finalising the Master Plan which may result in missed opportunities to seek external funding.
Medium:
- Limited community consultation has taken place prior to finalising the Master Plan.

Comments
Community facilities and open space play a vital role in providing spaces for both active and passive recreation. These areas are valued by communities, not only for its recreational opportunities but for its ability to define landscapes and establish a sense of place. As such the development of an updated Rhonda Scarrott Reserve Master Plan is important to ensure this reserve remains relevant to the community and activated well into the future.

The Rhonda Scarrott Reserve Master Plan as included in the Community Infrastructure Plan (2011) will not serve the needs of the growing community of Golden Bay. Consultation undertaken in the development of this Master Plan, along with a review of State Sporting Association requirements, has highlighted the need for additional amenities to support the intended use of the reserve.

The proposed draft Master Plan balances the requirements of the sporting clubs and State Sporting Associations, while taking into consideration the City’s other commitments in relation to the provision of infrastructure for sporting clubs of a similar size, along with the hierarchy and intended function of the reserve to ensure the proposed provision is not beyond the City’s capability to maintain.

Releasing the document for public comment will allow the City to amend the draft Master Plan, where appropriate, prior to finalising the plan and proceeding with the detailed design.

Voting Requirements
Simple Majority

Officer Recommendation
That Council ENDORSE the draft Rhonda Scarrott Reserve Master Plan for the purpose of community consultation.

Committee Recommendation
That Council ENDORSE the draft Rhonda Scarrott Reserve Master Plan for the purpose of community consultation.

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 Infrastructure Planning

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-021/14 Laurie Stanford Reserve Master Plan 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CPR/328-02</td>
</tr>
<tr>
<td>Risk Register No:</td>
<td>420, 426</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr Ashley Pittard, Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Carly Kroczek, Community Infrastructure Planning Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>17 June 2014</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>23 November 2010 CIP-002/10</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Lot 1991 and Lot 4064, Cavendar Street, Singleton</td>
</tr>
<tr>
<td></td>
<td>8.5 hectares (total)</td>
</tr>
<tr>
<td>Site:</td>
<td>Laurie Stanford Reserve Master Plan Report</td>
</tr>
<tr>
<td>Lot Area:</td>
<td>Laurie Stanford Reserve Aerial Image</td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

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**Laurie Stanford Reserve Aerial Image**
Purpose of Report

To seek Council's endorsement of the draft Laurie Stanford Reserve Master Plan for the purpose of community consultation.

Background

Laurie Stanford Reserve is a significant Sub District active sports reserve located on the corner of Singleton Beach Road and Cavender Street in Singleton.

In 23 November 2010, Council endorsed the Laurie Stanford Reserve Master Plan, which provided Concept Plan for the redevelopment and improvement of the reserve and associated facilities. The preferred redevelopment option was the removal of all existing buildings and the construction of a new community facilities building, which albeit smaller, would house all existing sporting clubs and community groups. The implementation of the Laurie Stanford Reserve Master Plan was included in the City's Business Plan at that time at a cost of $5,054,000 in 2015/16.

At the 10 December 2013 Ordinary Council Meeting, Council endorsed the Coastal South Sporting Infrastructure Assessment which, based on community consultation, identified the need to reassess the development options for Laurie Stanford Reserve to ensure they met the needs and expectations of the existing and future communities. A discussion paper on the various options was produced, which identified the preferred development as an extension to the existing Singleton Community Centre; rather than the demolition of all buildings and construction of one new building. On this basis, the revised Laurie Stanford Reserve Master Plan has been completed to guide infrastructure development and is presented to Council for endorsement and progression to community consultation.

Details

The overall vision for Laurie Stanford Reserve is for it to remain a significant sporting and community asset for the community of Singleton and Golden Bay, continuing to serve the needs of the current user groups and retain the capacity to accommodate additional usage into the future.

In response to the stakeholder requirements for the facility, which were determined during community consultation, as well as adhering to sporting association standards and building codes, the following key recommendations have been determined:

- Develop one multipurpose community facility which can provide for the needs of the current and future user groups;
- Provide a sporting club room facility which can operate independently from the main building;
- Provide toilet facilities which are publicly accessible;
- Increase the car parking available at the reserve and its proximity to the buildings; and
- Existing playing fields generally meet current and future demand for space.

Currently, there are three buildings located on the reserve, the Comet Bay Bowling Club, Singleton Hall and Singleton Community Centre. To achieve the vision for the reserve, it is proposed to consolidate these facilities into one, with the extension of the Singleton Community Centre as the most central and one with structural integrity, and demolition of the two remaining ageing and smaller buildings. It is important to note that the retention and expansion of the current Singleton Community Centre is a key recommendation of the revised Master Plan, where the November 2010 Master Plan had proposed to demolish all buildings and rebuild one smaller single structure.

Key features of the proposed Singleton Community Centre extension as part of the Master Plan include:

- Three large community spaces, including the existing main hall, and two multi-purpose rooms which can be combined to create one large room;
- One small community meeting room;
Corporate and Community Development Committee Minutes
Tuesday 17 June 2014

CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 15 JULY 2014

- One self-contained sporting club room (includes kitchen, toilets and administration room) which is independent to the community spaces;
- Kitchen facility to commercial standards;
- Several large storage areas for community and sporting use;
- New change rooms, showers and toilets universally accessible for sporting and community clubs;
- Externally accessible kiosk;
- Fenced playground located adjacent to the building;
- First Aid Room;
- Umpires Room;
- Toilets accessible from the outside of the proposed building; and
- All sides of the building activated by entrances and glazing.

In addition, a number of external improvements are proposed including:
- Increased car parking;
- Additional shade shelters located around the reserve and adjacent to the tennis courts;
- Relocation of football goals;
- Upgrading and/or relocation of the cricket nets; and
- Installation of reserve sports floodlighting to the standards required to play respective sports such as Football (Soccer).

Given the need to balance the implementation of the full Master Plan against the limitations of the City's Business Plan, it is proposed that the implementation be staged in the following way:

**Stage One**
- Demolition of existing Singleton Hall and Comet Bay Bowling Club;
- Extensions to existing Singleton Community Centre;
- Upgrade and/or relocation of cricket practice nets; and
- Related external works including landscaping and car parking.

**Stage Two**
- Construction of shade shelters, including those located adjacent to the tennis courts and main reserve;
- Relocation of cricket pitches;
- Reticulation upgrade
- Some minor external works including soft and hard landscaping; and
- Sports floodlighting on the playing fields.

**Implications to Consider**

**a. Consultation with the Community**

Officers met with and received various correspondences from representatives of the following groups during the review of the Master Plan:

- Comet Bay Bowling Club;
- Peel Junior Soccer Association;
- Peel Umpires Association;
- Singleton Cricket Club;
- Singleton Playgroup;
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 15 JULY 2014

PRESIDING MEMBER

- Singleton Residents Association;
- Singleton Social Club; and
- Singleton Tennis Club;

Further consultation will be conducted pending Council endorsement of the draft Master Plan.

b. Consultation with Government Agencies

The Department of Sport and Recreation was consulted in relation to reserve development and future funding opportunities during the review of the Master Plan.

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 1: An involved and engaged community enjoying a lifestyle that caters for all residents, including those with specific or special needs

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

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

Aspiration 6: Civic buildings, public places and transport infrastructure of contemporary design constructed and maintained using best practice principles

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

d. Policy

Nil

e. Financial

The cost estimate provided by the Project Architect indicates the implementation of the full Master Plan will be in the vicinity of $5,706,000. If the staged approach is implemented as recommended, to firstly deliver mandatory community infrastructure, the Stage One cost estimates of the Master Plan would be as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimate ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demolition</td>
<td>115,375</td>
</tr>
<tr>
<td>New internal facilities</td>
<td>1,658,800</td>
</tr>
<tr>
<td>Refurbishment of existing facilities</td>
<td>215,000</td>
</tr>
<tr>
<td>External facilities</td>
<td>66,600</td>
</tr>
<tr>
<td>External works</td>
<td>855,600</td>
</tr>
<tr>
<td>Site works and services</td>
<td>605,000</td>
</tr>
<tr>
<td>Contingencies/fees</td>
<td>879,092</td>
</tr>
<tr>
<td>Cost escalation to 2015/2016</td>
<td>147,687</td>
</tr>
<tr>
<td><strong>Total Project Cost Estimate</strong></td>
<td><strong>4,543,154</strong></td>
</tr>
<tr>
<td>City Project Management Fee (10%)</td>
<td>454,315</td>
</tr>
<tr>
<td><strong>Final Business Plan Cost Estimate</strong></td>
<td><strong>4,997,469</strong></td>
</tr>
</tbody>
</table>
Stage Two

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimate ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports Floodlighting</td>
<td>240,000</td>
</tr>
<tr>
<td>New Shade Shelters (7 X $45,000 each)</td>
<td>315,000</td>
</tr>
<tr>
<td>Relocation of Cricket Pitches</td>
<td>20,000</td>
</tr>
<tr>
<td>Reticulation Upgrade</td>
<td>300,000</td>
</tr>
<tr>
<td><strong>Total Stage Two Project Cost Estimate</strong></td>
<td><strong>875,000</strong>*</td>
</tr>
</tbody>
</table>

*no cost escalation, City Project Management Fee or contingencies included

The following capital funding model is proposed for the implementation of stage one is as proposed:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Estimate ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Contributions</td>
<td>1,570,982</td>
</tr>
<tr>
<td>City of Rockingham</td>
<td>3,385,341</td>
</tr>
<tr>
<td>Capital Works Funds</td>
<td>2,040,341</td>
</tr>
<tr>
<td>Cash in Lieu (Developer)</td>
<td>645,000</td>
</tr>
<tr>
<td>Lotterywest</td>
<td>500,000</td>
</tr>
<tr>
<td>State Government - CSRFF</td>
<td>200,000</td>
</tr>
<tr>
<td><strong>Final Business Plan Cost Estimate (Income)</strong></td>
<td><strong>4,956,323</strong></td>
</tr>
</tbody>
</table>

The total project cost estimate for the redevelopment of Laurie Stanford Reserve would equate to $4,997,469. The current City Business Plan 2014/15 – 2023/24 allocates $4,956,323, made up of design funds in 2014/15 totalling $483,089 and construction funds in 2015/16 totalling $4,473,234, thus remains extremely close to the cost estimation.

The City has the opportunity to derive funds from the State Government through Lotterywest and the Community Sport and Recreation Facilities Fund (CRSFF) and these amounts shall be formalised in due course.

f. Legal and Statutory

The provision of items of Infrastructure (including the “Laurie Stanford Reserve Active POS Master Plan”) is envisaged by Development Contribution Plan No. 2 (which is a schedule of the City of Rockingham Town Planning Scheme No. 2).

Owners of relevant land may be required to make cost contributions towards the estimated costs of that Infrastructure. See clause 5.6 of Town Planning Scheme No. 2.

The estimated costs are required to be the subject of a Development Plan Report which must be reviewed at least annually.

g. Risk

Risk Implications of Implementing Officer Recommendation

Nil

Risk Implications of Not Implementing Officer Recommendation

Medium:
- Delay in finalising the Master Plan which may result in missed opportunities to seek external funding.

Medium:
- May reduce City reputation by limited community consultation.
Comments

Community facilities and open space play a vital role in providing spaces for both active and passive recreation. These areas are valued by communities, not only for its recreational opportunities but for its ability to define landscapes and establish a sense of place. As such the development of an updated draft Laurie Stanford Reserve Master Plan is important to ensure this reserve remains relevant to the community and is well activated into the future as the population increases.

The updated draft Laurie Stanford Reserve Master Plan effectively meets the needs and expectations of the majority of current users as confirmed in the previously endorsed Coastal South Sporting Infrastructure Assessment. Retaining the existing Singleton Community Centre building rather than the demolition of all buildings enables the City to best utilise the capital expenditure required whilst achieving a more functional facility hub and better community outcomes.

Although the user groups have been involved in the process of updating the Master Plan, it is essential that wider community consultation is undertaken prior to endorsing the final Master Plan. Releasing the document for public comment will allow the City to amend the Master Plan, where appropriate, prior to finalising the plan and proceeding with the detailed design.

Voting Requirements

Simple Majority

Officer Recommendation

That Council ENDORSE the draft Laurie Stanford Reserve Master Plan for the purpose of community consultation.

Committee Recommendation

That Council ENDORSE the draft Laurie Stanford Reserve Master Plan for the purpose of community consultation.

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
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 on **Tuesday 15 July 2014** in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

20. **Acknowledgements**
   
   The Chairperson, on behalf of the Committee thanked Ms Vanisher Govender, Mr John Pearson and Mr Michael Yakas for the efforts in preparing the draft 2014-2015 budget. The efforts of Ashley Pittard and Carly Kroczek were also acknowledged for their work involved in the two Master Plans.

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 **5:26pm**.