City of Rockingham

MINUTES

Community Development Standing Committee Meeting

Held on
Monday 8 November 2010
4:00pm

Committee Room 1
Council Administration Building
Civic Boulevard, Rockingham
CONFIRMED AT A COMMUNITY DEVELOPMENT MEETING HELD ON MONDAY, 8 DECEMBER 2010

PRESIDING MEMBER

City of Rockingham
Community Development Standing Committee Meeting
4:00pm Monday 8 November 2010

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<th>Declaration of Opening</th>
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<tr>
<td>The Chairman declared the Community Development Standing Committee Meeting open at 4:05pm and welcomed all present.</td>
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<table>
<thead>
<tr>
<th>2.</th>
<th>Record of Attendance/ Apologies/ Approved Leave of Absence</th>
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<tbody>
<tr>
<td>2.1</td>
<td>Councillors</td>
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<tr>
<td></td>
<td>Cr L Liley</td>
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<td></td>
<td>Cr J Stewart</td>
</tr>
<tr>
<td></td>
<td>Cr A Prince</td>
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<tr>
<td></td>
<td>Cr L Dunkling</td>
</tr>
</tbody>
</table>

| 2.2 | Executive |
| | Mr B Jeans Acting Chief Executive Officer |
| | Ms G Thornton Director Community Development |
| | Mr J Pearson Director Corporate Services |
| | Mr M Quirk Manager Community Infrastructure Planning |
| | Ms G Rowles Manager Community Safety |
| | Mr N Brown Manager Community & Leisure Facilities |
| | Mr M Holland Manager Community Capacity Building |
| | Ms L Spearing Secretary to Director Community Development |

| Members of the Public: | one |
| Press: | Nil |
| 2.3 | Apologies: |
| | Nil |
| 2.4 | Approved Leave of Absence: |
| | Nil |
3. **Responses to Previous Public Questions Taken on Notice**
   - Nil

4. **Public Question Time**
   - Nil

5. **Confirmation of Minutes of the Previous Community Development Standing Committee Meeting**
   - **Moved Cr Dunkling, seconded Cr Stewart**
   - That Council **CONFIRM** the Minutes of the Community Development Standing Committee Meeting held on 11 October 2010, as a true and accurate record.
   - Committee Voting – 4/0

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

7. **Announcement by the Presiding Person without Discussion**
   - The Chairman announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.

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

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

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

11. **Bulletin Items**
    - **Community Development Information Bulletin – November 2010**
    - **Community Support Services**
      1. Community Support Services Team Overview
      2. Human Resource update
      3. Project Status Reports
      4. Information items
         - 4.1 Community Participation
         - 4.2 Place Activation
         - 4.3 Community Infrastructure
         - 4.4 Relationship Building and Connection
### Community Infrastructure Planning

1. Community Infrastructure Planning Team Overview
2. Human Resource update
3. Project Status Reports
   - 3.1 Baldivis District Library and Community Centre
   - 3.2 Golden Bay Skate Park Redevelopment
   - 3.3 Settlers Hills Skate Park Development
   - 3.4 Rockingham Youth Venue
   - 3.5 Lawrie Stanford Reserve Master Plan
   - 3.6 Trails Master Plan
   - 3.7 Secret Harbour Surf Life Saving Club Redevelopment Feasibility Study
   - 3.8 Rockingham Aquatic Facility Provision Strategy
   - 3.9 Kent Street Community Arts Centre
   - 3.10 Community Infrastructure Plan
4. Information items
   - 4.1 Emerging Constraints for Public Open Space in Perth Metropolitan Suburbs

### Community Capacity Building

1. Community Capacity Building Team Overview
2. Human Resource update
3. Project Status Reports
   - 3.1 Development of a Comprehensive Aged Care Precinct Master Plan
   - 3.2 Rockingham City Football Club
   - 3.3 Community Grants Program (CGP)
   - 3.4 Disability Access and Inclusion
4. Information items
   - 4.1 Cultural Place Design/Activation
   - 4.2 Culture & Art Awards/Exhibitions
   - 4.3 Reconciliation Action Plan
   - 4.4 Community Gardens
   - 4.5 Active Ageing
   - 4.6 Youth Development – Youth Arts/Events
   - 4.7 Youth Development – Youth Recreational Activities
   - 4.8 Sport & Recreation
   - 4.9 City of Rockingham – Chair in Education

### Community Safety

1. Community Safety Team Overview
2. Human Resource update
3. Project Status Reports
   - 3.1 CCTV Systems
   - 3.2 Community Safety Crime Prevention Partnership Plan
   - 3.3 Community Security Service
   - 3.4 Graffiti Management
   - 3.5 Mobile CCTV Grant
3.6 Neighbourhood Watch  
3.7 Rekeying of City Buildings  
3.8 Rapid Removal of Graffiti Vandalism off Private Property Grant  
3.9 Safety for Seniors  
3.10 Seniors Security Subsidy Scheme  

4. Information items  

**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 Aquatic Centre  
   4.2 Aqua Jetty Manager’s Report October 2010  
   4.3 Warnbro Community Manager’s Report October 2010  
   4.4 Aqua Jetty & Warnbro Community Y Management Minutes - October  

**Committee Recommendation:**  
That Councillors acknowledge having read the Community Development Information Bulletin - November 2010 and the contents be accepted.  

Committee Voting – 4/0  

| 12. **Agenda Items** |
Community Infrastructure Planning

**Community Development**  
Community Infrastructure Planning

<table>
<thead>
<tr>
<th><strong>Reference No &amp; Subject:</strong></th>
<th>CIP-002/10 Lawrie Stanford Reserve Master Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File No:</strong></td>
<td>CPR/328 RCS/52</td>
</tr>
<tr>
<td><strong>Proponent/s:</strong></td>
<td>City of Rockingham</td>
</tr>
<tr>
<td><strong>Author:</strong></td>
<td>Carly Kroczek, Community Infrastructure Planning Officer</td>
</tr>
<tr>
<td><strong>Other Contributors:</strong></td>
<td>Michael Quirk, Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td><strong>Date of Committee Meeting:</strong></td>
<td>8 November 2010</td>
</tr>
<tr>
<td><strong>Previously before Council:</strong></td>
<td>CD32/6/09, CES204/6/08</td>
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<tr>
<td><strong>Disclosure of Interest:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Nature of Council’s role in this matter:</strong></td>
<td>Executive Function</td>
</tr>
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**Site:** Reserve R43022  
**Lot Area:** Lot 4604 on P191468, 8.5 hectares  
**Attachments:**  
1 – Lawrie Stanford Reserve Master Plan Final Report (copy available in the Councillors Lounge)  
**Maps/Diagrams:**  
1 – Lawrie Stanford Reserve Aerial Location Map  
2 – Lawrie Stanford Reserve Landscape Master Plan

1 – Lawrie Stanford Reserve Aerial Location Map
1. **Purpose of Report**


2. **Background**

Lawrie Stanford Reserve is an 8.5 hectare site located on Cavendar Street, Singleton that currently accommodates a range of community infrastructure including a community centre, community hall, lawn bowling club, tennis courts, active playing field/s, cricket nets, volunteer fire brigade shed, playgrounds, basketball court, Skate Park, and associated amenities.

Given the population growth within the City’s Coastal Ward, including Singleton, and the subsequent increases in sporting and social activities there have been numerous requests to improve and/or redevelop the facilities at Lawrie Stanford Reserve over a number of years. Subsequently, Council allocated an amount of $10,000 within its Five Year Development Program for City Projects, Parks and Reserves No. 16 in 2006/07 to upgrade toilet/change room amenities and improve accessibility. In 2007/08, Council allocated a further $100,000 within its Five Year Asset Creation Program to enable the preparation of detailed plans for the Singleton Community Centre with a view to meeting longer term community needs, and for the purposes of attracting funding through the Department of Sport & Recreation Community Sporting & Recreation Facilities Fund (CSRFF). This budget allocation was ultimately reduced to $30,000 and resulted in a redevelopment for the community centre being prepared on consultation with key user groups. The
indicative capital cost for these works was $361,410 however given the ‘social amenity improvements’ rather than the delivery of core infrastructure that supports increased physical activity the City’s CSRFF application was unsuccessful.

In 2008/09 a further $500,000 was allocated in Council’s Five Year Asset Creation Program for the proposed extension and improvements to the community centre based on the previously prepared plans. In addition, an amount of $250,000 was included in the Program following public advertising for the construction of public toilets to serve the users of Lawrie Stanford Reserve. Rather than pursuing two standalone buildings it was considered appropriate to consider the integration of these capital projects. Notably, when the Program was endorsed at the Ordinary Council Meeting in June 2008 the following imperative was included in relation to the project:

“There are a range of stakeholders in this project with management complexities and issues that are required to be addressed. Further consultation will be undertaken in order to ensure the involvement and participation of all stakeholders involved in this project. Subject to the outcome of this consultation the allocation of $500,000 within the 09/09 financial year will enable detailed design to be prepared and tenders sought for construction”

On this basis, in November 2008 the City initiated a review of the proposed community centre extensions and improvements plan in consultation with key community stakeholders through the collaborative Singleton Recreation & Community Club (SRaCC). However, in December 2008 the Singleton Social Club formally advised the City’s Mayor and Chief Executive Officer that it had withdrawn its involvement with SRaCC and the project due to the proposed facility improvements not being in the best interests of the general community. The Singleton & Golden Bay Tennis Club also withdrew from the process as it saw limited benefits for the additional costs that may be incurred with their involvement. In January 2009 the Singleton Social Club sent a delegation to meet with the City’s Mayor, Coastal Ward Councillor, Chief Executive Officer, Director Community Development and Director Engineering & Parks to specifically raise concerns about the role of SRaCC, the scope of the proposed community centre redevelopment and any proposed management model for the centre. The key outcome of this meeting, as directed by the Mayor and Chief Executive Officer, was that the proposed redevelopment would not occur unless all stakeholders were agreeable to the concept and a single management entity comprising all key users groups was re-formed.

Towards this end an independent facilitator, Community Project Solutions, was appointed to conduct a mediation workshop between the key community groups and the resultant recommendations included that the City revisit the design of the proposed community centre within a broader Master Planning process for the whole reserve, expedite the construction of toilets on the reserve (subject to the outcomes of the master planning process), and assist with the appointment of an independent and suitably qualified professional to develop SRaCC’s Business Plan and Governance Model. As a result, a report was presented to the Ordinary Council Meeting in June 2009 with the following actions being resolved:

1. **Endorse the allocation of $250,000 within the Five Year Asset Creation Program for City Projects, Parks and Reserves (Review No.17) for the construction of standalone toilet amenities on Lawrie Stanford Reserve, Singleton.**

2. **Note the allocation of $1,500 within the draft 2009/10 budget (Account No. 200438.1726- Consultant Fees) to assist the Singleton Recreation & Community Club with the preparation of A Business Plan and Governance Model.**

3. **Note the allocation of $20,000 within the draft 2009/10 budget (Account No. 200724.1700 – Sport & Recreation Planning Projects) for the Lawrie Stanford Reserve Master Plan Study.**
4. Request the Chief Executive Officer to distribute the outcomes of the Singleton Community Centre Stakeholder Workshop, and related Council resolutions, to the stakeholder groups as a matter of priority.

5. Allocate $500,000 in 2010/11 within the Five Year Asset Creation Program for City Projects, Parks & Reserves (Review No. 17) for the ‘Singleton Community Centre Extension, Hall Upgrade & Improvements’ subject to the outcomes of the Lawrie Stanford Reserve Master Plan.”

Subsequently, the City’s Community Development Division embarked upon the preparation of a Master Plan for Lawrie Stanford Reserve in November 2009. Notably, whilst the Master Plan was still under development an amount of $500,000 was retained within the City’s 10 Year Business Plan and allocated in 2014/15 due to other infrastructure priorities. The previous amount of $250,000 for standalone toilets was increased to $300,000 (based on a revised cost estimate from the City’s Engineering and Parks Division) and included within the 2010/11 budget following adoption of the City Business Plan 2010/11 to 2019/20 at the Ordinary Council Meeting in April 2010.

The Master Plan has now been prepared as a guide for the future development of the reserve and for consideration within the City’s 10 Year Business Planning process.

3. Details

Project Methodology

The Lawrie Stanford Reserve Master Plan was project managed by the City’s Community Infrastructure Planning Team in consultation with a cross-Divisional Project Team consisting of representatives from Engineering & Parks Services, Community Development and Corporate Services. In addition a Stakeholder Reference Group was formed for the purposes of the project with representation from Singleton Social Club, Comet Bay Bowling Club, Peel Junior Soccer Association, Singleton Cricket Club, Singleton & Golden Bay Tennis Club, Singleton Recreation & Community Club, and a general community member. These key stakeholders were engaged on the basis that there was a collaborative vision for Lawrie Stanford Reserve to remain a significant sporting and community asset for the community of Singleton that continues to serve the needs of current user groups and retain the capacity to accommodate additional usage in the future.

Initially the project team in liaison with these stakeholders identified a number of key factors influencing infrastructure provision at the Reserve including, but not limited to, the following:

- Compilation and analysis of demographic profile and projected population growth trends for the City of Rockingham, Coastal Ward and Singleton
- Identification and analysis of existing community/sport/recreation infrastructure within the Coastal Ward and Singleton, and a review of contemporary trends in facility provision
- Review of relevant State/Local Government planning and policies
- Audit of existing infrastructure at Lawrie Stanford Reserve
- Determination of current membership and projected growth for key community groups
- Identification of current infrastructure issues, and future infrastructure needs, for key community groups

Community Needs Analysis

Preparation of the Master Plan was informed by a community infrastructure needs analysis that determined stakeholder views on infrastructure and service delivery gaps at the Reserve. The key issues raised included the following:

- Lack of accessible public toilets for general community use, and poor location of existing toilets/change rooms from a surveillance perspective for sporting clubs
- Insufficient car parking and traffic calming, and related safety issues
Lack of suitable social space and associated kitchen/bar to accommodate both sporting club and general community type activities

- Insufficient meeting spaces to accommodate existing community groups
- Insufficient storage to accommodate existing community, and in particular, sporting groups
- Ageing community infrastructure onsite, in particular, the Singleton Hall and cricket nets
- Poor relationship between the community centre and the active playing fields (separated by car parking)
- Poor perspective from existing lawn bowling club to bowling greens (looking westward)
- The number of lawn bowls greens and tennis clubs are deemed appropriate for current and future demands, however indicative footprints for future infrastructure of this type should be identified

These community perspectives were balanced with City of Rockingham technical officer perspectives that, consistent with organisational strategic and operational policies, included the following on-negotiable principles:

- Rationalise Council assets where possible without compromising community infrastructure outcomes. This was particularly relevant given the high number of buildings and other assets located at the Reserve.
- Determine the appropriate level of community infrastructure relevant for a ‘district active reserve’ that meets the needs of the local Singleton community as well as the broader district catchment
- Deliver generally multipurpose community infrastructure that meets the needs of current user groups, where usage can be maximised during peak and non-peak times, and that can provide flexibility for future community demands
- Comprise infrastructure improvements that cater for both active and passive recreational demands, and include elements that are eligible for CSRFF funding
- Deliver community infrastructure outcomes strictly within the indicative $4 million budget that had previously been identified during the City’s Major Capital Project evaluation process that led to the preparation of the Business Plan 2010/11 to 2019/20

The Master Plan

The City’s Project Team and Stakeholder Reference Group worked in collaboration with an appointed consultant architect to prepare an overall landscape plan for the reserve and building concept plan/s that generally responded to key issues and non-negotiable principles identified during the needs analysis, and adhered to the indicative $4 million budget. On this basis, the Plan includes the following key components:

- Construction of one multipurpose community facility that can meet the needs of current user groups, as well as providing flexibility for future uses (and the related rationalisation of other existing community buildings on a staged basis)
- Provision of a large multipurpose social space with bar/kitchen/external servery, and adequate meeting and storage spaces within the multipurpose community facility
- Relocation of the multipurpose community facility to the north
- Provision of toilet facilities that are accessible to the public
- Provision of substantially more formalised car parking areas across the Reserve
- Provision/upgrade of supporting infrastructure including shade shelters for the bowling club and tennis club (and active playing field where possible), cricket nets and tennis club

It was generally accepted that the active playing fields remain suitable for both current and future demands, and therefore only minor infrastructure improvements are required. In addition, it was generally accepted that the existing skate park/basketball court/playground were sufficient and do
not require either relocation or redevelopment. Based on these design responses, and in consultation with the Stakeholder Reference Group, the Reserve Master Plan specifically includes the following elements at a total cost of $3,991,475:

**Community Building**

There are currently three buildings which provide amenity to the users of the Reserve - Singleton Community Centre, Singleton Hall and Comet Bay Bowling Clubroom. The Master Plan proposes to replace these facilities with one new community facility, with the current buildings demolished in a staged program as per current asset management practice. Key features of the proposed new facility are:

- Three separate multipurpose areas (2 x 100m² and 1 x 150m²) which can be used for a variety of uses, with two areas having the capability of being combined to create a single larger space (200 m²)
- Two meeting rooms (13m² and 15m²)
- Central kitchen facility (54m²) to commercial kitchen standards with the capabilities to service two of the multipurpose areas
- Several storage areas (67m² in total) to accommodate the storage needs of community user groups and sports clubs as well as facility furniture
- Change rooms, showers and toilets accessible and visible from the northern side of the building
- Separate toilets facilities inside the building finished to a slightly higher standard and accessible from all three multipurpose areas
- External kiosk (9m²) located on the northern side of the building to maximise usage by sporting clubs
- Enclosed break-out area adjacent to one the multipurpose areas to meet playgroup and general community group needs
- External veranda on the northern side of the building to provide Reserve spectators with an undercover area that retains view of the playing fields

Notably, the Master Plan identifies that the location of the building further north than the existing community centre to provide an improved relationship with the playing fields whilst still maintaining accessibility from the lawn bowling greens.

**Car Parking**

Increased car parking, achieved through the demolition of the current Singleton Community Hall and Singleton Community Centre, to 141 off-street bays and 60 on-verge compared to the current 72 off-street bays and 60 on-verge. This represents an increase of some 69 off-street car parking bays in response to the significant car parking and traffic management issues experienced at the Reserve.

**Landscape/External Works**

A number of general reserve works have also been included in the Master Plan, including the following:-

- Additional shade shelters, including one next to the tennis courts that will also perform a storage/social function given its disconnectedness from the community centre and four shelters on the western side of each bowling green
- Retention of the volunteer fire brigade, and suitable access, until such time as their building may be relocated to Rhonda Scarrott Reserve in Golden Bay (timeframe and funding yet to be determined)
- Retention of the proposed dual use path on the eastern side of the Reserve as identified within the Lot 1002 Singleton Beach Road Local Structure Plan
- Allowances for general landscaping and improvements
- Allowances for other external works including stormwater drainage, sewer drainage, utilities headworks and connection, and building/car park lighting

Notably the Master Plan also identifies the retention of the skate park, cricket nets, basketball court and playground in their current locations.

**Additional Works**

During the Master Plan process the Stakeholder Reference Group identified a number of additional works regarded as ‘optional’ that were understood to be beyond the ‘priority’ infrastructure improvements. These works included the following:

- Additional shade shelters on each side of the Reserve to with clear aspects to the playing fields
- Replacement of the cricket nets in their current location (it should be noted that repairs have recently been undertaken and the nets are now of an acceptable standard for the time being)
- Additional reserve floodlighting to accommodate training/competition for large ball sports (to the Australian Standard)
- Retention of the volunteer fire brigade, and suitable access, until such time as their building is relocated to Rhonda Scarrott Reserve in Golden Bay (timeframe and funding yet to be determined)
- Additional car parking including the construction of a further 48 off-street bays
- Consolidation of on-verge car parking along Cavendar Street to formalised on-street bays to improve traffic management and pedestrian safety (it should be noted that this will actually reduce capacity from 60 on-verge to 40 on-street bays)
- Community building sustainability initiatives including rainwater collection, photovoltaic cells and increased insulation

These additional works are estimated to cost $805,000, and as they were regarded as beyond the indicative $4 million Master Plan budget, they are subject to alternative funding mechanism and subject to demonstrated community demand.

**Public Toilet Amenities/Ablutions**

During the Master Plan process the Stakeholder Reference Group clearly indicated that standalone toilets were not desirable given the proposed provision of visible, externally accessible toilets as part of the redeveloped community building. On this basis, the provision of standalone toilets was not included within the Master Plan works budget however a proposed location was identified for standalone toilets in the event that there is an extended timeframe before funding is available to implement the Master Plan.

Subject to the time frame for redevelopment of the community building there are three options for standalone toilets:

- Construct permanent ablution facilities
- Hire high quality portable toilets
- Purchase high quality portable toilets

Given the availability of more contemporary, portable toilets that are acceptable from an aesthetics perspective and provide amenities for male/female/accessible it is considered appropriate to proceed on this basis rather than a permanent, built structure. The provision of such portable toilets is estimated to cost $110,000 including $80,000 for the structure and approximately $30,000 for connection to services.
4. Implications to Consider

a. Consultation with the Community
The Lawrie Stanford Reserve Master Plan has been undertaken in direct consultation with a Stakeholder Reference Group including representation from the key community groups, as well as a general community member and the Coastal Ward Councillor. At the Final Stakeholder Reference Group Meeting on 29 July 2010 the Master Plan was unanimously endorsed. In addition the City’s Community Infrastructure Planning Team, in partnership with representatives from Planning & Development and Engineering & Parks Services, continue to liaise with the landowners of Lot 1002 Singleton Beach Road regarding proposed cash-in-lieu of public open space and their proposed relocation of the skate park and cricket nets. It is considered that further justification is required to relocate either or both assets, and regardless, any proposed relocation must be funded outside of the cash-in-lieu of public open space arrangement. This remains consistent with the intent of the Council resolution regarding adoption of the Lot 1002 Singleton Beach Road Local Structure Plan in May 2010.

b. Consultation with Government agencies
Not applicable however eligible elements within the Master Plan including change rooms/toilets, externally accessible kiosk, shade shelters and cricket nets have been identified in terms of their eligibility to seek funding through the Department of Sport & Recreation CSRFF Scheme.

c. Strategic
The continued delivery, and improvement, of infrastructure at Lawrie Stanford Reserve remains consistent with the intent of the City’s Strategic Plan 2006 – 2011 and Community Development Plan 2007 – 2011. Specifically the Master Plan relates to Functional Area 2 (Social and Cultural Development) Strategies 3 and 4 within the Strategic Plan, those being, to develop and implement plans programs and projects to empower and support residents and visitors and meet the needs of specific sectors of the community, and to develop and manage community facilities to meet social, cultural and economic needs.

In addition, the Master Plan relates to three of the key focus areas within the Community Development Plan including to connect people to services, facilities and experiences that enhance their physical, social and overall health (personal development & wellbeing), to plan, develop and manage community facilities that meet the social, recreation, education, housing and transport needs of the community (infrastructure development) and to encourage and facilitate community involvement through consultation, improved access and recognition of achievements (community participation. The Place Based Action Plan for the Coastal Place (Ward) also specifically identifies the need for upgrades to the Singleton Community Centre and Hall.

d. Policy
Not Applicable

e. Financial
Master Plan Scope of Works
The estimated cost for the Master Plan implementation is $3,991,475 (excluding the additional/optional works at $805,000 and standalone toilets at $110,000). The specific scope of works includes
- Demolition of existing community buildings and car parking where required
- Construction of new community building
- Earthworks, landscaping and new car parking areas
- Construction of tennis shelter with tea point and storage
- Construction of four shelters adjacent to bowling greens
- External works including stormwater drainage, sewer drainage, utilities headworks and connection, and building/car park lighting
- Design development and construction contingency and professional fees

These costs are ‘current day’ and an escalation assumption of approximately 2.5% per annum may need to be applied.

City Business Plan 2010/11 to 2019/20

There is currently $500,000 identified in the Business Plan in 2014/15 for upgrades at Lawrie Stanford Reserve subject to the outcomes of the Master Plan. In addition, there is currently $300,000 allocated in the 2009/10 budget for the construction of stand alone toilets.

Master Plan Capital Funding Model

Recognising the limitations of the City’s Business Plan, it is considered that the implementation of the Master Plan could be staged, with the highest priority elements (main community building, associated car parking and related external works) being constructed in 2014/15. These works will cost approximately $2,997,000 and may be implemented through the following capital funding model:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>$</th>
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<tr>
<td>City of Rockingham</td>
<td>1,697,000</td>
</tr>
<tr>
<td>Public Open Space Cash in Lieu</td>
<td>600,000</td>
</tr>
<tr>
<td>State Government (CSRFF)</td>
<td>200,000</td>
</tr>
<tr>
<td>Lotterywest</td>
<td>500,000</td>
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<tr>
<td><strong>Total</strong></td>
<td>2,997,000</td>
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Given that $500,000 is already allocated for the project in 2014/15, and it is likely that only $110,000 of the $300,000 allocation for standalone toilets will be expended in 2010/11, this proposed funding model will require an additional $1,097,000 to be identified within the Business Plan. The cash-in-lieu of public open space amount is yet to be negotiated however the amount of $600,000 is regarded as a conservative amount likely to be received. The CSRFF contribution is based on eligible infrastructure elements within the community building, and the Lotterywest contribution is based on previous funding of similar type facilities.

Future Staged Works

The implementation of the Master Plan on a staged basis will mean that various works will need to be undertaken as a stage two phase, including the following:

- Construction of shade shelters, including one next to the tennis courts with a storage/social function given its disconnectedness from the community building, and four shelters on the western side of the bowling greens
- General landscaping and improvements including paving around the community building, signage, playground fencing, plantings and landscaped seating across the Reserve, pergola around the community building and CCTV services
- Demolition of other community buildings on the Reserve (community hall, toilets, lawn bowling clubroom, sheds)
- Associated contingencies and professional fees

These works are estimated to cost $994,475 and would be implemented subject to the availability of additional funding within the Business Plan, the availability of external funding opportunities and/or further confirmation of community demand. In addition, the optional works estimated at $805,000 will only be implemented as a stage three phase subject to
the identification of alternative funding arrangements and confirmation of community demand.

**Lifecycle Costs**

The costs to maintain and upgrade a facility over its lifespan (over 80 years) are significant and need to be considered. The estimated total whole of life costs in today's dollars for the new facility is $11,779,600, with whole of life capital expenditure estimated at $9,387,600 and whole of life operating expenditure estimated at $2,392,000. The estimated life span of the new facility is 80 years which equates to an annual expenditure of $147,244. These figures do not include escalations such as CPI, and it should be noted that the operating deficit will be offset to some degree through facility income received throughout the life of the asset.

In comparison, the whole of life costs for the current facilities (including the Singleton Hall, Singleton Community Centre and Comet Bay Bowls Club that would be replaced by one community building) is estimated at $6,640,000 including whole of life capital expenditure estimated at $2,080,000 and whole of life operating expenditure estimated at $4,560,000. Assuming the same life span of 80 years, the estimated annual expenditure equates to $83,000. It should be noted that these figures do not include escalations such as CPI and will be offset to some degree through facility income generated over the life of the asset.

**Toilet/Ablution Facilities**

An important element of the Master Plan, and the subject of ongoing community concern, relates to the provision of accessible public toilets at the Reserve. There are three options available in this regard:

- Construct a stand alone facility at a cost of $300,000
- Purchase a portable facility at a total cost of $110,000 being $80,000 building costs and $30,000 installation costs
- Hire a portable facility at a cost of $17,388 per annum plus installation costs of $30,000

Given that well located, accessible toilets will be provided as part of the new community building (regardless of when construction occurs) it is not considered prudent to construct standalone toilets at the Reserve. This is particularly relevant given that a focus of the Master Plan has been to reduce the number of standalone buildings on the Reserve. The purchase of a portable toilet facility will meet current community demands for an extended period if necessary, and Council then has an asset that may be transferred to other reserves in the future or sold when no longer required. Whilst a portable toilet will cost approximately $80,000 to purchase it is estimated that it may cost up to $30,000 to connect to services. Given the extended time frame for the broader Master Plan works, it is recommended that portable toilets to the value of $110,000 are constructed in 2010/11. This option has been supported by the City's Engineering & Parks Services Division.

**Legal and Statutory**

In May 2010, Council endorsed the Local Structure Plan for Lot 1002 Singleton Beach Road that is located adjacent to Lawrie Stanford Reserve. When Council adopted the Structure Plan it required a covenant to be placed on relevant titles making purchasers aware of the current skate park and basketball half court. The Landowners have recently identified their desire to have both the skate park and cricket nets relocated due to their proximity to future residences. Such a request will need to be considered from a statutory planning perspective, as well as from a functional and social/community perspective within the context of the Master Plan.

In addition, the Structure Plan was adopted on the basis that several pocket parks be removed due to the topography and subsequent lack of functionality. On this basis, it is considered that the payment of cash-in-lieu will be received to be applied to the upgrading of public open space in the local area. The use of funds for the purpose, and in relation to
the Lawrie Stanford Reserve Master Plan, must adhere to the Western Australian Planning Commission’s Policy DC 2.3 – Public Open Space in Residential Areas that identifies specific allowable uses. Such uses may include earthworks and clearing, spectator shelters, change rooms, lighting, playground equipment, car parking and reticulation. Use of cash-in-lieu funds would generally not be allowable for community halls or recreation centres, enclosed tennis courts and bowling greens for clubs.

5. Comments

The preparation of the Lawrie Stanford Reserve Master Plan has identified that existing infrastructure is ageing and no longer meets community demands, that the reserve has a large number of standalone buildings, that the lack of formalised car parking to meet reserve usage levels is a significant problem, and that the reserve plays an important role in meeting community/sport/recreation demands for both Singleton and the broader Coastal Ward. Given these issues, and the significance of Lawrie Stanford Reserve as an important community asset given its size and existing infrastructure, the upgrading of facilities is necessary.

However, it is acknowledged that the implementation of the Lawrie Stanford Reserve Master Plan needs to be considered amongst other major infrastructure projects across the City of Rockingham. In this regard, a major benefit for Lawrie Stanford Reserve is the significant funding to be attracted through cash-in-lieu of public open space and the proposed facility design features that increases the likelihood of attracting further funding from both the Department of Sport & Recreation and Lotterywest. The consideration of a staged approach with a focus on the delivery of a multi-purpose community building and additional car parking will reduce the cost of the Master Plan implementation to $2,997,000 within the context of the current City Business Plan. Notably, such an approach will require the identification of an additional $1,097,000 amongst other priorities within the Business Plan. Any further infrastructure development including a stage two phase at $994,475 and optional stage three phase at $805,000 will then be subject to the availability of funding (both Council and external) and clear demonstration of community demand.

Regardless of the likelihood and/or timeframe for the implementation of the Lawrie Stanford Reserve Master Plan consideration must be given to the immediate resolution of the public toilet access issues that have been raised by the community for some time. Recent feedback from the community has indicated a preference for good quality, temporary toilets as opposed to permanent, standalone toilets. This option is supported as it remains consistent with the Master Plan preference to simply provide accessible toilets as part of the proposed multi-purpose community building, and will also reduce the capital expenditure required in 2010/11 to $110,000 whilst meeting immediate community demands.

 Existing infrastructure at Lawrie Stanford Reserve can continue to accommodate community, sport and recreation groups in the short term however localised population growth and increasing demands for district level sporting infrastructure will necessitate capital investment in the coming years. The completion of the Master Plan now provides Council with a guiding document for any future development that can also be utilised to inform any decision to allocate funds within the City Business Plan. In this regard any allocation of capital funds must be measured against the significant social, physical activity and community development benefits that will be realised for the local community and the broader district.

6. Voting Requirements

Simple Majority
7. Officer Recommendation

That Council:


2. **APPROVE** the installation of temporary, portable public toilet amenities on Lawrie Stanford Reserve at a total cost of up to $110,000.

8. Committee Recommendation

That Council:


2. **APPROVE** the installation of temporary, portable public toilet amenities on Lawrie Stanford Reserve at a total cost of up to $110,000.

Committee Voting – 4/0

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

Not applicable.

10. Implications of the Changes to the Officer’s Recommendation

Not applicable.
Community Development
Community Infrastructure Planning

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CIP-003/10 Lotterywest Conservation of Cultural Heritage Grants - Baldivis Group Settlement School Buildings</th>
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<td>File No:</td>
<td>CPR/14</td>
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<td>City of Rockingham</td>
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<tr>
<td>Author:</td>
<td>Michael Quirk, Manager Community Infrastructure Planning</td>
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<td>2 – Baldivis Group Settlement School Building Photo</td>
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1 – Aerial Location Map
1. **Purpose of Report**

To seek Council endorsement of a submission for a Lotterywest Conservation of Cultural Heritage Grant to undertake refurbishment works to the Baldivis Group Settlement School Buildings.

2. **Background**

The former Baldivis Group Settlement School is located at 214 Fifty Road, Baldivis with the original school building constructed in 1923 and the second school building relocated to the site in 1954. The site is included on the City's Municipal Heritage Inventory (LGA Place No. 2) as a place of cultural significance for its aesthetic, historic and social values. The site comprises a pair of single-storey, timber framed, asbestos and weatherboard pavilion style gable buildings with corrugated iron roofs. Skillion weatherboard and timber verandas are located at the front and rear of the buildings, and timber ramps are located at the front of the buildings leading up to the verandas and main entrance. One of the buildings is occupied by the Baldivis Playgroup and second building has until recently been occupied by Rockingham Visual Arts Group.

An assessment of all Council owned/managed assets throughout the City of Rockingham has been undertaken throughout 2009/10 and 2010/11 as the basis for informing the City’s Asset Management & Services Plan. During these assessments a condition report was prepared for each of the two former Group Settlement School buildings in Baldivis which identified an extensive works schedule necessary to preserve the structures and enable their continued usage as community buildings. In particular, given the issues with building support stumps and subsequent distortion of one of the buildings it was necessary to relocate the Rockingham Visual Arts Group to Settlers Hills Community House whilst the City’s asset renewal options are considered. The recent Baldivis Group Settlement School Buildings condition reports have identified asset renewal works required, and as a result an amount of $206,000 has been included within the City’s 2010/11 budget.

Subsequently, the City is preparing a comprehensive report on the options for the future of these two buildings based on condition reports and heritage values. Meanwhile, the City has become aware of the availability of heritage grants which close on 5 November 2010 and this opportunity should not be missed by the City.
3. Details

Given the availability of external funding through the Lotterywest Conservation of Cultural Heritage Grants to assist with the conservation of the State’s cultural heritage it is considered appropriate to seek funding that may either supplement or substitute a portion of the allocated municipal budget. This grant scheme is regarded as particularly relevant given that priority will be given to projects where the community will directly benefit from any enhancement of heritage values.

Applications close in November each year and whilst there is no maximum grant amount the total funding pool is limited and therefore rounds are usually highly competitive. Given that the grants are generally only available once per annum the Chief Executive Officer has taken the action to make a submission on behalf of the City and lodged this with Lotterywest by the 5 November 2010 deadline. Council’s support for this action is requested.

Whilst the City shall seek a funding contribution towards refurbishment of the Group Settlement School Buildings, under Planning Policy 3.1.7 – Heritage Conservation & Development Policy, any proposed works will be subject to development control principles. In particular, any proposal to develop or demolish places entered on the Heritage List under the City’s Town Planning Scheme No. 2 may require the following information:

- A written submission describing the nature of the proposal including confirmation that the requirements of this planning policy can be achieved
- A break-up of the costs of the development including an itemised schedule of conservation works
- A Heritage Impact Statement may also be required if the proposed works will impact the significance of the place
- A Conservation Plan may be required if the proposal affects a place that is entered on the State Register of Heritage Places
- A structural condition assessment may be required if structural failure is cited as justification for the demolition of a heritage place

On this basis, whilst the availability of sufficient funding for asset renewal works to the Baldivis Group Settlement School Buildings is an important consideration any such future upgrade and capital budget allocation will be subject to a decision by Council regarding the scope of the proposed works. Given that this place has been classed as ‘Management Category A’ within the City’s Municipal Heritage Inventory (worthy of the highest level of protection) any proposal must be referred to Council for determination under Planning Policy 3.1.7 – Heritage Conservation & Development Policy.

4. Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government agencies

The City’s Community Infrastructure Planning Team has liaised with Lotterywest regarding the proposed Baldivis Group Settlement School funding application under their Conservation of Cultural Heritage Grants Scheme.

c. Strategic

Council’s Strategic Plan 2006 – 2011 (Functional Area 2 – Social and Cultural Development) identifies the objective to develop and manage community facilities and services to meet social, cultural and economic needs whilst (Functional Area 3 – Land Use & The Environment) identifies the objective to enhance the City’s planning and development and infrastructure management processes in line with economic, social and cultural development
requirements. Council’s Community Development Plan (Key Focus Area 2 – Infrastructure Development) identifies the objective to plan, develop and manage community facilities that meet social, recreation, education, housing and transport needs of the community. The Plan (Key Focus Area 4 – Place Activation) also identifies the objective to create vibrant and meaningful hubs as places of social interaction, creativity, and economic vitality.

d. Policy
Any conservation, protection and/or development of places of cultural heritage significance must be undertaken in accordance with the City’s Planning Policy 3.1.7 – Heritage Conservation & Development Policy. Due regard shall also be given to the conservation and protection of any place which is included in the Heritage List under clause 5.4.2 of the City of Rockingham Town Planning Scheme No. 2. The Baldivis Group Settlement School Buildings are included as LGA Place No. 002 within the Municipal Heritage Inventory.

e. Financial
Following a structural condition report of the Baldivis Group Settlement School Buildings in 2009/10 an amount of $206,000 has been included in the 2010/11 budget for asset renewal purposes. It is estimated that works to refurbish both Group Settlement Buildings will be in the region of $333,000 and therefore external funding is being sourced through the Lotterywest Conservation of Cultural Heritage Grants to reduce any impact on the City’s Business Plan.

f. Legal and Statutory
The assessment, conservation, protection and/or development of places of cultural heritage significance must adhere to State Planning Policy 3.5 – Historic Heritage Conservation. In addition, given that the Baldivis Group Settlement has been nominated for inclusion on the State Register of Heritage Places due consideration will be required under the Heritage of Western Australia Act 1990.

5. Comments
Based on the condition report for the former Baldivis Group Settlement School Buildings it is evident that asset renewal works will be required, and given the imminent deadline for Lotterywest Conservation of Cultural Heritage Grants, it was deemed appropriate to submit an application by the 5 November 2010 deadline. Whilst any subsequent asset renewal works will be subject to further consideration by Council, in accordance with the City’s Heritage Conservation & Development Policy, the potential availability of external funding to assist with associated asset renewal costs may assist with any such decision making.

6. Voting Requirements
Simple Majority

7. Officer Recommendation
That Council ENDORSE the actions of the Chief Executive Officer to submit a Lotterywest Conservation of Cultural Heritage Grant for refurbishment works to the Baldivis Group Settlement School Buildings, subject to further consideration of this matter through another report to Council relating to the City’s Planning Policy 3.1.7 – Heritage Conservation & Development Policy

8. Committee Recommendation
That Council ENDORSE the actions of the Chief Executive Officer to submit a Lotterywest Conservation of Cultural Heritage Grant for refurbishment works to the Baldivis Group Settlement School Buildings, subject to further consideration of this matter through another report to Council relating to the City’s Planning Policy 3.1.7 – Heritage Conservation & Development Policy
9. **The Committee’s Reason for Varying the Officer’s Recommendation**

Not applicable.

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

Not applicable.
## Community Capacity Building

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<td>Author:</td>
<td>Sally Lewis, Community Development Officer</td>
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1. **Purpose of Report**

To seek Council’s approval for an approximate eleven hundred metre squared (1100m²) portion of Ennis Ave Reserve (Lot 766) on Unnaro St Hillman to be utilised for the purpose of constructing a Community Garden.

2. **Background**

A community workshop on Disability Access and Inclusion was organised by the City of Rockingham in August 2006. Sandra Krempl, Cultural Planner and Director of Espiri Tiva facilitated the workshop which was attended by approximately 90 people. This workshop was designed to identify the issues and barriers faced by people with disabilities living in Rockingham and to focus on ideas and future planning to break down these barriers in order to create a more accessible and inclusive City.

The main issues and barriers highlighted as a result of this consultation were as follows: lack of acceptance and understanding, lack of tolerance, feeling of not belonging, lack of opportunity (socially, physically and economically), lack of integration/inclusion in community life and lack of involvement in planning community activities.

One of the common suggestions to break down these barriers and encourage more involvement in community life for people with disabilities was the development of a community garden. The report showed that people believed a project like this would open the doors for social interaction, relaxation, physical activity and closeness to nature and the environment. It would also create a sense of belonging/purpose for these individuals and help to increase acceptance and tolerance within the community.

A group of community stakeholders was then identified and formed the original community garden group; this group established what a community garden would need to consider such as accessibility as well as some potential sites within the City.

Community consultation was undertaken, to assess broader community support as well as to allow the community full ownership of the project. This group established Ennis Ave Reserve (Lot 766), behind Hillman Hall as its preferred site for the garden. The site was identified as ideal due to its close proximity to a local primary school, the proximity of a community facility, the visual surveillance offered by Ennis Ave, accessibility to the majority of City of Rockingham residents, bus...
access along Unnaro Ave, the proximity of a local deli, and the gradient and direction of the land which made it the most optimal of all potential sites for growing fruit and vegetables.

Evidence for the need of such a project is also available in the Rockingham - Kwinana Health District Population and Health Profile which highlights the above average number of Rockingham residents who are overweight or obese, and the number of residents lacking in adequate intake of fruit and vegetables.

3. Details

A community garden is an outdoor space that is planned and managed by the community. A community garden is a place where people can learn from each other, seek self sufficiency, build community spirit and a shared purpose. They are also a way of facilitating neighbourhood development and health promotion.

The Capacity Building Team has been working with a group of local residents for approximately twelve (12) months to establish a community garden within the City of Rockingham. The primary focus of the group is:

- To be a cohesive group of community members who preserve, enhance and promote the Rockingham City Community Garden.
- To provide a place for community members to gather and garden together.
- To provide a community garden space where there is creativity, community pride and inclusion of all community members.
- To educate the community on growing food to eat, and healthy lifestyle options.
- To educate the community on sustainability and organic garden practices, and
- To provide a strong and independent voice promoting community spirit and cooperation.

The Steering Committee for the community garden is in the process of becoming an incorporated association under the name “Rockingham City Community Garden Inc.”. The association will be community managed and seek to become self-funded through the administration of affordable fees for members and garden plot holders. Funding will also be sought from Government agencies, Bendigo Bank, Lotterywest, and key businesses identified in the business plan.

The costs associated with establishing the community garden are estimated by the group to be approximately $100,000. The group has commenced communications with funding bodies to seek verbal support prior to them submitting funding applications once a site has been confirmed. A sponsorship agreement has been established with Bunning’s Rockingham, who has already donated $500 worth of goods, and is committed to on-going support in the form of rain water tanks and labour. The Sound Telegraph has also provided sponsorship support to the group and is negotiating a sponsorship agreement with them. The financial plan identifies key fundraising activities as well as many potential product donations to reduce costs.

The community garden group applied for and was successful in gaining a Celebrate WA grant, which has enabled the group to organise it’s own launch day aiming to attract more members and community support. Currently the group has a membership base of fifty community members.

A lease agreement with Council for the use of the land is needed by the group for it to able to proceed with applying for significant funding from major funding bodies.

The Community Garden Group has also formed strong relationships with the Hillman Residents Association, Hillman Primary School, Department of Health, Rockingham Volunteer Resource Centre, Rockingham Youth Station, RUACH Rockingham, Volunteer Task Force, Disability Services Commission, Malibu School, Challenger TAFE, Herb Society, Active Foundation, Rockingham Garden Club, Warnbro and Waikiki Community and Family Centres and Great Gardens WA.
It was also noted that the Department of Environment and Conservation regularly set up air testing stations behind Hillman Hall. The Department was consulted about the proposed community garden and advised that the air monitoring would cease before the construction of the garden began.

The concept plan for the community garden has been submitted to the Development Assessment Unit (DAU). The DAU found that Council support the proposed community garden subject to the following conditions:

1. Building licence approval from Council to be sought before construction of any building’s/shed’s.
2. Any toilet structure needs approval from the City’s Health Services, under the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.
3. Any bore system established needs to follow Council regulations in relation to a 30m distance from any toilet facility.
4. Water tanks will need mosquito-proofing to the satisfaction of the Manager of Health Services.

The DAU noted the air monitoring that is regularly set up behind Hillman Hall, but this issue has already been addressed as above. DAU stated no planning approval would be needed for the community garden.

Parks and Engineering also support the development and location of the community garden after assessing the site for potential issues from flooding, bore water quality and soil conditions. The City’s Horticultural Technical Officer has been providing advice and recommendations to the community garden group since it was originally formed.

The concept design for the community garden will have flat compacted surfaces, paths wide enough for wheelchair and pram access, and raised garden beds mixed with flat garden beds to facilitate community inclusion. This is in consultation with the City’s Community Development Officer (Disability Access and Inclusion) and Disability Services Commission.

The L shape of the concept design was chosen because it is the most protecting from the south-west winds and requires the least amount of west wind break trees. It also ensure the compost is facing the optimal direction and the vehicle access entrance is user friendly.

### 4. Implications to Consider

#### a. Consultation with the Community

Consultation has been completed with all residents of Hillman who share a boundary fence with Ennis Ave Reserve (Lot 766), with no objections raised. There are no tenants of Hillman Hall or the surrounding land who need to be consulted.

#### b. Consultation with Government agencies

Department of Health, RUHA, Department of Environment and Conservation and Disability Services Commission were consulted on the role and requirements of a community garden within the City of Rockingham.

#### c. Strategic

Council’s Strategic Plan 2006- 2011 (Functional Area 2- Social & Cultural Development) specifically details the intent to ‘develop partnerships with government, private sector and the community to work to common goals in relation to social and cultural goals’. In addition, Council’s Community Development Plan 2007 – 2012 (Key Focus Area 4 - Place Activation) identifies the objective to create vibrant and meaningful community hubs as places of social interaction, creativity, and economic vitality.

#### d. Policy

Nil
e. **Financial**

Nil

f. **Legal and Statutory**

In negotiating any license or lease agreement, Council must adhere to the requirements of Section 3.58 of the Local Government Act 1995 and Regulation 30 of the Local Government (Functions and General) Regulations 1996.

Section 3.58 deals with the disposal (including a license) of property and covers the requirements to give public notice and the consideration of submissions in respect of proposals.

Regulation 30 provides for exemptions to the requirements of Section 3.58. One exemption is to charitable bodies and another exemption is for the leasing of land for a period of less than two (2) years during all or any of which time the lease does not give the lessee exclusive use of the land.

Either one of these exemptions is applicable to the License for Rockingham City Community Garden and the requirement to give local public notice and consider submissions does not apply.

Negotiate a Lease Agreement with Rockingham City Community Garden Group for the portion of Ennis Ave Reserve (Lot 766), Rockingham for a period of ten (10) years with the option to extend for a further ten (10) years at a mutually agreeable fee considered suitable for a not-for-profit community organisation.

At the September 2010 Council meeting, report CES/155/9/10 Delegation of Powers to the Chief Executive Officer it was resolved that Council DELEGATE to the Chief Executive Officer its powers under Section 5.42 of the Local Government Act 1995, authority to negotiate the following incidental terms and conditions on Leases once Council has granted approval to enter into a Lease and incidental terms and conditions need to be finalised:

- Administration fee payable by the Lessee;
- Authority to negotiate an extension, if deemed appropriate and is in line with original agreement;
- Insurance particulars;
- Care of the premises including repairs, damage and general maintenance;
- Requirement for the Lessee to submit audited Annual Financial Statements;
- To finalise outgoing and percentages to be paid by the Lessee.

5. **Comments**

The sound planning and strategic approach by the Rockingham Community Garden Group confirms their ability to oversee the establishment and ongoing management of the community garden. The social and mental health benefits that would result for many members of the Rockingham community are considerable and there is evidence that a high level of community support exists for such a garden to be established locally. The identification of the site by the community and its ideal positioning for the growing of fruits and vegetables also reaffirms Ennis Ave Reserve as an ideal location for the community garden.

Community Capacity Building has been working with Rockingham City Community Garden members to establish a sustainable not for profit community group. The capacity of the group has grown to such that they are now only seeking minimal assistance from a Community Development Officer. The group has developed governance structures and management protocols to ensure continued operation. To continue to develop as a grass-roots community garden group, the Rockingham City Community Garden group needs to enter into a professional relationship with the City, in the form of an accepted lease agreement.
The cost for creating a lease and negotiating its terms is $1200. This would be a minimal cost to the City to ensure that a community garden is established. The group has received minimal financial assistance from the City, receiving only one Sundry donation towards the cost of incorporation thus far.

Therefore it is considered appropriate for Council to now establish with the Rockingham City Community Garden Group a subsidised lease agreement for a period of ten (10) years with the option to renew for a further ten (10) years, for the use of an approximate 1100m² of land directly behind Hillman Hall, consistent with existing Local Government and Community Garden Group lease agreements.

6. **Voting Requirements**

Simple Majority

7. **Officer Recommendation**

That Council **ENDORSE** the establishment of the Rockingham City Community Garden on a portion of Ennis Ave Reserve (Lot 766), Rockingham under lease arrangement, for a period of ten (10) years with option to extend for a further ten (10) years at a mutually agreeable fee considered suitable for a not-for-profit community organisation, subject to all appropriate health, planning and building approvals being obtained.

8. **Committee Recommendation**

That Council **ENDORSE** the establishment of the Rockingham City Community Garden on a portion of Ennis Avenue Reserve (Lot 766), Rockingham **subject to suitable tenure arrangements being established to support use of the land for a period of ten (10) years with option to extend for a further ten (10) years and** all appropriate health, planning and building approvals being obtained.

Committee Voting - 4/0

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

The Committee amended the Officer Recommendation as it had identified that further work was needed to establish the arrangements consistent with the Local Government and Planning and Development Acts.

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

Nil
Community Development
Community Capacity Building

Reference No & Subject: CCB-009/10
Appointment of Member to the Active Ageing & Care Advisory Committee

File No: CSV/1757-02
Proponent/s: City of Rockingham
Author: Julie McDonald, Active Ageing Development Manager

Other Contributors:

Date of Committee Meeting: 8 November 2010
Previously before Council: CD43/6/10, CD71/11/09, CD64/10/09, CCB-001/10
Disclosure of Interest: Executive Function

Site: Lot Area:
Attachments: Active Ageing & Care Advisory Committee Nomination
Maps/Diagrams:

1. Purpose of Report
To seek Council approval for the appointment of a community member to the Active Ageing & Care Advisory Committee.

2. Background
Active Ageing and Care Advisory Committee
In order to assist Council to build the capacity of the Rockingham community through engagement including seniors, Council established an Active Ageing and Care Advisory Committee in 2006. Membership of the Committee will comprise of people with interest, knowledge and expertise in seniors planning, facilitating and implementation of the Active Ageing Strategic Direction.
As required by the Governance and Meeting Framework Policy 2009, all community memberships of Advisory Committees will be reviewed in the period between 1 July and 30 September in the year falling between ordinary elections with all new membership proposals being considered by Council no later than the October Ordinary Council meeting of that year.

**Purpose of the Committee**

To advise and guide Council through recommendations on the City’s active ageing strategic direction in accordance with agreed active ageing principles.

**City of Rockingham Active Ageing Principles**

Active Ageing is:

A dynamic life concept that optimizes opportunities for participation and decision-making in civic life in the community and society

Values older people and encourages them to:

- Value themselves,
- Maintain their dignity and independence,
- Optimise a sense of Health, Security, Participation and Belonging,
- Access least restrictive options, and
- Fulfil their responsibilities.

**Membership**

According to the (Council endorsed) Governance and Meeting Framework Policy 2009, the membership of the Committee shall comprise of 10 voting members consisting of:

- three Councillors of the City of Rockingham;
- seven community representatives with an interest in the provision of services to the aged within the City.

The Committee is to be supported by Officers of the City nominated by the Chief Executive Officer to act in a non-voting role.

It was determined that it was essential to have on the committee people known for their expertise in Ageing policy and planning, aged care services, seniors needs and contemporary active ageing programs. From a Community Development perspective this approach of obtaining a core group of dedicated experts in several fields provides a strong strategic planning base that can be enhanced with input from external information gathering from the broader community as and when required.

**3. Details**

The Active Ageing & Care Advisory community members positions were advertised in both local papers, with existing members written to and invited to re apply.

Currently the Committee comprises 8 members, three being Councillors and 5 community members.

One further nomination has been received for the community membership. The nominee is Gwen Nuth her details are attached.

The application was assessed by the relevant officer and the candidate is viewed as very suitable for the position on the Advisory Committee.

**4. Implications to Consider**

a. **Consultation with the Community**

The Active Ageing & Care Advisory community members positions were advertised in both local papers.
b. **Consultation with Government agencies**
   Not applicable.

c. **Strategic**

d. **Policy**
   In accordance with the Governance and Meeting Framework Policy 2009 - Item 5.1 Active Ageing and Care Advisory Committee.

e. **Financial**
   Nil

f. **Legal and Statutory**
   In accordance with the Local Government Act 1995 – Section 5.10 Appointment of Committee Members.

5. **Comments**
   Appointing Ms Gwen Nuth as community member to the Committee complements the City’s approval of obtaining a core group of dedicated experts in several fields provides a strong strategic planning base that can be enhanced with input from external information gathered from the broader community as and when required.

6. **Voting Requirements**
   Absolute Majority.

7. **Officer Recommendation**
   That Council **APPOINT** ______________, as a community representative to the Active Ageing & Care Advisory Committee for a two year term.

8. **Committee Recommendation**
   That Council **APPOINT** ______________, as a community representative to the Active Ageing & Care Advisory Committee for a two year term.

   Committee Voting – 4/0

9. **The Committee’s Reason for Varying the Officer’s Recommendation**
   Not applicable.

10. **Implications of the Changes to the Officer’s Recommendation**
    Not applicable.
# Community Development Occasional & Advisory Committee Minutes

## Community Capacity Building

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CCB-010/10</th>
<th>Cultural Advisory Committee Meeting Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CSV/27-03</td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>City of Rockingham Advisory Committee</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Lee Battersby, Community Development Officer</td>
<td></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>8 November 2010</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>To advise on matters of Culture and Arts Policy and oversee grants applications</td>
<td></td>
</tr>
<tr>
<td>Terms of Reference:</td>
<td>1 Councillor, 7 Community Members, 2 City of Rockingham staff</td>
<td></td>
</tr>
<tr>
<td>Composition:</td>
<td>Executive Function</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Minutes of Meeting held on 20 October 2010</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s role in this matter:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 1. Receipt of Minutes

That Council receive the Minutes of the Cultural Advisory Committee Meeting held on 20 October 2010 for information.

### 2. Recommendations to Standing Committee

There were no recommendations arising from the Cultural Advisory Committee Meeting.

### 3. Committee Recommendation

That Council *RECEIVE* the Minutes of the Cultural Advisory Committee Meeting held on 20 October 2010 for information.

Committee Voting - 4/0
### 4. The Committee’s Reason for Varying the Officer’s Recommendation

Not applicable.

### 5. Implications of the Changes to the Officer’s Recommendation

Not applicable.
1. **Receipt of Minutes**

That Council receive the minutes of the Community Grants Program Committee meeting held on 20 October 2010.

2. **Recommendations to Standing Committee**

2.1 **Recommendation 1: Approvals from CGP Funding Round 2**

**Advisory Committee Recommendation:**

That Council **APPROVE** the allocation of the funds for minor and events grants under the 2010/11 Community Grants Program Round Two as follows:
<table>
<thead>
<tr>
<th>Applicant Event/Project</th>
<th>Subject To</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tourism Rockingham Inc - Musselfest</td>
<td></td>
<td>20,000</td>
</tr>
<tr>
<td>YMCA Aqua Jetty Have A Go Day</td>
<td></td>
<td>7,500</td>
</tr>
<tr>
<td>Friends of Anchorage Carols</td>
<td></td>
<td>875</td>
</tr>
<tr>
<td>Waikiki P&amp;C Mini Fete</td>
<td>Support been received either in writing or verbally from the school Principal</td>
<td>1,745</td>
</tr>
<tr>
<td>Rockingham Amateur Swimming &amp; Lifesaving Club - Long Course Summer Carnival</td>
<td>The Warnbro Oval gate being open for parking on the day.</td>
<td>5,550</td>
</tr>
<tr>
<td>Petanque Club Governance</td>
<td></td>
<td>2,500</td>
</tr>
<tr>
<td>YouthCare Chaplaincy</td>
<td>Unexpended funds totalling $7,950 held by YouthCare being utilised to bring the total contribution to $20,000</td>
<td>12,050</td>
</tr>
<tr>
<td>Bridging The Gap Crossing Point Leaders Academy</td>
<td>Information being received from BTG either in writing or verbally that the Sabah expedition is central to the program to ascertain if there is support from other Councils.</td>
<td>10,000</td>
</tr>
<tr>
<td>Rockingham Volunteer Resource Centre Operational Costs</td>
<td></td>
<td>6,000</td>
</tr>
<tr>
<td>Rockingham District Historical Society</td>
<td></td>
<td>5,293</td>
</tr>
<tr>
<td>Rockingham Regional Environment Centre</td>
<td>The financial management system being set up by nominated consultant Rod Lillis and Crunch Consulting.</td>
<td>5,000</td>
</tr>
<tr>
<td>Warnbro Family and Community Centre Garden</td>
<td></td>
<td>3,000</td>
</tr>
<tr>
<td>COR RSL Sub Branch War Memorial Refurbishment</td>
<td>The two shrubs adjacent to the propeller be trimmed or removed to improve line of sight to the monument from both sides.</td>
<td>4,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>83,513</strong></td>
</tr>
</tbody>
</table>

**Implications to Consider**

a. **Strategic**
   - Nil

b. **Policy**
   - In accordance with the Governance and Meeting Framework Policy Section 4.4

c. **Financial**
   - An amount of $255,300 has been allocated through the September 2010 quarterly budget review for the CGP. Currently $60,981.44 has been expended through Round 1 of the CGP and approved Sundry donations. Therefore, if Council approves the CGP Committee’s recommendation for funds of $83,513, the total expenditure for the CGP to date would be $149,494.44, leaving $110,805.56 for the next two CGP funding rounds and Sundry donations that will be submitted. Please note this figure does not include funds associated with Community Groups Capital Grants program.
d. **Legal and Statutory**
   Nil

e. **Voting Requirements**
   Simple Majority

**Officer Comments & Recommendation if Different to Committee Recommendation**

Nil

### 2.2 Recommendation 2: Non-Approvals from CGP Funding Round 2

**Advisory Committee Recommendation:**
That Council **NOT APPROVE** the applications from the Baldivis Children's Forest, Rockingham Environment Centre Event, South Coastal Women's Health and Star of the Sea Out of School Care Centre for funding under the 2010/11 Community Grants Program.

**Implications to Consider**

a. **Strategic**
   Nil

b. **Policy**
   In accordance with the Governance and Meeting Framework Policy Section 4.4

c. **Financial**
   Nil

d. **Legal and Statutory**
   Nil

e. **Voting requirements**
   Simple Majority

**Officer Comments & Recommendation if Different to Committee Recommendation**

Nil

### 3. Committee Recommendation

That Council:

1. **RECEIVE** the minutes of the Community Grants Program Committee meeting held on 20 October 2010.

2. **APPROVE** the allocation of the funds for minor and events grants under the 2010/11 Community Grants Program Round Two as follows:

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<tr>
<td>--------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------</td>
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<tr>
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</tr>
<tr>
<td>Summer Carnival</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>83,513</strong></td>
</tr>
</tbody>
</table>

3. **NOT APPROVE** the applications from the Baldinis Children’s Forest, Rockingham Environment Centre Event, South Coastal Women’s Health and Star of the Sea Out of School Care Centre for funding under the 2010/11 Community Grants Program.

Committee Voting – 4/0

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

Not applicable.

5 Implications of the Changes to the Officer’s Recommendation

Not applicable.
### Purpose of Report

For Council to gain an understanding of the concept of the WA Companion Card and endorse the implementation of the card in the City of Rockingham.

### Background

The National Disability Services WA has extended an invitation to the City of Rockingham to join their nationally recognised Companion Card Program which promotes access and inclusion related to City services, functions, and events together with fair ticketing for people with a disability. Hence the City is provided with the details on the benefits and costs of introducing such a card.
3. Details

Launched in 2006, the Companion Card program is currently underway with over 5,000 people with significant permanent disabilities in Western Australia already signed up, and over 300 affiliated business outlets and Local Governments supporting the program across the state.

Local Governments in WA that are involved in this initiative include: City of Albany, City of Armadale, City of Bayswater, City of Belmont, City of Bunbury, City of Canning, City of Cockburn, City of Geraldton, City of Gosnells, City of Joondalup, City of Kalgoorlie Boulder, City of Mandurah, City of Melville, City of Swan and City of Wanneroo.

The Western Australian Companion Card is a scheme to encourage access, inclusion and fair ticketing for people with a disability. It’s an initiative funded by the Western Australian Government through the Disability Services Commission, and implemented by National Disability Services WA. The program is currently recognised in every state across Australia.

The Companion Card is provided to a person with a permanent disability that requires a carer to undertake various living activities, and who without the carer, is unable to participate in them. The card enables a person with a disability to take his/her carer into a service, program or event without incurring a payment for the carer. The card has been developed as a tool to assist businesses and local governments to comply with existing disability anti-discrimination legislation, and to increase the participation of people with disabilities as active customers in their community and beyond.

The Companion Card boasts a rigorous application and audit process, which ensures that the card reaches its intended audience. To be eligible for a card, the applicant must fit strict selection criteria set by the National Disability Services to prove that due to the impact of their disability, they would be unable to participate at most community venues and events without attendant care and support. Attendant care and support includes significant assistance with mobility, communication, self-care, or learning, planning and thinking, where the use of aids, equipment or alternative strategies does not enable the person to carry out these tasks. It does not include providing only reassurance, social company or encouragement. Due to these criteria, the number of people with companion cards across Australia is expected to be kept at a low rate.

Affiliate organisations and businesses recognise the Companion Card when it is presented at a venue or event, and issue the cardholder with a second ticket for their carer/companion at no extra charge. The companion has the responsibility of ensuring that the person they are accompanying can participate in the venue or activity, without being intrusive to the program itself. For example, a companion could not take a place of a full fee paying customer at a school holiday program, but could be there to physically support the person with the disability to be able to access the holiday program. Becoming an affiliate of the program is free.

By affiliating the City of Rockingham with this Companion Card, all City of Rockingham venues, events and facilities will be listed as supporters of the program, which will in turn, promote to the community that the City is committed to access and inclusion for people in the community with a disability. This also meets the City’s social responsibility by incorporating the rights of people with a disability into ticketing policies and practices.

Other benefits include evidence that the City has taken steps into removing discriminatory policies and practices in this area, and by doing so open up an untapped market of people that may decide to pay for services, or attend events in the City of Rockingham. This also supports the City of Rockingham’s Disability Access and Inclusion Plan for 2007 to 2011, specifically Outcome 1, Strategy 1.1 (ensure inclusion of people with disabilities in City of Rockingham events and services by being flexible, create and adaptable in responding to these barriers), 1.2 (ensure all facilities and services provided by the City of Rockingham comply with the policy of developing an inclusive community), and 1.3 (encourage and support commerce, community groups and organisations to develop facilities and programs that meet the needs of people with disabilities) and Outcome 2, Strategy 2.2 (encourage consideration and awareness of access issues for people with disabilities
into Councils planning processes). It is therefore strongly recommended that the City of Rockingham participates in this program.

As most of the venues and events that the City provides have no entrance fee, the venues that would be affected by the implementation of this card would be: Mike Barnett Sports Complex, Rockingham Aquatic Centre, Warnbro AquaJettty, Warnbro Community Y, and any City of Rockingham events that require an entry fee for admission. Consultation with managers from these venues has shown a strong support for this initiative. The majority of the venues listed above are already aware of the companion card, and report that presentation of the card at the centres is very infrequent.

The number of people within Rockingham registered for a card is comparably low considering the number of people living in Rockingham with a disability is estimated at 20%. The breakdown is as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldivis</td>
<td>21</td>
</tr>
<tr>
<td>Cooloongup</td>
<td>29</td>
</tr>
<tr>
<td>Golden Bay</td>
<td>1</td>
</tr>
<tr>
<td>Hillman</td>
<td>5</td>
</tr>
<tr>
<td>Karnup</td>
<td>4</td>
</tr>
<tr>
<td>Port Kennedy</td>
<td>30</td>
</tr>
<tr>
<td>Rockingham</td>
<td>51</td>
</tr>
<tr>
<td>Safety Bay</td>
<td>16</td>
</tr>
<tr>
<td>Secret Harbour</td>
<td>11</td>
</tr>
<tr>
<td>Shoalwater</td>
<td>6</td>
</tr>
<tr>
<td>Singleton</td>
<td>11</td>
</tr>
<tr>
<td>Waikiki</td>
<td>62</td>
</tr>
<tr>
<td>Warnbro</td>
<td>38</td>
</tr>
</tbody>
</table>

Total 285

Consultation with several other Local Governments who have endorsed the card has shown that little has changed in terms of service delivery and projected economic impact on implementing this program is small. For the most part, other Local Governments have reported that it has increased access to facilities for a small minority of card holders, which means that people who generally would not access the facility are now paying to enter, which evens out the economic impact of the carer being there for free. The likelihood of the number of people being eligible for a companion card increasing dramatically is low; however it is important to consider that there may be an impact as the City's population increases over the coming decade. To prepare for this, it is suggested that a review process could be implemented to monitor the economic impact of the card on the City’s services every financial year. Another impact that may affect the City could be the cost of meals for the carer as an addition to the event or function, however this is minor and is expected to be low.

People with a disability who fit the criteria can apply for the card, and those who qualify are issued with a card. The Companion Card has been designed with a range of security features that can be used by affiliate organisations to check the validity of Companion Cards to avoid misuse. Organisations that wish to become an affiliate register for free with the National Disability Services. The City’s venues that will be affected by the card must be briefed on compliance with the features of this card, which will be part of the implementation phase.
4. **Implications to Consider**

**a. Consultation with the Community**

Consultation has occurred with the management of the facilities within the City that would be affected by this e.g. AquaJetty. Reports show that these facilities already respect the companion card program and allow companions to enter for free. It was reported declining this card access would feel like discrimination. Other consultation is proposed to occur with the City’s Disability Access Reference Group on 9 November 2010 and the results will be available prior to the November Council Meeting.

**b. Consultation with Government agencies**

Consultation with Disability Services WA presented the City's official number of card holders. Consultation with City of Cockburn and City of Wanneroo’s Access and Inclusion Officers has identified low economic impact and strong support for the initiative.

**c. Strategic**

Council’s Strategic Plan 2006 – 2011 (Functional Area 2:- Social & Cultural Development) highlights relevant strategies including, Strategy 3: Develop and implement plans, programs and projects to empower and support residents and visitors and meet the needs of specific sectors of the community.

Council’s Strategic Plan 2006-2011 (Functional Area 2 - Social & Cultural Development) specifically details the intent to ‘Implement the Disability Access and Inclusion Plan to improve access and inclusion in relation to Council’s facilities and services’

**d. Policy**

The companion card is consistent with the strategies included in the Disability Access and Inclusion Plan 2007-2011. An administration procedure may need to be developed to allow implementation, monitoring and review of the companion card across venues in the City of Rockingham.

**e. Financial**

Reports from other Local Governments show low financial impact of this program on venues and facilities. It actually encourages people who generally would not use the facility to enter, which then provides revenue for an untapped market.

**f. Legal and Statutory**

Implementation of this program complies with the Disability Services Act 1993 and the City’s Disability Access and Inclusion Plan 2007-2011.

5. **Comments**

The Companion Card provides more benefits to the City than negative impacts. Implementation of this program promotes to the community that the City is committed to access and inclusion for people with a disability in Rockingham. This also meets the City’s social responsibility by incorporating the rights of people with a disability into ticketing policies and practices. It actively demonstrates that steps have been taken into removing discriminatory policies and practices in this area, and by doing so open up an untapped market of people that may decide to pay for services, or attend events in the City of Rockingham.

This also supports the City of Rockingham’s Disability Access and Inclusion Plan for 2007 to 2011, specifically Outcome 1, Strategy 1.1 (ensure inclusion of people with disabilities in City of Rockingham events and services by being flexible, create and adaptable in responding to these barriers), 1.2 (ensure all facilities and services provided by the City of Rockingham comply with the policy of developing an inclusive community), and 1.3 (encourage and support commerce,
community groups and organisations to develop facilities and programs that meet the needs of people with disabilities) and Outcome 2, Strategy 2.2 (encourage consideration and awareness of access issues for people with disabilities into Councils planning processes).

Consultation with City of Cockburn and City of Wanneroo has demonstrated low financial and economic impact, and the positive feedback from the community that access and inclusion is a priority for their cities is much appreciated. Consultation also demonstrated that this program actually brings a small number of paying customers to a facility that they would otherwise not be able to access.

6. **Voting Requirements**

Simple Majority

7. **Officer Recommendation**

That Council *ENDORSE* the implementation of the Companion Card in the City of Rockingham.

8. **Committee Recommendation**

That Council *ENDORSE* the implementation of the Companion Card in the City of Rockingham.

Committee Voting - 4/0

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

Not applicable.

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

Not applicable.
Community Safety

Community Development
Occasional & Advisory Committee Minutes

Community Safety

Reference No & Subject: CSA-003/10
City Safe Advisory Committee Meeting Minutes

File No: COM/55

Proponent/s: City of Rockingham Advisory Committee

Author: Genevieve Rowles, Manager Community Safety

Other Contributors: Community Development Division – Community Safety Team

Date of Committee Meeting: 8 November 2010

Terms of Reference: To oversee the all of Council approach to crime prevention and community safety.

Composition: 3 Councillors, 9 Community Members

Disclosure of Interest:

Nature of Council’s role in this matter: Executive Function

Attachments: Minutes of Meeting held on 14 October 2010

Maps/Diagrams:

1. Receipt of Minutes

That Council receive the Minutes of the City Safe Advisory Committee Meeting held on 14 October 2010 for information.

2. Recommendations to Standing Committee

There were no recommendations arising from the Rockingham City Safe Advisory Committee Meeting.
### 3. Committee Recommendation

That Council **RECEIVE** the Minutes of the City Safe Advisory Committee Meeting held on 14 October 2010 for information.

Committee Voting - 4/0

### 4. The Committee’s Reason for Varying the Officer’s Recommendation

Not applicable.

### 5. Implications of the Changes to the Officer’s Recommendation

Not applicable.
## Community Development

### Ranger Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CSA-004/10 Parking Restriction and Loading Zones on Settlers Avenue, Baldivis</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>LWE/18</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>City of Rockingham</td>
</tr>
<tr>
<td>Author:</td>
<td>Kristi Milana, Coordinator Ranger Services</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>8 November 2010</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s role in this matter:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Site:</td>
<td>Settlers Avenue, Baldivis – Stockland Shopping Centre</td>
</tr>
<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td>Aerial map of Settlers Avenue indicating the areas for ½ hour restricted parking and loading bays</td>
</tr>
</tbody>
</table>
1. **Purpose of Report**

For Council to approve the recommended parking restrictions imposed on Settlers Avenue to assist with, and better manage parking safety and access.

2. **Background**

The Baldivis Shopping Centre has proved to be a popular and busy outlet for local residents and retailers during its short time in operation. The combination of an expanding shopping centre and rapid residential growth has seen an impact on all available parking spaces along Settlers Avenue. In order to provide safe and manageable parking options, it is timely to introduce restricted parking initiatives along Settlers Avenue that cater for vehicles and loading trucks.

3. **Details**

There are currently 24 allocated parking bays along Settlers Avenue, mainly designed to provide parking for short term stays in the town centre to access takeaway food outlets and other stores such as the pharmacy, coffee shop and barber. There are no designated loading bay facilities at the western end of the shopping centre that would permit easy access for retailers and contractors to unload goods. Over recent months Ranger Services have been monitoring this area and have conducted site visits with Centre Management due to increasing complaints of illegal parking issues. Common issues include – parking on footpaths, trucks blocking the road while unloading, double parking, and retail owners parking for long periods close to their shop instead of using the bays allotted in the main shopping centre car park.

To date, Ranger Services have implemented the following strategies to define the parking spaces:

1. Have outlined the current parking bays with white line marking to indicate size and boundary;
2. Have line marked (in yellow) the paved area that leads from the west end of the shopping centre to the Chase Tavern to indicate “No Stopping” and;
3. Have line marked two (2) parking bays on both sides of Settlers Avenue in yellow striping to indicate “Loading Zone”. It is important to note that this strategy can act as a deterrent only for regular vehicle parking at this time. Loading zones can only be enforced when signage is in place to indicate the restrictions.

The marked Loading Zone locations do not impede on business activity and provide a defined area for the purpose of unloading goods without causing a traffic hazard or hinder access and aesthetic design.

It is proposed to introduce half hour restricted parking to the current parking bays that are available for general customer use. Primarily, this incentive is to indicate a short term parking area for customers to access the retail outlets quickly and efficiently and provide a system that offers equality and reduces congestion or traffic hazards.

Once parking signage is introduced to Settlers Avenue, all Rangers and Parking Officers will have the authorisation and ability to monitor, educate and enforce the parking restrictions.

Revenue raised as a result of any parking infringements issued for this area will remain with the City.

4. **Implications to Consider**

a. **Consultation with the Community**

Engaged in discussions and site meetings with Stockland Baldivis Centre Management and gained complete support for parking initiatives and restrictions to assist in safety, access and customer satisfaction.
b. **Consultation with Government agencies**
   Nil

c. **Strategic**
   Land use and environment – Strategy 7 – 7.10

d. **Policy**
   Nil

e. **Financial**
   The cost of supply of signs is approximately $2,000, currently in the 2010/11 budget. Installation will be carried out by Asset Maintenance. The average revenue estimated by the City per year (based on one infringement per week) would be $3,000.

f. **Legal and Statutory**
   Parking and Parking Facilities Local Law 2004 – Section 1.10 Powers of the local government apply together with 2.1 (1) (2) Determination of metered zones, as follows:
   
   “1.10 The local government may, by resolution, prohibit or regulate by signs or otherwise, the stopping or parking of any vehicle or any class of vehicles in any part of the parking region but must do so consistently with the provisions of this local law.

   2.1 1) The local government may by resolution constitute, determine and vary and also indicate by signs, metered spaces and metered zones;

   2) In respect of metered spaces and metered zones the local government may by resolution determine, and may indicate by signs:

   a) permitted times and conditions of parking depending on and varying with the locality;

   b) classes of vehicles which are permitted to park;

   c) the amount payable for parking; and

   d) the manner of parking.”

5. **Comments**

   Signposts are presently in place along Settlers Avenue. The signage from these posts was removed when the road became gazetted and ownership was transferred from Stockland to the City of Rockingham. To ensure the most safe and manageable parking access and options it is considered appropriate to instigate signage and restricted parking along both sides of Settlers Avenue and includes designating loading bay areas.

6. **Voting Requirements**

   Simple Majority

7. **Officer Recommendation**

   That Council

   1. **APPROVE** the installation of half hour time restricted parking signage to the unused sign posts currently in place along Settlers Avenue only.

   2. **APPROVE** the installation sign posts and signage to indicate the two (2) Loading Bay areas on Settlers Avenue.
8. Committee Recommendation

That Council:

1. **APPROVE** the installation of half hour time restricted parking signage to the unused sign posts currently in place along Settlers Avenue only.

2. **APPROVE** the installation sign posts and signage to indicate the two (2) Loading Bay areas on Settlers Avenue.

Committee Voting - 4/0

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

Not applicable.

10. Implications of the Changes to the Officer’s Recommendation

Not applicable.
1. **Purpose of Report**

To seek Council appointment of six (6) Autumn Centre Members and two (2) community members to the Autumn Centre Strategic Development Committee.

2. **Background**

The City of Rockingham Autumn Centre is a Council funded facility, which provides social, recreational and support services for people over the age of fifty five, their partners and mature aged people with disabilities and their carers. The City of Rockingham operates the Centre to
promote active aging and wellness for the community by providing high quality affordable passive and active social and recreational opportunities and a range of other community services.

The Autumn Centre Strategic Development Committee comprises of two (2) elected members, six (6) autumn centre members and two (2) community members and provides recommendations to Council in line with their terms of reference.

The Autumn Centre Strategic Development Committee operates under the following Terms of Reference:

1. To promote the usage of the Autumn Centre by the wider community.
2. To provide a channel for feedback and communication between the Autumn Centre users and Council.
3. To provide a vision into future service delivery trends focusing on alignment with external best practice.
4. To provide feedback on customer service and to assist in provision of customer service surveys.
5. To identify marketing opportunities to improve the broader community’s awareness of the Autumn Centre.

3. Details

The Autumn Centre Strategic Development Committee (ACSDC) positions were advertised in both local community papers and on the notice board at the Centre, with existing members written to and invited to reapply.

Eight member nominations were received and one community member nomination received. The nominees include:

**Esther Grogan** is a current community member on the ACSDC and recently made “life membership” in Rockingham Kwinana Business Group. Treasurer – Brand Electorate Council – ALP, Secretary / Events Coordinator for Rockingham Kwinana Business Group, Secretary for Preserve Point Peron Group, Member of Naragebup and on committee for Rockylets Group. Esther promotes the usage of the Autumn Centre to clients who have a need for the Centre. She has small home based business for secretarial services which has successfully been running for 18 years.

**Lynn Davis** is a current Autumn Centre member. Recently moved to Rockingham in July 2010 following her retirement became a member of the Centre. Her qualifications are in librarianship and managerial experience at a strategic level which will be of value to the Centre and Committee.

**Susan Williams** is a current member on the ACSDC who represents Autumn Centre members. Is currently a member with the Autumn Centre and has been for ten (10) years with five of these years as an associate member. Previously a Member of Community Consultation Committee for eight (8) years, Volunteer welfare worker for St Vincent De-Pauls from 2000 – 2005, Member of the Autumn Centre St Vincent De Paul group for six (6) years, Volunteer Tutor for the Autumn Centre “Compot Group” teaching Introduction to Computers for three (3) years and before moving to Western Australia in 1997 Susan spent 27 years as a scientific research officer for CSIRO, NSW.

**Celine Low** is a current member on the ACSDC who represents Autumn Centre members. Celine has lived and worked in the Rockingham Community since 1971. During this time has been an active member on various committees. Communicates well with all ages and genders and is very passionate with the ageing population and people with disabilities. She advocates for the wonderful facilities and courses held at the Rockingham Autumn Centre.

**David Bills** represents Autumn Centre members. David has lived in the Rockingham area since 2002 and joined the Autumn Centre at this time. David volunteers as a helper at the Autumn Centre including the Friday Night Dance Group and Melbourne Cup Day Function.
Peter Knowles is a current member on the ACSDC who represents Autumn Centre members. Peter is currently a member of the Strategic Development committee. In the past has been the Chairperson for the Publicity Activity Group Committee for the Autumn Centre and currently the group leader for the Concert Group. Peter promotes the Centre to local nursing homes and community centres. He also enjoys fund raising on an annual basis for Cancer Research and the Victorian Bush Fires appeal.

Frank Shaw is a current member of the ACSDC who represents Autumn Centre members. Frank has lived, worked and studied in the Rockingham area since 1970 and his children attended the local schools. During his working career he was a member of PEACH, the charity group operated by Alcoa employees who use payroll deduction to make donations to charitable organisations. Frank retired five (5) years ago and continued to volunteer at Rockingham TAFE to promote their programs to attract local youths to further their education, included mentoring and the LINK program. Frank joined the Autumn Centre and became an active member of the woodworking group. His main contributions were to help manage and submit funding application to Lottery West with requests been successful. Since becoming a member of the ACSDC in 2008 helping with the definition of the committee roles and is committed to the strategic direction for the Centre in the future.

Sheila Morris is a current member of the ACSDC who represents Autumn Centre members. Sheila has been a member and a volunteer for the past sixteen (16) years at the Autumn Centre. She has enjoyed watching the Centre grow during this time and is looking forward to help contribute for the future growth of the Centre.

Maureen Bills represents Autumn Centre members. Maureen has lived in Rockingham since 2002 and has been a member at the Centre since this time. Maureen volunteers as a helper in the Autumn Centre, Op Shop, Collecting fees from members, Friday night dance group and volunteers for Melbourne Cup Function and recently been on the now defunct General Purpose Fund Panel for the Centre.

4. Implications to Consider

a. Consultation with the Community
   The Autumn Centre Strategic Development Committee membership positions were advertised in both local papers and the notice board at the Centre.

b. Consultation with Government agencies
   Not applicable

c. Strategic
   Council’s Strategic Plan 2006 – 2011 (Functional Area 2 – Social & Cultural Development) specifically details the intent to develop partnerships with Government, Private Sector, and the Community to obtain common goals in providing facilities and services in relation to social and cultural needs.

d. Policy
   In accordance with the City of Rockingham Autumn Centre Policy (June 2010).

e. Financial
   Nil

f. Legal and Statutory
   Section 5.10 of the Local Government Act refers to the appointment of committee members, this process will be in accordance with that legislation.
5. **Comments**

At the completion of the advertised period, eight (8) member and one (1) community member nominations were received. All nominees demonstrated relevant experience and knowledge of Autumn Centre programs and activities.

**Member Representative**
- Lynn Davis
- Susan Williams
- Celine Low
- David Bills
- Peter Knowles
- Frank Shaw
- Sheila Morris
- Maureen Bills

Only six (6) of the above eight (8) nominees can be appointed as member representative.

**Community Representative**
- Esther Grogan

Only 1 nomination for community representative was received.

Furthermore, Councils acknowledgement of outgoing Committee members will be conveyed to each in a letter of appreciation.

6. **Voting Requirements**

Absolute Majority

7. **Officer Recommendation**

That Council:

1. **APPOINT** the following Autumn Centre Members for a two-year term:
   - _________________________
   - _________________________
   - _________________________
   - _________________________
   - _________________________
   - _________________________

2. **APPOINT** the following Community Representative for a two (2) year term:
   - _________________________

3. **NOTE** there is one (1) outstanding community representative vacancy to be filled at a later date should a suitable application be received.
8. Committee Recommendation

That Council:

1. **APPOINT** the following Autumn Centre Members for a two-year term:
   - 
   - 
   - 
   - 
   - 
   - 

2. **APPOINT** the following Community Representative for a two (2) year term:
   - 

3. **NOTE** there is one (1) outstanding community representative vacancy to be filled at a later date should a suitable application be received.

Committee Voting - 4/0

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

Not applicable.

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

Not applicable.
# Community Development Standing Committee Minutes

**Monday 8 November 2010**

**CONFIRMED AT A COMMUNITY DEVELOPMENT MEETING HELD ON MONDAY, 8 DECEMBER 2010**

## Reference No & Subject:

<table>
<thead>
<tr>
<th>File No:</th>
<th>CLF-003/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proponent/s:</td>
<td>Tender T10/11-26 - Management of the Mike Barnett Sports Complex</td>
</tr>
<tr>
<td>Author:</td>
<td>T10/11-26</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>City of Rockingham</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>Mr Nick Brown, Manager Community and Leisure Facilities</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>Mr Mark Toomath, Coordinator Leisure Facilities</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>8 November 2010</td>
</tr>
<tr>
<td>Nature of Council's role in this matter:</td>
<td>No</td>
</tr>
<tr>
<td>Site:</td>
<td>N/A</td>
</tr>
<tr>
<td>Lot Area:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Attachments:</td>
<td>Mike Barnett Sports Complex</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
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## 1. Purpose of Report

Provide Council with details of the Tenders received for T10/11-26 - Management of the Mike Barnett Sports Complex (MBSC), documents the results of the Tender Assessment and make recommendations regarding award of the Tender.

## 2. Background

Council advertised for expression of interest (EOI) in the West Australian newspaper on Saturday, 12 June as the first stage of a two stage tender process. The aim of the EOI was to prepare a shortlist of companies considered capable of managing the Mike Barnett Sports Complex in accordance with the specifications outlined in the EOI documentation. The EOI closed at 2.00 pm on Wednesday, 7 July 2010, and were publicly opened immediately after the closing time. Five (5) EOI’s were received as follows:

1. CASA Leisure Pty Ltd
2. Hudson (WA) Pty Ltd
3. YMCA Perth
4. Rockingham Basketball and Recreation Association
5. Professional Arena Management

A panel comprising of the Manager Community and Leisure Facilities, Coordinator Leisure Facilities and Community Development Officer Sport and Recreation undertook an evaluation of the EOI submissions.

Following the assessment, all five companies making a submission were requested to tender for the Management of the Mike Barnett Sports Complex. Documents were mailed to the companies on 1 October 2010 and were publicly opened immediately after closing time.

**3. Details**

Tenders were received as follows:

Company
1. YMCA Perth
2. CASA Leisure Pty Ltd

**YMCA Perth**

The YMCA operates in excess of 382 facilities throughout Australia offering an extensive range of quality services and programs. This comprehensive experience has enabled them to gain a unique understanding of the leisure services business, and achieve financial and service standards that now serve as benchmarks for the industry.

Locally, YMCA Perth has an annual turnover of $30 million with YMCA Perth programs and services catering for over 30,000 weekly participants engaged in a variety of sporting and recreational activities.

With YMCA Perth already managing the Aqua Jetty and the Warnbro Y Community Recreation Centre, there exists substantial opportunity for building on existing local expertise to enrich the social and economic aspects of the Rockingham community. Many of the experienced staff who work at Aqua Jetty and Warnbro Y live close by to or in Rockingham, and some of these staff will be seconded to the MBSC to establish sound management of the centre from the outset. New staff will naturally be required also, and local residents will be looked favourably upon during the recruitment process.

The capacity to share resources such as casual staff and marketing supports both (current) centres to become more operationally efficient and has delivered flexibility to patrons in their choice of recreational activities. This would also be an immediate benefit to the YMCA management of the MBSC. However, the main point of difference offered by a not for profit organisation such as the YMCA is the ability to enrich the community on many levels, not just through the provision of recreation services.

**CASA Leisure**

CASA Leisure is a company with a nineteen year history of successfully managing leisure facilities. CASA Leisure manages five local government owned recreation centres with sports halls, health and fitness studios and gymnastics halls and a public golf course. Previously they have managed eight indoor and outdoor aquatic centres in South Australia and Victoria.

All CASA Leisure facilities are managed with the same philosophy – to continue community leisure opportunities and maximise benefits to the local community.

CASA Leisure offers low management overheads, thereby reducing the cost to the local community. They do not charge franchise or management fees for health and fitness programs or aquatic education programs.
CASA Leisure is a specialist facility management company with skills revolving around the professional management of multipurpose leisure centres. They have demonstrated a high capacity to effectively operate leisure centres in a tight fiscal environment. A number of their facilities are located in financially stressed communities. As a result they have to use innovative strategies to increase participation and occupancy.

**Tender Evaluation**

A panel comprising Council’s Manager Community and Leisure Facilities, Manager Community Capacity Building, Coordinator Leisure Facilities and Community Development Officer Sport and Recreation undertook Tender evaluations.

Evaluation of Tenders, in accordance with the advertised Tender assessment criteria, produced the following weighted scores:

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points (%</th>
<th>YMCA Perth (%)</th>
<th>CASA Leisure Pty Ltd (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>20</td>
<td>20.00</td>
<td>19.00</td>
</tr>
<tr>
<td>Performance and experience of Tenderer</td>
<td>25</td>
<td>25.00</td>
<td>20.25</td>
</tr>
<tr>
<td>Beneficial effects of Tender</td>
<td>5</td>
<td>4.00</td>
<td>3.25</td>
</tr>
<tr>
<td>Tendered Business Plan</td>
<td>50</td>
<td>43.25</td>
<td>40.75</td>
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<td>Total Weighted Scores</td>
<td>100</td>
<td>92.25</td>
<td>83.25</td>
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**4. Implications to consider**

a. **Consultation with the Community**
   
   Not applicable

b. **Consultation with Government agencies**
   
   Not applicable

c. **Strategic**
   
   In accordance with Functional Area 2 – Social and Cultural Development;
   
   Strategy 4 – Develop and manage community facilities and services to meet social, cultural and economic needs.

d. **Policy**
   
   Purchasing Policy applies

e. **Financial**
   
   Should Council support the officer recommendation, the following annual operating deficits will be required:

<table>
<thead>
<tr>
<th>Net operating result</th>
<th>2011/12</th>
<th>2012/13</th>
<th>2013/14</th>
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<tbody>
<tr>
<td></td>
<td>-$73,498</td>
<td>-$33,587</td>
<td>-$28,060</td>
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</table>

   However officers intend to further negotiate these terms within the finalised management agreement.

   If Council choose to award the tender to CASA Leisure Pty Ltd there would be no operating deficit to be paid by the City
f. Legal and Statutory

In accordance with Local Government Act 1995 section 3.57, and Part 4 of the Local Government (Functions and General) Regulations 1996 refers to legislation regarding tenders for providing goods and services.

5. Comments

The two tender submissions received were of a high quality with both companies displaying an understanding of the requirements to fulfil the contract. Each had experience in similar facility management roles.

It is interesting to note that CASA proposed operating budget indicated a surplus in each financial year of operation, whereas the YMCA Perth budget forecasts an annual net operating deficit.

Although the proposed operating budget submitted by the YMCA indicates a net operating deficit, the panel recommend that the tender submitted by YMCA Perth would be of best value to Council due to the following:

- Existing relationship with the Rockingham community and proven track record with the management of existing Council facilities;
- Management of Aqua Jetty April 2003 to present, annual patronage - 844,000
- Management of Warnbro Recreation Centre 1996 to present annual patronage - 64,702
- Proximity to YMCA Head office for operational support
- Availability of experienced staff currently employed at YMCA facilities in Rockingham
- The YMCA Australia is accredited with the international quality standard 150 9001 2000. Registration covers the quality management system for management coordination, administration support and training services including program development and delivery to YMCA programs, services and facilities in Australia.
- YMCA have prepared a detailed Marketing Strategy Outline ‘3 Year Strategy for MBSC’
- Opportunities for joint marketing and usage through existing YMCA managed facilities, programs and services in Rockingham
- Maximise the use of program available space across facilities, including the introduction of sports not currently played at the MBSC
- Proposed provision of licensed outside of school hours care and vacation care.
- YMCA has indicated initial extended standard opening hours which would provide customer service benefits.

YMCA recognises that RDNA and RBRA are key stakeholders of the MBSC and are seeking to establish a collaborative and mutually beneficial relationship with both associations. This process has already commenced with the YMCA holding consultative meetings with both associations whilst preparing the tender submission. The YMCA intends establishing a written agreement between the YMCA and each association.

6. Voting Requirements

Simple Majority

7. Officer Recommendation

That Council AWARD T10/11-26 - Management of the Mike Barnett Sports Complex to YMCA of Perth Inc, 201 Star Street, Welshpool WA 6106, for a period of three (3) years in accordance with the tender documentation, subject to successful negotiation of a management agreement.
### 8. Committee Recommendation

That Council **AWARD** T10/11-26 – Management of the Mike Barnett Sports Complex to YMCA of Perth Inc, 201 Star Street, Welshpool WA 6106, for a period of three (3) years in accordance with the tender documentation, subject to successful negotiation of a management agreement.

Committee Voting – 4/0

### 9. The Committee’s Reason for Varying the Officer’s Recommendation

Not applicable.

### 10. Implications of the Changes to the Officer’s Recommendation

Not applicable.
<table>
<thead>
<tr>
<th></th>
<th>Reports of Councillors</th>
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<td>16</td>
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<tr>
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<th>Urgent Business Approved by the Person Presiding or by Decision of the Committee</th>
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<tr>
<td>17</td>
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<th></th>
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<td>18</td>
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<thead>
<tr>
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<th>Date and Time of Next Meeting</th>
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<tbody>
<tr>
<td>19</td>
<td>The next Community Development Standing Committee Meeting will be held on <strong>Wednesday 8 December 2010</strong> in the Committee Room 1, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
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<table>
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<tr>
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<tr>
<td>20</td>
<td>There being no further business, the Chairman thanked those persons present for attending the Community Development Standing Committee meeting, and declared the meeting closed at 5:00pm.</td>
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<thead>
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