City of Rockingham

MINUTES

Community Development Standing Committee Meeting

Held on

Monday 11 July 2011

4:00pm

Boardroom
Council Administration Building
Civic Boulevard, Rockingham
# City of Rockingham
## Community Development Standing Committee Meeting
### 4:00pm Monday 11 July 2011

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CONFIRMED AT A COMMUNITY DEVELOPMENT
MEETING HELD ON MONDAY, 11 JULY 2011

PRESIDING MEMBER
Mrs Kris Rowlinson  Acting Secretary to Director Community Development

Members of the Public:  5
Press:  1
2.3  Apologies:  Nil
2.4  Approved Leave of Absence:  Nil

4.03pm  Mr John Pearson, Director Corporate Services arrived at the Community Development Standing Committee Meeting

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 Prince, seconded Cr Stewart:

That Council CONFIRM the Minutes of the Community Development Standing Committee Meeting held on 13 June 2011, 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

<table>
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<tr>
<th>8.1 Item CIP-013/11 Secret Harbour Surf Life Saving Club Redevelopment</th>
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<tr>
<td>Councillor:  Cr Les Dodd</td>
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<tr>
<td>Type of Interest:  Impartiality Interest</td>
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<tr>
<td>Nature of Interest:  Social Member of the Secret Harbour Surf Life Saving Club</td>
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<td>Extent of Interest (if applicable):  N/A</td>
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</table>
9. **Petitions/ Deputations/ Presentations/ Submissions**

9.1 **Deputations**

4:20pm @ Mr Max Hannah has been invited to attend the meeting to give a deputation in relation to Item CIP-013/11 Secret Harbour Surf Life Saving Club Redevelopment.

4.20pm Mr Andrew Hammond, Chief Executive Officer left the Community Development Standing Committee Meeting.

Mr Dean Burton, Sport & Recreation Officer (Club Development) arrived at the Community Development Standing Committee Meeting.

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

Nil

4.21pm Mr Andrew Hammond, Chief Executive Officer returned to the Community Development Standing Committee Meeting.

11. **Bulletin Items**

**Community Development Information Bulletin - July 2011**

**Community Support Services**
1. Community Support Services Team Overview
2. Human Resource update
3. Project Status Reports
   3.1 Rockingham Connect
4. Information items
   4.1 Personal Development and Wellbeing
   4.2 Community Participation
   4.3 Place Activation
   4.4 Community Infrastructure
   4.5 Relationship Building and Connections
   4.6 Out of School Hours Care
   4.7 SMYL Community Services
   4.8 HeadSpace
   4.9 Urban Art

**Library Services**
1. Library Services Team Overview
2. Human Resource update
3. Project Status Reports
4. Information items
   4.1 Public Libraries: alternative futures forum
   4.2 Visit to The Grove Library at Cottesloe
   4.3 Public Libraries Western Australia – Strategic Planning Workshop
   4.4 “Respite Corner” - Safety Bay Library
   4.5 Rockingham Information and Library Service (RILS) Meeting
## Community Infrastructure Planning

1. Community Infrastructure Planning Team Overview
2. Human Resource update
3. Project Status Reports
   - 3.1 Team Plan 2010/11
   - 3.2 Baldivis Library & Community Centre
   - 3.3 Golden Bay Skate Park Redevelopment
   - 3.4 Settlers Hills Skate Park
   - 3.5 Rockingham Youth Venue
   - 3.6 Lawrie Stanford Reserve Master Plan
   - 3.7 Baldivis Group Settlement School Buildings
   - 3.8 Secret Harbour Surf Life Saving Club Redevelopment
   - 3.9 Rockingham Aquatic Facility Provision Strategy
   - 3.10 Kent Street Community Arts Centre
   - 3.11 Community Infrastructure Plan
   - 3.12 Community Purpose Site Strategy
4. Information items

## Community Capacity Building

1. Community Capacity Building Team Overview
2. Human Resource update
3. Project Status Reports
   - 3.1 Rockingham City Football Club
   - 3.2 Naragebup Environmental Centre
   - 3.3 Rockingham Rams Football Club
   - 3.4 Community Grants Program (CGP)
   - 3.5 Disability Access and Inclusion
   - 3.6 Bert England Lodge: Management and Governance
4. Information items
   - 4.1 Culture & Art Awards/Exhibitions
   - 4.2 Reconciliation Action Plan
   - 4.3 Community Gardens
   - 4.4 Active Ageing
   - 4.5 Challenger Court – Aged Persons Units
   - 4.6 Challenger Lodge
   - 4.7 Youth Development – Youth Arts/Events
   - 4.8 Sport & Recreation
   - 4.9 Community Capacity Building Events
   - 4.10 Rockingham Early Years Group
   - 4.11 RETAC
   - 4.12 Events Advisory Group

## Community Safety

1. Community Safety Team Overview
2. Human Resource update
3. Project Status Reports
   - 3.1 Capital Works at the Dog Pound Facility
4. Information items
   - 4.1 Application for the keeping of more than two dogs
   - 4.2 CCTV System – Operational
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**Community and Leisure Facilities**

1. Community and Leisure Facilities Team Overview
2. Human Resource update
3. Project Status Reports
4. Information items
   4.1 Rockingham Child Care Services
   4.2 Rockingham Aquatic Centre
   4.3 Rockingham Autumn Centre
   4.4 Aqua Jetty, Warnbro Y & Mike Barnett Sports Complex management committee minutes 15 June 2011
   4.5 Aqua Jetty Manager’s Report – May 2011
   4.6 Warnbro Community Manager’s Report – May 2011
   4.7 Mike Barnett Sports Complex Manager’s Report – May 2011

**Committee Recommendation:**
That Councillors acknowledge having read the Community Development Information Bulletin - July 2011 and the contents be accepted.

Committee Voting – 4/0

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**12. Agenda Items**
## Library Services

### Community Development
Library & Information Services

<table>
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<th>Reference No &amp; Subject:</th>
<th>LIS-001/11 Library and Information Services Specific Purpose Plan</th>
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<tr>
<td>File No:</td>
<td>CSV/1920</td>
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<tr>
<td>Proponent/s:</td>
<td>Mr Bill Mead, Manager Library Services</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
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<td>Other Contributors:</td>
<td></td>
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<tr>
<td>Date of Committee Meeting:</td>
<td>11 July 2011</td>
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<tr>
<td>Previously before Council:</td>
<td></td>
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<tr>
<td>Disclosure of Interest:</td>
<td>Executive Function</td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Library and Information Services Specific Purpose Plan</td>
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### 1. Purpose of Report

To seek Council adoption of the Library and Information Services Specific Purpose Plan 2011-2013.

### 2. Background

The City of Rockingham operates three public libraries (one alone and two with other stakeholders):

Safety Bay Library (established 1972) is operated solely by the City of Rockingham.

Warnbro Community Library (established 1996) is operated jointly by the City of Rockingham and the Department of Education (acting through Warnbro Community High School). The City of Rockingham and the Department of Education each employs their own staff at Warnbro Community Library.
The Rockingham Regional Campus Community Library (established 1998) is operated jointly by the City of Rockingham, Murdoch University and the Challenger Institute of Technology. Murdoch University employs all the staff at the Rockingham Regional Campus Community Library but is reimbursed a proportion of the staffing costs (and other operating costs) by the City of Rockingham and the Challenger Institute of Technology.

The demand for traditional library services is still strong in public libraries and the issuing of items remains a central service of the library. However an area of growth and major change for public libraries has been in the online environment. It would be a rare public library that did not offer some form of web presence or offer access to the Internet. It is common for libraries to provide online catalogues and to provide online access to reservations, loan renewals and so on. Many public libraries, including the City of Rockingham libraries, now offer access to subscription databases. The online environment has had a substantial impact on inter-library loans. All public libraries now have access to quite sophisticated online networks and databases that enable the rapid identification of holdings for items and speedy delivery to the client.

Older clients and younger clients have quite specific needs and many public libraries have staff dedicated to serving these targeted sectors of the community.

In keeping with the developing role of public libraries as centres of social interaction there has been a distinct growth in the holding of community events in public libraries. Another area of growth in the modern public library is the shift towards entrepreneurial activities and it is not uncommon to find food and drink vending machines in libraries. Thus, public libraries have become community hubs and are no longer just storehouses of books.

3. Details

Over the years the City of Rockingham Library and Information Service has had Strategic Plans which have covered a three year time period and which have been updated annually. In November 2010 a consultant (Joel Levin from Aha!Consulting) was engaged to facilitate the drafting of the Library and Information Services Special Purpose Plan. In drafting past plans Library Service staff have done a considerable amount of work on mission, vision and core values. Emphasis has been placed on mission, vision and core values because the staff need to know the purpose of what they do (the mission), they need to know the future direction in which the Library Service is heading (the vision) and they need to know that they are more likely to achieve the mission and vision if there exists a good workplace culture (exemplified by strong core values). Thus the facilitated workshop in November 2010 concentrated on understanding the current situation by means of a STEEP (Social, Technology, Economic, Environment, Political) analysis, and then listing all the key elements that could potentially fill the gap between the current situation and the desired future situation. Implementation actions were then devised for each of the key elements.

4. Implications to Consider

a. Consultation with the Community
   Nil

b. Consultation with Government Agencies
   Nil

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

   *Aspiration 3*: A vibrant community, enjoying access to a wide range of educational, cultural and artistic activities and a wide range of other social
d. **Policy**  
The Library and Information Services Specific Purpose Plan is congruent with the aspirations of the Rockingham Community Plan.

e. **Financial**  
All resources and services identified in the Library and Information Services Specific Purpose Plan are funded from the standard “Libraries” budget. The budget allocations are presented within the Library and Information Services Team Plan which, in turn, is represented in the City Business Plan and the City of Rockingham Annual Budget.

f. **Legal and Statutory**  
The library services provided by the City of Rockingham result from a Joint Agreement between the City of Rockingham and the Library Board of Western Australia. The Library Board of Western Australia is a statutory authority accountable to the State Government under the *Library Board of Western Australia Act 1951 - 1983*.

Under the State Government/Local Government Agreement, the State Government contribution to the provision of public library services, through the State Library of Western Australia, is in the form of:
- Resources
- Professional support services
- Staff training

Under the Agreement, the City of Rockingham contribution towards the provision of public library services is in the form of:
- Capital building costs
- Recurrent expenditure (including staffing costs)

5. **Comments**

The City of Rockingham has a fast-growing population and the overall role of the Manager Library Services and of Library and Information Service staff members is to further transition the libraries into the innovative and contemporary hubs that today’s community will be requiring; and secondly to plan and activate new library and information services in this growing City. Ensuring that Library Service staff members have a long term mindset in regard to planning and budgeting for the implementation of new services, upgrades, improvements etc forms a backdrop to this Library and Information Services Specific Purpose Plan.

6. **Voting Requirements**

Simple Majority

7. **Officer Recommendation**

That Council *ADOPT* the following City of Rockingham Library and information Services Specific Purpose Plan 2011-2013.

8. **Committee Recommendation**

That Council *DEFER* consideration of the City of Rockingham Library and Information Services Specific Purpose Plan to allow broader community consultation on strategic and implementation actions.

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

The Committee deferred the City of Rockingham Library and Information Services Specific Purpose Plan to allow further community consultation.

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

Not applicable
Library and Information Services
Specific Purpose Plan 2011-2014

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<th>Name of Strategy:</th>
<th>Library and Information Services</th>
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<td>Community Development</td>
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<tr>
<td>Department:</td>
<td>Library and Information Service</td>
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<tr>
<td>Created By:</td>
<td>Bill Mead</td>
</tr>
<tr>
<td>Updated:</td>
<td>20 May 2011</td>
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<td>File Location:</td>
<td>D11/4589</td>
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City of Rockingham Library and Information Services Strategy

1. EXECUTIVE SUMMARY

Key Aspirations from the Rockingham Community Plan
Aspiration 3
Culture, Arts and Education
A vibrant community, enjoying access to a wide range of educational, cultural and artistic
activities and a wide range of other social opportunities.

Purpose of the Library and Information Service Strategy
Customer satisfaction surveys indicate high levels of satisfaction with library facilities and
services. However there is always room for improvement and the Library and Information
Service Strategy aims to move the Library Service from the current situation to the desired
future situation by focusing on the key elements outlined below.

Key Element 1
To provide customer-focused and innovative services

Key Element 2
To develop high quality staff

Key Element 3
To provide high quality infrastructure and amenity

Key Element 4
To develop high quality collections

Key Element 5
To develop high quality electronic library services

Key Element 6
To support lifelong learning and literacy

Key Element 7
To maximise community awareness of Library Service

Note: The Rockingham Community Plan determines the purpose of this Specific Purpose Strategy
which in turn determines each of the Strategic Actions and the Implementation Actions
underneath which are also reflected in the Team Plans.
2. INTRODUCTION / BACKGROUND INFORMATION

The City of Rockingham operates three public libraries (one alone and two with other stakeholders).

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In keeping with the developing role of public libraries as centres of social interaction there has been a distinct growth in the holding of community events in public libraries. Another area of growth in the modern public library is the shift towards entrepreneurial activities and it is not uncommon to find food and drink vending machines in libraries. Thus, public libraries are now hubs of the community and no longer just storehouses of books.
3. THE LIBRARY SERVICE MISSION

The Library Service mission is:

“To be a modern and vibrant lifelong resource centre that enriches our community.”

In more detail the mission of the Library Service is as follows:

- To contribute to the creation of social capital – bringing people together from across the social strata; forging greater understanding of other perspectives and cultures; offering a safe space that embraces diversity; and providing connection to the community for people who are otherwise excluded
- To provide free and equal access to information and ideas – public libraries create an informed, empowered and enriched community. Public libraries engage, inspire and inform citizens and help build strong communities
- To provide resources (not just books, but also DVDs, music CDs, audio books, videos, magazines and newspapers) for the purpose of recreation, information and education (including life-long learning and self-development)
- To provide young people’s services - such as the Better Beginnings Family Literacy program, rhyme time, story-time and school holiday activity programs - thus enhancing the literacy of young people
- To provide access to the Internet, e-mail and other electronic services, including computer training (thus reducing the “digital divide” between the information-rich and the information-poor). As a result of advances in technology, people today face an information overload. This growing volume of information is of no benefit unless it can be converted into knowledge. Library staff have an important role to play in helping people navigate this mass of information.
- To provide access to government (including local government) information – public libraries are a key distribution point for information about government programmes and services
- Public libraries are one of the most visible and accessible indicators of the dynamic of a Council. Many people will judge the Council by the quality of the library buildings, facilities and services.
- To provide parenting information – by means of the standard collections and also by means of the Family Resources Centres at Safety Bay Library and Warnbro Community Library (which contain resources and information pertaining to childhood issues such as literacy, nutrition, speech development and discipline)
- To provide library resources to those people who are unable to travel to a library – via the housebound library service
- To provide community information – so that people can find out what is going on in their local community
- To provide resources in languages other than English
- To provide local knowledge and history
- To provide a photocopying and facsimile services
- Public libraries are hubs of the community. Public libraries provide a place - a place to have a meeting, a place to have a social outing, a place to study, just a safe place to be - public libraries offer neutral, welcoming community space.

Therefore, the purpose of the Library and Information Service Strategy is to achieve the Library and Information Service mission as outlined above.
4. THE LIBRARY SERVICE VISION

The Library Service vision is:

“To be a stimulating community hub that people will visit and use to enhance their lives through our diverse programs, services and collections.”

The vision in detail:

- Libraries will be established at Baldivis and in the Singleton, Golden Bay, Secret Harbour region
- The libraries will have RFID technology resulting in self check-out by library patrons
- Library staff will spend more time “on the floor” assisting library patrons as a result of library patrons undertaking their own check-out
- The Libraries will have a greater collection of resources in a greater variety of formats – resources which are relevant and accessible
- The Libraries will be supporting the development of community – by being a meeting place and community centre as well as an information, recreation and cultural resource
- The Libraries will be the community’s core asset for lifelong learning and self-development
- The Libraries will be providing faster services (such as faster e-services and faster book delivery)
- The Libraries will be providing greater virtual access - on a 24/7 basis
- The Libraries will be cooperating with community groups, agencies and schools to encourage young people to be keen readers and keen library users
- The Libraries will be seeking to identify the needs of Library users and meeting those needs within the scope of Library resources
5. **CORE VALUES**

Our core values describe what we should do, and how we should act, in order to accomplish the Library Service mission and bring the Library Service vision to reality. Our core values are as follows:

- Commitment to the provision of outstanding customer service
- Commitment to respecting the diversity and individuality of all people
- Commitment to respecting the need for people’s confidentiality and privacy
- Commitment to respectful, open and clear communication
- Commitment to cooperative, collaborative team work
- Commitment to fairness, respect and trust
- Commitment to using our initiative
- Commitment to continuous improvement
- Commitment to the development of literacy, information literacy and learning
- Commitment to accessibility – to providing facilities that allow all customers to access library services and select materials freely and independently
6. **SITUATION EXPLORATION**

6.1 **Understanding the current situation: trends in modern public libraries**

The following is a list of trends in modern public libraries, trends which have been taken into consideration by the Manager Library Services and Library Service staff when planning the future direction of the City of Rockingham Library and Information Service.

- Significant evolution in household make-up and what constitutes the family.
- Increase in number of single parent families and double income families.
- Moving towards doubling of the aged share of the population.
- Changes in working hours (to both longer and shorter working hours).
- Breakdown in social cohesion.
- Increase in single person households.
- Australia is in the midst of the information age with a wealth of unmediated information widely available through electronic media.
- Proliferation of community publishing on the web.
- People are seeking credible information on matters that impact on their daily home and work lives.
- Access to information, and particularly electronic information, remains inequitable (not everyone has access to a computer).
- While Australians readily embrace technology there are vast gaps in access between rich and poor and country and city.
- Increased expectations of *just in time* and *have it now* service delivery; younger people in particular do not like to wait.
- Decreasing use of traditional libraries that have not made significant changes to their service delivery model.
- Libraries recognised as adding to social capital in communities, particularly in relation to lifelong learning and acquiring skills for employment.
- Libraries increasingly co-located with other service providers.
- Libraries moving from passive information keepers to playing a more active role in the community. Inward focus on provision of books and adherence to traditional policies is changing to an outwards focus on connecting with community needs across the spectrum of information, education, leisure and social interaction.
- Libraries are becoming destinations. Facilities are becoming bigger and busier than ever, with the provision of spaces for the community to gather.
- More space is being devoted to leisure, training and cultural activities, including meeting and exhibition spaces, training rooms, storytelling rooms and spaces for target groups, such as youth and seniors.
- Lounges and cafes are becoming part of the library landscape.
- Libraries provide a range of activities for community enrichment and wellbeing from literacy development to training in Internet/Email as well as seminars, author events, exhibitions, homework help and book clubs.
- Services are increasingly being delivered beyond the walls of the library, such as storytelling on site at preschools, childcare centres and local communities.
- Navigating and packaging information has become vital in an age of information overload as well as preserving resources of value so they are available to future generations.
• Demand for instantaneous services has influenced the development of electronic services and resources, such as electronic requests and eBooks and there is a trend to downloading resources such as audio books, and DVDs directly onto the PC at home.

• Technology is being used to harness customer power and streamline procedures, such as self-check, RFID and PC/print management systems.

• Rapid changes in the job market and work related technologies necessitate increased training (or retraining).

• Increased publishing in digital format and increasing amount of material only published in digital format.

• A large number of the 4.3 million baby boomers are retiring but many are ill prepared both financially and emotionally. Retirement costs and health expenditures have risen and impacted upon people in the workforce.

• Interest in health and well-being is of intense and increasing interest.

• Information resources continue to grow, and a high demand for assistance in accessing reputable information sources.

• Libraries are expanding towards a community development role and emerging as community focal point with a decline of other traditional community groups such as branches of political parties.

• Increased interest in reading and reading clubs.

• Stronger focus by libraries on programming for a wide range of target groups.

6.2 Understanding the current situation: STEEP analysis

The following STEEP (Social, Technology, Economic, Environment, Political) analysis was undertaken by Library Service staff members:

STEEP Analysis – Social, Technology, Economic, Environment, Political

a) Social

Risks

- People’s lack of education
- People are ignorant/unaware of library services
- Socio-economic influences – libraries not needed by some groups (or at least these groups have a perception that libraries are not needed)
- Loss of young patrons (aged 12 to 20)
- Low level of literacy in the community
- Changing customer needs in regard to reading formats – staff not sure what the public will need in coming years eg e-books

Opportunities

- Promotion/marketing
- Provision of different services to suit particular sectors of the community
- Development of clubs - for example, computer clubs
- Libraries as a social meeting ground/community hub
- Library use as a positive mental health service eg libraries hold extensive resources dealing with mental health
b) Technological

Risks
- Exposing library staff/library users to negativity via social networking
- Not keeping up with the technology
- Not enough technology to meet demand
- Staffing (having the staff to support the technology)

Opportunities
- Increased interaction with our community via social networking
- Introduction of SMS services for holds and overdues
- Chat room for internal communication
- Lead the community in using new technology eg smart phones, web TV etc
- Offer training opportunities for library patrons – beginners, intermediate, advanced

c) Economic

Risks
- Uncertainty of future (especially long-term)
- Not everyone has access to technology (not everyone can afford it)
- Expecting more of existing staff – there may be a greater workload but no additional staff

Opportunities
- To gain more funding as a result of WA’s “booming” economy
- Use of e-books and other electronic resources
- Staffing – need to employ IT-savvy staff

d) Environmental

Risks
- Unable to keep up with population growth
- Unable to offer adequate coverage ie nearest library may be some distance away – adds to carbon footprint if people must drive long distance to access libraries

Opportunities
- More “green computing”
- Rockingham is high growth area – more people, thus more ratepayers, thus more libraries
- Build new libraries and upgrade existing libraries with “sustainability” in mind
- Flexibility – communities changing – libraries to reflect the changing community

e) Political

Risks
- Libraries may be undervalued at State and Federal level
- State Library policies and funding
- City of Rockingham funding
Opportunities
- To gain extra funding for resources
- Collaboration with community and business groups
- To obtain WALGA support – there has been strong support for libraries in recent years
- To expand awareness of libraries

6.3 Desired Future Situation

Customer surveys undertaken by the Library Service and by the City of Rockingham indicate a high level of satisfaction with the Library Service. Nevertheless, library staff are always keen to improve the library buildings and the library services provided and the opportunities outlined in 5.1 above give an indication of the means by which a desired future situation can be attained.

6.4 Listing all the key elements that could potentially fill the gap

Key Element 1 - To provide customer-focused and innovative services

Key Element 2 – To develop high quality staff

Key Element 3 – To provide high quality infrastructure and amenity

Key element 4 – To develop high quality collections

Key Element 5 – To develop electronic library services

Key Element 6 – To support lifelong learning and literacy

Key Element 7 – To maximise community awareness of the Library Service

6.5 Prioritising and describing the Key Elements to focus on

All of the above key elements are important and all need to be achieved if the Library and Information Service is to fill the gap between the current situation and the desired future situation.

6.5.1 Key Element 1: To provide customer-focused and innovative services

To provide library resources, services and programs which are innovative and meet the changing and growing needs of the community

6.5.2 Key Element 2: To develop high quality staff

To develop and retain responsive, educated, enthusiastic team members

6.5.3 Key Element 3: To develop high quality infrastructure
To maintain contemporary existing libraries (and build new libraries) which are a “must go” destination for the community

6.5.4 Key Element 4: To develop high quality collections
To develop and maintain collections, in a variety of formats, which support the recreation, education, information, personal growth and lifelong learning needs of the community

6.5.5 Key Element 5: To provide access to electronic library services
To enhance the efficient access to knowledge and information through Information Technology

6.5.6 Key Element 6: To support lifelong learning and literacy
To provide opportunities and an environment that promotes lifelong learning and literacy

6.5.7 Key Element 7: To maximise community awareness of the Library Service
To maximise community awareness of the Library Service through marketing of library facilities and services
7. IMPLEMENTATION ACTIONS FOR EACH IDENTIFIED KEY ELEMENT

The specific implementation actions that need to be completed in order to achieve the desired outcomes of the Key Element areas are as follows:

7.1 Key Element 1: To provide customer-focused and innovative services

<table>
<thead>
<tr>
<th>Implementation Action</th>
<th>Estimated Cost $</th>
<th>Estimated staff days to complete</th>
<th>Responsible</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Networking with the community</td>
<td>0</td>
<td>Ongoing</td>
<td>MLS and Staff</td>
<td></td>
</tr>
<tr>
<td>Annual online/print survey</td>
<td>0</td>
<td></td>
<td>MLS and staff</td>
<td>October</td>
</tr>
<tr>
<td>Scope changing needs of the region</td>
<td>0</td>
<td>Ongoing</td>
<td>MLS and Staff</td>
<td></td>
</tr>
<tr>
<td>Analyse feedback from library users/non-users</td>
<td>0</td>
<td></td>
<td>MLS and Staff</td>
<td>November</td>
</tr>
<tr>
<td>Analysis of emerging trends (local and global)</td>
<td>0</td>
<td>Ongoing</td>
<td>MLS and Staff</td>
<td></td>
</tr>
<tr>
<td>Sharing of information and learning to relevant staff</td>
<td>0</td>
<td>Ongoing</td>
<td>MLS and Staff</td>
<td></td>
</tr>
<tr>
<td>Visits to other libraries</td>
<td>0</td>
<td></td>
<td>MLS</td>
<td>April 2011</td>
</tr>
</tbody>
</table>

7.2 Key Element 2: To develop high quality staff

<table>
<thead>
<tr>
<th>Implementation Action</th>
<th>Estimated Cost $</th>
<th>Estimated staff days to complete</th>
<th>Responsible</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure regular team meetings are held</td>
<td>0</td>
<td>Ongoing</td>
<td>MLS and Staff</td>
<td></td>
</tr>
<tr>
<td>Regular (annual?) whole of service team planning days</td>
<td>0</td>
<td></td>
<td>MLS and Staff</td>
<td></td>
</tr>
<tr>
<td>Undertake staff satisfaction survey</td>
<td>0</td>
<td></td>
<td>MLS and Staff</td>
<td>Dec 2011</td>
</tr>
<tr>
<td>Explore models for rotation of staff between libraries (benefits/risk)</td>
<td>0</td>
<td></td>
<td>MLS and Staff</td>
<td>Sep 2011</td>
</tr>
<tr>
<td>Provide mechanisms for reviewing and valuing staff feedback</td>
<td>0</td>
<td></td>
<td>MLS</td>
<td>Aug 2011</td>
</tr>
<tr>
<td>Ensure respectful communication between team members</td>
<td>0</td>
<td>Ongoing</td>
<td>MLS and Staff</td>
<td></td>
</tr>
<tr>
<td>Aim for work-life balance</td>
<td>0</td>
<td>Ongoing</td>
<td>MLS and Staff</td>
<td></td>
</tr>
<tr>
<td>Ensure that staff feel acknowledged and valued by each other</td>
<td>0</td>
<td>Ongoing</td>
<td>All Staff</td>
<td></td>
</tr>
<tr>
<td>Work at achieving healthy work relationships</td>
<td>0</td>
<td>Ongoing</td>
<td>All Staff</td>
<td></td>
</tr>
<tr>
<td>Deliver training/learning opportunities that fulfil staff needs</td>
<td>Within budget</td>
<td>Ongoing</td>
<td>MLS and Staff</td>
<td></td>
</tr>
<tr>
<td>Disseminate information to staff on trends and emerging needs</td>
<td>0</td>
<td>Ongoing</td>
<td>MLS and Senior Staff</td>
<td></td>
</tr>
</tbody>
</table>
7.3 **Key Element 3: To provide high quality infrastructure and amenity**

<table>
<thead>
<tr>
<th>Implementation Action</th>
<th>Estimated Cost $</th>
<th>Estimated staff days to complete</th>
<th>Responsible</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>To install Radio Frequency Identification (RFID) technology in Safety Bay Library. This will enable self-check-out of library items which will reduce future staffing needs.</td>
<td>60,000</td>
<td></td>
<td>MLS</td>
<td>2013</td>
</tr>
<tr>
<td>Contribute to library amenity/design based on research into emerging community and infrastructure needs</td>
<td>0</td>
<td>Ongoing</td>
<td>MLS</td>
<td></td>
</tr>
<tr>
<td>Contribute to the design and planning of the Baldivis Library</td>
<td>Ongoing in 2011</td>
<td>MLS (with Staff input)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure libraries are at the centre of the community – Community Hub</td>
<td>0</td>
<td>Ongoing</td>
<td>MLS and Staff</td>
<td></td>
</tr>
<tr>
<td>Contribute to the planning of a library in the Secret Harbour, Singleton, Golden Bay region</td>
<td>0</td>
<td>MLS</td>
<td>2011-2016</td>
<td></td>
</tr>
</tbody>
</table>

7.4 **Key Element 4: To develop high quality collections**

<table>
<thead>
<tr>
<th>Implementation Action</th>
<th>Estimated Cost $</th>
<th>Estimated staff days to complete</th>
<th>Responsible</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assess current collections (across formats/subjects etc)</td>
<td>0</td>
<td>MM TB KS VA KL</td>
<td>Aug 2011</td>
<td></td>
</tr>
<tr>
<td>Ensure objectivity (and coverage of the diversity of patron needs)</td>
<td>0</td>
<td>MM TB KS VA KL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase supply of online resources (for example e-books)</td>
<td>0</td>
<td>MM TB KS VA KL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop process to analyse usage by subject areas</td>
<td>0</td>
<td>MM</td>
<td>Aug 2011</td>
<td></td>
</tr>
<tr>
<td>Monitor collection gaps</td>
<td>0</td>
<td>MM TB KS VA KL</td>
<td>Aug 2011</td>
<td></td>
</tr>
<tr>
<td>Improve size and make-up of electronic collections</td>
<td>Within Budget</td>
<td>Ongoing</td>
<td>MM TB KS VA KL</td>
<td>Aug 2011</td>
</tr>
<tr>
<td>To increase the amount of shelving – Warnbro Community Library</td>
<td>12,000</td>
<td>KS</td>
<td>Sep 2011</td>
<td></td>
</tr>
<tr>
<td>To increase the amount of shelving – Safety Bay Library</td>
<td>4,000</td>
<td>TB</td>
<td>Sep 2011</td>
<td></td>
</tr>
<tr>
<td>To keep the DVD and music CD collection at Safety Bay Library clean and useable by purchasing a good quality DVD cleaner</td>
<td>7,000</td>
<td>TB</td>
<td>Sep 2012</td>
<td></td>
</tr>
</tbody>
</table>
7.5 **Key Element 5: To provide access to electronic library services**

<table>
<thead>
<tr>
<th>Action</th>
<th>Estimated Cost</th>
<th>Estimated staff days to complete</th>
<th>Responsible</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make more technology available to patrons (as it becomes available)</td>
<td>$0</td>
<td>Ongoing</td>
<td>MLS MM TM HK</td>
<td></td>
</tr>
<tr>
<td>Provide customer training for IT usage (eg web OPAC, Email)</td>
<td>$0</td>
<td>Ongoing</td>
<td>MM TB VA</td>
<td></td>
</tr>
<tr>
<td>Articulate business case for use of social networking sites in libraries</td>
<td>$0</td>
<td>Ongoing</td>
<td>MLS MM</td>
<td>Oct 2011</td>
</tr>
<tr>
<td>Investigate emerging technologies to increase library usage and access</td>
<td>$0</td>
<td>Ongoing</td>
<td>MLS MM</td>
<td></td>
</tr>
<tr>
<td>Investigate the use of technology to assist service delivery eg use of SMS as reminder notices</td>
<td>$0</td>
<td>Ongoing</td>
<td>MLS MM</td>
<td></td>
</tr>
</tbody>
</table>

7.6 **Key Element 6: To support lifelong learning and literacy**

<table>
<thead>
<tr>
<th>Implementation Action</th>
<th>Estimated Cost</th>
<th>Estimated staff days to complete</th>
<th>Responsible</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educate patrons on use and access to library resources</td>
<td>$0</td>
<td>Ongoing</td>
<td>All Staff</td>
<td></td>
</tr>
<tr>
<td>Create programs and events to attract patrons to the library</td>
<td>$0</td>
<td>Ongoing</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>Maintain and extend Better Beginnings family literacy program</td>
<td>$0</td>
<td>Ongoing</td>
<td>YPS Libs</td>
<td></td>
</tr>
<tr>
<td>Maintain and promote Family Resources Centres</td>
<td>$0</td>
<td>Ongoing</td>
<td>All Staff</td>
<td></td>
</tr>
<tr>
<td>To support the education, recreation and information needs of the community through the provision of lending, reference, children’s, seniors and housebound services</td>
<td>$0</td>
<td>Ongoing</td>
<td>MLS and All Staff</td>
<td></td>
</tr>
<tr>
<td>To provide opportunities for people to use the library as a social meeting place</td>
<td>$0</td>
<td>Ongoing</td>
<td>All staff</td>
<td></td>
</tr>
</tbody>
</table>

7.7 **Key element 7: To maximise community awareness of the library Service**

<table>
<thead>
<tr>
<th>Implementation Action</th>
<th>Estimated Cost</th>
<th>Estimated staff days to complete</th>
<th>Responsible</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>To use library events, such as visiting authors, to the maximum in promoting the Library Service</td>
<td>$0</td>
<td>Ongoing</td>
<td>MLS</td>
<td></td>
</tr>
<tr>
<td>Identify sponsorship and/or participation in local events to promote library services</td>
<td>$0</td>
<td>Ongoing</td>
<td>MLS</td>
<td></td>
</tr>
<tr>
<td>Upgrade and maintain current marketing materials eg signs, banners, flyers</td>
<td>$0</td>
<td>Ongoing</td>
<td>MLS</td>
<td></td>
</tr>
</tbody>
</table>
8. ENSURING ALIGNMENT WITH TEAM PLANS (AND BUDGETS)

It is important that the actions identified are ALL represented in either a Team Plan or the Asset Management Plan or the Infrastructure Plan. All budget constraints to be considered and actions to be reviewed if they cannot be funded.

<table>
<thead>
<tr>
<th>Year 1: 2010/2011</th>
<th>Implementation Action</th>
<th>Estimated Cost</th>
<th>Represented in which Team Plan? Or in Asset Management Plan or in Infrastructure Plan?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Library and Information Service Team Plan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2: 2011/2012</th>
<th>Implementation Action</th>
<th>Estimated Cost</th>
<th>Represented in which Team Plan? Or in Asset Management Plan Or in Infrastructure Plan?</th>
</tr>
</thead>
<tbody>
<tr>
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</table>
### Year 3: 2012/2013

<table>
<thead>
<tr>
<th>Implementation Action</th>
<th>Estimated Cost</th>
<th>Represented in which Team Plan? Or in Asset Management Plan Or in Infrastructure Plan?</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Year 4: 2013/2014

<table>
<thead>
<tr>
<th>Implementation Action</th>
<th>Estimated Cost</th>
<th>Represented in which Team Plan? Or in Asset Management Plan Or in Infrastructure Plan?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
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</tbody>
</table>

### Years 5 to 10: 2014/2015 – 2020/2021

<table>
<thead>
<tr>
<th>Implementation Action</th>
<th>Estimated Cost</th>
<th>Represented in which Team Plan? Or in Asset Management Plan Or in Infrastructure Plan?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
1. ROCKINGHAM COMMUNITY PLAN

The Rockingham Community Plan is a document prepared by the Community and Council which provides strategic guidance with regards to the Core Services, Facilities and Leadership the City should provide for existing and new residents in the next 10 years. The Rockingham Community Plan guides and informs all other plans within the City (see diagram).

2. SPECIFIC PURPOSE PLAN

A Specific Purpose Plan is a Strategic Plan that addresses Key Issues indicated in the Community Plan, with actions to implement and consideration of resource constraints (time, financial, people).

3. STRATEGIC ACTIONS

Strategic Actions are Key Strategic Actions required to close the gap between a current and a desired state indicated in a Specific Purpose Plan. Under each strategic Action would be a list of Implementation Actions that need to be completed in order to achieve that Strategic Action. Each of these actions will also be represented in a Team Plan or the Asset Management Plan or the Infrastructure Plan.

4. TEAM PLAN

A Team Plan is a 10-year strategic implementation document that drives the implementation of the Rockingham Community Plan right through to the operational level. Every Team Plan is informed by the Rockingham Community Plan and the Specific Plans.
5. **ASSET MANAGEMENT PLAN**

The Asset Management Plan addresses the costs associated with the maintenance of the City’s assets over the next 10 years. The Asset Management Plan is informed by the Rockingham Community Plan and the Specific Purpose Plans.

6. **INFRASTRUCTURE PLAN**

The Infrastructure Plan is a 10-year Plan that addresses the Infrastructure projects for the City within a given Capital constraint as determined by the Revenue and Operational expenses. The Infrastructure Plan is informed by the Rockingham Community Plan and the Specific Purpose Plans.

7. **REVENUE STRATEGY**

The Revenue Strategy is a 10-year Plan that addresses all Revenue sources for the City. The Revenue Strategy is informed by the Rockingham Community Plan and the Specific Purpose Plans.

8. **CITY BUSINESS PLAN**

The City Business Plan is a Financial document which culminates the information presented in the Team Plans, Asset Management Plan, Infrastructure Plan and Revenue Strategy into one comprehensive picture representing the 10-year Financial Position of the City of Rockingham. The City Business Plan is a document that ensures the financial sustainability for the future strategic positioning of the Council and follows the Rockingham Community Plan.

9. **BUDGET**

Budgets are informed by the Team Plans, and are prepared annually to guide decision making with regards to available funds. Budgets are fed by the Team Plans and thus also follow the Rockingham Community Plan.
<table>
<thead>
<tr>
<th>Reference No &amp; Subject</th>
<th>CIP-013/11 Secret Harbour Surf Life Saving Club Redevelopment</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CSV/1891</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Ms Carly Kroczek, Community Infrastructure Planning Officer</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Michael Quirk, Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>11 July 2011</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Cr L Dodd declared an interest affecting impartiality in Item CIP-013/11 – Secret Harbour Surf Life Saving Club Redevelopment, as detailed within Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, as he is a Social Member of the Secret Harbour Surf Life Saving Club.</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Site:</td>
<td>Lot 4248 Palermo Cove, Secret Harbour</td>
</tr>
<tr>
<td>Lot Area:</td>
<td>992m²</td>
</tr>
</tbody>
</table>
2. Secret Harbour Surf Life Saving Club - Feasibility Study and Business Plan (October 2010)  
3. Secret Harbour Surf Life Saving Club – Redevelopment Concept Plan Option 1  
4. Secret Harbour Surf Life Saving Club - Redevelopment Concept Plan Option 2  
5. Secret Harbour Surf Life Saving Club Redevelopment Space Requirement Comparison Table |
| Maps/Diagrams:        | 1. Lot 4248 – Palermo Cove (Secret Harbour Surf Life Saving Club) |
1. Lot 4248 – Palermo Cove (existing Secret Harbour Surf Life Saving Club site)

1. **Purpose of Report**

To seek Council’s endorsement of the feasibility study, business case and preferred concept plan for the redevelopment of Secret Harbour Surf Life Saving Club (SHSLSC).

2. **Background**

Secret Harbour Beach is considered one of the most utilised beaches in the City of Rockingham with 48,564 visitors recorded by Surf Life Saving WA during the 2010/11 summer (Australian Life Guard Service, City of Rockingham Report 2010/11). Such high patronage is attributed to population growth within Secret Harbour which is projected to increase from 11,429 residents in 2011 to over 14,590 by 2021. In addition, given the ‘patrolled’ nature of the beach and the level of development within the foreshore node such increased patronage at Secret Harbour Beach will also been impacted by significant population growth within a number of surrounding suburbs including Port Kennedy (15,000 in 2011 to 15,313 by 2021), Golden Bay (2,211 in 2011 to 3,584 by 2021), and Singleton (3,177 in 2011 to 4,109 by 2021). Population growth within the City’s eastern growth areas including Baldivis, Karnup and Keralup has and will continue to place pressure on foreshore infrastructure at Secret Harbour Beach. The southern-central section of the beach is the highest energy in Comet Bay with waves averaging up to 1.5 m with rips regularly spaced along the beach whilst the northern section of the beach reaches a low sandy point and as a result waves decrease, the bar narrows and rips diminish. Given these somewhat hazardous beach conditions, and increasing beach patronage statistics, the need to improve existing surf life saving infrastructure has been identified within the City Business Plan 2011/12 to 2020/21 and Community Infrastructure Plan.

The Golden Bay Surf Life Saving Club (founded in 1981) relocated to purpose built premises at Secret Harbour Beach in 1994/5 and were renamed the SHSLSC patrolling from Long Point to Golden Bay making it one of Australia’s longest patrolled stretches of coastline. These premises were in the form of a 545m$^2$ clubhouse containing an equipment store, first aid room, male and female change rooms, training office, function hall, bar and kitchen servery. Current membership of the Club is approximately 700 (comprising seniors, juniors, cadets, parents and social) and their strongest growth in recent years has been amongst those aged between 7 and 12. Given the growth in both general beach patronage and membership the Club submitted applications to the Department of Sport and Recreation ‘Community Sport and Recreation Facilities Fund’, the Department of Local Government ‘Outer Metropolitan Community Fund’ and the City of Rockingham...
in 2008 seeking financial assistance towards the completion of a needs assessment and feasibility study. The purpose of the study was to investigate the possibilities to expand and/or redevelop the SHSLSC building to meet future demands.

The completion of this study, and other relevant infrastructure planning studies, have now been completed and form the basis for Council decision making in relation to the proposed SHSLSC redevelopment.

3. Details

Needs Assessment

The SHSLSC - Clubhouse Redevelopment Project - Stage 1 Report: Needs Assessment and Facility Provision Options was completed in December 2009 (refer to Attachment 1). The report includes a demographic analysis, literature review, audit of existing infrastructure, stakeholder consultation, review of other surf life saving club facilities, preliminary site assessment and commercial demand analysis as the basis for identifying specific surf club facility requirements at Secret Harbour Beach. The report contained key recommendations including:

- That the SHSLSC supports the redevelopment of their clubhouse facility to cater for the primary facility requirements outlined in Sections 8.1 and 8.2 of this report
- That the SHSLSC supports the redevelopment of the clubhouse facility at the existing location being Secret Harbour coastal node, Palermo Cove, Secret Harbour
- That the SHSLSC endorses the integration of the existing club facilities with the adjacent commercial site as the preferred redevelopment option
- That the SHSLSC proceeds with Stage 2 of the clubhouse redevelopment project to investigate the feasibility of:
  - Integrating, redeveloping and/or extending all the existing buildings (commercial and club) to accommodate the clubs facility requirements and a commercial café/kiosk
  - Either the SHSLSC or the City of Rockingham Acquiring the redeveloped commercial buildings
- That the SHSLSC work collaboratively with the City of Rockingham and Secret Harbour Developments in undertaking stage 2 of the project
- That, as part of Stage 2, SHSLSC further investigates the benefits of the club managing the kiosk/café under leasehold arrangements as means of generating income for the club

The study recommended a total floor space of 2190m² comprising of an administration office, merchandise shop, meeting room, gymnasium, toilets and change rooms, first aid room, equipment store, operations room, function room and kitchen, to accommodate the club’s current and future needs. A breakdown of the facility requirements and total floor space allocated has been included within Attachment 5.

Feasibility Study

Based upon the Needs Assessment report recommendations the SHSLSC – Clubhouse Redevelopment Project – Feasibility Study and Business Plan was completed in October 2010 (refer to Attachment 2). The report includes analysis of projected facility usage, proposed facility management structure and club governance model, draft facility operational budget, preliminary facility concept design and capital cost estimate, capital funding model, project implementation plan and detailed business plan. The report contained key recommendations including:

- That the SHSLSC adopt the Feasibility Report/Business Plan for a new club facility
- That the SHSLSC engage a suitably qualified architect to develop building plans that fit within the limitations of the site
That the SHSLSC pursue all of the sources of capital funding identified in the Feasibility Study/Business Plan

That the SHSLSC adopt one of the three governance models provided to meet its future needs

That the SHSLSC pursues the best possible operator to be lessee of its kiosk/café

That the SHSLSC maximises the income gained from the lease arrangement of the kiosk/café

The recommendation to engage an architect to further develop facility redevelopment concept plans was subsequently led by the City of Rockingham, in collaboration with the Club, given that the existing building and any redeveloped building will remain as City of Rockingham assets.

**Redevelopment Concept Plans**

In October 2010, the City appointed Rob Anson Architect Pty Ltd (“the Project Architect”) to prepare two (2) facility concept plans for SHSLSC based on the functionality needs and site constraints identified within the Feasibility Study and Business Plan. Based upon site inspections, discussions with key stakeholders and advice from relevant City of Rockingham Officers the Project Architect initially produced three (3) draft concept plans:

1. Development of a new facility on the existing surf club site (demolishing the current building)
2. Minor upgrades of the existing surf club building and the construction of a new building to the north (within the existing foreshore carpark)
3. Integration of the current facility with the existing Seaside Village building

Upon assessment of these three options it was determined by both the City and Club representatives not to pursue option 3 given the additional costs associated with acquiring the Seaside Village land/building, concerns regarding the extent of essential maintenance works required to the Seaside Village building given its lengthy exposure to the coastal environment and limitations in meeting the functionality requirements as per the Feasibility Study and Business Plan. On this basis, the Project Architect progressed detailed concept plans for the two remaining options in order to meet both the City's and the Club's imperatives. An analysis of each option is provided below:

**Option 1: Development of a new facility on the existing surf club site**

This involves demolishing the current surf club building located on lot 4248 Palermo Cove, Secret Harbour to allow for the construction of a new two storey facility (refer to Attachment 3). A total floor space of 1697m² is provided which is some 493m² less than that initially identified within the needs assessment (refer to Attachment 5 for a breakdown of facility requirements and allocated floor space). The key elements of the building design include:

- Relocation of the building 5 metres north to comply with Building Code of Australia Fire Separation requirements
- Separation of the social and operational areas of the club
- Provision of two (2) training spaces
- Function space with balcony overlooking the ocean
- Increased storage room (when compared with the current facilities)
- Externally accessible canteen facilities
- Shop facility
- Externally accessible public toilets in addition to club toilets and change rooms
- Realigned beach access path
Given the requirement to demolish the current building the SHSLSC will be required to relocate during the construction process. The negotiation of specific interim facility requirements is yet to be finalised, however the Club have requested the following:

- 12m x 21m modular complex to cater for administration, uniform distribution, bar, canteen, training and multipurpose hall and first aid
- Male and female ablution and shower facilities
- 10m x 10m domestic shed for storage of skis and IRB

The advantages of option 1 include:

- An entirely new building built on a fully serviced site
- Direct access to, and the relationship with, the beach reserve is maintained
- Clear separation of social and operational areas
- Consolidation of existing City assets and the replacement of an existing ageing building
- Minor to no implications on current car parking provisions within the foreshore node

The disadvantages of option 1 include:

- The realignment of the beach access path to compensate for the relocation of the building (some 5 metres north to meet fire separation requirements)
- The need for the club to relocate during the construction period
- Potential for loss of revenue for SHSLSC during this temporary relocation period
- Potential reduction in members of the SHSLSC during this temporary relocation period
- Reduced equipment storage when compared with option 2

Option 2: Construction of a new facility and minor upgrades to the current facility

This involves the construction of a completely new facility on lot 4142 Palermo Cove, Secret Harbour within the existing foreshore carpark area and minor refurbishment works to the current building (refer to Attachment 4). A total floor space of 1858m² is provided, which is 332m² less than the requirement identified in the needs assessment (refer to Attachment 5 for a breakdown of facility requirements and allocated floor space). The key elements of the building design include:

- The provision of two (2) buildings, one for operational functions (the existing building) and one for the social functions (the new building) of the club
- Large equipment storage area
- Large café with balcony overlooking ocean
- Externally accessible public toilets located in the new building
- Provision of a wet and dry training room
- Large multi-function room
- Externally accessible canteen facilities
- Shop facility
- Improved beach access

The advantages of option 2 include:

- SHSLSC are able to remain in their current club house whilst the construction of the new building occurs
- Provision of considerable space to support the clubs growth and expansion beyond the next 10 years.
- The beach access path can be upgraded rather than realigned
CONFIRMED AT A COMMUNITY DEVELOPMENT MEETING HELD ON MONDAY, 11 JULY 2011

PRESIDING MEMBER

- Potentially no loss in revenue or membership as SHSLSC will not be required to relocate during construction of the new building
- Existing building may provide opportunities for expansion in the future

The disadvantages for option 2 include:
- The retention of an ageing City asset with limited refurbishment works
- A new building lot will need to be subdivided from Crown Land
- The creation of an additional building that must be maintained by the City over the asset life
- Reduction of the availability of car parking bays within the foreshore node
- The impact of a two storey building in front of a proposed multistorey residential development

4. Implications to Consider

a. Consultation with the Community

Consultation with external stakeholders has formed an integral part of the redevelopment project ensuring that the concept plans represent a wide range of views and the specific needs of SHSLSC. The City has had representation on the Stakeholder Reference Group convened by SHSLSC and attended two meetings the first held on 25 June 2009 and the second 24 March 2011. Officers met with representatives from the Building Upgrade Committee, a formal subcommittee of SHSLSC a total of eight times from October 2010 to May 2011 to discuss and refine the concept plans.

In addition, a City representative attended the Special General Meeting of the SHSLSC on Sunday 29 May 2011 at which the club members in attendance endorsed option 2 as their preferred redevelopment option and confirmed this in a letter sent to the City on 30 May 2011:

As you know the meeting discussed and voted on the redevelopment concept options prepared by the architect. The result of the meeting was a clear preference for Option 2 chosen by 91% of the votes cast. There were four main reasons for such a strong preference for Option 2, these can be summarised as follows:

1. No disruption to the club operations during the construction period
2. No requirement for re-alignment of the beach access track
3. Construction may commence prior to receipt of all project funding
4. Existing building retained with potential for future redevelopment

Officers met with representatives from Secret Harbour Developments, including Satterley Property Group, Doric Constructions and Chapel Lambert Everett on 21 March 2011 and 18 April 2011 to seek their comment on the proposed options. The feedback received has been incorporated into the final concept plans with option 1 unanimously supported.

Representatives from SHSLSC, Surf Life Saving WA and the City met on 18 April 2011 to seek support and comment from Surf Life Saving WA on the two concept plans. Feedback from Surf Life Saving WA has been incorporated into the final concept plans and the organisation will continue to be consulted throughout the project.

b. Consultation with Government Agencies

Beach access improvements and modifications will be required in both options 1 and 2, however the extent of the beach access works is greater in option 1 due to the proposed extension of the boundary 10 metres north. Representatives from Community Infrastructure Planning will liaise with the State Government's Department of Planning (Coastal and
Climate Change branch) and the City’s Lease Property Officer is liaising with the State Land Authority to ensure the necessary approvals can be granted if option 1 is endorsed as the preferred redevelopment option. It is deemed appropriate that a Council endorsed redevelopment option be confirmed prior to formal discussions with the Department of Planning and Western Australian Planning Commission are instigated.

e. Strategic

Community Plan

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

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

Community Development Plan

Focus Area: To plan, develop and manage community facilities that meet the social, recreation, education, housing and transport needs of the community

f. Policy

The City’s Planning Services consider that both Option 1 and Option 2 will create a prominent coastal development and comply with objective (iii) of the City’s Planning Policy 3.2.3 Secret Harbour Town Centre, that is, ‘to create a built environment and landscape that will make a substantial contribution to the sense of community and identity of Secret Harbour.’

The proposed beach access works remain subject to State Planning Policy 2.6 State Coastal Planning Policy (SPP2.6) which provides criteria for assessment of Coastal Development, Development Control Policy – Country Coastal Planning Policy (DC6.1) which is used throughout the State and the City’s Rockingham Foreshore Strategy 2001.

g. Financial

An amount of $4,963,000 has been allocated in 2013/14 for the redevelopment of SHSLSC within the City Business Plan 2011/12 to 2020/21.

Capital Costs

Based upon the facility redevelopment options a suitably qualified quantity surveyor/construction cost consultant has prepared capital cost estimates, as follows:

<table>
<thead>
<tr>
<th>Option 1</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning and Design</td>
<td>438,000</td>
</tr>
<tr>
<td>Earthworks and site services</td>
<td>115,000</td>
</tr>
<tr>
<td>Construction Costs</td>
<td>3,355,000</td>
</tr>
<tr>
<td>External Infrastructure</td>
<td>30,000</td>
</tr>
<tr>
<td>Allowances and Contingencies</td>
<td>197,000</td>
</tr>
<tr>
<td>Beach Access Works</td>
<td>147,390</td>
</tr>
<tr>
<td>Building Index applied to 2013/14</td>
<td>659,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4,941,390</strong></td>
</tr>
<tr>
<td>Option 2</td>
<td>$</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Planning and Design</td>
<td>468,000</td>
</tr>
<tr>
<td>Earthworks and site services</td>
<td>125,000</td>
</tr>
<tr>
<td>Construction Costs</td>
<td>3,589,000</td>
</tr>
<tr>
<td>External Infrastructure</td>
<td>26,000</td>
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<tr>
<td>Allowances and Contingencies</td>
<td>210,000</td>
</tr>
<tr>
<td>Beach Access Works</td>
<td>124,528</td>
</tr>
<tr>
<td>Building Index applied to 2013/14</td>
<td>705,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>5,247,528</td>
</tr>
</tbody>
</table>

As can be seen from the above table, option 2 is currently over the allocated budget of $4,963,000. Should option 2 be considered as the preferred redevelopment option, the project can be delivered within budget; however the overall floor space (and therefore functional spaces) will need to be reduced by approximately 10-15%.

**Temporary Accommodation/Relocation Costs**

In addition to the capital costs identified above temporary accommodation/relocation costs must also be considered for option 1 as the Secret Harbour Surf Lifesaving Club will be displaced during the construction period. The Club has requested the provision of a 12 x 12m x 21m modular complex, male/female ablution and shower facilities and a 10m x 10m domestic shed for storage of equipment as essential requirements. The Club has identified a cost of $317,500 for the provision of temporary facilities and associated works with approximately $175,000 identified for the above essential requirements. Notably, the cost estimation is based on an eighteen (18) month period whereas the anticipated construction period is twelve (12) months and this will reduce costs considerably.

The capital cost estimates prepared by the Project Quantity Surveyor includes an allocation of $20,000 for temporary accommodation/relocation costs, and given that option 1 remains under the allocated $4,963,000 budget a further $25,610 remains available for this purpose. In addition, the capital cost estimate has been based on indexed figures for 2013/14 that will be further determined through the public tender process (detailed design documentation and project construction). Subject to these tender outcomes there may be project savings that can then be re-directed to temporary accommodation/relocation costs. Notably, a number of alternative options have also been identified that will also assist in significantly reducing relocation costs including but not limited to:

- Relocating the clubs non-essential on site operations including administration, training and social functions to the Secret Harbour Community Centre
- Accessing the adjacent Seaside Village on lease/rental basis (if still vacant at the time of construction) for storage and some of the clubs essential on site operations such as first aid and patrol operations

Whilst further investigations into temporary accommodation/relocation arrangements must take place, as well as further negotiations between the City and the Club regarding the extent of interim facilities, it is considered that this issue can be effectively resolved within the project budget.

**Life Cycle Costs**

In addition to construction costs it is essential that whole of life expenditure, including asset maintenance obligations, are considered when making a final decision on the preferred redevelopment option. The whole of life expenditure includes but is not limited to cleaning, security, fire services, painting program, pest control, plumbing, electrical and roofing. The whole of life annual estimate for option 1 has been calculated at $164,304 per year based
on the 2013/14 construction costs for 50 years (the estimated life of the building), whilst option 2 has been calculated at $256,659 per year for 50 years. The significant difference between option 1 and 2 can be attributed to the retention of the existing building in option 2 which is ageing and will therefore require increased maintenance and repairs.

Capital Funding Model

The capital funding model prepared for the project identifies two potential external funding opportunities to supplement the City’s contribution – the Department of Sport & Recreation Community Sport and Recreation Facilities Fund and Lotterywest Community Spaces Program. Based on recent surf club projects supported by these organisations it is anticipated that funding up to $1.5 million can be sought. As per the City’s Community Infrastructure Plan (adopted at the Ordinary Council Meeting in April 2011) and the Proposed Amendment to Town Planning Scheme No.2 – Development Contributions Plan (adopted at the Ordinary Council Meeting in May 2011) this capital project may also be subject to funding through development contributions. Subject to the success of these capital funding options alternative government and non-government grant opportunities, including a contribution from the SHSLSC will need to be pursued by the City.

f. Legal and Statutory

The SHSLSC is situated on a Metropolitan Region Scheme Regional Reserve for ‘Parks and Recreation’. The proposed development is considered to be public works under section 6 of the Planning and Development Act 2005 and accordingly Planning Approval is not required. Redevelopment option 1 requires the building to be moved 3 metres north to ensure compliance with the fire separation requirements as outlined in the Building Code of Australia (BCA). The move will push the building outside the current lease boundary, and therefore the City’s Lease and Property Officer has consulted with the State Land Authority to seek necessary approvals to extend the lease boundary by 10 metres to the north. Similarly, as redevelopment option 2 involves the construction of a new building within Lot 4142 Palermo Cove, Secret Harbour further consultation will be required with the State Land Authority to establish a new lot and management order under the control of the City of Rockingham.

5. Comments

The rationale for redevelopment of the SHSLSC has been clearly demonstrated through the Project Needs Assessment, Feasibility Study and Business Plan. The findings that such redevelopment is necessary given the increased patronage at Secret Harbour Beach and projected population increases throughout the municipality are also supported through the City’s Community Infrastructure Plan, and subsequently the City Business Plan 2011/12 to 2020/21. Whilst the project justification has been confirmed it remains necessary to determine the most favourable redevelopment option based upon the concept plans prepared by the Project Architect. In selecting the most favourable redevelopment option it is necessary to balance perspectives from a range of stakeholders, and most importantly the imperatives of both the City of Rockingham and SHSLSC. It should be noted that either redevelopment option does not completely meet the needs of the Project Needs Assessment/Feasibility Study given financial constraints and site limitations, however the SHSLSC has indicated that either option would satisfy their overall requirements. In determining the preferred redevelopment option it has been necessary to consider professional advice from a range of City Officers and views of other key stakeholders including adjacent landowners, as well as due consideration of the City’s financial position and asset network. Importantly, the effectiveness of either option in meeting to future requirements of the SHSLSC and beach patrons remains a key consideration.

Based upon consideration of a range of factors, and consultation with various stakeholders, it is recommended that Council endorse redevelopment option 1 on the following basis:

- The plan meets all functionality and building requirements as identified within the Needs Assessment and Feasibility Study
The associated capital cost estimate is within the project budget identified within the City Business Plan 2011/12 to 2020/21. However, should option 2 be considered the preferred redevelopment option, the project can be delivered within budget if the overall floor space is reduced by approximately 10-15%.

The plan is consistent with the City’s asset management imperatives given that it results in one building (rather than two associated with the alternative option), it delivers one completely new building rather than the retention of an ageing asset and incorporates public toilet provision thus reducing the need for any additional standalone public buildings within the foreshore node.

The estimated lifecycle costs are approximately $90,000 less per annum when compared to option 2 given that an ageing asset is not retained, and given the extended lifespan of these public buildings (estimated 50 years) this is a significant financial saving.

There is nil impact on car parking provision within foreshore node whereas option 2 involves a new building footprint within the existing carpark.

There is nil impact on adjacent landowners whereas option 2 will adversely impact the amenity of future high density residential proposed within Lot 2001 Secret Harbour Boulevard. For this reason both Satterley Property Group and Doric Group have endorsed option 1 rather than option 2.

Notably, the SHSLSC has formally advised the City that their preference is option 2 based upon four key factors. Whilst the views of the Club are acknowledged it is considered that each of these four factors can be substantially addressed, as follows:

<table>
<thead>
<tr>
<th>1. No disruption to the club operations during the construction period</th>
<th>SHSLSC’s operations will be somewhat impacted with either option, however the scale of the disruption is undoubtedly greater in option 1 as they will be required to vacate the building. Whilst there may be some short term loss of revenue/membership it is envisaged that the provision of new, modern facilities including function spaces with ocean views will assist the club in regaining any losses. The provision of interim infrastructure, considered as part of the project budget, and usage of nearby facilities such as the Secret Harbour Community Centre will ensure the Club remains accommodated within the local area.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. No requirement for re-alignment of the beach access track</td>
<td>The upgrading of the beach access track is an essential component of both options as the predicted increase in beach patronage places pressure on the current track that has already proven inadequate. Option 1 does require a realignment which is not required in option 2, but is integral to allowing the relocation of the building. It is not expected that this will have any long term implications and will be designed in such a way to accommodate both emergency vehicle and pedestrian access to the beach.</td>
</tr>
<tr>
<td>3. Construction may commence prior to receipt of all project funding</td>
<td>The City Business Plan has allocated $4,963,000 in 2013/14 for this project. It is considered that the commitment of municipal funds, and the strong likelihood of funding</td>
</tr>
</tbody>
</table>
from the Department of Sport & Recreation and Lotterywest, will allow the project to be completed in one stage. Should the City's Development Contributions Plan proceed as anticipated this will provide a supplementary funding source. Given the significant economies of scale achieved through the delivery of major capital works projects in one stage it is desirable to complete the entire project in 2013/14.

4. Existing building retained with potential for future redevelopment

The opportunity for future growth and expansion of the SHSLSC can be provided through either option. If the need for further expansion is identified through future studies, there may be the opportunity to refurbish the existing building which will be retained as part of option 2 or construct a secondary building to provide an additional club house for option 1. Regardless, given the current pressure on the City Business Plan it is unlikely that any further redevelopment would be planned within the next 20 years.

The endorsement of redevelopment option 1 represents a significant project milestone that shall allow the preparation of capital funding submissions, in partnership with the SHSLSC, and the commencement of facility detailed design in due course.

6. Voting Requirements

Simple Majority

7. Officer Recommendation

That Council:


2. **ENDORSE** Concept Plan 1 – development of a new surf club building on the site of the current Secret Harbour Surf Life Saving Club at lot 4248 Palermo Cove Secret Harbour subject to the lease boundary extension being granted by the State Land Authority, as the preferred redevelopment option of the Secret Harbour Surf Life Saving Club in 2013/14 as per the City Business Plan 2011/12 to 2020/21.

3. **APPROVE** the preparation of capital funding applications to Lotterywest and Department of Sport and Recreation for the Secret Harbour Surf Life Saving Club Redevelopment Project.

Motion

That Council **ENDORSE** Concept Plan 2 – the construction of a completely new facility on lot 4142 Palermo Cove, Secret Harbour within the existing foreshore carpark area and minor refurbishment works to the current building, as the preferred redevelopment option of the Secret Harbour Surf Life Saving Club in 2013/14 as per the City Business Plan 2011/12 to 2020/21.

Motion Lost – 3/2
Councillors having voted for the motion: Cr A Prince
Cr L Dunkling

Councillors having voted against the motion: Cr J Stewart
Cr L Liley (2)

**NOTE:** Due to an equality of votes, the Chairman exercised her right to cast a second vote to reach a decision in this matter (Section 5.21(3) of the Local Government Act 1995).

### 8. Committee Recommendation

That Council *DEFER* the matter to the August 2011 Community Development Standing Committee meeting following an information workshop for Councillors.

Committee Voting - 4/0

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

The Committee changed the Officer’s Recommendation to allow Councillors to attend an information session to further discuss the Secret Harbour Surf Life Saving Club Redevelopment.

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

Not applicable.
# Baldivis Library and Community Centre Project Reference Group Meeting

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CIP-014/11 Baldivis Library and Community Centre Project Reference Group Meeting Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CPR/469</td>
</tr>
<tr>
<td>Author:</td>
<td>Mrs Natalie Venables, Community Infrastructure Planning Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Michael Quirk, Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>11 July 2011</td>
</tr>
<tr>
<td>Terms of Reference:</td>
<td>To guide the design, development and activation phases of the Baldivis Library and Community Centre project to ensure outcomes meet both Council objectives and community values.</td>
</tr>
<tr>
<td>Composition:</td>
<td>2 Councillors, 2 Community Members, Stockland Representative, 2 Site Architecture Representatives, Director Community Development Executive Support – Community Infrastructure Planning and Capital Works</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Nature of Council's Role in this Matter:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td>Minutes of the Baldivis Library and Community Centre Project Reference Group Meeting held on 22 June 2011</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

### 1. Receipt of Minutes

That Council receive the minutes of the Baldivis Library and Community Centre Project Reference Group Meeting held on 22 June 2011 for information.

### 2. Recommendations to Standing Committee

There were no recommendations arising from the Baldivis Library and Community Centre Project Reference Group Meeting.
### 3. Committee Recommendation

That Council *RECEIVE* the minutes of the Baldivis Library and Community Centre Project Reference Group Meeting held on 22 June 2011 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 Advisory & Occasional Committee Minutes

## Community Capacity Building

### Reference No & Subject:

**File No:**

**Author:** Ms Narelle Hughes, Community Development Officer

**Other Contributors:**

Mr Michael Holland, Acting Director Community Development

Ms Jillian Obiri-Boateng, Coordinator Community Capacity Building

### Date of Committee Meeting:

11 July 2011

### Terms of Reference:

To consider and make recommendations to Council regarding changes to the Community Grants Program Policy and Travel Donation guidelines

### Composition:

4 Councillors

Executive Support – Community Development Division – Community Capacity Building

### Disclosure of Interest:

Nature of Council's Role in this Matter:

Executive Function

### Attachments:

1. Minutes of Community Grants Program Committee Meeting 8 June 2011
2. Minutes of Community Grants Program Committee Meeting 14 June 2011
3. Minutes of Community Grants Program Committee Meeting 29 June 2011

### Maps/Diagrams:

1. Receipt of Minutes

That Council receive the minutes of the Community Grants Program Committee meetings held on the 8, 14 and 29 June 2011 for information.
2. **Recommendations to Standing Committee**

2.1 **Recommendation 1: Changes to the Community Grants Program Policy and Guidelines.**

**Advisory Committee Recommendation:**
That Council **APPROVE** the changes made to Community Grants Program Policy and Guidelines as follows:

**CITY OF ROCKINGHAM**  
**COMMUNITY GRANTS PROGRAM POLICY - JULY 2010**

**POLICY INTENT**
To articulate Council's commitment to developing the City by providing funding opportunities to community groups, clubs, organisations, not-for-profit organisations, individuals and to prescribe the role and function of the Community Grants Program Committee.

**POLICY SCOPE**
This policy relates to the aforementioned entities wishing to apply for funding toward worthwhile programs, projects, initiatives and events. The Community Grants Program is designed to empower the community to build capacity and become sustainable for the overall benefit of the wider community.

**POLICY STATEMENT**

1. **Policy Objectives**
To state an operating framework that provides funding opportunities to the prescribed organisations and individuals.

In pursuit of this objective, Council through its Community Grants Program Committee may undertake or facilitate such activities as:

- require organisations to complete and submit the Community Grants Program application form;
- meet individuals from entities to discuss their respective proposals;
- conduct site visits;
- promote the City of Rockingham as an active participant in community activities and events;

2. **Criteria for Evaluation**
There must be tangible and sustainable benefits demonstrated in order for Council to commit to any funding.

In determining funding approval, applications will be required to deliver outcomes within the following Council structures:

- Community facilities located on Council land;
- Economic Development initiatives;
- Community Capacity Building initiatives;
- Environmental initiatives;
- Emergency services;
- Events and attractions;
- Community events; and
- Heritage and conservation incentives.
3. Eligibility

Not-for-profit clubs, groups, and organisations and individuals that are providing economic, social, community or environmental services, infrastructure and benefits to the Rockingham community.

4. Ineligibility

Groups that are ineligible for funding include, local, state and federal government departments, private companies, individuals (where they seek to make a profit from a proposed activity or event) and private and public schools including employees of these bodies acting on behalf of their employer (excluding relevant community purpose representative bodies such as P & C and P & F Associations).

5. Four Key Categories:

5.1 Sundry Donations

Small grants up to $500 can be applied for at any time through a written request an application form addressed to the Chief Executive Officer outlining details of how the funds will be utilised. The request will be provided to the relevant Officer for comment and recommendation and a response will be forthcoming to the applicant in a short timeframe. The Chief Executive Officer will be granted delegated authority to approve sundry donations, and report the donations to Council via the monthly Bulletin.

5.2 Minor Grants

Grants from $501 - $20,000 are available through four designated funding rounds each year in line with the events grants program.

Applicants must complete the Community Grants Program application form.

5.3 Event Grants

Grants of up to $20,000 are available through four designated funding rounds each year in line with the minor grants program.

The following provides a definition of the three event types for which applicants can apply:

5.3.1 Iconic Event

An event that is of state or regional significance, that can demonstrate through detailed planning or on past performance that it will generate significant tourism activity, stimulate large scale community interest and participation and is conducted annually at the same time of the year.

5.3.2 Community Event

An event that has local or regional significance that stimulates place activation, community interest and participation.

5.3.3 Sporting Event

A significant sporting event organised by a relevant sporting body that may attract the local community and those on a wider scale.

5.4 Major Grants - Community Infrastructure Planning and Development Grants

Grants that are in excess of $20,001 are assessed only once per year and applications close 31 January. Approved funding will become available in line with Council’s strategic and business planning and budgets, therefore an 18 month lead time will be required for the funds to be made available. It must be noted that until the Major Grants are finalised for implementation the Community Groups Capital Grants program will remain in effect.

Applicants must complete the relevant Community Grants Program/Community Groups Capital Grants application form.
The Community Infrastructure Planning and Development Grants (IPDG) replace the Community Group Capital Grants program. IPDG are available three times per year, with applicants able to request a maximum of $30,000 for their proposed project. The IPDG are open to all sporting and community groups within the City of Rockingham and need to follow criteria as per the Infrastructure Planning and Development application process.

6. Operating Guidelines
Operating guidelines will be maintained for the program covering eligibility, application, assessment, evaluation and acquittal requirements.

7. Review
A review of the performance and effectiveness of each grant will be conducted by the Community Grants Program Committee to assess the degree of activity, value to Council and associated benefits for the City of Rockingham.

A detailed evaluation and acquittal report must be provided no later than 30 days after the completion of the minor, community or sporting event grant funding and 60 days for major and iconic event grant funding.

If community groups or individuals have problems meeting the required evaluation and acquittal deadline correspondence in writing will be required to outline problems and provide a revised deadline for acceptance by the Community Grants Program Executive Officer.

8. Funding
Funding for the Community Grants Program has been sourced through all existing grant programs Council offers to the community. The funds will be grouped into one relevant line item in Council's annual budget. Funding contributions to the sundry donations will be provided as a set amount and the remaining two key programs, minor and event grants will be allocated over the four funding rounds on a based on a funding concept of 30%, 30%, 20% and 20% split over the four funding rounds. The Community Infrastructure Planning and Development Grants are allocated over three funding rounds. The committee can bring funds forward from future funding rounds if deemed appropriate.

The committee will consider providing term grants across a three year period on a step down funding commitment for relevant projects and events.

9. Committee Membership
The Committee shall comprise the Mayor and three Councillors, being at least one Councillor from each of the Standing Committees of Council. The councillors will serve a maximum of two (2) years, after which time nominations will be called for and approved by Council according to the governance meeting policy.

10. Terms of Reference
The role of the Committee is to:
- Consider and make recommendations to Council regarding the minor, major and event grant applications; and
- Provide feedback to staff on the Community Grants Program implementation guidelines.

11. Legislative and Strategic Context
This policy directly relates to the City of Rockingham Strategic Plan 2006-2011 to the following functional areas within the City of Rockingham Strategic Plan:

Economic Development – focusing on investment, business development, marketing and promotion of the City.

Social and Cultural Development – to achieve a comprehensive range of community facilities and services delivered by Council and other providers, as well as focusing on festivals and events, heritage, art, culture and community pride.
Land Use and the Environment – focuses on flexible planning that reflects community needs, environmental management, transport, physical infrastructure and progressing major projects such as City Centre development, Waterfront Village concept and coastal infrastructure.

Organisational Development – to ensure delivery of excellence in customer service, effective two-way communication between Council and community, and high standards of planning and management for Council assets and resources.

Implications to Consider

a. Strategic

Community Plan

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

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

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

2.2 Recommendation 2: Changes to the Community Grants Program Travel Donations Application Form

Advisory Committee Recommendation:

That Council **APPROVE** the changes made to Community Grants Program Travel Donations Application Form as follows:

**TRAVEL SUBSIDY DONATIONS**

**PARTICIPATION BY LOCAL TEAMS / INDIVIDUALS**

**IN NATIONAL / INTERNATIONAL ACTIVITIES**

Upon written request, and with confirmation by an approved governing body of travel/representation details, Council will provide at its discretion a travel donation to residents of the City of Rockingham who are selected to represent their chosen sport activity (cultural, sport, leadership, educational, recreational) at a Local/National/International level at an event held outside Western Australia:

The funding applications are presented to the Chief Executive Officer in line with relevant funding deadlines for consideration.

Travel donations are not funded retrospectively. All applications must be received at least one month **PRIOR** to travel for consideration. Applicants must supply proof of section and representation level with application from an approved governing body.
## Representing Rockingham / Local Area

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<th>Category</th>
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<td>$250</td>
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## Representing Western Australia / Australia

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### Eligibility

Selected representatives are entitled to one travel subsidy donation per person/team per activity in any one financial year.

### Ineligible

Please note the travel subsidy donation is only available to participants. Coaches, support staff and chaperones are not eligible to apply for funding.

A team is defined as a group of 3 or more persons participating in the same event.

---

Applicants Name: ..........................................................

Applicants Address: ..........................................................

Applicants Phone No: ......................................................

DATE: ............................................................

TO: Recreation & Culture Department Community Development

City of Rockingham
PO Box 2142
ROCKINGHAM DC WA 6967

I, .................................................. wish to advise the City of Rockingham that I/We have

(NAME)

been selected to represent, ..........................................................

(SCHOOL, ASSOC, SPORT)

at the ................................................., on ........................................../10

(EVENT/COMPETITION) (DATE)

in ..........................................................

(STATE/COUNTRY)
I would like to request a travel subsidy donation for the following category:

**Representing Rockingham / Local Area**
- Team (group of four or more) □
- Individual □

**Representing Western Australia / Australia**
- Team (group of four or more) □
- Individual □

Please see the attached supporting letter from my Club/ State or National Sporting Association.

Kind regards

Applicants Signature

* If applying on behalf of a team, please provide all applicants names and addresses below.

### Implications to Consider

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<tbody>
<tr>
<td>a. Strategic</td>
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<td>b. Policy</td>
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<tr>
<td>c. Financial</td>
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</tr>
<tr>
<td>d. Legal and Statutory</td>
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</tr>
<tr>
<td>e. Voting requirements</td>
<td>Nil</td>
</tr>
</tbody>
</table>

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

Nil

### 3. Committee Recommendation

That Council:

1. **RECEIVE** the minutes of the Community Grants Program Committee meetings held on the 8, 14 and 29 June 2011 for information.

2. **APPROVE** the changes made to Community Grants Program Policy and Guidelines as follows:
CITY OF ROCKINGHAM
COMMUNITY GRANTS PROGRAM POLICY - JULY 2010

POLICY INTENT
To articulate Council's commitment to developing the City by providing funding opportunities to community groups, clubs, organisations, not-for-profit organisations, individuals and to prescribe the role and function of the Community Grants Program Committee.

POLICY SCOPE
This policy relates to the aforementioned entities wishing to apply for funding toward worthwhile programs, projects, initiatives and events. The Community Grants Program is designed to empower the community to build capacity and become sustainable for the overall benefit of the wider community.

POLICY STATEMENT
1. Policy Objectives
To state an operating framework that provides funding opportunities to the prescribed organisations and individuals.

In pursuit of this objective, Council through its Community Grants Program Committee may undertake or facilitate such activities as:
- require organisations to complete and submit the Community Grants Program application form;
- meet individuals from entities to discuss their respective proposals;
- conduct site visits;
- promote the City of Rockingham as an active participant in community activities and events;

2. Criteria for Evaluation
There must be tangible and sustainable benefits demonstrated in order for Council to commit to any funding.

In determining funding approval, applications will be required to deliver outcomes within the following Council structures:
- Community facilities located on Council land;
- Economic Development initiatives;
- Community Capacity Building initiatives;
- Environmental initiatives;
- Emergency services;
- Events and attractions;
- Community events; and
- Heritage and conservation incentives.

3. Eligibility
Not-for-profit clubs, groups and organisations and individuals that are providing economic, social, community or environmental services, infrastructure and benefits to the Rockingham community.

4. Ineligibility
Groups that are ineligible for funding include, local, state and federal government departments, private companies, individuals (where they seek to make a profit from a proposed activity or event) and private and public schools including employees of these bodies acting on behalf of their employer (excluding relevant community purpose representative bodies such as P & C and P & F Associations). 

CONFIRMED AT A COMMUNITY DEVELOPMENT MEETING HELD ON MONDAY, 11 JULY 2011

PRESIDING MEMBER
5. **Four Key Categories:**

5.1 **Sundry Donations**

Small grants up to $500 can be applied for at any time through a written request an application form addressed to the Chief Executive Officer outlining details of how the funds will be utilised. The request will be provided to the relevant Officer for comment and recommendation and a response will be forthcoming to the applicant in a short timeframe. The Chief Executive Officer will be granted delegated authority to approve sundry donations, and report the donations to Council via the monthly Bulletin.

5.2 **Minor Grants**

Grants from $501 - $20,000 are available through four designated funding rounds each year in line with the events grants program.

Applicants must complete the Community Grants Program application form.

5.3 **Event Grants**

Grants of up to $20,000 are available through four designated funding rounds each year in line with the minor grants program.

The following provides a definition of the three event types for which applicants can apply:

5.3.1 **Iconic Event**

An event that is of state or regional significance, that can demonstrate through detailed planning or on past performance that it will generate significant tourism activity, stimulate large scale community interest and participation and is conducted annually at the same time of the year.

5.3.2 **Community Event**

An event that has local or regional significance that stimulates place activation, community interest and participation.

5.3.3 **Sporting Event**

A significant sporting event organised by a relevant sporting body that may attract the local community and those on a wider scale.

5.4 **Major Grants - Community Infrastructure Planning and Development Grants**

Grants that are in excess of $20,001 are assessed only once per year and applications close 31 January. Approved funding will become available in line with Council’s strategic and business planning and budgets, therefore an 18 month lead time will be required for the funds to be made available. It must be noted that until the Major Grants are finalised for implementation the Community Groups Capital Grants program will remain in effect.

Applicants must complete the relevant Community Grants Program/Community Groups Capital Grants application form.

The Community Infrastructure Planning and Development Grants (IPDG) replace the Community Group Capital Grants program. IPDG are available three times per year, with applicants able to request a maximum of $30,000 for their proposed project. The IPDG are open to all sporting and community groups within the City of Rockingham and need to follow criteria as per the Infrastructure Planning and Development application process.

6. **Operating Guidelines**

Operating guidelines will be maintained for the program covering eligibility, application, assessment, evaluation and acquittal requirements.

7. **Review**

A review of the performance and effectiveness of each grant will be conducted by the Community Grants Program Committee to assess the degree of activity, value to Council and associated
benefits for the City of Rockingham.

A detailed evaluation and acquittal report must be provided no later than 30 days after the completion of the minor, community or sporting event grant funding and 60 days for major and iconic event grant funding.

If community groups or individuals have problems meeting the required evaluation and acquittal deadline correspondence in writing will be required to outline problems and provide a revised deadline for acceptance by the Community Grants Program Executive Officer.

8. Funding

Funding for the Community Grants Program has been sourced through all existing grant programs Council offers to the community. The funds will be grouped into one relevant line item in Council’s annual budget. Funding contributions to the sundry donations will be provided as a set amount and the remaining two key programs, minor and event grants will be allocated over the four funding rounds based on a funding concept of 30%, 30%, 20% and 20% split over the four funding rounds. The Community Infrastructure Planning and Development Grants are allocated over three funding rounds. The committee can bring funds forward from future funding rounds if deemed appropriate.

The committee will consider providing term grants across a three year period on a step down funding commitment for relevant projects and events.

9. Committee Membership

The Committee shall comprise the Mayor and three Councillors, being at least one Councillor from each of the Standing Committees of Council. The councillors will serve a maximum of two (2) years, after which time nominations will be called for and approved by Council according to the governance meeting policy.

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3. **APPROVE** the changes made to Community Grants Program Travel Donations Application Form as follows:
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PARTICIPATION BY LOCAL TEAMS / INDIVIDUALS
IN NATIONAL / INTERNATIONAL ACTIVITIES

Upon written request, and with confirmation by an approved governing body of travel/representation details, Council will provide at its discretion a travel donation to residents of the City of Rockingham who are selected to represent their chosen sport activity (cultural, sport, leadership, educational, recreational) at a Local/National/International level at an event held outside Western Australia:

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### Eligibility

Selected representatives are entitled to one travel subsidy donation per person/team per activity in any one financial year.

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A team is defined as a group of 3 or more persons participating in the same event.

Applicants Name: ..........................................................

Applicants Address: ......................................................

.......................................................... ..........................................................

Applicants Phone No: .....................................................

DATE: .................................................................
TO: Recreation & Culture Department  
Community Development  
City of Rockingham  
PO Box 2142  
ROCKINGHAM DC WA 6967

I, ........................................ wish to advise the City of Rockingham that I/We have (NAME) been selected to represent, ............................................................... (SCHOOL, ASSOC, SPORT) at the ........................................................., on ......................................................./10 (EVENT/COMPETITION) (DATE) in ................................................................. (STATE/COUNTRY)

I would like to request a travel subsidy donation for the following category:

Representing Rockingham / Local Area

- Team (group of four 3 or more) □
- Individual □

Representing Western Australia / Australia

- Team (group of four 3 or more) □
- Individual □

Please see the attached supporting letter from my Club/ State or National Sporting Association.

Kind regards

Applicants Signature

* If applying on behalf of a team, please provide all applicants names and addresses below.

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 Safety

**Community Development Advisory & Occasional Committee Minutes**  
Community Safety

| Reference No & Subject: | CSA-009/11  
City Safe Advisory Committee Meetings |
|-------------------------|--------------------------------------------------|
| File No:                | COM/55  
| Author:                 | Ms Genevieve Rowles, Manager Community Safety  
| Other Contributors:     | 11 July 2011  
| Date of Committee Meeting: | To oversee the all of Council approach to crime prevention and community safety.  
| Terms of Reference:     | 3 Councillors, 9 Community Members  
| Composition:            | Community Development Division – Community Safety Team  
| Disclosure of Interest: | Executive Function  
| Nature of Council’s Role in this Matter: | Minutes of the City Safe Advisory Committee Meeting held on 9 June 2011.  
| Attachments:            |  
| Maps/Diagrams:         |  

### 1. Receipt of Minutes

That Council receive the minutes of the City Safe Advisory Committee Meeting held on 9 June 2011 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 9 June 2011 for information.

Committee Voting - 4/0
<table>
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<tr>
<th>4. The Committee’s Reason for Varying the Officer’s Recommendation</th>
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<tr>
<td>Not applicable.</td>
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### Community Development

#### Community & Leisure Facilities Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CLF-013/11 Gary Holland Community Centre Retail and Café Space Lease Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CPR/206</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Amfora Pty Ltd, Teniele and Toy Pty Ltd and Jayne Dilley</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Renee Sinclair-Deane, Acting Coordinator of Community Facilities</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Ben Roser, Property Lease Officer</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>11 July 2011</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>Gary Holland Community Centre (area 1 - Kent Street Retail Space, area 2 - café space)</td>
</tr>
<tr>
<td>Lot Area:</td>
<td>Lot 300 (No. 19) Kent Street Rockingham, Reserve 49939</td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td>1. Retail Space</td>
</tr>
<tr>
<td></td>
<td>2. Café Space</td>
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### 1. Purpose of Report

To seek approval to enter into leases with

1. *Amfora* for the 80sqm retail space at the Gary Holland Community Centre (GHCC)
2a. *Teniele and Toy* for the 58sqm café space at the GHCC or
2b. *Jayne Dilley*, for the 58sqm café space at the GHCC, in the instance that the preferred applicant for this space should withdraw their application prior to finalizing the lease agreement.
2. **Background**

The GHCC was constructed on Reserve 48927 which originally designated the reserve for the purpose of Recreation and did not provide the City with the power to lease to commercial or retail operations, however, during this time discussions were held with the Department of Regional Development and Lands (DRDL) and in-principal support was granted to lease to non-commercial or other types of businesses. Subsequent lease requests however were not approved as they were considered to be inconsistent with the recreational purpose of the reserve.

In December 2008 a new reserve was created (Reserve 49939) designated “Community Centre”. This new reserve grants the City the power to lease to whom it deems appropriate.

In January 2011 the DRDL formally advised the City that it has no objection to proposed and future leases within the GHCC for the purposes of office space, retail and food outlets given that they provide community benefit and that any income made from such tenancies will be held aside for maintenance and upkeep of the centre.

This was done to enable the City to help recover the existing and future maintenance and operating costs of this facility.

The City has now received numerous applications to lease the Office, Retail and Café spaces at the GHCC via the appointed real estate agent, David Evans Rockingham.

An application for lease of the 80sqm retail space for Print and Design Online Pty. Ltd. was received in May 2011. A report regarding this application was presented to council on 28 June 2011, seeking approval to enter into a lease agreement for a period of 12 months. Once the Office Space located on the first floor of the GHCC becomes available, they wish to move into this area.

3. **Details**

1. **Retail Space** - The retail space is as bordered below:

   ![Retail Space Diagram](image)

   The 80sqm Retail Space fronts Kent Street and has floor to ceiling glass windows, which as advised by the City’s Planning Services must remain uncovered (including by blinds, curtains, roller doors etc.) at all times, and double glass doors facing Kent St, which must be kept open and not locked during business hours. It has an internal door to the rear of the room which will provide public access to toilet amenities and the GHCC Loading Dock for deliveries. There is an allowance for some alfresco at the front of the space.
In April 2011 a certified valuation was received reporting a rental value in the order of $24,000.00 pa. ex GST

An application for the lease of the retail space was received. The application being for:

a. Amfora Pty Ltd; Café/Restaurant. This business will focus on light meals and coffee and is expected to seat 20 indoors with some alfresco dining. Presently this business is trading in an alternate location in the Rockingham Beach area. This application was received in the third week of May 2011 and is subject to the previous tenant vacating the space.

2. Café Space- The cafe space is as bordered below:

![Café Space Diagram](image)

The 2 external walls of the 58msq Café Space consist of floor to ceiling bi-fold glass doors which open onto the Village Square. It has double glass internal doors to the side of the room providing public access to toilet amenities and the GHCC Loading Dock for deliveries.

In April 2011 a certified valuation was received reporting a rental value in the order of $17,400.00 pa. ex GST

Two Applications for lease of the Café Space have been received. The applications being for:

a. Teniele and Toy; Retail clothing store focusing on Australian and international designers and providing a variety of prices $20-$200. This application was received in the third week of May 2011

b. Jayne Dilley (No business name); Café or other retail. This application was received in the second week of June 2011. It has been advised that should a lease for the retail space, for use as a restaurant be approved, the applicant will instead operate as a retail shop. Should the applicant operate as a café, it is expected to seat 16 indoors with some alfresco seating.

It is estimated that variable outgoings, payable to the City will be as follows:

Council Rates Retail: $ 886.50
Council Rates Café: $ 662.80
Water Rates: $1,104.50
Security: $ 378.25
Fire Services and Inspection: $ 946.40
Insurance Retail: $ 450.00
Insurance Café: $ 350.00
Both spaces are fitted with a security alarm and smoke and heat detectors linked to the GHCC security and fire services alarm system. Both rooms have dual emergency escape access.

The disability access toilet located externally and to the left of the Centre will be utilised as a food handler only toilet should any spaces within the GHCC be leased for the purpose of café, restaurant or any other food preparations.

The City’s Planning Services have advised that they have no objection to entering into agreements placing a restaurant within the retail space or a retail shop within the café space. They have also advised that decisions regarding the lease applications are not required to be presented to a meeting of the DAU.

4. Implications to Consider

a. Consultation with the Community
   In accordance with Local Government Act 1995, Section 3.58 (3), the City will provide advertising, seeking public comment on this matter for a period of 21 days.

b. Consultation with Government Agencies
   All leases will require consent from the Minister for Lands.

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

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

d. Policy
   Nil

e. Financial
   The 2010/2011 Annual Budget for the GHCC had a Total Operating Deficit of $174,448.00 (Including annual contracted Management Fees $2,898.00)
   Should Amfora Pty Ltd and Teneile and Toy Pty Ltd or Jayne Dilley enter into a lease agreement with the City annual lease payments received would total $41,400.00
   As per the DRDL’s requirements, income from the tenancy will be used to reduce the operating deficit of the GHCC

f. Legal and Statutory
   Local Government Act 1995, Section 3.58 (3) provides that the City is to give public notice of any proposed lease, including the subject property and proposed tenancy and inviting public submissions regarding the proposed lease/property.

5. Comments

The results of leasing the retail and café spaces fronting the Village Green and Kent Street will be advantageous from both a financial and social aspect. It is anticipated that activating this space will increase community interest and awareness of the Centre and Community Spaces within, resulting in an increase in the annual Hall Booking Fee income and a more active community. The rental income will also reduce the Centre’s Total Operating Deficit in future financial years.

It will be beneficial for activation of the GHCC for Amfora to take up tenancy in the retail space once Print and Design Online Pty Ltd have vacated, as this will reduce the period in which the space remains vacant.
Teniele and Toy have been chosen as preferred applicants to lease the café space as their business will not clash with the proposed restaurant application (it has been advised that the application for Teniele and Toy may be withdrawn if the application approval process is deemed by the applicant as taking too long).

Jayne Dilley has been chosen as second preference for the café space in the instance that the preferred applicant withdraw their application. They have been chosen as second preference as their initial business plan to open a café will clash with the proposed restaurant application and minimal information regarding alternative business plans have been received.

6. Voting Requirements

Simple majority

7. Officer Recommendation

That Council, subject to no adverse submissions being received from the public advertising, ENTER into a lease agreement with the following tenants;

1. Amfora Pty Ltd for 80sqm portion of Lot 300 Gary Holland Community Centre, Kent St, for the purpose of a restaurant with the following conditions:
   a. annual rental of $24,000.00 per annum, ex GST
   b. period of 24 months with an option of 24 months extension by mutual agreement; and
   c. the lessee agrees to pay all outgoings inclusive of power, water, emergency services levy, maintenance and insurances as determined by the City

2. Teniele and Toy Pty Ltd for 58sqm portion of Lot 300 Gary Holland Community Centre, Kent St, for the purpose of a retail clothing store with the following conditions:
   a. annual rental of $17,400.00 per annum, ex GST
   b. period of 24 months with an option of 24 months extension by mutual agreement; and
   c. the lessee agrees to pay all outgoings inclusive of power, water, emergency services levy, maintenance and insurances as determined by the City

3. Jayne Dilley, for 58sqm portion of Lot 300 Gary Holland Community Centre, Kent St for the purpose of a café or retail store, in the instance that the Teniele and Toy withdraw their application, with the following conditions:
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8. Committee Recommendation

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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.
<p>| | |</p>
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<tr>
<td><strong>13. Reports of Councillors</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>14. Addendum Agenda</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>15. Motions of which Previous Notice has been Given</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>16. Notices of Motion for Consideration at the Following Meeting</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>17. Urgent Business Approved by the Person Presiding or by Decision of the Committee</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>18. Matters Behind Closed Doors</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>19. Date and Time of Next Meeting</strong></td>
<td>The next Community Development Standing Committee Meeting will be held on <strong>Monday, 8 August 2011</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
</tr>
<tr>
<td><strong>20. Closure</strong></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 5.15pm.</td>
</tr>
<tr>
<td><strong>21. Attachments</strong></td>
<td>Nil</td>
</tr>
</tbody>
</table>