City of Rockingham
Corporate and Community Development
Committee Meeting Minutes
4:00pm Wednesday 21 October 2015

CONTENTS

1. Declaration of Opening 4
2. Election of Presiding Member/Chairperson 4
3. Record of Attendance/Apologies/Approved Leave of Absence 4
4. Responses to Previous Public Questions Taken on Notice 5
5. Public Question Time 5
6. Confirmation of Minutes of the Previous Meeting 5
7. Matters Arising from the Previous Minutes 5
8. Announcement by the Presiding Person without Discussion 5
9. Declaration of Member’s and Officer’s Interest 5
10. Petitions/Deputations/Presentations/Submissions 6
11. Matters for which the Meeting may be Closed 6
12. Bulletin Items 6
   Corporate and General Management Services Information Bulletin – October 2015 6
   Community Development Information Bulletin – October 2015 8
13. Agenda Items – Corporate and Community Development Committee 11
   Corporate Services
   CS-030/15 Budget Review – September 2015 *(Absolute Majority)* 11
   CS-031/15 Monthly Financial Management Report for August 2015 14
   General Management Services 16
   GMS-020/15 2016 Council Meetings 16
   GMS-021/15 Lot 7 Central Promenade – Temporary Ground Level Car Park Construction 20
   GMS-022/15 Global Friendship Community Committee Member to Attend Sister City Conference 24
   Community Development 27
   CD-040/15 Golden Bay Sports Pavilion Final Project Design 27
   CD-041/15 Singleton Sports and Community Centre Final Project Design 34
   CD-042/15 Community Infrastructure Plan 2015 - 2025 40
14. Reports of Councillors 46
15. Addendum Agenda 46
16. Motions of which Previous Notice has been Given 46
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>Notices of Motion for Consideration at the Following Meeting</td>
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<tr>
<td>18.</td>
<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
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<tr>
<td>19.</td>
<td>Matters Behind Closed Doors</td>
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<tr>
<td>20.</td>
<td>Date and Time of Next Meeting</td>
</tr>
<tr>
<td>21.</td>
<td>Closure</td>
</tr>
</tbody>
</table>
City of Rockingham
Corporate and Community Development Committee Meeting Minutes
Wednesday 21 October 2015 - Council Boardroom

Note: In accordance with Clause 3 of Schedule 2.3 of the Local Government Act 1995, the Chief Executive Officer is to preside at the meeting until the office of Presiding Member is filled.

1. Declaration of Opening
   The Chief Executive Officer declared the Corporate and Community Development Committee Meeting open at 4:01pm, welcomed all present, and delivered the Acknowledgement of Country.

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

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

   3.1 Councillors
   - Cr Smith
   - Cr Liley
   - Cr Stewart
   - Cr Downham
   - Cr McManus
   - Cr Chris Elliott

   3.2 Executive
   - Mr Andrew Hammond
   - Mr John Pearson
   - Mr John Woodhouse
   - Mr Michael Holland
   - Mr Ben Searcy
   - Ms Karin Strachan
Ms Vanisha Govender  Manager Financial Services  
Mr Michael Yakas  Manager Customer and Corporate Support  
Mr Ashley Pittard  Manager Community Infrastructure Planning  
Mrs Jillian Obiri-Boateng  Manager Community Support and Safety Services  
Mr Nick Brown  Manager Community and Leisure Facilities  
Ms Julia Dick  Manager Community Capacity Building  
Ms Alison Oliver  Manager Library and Information Services  
Mr Peter Melling  Manager Investment Attraction  
Ms Fiona Lambrick  Manager Information Systems  
Mr Peter Varris  Manager Governance and Councillor Support  
Ms Helen Savage  Coordinator City Properties  
Ms Julie McDonald  Coordinator Community Capacity Building  
Mr Lee Battersby  Coordinator Cultural Development and Arts  
Ms Tenille Voges  Coordinator Sport and Recreation  
Mrs Jelette Edwards  Governance Coordinator  
Mrs Diane Zanre  PA to Director Community Development

3.3 Members of the Gallery:  1

3.4 Apologies:  Nil

3.5 Approved Leave of Absence:  Nil

4. Responses to Previous Public Questions Taken on Notice

Nil

5. Public Question Time

4:04pm The Chairperson invited members of the Public Gallery to ask questions. There were none.

6. Confirmation of Minutes of the Previous Meeting

Moved Cr Smith, seconded Cr Stewart:

That Committee **CONFIRM** the Minutes of the Corporate and Community Development Committee Meeting held on 15 September 2015, as a true and accurate record.

Committee Voting – 5/0

7. Matters Arising from the Previous Minutes

Nil

8. Announcement by the Presiding Person without Discussion

4:05pm The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.

9. Declarations of Members and Officers Interests

4:05pm The Chairperson asked if there were any interests to declare. There were none.
### 10. Petitions/Deputations/Presentations/Submissions

Nil

### 11. Matters for which the Meeting may be Closed

Nil

### 12. Bulletin Items

#### Corporate and General Management Services Information Bulletin – October 2015

**Corporate Services**

1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Online Records Management Training
   - 3.2 Automation of Records Management Processes
   - 3.3 Intranet Redevelopment
   - 3.4 Upgrade of Intramaps
   - 3.5 Integrated Team Plan and Risk Management Module
   - 3.6 Mobile Computing – Infringements
   - 3.7 Development and Implementation of CoR (City of Rockingham) Mobile App
   - 3.8 Library Management System
   - 3.9 Bushfire Mitigation System Upgrade
   - 3.10 CCTV - Waterfront Upgrade
   - 3.11 CCTV – Mobile Unit
   - 3.12 CCTV – Security Vehicle Camera
   - 3.13 Expansion of Private Fibre – Council Avenue
   - 3.14 Warnbro Library Radio Frequency Identification (RFID) Installation
   - 3.15 WiFi Installation to Selected City Buildings
   - 3.16 Multi-function Device Replacements
   - 3.17 Development of Next Generation Standard Operating Environment (SOE)
   - 3.18 Replacement of Reception Room Audio Visual Equipment
   - 3.19 Information Communication Technology Security Equipment
   - 3.20 Integrate Security Access Control Systems
   - 3.21 Implement DC1/DC2 Configuration as per Business Continuity Plan Requirements

4. Information Items
   - 4.1 Change of Basis of Rates September 2015
   - 4.2 Amendment to Rate Record – Non rateable Land s6.26(2)(a) of Local Government Act
   - 4.3 Write off
   - 4.4 List of Payments September 2015
   - 4.5 Delegated Approval of Tenders by CEO
   - 4.6 Rockingham Aquatic Centre
   - 4.7 Aqua Jetty
   - 4.8 Rockingham Child Care Service
   - 4.9 Warnbro Community Recreation Centre
   - 4.10 Mike Barnett Sports Complex
   - 4.11 Gary Holland Community Centre
   - 4.12 Lease Management
<table>
<thead>
<tr>
<th>4.13 Land Management</th>
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<tbody>
<tr>
<td><strong>Governance and Councillor Support</strong></td>
</tr>
<tr>
<td>1. Governance and Councillor Support Team Overview</td>
</tr>
<tr>
<td>2. Human Resource Update</td>
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<tr>
<td>3. Project Status Reports</td>
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<tr>
<td>4.1 Local Government Elections</td>
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<td>4.2 Global Friendship</td>
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<tr>
<td>4.3 Rockingham Civic Ring of Bells - Visit</td>
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<td>4.4 Freedom of Information (FOI) Requests</td>
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<tr>
<td>4.5 Australian Coastal Councils Association Inc. Newsletter</td>
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<td>4.6 Citizenships</td>
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<td>4.7 Coming Events</td>
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</tbody>
</table>

**Human Resources**

| 1. Human Resources Team Overview |
| 2. Human Resource Update |
| 3. Project Status Reports |
| 3.1 Employee Wellness Programme |
| 3.2 Corporate Training Programme |
| 3.3 Leadership and Management Programme |
| 3.4 RESPECT Programme |
| 3.5 Occupational Safety and Health Programme |
| 4. Information Items |
| 4.1 Recruitment and Onboarding |
| 4.2 Occupational Safety and Health Statistics |

**Strategy and Corporate Coordination**

| 1. Strategy Coordination Team Overview |
| 2. Human Resource Update |
| 3. Project Status Reports |
| 3.1 Risk Management Training and Printing |
| 3.2 Community Engagement Framework |
| 3.3 Lean six sigma project |
| 3.4 Corporate e-Newsletter |
| 3.5 Graphic design for Intranet |
| 3.6 Protection of Intellectual Property |
| 3.7 Journal Software subscription |
| 4. Information Items |
| 4.1 Annual Customer Satisfaction Survey |
| 4.2 Coordinating the development of a 10 year minor infrastructure plan |
| 4.3 6th Generation Team Plans |
| 4.4 Coordinating the implementation of a Development Contribution Scheme |
| 4.5 City Scoreboard |
| 4.6 Roll-out of Risk Analysis Framework |
| 4.7 Digital Media Strategy |
| 4.8 Social Media |
| 4.9 Media Tracking |
| 4.10 Other initiatives that the Strategy and Corporate Communications team is involved with |

**Investment Attraction**

| 1. Investment Attraction Team Overview |
2. Human Resource Update
3. Project Status Reports
   3.1 Marketing City of Rockingham
   3.2 Online Forecasting Tool
   3.3 Small Business Leadership Forums and Investment Attraction Seminars
   3.4 City Centre Marketing Plan
   3.5 Business Tourism Hotel Feasibility
   3.6 Dixon Road Marketing Plan
4. Information Items
   4.1 Various Meetings
   4.2 2015 WA Tourism Conference
   4.3 Site visit to Azure Beachside Apartments
   4.4 LandCorp
   4.5 Science Innovation & Enterprise Centre – Murdoch Campus
   4.6 Property Council of WA
   4.7 Experience Perth

Legal Services & General Counsel
1. Legal Services & General Counsel Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   Provision of Legal Advice
   4.1 Legal Advice – Local Government Operational Matters
   4.2 Documentation
   Legal Capacity Building
   4.3 Training – Prosecution Training Workshop – the “Desk-Top Audit” – Occupying a building without an occupancy permit
   4.4 Training – Western Australian Planning Commission – Planning and Development (Local Planning Schemes) Regulations 2015

Committee Recommendation

Moved Cr Smith, seconded Cr Stewart:
That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – October 2015 and the content be accepted.

Committee Voting – 5/0

Community Development Information Bulletin – October 2015

Community Support and Safety Services
1. Community Support and Safety Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Regional Community Services Leadership Programmes
   3.2 Social Connector Project
   3.3 Rockingham Connect
4. Information Items
   4.1 Youth Services
   4.2 Community Safety

Library Services
1. Library Services Team Overview
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 17 NOVEMBER 2015

<table>
<thead>
<tr>
<th>2.</th>
<th>Human Resource Update</th>
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<tbody>
<tr>
<td>3.</td>
<td>Project Status Reports</td>
</tr>
<tr>
<td>3.1</td>
<td>Rockingham Campus Community Library Transition</td>
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<td>3.2</td>
<td>Warnbro Community Library Agreement Renewal</td>
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<tr>
<td>4.</td>
<td>Information Items</td>
</tr>
<tr>
<td>4.1</td>
<td>August 2015 Library Statistics</td>
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<td>4.2</td>
<td>Mary Davies Library and Community Centre</td>
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<td>4.3</td>
<td>Safety Bay Library</td>
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<td>4.4</td>
<td>Warnbro Community Library</td>
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<td>4.5</td>
<td>Children’s Book Week 2015</td>
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<td>4.6</td>
<td>Knitters Anonymous</td>
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<tr>
<td>4.7</td>
<td>Social Media</td>
</tr>
</tbody>
</table>

**Community Infrastructure Planning**

1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Laurie Stanford Reserve Master Plan Implementation
   3.2 Rhonda Scarrott Reserve Master Plan Implementation
   3.3 Reserve and Open Space Master Plans
   3.4 Secret Harbour Surf Life Saving Club Redevelopment
   3.5 Eighty Road Reserve Development
   3.6 Lark Hill Northern Expansion
   3.7 Baldivis District Sporting Complex Needs and Feasibility Study and Concept Plans
   3.8 Aqua Jetty Stage 2 Feasibility and Business Modelling
   3.9 Baldivis South Community Centre
   3.10 Rockingham Youth Venue Feasibility and Concept Plans
   3.11 Baldivis South Youth Space
   3.12 Inclusive Play Space
   3.13 Youth Outdoor Recreation Space Strategy Review
   3.14 Community Purpose Site Strategy
   3.15 Enclosed Off-Leash Dog Exercise Area Design
   3.16 East Baldivis Shared Use Reserve Concept Plans
   3.17 Community Infrastructure Plan Review
   3.18 Infrastructure Planning and Development Grants

4. Information Items

**Community Capacity Building**

1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 New Year’s Eve Celebration 2015
   3.2 Australia Day Celebrations 2016
   3.3 Community Grants Program (CGP)
   3.4 Youth Encouragement Award (YEA)
   3.5 Disability Access and Inclusion Plan (DAIP) Implementation
   3.6 Christmas Decoration Program
   3.7 Reconciliation Action Plan (RAP)

4. Information Items
   4.1 Seniors
   4.2 Place Activation
| 4.3  | Sustainability                          |
| 4.4  | Learning City Strategy                  |
| 4.5  | Youth Development                       |
| 4.6  | Sport, Recreation and Health and Wellbeing |
| 4.7  | Cultural Development and Arts           |
| 4.8  | Outdoor Event Applications              |

**Committee Recommendation**

Moved Cr Smith, seconded Cr Downham:

That Councillors acknowledge having read the Community Development Information Bulletin – October 2015 and the content be accepted.

Committee Voting – 5/0
13. Agenda Items

Corporate Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-030/15 Budget Review – September 2015 (Absolute Majority)</th>
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</thead>
<tbody>
<tr>
<td>File No:</td>
<td>FLM/17-04</td>
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<tr>
<td>Risk Register No:</td>
<td>152</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Ms Vanisha Govender, Manager Financial Services</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
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<tr>
<td>Date of Committee Meeting:</td>
<td>21 October 2015</td>
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<tr>
<td>Previously before Council:</td>
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<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
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<tr>
<td>Site:</td>
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<tr>
<td>Lot Area:</td>
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<tr>
<td>Attachments:</td>
<td>September 2015 Budget Review</td>
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<tr>
<td>Maps/Diagrams:</td>
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Purpose of Report

To present the September 2015 Budget Review for Council’s consideration and to seek Council’s authorisation of the budget amendments arising from the review.

Background

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

The September 2015 Budget Review includes details of transactions during the July 2015 - September 2015 period and adjustments required to the annual budget. The document includes the following information:

1. Summary of Budget Position
2. Summary of Major Amendments
3. Detailed statement of Operating and Non-Operating Revenue and Expenditure by Department

### Implications to Consider

| a. Consultation with the Community | Nil |
| b. Consultation with Government Agencies | Nil |
| c. Strategic | Community Plan |
|   | This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025: |
|   | **Aspiration C:** Quality Leadership |
|   | **Strategic Objective:** Governance - Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment. |
| d. Policy | Nil |
| e. Financial | The overall effect of the various budget amendments is a surplus of $25,468, however this is subject to any changes required to the opening position as a result of the audit process. |
| f. Legal and Statutory | This budget review is performed as a matter of good governance and is not required by legislation. |
| g. Risk | Nil |

### Comments

The main amendments proposed in the budget review are summarised in the September 2015 Budget Review attachment.

Opening Position: The opening position has increased from $18.4 million (including restricted funds) to $28.2 million. The bulk of the increase is due to:

a) Increase in restricted grants by $2.2 million, which predominantly includes the Federal Assistance Grants for 2015/2016 advance payment.

b) The balance of $7.6 million contributes to the general surplus of $28.2 million as a result of additional income, expenditure savings and final balance day adjustments.
Expense: Operating expense has increased by $0.96 million with the major increases being graffiti removal costs, the three bin collection system, drainage service audit and community infrastructure acquisition costs.

Income: Operating income has decreased by $1.7 million with the major decrease being a reduction of the Federal Assistance Grant of $2.2 million as a result of the first instalment for 2015/2016 being paid into the 2014/2015 financial year, and increases in income for pool inspections fees, royalty income and Capital Grants.

Non-operating Expenditure: Capital expenditure has increased by $6.96 million with the major changes being an increase in Community Infrastructure assets of $4.5 million.

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That Council:

1. *ADOPT* the September 2015 Budget Review; and
2. *AMEND* the budget accordingly.

**Committee Recommendation**

Moved Cr Smith, seconded Cr Stewart:

That Council:

1. *ADOPT* the September 2015 Budget Review; and
2. *AMEND* the budget accordingly.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
### Purpose of Report

To receive the monthly Financial Management Report for August 2015.

### Background

Nil

### Details

The Monthly Financial Management Report includes the following:

1. Statement of Financial Activity by Program
2. Statement of Net Current Assets
3. Other schedules and charts for management information purposes.

### Implications to Consider

a. Consultation with the Community
   
   Not Applicable
b. Consultation with Government Agencies
   Not Applicable

c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:
   **Aspiration C:** Quality Leadership
   **Strategic Objective:** Governance - Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.

d. Policy
   Nil

e. Financial
   Major variances (above $250,000) between budget estimates and actual results for the month to which the statement relates are shown in the supporting documentation.

f. Legal and Statutory

g. Risk
   Nil

Comments
Any variances identified will be reviewed within the current budget review.

Voting Requirements
Simple Majority

Officer Recommendation
That Council **ACCEPT** the monthly Financial Management Report for August 2015.

Committee Recommendation
Moved Cr Smith, seconded Cr Downham:
That Council **ACCEPT** the monthly Financial Management Report for August 2015.

Committee Voting – 5/0

The Committee’s Reason for Varying the Officer’s Recommendation
Not Applicable

Implications of the Changes to the Officer’s Recommendation
Not Applicable
Purpose of Report

Council consideration of the dates proposed for Council meetings for the 2016 year.

Background

In accordance with the Local Government Act, 1995 a local government is to at least once a year give local public notice of the date, time and place for Council meetings for the next 12 months.

The Governance and Meeting Framework notes that Council meetings are generally held on the fourth Tuesday of each month commencing at 6:00pm in the Council Chamber. The Planning and Engineering Services Committee and Corporate and Community Development Committee generally meet in the Council Boardroom commencing at 4:00pm on the following dates:

- Planning and Engineering Services Committee – Third Monday of each month.
- Corporate and Community Development Committee – Third Tuesday of each month.
Details

The exception to the above include the compression of the meeting schedule in December where the Council meeting is brought forward by one week to accommodate the Christmas season, resulting in the Committee Meetings being held in the second week of the month.

The fourth Tuesday for January 2016 falls on Australia Day so it is proposed to hold the meeting on Wednesday 27 January 2016.

The following dates are scheduled for meetings in 2016:

1) Council Meetings (commencing at 6:00pm in the Council Chambers)

<table>
<thead>
<tr>
<th>January 27 (Wed)</th>
<th>April 26</th>
<th>July 26</th>
<th>October 25</th>
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<tbody>
<tr>
<td>February 23</td>
<td>May 24</td>
<td>August 23</td>
<td>November 22</td>
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<tr>
<td>March 22</td>
<td>June 28</td>
<td>September 27</td>
<td>December 20</td>
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</table>

2) Planning and Engineering Services Committee (commencing at 4:00pm in the Council Boardroom)

<table>
<thead>
<tr>
<th>January 18</th>
<th>April 18</th>
<th>July 18</th>
<th>October 17</th>
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<tr>
<td>February 15</td>
<td>May 16</td>
<td>August 15</td>
<td>November 14</td>
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<tr>
<td>March 14</td>
<td>June 20</td>
<td>September 19</td>
<td>December 12</td>
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3) Corporate and Community Development Committee (commencing at 4:00pm in the Council Boardroom)

<table>
<thead>
<tr>
<th>January 19</th>
<th>April 19</th>
<th>July 19</th>
<th>October 18</th>
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<tr>
<td>February 16</td>
<td>May 17</td>
<td>August 16</td>
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<tr>
<td>March 15</td>
<td>June 21</td>
<td>September 20</td>
<td>December 13</td>
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Implications to Consider

a. Consultation with the Community

Advertising will be undertaken in the Sound Telegraph, Weekend Courier, Council website, social media platforms, City libraries and notice boards advising the scheduled dates for Committee and Council meetings.

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 and Strategic Objective(s) contained in the Community Plan 2015-2025:

**Aspiration C:** Quality leadership

**Strategic Objective:** Governance – Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment.

d. Policy

The Governance and Meeting Framework Policy specifies that Council meetings are to be conducted on the fourth Tuesday of the month and Standing Committees to be held the Monday and Tuesday the week prior.


**e. Financial**

Cost of advertising the meetings is provided for in Governance and Councillor Support account 210018.1204.

**f. Legal and Statutory**

Section 5.25(1)(g) of the Local Government Act, 1995 (the Act) stipulates the giving of public notice of the date and agenda for Council and Committee meetings.

Regulation 12(1) of the Local Government (Administration) Regulations 1996 further refine the Act to specify time, place and types of committees that must be advertised.

**g. Risk**

Nil

### Comments

The proposed schedule of meeting dates follows that which has been established in the 2013 review of the standing committees and the introduction of a January round of meetings. The trend in local government has been to seek more effective, timely and responsive decision making, much of this having been driven by the community and proponents of issues before Council.

Notwithstanding the use of delegation of authority and policy to assist in timely and consistent decision making, the process to gain a Council decision is often a lengthy one. It is also recognised that the application of the committee system has served Council well in the past.

The schedule of Standing Committee meetings is determined in accordance with the Governance and Meeting Framework Policy. There is no legislative requirement to advertise the meeting dates of the Standing Committees as they do not make decisions through Council delegated authority.

Councillor Engagement Sessions will also be scheduled throughout the year, generally once per month if required, falling on the second Tuesday of the month in accordance with the Governance and Meeting Framework Policy.

### Voting Requirements

Simple Majority

#### Officer Recommendation

That Council **APPROVE** the following Council meeting dates for 2016:

<table>
<thead>
<tr>
<th>Council Meetings (commencing at 6:00pm in the Council Chambers)</th>
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<tbody>
<tr>
<td>January 27 (Wed)</td>
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<td>February 23</td>
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<tr>
<td>March 22</td>
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#### Committee Recommendation

Moved Cr Downham, seconded Cr McManus:

That Council **APPROVE** the following Council meeting dates for 2016:

<table>
<thead>
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<th>Council Meetings (commencing at 6:00pm in the Council Chambers)</th>
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<td>March 22</td>
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Committee Voting – 5/0
<table>
<thead>
<tr>
<th>The Committee's Reason for Varying the Officer's Recommendation</th>
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<tbody>
<tr>
<td>Not Applicable</td>
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<thead>
<tr>
<th>Implications of the Changes to the Officer’s Recommendation</th>
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<tbody>
<tr>
<td>Not Applicable</td>
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</tbody>
</table>
General Management Services
Investment Attraction Services

Reference No & Subject: GMS-021/15 Lot 7 Central Promenade – Temporary Ground Level Car Park Construction

File No: LUP/177
Risk Register No:
Proponent/s:
Author: Mr Peter Melling, Manager Investment Attraction
Other Contributors:
Date of Committee Meeting: 21 October 2015
Previously before Council:
Disclosure of Interest:
Nature of Council’s Role in this Matter: Executive

Site: Lot 7 Central Promenade, Rockingham WA 6168
Lot Area: 7,158 sqm
Attachments: Proposed Car Park Design
Maps/Diagrams: Location Plan

Aerial View of Land at Lot 7 Central Promenade, Rockingham.
Purpose of Report

To consider a proposal to construct a temporary car park on Lot 7 Central Promenade, Rockingham within the core of the City Centre to accommodate additional temporary public car parking.

Background

Since 1995, planning and development in the core of the City Centre has been based on the City Centre Development Policy Plan (DPP). The City Centre DPP is part of a more comprehensive Centre Plan that stretches from the Rockingham Train Station to Rockingham Beach. It guides the development of public and private property within the Rockingham Strategic Metropolitan Centre.

The overall Centre Plan and the more detailed City Centre DPP were adopted by the City and endorsed by the Western Australian Planning Commission in 2009. The Centre Plan provides a medium to long term vision, with the aim of encouraging high intensity development along the route of the central transit system and to offer an attractive inner-city lifestyle, with most activities within walking distance of amenities and public transport.

Lot 7 Central Promenade is owned by the City freehold, therefore there are no land tenure implications which may adversely impact the project.

The City has released selected land holdings to promote development in the City Centre. Sites identified include Lots 200 and 201 Chalgrove Avenue, Rockingham (refer to item GMS-006/15 from the Council meeting held 23/06/2015).

A mixed use development of Lots 200 and 201 Chalgrove Avenue requires dedicated parking for commercial occupants and visitors. Paved, ground level public parking is available to these lots, however, up to 100 of these car bays are currently occupied by City staff on a daily basis.

The construction of a new temporary ground level car park on Lot 7 Central Promenade would release car parking pressure on existing public parking areas to the north of the City Square. This would enable the future development of Lots 200 and 201 Chalgrove Avenue to proceed.

The Investment Attraction team conducted a survey of all administration staff (208 staff) on 9 December 2014, with 104 staff reporting they utilise the existing public parking areas to the north of the City Square on a regular basis. Since then the investment attraction team have monitored the car park use and noticed a continued decrease in available spaces throughout the day.

The construction of the 100 additional bays will provide temporary short-term capacity, in advance of the construction of the decked car parking structure.

The construction of the car park will require planning approval.

Details

The construction of a new temporary ground level car park on Lot 7 Central Promenade releases car parking pressure on existing public parking areas to the north of the City Square.

Construction of the temporary car park is for 100 car bays on Lot 7 Central Promenade. The new car park will be constructed in a manner that is conducive to future street front development in compliance with the provisions of the City Centre DPP.

The car park will have a semi-mountable kerb to allow overflow parking if required.

Proposed Temporary Car Park

Engineering Services has prepared a design to construct a temporary car park (refer Attachment 1). The estimated cost is $180,000 for all works, including car park construction, footpath, brick paving, kerbing and landscaping. Estimated costs are as follows:
It is also proposed to cater for 2 ACROD vehicles (Australian Council for Rehabilitation of Disabled).

### Implications to Consider

<table>
<thead>
<tr>
<th>Works Required</th>
<th>Estimated Cost</th>
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<tbody>
<tr>
<td>Earthworks</td>
<td>$4,380</td>
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<tr>
<td>Pavement Construction</td>
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<td>Spray Seal</td>
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<td>Brick Paving (Lab &amp; Material)</td>
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<td>Kerbing</td>
<td>$4,229</td>
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<td>Footpath</td>
<td>$24,640</td>
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<td>Landscaping</td>
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<td>Supervision</td>
<td>$6,565</td>
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<td>$1,531</td>
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<td>Contingency</td>
<td>$8,272</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$177,668</strong></td>
</tr>
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</table>

1 Account number yet to be created for expenditure.
f. **Legal and Statutory**

Section 6.8 of the Local Government Act 1995 provides that a local government is not to incur expenditure from its Municipal fund for additional purpose except where it is authorised in advance by absolute majority resolution.

g. **Risk**

Nil

### Comments

The construction of the temporary car park will provide a short-term capacity until such time as the City undertakes the construction of the car parking deck at Chalgrove Avenue.

The temporary car parking option provides the most appropriate short-term solution to the existing peak car parking demand issues facing the City. It will also allow the planned development of Lots 200 and 201 Chalgrove Avenue, Rockingham to proceed with public car parking available for retail/commercial uses.

### Voting Requirements

1. Simple Majority for construction of the car park.
2. Absolute Majority to amend the 2015-2016 budget.

### Officer Recommendation

That Council:

1. **APPROVE** the construction of a temporary public car park on Lot 7 Central Promenade, Rockingham to provide 100 additional bays to alleviate peak car parking demand within the City Centre Core Precinct; and
2. **APPROVE** the 2015-2016 budget to be amended accordingly.

### Committee Recommendation

**Moved Cr McManus, seconded Cr Downham:**

That Council:

1. **APPROVE** the construction of a temporary public car park on Lot 7 Central Promenade, Rockingham to provide 100 additional bays to alleviate peak car parking demand within the City Centre Core Precinct; and
2. **APPROVE** the 2015-2016 budget to be amended accordingly.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
Purpose of Report

To seek Council approval for a Global Friendship Community Committee Member to attend the Sister Cities Australia 2015 National Conference in Blacktown, New South Wales from 8-11 November 2015.

Background

Sister Cities Australia Inc. (SCA) is an association of cities, towns, shires, ports and even States that have a Sister City relationship. The objective of SCA is to provide an umbrella of support and to promote these affiliations. SCA also aims to provide a forum for cultural, economic and educational interchange between communities and to encourage friendship, cooperation and understanding to improve peaceful coexistence worldwide.

The City of Rockingham currently has a Sister City relationship with the City of Ako, Hyogo Prefecture in Japan.

Details

The 2015 National Conference theme is ‘Diversity, Culture and Friendship’ and Blacktown is a working example of how this can be achieved across Australia’s most multicultural experience.
Some of the notable speakers at the conference include The Hon Bob Carr, Jessica Watson OAM and Peter FitzSimons AM.

### Implications to Consider

| a. Consultation with the Community | Not Applicable |
| b. Consultation with Government Agencies | Not Applicable |
| c. Strategic | Community Plan |
| Not Applicable |
| d. Policy | 
The intent of the Global Friendship Committee Policy is to articulate Council’s commitment to establishing and maintain Global Friendships and to prescribe the role and function of the Global Friendship Committee. The policy does not explicitly include information about attendance of the Sister Cities Annual National Conference. Attending the conference however is part of maintaining the current Sister City relationship with Ako. |
| e. Financial | 
| Item | Costs |
| Flights | $495 (Approximate cost) |
| Accommodation | $672 |
| Conference Registration | $800 |
| Transport | Expenses will be reimbursed when receipts are supplied |
| f. Legal and Statutory | Nil |
| g. Risk | Nil |

### Comments

In 2012 Council resolved to send two Community Members from the Global Friendship Committee to the Sister Cities Australia National Conference in Devonport, Tasmania. No committee members attended the 2013 Sister Cities Australia National Conference in Broken Hill, New South Wales. The 2014 Sister Cities Australia National Conference was held in Bunbury, Western Australia. Due to the close proximity of last year’s conference and with no need to pay for flights more committee members were invited to attend. Two community committee members attended as well as the Manager Governance and Councillor Support. The feedback received from the attendees was positive and provided ideas for the Global Friendship Committee and was a valuable networking exercise with other Councils who have sister city relationship.
**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **APPROVE** for a Global Friendship Community Committee Member to attend the Sister Cities Australia 2015 National Conference in Blacktown, New South Wales from 8-11 November 2015.

**Committee Recommendation**

No Committee Recommendation was made for Item GMS-022/15 due to the lack of a mover.

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

The Officer Recommendation failed to receive support from the Committee.

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

Not Applicable
## Community Development

### Community Infrastructure Planning

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-040/15 Golden Bay Sports Pavilion Final Project Design</th>
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</thead>
<tbody>
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<td>File No:</td>
<td>CPR/705</td>
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<tr>
<td>Author:</td>
<td>Mr Ashley Pittard, Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Gary Rogers, Manager Procurement and Projects</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>21 October 2015</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>26 August 2014 (CD027/14), 24 June 2014 (CD020/14)</td>
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<td>Nature of Council’s Role in this Matter:</td>
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<td>Site:</td>
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<td>Lot Area:</td>
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<td>Attachments:</td>
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</tr>
<tr>
<td>1. Change Room Floor Plan</td>
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<tr>
<td>2. Social Room Floor Plan</td>
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<tr>
<td>3. Change Room Elevation</td>
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<td>4. Social Room Elevation</td>
<td></td>
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<tr>
<td>Maps/Diagrams:</td>
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</tr>
<tr>
<td>1. Location Plan – Rhonda Scarrott Reserve</td>
<td></td>
</tr>
<tr>
<td>2. Location of Building Works – Rhonda Scarrott Reserve</td>
<td></td>
</tr>
<tr>
<td>3. Change Room Floor Plan</td>
<td></td>
</tr>
<tr>
<td>4. Social Room Floor Plan</td>
<td></td>
</tr>
<tr>
<td>5. Change Room Elevation</td>
<td></td>
</tr>
<tr>
<td>6. Social Room Elevation</td>
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</tr>
</tbody>
</table>
1. Location Plan – Rhonda Scarrott Reserve

2. Location of Building Works – Rhonda Scarrott Reserve

2 The location of building works has been amended to show the correct position of works.
3. Change Room Floor Plan (Refer Attachment 1)

4. Social Room Floor Plan (Refer Attachment 2)
5. Change Room Elevation (Refer Attachment 3)

6. Social Room Elevation (Attachment 4)
Purpose of Report

To seek Council endorsement of the final detailed design and cost estimate for the Golden Bay Sports Pavilion development at Rhonda Scarrott Reserve.

Background

Following the endorsement of the Rhonda Scarrott Reserve Master Plan in August 2014, the development has been refined with full detailed design documentation, further site and building material investigations, and quantity surveyed cost estimates to better determine a functional building design to meet the needs of the sporting clubs, broader community, and the City. This detailed design process has now produced a final design at Rhonda Scarrott Reserve with an associated cost estimate.

Details

Officers, the architect and stakeholders have continually reviewed the concept design information to ensure all design factors have been completely explored and exhausted and that the resultant design delivers the best community outcome. These factors include:

1. Building materials in proximity to the coastal environment
2. Functionality and operations of all built spaces and the associated public realm
3. Acknowledgment of, and adherence to, the Sports Facilities Provision Policy

With these factors in mind, the project has been developed to reflect the best detailed design within the reserve. Appropriate quantity surveyed cost estimates have been received and prudent cost saving measures applied where practicable.

Implications to Consider

a. Consultation with the Community
   The reserve stakeholders have been involved in design finalisation.

b. Consultation with Government Agencies
   The Department of Sport and Recreation, as a funding contributor, are advised of the projects progression at key milestones.
   Lot 2264 Tangadee Road, Golden Bay is Crown Land with the Management Order issued to the City of Rockingham. Power to lease is not included within the Management Order and therefore the City will be required to liaise with Department of Lands to enable the facility to be leased.

c. Strategic Community Plan
   This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:

   Aspiration B: Strong Community
   Strategic Objective: Services and Facilities - Community facilities and services that accommodate contemporary community expectation and are justified, well used, cost effective and, where appropriate, multi-functional

   Aspiration C: Quality Leadership
Strategic Objective: Infrastructure: Civic Buildings, sporting facilities, public places and transport infrastructure planned, designed, constructed and maintained using best practice principles and life cycle cost analysis, and implemented in line with informed population growth analysis

d. Policy
Sports Facility Provision Policy: Buildings are designed with due consideration of the policy and their relevant guidelines for dimensions.

e. Financial
The 2015 / 2016 Council Budget has an allocation of $4,859,454 for the Rhonda Scarrott Reserve Development (Golden Bay Sports Pavilion). In addition the City will receive $31,609 from the Secret Harbour Dockers Football Club as their contribution towards the commercial kitchen. Therefore, the total income for the project is $4,891,063.

The Quantity Surveyed pre-tender estimate received by the City on the final detailed design is estimated to be $4,959,582. This pre-tender estimate is $68,519 over budget which equates to 1.4% of the total project cost.

The variance in the final figure can be attributed to the inclusion of additional items including the requirement to extend the sewer connection and the inclusion of a commercial kitchen. If desired, the City can remove provisional items such as solar panels and furniture and equipment to reduce expenditure.

It should be noted that the pre-tender estimate is an opinion of probable cost only and does not represent the actual cost of works which will be determined by the market at the time of tender.

The Department of Sport and Recreation have contributed $346,505 to this project.

f. Legal and Statutory
The provision of items of infrastructure (including the “Rhonda Scarrott Reserve Active POS Master Plan”) is envisaged by Development Contribution Plan No. 2 (which is a schedule of the City of Rockingham Town Planning Scheme No.2).

Owners of relevant land may be required to make financial contributions towards the estimated costs of that infrastructure. See clause 5.6 of Town Planning Scheme No.2. The estimated costs are required to be subject of a Development Plan Report, which must be reviewed at least annually.

g. Risk
Nil

Comments

The rationale for development of the Golden Bay Sports Pavilion at Rhonda Scarrott Reserve has been clearly demonstrated through the Community Infrastructure Plan, Coastal South Sports Infrastructure Assessment and the Rhonda Scarrott Reserve Master Plan. The findings are that such development of built structures is necessary to support sport and community activation on this reserve, due to the increased club participation associated with population increase.

The final detailed design specification is able to meet the optimum operational needs of all stakeholders at Rhonda Scarrott Reserve, especially in aiding the sustainability of local clubs with associated infrastructure within the reserve. The specifications for the facility have focused not only on meeting the needs of the stakeholders, but also reducing whole of life costs through sustainability measures. These initiatives include natural ventilation, inclusion of solar panels, use of long lasting materials, all of which may result in a slightly higher construction cost, but will substantially reduce ongoing running and maintenance costs.
With the overall design philosophy remaining the same for the project, one design alteration has occurred:

1. The Rhonda Scarrott Reserve Master Plan indicated a total extension to the north of the existing Coastal Community Centre to incorporate change rooms and social facilities. In order to provide a central facility with maximum visual surveillance of the playing surfaces and surrounding reserve, the change rooms and storage extend off the Coastal Community Centre as per the Master Plan, and the Sports Pavilion (including social room, toilets, kitchen / kiosk, admin, etc.) is now a standalone building a short distance to the east in a pivotal location between the ovals and in proximity to the second new car park. The dimensions of the pavilion and change rooms remain the same.

The construction of a new sports pavilion at Golden Bay is one of the major infrastructure priorities for the City of Rockingham. With the lack of existing infrastructure and significant growth in sporting activities at the reserve, the development shall ensure that the Secret Harbour Dockers Football Club (SHDFC), the community and adjacent Coastal Community Centre, Fire Brigade and school all have safe, functional and accessible facilities for years to come.

Under the Sports Facility Provision Policy, the SHDFC has requested to contribute financially to the embellishment of commercial kitchen and bar area beyond the scope of the policy. This request has been incorporated into the final design and the agreement has been formalised between the City and the SHDFC by exchange of letters and the club contributing $31,609 GST exclusive.

Pending approval from Department of Lands to excise a portion of the reserve to enable power to lease, the pavilion and change rooms shall be leased to the SHDFC with the community or other groups accessing bookings via the Club.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **ENDORSE** the final Golden Bay Sports Pavilion detailed design plans September 2015 at Rhonda Scarrott Reserve.

**Committee Recommendation**

Moved Cr Smith, seconded Cr McManus:

That Council **ENDORSE** the final Golden Bay Sports Pavilion detailed design plans September 2015 at Rhonda Scarrott Reserve.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
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<thead>
<tr>
<th><strong>Reference No &amp; Subject:</strong></th>
<th>CD-041/15</th>
<th>Singleton Sports and Community Centre Final Project Design</th>
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<td><strong>Lot Area:</strong></td>
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| **Attachments:**            | 1. Building Floor Plan  
2. Building Elevation |
| **Maps/Diagrams:**         | 1. Location Plan  
2. Aerial Image  
3. Building Floor Plan  
4. Building Elevation |
1. Location Plan

2. Aerial Image of Current Facility
Building Floor Plan (Refer Attachment 1)

3. Building Elevation (Refer Attachment 2)
Purpose of Report

To seek Council endorsement of the final detailed design and cost estimate for the Singleton Sports and Community Centre development at Laurie Stanford Reserve.

Background

Following the endorsement of the Laurie Stanford Reserve Master Plan in August 2014, the development has been refined with full detailed design documentation, further site and building material investigations, and quantity surveyed cost estimates to better determine a functional building design to meet the needs of the community and sporting clubs, broader community, and the City. This detailed design process has now produced a final design for the Singleton Sports and Community Centre at Laurie Stanford Reserve with an associated cost estimate.

Details

Officers, the architect and stakeholders have continually reviewed the concept design information to ensure all design factors have been completely explored and exhausted, and that the resultant design delivers the best community outcome. These factors include:

- Partnerships and shared use space for this multipurpose sports and community centre
- Functionality and operations of all built spaces and the associated public realm
- Acknowledgment of, and adherence to, the Sports Facility Provision Policy
- Reduction of whole of life costs through the introduction of sustainability measures

With these factors in mind, the project has been developed to reflect the best detailed design within the reserve. Appropriate quantity surveyed cost estimates have been received and prudent cost saving measures applied where practicable.

Implications to Consider

a. Consultation with the Community
   The reserve stakeholders have been involved in design finalisation.

b. Consultation with Government Agencies
   The Department of Sport and Recreation, as a funding contributor, are advised of the project’s progression at key milestones.
   Lot 4064 Cavander Street, Singleton is Crown Land with the Management Order issued to the City of Rockingham. Power to lease is included within the Management Order and the proposed use is consistent with the intended purpose of the reserve.

c. Strategic Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:

   **Aspiration B:** Strong Community
   **Strategic Objective:** Services and Facilities: Community facilities and services that accommodate contemporary community expectation and are justified, well used, cost effective and, where appropriate, multi-functional.
   **Aspiration B:** Quality Leadership
**Strategic Objective:** Infrastructure: Civic Buildings, sporting facilities, public places and transport infrastructure planned, designed, constructed and maintained using best practice principles and life cycle cost analysis, and implemented in line with informed population growth analysis.

d. **Policy**
Sports Facility Provision Policy: Buildings are designed with due consideration of the policy and relevant guidelines for their dimensions.

e. **Financial**
The 2015 / 2016 Council Budget has an allocation of $4,867,912 for the Laurie Stanford Reserve Development (Singleton Sports and Community Centre and associated reserve works). The Quantity Surveyed pre-tender estimate received by the City on the final detailed design is estimated to be $4,990,935. This pre-tender estimate is $123,023 over budget which equates to 2.5% of the total project cost.

The variance in the final figure can be attributed to the inclusion of additional items which were considered to be non-compliant and need to be rectified. This includes sewer extension and upgrade of car park lighting. If desired the City is able to remove provisional items such as solar panels, furniture/equipment and the playground.

It should be noted that the pre-tender estimate is an opinion of cost only and does not represent the actual cost of works which will be determined by the market at the time of tender.

The Department of Sport and Recreation has contributed $368,901 to this project.

f. **Legal and Statutory**
The provision of items of infrastructure (including the “Laurie Stanford Reserve Active AOS Master Plan”) is envisaged by Development Contribution Plan No. 2 (which is a schedule of the City of Rockingham Town Planning Scheme No.2).

Owners of relevant land may be required to make financial contributions towards the estimated costs of that infrastructure. See clause 5.6 of Town Planning Scheme No.2. The estimated costs are required to be subject of a Development Plan Report, which must be reviewed at least annually.

g. **Risk**
Nil

**Comments**

The rationale for development of the Singleton Sports and Community Centre at Laurie Stanford Reserve has been clearly demonstrated through the Community Infrastructure Plan, Coastal South Sports Infrastructure Assessment and the Laurie Stanford Reserve Master Plan. The findings are that such development of built structures is necessary to support sport and community activation on this reserve, due to the increased club participation associated with population increase.

The final detailed design specification is able to meet the optimum operational needs of all stakeholders at Laurie Stanford Reserve, especially in aiding the sustainability of local clubs with associated infrastructure within the reserve. The specifications for the facility have focused not only on meeting the needs of the clubs, but also reducing whole of life costs through sustainability measures. These initiatives include natural ventilation, inclusion of solar panels, use of long lasting materials, all of which may result in a slightly higher construction cost, but will substantially reduce ongoing running and maintenance costs.

The construction of a new sports pavilion at Singleton is one of the major infrastructure priorities for the City of Rockingham. With the ageing and basic infrastructure at the reserve, and growth in the community and sporting activities at the reserve, the development shall ensure that all of the reserve users have safe, functional and accessible facilities for years to come.
The pavilion and change rooms shall be leased to a newly established single combined community entity which is currently under development, with the community or other groups accessing bookings via this new management association.

This project also includes reticulation upgrades and a cricket net replacement scheduled to occur by the end of 2015.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council *ENDORSE* the final Singleton Sports and Community Centre detailed design plans September 2015 at Laurie Stanford Reserve.

**Committee Recommendation**

Moved Cr Smith, seconded Cr McManus:

That Council *ENDORSE* the final Singleton Sports and Community Centre detailed design plans September 2015 at Laurie Stanford Reserve.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
Purpose of Report

To seek Council's adoption of the City of Rockingham Community Infrastructure Plan 2015 – 2025.

Background

The City of Rockingham, given its urban development, continues to experience significant population growth and change. This change represents a substantial challenge for the City in meeting the subsequent service delivery pressures, and in particular, the increasing expectations of the community for new and upgraded community infrastructure. To address the challenges this growth brings, the City must be innovative and responsible in a bid to meet the aspirations of the existing and future community. A Community Infrastructure Plan (CIP) is developed to implement a contemporary approach to infrastructure planning and resultant provision to deliver facilities and services that contribute towards a sustainable, vibrant, cohesive, healthy, and safe community.

On this basis, the existing CIP has been reviewed and a new CIP prepared with the purpose to:

- Guide the development, timing, design and location of community infrastructure over the next ten years;
- Clearly identify the services and facilities required for the City's emerging population based upon supply / demand analysis and identification of service catchments;
Specifically identify the capital and lifecycle costs associated with proposed community infrastructure to ensure consistency and integration with the City's Business Plan;

Meet the requirements of State Planning Policy 3.6 Development Contributions for Infrastructure (SPP3.6), and thus provide a robust basis for the City's Development Contributions Plan; and

Provide the City with a documented framework of community infrastructure planning principles and standards for the planning of community infrastructure within urban growth areas over the next ten to twenty years (and beyond).

The preparation of the CIP has been undertaken within the context of the City's strategic planning framework to ensure alignment with the community aspirations captured in the City of Rockingham Strategic Community Plan 2015-2025 and City Business Plan. Given these direct strategic planning linkages and cross-organisational impacts, the CIP has been produced based upon a number of overarching principles related to community amenity, urban development, financial capacity and asset sustainability.

On 22 September 2015, (GMS-013/15) Council endorsed the Strategic Development Framework Policy which stated that the Community Infrastructure Plan is “A ten year planning instrument that identifies costs and prioritises the City’s community infrastructure development program. The annual priorities identified in the plan inform the Major Project Plan component of the City Business Plan.” It stated that the CIP will be subject to a full annual review. The review is to provide the following information on each project:

- Details of the original needs analysis and justification of the project
- Details of the original scope, scale, form and function of the project
- Details of the original costing and verification of the current costing
- Details, justification and the cost of any amendments to the original scope of the project
- Assessment as to whether the originally intended purpose remains relevant

The CIP is to be discussed annually at a September Councillor Engagement Session followed by adoption at the October Council meeting.

Details

The CIP identifies the services and facilities required to service the City's population over the next ten years through a detailed analysis of population growth and settlement patterns, community profile and trends, existing community facility provision, facility service catchments and locally appropriate facility provision standards. Importantly, the CIP specifically focuses on community infrastructure which can be described as those facilities and services which help communities and neighbourhoods to function effectively including sporting and recreational facilities, community centres, and libraries and cultural facilities. While the delivery of community infrastructure can cross over between Local Government, State Government, the not-for-profit sector and commercial providers, the facilities included within the CIP are specifically restricted to those deemed the core responsibility of Local Government.

The City's definition of Community Infrastructure is:

“Community infrastructure is public physical structures, facilities and environments which help communities to meet their social needs to maximise their potential for human development and to enhance community wellbeing. These represent community, cultural, health, resource, and sport and recreation facilities that can accommodate and support community services, programs, activities, and a person’s access to them.”

Community infrastructure is generally provided under a hierarchy of provision with different scales of facilities servicing varying sized catchments. The establishment of such a locally relevant community infrastructure hierarchy, and inter-related standards of provision per head of population, provides the basis for the City's CIP. Given that the planning of community infrastructure is based fundamentally on localised assessments, there is no cross-industry accepted hierarchy or associated terminology. A City of Rockingham specific hierarchy has been determined (using the SPP 3.6 – Development Contributions for Infrastructure – Local Government Guidelines as a basis)
for decision making regarding the types of facilities required and the standard of service required for a particular catchment.

The CIP includes a detailed needs analysis based upon the City’s planning and policy context, current and future community profiles, future population projections, existing community infrastructure provision, locally relevant community infrastructure planning standards including the Sports Facilities Provision Policy, and contemporary community facility delivery models. For each facility type, the needs analysis identifies current provision and future provision requirements, along with a detailed facility brief (location, building/facility area, land area required, facility uses, functional areas, capital cost estimate, capital funding model, and delivery timeframe). This facility brief, and the resultant facility concept plan, forms the basis of the capital expenditure strategy within the CIP.

There were a number of prominent outcomes from the needs analysis process that have had a direct influence on the CIP outcomes. Based on recent and future residential settlement patterns there are a number of new facilities required at the sub district and neighbourhood level within the areas of Baldivis, Secret Harbour and Golden Bay. Given the emergence of the Rockingham City Centre as a strategic metropolitan centre and accompanying population growth, there are new facilities required within the centre to serve the broader district catchment. With projected increases in the number of young people there are a wide range of dedicated facilities required for this demographic at the district, sub district and neighbourhood level. Ageing facilities in the City’s more established suburbs such as Rockingham and Singleton also necessitates infrastructure upgrades to service existing and future demands. Overall, based upon the City’s land use planning and capital expenditure context the needs analysis outcomes have a strong focus towards the delivery of multipurpose facilities, shared use facilities, equitable provision standards across the municipality, and the delivery of facilities within accessible district centres.

The projects within the CIP, based upon the needs analysis, includes a combination of new infrastructure and redeveloped infrastructure to meet current and future community demands.

### Implications to Consider

**a. Consultation with the Community**

Consultation with key stakeholders will continue throughout the more detailed development and design processes for each specific project where relevant.

Consultation with land developers will occur from Structure Planning stage through to detailed planning and design development processes for each specific community facility especially when identified on a Section 152 Public Open Space Reserve.

To aid community understanding, a succinct Community Infrastructure Plan publication shall be produced following its adoption and associated Business Plan completion.

**b. Consultation with Government Agencies**

While the Community Infrastructure Plan 2015 – 2025 has not been subject to broad consultation with Government Agencies it should be noted that many individual projects are, or will be the subject of consultation during the more detailed planning and design development processes for each specific community facility.

This consultation with key Government Agencies may include a range of government agencies including the Department of Planning, Department of Lands, Department of Water for the purpose of land acquisition/transfer/excision, Management Orders, water licences, planning referrals and the like. Also consultation with such agencies as the Department of Sport & Recreation for recreation planning and funding and the Department of Education for shared use agreements.

**c. Strategic Community Plan**

This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:
d. Policy

Strategic Development Framework Policy 2015 outlines the detail and timing of the annual Community Infrastructure Plan review.

The Sports Facility Provision Policy 2015 provides guidelines (size and scale) for the future creation and redevelopment of existing sporting facilities by ensuring a consistent and equitable approach based upon relevant National and State Sporting Association preferred facility guidelines.

e. Financial

The CIP 2015 - 2025 provides financial data for the City Business Plan, which is to be considered at Ordinary Council Meetings biannually. The capital expenditure implications associated with this CIP for the listed projects is approximately $142,991,000 at 2015/2016 current market costs, and these costs are subject to escalation to the year of construction of individual projects. Revenue through external grants and development contributions which may reduce municipal expenditure will be considered as part of the City’s revenue strategy that underpins the business planning process.

The facility concept plans and capital cost estimates included within the CIP remain subject to ongoing review. Through the planning process a suitably qualified Project Architect was appointed to prepare respective facility concept plans (where the project is sufficiently developed or standards apply to enable them to be considered realistic) and a qualified Quantity Surveyor independently certifies the associated capital cost estimates.

It is proposed to provide Council with the opportunity to independently review projects if, for whatever reason, a significant cost increase occurs which might materially affect the City’s capacity to deliver the business plan within its indicative timeframes. This would give Officers and Council the opportunity to re-evaluate the project and consider alternative options such as staging the project or, if endorsed as proposed, the resulting impact of other projects within the business plan.

As per the Strategic Development Framework Policy all new items with a capital cost of more than $2 million must be submitted to Council for consideration after explanation at a Councillor Engagement Session. Any existing item that is subject to either a 20% or $2 million cost variation; whichever is the lesser shall be submitted to Council for consideration after explanation at a Councillor Engagement Session. Council will consider the impact that
the variation might have on the City's overall financial capacity and determine the future form and status of the project.

f. **Legal and Statutory**

The preparation and endorsement of the CIP remains consistent with the requirements of State Planning Policy 3.6 – Development Contributions for Infrastructure and alignment with the City of Rockingham Town Planning Scheme No.2.

g. **Risk**

Nil

**Comments**

The forward planning and delivery of community infrastructure is fundamental to the social well-being of the City’s residents, and remains a key element to achieving our community’s vision for the future. The CIP forms an essential part of the City’s integrated strategic planning framework through direct alignment with the Strategic Community Plan, City Business Plan, and Development Contributions Plan. The preparation and endorsement of the CIP remains consistent with the requirements of State Planning Policy 3.6 – Development Contributions for Infrastructure.

The focus of this report is on presenting to Council the City’s facility needs to be developed over the next ten years and beyond. Community infrastructure will be required into the future and depends on the number, distribution and demographic characteristics of current and future populations, securing the land for development and any other constraints, strategic direction of the City and financial capacity to deliver infrastructure. The prioritisation and delivery of projects must reflect a City-wide focus, in order for the entire population to benefit from the projects.

This schedule of community infrastructure, and resultant capital expenditure requirement, is dependent upon capital funding availability as identified through the City Business Plan. As such this corporate strategy has significantly influenced facility delivery timeframes with due consideration of those community needs and priorities. The capital expenditure implications associated with the CIP for the listed projects is approximately $142,991,000 at 2015/2016 current market costs and to meet community needs should be delivered in a desirable timeframe of approximately 15 years, subject to the City’s financial capacity.

While the CIP has primarily focused on facility delivery over the next ten years, it has been necessary to schedule construction over an extended fifteen year timeframe. This enables larger scale regional and major district level infrastructure to fit within the City’s overall financial planning strategies and resource capacity. Notably, these extended facility delivery timeframes will then need to be balanced with additional community infrastructure requirements, both new and major asset redevelopment will be identified through future annual versions of the CIP.

The CIP 2015 – 2025 shall guide the planning and delivery of community infrastructure and inform other elements in the City’s integrated planning framework including the City Business Plan and Development Contributions Plan. Notably, each element of infrastructure within the plan still remains dependent on a number of factors including land availability and acquisition, needs assessments and feasibility, planning approvals, detailed design, costs and construction. Key decision milestones or major variations for each specific community facility will remain subject to future Council consideration.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **ADOPT** the City of Rockingham Community Infrastructure Plan 2015 – 2025.
Committee Recommendation

Moved Cr Smith, seconded Cr McManus:

Committee Voting – 5/0

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

The committee deferred the consideration of the City of Rockingham Community Infrastructure Plan 2015–2025 to provide a further briefing to Councillors.

Implications of the Changes to the Officer’s Recommendation

Not Applicable
14. Reports of Councillors  
Nil

15. Addendum Agenda  
Nil

16. Motions of which Previous Notice has been given  
Nil

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

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

19. Matters Behind Closed Doors  
Nil

20. Date and Time of Next Meeting  
The next Corporate and Community Development Committee Meeting will be held on **Tuesday 17 November 2015** in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

21. Closure  
There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at **4:36pm**.