MINUTES

Corporate and Community Development Committee Meeting

Held on Tuesday 19 September 2017 at 4:00pm
City of Rockingham Boardroom
# Corporate and Community Development Committee Meeting Minutes

4:00pm Tuesday 19 September 2017

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<td>14</td>
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<tr>
<td>Community Development</td>
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<tr>
<td>15.</td>
<td><strong>Motions of which Previous Notice has been Given</strong></td>
</tr>
<tr>
<td>16.</td>
<td><strong>Notices of Motion for Consideration at the Following Meeting</strong></td>
</tr>
<tr>
<td>17.</td>
<td><strong>Urgent Business Approved by the Person Presiding or by Decision of the Committee</strong></td>
</tr>
<tr>
<td>18.</td>
<td><strong>Matters Behind Closed Doors</strong></td>
</tr>
<tr>
<td>19.</td>
<td><strong>Date and Time of Next Meeting</strong></td>
</tr>
<tr>
<td>20.</td>
<td><strong>Closure</strong></td>
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</tbody>
</table>
City of Rockingham  
Corporate and Community Development Committee Meeting Minutes  
Tuesday 19 September 2017 - Council Boardroom

1. **Declaration of Opening**

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

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

   2.1 **Councillors**

   - Cr Leigh Liley  
   - Cr Lee Downham  
   - Cr Justin Smith  
   - Cr Joy Stewart  
   - Cr Deb Hamblin (Deputy Mayor)

   2.2 **Executive**

   - Mr Andrew Hammond  
   - Mr John Pearson  
   - Mr Michael Holland  
   - Mr Peter Doherty  
   - Ms Jessica Morgana  
   - Ms Karin Strachan  
   - Mr Mark Tidman  
   - Mr Ben Searcy  
   - Mr Peter Varris  
   - Mr Nick Brown  
   - Mr Gary Rogers  
   - Ms Mary-Jane Rigby  
   - Mrs Jillian Obiri-Boateng  
   - Ms Alison Oliver  
   - Mrs Jelette Edwards  
   - Mrs Karen Gravett  
   - Chief Executive Officer  
   - Director Corporate Services  
   - Director Community Development  
   - Director Legal Services and General Counsel  
   - A/Manager Customer and Corporate Support  
   - Manager Strategy and Corporate Communications  
   - Manager Investment Attraction  
   - Manager Human Resources Development  
   - Manager Governance and Councillor Support  
   - Manager Community and Leisure Facilities  
   - Manager Community Infrastructure Planning  
   - Manager Community Support and Safety Services  
   - Manager Community Capacity Building  
   - Manager Library and Information Services  
   - Governance Coordinator  
   - A/Governance Officer

   2.3 **Members of the Gallery:**

   - 2

   2.4 **Apologies:**

   - Nil

   2.5 **Approved Leave of Absence:**

   - Nil

3. **Responses to Previous Public Questions Taken on Notice**

   - Nil
4. **Public Question Time**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:01pm</td>
<td>The Chairperson invited members of the Public Gallery to ask questions. There were none.</td>
</tr>
</tbody>
</table>

5. **Confirmation of Minutes of the Previous Meeting**

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Moved Cr Hamblin, seconded Cr Smith:</td>
</tr>
<tr>
<td>That Committee <strong>CONFIRMS</strong> the Minutes of the Corporate and Community Development Committee Meeting held on 15 August 2017, as a true and accurate record.</td>
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</tbody>
</table>

Committee Voting – 5/0

6. **Matters Arising from the Previous Minutes**

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<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Nil</td>
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7. **Announcement by the Presiding Person without Discussion**

<table>
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<tr>
<th>Event</th>
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<tr>
<td>4:02pm</td>
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8. **Declarations of Members and Officers Interests**

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<tr>
<th>Event</th>
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<tbody>
<tr>
<td>4:02pm</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
</tr>
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</table>

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

<table>
<thead>
<tr>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>4:02pm</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>The Chairperson advised in accordance with section 5.23(2)(c) and (e) of the Local Government Act 1995 – if there are any questions or debate on Confidential Item CD-023/17 - Future Management of the Mike Barnett Sports Complex (Absolute Majority), then the Corporate and Community Development Committee will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors.</td>
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<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>There were no questions or request for debate.</td>
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</table>
CONFIDENTIAL ITEM
NOT FOR PUBLIC ACCESS
Section 5.95(3) Local Government Act 1995 (the Act)
This item may be discussed behind closed doors as per Section 5.23(2)(b) of the Act

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-022/17 Recommendation from the Disability Access and Inclusion Advisory Committee Meeting held on 9 August 2017 (Absolute Majority)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>CSV/763-07</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Michele Gray, Community Development Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Ms Belinda Trowbridge, Coordinator Community Capacity Building</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>19 September 2017</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Attachments: Minutes of the Disability Access and Inclusion Advisory Committee Meeting held on 9 August 2017</td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

Voting Requirements
Absolute Majority

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1:
That Council **APPOINTS** Ms Fiona Allen, Ms Rhonda Crocker and Ms Kaye White to the Disability Access and Inclusion Advisory Committee.

Officer Recommendation if Different to Advisory Committee Recommendation
Not Applicable
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON WEDNESDAY, 25 OCTOBER 2017

The Officer's Reason for Varying the Advisory Committee Recommendation
Not Applicable

Committee Recommendation
Moved Cr Downham, seconded Cr Smith:
That Council APPOINTS Ms Fiona Allen, Ms Rhonda Crocker and Ms Kaye White to the Disability Access and Inclusion Advisory Committee.

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
CONFIDENTIAL ITEM
NOT FOR PUBLIC ACCESS
Section 5.95(3) Local Government Act 1995 (the Act)
This item may be discussed behind closed doors as per
Section 5.23(2)(c) and (e) of the Act

Community Development
Community and Leisure Facilities

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-023/17 Future management of the Mike Barnett Sports Complex (Absolute Majority)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>RCS/22-09</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr Michael Holland, Director Community Development</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Nick Brown, Manager Community and Leisure Facilities</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Mark Toomath, Coordinator Leisure Facilities</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>19 September 2017</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Absolute Majority</td>
</tr>
<tr>
<td>Site:</td>
<td>R33805 and R20226</td>
</tr>
<tr>
<td>Lot Area:</td>
<td>Total area 242,744m². Total building area 9,488m²</td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
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</table>

Voting Requirements
Absolute Majority

Officer Recommendation

That Council:
1. **APPROVES** the in-house management of the Mike Barnett Sports Complex commencing 1 January 2018.
2. **ALLOCATES** $543,000 to the 2017/2018 budget to facilitate the in-house management of the facility.
**Committee Recommendation**

Moved Cr Smith, seconded Cr Downham:

That Council:

1. **APPROVES** the in-house management of the Mike Barnett Sports Complex commencing 1 January 2018

2. **ALLOCATES** $543,000 to the 2017/2018 budget to facilitate the in-house management of the facility.

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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<table>
<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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## 11. Bulletin Items

### Corporate and General Management Services Information Bulletin – September 2017

**Corporate Services**

1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Integrated Team Plan and Risk Management
   3.2 Intramaps Upgrade
   3.3 Mobile Computing - Infringements
   3.4 Email Archive Solution
   3.5 Implementation of a Contracts Register
   3.6 Call Recordings
   3.7 Upgrade SCCM (System Centre Configuration Manager)
   3.8 SOE (Standard Operating System) Development
   3.9 UPS (Uninterruptible Power Supply) Batteries - Various Sites
   3.10 Phone System Upgrade
   3.11 Implementation of 3 Bin Collection System
   3.12 Capping of Cells 12 to 15

4. Information Items
   4.1 List of Payments August 2017
   4.2 Monthly Financial Management Report July 2017
   4.3 Awarding of Tenders by CEO - Delegated Authority
   4.4 Development Contribution Scheme
   4.5 Lease Management
   4.6 Lease Consents and Maintenance Grants
   4.7 Excisions

**Governance and Councillor Support**

1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Review of Local Laws
   3.2 Optimisation of Tablet Technology for Business Papers
   3.3 Review of Council Policy, Code of Conduct, Guides

4. Information Items
   4.1 2017 Local Government Elections
   4.2 Freedom of Information (FOI) Requests
   4.3 Australian Coastal Councils Association Inc. Newsletter
   4.4 Citizenships
   4.5 Coming Events
   4.6 Notice of Motion - Status Report

**Human Resources**

1. Human Resources Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Employee Wellness Program
   3.2 Corporate Training Program
   3.3 RESPECT Program
   3.4 Occupational Safety and Health Program
3.5 Leadership and Management Program

4. Information Items
   4.1 Recruitment and OnBoarding
   4.2 Occupational Safety and Health Statistics

**Strategy and Corporate Communications**
1. Strategy and Corporate Communications Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Risk Management Framework
   3.2 Re-development of Community Plan
   3.3 Implementation and Printing and Community Plan
   3.4 Governance Portal - Rock Port
   3.5 Community Plan Strategy Focus Groups
   3.6 LGMA Benchmarking Project
   3.7 Replacement of Signage
   3.8 Tourism and Marketing

4. Information Items
   4.1 Organisational performance measurement
   4.2 Community Engagement
   4.3 8th Generation Team Plans
   4.4 Social Media
   4.5 Media Tracking

**Investment Attraction**
1. Investment Attraction Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Marketing City of Rockingham
   3.2 Small Business Leadership Forums and Investment Attraction Seminars
   3.3 Hotel Attraction Project
   3.4 Investment Attraction Development
   3.5 City Civic Centre Development Strategy
   3.6 Attracting Foreign Investment

4. Information items
   4.1 Various Meetings
   4.2 PIA WA Planning Minister’s Breakfast 2017

**Legal Services & General Counsel**
1. Legal Services & General Counsel Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Legal Advice - Local Government Operational Matters
   4.2 SAT (State Administrative Tribunal) Matters

---

**Committee Recommendation**

Moved Cr Smith, seconded Cr Hamblin:

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – September 2017 and the content be accepted.

Committee Voting – 5/0
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON WEDNESDAY, 25 OCTOBER 2017

PRESIDING MEMBER

Corporate and Community Development Committee Minutes
Tuesday 19 September 2017

Community Development Information Bulletin – September 2017

Community Support and Safety Services
1. Community Support and Safety Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information items
   4.1 Youth and Community Support Services
   4.2 Rockingham Connect Community Transport Project
   4.3 Community Safety
   4.4 Compliance Community Engagement

Library Services
1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information items
   4.1 July 2017 Library Services Statistics
   4.2 Mary Davies Library and Community Centre
   4.3 Rockingham Central Library
   4.4 Safety Bay Library
   4.5 Wanneroo Community Library
   4.6 July 2017 Facebook Statistics
   4.7 Children’s Book Week 2017

Community Infrastructure Planning
1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Baldivis District Sporting Complex – Master Planning
   3.2 Veteran’s Memorial Skate Park (Port Kennedy) – Planning and Concept Design
   3.3 Baldivis Outdoor Recreation Space – Planning and Concept Design
   3.4 Rockingham Central (Library / Youth / Community Centre) – Planning and Concept Design
   3.5 Baldivis Outdoor Courts - Planning
4. Information items
   4.1 2017 Community Infrastructure Plan Review
   4.2 Secret Harbour Inclusive Play Space
   4.3 Baldivis South Community Centre
   4.4 Singleton Youth Space Replacement
   4.5 Baldivis Enclosed Dog Park
   4.6 Koorana Reserve Master Plan
   4.7 Infrastructure Planning and Development Grants

Community Capacity Building
1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 KidSport
   3.2 Perth Symphony Orchestra
4. Information items
   4.1 Community Grants Program
   4.2 Community Capacity Building
<table>
<thead>
<tr>
<th>4.3</th>
<th>Reconciliation Action Plan (RAP) 2014-2017</th>
</tr>
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<tbody>
<tr>
<td>4.4</td>
<td>Seniors</td>
</tr>
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<td>4.5</td>
<td>Youth Development</td>
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<td>4.6</td>
<td>Sport, Recreation and Health and Wellbeing</td>
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<td>4.7</td>
<td>Cultural Development and the Arts</td>
</tr>
</tbody>
</table>

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

**Committee Recommendation**

Moved Cr Downham, seconded Cr Stewart:
That Councillors acknowledge having read the Community Development Information Bulletin – September 2017 and the content be accepted.

Committee Voting – 5/0
### Purpose of Report

Council consideration of closing the City of Rockingham Administration Centre over the 2017/2018 Christmas/New Year period.

### Background

The City of Rockingham normally closes the Administration Centre over the Christmas/New Year Period, a practice commenced over ten years ago. City staff access accrued rostered days off, annual leave or leave without pay for those days other than the public holidays specified in the relevant Enterprise Agreement.

Past statistics show that there is a significant decline in customer demand during the period.

The closure of local government administration offices during this period is commonplace in the metropolitan area.
Details

In considering the forthcoming 2017/2018 Christmas/New Year period it is proposed that the Administration Centre be closed from 4:30pm, Friday 22 December 2017 to and including Monday 1 January 2018, reopening Tuesday 2 January 2018.

The closure period is shown in the following calendar:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 18</td>
<td>Dec 19</td>
<td>Dec 20</td>
<td>Dec 21</td>
<td>Dec 22</td>
<td>Dec 23</td>
<td>Dec 24</td>
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<tr>
<td>Open</td>
<td>Open</td>
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<td>Open</td>
<td>Closure</td>
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<td></td>
<td></td>
<td>from 4:30pm</td>
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<tr>
<td>Dec 25</td>
<td>Dec 26</td>
<td>Dec 27</td>
<td>Dec 28</td>
<td>Dec 29</td>
<td>Dec 30</td>
<td>Dec 31</td>
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<tr>
<td>Christmas Day</td>
<td>Boxing Day</td>
<td>Closure</td>
<td>Closure</td>
<td>Closure</td>
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<tr>
<td>Public Holiday</td>
<td>Public Holiday</td>
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<tr>
<td>Jan 1</td>
<td>Jan 2</td>
<td>Jan 3</td>
<td>Jan 4</td>
<td>Jan 5</td>
<td>Jan 6</td>
<td>Jan 7</td>
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<tr>
<td>New Year’s Day</td>
<td>Re-opens</td>
<td>Open</td>
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<tr>
<td>Public Holiday</td>
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</table>

Arrangements will be made for out-services such as libraries and the Operations Centre to ensure that an appropriate level of service is maintained for the community.

Implications to Consider

a. **Consultation with the Community**
   Advertisements will be placed in the local newspapers, Council website, notice boards and social media platforms advising the closure dates for City services.

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**
   Employees will access leave entitlements for the additional days’ leave during the period.

f. **Legal and Statutory**
   The relevant clauses of the Rockingham Enterprise Agreements will be followed.
g. Risk

All Council decisions are subject to risk assessment according to the City's Risk Framework. Implications and comment will only be provided for the following assessed risks.

- Customer Service / Project management / Environment: High and Extreme Risks
- Finance / Personal Health and Safety: Medium, High and Extreme Risks

Nil

Comments

The period between Christmas and New Year is traditionally a quiet time with a reduced demand for over the counter customer service and with supporting advertising, the Administration Centre closure has minimal impact on service delivery to the community.

Rangers and Security will continue to work on a rostered basis and nominated staff will be available for emergency situations.

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVES the closure of the Administration Centre of the 2017/2018 Christmas/New Year period from 4:30pm, Friday 22 December 2017 to and including Monday 1 January 2018, reopening at 8:30am on Tuesday 2 January 2018.

Committee Recommendation

Moved Cr Smith, seconded Cr Downham:

That Council APPROVES the closure of the Administration Centre of the 2017/2018 Christmas/New Year period from 4:30pm, Friday 22 December 2017 to and including Monday 1 January 2018, reopening at 8:30am on Tuesday 2 January 2018.

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
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON WEDNESDAY, 25 OCTOBER 2017

PRESIDING MEMBER

Community Development

Community Development
Community Infrastructure Planning

Reference No & Subject:

CD-018/17
Rockingham Tennis Club – Request for extension and refurbishment funding

File No:
GRS/8-07

Proponent/s:
Rockingham Tennis Club

Author:
Mr Gary Rogers, Manager Community Infrastructure Planning

Other Contributors:
Mr Kelton Hincks, Manager Asset Services

Date of Committee Meeting:
19 September 2017

Previously before Council:

Disclosure of Interest:

Nature of Council’s Role in this Matter:
Executive

Site:
Lot 5001 Kent Street, Rockingham

Lot Area:
28,358m²

Attachments:
Rockingham Tennis Club – Extension and Upgrade Plan

Maps/Diagrams:
Rockingham Tennis Club facility location

Purpose of Report

For Council to consider an unbudgeted funding request from the Rockingham Tennis Club for an extension and refurbishment of club facilities.

Background

Rockingham Tennis Club (RTC) was first established in 1948, and the facility is located at Lot 5001 Kent Street, Rockingham.
The RTC first approached the City in May 2015 regarding an extension and refurbishment of the existing club facilities. The Club's initial approach to the City was in relation to the City's Asset Management Plan which had an amount of $70,000 allocated in the 2016/2017 budget to undertake internal and external refurbishment works. This funding was carried forward to the 2017/2018 budget following detailed discussions between RTC representatives and City officers. A proposal by the Club to upgrade the facilities was discussed, and the Club subsequently sought and received funding through the City's Community Grants Program. This funding enabled the preparation of detailed plans and specifications necessary for the Club to seek further funding support from both the City and the State Government for the purpose of undertaking the proposed construction.

Council resolved to approve the RTC's Infrastructure Planning and Development Grant at the October 2016 Council Meeting, and the Club subsequently employed an architect and associated hydraulic, electrical, mechanical, and structural engineering sub consultants to prepare detailed plans and specifications supported by a cost estimate breakdown of the project provided by a Quantity Surveyor.

These plans and specifications have now been prepared, along with pre-tender cost estimates.

**Details**

The RTC is proposing to extend and refurbish the existing club facility to provide upgraded toilet facilities (including universal access toilets), increase the available spectator viewing areas, and provide secure equipment storage.

The Club has approximately 140 members, plus regular users of the courts which are available for general community hire. The Club runs ongoing adult and junior tennis programs and youth coaching clinics, as well as hosting junior and senior pennant competitions under Tennis West fixtures.

Located within the redeveloped waterfront precinct, the Club facilities are in need of repair and upgrade, due to the age of the assets. Given the Club’s existing amenities it is not possible for the Club to provide for either universal access or ambulant toilet facilities for its members and visitors, and no toilet facilities are available to the general community when hiring the courts at times that the clubhouse is not attended by members. This restricts the Club’s capacity to conduct programs and participate in some competitions where such facilities are a prerequisite.

The original clubroom was constructed in 1966, in accordance with the building requirements of the Local Government Act 1960. Subsequent additions to the facility in 1978 and 1989 were constructed in accordance with the Western Australian Uniform Building By-Laws, and Building Regulations 1989 respectively. The proposed renovation would need to ensure adherence to the current Building Code of Australia and health regulation requirements (Building Act 2011).
The Club has also advised of the need for more secure storage facilities due to an ongoing break-in problem resulting in the theft of costly equipment from the Club’s existing storage sheds.

The Extension and Upgrade Plan (see Attachment 1) shows the design, which includes the following additions and alterations:

- Universal access toilet, with external access;
- Male and female toilets to current building standards and health legislation requirements;
- Renovation of the existing toilet area to provide internal spectator viewing to courts;
- Additional patio extension for spectator viewing;
- Secure storage; and
- Built in barbecue facility.

The project also requires the installation of a sewer line and connection to the Department of Water sewer network. This work is estimated to cost $65,000, resulting in an overall project cost estimate of $455,000 as provided by a qualified Quantity Surveyor.

The Club is seeking to submit an application to the Community Sporting and Recreation Facilities Fund (CSRFF) program administered by Department of Local Government, Sporting and Cultural Industries for funding to support this project.

In order for this application to be fully considered by the Department, the Club is required to demonstrate that it is able to proceed with the project should funding be granted, and provide all necessary funding and project management capability.

Details of this application are presented at the September 2017 Council meeting as a separate report (CD-019/17).

Additional funds have been secured from the State Government through the WA Labor Community Improvement Fund – Local Projects, Local Jobs Initiative, and the Club has also identified its own financial contribution to the project.

The Club has submitted a letter dated 7 August 2017 seeking approval from Council to allocate additional funding to enable RTC to proceed with the project, subject to the outcome of its CSRFF application.

### Implications to Consider

| a. Consultation with the Community |
| City Officers have consulted with Tennis West to determine that the project aligns with its strategic direction for the area. |

| b. Consultation with Government Agencies |
| City Officers and Club representative have consulted with Department of Local Government, Sporting and Cultural Industries officers, including a site visit. |

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

**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

As per the City’s Leasing Policy, Consent to Alter Leased Premises will be required prior to commencing works.

Based on the RTC’s needs assessment of the facility, the additional areas to be provided by the extension and refurbishment are appropriate under the Sports Facility Provision Guidelines (February 2016).

e. Financial

The overall project cost, including construction as shown on the attached concept plan and the required sewer connection is estimated to be $455,000 plus a $45,500 GST amount. This cost estimate is inclusive of a 5% contingency amount.

The Club has confirmed a $50,000 contribution from the State Government, and identified a contribution of $60,000 from the Club toward the project cost.

There is an amount of $70,000 allocated in the City’s 2017/2018 budget for repairs to the Tennis Club facility. No other funds are allocated in the 2017/2018 budget for this project.

The Club has submitted an application for a further $125,000 from the State Government through the CSRFF funding program.

Annual grant CSRFF applications are required to add a $3,000 amount to the project budget to allow for the placement of signage on site during construction should the application be successful, and this amount is identified within the City’s contribution.

This would result in a further $153,000 being required from the City to fund the project.

If approved, this would result in the project funding breakdown being as follows;

- $70,000 – City of Rockingham (Committed)
- $153,000 – City of Rockingham (Unbudgeted amount required)
- $125,000 – CSRFF funding (Not committed)
- $60,000 – Rockingham Tennis Club
- $50,000 - WA Labor Community Improvement Fund (Local Projects, Locals Jobs Initiative)

All budget line items throughout the grant application process are itemised exclusive of GST. Should grant funding be awarded, clubs registered for GST are provided with the additional GST amount in addition to the awarded grant amount. The RTC has confirmed that it is not currently registered for GST. If the RTC remains unregistered, the Club will be required to fund all GST amounts associated with the project.

f. Legal and Statutory

Rockingham Tennis Club will be required to obtain all relevant planning and building permits.

All works will be carried out by appropriately qualified and licensed persons.

If Council were to support the RTC request for additional funding, this would involve a budget allocation in the amount of $153,000, requiring an absolute majority vote.

Local Government Act 1995 s6.8(1)(b) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by resolution (Absolute Majority).

g. Risk

All Council decisions are subject to risk assessment according to the City’s Risk Framework.

Implications and comment will only be provided for the following assessed risks.

Customer Service / Project management / Environment: High and Extreme Risks
Finance / Personal Health and Safety: Medium, High and Extreme Risks

Nil
Comments

The current clubroom and toilet facilities are no longer fit for purpose, and are in need of repair and upgrade. It is considered that the provision of adequate toilet facilities, including a universal access toilet is appropriate to meet the demand of all users and is consistent with the required standards of a community sporting club catering for members, visitors and the wider community.

City Officers hosted representatives from the Department of Local Government, Sport and Cultural Industries (formerly the Department of Sport and Recreation) for a tour of recently completed community facilities during July 2017. As part of this tour, an inspection of the clubroom was held and it was agreed by these officers that the current facilities are not fit for purpose, and in need of upgrade.

The City’s Asset Services team has identified the need for the club facilities to be refurbished. The toilet facilities are inadequate to provide the standard of amenity required of a club with 140 members, and as such restricts the Club’s programming capacity.

Although there is an amount of $70,000 allocated for internal renovations there are no other funds allocated in the 2017/2018 budget toward this project. Should Council agree to support the Club’s request for allocation of funds, this would be subject to the Club being successful in obtaining a CSRFF grant.

The Club will be directly responsible for administering the project, and for the appointment of a registered builder through a quote process. The appointed builder will be responsible for obtaining the required building permits and other approvals, and managing the works.

The Club has also indicated that the architect responsible for the design and specifications will be involved to provide quality assurance and inspection reports throughout the project.

State Government funds, including CSRFF grant funding, together with the City’s contribution, would be administered by the RTC, including all reporting and acquittal requirements.

The RTC’s request for a contribution from the City towards this project has been made now in order to leverage State government funding support combined with the Club’s financial contribution.

The normal planning process for funding such requests for community facility improvements would include the clear identification of the needs and justification for the project, followed by the development of designs and confirmation of costs. Following this process, funding for the project is then included as part of the future City budget or business plan considerations.

In this case, however, the Club has secured funding from the State Government and City funding has the potential to assist the project to attract further State Government support through the CSRFF program, in addition to the Club’s substantial contribution to the overall project cost.

The justification for the project is supported by City Officers due to the age and condition of the clubrooms, and in recognition of the outcomes that the project would provide to Club members, visitors and general community.

Given that the need and justification for the project has been demonstrated, should Council not approve the Club’s request for unbudgeted funding allocation to this project, City officers would include the project as a consideration for the City’s 2018 / 2019 Business Plan. This would require a funding allocation of approximately $500,000 allowing for escalation and contingencies.

Due to the unique situation that the RTC and the City find themselves in, with committed funding from the State Labor Government and an opportunity for further State Government CSRFF funding to support the Club’s substantial contribution, the request by the RTC for additional unbudgeted funds from the City is supported in this instance, subject to the RTC successfully obtaining the required CSRFF grant.

Voting Requirements

Absolute Majority
Officer Recommendation

That Council **ALLOCATES** $153,000 to the Rockingham Tennis Club in the 2017/2018 budget towards the extension and refurbishment of the clubroom facility, subject to the successful outcome of the Rockingham Tennis Club’s Community Sporting and Recreation Facilities Fund 2018/2019 Annual Grant application.

Committee Recommendation

Moved Cr Stewart, seconded Cr Downham:

That Council **ALLOCATES** $153,000 to the Rockingham Tennis Club in the 2017/2018 budget towards the extension and refurbishment of the clubroom facility, subject to the successful outcome of the Rockingham Tennis Club’s Community Sporting and Recreation Facilities Fund 2018/2019 Annual Grant application.

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 of two applications requesting funding from the Department of Local Government, Sporting and Cultural Industries (DLGSCI) through the 2018/2019 Community Sporting and Recreation Facilities Fund (CSRFF) program.

### Background

The Community Sporting and Recreation Facilities Fund (CSRFF) is a funding program offered by State Government through the DLGSCI. The purpose of the program is to provide financial assistance to community groups and local governments to develop infrastructure for sport and recreation. The program aims to maintain or increase participation in sport and recreation, with an emphasis on physical activity through the rational development of good quality, well-designed and well-utilised facilities.

The program will offer a total of $12 million in funding across three grant rounds in the 2018 / 2019 financial year. In order to meet eligibility criteria, applicants must be an incorporated not for profit sporting, recreation or community organisation, or a local government entity. Projects must be developed on land which is a Crown reserve, land owned by a public authority, or municipal property.
Projects with a total cost between $200,001 and $500,000 are eligible to apply in the Annual Grant round for up to one third of the total project cost, to a maximum grant amount of $166,666.

All applications are required to be submitted through the relevant local government authority in order to provide the opportunity to review, assess and prioritise the applications using the criteria developed by the DLGSCI.

If Council approves the applications, they are required to be submitted to DLGSCI for assessment by Friday 29 September 2017.

### Details

Two applications have been received for the 2018/19 Annual Grant round. Details of each application can be found below;

1. **Rockingham Tennis Club Inc. – Clubroom extension and refurbishment**

Rockingham Tennis Club was first established in 1948, and the facility is located on Lot 5001 Kent Street, Rockingham.

![Figure 1: Rockingham Tennis Club location](image)

The RTC has approximately 140 members, plus receiving regular bookings for use of the courts which are available for general community hire. Annually, the club runs ongoing adult and junior tennis programs and youth coaching clinics, as well as hosting junior and senior pennant competitions under Tennis West fixtures.

Located within the City’s redeveloped waterfront precinct, the club facilities are in need of repair and upgrade. Given the Club’s existing amenities it is not possible for the RTC to provide either universal access or ambulant toilet facilities for its members and visitors. There are currently no toilet facilities available to the general community when hiring the courts at times when the clubhouse is not opened by members. This restricts the Club’s capacity to conduct programs, and participate in some competitions where such facilities are a prerequisite. One such program that has been identified by the RTC is wheelchair tennis, which the club would investigate the potential to provide when appropriate facilities are in place to support it.

The Club has also advised of the need for more secure storage facilities due to ongoing break-in problems resulting in the theft of costly equipment from the club’s existing storage sheds.

The Club is proposing to extend the existing club facility to provide upgraded toilet facilities including universal access toilets, and undertake renovations to increase the available spectator viewing areas and provide more secure equipment storage.

With the support of Infrastructure Planning and Development Grant (IPDG) funding from the City, the Club employed an architect and associated hydraulic, electrical, mechanical, and structural engineering sub consultants to prepare detailed plans and specifications for the building extension.
These plans form part of the CSRFF application, and are supported by a cost estimate breakdown of the project provided by a qualified Quantity Surveyor.

The Rockingham Tennis Club Extension and Upgrade Plan (see Attachment 1) shows the proposed design, which includes the following additions and alterations to the facility:

- Universal access toilet, with external access;
- Male and female toilets to current building standards and health legislation requirements;
- Renovating the existing toilet area to provide additional internal spectator viewing to the courts;
- Additional patio extension for spectator viewing;
- Secure storage; and
- Built in barbecue facility.

The project also requires the installation of a sewer line and connection to the Department of Water sewer network. Detailed plans and specifications have been prepared by the consultants employed by the Club to prepare the building extension documentation. This work is estimated to cost $65,000, resulting in an overall project cost estimate of $455,000, as provided by a qualified Quantity Surveyor. Estimates for the sewer connection form part of the overall project cost to determine the project funding model, however due to CSRFF grant criteria this has not been considered as part of the eligible project costs when determining the requested CSRFF grant amount.

CSRFF Annual Grant applications are required to add a $3000 amount to the project budget to allow for the placement of signage on site during construction should the application be successful, and this amount is identified within the City’s contribution.

The funding model for this project is as follows:

<table>
<thead>
<tr>
<th>Contributor</th>
<th>Amount (ex GST*)</th>
<th>Confirmed</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Rockingham</td>
<td>$223,000</td>
<td>Pending resolution of report to Council</td>
</tr>
<tr>
<td>Rockingham Tennis Club Inc.</td>
<td>$60,000</td>
<td>Financial statements provided by the RTC</td>
</tr>
<tr>
<td>State Government funding (Local Projects, Local Jobs)</td>
<td>$50,000</td>
<td>Confirmed</td>
</tr>
<tr>
<td>Department of Local Government, Sport and Cultural Industries (CSRFF)</td>
<td>$125,000</td>
<td>Pending outcome of application</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$458,000</strong></td>
<td></td>
</tr>
</tbody>
</table>

*All budget line items throughout the grant application process are itemised exclusive of GST. Should grant funding be awarded, clubs registered for GST are provided with the additional GST amount in addition to the awarded grant amount. The RTC has confirmed that it is not currently registered for GST. If the RTC remains unregistered, the Club will be required to fund all GST amounts associated with the project.

2. Rockingham Bowling Club Inc. – Synthetic green replacement

Rockingham Bowling Club Inc (RBC) was established in 1948, and the Club’s primary objective as stated in its constitution is to “foster the games of lawn bowls, carpet bowls, darts and pool, and promote social and recreational fellowship amongst members.” It has a current membership of 477 seniors.

The club facility is leased from the City, and is located on Lot 5001 Kent Street, Rockingham.
The RBC has submitted an application for a grant of $65,562 to assist with the cost of replacing the “B” green, one of three greens on the site.

The green was installed in 2002, and reconstructed between 2007 and 2009. It is identified as being in need of replacement based on both the anticipated lifespan of the product, and an inspection completed by a greens contractor in 2014. At the time of inspection by the greens contractor, attempts were made to repair the surface, however, these works were unsuccessful and the green has continued to deteriorate. It has since been deemed unusable for inter-club competition.

Prior to choosing the construction method and supplier, RBC consulted with other clubs in the area which have recently completed similar works to gain their feedback.

The Club has considered alternatives such as repair rather than replacement, and grass rather than synthetic, and concluded that replacement of the synthetic turf is the best option based on the high maintenance cost of grass, environmental sustainability of reduced water consumption, and the surface being available for play all year round. These considerations all contribute to the future sustainability of the club.

Based on previous experience, the RBC identified the asset’s life span and warranties to be a key consideration in determining the value of the quotes. The chosen supplier offered the most cost-effective quote, and the Club conducted reference checks to determine that they also offered a reliable product, installation and warranty.

The new bowling green will provide improved opportunities to host games for both club and community members. As all three greens are required to continue to host other clubs for competition, the RBC Committee is concerned that it will experience a significant loss of membership and subsequent revenue if the green is not replaced, leading to a strain on the continued operation of the club. In addition to the impact on members, this could cause the venue to be unavailable for the numerous community groups which utilise the venue for community bowling events, and other ongoing events such as darts and bingo.

The funding model for this project is as follows:

<table>
<thead>
<tr>
<th>Contributor</th>
<th>Amount (ex GST)</th>
<th>Confirmed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rockingham Bowling Club Inc.</td>
<td>$155,982</td>
<td>Financial statements provided by the RBC</td>
</tr>
<tr>
<td>City of Rockingham (IPDG)</td>
<td>$30,000</td>
<td>Grant agreement</td>
</tr>
<tr>
<td>Department of Local Government, Sport and Cultural Industries (CSRFF)</td>
<td>$65,562</td>
<td>Pending outcome of application</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$254,544</td>
<td></td>
</tr>
</tbody>
</table>

Figure 2: Rockingham Bowling Club location (green outlined in yellow to be replaced)
Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

As required by CSRFF guidelines, both applicants have liaised with representatives of the DLGSCI, and the applications will be forwarded to the DLGSCI for assessment subject to Council approval.

c. Strategic

Community Plan

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

**Aspiration B:** A 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, multifunctional.

d. Policy

As per the City’s Leasing Policy, Consent for Addition or Alteration of Leased Premises has been approved by the City’s Properties Team to both the Rockingham Bowling Club and the Rockingham Tennis Club.

e. Financial

Rockingham Bowling Club Inc. was awarded $30,000 through Infrastructure Planning and Development Grant funding in Round 1 of the City’s 2017/18 Community Grants Program. This funding was awarded subject to the approval of CSRFF funding application or the confirmation of an alternative source of funding.

The City currently has an amount of $70,000 budgeted for internal refurbishment of the Rockingham Tennis Club facility.

Rockingham Tennis Club Inc. has submitted a request to the City in a letter dated 7 August 2017, for the City to provide an additional funding allocation of for the extension and upgrade project. The identified shortfall in the project budget is an amount of $153,000, which is the subject of a report to be presented to the September meeting of Council.

f. Legal and Statutory

Nil

g. Risk

All Council decisions are subject to risk assessment according to the City’s Risk Framework.

Implications and comment will only be provided for the following assessed risks.

*Customer Service / Project management / Environment*: High and Extreme Risks

*Finance / Personal Health and Safety*: Medium, High and Extreme Risks

Nil

Comments

The CSRFF process requires that the City assess the applications using the assessment criteria outlined in the CSRFF Policies and Procedures, and rank the projects in priority order prior to the final submission of applications to the Department of Local Government, Sporting and Cultural Industries.
The assessment criteria are as follows:

- Project justification
- Planned approach
- Community consultation
- Management planning
- Access and opportunity
- Design
- Financial viability
- Coordination
- Impact on physical activity
- Sustainability

The following comments outline the City’s assessment of the two applications using these criteria.

1. **Rockingham Tennis Club**

The table below shows the officer assessment of the Rockingham Bowling Club building extension funding application using the criteria outlined in the CSRFF Policies and Procedures.

<table>
<thead>
<tr>
<th>Clubroom extension</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
<th>Not relevant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project justification</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planned approach</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community consultation</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management planning</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Access and opportunity</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Financial viability</em></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Coordination</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impact on physical activity</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sustainability</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: As a result of the project’s reliance on confirmation of funding sources, and the Tennis Club not having identified plans for funding the future maintenance of the facility, the financial viability according to the CSRFF assessment criteria has been deemed unsatisfactory. It should be noted, however, that should Council resolve to accept the Officer’s recommendation and allocate additional funding support, the Club’s CSRFF application will be able to show evidence of financial viability.

Funds have been secured from the State Government through the WA Labor Community Improvement Fund – Local Projects, Local Jobs Initiative, and the Club has also identified its own financial contribution to the project. Financial statements provided are consistent with the RTC’s identification of this amount as their maximum possible contribution to the project.

The City currently has an amount of $70,000 budgeted in the 2017/18 financial year for refurbishment of the facility. Additional funding support has been requested by the RTC in a letter dated 7 August 2017. A funding amount of $153,000 is the subject of a report to be presented to the
September 2017 Council meeting. City Officers have recommended that the above amount be allocated in this year’s budget towards this project.

As the project has been identified as being reliant on the success of the grant funding application, any amount approved by Council will be subject to the award of CSRFF funding.

It is considered that the project provides opportunities for increased physical activity via two avenues. Firstly, the location of the RTC in immediate proximity to high-density residential development delivers an opportunity for physical activity to residents who do not have active space available to them at their residence. The development of functional, suitable ablutions will encourage increased use of the facility, and will support an older membership demographic to continue to be active.

Secondly, the project would facilitate the development of facilities which would accommodate programming such as wheelchair tennis, which is not currently available in the local area.

The capacity of this project to increase participation and provide benefit to members, visitors and the wider community is highly regarded and the application considered a high priority. As a result, this project is placed as the City’s first priority application.

2. Rockingham Bowling Club – Synthetic green replacement

<table>
<thead>
<tr>
<th>Green replacement</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
<th>Not relevant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project justification</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planned approach</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community consultation</td>
<td></td>
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<td>✔</td>
</tr>
<tr>
<td>Management planning</td>
<td>✔</td>
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<tr>
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<tr>
<td>Design</td>
<td>✔</td>
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<tr>
<td>Financial viability</td>
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<tr>
<td>Coordination</td>
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</tr>
<tr>
<td>Impact on physical activity</td>
<td>✔</td>
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<td></td>
</tr>
<tr>
<td>Sustainability</td>
<td>✔</td>
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The RBC has submitted a comprehensive application demonstrating thorough planning throughout their documentation, significantly reducing the risk of budget or management issues on the project.

Evidence has been provided of planning for the future maintenance and replacement of all three greens at the club according to the product lifespan. This future schedule is identified to be fully funded by the Club.

Financial statements verify the Bowling Club’s stated capacity to fund its cash contribution and a 5% contingency through the allocation of existing cash reserves forecast profit from the 2017/18 season, while still retaining sufficient operational funds.

The project is heavily reliant on grant funding, as the Club has identified that both City of Rockingham and Department of Sport and Recreation funding will be required for the project to be completed. As a result, the City’s IPDG funding was conditionally approved, subject to the award of CSRFF funding or the Club identifying an alternative source of funding.

This application is considered to be a well-planned, valuable investment in both the sustainability of the RBC, and the provision of community benefit in the availability of more programming space for community bowls and casual participation. The location of the RBC in immediate proximity to high-
density residential development delivers an opportunity for physical activity to residents who do not have active space available to them at their residence. Therefore, subject to Council approval this will be submitted with the City’s support as a high priority, and the City’s second priority application.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council:

1. **APPROVES** the Rockingham Tennis Club clubroom extension and upgrade application as first priority to the Department of Local Government, Sporting and Cultural Industries’ 2018/19 Community Sporting and Recreation Facilities Funding Annual Grant round, requesting an amount of $125,000.

2. **APPROVES** the Rockingham Bowling Club synthetic green replacement application as second priority to the Department of Local Government, Sporting and Cultural Industries’ 2018/19 Community Sporting and Recreation Facilities Funding Annual Grants round, requesting an amount of $65,562.

**Committee Recommendation**

Moved Cr Downham, seconded Cr Smith:

That Council:

1. **APPROVES** the Rockingham Tennis Club clubroom extension and upgrade application as first priority to the Department of Local Government, Sporting and Cultural Industries’ 2018/19 Community Sporting and Recreation Facilities Funding Annual Grant round, requesting an amount of $125,000.

2. **APPROVES** the Rockingham Bowling Club synthetic green replacement application as second priority to the Department of Local Government, Sporting and Cultural Industries’ 2018/19 Community Sporting and Recreation Facilities Funding Annual Grants round, requesting an amount of $65,562.

Committee Voting – 5/0

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

Not Applicable

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

Not Applicable
Community Development
Community Infrastructure Planning

Reference No & Subject: CD-020/17
Delegated Authority – Baldivis District Sporting Complex Master Plan (Absolute Majority)

File No: CPR/954-02
Proponent/s: Ms Carly Kroczek, Senior Community Infrastructure Planning Officer
Author: Mr Gary Rogers, Manager Community Infrastructure Planning
Other Contributors: 19 September 2017
Date of Committee Meeting: Executive
Previously before Council: Nature of Council’s Role in this Matter:
Disclosure of Interest: Site:
Nature of Council’s Role in this Matter: Lot Area:
Attachments: Maps/Diagrams:

Purpose of Report
For Council to delegate authority to the Chief Executive Officer (CEO) to award the contract for the Baldivis District Sporting Complex Master Plan (T16/17-114).

Background
The acquisition of land for the future Baldivis District Sporting Complex (BDSC) was finalised in June 2017. Since this time officers have been preparing project management and procurement documentation to enable master planning of the site to occur.

Details
The master plan is an essential part of the planning process and will provide the City with a detailed, realistic and costed site layout and development plan for the future BDSC. Completion of the master plan is necessary for the project to progress to detailed design and ultimately construction.

Due to the complex, varied and specialist nature of the scope of works for the Baldivis District Sporting Complex Master Plan, it is anticipated that the tender value will exceed the CEO’s delegated authority limit of $500,000 to award tenders. Therefore, the tender award report would be required to be presented to Council for approval.
Due to the required timeframes to prepare Council reports and subsequently seek Council approval, there could be a lengthy period between when tender assessments are completed and when the contract could be awarded. To ensure the project proceeds as per the schedule, it is important that procurement timeframes for the many phases of this project are managed.

### 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 Objectives 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 D:** **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**
  In accordance with the City’s Purchasing Policy, for purchases above $150,000, a public tender process is to be conducted in accordance with the provision of section 3.57 of the Local Government Act 1995, and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, regulation 11A(1).
  The City’s Delegated Authority Register, Delegation 1.6 Acceptance/Rejection of Tenders – For Supply and Goods of Services states the CEO can accept tenders up to the value of $500,000 (excluding GST).

- **e. Financial**
  A combined total of $6,404,123 is allocated for planning, detailed design and construction of the Baldivis District Sporting Complex Stage 1 in the 2017/2018 budget. The delegated authority will only extend to the CEO awarding the contract if the tenders received are within this budget allocation.

- **f. Legal and Statutory**
  In accordance with section 3.57 of the Local Government Act 1995 – Tenders for providing goods or services and Local Government (Functions and General) Regulations 1996, Part 4, Division 2, regulation 11(1), Provision of goods and services:
  ‘Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $150,000 unless sub regulation (2) states otherwise’.
  In accordance with section 5.42 of the Local Government Act 1995 - Delegation of some powers and duties to CEO, by absolute majority:
‘A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties.’

Under section 5.43 of the Local Government Act 1995 – Limits on delegations to CEO, the Council can delegate authority to the CEO to accept a tender provided it does not exceed an amount determined by the local government.

g. Risk

All Council decisions are subject to risk assessment according to the City's Risk Framework.

Implications and comment will only be provided for the following assessed risks.

Customer Service / Project management / Environment: High and Extreme Risks
Finance / Personal Health and Safety: Medium, High and Extreme Risks

Nil

Comments

The delegation of authority to the CEO to award the contract for the Baldivis District Sporting Complex Master Plan is necessary to ensure the project is implemented within the timeframes outlined in the Business Plan and Community Infrastructure Plan.

Council will be advised of the successful contractor through the Community Development Bulletin and regular updates will be provided through the bulletin. The draft master plan will be presented to Council for endorsement prior to being released for public comment.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council **DELEGATES** authority to the Chief Executive Officer to award Tender T16/17-114 for the preparation of the Baldivis District Sporting Complex Master Plan subject to the amount not exceeding that which is allocated within the 2017/2018 annual budget.

Committee Recommendation

Moved Cr Downham, seconded Cr Smith:

That Council **DELEGATES** authority to the Chief Executive Officer to award Tender T16/17-114 for the preparation of the Baldivis District Sporting Complex Master Plan subject to the amount not exceeding that which is allocated within the 2017/2018 annual budget.

Committee Voting – 5/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable
Community Development
Community Capacity Building

Reference No & Subject: CD-021/17
Recommendations from the Rockingham Education and Training Advisory Committee Meeting held on 21 August 2017

File No:

Author: Ms Sheila Cleaver, Community Development Officer

Other Contributors: Ms Jillian Obiri-Boateng, Manager Community Capacity Building

Date of Committee Meeting: 19 September 2017

Disclosure of Interest:
Nature of Council’s Role in this Matter: Executive

Attachments: Minutes of the Rockingham Education and Training Advisory Committee Meeting held on 21 August 2017

Maps/Diagrams:

Purpose of Report
To seek Council’s approval of the Rockingham Education and Training Advisory Committee Terms of Reference and the priority areas for the Tertiary Scholarship Scheme (TSS) for a period of two years.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1: Rockingham Education and Training Advisory Committee

That Council:

1. **APPROVES** the Rockingham Education and Training Advisory Committee Terms of Reference to read “To consider and make recommendations regarding the Tertiary Scholarship Scheme applications and provide advice and guidance on education training and lifelong learning within the City of Rockingham to Council”.

2. **APPROVES** the Tertiary Scholarship Scheme priority areas for a period of two years until December 2019 as:
   
   - Limited family support
   - First in the family to attend further education
   - Clear study pathway linked to career aspirations
   - Demonstrated capacity to achieve further education
   - Involvement in Rockingham community (i.e. volunteering, attendance at Rockingham community events/programs).
The Officer’s Reason for Varying the Advisory Committee Recommendation

Not Applicable

**Background**

At the 27 January 2015 Council meeting, it was resolved: “That Council **APPROVES** the revised Rockingham Education and Training Advisory Committee Terms of Reference to read “To provide advice and guidance to Council on education, training and lifelong learning within the City of Rockingham”.

The Rockingham Education and Training Advisory Committee’s (RETAC) Terms of Reference (ToR) has remained the same since the last revision and subsequent adoption at the 27 January 2015 Council meeting. It is timely to revise RETAC’s ToR at this time to enable the committee to provide recommendations on TSS applications to Council within the 2017 calendar year. This will contribute to an effective launch of the scheme and ensure prospective recipients will be able to access the funding to support their enrolment in tertiary studies in early 2018.

At the 25 July Council meeting, it was resolved: “That Council **ADOPTS** the Tertiary Scholarship Scheme (TSS) Council Policy”.

The TSS Council Policy defines eligibility requirements; however further information is required to assist RETAC with making informed recommendations to Council on applications. By setting priority areas for the TSS and requesting that individuals address these within their application, recommendations can be based upon an equitable system.

The proposed priority areas have been set based on current trends as identified at the RETAC Principals meeting conducted 8 May 2017, community consultation for the development of the Draft Strategy for Children and Young People, and feedback received during the public comment period for the TSS Council Policy.

It is recommended that the priority areas remain the same for a period of two years to create some consistency for the scheme and allow the community, City officers and Councillors to become familiar with how the TSS operates. In two years, a complete review of TSS is scheduled in line with Council Policy and any changes can be considered at this time.

**Implications to Consider**

- **Strategic**
  
  **Community Plan**
  
  This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective contained in the Community Plan 2015-2025:
  
  **Aspiration B**: Strong Community
  
  **Strategic Objective**: Building Capacity and Awareness – A healthy community that volunteers, embraces lifelong learning and cultural awareness, and is involved with a diverse range of vibrant and sustainable community, sporting and artistic organisations and pursuits.

- **Policy**
  
  Governance and Meeting Framework Council Policy which stipulates that Advisory Committees provide recommendations to Council in line with their terms of reference.

  Tertiary Scholarship Scheme Council Policy which defines eligibility requirements.

- **Financial**
  
  $360,000 over 4 years for the Tertiary Scholarship Scheme.
d. Legal and Statutory
   Nil

e. Voting Requirements
   Simple Majority

f. Risk
   All Council decisions are subject to risk assessment according to the City's Risk Framework. Implications and comment will only be provided for the following assessed risks.
   
   Customer Service / Project management / Environment : High and Extreme Risks
   Finance / Personal Health and Safety : Medium, High and Extreme Risks

   Nil

Committee Recommendation

Moved Cr Hamblin, seconded Cr Stewart:
That Council:
1. APPROVES the Rockingham Education and Training Advisory Committee Terms of Reference to read “To consider and make recommendations regarding the Tertiary Scholarship Scheme applications and provide advice and guidance on education training and lifelong learning within the City of Rockingham to Council”.
2. APPROVES the Tertiary Scholarship Scheme priority areas for a period of two years until December 2019 as:
   • Limited family support
   • First in the family to attend further education
   • Clear study pathway linked to career aspirations
   • Demonstrated capacity to achieve further education
   • Involvement in Rockingham community (i.e. volunteering, attendance at Rockingham community events/programs).

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>
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<tbody>
<tr>
<td>13.</td>
<td><strong>Reports of Councillors</strong></td>
<td>Nil</td>
</tr>
<tr>
<td>14.</td>
<td><strong>Addendum Agenda</strong></td>
<td>Nil</td>
</tr>
<tr>
<td>15.</td>
<td><strong>Motions of which Previous Notice has been given</strong></td>
<td>Nil</td>
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<tr>
<td>16.</td>
<td><strong>Notices of motion for Consideration at the Following Meeting</strong></td>
<td>Nil</td>
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<td>17.</td>
<td><strong>Urgent Business Approved by the Person Presiding or by Decision of the Committee</strong></td>
<td>Nil</td>
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<td>18.</td>
<td><strong>Matters Behind Closed Doors</strong></td>
<td>Nil</td>
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<td>19.</td>
<td><strong>Date and Time of Next Meeting</strong></td>
<td>The next Corporate and Community Development Committee Meeting will be held on Wednesday 25 October 2017 in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
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<td>20.</td>
<td><strong>Closure</strong></td>
<td>Before closing the meeting the Chairperson extended her thanks to fellow Committee Members, the Chief Executive Officer and staff for their assistance over the past two years, and wished those Councillors seeking re-election the best in the forthcoming Council election. There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at 4:15pm.</td>
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