



City of Rockingham

AGENDA

Corporate and Community Development Committee Meeting

To be held on Tuesday 17 September 2019 at 4:00pm
City of Rockingham Boardroom



Notice of Meeting



Dear Committee members

The next Corporate and Community Development Committee Meeting of the City of Rockingham will be held on Tuesday 17 September 2019 in the Council Boardroom, City of Rockingham Administration Centre, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

A handwritten signature in blue ink, appearing to read 'Michael Parker'.

MICHAEL PARKER
CHIEF EXECUTIVE OFFICER

12 September 2019

DISCLAIMER

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the City. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The City of Rockingham expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the City.

City of Rockingham
Corporate and Community Development
Committee Meeting Agenda
4:00pm Tuesday 17 September 2019



1. Declaration of Opening

Acknowledgement of Country

This meeting acknowledges the traditional owners and custodians of the land on which we meet today, the Nyungar people, and pays respect to their elders both past and present.

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

2.1 Members

Cr Lee Downham
Cr Mark Jones
Cr Joy Stewart
Cr Andrew Burns
Cr Leigh Liley

Deputies

Cr Chris Elliott
Cr Katherine Summers
Cr Barry Sammels
Cr Deb Hamblin

2.2 Executive

Mr Michael Parker
Mr John Pearson
Mr Michael Holland
Mr Peter Doherty
Mr Peter Varris
Mr Michael Yakas
Mr Allan Moles
Mr Nuno Dionisio
Mr Khushwant Kumar
Ms Nollaig Baker

Mr Ben Searcy
Mr Nick Brown
Mr Gary Rogers
Ms Mary-Jane Rigby
Ms Julia Dick
Ms Alison Oliver
Mr Scott Jarvis
Mr Peter Le
Mrs Jelette Edwards
Mr Aiden Boyham
Ms Sue Langley
Mrs Diane Zanre

Chief Executive Officer
Director Corporate Services
Director Community Development
Director Legal Services and General Counsel
Manager Governance and Councillor Support
Manager Customer and Corporate Support
Manager Financial Services
Manager Waste Services
Financial Controller
A/Manager Strategy and Corporate Communications
Manager Human Resources Development
Manager Community and Leisure Facilities
Manager Community Infrastructure Planning
Manager Community Support and Safety Services
Collaborative Manager, Community Capacity Bldg
Manager Library and Information Services
Manager Economic Development and Tourism
Senior Legal and Councillor Liaison Officer
Governance Coordinator
City Media Officer
Governance Officer
PA to Director Community Development

	<p>2.3 Members of the Gallery:</p> <p>2.4 Apologies:</p> <p>2.5 Approved Leave of Absence:</p>
3.	Responses to Previous Public Questions Taken on Notice
4.	Public Question Time
	Members of the public are invited to present questions to the Chairperson about matters affecting the City of Rockingham and its residents. This is the only opportunity in the meeting for the public to ask questions.
5.	Confirmation of Minutes of the Previous Meeting
	<p>Recommendation:</p> <p>That Committee CONFIRMS the Minutes of the Corporate and Community Development Committee Meeting held on 20 August 2019, as a true and accurate record.</p>
6.	Matters Arising from the Previous Minutes
7.	Announcement by the Presiding Person without Discussion
	The Chairperson to announce to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.
8.	Declarations of Members and Officers Interests
9.	Petitions/Deputations/Presentations/Submissions
10.	Matters for which the Meeting may be Closed
	<p>Community Development 5</p> <p>CD-021/19 Bert England Lodge Disposal (<i>Absolute Majority</i>) 5</p> <p>CD-022/19 Recommendations from the Rockingham Education and Training Advisory Committee Meeting held on 12 August 2019 6</p> <p>In accordance with section 5.23(2)(b) and (c) of the Local Government Act 1995 – if there are any questions or debate on Confidential Items CD-021/19 - Bert England Lodge Transition and CD-022/19 - Recommendations from the Rockingham Education and Training Advisory Committee Meeting held on 12 August 2019, then the Corporate and Community Development Committee will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors.</p>

Community Development

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) of the Act

Community Development Community Development		
Reference No & Subject:	CD-021/19	Bert England Lodge Disposal (<i>Absolute Majority</i>)
File No:	LGS/697-02	
Proponent/s:		
Author:	Mr Michael Holland, Director Community Development	
Other Contributors:	Mr Dean Stoitis, Senior Project Officer	
Date of Committee Meeting:	17 September 2019	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:	Lot 57 on Diagram 77101 (111) Woodbridge Drive, Cooloongup	
Lot Area:	1 Ha	
Attachments:		
Maps/Diagrams:		

Voting Requirements

Simple Majority (Absolute Majority, where noted)

Officer Recommendation

That Council:

1. **APPROVES** (Option 1) the sale of Lot 57 on Diagram 77101 (111) Woodbridge Drive, Cooloongup (Bert England Lodge, consisting of the facility, land, and business) to an aged care provider.
2. **APPROVES** the transfer of the 44 Bert England Lodge aged care places to the successful aged care provider conditional on Federal Government Secretary of Health approval.
3. **DELEGATES** authority to the Chief Executive Officer to negotiate and finalise all contractual and land tenure requirements to complete the sale of Bert England Lodge and transfer of 44 aged care places to an aged care provider, for a sale price not less than 10% of the current valuation by Knight Frank dated 1 April 2019 as detailed in the comments section of this report. (*Absolute Majority*)

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

Community Development Community Capacity Building Services	
	
Reference No & Subject:	CD-022/19 Recommendations from the Rockingham Education and Training Advisory Committee Meeting held on 12 August 2019
File No:	CSV/1522-05
Author:	Ms Tenille Voges, Coordinator Recreation and Wellbeing
Other Contributors:	Ms Olivia Forsdike, Community Development Officer Ms Julia Dick, Collaborative Manager Community Capacity Building
Date of Committee Meeting:	17 September 2019
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 12 August 2019
Maps/Diagrams:	

Voting Requirements

Simple Majority

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1:

Recommendation: Tertiary Scholarship Scheme application variations Round Two 2019

That Council:

1. **APPROVES** the successful applicants for the Tertiary Scholarship Scheme Round Two 2019.
2. **NOTES** the unsuccessful applicants for the Tertiary Scholarship Scheme Round Two 2019.

Officer Recommendation if Different to Advisory Committee Recommendation

Not Applicable

The Officer's Reason for Varying the Advisory Committee Recommendation

Not Applicable

11.	Bulletin Items
	Corporate and General Management Services Information Bulletin – September 2019 Community Development Information Bulletin – September 2019
12.	Agenda Items
	General Management Services 8 GM-021/19 Christmas/New Year Administration Centre Closure 2019/2020 8 Community Development 11 CD-023/19 Cooloongup Youth Space replacement – Final concept design 11 CD-024/19 Community Infrastructure Plan 2019 20 CD-025/19 Community Sporting and Recreation Facilities Fund Forward Planning Grant 2020/2021 Application Assessment 24 CD-026/19 Recommendation from the Cultural Advisory Committee Meeting held on 14 August 2019 28
13.	Reports of Councillors
14.	Addendum Agenda
15.	Motions of which Previous Notice has been given
16.	Notices of Motion for Consideration at the Following Meeting
17.	Urgent Business Approved by the Person Presiding or by Decision of the Committee
18.	Matters Behind Closed Doors
19.	Date and Time of Next Meeting
	The next Corporate and Community Development Committee Meeting will be held on Wednesday 23 October 2019 in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.
20.	Closure

12. Agenda Items

General Management Services

General Management Services Human Resource Development



Reference No & Subject:	GM-021/19	Christmas/New Year Administration Centre Closure 2019/2020
File No:	CPM/3	
Proponent/s:		
Author:	Mr Ben Searcy, Manager Human Resource Development	
Other Contributors:		
Date of Committee Meeting:	17 September 2019	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

Council consideration of closing the City of Rockingham Administration Centre over the 2019/2020 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 2019/2020 Christmas/New Year period it is proposed that the Administration Centre be closed from 4:30pm, Tuesday 24 December 2019 to and including Wednesday 1 January 2020, reopening Thursday 2 January 2020.

The closure period is shown in the following calendar:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Dec 23 Open	Dec 24 Open	Dec 25 Christmas Day Public Holiday	Dec 26 Boxing Day Public Holiday	Dec 27 Closure	Dec 28	Dec 29
Dec 30 Closure	Dec 31 Closure	Jan 1 New Year's Day Public Holiday	Jan 2 Re-opens	Jan 3 Open	Jan 4	Jan 5

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 newspaper, 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 Strategic Community Plan 2019-2029:

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

Strategic Objective: *Effective Governance – Apply systems of governance which empower the Council to make considered and informed decisions within a transparent, accountable, ethical compliant 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, Smart Watch and other essential service providing teams will continue to work on a rostered basis and nominated staff will be available for emergency situations. Arrangements will be made with staff who are required to attend events to ensure the events are appropriately resourced and on-call arrangements are in place with specific staff across the organisation.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **APPROVES** the closure of the Administration Centre for the period from 4:30pm, Tuesday 24 December 2019 to and including Wednesday 1 January 2020, reopening Thursday 2 January 2020.

Community Development

Community Development Community Infrastructure Planning



Reference No & Subject:	CD-023/19	Cooloongup Youth Space replacement – Final concept design
File No:	CPR/1180	
Proponent/s:		
Author:	Mrs Claire O'Neill, Community Infrastructure Project Officer	
Other Contributors:	Mr Gary Rogers, Manager Community Infrastructure Planning	
Date of Committee Meeting:	17 September 2019	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:	Lot 2522 Willmott Drive, Cooloongup	
Lot Area:	35749m2	
Attachments:	Cooloongup Youth Space Concept Design	
Maps/Diagrams:	<ol style="list-style-type: none">1. Current and proposed skate park location2. Artist impression of concept design3. Cooloongup Youth Space Concept Design	

Purpose of Report

To seek Council approval of the Cooloongup Youth Space concept design.

Background

In 2015 an audit was completed on four of the City's existing youth spaces (Singleton Skate Park, Daniel Kelley Memorial Skate Park, Port Kennedy Skate Park and Cooloongup Skate Park). The purpose of the audit was to identify maintenance works required at the City's skate parks and to identify whether or not they still meet the functional requirements for a modern skate park / youth space, given that the majority of them were constructed in the early 1990s.

Cooloongup Skate Park has been in use by the community since 2000, and was identified by the skate park audit as being inadequate to serve the current and future needs of the community. As a result, the existing skate park will be demolished and replaced. The intent of the replacement is to develop a contemporary skate park that will provide a unique contribution to the City's network of youth outdoor recreation spaces.

The draft concept design was presented to the community for feedback during May/June 2019, and the final concept design has considered the feedback received throughout the consultation process.

Details

Location

Prior to commencing consultation or concept design, a number of locations within Alf Powell Reserve were investigated for their potential to increase surveillance and make use of the natural site topography to achieve the best design outcomes. A total of seven locations throughout the reserve were considered, and the outcome was that the position of the new skate park is in a very similar location to the existing one, but will extend further to the south to accommodate a larger footprint and use a natural slope within the reserve. The other six locations were discounted as possibilities for various reasons including proximity to residents or roads, surveillance issues, impact on mature trees within the reserve, impact on path networks and other reserve uses, and restricted design capacity due to drainage issues.



Figure 1: Current and proposed skate park location

Final concept design

The final concept design shown above includes three key areas; the transition zone, street line, and mini ramp. The placement of the three areas has been designed to maximise the existing reserve levels and passive surveillance.

The transition zone is a bowl area that provides opportunities for riders of all skill levels to practice both transition and pump skating. The inclusion of pump bumps, and elements such as the taco and transition extension appeals to skate, scooter and BMX, and is designed at a minimum height on the southern side to maximise passive surveillance from Willmott Drive.

The street line is a number of elements such as ledges, banks, kerbs and rails that are grouped in a straight line on the northern side of the park, which gives local riders a chance to practice street skating within the park.

Half pipe skating was identified in previous consultations as popular, and those elements were noted to be well used in both the current Cooloongup Skate Park and at Port Kennedy prior to the new skate park being developed. This design offers that popular element again, and its separation from the other areas makes it a space where riders can skate one at a time if other parts of the park are more crowded.

The skate park will accommodate a variety of users including skate, scooters and bikes. The design is accessible to beginners, while also providing a chance for them to improve their skills, and for more advanced users to challenge themselves.

The park will be supported by amenities including shelter, seating, drink fountain, and bins.

A direct path connection to the skate park is not part of this design, in favour of exploring the potential to resolve the broader path network from the numerous access points throughout the reserve. This was seen as providing better accessibility outcomes than attempting to connect the skate park to the nearest undesirable path connection that requires people to walk through a scrub area. It could also help to create a connection between the skate park and nearby parking at Westerly Family Centre. Parking is not part of the project due to the catchment area being within a walkable distance and informal parking potential on Grange Drive, however there would be benefits to creating connections to nearby parking that already exists.

Security is considered in the design by eliminating hiding places and maximising surveillance by passing vehicles and pedestrians. The process to consider the suitability of the reserve for CCTV has commenced, which will include a Threat and Vulnerability Analysis.



Figure 2: Artist impression of concept design



Figure 3: Cooloongup Youth Space Concept Design

Implications to Consider

a. Consultation with the Community

Consultation has been implemented with a range of relevant community groups and individuals throughout the concept design. Key target groups have included the Skate Park Reference Group, the adjacent Cooloongup Primary School, and nearby residents.

The methods of consultation were:

- Resident with properties directly facing the reserve were consulted by mail on one of the potential locations considered during the initial stages of the project.
- Site visit to Cooloongup Skate Park by City officers and design consultants prior to starting design, to consult with members of the Skate Park Reference Group and residents using the facility at the time.
- The draft concept design was advertised to the community on Share Your Thoughts between 22 May and 6 June 2019. The Share Your Thoughts link was advertised on the City's Facebook page, and residents within a 100m radius of the reserve received a letter advising of their opportunity to provide comment.
- Residents within a 200m radius of Alf Powell Reserve received a letter advising them that the concept design was available and of their opportunities to provide comment.
- A community information session was held at Hourglass Reserve Clubrooms on the evening of Wednesday 29 May 2019 to present and discuss the draft concept design.

Resident consultation outcomes

Residents living near the location have provided feedback based on their first-hand knowledge and experience of the reserve and the area. This feedback has had the benefit of highlighting some incidents of unauthorised vehicle access and anti-social behaviour reported at the reserve, in order to ensure that these perceived and actual issues are considered in the design.

Skate Reference Group Consultation outcomes

The Skate Park Reference Group is comprised of local residents of various ages, skill levels and interests, involved in the skate, scooter and BMX community within the Rockingham area and beyond. This group, in conjunction with Skate Sculpture, has provided feedback based on their first-hand knowledge of the City's existing skate parks, along with comparisons to skate facilities in the wider Perth region. Their comments were sought on a number of occasions prior to and during the concept design. This feedback has contributed to creating a contemporary concept that is in keeping with industry trends while avoiding duplication of nearby facilities.

Primary school consultation outcomes

City officers presented the draft concept design to students at Cooloongup Primary School, and students provided feedback based on their local knowledge of the existing skate park and reserve. This has provided the benefit of insight into the needs not only of riders coming to use the skate park, but also those who come to use the reserve for other recreation purposes. Students answered two survey questions: "What do you like the most about the design?" and "What do you like least about the design?" The key trends resulting from the survey data were that the items the students liked most were the taco extension, the mini ramp, and the provision of shade and a drink fountain. When asked which items were their least favourite, the most prominent response was "Nothing, I like all of it," followed by rails and the absence of toilets.

Consultation workshop outcomes

The community was invited to attend a workshop where the draft concept design was presented and discussed. 13 members of the public attended, with local residents and the Skate Park Reference Group both being represented. The table below shows the discussion trends relating to the draft concept design and the surrounding reserve during the workshop, and the outcomes in the final concept design.

Topic	Discussion points	Outcomes/comments
Skate design		
Bike friendly design	Some users requested consideration of a pump track being added to the design.	The skate park is designed to be able to accommodate a variety of users, including bikes. While not a pump track, this feedback was considered during changes to the bowl transition area that improve the design for bike use.
Beginner friendly design	Due to the varied levels of the skate park, there was some concern that the park would not be friendly for beginner riders.	The park is designed to accommodate beginners, but also to include elements that challenge riders to improve their skills.
Open transition area	The draft concept design featured an open bowl transition area that intended to maximise surveillance and to provide drainage run-off points. There was some concern that the open design left made the park vulnerable to vandalism by vehicles.	Following community consultation, the design was changed to close the bowl area. The road side is still lower to provide surveillance, but there is also a physical barrier that prevents vehicle access. This change in the design required alternative drainage to be included in the project, but also provided an opportunity to change the general design within the bowl area, improving its capacity for bike use as a secondary result.
Possible collision zone	The draft concept design included a connection to the existing path as the formal entry point. This resulted in the skate park entry also being part of the skate plaza, and entry to the bowl area. There was concern that there was not enough room in this area to avoid possible collisions.	As a result of removing the undesirable path connection following the draft concept design, this is no longer the key entry point. The entry point to the bowl area was also moved to a more open area.
Mini ramp	The community indicated a preference to keep the mini ramp separate from the other skate elements are to prevent riders flowing into it. This makes the park more beginner friendly.	No change required.

Topic	Discussion points	Outcomes/comments
Reserve environment		
Security	Due to reported instances of anti-social behaviour, vehicle access, and the hidden pathway access through the scrub area, there was a perception that security was an important consideration. A common request to address this issue was CCTV.	Security is considered in the design by eliminating hiding places and increasing the potential for surveillance by passing vehicles. The connection through the scrub area is not ideal and is not encouraged as a connection point in the new design. The process to consider the suitability of the reserve for CCTV has commenced, which will include a Threat and Vulnerability Analysis.
Lighting	The issue of lighting was polarising among the groups, Some considered lighting as useful to extend the hours of operation and accommodate those who use skate parks after work hours or the park is less likely to be in use by children and beginners. The potential for lighting to either attract or deter anti-social behaviour was also debated. It was generally agreed that any level of overhead lighting would be used to skate after dark.	Lighting does not form part of the project scope. The size and layout of the new skate park mean that the existing single overhead light will not provide a safe or consistent level of lighting, and advice from the City's insurer indicates that providing a level of lighting that promotes use but is not considered sufficient could be a liability issue. The existing light will be removed as part of the demolition.
Toilets	Toilets were requested to make the facility family friendly. There was some discussion between groups as to the benefits to toilets versus their perceived potential to attract antisocial behaviour.	Toilets are not part of the scope of a neighbourhood level facility, since it is intended to cater for a walkable catchment area.
Parking	Parking was requested closer than the existing parking at the adjacent Westerly Family Centre.	Parking is not part of the scope of a neighbourhood level facility, since it is intended to cater for a walkable catchment area. If parking becomes an issue in the future, there is potential to provide closer informal parking by changing the kerb on Grange Drive to be mountable. There is also potential to increase the link between the Westerly Family Centre parking and the reserve using future path networks.

Topic	Discussion points	Outcomes/comments
Reserve environment		
Path network	There is only one formal path to the skate park, which is considered unsafe since it passes through a scrub area that hides users from any surrounding surveillance	Throughout the project, attempting to create a path network specific to the skate park has not been able to produce a satisfactory outcome due to the numerous entry points around the reserve. As a result, a path network has been removed from the concept design, and a request will be made through the Parks Services team to develop a path network design that benefits the reserve as a whole, with consideration for the family centre, the primary school, the nearby public transport, and the underpass that are all used as entry points to the reserve. While this will result in no clear path connection to the skate park in the short term, the long term result will be that the safety and accessibility of all reserve users is considered.

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 contained in the Strategic Community Plan 2019-2029:

Aspiration 3: *Plan for Future Generations*

Strategic Objective: *Infrastructure Planning – Plan and develop community, sport and recreation facilities which meet the current and future needs of the City's growing population*

d. Policy

Nil

e. Financial

\$590,000 has been allocated to this project for design and construction through the City's Asset Management program. \$50,000 was allocated within the budget for design fees, and the cost estimate of \$471,000 for construction of the final concept indicates that it can be achieved within the allocated budget.

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 final concept design for the Cooloongup Youth Space has been developed with consideration for the project objectives, consultation with relevant stakeholders, and technical advice from internal teams and the appointed skate park designers.

Community feedback specific to the skate elements has been considered in the final concept design, notably closing the transition bowl and improving the capacity for bikes to use the park. Requests relating to toilets and parking were noted but in light of the facility's walkable catchment area these amenities are not included.

Following community consultation, a request has been submitted to assess the suitability of the reserve for CCTV. However, CCTV is not included in the scope of the skate park replacement project and is not included in the current cost estimates.

The new facility will be a unique contribution to the City's network of skate parks, and will appeal to a variety of user groups and skills levels. Cost estimates indicate that it can be achieved within the allocated \$590,000 design and construction budget. Construction of the new skate park, including demolition of the existing facility, is scheduled for 2020.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **APPROVES** the Cooloongup Youth Space Concept Design.

Community Development Community Infrastructure Planning



Reference No & Subject:	CD-024/19 Community Infrastructure Plan 2019
File No:	CSV/1931-06
Proponent/s:	
Author:	Mr Gary Rogers, Manager Community Infrastructure Planning
Other Contributors:	
Date of Committee Meeting:	17 September 2019
Previously before Council:	CD031/18 (18 December 2018); CD-025/18 (25 October 2018); CD-025/17 (25 October 2017); CD-032/16 (25 October 2016); CD-044/15 (24 November 2015); CD-042/15 (27 October 2015); CIP-009/11 (24 May 2011); CIP-005/11 (22 March 2011)
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Executive
Site:	
Lot Area:	
Attachments:	Community Infrastructure Plan 2019
Maps/Diagrams:	

Purpose of Report

To seek Council adoption of the Community Infrastructure Plan 2019 (CIP).

Background

The CIP was first adopted by Council in 2011. In 2019, the Strategic Development Framework Policy was revised and subsequently endorsed by Council. The policy requires the CIP to be reviewed annually, presented to the August Councillor Engagement Session, and submitted to the Ordinary Council Meeting in September every year for adoption.

Details

As part of the City's Strategic Planning Framework, the CIP is an important link in guiding the allocation of City resources toward the achievement of key economic, social, environmental and community aspirations.

The purpose of the CIP is to;

- Guide the development, timing, design and location of community infrastructure over the next 10 to 15 years;
- Clearly identify the services and facilities required for the City's emerging population, based on supply and demand analysis, and identification of service catchments;

- Specifically identify the capital costs associated with proposed community infrastructure to inform the City's Business Plan
- Meet the requirements of SPP3.6, providing a robust basis for the City's Development Contribution Plan; and
- Provide the City with a documented framework of community infrastructure planning principles and guidelines.

The 2019 CIP is consistent with the 2018 version, and provides an update on all projects previously listed, including those for which works have commenced or been completed. There are no changes to the scope of projects and no additions or deletions of projects, with the following minor changes between the two documents:

- The inclusion of a percent for art in all project cost estimates;
- The alteration of the opening dates for the Baldivis District Sporting Complex; and
- The alteration of the completion date of Rockingham Youth Venue and Koorana Reserve Master Plan to reflect the current situation of both projects.

Implications to Consider

a. Consultation with the Community

Consultation with key stakeholders will occur throughout the detailed development and design process for each specific project where relevant.

b. Consultation with Government Agencies

While the 2019 CIP 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 detailed planning and design development.

Consultation with other agencies such as Department of Local Government, Sport and Cultural Industries and Lotterywest will occur in relation to the planning and funding of relevant projects.

The CIP enables the City to be position ready to approach State and Federal Governments in respect to any future funding or grant availability.

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 2019-2029:

Aspiration 3: Plan for Future Generations

Strategic Objective: *Infrastructure Planning – Plan and develop community, sport and recreation facilities which meet the current and future needs of the City's growing population.*

d. Policy

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

The Sports and Community Facility Provision Policy guides the scale of sporting and community buildings.

e. Financial

The 2019 CIP provides financial data to inform the City's Business Plan. The capital expenditure implications associated with the projects within the CIP Implementation Plan amount to \$122,811,000.

The cost summary for each project has been prepared by a qualified, independent accredited quantity surveyor, based on the scope and detail available at the respective development stage of each project. The cost of each project has been escalated to the year of construction.

Revenue through external grants and development contributions, which may assist in reducing municipal expenditure, is considered as part of the City's revenue strategy that underpins the business planning process, however are not reflected in the CIP.

f. Legal and Statutory

State Planning Policy 3.6 – Development Contributions for Infrastructure, allows for development contributions to be sought for items of infrastructure that are required to support the orderly development of an area. Development Contribution Plans for community infrastructure must be supported by the following:

- A community infrastructure plan for the area, identifying the services and facilities required over the next five to 10 years, supported by needs analysis and identification of service catchments
- A capital expenditure plan detailing at least five years into the future which identifies the capital costs of facilities, and revenue sources including capital grants and provision programs
- Project growth figures including the number of new dwellings to be created at suburb or district catchment level
- A methodology for determining the proportion of community infrastructure costs to be attributed to growth, and the proportion to be attributed to existing areas

The preparation and endorsement of the CIP contributes to meeting the above requirements to enable the City to implement a Development Contribution Plan.

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

There is one high financial risk identified within the CIP.

This risk relates to the inability to deliver the CIP Implementation Plan as a result of changes to the City's financial capacity. The potential outcome of this is that projects are deferred and cost increases occur due to escalations.

This risk is addressed through the annual review of the CIP which includes annual project cost assessments by a qualified Quantity Surveyor in conjunction with Corporate Services, to ensure alignment of the CIP Implementation Plan with the City's annual budget and Business Plan preparations.

Comments

The purpose of the annual review of the CIP is to enable it to be adaptive and reflect changes in community needs and trends as well as specific project circumstances. The Plan provides ongoing commentary on the development progress of major community infrastructure projects to be delivered over the next ten to fifteen years.

The City has a finite amount of land and financial resources, and cannot deliver all community infrastructure immediately. While community infrastructure planning principles and provision guidelines are the primary measure to determine project need and priority, the Implementation Plan to deliver these projects is guided by the financial capacity of the City, in addition to other project-specific dependencies.

There is an inherent risk with any document such as the CIP, that specific project timeframes may be impacted by unforeseen circumstances which are beyond the control of the City. This presents a number of challenges in relation to project delivery and timeframes, however the City has a strong project management and governance framework in place to mitigate this risk.

Using a strategic, planned approach to the future development of community infrastructure provides a strong basis for the City to engage with funding bodies such as Lotterywest and Department of Local Government, Sport and Cultural Industries. This approach has proven successful with external funding commitments received for projects including Baldivis District Sporting Complex (Stage 1 civil works), Koorana Reserve Master Plan, Baldivis South Community Centre, The Harbour Playground, Singleton Sports and Community Centre, Golden Bay Sports Pavilion and Baldivis South Sports Pavilion. Subject to Council endorsement of the 2019 CIP, Officers will use the revised plan in future discussions with these agencies.

The 2019 CIP reflects the City's current situation, and the needs of the current and future community, providing a robust and achievable implementation plan which will inform the next Business Plan review.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ADOPTS** the Community Infrastructure Plan 2019.

Community Development Community Infrastructure Planning



Reference No & Subject:	CD-025/19	Community Sporting and Recreation Facilities Fund Forward Planning Grant 2020/2021 Application Assessment
File No:	GRS/8-08	
Proponent/s:		
Author:	Ms Carly Kroczek, Senior Community Infrastructure Planning Officer	
Other Contributors:	Mr Gary Rogers, Manager Community Infrastructure Planning	
Date of Committee Meeting:	17 September 2019	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:	Lots 4, 103,104,105 Eighty Road	
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To seek Council approval to submit a funding application for the Baldivis District Sporting Complex – District Pavilion to the Department of Local Government, Sporting and Cultural Industries, Community Sporting and Recreation Facilities Fund 2020/2021 Annual and Forward Planning Grant.

Background

The Community Sporting and Recreation Facilities Fund (CSRFF) is a funding program offered by State Government through the Department of Local Government, Sports and Cultural Industries (DLGSCI). The program provides 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.

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.

Applications for forward planning grants are accepted once per calendar year.

Projects with a total cost that exceeds \$500,000 are eligible to apply for a forward planning grant for up to one third of the total project cost, to a maximum grant amount of \$2,000,000.

All applications are required to be submitted to the relevant local government authority for initial review, assessment and prioritisation using the criteria developed by the DLGSCI.

Subject to Council approval, applications are then submitted to DLGSCI for assessment. Applications for the 2020/2021 annual and forward planning grants close on Friday 27 September 2019.

Details

One application for the forward planning grant will be submitted to the DLGSCI, subject to Council approval. A summary of the application is provided below.

Baldivis District Sporting Complex (District Pavilion)

The Baldivis District Sporting Complex (BDSC) is included in the City's Community Infrastructure Plan (CIP) and subsequent funding has been allocated through the Business Plan. The completion of the BDSC is a high priority project for the City.

Once operational, the complex will provide approximately 8 hectares of additional active open space, a district pavilion, indoor recreation centre and outdoor hardcourts, as well as a youth recreation space.

The BDSC is being developed in multiple stages, with the first stage encompassing all civil works, establishment of services and the installation of reticulation and turf to the playing areas. An application for \$2M to contribute towards stage one works was submitted in the 2018/19 grant round, and an allocation of \$1.5M was subsequently approved.

The construction of the district pavilion, and installation of flood lighting and fixed sporting infrastructure will occur soon after the completion of stage one works, and form part of the application for stage two works. The detailed design of the district pavilion is in progress, and the design for the flood lighting is complete.

Subsequent applications will be submitted in future grant rounds for the construction of the indoor recreation centre, and junior pavilion and outdoor hardcourts.

Implications to Consider

a. Consultation with the Community

The application process requires the applicant to discuss their project with relevant State Sporting Association. The City has previously discussed both projects with:

- Western Australian Cricket Association; and
- Western Australian Football Commission

b. Consultation with Government Agencies

As required by CSRFF guidelines, officers have liaised with the DLGSCI prior to preparing the application. The application 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 2019-2029:

Aspiration 3: *Plan for Future Generations*

Strategic Objective: *Infrastructure Planning – Plan and develop community, sport and recreation facilities which meet the current and future needs of the City's growing population.*

d. Policy

Nil

e. Financial

Funding for the implementation of the Baldivis District Sporting Complex is included within the City's Business Plan, and annual budget.

The City will be requesting a contribution of \$2 million from DLGSCI. This amount is one third of eligible project costs including clubrooms, storage and viewing areas, sports floodlighting and cricket nets.

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 application has been assessed and then ranked using the prescribed assessment criteria. A summary of the assessment is detailed below.

Baldivis District Sporting Complex

Criteria	Satisfactory	Unsatisfactory	Not relevant
Project justification	✓		
Planned approach	✓		
Community input	✓		
Management planning	✓		
Access and opportunity	✓		
Design	✓		
Financial viability	✓		
Co-ordination	✓		
Potential to increase Physical activity	✓		
Sustainability	✓		

The need for additional active open space within Baldivis is well documented. The need is clearly demonstrated and expressed by local clubs and the community. The City finalised the purchase of land in 2017, which was necessary to ensure community needs were being addressed.

Since the completion of the land acquisition process, a significant amount of planning for the BDSC has taken place, with input from key stakeholders and proposed user groups. Consultation will continue with key stakeholders throughout the design and construction phases.

The project will increase physical activity through the provision of amenities such as change rooms, first aid room, and flood lighting to complement the approximately 8 hectares of active open space, which will be provided as part of the stage one works. Without these amenities in place, use of the active reserve would be limited, with night time training and competition not possible. The general operations of the club would be limited due to the lack of storage for equipment and toilets/change rooms for players and spectators, and the facility would not meet the core requirements for competition as specified by State Sporting Associations.

The project is well planned and needed by the municipality and is considered the highest priority for the City.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ENDORSES** the submission of an application for the Baldivis District Sporting Complex – District Pavilion, to the Department of Local Government, Sport and Cultural Industries 2020/2021 Community Sport and Recreation Facilities Fund as priority one with the designated rating of (A) – well planned and needed by municipality.

Community Development Community Capacity Building



Reference No & Subject:	CD-026/19	Recommendation from the Cultural Advisory Committee Meeting held on 14 August 2019
File No:	CSV/27-6	
Author:	Ms Rebekka Jarvis, Acting Coordinator Cultural Development and the Arts	
Other Contributors:	Ms Julia Dick, Collaborative Manager Community Capacity Building	
Date of Committee Meeting:	17 September 2019	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Attachments:	Minutes of the Cultural Advisory Committee Meeting held on 14 August 2019	
Maps/Diagrams:		

Purpose of Report

For Council to approve the name change of the Cultural Advisory Committee to the Cultural Development and the Arts Advisory Committee.

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1: Name of Advisory Committee change

That Council **APPROVES** that the name of the Cultural Advisory Committee change to Cultural Development and the Arts Advisory Committee.

Officer Recommendation if Different to Advisory Committee Recommendation

Nil

The Officer's Reason for Varying the Advisory Committee Recommendation

Nil

Background

The Cultural Advisory Committee's Terms of Reference is 'to provide advice and guidance on cultural development and the arts, whilst representing the community's needs and aspirations in line with the City's Cultural Development and the Arts Strategy'. Although the definition of the word 'cultural' means 'of or relating to artistic or social pursuits or events considered to be valuable or enlightened' (Collins Dictionary), most people would not automatically associate 'arts' with this word. The committee is therefore concerned that omitting the word 'arts' from the Advisory Committee title fosters misconception about the City's commitment to art.

Changing the title to Cultural Development and the Arts Advisory Committee will avoid this misconception, whilst also aligning it more closely to the Cultural Development and the Arts Strategy 2018-2022.

Implications to Consider

a. Strategic

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective contained in the Strategic Community Plan 2019-2029:

Aspiration 2: *Grow and nurture community connectedness and wellbeing*

Strategic Objective: *Community Capacity Building – Empower the community across all ages and abilities to be culturally aware and involved with a diverse range of community initiatives that incorporate volunteering, sport, culture and the arts.*

b. Policy

The Governance and Meeting Framework Policy will be updated to reflect the committee name change.

c. Financial

Nil

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