



City of Rockingham

MINUTES

Corporate and Community Development Committee Meeting

Held on Tuesday 14 September 2021 at 4:00pm
City of Rockingham Boardroom




City of Rockingham
Corporate and Community Development
Committee Minutes
4:00pm Tuesday 14 September 2021



CONTENTS

1.	Declaration of Opening	4
2.	Record of Attendance/Apologies/Approved Leave of Absence	4
3.	Responses to Previous Public Questions Taken on Notice	4
4.	Public Question Time	5
5.	Confirmation of Minutes of the Previous Meeting	5
6.	Matters Arising from the Previous Minutes	5
7.	Announcement by the Presiding Person without Discussion	5
8.	Declaration of Member's and Officer's Interest	5
9.	Petitions/Deputations/Presentations/Submissions	5
10.	Matters for which the Meeting may be Closed	5
	Community Development	6
	CD-015/21 Recommendations Tertiary Scholarship Scheme Applications Round Two 2021	6
	Bulletin Items	8
	Corporate and General Management Services Information Bulletin – September 2021	8
	Community Development Information Bulletin – September 2021	9
12.	Agenda Items – Corporate and Community Development Committee	
	General Management Services	12
	GM-027/21 Proposed Development of a Council Policy Signage Framework	12
	GM-028/21 Proposed Development of a Council Policy – Community Engagement	16
	Community Development	19
	CD-016/21 Rockingham Central Library – Proposed Change of Name	19
	CD-017/21 Community Infrastructure Plan 2021	22
13.	Reports of Councillors	27
14.	Addendum Agenda	27
15.	Motions of which Previous Notice has been Given	27
16.	Notices of Motion for Consideration at the Following Meeting	27

17.	Urgent Business Approved by the Person Presiding or by Decision of the Committee	27
18.	Matters Behind Closed Doors	27
19.	Date and Time of Next Meeting	27
20.	Closure	27

<p style="text-align: center;">City of Rockingham</p> <p style="text-align: center;">Corporate and Community Development</p> <p style="text-align: center;">Committee Meeting Minutes</p> <p style="text-align: center;">Tuesday 14 September 2021 - Council Boardroom</p> 																																											
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																																										
	<p>2.1 Councillors</p> <table> <tr> <td>Cr Joy Stewart</td><td>Chairperson</td></tr> <tr> <td>Cr Sally Davies</td><td></td></tr> <tr> <td>Cr Leigh Liley</td><td></td></tr> <tr> <td>Cr Mark Jones</td><td>Deputising for Cr Craig Buchanan</td></tr> </table> <p>2.2 Executive</p> <table> <tr> <td>Mr Michael Parker</td><td>Chief Executive Officer</td></tr> <tr> <td>Mr John Pearson</td><td>Director Corporate Services</td></tr> <tr> <td>Mr Michael Holland</td><td>Director Community Development</td></tr> <tr> <td>Mr Peter Doherty</td><td>Director Legal Services and General Counsel</td></tr> <tr> <td>Ms Jelette Edwards</td><td>A/Manager Governance and Councillor Support</td></tr> <tr> <td>Mr Michael Yakas</td><td>Manager Customer and Corporate Support</td></tr> <tr> <td>Mr Nuno Dionisio</td><td>Manager Financial Services</td></tr> <tr> <td>Mr Alvin Santiago</td><td>Financial Controller</td></tr> <tr> <td>Ms Nollaig Baker</td><td>Manager Strategy, Marketing and Communications</td></tr> <tr> <td>Mr Nick Brown</td><td>Manager Community and Leisure Facilities</td></tr> <tr> <td>Mr Gary Rogers</td><td>Manager Community Infrastructure Planning</td></tr> <tr> <td>Ms Mary-Jane Rigby</td><td>Manager Community Safety and Support Services</td></tr> <tr> <td>Ms Alison Oliver</td><td>Manager Library and Information Services</td></tr> <tr> <td>Mr Scott Jarvis</td><td>Manager Economic Development and Tourism</td></tr> <tr> <td>Ms Sue Langley</td><td>Governance Officer</td></tr> </table> <p>2.3 Members of the Gallery: Nil</p> <p>2.4 Apologies:</p> <table> <tr> <td>Cr Craig Buchanan</td><td></td></tr> <tr> <td>Cr Rae Cottam</td><td></td></tr> </table> <p>2.5 Approved Leave of Absence: Nil</p>	Cr Joy Stewart	Chairperson	Cr Sally Davies		Cr Leigh Liley		Cr Mark Jones	Deputising for Cr Craig Buchanan	Mr Michael Parker	Chief Executive Officer	Mr John Pearson	Director Corporate Services	Mr Michael Holland	Director Community Development	Mr Peter Doherty	Director Legal Services and General Counsel	Ms Jelette Edwards	A/Manager Governance and Councillor Support	Mr Michael Yakas	Manager Customer and Corporate Support	Mr Nuno Dionisio	Manager Financial Services	Mr Alvin Santiago	Financial Controller	Ms Nollaig Baker	Manager Strategy, Marketing and Communications	Mr Nick Brown	Manager Community and Leisure Facilities	Mr Gary Rogers	Manager Community Infrastructure Planning	Ms Mary-Jane Rigby	Manager Community Safety and Support Services	Ms Alison Oliver	Manager Library and Information Services	Mr Scott Jarvis	Manager Economic Development and Tourism	Ms Sue Langley	Governance Officer	Cr Craig Buchanan		Cr Rae Cottam	
Cr Joy Stewart	Chairperson																																										
Cr Sally Davies																																											
Cr Leigh Liley																																											
Cr Mark Jones	Deputising for Cr Craig Buchanan																																										
Mr Michael Parker	Chief Executive Officer																																										
Mr John Pearson	Director Corporate Services																																										
Mr Michael Holland	Director Community Development																																										
Mr Peter Doherty	Director Legal Services and General Counsel																																										
Ms Jelette Edwards	A/Manager Governance and Councillor Support																																										
Mr Michael Yakas	Manager Customer and Corporate Support																																										
Mr Nuno Dionisio	Manager Financial Services																																										
Mr Alvin Santiago	Financial Controller																																										
Ms Nollaig Baker	Manager Strategy, Marketing and Communications																																										
Mr Nick Brown	Manager Community and Leisure Facilities																																										
Mr Gary Rogers	Manager Community Infrastructure Planning																																										
Ms Mary-Jane Rigby	Manager Community Safety and Support Services																																										
Ms Alison Oliver	Manager Library and Information Services																																										
Mr Scott Jarvis	Manager Economic Development and Tourism																																										
Ms Sue Langley	Governance Officer																																										
Cr Craig Buchanan																																											
Cr Rae Cottam																																											
3.	Responses to Previous Public Questions Taken on Notice																																										
	Nil																																										

4.	Public Question Time
	<p>4:00pm The Chairperson opened Public Question Time and invited members of the Public Gallery to ask questions. The Chairperson noted that questions should relate to the business of the Committee and this is the only opportunity in the meeting for the public to ask questions.</p> <p>There were none.</p>
5.	Confirmation of Minutes of the Previous Meeting
	<p>Moved Cr Liley, seconded Cr Davies:</p> <p>That Committee CONFIRMS the Minutes of the Corporate and Community Development Committee Meeting held on 17 August 2021, as a true and accurate record.</p> <p style="text-align: right;">Committee Voting (Carried) – 4/0</p>
6.	Matters Arising from the Previous Minutes
	Nil
7.	Announcement by the Presiding Person without Discussion
	<p>4:01pm The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.</p>
8.	Declarations of Members and Officers Interests
	<p>8.1 Item CD-015/21 Recommendations Tertiary Scholarship Scheme Applications Round Two 2021</p> <p>Councillor: Cr Deb Hamblin</p> <p>Type of Interest: Impartiality</p> <p>Nature of Interest: One of the applicants worked for Cr Hamblin as a casual employee about 10 years ago.</p> <p>Extent of Interest: Not Applicable</p> <p>4:01pm The Chairperson noted the interests declared in Item 8.1 and asked if there were any further interests to declare.</p> <p>The Chairperson noted there were no further interests declared.</p>
9.	Petitions/Deputations/Presentations/Submissions
	Nil
10.	Matters for which the Meeting may be Closed
	<p>4:01pm The Chairperson advised in accordance with section 5.23(2)(b) of the Local Government Act 1995 – if there are any questions or debate on Confidential Item CD-015/21 – Recommendations Tertiary Scholarship Scheme Applications Round Two 2021, then the Committee will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors.</p> <p>There were no questions or request for debate.</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)(b) of the Act

**Community Development
Community Capacity Building
Rockingham Education and Training Advisory
Committee**



Reference No & Subject:	CD-015/21	Recommendations Tertiary Scholarship Scheme Applications Round Two 2021
File No:	CSV/1522-06	
Proponent/s:		
Author:	Ms Emma Youd, Community Development Officer (Grants)	
Other Contributors:	Ms Julia Dick, Collaborative Manager, Community Capacity Building Ms Jillian Obiri-Boateng, Collaborative Manager Community Capacity Building	
Date of Committee Meeting:	14 September 2021	
Previously before Council:		
Disclosure of Interest:	Cr Hamblin declared an Impartiality Interest in Item CD-015/21 Recommendations Tertiary Scholarship Scheme Applications Round Two 2021, as detailed in Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 and as per section 5.65 of the Local Government Act 1995, as one of the applicants worked for Cr Hamblin as a casual employee about 10 years ago.	
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	Minutes of the Rockingham Education and Training Advisory Committee meeting held on Monday 9 August 2021.	
Maps/Diagrams:		

Voting Requirements

Simple Majority

Advisory Committee Recommendation

That Council **APPROVES** the applicants identified by the Rockingham Education and Training Advisory Committee for Round Two 2021 of the Tertiary Scholarship Scheme to a value of \$55,000.

Officer Recommendation if Different to Advisory Committee Recommendation

Nil

The Officer's Reason for Varying the Advisory Committee Recommendation

Nil

Committee Recommendation

Moved Cr Jones, seconded Cr Davies:

That Council **APPROVES** the applicants identified by the Rockingham Education and Training Advisory Committee for Round Two 2021 of the Tertiary Scholarship Scheme to a value of \$55,000.

Committee Voting (Carried) – 4/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

11.	Bulletin Items
	<p>Corporate and General Management Services Information Bulletin – September 2021</p> <p>Corporate Services</p> <ol style="list-style-type: none"> 1. Corporate Services Team Overview 2. Human Resource Update 3. Project Status Reports <ol style="list-style-type: none"> 3.1 Implementation of Online Timesheets 3.2 Intranet Review and Update 3.3 Challenger Redevelopment Transition 4. Information Items <ol style="list-style-type: none"> 4.1 List of Payments July 2021 4.2 Monthly Financial Management Report June 2021 4.3 Financial Hardship – COVID-19 Rates Write Off 4.4 Awarding of Tenders by CEO - Delegated Authority 4.5 Delegated Authority to Dispose of Property by way of Lease 4.6 Leased Property Maintenance Grants 4.7 Development Contribution Scheme 4.8 Kerbside Collection Summary 2020/2021 4.9 Verge Side Collection Summary 2020/2021 4.10 Millar Road Landfill Facility - Gas Extraction and Energy Generation 2020/2021 4.11 List of Write Offs for Debts under \$2,000 <p>General Management Services Directorate</p> <ol style="list-style-type: none"> 1. General Management Services Team Overview 2. Human Resource Update 3. Project Status Reports 4. Information items <ol style="list-style-type: none"> 4.1 Meetings and Events 4.2 Use of the Common Seal 4.3 COVID-19 4.4 Correspondence <p>Governance and Councillor Support</p> <ol style="list-style-type: none"> 1. Governance and Councillor Support Team Overview 2. Human Resource Update 3. Project Status Reports 4. Information Items <ol style="list-style-type: none"> 4.1 Local Government Elections - Update 4.2 Freedom of Information (FOI) Requests 4.3 Councillor Requests 4.4 Citizenships 4.5 Pioneers' Luncheon 4.6 Australian Coastal Councils Association Inc. Newsletter 4.7 Coming Events 4.8 Notice of Motion – Status Report <p>Human Resources</p> <ol style="list-style-type: none"> 1. Human Resources Team Overview 2. Human Resource Update 3. Project Status Reports 4. Information Items <ol style="list-style-type: none"> 4.1 Recruitment 4.2 Occupational Safety and Health Statistics

	Strategy, Marketing and Communications <ol style="list-style-type: none">1. Strategy, Marketing and Communications Team Overview2. Human Resource Update3. Project Status Reports<ol style="list-style-type: none">3.1 Entry Statement Signage3.2 Strategic Community Plan (2019-2029) - Major Review3.3 Customer Satisfaction Survey 20214. Information Items<ol style="list-style-type: none">4.1 Team Plan4.2 Communications Strategy4.3 Community Engagement4.4 Social Media4.5 Media Tracking Legal Services & General Counsel <ol style="list-style-type: none">1. Legal Services & General Counsel Team Overview2. Human Resource Update3. Project Status Reports4. Information Items<ol style="list-style-type: none">Provision of Legal Advice<ol style="list-style-type: none">4.1 Legal Advice – Local Government Operational Matters4.2 State Administrative Tribunal4.3 Magistrates Court4.4 Supreme Court4.5 Fair Work Commission4.6 Industrial Magistrates Courts
--	---

Committee Recommendation

Moved Cr Jones, seconded Cr Liley:

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – September 2021 and the content be accepted.

Committee Voting (Carried) – 4/0

	Community Development Information Bulletin – September 2021 Community Safety and Support Services <ol style="list-style-type: none">1. Community Safety and Support Services Team Overview2. Human Resource Update3. Project Status Reports<ol style="list-style-type: none">3.1 Building Community Resilience Program3.2 Assertive Outreach3.3 Social Connection Review Project3.4 Community Safety and Resilience Strategy Implementation3.5 Alcohol Management Plan4. Information Items<ol style="list-style-type: none">4.1 Community Support Services4.2 Rockingham Connect Community Transport Project4.3 Community Safety4.4 Compliance Community Engagement
--	--

Library Services

1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information items
 - 4.1 June 2021 Library Services Statistics
 - 4.2 Mary Davies Library and Community Centre
 - 4.3 Baldivis South Community Centre
 - 4.4 Rockingham Central Library
 - 4.5 Safety Bay Library
 - 4.6 Warnbro Community Library
 - 4.7 June 2021 Library Facebook Activity

Community Infrastructure Planning

1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information items
 - 4.1 Aqua Jetty Stage 2
 - 4.2 Baldivis District Sporting Complex
 - 4.3 Koorana Reserve Master Plan
 - 4.4 Lark Hill Sportsplex Northern Expansion
 - 4.5 Mike Barnett Sports Complex – Outdoor Netball Courts
 - 4.6 Stan Twight Reserve Clubroom Extension

Community Capacity Building

1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
 - 3.1 Seniors Strategy
 - 3.2 Health and Wellbeing Strategy
4. Information Items
 - 4.1 Community Grants Program
 - 4.2 Tertiary Scholarship Scheme
 - 4.3 Reconciliation Action Plan (RAP)
 - 4.4 Seniors
 - 4.5 Volunteering
 - 4.6 Early Years, Children and Families
 - 4.7 Sport and Recreation
 - 4.8 Health and Wellbeing
 - 4.9 Rockingham Youth Centre
 - 4.10 Cultural Development and the Arts

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 Aqua Jetty
 - 4.3 Warnbro Community Recreation Centre
 - 4.4 Gary Holland Community Centre
 - 4.5 Autumn Centre
 - 4.6 Bert England Lodge (BEL) - Disposal

	Economic Development and Tourism
1.	Economic Development and Tourism Team Overview
2.	Human Resource Update
3.	Project Status Reports
	3.1 Local Business Development
	3.2 Iconic Economic Development / Tourism Events
	3.3 Destination Marketing
	3.4 Visitor Servicing Fee – Tourism Rockingham
4.	Information Items
	4.1 Stakeholder Engagement - Economic Development
	4.2 Stakeholder Engagement - Tourism

Committee Recommendation

Moved Cr Davies, seconded Cr Liley:

That Councillors acknowledge having read the Community Development Information Bulletin – September 2021 and the content be accepted.

Committee Voting (Carried) – 4/0

12. Agenda Items

General Management Services

General Management Services Strategy Marketing and Communications



Reference No & Subject:	GM-027/21 Proposed Development of a Council Policy Signage Framework
File No:	CPM/120
Proponent/s:	
Author:	Ms Nollaig Baker, Manager Strategy, Marketing and Communications
Other Contributors:	Mr Michael Parker, Chief Executive Officer Ms Melissa Swaney, Acting Strategic Projects Coordinator
Date of Committee Meeting:	14 September 2021
Previously before Council:	
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Executive
Site:	
Lot Area:	
Attachments:	
Maps/Diagrams:	

Purpose of Report

To consider the preparation of a Council Policy on a Signage Framework.

Background

In December 2018 Council resolved to approve the development of entry statement designs for Safety Bay Road, Mandurah Road and Patterson Road based on the Kulija Road design. A project team was established to identify the exact locations. The project team liaised extensively with Main Roads for advice and in-principle support on the specific locations. The draft concept designs were presented at the January 2021 Councillor Engagement Session. At the March 2021 Council Meeting Council resolved to:

1. *DEFERS seeking public comment on the draft entry statement concept designs and locations until other alternate cost-effective options are investigated and presented for consideration.*

2. *DIRECTS the Chief Executive Officer to develop an overall (draft) signage strategy by September 2021 for the City to increase brand awareness, promote community events and services, locality / suburb boundaries and enticing tourists to visit.*

Following an internal review of signage under the control of the City, the outcomes were presented at the July 2021 Councillor Engagement Session. An alternate way forward to address the complex issue of signage was put forward. As such a Signage Framework Council Policy is proposed in lieu of a Signage Strategy taking into consideration that various aspects of signage are already addressed through legislation, Council Policies and Community Plan Strategies.

Details

At the March 2021 Council meeting Council directed the CEO to develop a draft Signage Strategy by September 2021 to address the following areas:

- increase brand awareness
- promote community events and services
- locality/suburb boundaries
- enticing tourists to visit.

As a result, the City undertook a review of its current management of signage. There is a large and varied amount of signage throughout the City of Rockingham, ranging from identification signage on the City's assets, to compliance/regulatory signage and advertising signage on private land. Different signage types have different objectives and target different audiences, from overnight tourists and day trippers, to local residents, pedestrians and daily commuters on their way to and from work. Many aspects of signage under the control of the City are being addressed through legislation, Council Policies, Community Plan Strategies and through operational guidelines such as the City's internal Style Manual.

Locality specific and entry statements which aim at identifying the City and the relevant suburb will be reviewed as part of the development of the Community Plan Strategy – Communications Strategy. The City's approach to branding is focused on the overarching brand identity of the City of Rockingham as a whole, rather than a fragmented approach. Building brand awareness and promoting the City no longer solely relies on hardstand informational signage and the City will explore the mediums that offer best value and return on investment.

The outcome of the review was presented at the July 2021 Councillor Engagement Session.

Based on the City's existing approach to signage, a Council Policy to govern Council's management of signage is recommended to ensure that there is an integrated and coordinated approach to the development and management of all signage. The objective of the proposed Policy is to identify a governance framework to address the following:

- improve governance of signage
- demarcate responsibility for the various signage types
- establish a signage hierarchy.

The proposed Signage Policy Framework will ensure that the City continues to manage signage that is contemporary, best practice and offers best value to deliver the required outcomes to meet both regulatory compliance and the City's Community Plan Aspirations.

Implications to Consider

- a. **Consultation with the Community**
Nil
- b. **Consultation with Government Agencies**
Nil

c. Strategic

Community Plan

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

Aspiration 1: *Actively Pursue Tourism and Economic Development*

Strategic Objective: *Develop and implement effective marketing approaches to promote the City as a destination of choice for the local community, visitors, investors and businesses.*

d. Policy

Planning Policy 3.3.1 – Control of Advertisements

e. Financial

Nil

f. Legal and Statutory

The proposed Signage Framework Council Policy will be informed by the following:

- Town Planning Scheme no. 2 (TPS2)
 - Clause 5.3: Control of Advertisements
 - Schedule No. 6: Exempted Advertising (under clause 5.3.4)
- City of Rockingham Parking Local Law 2018 specifically the specifications of signage for the management and regulation of parking within the district
- City of Rockingham Public Places and Local Government Property Local Law 2018.

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

Signage under the control of the City is currently managed and coordinated through various local laws, Council Policies and established Community Plan Strategies. To further integrate the governance of signage a Signage Framework Council Policy is proposed in lieu of a Signage Strategy. The proposed Policy will undergo community consultation in line with Council's Policy Framework.

The purpose of this proposed Policy is to enhance the governance of signage under the control of the City and to define the roles and responsibilities for various signage types.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **SUPPORTS** the preparation of a Signage Framework Council Policy in lieu of the development of a draft Signage Strategy.

Committee Recommendation

Moved Cr Jones, seconded Cr Davies:

That Council **SUPPORTS** the preparation of a Signage Framework Council Policy in lieu of the development of a draft Signage Strategy.

Committee Voting (Carried) – 4/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

General Management Services Strategy Marketing and Communications



Reference No & Subject:	GM-028/21	Proposed Development of a Council Policy – Community Engagement
File No:	CPM/120	
Proponent/s:		
Author:	Ms Nollaig Baker, Manager Strategy, Marketing and Communications	
Other Contributors:	Mr Michael Parker, Chief Executive Officer Ms Melissa Swaney, Acting Strategic Projects Coordinator	
Date of Committee Meeting:	14 September 2021	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To consider the development of a Council Policy on Community Engagement.

Background

In the City of Rockingham Strategic Community Plan (2019-2029) under Aspiration 2 – Grow and Nurture Community Connectedness and Wellbeing, Community Engagement is a strategic objective which aims to facilitate comprehensive community engagement on issues facing the City, ensuring that residents and key stakeholders can provide input into shaping the City's future.

The City conducts extensive engagement through various methods and platforms with the outcomes assisting Council to make informed decisions. The City considers community participation as an essential component of good governance and leadership.

Currently community engagement is underpinned by two Council Policies: the Strategic Development Framework Policy and the Council Policy Framework. The implementation of these Policies is supported by an operational Community Engagement Framework which was recently reviewed. The review identified the development of a Council Policy for community engagement to provide guidance and certainty to ensure that community engagement is undertaken in a consistent manner.

The proposed Council Policy will define the community engagement process and align it with the community's aspiration to be part of shaping the community for future generations.

Details

In the 2019 Customer Satisfaction Survey 20% of respondents reported participating in a community consultation and in 2020 this figure increased to 24%. That is almost one in four of the survey population.

The Strategic Development Framework Council Policy outlines the review and consultation process for the City's strategic documents including the Strategic Community Plan and Community Plan Strategies. Council's Policy Framework outlines the consultation process for Statutory, Legislative and General Council Policy.

To support the delivery of community engagement within these Policies, the City developed an operational community engagement framework based on the best practice approach developed by the International Association for Public Participation. The City's approach is based on three levels of community engagement: *Inform, Consult and Participate* ensuring that the engagement with the community and key stakeholders is fit for purpose.

While an operational framework is already in place, the intent of this proposed Council Policy is to promote greater community visibility on a consultation process.

The proposed Policy will address the following key elements:

- Roles and responsibilities
- Statutory requirements
- Guiding principles
- Levels of participation (aligned to the International Association for Public Participation's Spectrum of Public Participation)
- Timeframes.

Implications to Consider

a. Consultation with the Community

As part of the Council Policy Framework all Policies are subject to community consultation.

b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

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

Aspiration 2: *Grow and Nurture Community Connectedness and Wellbeing*

Strategic Objective: *Community engagement: Facilitate comprehensive community engagement on issues facing the City, ensuring that residents can provide input into shaping our future*

Aspiration 2: *Deliver Quality Leadership and Business Expertise*

Strategic Objective: *Key stakeholder partnerships: Foster relationships and partnerships with key stakeholders to achieve enhanced community outcomes*

d. Policy

The proposed Policy for Community Engagement will be informed by the following:

Strategic Development Framework Council Policy specifically the requirements relating to the forums for involvement of the community and elected members in the development of the review process of the City's Strategic Community Plan, Community Plan Strategies, and Major informing plans.

Council Policy Framework specifically the requirement for public consultation for the development and review of Council, Statutory and Legislative Policy.

e. Financial

Nil

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

Community engagement plays an important role in supporting Council in its decision making and in informing the City of Rockingham organisation. While the City's community engagement process is currently informed by two Council Policies and supported by an operational framework, the development of a specific community engagement Council Policy will address the levels of participation, timeframes and process to reinforce the City's approach to community engagement. The key elements of the proposed Policy will be under pinned by the principles of the International Association for Public Participation's Spectrum of Public Participation which maintain a fit for purpose approach to community engagement.

The purpose of the proposed Policy is to foster a greater visibility on the City's community engagement processes.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **SUPPORTS** the development of a Council Policy for Community Engagement.

Committee Recommendation

Moved Cr Liley, seconded Cr Jones:

That Council **SUPPORTS** the development of a Council Policy for Community Engagement.

Committee Voting (Carried) – 4/0

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 Development Library Services



Reference No & Subject:	CD-016/21	Rockingham Central Library – Proposed Change of Name
File No:	CSV/3474	
Proponent/s:		
Author:	Ms Alison Oliver, Manager Library Services	
Other Contributors:		
Date of Committee Meeting:	14 September 2021	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

For Council to approve the renaming of Rockingham Central Library to Rockingham Library.

Background

The City assumed management responsibility for the Rockingham Campus Community Library from Murdoch University on 27 January 2016, originally under a three year sublease arrangement. Council resolved at its meeting held on 15 December 2015 to rename the library as *Rockingham Central Library* with the expectation that a new, centrally located multi-purpose facility would be constructed within the next three to five years hence the inclusion of the word *Central* in the library name.

Details

The Rockingham Central Library is located at the Murdoch University campus on Dixon Road, Rockingham. The City secured a sublease for a period of up to four years commencing 27 January 2016 (three years plus option to renew for a further year) and renamed the library from the Rockingham Campus Community Library to Rockingham Central Library. Planning and construction of a new library building, closer to the city centre had been included in the Community Infrastructure Plan however the updated position in the Community Infrastructure Plan 2018 – 2028 saw the removal of this project from the plan and it has subsequently not been included in any updated plans.

A new, up to ten year sublease was negotiated (five years plus option to renew for five years) with the expiry now set for 26 January 2029 based on successful renewal after five years.

At its meeting of 28 January 2020 Council approved a Development Application for proposed Offices, Health Studio, Restaurant, Showrooms and Service Station at Lot 301 (No.2-6) Council Avenue Rockingham. Named *Rockingham Central*, construction is underway for completion late 2021.

Since construction of *Rockingham Central* began there have been assumptions made by many that this is the location of the proposed new library building however there is no association with this development at all.

Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

Library Board of Western Australia will be provided advice in writing of the change of name.

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 2: *Grow and Nurture Community Connectedness and Wellbeing*

Strategic Objective: *Services and facilities – Provide cost effective services and facilities which meet community needs.*

d. Policy

Nil

e. Financial

Replacement of signage at street entry and library entry doors approximately \$700 including design and installation to be sourced from the existing 2021/2022 Library Services budget. Other library promotional resources will be updated as and when they are required and will not incur additional costs.

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

Given the duplication of naming, the fact the proposed new, centrally located library building is no longer listed as a project in the Community Infrastructure Plan, and the confusion from many in the community as to whether the library will be moving in to the new development it is timely now to reconsider the naming of the current library building.

It is proposed to rename the library as Rockingham Library which is in keeping with the City's other standalone library at Safety Bay.

The City is currently developing a process for the dual naming of City facilities, Rockingham Library will be considered as part of this process.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **APPROVES** the change of name from Rockingham Central Library to Rockingham Library.

Committee Recommendation

Moved Cr Davies, seconded Cr Jones:

That Council **APPROVES** the change of name from Rockingham Central Library to Rockingham Library.

Committee Voting (Carried) – 4/0

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-017/21 Community Infrastructure Plan 2021
File No:	CSV/1931-08
Proponent/s:	
Author:	Mr Gary Rogers, Manager Community Infrastructure Planning
Other Contributors:	
Date of Committee Meeting:	14 September 2021
Previously before Council:	CD-024/20 (15 September 2020); CD-024/19 (24 September 2019); 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 2021 (Draft)
Maps/Diagrams:	

Purpose of Report

To seek Council adoption of the Community Infrastructure Plan 2021 (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

The CIP has been developed 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 State Planning Policy 3.6, 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 purpose of the annual review of the CIP is to enable it to be updated to reflect current changes in community needs and trends as well as specific project circumstances. This is intended to ensure that the CIP reflects the ongoing rigour applied during the planning process, significantly reducing the likelihood and impact of rapid project scope and cost escalation.

In order to achieve this, the annual review identifies changes in scope, scale, form, function and timing for each project, and introduces new projects based on the community infrastructure planning principles and guidelines outlined within the document.

The review contains the following information for each project;

- Details of the original needs analysis and justification for each project, and whether it remains relevant when assessed against current information;
- Details of original and current scope, scale, form and function;
- Justification of any amendments to the scope, scale, form and function of the project; and
- Details of the original and current verified project costing.

The proposed development window for each project allows one year for planning, one year for detailed design, and identifies the year that construction will commence. Commissioning of the infrastructure is in the financial year following the construction being completed.

Following a detailed review of the City's outdoor hardcourt provision standards, the 2021 CIP proposes a scope change to the Baldivis District Sporting Complex to provide for eight outdoor multi-use courts and a modified junior pavilion design, along with the timing of the project being brought forward five years from 2027/2028 to 2022/2023.

The City wide hardcourt provision review was based on relevant provision standards and took into account existing infrastructure that required maintenance/upgrade as well as the demand for new courts. During this review, it was also determined that works are required on the outdoor courts at the Aqua Jetty to bring them up to a suitable standard for sporting training and competition. As such, the Aqua Jetty Stage 2 project budget has been increased to accommodate these works.

All other projects remain unchanged as part of the 2021 review.

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.

The annual review of the CIP is presented each year at the August Councillor Engagement session.

b. Consultation with Government Agencies

While the 2021 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(s) 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

The Strategic Development Framework Policy outlines the detail and timing of the annual Community Infrastructure Plan review which requires the draft CIP to be presented at the August 2021 Councillor Engagement session and report submitted to the September 2021 Ordinary Council Meeting.

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

e. Financial

The capital expenditure implications associated with the projects within the CIP Implementation Plan amount to \$120,280,050.

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, assist in reducing municipal expenditure. However external grants are not reflected in the CIP as applications are made on a project by project basis.

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.

There is one medium financial risk

This risk relates to the changes to project budgets identified in the CIP as a result of price changes, varying markets, unforeseen project cost elements, or industry cost escalations beyond the control of the City. The potential outcome of this is that there could be issues with affordability or timing with possible implications to developer contributions changes to scope may compromise community outcomes.

Both of the above Risks are controlled 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 2021 review has considered significant impacts the building sector has experienced as a result of the COVID-19 health pandemic. The pandemic has impacted a variety of areas within the building sector including all aspects of planning, design and construction. The Commonwealth and State Governments' economic stimulus packages have greatly increased the demand within the building sector which as a result demand for labour and material has in many areas exceeded supply which is impacting both the affordability and timing of project completion.

As a result of the economic stimulus of the sector, the 2021 CIP review of project cost estimates has seen increases ranging from three percent to nine percent for a number of the projects in the CIP. In addition to the escalation experienced across the CIP projects, the cost estimates have also included an escalation estimate on projects within the next five years to allow for the current abnormal market conditions continuing during this period. This escalation estimate will be reviewed annually as part of the CIP annual review.

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 both by project-specific dependencies and the financial capacity of the City to deliver the infrastructure through the City Business Plan.

There is an inherent risk with any document like 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.

The use of 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 the Department of Local Government, Sport and Cultural Industries. This approach has proven successful with external funding commitments received for recent projects including Baldivis District Sporting Complex, Baldivis Indoor Recreation Centre, Aqua Jetty Stage 2, Koorana Reserve Master Plan, Baldivis South Community Centre, Singleton Sports and Community Centre, Golden Bay Sports Pavilion, Rockingham Youth Centre and Baldivis South Sports Pavilion, totalling in excess of \$26 million.

Subject to Council endorsement of the 2021 CIP, Officers will use the revised plan in future discussions with these agencies.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ADOPTS** the Community Infrastructure Plan 2021.

Committee Recommendation

Moved Cr Davies, seconded Cr Jones:

That Council **ADOPTS** the Community Infrastructure Plan 2021.

Committee Voting (Carried) – 4/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

13.	Reports of Councillors
	Nil
14.	Addendum Agenda
	Nil
15.	Motions of which Previous Notice has been given
	Nil
16.	Notices of motion for Consideration at the Following Meeting
	Nil
17.	Urgent Business Approved by the Person Presiding or by Decision of the Committee
	Nil
18.	Matters Behind Closed Doors
	Nil
19.	Date and Time of Next Meeting
	The next Corporate and Community Development Committee meeting will be held on Tuesday 5 October 2021 in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.
20.	Closure
	There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at 4:14pm .