



City of Rockingham

MINUTES

Corporate and Community Development Committee Meeting

Held on Tuesday 20 September 2022 at 4:00pm
City of Rockingham Council Chamber




City of Rockingham
Corporate and Community Development
Committee Minutes
4:00pm Tuesday 20 September 2022



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City of Rockingham Corporate and Community Development Committee Meeting Minutes Tuesday 20 September 2022 - Council Chamber																																																				
1.	Declaration of Opening																																																			
	<p>The Chairperson declared the Corporate and Community Development Committee meeting open at 4:00pm and welcomed all present.</p> <p>Acknowledgement of Country</p> <p>The Chairperson noted that the City of Rockingham acknowledges the Traditional Owners and Custodians of this land, the Binjareb and Whadjuk Nyoongar peoples and their continuing connection to the land, waters and community. We pay our respects to all members of Aboriginal communities and their cultures; and to Elders past and present.</p>																																																			
2.	Record of Attendance/Apologies/Approved Leave of Absence																																																			
	<p>2.1 Council Members</p> <table><tbody><tr><td>Cr Leigh Liley</td><td>Chairperson</td></tr><tr><td>Cr Rae Cottam</td><td></td></tr><tr><td>Cr Sally Davies</td><td></td></tr><tr><td>Cr Caroline Hume</td><td></td></tr><tr><td>Cr Robert Schmidt</td><td></td></tr><tr><td>Cr Mark Jones</td><td>Deputising for Cr Craig Buchanan, JP</td></tr><tr><td>Mayor Deb Hamblin</td><td>Observer</td></tr><tr><td>Cr Dawn Jecks</td><td>Observer</td></tr><tr><td>Cr Hayley Edwards (<i>from 4:10pm</i>)</td><td>Observer</td></tr></tbody></table> <p>2.2 Executive</p> <table><tbody><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>Mr Jim Olynyk, JP</td><td>Manager Governance and Councillor Support</td></tr><tr><td>Mr Michael Yakas</td><td>Manager Customer and Corporate Support</td></tr><tr><td>Mr Alvin Santiago</td><td>Manager Financial Services</td></tr><tr><td>Ms Nollaig Baker (<i>until 4:15pm</i>)</td><td>Manager Strategy and Corporate 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>Mr Paul Hayward</td><td>Manager, Community Capacity Building</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 Jelette Edwards</td><td>Governance Coordinator</td></tr><tr><td>Ms Sue Langley</td><td>Governance Officer</td></tr></tbody></table>		Cr Leigh Liley	Chairperson	Cr Rae Cottam		Cr Sally Davies		Cr Caroline Hume		Cr Robert Schmidt		Cr Mark Jones	Deputising for Cr Craig Buchanan, JP	Mayor Deb Hamblin	Observer	Cr Dawn Jecks	Observer	Cr Hayley Edwards (<i>from 4:10pm</i>)	Observer	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	Mr Jim Olynyk, JP	Manager Governance and Councillor Support	Mr Michael Yakas	Manager Customer and Corporate Support	Mr Alvin Santiago	Manager Financial Services	Ms Nollaig Baker (<i>until 4:15pm</i>)	Manager Strategy and Corporate 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	Mr Paul Hayward	Manager, Community Capacity Building	Ms Alison Oliver	Manager Library and Information Services	Mr Scott Jarvis	Manager Economic Development and Tourism	Ms Jelette Edwards	Governance Coordinator	Ms Sue Langley	Governance Officer
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	<p>Mrs Diane Zanre PA to Director Community Development Ms Demi McRedmond EA to Director Corporate Services Ms Rachel Maye Governance Assistant</p> <p>2.3 Members of the Gallery: Nil</p> <p>2.4 Apologies: Cr Craig Buchanan, JP</p> <p>2.5 Approved Leave of Absence: Nil</p>
3.	Responses to Previous Public Questions Taken on Notice
	Nil
4.	Public Question Time
	<p>4:01pm 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 Hume, seconded Cr Schmidt:</p> <p>That Committee CONFIRMS the Minutes of the Corporate and Community Development Committee Meeting held on 16 August 2022, as a true and accurate record.</p> <p style="text-align: right;">Committee Voting (Carried) – 6/0</p>
6.	Matters Arising from the Previous Minutes
	Nil
7.	Announcement by the Presiding Person without Discussion
	<p>4:02pm 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>4:02pm Cr Schmidt declared the following Declaration of Interest:</p> <p>8.1 Item CS-011/22 Disposal by Lease of a portion of the Warnbro Recreation Reserve to Vodafone Network Pty Ltd</p> <p>Council Member: Cr Robert Schmidt</p> <p>Type of Interest: Impartiality</p> <p>Nature of Interest: Cr Schmidt is a Board Member of Warnbro Swans Football and Sporting Association who use the Warnbro Recreation Reserve.</p> <p>Extent of Interest: Not Applicable</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>4:03pm The Chairperson advised in accordance with section 5.23(2)(b) of the <i>Local Government Act 1995</i> – if there were any questions or debate on Confidential Item CD-024/22 Recommendations Tertiary Scholarship Scheme Applications Round Two 2022, 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		
Reference No & Subject:	CD-024/22	Recommendations Tertiary Scholarship Scheme Applications Round Two 2022
File No:	CSV1522	
Proponent/s:		
Author:	Ms Emma Youd, Community Development Officer (Grants)	
Other Contributors:	Ms Rebekka Jarvis, Coordinator Community Capacity Building Mr Paul Hayward, Manager Community Capacity Building	
Date of Committee Meeting:	20 September 2022	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Voting Requirements

Simple Majority

Officer Recommendation

That Council **APPROVES** the eligible scholarship application submitted as part of Round Two 2022 of the Tertiary Scholarship Scheme, as per the Comments section in the Confidential Report.

Committee Recommendation

Moved Cr Hume, seconded Cr Cottam:

That Council **APPROVES** the eligible scholarship application submitted as part of Round Two 2022 of the Tertiary Scholarship Scheme, as per the Comments section in the Confidential Report.

Committee Voting (Carried) – 6/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

11.	<p>Bulletin Items</p> <p>Corporate and General Management Services Information Bulletin – September 2022</p> <p>Corporate Services</p> <ol style="list-style-type: none">1. Corporate Services Team Overview2. Human Resource Update3. Project Status Reports<ol style="list-style-type: none">3.1 Authority - Online Timesheets (OLT)3.2 Implementation - Active Carrot4. Information Items<ol style="list-style-type: none">4.1 List of Payments August 20224.2 Monthly Financial Management Report July 20224.3 Amendment to Rate Record - Write Off4.4 Amendment to Rate Record - Non-Rateable Land4.5 Awarding of Tenders by CEO - Delegated Authority4.6 Leasing Update4.7 Development Contribution Scheme <p>General Management Services Directorate</p> <ol style="list-style-type: none">1. General Management Services Team Overview2. Human Resource Update3. Project Status Reports4. Information items<ol style="list-style-type: none">4.1 Meetings and Events4.2 Use of the Common Seal4.3 COVID-19 <p>Governance and Councillor Support</p> <ol style="list-style-type: none">1. Governance and Councillor Support Team Overview2. Human Resource Update3. Project Status Reports4. Information Items<ol style="list-style-type: none">4.1 Freedom of Information (FOI) Requests4.2 Council Member Requests4.3 Citzenships4.4 Pioneers' Luncheon4.5 Coming Events4.6 Notice of Motion – Status Report <p>Human Resources</p> <ol style="list-style-type: none">1. Human Resources Team Overview2. Human Resource Update3. Project Status Reports4. Information Items<ol style="list-style-type: none">4.1 Recruitment4.2 Occupational Safety and Health Statistics <p>Strategy, Marketing and Communications</p> <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 Strategic Community Plan (2019-2029) - Major Review3.2 Customer Satisfaction Survey 2022
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	<ul style="list-style-type: none">4. Information Items<ul style="list-style-type: none">4.1 Team Plan4.2 Signage Framework Policy4.3 Community Engagement -Share your thoughts4.4 Social Media4.5 Media Tracking <p>Legal Services & General Counsel</p> <ul style="list-style-type: none">1. Legal Services & General Counsel Team Overview2. Human Resource Update3. Project Status Reports4. Information Items<ul style="list-style-type: none">Provision of Legal Advice<ul style="list-style-type: none">4.1 Legal Advice – Local Government Operational Matters4.2 State Administrative Tribunal4.3 Magistrates Court4.4 Fair Work Commission4.5 Industrial Magistrates Courts4.6 District Court
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Committee Recommendation

Moved Cr Cottam, seconded Cr Jones:

That Council Members acknowledge having read the Corporate and General Management Services Information Bulletin – September 2022 and the content be accepted.

Committee Voting (Carried) – 6/0

	<p>Community Development Information Bulletin – September 2022</p> <p>Community Safety and Support Services</p> <ul style="list-style-type: none">1. Community Safety and Support Services Team Overview2. Human Resource Update3. Project Status Reports<ul style="list-style-type: none">3.1 Alcohol Management Plan3.2 Community Services Mapping3.3 CCTV Plan3.4 Assertive Outreach3.5 Social Connection and Support Pilot Project3.6 Community Safety and Support Services Strategy Implementation4. Information Items<ul style="list-style-type: none">4.1 Community Support Services4.2 Rockingham Connect Community Transport Project4.3 Community Safety4.4 Community Engagement <p>Library Services</p> <ul style="list-style-type: none">1. Library Services Team Overview2. Human Resource Update3. Project Status Reports4. Information items<ul style="list-style-type: none">4.1 July 2022 Library Services Statistics4.2 Mary Davies Library and Community Centre4.3 Baldivis South Community Centre
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- 4.4 Rockingham Library
- 4.5 Safety Bay Library
- 4.6 Warnbro Community Library
- 4.7 July 2022 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 Lark Hill Sportsplex Northern Expansion
 - 4.4 Mike Barnett Sports Complex – Outdoor Netball Courts
 - 4.5 Stan Twight Reserve Clubroom Redevelopment

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
 - 3.3 Cultural Development and Arts Strategy
- 4. Information Items
 - 4.1 Community Grants Program
 - 4.2 Tertiary Scholarship Scheme
 - 4.3 Reconciliation Action Plan (RAP)
 - 4.4 Disability Access and Inclusion
 - 4.5 Seniors
 - 4.6 Volunteering
 - 4.7 Early Years, Children and Families
 - 4.8 Sport and Recreation
 - 4.9 Health and Wellbeing
 - 4.10 Rockingham Youth Centre (RYC)
 - 4.11 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 Aqua Jetty
 - 4.2 Warnbro Community Recreation Centre
 - 4.3 Mike Barnett Sports Complex
 - 4.4 Gary Holland Community Centre
 - 4.5 Warnbro Community Recreation Centre Master Plan
 - 4.6 Mike Barnett Sports Complex Master Plan
 - 4.7 Rockingham Gem and Rock Hunting Club
 - 4.8 Bert England Lodge
 - 4.9 Autumn Centre

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 Jones, seconded Cr Schmidt:


That Council Members acknowledge having read the Community Development Information Bulletin – September 2022 and the content be accepted.

Committee Voting (Carried) – 6/0

4:15pm Ms Baker departed the meeting.

12. Agenda Items

Corporate Services

Corporate Services		
Director and Support		
Reference No & Subject:	CS-011/22 Disposal by Lease of a portion of the Warnbro Recreation Reserve to Vodafone Network Pty Limited	
File No:	LGS/330-03	
Proponent/s:		
Author:	Ms Renee Sinclair-Deane, Senior Administration Officer - Leasing	
Other Contributors:		
Date of Committee Meeting:	20 September 2022	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:	15m ² portion of Reserve 53297, Lot 601, Okehampton Road, Warnbro, WA	
Lot Area:	5,210m ² (Lot 601 Okehampton, includes the Warnbro Recreation Centre)	
Attachments:		
Maps/Diagrams:	<ol style="list-style-type: none">1. Lot 601, Warnbro Recreation Reserve and Centre and Lease Location2. Lease area/Vodafone equipment box and licence area/shared flood light and electrical box shown within red circle3. Lease area diagram	

Purpose of Report

For Council to consider submissions received for the disposal of a portion of Reserve 53297, Lot 601, Okehampton Road, Warnbro and approve the lease for a term of 20 years to Vodafone Network Pty Ltd.

Background

Vodafone has used the subject land for the installation and operation of telecommunications infrastructure since 2009.

A market rent valuation was undertaken on 26 May 2022 by a licenced Valuer, valuing the rent for the lease at \$20,000 per annum excluding GST.

The proposed lease was approved by the Director Corporate Services under delegated authority in September 2019. Following advertising of the proposed disposition, submissions have been received and Council is now required to consider submissions made.

Vodafone originally proposed a lease of 15m², however in May 2021 it was determined that the lease area be reduced to 8m² and a licence granted over the remaining 7m². The licence provides the City of Rockingham (City) with access to the City's equipment within the licence area, which has Vodafone equipment installed upon it, which would not have been permitted had the area been leased.

In accordance with Section 3.58(3) of the *Local Government Act 1995*, the City advertised details of the proposed disposal of property by local public notice inviting submissions between 13 July 2022 and 10 August 2022. The City received two submissions.

Details

The lease will provide Vodafone with exclusive use of the premises (8m² area containing an electronic equipment cabinet). The City will be required to seek Vodafone's permission to enter the lease area. A licence will provide Vodafone with a right to access the licence areas for maintenance, repairs, replacement and operation of their equipment located within the licence areas. The licence will not diminish the City's right to enter the licence area to access its own equipment located within the licence area.

Land Details

Crown Land Reserve number: 53297 (Lot 601 Okehampton Road, Warnbro). Reserve purpose: recreation and club house and installation, maintenance and operation of a telecommunications facility. Reserve Area: 5,210m². The City has care, control and management of the reserve under Management Order XE N967546. The reserve has power to lease for any term not exceeding 21 years. The lease purpose of 'communications' meets the reserve purpose.



1. Location of Lot 601, Warnbro Recreation Reserve and Centre and lease area

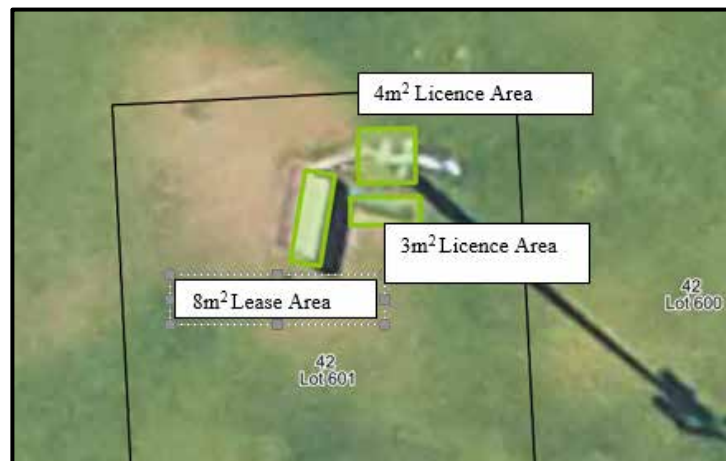
Premises

The lease area is an 8m² portion of Reserve 53297, situated adjacent to the Warnbro Recreation Centre and active sports fields. The lease area houses an electrical equipment cabinet exclusively used by Vodafone. The lease area is accessed through a City of Rockingham chain gate and by crossing the playing fields. The lease area is not defined by fencing or other physical boundary markers.

The licence area is a 7m² portion of Reserve 53297, also situated adjacent to Warnbro Recreation Centre and active sports fields. The licence area includes a City owned floodlight tower and a shared electrical cabinet.



2. Leased telecommunications infrastructure and licenced flood light and associated electrical supply box shown within red circle



3. Lease and licence area diagram

Implications to Consider

a. Consultation with the Community

In accordance with Section 3.58(3) of the *Local Government Act 1995*, the City advertised details of the proposed disposal by local public notice inviting submissions between 13 July 2022 and 10 August 2022.

The notice included details of the proposed lease and licence, including area, location, tenant name, agreed rent, market rent value and term and invited public submissions on the proposal. The notice was placed on the City's libraries and Administration Centre notice boards, the City's website, the Sound Telegraph newspaper and posted on the City's Facebook page.

The City received two submissions through the Share Your Thoughts section of the City's website on 14 July 2022, which are summarised below.

Name	Submissions	Officer comment
Mr Jarl C Andersen	The Vodaphone telecommunication tower lease proposal is de facto already supported by a large number of smartphone users with Vodaphone subscription plans, none of which would realistically work without the communications infrastructure exemplified by this tower proposal. On the face of it, the 8m2 ground realestate is nothing and @ \$385 per week, not a bad little earner for the City. Letting a bit of ground space to renewable power windmills is another way of earning a few bob and perhaps keep council rates from rising. I have no objection to the Vodaphone telecommunication tower. [Sic]	Nil
Mr Marc D Scherer	Being so close to a bowling club and residential housing will greatly reduce the Value of those homes etc that have made an investment in rockingham for the sake of an eyesore that also has differing opinions on the Dangers of these frequencys with no commitment from them apart from a lease .. PS, I do not live in this area . [Sic]	The Vodafone equipment has been fixed to the site since 2009.

b. Consultation with Government Agencies

The Minister of Planning, Lands and Heritage must consent to the Lease prior to its execution. This is a requirement of the Management Order issued over the Crown Reserve.

The Minister for Planning, Lands and Heritage provided consent to the proposed lease in May 2022.

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.*

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

Strategic Objective: *Management of current assets - Maintain civic buildings, sporting facilities, public places and road and cycle way infrastructure based on best practice principles and life cycle cost analysis.*

d. Policy

The lease meets the requirements and processes of Council Policy – Leasing. Specifically rent will meet market valuation and be reviewed in accordance with policy.

e. Financial

The City will receive \$20,000 in rent, excluding GST for the first year of the lease. Rent will be increased by 3% annually and reviewed to market value on the commencement of every fifth year.

Vodafone will be responsible for payment of all:

- electricity consumption and service charges;
- taxes, levies, rates, statutory or other charges associated with occupation of the premises;
- insurances relevant to occupation of the premises; and
- maintenance expenses.

f. Legal and Statutory

Section 3.58(3) of the *Local Government Act 1995* (the Act) relates to the disposal of property and where a property is disposed by means other than tender or public auction, requires the Local Government give public notice and consider any submissions received in respect of the proposal. The requirement to give public notice applies to the proposed lease. Any submissions must be considered by the City.

The City received two submissions through the Share Your Thoughts section of the City's website on 14 July 2022, which are summarised in this report.

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

All terms of the lease align with the requirements of a commercial lease for telecommunications as defined in the Council Policy - Leasing.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. **APPROVES** the disposal by lease of a 8m² portion of the Warnbro Recreation Reserve, Reserve 53297, Lot 601, Okehampton Road, Warnbro to Vodafone Network Pty Ltd for a term of 20 years, with a rent of \$20,000 per annum excluding GST for the first year of the lease, increased annually by 3% and reviewed to market value on the commencement of every fifth year.
2. **NOTES** the submissions received and the officer responses on the proposed lease in accordance with Section 3.58(3) of the *Local Government Act 1995*.
3. **NOTES** the reason for decision – the lease meets Council Policy – Leasing requirements.

Committee Recommendation

Moved Cr Jones, seconded Cr Hume:

That Council:

2. **APPROVES** the disposal by lease of a 8m² portion of the Warnbro Recreation Reserve, Reserve 53297, Lot 601, Okehampton Road, Warnbro to Vodafone Network Pty Ltd for a term of 20 years, with a rent of \$20,000 per annum excluding GST for the first year of the lease, increased annually by 3% and reviewed to market value on the commencement of every fifth year.
2. **NOTES** the submissions received and the officer responses on the proposed lease in accordance with Section 3.58(3) of the *Local Government Act 1995*.
3. **NOTES** the reason for decision – the lease meets Council Policy – Leasing requirements.

Committee Voting (Carried) – 5/1

(Cr Cottam voted against)

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 Community Infrastructure Planning



Reference No & Subject:	CD-025/22 Community Infrastructure Plan 2022
File No:	CSV/1931-09
Proponent/s:	
Author:	Mr Gary Rogers, Manager Community Infrastructure Planning
Other Contributors:	
Date of Committee Meeting:	20 September 2022
Previously before Council:	CD-017/21(14 September 2021); 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:	1. Community Infrastructure Plan 2022 (Draft)
Maps/Diagrams:	

Purpose of Report

To seek Council adoption of the Community Infrastructure Plan 2022 (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 purpose of the CIP is to:

- Guide the development, timing, design and location of community infrastructure over the next 10 years;

- Clearly identify the services and facilities required for the City's emerging population based upon supply/demand analysis and identification of service catchments;
- Specifically identify the capital costs associated with proposed community infrastructure to facilitate integration with the City's Business Plan;
- Meet the requirements of SPP3.6, thus providing a robust basis for the City's Development Contributions Plan; (DCP) 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.

The methodology for the preparation and review of the CIP involves the following:

- Compilation of key community infrastructure provision principles and definitions specifically relevant to the City of Rockingham;
- Identification of existing community infrastructure standards of provision, and determination of suitable future community infrastructure standards of provision based on localised analysis and broader industry trends;
- Preparation of a community profile through detailed analysis of population projections, demographic trends, and other relevant data;
- Identification of community infrastructure planning catchments / development contribution areas based on the spatial distribution of existing community facilities, physical boundaries and population;
- Preparation of a community infrastructure profile through detailed analysis of asset types, usage levels, physical condition, and capacity to cater for population growth;
- Compilation of a community infrastructure needs analysis as the basis for determining future infrastructure requirements;
- Analysis of contemporary facility / service provision options that optimise financial and land use outcomes, as well as consideration for social return on investment;
- Determination of a plan for the delivery of proposed community infrastructure that includes facility types, location, land area required, catchment area, and indicative construction timeframes; and
- Preparation or review of a scope for each element of future community infrastructure including facility objectives and purpose, functional spaces, catchment area, capital construction cost estimate, and identification of potential funding sources.

Following a review of current forecast data, the 2022 CIP proposes the following changes:

New Projects

- No new projects have been added to the 2022 CIP.

Proposed Timing Changes

- Rockingham Foreshore Activity Node has been deferred by one year due to timing of site availability. Construction now proposed for 2026/2027.
- East Baldivis Recreation Reserve has been deferred one year due to land tenure uncertainty. Construction is now proposed for 2027/2028.

Projects Removed

- No projects removed.

Projects with Scope Change

- Stan Twight Reserve Clubroom Extension. Revised Master Plan recommendation was to demolish existing building and rebuild. Project is now also named consistently with the DCP, Stan Twight Reserve and Clubroom Redevelopment

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.

All other projects remain unchanged as part of the 2022 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 2022 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 of Rockingham (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 2022 Councillor Engagement session and report submitted to the September 2022 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 \$90,087,310.

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. Due to current market conditions escalations of between 5 – 10% for each project have been included for all projects at the time of build. This has resulted in \$5.1m added to the life of the current CIP.

Revenue through external grants and development contributions, assist in reducing municipal expenditure or loan funding. 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, and any 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 scope and timing review, project cost assessments by a qualified Quantity Surveyor and the review is completed in consultation with the Director Corporate Services, to ensure alignment of the CIP Implementation Plan with the City's annual budget and Business Plan preparations.

Comments

Similar to the 2021 CIP the 2022 review has considered significant impacts the building sector has experienced as a result of the COVID-19 health pandemic. The 2022 CIP review of project cost estimates has again seen increases ranging from five percent to 10 percent for a number of the projects in the CIP.

In addition to the escalation experienced across the CIP projects, the cost estimates have this year continued to include 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.

The 2022 review includes an updated current community profile. The 2021 Census data has been used where possible. The City's demographer has scheduled for a staged release for the data and at the time of this review not all areas had been made available. The future community profile forecast data remains unchanged from the 2021 CIP and uses the 2016 Census data. A complete update of the Community profile will be possible and included as part of the 2023 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 the Federal and State Governments and funding sources such as Lotterywest, Cricket Australia and WA Football. This approach has proven successful with external funding commitments received for recent projects including Stan Twight Reserve and Clubroom Redevelopment, 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 \$36 million.

Subject to Council endorsement of the 2022 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 2022, as detailed in Attachment 1.

Committee Recommendation

Moved Cr Schmidt, seconded Cr Cottam:

That Council **ADOPTS** the Community Infrastructure Plan 2022, as detailed in Attachment 1.

Committee Voting (Carried) – 6/0

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-026/22	Community Sporting and Recreation Facilities Fund 2023/2024 Annual Forward Planning Grant Application, Assessment and Ranking
File No:	GRS/8-09	
Proponent/s:	City of Rockingham	
Author:	Mr Gary Rogers, Manager Community Infrastructure Planning	
Other Contributors:	Ms Andrea Clark, Community Infrastructure Planning Officer	
Date of Committee Meeting:	20 September 2022	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:	Lot 753, Lot 4119, Lots 300, 301 and 302 Hennessy Way, Rockingham (Reserve No. 38646)	
Lot Area:		
Attachments:		
Maps/Diagrams:	Stan Twight Reserve location	

Purpose of Report

To seek Council approval to submit one funding application to the Department of Local Government, Sport and Cultural Industries, Community Sport and Recreation Facilities Fund 2023/2024 Annual Forward Planning Grants Round.

Background

The Community Sporting and Recreation Facilities Fund (CSRFF) is a funding program offered by State Government through the Department of Local Government, Sport and Cultural Industries (DLGSC). 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 an annual or forward planning grant are accepted once per calendar year.

Projects with a total cost that does not exceed \$500,000 are eligible to apply in the annual grant round for up to one third of the total project cost, to a maximum grant amount of \$166,666 (up to \$250,000 with development bonus).

Projects with a total cost over \$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 million.

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 DLGSC.

Subject to Council approval, applications are then submitted to DLGSC for assessment. Applications for the 2023/2024 annual and forward planning grants closed on Friday 12 August 2022.

Details

One application has been prepared for submission to the DLGSC for the forward planning grant, from the City of Rockingham.

A summary is provided below.

1. City of Rockingham – Stan Twight Reserve Implementation of Master Plan

Stan Twight Reserve is an active open space located on Hennessy Way in Rockingham. The reserve consists of five separate lots and is identified as a Sub District level facility, in the Coastal North Sub District in the City of Rockingham's Community Infrastructure Plan facility hierarchy. For Stan Twight Reserve, the primary function is to provide facilities for Australian Rules Football (Safety Bay Football Club and Rockingham District AFL Masters) as the winter tenant and Cricket (Shoalwater Bay Cricket Club) in the summer. The Western Australian Cricket Association (WACA) also uses the reserve to host Country Week throughout January each year.

Stan Twight Reserve Clubroom Redevelopment is included in the City's Community Infrastructure Plan, with funding allocated through the Business Plan with construction phase in 2023/2024.

The project includes development of the clubrooms including gender equitable change rooms, umpires change rooms and first aid room and sports floodlighting to one senior AFL oval at Stan Twight Reserve. The floodlighting project will light the primary AFL oval, having the capacity of being lit to 150 lux to meet competition requirements and the ability to be reduced to 50 lux to meet the relevant Australian Standards for training lighting.

The floodlighting project will include four towers with LED lights, this will ensure the reserve is serviced by the same provision of lighting as other recent upgrade and new floodlighting projects across the City. The clubrooms and floodlight project is estimated at a cost \$4.9M.



Figure 1: Stan Twight Reserve location

Implications to Consider

a. Consultation with the Community

Officers have discussed the project with representatives from the following Community Sporting Clubs during the preparation of the City's applications:

- Safety Bay Football Club
- Rockingham Masters Football Club
- Shoalwater Bay Cricket Club
- Western Australian Football Commission and
- Western Australian Cricket Association

b. Consultation with Government Agencies

As required by CSRFF guidelines, City officers have liaised with representatives of the DLGSC. Subject to Council approval the application will be forwarded to the DLGSC for assessment.

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.*

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 floodlighting and implementation of the Stan Twight Reserve Master Plan development is included within the City's 2022/2023 Budget and Business Plan.

An application will be submitted to the DLGSC requesting \$1,378,740 for the Stan Twight Reserve.

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 received has been assessed using the prescribed assessment criteria. A summary of the assessment is detailed below.

1. Stan Twight Reserve Implementation of Master Plan

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

The primary outcome of Stan Twight Reserve Clubroom Redevelopment is to provide facilities for Australian Rules Football (Safety Bay and Masters) in winter and cricket (Shoalwater Cricket) in the summer. The WACA also uses the reserve to host Country Week throughout January each year. The development of the clubrooms will deliver contemporary multipurpose facilities that are flexible and inclusive for people of all ages, genders, cultures and abilities. Once completed the development of the clubrooms will provide a functional layout that has responded to the specific requirements related to female usage as well as universal access, and meets the City's Sports and Community Facility Provision Standards and Dimensions Guide. The design will facilitate the ability for the City to make the change rooms available to other community groups to hire outside of the use of the three sporting clubs. The completion of the Stan Twight Reserve Clubroom Redevelopment and Floodlighting project is a high priority project for the City.

Current sports floodlighting provision at Stan Twight Reserve is limited to training level lighting only which only provides floodlighting to a small area of playing space on the eastern side of the reserve. During the winter season, both football clubs are currently impacted by the amount of reserve space available for training, as well as the clubs ability to schedule a suitable amount of time for training to each of their teams.

The floodlighting project at Stan Twight Reserve is the City's highest priority 'new' floodlighting project within the City's Floodlighting Plan. Designs and specification to complete the work have been developed which takes into consideration best value for money and the use of sustainable LED light fittings.

In recent years the City has experienced an increased demand for access to winter sporting facilities. This demand has been as a result of the City's growing population along with increases experienced in female participation in sport. Stan Twight Reserve floodlighting project will provide an important service for the City's established suburbs in the Coastal North sub district catchment area.

The project will increase physical activity through improved floodlighting provision to the primary AFL oval on the active reserve, offering opportunities for existing clubs to increase membership.

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 **APPROVES** the submission of the Stan Twight Reserve Clubroom Redevelopment and Floodlighting application to the Department of Local Government, Sport and Cultural Industries, Community Sport and Recreation Facilities Fund, Annual Forward Planning Grant 2023/2024 Annual Grants Round.

Committee Recommendation

Moved Cr Cottam, seconded Cr Schmidt:

That Council **APPROVES** the submission of the Stan Twight Reserve Clubroom Redevelopment and Floodlighting application to the Department of Local Government, Sport and Cultural Industries, Community Sport and Recreation Facilities Fund, Annual Forward Planning Grant 2023/2024 Annual Grants Round.

Committee Voting (Carried) – 6/0

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 Council Members
	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 18 October 2022 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 4:28pm .