

**NORTH METROPOLITAN REGIONAL
RECREATION ADVISORY COMMITTEE**

Minutes of a meeting held at the

City of Joondalup,
Boas Avenue
JOONDALUP

Thursday, 24 February, 2005.

**MINUTES OF A MEETING OF THE NORTH METROPOLITAN REGIONAL
RECREATION ADVISORY COMMITTEE HELD AT THE CITY OF JOONDALUP,
BOAS AVENUE, JOONDALUP
AT 6:30 PM.**

CHAIR: CR JOHN STEWART, CITY OF WANNEROO

ATTENDANCE:

Cr. John Stewart	City of Wanneroo
Cr. Terry Tyzack	City of Stirling
Cr. Allan Radford	City of Bayswater
Cr. Anne Brinkworth	Town of Bassendean
Cr. John McNamara	City of Swan
Cr. Helen Doran-Wu	Town of Vincent
Mr. Brett Spencer	City of Stirling
Mr. Graeme Hall	City of Joondalup
Mr. Paul Hackett	City of Swan
Mr. Geof Whyte	City of Wanneroo
Ms. Jacinta Anthony	Town of Vincent
Ms. Yvette Peterson	City of Joondalup
Dr. Kandy James	Edith Cowan University
Mr. Grant Bradbrook	City of Bayswater
Mr. Patrick Quigley	Town of Bassendean

Observers:

Mr. Wayne Grimes	City of Joondalup
Ms. Laura Kolomyjec	City of Joondalup

ITEM 1 APOLOGIES

Mr. Mal Parr	Department of Education & Training
Mr. Bob Welch	WA Sports Federation
Cr. David Lavell	Shire of Mundaring
Mr. Steve Marrs	City of Swan
Mr. Ronnie Hurst	Department of Sport & Recreation
Mr. Paul Martin	Shire of Mundaring

ITEM 2 CONFIRMATION OF MINUTES

That the Notes of the meeting held on 25 November 2004 at the City of Bayswater, 61 Broun Avenue, Morley be RECEIVED as a true record.

That the Minutes of the meeting held on 26 August 2004 at the Town of Bassendean, 48 Old Perth Road, Bassendean be CONFIRMED as a true record.

Moved by Cr Brinkworth, Seconded by Dr James

CARRIED

ITEM 3 PROFESSIONAL DEVELOPMENT

Mr Brett Spencer, City of Stirling and Ms Jacinta Anthony, Town of Vincent provided a report on the Regional Recreational Professional Development Program proposal.

SEE ATTACHMENT 1.

RECOMMENDATION:

- 1. THAT THE NORTH METROPOLITAN REGIONAL RECREATION ADVISORY COMMITTEE (NMRRAC) REQUEST THAT ALL MEMBER COUNCILS CONSIDER ALLOCATING \$1000.00 IN THEIR RESPECTIVE 2005/2006 FINANCIAL YEAR BUDGETS FOR THE PURPOSES OF A REGIONAL RECREATIONAL PROFESSIONAL DEVELOPMENT PROGRAM FOR STAFF AND PARTICIPATING ELECTED MEMBERS.**
- 2. THAT THE REGIONAL RECREATIONAL PROFESSIONAL DEVELOPMENT PROGRAM BE REVIEWED BEFORE THE END OF THE 2005/2006 FINANCIAL YEAR IN ORDER TO ASCERTAIN THE VALUE OF THIS INVESTMENT BEFORE COMMITTING FURTHER FUNDS.**
- 3. THAT A DRAFT REGIONAL RECREATION PROFESSIONAL DEVELOPMENT PROGRAM BE PLACED BEFORE THE NEXT FULL NMRRAC MEETING IN MAY 2005 FOR CONSIDERATION.**

The information was NOTED. To be considered further at the NMRRAC Meeting on 26 May 2005.

ITEM 4 REGIONAL FACILITIES PLAN

At the meeting held on 27 May 2004 it was resolved:

Item 4.0

That the advice from the Department of Sport and Recreation be noted and that the formation of a Reference Group for the review of the Grey Report be formalised at the next NMRRAC Officer's meeting.

The project was considered at length at the Officers Meetings in July and October 2004. In addition, specific meetings were held at the City of Joondalup in December 2004 and February 2005 to discuss the project purpose, direction, timeframes and allocation of tasks.

Ms Yvette Peterson, City of Joondalup provided a report on the direction of the Regional Facilities Plan. A discussion paper with guiding principles to be developed following the completion of projects covering eight core issues (**SEE ATTACHMENT TWO**). Discussions to be held with DSR regarding the ability of the CSRFF grant to be utilised for this process.

The difficulty of a broad facilities plan across all Councils was highlighted. However, NMRRAC policy for regional facilities needs to be considered for use as a mechanism to put the onus on governing sporting bodies to have a strategic facilities plan. Officers group to develop policy so NMRRAC does not lose sight of the core regional perspective.

RECOMMENDATION:

- 1. THAT NMRRAC DISCONTINUE WITH THE REVIEW OF THE REGIONAL PLAN AND FOCUS ON THE DEVELOPMENT OF A SET LIST OF COMMONLY AGREED ISSUES FOR NMRRAC MEMBERS TO INVESTIGATE AND REPORT ON (ATTACHMENT TWO).**
- 2. THAT A MEETING BE HELD WITH THE DEPARTMENT OF SPORT & RECREATION TO DISCUSS A CHANGE OF USE OF THE CURRENT CSRFF GRANT RECEIVED FOR UNDETAKEING THE REGIONAL FACILITY PLAN REVIEW, WITH THE POSSIBILITY TO USE THIS GRANT TO UNDERTAKE DETAILED LEISURE TRENDS ANALYSIS.**
- 3. THAT A NMRRAC REGIONAL FACILITY POLICY BE DEVELOPED BY THE NMRRAC OFFICERS GROUP AS A MECHANISM TO ENSURE GOVERNING SPORTING BODIES HAVE STRATEGIC FACILITIES PLANS.**

Moved by Cr McNamara, Seconded by Cr Radford

CARRIED

ITEM 5 ACTIVE OPEN SPACE REQUIREMENTS

ISSUE:

At the NMRRAC Officers Meeting on 29 October 2004 the active open space design guidelines were considered and recommended for adoption by NMRRAC. The endorsement of active open space design guidelines will facilitate a standardised approach to active sporting facility development and the promotion of these models for adoption on an industry wide basis.

BACKGROUND:

The provision of open space is largely dictated by several State Government Policies and Guidelines largely relying on the "Liveable Neighbourhoods" guidelines and focuses on residential neighbourhoods.

Consequently the provision of open space appears to be about making available small spaces for active and passive use.

The document published by the Western Australian Planning Commission entitled Liveable Neighborhoods Edition 2, June 2000 sets out definitions of Local Parks (up to 3000 Sqm), Neighbourhood Parks (3000 to 5000 Sqm) and District Parks (2.5 to 4.0 ha) – refer page 65. Additionally it states that the District Open Space must be "provided with sufficient land area and dimensions for informal games, organised sport, hard surfaces for games such as netball and basketball and natural and human-made differences in elevation (which may also perform a drainage function)".

It is apparent that the land areas being provided through the subdivision process are, by and large, inadequate to develop playing areas which comply with the requirements laid down in "Sport-Dimensions for Playing Areas" as laid down by the Department of Sport & Recreation and adopted by all states in Australia.

This is especially the case if supporting infrastructure is to be provided i.e. car parking, changerooms, clubrooms, integrated passive space, pathways and drainage sumps/swales.

It is also apparent that the Liveable Neighbourhoods policy does not adequately provide for the creation of district or regional level open space. Whilst there is reference to its creation within the document there does appear to be any mechanism established to enable its creation or acquisition. By and large, where large areas of open space are made available these focus on Bush Forever sites and Conservation areas.

CURRENT SITUATION:

In order to address the issue of adequate areas being provided for the provision of active sporting facilities "Draft Model Design Guidelines" have been developed by the City of Wanneroo which comply with requirements laid down in "Sport-Dimensions for Playing Areas" as laid down by the Department of Sport & Recreation. It is to be noted that these guidelines have not been formally adopted though they are in general use.

In particular they provide:

- Designated "Space About the Field" – the minimum margin for safety run off. This space varies according to the sport.
- End Ground safety buffers to provide adequate and safe space for balls kicked beyond the goals. This is deemed to be 30 metres for rugby, soccer and Australian Rules football.
- Maintenance space is provided to enable the lateral movement of grounds to facilitate regrowth and rehabilitation of heavy wear areas particularly goal mouths/squares.
- Adequate space for vehicle parking, changerooms and clubrooms, play spaces, pathways, passive areas and
- An allowance for drainage swales.

Three variations have been prepared:

Drawing TS 50-1-A – Local Active Reserve Area 6.5ha to 6.8ha assuming a level site.

The guidelines provides for a multi use ground with capacity to cater for Australian Rules football (1 senior sized ground), Soccer (2 senior sized pitches) and Cricket (1 senior sized ground).

Drawing TS 50-2-A – Local Active Reserve Area 5.6ha assuming a level site.

The guidelines provides for a senior sized Australian Rules football ground and a senior cricket ground. It could also cater for 1 senior soccer pitch.

Drawing TS 50-3-A District Active Reserve Area 10.5ha to 10.7ha assuming a level site.

The guidelines provide for multiple multi use grounds with shared infrastructure.

The guidelines have all been prepared on the basis of level ground and the overall area will have to be increased in the event that there are slopes or if there are substantial drainage swales.

It should be noted that all of the plans except Guideline 2 require areas in excess of those laid down in Liveable Neighbourhoods.

The adoption of a standardised set of guidelines for active sport field development will have the benefits of:

- Ensuring adequate spaces are made available,
- Providing a visual illustration of the minimum layout that the industry will accept;
- Ensuring design of sports fields complies with the Sport-Dimensions for Playing Areas” as laid down by the Department of Sport & Recreation,
- Ensuring there is adequate support infrastructure on the site to cater for full usage, and
- Providing for multiuse use spaces rather than sport specific spaces.

The models do not address the issue of regional open space, which also needs to be considered in the context of the Liveable Neighbourhoods policy.

SEE ATTACHMENTS 3, 4 AND 5

RECOMMENDATION:

THAT THE NORTH METROPOLITAN REGIONAL RECREATION ADVISORY COMMITTEE SUPPORTS THE FOLLOWING DESIGN GUIDELINES AND SUBMITS THEM TO THE DEPARTMENT OF SPORT AND RECREATION AND DEPARTMENT OF PLANNING AND INFRASTRUCTURE FOR CONSIDERATION AS APPROPRIATE PLANNING MODELS FOR THE PROVISION OF SINGLE AND MULTIPLE PLAYING FIELDS.

- **DRAWING TS 50-1-A LOCAL ACTIVE RESERVE
AREA 6.5HA TO 6.8HA**
- **DRAWING TS 50-2-A LOCAL ACTIVE RESERVE
AREA 5.6HA**
- **DRAWING TS 50-3-A DISTRICT ACTIVE RESERVE
AREA 10.5HA TO 10.7HA**

Moved by Cr Radford, Seconded by Cr McNamara

CARRIED

ITEM 6 STATE SPORTING ASSOCIATIONS STRATEGIC PLANS

Mr Geof Whyte, City of Wanneroo provided an update on the Tennis West Strategic Plan. The Draft Project Brief was circulated to NMRRAC Officers in December for comment and was signed off at the Officers Meeting in January 2005. The Department of Sport & Recreation have received the first draft of Tender documentation from the Department of Housing & Works. This will now be circulated to members of the Study Reference Group and the Tender will be advertised soon thereafter.

Mr Paul Hackett, City of Swan provided an update on the WACA Strategic Plan. All key stakeholders comments have been included in the Strategic Plan Project Brief with NMRRAC and Local Government views well represented. The Tender for a consultant is to be advertised in March with an interview panel to select the consultant who will undertake the project.

ITEM 7 TOWN OF CAMBRIDGE – NMRRAC MEMBERSHIP

At the NMRRAC Meeting on 25 November 2004 the issue of formally inviting the Town of Cambridge to join NMRRAC was discussed, with subsequent amendments to the NMRRAC Terms of Reference and Constitution. It was recommended that a motion be considered at the NMRRAC Meeting on 24 February 2005.

RECOMMENDATION:

- 1. THAT MEMBERSHIP WITHIN THE NMRRAC TERMS OF REFERENCE BE AMENDED TO INCLUDE THE TOWN OF CAMBRIDGE AS A LOCAL AUTHORITY ENTITLED TO NOMINATE ONE DELEGATE WHO SHALL BE AN ELECTED MEMBER OF THE COUNCIL AND DEPUTY WHO IS LIKEWISE AN ELECTED MEMBER.**
- 2. THAT A POINT BE ADDED TO MEMBERSHIP WITHIN THE NMRRAC TERMS OF REFERENCE TO AUTHORISE A SENIOR OFFICER TO BE NOMINATED AS A DELEGATE FOR A LOCAL AUTHORITY WITH COMMISSIONERS. FURTHER, THAT A POINT BE ADDED TO MEETINGS TO ENABLE THIS SENIOR OFFICER TO VOTE ON BEHALF OF THEIR LOCAL AUTHORITY.**

Moved by Cr Radford, Seconded by Cr McNamara

CARRIED

ITEM 8WA SPORTS FEDERATION

Mr Bob Welch provided a report from the WA Sports Federation prior to the meeting.

SEE ATTACHMENT 6.

The information was RECEIVED.

Moved by Cr McNamara, Seconded by Cr Brinkworth

CARRIED

ITEM 9 GENERAL BUSINESS

9.1 FOOTBALL WEST – PREMIER LEAGUE CRITERIA

The infrastructure criteria developed by Football West for Premier League clubs was circulated for discussion. It was noted that the document was a first draft currently being considered by Football West.

It was decided that a response from each individual Council was the most effective course of action in the short term. The formation of a working party to develop a NMRRAC response was also discussed.

It was recommended that the Chief Executive Officer from Football West or a nominated representative be invited to the next NMRRAC Meeting.

SEE ATTACHMENT 7.

9.2 WEST AUSTRALIAN FOOTBALL DEVELOPMENT

Correspondence received from West Australian Football Development was circulated for discussion. As a result of the Western Australian Football Commission Facilities Strategic Plan an invitation has been extended to NMRRAC to provide a representative on the WAFC Working Party.

The Town of Bassendean was nominated and accepted to represent NMRRAC. Confirmation to be forwarded to Mr Steve Humfrey from the Department of Sport & Recreation.

9.3 OFFICERS REPORTS

NORTH METROPOLITAN REGIONAL RECREATION ADVISORY COMMITTEE
MINUTES 24 FEBRUARY 2005

Report provided by each Officer discussing current projects, events, policies and issues.

SEE ATTACHMENTS 8, 9, 10 & 11.

ITEM 10 NEXT MEETING

The meeting was closed at 7.55pm. The next meeting will be held at the City of Swan on Thursday 26 May 2005 commencing at 6:30 pm.

NORTH METROPOLITAN REGION RECREATION ADVISORY COMMITTEE (NMRRAC)

Terms of Reference

1 Name

- 1.1 The name of the Committee is the North Metropolitan Region Recreation Advisory Committee and will be referred to hereafter as NMRRAC.

2 Objectives

- 2.1 To communicate and share information between members of NMRRAC and similar bodies.
- 2.2 To foster improvement in the planning and coordination of community facilities including comment on regionally significant facility projects grants applications.
- 2.3 To discuss and support cross boundary facility initiatives and to take possible developments back to member Councils for consideration.
- 2.4 To seek cost effective solutions about access to recreational opportunities for the communities represented, including establishment and operation of facilities; and services.
- 2.5 To support and share management initiatives and encourage improvement in the management of community facilities.
- 2.6 To lobby on behalf of the Advisory Committee to any Government, sporting body or private interest on any matter of common concern to members, especially those involving planning, development, management or funding of facilities.
- 2.7 To promote best practice in all aspects of these objectives (communication, planning, management and development, cost and lobbying).

3 Membership

- 3.1 The members shall be the local authorities as listed and others as agreed from time to time by the Advisory Committee - Bassendean, Bayswater, Joondalup, Mundaring, Stirling, Swan, Vincent, Wanneroo, Cambridge. Each local authority shall be entitled to nominate one delegate, who shall be an elected member of the Council and deputy who is likewise an elected member. Where Commissioners have been appointed to administer a local authority then they may nominate, in writing, an officer to assume the powers of an elected member as a delegate.
- 3.2 The Department of Sport and Recreation shall be entitled to be an ex officio member of the Advisory Committee.
- 3.3 Representatives of associated industries such as the Western Australian Sports Federation, Edith Cowan University and the Department of Education may also be invited to nominate one officer, who shall likewise be an ex officio member and observer when appropriate.

4 Management

- 4.1 A Chairperson, who is to be chosen from among the elected members, will conduct the meetings of the Advisory Committee. Any other elected member can take the chair if the chairperson is absent.

- 4.2 An officer of the same local authority as the elected chairperson will chair officer meetings.
- 4.3 In addition, an officer of the local authority from which the Chairperson has been elected will provide secretarial assistance to the Advisory Committee.

5. Meetings

- 5.1 General meetings of the Advisory Committee shall be held quarterly by rotation at member premises.
- 5.2 Officers employed by member Councils shall be entitled to attend Advisory Committee meetings, form occasional sub-committees or hold separate meetings to discuss issues and undertake professional development.
- 5.3 Officers shall meet as often as convenient, to investigate and review issues and planning proposals as identified in the annual plan for report to the Advisory Committee and for other purposes as thought beneficial for the group or the local governments collectively.
- 5.4 A **quorum** of elected members is five.
- 5.5 **Voting** shall be by simple majority.
- 5.6 Only elected members or their deputy may vote.
- 5.7 The venue for the meetings will rotate between the member Local Authorities.
- 5.8 **Standing orders** shall be determined from time to time by the Advisory Committee and shall comply generally with the provisions of the Local Government Act

6. Observers

- 6.1 Deputy elected members are entitled to attend all meetings and with the permission of the Chairman, to contribute to discussions, but not vote.

7. Alteration To The Constitution

- 7.1 Alterations to the Terms of Reference may be made by lodging notice of the proposed alteration to all elected members at least thirty-five (35) days prior to a meeting, at which the matter is to be discussed.
- 7.2 An alteration can only be carried on a 75% majority vote by members, whether present or voting by proxy.

8. Standard Meeting Agenda

Welcome by the Chairperson
Attendance & Apologies
Confirmation of Minutes of Previous Meeting
Business Arising
Officers and Technical Meeting
Officer's Reports
General Business
Confirmation of Actions / Issues
Next Meeting - Date & Place