



# ATTACHMENT I. SPORT AND RECREATION STRATEGIC PLAN 2005-2015 KEY OBJECTIVES AND STRATEGIES

## Sport and Recreation - Community Services

### Definition:

*Sport and Recreation for the purposes of this plan, is defined as any activity or special interest which is undertaken in leisure time...*

### Sport and Recreation Includes: (Not in Priority Order)

- Arts and Cultural Development
- Beaches
- Club Support and Development
- Community Consultation
- Community Transport Network
- Developing and Implementing Activity Programmes
- Dual Use Paths
- Facility Development and Management
- Issues of Access, Equity and
- Local Parks and Reserves
- Opportunities to Participate
- Rivers, Forests and National Park
- Sponsorship and Funding
- Sport and Recreation Events Management to Cater for a Wide Range of Needs
- Trails
- Volunteer Development and Training

*\*The 2003-2007 Shire of Capel (whole of organization) Strategic Plan is cross-referenced throughout this document.*

### Key Objectives/Outcomes:

The Shire of Capel's Sport and Recreation **Key Objectives:**

1. Access, Equity and Safety
2. Partnership Development
3. Facility Development, Management and Maintenance
4. Community Programming for Increased Participation
5. Volunteer Investment and Development
6. Communication Networks

The Shire will pursue the above objectives to achieve the following **outcomes:**

- Improved equity of access to sport and recreation facilities and programmes operated by the public, commercial and voluntary sectors.
- Participation is maximised and local resources are used efficiently, through the development and maintenance of effective and mutually beneficial partnerships with the public, voluntary and commercial sectors.
- A range of quality sport and recreation facilities are developed, managed and maintained by working with partners in the public, voluntary and commercial sectors.
- Residents of the Shire are able to access a range of affordable, accessible sport and recreation programmes that enable them to enjoy a long healthy and active lifestyle.
- Local voluntary sport and recreation clubs are able to fulfil their potential as a valuable provider of sport and recreation opportunities.
- Members of the community are provided with opportunities for training and development to enable them to contribute as a volunteer in their community.
- The community is well informed about trends, funding, training and development opportunities in the field of sport and recreation.
- Residents of the Shire will have access to accurate information on the Shire's sport and recreation facilities and programmes.
- Sport and recreation facilities and programmes meet the needs of user's and the wider community.

## Definitions

- Timeframes** = Short 2005-2007, Medium 2008-2011, Long 2012-2015  
 = Ongoing – a strategy which is already being addressed to some extent and will continue to be addressed throughout the 10 year plan
- Key Objective** = Goal or purpose
- Strategy** = Planned action to be undertaken
- Outcome** = End result

### Key Objective 1: Access, Equity & Safety

*Outcome: Improved equity of access to sport and recreation facilities and programmes operated by the public, commercial and voluntary sectors*

Strategy	Timeframe	Existing Resources	New Resources Required	Responsibilities
1.1 Inspect and upgrade existing sport and recreation facilities to comply with the Australian Disability Standards for access and Australian Building Code (*Shire of Capel Strategic Plan 4:1.7)	Short (inspection) Medium (upgrade)		Annual budget allocation Consultant	Chief Executive Officer
1.2 Encourage shared use of facilities to improve cost effectiveness, access, address gaps and avoid over provision of facilities/services	Ongoing	Existing Staff		Community Development Coordinator
1.3 Liaise with transport service providers (ie. bus, train) to improve access to facilities and programmes (*Shire of Capel Strategic Plan 4:1.6)	Ongoing	Existing staff		Chief Executive Officer
1.4 Investigate the viability of a community bus for hire to sport, recreation and community groups across the Shire to improve access	Medium	Existing Staff		Community Development Coordinator
1.5 Promote cycling and walking as a form of transport	Short	Existing Staff	Budget allocation and external funding	Community Development Officer
1.6 As part of the 2005 Youth Needs Analysis, consult with young people across the Shire with regard to their sport and recreation needs (*Shire of Capel Strategic Plan 4:1.8)	Short	Existing Staff	Consultant	Community Development Officer

**Key Objective 1: Access, Equity & Safety**

*Outcome: Improved equity of access to sport and recreation facilities and programmes operated by the public, commercial and voluntary sectors*

<b>Strategy</b>	<b>Timeframe</b>	<b>Existing Resources</b>	<b>New Resources Required</b>	<b>Responsibilities</b>
1.7 Review the Shire of Capel Disability Services Plan to ensure access and equity issues with regard to sport and recreation facilities and programmes are included (*Shire of Capel Strategic Plan 4:1.7)	Short (review) Ongoing (implementation )	Existing staff		Principal Environmental Health Officer
1.8 Identify beach usage and access issues by undertaking a Coastal Management Strategy (*Shire of Capel Strategic Plan 1:4.3)	Short	Existing staff Consultant \$20,000 grant		Manager Planning & Development Services
1.9 Promote the Shire's accessible sport and recreation facilities to residents	Medium	Existing Staff	Budget allocation	Community Development Officer
1.10 Prepare a Risk Management Strategy for the Shire of Capel to reduce levels of risk to residents	Short	Existing staff Consultant \$7000 04/05 budget		Principal Environmental Health Officer, Regional Risk Management Coordinator and Manager Operation Services
1.11 Lobby Main Roads for the installation of a suitable traffic/pedestrian solution on Bussell Hwy at the intersections of Hastie Rd and Sleaford Drive (*Shire of Capel Strategic Plan 1:1.8)	Medium	Existing staff		Chief Executive Officer and Manager Operation Services

## Key Objective 2: Partnership Development

*Outcome: Participation is maximised and local resources are used efficiently, through the development and maintenance of effective and mutually beneficial partnerships with the public, voluntary and commercial sectors (\*Shire of Capel Strategic Plan 4:1.5)*

Strategy	Timeframe	Existing Resources	New Resources Required	Responsibilities
2.1 Redefine partnerships with existing sporting councils: Capel Sports Council, Boyanup Memorial Park Committee, Dalyellup Sports Council and Peppermint Grove Beach Community Association to ensure effective management of resources and facilities	Short	Existing Staff		Community Development Officer and Manager Operation Services
2.2 Continue to develop partnerships with neighbouring Local Governments on shared use of facilities and programme development to maximise opportunities for Shire residents	Ongoing	Existing staff		Chief Executive Officer, Manager Finance and Corporate Services and Community Development Coordinator
2.3 Liaise with clubs in the Shire of Capel to develop opportunities for programme and facility development that encourage all of community participation	Ongoing	Existing Staff		Community Development Officer
2.4 Continue to work in partnership with State Government Departments to enhance facility and programme development	Ongoing	Existing Staff		Community Development Officer
2.5 Investigate partnership opportunities with the Education Department and Independent Schools for the development of indoor and outdoor recreational facilities in line with Department of Sport and Recreation guidelines (*Shire of Capel Strategic Plan 1:5.6)	Medium	Existing staff		Community Development Coordinator
2.6 Investigate partnership opportunities with the Education Department and Independent Schools for the development of community based sport and recreation programmes aimed at increasing participation and physical activity (*Shire of Capel Strategic Plan 1:5.6)	Medium	Existing staff		Chief Executive Officer and Manager Operation Services and Manager Finance and Corporate Services
2.7 Investigate partnership opportunities with private enterprise for the development of sport and recreation programmes and facilities	Ongoing	Existing staff		Chief Executive Officer and Community Development Coordinator

### Key Objective 3: Facility Development, Management and Maintenance

*Outcome: A range of quality sport and recreation facilities are developed, managed and maintained by working with partners in the public, voluntary and commercial sectors.*

(\*Shire of Capel Strategic Plan 1:4.2 & 1:4.6, 1:6.1 & 1:6.2)

Strategy	Timeframe	Existing Resources	New Resources Required	Responsibilities
3.1 Review and implementation of the Dual Use Path Strategy (*Shire of Capel Strategic Plan 1:1.4)	Ongoing	\$34,000 annually		Manager Operation Services
3.2 Develop and implement a community consultation policy for the development of sport and recreation facilities	Short	Existing staff		Community Development Coordinator
3.3 Develop standards for facility maintenance	Short	Existing staff	Consultant	Chief Executive Officer
3.4 Inspect all Council owned facilities quarterly and record findings and outcomes of such inspections (*Shire of Capel Strategic Plan 3:1.1)	Short	Existing staff		Chief Executive Officer
3.5 Ensure an adequate annual budget allocation for the maintenance of new and existing sport and recreation facilities	Ongoing	Existing staff	Budget allocation for additional reserves and to maintain existing facilities	Principal Environmental Health Officer, Manager Finance and Corporate Services and Manager Operation Services
3.6 Review procedures for community organisations who manage Shire sport and recreation facilities	Short	Existing Staff		Community Development Coordinator and Manager Finance and Corporate Services
3.7 Review procedures for booking Shire sport and recreation facilities and sports grounds to enable effective record keeping and the production of management information reports	Short	Existing staff		Manager Finance and Corporate Services and Community Development Coordinator
3.8 Review the policy for the budget allocation of funds to sporting groups for facility maintenance	Short	Existing staff		Manager Finance and Corporate Services
3.9 Develop a playground equipment replacement programme and plan for the development of new facilities	Short	Existing staff		Manager Operation Services
3.10 Collate and update Public Open Space inventories to provide an overall plan of existing and proposed P.O.S	Short	Existing staff	Consultant	Community Development Coordinator
3.11 Assist clubs who own or lease their land/facilities to secure external funding to upgrade their facilities	Ongoing	Existing Staff		Community Development Coordinator

### Key Objective 3: Facility Development, Management and Maintenance Continued...

*Outcome: A range of quality sport and recreation facilities are developed, managed and maintained by working with partners in the public, voluntary and commercial sectors.*

<b>Strategy</b>	<b>Timeframe</b>	<b>Existing Resources</b>	<b>New Resources Required</b>	<b>Responsibilities</b>
3.12 Develop and implement a coastal amenities improvement plan for the upgrading of beach facilities (ie. BBQ's, toilets, play equipment, pontoons) (*Shire of Capel Strategic Plan 1:4.4)	Short	Existing staff		Manager Operation Services
3.13 Undertake a trails inventory and develop a strategic plan for new trails across the Shire (*Shire of Capel Strategic Plan 1:1.6)	Short	Existing staff	Consultant (DSR trails funding \$5,000)	Manager Operation Services and Community Development Coordinator
3.14 Construct a Community Centre at Peppermint Grove Beach to provide the community with opportunities for participation	Short	Existing Staff Project Manager and budget \$365,000		Chief Executive Officer and Manager Finance and Corporate Services
3.15 Assist the Peppermint Grove Beach Community Association to implement the endorsed plan for the Public Open Space on Hayfield Drive	Medium	Existing Staff	Budget allocation for maintenance	Community Development Coordinator and Manager Operation Services
3.16 Construct a Skate Park at Capel Town Park	Short	Existing Staff Budgeted for in 04/05		Community Development Officer and Manager Operation Services
3.17 Develop a master plan for the renovation of the Capel Hall and Council Administration Building (*Shire of Capel Strategic Plan 4:1.4)	Short	Existing Staff	Budget allocation	Chief Executive Officer and Manager Finance and Corporate Services
3.18 Develop a master plan for the redevelopment of the Capel Sports Ground	Short	Existing Staff	Consultant	Manager Operation Services and Community Development Coordinator
3.19 Ensure appropriate active and passive reserves and other community facilities are developed for Dalyellup considering population growth and existing facilities in the surrounding area (see facility development matrix in main doc)	Ongoing	Existing Staff	Budget allocation	Manager Finance and Corporate Services and Community Development Coordinator

### Key Objective 3: Facility Development, Management and Maintenance Continued...

Outcome: A range of quality sport and recreation facilities are developed, managed and maintained by working with partners in the public, voluntary and commercial sectors.

Strategy	Timeframe	Existing Resources	New Resources Required	Responsibilities
3.20 Reticulate the Hockey Training Field at the Boyanup Memorial Park Sportsgrounds	Short	\$12,000 listed in 2004/05 budget	Additional budget allocation for mowing and reticulation	Manager Operation Services
3.21 Determine the feasibility of renovating the interior of the Hugh Kilpatrick Memorial Hall, Boyanup for indoor sports	Medium	Existing staff	Consultant	Chief Executive Officer
3.22 Develop a master plan for the redevelopment of the Boyanup Memorial Park Sports Grounds	Medium	Existing staff	Consultant Budget allocation for development	Manager Operation Services
3.23 Undertake further investigation into the provision of community purpose facilities at Stratham (Bullerswood)	Long	Existing Staff		Community Development Coordinator
3.24 Investigate the need for more storage space at the Gelorup Community Centre	Medium	Existing Staff		Community Development Coordinator
3.25 Assist the Dalyellup Beach Surf Lifesaving Club to plan and develop a surf club facility for Dalyellup	Short	Existing Staff		Community Development Coordinator

#### Key Objective 4: Community Programming for Increased Participation

*Outcome: Residents of the Shire are able to access a range of affordable, accessible sport and recreation programmes that enable them to enjoy a long healthy and active lifestyle*

Strategy	Timeframe	Existing Resources	New Resources Required	Responsibilities
4.1 Ensure Shire of Capel programmes are socially inclusive and work with local clubs and groups to develop programmes that encourage broader community participation in physical activity	Short	Existing staff Physical Activity Coordinator (Lotterywest Grant)		Community Development Coordinator
4.2 Provide assistance to clubs to source funding to enable the delivery of programmes, clinics or other opportunities for development and participation	Medium		Sport and Rec Officer	Community Development Coordinator
4.3 Encourage clubs to share resources including sports leaders, administration tools, equipment, transport and facilities to maximise outputs and minimise cost	Medium		Sport and Rec Officer	Community Development Coordinator
4.4 Provide opportunities for children and young people to participate in school holiday programmes and after school activities to improve emotional and physical well-being	Ongoing	Existing Staff Kidzone Coordinator and Physical Activity Coordinator (funded by grants)		Community Development Coordinator
4.5 Target 'at risk' groups and individuals in the community with opportunities to participate in sport, recreation and physical activity – with a view to encouraging healthy lifestyle changes	Long		Sport and Rec Officer	Community Development Coordinator
4.6 Encourage the development of walking clubs in local towns as a free and easily accessible physical activity programme	Medium		Sport and Rec Officer	Community Development Coordinator
4.7 Assist clubs to recruit and retain junior members to ensure sustainability and assist clubs in continuing to provide valuable services to the community	Ongoing	Existing Staff		Community Development Coordinator
4.8 Develop a policy for fees and charges including consideration of cost recovery and community benefit	Short	Existing staff		Manager Finance & Corporate Services



### Key Objective 5: Volunteer Investment and Development

*Outcome: Local voluntary sport and recreation clubs are able to fulfil their potential as a valuable provider of sport and recreation opportunities.*

*Members of the community are provided with opportunities for training and development to enable them to contribute as a volunteer in their community.*

Strategy	Timeframe	Existing Resources	New Resources Required	Responsibilities
5.1 Develop a Volunteer Management Policy, which will define the Shire's approach to engaging with volunteer groups and individuals (*Shire of Capel Strategic Plan 4:3.1)	Short	Existing Staff		Community Development Coordinator
5.2 Increase the skilled volunteer resource base available to clubs by providing the Shire of Capel Community Sport and Recreation Leaders Programme annually	Ongoing	Existing Staff	Annual budget allocation	Community Development Coordinator
5.3 Initiate a full club development programme in partnership with the Department for Sport and Recreation	Medium		Sport and Rec Officer	Community Development Coordinator
5.4 In partnership with the Department for Sport and Recreation and other Local Governments, offer one-off workshops to clubs (eg. grant writing and securing sponsorship, club management etc.)	Short	Existing staff		Community Development Coordinator
5.5 Provide a personalised advice and support service to assist club development	Ongoing	Existing Staff	Sport and Rec Officer	Community Development Coordinator
5.6 Encourage clubs to utilise the services and resources provided by the Department of Sport and Recreation	Ongoing	Existing Staff		Community Development Coordinator
5.7 Encourage volunteering by promoting volunteers and the services they provide	Ongoing	Existing Staff		Community Development Coordinator
5.8 Utilise the Shire's Public Libraries to provide catalogued information on sport and recreation topics	Medium		Sport and Rec Officer	Community Development Coordinator and Library staff

### Key Objective 6: Communication

*Outcome: The community is well informed about trends, funding, training and development opportunities in the field of sport and recreation.*

*Outcome: Residents of the Shire will have access to accurate information on the Shire's sport and recreation facilities and programmes.*

*Outcome: Sport and recreation facilities and programmes meet the needs of user's and the wider community.*

<b>Strategy</b>	<b>Timeframe</b>	<b>Existing Resources</b>	<b>New Resources Required</b>	<b>Responsibilities</b>
6.1 Provide information to residents, which highlight the Shire's range of existing sport and recreation facilities and outlines future strategies for development	Ongoing	Existing Staff Budget allocation 04/05	Budget allocation	Community Development Coordinator
6.2 Provide up to date, accurate information on all aspects of sport and recreation by producing the In the Loop newsletter and distributing to all clubs/groups	Ongoing	Existing Staff		Community Development Coordinator
6.3 Develop an effective consultation process with regard to grants, ground allocation and maintenance requests between Shire Officers and sport recreation clubs	Short	Existing Staff		Community Development Coordinator and Manager Operation Services
6.4 Develop communication links between schools, sports clubs and community groups to enable greater opportunities for participation.	Ongoing	Existing Staff		Community Development Coordinator
6.5 Regularly consult with users of Shire sport and recreation facilities to ascertain customer satisfaction levels – cleaning, maintenance and general housekeeping issues	Ongoing	Existing staff	Budget allocation	Manager Finance & Corporate Services and Community Development Coordinator
6.6 Assist clubs to access information through internet and email by offering support, discounted access and training	Medium	Existing Staff	External funding required	Community Development Coordinator