

What is the *Neighbours Unite Program*?

Community Safety in your local neighbourhood starts with you.

At the City of Rockingham, we understand that getting to know your neighbours helps to create a local community that is connected and feels safe. To encourage residents to get to know their neighbours, the City offers the Neighbours Unite Program. This program provides a reimbursement of up to \$150 towards hosting a local activity, which will connect neighbours with each other.

Eligibility criteria

To apply for a reimbursement, the following eligibility criteria must be met:

- Hosts must be a resident of the City of Rockingham. City of Rockingham employees and councilors are not eligible to receive the reimbursement but may register their activity to receive a host pack and may participate in activities hosted by others.
- All activities must be held within the City of Rockingham and at a location that is no more than 500m from the Host's home, such as a local park or reserve.
- Attendees of the activity:
 - may include members of the Host's family who reside at the Host's home; and
 - must include some neighbours who live within 200m of the Host's home.
- The City will reimburse up to \$150 towards the cost of consumable items (e.g. food and beverages, disposable plates and cups, ice cream or coffee vans but excluding alcohol) purchased for approved activities.
- Hosts are entitled to one reimbursement per household per calendar year.
- Eligible activities may include (but are not limited to) morning or afternoon teas, movie nights, barbecues, games nights, coffee mornings and other types of social gatherings.

The following activities are not eligible:

- Activities where alcohol will be served.
- Multiple applications for the same activity from different hosts.
- Activities that involve fundraising of any kind.
- End of season activities for sporting clubs or community groups.

- Family events or celebrations, even if the family members reside within 200m of the Host's address.
- Reimbursement for the purchase of equipment or infrastructure (BBQs, sporting equipment, marquees etc.) are ineligible and will not be reimbursed.

How to apply

1. Submit an activity proposal online via the City's [website](#) a minimum of four weeks prior to the proposed activity date. Please ensure you provide as much information on the proposed activity as possible. If the proposed activity is unclear or does not fit the aim of the Neighbours Unite Program, which is to connect neighbours with each other, you will be contacted by the City of Rockingham, as your application may be ineligible.
2. Await confirmation from the City of Rockingham that your activity has been accepted before inviting your neighbours and purchasing items. Items purchased before you receive written confirmation that your activity is accepted are not eligible for reimbursement.
3. A City of Rockingham representative may attend accepted activities to promote the Neighbours Unite Program. Hosts will be advised at least 48 hours prior to the activity, if a City of Rockingham representative will be attending.

After you have received confirmation from the City and you have held your activity:

4. Provide receipts for eligible items purchased, at least one photo of the activity and a completed Reimbursement Application to neighboursunite@rockingham.wa.gov.au within 30 days of hosting the activity. Incomplete applications will not be processed.
5. Photos provided as part of the Reimbursement Application will not be used for promotional purposes and are requested as evidence the activity was held. If the City wishes to use or take photos to promote the Neighbours Unite Program, a City of Rockingham representative will contact you to discuss.
6. Provided all conditions have been met, the reimbursement will be processed into the nominated bank account, within 30 working days. If the conditions have not been met, or a different activity to the one accepted by the City is hosted and you have not received prior approval to change the activity, the reimbursement will not be processed.

Legislation, approvals and insurance

By making an application under the Neighbours Unite Program you acknowledge and agree that:

- the City of Rockingham **is not** the organiser of the activity, whether held on private property or public open space.
- the Host is solely responsible for the planning and conduct of the activity and agrees to indemnify the City of Rockingham against any claim, loss, damage or liability arising in connection with the activity.
- the City of Rockingham does not control, supervise, or manage activities undertaken as part of the Neighbours Unite Program. By approving an activity for reimbursement, the City does not accept any responsibility or liability for any injury, loss, or damage arising from the activity, regardless of whether a City representative attends.
- any attendance by a City representative is for the sole purpose of promoting the Neighbours Unite Program and does not constitute supervision, endorsement, or management of the activity.
- activities hosted as part of the Neighbours Unite Program are considered private activities.
- the Host is responsible for ensuring the safety of all attendees.
- the Host is responsible for ensuring the location is suitable for the type of activity proposed and is free from hazards. If the activity is being held on private property, it is recommended that Hosts seek advice from their insurance company to determine if the activity is covered under their home insurance policy.
- the City will not provide any financial contribution/compensation beyond the approved reimbursement for consumables.
- Hosts should seek their own advice regarding permits/approvals that may be required and are responsible for obtaining those permits/approvals, as well as complying with all relevant guidelines, policies and laws. This includes but is not limited to noise regulations, event approvals for activities held on public open space, total fire bans or health directives issued by the State of Federal Government.
- all personal information obtained will be stored in accordance with the *State Records Act (2000)* and the *Privacy and Responsible Information Sharing Act (2024)*.