# City of Rockingham
## Corporate and Community Development Committee Meeting Minutes
### 4:00pm Tuesday 20 February 2018

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<tr>
<td>18.</td>
<td>Date and Time of Next Meeting</td>
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<tr>
<td>19.</td>
<td>Closure</td>
</tr>
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<td>20.</td>
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</tbody>
</table>
1. **Declaration of Opening**

   The Chairperson declared the Corporate and Community Development Committee Meeting open at **4:03pm**, welcomed all present, and delivered the Acknowledgement of Country.

2. **Record of Attendance/Apologies/Approved Leave of Absence**

<table>
<thead>
<tr>
<th>Councillors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Joy Stewart</td>
<td>Chairperson</td>
</tr>
<tr>
<td>Cr Lee Downham</td>
<td></td>
</tr>
<tr>
<td>Cr Mark Jones</td>
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<tr>
<td>Cr Andrew Burns</td>
<td></td>
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<tr>
<td>Cr Leigh Liley</td>
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<tr>
<td>Cr Chris Elliott</td>
<td>Observer</td>
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</tbody>
</table>

2.2 **Executive**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Andrew Hammond</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 Bob Jeans</td>
<td>Director Planning and Development Services</td>
</tr>
<tr>
<td>Mr Khushwant Kumar</td>
<td>Manager Financial Services</td>
</tr>
<tr>
<td>Ms Jessica Morgana</td>
<td>A/Manager Customer and Corporate Support</td>
</tr>
<tr>
<td>Mr Allan Moles</td>
<td>Manager Waste Services</td>
</tr>
<tr>
<td>Ms Karin Strachan</td>
<td>Manager Strategy and Corporate Communications</td>
</tr>
<tr>
<td>Mr Mark Tidman</td>
<td>Manager Investment Attraction</td>
</tr>
<tr>
<td>Mr Ben Searcy</td>
<td>Manager Human Resources Development</td>
</tr>
<tr>
<td>Mr Peter Varris</td>
<td>Manager Governance and Councillor Support</td>
</tr>
<tr>
<td>Mr Rafal Kolodynski</td>
<td>Manager Internal Audit</td>
</tr>
<tr>
<td>Mr Mark Toomath</td>
<td>A/Manager Community and Leisure Facilities</td>
</tr>
<tr>
<td>Mr Gary Rogers</td>
<td>Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td>Mrs Jillian Obiri-Boateng</td>
<td>Manager Community Capacity Building</td>
</tr>
<tr>
<td>Ms Alison Oliver</td>
<td>Manager Library and Information Services</td>
</tr>
<tr>
<td>Ms Jo Hunter</td>
<td>Senior Projects Officer (Office of the CEO)</td>
</tr>
<tr>
<td>Mrs Jelette Edwards</td>
<td>Governance Coordinator</td>
</tr>
<tr>
<td>Ms Sue Langley</td>
<td>Governance Officer</td>
</tr>
<tr>
<td>Mrs Diane Zanre</td>
<td>PA to Director Community Development</td>
</tr>
</tbody>
</table>

2.3 **Members of the Gallery:** 1

2.4 **Apologies:** Nil

2.5 **Approved Leave of Absence:** Nil
3. **Responses to Previous Public Questions Taken on Notice**

Nil

4. **Public Question Time**

4:04pm The Chairperson invited members of the Public Gallery to ask questions. There were none.

5. **Confirmation of Minutes of the Previous Meeting**

Moved Cr Liley, seconded Cr Jones:

That Committee **CONFIRMS** the Minutes of the Corporate and Community Development Committee Meeting held on 16 January 2018, as a true and accurate record.

Committee Voting – 5/0

6. **Matters Arising from the Previous Minutes**

Nil

7. **Announcement by the Presiding Person without Discussion**

4:04pm 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.

8. **Declarations of Members and Officers Interests**

4:05pm The Chairperson noted the interests declared in Items 8.1 to 8.4 and asked if there were any further interests to declare.

<table>
<thead>
<tr>
<th>8.1 Item CD-002/18</th>
<th>Recommendations from the Community Grants Program Committee Meeting held on 18 January 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councillor:</td>
<td>Cr Andrew Burns</td>
</tr>
<tr>
<td>Type of Interest:</td>
<td>Impartiality</td>
</tr>
<tr>
<td>Nature of Interest:</td>
<td>Cr Burns is a Board Member of the PCYC Management Committee</td>
</tr>
<tr>
<td>Extent of Interest:</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8.2 Item CD-002/18</th>
<th>Recommendations from the Community Grants Program Committee Meeting held on 18 January 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councillor:</td>
<td>Cr Chris Elliott</td>
</tr>
<tr>
<td>Type of Interest:</td>
<td>Impartiality</td>
</tr>
<tr>
<td>Nature of Interest:</td>
<td>Cr Elliott attends Golden Bay Primary School Board meetings</td>
</tr>
<tr>
<td>Extent of Interest:</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
8.3 Item CD-002/18 Recommendations from the Community Grants Program Committee Meeting held on 18 January 2018
Officer: Mr Michael Holland, Director Community Development
Type of Interest: Impartiality
Nature of Interest: Mr Holland is President of Rockingham Sporting Football and Social Club Inc.
Extent of Interest: Not Applicable

8.4 Item CD-002/18 Recommendations from the Community Grants Program Committee Meeting held on 18 January 2018
Officer: Ms Mary-Jane Rigby, Manager Community Capacity Building
Type of Interest: Impartiality
Nature of Interest: Ms Rigby is a Board Member of the PCYC Management Committee
Extent of Interest: Not Applicable

8.5 Item CD-002/18 Recommendations from the Community Grants Program Committee Meeting held on 18 January 2018
Councillor: Cr Joy Stewart
Type of Interest: Impartiality
Nature of Interest: Cr Stewart is a patron of the Rockingham Museum.
Extent of Interest: Not Applicable

9. Petitions/Deputations/Presentations/Submissions
Nil

10. Matters for which the Meeting may be Closed
Nil

11. Bulletin Items
Corporate and General Management Services Information Bulletin – February 2018
Corporate Services
1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Team Plan and Budgeting Module
   3.2 Mobile Computing - Infringements
   3.3 Email Archive Solution
   3.4 Implementation of a Contracts Register
   3.5 Customer Service Call Recordings
   3.6 Upgrade System Centre Configuration Manager (SCCM) and Windows 10 Standard Operating Environment (SOE)
   3.7 Electronic Floodlight Pre-payment Solution Trial
   3.8 Landfill Capping of Cells 12 to 15
<table>
<thead>
<tr>
<th>4. Information Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Amendment to Rate Record - Non-rateable Land s6.26 (2) (g) of the Local Government Act</td>
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<td>4.2 Change of Basis of Rates</td>
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<tr>
<td>4.3 List of Payments January 2018</td>
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<tr>
<td>4.4 Monthly Financial Management Report December 2017</td>
</tr>
<tr>
<td>4.5 Awarding of Tenders by CEO - Delegated Authority</td>
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<tr>
<td>4.6 Development Contribution Scheme</td>
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<tr>
<td>4.7 Lease Management</td>
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<tr>
<td>4.8 Excisions</td>
</tr>
<tr>
<td>4.9 Waste Collection Services; Kerbside Bin Collection</td>
</tr>
<tr>
<td>4.10 Landfill Services; Landfill Statistics</td>
</tr>
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</table>

**Governance and Councillor Support**

1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Review of Local Laws
   - 3.2 Optimisation of Tablet Technology for Business Papers
   - 3.3 Review of Council Policy, Code of Conduct, Guides
4. Information Items
   - 4.1 Freedom of Information (FOI) Requests
   - 4.2 Australian Coastal Councils Association Inc. Newsletter
   - 4.3 Citizenships
   - 4.4 Coming Events
   - 4.5 Notice of Motion – Status Report

**Human Resources**

1. Human Resources Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Employee Wellness Programme
   - 3.2 Corporate Training Programme
   - 3.3 RESPECT Programme
   - 3.4 Occupational Safety and Health (OSH) Programme
   - 3.5 Leadership and Management Programme
4. Information Items
   - 4.1 Recruitment
   - 4.2 Occupational Safety and Health Statistics

**Strategy and Corporate Communications**

1. Strategy and Corporate Communications Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Risk Management Framework
   - 3.2 Re-development of Community Plan 2019-2029
   - 3.3 Implementation and Printing of Community Plan
   - 3.4 Governance Portal – Rock Port
   - 3.5 Community Plan Strategy Focus Groups
   - 3.6 LGMA Benchmarking Project
   - 3.7 Replacement of Signage
   - 3.8 Tourism and Marketing
4. Information Items
   4.1 Organisational performance measurement
   4.2 Community Engagement
   4.3 8th Generation Team Plans
   4.4 Social Media
   4.5 Media Tracking

**Investment Attraction**
1. Investment Attraction Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Commercial Business and Property Investment Attraction - General
   3.2 Commercial Business and Property Investment Attraction - Defence
   3.3 Small Business Support
   3.4 Economic Development Strategy
   3.5 Rockingham Technopole
4. Information Items
   4.1 Various Meetings

**Legal Services & General Counsel**
1. Legal Services & General Counsel Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   Provision of Legal Advice
   4.1 Legal Advice – Local Government Operational Matters
   4.2 State Administrative Tribunal Matters
   4.3 Supreme Court
   4.4 Training and Professional Development

**Committee Recommendation**

Moved Cr Liley, seconded Cr Jones:

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – February 2018 and the content be accepted.

Committee Voting – 5/0

**Community Development Information Bulletin – February 2018**

**Community Support and Safety Services**
1. Community Support and Safety Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Youth and Community Support Services
   4.2 Rockingham Connect Community Transport Project
   4.3 Community Safety
   4.4 Compliance Community Engagement

**Library Services**
1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
### 4. Information items

- 4.1 December 2017 Library Services Statistics
- 4.2 Mary Davies Library and Community Centre
- 4.3 Rockingham Central Library
- 4.4 Safety Bay Library
- 4.5 Warnbro Community Library
- 4.6 December 2017 Library Services Facebook Statistics

### Community Infrastructure Planning

1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Baldivis District Sporting Complex
   - 3.2 Veteran's Memorial Skate Park (Port Kennedy) – Planning and Concept Design
   - 3.3 Baldivis Outdoor Recreation Space – Planning and Concept Design
   - 3.4 Rockingham Central (Library / Youth / Community Centre) - Planning and Concept Design
   - 3.5 Baldivis Outdoor Courts - Planning
4. Information Items
   - 4.1 Koorana Reserve Master Plan
   - 4.2 Projects in progress

### Community Capacity Building

1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 KidSport
   - 3.2 Perth Symphony Orchestra
4. Information Items
   - 4.1 Community Grants Program
   - 4.2 Community Capacity Building
   - 4.3 Seniors
   - 4.4 Youth Development
   - 4.5 Sport, Recreation and Health and Wellbeing
   - 4.6 Cultural Development and the Arts

### Community and Leisure Facilities

1. Community and Leisure Facilities Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   - 4.1 Mike Barnett Sports Complex
   - 4.2 Warnbro Community Recreation Centre
   - 4.3 Aqua Jetty
   - 4.4 Rockingham Aquatic Centre
   - 4.5 Gary Holland Community Centre
   - 4.6 Autumn Centre
   - 4.7 Mike Barnett Sports Complex Transition Update
Committee Recommendation

Moved Cr Liley, seconded Cr Burns:
That Councillors acknowledge having read the Community Development Information Bulletin – February 2018 and the content be accepted.

Committee Voting – 5/0
12. Agenda Items

General Management Services

<table>
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<th>GM-004/18</th>
<th>Tourism Strategy Development Advisory Group (Absolute Majority)</th>
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<td>File No:</td>
<td>ECD/114</td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Ms Jo Hunter, Senior Projects Officer</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Andrew Hammond, Chief Executive Officer</td>
<td></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>20 February 2018</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>Executive</td>
<td></td>
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<tr>
<td>Previously before Council:</td>
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<tr>
<td>Disclosure of Interest:</td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
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<tr>
<td>Site:</td>
<td></td>
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<tr>
<td>Lot Area:</td>
<td></td>
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<tr>
<td>Attachments:</td>
<td></td>
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<tr>
<td>Maps/Diagrams:</td>
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Purpose of Report

To seek Council approval for establishing an advisory committee named Tourism Strategy Development Advisory Group (TSDAG) and appointing its members.

Background

At its 23 January 2018 Meeting, Council directed the Chief Executive Officer to oversee the development of a tourism strategy incorporating the following key elements:

a. Destination marketing
b. Visitor servicing
c. Events
d. MICE (Meetings, Incentives, Conferences and Events)
e. Attractions and facilities.

The City commenced a process to establish a committee to provide expert input during the strategy development process.
The Rockingham Visitor Centre was asked to nominate a member from among Rockingham’s tourism operators, a member from Tourism Rockingham and a member from the Visitor Centre.

The Rockingham Kwinana Chamber of Commerce (RKCC) was asked to nominate a member from Rockingham’s food and beverage industry, a member from the accommodation sector and a member from RKCC.

The City made direct approaches to key tourism stakeholders and industry experts.

**Details**

The TSDAG will have the following terms of reference: “To provide local industry perspectives and expert advice during the development of Rockingham’s tourism strategy. Once satisfied with the strategy, to make a recommendation to Council that the strategy be endorsed.”

The following people have agreed to participate in the TSDAG:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glenn Sell</td>
<td>Owner</td>
<td>Hogsbreath/Funky's Mexican Cantina</td>
</tr>
<tr>
<td>Robert McGavin</td>
<td>Owner</td>
<td>Rockingham Apartments</td>
</tr>
<tr>
<td>Aaron Heath</td>
<td>Director</td>
<td>Rockingham Wild Encounters</td>
</tr>
<tr>
<td>David Charles</td>
<td>Parks and Visitor Services Coordinator, Swan Coastal District</td>
<td>Department of Biodiversity, Conservation and Attractions</td>
</tr>
<tr>
<td>Tracey Cinavas-Prosser</td>
<td>Executive Director, Stakeholder Relations</td>
<td>Perth Convention Bureau</td>
</tr>
<tr>
<td>Kym Francesconi</td>
<td>Partnership Manager</td>
<td>Tourism WA</td>
</tr>
<tr>
<td>Noeleen Pearson</td>
<td>CEO</td>
<td>Experience Perth</td>
</tr>
<tr>
<td>Aaron Heath</td>
<td>Vice President</td>
<td>Tourism Rockingham</td>
</tr>
<tr>
<td>Scott Hewitt</td>
<td>Manager</td>
<td>Rockingham Visitor Centre</td>
</tr>
<tr>
<td>Tony Solin</td>
<td>CEO</td>
<td>Rockingham Kwinana Chamber of Commerce</td>
</tr>
<tr>
<td>Councillor________</td>
<td>Councillor</td>
<td>City of Rockingham Council</td>
</tr>
<tr>
<td>Councillor________(Deputy)</td>
<td>Councillor</td>
<td>City of Rockingham Council</td>
</tr>
</tbody>
</table>

**Implications to Consider**

a. **Consultation with the Community**
   
   The community stakeholders listed above were invited to be members of the committee and have agreed to participate.

b. **Consultation with Government Agencies**
   
   The government stakeholders listed above were invited to be members of the committee and have agreed to participate.

c. **Strategic**
   
   **Community Plan**
   
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objectives contained in the Community Plan 2015-2025:
Aspiration A: A Tourism Lifestyle

Strategic Objective: Investment Attraction - A strategic and focussed approach to attracting major investment to the City's coastal nodes, City Centre and inland settlements that promotes quality retail, commercial and residential development, improved civic infrastructure and leisure tourism experiences for residents and visitors.

d. Policy
The Governance and Meeting Framework Policy identifies and guides the operations of advisory committees established by Council.
The policy will be amended to include the TSDAG.

e. Financial
Nil

f. Legal and Statutory
Section 5.8 of the Local Government Act 1995 provides that:
A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.
*Absolute majority required.
Section 5.9 (2) (d) of the Local Government Act 1995 provides that:
A committee may comprise of council members and other persons.

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 proposed TSDAG combines key industry and expert stakeholders to ensure the quality of our tourism strategy. The TSDAG will meet four times over the period March and April 2018. Once the Tourism Strategy has been endorsed by Council, the TSDAG will be disbanded. We anticipate that the Tourism Strategy will include an action to form a Tourism Marketing Advisory Committee that will have an ongoing advisory role in the City's tourism marketing.

Voting Requirements
Absolute Majority

Officer Recommendation
That Council:
1. ESTABLISHES the following advisory committee:
   Name:
   Tourism Strategy Development Advisory Group (TSDAG)
   Terms of reference:
   To provide local industry perspectives and expert advice during the development of Rockingham’s tourism strategy. Once satisfied with the strategy, to make a recommendation to Council that the strategy be endorsed.
Composition:
Nine (9) members representing Rockingham tourism stakeholders and industry experts, one (1) Councillor and one (1) Deputy
Executive support: General Management Services, Strategy and Corporate Communications

2. **APPOINTS** the following people to the Committee:
   - Glenn Sell
   - Robert McGavin
   - Aaron Heath
   - David Charles
   - Tracey Cinavas-Prosser
   - Kym Francesconi
   - Noeleen Pearson
   - Scott Hewitt
   - Tony Solin
   - Councillor______________
   - Councillor______________ (Deputy)

**Committee Recommendation**

 Moved Cr Liley, seconded Cr Jones:
That Council:

1. **ESTABLISHES** the following advisory committee:
   
   **Name:**
   Tourism Strategy Development Advisory Group (TSDAG)
   
   **Terms of reference:**
   To provide local industry perspectives and expert advice during the development of Rockingham’s tourism strategy. Once satisfied with the strategy, to make a recommendation to Council that the strategy be endorsed.
   
   **Composition:**
   Nine (9) members representing Rockingham tourism stakeholders and industry experts, one (1) Councillor and one (1) Deputy
   
   Executive support: General Management Services, Strategy and Corporate Communications

2. **APPOINTS** the following people to the Committee:
   
   - Glenn Sell
   - Robert McGavin
   - Aaron Heath
   - David Charles
   - Tracey Cinavas-Prosser
   - Kym Francesconi
   - Noeleen Pearson
   - Scott Hewitt
   - Tony Solin

   Committee Voting – 5/0
Moved Cr Jones, seconded Cr Downham:
That Council **APPOINTS** the following Councillors to the Committee:
- Cr Andrew Burns
- Cr Matthew Whitfield (Deputy)

Committee Voting – 5/0

<table>
<thead>
<tr>
<th>The Committee's Reason for Varying the Officer's Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
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</table>

<table>
<thead>
<tr>
<th>Implications of the Changes to the Officer's Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
## Community Development

### Community Capacity Building

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-002/18 Recommendations from the Community Grants Program Committee Meeting held on 18 January 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GRS/48-02</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Andrea Clark, Community Development Officer</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Ms Belinda Trowbridge, Coordinator Community Capacity, Ms Jillian Obiri-Boateng, Manager Community Capacity Building</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>20 February 2018</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cr Burns declared an Impartiality Interest in item CD-002/18 Recommendations from the Community Grants Committee Meeting held on 18 January 2018 (Item 9.3 Community Grants Program applications Round Three 2017/2018) as detailed in Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) regulations 2007, as he is a Board Member of the PCYC Management Committee</td>
</tr>
<tr>
<td></td>
<td>Cr Elliott declared an Impartiality Interest in item CD-002/18 Recommendations from the Community Grants Committee Meeting held on 18 January 2018 (Item 9.3 Community Grants Program applications Round Three 2017/2018) as detailed in Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) regulations 2007, as he is in attendance at Golden Bay Primary School Board meetings.</td>
</tr>
<tr>
<td></td>
<td>Ms Mary-Jane Rigby declared an Impartiality Interest in item CD-002/18 Recommendations from the Community Grants Committee Meeting held on 18 January 2018 (Item 9.3 Community Grants Program applications Round Three 2017/2018) as detailed in Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) regulations 2007, as she is a Board Member of the PCYC Management Committee</td>
</tr>
<tr>
<td></td>
<td>Mr Michael Holland declared an Impartiality Interest in item CD-002/18 Recommendations from the Community Grants Committee Meeting held on 18 January 2018 (Item 9.3 Community Grants Program applications Round Three 2017/2018) as detailed in Clause 3.3 of Council’s Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) regulations 2007, as he is President of Rockingham Sporting Football and Social Club Inc.</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
</tr>
</tbody>
</table>
**Attachments:**
Minutes of the Community Grants Program Committee Meeting held on 18 January 2018

**Maps/Diagrams:**

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**Purpose of Report**
That Council approves the Community Grants Program (CGP) Committee recommendations as listed in the report.

**Recommendations to the Corporate and Community Development Committee**

**Advisory Committee Recommendation 1 of 3:**
Amend Terms of Reference, Composition and Adopt Assessment Criteria for the Community Grants Program

That Council:

1. **AMENDS** the Terms of Reference for the Community Grants Program Committee to read:
   
   To consider and make recommendations to Council regarding the Major Grant, Major Event Sponsorship, and Infrastructure and Planning Development Grant applications, and to provide feedback to staff on the Community Grants Program.

2. **AMENDS** the composition wording for the Community Grants Program Committee to read:
   
   - Includes four Councillors and four deputies.
   - Executive Support is Community Development, Community Capacity Building.
   - Meetings held three times per year or as required.

3. **ADOPTS** the following assessment criteria for funding applications for the Community Grants Program 2018-2020:

   **Assessment Criteria**
   
   - Good description of short term and/or long term community benefits
   - Alignment with City strategies
   - Amount of community involvement in the program/event:
     - (demonstrates types of community members involved)
     - (Community impact – time / number of people / outcomes)
   - Amount of volunteer involvement in program/event
   - Recognition for the City
   - Financial capacity of applicant to deliver the event
   - Partnerships with other groups and/or consultation
   - Other funding sources
   - Capacity of program/event to grow and become sustainable in future
   - Major events – short term and/or long term economic benefits
   - Major events – attraction of overnight stays
   - Governance and management of applicant organisation
   - Project justification
   - Financial commitment (applicants dollar contribution / reason why not included)
   - Project planning
   - Design (IPDG only)
Priority Areas

- Supports Community Wellbeing
- Celebrates place, funding an event or champions an issue
- Supports Economic Development
- Addresses Disadvantage
- Grows organisation; good governance; and/or sustainability
- Supports fundraising initiative

Officer Recommendation if Different to Advisory Committee Recommendation

Nil

The Officer’s Reason for Varying the Advisory Committee Recommendation

Nil

Background

The Community Grants Program (CGP) Committee is required to consider and recommend funding application assessment criteria, review the Terms of Reference and the committee composition for 2018-2020.

The CGP required minor amendments to ensure clarity for the 2018-2020 period, inclusive of the following sections: assessment criteria, composition of the CGP committee and priority areas.

The CGP aims to provide assistance to incorporated organisations/associations that can deliver meaningful benefits and outcomes in the target areas of community development, sport and recreation, economic development, environment and heritage, culture and the arts, emergency services.

Implications to Consider

a. 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 Community Plan 2015-2025:

Aspiration B: A Strong Community

Strategic Objective: Capacity and Wellbeing: - A healthy community that volunteers, embraces lifelong learning and cultural awareness, and is involved with a diverse range of vibrant and sustainable community, sporting, cultural and artistic organisations and pursuits.

b. Policy

The CGP operates in line with the Governance and Meeting Framework Policy.

c. Financial

Nil

d. Legal and Statutory

Nil

e. Voting Requirements

Simple Majority
f. **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

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**Advisory Committee Recommendation 2 of 3:**

**Adopts the amended Community Grants Program Policy**

That Council **ADOPTS** the amended Community Grants Program Policy to read:

**Council Policy Objective**

To provide financial assistance to community groups and individuals that will build capacity within the community, stimulate volunteering and youth development, and deliver sustainable, accessible and demonstrated social, environmental and economic benefits.

**Council Policy Scope**

Funding for individuals (resident) and incorporated not-for-profit organisations/associations, or those limited by guarantee based or providing services within the Rockingham community.

**Council Policy Statement**

The Community Grants Programs aims to provide assistance to individuals and incorporated organisations/associations that can deliver meaningful benefits and outcomes in the following target areas:

- Community Development
- Sport and Recreation
- Economic Development
- Environment and Heritage
- Culture and the Arts
- Emergency Services

**Grant Categories**

**Minor Grants up to $3000**

Travel Subsidy Grants – A grant is available to individuals and teams who are authorised by their association’s governing body to participate in accredited interstate and international competitions travelling outside of Western Australia, for the following amounts:

- Interstate Travel Individual: $150
- Interstate Travel Team: $300
- International Travel Individual: $300
- International Travel Team: $500

Youth Encouragement Grants – A grant of up to $500 is available to individuals between the ages of 12 and 24 to participate in programs and events that financial or personal circumstances would normally preclude them from prevent their participation.

General Grants - A grant of up to $3000 is available to incorporated associations to assist with the delivery of programs and events that deliver outcomes and benefits to identified target areas.

Minor grants are to be considered by the CEO. Formal acquittal processes are not mandatory but may be requested if considered appropriate.
Major Grants up to $10,000

A grant of between $3,001 and $10,000 is available to incorporated associations to assist with the delivery of programs and events that deliver outcomes and benefits to identified target areas.

Major grants are to be considered by the Community Grants Program Committee and a formal grant acquittal process is required.

Major Events Sponsorship

Sponsorship of up to $20,000 per annum for up to 3 years is available to incorporated not-for-profit associations and those limited by guarantee to assist with the delivery of events that deliver significant benefits to identified target areas. All applicants must demonstrate significant volunteer involvement and identify the City as a major sponsor.

Economic Development Events: Past evidence of a successful event in the previous calendar years that has made a significant contribution to the aims and objectives of the City’s Economic Development Strategy.

Community Development Events: Past evidence of the delivery of a successful event in the previous calendar year (or years) that attracted at least 5000 people and was conducted in a strategic location that serviced a discrete geographical area. Applicants must demonstrate a legitimate and long standing association with that discrete area.

As an inaugural event cannot demonstrate past evidence of a successful event, the applicant must demonstrate within the application all other criteria requirements to be eligible for up to $20,000 for one year only.

Major Events Sponsorship Grants are to be considered by the Community Grants Program Committee and a formal grant acquittal process is required.

City Infrastructure Grants

Leased/Licenced Property Grants: Maintenance – grants of up to $10,000 per year are available to incorporated not-for-profit associations and those limited by guarantee that lease/licence City owned facilities to assist with the maintenance obligations provided for in their lease/licence.

Leased Property Grants: Rates Subsidy - a grant equal to the amount of rates levied on City properties leased to incorporated associations will be applied to those properties’ annual rate liability.

Infrastructure Planning and Development Grants: Grants of up to 50% of the total project cost, to a maximum amount of $30,000 are available to assist incorporated associations in the planning and development of the establishment, enhancement or extension of community facilities. Projects must be undertaken on City owned or managed land or land owned by the Department of Education where a shared use agreement is in place.

Maintenance and Rate Subsidy Grants will be considered by the CEO.

Infrastructure Planning and Development Grants will be considered by the Community Grants Program Committee, Corporate and Community Development Standing Committee / Council.

Funding Application Assessment Criteria

Immediately following the Council elections, election of Committees and the election of the Presiding Member the first item of business for the Community Grants Program Committee is to consider and recommend priority areas and funding application assessment criteria that will prevail for the forthcoming two years for Council consideration.

All decisions, including those made under delegation by the CEO will be guided by these criteria.

Community Grants Program Committee

The Community Grants Program Committee will consider applications over three funding rounds per annum and applying as far as are practicable one third of budgeted funds in each round. All staff recommendations to the committee must be developed by officers working within the division team that is closest aligned to the target area.
Ineligibility

Individuals (except for Travel Subsidy and Youth Encouragement Grants); Schools (except for teams in the Travel Subsidy Grant); public companies (except for those limited by guarantee); private companies; Local, State or Federal Government authorities/ agencies. Bonds, employee salaries/wages, seasonal ground allocation and event management fees.

Auspice Organisation

Ensures:

- that the program/event for which the funding is sought, furthers the mission/objectives of their organisation in some way
- checks the constituent documents (constitution, rules, by-laws)
- that entering into the auspicing agreement is consistent with the objectives and powers of their organisation.

In the context of grant applications, an auspice organisation is legally and financially responsible to receive the approved grant money, ensure program/event is completed on time, submits acquittal and evaluation report.

Perception of Bias

In accordance with best practice public sector transparency and accountability principles, all committee members and staff who are, or have in the last three years, been a board member, committee member, executive member or life member of an association applying for funds, shall disqualify themselves from all aspects of the consideration process from receipt of application through to consideration at the Community Grants Program Committee.

Prohibit Complimentary Tickets for City of Rockingham Funded Events

Councillors and staff shall not accept complimentary tickets, where such tickets have monetary value, to attend events that have been funded or sponsored by the Community Grants Program.

Councillors and staff can only attend such events in order to perform an official or civic function or by their own personal financial means.

Councillors and staff can accept tickets to events funded or sponsored by the Community Grants Program provided that those tickets have no monetary value and are available free of charge to the general public.

Executive Policies and Procedures

The CEO shall ensure that executive policies and procedures are implemented that provide for the effective and equitable consideration, approval, distribution, measurement and acquittal of grant funds.

Definitions

Maintenance - means regular ongoing day to day work necessary to keep assets operating and to achieve its optimum life expectancy. Example – painting, glazing, air conditioning repairs, tap seal repairs.

Incorporated Associations - An “incorporated association”:
(a) Cannot operate for the profit or gain of its individual members;
(b) Contributes to the community in a social, sporting, cultural, environmental or charitable context; and
(c) Demonstrates local volunteer involvement

Company Limited by Guarantee (CLG)

Specialised form of public company designed for non-profit organisations. In Australia companies limited by guarantee are subject to the Corporations Act 2001 (Commonwealth) and administered by the Australian Securities and Investments Commission (ASIC).
**Auspice Organisation** - is an incorporated organisation that applies for a grant on behalf of an unincorporated organisation. The auspice organisation is responsible for the financial management of the grant. An auspice agreement is a legally binding contract. It sets out the legal obligations of both organisations toward each other and in relation to any specific funding or other agreements.

**Legislation**
Nil

**Other Relevant Policies/ Key Documents**
- Strategic Community Plan 2015-2025
- Governance and Meeting Framework Policy
- Leasing Policy
- Asset Register
- Other Community Plan Strategy Documents
- Delegations Register

**Responsible Division**
Community Development

**Review Date**
Review every two years

**Officer Recommendation if Different to Advisory Committee Recommendation**
Nil

**The Officer’s Reason for Varying the Advisory Committee Recommendation**
Nil

**Background**
The Community Grants Program (CGP) Policy was adopted by Council in August 2015. The newly appointed CGP Committee is required to review the CGP Policy.

Officers have reviewed the CGP Policy and identified that clarification is required regarding:
- Incorporation clarification
- Youth Encouragement Grants
- Community Grants Program Committee
- Funding Application Assessment Criteria
- Ineligibility
- Auspice Organisation
- Perception of Bias

The City is committed to supporting not-for-profit organisations/associations (community groups and clubs) to assist with the delivery of programs, projects, initiatives and events that benefit the Rockingham community.

The CGP has four key areas comprising Minor Grants (Travel Subsidy Grant, Youth Encouragement Grants, General Grants), Major Grants, Major Events Sponsorship and City Infrastructure Grants (Leased Property Grants, Infrastructure Planning and Development Grants).

It is important that the Council Policy reflects the intent of the CGP and provides clarity for the community, regarding the areas identified.

Simple Majority was not achieved for both Clear Pilot motions at the Community Grants Program Committee Meeting on 18 January 2018. As per the Local Government Act 5.20 Section 2 Decisions of Councils and Committees, a decision of a committee does not have effect unless it has been made by a simple majority or, if another kind of majority has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.
One motion supported Clear Pilot in the recommended amount of $4200 to fund venue hire, website and newspaper advertising of the Smart Program Pilot as it was deemed appropriate for an unproven organisation.

One motion supported Clear Pilot in the amount of $7200 to fund venue hire, website, newspaper advertising, projector and video productions of the Smart Program Pilot due to concerns the program could not go ahead without the additional funds.

As there is no Advisory Committee recommendation, there is a need to ensure that a simple majority vote is attained for the Clear Pilot application.

**Implications to Consider**

a. **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 Community Plan 2015-2025:
     - **Aspiration B:** A Strong Community
     - **Strategic Objective:** Capacity and Wellbeing: - A healthy community that volunteers, embraces lifelong learning and cultural awareness, and is involved with a diverse range of vibrant and sustainable community, sporting, cultural and artistic organisations and pursuits.

b. **Policy**
   - The amended CGP Policy is supported by the CGP Policy and the Governance and Meeting Framework Policy. The CGP will be amended to reflect the changes as approved by Council.

c. **Financial**
   - Nil

d. **Legal and Statutory**
   - Nil

e. **Voting Requirements**
   - Simple Majority

f. **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

**Advisory Committee Recommendation 3 of 3:**

**Approvals of the Community Grants Program Round Three 2017/2018**

That Council:

1. **APPROVES** the allocation of funds for Major Grants and Infrastructure Planning and Development Grants under the 2017/2018 Community Grants Program Round Three, subject to listed additional conditions:
<table>
<thead>
<tr>
<th>Major Grants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9er Association of Western Australia Inc.</strong></td>
<td>5525</td>
<td>3500</td>
<td>3500</td>
</tr>
<tr>
<td>2018 WA29er State Championships</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Baldivis Children's Forest Inc.</strong></td>
<td>9974.07</td>
<td>9974.07</td>
<td>9974.07</td>
</tr>
<tr>
<td>Financial assistance with annual administration and running costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Camp Kulin Charities Inc.</strong></td>
<td>6620</td>
<td>6620</td>
<td>6620</td>
</tr>
<tr>
<td>Youth Disney Ball - Camp Kulin Fundraiser</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Friends of Rockingham Arts Centre Inc.</strong></td>
<td>10,000</td>
<td>7450</td>
<td>*$8450</td>
</tr>
<tr>
<td>Out of the Blue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>River of Life Christian City Church Ltd TA C3 Church Rockingham</strong></td>
<td>7480.55</td>
<td>2255</td>
<td>2255</td>
</tr>
<tr>
<td>Everymum's Playgroup</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SG Youth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kids Creative Workshops</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Rockingham Districts Historical Society Inc.</strong></td>
<td>8000</td>
<td>8000</td>
<td>8000</td>
</tr>
<tr>
<td>Operational Funding for the Rockingham Museum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Rockingham Triathlon Club Inc.</strong></td>
<td>9200</td>
<td>5050</td>
<td>5050</td>
</tr>
<tr>
<td>Shoalwater Olympic Distance Classic Triathlon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Seniors Recreation Council of WA Inc.</strong></td>
<td>10,000</td>
<td>9976</td>
<td>10,000</td>
</tr>
<tr>
<td>Rockingham's Have A Go Day</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Grant Conditions:**
- Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the event.
- Subject to providing evidence of identified accredited training opportunities for staff and volunteers (e.g. accounting, governance, business).

- Subject to the successful funding outcome (Mental Health Week Grant of $1000 towards opening night) being known to the organisation. City of Rockingham funding will not be paid to your organisation until proof of funding outcome is provided to the City (if successful the City funding will be $7450; if unsuccessful the City funding will be $8450).
### Major Grants

<table>
<thead>
<tr>
<th>Organization</th>
<th>Activity Description</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>South East Regional Centre for Urban Landcare Inc.</td>
<td>Control of serious weeds on the southern road verge of Paganoni Road, Karnup</td>
<td>7040</td>
<td>7040</td>
<td>7040</td>
</tr>
<tr>
<td>The Federation of Western Australian Police and Community Youth Centres Inc.</td>
<td>Basketball at Rockingham PCYC</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
</tbody>
</table>

**Additional Grant Condition:**
- Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the event.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Activity Description</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Perth Diocesan Trustees Trading As The Anglican Parish of Warnbro</td>
<td>St Brendan's Homeless Respite</td>
<td>8800</td>
<td>8800</td>
<td>8800</td>
</tr>
</tbody>
</table>

Total: $92,639.62 $78,665.07 $79,689.07

### Infrastructure Planning and Development Grants

<table>
<thead>
<tr>
<th>Organization</th>
<th>Activity Description</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowls Safety Bay</td>
<td>D green replacement</td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Rockingham Sporting Football &amp; Social Club</td>
<td>Canteen extension and upgrade</td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Rockingham Model Railway Group</td>
<td>Hobby Hub Feasibility Study</td>
<td>19,500</td>
<td>19,480</td>
<td>19,480</td>
</tr>
</tbody>
</table>

**Additional grant conditions:**
- Award of IPDG funding to be subject to the success of the Lotterywest funding application, or confirmation of an alternative funding source for the remainder of the project cost.

<table>
<thead>
<tr>
<th>Organization</th>
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<th>Amount Requested ($)</th>
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</thead>
<tbody>
<tr>
<td>Golden Bay Primary School P&amp;C Association</td>
<td>Joint use fitness track</td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
</tr>
</tbody>
</table>

Total: $109,500 $109,480 $109,480
2. **NOT APPROVES** the allocation of funds for Major Grant under the 2017/2018 Community Grants Program Round Three:

<table>
<thead>
<tr>
<th>Major Grant</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Committee Recommendation ($)</th>
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</thead>
<tbody>
<tr>
<td>The Churches Commission on Education T/A YouthCare</td>
<td>10,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>School Chaplaincy in the Rockingham region (specifically Warnbro Primary School, Settlers Primary School, Waikiki Primary School)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$10,000</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
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</table>

**Officer Recommendation if Different to Advisory Committee Recommendation**

1. That Council **APPROVES** the allocation of funds for Major Grants and Infrastructure Planning and Development Grants under the 2017/2018 Community Grants Program Round Three, subject to listed additional conditions:

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**Additional Grant Conditions:**

- Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the event.
- Subject to providing evidence of identified accredited training opportunities for staff and volunteers (e.g. accounting, governance, business)

**Additional Grant Conditions:**

- Subject to providing the City with the program (group session) dates and quantitative and qualitative results of the pilot.

**Additional Grant Conditions:**

- Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the event.
- *Subject to Friends of Rockingham Arts Centre Inc. notifying the City of a successful funding outcome (Mental Health Week Grant of $1000 towards opening night). If successful the City funding will be $7450; if unsuccessful the City funding will be $8450.
## Major Grants

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<td><strong>Total</strong></td>
<td><strong>$92,639.62</strong></td>
<td><strong>$79,689.07</strong></td>
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## Infrastructure Planning and Development Grants

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Additional grant conditions:
- Award of IPDG funding to be subject to the success of the Lotterywest funding application, or confirmation of an alternative funding source for the remainder of the project cost.

| Golden Bay Primary School P&C Association | 30,000 | 30,000 |
| Joint use fitness track | | |
| **Total** | **$109,500** | **$109,480** |

2. That Council **APPROVES** the allocation of funds for Major Grants under the 2017/2018 Community Grants Program Round Three for Clear Pilot Incorporated, subject to listed condition:

<table>
<thead>
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<th>Major Grant</th>
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<tbody>
<tr>
<td>Clear Pilot Incorporated</td>
<td>10,000</td>
<td>4200</td>
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**Additional Grant Conditions:**
- Subject to providing the City with the program (group session) dates and quantitative and qualitative results of the pilot.

**Total** | **$10,000** | **4200** |

3. That Council **NOT APPROVES** the allocation of funds for Major Grant under the 2017/2018 Community Grants Program Round Three:

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<th>Major Grant</th>
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</thead>
<tbody>
<tr>
<td>The Churches Commission on Education T/A YouthCare</td>
<td>10,000</td>
<td>0</td>
</tr>
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</table>

**The Officer’s Reason for Varying the Advisory Committee Recommendation**

As per the minutes of the Community Grants Committee meeting held on 18 January 2018, there were two recommendations made regarding the Clear Pilot application. Both recommendations attracted a 2/2 vote, with the Presiding Member choosing not to cast a deciding vote. As such there was no recommendation made regarding the Clear Pilot application at the Community Grants Program Committee. Therefore the substantive recommendation presented to the Corporate and Community Development Committee is the Officer recommendation.

The Officer recommendation was based on Clear Pilot being a newly developed unproven organisation. The amount recommended would fund the essentials of venue hire, website and newspaper advertising to enable the running of the pilot program.

**Background**

Applications for round three were invited from the community and closed 4.30pm Friday 24 November 2017.
A total of 19 applications were received in round three of the CGP, however two applications were incomplete leaving 17 applications being assessed.

Major Event Sponsorship – nil
Major Grants – 13 applications
Infrastructure Planning and Development Grants – 4 applications

**Implications to Consider**

a. **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 Community Plan 2015-2025:

   **Aspiration B:** A Strong Community
   **Strategic Objective:** Capacity and Wellbeing: - A healthy community that volunteers, embraces lifelong learning and cultural awareness, and is involved with a diverse range of vibrant and sustainable community, sporting, cultural and artistic organisations and pursuits.

b. **Policy**

   The CGP operates in line with the CGP Policy and the Governance and Meeting Framework Policy.

c. **Financial**

   If Council approves the CGP Committee recommendation, funds will be used from the 2017/2018 CGP budget. CGP has an allocated budget of $546,000 with a balance of $169,735 prior to this round. IPDG has an allocated budget of $154,000 with a balance of $113,015 prior to this round.

d. **Legal and Statutory**

   LGA 5.20 (2) Decisions of Councils and Committees, a decision of a committee does not have effect unless it has been made by a simple majority or, if another kind of majority has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.

e. **Voting Requirements**

   Simple Majority

f. **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

**Committee Recommendation**

Moved Cr Liley, seconded Cr Burns:

That Council:

1. **AMENDS** the Terms of Reference for the Community Grants Program Committee to read:
   
   To consider and make recommendations to Council regarding the Major Grant, Major Event Sponsorship, and Infrastructure and Planning Development Grant applications, and to provide feedback to staff on the Community Grants Program.
2. **AMENDS** the composition wording for the Community Grants Program Committee to read:
   - Includes four Councillors and four deputies.
   - Executive Support is Community Development, Community Capacity Building.
   - Meetings held three times per year or as required.

3. **ADOPTS** the following assessment criteria for funding applications for the Community Grants Program 2018-2020:

   **Assessment Criteria**
   - Good description of short term and/or long term community benefits
   - Alignment with City strategies
   - Amount of community involvement in the program/event:
     - (demonstrates types of community members involved)
     - (Community impact – time / number of people / outcomes)
   - Amount of volunteer involvement in program/event
   - Recognition for the City
   - Financial capacity of applicant to deliver the event
   - Partnerships with other groups and/or consultation
   - Other funding sources
   - Capacity of program/event to grow and become sustainable in future
   - Major events – short term and/or long term economic benefits
   - Major events – attraction of overnight stays
   - Governance and management of applicant organisation
   - Project justification
   - Financial commitment (applicants dollar contribution / reason why not included)
   - Project planning
   - Design (IPDG only)

   **Priority Areas**
   - Supports Community Wellbeing
   - Celebrates place, funding an event or champions an issue
   - Supports Economic Development
   - Addresses Disadvantage
   - Grows organisation; good governance; and/or sustainability
   - Supports fundraising initiative

     Carried – 4/1

     (Cr Downham voted against)

**Moved Cr Liley, seconded Cr Jones:**

That Council **ADOPTS** the amended Community Grants Program Policy to read:

**Council Policy Objective**

To provide financial assistance to community groups and individuals that will build capacity within the community, stimulate volunteering and youth development, and deliver sustainable, accessible and demonstrated social, environmental and economic benefits.

**Council Policy Scope**

Funding for individuals (resident) and incorporated not-for-profit organisations/associations, or those limited by guarantee based or providing services within the Rockingham community.
Council Policy Statement

The Community Grants Programs aims to provide assistance to individuals and incorporated organisations/associations that can deliver meaningful benefits and outcomes in the following target areas:

- Community Development
- Sport and Recreation
- Economic Development
- Environment and Heritage
- Culture and the Arts
- Emergency Services

Grant Categories

Minor Grants up to $3000

Travel Subsidy Grants – A grant is available to individuals and teams who are authorised by their association’s governing body to participate in accredited interstate and international competitions travelling outside of Western Australia, for the following amounts:

- Interstate Travel Individual: $150
- Interstate Travel Team: $300
- International Travel Individual: $300
- International Travel Team: $500

Youth Encouragement Grants – A grant of up to $500 is available to individuals between the ages of 12 and 24 to participate in programs and events that financial or personal circumstances would normally preclude them from prevent their participation.

General Grants - A grant of up to $3000 is available to incorporated associations to assist with the delivery of programs and events that deliver outcomes and benefits to identified target areas.

Minor grants are to be considered by the CEO. Formal acquittal processes are not mandatory but may be requested if considered appropriate.

Major Grants up to $10,000

A grant of between $3,001 and $10,000 is available to incorporated associations to assist with the delivery of programs and events that deliver outcomes and benefits to identified target areas.

Major grants are to be considered by the Community Grants Program Committee and a formal grant acquittal process is required.

Major Events Sponsorship

Sponsorship of up to $20,000 per annum for up to 3 years is available to incorporated not-for-profit associations and those limited by guarantee to assist with the delivery of events that deliver significant benefits to identified target areas. All applicants must demonstrate significant volunteer involvement and identify the City as a major sponsor.

*Economic Development Events*: Past evidence of a successful event in the previous calendar years that has made a significant contribution to the aims and objectives of the City's Economic Development Strategy.

*Community Development Events*: Past evidence of the delivery of a successful event in the previous calendar year (or years) that attracted at least 5000 people and was conducted in a strategic location that serviced a discrete geographical area. Applicants must demonstrate a legitimate and long standing association with that discrete area.

As an inaugural event cannot demonstrate past evidence of a successful event, the applicant must demonstrate within the application all other criteria requirements to be eligible for up to $20,000 for one year only.
Major Events Sponsorship Grants are to be considered by the Community Grants Program Committee and a formal grant acquittal process is required.

City Infrastructure Grants

Leased/Licenced Property Grants: Maintenance – grants of up to $10,000 per year are available to incorporated not-for-profit associations and those limited by guarantee that lease/licence City owned facilities to assist with the maintenance obligations provided for in their lease/licence.

Leased Property Grants: Rates Subsidy - a grant equal to the amount of rates levied on City properties leased to incorporated associations will be applied to those properties' annual rate liability.

Infrastructure Planning and Development Grants: Grants of up to 50% of the total project cost, to a maximum amount of $30,000 are available to assist incorporated associations in the planning and development of the establishment, enhancement or extension of community facilities. Projects must be undertaken on City owned or managed land or land owned by the Department of Education where a shared use agreement is in place.

Maintenance and Rate Subsidy Grants will be considered by the CEO.

Infrastructure Planning and Development Grants will be considered by the Community Grants Program Committee, Corporate and Community Development Standing Committee / Council.

Funding Application Assessment Criteria

Immediately following the Council elections, election of Committees and the election of the Presiding Member the first item of business for the Community Grants Program Committee is to consider and recommend priority areas and funding application assessment criteria that will prevail for the forthcoming two years for Council consideration.

All decisions, including those made under delegation by the CEO will be guided by these criteria.

Community Grants Program Committee

The Community Grants Program Committee will consider applications over three funding rounds per annum and applying as far as are practicable one third of budgeted funds in each round. All staff recommendations to the committee must be developed by officers working within the division team that is closest aligned to the target area.

Ineligibility

Individuals (except for Travel Subsidy and Youth Encouragement Grants); Schools (except for teams in the Travel Subsidy Grant); public companies (except for those limited by guarantee); private companies; Local, State or Federal Government authorities/agencies.

Bonds, employee salaries/wages, seasonal ground allocation and event management fees.

Auspice Organisation

Ensures:

- that the program/event for which the funding is sought, furthers the mission/objectives of their organisation in some way
- checks the constituent documents (constitution, rules, by-laws)
- that entering into the auspicing agreement is consistent with the objectives and powers of their organisation.

In the context of grant applications, an auspice organisation is legally and financially responsible to receive the approved grant money, ensure program/event is completed on time, submits acquittal and evaluation report.
Perception of Bias

In accordance with best practice public sector transparency and accountability principles, all committee members and staff who are, or have in the last three years, been a board member, committee member, executive member or life member of an association applying for funds, shall disqualify themselves from all aspects of the consideration process from receipt of application through to consideration at the Community Grants Program Committee.

Prohibit Complimentary Tickets for City of Rockingham Funded Events

Councillors and staff shall not accept complimentary tickets, where such tickets have monetary value, to attend events that have been funded or sponsored by the Community Grants Program.

Councillors and staff can only attend such events in order to perform an official or civic function or by their own personal financial means.

Councillors and staff can accept tickets to events funded or sponsored by the Community Grants Program provided that those tickets have no monetary value and are available free of charge to the general public.

Executive Policies and Procedures

The CEO shall ensure that executive policies and procedures are implemented that provide for the effective and equitable consideration, approval, distribution, measurement and acquittal of grant funds.

Definitions

Maintenance - means regular ongoing day to day work necessary to keep assets operating and to achieve its optimum life expectancy. Example – painting, glazing, air conditioning repairs, tap seal repairs.

Incorporated Associations - An “incorporated association”:
(d) Cannot operate for the profit or gain of its individual members;
(e) Contributes to the community in a social, sporting, cultural, environmental or charitable context; and
(f) Demonstrates local volunteer involvement

Company Limited by Guarantee (CLG)

Specialised form of public company designed for non-profit organisations. In Australia companies limited by guarantee are subject to the Corporations Act 2001 (Commonwealth) and administered by the Australian Securities and Investments Commission (ASIC).

Auspice Organisation - is an incorporated organisation that applies for a grant on behalf of an unincorporated organisation. The auspice organisation is responsible for the financial management of the grant. An auspice agreement is a legally binding contract. It sets out the legal obligations of both organisations toward each other and in relation to any specific funding or other agreements.

Legislation

Nil

Other Relevant Policies/ Key Documents

Strategic Community Plan 2015-2025
Governance and Meeting Framework Policy
Leasing Policy
Asset Register
Other Community Plan Strategy Documents
Delegations Register
Moved Cr Liley, seconded Cr Jones:
1. That Council **APPROVES** the allocation of funds for Major Grants and Infrastructure Planning and Development Grants under the 2017/2018 Community Grants Program Round Three, subject to listed additional conditions:

<table>
<thead>
<tr>
<th>Major Grants</th>
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<tbody>
<tr>
<td>9er Association of Western Australia Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018 WA29er State Championships</td>
<td>5525</td>
<td>3500</td>
</tr>
<tr>
<td>Baldivis Children's Forest Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial assistance with annual administration and running costs</td>
<td>9974.07</td>
<td>9974.07</td>
</tr>
<tr>
<td>Camp Kulin Charities Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Disney Ball - Camp Kulin Fundraiser</td>
<td>6620</td>
<td>6620</td>
</tr>
<tr>
<td>Friends of Rockingham Arts Centre Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out of the Blue</td>
<td>10,000</td>
<td>*$8450</td>
</tr>
<tr>
<td>River of Life Christian City Church Ltd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TA C3 Church Rockingham</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Everymum's Playgroup</td>
<td>7480.55</td>
<td>2255</td>
</tr>
<tr>
<td>SG Youth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kids Creative Workshops</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rockingham Districts Historical Society Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational Funding for the Rockingham Museum</td>
<td>8000</td>
<td>8000</td>
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</table>

**Additional Grant Conditions:**
- Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the event.
- Subject to providing evidence of identified accredited training opportunities for staff and volunteers (e.g. accounting, governance, business).
- Subject to providing the City with the program (group session) dates and quantitative and qualitative results of the pilot.
- Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the event.
- *Subject to Friends of Rockingham Arts Centre Inc. notifying the City of a successful funding outcome (Mental Health Week Grant of $1000 towards opening night). If successful the City funding will be $7450; if unsuccessful the City funding will be $8450.
### Major Grants

<table>
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<tr>
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<th>Event Description</th>
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<tr>
<td>Rockingham Triathlon Club Inc.</td>
<td>Shoalwater Olympic Distance Classic Triathlon</td>
<td>9,200</td>
<td>5,050</td>
</tr>
<tr>
<td>Seniors Recreation Council of WA Inc.</td>
<td>Rockingham’s Have A Go Day</td>
<td>10,000</td>
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**Total**

$92,639.62 $79,689.07

### Infrastructure Planning and Development Grants

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<td>Joint use fitness track</td>
<td>30,000</td>
<td>30,000</td>
</tr>
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</table>

**Total**

$109,500 $109,480

2. That Council **APPROVES** the allocation of funds for Major Grants under the 2017/2018 Community Grants Program Round Three for Clear Pilot Incorporated, subject to listed condition:
CONFIRMED AT A CORPORATE AND COMMUNITY
DEVELOPMENT MEETING HELD ON TUESDAY 20
MARCH 2018
PRESIDING MEMBER

## Corporate and Community Development Committee Minutes
Tuesday 20 February 2018
CD-002/18

### Major Grant

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<tr>
<td>Smart Program Pilot - Semester 1</td>
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**Additional Grant Conditions:**
- Subject to providing the City with the program (group session) dates and quantitative and qualitative results of the pilot.

**Total**
- **$10,000**
- **4200**

3. That Council **NOT APPROVES** the allocation of funds for Major Grant under the 2017/2018 Community Grants Program Round Three:

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<td>The Churches Commission on Education T/A YouthCare</td>
<td>10,000</td>
<td>0</td>
</tr>
<tr>
<td>School Chaplaincy in the Rockingham region (specifically Wambro Primary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School, Settlers Primary School, Waikiki Primary School)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**
- **$10,000**
- **0**

Committee Voting – 5/0

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

Not Applicable

### Implications of the Changes to the Officer’s Recommendation

Not Applicable
13. **Reports of Councillors**

Nil

14. **Addendum Agenda**

Nil

15. **Motions of which Previous Notice has been given**

---

### General Management Services

#### Reference No & Subject:

- **Reference No**: GM-005/18
- **Subject**: Notice of Motion – Review of Planning Department

#### File No:

- **GOV/7**

#### Proponent/s:

- Cr Whitfield

#### Author:

- Mr Andrew Hammond, Chief Executive Officer

#### Other Contributors:

- Mr Andrew Hammond, Chief Executive Officer

#### Date of Committee Meeting:

- 20 February 2018

#### Previously before Council:

- December 2017 GMS 025/17

#### Disclosure of Interest:

- Executive

#### Site:

- 

#### Lot Area:

- 

#### Attachments:

1. Council Policy – Code of Conduct
3. Council Policy – Service Complaints
4. Councillor Communication Protocol

#### Maps/Diagrams:

- 

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### Purpose of Report

To respond to the Notice of Motion proposed by Councillor Whitfield seeking in summary, a “review of the Planning department” (sic)
Background

Cr Whitfield’s Notice of Motion is as follows.

1. That Council DIRECTS the CEO to conduct a review of the Planning department. This review should be widely advertised and seek public submissions into how we can potentially improve how the City assists ratepayers and business owners.

2. The scope of the review is to see if there are ways to improve how we can assist residents, businesses and ratepayers in their dealings with the City.

3. That Council DIRECTS the CEO to present those findings, along with all submissions, to the Council before May 2018 with recommendations.

Details

This notice of motion ostensibly focuses upon planning matters, however it is considered that the underlying theme of the motion is customer service, and a desire to review and improve service levels within the City’s Planning and Development Services Division.

Whilst the City is constantly reviewing and improving processes and systems across all of its service functions, occasionally some transactions or engagement between City staff and clients (in this instance those people seeking advice on planning matters) can lead to unsatisfactory outcomes.

This report does not propose to either endorse or oppose a review, given that the City has not been provided with details of the incidents to which Cr Whitfield has alluded, and, as such, has no knowledge of the precise nature of the complaints, whether any patterns or recurring themes are emerging and indeed, whether the complaints are justified. Further, the City administration, whilst receiving occasional negative feedback regarding service levels has no evidence of endemic customer service problems within its planning functions.

This does not suggest that there is not a problem; more so it suggests that the City’s customer service process is not functioning effectively given that Cr Whitfield has advised receiving feedback that, “there are some in the business community, and community in general, who raise the issue that the city could perhaps be more proactive, receptive and consistent with the delivery of information” but the City administration is unaware of the feedback to which he refers.

The system of local government in Western Australia in underpinned by a contemporary board governance ethos that endeavours to demarcate between the role of the councillor and that of the administration.

The Local Government Act 1995 provides that the day to day functions of the City are the responsibility of the CEO. Clearly customer service is a “day to day function” and therefore falls under the care, control, and responsibility of the CEO and by association, the City administration. The City administers an industry standard customer service framework, the foundations of which are based upon several key legislative and policy considerations.

The guiding policy is the Customer Service Charter Council Policy, the objective of which is to set standards for customer interaction across all areas of City’s operations. The charter also provides advice on how to provide feedback on perceived service shortcomings. This information is available on the City’s website and through printed media.

Should customers feel aggrieved as to the service they have received from City staff and they wish to seek redress, then they can do so under the Service Complaints Council Policy. When received all aspects of a service complaint must be reviewed by the relevant Director with a view to resolution. Should that fail however, a committee comprising of three Councillors and the CEO must meet with the complainant and endeavour to resolve or atone the problem. That committee has met six times in the last 5 years with one matter being related to planning.

The key document that guides and enforces the separation of roles between Councillors and staff with regard to customer service is the Councillor Code of Conduct (most recently adopted by Council in 2009). The code provides as follows:
5.7 (b) (iv) Corporate Obligations: Communication and Public Relations

When approached by members of the public to address an issue on their behalf, Councillors should:

(a) Ascertain if an approach has been made to a relevant employee and if not, encourage such approach.

(b) Obtain comment and any related information from a relevant employee should it be considered necessary to meet with the person(s) or to discuss the matter further.

(c) Provide a brief file note of the meeting for Council’s records.

This section of the Code of Conduct is clearly aimed at ensuring that customer service is overseen and managed by the administration. Residents and ratepayers therefore will bear no confusion as to how and where they should direct their enquiries. Councillors should wherever possible direct constituent enquiries and issues immediately to the administration with advice that this is standard practice guided by the Local Government Act 1995.

Councillors should not promote themselves as primary customer service points of contact nor should they actively solicit resident and ratepayer enquiries. To do so would be a breach of the Council Code of Conduct and it would also confuse residents as to who or where they should speak to or go to if they have a City enquiry. A uniform approach in this regard is critical to good customer service outcomes.

It follows then that it would be nigh on impossible for the administration to effectively review and improve customer service processes if they are not promptly and regularly receiving feedback, negative or positive, whether that be via Councillor communication or otherwise.

It is considered that the best way in which to deal with concerns raised by Cr Whitfield is to rely upon proper process and accord with the principles and provision of the Local Government Act 1995, Council policies, and existing internal customer service systems and processes.

Therefore should councillors receive any negative feedback (or indeed any feedback at all) from residents or ratepayers as to the City’s customer service effort, they should immediately refer that person to the relevant officer or pass on the enquiry themselves to an officer in line with the City’s Councillor Communication Protocol and the Code of Conduct.

Should discrete areas of City operations become the subject of an above average level of justified complaint, then an immediate and thorough intervention should and would be undertaken and changes made as a matter of urgency. This is the responsibility of the CEO and should be done without either direction or involvement of elected members.

Should a councillor(s) consider that key measures such as the Customer Service Satisfaction Survey, the number of Service Review Complaints or incessant enquiry (written, recorded and with contact details) on the same theme signal a lapse in the CEO’s performance in this area, then the matter should be highlighted for attention as part of the CEO performance review process either by waiting for the annual process or calling an extraordinary meeting if the matter was exposing the City to inappropriate risk. Councillors would of course have to agree by resolution that the problem did exist and was requiring of attention.

If that was the case then the CEO should take every measure considered necessary to improve the situation, and that might not necessarily either include or be limited to a “review”. The diagnosis of the core problem and remedies to improve should be left to the CEO in line with the roles and responsibilities provided for in the Local Government Act 1995.

**Implications to Consider**

a. Consultation with the Community
   - Nil

b. Consultation with Government Agencies
   - Nil
c. Strategic

Community Plan

This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2015-2025:

Aspiration: Quality Leadership

Strategic Objective: Governance - Governance systems that enable Council to make informed and considered decisions, effectively supported by an executive informing and implementing those decisions; all within an accountable, legally compliant, transparent and ethical environment

d. Policy

The Customer Service Charter, Service Complaints Policy and Code of Conduct are attachments to this report. These policies are the foundation upon which the City’s customer service framework is based.

e. Financial

Should Council support Cr Whitfield’s Notice of Motion then an independent consultant would be engaged to undertake the review at a cost of between $15000 to $20000. It is considered highly unlikely that a review of this nature could be completed within the desired time frame unless a premium was paid.

A one day training workshop as is recommended would cost in the vicinity of $4000.

f. Legal and Statutory

Local Government Act 1995 Section 5.103 (1) provides that every Local Government shall have a Code of Conduct to be observed by council members, committee members and employees.

Local Government Act 1995 Section 5.41 (d) provides that the CEO shall manage the day to day functions of the local government

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 author does not propose to consider or discuss whether or not there should be a review of the customer service functions of the Planning and Development Services Division. If there was indication that there was a problem, then the problem would be dealt with swiftly, effectively and in accordance with good customer service practice. That is the role and responsibility of the CEO.

If the customer service framework and demarcation of roles and responsibilities operates in accordance with the Local Government Act 1995 and council policy, then the City’s current systems and processes will be effective and clearly highlight emerging or endemic problems. If this is not the case, then the problems might not come to the attention of the CEO or city administration either promptly or indeed at all, therefore rendering an intervention (and systemic improvements) impossible.

Customer service in a statutory compliance environment can be a contentious and sometimes very complex area of operation. Statutory compliance typically involves two main areas; the issuing of permits for certain items (a planning approval, a building licence, a dog licence and events permit etc.) and the issuing of infringements for non-compliance with legislation (dogs, parking, illegal land use, noise, dust etc.)
Statutory planning involves the assessment of applicants to undertake certain land uses and development generally across the City. Statutory planners have little discretion in applying the City’s Town Planning Scheme and are obliged by law, and indeed their employment contracts, to assiduously ensure that approvals to not fall outside of the City’s planning framework, a broad range of policies, strategies, structure plans and other legal instruments more often than not enacted by the State Government.

That means that sometimes applications and enquiries meet with a negative response. That should not be construed as poor customer service. That is the staff doing the job that they are paid to do.

Whilst planning staff can provide general advice on alternative options or suggestions on the way forward when a negative outcome appears inevitable, they cannot and should not take on the role of pseudo planning consultant, acting on behalf of proponents advising on activities like site selection, land capability analysis or built form outcome. The very same officers will need to assess these applications and make decisions in what is a very structured quasi-legal process. The fundamental tenets of the administrative law provide that there must be a very clear demarcation between the applicant or proponent and the assessor.

The majority of complaints received typically focus not upon poor service but on unfavourable outcomes. That is understandable but mostly unavoidable. If a compliance officer becomes aware of a land use that is prohibited by the Town Planning Scheme (an instrument as powerful as an act of parliament) then they have no option but to act. If a statutory planning officer receives a land use application that doesn’t comply with the Town Planning Scheme or appurtenant policies then they too have no option but to decline the application. Occasionally complaints are received that are valid and require redress. As long as those complaints reach the city administration promptly they will be dealt with.

The author’s experience with statutory compliance within customer service environments (at the City of Rockingham and elsewhere) is that they are dependent upon the quality of the statutory framework, the currency of policy, the effectiveness of process and systems, and the skills and ability of staff. I am satisfied that the City’s legislative and policy planning framework is current and conducive to sustainable development and that processes and systems are appropriate and constantly under review and improvement. Further improvements are currently being implemented with the City Customer Response Management (CRM) system which will enable daily exception and performance reporting on all items “in the system”.

However, on occasions City staff, including planning officers, get it wrong. Poor decisions can be made, truculent or aggressive comments might emerge in the heat of discussion, the Customer Service Charter standards could be overlooked, a policy or strategy misinterpreted or incorrect information communicated. Inexperience, pressures outside of work, work load and unfortunately sometimes a bad attitude, can all contribute to these relatively rare occasions.

Typically these are one off events and the staff member involved is counselled or provided with training or mentoring. More than once can lead to a structured performance management process, which in extreme cases can lead to termination. As has been stated previously however, if the city administration is not aware of the issue or incident, it is impossible to intervene.

It is contended that Cr Whitfield’s quite reasonable and appropriate desire for good customer service at the City can be best satisfied with adherence to proper process and acknowledgment and heed of the demarcation between the roles and responsibilities of the city administration and Councillors.

It follows that the ultimate beneficiaries of such an approach will be the ratepayers, residents and stakeholders of the City of Rockingham. It cannot and will not be achieved however without awareness, education, cooperation and good degree of respect and goodwill between all parties.

**Voting Requirements**

Simple Majority
Officer Recommendation

That Council:

1. DIRECTS the CEO to facilitate a training session utilising an independent facilitator and expert representatives from the Department of Local Government, Sport and Cultural Industries and the WA Local Government Association to deliver training on the following issues:
   - The demarcation of roles and responsibilities between Councillors and staff
   - The role and importance of the Code of Conduct
   - Dealing with constituent enquiries

2. REQUESTS Cr Whitfield to provide to the CEO full details of the negative feedback received on the performance of the Planning and Development Service Division so as each individual instance of poor customer service can be investigated and action taken in line with the CEO’s obligations under law.

Notice of Motion from Cr Whitfield

1. That Council DIRECTS the CEO to conduct a review of the Planning department. This review should be widely advertised and seek public submissions into how we can potentially improve how the City assists ratepayers and business owners.

2. The scope of the review is to see if there are ways to improve how we can assist residents, businesses and ratepayers in their dealings with the City.

3. That Council DIRECTS the CEO to present those findings, along with all submissions, to the Council before May 2018 with recommendations.

Committee Recommendation

Moved Cr Jones, seconded Cr Liley:
That Committee suspends clause 3.9(6) of the City of Rockingham Standing Orders Local Law 2001, that being the requirement for the member who gave notice of a motion, or some other member authorised by them in writing, being present to move the motion.

Committee Voting – 5/0

Moved Cr Jones, seconded Cr Liley:
That Council REQUESTS Cr Whitfield to provide to the CEO full details of the negative feedback received on the performance of the Planning and Development Service Division so as each individual instance of poor customer service can be investigated and action taken in line with the CEO’s obligations under law.

Committee Voting – 5/0

Moved Cr Jones, seconded Cr Liley:
That Committee resumes City of Rockingham Standing Orders Local Law 2001.

Committee Voting – 5/0

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

The Committee believed it was premature to implement training and other measures.

Implications of the Changes to the Officer’s Recommendation

Not Applicable
Community Development

Community Development Services
Community Support and Safety Services

Reference No & Subject:
CD-003/18 Notice of Motion – Churches Commission T/A YouthCARE (Absolute Majority)

File No:

Proponent/s:
Cr Leigh Liley

Author:
Ms Mary-Jane Rigby, Manager Community Support and Safety Services

Other Contributors:
Mrs Jessica Lavers, Administrative Assistant Youth and Community Support Services

Date of Committee Meeting:
20 February 2018

Previously before Council:

Disclosure of Interest:

Nature of Council’s Role in this Matter:
Executive

Site:

Lot Area:

Attachments:

Maps/Diagrams:

Purpose of Report
To provide officer comment and advice on Cr Liley’s Notice of Motion.

Background
Cr Liley submitted the following motion for consideration at the February 2018 Council meeting:
That Council:
1. **ALLOCATES** $10,000 to YouthCare in the 2017/18 Budget.
2. **DIRECTS** the CEO to enter a fee for service arrangement with YouthCARE to deliver an annual Chaplaincy Service for schools located within the City of Rockingham.

Details
In round three of the 2017/2018 Community Grants Program (CGP), a Major Grant application was submitted by The Churches Commission on Education T/A YouthCARE (YouthCARE) for $10,000. The request was for support of the Chaplaincy program in three local Primary Schools (Warnbro Primary School, Settlers Primary School and Waikiki Primary School).
The grant application was assessed and was deemed ineligible.

As per CGP Policy and Major Grants Guidelines 2017/2018 the application did not meet three of the eligibility criteria. ‘Grants will NOT be considered if:

- The applicant is requesting funding for retrospective payments.
- The program/event beings within 60 working days after the closing of the round.
- Budget items listed include bonds, employee salaries/wages, seasonal ground allocation and event management fees.’

The application requested funds solely towards employee salaries/wages and for expenses that occurred in 2017.

Furthermore after a request from a City officer to clarify the budget, a subsequent email stated “that the only expense is the chaplaincy service itself (i.e. the payment of a chaplain in each school).” As there was no additional expense items the grant funding would be allocated to the wages of the Chaplain.

Additional the applicant requested funding for retrospective payments stating the start date as 1 July 2017. Thus the program began before the required 60 working days after the closing of the round. The start date is considered retrospective.

Therefore based on the Major Grant application, YouthCARE was not recommended for approval at the CGP Committee Meeting on 18 January 2018.

YouthCARE has been providing pastoral care through chaplaincy in WA for 35 years. Chaplains provide support to state government students, families and staff, providing pastoral care and programs, such as the breakfast program, community programs and social and emotional programs.

YouthCARE Chaplains care for the emotional, social, mental and spiritual wellbeing of students, families and staff in state school communities throughout Western Australia. YouthCARE provides in school and support chaplaincy and are trained in pastoral care and youth work. This support helps students achieve their potential, both academically and in their social and family lives.

In school Chaplains attend the same school one to two days a week. Support Chaplains attend multiple schools half a day to one day a week in state schools and are funded by the state government. These programs allow a greater number of schools to access pastoral care, which means schools that don’t receive chaplaincy funding are still supported and benefit from everything the programs have to offer. Currently there are 350 YouthCARE Chaplains working in 500 schools across WA.

The funding application outlined the total cost of the program at $62,854. The contribution from YouthCARE is $52,354 cash, requesting $10,000 from the City to contribute towards an additional day (at Warnbro Primary School $4000; Settlers Primary School $3000; and Waikiki Primary School $3000).

The CGP Committee acknowledged that the grant application could not be supported as it did not meet the CGP Policy and Major Grants Guidelines eligibility criteria. The committee did however indicate support of YouthCARE and understands the benefits that chaplains in schools provide. In addition to operating school based programs that focus on societal issues (death, separation, bullying, generational poverty), chaplains can access home situations that school staff cannot.

**Implications to Consider**

a. Consultation with the Community
   - Nil

b. Consultation with Government Agencies
   - Nil
c. Strategic
Community Plan
This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective contained in the Community Plan 2015-2025:

**Aspiration B:** A Strong Community

**Strategic Objective:** Safety and Support – A community that feels safe and secure in home, work and leisure environments, and has access to a range of effective support services and partnerships when encountering challenging or difficult times

d. Policy
The grant application was assessed in line with the Community Grants Policy and Major Grant Guidelines. The application was declined as it did not meet three of the eligibility criteria:

- The applicant requested funding for retrospective payments.
- The program/event would be held within 60 working days after the closing of the round.
- Budget items listed included bonds, employee salaries/wages, seasonal ground allocation and event management fees.

e. Financial
If Council supports the Officer recommendation, funds of $10,000 would need to be allocated to the 2017/18 budget.

f. Legal and Statutory
Local Government Act 1995 s6.8 (1) (b) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by resolution (Absolute Majority).

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 Chaplaincy program focuses on the three core values of respect, compassion and service. It targets school aged students and families of the Western Australian school communities, to meet the school’s educational objectives and support the students in the challenges that they face throughout their school years.

Whilst the chaplaincy program has some similarities with the City of Rockingham Youth Outreach Service, the role each service provides in a school community are vastly different in their approach and outcomes. Both are equally as valuable.

The City has other similar fee for service arrangements in place, such as with Constable Care who provide child safety classes in schools, to assist in meeting community plan aspirations. A similar fee for service agreement would be valuable with YouthCARE to provide ongoing support to children and families across Rockingham schools to enhance opportunities for children to learn and overcome challenges. YouthCARE are currently servicing 33 schools (5 Secondary, 28 Primary Schools) across the City. The YouthCARE Chaplaincy program is not eligible for CGP funding and demand for Chaplains is increasing.

The reason to support a fee for service type arrangement with YouthCARE is highlighted in both the City’s Community Support Services Strategy 2017-2022 and the Strategy for Children and Young
People 2018–2023. The Community Support Services Strategy’s Key Element 1 Building an Effective, Accessible and Sustainable Sector states:

“The City should take a lead in supporting and strengthening community support service sector organisations currently within the City.”

The Strategy for Children and Young People’s Key Element 1 Consultation, Engagement, Inclusion and Leadership states:

“Increasing resilience and aspiration amongst young people is important.”

It also states within Key Element 2: Capacity Building and Resilience that:

“Continuing to provide and support service delivery that is specific to the identified needs of early years, children, young people, young adults and families deemed ‘at risk’ within the City is important.”

Further at Key Element 3, Advocacy for City of Rockingham Sector Development, it states:

“The availability for accessible, meaningful and safe support services is essential for vulnerable children and young people.”

All of these identified outcomes for children, families and young people are supported by the provision of YouthCARE support services within schools. A Fee for Service will enable YouthCARE to adequately service Rockingham schools and thus support vulnerable children, families and young people.

**Voting Requirements**

**Absolute Majority**

**Officer Recommendation**

That Council:

1. **ALLOCATES** $10,000 to YouthCare in the 2017/18 Budget.
2. **DIRECTS** the CEO to enter a fee for service arrangement with YouthCARE to deliver an annual Chaplaincy Service for schools located within the City of Rockingham.

**Notice of Motion from Cr Leigh Liley**

That Council:

1. **ALLOCATES** $10,000 to YouthCare in the 2017/18 Budget.
2. **DIRECTS** the CEO to enter a fee for service arrangement with YouthCARE to deliver an annual Chaplaincy Service for schools located within the City of Rockingham.

**Committee Recommendation**

Moved Cr Liley, seconded Cr Jones:

That Council:

1. **ALLOCATES** $10,000 to YouthCare in the 2017/18 Budget.
2. **DIRECTS** the CEO to enter a fee for service arrangement with YouthCARE to deliver an annual Chaplaincy Service for schools located within the City of Rockingham.

Committee Voting – 5/0

**The Committee’s Reason for Varying the Officer’s Recommendation**

Not Applicable

**Implications of the Changes to the Officer’s Recommendation**

Not Applicable
### Notices of motion for Consideration at the Following Meeting

Nil

### Urgent Business Approved by the Person Presiding or by Decision of the Committee

Nil

### Matters Behind Closed Doors

Nil

### Date and Time of Next Meeting

The next Corporate and Community Development Committee Meeting will be held on **Tuesday 20 March 2018** in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

### 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 **4:43pm**.