MINUTES

Corporate and Community Development Committee Meeting

Held on Tuesday 8 December 2015 at 4:00pm
City of Rockingham Boardroom
<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Declaration of Opening</td>
<td>4</td>
</tr>
<tr>
<td>2. Record of Attendance/Apologies/Approved Leave of Absence</td>
<td>4</td>
</tr>
<tr>
<td>3. Responses to Previous Public Questions Taken on Notice</td>
<td>4</td>
</tr>
<tr>
<td>4. Public Question Time</td>
<td>5</td>
</tr>
<tr>
<td>5. Confirmation of Minutes of the Previous Meeting</td>
<td>5</td>
</tr>
<tr>
<td>6. Matters Arising from the Previous Minutes</td>
<td>5</td>
</tr>
<tr>
<td>7. Announcement by the Presiding Person without Discussion</td>
<td>5</td>
</tr>
<tr>
<td>8. Declaration of Member’s and Officer’s Interest</td>
<td>5</td>
</tr>
<tr>
<td>9. Petitions/Deputations/Presentations/Submissions</td>
<td>5</td>
</tr>
<tr>
<td>10. Matters for which the Meeting may be Closed</td>
<td>5</td>
</tr>
<tr>
<td>Corporate and General Management Services Information Bulletin – December 2015</td>
<td>5</td>
</tr>
<tr>
<td>Community Development Information Bulletin – December 2015</td>
<td>8</td>
</tr>
<tr>
<td>12. Agenda Items – Corporate and Community Development Committee</td>
<td></td>
</tr>
<tr>
<td>Corporate Services</td>
<td></td>
</tr>
<tr>
<td>CS-035/15 Monthly Financial Management Report for October 2015</td>
<td>10</td>
</tr>
<tr>
<td>Community Development</td>
<td></td>
</tr>
<tr>
<td>CD-046/15 Appointment of Members to Cultural Advisory Committee (Absolute Majority)</td>
<td>13</td>
</tr>
<tr>
<td>CD-047/15 Recommendations from the Active Ageing and Care Advisory Committee Meeting held on 12 November 2015</td>
<td>17</td>
</tr>
<tr>
<td>CD-048/15 Community Grants Program (CGP) Policy</td>
<td>20</td>
</tr>
<tr>
<td>CD-049/15 Rockingham Campus Community Library – Setting of Fees and Charges (Absolute Majority) and Proposed Change of Name</td>
<td>26</td>
</tr>
<tr>
<td>CD-050/15 Recommendations from the Community Grants Program Committee Meeting held on 26 November 2015</td>
<td>31</td>
</tr>
<tr>
<td>13. Reports of Councillors</td>
<td>37</td>
</tr>
<tr>
<td>14. Addendum Agenda</td>
<td>37</td>
</tr>
<tr>
<td>15. Motions of which Previous Notice has been Given</td>
<td>37</td>
</tr>
<tr>
<td>16. Notices of Motion for Consideration at the Following Meeting</td>
<td>37</td>
</tr>
<tr>
<td>17. Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>18.</td>
<td>Matters Behind Closed Doors</td>
</tr>
<tr>
<td>19.</td>
<td>Date and Time of Next Meeting</td>
</tr>
<tr>
<td>20.</td>
<td>Closure</td>
</tr>
</tbody>
</table>
# Corporate and Community Development Committee Minutes

**Tuesday 8 December 2015**

## 1. Declaration of Opening

The Chairperson declared the Corporate and Community Development Committee Meeting open at **4:02pm**, welcomed all present, and delivered the Acknowledgement of Country.

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

### 2.1 Councillors

- Cr Leigh Liley  
- Cr Matthew Whitfield  
- Cr Justin Smith  
- Cr Joy Stewart  
- Cr Kelly McManus  
- **Chairperson**
- **Deputising for Cr Lee Downham**

### 2.2 Executive

- Mr Andrew Hammond  
- Mr John Pearson  
- Mr John Woodhouse  
- Mr Michael Holland  
- Ms Karin Strachan  
- Mr Carly Kroczyk  
- Mrs Jillian Obiri-Boateng  
- Ms Julia Dick  
- Ms Alison Oliver  
- Ms Vanisha Govender  
- Mr Michael Yakas  
- Ms Fiona Lambrick  
- Mr Ben Searcy  
- Mr Peter Varris  
- Mrs Jelette Edwards  
- **Chief Executive Officer**
- **Director Corporate Services**
- **Director Legal Services and General Counsel**
- **Director Community Development**
- **Manager Strategy and Corporate Communications**
- **Manager Community Infrastructure Planning**
- **Manager Community Support and Safety Services**
- **Manager Community Capacity Building**
- **Manager Library and Information Services**
- **Manager Financial Services**
- **Manager Customer and Corporate Support**
- **Manager Information Services**
- **Manager Human Resources Development**
- **Manager Governance and Councillor Support**
- **Governance Coordinator**

### 2.3 Members of the Gallery:

1

### 2.4 Apologies:

- Cr Lee Downham

### 2.5 Approved Leave of Absence:

- **Nil**

## 3. Responses to Previous Public Questions Taken on Notice

- **Nil**
4. **Public Question Time**

4:03pm The Chairperson invited members of the Public Gallery to ask questions. There were none.

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

Moved Cr Smith, seconded Cr Stewart:

That Committee **CONFIRM** the Minutes of the Corporate and Community Development Committee Meeting held on 17 November 2015, 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**

4:03pm 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**

4:04pm The Chairperson asked if there were any interests to declare. There were none.

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 – December 2015**

**Corporate Services**

1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Online Records Management Training
   3.2 Automation of Records Management Processes
   3.3 Intranet Redevelopment
   3.4 Upgrade of Intramaps
   3.5 Integrated Team Plan and Risk Management Module
   3.6 Mobile Computing – Infringements
   3.7 Development and Implementation of CoR (City of Rockingham) Mobile App
   3.8 Library Management System
   3.9 Bushfire Mitigation System Upgrade
   3.10 CCTV - Waterfront Upgrade
   3.11 CCTV – Mobile Unit
3.12 CCTV – Security Vehicle Camera
3.13 Expansion of Private Fibre – Council Avenue
3.14 Warnbro Library Radio Frequency Identification (RFID) Installation
3.15 WiFi Installation to Selected City Buildings
3.16 Multi-function Device Replacements
3.17 Development of Next Generation Standard Operating Environment (SOE)
3.18 Replacement of Reception Room Audio Visual Equipment
3.19 Information Communication Technology Security Equipment
3.20 Integrate Security Access Control Systems
3.21 Implement DC1/DC2 Configuration as per Business Continuity Plan Requirements

4. Information Items
4.1 Change of Basis of Rates December 2015
4.2 Delegated Approval of Tenders by CEO
4.3 Rockingham Aquatic Centre
4.4 Mike Barnett Sports Complex
4.5 Warnbro Community Recreation Centre
4.6 Aqua Jetty
4.7 Gary Holland Community Centre
4.8 Lease Management
4.9 Land Management

Governance and Councillor Support
1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
4.1 Authorisations Review
4.2 Code of Conduct Review
4.3 Training and Development
4.4 Docs on Tap/Tablet Devises
4.5 Freedom of Information (FOI) Requests
4.6 Citizenships
4.7 Coming Events

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 Leadership and Management Programme
3.4 RESPECT Programme
3.5 Occupational Safety and Health Programme
4. Information Items
4.1 Recruitment and Onboarding
4.2 Occupational Safety and Health Statistics

Strategy and Corporate Coordination
1. Strategy Coordination Team Overview
2. Human Resource Update
3. Project Status Reports
3.1 Risk Management Training and Printing
3.2 Community Engagement Framework
3.3 Lean Six Sigma Project
3.4 Graphic Design for Intranet
3.5 Protection of Intellectual Property
3.6 Journal Software subscription

4. Information Items
4.1 Annual Customer Satisfaction Survey
4.2 Coordinating the Development of a 10 Year minor Infrastructure Plan
4.3 6th Generation Team Plans
4.4 Coordinating the Implementation of a Development Contribution Scheme
4.5 City Scoreboard
4.6 Digital Media Strategy
4.7 Social Media
4.8 Media Tracking

**Investment Attraction**
1. Investment Attraction Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Marketing City of Rockingham
   3.2 Online Forecasting Tool
   3.3 Small Business Leadership Forums and Investment Attraction Seminars
   3.4 City Centre Marketing Plan
   3.5 Business Tourism Hotel Feasibility
   3.6 Dixon Road Marketing Plan
4. Information Items
   4.1 Destination WA
   4.2 Australian Coastal Council Conference

**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 Documentation
   Legal Capacity Building
   4.3 Training – Tenders and Contracts – Condition of Tender

**Advisory Committee Minutes**

4:18pm - Andrew Hammond, Chief Executive Officer left the Corporate and Community Development Meeting and returned at 4:22pm

**Committee Recommendation**

Moved Cr Smith, seconded Cr McManus:
That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – December 2015 and the content be accepted.

Committee Voting – 5/0
<table>
<thead>
<tr>
<th>Community Development Information Bulletin – December 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community Support and Safety Services</strong></td>
</tr>
<tr>
<td>1. Community Support and Safety Services Team Overview</td>
</tr>
<tr>
<td>2. Human Resource Update</td>
</tr>
<tr>
<td>3. Project Status Reports</td>
</tr>
<tr>
<td>3.1 Regional Community Services Leadership Programmes</td>
</tr>
<tr>
<td>3.2 Social Connector Project</td>
</tr>
<tr>
<td>3.3 Rockingham Connect</td>
</tr>
<tr>
<td>4. Information Items</td>
</tr>
<tr>
<td>4.1 Youth Services</td>
</tr>
<tr>
<td>4.2 Community Safety</td>
</tr>
<tr>
<td><strong>Library Services</strong></td>
</tr>
<tr>
<td>1. Library Services Team Overview</td>
</tr>
<tr>
<td>2. Human Resource Update</td>
</tr>
<tr>
<td>3. Project Status Reports</td>
</tr>
<tr>
<td>3.1 Rockingham Campus Community Library Transition</td>
</tr>
<tr>
<td>3.2 Warnbro Community Library Agreement</td>
</tr>
<tr>
<td>4. Information Items</td>
</tr>
<tr>
<td>4.1 October 2015 Library Statistics</td>
</tr>
<tr>
<td>4.2 Mary Davies Library and Community Centre</td>
</tr>
<tr>
<td>4.3 Safety Bay Library</td>
</tr>
<tr>
<td>4.4 Warnbro Community Library</td>
</tr>
<tr>
<td><strong>Community Infrastructure Planning</strong></td>
</tr>
<tr>
<td>1. Community Infrastructure Planning Team Overview</td>
</tr>
<tr>
<td>2. Human Resource Update</td>
</tr>
<tr>
<td>3. Project Status Reports</td>
</tr>
<tr>
<td>3.1 Laurie Stanford Reserve Master Plan Implementation</td>
</tr>
<tr>
<td>3.2 Rhonda Scarrott Reserve Master Plan Implementation</td>
</tr>
<tr>
<td>3.3 Reserve and Open Space Master Plans</td>
</tr>
<tr>
<td>3.4 Secret Harbour Surf Life Saving Club Redevelopment</td>
</tr>
<tr>
<td>3.5 Eighty Road Reserve Development</td>
</tr>
<tr>
<td>3.6 Lark Hill Northern Expansion</td>
</tr>
<tr>
<td>3.7 Baldivis District Sporting Complex Needs and Feasibility Study and Concept Plans</td>
</tr>
<tr>
<td>3.8 Aqua Jetty Stage 2 Feasibility and Business Modelling</td>
</tr>
<tr>
<td>3.9 Baldivis South Community Centre</td>
</tr>
<tr>
<td>3.10 Rockingham Youth Venue Feasibility and Concept Plans</td>
</tr>
<tr>
<td>3.11 Baldivis South Youth Space</td>
</tr>
<tr>
<td>3.12 Inclusive Play Space</td>
</tr>
<tr>
<td>3.13 Youth Outdoor Recreation Space Strategy Review</td>
</tr>
<tr>
<td>3.14 Community Purpose Site Strategy</td>
</tr>
<tr>
<td>3.15 Enclosed Off-Leash Dog Exercise Area Design</td>
</tr>
<tr>
<td>3.16 East Baldivis Shared Use Reserve Concept Plans</td>
</tr>
<tr>
<td>3.17 Community Infrastructure Plan Review</td>
</tr>
<tr>
<td>3.18 Infrastructure Planning and Development Grants</td>
</tr>
<tr>
<td>4. Information Items</td>
</tr>
<tr>
<td>4.1 Rockingham Arts Centre</td>
</tr>
<tr>
<td><strong>Community Capacity Building</strong></td>
</tr>
<tr>
<td>1. Community Capacity Building Team Overview</td>
</tr>
</tbody>
</table>
2. Human Resource Update
3. Project Status Reports
   3.1 New Year's Eve Celebration 2015
   3.2 Australia Day Celebrations 2016
   3.3 Community Grants Program (CGP)
   3.4 Youth Encouragement Award (YEA)
   3.5 Disability Access and Inclusion Plan (DAIP) Implementation
   3.6 Christmas Decoration Program
   3.7 Reconciliation Action Plan (RAP)
4. Information Items
   4.1 Seniors
   4.2 Place Activation
   4.3 Learning City Strategy
   4.4 Sustainability
   4.5 Youth Development
   4.6 Sport, Recreation and Health and Wellbeing
   4.7 Cultural Development and Arts
   4.8 Outdoor Event Applications
   4.9 Social Media

Advisory Committee Minutes¹

Committee Recommendation

Moved Cr Smith, seconded Cr McManus:
That Councillors acknowledge having read the Community Development Information Bulletin – December 2015 and the content be accepted.

Committee Voting – 5/0

¹ The Minutes of the Community Grants Program Committee held on 26 November 2015 are attached to Report Item CD-050/15 in the Corporate and Community Development Committee December 2015 Agenda.
# Agenda Items

## Corporate Services

### Financial Services

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>FLM/88-02</td>
</tr>
<tr>
<td>Risk Register No:</td>
<td>89</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mrs Vanisha Govender, Manager Financial Services</td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Antonietta Landro, Financial Accountant</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>8 December 2015</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td></td>
</tr>
<tr>
<td>Site:</td>
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</tr>
<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

## Purpose of Report

To receive the monthly Financial Management Report for October 2015.

## Background

Nil

## Details

The Monthly Financial Management Report includes the following:

1. Statement of Financial Activity by Program
2. Statement of Net Current Assets
3. Other schedules and charts for management information purposes.
Implications to Consider

a. Consultation with the Community
   Not Applicable

b. Consultation with Government Agencies
   Not Applicable

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 C:** 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
   Nil

e. Financial
   Major variances (above $250,000) between budget estimates and actual results for the month to which the statement relates are shown in the supporting documentation.

f. Legal and Statutory

g. Risk (High/Extreme)
   Nil

Comments

Any variances identified will be reviewed within the current budget review.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **NOTES** the monthly Financial Management Report for October 2015.

Committee Recommendation

Moved Cr Stewart, seconded Cr Smith:

That Council **NOTES** the monthly Financial Management Report for October 2015.

Committee Voting – 5/0
<table>
<thead>
<tr>
<th><strong>The Committee’s Reason for Varying the Officer’s Recommendation</strong></th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Implications of the Changes to the Officer’s Recommendation</strong></td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
Community Development

Community Development
Community Capacity Building

Reference No & Subject:
CD-046/15 Appointment of Members to Cultural Advisory Committee (Absolute Majority)

File No: CSV/27-03
Risk Register No: 
Proponent/s: Mr Lee Battersby, Coordinator Cultural Development and Arts
Author: 
Other Contributors: Mr Michael Holland, Director Community Development
Date of Committee Meeting: 8 December 2015
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 seek Council appointment of two community members to vacant positions on the Cultural Advisory Committee.

Background
The Cultural Advisory Committee provides strategic cultural and arts advice in line with the City’s Strategic Community Plan 2015-2025 and provides a conduit by which members of the City’s populace and general arts community can communicate items of interest and importance to the attention of Council. It is anticipated that members of the Committee actively seek out and relate matters of interest from the community to the Committee as part of their representation.

Committee members are to be selected on the basis of their art experience, cultural development awareness and transferable skills as well as the extent to which their personal philosophies coincide with the aspirations of the City’s Community Plan and Cultural Development and the Arts Strategy.
Details

Composition of the Cultural Advisory Committee consists of one elected member and five community member positions. The current community representatives of the Committee were appointed in October 2014. Since that time, two Committee members have resigned, leaving an attending membership of one elected member and three community members. This is considered inadequate to reach a consistent quorum.

As outlined in the City's Advisory Committee Meetings Guide 2012, should a vacancy occur on the Advisory Committee mid-term, the committee may recommend to Council the name of a replacement or, alternatively, the vacancy may be advertised for community nominations.

The Committee, at its August 2015 meeting, identified three community members it felt would make a positive contribution to the Committee, and requested these community members be invited to submit an application to become Committee members.

Two nominations were received. The nominees were:

1. Ms Celia Allen, who is in her third term as President of the Rockingham Watercolour Society, and is a committee member of the Rockingham Regional Arts Inc. organisation. She has completed funding submissions, organised art exhibitions including a Rockingham Watercolour Society 20th Anniversary opening and exhibition, and played an active role in advancing arts practice within the region. Ms Allen has extensive experience in business, community services and not for profit organisations.

2. Ms Meg Salazar, who is the treasurer of the Hillman Community Association Inc. as well as acting as a volunteer on Penguin Island for over 20 years and within the Rockingham Hospital canteen. She is an active participant in arts and culture workshops within Rockingham and is an active arts volunteer and practitioner, both within City-run events and within the Rockingham Regional Arts and Friends of the Rockingham Arts Centre Inc organisations.

In order to seek Committee feedback and possible support for the nominations, a circular was despatched to the committee via email requesting confirmation of approval of the recommendation to appoint Ms Allen and Ms Salazar to the Committee. Confirmation was received from all Committee members on 27 November 2015. Therefore, it is proposed to seek endorsement from Council to appoint the two nominees.

Implications to Consider

a. Consultation with the Community

Consultation was undertaken with the Cultural Advisory Committee as well as with potential nominees identified by the Committee.

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 Objectives contained in the Community Plan 2015-2025:

Aspiration B: Strong Community

Strategic Objective: Capacity Building 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.
Aspiration C: Quality Leadership

**Strategic Objective:** Community Engagement and Advocacy: An engaged and informed community that participates in local decision making and can rely upon the Council to advocate on its behalf when important issues challenge the best interests of the City and its residents.

Aspiration C: 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 City’s Governance and Meeting Framework Policy states that the Cultural Advisory Committee is composed of one Councillor and five Community Members.

e. **Financial**

Nil

f. **Legal and Statutory**

The Local Government Act 1995, s5.10(1)(a), states that a committee is to have as its members persons appointed by the local government, by absolute majority, to be members of the committee.

g. **Risk (High/Extreme)**

Nil

### Comments

It has been clear that it is necessary to maintain a sitting committee of five members in order for the Cultural Advisory Committee to operate effectively. Upon review of the nominations, the following nominees are recommended to Council for appointment to the Cultural Advisory Committee:

- Ms Celia Allen
- Ms Meg Salazar

The above nominees are recommended for the remainder of the current term, based on their creative arts knowledge, skills, experience and ability. Both nominees will provide advice in line with strategic Cultural Development and the Arts directions on behalf of the Rockingham community, as well as providing a balance between continuity of membership and the introduction of new ideas and thoughts with artistic expression.

### Voting Requirements

Absolute Majority

### Officer Recommendation

That Council **APPOINTS** Ms Celia Allen and Ms Meg Salazar as community representatives to the Cultural Advisory Committee from December 2015 to September 2016.

### Committee Recommendation

**Moved Cr Stewart, seconded Cr Smith:**

That Council **APPOINTS** Ms Celia Allen and Ms Meg Salazar as community representatives to the Cultural Advisory Committee from December 2015 to September 2016.

Committee Voting – 5/0
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<tr>
<th>The Committee’s Reason for Varying the Officer’s Recommendation</th>
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<td>Not Applicable</td>
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</tbody>
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Community Development
Community Capacity Building

Purpose of Report
To discuss the concept of amending the membership composition of the Active Ageing and Care Advisory Committee.
If approved, the change will be implemented in conjunction with the review of the community membership for Advisory Committees (2016).

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1:
Amend the Active Ageing and Care Composition of Membership
That Council APPROVES the recommendation to amend the membership composition for the Active Ageing and Care Advisory Committee to two Councillors and eight Community Members.

Officer Recommendation if Different to Advisory Committee Recommendation
That Council NOT APPROVES the Active Ageing and Care Advisory Committee recommendation to increase the composition to eight Community Members.

The Officer’s Reason for Varying the Advisory Committee Recommendation

Officers have reviewed the current committee over the last two years; and found that a quorum has always been achieved, that effective recommendations are provided to Council, and that the committee is achieving the terms of reference.
It is hard to understand that by increasing the Committee by two community members how this would add any significant additional value to the Active Ageing and Care Advisory Committee.
Alternatively, it is proposed for the Officer to investigate the concept and identify two Active Ageing leaders from the not for profit, non-governmental organisation and or State/Australian Government sectors who may add significant value to the committee through knowledge of the industry and awareness of current and future trends.

**Background**

In accordance with the Governance and Meeting Framework Policy each advisory committee is to review its terms of reference and membership composition within three months of an ordinary local government election. These items were discussed at the November 2015 meeting of the Active Ageing and Care Advisory Committee and concern was expressed regarding the current composition of membership. It was discussed that the composition does not adequately reflect the number of community members that could contribute to the Committee.

**Current Committee Membership:**
Composition: two Councillors, six Community Members

**Revised Committee Membership:**
Composition: two Councillors, eight Community Members

**Changes:**
Addition: two Community Members

**Implications to Consider**

a. **Strategic**
   **Community Plan**
   This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objectives contained in the City of Rockingham Strategic Community Plan 2015-2025:
   - **Aspiration B:** Mobility and Inclusion
     **Strategic Objective:** Community services, programs and infrastructure that effectively caters for all residents including seniors, youth and vulnerable populations.
   - **Aspiration C:** Quality Leadership
     **Strategic Objective:** Community engagement and advocacy – An engaged and informed community that participates in local decision making and can rely upon the Council to advocate on its behalf when important issues challenge the best interests of the City and its residents.

b. **Policy**
   The Governance and Meeting Framework Policy underpins the review of membership composition.

c. **Financial**
   Nil

d. **Legal and Statutory**
   Local Government Act s5.9(1)(2)(d) types of committees and the composition

e. **Voting Requirements**
   Simple Majority

f. **Risk (High/Extreme)**
   Nil
**Committee Recommendation**

**Moved Cr Stewart, seconded Cr Whitfield:**
That Council **APPROVES** the recommendation to amend the membership composition for the Active Ageing and Care Advisory Committee to two Councillors and eight Community Members.

Committee Voting – 5/0

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

The Committee agreed with the concept of increasing the community membership of the Active Ageing and Care Advisory Committee by two community members, with these members sourced from relevant not-for-profit or government agencies.

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

Not Applicable
Community Development Community Capacity Building

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-048/15 Community Grants Program (CGP) Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GRS/48</td>
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<tr>
<td>Risk Register No:</td>
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<tr>
<td>Proponent/s:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Ms Julia Dick, Manager Community Capacity Building</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Ms Carly Kroczek, A/Manager Community Infrastructure Planning</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>8 December 2015</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>25 August 2015 (CD-032/15)</td>
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<td>Disclosure of Interest:</td>
<td></td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
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</tr>
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**Purpose of Report**

To seek Council adoption of the Community Grants Program Policy following minor amendments to text and the Infrastructure Planning and Development Grant category to ensure the intent of the policy is clearly articulated.

**Background**

Council approved the Community Grants Program Policy (CGP) in August 2015. The purpose of the Policy is to guide the Community Grants Program in providing financial assistance to community groups and individuals that will build the capacity within the community, stimulate volunteering and youth development, and deliver sustainable, accessible and demonstrated social, environmental and economic benefits.

**Details**

The Infrastructure Planning and Development Grant (IPDG) program forms part of the City Infrastructure Grant category and offers funding up to $30,000 to assist incorporated associations in the planning and development of establishment, enhancement or extension of community facilities, up to a 50% contribution of total project cost.
The current and previous guidelines for the IPDG program state that to be eligible, the project must take place on land which is owned or managed by the City or by the Department of Education where a shared-use agreement is in place. The current CGP Policy wording states that the project must take place on City owned land. While this statement can be interpreted to include City owned and managed land, it has been determined that the Policy should be amended to better reflect the intent and previous operation of the IPDG program. Therefore it is proposed that the City Infrastructure Grants Category of the CGP Policy be amended as follows:

**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.

### 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 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.

**Aspiration B:** Strong Community

**Strategic Objective:** Mobility and Inclusion – Community services, programs and infrastructure that effectively caters for all residents including seniors, youth and vulnerable populations.

Services and Facilities – Community facilities and services that accommodate contemporary community expectation and are justified, well used, cost effective and where appropriate, multi-functional.

Capacity Building 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.

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.

**Aspiration C:** Quality Leadership
**Strategic Objective:** Infrastructure – Civic buildings, sporting facilities, public places and transport infrastructure planned, designed and constructed and maintained using best practice principles and life cycle cost analysis, and implemented in line with informed population and growth analysis.

**Aspiration D:** A Sustainable Environment

**Strategic Objective:** Coastal and Bushland Reserves – Coastal and bushland reserves that are well used and sustainably managed preserving them for future generations to enjoy.

Carbon Footprint and Waste Reduction – Carbon footprint reduction and waste minimisation programs focussed on community education and awareness, and the use of new technologies proven to be environmentally acceptable and financially sustainable.

d. **Policy**

The CGP Policy has been prepared in accordance with the City of Rockingham Policy Framework. This Framework requires all new or significantly amended policies to be subject to a 14 day public comment period. As the change proposed is not a significant amendment and is consistent with the overall intent of the CGP Policy, public consultation is not required.

e. **Financial**

Nil

f. **Legal and Statutory**

Nil

g. **Risk (High/Extreme)**

Nil

### Comments

The amendment proposed is consistent with the overall intent of the CGP Policy. The revision will ensure the eligibility criteria surrounding land tenure is clear and reflects the previous practice of supporting infrastructure projects which are on land owned or managed by the City or the Department of Education where a shared use agreement is in place.

Failure to amend the policy may result in future projects which would have been supported under the previous policy and guidelines, being ineligible for funding as they would be undertaken on land which is not owned by the City.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **ADOPTS** the Community Grants Program Policy.

### Committee Recommendation

Moved Cr Smith, seconded Cr Stewart:

That Council **ADOPTS** the Community Grants Program Policy as follows:
Community Grants Program Policy

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 and incorporated not for profit organisations/associations resident, based or
providing services within the Rockingham community.

Council Policy Statement
The Community Grants Programs aims to provide assistance to individuals and incorporated
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 $3,000
Travel Subsidy – A grant of up to $300 is available to teams and $150 is available to individuals who
are authorised by their association’s governing body to participate in accredited interstate and
international events/activities.
Youth Encouragement Grants – A grant of up to $500 is available to individuals between the ages of
12 and 18 to participate in programs and events that financial or personal circumstances would
normally preclude them from.
General Grants - A grant of up to $3,000 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 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 associations
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 8000 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.

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

City Infrastructure Grants

Leased Property Grants: Maintenance – grants of up to $10,000 per year are available to incorporated associations that lease City owned facilities to assist with the maintenance obligations provided for in their lease.

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. Planning 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 Committee is to consider and recommend 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 Committee

The Community Grants Committee will consider applications over 3 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

State and Federal Government agencies, incorporated associations whose members derive individual benefit or financial return from their activities, individuals outside of Travel Subsidy and Youth Encouragement Grants.

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 Committee.

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.

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
Executive Services

Review Date
Review every two years.

Committee Voting – 5/0

<table>
<thead>
<tr>
<th>The Committee's Reason for Varying the Officer's Recommendation</th>
<th>Not Applicable</th>
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<tr>
<td>Implications of the Changes to the Officer's Recommendation</td>
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</table>
Community Development
Library and Information Services

Reference No & Subject: CD-049/15 Rockingham Campus Community Library – Setting of Fees and Charges (Absolute Majority) and Proposed Change of Name

File No: CSV/854

Risk Register No: 

Proponent/s: Ms Alison Oliver, Manager Library Services

Author: Mr Michael Holland, Director Community Development

Other Contributors: 

Date of Committee Meeting: 8 December 2015

Previously before Council: 

Disclosure of Interest: 

Nature of Council’s Role in this Matter: Executive

Site: 

Lot Area: 

Attachments: 

Maps/Diagrams: 

Purpose of Report

For Council to adopt the fees and charges for the Rockingham Campus Community Library and approve the naming of the library to be the Rockingham Central Library.

Background

Council resolved at its meeting held on 28 July 2015 to approve that the City operate a public library at the Rockingham Campus Community Library subject to a sub-lease being negotiated and entered into. The signing of the sub-lease is imminent and the handover of the facility is due to take place on 27 January 2016.

The Rockingham Campus Community Library has been a joint use facility managed by Murdoch University since 1998 and as such the setting of fees and charges has been the responsibility of the University during that time.

Details

The City will take over management of the library on Wednesday 27 January 2016 with a proposed opening date of 8 February 2016 pending the imminent signing of a sub-lease. The term of the sub-lease is for a period of three years with an option for a one year extension.
The proposed fees and charges are in line with those currently in place at the existing City of Rockingham Libraries at Safety Bay, Warnbro and Baldivis (Mary Davies Library and Community Centre) and once set will be subject to annual review and adoption by Council as part of the budget process.

Hourly room hire rates have been kept lower than those charged at the Mary Davies Library and Community Centre and are based on the fact that amenities available in each room are not equivalent to those at the newer facility where access to technology is greater.

The proposed fees and charges are:

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<td>Lost and Damaged Items</td>
<td>Charged as per State Library of Western Australia price tables</td>
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It is proposed to name the facility the Rockingham Central Library as this will fit in with the City’s strategic vision for libraries throughout the whole municipality.

Each of the City’s libraries is located within a distinctive geographical area and the services and facilities provided at each branch represent the needs of the community within that population catchment. While there is some crossover in usage of the branch libraries according to individual need, it is generally noted that a local community will utilise the branch closest to them.

Libraries are currently located in:

- Safety Bay - servicing Safety Bay, Shoalwater and Peron
- Warnbro – servicing Waikiki and Warnbro and extending services to Port Kennedy, Secret Harbour, Golden Bay and Singleton pending the development of the Secret Harbour Library
- Baldivis (Mary Davies Library and Community Centre) – servicing Baldivis
- Rockingham – servicing Rockingham, Cooloongup, Hillman and East Rockingham

Complemented by the fact that in the next three to five years the City may be building a multi-use Rockingham Central facility and the intention to include a new library building within this precinct it makes sense to rebrand the library now. Changing it from a campus library and clearly articulating it as a City of Rockingham facility means that community expectations of services and facilities match that of a public library and this is the service that will move to a new venue.
Implications to Consider

a. Consultation with the Community
   The City will provide public notice to the community in relation to the intention to impose the fees and charges, and the date that these will become effective as per the requirements of the Local Government Act 1995.

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 B:** Strong Community
   
   **Strategic Objective:** Services and Facilities – Community facilities and services that accommodate contemporary community expectation and are justified, well used, cost effective and, where appropriate, multi-functional

d. Policy
   Nil

e. Financial
   Once set, income estimates relating to the collection of these fees and charges will be included in the annual budget for the library.

f. Legal and Statutory
   Section 6.16 of the Local Government Act 1995 relates to the imposition of fees and charges.
   
   A local government may impose (by absolute majority) and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.
   
   A fee or charge may be imposed for the following –
   
   (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
   
   (b) supplying a service or carrying out work at the request of a person;
   
   (e) supplying goods
   
   (f) such other service as may be prescribed.
   
   Fees and charges are to be imposed when adopting the annual budget but may be –
   
   (a) imposed (by absolute majority) during a financial year; and
   
   Section 6.17 relates to setting the level of fees and charges.
   
   (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors –
   
   (a) the cost to the local government of providing the service or goods; and
   
   (b) the importance of the service or goods to the community; and
   
   (c) the price at which the service or goods could be provided by an alternative provider.
Section 6.19 relates to the advertising of fees and charges.

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of –

(a) its intention to do so; and
(b) the date from which it is proposed the fees or charges will be imposed

Comments

The fees and charges being proposed are in accordance with the current fees and charges at the other three City of Rockingham Libraries and these are reviewed on an annual basis.

As the City is required to provide the fees and charges in a public notice this will form the basis for the community awareness of the fees and charges and the date these will be implemented. As per the Local Government Act 1995 the public notice will be displayed in the City’s libraries, Administration Building and will be advertised in both the Weekend Courier and Sound Telegraph newspapers in December 2015.

The naming of the library as Rockingham Central Library fits with the overall strategic vision of the City’s Library Service and rebrands the library as a City facility rather than the continued perception of it being a University library. While the current name represents the location of the library, looking to the future and the intention to move the library into the Rockingham Central precinct this new branding will reflect both the more public nature of the service and the City ownership of the operations.

Voting Requirements

Recommendation 1 Simple Majority
Recommendation 2 Absolute Majority

Officer Recommendation

That Council:

1. **APPROVES** the naming of the new library facility to be the Rockingham Central Library.
2. **ADOPTS** the proposed fees and charges for the Rockingham Central Library as set out in the table below effective 27 January 2016:

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CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 19 JANUARY 2016

PRESIDING MEMBER

Item | Description | Proposed Charge
--- | --- | ---
Lost and Damaged Items | As per State Library of Western Australia price tables | Various
Room Hire | Meeting room hire per hour – Community Rate | $8.00
Room Hire | Meeting room hire per hour – Commercial Rate | $11.00

**Committee Recommendation**

Moved Cr Smith, seconded Cr McManus:

That Council:

1. **APPROVES** the naming of the new library facility to be the Rockingham Central Library.

2. **ADOPTS** the proposed fees and charges for the Rockingham Central Library as set out in the table below effective 27 January 2016:

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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
Purpose of Report

For Council to adopt assessment criteria for funding applications for the Community Grants Program as per the Community Grants Program Policy; and to amend the Terms of Reference for the Community Grants Committee to reflect the Community Grants Program Policy.

Advisory Committee Recommendation 1 of 2:
Adoption of Assessment criteria for the Community Grants Committee

That Council ADOPTS the following assessment criteria for funding applications for the Community Grants Program until October 2017:

- Good description of short term and/or long term community benefits
- Alignment with City strategies
- Amount of community involvement in the program/event
- Amount of volunteer involvement in program/event
- Recognition for the City
- Financial capacity of applicant to deliver the event
- Partnerships with other groups
- 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
CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 19 JANUARY 2016

Corporate and Community Development Committee Minutes
Tuesday 8 December 2015
CD-050/15

- Governance and management of applicant organisation
- Project justification
- Financial viability of project
- Project planning

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

Not Applicable

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

Not Applicable

**Background**

The Community Grants Program Policy was adopted in August 2015.

The Community Grants Program Policy states that, “Immediately following the Council elections, election of Committees and the election of the Presiding Member the first item of business for the Community Grants Committee is to consider and recommend 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”.

Following the Council election and subsequent election to Committees in October 2015, the purpose of the Community Grants Committee meeting on 26 November 2015 was to:

- Elect the Presiding Member;
- Provide an overview of the new Community Grants Program;
- Workshop/develop assessment criteria and priority areas for the next two years of the Community Grants Program;
- Review the Terms of Reference for the Community Grants Committee.

**Implications to Consider**

- **a. 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.

    **Aspiration B:** Strong Community
    **Strategic Objective:** Mobility and Inclusion - Community services, programs and infrastructure that effectively caters for all residents including seniors, youth and vulnerable populations.
    Services and Facilities - Community facilities and services that accommodate contemporary community expectation and are justified, well used, cost effective and where appropriate, multi-functional.
Capacity building 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.

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.

**Aspiration C:** Quality Leadership

**Strategic Objective:** Infrastructure - Civic buildings, sporting facilities, public places and transport infrastructure planned, designed, constructed and maintained using best practice principles and life cycle cost analysis, and implemented in line with informed population growth analysis.

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.

**Aspiration D:** A Sustainable Environment

**Strategic Objective:** Coastal and Bushland Reserves - Coastal and bushland reserves that are well used and sustainably managed preserving them for future generations to enjoy.

Carbon Footprint and Waste Reduction - Carbon footprint reduction and waste minimisation programs focussed on community education and awareness, and the use of new technologies proven to be environmentally acceptable and financially sustainable.

b. **Policy**

The Community Grants Program Policy states that the Community Grants Committee is to consider and recommend funding application assessment criteria that will prevail for the forthcoming two years for Council consideration.

c. **Financial**

Nil

d. **Legal and Statutory**

Nil

e. **Voting Requirements**

Simple Majority

f. **Risk (High/Extreme)**

Nil

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**Advisory Committee Recommendation 2 of 2:**

**Amendment to the Terms of Reference for the Community Grants Committee**

That Council **AMENDS** the Terms of Reference for the Community Grants Committee as follows:

“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 implementation”.

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CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY, 19 JANUARY 2016

PRESIDING MEMBER
Officer Recommendation if Different to Advisory Committee Recommendation

Not Applicable

The Officer’s Reason for Varying the Advisory Committee Recommendation

Not Applicable

Background

Under the previous Community Grants Program Policy, the Terms of Reference for the Community Grants Committee was: “To consider and make recommendations to Council regarding the minor project/event and infrastructure planning and development applications, and to provide feedback to staff on the Community Grants Program implementation”.

Given that the new Community Grants Policy was adopted in September 2015, a revised Terms of Reference is recommended in order to reflect the new grant types.

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 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.

Aspiration B: Strong Community

Strategic Objective: Mobility and Inclusion - Community services, programs and infrastructure that effectively caters for all residents including seniors, youth and vulnerable populations.

Services and Facilities - Community facilities and services that accommodate contemporary community expectation and are justified, well used, cost effective and where appropriate, multi-functional.

Capacity building 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.

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.

Aspiration C: Quality Leadership

Strategic Objective: Infrastructure - Civic buildings, sporting facilities, public places and transport infrastructure planned, designed, constructed and maintained using best practice principles and life cycle cost analysis, and implemented in line with informed population growth analysis.

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.
**Aspiration D:**

**A Sustainable Environment**

**Strategic Objective:** Coastal and Bushland Reserves - Coastal and bushland reserves that are well used and sustainably managed preserving them for future generations to enjoy.

Carbon Footprint and Waste Reduction - Carbon footprint reduction and waste minimisation programs focussed on community education and awareness, and the use of new technologies proven to be environmentally acceptable and financially sustainable.

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**b. Policy**

The Governance and Meeting Framework Policy states the Terms of Reference for the Community Grants Committee.

The Community Grants Program Policy provides a framework for the types of community grants that are considered by the Community Grants Committee.

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**c. Financial**

Nil

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**d. Legal and Statutory**

Nil

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**e. Voting requirements**

Simple Majority

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**f. Risk (High/Extreme)**

Nil

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**Committee Recommendation**

Moved Cr Stewart, seconded Cr Smith:

That Council

1. **ADOPTS** the following assessment criteria for funding applications for the Community Grants Program until October 2017:

   - Good description of short term and/or long term community benefits
   - Alignment with City strategies
   - Amount of community involvement in the program/event
   - Amount of volunteer involvement in program/event
   - Recognition for the City
   - Financial capacity of applicant to deliver the event
   - Partnerships with other groups
   - 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 viability of project
   - Project planning
2. **AMENDS** the Terms of Reference for the Community Grants Committee as follows:

“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 implementation”.

Committee Voting – 5/0

<table>
<thead>
<tr>
<th>The Committee's Reason for Varying the Officer's Recommendation</th>
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<tbody>
<tr>
<td>Not Applicable</td>
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<tr>
<th>Implications of the Changes to the Officer’s Recommendation</th>
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</thead>
<tbody>
<tr>
<td>Not Applicable</td>
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</tbody>
</table>
13. **Reports of Councillors**
   
   Nil

14. **Addendum Agenda**
   
   Nil

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

16. **Notices of motion for Consideration at the Following Meeting**
   
   Nil

17. **Urgent Business Approved by the Person Presiding or by Decision of the Committee**
   
   Nil

18. **Matters Behind Closed Doors**
   
   Nil

19. **Date and Time of Next Meeting**
   
   The next Corporate and Community Development Committee Meeting will be held on **Tuesday 19 January 2016** in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

20. **Closure**
   
   There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, extended her best wishes to all for the festive season and declared the meeting closed at **4:40pm**.