# City of Rockingham

## Corporate and Community Development Committee Meeting Minutes

4:00pm Tuesday 21 February 2017

## CONTENTS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Declaration of Opening</td>
</tr>
<tr>
<td>2.</td>
<td>Record of Attendance/Apologies/Approved Leave of Absence</td>
</tr>
<tr>
<td>3.</td>
<td>Responses to Previous Public Questions Taken on Notice</td>
</tr>
<tr>
<td>4.</td>
<td>Public Question Time</td>
</tr>
<tr>
<td>5.</td>
<td>Confirmation of Minutes of the Previous Meeting</td>
</tr>
<tr>
<td>6.</td>
<td>Matters Arising from the Previous Minutes</td>
</tr>
<tr>
<td>7.</td>
<td>Announcement by the Presiding Person without Discussion</td>
</tr>
<tr>
<td>8.</td>
<td>Declaration of Member’s and Officer’s Interest</td>
</tr>
<tr>
<td>9.</td>
<td>Petitions/Deputations/Presentations/Submissions</td>
</tr>
<tr>
<td>10.</td>
<td>Matters for which the Meeting may be Closed</td>
</tr>
<tr>
<td>Corporate Services</td>
<td></td>
</tr>
<tr>
<td>CS-002/17</td>
<td>Aqua Jetty Future Management Options</td>
</tr>
<tr>
<td>11.</td>
<td>Bulletin Items</td>
</tr>
<tr>
<td>Corporate and General Management Services Information Bulletin – February 2017</td>
<td>9</td>
</tr>
<tr>
<td>Community Development Information Bulletin – February 2017</td>
<td>11</td>
</tr>
<tr>
<td>12.</td>
<td>Agenda Items – Corporate and Community Development Committee</td>
</tr>
<tr>
<td>General Management Services</td>
<td>13</td>
</tr>
<tr>
<td>GMS-003/17</td>
<td>Ordinary Local Government Elections 2017 and Extraordinary Elections and Polls (Absolute Majority)</td>
</tr>
<tr>
<td>GMS-004/17</td>
<td>Ward Boundaries and Councillor Representation</td>
</tr>
<tr>
<td>GMS-005/17</td>
<td>Proposed Council Policy – Digital Tablet Devices for Councillor Use</td>
</tr>
<tr>
<td>GMS-006/17</td>
<td>Amendments to Governance and Meeting Framework Policy – CEO Briefings and Advocacy Positions</td>
</tr>
<tr>
<td>Community Development</td>
<td>35</td>
</tr>
<tr>
<td>CD-002/17</td>
<td>Recommendations from the Community Grants Program Committee Meeting held on 19 January 2017</td>
</tr>
<tr>
<td>13.</td>
<td>Reports of Councillors</td>
</tr>
<tr>
<td>14.</td>
<td>Addendum Agenda</td>
</tr>
<tr>
<td>15.</td>
<td>Motions of which Previous Notice has been Given</td>
</tr>
</tbody>
</table>
16. Notices of Motion for Consideration at the Following Meeting  55
17. Urgent Business Approved by the Person Presiding or by Decision of the Committee  55
18. Matters Behind Closed Doors  55
19. Date and Time of Next Meeting  55
20. Closure  55
## Corporate and Community Development Committee Minutes

### Tuesday 21 February 2017

**City of Rockingham**  
**Corporate and Community Development Committee Meeting Minutes**  
**Tuesday 21 February 2017 - Council Boardroom**

1. **Declaration of Opening**

   The Chairperson declared the Corporate and Community Development Committee Meeting open at **4:00pm**, 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 Lee Downham  
   - Cr Chris Elliott  
   - Cr Kelly McManus  
   - Cr Joy Stewart  
   - Chairperson  
   - Deputising for Cr Justin Smith

   **2.2 Executive**
   - Mr Michael Holland  
   - Mr John Pearson  
   - Mr Peter Doherty  
   - Ms Karin Strachan  
   - Mr Mark Tidman  
   - Mr Gary Rogers  
   - Ms Mary-Jane Rigby  
   - Mrs Jillian Obiri-Boateng  
   - Ms Alison Oliver  
   - Ms Vanisha Govender  
   - Mr Michael Yakas  
   - Mr Ben Searcy  
   - Mr Peter Verras  
   - Mrs Jelette Edwards  
   - Ms Renae Veedikint  
   - Ms Sue Langley  
   - Mrs Diane Zanre  
   - A/Chief Executive Officer  
   - Director Corporate Services  
   - Director Legal Services and General Counsel  
   - Manager Strategy and Corporate Communications  
   - Manager Investment Attraction  
   - 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 Human Resources Development  
   - Manager Governance and Councillor Support  
   - Governance Coordinator  
   - Senior Project Officer (Office of the CEO)  
   - Governance Officer  
   - PA to Director Community Development

   **2.3 Members of the Gallery:**
   - 1

   **2.4 Apologies:**
   - Cr Justin Smith

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

Nil

4. Public Question Time

4:01pm The Chairperson invited members of the Public Gallery to ask questions. There were none.

5. Confirmation of Minutes of the Previous Meeting

Moved Cr McManus, seconded Cr Stewart:

That Committee CONFIRMS the Minutes of the Corporate and Community Development Committee Meeting held on 17 January 2017, 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

4:01pm 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

8.1 Item CD-002/17 Recommendations from the Community Grants Program Committee Meeting held on 19 January 2017

Councillor: Cr Justin Smith  
Type of Interest: Impartiality  
Nature of Interest: Cr Smith is a life member of Rockingham Kwinana Chamber of Commerce  
Extent of Interest (if applicable): Not Applicable

8.2 Item CD-002/17 Recommendations from the Community Grants Program Committee Meeting held on 19 January 2017

Councillor: Cr Barry Sammels  
Type of Interest: Impartiality  
Nature of Interest: Cr Sammels is a life member of Rockingham Kwinana Chamber of Commerce  
Extent of Interest (if applicable): Not Applicable

4:02pm The Chairperson noted the interests declared in Item 8.1 and 8.2 and asked if there were any further interests to declare.
<table>
<thead>
<tr>
<th>8.3</th>
<th>Item CD-002/17</th>
<th>Recommendations from the Community Grants Program Committee Meeting held on 19 January 2017</th>
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</thead>
<tbody>
<tr>
<td>Councillor:</td>
<td>Cr Kelly McManus</td>
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<tr>
<td>Type of Interest:</td>
<td>Impartiality</td>
<td></td>
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<tr>
<td>Nature of Interest:</td>
<td>Cr McManus is a member of Rockingham Kwinana Chamber of Commerce Executive Committee</td>
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<tr>
<td>Extent of Interest (if applicable):</td>
<td>Not Applicable</td>
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<tr>
<th>8.4</th>
<th>Item CD-002/17</th>
<th>Recommendations from the Community Grants Program Committee Meeting held on 19 January 2017</th>
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<tbody>
<tr>
<td>Councillor:</td>
<td>Cr Joy Stewart</td>
<td></td>
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<tr>
<td>Type of Interest:</td>
<td>Impartiality</td>
<td></td>
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<tr>
<td>Nature of Interest:</td>
<td>Cr Stewart is a patron of the Rockingham District Historical Society</td>
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<tr>
<td>Extent of Interest (if applicable):</td>
<td>Not Applicable</td>
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The Chairperson noted there were no further interests declared.

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<th>9.</th>
<th>Petitions/Deputations/Presentations/Submissions</th>
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<tr>
<td>Nil</td>
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<th>10.</th>
<th>Matters for which the Meeting may be Closed</th>
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<tr>
<td>4:04pm The Chairperson advised in accordance with section 5.23(2)(c) and (e) of the Local Government Act 1995 – if there were any questions or debate on Confidential Item CS-002/17 – Aqua Jetty Future Management Options, then the Committee will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors. There were no questions or request for debate.</td>
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CONFIDENTIAL ITEM  
NOT FOR PUBLIC ACCESS  
Section 5.95(3) Local Government Act 1995 (the Act)  
This item may be discussed behind closed doors as per  
Section 5.23(2)(c) and (e) of the Act

| Corporate Services  
Community and Leisure Facilities |
<table>
<thead>
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<tbody>
<tr>
<td><strong>Reference No &amp; Subject:</strong></td>
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<td><strong>File No:</strong></td>
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<td><strong>Proponent/s:</strong></td>
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<td><strong>Author:</strong></td>
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<td><strong>Other Contributors:</strong></td>
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<td><strong>Date of Committee Meeting:</strong></td>
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<td><strong>Previously before Council:</strong></td>
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<tr>
<td><strong>Disclosure of Interest:</strong></td>
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<tr>
<td><strong>Nature of Council’s Role in this Matter:</strong></td>
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<td><strong>Site:</strong></td>
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<td><strong>Lot Area:</strong></td>
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<td><strong>Attachments:</strong></td>
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<tr>
<td><strong>Maps/Diagrams:</strong></td>
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</table>

**Voting Requirements**

Simple Majority
### Officer Recommendation

That Council **APPROVES** the in-house delivery of aquatic and leisure services at the City of Rockingham Aqua Jetty.

### Committee Recommendation

**Moved Cr Elliott, seconded Cr McManus:**

That Council **APPROVES** the in-house delivery of aquatic and leisure services at the City of Rockingham Aqua Jetty.

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
11. **Bulletin Items**

**Corporate and General Management Services Information Bulletin – February 2017**

**Corporate Services**
- 1. Corporate Services Team Overview
- 2. Human Resource Update
- 3. Project Status Reports
  - 3.1 Integrated Team Plan and Budgeting Module
  - 3.2 eGovernance Portal
  - 3.3 Automation records management processes
  - 3.4 Facility Booking Module
  - 3.5 Online Zoning Statements
  - 3.6 AV Upgrades
  - 3.7 Security Infrastructure
  - 3.8 Upgrade LAN Switches
  - 3.9 Replace Multi-Function Machines

**Information Items**
- 4.1 Change of Basis of Rates
- 4.2 Amendment to Rate Record – Non-rateable Land s6.26 (2) (d) of the Local Government Act
- 4.3 Amendment to Rate Record – Non-rateable Land s6.26 (2) (g) of the Local Government Act
- 4.4 List of Payments January 2017
- 4.6 Awarding of Tenders by CEO - Delegated Authority
- 4.7 Development Contribution Scheme
- 4.8 Autumn Centre
- 4.9 Rockingham Aquatic Centre
- 4.10 Warnbro Community Recreation Centre
- 4.11 Mike Barnett Sports Complex
- 4.12 Aqua Jetty
- 4.13 Gary Holland Community Centre
- 4.14 Lease Management
- 4.15 Excisions

**Governance and Councillor Support**
- 1. Governance and Councillor Support Team Overview
- 2. Human Resource Update
- 3. Project Status Reports
- 4. Information Items
  - 4.1 Australia Day Awards and Citizenship Ceremony
  - 4.2 Catering Contract
  - 4.3 Freedom of Information (FOI) Requests
  - 4.4 Australian Coastal Councils Association Inc. Newsletter
  - 4.5 Citizenships
  - 4.6 Coming Events
  - 4.7 Notice of Motion – Status Report
<table>
<thead>
<tr>
<th><strong>Human Resources</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Human Resources Team Overview</td>
<td></td>
</tr>
<tr>
<td>2. Human Resource Update</td>
<td></td>
</tr>
<tr>
<td>3. Project Status Reports</td>
<td></td>
</tr>
<tr>
<td>3.1 Employee Wellness Programme</td>
<td></td>
</tr>
<tr>
<td>3.2 Corporate Training Programme</td>
<td></td>
</tr>
<tr>
<td>3.3 RESPECT Programme</td>
<td></td>
</tr>
<tr>
<td>3.4 Occupational Safety and Health Programme</td>
<td></td>
</tr>
<tr>
<td>3.5 Leadership and Management Programme</td>
<td></td>
</tr>
<tr>
<td>4. Information Items</td>
<td></td>
</tr>
<tr>
<td>4.1 Recruitment and Onboarding</td>
<td></td>
</tr>
<tr>
<td>4.2 Occupational Safety and Health Statistics</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Strategy and Corporate Communications</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Strategy and Corporate Communications Team Overview</td>
<td></td>
</tr>
<tr>
<td>2. Human Resource Update</td>
<td></td>
</tr>
<tr>
<td>3. Project Status Reports</td>
<td></td>
</tr>
<tr>
<td>3.1 Risk Management</td>
<td></td>
</tr>
<tr>
<td>3.2 Governance Portal – Rock Port</td>
<td></td>
</tr>
<tr>
<td>3.3 Protection of Intellectual Property</td>
<td></td>
</tr>
<tr>
<td>3.4 Implementation of Digital Media Strategy</td>
<td></td>
</tr>
<tr>
<td>4. Information Items</td>
<td></td>
</tr>
<tr>
<td>4.1 Organisational performance measurement</td>
<td></td>
</tr>
<tr>
<td>4.2 Community Engagement</td>
<td></td>
</tr>
<tr>
<td>4.3 8th Generation Team Plans</td>
<td></td>
</tr>
<tr>
<td>4.4 Social Media</td>
<td></td>
</tr>
<tr>
<td>4.5 Media Tracking</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Investment Attraction</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Investment Attraction Team Overview</td>
<td></td>
</tr>
<tr>
<td>2. Human Resource Update</td>
<td></td>
</tr>
<tr>
<td>3. Project Status Reports</td>
<td></td>
</tr>
<tr>
<td>3.1 Marketing City of Rockingham</td>
<td></td>
</tr>
<tr>
<td>3.2 Online Forecasting Tool</td>
<td></td>
</tr>
<tr>
<td>3.3 Small Business Leadership Forums and Investment Attraction Seminars</td>
<td></td>
</tr>
<tr>
<td>3.4 Hotel Attraction Project</td>
<td></td>
</tr>
<tr>
<td>4. Information Items</td>
<td></td>
</tr>
<tr>
<td>4.1 Various Meetings</td>
<td></td>
</tr>
<tr>
<td>4.2 Lot 55 (14) Trafalgar Gardens, Port Kennedy</td>
<td></td>
</tr>
<tr>
<td>4.3 City Centre Precinct</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Legal Services &amp; General Counsel</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Legal Services &amp; General Counsel Team Overview</td>
<td></td>
</tr>
<tr>
<td>2. Human Resource Update</td>
<td></td>
</tr>
<tr>
<td>3. Project Status Reports</td>
<td></td>
</tr>
<tr>
<td>4. Information Items</td>
<td></td>
</tr>
<tr>
<td>Provision of Legal Advice</td>
<td></td>
</tr>
<tr>
<td>4.1 Legal Advice – Local Government Operational Matters</td>
<td></td>
</tr>
<tr>
<td>4.2 Documentation</td>
<td></td>
</tr>
</tbody>
</table>
Committee Recommendation

Moved Cr Elliott, seconded Cr Stewart:
That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – February 2017 and the content be accepted.

Committee Voting – 5/0

Community Development Information Bulletin – February 2017

Community Support and Safety Services
1. Community Support and Safety Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Regional Community Services Leadership Programmes
   3.2 Social Connector Pilot
4. Information Items
   4.1 Youth and Community Support Services
   4.2 Rockingham Connect Community Transport Project
   4.3 Community Safety

Library Services
1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Warnbro Community Library Agreement
4. Information Items
   4.1 December 2016 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 2016 Facebook Statistics
   4.7 “Don’t Get Your Tinsel in a Tangle” 2016 Library Christmas Events

Community Infrastructure Planning
1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Rockingham Foreshore Activity Node – Planning and Concept Design
   3.2 Rockingham Central (Library / Youth / Community Centre) - Planning and Concept Design
   3.3 East Baldivis Recreation Reserve – Shared Use Planning and Concept Design
   3.4 Baldivis Outdoor Recreation Space Planning
   3.5 Baldivis District Sporting Complex Planning
4. Information Items
   4.1 Laurie Stanford Reserve Master Plan Implementation
   4.2 Rhonda Scarrott Reserve Master Plan Implementation
   4.3 Baldivis South Sports Pavilion
   4.4 Baldivis South Youth Space Development
   4.5 Secret Harbour Inclusive Play Space
   4.6 Mike Barnett Netball Courts Upgrade
### Committee Agenda

| **4.7** | Baldivis South Community Centre |
| **4.8** | Baldivis Enclosed Dog Park |
| **4.9** | Singleton Youth Space Replacement |

**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 Disability Access and Inclusion Plan and Strategy 2016-2019
   - 4.4 Seniors
   - 4.5 Youth Development
   - 4.6 Sport, Recreation and Health and Wellbeing
   - 4.7 Cultural Development and the Arts

**Committee Recommendation**

Moved Cr McManus, seconded Cr Elliott:

That Councillors acknowledge having read the Community Development Information Bulletin – February 2017 and the content be accepted.

Committee Voting – 5/0
12. Agenda Items

General Management Services

General Management Services
Governance and Councillor Support

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GMS-003/17</th>
<th>Ordinary Local Government Elections 2017 and Extraordinary Elections and Polls (Absolute Majority)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GOV/10-07</td>
<td>Western Australian Electoral Commission</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td></td>
<td>Mrs Jelette Edwards, Governance Coordinator</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td>Mr Peter Varris, Manager Governance and Councillor Support</td>
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<td>Other Contributors:</td>
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<td>Date of Committee Meeting:</td>
<td>21 February 2017</td>
<td></td>
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<td>19 October 2010 (ES-001/10), 23 October 2012 (GCS-015/12), 24 March 2015 (GMS-003/15)</td>
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<td>Nature of Council’s Role in this Matter:</td>
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<td>Attachments:</td>
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<td>Letter from Western Australian Electoral Commission - Local Government Election: 2017 Cost Estimate</td>
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<td>Maps/Diagrams:</td>
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Purpose of Report

Council to consider appointing the Western Australian Electoral Commissioner to:

1. Conduct the ordinary local government elections for the City of Rockingham on 21 October 2017 together with any other elections or polls that may also be required; and
2. Conduct the ordinary local government election, other elections or polls by the postal ballot method.

Background

The Western Australian Electoral Commission (WAEC) has conducted the City’s elections by the postal ballot method since May 1999. Prior to that, elections were by the ‘in person’ method and the last election of that type was held in 1997 and attracted voter participation of 13.7%
Election Year | % Voter Participation | Election Year | % Voter Participation
---|---|---|---
1999 | 38.3 | 2009 | 33.6
2001 | 36.4 | 2011 | 30.9
2003 | 32.1 | 2013 | 25.8
2005 | 33.8 | 2015 | 25.1
2007 | 34.5 |

Details

The next ordinary local government election is scheduled for 21 October 2017 and in order for the WAEC to commence planning it has requested that Council consider whether it wishes to appoint the Electoral Commissioner to conduct the election by postal ballot.

If Council wishes to pursue the option with the WAEC it needs to resolve to appoint the Electoral Commissioner to conduct the election, together with any other elections or polls required, and that the elections or polls be conducted through the postal method.

The other elections required are any extraordinary elections created by the resignation of Councillors mid-term. These elections can be held in conjunction with the ordinary election or polls that Council may decide to hold.

Implications to Consider

a. Consultation with the Community
   Nil
b. Consultation with Government Agencies
   City staff will be liaising with the WAEC leading up to the 21 October 2017 ordinary local government elections.
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: 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.
   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
   The Electoral Commissioner has advised the costs of conducting the 2017 ordinary local government elections for the City of Rockingham is $283,000 including GST. The appropriate allocation will be made in the 2017/2018 budget.
f. **Legal and Statutory**

In accordance with section 4.20(4) and section 4.61(1) and (2) of the Local Government Act 1995 – states that Council has to appoint returning officer and choose method of conducting the election by 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 WAEC has conducted the City of Rockingham elections since 1999. The average percentage voter turnout since 1999 is 32.3%.

The WAEC is best placed to conduct the postal elections and conducts the majority of local government elections in the metropolitan area. Significant logistical effort would be required if Council decides the City conducts its own elections, by way or postal or ‘in person’ elections.

It would be likely that there would be a drop in voter participation if an ‘in person’ election is conducted as local government elections are not compulsory.

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That Council:

1. **DECLARES**, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2017 ordinary elections together with any other elections or polls which may be required.

2. **DECIDES**, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election.

**Committee Recommendation**

Moved Cr Elliott, seconded Cr McManus:

That Council:

1. **DECLARES**, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2017 ordinary elections together with any other elections or polls which may be required.

2. **DECIDES**, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election.

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

To consider advice from the Local Government Advisory Board in respect to a review of Councillor representation for the City of Rockingham.

Background

At its December 2012 meeting Council considered the outcomes of a statutorily required 8 yearly review into the ward boundaries and Councillor representation for the City of Rockingham. In short Council’s subsequent decision was to:

- Modify the boundary between Safety Bay Ward and the then Coastal Ward (renamed Comet Bay Ward);
- Reduce Councillor representation for Rockingham Ward and Safety Bay Ward from four councillors per ward to three Councillors per ward;
- Increase Councillor representation for Baldivis Ward and Comet Bay Ward from one Councillor each to two Councillors each.
- Transition these changes through the October 2013 and October 2015 local government elections.

This decision was supported by the Local Government Advisory Board (LGAB) and changes to the wards and Councillor representation were formalised in readiness for the October 2013 election.
At the time of the 2012 review, the following representation was modelled in support of the change –

<table>
<thead>
<tr>
<th>Ward</th>
<th>No. of Electors</th>
<th>No. of Councillors</th>
<th>Ward Ratio</th>
<th>City Ratio</th>
<th>%Ratio Deviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Bay</td>
<td>27225</td>
<td>3</td>
<td>1:9075</td>
<td></td>
<td>0.5%</td>
</tr>
<tr>
<td>Rockingham</td>
<td>29151</td>
<td>3</td>
<td>1:9717</td>
<td></td>
<td>-6.1%</td>
</tr>
<tr>
<td>Baldvis</td>
<td>16382</td>
<td>2</td>
<td>1:8191</td>
<td></td>
<td>11.4%</td>
</tr>
<tr>
<td>Comet Bay</td>
<td>18484</td>
<td>2</td>
<td>1:9242</td>
<td></td>
<td>-1.3%</td>
</tr>
<tr>
<td>City of Rockingham</td>
<td>91242</td>
<td>10</td>
<td>1:9124</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Table 1 – Projected 2016 Elector Numbers from 2012 Review*

The modelled elector numbers were based on forecasted data for 2016 (ages 20 years and over) using Forecast ID.

A foundation of local government elections is the ‘one vote – one value’ principle; wherever possible there should be equal representation of councillors to electors across the Wards. The LGAB provides for a +/-10% deviation in representation from the City average. It was anticipated that population growth in Baldivis Ward would equalise the ratios over time.

The LGAB has been monitoring elector numbers and noted that the elector ratios for the 2015 elections were as follows –

<table>
<thead>
<tr>
<th>Ward</th>
<th>No. of Electors</th>
<th>No. of Councillors</th>
<th>Ward Ratio</th>
<th>City Ratio</th>
<th>%Ratio Deviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Bay Ward</td>
<td>19749</td>
<td>3</td>
<td>1:6583</td>
<td></td>
<td>5.52</td>
</tr>
<tr>
<td>Rockingham Ward</td>
<td>20195</td>
<td>3</td>
<td>1:6732</td>
<td></td>
<td>3.39</td>
</tr>
<tr>
<td>Baldvis Ward</td>
<td>13735</td>
<td>2</td>
<td>1:6868</td>
<td></td>
<td>1.44</td>
</tr>
<tr>
<td>Comet Bay Ward</td>
<td>16000</td>
<td>2</td>
<td>1:8000</td>
<td></td>
<td>-14.81</td>
</tr>
<tr>
<td>City of Rockingham</td>
<td>69679</td>
<td>10</td>
<td>1:6968</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Table 2 – Actual Elector Numbers October 2015*

Since that time data from the LGAB for June 2016 shows that representation for Baldivis Ward has now moved from being under-represented to over-represented (-6.3%) and Comet Bay remains over-represented (-15.5%).

The LGAB has requested that the City undertake some projections of elector numbers for the October 2017 and October 2019 elections and then consider whether a ward and Councillor representation review is necessary.

Any changes for a review would need to be submitted to the LGAB by 31 March 2017 so that statutory requirements can be undertaken in a timely manner in preparation for this year’s elections.

**Details**

Following the LGAB request the City has undertaken projections of elector numbers for the October 2017 and October 2019 elections. Once again this has been undertaken using Forecast ID data based on population growth for people 18 years of age and over, using the above October 2015 actual elector numbers (Table 2) as a base.
As can be seen from the above predictions, October 2017 figures show Safety Bay over-represented and slightly above the +/-10% deviation and Baldivis Ward is under-represented but within the +/- 10%. Comet Bay Ward continues to be under-represented beyond the +/-10% tolerance.
Predictions for October 2019 suggest that three Wards (Safety Bay, Baldivis and Comet Bay) will be outside the accepted +/-10% deviation.

**Implications to Consider**

a. **Consultation with the Community**
   There has been no consultation with the community on this matter. There are statutory public submission requirements should Council proceed with a review of ward boundary and Councillor representation.

b. **Consultation with Government Agencies**
   The City has been in contact with the Local Government Advisory Board in respect this matter.

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**
   A review into the City's ward boundaries and Councillor representation will require research and public consultation. Costs would be absorbed in normal operating costs.

f. **Legal and Statutory**
   Schedule 2.2 of the Local Government Act 1995 (the Act) specifies the requirements for ward boundary and Councillor representation reviews.
   In particular, clause 6(3) of the Act stipulates that a local government is to carry out a review at any time when requested by the Advisory Board.
   The LGAB has not formally requested the City to undertake a review at this time.

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**

In respect to the projected elector numbers for October 2017, while having minor deviations beyond the LGAB's preferred +/-10% tolerance, the ward boundaries and Councillor representation are considered acceptable for the purposes of proceeding into the 2017 local government elections.
The projected elector numbers through to October 2019 suggest that the ward boundaries and Councillor representation are not sustainable into the long term. Given the pressing timeframe to undertake and implement a review, it is recommended that a formal review be undertaken immediately after the 2017 ordinary local government election. This would provide sufficient time to research options and present these to Council for consideration. Any changes can then be applied in time for the 2019 election.

Voting Requirements

Simple Majority

Officer Recommendation

That Council REVIEWS the City of Rockingham ward boundaries and Councillor representation after the 2017 ordinary local government elections with an objective of implementing any changes prior to the 2019 ordinary local government elections.

Committee Recommendation

Moved Cr McManus, seconded Cr Stewart:

That Council REVIEWS the City of Rockingham ward boundaries and Councillor representation after the 2017 ordinary local government elections with an objective of implementing any changes prior to the 2019 ordinary local government elections.

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
Reference No & Subject: GMS-005/17 Proposed Council Policy – Digital Tablet Devices for Councillor Use

File No: GOV/51

Proponent/s: Mr Peter Varris, Manager Governance and Councillor Support

Author:

Other Contributors:

Date of Committee Meeting: 21 February 2017

Previously before Council: 20 December 2016 (GMS-028/16)

Disclosure of Interest: Executive

Nature of Council’s Role in this Matter:

Site: 
Lot Area: 
Attachments: 
Maps/Diagrams:

Purpose of Report

To consider any public submissions received on a draft Council Policy that provides the parameters on the provision, use, support and replacement of digital tablet devices for City of Rockingham Councillors.

Background

At its meeting held 20 December 2016 Council resolved to –

“That Council APPROVES the draft Council Policy, “Digital Tablet Devices for Councillor Use” for the purpose of public consultation”.

The City of Rockingham has provided iPads to Councillors since late 2012, primarily for the purpose of accessing Council business papers (agenda and minutes) in a digital format. The provision of the digital business papers has been through the use of an application (App), Docs on Tap.

In the absence of a formal policy, the supply of the tablet and relevant training has been through the Governance and Councillor Support Team (GCS), in consultation with the CEO and Information Systems Team.
The policy has been drafted to capture the provision, use, replacement, and support of digital tablet devices for Councillors. The fundamental underpinning of the policy is to “ensure that advice and information is available to Council so that informed decisions can be made”. Digital tablets devices assist the implementation of this principle.

The proposed policy outlines the responsibilities of both the City and Councillors in respect to digital tablet devices, the circumstances for replacement of the device, the level of support and training for the device and relevant business applications, and the disposal of decommissioned devices.

Details

The draft Council Policy was subsequently advertised for public comment in the local newspapers and the City of Rockingham website (Share Your Thoughts), with submissions invited to be made no later than 8 February 2017.

No submissions were received on the draft policy.

Implications to Consider

a. Consultation with the Community
   Advertisements were published in the Sound Telegraph (18 January 2017) and Weekend Courier (20 January 2017) inviting submissions from the public on the draft policy in accordance with the requirements of Council’s Policy Framework. Invitations for comment were also invited through the City’s website. Submissions were to be received by close of business 8 February 2017. No submissions were made.

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
   In accordance with Council’s Policy Framework, the draft policy was subject to a public consultation period. Any submissions received are to be presented to Council for consideration prior to final adoption of the policy.

e. Financial
   The provision and support of digital tablet devices for Councillors is provided for through existing Council budget lines.

f. Legal and Statutory
   Section 2.7 of the Local Government Act 1995 states that it is the role of Council to determine the local government’s policies.
   Section 5.41 of the Local Government Act 1995 notes that one of the CEOs functions is to ensure that advice and information is available to Council so that informed decisions can be made.
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 draft policy addresses a range of matters that have been identified as critical in ensuring a fair and equitable approach to the provision and support of digital tablet devices to Councillors. No submissions were received through the public consultation process and accordingly the Policy is recommended to Council for formal adoption.

Voting Requirements

Simple Majority

Officer Recommendation

That Council ADOPTS the Council Policy, “Digital Tablet Devices for Councillor Use”.

Committee Recommendation

Moved Cr Elliott, seconded Cr McManus:

That Council ADOPTS the Council Policy, “Digital Tablet Devices for Councillor Use” as follows –

Digital Tablet Devices for Councillor Use

Council Policy Objective

To provide parameters on the provision, use and replacement of digital tablet devices for City of Rockingham Councillors.

Council Policy Scope

All City of Rockingham Councillors using digital tablet devices provided by the City. City of Rockingham employees responsible for the support of digital tablet devices for Councillors.

Council Policy Statement

Provision of Digital Tablet Devices to Councillors

The City of Rockingham is committed to providing efficient and effective means of supporting elected members in the decision making processes of the Council. The Local Government Act 1995 specifies that one of the Chief Executive Officer’s functions is to “ensure that advice and information is available to the council so that informed decisions can be made”. To meet this requirement Council business papers are provided to Councillors in hard copy paper format as a primary source of advice and information.

The City also maintains a digital business paper system which delivers agendas, minutes and other business papers via digital tablet devices. Tablet devices may be provided to Councillors for the purpose of accessing Council business papers through the City’s specified digital business paper system.
Councillors may receive business papers in three ways –
   a. Paper only.
   b. Both Paper and the digital business paper system.
   c. Digital business paper system only.

Where a Councillor elects to receive only digital business papers, the Councillor must demonstrate to the satisfaction of the Chief Executive Officer a moderate level of competency in using both the allocated digital tablet device and the digital business paper system.

**Use of Digital Tablet Devices by Councillors**

A Councillor provided with a City owned digital tablet device is responsible for keeping the device in good working order.

A Councillor is to use his or her own personal account to access the tablet operating system platform supported by the City, e.g. iTunes, Microsoft account, Google account.

With the exception of accessing the City’s wireless internet system which is available at the City’s Administration Centre, a Councillor is responsible for the cost of accessing wireless internet at his or her home and other locations.

**Replacement of Digital Tablet Devices for Councillors**

The tablet device is provided for the Councillor’s continuous term of office and will only be replaced –
   a. when a change in City business systems or technology warrants; or
   b. when the functionality of the device and applications impairs effective communication; or
   c. through accidental loss or breakage.

Notwithstanding the above, a digital tablet device for a Councillor will depreciated at a rate of 25% pa.

A Councillor must ensure that any personal information or software applications on the digital tablet device is removed or backed up prior to replacement.

**Support of digital tablet devices allocated to Councillors**

A Councillor provided with a City owned digital tablet device is responsible for keeping the device in good working order.

Any loss of, or damage to the device must be reported immediately to the Governance and Councillor Support Team, which will assess whether repairs need to be undertaken and/or a replacement device arranged.

A standard suite of operational software applications will be installed on Councillor digital tablet devices. Other applications may be installed by a Councillor at his or her own cost.

The City will provide training to a Councillor to develop their competencies in the use of the allocated digital tablet device.

**Purchase of decommissioned digital tablet devices**

A Councillor vacating office after serving at least one 4 year term of office may either assume ownership of the device or hand the device back to the City.

A Councillor vacating office prior to the completion of a 4 year term will hand the device back to the City, or may purchase the digital tablet device at a residual value based on the depreciation rate calculated to the month prior to the Councillor’s departure.

**Definitions**

Nil
Legislation
Local Government Act 1995 – Section 5.41: Functions of CEO

Other Relevant Policies/ Key Documents
Not Applicable

Responsible Division
General Management Services

Review Date

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>
</tr>
</tbody>
</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>
To consider amendments to the Governance and Meeting Framework Policy to –

- Include provisions for an Advocacy Position Register; and
- Include provisions relating to CEO Briefings as part of Councillor Engagement Sessions.

Background

At its meeting held 27 September 2016 Council considered recommendations from the Governance Review Committee and subsequently resolved in part –

That Council –

4. **Supports** the amendment to the Governance and Meeting Framework Policy to include the establishment of the Advocacy Position Register and the process for its review.

7. **Amends** the Meeting and Governance Framework Policy to include the following provisions relating to CEO Briefings:
   - To be conducted for two hours every three months.
• Topics to be limited to progress with Key Focus Areas identified by Council at the Annual CEO Performance Appraisal and any other significant strategic issues, challenges and opportunities facing either the corporation or the City generally.

• Matters of a general operational or low level strategic nature should be dealt with either through the normal monthly meeting round or immediately with staff via the Councillor Communication protocol, not via this briefing.

• Matters relating to the issue of a licence, permit or approval must not be discussed.

• A confidential agenda detailing the items to be discussed is to be circulated 7 days prior to the briefing by the CEO.

• Councillors wishing to raise other matters that fall within the proposed guidelines should submit them to the Mayor for consideration for inclusion at least 5 days prior to the briefing.

Details

Advocacy Position Register

Occasionally Council is called upon to adopt a particular stance or ‘policy position’ in relation to a matter of community relevance but out of the City’s jurisdiction. These issues would likely be advocacy in nature and may be subject to change as a result of turnover in elected members.

These ‘advocacy positions’ will provide guidance to the Chief Executive Officer when dealing with such matters on behalf of the City, particularly when interacting, influencing or lobbying with stakeholders.

In proposing a register of Advocacy policy positions decisions it is suggested that the register be reviewed soon after each Council election to provide an opportunity for incoming Councillors to determine whether those policy positions are current, relevant and appropriate. A possible opportunity would be at the first Councillor Engagement Session after the election.

It is proposed to include a new section with in the Governance and Meeting Framework policy as follows –

“Advocacy Position Register

A register will be established and maintained to record all Council decisions that comprise an advocacy position of the City. An Advocacy position relates to a matter out of the scope of control of the local government but in which Council seeks to promote on behalf of the community. This can be to State or Federal government Ministers, departments, agencies, Not-for-Profits organisations and commercial enterprises responsible for the matter impacting upon the community.

The ‘Advocacy Position Register’ will record the following elements of advocacy decision –

• Date of Council Resolution
• Report Number and Title
• File No.
• Responsible Division
• Purpose of Report
• Council Resolution and Vote
• Date of Review

A copy of the full minuted Council report and any attachment will be maintained as support to the register.
Every two years the Register will be subject to review. A discussion paper will be prepared and presented at the November Councillor Engagement Session that falls after each ordinary local government election. Feedback from the Session will provide the foundation of a report to Council to determine the relevancy of advocacy decisions recorded in the register.

To facilitate the review, the Advocacy Position Register and the review discussion paper will be raised and distributed at any Candidate Information Sessions conducted by the City prior to each Council election.”

The above policy inclusion will provide Councillors the ability to regularly review and change Council’s advocacy positions on matters affecting the community.

CEO Briefing Sessions

In April 2016 the CEO implemented a practice of providing Councillors a briefing on topics of interest at a high end operational / strategic level, including updates on performance KPI’s and matters relating to the City’s Strategic Framework.

The briefings occur once a quarter at the Councillor Engagement Session in the absence of other staff. Outcomes from the briefing are followed through by the CEO direct to the Councillors.

The sessions were originally envisaged to be conducted for one hour however on both occasions, 90 minutes has been taken. Some discussion has arisen whether these briefing sessions should be more frequent, of longer duration and include issues raised by individual councillors.

The recent CEO Briefings have been generally well received however a need to extend the length of the session to allow for more discussion was a common theme. It was also considered necessary to formalise the inclusion of the CEO Briefing Session into the Governance and Meeting Framework.

The following amendments are proposed to the Governance and Meeting Framework policy in the Councillor Engagement Sessions section to capture the proposed provisions in respect to CEO Briefings –

“Councillor Engagement Sessions

Councillor Engagement Sessions will be convened on an occasional basis as a forum for information exchange between elected members and Council officers and facilitated Councillor only discussions on major strategic issues. Debating, collective decision making or revelation of ones intention on how they will vote at a future Council or Committee meeting is not permitted. Expressing an opinion on matters under discussion generally however, is appropriate and welcome.

Councillor Engagement Sessions can be called at the request of either the Mayor, CEO or by Council motion and conducted, as required, on the second Tuesday of the month from 4pm until 6pm and on other occasions when special circumstances dictate.

Sessions are to be chaired by the Mayor, Deputy Mayor or nominated Councillor as is the process with other meetings of Council.

The Sessions will comprise of two different modes of engagement.

1) Information Exchange: Staff, consultants or relevant stakeholders to present to Council on complex strategic and operational issues.
   a. Between 30% and 50% of the allotted time depending on the nature and complexity of the issue, will be allocated for questions from and discussion between Councillors.
   b. Briefing notes and supporting documentation is to be distributed to Councillors at least five working days before the session.
   c. “Power Point” presentations are to be kept to a minimum and all other forms of digital and personal communication techniques should be utilized wherever possible.

2) Strategic Discussion: A facilitated discussion between Councillors on major and or complex strategy and policy issues.
   a. Minimum timeframe 45 minutes.
b. Discussion to be facilitated by an appropriately trained staff member

c. Staff are not to participate in discussions unless asked to do so.

d. All strategic discussions must be informed by a discussion paper prepared by a staff member and distributed at least five working days prior to the session.

3) CEO Briefing Session: A session dedicated solely for the Chief Executive Officer and Councillors to discuss and provide feedback on matters of strategic significance.

a. To be conducted two hours every three months.

b. Topics to be limited to progress with Key Focus Areas identified by Council at the annual CEO performance appraisal and any other significant strategic issues, challenges and opportunities facing either the corporation or the City generally.

c. Matters of a general operational or low level strategic nature should be addressed via the channels provided in the Councillor Communication Protocol or through the normal Council meeting process.

d. A confidential program detailing the items to be discussed is to be circulated seven days prior to the CEO Briefing.

e. Councillors wishing to raise other matters at the CEO Briefing that fall within the criteria of 3) b. above must submit them to the Mayor for consideration for inclusion at least five days prior to the CEO Briefing.

A general record should be kept of the session noting attendance, requests for further information and interests declared. No minutes as such will be taken nor will specific discussions, actions, or outcomes of the workshops be recorded, received or adopted at a later date.

Given that a Council Workshop an Engagement Session is not open to the public and does not involve any decision making or formal consideration of matters requiring a decision, there will be matters by which their nature, should not be considered at a Council Workshop Session.

Matters which are not appropriate include:

a. applications for development approvals;

b. recommendations in relation to applications for subdivision approval;

c. initiation of a town planning scheme amendment or rezoning;

d. consideration of a proponent’s structure plan; and

e. applications for any licence, permit, approval or other authorisation under a local law.”

The amendment will enshrine the CEO Briefing as a regular component of the Councillor Engagement Session process.

**Implications to Consider**

a. **Consultation with the Community**

In accordance with the Policy Framework, any substantial amendments to Council policy is to be subject to public consultation period of at least 14 days in which submissions can be made on the amendments.

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

The Governance and Meeting Framework Policy establishes the many of the protocols and arrangements relating to Council’s decision making processes. Adopting the officer recommendation will amend the policy to incorporate provisions about an Advocacy Position Register and CEO Briefings to Council. This amendment would be advertised for public submissions.

e. Financial

Not Applicable

f. Legal and Statutory

Section 2.7 of the Local Government Act 1995 states that it is the role of Council to determine the local government’s policies.

Section 5.23 of the Act specifies that all Council meetings are to be open to the members of the public.

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 amendments to the Governance and Meeting Framework policy will provide a more responsive approach to the City’s decision-making process. The formalisation of the CEO Briefing as a part of the Councillor Engagement Sessions will provide Councillors the opportunity to be regularly informed and provide feedback on progress with Key Focus Areas and strategic matters affecting the City.

The inclusion of an Advocacy Position Register in the policy will facilitate a regular review of advocacy decision and enable new Councillors to have input on advocacy positions established prior to their election.

Voting Requirements

Simple Majority

Officer Recommendation

That Council APPROVES the following proposed amendments to the Governance and Meeting Framework policy for the purpose of public consultation –

1. Addition of the following section relating to an Advocacy Position Register –

“Advocacy Position Register

A register will be established and maintained to record all Council decisions that comprise an advocacy position of the City. An Advocacy position relates to a matter out of the scope of control of the local government but in which Council seeks to promote on behalf of the community. This can be to State or Federal government Ministers, departments, agencies,
Not-for-Profits organisations and commercial enterprises responsible for the matter impacting upon the community.

The ‘Advocacy Position Register’ will record the following elements of advocacy decision –

- Date of Council Resolution
- Report Number and Title
- File No.
- Responsible Division
- Purpose of Report
- Council Resolution and Vote
- Date of Review

A copy of the full minuted Council report and any attachment will be maintained as support to the register.

Every two years the Register will be subject to review. A discussion paper will be prepared and presented at the November Councillor Engagement Session that falls after each ordinary local government election. Feedback from the Session will provide the foundation of a report to Council to determine the relevancy of advocacy decisions recorded in the register.

To facilitate the review, the Advocacy Position Register and the review discussion paper will be raised and distributed at any Candidate Information Sessions conducted by the City prior to each Council election.

2. Amendment of the Councillor Engagement Session section -

“Councillor Engagement Sessions

Councillor Engagement Sessions will be convened on an occasional basis as a forum for information exchange between elected members and Council officers and facilitated Councillor only discussions on major strategic issues. Debating, collective decision making or revelation of ones intention on how they will vote at a future Council or Committee meeting is not permitted. Expressing an opinion on matters under discussion generally however, is appropriate and welcome.

Councillor Engagement Sessions can be called at the request of either the Mayor, CEO or by Council motion and conducted, as required, on the second Tuesday of the month from 4pm until 6pm and on other occasions when special circumstances dictate.

Sessions are to be chaired by the Mayor, Deputy Mayor or nominated Councillor as is the process with other meetings of Council.

The Sessions will comprise of two three different modes of engagement.

1) Information Exchange: Staff, consultants or relevant stakeholders to present to Council on complex strategic and operational issues.

   a. Between 30% and 50% of the allotted time depending on the nature and complexity of the issue, will be allocated for questions from and discussion between Councillors.

   b. Briefing notes and supporting documentation is to be distributed to Councillors at least five working days before the session.

   c. “Power Point” presentations are to be kept to a minimum and all other forms of digital and personal communication techniques should be utilized wherever possible.
2) **Strategic Discussion**: A facilitated discussion between Councillors on major and or complex strategy and policy issues.
   a. Minimum timeframe 45 minutes.
   b. Discussion to be facilitated by an appropriately trained staff member
   c. Staff are not to participate in discussions unless asked to do so.
   d. All strategic discussions must be informed by a discussion paper prepared by a staff member and distributed at least five working days prior to the session.

3) **CEO Briefing Session**: A session dedicated solely for the Chief Executive Officer and Councillors to discuss and provide feedback on matters of strategic significance.
   a. To be conducted two hours every three months.
   b. Topics to be limited to progress with Key Focus Areas identified by Council at the annual CEO performance appraisal and any other significant strategic issues, challenges and opportunities facing either the corporation or the City generally.
   c. Matters of a general operational or low level strategic nature should be addressed via the channels provided in the Councillor Communication Protocol or through the normal Council meeting process.
   d. A confidential program detailing the items to be discussed is to be circulated seven days prior to the CEO Briefing.
   e. Councillors wishing to raise other matters at the CEO Briefing that fall within the criteria of 3) b. above must submit them to the Mayor for consideration for inclusion at least five days prior the CEO Briefing.

A general record should be kept of the session noting attendance, requests for further information and interests declared. No minutes as such will be taken nor will specific discussions, actions, or outcomes of the workshops Session be recorded, received or adopted at a later date.

Given that a Council Workshop an Engagement Session is not open to the public and does not involve any decision making or formal consideration of matters requiring a decision, there will be matters by which by their nature, should not be considered at a Council Workshop Session.

**Matters which are not appropriate include:**

a. applications for development approvals;

b. recommendations in relation to applications for subdivision approval;

c. initiation of a town planning scheme amendment or rezoning;

d. consideration of a proponent’s structure plan; and

e. applications for any licence, permit, approval or other authorisation under a local law.”

---

**Committee Recommendation**

Moved Cr Elliott, seconded Cr Stewart:

That Council **APPROVES** the following proposed amendments to the Governance and Meeting Framework policy for the purpose of public consultation –

1. Addition of the following section relating to an Advocacy Position Register –

   “**Advocacy Position Register**

   A register will be established and maintained to record all Council decisions that comprise an advocacy position of the City. An Advocacy position relates to a matter out of the scope of control of the local government but in which Council seeks to promote on behalf of the
community. This can be to State or Federal government Ministers, departments, agencies, Not-for-Profits organisations and commercial enterprises responsible for the matter impacting upon the community.

The ‘Advocacy Position Register’ will record the following elements of advocacy decision –

- Date of Council Resolution
- Report Number and Title
- File No.
- Responsible Division
- Purpose of Report
- Council Resolution and Vote
- Date of Review

A copy of the full minute of the Council report and any attachment will be maintained as support to the register.

Every two years the Register will be subject to review. A discussion paper will be prepared and presented at the November Councillor Engagement Session that falls after each ordinary local government election. Feedback from the Session will provide the foundation of a report to Council to determine the relevancy of advocacy decisions recorded in the register.

To facilitate the review, the Advocacy Position Register and the review discussion paper will be raised and distributed at any Candidate Information Sessions conducted by the City prior to each Council election."

2. Amendment of the Councillor Engagement Session section -

"Councillor Engagement Sessions"

Councillor Engagement Sessions will be convened on an occasional basis as a forum for information exchange between elected members and Council officers and facilitated Councillor only discussions on major strategic issues. Debating, collective decision making or revelation of ones intention on how they will vote at a future Council or Committee meeting is not permitted. Expressing an opinion on matters under discussion generally however, is appropriate and welcome.

Councillor Engagement Sessions can be called at the request of either the Mayor, CEO or by Council motion and conducted, as required, on the second Tuesday of the month from 4pm until 6pm and on other occasions when special circumstances dictate.

Sessions are to be chaired by the Mayor, Deputy Mayor or nominated Councillor as is the process with other meetings of Council.

The Sessions will comprise of two three different modes of engagement.

1) Information Exchange: Staff, consultants or relevant stakeholders to present to Council on complex strategic and operational issues.
   a. Between 30% and 50% of the allotted time depending on the nature and complexity of the issue, will be allocated for questions from and discussion between Councillors.
   b. Briefing notes and supporting documentation is to be distributed to Councillors at least five working days before the session.
   c. “Power Point” presentations are to be kept to a minimum and all other forms of digital and personal communication techniques should be utilized wherever possible.
2) **Strategic Discussion:** A facilitated discussion between Councillors on major and or complex strategy and policy issues.
   a. Minimum timeframe 45 minutes.
   b. Discussion to be facilitated by an appropriately trained staff member
   c. Staff are not to participate in discussions unless asked to do so.
   d. All strategic discussions must be informed by a discussion paper prepared by a staff member and distributed at least five working days prior to the session.

3) **CEO Briefing Session:** A session dedicated solely for the Chief Executive Officer and Councillors to discuss and provide feedback on matters of strategic significance.
   a. To be conducted two hours every three months.
   b. Topics to be limited to progress with Key Focus Areas identified by Council at the annual CEO performance appraisal and any other significant strategic issues, challenges and opportunities facing either the corporation or the City generally.
   c. Matters of a general operational or low level strategic nature should be addressed via the channels provided in the Councillor Communication Protocol or through the normal Council meeting process.
   d. A confidential program detailing the items to be discussed is to be circulated seven days prior to the CEO Briefing.
   e. Councillors wishing to raise other matters at the CEO Briefing that fall within the criteria of 3) b. above must submit them to the Mayor for consideration for inclusion at least five days prior the CEO Briefing.

A general record should be kept of the session noting attendance, requests for further information and interests declared. No minutes as such will be taken nor will specific discussions, actions, or outcomes of the workshops Session be recorded, received or adopted at a later date.

Given that **a Council Workshop** an Engagement Session is not open to the public and does not involve any decision making or formal consideration of matters requiring a decision, there will be matters by which by their nature, should not be considered at a Council Workshop Session.

**Matters which are not appropriate include:**
   a. applications for development approvals;
   b. recommendations in relation to applications for subdivision approval;
   c. initiation of a town planning scheme amendment or rezoning;
   d. consideration of a proponent’s structure plan; and
   e. applications for any licence, permit, approval or other authorisation under a local law."

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>
</tr>
</tbody>
</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

Reference No & Subject: CD-002/17  Recommendations from the Community Grants Program Committee Meeting held on 19 January 2017

File No: GRS/48-02

Author: Ms Andrea Clark, Community Development Officer

Other Contributors: Mrs Jillian Obiri-Boateng, Manager Community Capacity Building

Ms Rebekka Jarvis, Acting Coordinator Community Capacity Building

Date of Committee Meeting: 21 February 2017

Disclosure of Interest:

Cr Barry Sammels declared an Impartiality Interest in Item CD-002/17 Recommendations from the Community Grants Committee Meeting held on 19 January 2017 (Item 8.1 Community Grants Program applications Round three) 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 Life Member of the Rockingham Kwinana Chamber of Commerce.

Cr Justin Smith declared an Impartiality Interest in Item CD-002/17 Recommendations from the Community Grants Committee Meeting held on 19 January 2017 (Item 8.1 Community Grants Program applications Round three) 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 Life Member of the Rockingham Kwinana Chamber of Commerce.

Nature of Council’s Role in this Matter:

Executive

Attachments:

Minutes of the Community Grants Program Committee Meeting held on 19 January 2017

Purpose of Report

For Council to approve the Community Grants Program Committee Recommendations as listed in the report.
Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 3:
Approvals of the Community Grants Program Round Three, Major Event Sponsorship, Major Grants and Infrastructure Planning and Development Grants

That Council:

1. **APPROVES** the allocation of funds for Major Event Sponsorship, Major Grants and Infrastructure Planning and Development Grants under the 2016/2017 Community Grants Program (CGP) round three, subject to listed additional conditions:

<table>
<thead>
<tr>
<th>Major Event Sponsorships</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Rockingham RSL Sub Branch</td>
<td>19,000 year one (2017)</td>
<td>19,000 year one (2017)</td>
<td>19,000 year one (2017)</td>
</tr>
<tr>
<td></td>
<td>20,000 year three (2019)</td>
<td>20,000 year three (2019)</td>
<td>20,000 year three (2019)</td>
</tr>
</tbody>
</table>

Additional Grant Conditions:
- Subject to total project funding being secured by the organisation no later than 30 working days prior to project commencing or event date. City of Rockingham funding will not be paid to the organisation until total project funding from Lotterywest has been secured and proof of such funding is provided to the City of Rockingham.
- Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the event.

<table>
<thead>
<tr>
<th>Rotary Club of Palm Beach Western Australia Inc.</th>
<th>Additional Grant Conditions:</th>
</tr>
</thead>
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<tr>
<td>Rotary Beach Side Festival 2017</td>
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<table>
<thead>
<tr>
<th>Major Grants</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
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</tr>
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<tbody>
<tr>
<td>Rockingham District Historical Society Inc. Operational Funding of Rockingham Museum</td>
<td>8000</td>
<td>7630</td>
<td>7630</td>
</tr>
</tbody>
</table>

Additional Grant Conditions:
Subject to providing the City of Rockingham with a copy of the organisation’s Public Liability Insurance that will be current at the time of the program/event.

<table>
<thead>
<tr>
<th>Rockingham Volunteer Sea Rescue Group Inc.</th>
<th>Operating Expenses</th>
<th>Additional Grant Conditions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenses</td>
<td>7339</td>
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</table>

| Comet Bay Bowling Club Inc. | Start-up funding for Singleton Sporting and Social Association | |
|----------------------------|----------------------------------------------------------------|
**Major Grants**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
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<td>7000</td>
<td>7000</td>
</tr>
<tr>
<td>Black Swan Health Ltd. Freo Street Doctor Rockingham</td>
<td>4500</td>
<td>4500</td>
<td>4500</td>
</tr>
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<td>Tourism Rockingham Inc. Restoring Our History at Point Peron Exhibition</td>
<td>4718</td>
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<td>Friends of Paganoni Swamp as Auspiced by South East Regional Centre for Urban Landcare Control of two serious weeds on the southern verge of Paganoni Road, Karnup</td>
<td>5999.55</td>
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<td>Seniors Recreation Council of WA Inc. Rockingham Branch Rockingham Have A Go Day</td>
<td>6500</td>
<td>6500</td>
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<td>9er Class Association of WA Inc. 2017 WA 9er State Championships</td>
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<td>Zealous Basketball Pty Ltd as auspiced by IF Foundation Inc. Zealous Basketball Program</td>
<td>10,000</td>
<td>3500</td>
<td>5900</td>
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<tr>
<td><strong>Additional Grant Conditions:</strong></td>
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<td>Your organisation is to formalise a partnership with Rockingham Basketball and Recreation Association Inc. to enable eligible participants to access KidSport funding.</td>
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<tr>
<td>Rockingham Basketball and Recreation Association Inc. Replacement of Domestic Scoring System with New Electronic System</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
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</tbody>
</table>

**TOTAL**

| 130,196.95 | 111,326.95 | 113,726.95 |
2. **NOT APPROVES** the allocation of funds for Major Event Sponsorship under the 2016/2017 Community Grants Program (CGP) round three.

<table>
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<tr>
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<td>Rockingham Kwinana Chamber of Commerce Inc. RKCC Big Brews Beach Party</td>
<td>12,000 for three years</td>
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</tbody>
</table>

3. **APPROVES** an amount of $15,729.35 to the Rockingham Golf Club Inc. for the Kiosk Extension.

<table>
<thead>
<tr>
<th>Infrastructure Planning and Development Grants</th>
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<th>Advisory Committee Recommendation ($)</th>
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<tr>
<td>Rockingham Golf Club Inc. Kiosk extension.</td>
<td>15,729.35</td>
<td>0</td>
<td>15,729.35</td>
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**Officer Recommendation if Different to Advisory Committee Recommendation**

That Council:

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CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 21 MARCH 2017

PRESIDING MEMBER
Major Grants

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<tr>
<th>Organization</th>
<th>Amount Requested ($</th>
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<td>3,500</td>
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<tr>
<td>Zealous Basketball Program</td>
<td></td>
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Additional Grant Conditions:
Your organisation is to formalise a partnership with Rockingham Basketball and Recreation Association Inc. to enable eligible participants to access KidSport funding.

Rockingham Basketball and Recreation Association Inc.
Replacement of Domestic Scoring System with New Electronic System
10,000
10,000

TOTAL
130,196.95
111,326.95

2. NOT APPROVES the allocation of funds for Major Event Sponsorship and the Infrastructure Planning and Development Grant under the 2016/2017 Community Grants Program (CGP) round three.

Major Event Sponsorship

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Infrastructure Planning and Development Grants

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</thead>
<tbody>
<tr>
<td>Rockingham Golf Club Inc.</td>
<td>15,729.35</td>
<td>0</td>
</tr>
<tr>
<td>Kiosk extension.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Officer’s Reason for Varying the Advisory Committee Recommendation

There were two recommendations that differed:
The Zealous Basketball Program recommendation was based on Officer’s concerns regarding the program costs potentially being prohibitive for local young people. This could result in low numbers with an impact on the provision of mentors and life skill presentations and the budget accordingly. Additionally this is an inaugural program with only basic details regarding the life skills component.

However it was viewed as a positive attempt to engage young people in sport. On that basis the Officer recommendation was to fund 50% of the requested costs for both court hire ($4800) and marketing ($2200) totalling $3500.

The Committee recommended funding the full court hire costs and 50% towards marketing costs for the inaugural program, totalling $5900.

The Rockingham Golf Club Inc.’s application was assessed as meeting the IPDG criteria and priority areas. Officers were unable to recommend due to insufficient funds remaining in the IDPG budget for 2016/2017.

Background

Round three of the CGP closed at 4.30pm on Friday 2 December 2016. A total of 15 applications were received:

- Major Event Sponsorship – three applications
• Major Grants – 11 applications
• Infrastructure Planning and Development Grants – one application

As the IPDG budget allocation of $104,000 for the 2016/2017 financial year has been fully expended, Officers are unable to recommend the one application that was received.

The Committee supports the eligible application and notes that the organisation has supplied all appropriate documentation together with the City’s planning approval and lessor consent for alteration or addition. The organisation is aware of the statutory requirements of the City’s Health Services and Building Services should the application for funding be approved. To make the applicant wait until the new financial year to reapply is not satisfactory. Therefore it is recommended to secure additional funds to cover the shortfall in the IPDG budget at the next budget review.

A Committee recommendation to fund the Rockingham Golf Club in the amount of $15,729.30 will require the City to identify available funds at the next budget review.

<table>
<thead>
<tr>
<th>Implications to Consider</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. Strategic</strong></td>
</tr>
<tr>
<td><strong>Community Plan</strong></td>
</tr>
<tr>
<td>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:</td>
</tr>
<tr>
<td><strong>Aspiration A:</strong> A Tourism Lifestyle</td>
</tr>
<tr>
<td><strong>Strategic Objective:</strong> 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.</td>
</tr>
<tr>
<td><strong>Aspiration B:</strong> A Strong Community</td>
</tr>
<tr>
<td><strong>Strategic Objective:</strong> 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.</td>
</tr>
<tr>
<td><strong>b. Policy</strong></td>
</tr>
<tr>
<td>The CGP operates in line with the CGP Policy and the Governance and Meeting Framework Policy.</td>
</tr>
<tr>
<td><strong>c. Financial</strong></td>
</tr>
<tr>
<td>If Council approves the CGP Committee recommendations funds will be used from the 2016/2017 CGP budget; The funds for the Rockingham Golf Club Inc. will be allocated to the IPDG line item as part of the next quarterly budget review process.</td>
</tr>
<tr>
<td><strong>d. Legal and Statutory</strong></td>
</tr>
<tr>
<td>Nil</td>
</tr>
<tr>
<td><strong>e. Voting Requirements</strong></td>
</tr>
<tr>
<td>Simple Majority</td>
</tr>
<tr>
<td><strong>f. Risk</strong></td>
</tr>
<tr>
<td>All Council decisions are subject to risk assessment according to the City’s Risk Framework.</td>
</tr>
<tr>
<td>Implications and comment will only be provided for the following assessed risks.</td>
</tr>
<tr>
<td>Customer Service / Project management / Environment : High and Extreme Risks</td>
</tr>
<tr>
<td>Finance / Personal Health and Safety : Medium, High and Extreme Risks</td>
</tr>
<tr>
<td>Nil</td>
</tr>
</tbody>
</table>
Advisory Committee Recommendation 2 of 3: Amend the 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 organisations/associations, 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.

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 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.

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 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 associations that lease/licence City owned facilities to assist with the maintenance obligations provided for in their lease/licence.

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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 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 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); private companies; Local, State or Federal Government authorities/agencies.
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.

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

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

Not Applicable
The Officer’s Reason for Varying the Advisory Committee Recommendation

Not Applicable

Background

The Community Grants Program (CGP) Policy was adopted in August 2015.

At the CGP meeting on 15 September 2016, the committee discussed the application received from the Rotary Club of Palm Beach Western Australia Inc. – Rockingham Beach Cup, as the second applicant to apply for an amount outside of the Policy. The Committee recommended a review of the CGP Policy, regarding new/inaugural events in the Major Event Sponsorship category.

The action was to review and investigate the Major Event Sponsorship category of the CGP Policy to accommodate new/inaugural events and the report to be presented at the next CGP Committee meeting in January 2017.

With the continual improvement to Council Policies, officers have reviewed the CGP Policy and suggest an amendment in the area of:

Major Event Sponsorship

- Inclusion of “inaugural event”
- Reduce criteria numbers – people required at previous events

Major Event Sponsorship – inclusion of ‘inaugural event’ section

Since the adoption of the CGP Policy, each round has consistently received applications for inaugural events. As such, a number of these Major Event Sponsorship applications did not meet the eligibility criteria of past evidence of a successful event and were rejected.

Two of these organisations, The Rotary Club of Palm Beach Western Australia Inc. and The Cruising Yacht Club of Western Australia Inc. resubmitted their applications requesting funding of $20,000 as a Major Grant. Major Grants only allow for funding of up to $10,000. On occasions Councillors have moved an alternate motion to act outside the CGP Policy in order to fund a suitable inaugural event for the Rockingham community. In order to address this issue an inclusion of inaugural event criteria within the CGP Policy is required. Therefore it is proposed to re-word this to:

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 Event Sponsorship ‘reduce criteria numbers’- people required at previous events

It has also been noted from applicant feedback that the current numbers of people required at previous events is unrealistic. Having the criteria set as ‘attracted at least 8000 people’ provides a barrier and is difficult for many applicants to achieve. Reducing the number of people to 5000 is an attainable target (four per cent of the population) and better reflects the capacity of locally held events within the City.

Therefore, it is proposed to reduce criteria numbers within the Community Development Major Event Sponsorship section, adjusting the number of people required at previous events from 8000 to 5000.

Within the Community Development Events section of the policy it is therefore recommended to state:

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.
In order to continue the good management of the City's CGP Policy and to reflect a better outcome for the community it is essential that the policy be amended to include:

Major Event Sponsorship
- Inclusion of ‘inaugural event’
- Reduce criteria numbers – people required at previous events.

### Implications to Consider

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>a.</strong> Strategic</td>
<td></td>
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<tr>
<td>Community Plan</td>
<td></td>
</tr>
<tr>
<td>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:</td>
<td></td>
</tr>
<tr>
<td><strong>Aspiration C:</strong></td>
<td>Quality Leadership</td>
</tr>
<tr>
<td><strong>Strategic Objective:</strong></td>
<td>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.</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>b.</strong> Policy</td>
<td></td>
</tr>
<tr>
<td>The CGP operates in line with the CGP Policy. If amendments are adopted the CGP Policy will be updated accordingly. In line with the Policy Framework, as this is not a significant amendment the revised policy will not be advertised for public comment.</td>
<td></td>
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<td></td>
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<tr>
<td><strong>c.</strong> Financial</td>
<td></td>
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<tr>
<td>By lowering the number of people required at previous events, this could increase the number of eligible applications and therefore put more pressure on the CGP budget.</td>
<td></td>
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<td></td>
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<tr>
<td><strong>d.</strong> Legal and Statutory</td>
<td>Nil</td>
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<td></td>
<td></td>
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<tr>
<td><strong>e.</strong> Voting Requirements</td>
<td>Simple Majority</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>f.</strong> Risk</td>
<td></td>
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<td>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.</td>
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<td></td>
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</table>

### Advisory Committee Recommendation 3 of 3:
CGP Budget Allocation for 2017/2018

That Council APPROVES the Community Grants Program and Infrastructure Planning and Development Grant funds be increased in the relevant 2017/2018 Team Plans by 5% in-line with the City’s forecasted population growth.

### Officer Recommendation if Different to Advisory Committee Recommendation

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

Nil

**Background**

The current CGP and IPDG budget allocations for 2016/2017 are $520,000 and $104,000 respectively.

The CGP Policy for IPDGs states that applicants can apply for up to 50% of the total project cost, to a maximum amount of $30,000 to assist incorporated associations in the planning and development of the establishment, enhancement or extension of community facilities. Round three of the CGP closed at 4.30pm on Friday 2 December 2016. A total of fifteen applications were received:

- Major Event Sponsorship – three applications
- Major Grants – 11 applications
- Infrastructure Planning and Development Grants – one application

The IPDG budget allocation for the 2016/2017 financial year has been fully expended; therefore the one application that was received in round three is unable to be recommended by Officers.

The City of Rockingham population forecast (id.) for 2017 is 139,672, and is forecast to increase to 196,312 by 2036. Population increase has an effect on existing clubs, groups and organisations by attracting significant numbers of new members and interest. As the demand on the clubs, groups and organisations grow; an increased demand is placed on the CGP and particularly the IPDG budget for additional financial support.

The CIP team are aware of other community groups that are in the process of planning for future infrastructure improvements during 2017/2018. Given expected ongoing demand by the community for the program, it is considered that there will need to be an increase in the allocation of funds.

A projected 5% increase to the CGP budget will be $26,000 totalling $546,000; and a 5% increase to the IPDG budget will be $5200 totalling $109,200.

**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:** A 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: 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.

b. Policy

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

c. Financial

Community Capacity Building (CCB) and Community Infrastructure Planning (CIP) Team Plans will be updated accordingly.

d. Legal and Statutory

Not Applicable

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 Elliott, seconded Cr McManus:

That Council:

1. APPROVES the allocation of funds for Major Event Sponsorship, Major Grants and Infrastructure Planning and Development Grants under the 2016/2017 Community Grants Program (CGP) round three, subject to listed additional conditions:

<table>
<thead>
<tr>
<th>Major Event Sponsorships</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Rockingham RSL Sub Branch Anzac Day 2017</td>
<td>19,000 year one (2017)</td>
<td>19,000 year one (2017)</td>
<td>19,000 year one (2017)</td>
</tr>
<tr>
<td></td>
<td>20,000 year three (2019)</td>
<td>20,000 year three (2019)</td>
<td>20,000 year three (2019)</td>
</tr>
</tbody>
</table>

Additional Grant Conditions:

- Subject to total project funding being secured by the organisation no later than 30 working days prior to project commencing or event date. City of Rockingham funding will not be paid to the organisation until total project funding from Lotterywest has been secured and proof of such funding is provided to the City of Rockingham.
- Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the event.
## Corporate and Community Development Committee Minutes

**Tuesday 21 February 2017**

**CONFIRMED AT A CORPORATE AND COMMUNITY DEVELOPMENT MEETING HELD ON TUESDAY 21 MARCH 2017**

### Major Event Sponsorships

<table>
<thead>
<tr>
<th>Major Event Sponsorship</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotary Club of Palm Beach Western Australia Inc. Rotary Beach Side Festival 2017</td>
<td>20,000 for three years</td>
<td>20,000 for three years</td>
<td>20,000 for three years</td>
</tr>
</tbody>
</table>

**Additional Grant Conditions:**
Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the event.

### Major Grants

<table>
<thead>
<tr>
<th>Major Grant</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rockingham District Historical Society Inc. Operational Funding of Rockingham Museum</td>
<td>8000</td>
<td>7630</td>
<td>7630</td>
</tr>
</tbody>
</table>

**Additional Grant Conditions:**
Subject to providing the City of Rockingham with a copy of the organisation’s Public Liability Insurance that will be current at the time of the program/event.

<table>
<thead>
<tr>
<th>Major Grant</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Rockingham Volunteer Sea Rescue Group Inc. Operating Expenses</td>
<td>7339</td>
<td>7339</td>
<td>7339</td>
</tr>
<tr>
<td>Comet Bay Bowling Club Inc. Start-up funding for Singleton Sporting and Social Association</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
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</table>

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</tr>
</thead>
<tbody>
<tr>
<td>The Perth Diocesan Trustee, trading as Anglican Parish of Warnbro: St Brendan’s Anglican Church St Brendan’s Homeless Respite</td>
<td>7000</td>
<td>7000</td>
<td>7000</td>
</tr>
<tr>
<td>Black Swan Health Ltd. Freo Street Doctor Rockingham</td>
<td>4500</td>
<td>4500</td>
<td>4500</td>
</tr>
<tr>
<td>Tourism Rockingham Inc. Restoring Our History at Point Peron Exhibition</td>
<td>4718</td>
<td>4718</td>
<td>4718</td>
</tr>
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</table>

**Additional Grant Conditions:**
Your organisation is to provide an opportunity for the City of Rockingham Mayor to speak at the event.

<table>
<thead>
<tr>
<th>Major Grant</th>
<th>Amount Requested ($)</th>
<th>Officer Recommendation ($)</th>
<th>Advisory Committee Recommendation ($)</th>
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</thead>
<tbody>
<tr>
<td>Friends of Paganoni Swamp as Auspiced by South East Regional Centre for Urban Landcare Control of two serious weeds on the southern verge of Paganoni Road, Karnup</td>
<td>5999.55</td>
<td>5999.55</td>
<td>5999.55</td>
</tr>
</tbody>
</table>
### Additional Grant Condition:
Subject to providing the City of Rockingham with a copy of the organisation’s Public Liability Insurance that will be current at the time of the program/event.

<table>
<thead>
<tr>
<th>Grant Category</th>
<th>Officer Recommendation ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors Recreation Council of WA Inc. Rockingham Branch Rockingham Have A Go Day</td>
<td>6500</td>
<td>6500</td>
</tr>
<tr>
<td>9er Class Association of WA Inc. 2017 WA 9er State Championships</td>
<td>5140</td>
<td>5140</td>
</tr>
</tbody>
</table>

### Additional Grant Conditions:
Subject to providing the City of Rockingham with a copy of the organisation’s Public Liability Insurance that will be current at the time of the program/event.

<table>
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<tr>
<th>Grant Category</th>
<th>Officer Recommendation ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zealous Basketball Pty Ltd as auspiced by IF Foundation Inc. Zealous Basketball Program</td>
<td>10,000</td>
<td>3500</td>
</tr>
</tbody>
</table>

### Additional Grant Conditions:
Your organisation is to formalise a partnership with Rockingham Basketball and Recreation Association Inc. to enable eligible participants to access KidSport funding.

<table>
<thead>
<tr>
<th>Grant Category</th>
<th>Officer Recommendation ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rockingham Basketball and Recreation Association Inc. Replacement of Domestic Scoring System with New Electronic System</td>
<td>10,000</td>
<td>10,000</td>
</tr>
</tbody>
</table>

### TOTAL

<table>
<thead>
<tr>
<th>Total</th>
<th>Officer Recommendation ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>130,196.95</td>
<td>111,326.95</td>
<td>113,726.95</td>
</tr>
</tbody>
</table>

2. **NOT APPROVES** the allocation of funds for Major Event Sponsorship under the 2016/2017 Community Grants Program (CGP) round three.

<table>
<thead>
<tr>
<th>Grant Category</th>
<th>Officer Recommendation ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rockingham Kwinana Chamber of Commerce Inc. RKCC Big Brews Beach Party</td>
<td>12,000 for three years</td>
<td>0</td>
</tr>
</tbody>
</table>

3. **APPROVES** an amount of $15,729.35 to the Rockingham Golf Club Inc. for the Kiosk Extension.

<table>
<thead>
<tr>
<th>Grant Category</th>
<th>Officer Recommendation ($)</th>
<th>Advisory Committee Recommendation ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rockingham Golf Club Inc. Kiosk extension.</td>
<td>15,729.35</td>
<td>0</td>
</tr>
</tbody>
</table>

Committee Voting – 5/0
Moved Cr Stewart, seconded Cr McManus:
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.

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- Interstate Travel Individual: $150
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- 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.

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.

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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.

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 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 associations that lease/licence City owned facilities to assist with the maintenance obligations provided for in their lease/licence.

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Perception of Bias

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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

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

Committee Voting – 5/0
Moved Cr Elliott, seconded Cr McManus:
That Council APPROVES the Community Grants Program and Infrastructure Planning and Development Grant funds be increased in the relevant 2017/2018 Team Plans by 5% in-line with the City’s forecasted population growth.

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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Implications of the Changes to the Officer’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
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<td></td>
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<tr>
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<tr>
<td>13</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Addendum Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Nil</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Motions of which Previous Notice has been given</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Nil</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Notices of motion for Consideration at the Following Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Nil</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Urgent Business Approved by the Person Presiding or by Decision of the Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Nil</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Matters Behind Closed Doors</th>
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</thead>
<tbody>
<tr>
<td>18</td>
<td>Nil</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Date and Time of Next Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>The next Corporate and Community Development Committee Meeting will be held on Tuesday 21 March 2017 in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Closure</th>
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</thead>
<tbody>
<tr>
<td>20</td>
<td>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 4:28pm.</td>
</tr>
</tbody>
</table>