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<thead>
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<th></th>
<th>Notice of Motion for Consideration at the Following Meeting</th>
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</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Matters Behind Closed Doors</td>
<td></td>
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<tr>
<td>18.</td>
<td>Date and Time of Next Meeting</td>
<td></td>
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<tr>
<td>19.</td>
<td>Closure</td>
<td></td>
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<tr>
<td>20.</td>
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</tbody>
</table>
# City of Rockingham  
Corporate and Community Development Committee Meeting Minutes  
Tuesday 17 April 2018 - Council Boardroom

<table>
<thead>
<tr>
<th></th>
<th>Declaration of Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Chairperson declared the Corporate and Community Development Committee Meeting open at <strong>4:00pm</strong>, welcomed all present, and delivered the Acknowledgement of Country.</td>
</tr>
</tbody>
</table>

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

### 2.1 Councillors

- Cr Joy Stewart  
- Cr Lee Downham  
- Cr Mark Jones  
- Cr Andrew Burns  
- Cr Leigh Liley  
- Cr Chris Elliott (from 4:04pm)  

### 2.2 Executive

- Mr Bob Jeans  
- Mr John Pearson  
- Mr Michael Holland  
- Mr Sam Assaad  
- Mr Khushwant Kumar  
- Mr Michael Yakas  
- Mr Allan Moles  
- Ms Nollaig Baker  
- Mr Mark Tidman  
- Mr Ben Searcy  
- Mr Peter Varris  
- Mr Nick Brown  
- Mr Gary Rogers  
- Ms Mary-Jane Rigby (until 4:13pm)  
- Ms Julia Dick  
- Ms Alison Oliver  
- Mrs Jelette Edwards  
- Ms Jo Hunter  
- Ms Sue Langley  
- Mrs Diane Zanre  
- Ms Andrea Holman

### 2.3 Members of the Gallery:

- Nil

### 2.4 Apologies:

- Nil

### 2.5 Approved Leave of Absence:

- Nil
3. **Responses to Previous Public Questions Taken on Notice**

Nil

4. **Public Question Time**

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

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

Moved Cr Burns, seconded Cr Liley:

That Committee **CONFIRMS** the Minutes of the Corporate and Community Development Committee Meeting held on 20 March 2018, as a true and accurate record.

Committee Voting – 5/0

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

Nil

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

The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.

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

4:01pm The Chairperson asked if there were any interests to declare. There were none.

9. **Petitions/Deputations/Presentations/Submissions**

Nil

10. **Matters for which the Meeting may be Closed**

Nil

11. **Bulletin Items**

**Corporate and General Management Services Information Bulletin – April 2018**

**Corporate Services**

1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Team Plan and Budgeting Module
   3.2 Mobile Computing - Infringements
   3.3 Email Archive Solution
   3.4 Implementation of a Contracts Register
   3.5 Customer Service Call Recordings
   3.6 Upgrade System Centre Configuration Manager (SCCM) and Windows 10 Standard Operating Environment (SOE)
   3.7 Electronic Floodlight Pre-payment Solution Trial
   3.8 Landfill Capping of Cells 12 to 15
<table>
<thead>
<tr>
<th>4. Information Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 List of Payments March 2018</td>
</tr>
<tr>
<td>4.2 Monthly Financial Management Report February 2018</td>
</tr>
<tr>
<td>4.3 Awarding of Tenders by CEO - Delegated Authority</td>
</tr>
<tr>
<td>4.4 Development Contribution Scheme</td>
</tr>
<tr>
<td>4.5 Lease Management</td>
</tr>
<tr>
<td>4.6 Leased/Licenced Property Maintenance Grants</td>
</tr>
<tr>
<td>4.7 Excisions</td>
</tr>
</tbody>
</table>

**Governance and Councillor Support**

1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Review of Local Laws
   - 3.2 Optimisation of Tablet Technology for Business Papers
   - 3.3 Review of Council Policy, Code of Conduct, Guides

<table>
<thead>
<tr>
<th>4. Information Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Freedom of Information (FOI) Requests</td>
</tr>
<tr>
<td>4.2 2018 Australian Coastal Councils Conference</td>
</tr>
<tr>
<td>4.3 Citizenships</td>
</tr>
<tr>
<td>4.4 Coming Events</td>
</tr>
<tr>
<td>4.5 Notice of Motion – Status Report</td>
</tr>
</tbody>
</table>

**Human Resources**

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

<table>
<thead>
<tr>
<th>4. Information Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Recruitment</td>
</tr>
<tr>
<td>4.2 Occupational Safety and Health Statistics</td>
</tr>
<tr>
<td>4.3 CEO Recruitment</td>
</tr>
</tbody>
</table>

**Strategy and Corporate Communications**

1. Strategy and Corporate Communications Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Risk Management Framework
   - 3.2 Re-development of Community Plan 2019-2029
   - 3.3 Implementation and Printing of Community Plan
   - 3.4 Governance Portal – Rock Port
   - 3.5 Community Plan Strategy Focus Groups
   - 3.6 LGMA Benchmarking Project
   - 3.7 Replacement of Signage
   - 3.8 Tourism and Marketing

<table>
<thead>
<tr>
<th>4. Information Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Organisational performance measurement</td>
</tr>
<tr>
<td>4.2 Community Engagement</td>
</tr>
<tr>
<td>4.3 8th Generation Team Plans</td>
</tr>
</tbody>
</table>
CONFIRMED AT A CORPORATE AND COMMUNITY
DEVELOPMENT MEETING HELD ON TUESDAY 15
MAY 2018

4.4 Social Media
4.5 Media Tracking

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

Legal Services & General Counsel
1. Legal Services & General Counsel Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   Provision of Legal Advice
   4.1 Legal Advice – Local Government Operational Matters
   4.2 SAT (State Administrative Tribunal) Matters 35
   4.3 Legal Capacity Building
   4.3 Leadership Seminar

Committee Recommendation

Moved Cr Jones, seconded Cr Liley:
That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – April 2018 and the content be accepted.

Committee Voting – 5/0

4:04pm Cr Elliott joined the meeting.

Community Development Information Bulletin – April 2018

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

Library Services
1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 February 2018 Library Services Statistics
4.2 Mary Davies Library and Community Centre (MDLCC)
4.3 Rockingham Central Library
4.4 Safety Bay Library
4.5 Warnbro Community Library
4.6 February 2018 Library Facebook Statistics

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

**Community Capacity Building**
1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Kidsport
   3.2 Perth Symphony Orchestra
4. Information Items
   4.1 Community Grants Program
   4.2 Community Capacity Building
   4.3 Reconciliation Action Plan (RAP)
   4.4 Disability Access and Inclusion Plan and Strategy 2016-2019
   4.5 Seniors
   4.6 Youth Development
   4.7 Sport, Recreation and Health and Wellbeing
   4.8 Cultural Development and the Arts

**Community and Leisure Facilities**
1. Community and Leisure Facilities Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Mike Barnett Sports Complex
   4.2 Warnbro Community Recreation Centre
   4.3 Aqua Jetty
   4.4 Rockingham Aquatic Centre
   4.5 Gary Holland Community Centre
   4.6 Autumn Centre
   4.7 Goddard Street Community Building fit-out
   4.8 Challenger Court and Challenger Lodge transition
Committee Recommendation

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

Committee Voting – 5/0
12. Agenda Items

Corporate Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CS-006/18 Proposed 2018/2019 Fees and Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>FLM/306</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Khushwant Kumar, Manager Financial Services</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Brendan Birney, Senior Financial Services Officer</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>17 April 2018</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td></td>
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<tr>
<td>Site:</td>
<td></td>
</tr>
<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td>Proposed Schedule of Fees and Charges for 2018/2019</td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>

Purpose of Report

To approve the proposed Schedule of Fees and Charges for 2018/2019.

Background

The fees and charges imposed by the City of Rockingham can be categorised into four main types:

1. Fees and charges set by Council under Section 6.16 of the Local Government Act 1995 (the Act).
2. Fees and charges set by Council under other sections of the Act or other legislation where Council has the discretion to set the charge.
3. Fees and charges imposed covered by local law or other legislation and Council does not have discretion to change them.
4. An agreed amount where Council believes a sum should be recovered through contractual requirement.
The proposed Schedule of Fees and Charges for 2018/2019 document lists all fees and charges with details of the current and proposed fees.

The fees and charges below are new for 2018/2019:

- Culture and arts workshop
- Art professional development workshop
- Autumn Centre Allied Health room hire
- Autumn Centre yoga classes
- Recreation Grounds Hire Fees – Sport Field A, B and C
- Grant of Right of Burial

The fees and charges in the following areas are proposed to change and are highlighted yellow in the document:

- Lost and damaged library items
- Recreation ground hire
- Hillman Hall room hire
- McLarty Hall room hire
- Port Kennedy Community Centre
- Secret Harbour Community Centre room hire
- Baldivis Recreation Centre room hire
- Coastal Community Centre room hire
- Additional caretaker call out
- Additional cleaning
- Recreation grounds casual hire charges
- Weddings/reserve functions
- Rockingham Aquatic Centre
- Aqua Jetty
- Mike Barnett Complex
- Warnbro Recreation Centre
- Footpath kerbing inspection fee
- Cemeteries
- Building Services photocopying fees
- Mandatory swimming pool/spa inspection fees
- Impounding vehicle charges
- Permit to drive on beach
- Fire breaks
- Development applications
- Home occupation/business applications
- Closure of a road or Pedestrian Access Way (PAW)
- Minor planning services fees
- Household waste services
- Landfill operations
- Other waste services
## Implications to Consider

<table>
<thead>
<tr>
<th>a. Consultation with the Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. Consultation with Government Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c. Strategic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Plan</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>
</tr>
<tr>
<td><strong>Aspiration C:</strong> Quality Leadership</td>
</tr>
<tr>
<td><strong>Strategic Objective:</strong> 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>
</tr>
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<thead>
<tr>
<th>d. Policy</th>
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<tbody>
<tr>
<td>Nil</td>
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<thead>
<tr>
<th>e. Financial</th>
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<tbody>
<tr>
<td>The fees and charges endorsed will be included in the 2018/2019 Annual Budget for adoption.</td>
</tr>
<tr>
<td>The annual fees and charges estimated as per the Business Plan for 2018/2019 are $45.5 million.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>f. Legal and Statutory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulation 25 of the Local Government (Financial Management) Regulations 1996 provides that the annual budget is to include an estimate of the total revenue from the fees or charges from each program.</td>
</tr>
<tr>
<td>Section 6.16(1) of the Local Government Act 1995 allows a local government to impose (by absolute majority) and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.</td>
</tr>
<tr>
<td>Section 6.16(2) of the Local Government Act 1995 states that a fee or charge may be imposed for the following:</td>
</tr>
<tr>
<td>(a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;</td>
</tr>
<tr>
<td>(b) supplying a service or carrying out work at the request of a person;</td>
</tr>
<tr>
<td>(c) providing information from local government records, subject to some limitations;</td>
</tr>
<tr>
<td>(d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;</td>
</tr>
<tr>
<td>(e) supplying goods.</td>
</tr>
<tr>
<td>Section 6.17(1) of the Local Government 1995 states that in determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors:</td>
</tr>
</tbody>
</table>
(a) the cost to the local government of providing the service or goods;
(b) the importance of the service or goods to the community; and
(c) the price at which the service or goods could be provided by an alternative provider.

Section 6.16(3) of the Local Government Act 1995 requires that fees and charges are to be imposed when adopting the annual budget.

Council is requested to approve the Schedule of Fees and Charges for 2018/2019. The proposed fees and charges will be adopted as part of the 2018/2019 Annual Budget in June 2018.

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

It is considered best practice to approve fees and charges prior to budget adoption. This is to ensure all community members can be adequately informed of any changes and to assist in budget preparation. All relevant fees have been considered pursuant to Section 6.17 of the Act.

Voting Requirements

Simple Majority

Officer Recommendation


Committee Recommendation

Moved Cr Burns, seconded Cr Liley:


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

4:13pm Ms Rigby left the meeting.
To seek Council approval to appoint an additional member to the Tourism Strategy Development Advisory Group (TSDAG).

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

- Destination marketing
- Visitor servicing
- Events
- MICE (Meetings, Incentives, Conferences and Events)
- Attractions and facilities.

At its 27 February 2018 Meeting, Council resolved to:

1. **ESTABLISH** the following Advisory Committee:

   **Name:**
   Tourism Strategy Development Advisory Group (TSDAG)
Terms of reference:
To provide local industry perspectives and expert advice during the development of Rockingham’s tourism strategy. Once satisfied with the strategy, to make a recommendation to Council that the strategy be endorsed.

Composition:
Nine (9) members representing Rockingham tourism stakeholders and industry experts, one (1) Councillor and one (1) Deputy

Executive support: General Management Services, Strategy and Corporate Communications

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

3. **APPOINT** the following Councillors to the Committee:
   - Cr Andrew Burns
   - Cr Matthew Whitfield (Deputy)

Details

On 20 March 2018, Ms Stacey Graham, President of Tourism Rockingham, wrote to the City requesting that the following member and deputy be appointed to the TSDAG:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Rick Maxwell</td>
<td>Vice President</td>
<td>Tourism Rockingham</td>
</tr>
<tr>
<td>Ms Stacey Graham (Deputy)</td>
<td>President</td>
<td>Tourism Rockingham</td>
</tr>
</tbody>
</table>

Implications to Consider

a. Consultation with the Community
   Nil

b. Consultation with Government Agencies
   Nil

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

   **Aspiration A:** A Tourism Lifestyle

   **Strategic Objective:** Investment Attraction - A strategic and focussed approach to attracting major investment to the City’s coastal nodes, City Centre and inland settlements that promotes quality retail, commercial and residential development, improved civic infrastructure and leisure tourism experiences for residents and visitors.
d. **Policy**
   The Governance and Meeting Framework Policy identifies and guides the operations of Advisory Committees established by Council.
   The policy will be amended to include the additional members of the TSDAG.

e. **Financial**
   Nil

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

g. **Risk**
   All Council decisions are subject to risk assessment according to the City's Risk Framework.
   Implications and comment will only be provided for the following assessed risks.
   - Customer Service / Project management / Environment : High and Extreme Risks
   - Finance / Personal Health and Safety : Medium, High and Extreme Risks
   Nil

### Comments

At the time that Mr Aaron Heath was appointed to the TSDAG, he was Tourism Rockingham’s Vice President, but has since stepped down from that position. The proposed additional member and deputy will ensure that Tourism Rockingham is adequately represented on the Tourism Strategy Development Advisory Committee.

### Voting Requirements

Absolute Majority

### Officer Recommendation

That Council:
1. **AMENDS** the composition of the Tourism Strategy Development Advisory Group to Ten (10) members representing Rockingham tourism stakeholders and industry experts, one (1) Councillor and one (1) Deputy
2. **APPOINITS** the following people to the Committee:
   - Rick Maxwell
   - Stacey Graham (Deputy for Rick Maxwell)

### Committee Recommendation

Moved Cr Liley, seconded Cr Jones:
That Council:
1. **AMENDS** the composition of the Tourism Strategy Development Advisory Group to Ten (10) members representing Rockingham tourism stakeholders and industry experts, one (1) Councillor and one (1) Deputy
2. **APPOINTS** the following people to the Committee:
   - Rick Maxwell
   - Stacey Graham (Deputy for Rick Maxwell)

   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>
<td>Nil</td>
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</table>

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

**Community Development**

**Community Development**

**Community Capacity Building**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>CD-009/18 Revocation Motion – Item CD-002/18 Recommendations from the Community Grants Program Committee Meeting held on 18 January 2018 (Absolute Majority)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GRS/48-02</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Cr Downham, Cr Whitfield, Cr Jones, Cr Burns</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Michael Holland, Director Community Development</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Ms Julia Dick, Collaborative Manager, Community Capacity Building; Mrs Jillian Obiri-Boateng, Collaborative Manager, Community Capacity Building</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>17 April 2018</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td>27 February 2018 – CD-002/18</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td>Executive</td>
</tr>
</tbody>
</table>

**Purpose of Report**

To provide officer comment and recommendations to the Revocation Motion regarding the Community Grants Program Policy, assessment criteria and priority areas.

**Background**

At Ordinary Council meeting on 27 February 2018, Council resolved to:

1. **AMEND** the Terms of Reference for the CGP committee
2. **AMEND** the composition wording
3. **ADOPT** the Assessment Criteria and Priority Areas for the CGP program

4. **ADOPT** the amended CGP Policy

At Ordinary Council meeting on 27 March 2018, Cr Downham provided a Notice of Motion that the following Revocation Motion be given consideration at the Ordinary Council meeting to be held on 24 April 2018.

*That Council **RESCIND** the following 27 February 2018 Council Meeting resolutions for Item CD-002/18 Recommendations from the Community Grants Program Committee Meeting held on 18 January 2018 and refer the matters back to the Community Grants Program Committee for further consideration:

That Council

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

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

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

2. **ADOPTS** the amended Community Grants Program Policy to read:

   **Council Policy Objective**

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

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

Council Policy Statement

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

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

Grant Categories

Minor Grants up to $3000

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

- Interstate Travel Individual: $150
- Interstate Travel Team: $300
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General Grants - A grant of up to $3000 is available to incorporated associations to assist with the delivery of programs and events that deliver outcomes and benefits to identified target areas.

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

Major Grants up to $10,000

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

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

Major Events Sponsorship

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

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

Community Development Events: Past evidence of the delivery of a successful event in the previous calendar year (or years) that attracted at least 5000 people and was conducted in a strategic location that serviced a discrete geographical area. Applicants must demonstrate a legitimate and long standing association with that discrete area.
As an inaugural event cannot demonstrate past evidence of a successful event, the applicant must demonstrate within the application all other criteria requirements to be eligible for up to $20,000 for one year only.

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

City Infrastructure Grants

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

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

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

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

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

Funding Application Assessment Criteria

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

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

Community Grants Program Committee

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

Ineligibility

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

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

Auspice Organisation

Ensures:

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

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

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

Prohibit Complimentary Tickets for City of Rockingham Funded Events

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

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

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

Executive Policies and Procedures

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

Definitions

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

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

**Company Limited by Guarantee (CLG)**

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

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

Legislation

Nil

Other Relevant Policies/ Key Documents

Strategic Community Plan 2015-2025
Governance and Meeting Framework Policy
Leasing Policy
Asset Register
Other Community Plan Strategy Documents
Delegations Register
Details

In accordance with the City of Rockingham Standing Orders Local Law 2001(15.1) Revoking Decisions, Cr Downham requested the Revocation Motion be given consideration at the Ordinary Council Meeting to be held on 24 April 2018, his reasons being:

- Report 170811_L_GrantFunding was written and submitted to the administration in August 2017 and presented by the administration to the CGP committee in September 2017 with the OLD committee members (Mayor, Cr’s Smith and Liley (Elliott absent).
- *The CGP Policy requires that the funding application assessment criteria are reviewed every two years and this review is aligned with the election of the new Committee in October 2017 following the LG Elections.* This wasn’t done. The request for input and the subsequent information was a given out prior to the election of the new committee.
- The new Policy was written BEFORE the new councillors had chance to review ANY information regarding CGP.
- Report 170811_L_GrantFunding was published in an agenda for the OLD Committee.
- The process for review was to include the new councillor’s input. **THIS WAS NOT DONE.** The new policy was written for their endorsement as opposed to them having input into the review.
- The first time the new committee dealt with the CGP review was when the new policy had already been written and presented to the new committee for endorsement.
- The new Councillors were never given sufficient information or time to make up their own mind and provide feedback for the review of the new policy as it had already been written for endorsement.
- New Councillors were never informed by the administration that a policy review was taking place and they could provide input prior to any policy being written (this was done under the OLD committee and prior to the last election).
- New Councillors were overloaded with information immediately after the election preventing them from fully digesting the information provided for the CGP review (swearing in, community plans, business plan, induction, CIP, agenda, first Council meeting etc.).

*The text is shown in red as per Cr Downham’s Revocation Motion.*

Implications to Consider

a. Consultation with the Community
   Nil

b. Consultation with Government Agencies
   Nil

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

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

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

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

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

Aspiration C: Governance

Strategic Objective: 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 CGP operates in line with the CGP Policy which states:

Funding Criteria

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

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

e. Financial

Nil

f. Legal and Statutory

Local Government (Administration) Regulations 1996 Regulation 10 - Revoking or changing decisions. If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported in any other case, by at least 1/3 of the number of officers of members of the council or committee. Absolute Majority is required.

City of Rockingham Standing Orders Local Law 2001(15.1) Revoking Decisions. If a decision has been made at a Council or a committee meeting then any decision to revoke or change the first mentioned must be made in any other case, by an absolute majority.

As the City of Rockingham has 10 Councillors one third of that amount is 4 Councillors. Cr Downham is the proponent of the motion with support from Cr Whitfield, Cr Burns and Cr Jones.

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

For the purposes of clarity, Cr Downham’s reasons for the revocation motion and officer responses are detailed below:

1. *Report 170811_L_GrantFunding was written and submitted to the administration in August 2017 and presented by the administration to the CGP committee in SEPTEMBER 2017 with the OLD committee members (Mayor, Cr’s Smith and Liley (Elliott absent))*

In the case of the 2017 CGP review the Director Community Development emailed all Councillors on 11 August 2017 requesting feedback on the CGP Policy by 31 August 2017. Only Cr Downham responded on 11 August 2017. The CGP assessment criteria was previously adopted on 15 December 2015.

This report authored by Cr Downham was provided to the September 2017 CGP Committee as an attachment to the Agenda. Cr Elliott provided his apologies prior to the meeting and as Cr Downham was the designated deputy for Cr Elliott, he was approached by a City officer to seek confirmation of attendance. Cr Downham relayed his apologies.

Following the recommendations of the CGP committee, report CD-024/17 was prepared which included Cr Downham’s report as an attachment. Both the report and attachment were provided to the Corporate and Community Development Committee on 25 October 2017.

Report CD-024/17 including the attachment were then provided to Ordinary Council Meeting on 31 October 2017.

The CGP committee was elected at Special Council on 23 October 2017.

A memo was sent to all prospective councillors on 19 October 2017 from the Manager of Governance and Councillor Support which included links to all Agendas and supporting documentation for the Special Council meeting on 23 October 2017, Planning and Engineering Services Committee on 24 October 2017 and Corporate and Community Development Committee on 25 October 2017. This was to enable candidates to become familiar with agenda papers which included report CD-024/17 and attachment.

2. *The CGP Policy requires that the funding application assessment criteria are reviewed every two years and this review is aligned with the election of the new Committee in October 2017 following the LG Elections. This wasn’t done. The request for input and the subsequent information was a given out prior to the election of the new committee.*

A CGP review (including the review of the assessment criteria and priority areas) is conducted with the ‘old Committee members’ and other Councillors as they have spent the last two years making decisions on grant applications. Any feedback (which in this case included Cr Downham’s report) is then reviewed and consolidated by Officers to provide the draft assessment criteria and priority area information for the first meeting of the ‘new CGP Committee’ as per the Community Grants Program Policy. The draft assessment criteria and priority areas are reviewed by the new Committee for consideration, feedback and amendment if required.

This requirement has been followed by Officers.

3. *The new Policy was written BEFORE the new councillors had chance to review ANY information regarding CGP.*

All policy is written by City officers and adopted by Council. The draft policy, assessment criteria and priority areas were prepared between November 2017 and January 2018 following the feedback provided from the review as listed above. The process that has been undertaken by Officers is correct.

All committees of Council including the CGP Committee are provided agenda papers in accordance with statutory requirement. In this instance the agenda and ancillary information was circulated seven days prior to the meeting. No concerns/questions were received from committee members suggesting they did not have enough time to review the agenda. Any advisory committee member may ask questions and seek clarification prior to or during the meeting.
4. Report 170811_L_GrantFunding was published in an agenda for the OLD Committee. Please refer to number 1 response above.

5. The process for review was to include the new councillor’s input. THIS WAS NOT DONE. The new policy was written for their endorsement as opposed to them having input into the review.

As previously stated, City officers write all policy and are required to provide agenda items that recommend a draft policy, assessment criteria and priority areas for discussion and committee recommendation. Councillors are able to seek additional information to assist with their considerations if required prior to or during the meeting.

The new CGP committee discussed the items and resolved to support the draft policy amendments, assessment criteria and priority areas for recommendation to Council. For the purposes of clarity all committee members had received a copy Cr Downham’s prior submission.

6. The first time the new committee dealt with the CGP review was when the new policy had already been written and presented to the new committee for endorsement.

This is not supported. Please refer to number 5 response above

7. The new Councillors were never given sufficient information or time to make up their own mind and provide feedback for the review of the new policy as it had already been written for endorsement.

This is not supported. Please refer to number 5 response above

8. New Councillors were never informed by the administration that a policy review was taking place and they could provide input prior to any policy being written (this was done under the OLD committee and prior to the last election).

This is not supported. Please refer to number 5 response above

9. New Councillors were overloaded with information immediately after the election preventing them from fully digesting the information provided for the CGP review (swearing in, community plans, business plan, induction, CIP, agenda, first Council meeting etc.).

All Councillors receive considerable information to allow them to perform their statutory role as a Councillor. This may be perceived by some as being “overloaded with information”. The Chief Executive Office has the statutory role to ensure Councillors have enough information to make an informed decision. All Councillors, new or old, receive the same information to allow for informed decisions to be made. A Councillors statutory role commences from swearing in.

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

The community grants program continues to be a valuable resource for the Rockingham community allowing and enhancing many community lead projects, programs, events, activities and infrastructure. The program is in a continual process of fine tuning to enhance the benefits to the community and improve the quality of the programs being delivered.

The CGP Committee or an individual Councillor can at any time move a motion to amend the CGP Policy, assessment criteria or priority areas if they believe they do not reflect the needs of the Council or community.

The process that was put in place to review the CGP leading to the subsequent adoption of the amended CGP Policy, assessment criteria and priority areas has followed a clear and orderly procedure aligned to the CGP Policy. This has included debate during the adoption where an alternate motion moved by Cr Downham to alter the policy was lost. This motion as moved by Cr Downham is not supported.

**Voting Requirements**

Absolute Majority
Officer Recommendation

That Council **NOT SUPPORT** the Revocation Motion.

Revocation Motion from Cr Downham, Cr Whitfield, Cr Jones and Cr Burns

That Council **RESCIND** the following 27 February 2018 Council Meeting resolutions for Item CD-002/18 Recommendations from the Community Grants Program Committee Meeting held on 18 January 2018 and refer the matters back to the Community Grants Program Committee for further consideration:

That Council

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

   **Assessment Criteria**
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   - Governance and management of applicant organisation
   - Project justification
   - Financial commitment (applicants dollar contribution / reason why not included)
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   **Priority Areas**
   - Supports Community Wellbeing
   - Celebrates place, funding an event or champions an issue
   - Supports Economic Development
   - Addresses Disadvantage
   - Grows organisation; good governance; and/or sustainability
   - Supports fundraising initiative

2. **ADOPTS** the amended Community Grants Program Policy to read:

   **Council Policy Objective**
   To provide financial assistance to community groups and individuals that will build capacity within the community, stimulate volunteering and youth development, and deliver sustainable, accessible and demonstrated social, environmental and economic benefits.
Council Policy Scope
Funding for individuals (resident) and incorporated not-for-profit organisations/associations, or those limited by guarantee based or providing services within the Rockingham community.

Council Policy Statement
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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:

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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.

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Legislation

Nil

Other Relevant Policies/ Key Documents

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Leasing Policy
Asset Register
Other Community Plan Strategy Documents
Delegations Register
Committee Recommendation

Moved Cr Downham, seconded Cr Jones:

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

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

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

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

City Infrastructure Grants

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

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

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

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

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

Funding Application Assessment Criteria

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

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

Community Grants Program Committee

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

Ineligibility

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

Auspice Organisation

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

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

**Perception of Bias**

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

**Prohibit Complimentary Tickets for City of Rockingham Funded Events**

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

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

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

**Executive Policies and Procedures**

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

**Definitions**

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

**Incorporated Associations** - An “incorporated association”:

(g) Cannot operate for the profit or gain of its individual members;

(h) Contributes to the community in a social, sporting, cultural, environmental or charitable context;

and

(i) Demonstrates local volunteer involvement

**Company Limited by Guarantee (CLG)**

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

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

**Legislation**

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

Responsible Division
Community Development

Review Date
Review every two years

Committee Voting – 4/1
(Cr Liley voted against)

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

Implications of the Changes to the Officer’s Recommendation
Not Applicable
Community Development
Community Infrastructure Planning

Reference No & Subject: CD-010/18 Notice of Motion – Support for official off-road motorbike area within the City boundaries

File No: CSV/3319
Proponent/s: Cr Matthew Whitfield
Author: Mr Gary Rogers, Manager Community Infrastructure Planning
Other Contributors: 
Date of Committee Meeting: 17 April 2018
Previously before Council: 
Disclosure of Interest: 
Nature of Council’s Role in this Matter: Executive

Site: 
Lot Area: 
Attachments: 
Maps/Diagrams: 

Purpose of Report
To provide officer comment and advice in response to Cr Whitfield's Notice of Motion.

Background
Cr Whitfield submitted the following motion for consideration at the 24 April 2018 Council Meeting:

1. That Council SUPPORTS the concept of an official off road motorbike area within the City Boundaries.

2. The Council DIRECT the CEO to liaise with the relevant agencies, interest groups and government agencies to identify opportunities for an off road bike recreation site within the City of Rockingham Boundaries. To report back with those findings within 6 months.

Details
Apart from designated competition venues, there are currently six sites within Western Australia that allow unlicensed and non-regulated bikes to be ridden in specially designated off-road vehicle areas.

These areas include:
- Gnarara – Gnarara Road;
- Kwinana – Thomas Road;
Western Australia is the only State in Australia that allows unlicensed riders to ride in designated areas. If the vehicle is not licensed for road use it can be registered as an off-road vehicle, which limits its use specifically to designated off-road vehicle areas.

Considerations for selection of an off-road vehicle area include land tenure, permitted land use, environmental impact, and social impact including noise.

In addition to these considerations, the issue of public liability insurance would also need to be investigated thoroughly. This issue is of exceptional importance in the case of off-road vehicles, as Motor Injury Insurance (commonly referred to as third party insurance) which is a compulsory part of on-road vehicle licensing, does not apply to off-road vehicle registrations.

**Implications to Consider**

a. **Consultation with the Community**

   Community consultation will form part of any future Master Plan process.

b. **Consultation with Government Agencies**

   The Recreational Trailbike Riders Association has been active in lobbying Councillors in over 13 separate Local Governments in order to raise the prospect of development additional off road vehicle sites throughout the Perth metropolitan area and the South West of the state.

c. **Strategic**

   Community Plan

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

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

d. **Policy**

   Nil

e. **Financial**

   Nil

f. **Legal and Statutory**

   Nil

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 Recreational Trailbike Riders Association (RTRA) has recently advised the City of their intent to appoint a consultant to undertake a South Metro – Peel Region Trail Bike Master Plan. This Regional Master Plan would consider trails for both licensed vehicles, and off-road vehicle areas or trails for non-licensed vehicles with off-road registration.

The proposed study area includes the Local Government areas of Cockburn, Kwinana, Rockingham, Gosnells, Armadale, Serpentine-Jarrahdale, Mandurah and Murray. It will incorporate areas of land owned or managed by State and Local Governments and private entities in both urban and rural areas. The study area also includes state forest, unallocated Crown land, national parks, regional bushland reserves, local conservation areas, parks, and recreation reserves.

The objectives of the proposed study are:

- to identify, prioritise and document locations in the study area considered suitable;
- to provide a direction for future planning, design and construction of bike trails, off road vehicle areas, and associated facilities and infrastructure in the study area.

In order to undertake the study, the consultant appointed by the RTRA will consult with the City, along with the other Local Government and private owners of land within the identified study area, to assess constraints and opportunities. The Consultant will undertake mapping of sites, identify constraints and opportunities of each site, and prepare a list of prioritised potential future developments.

The RTRA has indicated intent to submit an application for Infrastructure Planning and Development Grant funding to assist in meeting the cost for the Consultant to prepare the Master Plan, as well as intent to investigate funding opportunities from other Local Governments within the study area.

Following receipt of the application, it will be considered in line with the grant criteria and a report will be presented to the City's Community Grants Program Advisory Committee for consideration.

City officers, including the Manager Community Infrastructure Planning, Manager Strategic Planning, Community Development Officer (Sport and Recreation), and Coordinator Sustainability and Environment will provide information to the RTRA consultant with regard to site selection constraints and opportunities, and any other advice or information required during the course of the Master Plan process.

Therefore, given the intent of the RTRA to undertake a Trail Bike Master Plan for the region, the motion proposed by Councillor Whitfield to support the concept of an official off road vehicle area within the City is premature. The City will actively support the development of a Master Plan by the RTRA, however until the Master Plan process is undertaken and all matters thoroughly considered, it is not recommended to support the concept of development of such a site within the City.

Voting Requirements

Simple Majority

Officer Recommendation

That Council NOT SUPPORT Councillor Whitfield’s motion.

Notice of Motion from Cr Whitfield

That Council:

1. That Council SUPPORTS the concept of an official off road motorbike area within the City Boundaries.

2. The Council DIRECT the CEO to liaise with the relevant agencies, interest groups and government agencies to identify opportunities for an off road bike recreation site within the City of Rockingham Boundaries. To report back with those findings within 6 months.
Committee Recommendation

Moved Cr Downham, seconded Cr Burns:

That Council:

1. That Council **Supports** the concept of an official off road motorbike area within the City Boundaries.

2. The Council **Direct** the CEO to liaise with the relevant agencies, interest groups and government agencies to identify opportunities for an off road bike recreation site within the City of Rockingham Boundaries. To report back with those findings within 6 months.

Committee Voting – 3/2

(Cr Liley and Cr Stewart voted against)

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
<table>
<thead>
<tr>
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<th>Notices of motion for Consideration at the Following Meeting</th>
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<tbody>
<tr>
<td></td>
<td>Nil</td>
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<td>Urgent Business Approved by the Person Presiding or by Decision of the Committee</td>
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<td>Matters Behind Closed Doors</td>
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<td>Nil</td>
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<td>Date and Time of Next Meeting</td>
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<td>The next Corporate and Community Development Committee Meeting will be held on <strong>Tuesday 15 May 2018</strong> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.</td>
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<td>Closure</td>
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<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 <strong>4:29pm</strong>.</td>
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