



# City of Rockingham

## MINUTES

### **Corporate and Community Development Committee Meeting**

Held on Tuesday 16 July 2019 at 4:00pm  
City of Rockingham Boardroom





**City of Rockingham**  
**Corporate and Community Development**  
**Committee Meeting Minutes**  
**4:00pm Tuesday 16 July 2019**




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<p style="text-align: center;"><b>City of Rockingham</b> <b>Corporate and Community Development</b> <b>Committee Meeting Minutes</b> <b>Tuesday 16 July 2019 - Council Boardroom</b></p> 	
<b>1.</b>	<b>Declaration of Opening</b>
	The Chairperson declared the Corporate and Community Development Committee Meeting open at <b>4:00pm</b> , welcomed all present, and delivered the Acknowledgement of Country.
<b>2.</b>	<b>Record of Attendance/Apologies/Approved Leave of Absence</b>
<b>2.1</b>	<b>Councillors</b>
	Cr Joy Stewart Chairperson
	Cr Mark Jones
	Cr Andrew Burns
	Cr Leigh Liley
<b>2.2</b>	<b>Executive</b>
	Mr Michael Parker Chief Executive Officer
	Mr Michael Yakas A/Director Corporate Services
	Ms Alison Oliver A/Director Community Development
	Mr Peter Doherty Director Legal Services and General Counsel
	Mr Peter Varris Manager Governance and Councillor Support
	Mr Nuno Dionisio Manager Waste Services
	Mr Khushwant Kumar Financial Controller
	Ms Nollaig Baker A/Manager Strategy and Corporate Communications
	Mr Ben Searcy Manager Human Resources Development
	Mr Gary Rogers Manager Community Infrastructure Planning
	Ms Jillian Obiri-Boateng Collaborative Manager, Community Capacity Bldg
	Ms Julia Dick Collaborative Manager, Community Capacity Bldg
	Mr Scott Jarvis Manager Economic Development and Tourism
	Mr Peter Le Senior Legal and Councillor Liaison Officer
	Mrs Jelette Edwards Governance Coordinator
	Mr Aiden Boyham City Media Officer
	Ms Sue Langley Governance Officer
<b>2.3</b>	<b>Members of the Gallery:</b> 1
<b>2.4</b>	<b>Apologies:</b>
	Cr Lee Downham
<b>2.5</b>	<b>Approved Leave of Absence:</b> Nil



<b>3.</b>	<b>Responses to Previous Public Questions Taken on Notice</b>
	Nil
<b>4.</b>	<b>Public Question Time</b>
	<p><b>4:01pm</b> The Chairperson invited members of the Public Gallery to ask questions.</p> <p><b>4.1 Mr Sunny Miller, Safety Bay – Plastic on new light poles at the Rockingham Foreshore</b></p> <p>The Chairperson invited Mr Miller to present his question to the Corporate and Community Development Committee. Mr Miller asked the following question:</p> <p>1. At the Rockingham foreshore, in front of Baskin-Robbins are several new lamp poles. The 'protective' wrapping around the poles have not yet been removed. Can it now be removed before it tears any further and ends up in the ocean?</p> <p><i>The Chairperson advised that the question will be taken on notice.</i></p> <p><b>4:03pm</b> There being no further questions the Chairperson closed Public Question Time.</p>
<b>5.</b>	<b>Confirmation of Minutes of the Previous Meeting</b>
	<p><b>Moved Cr Liley, seconded Cr Burns:</b></p> <p>That Committee <b>CONFIRMS</b> the Minutes of the Corporate and Community Development Committee Meeting held on 18 June 2019, as a true and accurate record.</p> <p style="text-align: right;">Committee Voting (Carried) – 4/0</p>
<b>6.</b>	<b>Matters Arising from the Previous Minutes</b>
	Nil
<b>7.</b>	<b>Announcement by the Presiding Person without Discussion</b>
	<p><b>4:03pm</b> 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.</p>
<b>8.</b>	<b>Declarations of Members and Officers Interests</b>
	<p><b>8.1 Item CD-016/19 Recommendations from the Community Grants Program Committee Meeting held on 20 June 2019 and Special Community Grants Program Committee Meeting held on 8 July 2019</b></p> <p>Councillor: Cr Barry Sammels</p> <p>Type of Interest: Impartiality</p> <p>Nature of Interest: Cr Sammels is a life member of the Rockingham Kwinana Chamber of Commerce.</p> <p>Extent of Interest: Not Applicable</p> <p><b>4:03pm</b> The Chairperson noted the interests declared in Item 8.1 and asked if there were any further interests to declare.</p> <p>The Chairperson noted there were no further interests declared.</p>




<b>9.</b>	<b>Petitions/Deputations/Presentations/Submissions</b>
	Nil
<b>10.</b>	<b>Matters for which the Meeting may be Closed</b>
	<p><b>4:04pm</b>     The Chairperson advised in accordance with section 5.23(2)(b) of the Local Government Act 1995 – if there are any questions or debate on Confidential Item CD-015/19 Recommendation from the Disability Access and Inclusion Advisory Committee Meeting held on 24 June 2019 (<i>Absolute Majority</i>), then the Corporate and Community Development Committee will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors.</p> <p>There were no questions or request for debate.</p>



**Community Development**

**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)(b) of the Act

Community Development Community Capacity Building	
	
Reference No & Subject:	CD-015/19 Recommendation from the Disability Access and Inclusion Advisory Committee Meeting held on 24 June 2019 ( <i>Absolute Majority</i> )
File No:	CSV/763-08
Author:	Ms Michele Gray, Community Development Officer
Other Contributors:	Mrs Belinda Trowbridge, Coordinator Community Capacity Building
Date of Committee Meeting:	16 July 2019
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Executive
Attachments:	Minutes of the Disability Access and Inclusion Advisory Committee Meeting held on 24 June 2019
Maps/Diagrams:	

**Voting Requirements**

Absolute Majority

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

**Advisory Committee Recommendation 1 of 1:**

That Council **APPOINTS** Tennille O'Neill, Ann Cooper and Candice Oliver to the Disability Access and Inclusion Advisory Committee.

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

Not Applicable

CONFIRMED AT A CORPORATE AND COMMUNITY  
DEVELOPMENT MEETING HELD ON TUESDAY 20  
AUGUST 2019

  
PRESIDING MEMBER



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

Not Applicable

**Committee Recommendation**

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

That Council **APPOINTS** Tennille O'Neill, Ann Cooper and Candice Oliver to the Disability Access and Inclusion Advisory Committee.

Committee Voting (Carried) – 4/0

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

Not Applicable

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

Not Applicable



11.	<b>Bulletin Items</b>
	<p><b>Corporate and General Management Services Information Bulletin – July 2019</b></p> <p><b>Corporate Services</b></p> <ol style="list-style-type: none"> <li>1. Corporate Services Team Overview</li> <li>2. Human Resource Update</li> <li>3. Project Status Reports               <ol style="list-style-type: none"> <li>3.1 Team Plan and Budgeting Module</li> <li>3.2 Implementation of a Contracts Register</li> <li>3.3 Implementation of Online timesheets</li> <li>3.4 Major review and upgrade of the website</li> <li>3.5 Server operating system upgrade</li> <li>3.6 Implement Performance and Personal Development Module</li> </ol> </li> <li>4. Information Items               <ol style="list-style-type: none"> <li>4.1 List of Payments June 2019</li> <li>4.2 Monthly Financial Management Report May 2019</li> <li>4.3 Awarding of Tenders by CEO - Delegated Authority</li> <li>4.4 Development Contribution Scheme</li> <li>4.5 Leased Property Maintenance Grants</li> <li>4.6 Delegated Authority to Dispose of Property by way of Lease</li> <li>4.7 Lease Tenure Matters</li> </ol> </li> </ol> <p><b>Governance and Councillor Support</b></p> <ol style="list-style-type: none"> <li>1. Governance and Councillor Support Team Overview</li> <li>2. Human Resource Update</li> <li>3. Project Status Reports               <ol style="list-style-type: none"> <li>3.1 Review of Local Laws</li> <li>3.2 Optimisation of Tablet Technology for Business Papers</li> <li>3.3 Review of Council Policy, Code of Conduct, Guides</li> </ol> </li> <li>4. Information Items               <ol style="list-style-type: none"> <li>4.1 Local Government Elections 2019</li> <li>4.2 Local Government Legislation Amendment Bill 2019</li> <li>4.3 Model Caretaker Period Policy</li> <li>4.4 Freedom of Information (FOI) Requests</li> <li>4.5 Citizenships</li> <li>4.6 Pioneers' Luncheon</li> <li>4.7 Coming Events</li> <li>4.8 Notice of Motion – Status Report</li> </ol> </li> </ol> <p><b>Human Resources</b></p> <ol style="list-style-type: none"> <li>1. Human Resources Team Overview</li> <li>2. Human Resource Update</li> <li>3. Project Status Reports               <ol style="list-style-type: none"> <li>3.1 Employee Wellness Programme</li> <li>3.2 Corporate Training Programme</li> <li>3.3 RESPECT Programme</li> <li>3.4 Occupational Safety and Health (OSH) Programme</li> <li>3.5 Leadership and Management Programme</li> </ol> </li> <li>4. Information Items               <ol style="list-style-type: none"> <li>4.1 Recruitment</li> <li>4.2 Occupational Safety and Health Statistics</li> </ol> </li> </ol>



	<b>Strategy, Tourism, Marketing and Communications</b> <ol style="list-style-type: none"><li>1. Strategy, Tourism, Marketing and Communications Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports<ol style="list-style-type: none"><li>3.1 Implementation and Printing of Community Plan 2019-2029</li><li>3.2 Tourism and Marketing</li><li>3.3 Mobile Servicing Facility</li><li>3.4 Digital Platform Development</li><li>3.5 Project Management Framework</li><li>3.6 Governance Portal</li></ol></li><li>4. Information Items<ol style="list-style-type: none"><li>4.1 Organisational Performance Measurement</li><li>4.2 Community Engagement</li><li>4.3 Team Plans</li><li>4.4 Social Media</li><li>4.5 Media Tracking</li></ol></li></ol> <b>Investment Attraction</b> <ol style="list-style-type: none"><li>1. Investment Attraction Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports<ol style="list-style-type: none"><li>3.1 Implementation and Printing of Community Plan 2019-2029</li><li>3.2 Tourism and Marketing</li><li>3.3 Mobile Servicing Facility</li><li>3.4 Digital Platform Development</li><li>3.5 Project Management Framework</li><li>3.6 Governance Portal</li></ol></li><li>4. Information Items<ol style="list-style-type: none"><li>4.1 Organisational Performance Measurement</li><li>4.2 Community Engagement</li><li>4.3 Team Plans</li><li>4.4 Social Media</li><li>4.5 Media Tracking</li></ol></li></ol> <b>Legal Services &amp; General Counsel</b> <ol style="list-style-type: none"><li>1. Legal Services &amp; General Counsel Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports</li><li>4. Information Items<ol style="list-style-type: none"><li>Provision of Legal Advice<ol style="list-style-type: none"><li>4.1 Legal Advice – Local Government Operational Matters</li><li>4.2 SAT (State Administrative Tribunal) Matters</li><li>4.3 Magistrates Court Matters</li></ol></li></ol></li></ol>
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### Committee Recommendation

**Moved Cr Liley, seconded Cr Burns:**

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – July 2019 and the content be accepted.

Committee Voting (Carried) – 4/0



**Community Development Information Bulletin – July 2019**

**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 May 2019 Library and Information 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 May 2019 Library and Information Services Facebook Activity

**Community Infrastructure Planning**

1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information items
  - 4.1 Baldivis District Sporting Complex
  - 4.2 Koorana Reserve Master Plan – Design
  - 4.3 Port Kennedy Skate Park – Construction
  - 4.4 Cooloongup Skate Park – Concept design
  - 4.5 Rockingham Youth Centre

**Community Capacity Building**

1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
  - 3.1 Perth Symphony Orchestra
4. Information Items
  - 4.1 Community Grants Program
  - 4.2 Volunteering
  - 4.3 Reconciliation Action Plan (RAP)
  - 4.4 Seniors
  - 4.5 Early Years, Children and Learning Community
  - 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	Aqua Jetty
	4.3	Warnbro Community Recreation Centre
	4.4	Gary Holland Community Centre
	4.5	Autumn Centre
	4.6	Challenger Court and Lodge transition

### Committee Recommendation

**Moved Cr Burns, seconded Cr Liley:**

That Councillors acknowledge having read the Community Development Information Bulletin – July 2019 and the content be accepted.

Committee Voting (Carried) – 4/0



## 12. Agenda Items

### Corporate Services

Corporate Services Financial Services		
<b>Reference No &amp; Subject:</b>	CS-011/19	<b>Material Variance Level for the 2019/2020 Statements of Financial Activity</b>
File No:	FLM/327	
Proponent/s:		
Author:	Mr Khushwant Kumar, Financial Controller	
Other Contributors:		
Date of Committee Meeting:	16 July 2019	
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 adopt the materiality level for variances required to be reported in the 2019/2020 Statement of Financial Activity.

### Background

The City is required to prepare a Statement of Financial Activity for each month which includes, in part, details of the budgeted and actual revenue/expenditure to the end of the relevant month and "material" variances between the budget and actual.

Each year, Council is required to adopt the level considered "material" for the purposes of reporting these variances.

The adopted material variance level since 2009/2010 has been \$250,000.



## Details

The Australian Accounting Standards state that “material means that information which if omitted, misstated or not disclosed has the potential to adversely affect decisions about the allocation of scarce resources made by users of the financial report or the discharge of accountability by the management or governing body of the entity”.

In the context of the City, which is an entity with a total budgeted expenditure of over \$263 million and total budgeted revenue of \$193 million, the material variance level of \$250,000 is acceptable.

## Implications to Consider

**a. Consultation with the Community**

Nil

**b. Consultation with Government Agencies**

Nil

**c. Strategic**

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019-2029:

**Aspiration 4:** *Deliver Quality Leadership and Business Expertise*

**Strategic Objective:** *Effective Governance – Apply systems of governance which empower the Council to make considered and informed decisions within a transparent, accountable, ethical and compliant environment.*

**d. Policy**

Nil

**e. Financial**

Nil

**f. Legal and Statutory**

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 requires a local government to adopt a percentage or value calculated in accordance with the Australian Accounting Standards to be used in statement of financial activity for the reporting of financial variances.

**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 City has been using a material variance value of \$250,000 since 2009/2010. This value is still considered acceptable.

## Voting Requirements

Simple Majority



### Officer Recommendation

That Council **ADOPTS** \$250,000 as the value to be used in the Statement of Financial Activity for reporting material variances for the 2019/2020 financial year.

### Committee Recommendation

**Moved Cr Burns, seconded Cr Liley:**

That Council **ADOPTS** \$250,000 as the value to be used in the Statement of Financial Activity for reporting material variances for the 2019/2020 financial year.

Committee Voting (Carried) – 4/0

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

Not Applicable

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

Not Applicable



Corporate Services					
Corporate Services					
Reference No & Subject:	CS-012/19	Final	Adoption	Council	Policy -
		Investment of Surplus Funds			
File No:	CPM/3-06				
Proponent/s:					
Author:	Ms Esther Ruskulis, Graduate Accountant				
Other Contributors:	Mr John Pearson, Director Corporate Services				
Date of Committee Meeting:	16 July 2019				
Previously before Council:	19 March 2019 (CS-002/19)				
Disclosure of Interest:					
Nature of Council's Role in this Matter:	Executive				
Site:					
Lot Area:					
Attachments:	1. Investment of Surplus Funds (2012) 2. Submissions Received – Investment of Surplus Funds Policy				
Maps/Diagrams:					

### Purpose of Report

For Council to adopt the revised Council Policy – Investment of Surplus Funds, following the completion of the public advertising period.

### Background

As a result of Local Government (Financial Management) Amendment Regulations 2017, gazetted on the 12 May 2017, there were changes to section 6.14(2)(a) of the Local Government Act 1995 which needed to be considered in City of Rockingham's current Investment of Surplus Funds Policy. A revision of the Policy was undertaken in 2018, assisted by consulting firm Amicus Advisory, resulting in the amendments to the policy as outlined below. The amended policy was adopted for the purposes of public advertising in March 2019.

### Details

The objectives of the Investment of Surplus Funds Policy are:

- Adopt a conservative approach to investments.
- Increase revenue through the prudent investment of funds taking into consideration risk and the rate of interest.



- Achieve a high level of security using recognised ratings criteria, specifically rating agencies Standard and Poor's, Fitch, and Moody's.
- Maintain an adequate level of diversification.
- Have funds readily accessible for day-to-day requirements without incurring penalty charges.

These key objectives continue to reinforce the conservative nature of the Policy.

### Implications to Consider

#### a. Consultation with the Community

The Council Policy – Investment of Surplus Funds was advertised through community newspapers and on the City of Rockingham website from 5 April 2019 until 10 May 2019.

The City received four submissions during this period. The details of each submission are summarised below and full submissions are in Attachment 2 of this report.

##### Mr J C Anderson

###### Submission:

- (i) I have read the "Investment of Surplus Funds" and agree with it and for The City of Rockingham to approve it.

###### City's Comment:

Comments are noted.

##### Ms K Davis

###### Submission:

- (ii) How about spending some of the money on a rubbish pick up for the homeless that are living in the bush and also a couple of portable toilets.

###### City's Comment:

Comments are noted.

##### Miss C S Gildersleeve

###### Submission:

- (iii) The submitter suggests that the City should consider applying short term ratings to short term investments. They also believe that the City should amend the policy wording, to state that the City will favour investments with institutions who do not invest in fossil fuels. In addition to this, they recommend the use of the website 'market forces' to determine how organisations perform in regards to fossil fuel investment.

###### City's Comment:

The City of Rockingham has employed the use of long-term ratings in this policy as this will cover the credit rating of investments for all maturity lengths. To use long-term credit ratings is more conservative in nature, as the City tries to invest in institutions which have a sound long-term outlook. It should also be noted that mapping issues also arise when the use of both short-term and long-term ratings is employed, as these rating systems do not perfectly align.



The current policy wording allows for the City of Rockingham to consider multiple environmental factors, rather than relying purely on a single measure, such as fossil fuel investment. This means that the City can be more flexible in the application of this policy, and can assess the pros and cons of investments across an array of factors. An approach which highlights one key factor may not be applicable to all companies, who may lack in other areas of environmental consideration.

It should also be noted that the 'market forces' website mentioned in this comment is that of a lobby group, rather than an independent source. This policy allows the City the scope to compare multiple sources, and assess their validity on a case by case basis.

**Ms S M Mannion**

**Submission:**

(iv) Are you screwing ratepayers to have a surplus of funds? Reduce my rates.

**City's Comment:**

Comments are noted.

**b. Consultation with Government Agencies**

Nil

**c. Strategic**

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019-2029:

**Aspiration 4:** *Deliver Quality Leadership and Business Expertise*

**Strategic Objective:** *Effective Governance – Apply systems of governance which empower the Council to make considered and informed decisions within a transparent, accountable, ethical and compliant environment.*

**d. Policy**

The current Policy has been reviewed. Suggested changes in the Policy are as follows:

- A maximum investment period of 36 months, increased from 12 months.
- The City of Rockingham may undertake authorised investment in bonds issued and guaranteed by the Commonwealth Government of Australia.
- Incorporation of long-term ratings as opposed to short term ratings employed by Standards & Poor's, Fitch and Moody's as rating agents.
- Environmental investing considerations have been included in the policy, stating that where financial institutions are offering equivalent investments, preference will be made to the institution with the better environmental track-record.
- The minimum \$2 million investment to be maintained with Bendigo Bank has been removed from the policy.

**e. Financial**

Nil

**f. Legal and Statutory**

Section 6.14 of the Local Government Act 1995 (the Act) relates to the investment of funds, granting permission for funds held within the municipal or trust accounts to be invested.



Local Government (Financial Management) Regulations 1996, Regulation 19C provides specific details regarding how money may and may not be invested. Specifically, these requirements include the requirement to invest with authorised deposit-taking institutions as defined in the Banking Act 1959 (Commonwealth) Section 5; or The Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986.

Further, when investing money, a local government may not do any of the following:

- a) deposit with an institution except an authorised institution;
- b) deposit for a fixed term of more than 3 years;
- c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- d) invest in bonds with a term to maturity of more than 3 years;
- e) invest in foreign currency.

**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 last 11 years have seen significant levels of instability in the global financial market. As such, the City of Rockingham has followed an appropriately conservative investment policy over this period of time. This policy has ensured security of funding and cash flow, and has shielded the City from significant variations in investment income. The changes in the current policy continue this conservative practice, while allowing for greater timeframe flexibility in line with recent statutory changes.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **ADOPTS** the amended Council Policy - Investment of Surplus Funds.

### Committee Recommendation

**Moved Cr Burns, seconded Cr Jones:**

That Council **ADOPTS** the amended Council Policy - Investment of Surplus Funds.

## Investment of Surplus Funds

### Council Policy Objective

To:

- Adopt a conservative approach to investments.
- Increase revenue through the prudent investment of funds taking into consideration risk and the rate of interest.
- Achieve a high level of security using recognised ratings criteria, specifically rating agencies Standard and Poor's, Fitch, and Moody's.
- Maintain an adequate level of diversification.



- Have funds readily accessible for day-to-day requirements without incurring penalty charges.

### **Council Policy Scope**

This Policy affects all investments made by the City of Rockingham.

### **Council Policy Statement**

#### **Legislative Requirements**

All investments are to be made in accordance with:

- Section 6.14 of the Local Government Act 1995.
- Part III of the Trustees Act 1962 as amended by the Trustees Amendment Act 1997.
- Local Government (Financial Management) Regulations 1996.
- Australian Accounting Standards.

#### **Delegation of Authority**

For information purposes, delegated authority has been provided to the CEO, in accordance with Section 5.42 of the Local Government Act 1995 for the investment of surplus funds.

#### **Prudent Person Standard**

Investments must be managed with care, diligence and skill that a prudent person would exercise. Officers are to manage the City's investment portfolio in accordance with the spirit of this Investment of Surplus Funds Policy, and not for speculative purposes.

#### **Prohibited Investments – Section 6.14(1) Local Government Act 1995**

When investing money, a local government may not do any of the following:

- a) invest in a deposit with an institution except an authorised institution,
- b) invest in a deposit for a fixed term of more than 36 months,
- c) invest in bonds (as opposed to deposits with an Authorised Deposit-Taking Institution (ADI)) that are not guaranteed by the Commonwealth Government, or a State or Territory government,
- d) invest in bonds with a term to maturity of more than 36 months,
- e) invest in securities or instruments that are exposed to foreign currency risk.

#### **Authorised Investments**

For an investment to be authorised under this policy, it must be:

- Made in the name of the City of Rockingham.
- In line with the Diversification and Credit Risk criteria within this policy.
- In:
  - Term Deposits issued by an ADI as defined in the Banking Act 1959 (Commonwealth) Section 5.
  - The Western Australian Treasury Corporation as defined in the Western Australian Treasury Corporation Act 1986.
- Bonds issued by and guaranteed by the Commonwealth Government of Australia.

#### **Diversification and Credit Risk**

Investments made shall be within the percentage limits set out below. When placing investments, consideration should be given to the relationship between credit rating and rate of return.



Long Term Ratings Standards & Poor's	Long Term Rating Moody's	Long term Rating Fitch	Maximum Percentage of Total Investments	Minimum Percentage Total Investment	Maximum Percentage with any Institution
AA- to AAA	Aa3 to Aaa	AA- to AAA	100%	60%	50%
Major Banks (ANZ, CBA, NAB, Westpac)			100%		50%
A+ to BBB	A1 to Baa2	A+ to BBB	40%	0%	30%
BBB+ to BBB	Baa1 to Baa2	BBB+ to BBB	15%	0%	10%

*The restrictions in the table above apply at the point of initial investment. Even if the investment has a term of less than 12 months, the long-term ratings as per the table above will apply.*

This Policy requires the use of Standard and Poor's, Fitch, and Moody's credit ratings. The investing institution must be rated by all three rating agencies at the date of purchase of the investment. The lowest rating will be deemed to be the credit rating for any Authorised Institution for the purpose of the percentage limits described above.

#### **Investment Quotations**

For similar investments such as Term Deposits or Government Bonds, three quotations should be requested and at least two should be received for the purpose of ensuring that a competitive market price is being quoted. These shall be obtained from organisations that would meet the criteria as set out for authorised investments.

#### **Selection of Investment**

The criteria to be applied in making the investment choice will take into account:

- the rate of return offered for the respective investment,
- the relative risk of the respective investment, taking into account the Standard and Poor's, Fitch or Moody's rating,
- the requirement that no more than 50% of the City's total investment portfolio will be invested at any one time with one financial institution,
- Other relevant risk parameters such as overall portfolio diversity, credit quality, interest rates, market, maturity and liquidity risks at a portfolio level,
- the City's estimated future cash flow requirements.

#### **Environmental Investing Considerations**

Where financial institutions are offering equivalent investment returns with the same level of credit risk and the investment fits within the provisions of this Investment of Surplus Funds Policy, preference will be given to placing funds with the institution that can best demonstrate the better environmental track-record or the meeting of higher order environmental principles.

#### **Reporting and Record Keeping**

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register. Certificates must be obtained from the financial institutions confirming the investment amounts held on the City's behalf as at 30 June each year and reconciled to the Investment Register. The status of the investment portfolio is to be reported to Council on a monthly basis.

#### **Definitions**

**ADI** - Authorised Deposit-Taking Institutions (ADI) are corporations that are authorised under the Banking Act 1959 to take deposits from customers.



**Investment Portfolio** – A collection of investments.

**Liquidity risk** - Liquidity risk is the risk an investor is unable to realise the investment at a fair price within a timely period.

**Major Bank** – ANZ, CBA, NAB and Westpac or any of these banks wholly owned and guaranteed subsidiaries so long as those subsidiaries carry the same ratings from S&P, Moody's and Fitch as the parent entity

**Risk Aversion** - Risk aversion is the reluctance of an investor to invest in a product with a higher risk compared with a product with lower risk, but possibly lower returns.

**Rating Agencies** – Credit Rating Agencies such as Standard and Poor's, Moody's and Fitch are professional organisations that provide opinions on the general credit worthiness of an issuer of a particular debt security or other financial obligations, regarding timely payment of principal and interest due on that obligation. Credit ratings are based, in varying degrees, on the following considerations:

- likelihood of timely payment,
- nature and provisions of the obligation including protections afforded by, and relative payment position of, the obligation in the event of bankruptcy, reorganisation or other laws affecting creditor rights.

**Speculative** - A speculative investment involves purposely taking a higher risk, in the hope of making an extraordinary gain.

**Legislation**

Local Government Act 1995 – S6.14

**Other Relevant Policies/ Key Documents**

Nil

**Responsible Division**

Corporate Services

**Review Date**

This policy will be reviewed in July 2022.

Committee Voting (Carried) – 4/0

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

Not Applicable

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

Not Applicable



## General Management Services

### General Management Services Strategy and Corporate Communications



<b>Reference No &amp; Subject:</b>	<b>GM-017/19</b>	<b>Adoption of the Amended Strategic Development Framework Policy</b>
<b>File No:</b>	CPM/3	
<b>Proponent/s:</b>		
<b>Author:</b>	Ms Nollaig Baker, A/Manager Strategy and Corporate Communications	
<b>Other Contributors:</b>	Mr Michael Parker, Chief Executive Officer	
<b>Date of Committee Meeting:</b>	16 July 2019	
<b>Previously before Council:</b>	SC-002/10, GMS-008/15, GMS-013/15	
<b>Disclosure of Interest:</b>		
<b>Nature of Council's Role in this Matter:</b>	Executive	
<b>Site:</b>		
<b>Lot Area:</b>		
<b>Attachments:</b>		
<b>Maps/Diagrams:</b>		

## Purpose of Report

To consider the adoption of amendments to the Strategic Development Framework Council Policy to reflect minor changes particularly in respect to the timing of specific Councillor Engagement Sessions.

## Background

Council adopted the Strategic Development Framework Policy at the December 2010 Council Meeting. The Policy objective is to:

- Identify and explain the elements of the City's Strategic Development Framework.
- Prescribe the forums in which each of the elements of the framework are formulated, reviewed, discussed and approved.
- Define the involvement and role of the community, staff and elected members in the process.
- Identify the timing of the various activities within the framework.

In September 2015, Council adopted amendments to the Policy that formalised a range of Councillor Engagement Sessions to enhance councillor participation in strategic business planning.



The objective of the proposed amendments is to better align the Councillor Engagement Sessions specifically for the Community Infrastructure Plan and the City's Business Plan to provide an equitable transition of planning involvement around local government elections.

### Details

Local government ordinary elections are held on the third Saturday in October every two years. The proposed amendments to the Strategic Framework Policy will align the timings for Council Engagement Sessions, and Council adoption for the City's Community Infrastructure Plan and the City Business Plan with the transition between incoming and outgoing Council. The specific amendments are as follows:

#### Amendment 1 – with regard to consideration of the Community Infrastructure Plan

Remove:

*The plan is to be discussed at the September Councillor Engagement Session followed by adoption at the October meeting round*

Replace with:

The Plan is to be discussed at the August Councillor Engagement Session followed by adoption at the September meeting round

#### Amendment 2 – with regard to consideration of the City Business Plan

Remove:

*Council briefings in October and April of each year*

*Council adoption in November and May each year*

Replace with:

Council Engagement Sessions in November and April of each year

Council adoption in December and May of each year.

#### Amendment 3 (Minor word replacement) – with regard to Budget process

Remove:

*Budget briefing in May*

Special Meeting in June, adoption in June or July

Replace with:

Councillor Engagement Session in May

Special or Ordinary Council meeting in June or July for adoption.

### 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 Aspirations and Strategic Objectives contained in the Strategic Community Plan 2019-2029:



**Aspiration 3:** *Plan for Future Generations*

**Strategic Objective:** *Infrastructure planning: Plan and Develop community, sport and recreation facilities which meet the current and future needs of the City's growing community*

**Aspiration 4:** *Deliver Quality Leadership and Business Expertise*

**Strategic Objective:** *Strategic and sustainable financial planning: Undertake long-term resource planning and allocation, with prioritised spending on core services, infrastructure development and asset management*

**d. Policy**

Council Policy - Strategic Development Framework. The policy will be amended should Council consent to the changes.

Council Policy - Policy Framework. The Policy Framework provides that all new and substantially amended Council policy should undergo a fourteen day public consultation period. Given the minor nature of these amendments it is not considered necessary to seek public input.

**e. Financial**

Nil

**f. Legal and Statutory**

Local Government Act 1995 – Sect 5.56

(1) A local government is to plan for the future of the district.

(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

**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**

Local government ordinary elections are held on the third Saturday in October every two years. The proposed amendments to the Strategic Framework Policy will align the timings for Council Engagement Sessions, and Council adoption for the City's Community Infrastructure Plan and the City Business Plan with the timing of incoming Council.

Currently the Engagement Session for the CIP is held in September (prior to Council Election) with adoption of the CIP in October immediately after the local government election. This means that new Councillors have not had the benefit of the briefing at the Engagement Session, hence it is proposed to bring the process forward a month.

Similarly with the City Business Plan the current timing of the Engagement session in October (prior to the election) and adoption by Council in November – after the election. It is proposed that these dates be pushed back a month to allow the newly elected Councillors to participate in an Engagement Session in November followed by adoption of the CBP in December. It is noted that a further review of the Business Plan is undertaken in the April/May period and this is not proposed to change.

The timing of the CIP review and the initial CBP is critical in terms of preparations for the statutory review of the CBP in May each year and the City's budgetary processes.

The proposed changes to the timing will avoid a conflict with the local government elections and enable a new Council time to fully participate in the initial CBP review.



## Voting Requirements

Simple Majority

## Officer Recommendation

That Council **ADOPTS** the amended Strategic Framework Council Policy.

## Committee Recommendation

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

That Council **ADOPTS** the amended Strategic Framework Council Policy as follows:

# Strategic Development Framework Policy

## Council Policy Objective

To -

- Identify and explain the elements of the City's Strategic Development Framework.
- Prescribe the forums in which each of the elements of the framework are formulated, reviewed, discussed and approved.
- Define the involvement and role of the community, staff and elected members in the process.
- Identify the timing of the various activities within the framework.

## Council Policy Scope

Councillors, staff, stakeholders and members of the community involved or participating in the strategic development process.

## Council Policy Statement

Councillors, staff, stakeholders and members of the community involved or participating in the strategic development process.

## Community Plan

### Definition

An aspirational plan driven by the community that sets the long term vision for the city and establishes the key focus areas that Council must attend to if the vision is to be served.

### Forum

Independently facilitated workshops attended by community members, followed up with a Councillor/ Community Representative/ Staff member Workshop.

### Process for Development of Review

#### Major Review

Community establishes the foundation of the plan

Council/Staff/Community Representatives summarise the plan foundations and further develop the vision and key focus areas.

Staff further refine the vision and key focus areas and submit draft Community Plan to Council via Corporate and Community Development Standing Committee for approval.

Council adopts final plan after community consultation period.

#### Minor Review

Staff collate feedback, from community consultation program and submit to Council for adoption with recommended changes via Corporate and Community Development Standing Committee.



### **Timeline**

Major Review every four years

Minor Review every two years

### **Community Plan Strategies**

#### **Definition**

Plans and strategies that focus upon specific areas of Council involvement or activity. Examples are:

- The Community Safety Strategy
- The Local Planning Strategy
- The Economic Development Strategy
- The Seniors Strategy

All strategies must be congruent with the higher level key focus areas and aspirations established in the community plan and contain discrete, costed and deliverable tasks that will facilitate effective and measurable outcomes.

#### **Forum**

Advisory Committee meetings, community workshops, community group meetings, Councillor Engagement Sessions.

#### **Process for Development or Review**

##### **New or Major Review**

A Strategic Discussion is to be facilitated at a Councillor Engagement Session as the first stage of the development of a new strategy or the major review of an existing strategy.

The Strategic Discussion will be informed by a discussion paper that provides background, data and other relevant information on the major issues facing the City with regards the subject matter.

A draft Community Plan Strategy informed by the outcomes of the Strategic Discussion and engagement with relevant stakeholder groups and advisory committees is then to be prepared.

The draft strategy is to be submitted to a Councillor Engagement Session followed by consideration at the relevant Standing Committee and Council for endorsement and public advertising.

A recommended final strategy incorporating community consultation outcomes is submitted to Council via the relevant Standing Committee for final consideration.

##### **Minor review**

Staff to submit minor review recommendations to Council via standing committee for adoption after engagement with relevant advisory committee and community stakeholders.

#### **Timing**

Major reviews as needed.

Minor reviews every two years.

### **The Community Infrastructure Plan**

#### **Definition**

A ten year planning instrument that identifies costs and prioritises the City's community infrastructure development program. The annual priorities identified in the plan inform the Major Project Plan component of the City Business Plan.

#### **Forum**

Council Advisory Committees, Council Standing Committees, Councillor Engagement Sessions.



### **Process for Review**

All new items with a capital cost of more than \$2 million must be submitted to Council for consideration after explanation at a Councillor Engagement Session.

Any existing item that is subject to either a 20% or \$2 million cost variation; whichever is the lesser shall be submitted to Council for consideration after explanation at a Councillor Engagement Session. Council will consider the impact that the variation might have on the City's overall financial capacity and determine the future form and status of the project.

The Community Infrastructure Plan will be subject to a full annual review. The review is to provide the following information on each project:

- Details of the original needs analysis and justification of the project
- Details of the original scope, scale, form and function of the project
- Details of the original costing and verification of the current costing
- Details, justification and the cost of any amendments to the original scope of the project
- Assessment as to whether the originally intended purpose remains relevant.

~~The plan is to be discussed at the September Councillor Engagement Session followed by adoption at the October meeting round.~~

The Plan is to be discussed at the August Councillor Engagement Session followed by adoption at the September meeting round.

### **Team Plans**

#### **Definition**

A ten year planning document that explains the key activities of a Council Team in detail for the first three years then in a more general context for the remaining seven years.

The team plan's role is to demonstrate how the "day to day" functions of the team will be undertaken, what services will be delivered and what operating projects will be undertaken over the life of the plan. Operating projects delivering tasks and actions identified in community plan strategies are also identified.

Progress reports on all operating projects identified in team plans are reported upon monthly in the Council Bulletin.

The team plan will also identify and demonstrate the need for new team resources such as new staff, vehicles, plant and equipment and technical apparatus.

Team plans form the basis of the operational component of the budget and financial projections contained therein are used to formulate the draft budget that is submitted to Council for discussion and approval.

#### **Forum**

Team Managers will provide a full briefing to Councillors of their Team Plans explaining their future activities, projects, services and other relevant information.

#### **Process for Development or Review**

Staff prepare Team Plans which are approved by the Executive.

Council can amend Team Plan components in City Business Plan Reviews or Budget Adoption process.

#### **Timing**

Team Plan briefings to Council are undertaken in March of each year.



## **The City Business Plan**

### **Definition**

The City's principal business planning tool projecting each year's revenue and expenditure over a ten year period, the first three years being detailed and the following seven years of a more general nature.

The main components and drivers of the City Business Plan are:

A *Revenue Strategy* that predicts the revenue, (rates, grants, fees and charges) that the City anticipates receiving over the life of the plan.

A compilation of the *Team Plans* that provides ten year income and expenditure projections related to the day to day operations of the City along with operating projects, both team based and also those identified as key actions within Specific Plans and Strategies.

An annual contribution to asset management as identified in the *Asset Management Plan*.

A *Major Infrastructure Plan* that identifies ten year expenditure details for major capital works. The plan is underpinned by a series of subsidiary ten year plans prioritising construction or reconstruction of footpaths, roads and parks and reserves and other civic infrastructure.

A *Lending and Reserve Transfer Strategy* that identifies the loans the City will raise over ten years and the monies that will flow in and out of reserve funds. This strategy will also establish safe lending limits to ensure that the City's financial sustainability and stability is not threatened by inappropriately high levels of debt.

### **Forum**

Council will receive detailed briefings where revisions of the plan will be highlighted and discussed.

### **Process for Development and Review**

Staff prepares the City Business Plan and brief Council.

Council adopts the City Business Plan via Corporate and Community Development Standing Committee.

### **Timing**

~~Council briefings in October and April of each year.~~

~~Council adoption in November and May of each year.~~

Council Engagement Sessions in November and April of each year.

Council adoption in December and May of each year.

## **The Annual Budget**

### **Definition**

A statutory document that activates and delivers year one of the City Business Plan. The revenue and expenditure estimates contained within the City Business Plan are used to inform the development of the budget.

### **Forum**

Two briefings and special meeting of Council (if requested).

### **Process for Development and Review**

Staff prepare draft budget based upon year one of the City Business Plan and provide briefings to Council.

Council deliberates upon budget at Special Meeting (if requested) then gives final adoption at Council meeting via Corporate and Community Development Standing Committee.



### Timing

~~Budget briefings in May.~~

Councillor Engagement Session in May

~~Special Meeting in June, adoption in June or July.~~

Special or Ordinary Council meeting in June or July for adoption.

### Definitions

Nil

### Legislation

Local Government Act 1995 – Sect 5.56 Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

### Other Relevant Policies/ Key Documents

Nil

### Responsible Division

General Management Services

### Review Date

July 2023

Administration amendment to delete years under Minor Review, Timeline and review date on 10 July 2018.

Committee Voting (Carried) – 4/0

### 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 Development  
Community Capacity Building**



<b>Reference No &amp; Subject:</b>	CD-016/19	<b>Recommendations from the Community Grants Program Committee Meeting held on 20 June 2019 and Special Community Grants Program Committee Meeting held on 8 July 2019</b>
<b>File No:</b>	GRS/48-03	
<b>Author:</b>	Ms Andrea Clark, Community Development Officer (Grants)	
<b>Other Contributors:</b>	Mrs Belinda Trowbridge, Coordinator Community Capacity Building	
<b>Date of Committee Meeting:</b>	16 July 2019	
<b>Disclosure of Interest:</b>	Cr Barry Sammels declared an Impartiality Interest in item CD-016/19 Recommendations from the Community Grants Program Committee Meeting held on 20 June 2019 and Special Community Grants Program Committee Meeting held on 8 July 2019, 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.	
<b>Nature of Council's Role in this Matter:</b>	Executive	
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Minutes of the Community Grants Program Committee Meeting held on 20 June 2019</li><li>2. Minutes of the Special Community Grant Program Committee meeting held on 8 July 2019</li></ol>	
<b>Maps/Diagrams:</b>		

**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:  
Adopts the amended Community Grants Program Policy**

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



### **Council Policy Objective**

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

### **Council Policy Scope**

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

### **Council Policy Statement**

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

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

### **Grant Categories**

#### Minor Grants up to \$3000

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

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

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

A Youth Encouragement Grant of up to \$500 is available to individuals aged between 12 and 24 to participate in ~~opportunities that align to improvements in:~~

- ~~Leadership~~
- ~~Employability~~
- ~~Social skills and knowledge~~
- ~~Learning (educational opportunities outside of usual school options/alternate pathway program/ability to participate in further education)~~
- ~~Community benefit.~~

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 \$3001 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 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 of an association applying for funds, shall disqualify themselves from all aspects of the consideration process from receipt of application through to consideration at the Community Grants Program Committee.

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

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

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

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

### Executive Policies and Procedures

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

### **Definitions**

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

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

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

### **Company Limited by Guarantee (CLG)**

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

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

### **Legislation**

Nil



### Other Relevant Policies/ Key Documents

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

### Responsible Division

Community Development

### Review Date

Review every two years

### Officer Recommendation if Different to Advisory Committee Recommendation

Not Applicable

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

Not Applicable

### Background

The Community Grants Program (CGP) Policy was adopted by Council in August 2015, the newly appointed CGP Committee reviewed and amended the CGP Policy in February 2019. With the continual improvement to Council policies, it has been noted that the CGP policy requires an amendment in the area of Youth Encouragement Grant.

Minor Grant (Youth Encouragement Grant) is one of four categories within the Community Grants Program Policy.

Officers have reviewed the Youth Encouragement Grant and identified that a minor amendment is required to the wording contained in the policy. It is important that the policy reflects the intent of the CGP and provides clarity for the community, in particular young people, regarding the areas identified. The City is committed to supporting young people. Following any changes to policy, the application form including eligibility will also be reviewed, comprising additional information next to each area. For example:

- leadership (leadership training; develops or improves leadership and resilience)
- employability (participate in training opportunities that improve the suitability of job applicants)
- social skills and knowledge (improve life or social skills; proposed activity promotes personal growth)
- learning (career guidance and development; extra-curricular educational opportunities educational opportunities outside of usual school options; alternate pathway program; ability to participate in further education)
- community benefit (greater connection to and active participation in the Rockingham community; contribute to the Rockingham community).

### Implications to Consider

#### a. Strategic

##### Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019-2029:



- Aspiration 1:** *Actively Pursue Tourism and Economic Development*
- Strategic Objective:** *Coastal destination: Promote the City as the premier metropolitan coastal tourism destination.*
- Investment Attraction: Attract local and international investment to the City to contribute to the local economy.*
- Attractions and events: Seek to host iconic community events and attractions that will entice residents and visitors throughout the year.*
- Aspiration 2:** *Grow and Nurture Community Connectedness and Wellbeing*
- Strategic Objective:** *Community Capacity Building: Empower the community across all ages and abilities to be culturally aware and involved with a diverse range of community initiatives that incorporate volunteering, sport, culture and the arts.*
- Community safety and support: Provide support to residents and visitors so they feel safe and secure at home and outdoors.*
- Aspiration 4:** *Deliver Quality Leadership and Business Expertise*
- Strategic Objective:** *Effective governance: Apply systems of governance which empower the Council to make considered and informed decisions within a transparent, accountable, ethical and compliant environment.*

**b. Policy**

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

**c. Financial**

Nil

**d. Legal and Statutory**

Nil

**e. Voting Requirements**

Simple Majority

**f. Risk**

**All Council decisions are subject to risk assessment according to the City's Risk Framework.**

Implications and comment will only be provided for the following assessed risks.

*Customer Service / Project management / Environment : High and Extreme Risks*

*Finance / Personal Health and Safety : Medium, High and Extreme Risks*

Nil

**Advisory Committee Recommendation 2 of 3:**  
**Approvals of the Community Grants Program Round One 2019/2020**

1. That Council **APPROVES** the allocation of funds for Major Event Sponsorship and Major Grants under the 2019/2020 Community Grants Program Round One, subject to listed additional conditions:

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
A.	Lion's Club of Rockingham Inc. Rockingham Lions Community Event	10,281 for one year	10,281 for one year



	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
B.	<b>Rotary Club of Palm Beach of WA Inc.</b> Rotary Beachside Festival  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the event.</li> <li>Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance certificate that will be current at the time of the event (expires 30 June 2019).</li> <li>Encourage your attendees, participants and stakeholders to promote Rockingham on their social media and include the following tags:                             <ul style="list-style-type: none"> <li>Facebook: #RediscoverRockingham#myRockingham</li> <li>Instagram: #myRockingham#RockinghamWA</li> </ul> </li> <li>Permit the City to obtain footage from the event for the purposes of promoting Rockingham.</li> </ul>	19,906 for three years (2020; 2021; 2022)	13,706 for three years (2020; 2021; 2022)
	<b>Major Event Sponsorship Total</b>	<b>\$30,187</b>	<b>\$23,987</b>

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
C.	<b>Armada Community Animal Rescue Group Inc.</b> Animal Welfare Op Shop Swipe/Chip Program	10,000	10,000
D.	<b>Baldivis Equestrian and Pony Club Inc.</b> BEPC One Day Event and Open Day/Signup Day  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the program/event (expires 19 December 2019).</li> </ul>	10,000	8,290
E.	<b>Friends of Rockingham Arts Centre Inc.</b> Rockingham Writer's Convention  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Provide evidence of engagement with local mental health services for the gifting of the five free event tickets. (e.g.: email or written correspondence).</li> </ul>	4,810	2,405
F.	<b>Friends of Rockingham Arts Centre Inc.</b> FoRAC Programs 2019-2020	9,994	2,498.50
G.	<b>Rockingham Regional Environment Centre Naragebup Inc.</b> Naragebup Festival  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the program/event.</li> </ul>	9,275.30	2,545.46



	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
H.	<b>Rotary Club of Palm Beach of WA Inc.</b> The Point Peron K Battery Project	10,000	10,000
	<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to provide the City of Rockingham with proof of approval for the Howitzer project at Point Peron from the Department Biodiversity Conservation and Attractions, before grant monies will be transferred.</li> <li>Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the unveiling of the replica gun.</li> <li>Encourage your guests, participants and committee members to promote Rockingham on their social media and include the following tags:                             <ul style="list-style-type: none"> <li>Facebook: #RediscoverRockingham#myRockingham</li> <li>Instagram: #myRockingham#RockinghamWA</li> </ul> </li> <li>Permit the City to obtain footage from the unveiling event for the purposes of promoting Rockingham.</li> </ul>		
I.	<b>The Perth Diocesan Trustees trading as the Anglican Parish of Warnbro Inc.</b> St Brendan's Homeless Respite	8,148	8,148
	<b>Major Grant Total</b>	<b>\$62,227.30</b>	<b>\$43,886.95</b>

	Infrastructure Planning and Development Grants	Amount Requested (\$)	Committee Recommendation (\$)
J.	<b>Warnbro Bowling Club Inc.</b> Outdoor roller blinds and limestone wall	30,000	30,000
	<b>IPDG Total</b>	<b>\$30,000</b>	<b>\$30,000</b>

2. That Council **NOT APPROVE** the allocation of funds for Major Event Sponsorship and Major Grants under the 2019/2020 Community Grants Program (CGP) Round One:

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
K.	<b>The Cruising Yacht Club of WA Inc.</b> The Cockburn Sound Regatta	20,000 for three years	0

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
L.	<b>Anglicare WA Inc.</b> Y-Shac Rockingham Mentor Program	8,870	0

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

Not Applicable



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

Not Applicable

### Background

The City is committed to supporting incorporated not-for-profit organisations/associations, or those limited by guarantee (e.g. community groups and clubs) to assist with the delivery of programs, projects and events that benefit the Rockingham community. Major Grants, Major Event Sponsorship and Infrastructure Planning and Development Grants are advertised three times per year and presented to Council for approval.

Applications for round one were invited from the community and closed 4.30pm Friday 3 May 2019.

A total of 13 applications were received in round one of the CGP and were classified into the following categories:

- Major Event Sponsorship – three applications
- Major Grants – eight applications
- Infrastructure Planning and Development Grants – two applications

There was a late withdrawal of the Infrastructure Planning and Development Grant request from Safety Bay Tennis Club Inc. for their concept drawings. Officers advised the CGP Committee of this withdrawal on Tuesday 18 June 2019 and the Chair of the CGP Committee noted this withdrawal at the meeting held Thursday 20 June 2019. This left one application for assessment within the category of Infrastructure Planning and Development Grants.

### Implications to Consider

#### a. Strategic

##### Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 2019-2029:

**Aspiration 1:** *Actively Pursue Tourism and Economic Development*

**Strategic Objective:** *Coastal destination: Promote the City as the premier metropolitan coastal tourism destination.*

*Investment Attraction: Attract local and international investment to the City to contribute to the local economy.*

*Attractions and events: Seek to host iconic community events and attractions that will entice residents and visitors throughout the year.*

**Aspiration 2:** *Grow and Nurture Community Connectedness and Wellbeing*

**Strategic Objective:** *Community Capacity Building: Empower the community across all ages and abilities to be culturally aware and involved with a diverse range of community initiatives that incorporate volunteering, sport, culture and the arts.*

*Community safety and support: Provide support to residents and visitors so they feel safe and secure at home and outdoors.*

#### b. Policy

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

#### c. Financial

If Council approves the CGP Committee recommendation, funds will be used from the 2019/2020 CGP budget. CGP has an allocated budget of \$546,000. IPDG has an allocated budget of \$154,000.



**d. Legal and Statutory**

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

**e. Voting Requirements**

Simple Majority

**f. Risk**

**All Council decisions are subject to risk assessment according to the City's Risk Framework.**

Implications and comment will only be provided for the following assessed risks.

*Customer Service / Project management / Environment : High and Extreme Risks*

*Finance / Personal Health and Safety : Medium, High and Extreme Risks*

Nil

**Advisory Committee Recommendation 3 of 3:  
Review of the Rockingham Kwinana Chamber of Commerce application for  
Community Grants Program Round One 2019/2020**

That Council **APPROVES** the allocation of \$5,000 to Rockingham Kwinana Chamber of Commerce under the 2019/2020 Community Grants Program.

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

Not Applicable

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

Not Applicable

**Background**

CGP major grant applications for round one were invited from the community and closed 4.30pm Friday 3 May 2019.

A total of 13 applications were received in round one of the CGP and were classified into the following categories:

- Major Event Sponsorship – three applications
- Major Grants – eight applications
- Infrastructure Planning and Development Grants – two applications

These applications were discussed at the CGP meeting on 20 June 2019.

It was brought to the City's attention on 25 June 2019 that the Rockingham Kwinana Chamber of Commerce (RKCC) believed they had sent a Major Grant application on 1 May 2019 at 9.23am for consideration. The City did not receive a Major Grant application from RKCC in round one by the closing date and therefore advised RKCC that no decision was pending for July 2019 Council meeting.

As the City did not receive the application the officer assessment was not undertaken and therefore not presented to CGP Committee on 20 June 2019.

The City's IT Operations undertook an investigation and confirmed that an email from RKCC was not received. It is unclear as to whether the email actually left the RKCC server. One of the reasons for this could have been the size of the email which exceeds the grant application limit as defined in the major grant application package of 8MB

At the same time RKCC advised that they had an IT specialist investigate the matter and have received a report confirming the application was delivered. RKCC did not receive an error message or acknowledgement notification.



A Special Community Grants Program Committee was convened on 8 July 2019 to consider the application from RKCC with due consideration to the circumstances outlined in the report and the CGP Policy and Guideline requirements.

The Committee recognised that the RKCC had thought their application had been received by the City despite them not having received either an acknowledgement notification or error message.

Due to the significance of the Business Awards and the City's history of supporting the event the Committee decided on this occasion to support the grant application, noting that in future the RKCC must take responsibility to ensure they meet all of the requirements of the CGP policy and guidelines.

#### Implications to Consider

**a. Strategic**

Community Plan

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

**Aspiration 1:** *Actively Pursue Tourism and Economic Development*

**Strategic Objective:** *Coastal destination: Promote the City as the premier metropolitan coastal tourism destination.*

*Investment Attraction: Attract local and international investment to the City to contribute to the local economy.*

*Attractions and events: Seek to host iconic community events and attractions that will entice residents and visitors throughout the year.*

**Aspiration 2:** *Grow and Nurture Community Connectedness and Wellbeing*

**Strategic Objective:** *Community Capacity Building: Empower the community across all ages and abilities to be culturally aware and involved with a diverse range of community initiatives that incorporate volunteering, sport, culture and the arts.*

*Community safety and support: Provide support to residents and visitors so they feel safe and secure at home and outdoors.*

**b. Policy**

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

**c. Financial**

If Council approves the CGP Committee recommendation, funds will be used from the 2019/2020 CGP budget. CGP has an allocated budget of \$546,000.

**d. Legal and Statutory**

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

**e. Voting Requirements**

Simple Majority

**f. Risk**

**All Council decisions are subject to risk assessment according to the City's Risk Framework.**

Implications and comment will only be provided for the following assessed risks.

*Customer Service / Project management / Environment : High and Extreme Risks*

*Finance / Personal Health and Safety : Medium, High and Extreme Risks*

Nil



## Committee Recommendation

### Moved Cr Liley, seconded Cr Burns:

That Council:

1. **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 on 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 prevent their participation.~~

A Youth Encouragement Grant of up to \$500 is available to individuals aged between 12 and 24 to participate in opportunities that align to improvements in:

- Leadership
- Employability
- Social skills and knowledge
- Learning (educational opportunities outside of usual school options/alternate pathway program/ability to participate in further education)
- Community benefit.

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 \$3001 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 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 of an association applying for funds, shall disqualify themselves from all aspects of the consideration process from receipt of application through to consideration at the Community Grants Program Committee.

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

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

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

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

#### Executive Policies and Procedures

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

#### **Definitions**

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

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

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

#### **Company Limited by Guarantee (CLG)**

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



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

**Legislation**

Nil

**Other Relevant Policies/ Key Documents**

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

**Responsible Division**

Community Development

**Review Date**

Review every two years

2. **APPROVES** the allocation of funds for Major Event Sponsorship and Major Grants under the 2019/2020 Community Grants Program Round One, subject to listed additional conditions:

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
A.	<b>Lion's Club of Rockingham Inc.</b> Rockingham Lions Community Event	10,281 for one year	10,281 for one year
B.	<b>Rotary Club of Palm Beach of WA Inc.</b> Rotary Beachside Festival  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"><li>· Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the event.</li><li>· Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance certificate that will be current at the time of the event (expires 30 June 2019).</li><li>· Encourage your attendees, participants and stakeholders to promote Rockingham on their social media and include the following tags:<ul style="list-style-type: none"><li>○ Facebook: #RediscoverRockingham#myRockingham</li><li>○ Instagram: #myRockingham#RockinghamWA</li></ul></li><li>· Permit the City to obtain footage from the event for the purposes of promoting Rockingham.</li></ul>	19,906 for three years (2020; 2021; 2022)	13,706 for three years (2020; 2021; 2022)
	<b>Major Event Sponsorship Total</b>	<b>\$30,187</b>	<b>\$23,987</b>



	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
C.	<b>Armadale Community Animal Rescue Group Inc.</b> Animal Welfare Op Shop Swipe/Chip Program	10,000	10,000
D.	<b>Baldivis Equestrian and Pony Club Inc.</b> BEPC One Day Event and Open Day/Signup Day <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the program/event (expires 19 December 2019).</li> </ul>	10,000	8,290
E.	<b>Friends of Rockingham Arts Centre Inc.</b> Rockingham Writer's Convention <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Provide evidence of engagement with local mental health services for the gifting of the five free event tickets. (e.g.: email or written correspondence).</li> </ul>	4,810	2,405
F.	<b>Friends of Rockingham Arts Centre Inc.</b> FoRAC Programs 2019-2020	9,994	2,498.50
G.	<b>Rockingham Regional Environment Centre Naragebup Inc.</b> Naragebup Festival <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the program/event.</li> </ul>	9,275.30	2,545.46
H.	<b>Rotary Club of Palm Beach of WA Inc.</b> The Point Peron K Battery Project	10,000	10,000
	<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to provide the City of Rockingham with proof of approval for the Howitzer project at Point Peron from the Department Biodiversity Conservation and Attractions, before grant monies will be transferred.</li> <li>Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the unveiling of the replica gun.</li> <li>Encourage your guests, participants and committee members to promote Rockingham on their social media and include the following tags:                             <ul style="list-style-type: none"> <li>Facebook: #RediscoverRockingham#myRockingham</li> <li>Instagram: #myRockingham#RockinghamWA</li> </ul> </li> <li>Permit the City to obtain footage from the unveiling event for the purposes of promoting Rockingham.</li> </ul>		
I.	<b>The Perth Diocesan Trustees trading as the Anglican Parish of Warnbro Inc.</b> St Brendan's Homeless Respite	8,148	8,148
	<b>Major Grant Total</b>	<b>\$62,227.30</b>	<b>\$43,886.95</b>



	Infrastructure Planning and Development Grants	Amount Requested (\$)	Committee Recommendation (\$)
J.	Warnbro Bowling Club Inc. Outdoor roller blinds and limestone wall	30,000	30,000
	<b>IPDG Total</b>	<b>\$30,000</b>	<b>\$30,000</b>

3. **NOT APPROVE** the allocation of funds for Major Event Sponsorship and Major Grants under the 2019/2020 Community Grants Program (CGP) Round One:

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
K.	The Cruising Yacht Club of WA Inc. The Cockburn Sound Regatta	20,000 for three years	0

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
L.	Anglicare WA Inc. Y-Shac Rockingham Mentor Program	8,870	0

4. **APPROVES** the allocation of \$5,000 to Rockingham Kwinana Chamber of Commerce under the 2019/2020 Community Grants Program.

Committee Voting (Carried) – 4/0

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

Not Applicable

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

Not Applicable



<b>13.</b>	<b>Reports of Councillors</b>
	Nil
<b>14.</b>	<b>Addendum Agenda</b>
	Nil



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

**Community Development**

**Community Development  
Community Support and Safety Services**



<b>Reference No &amp; Subject:</b>	CD-017/19	<b>Notice of Motion – Homelessness in Rockingham</b>
File No:	CSV/1029-12	
Proponent/s:	Cr Whitfield	
Author:	Ms Alison Oliver, Acting Director Community Development	
Other Contributors:		
Date of Committee Meeting:	16 July 2019	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

**Purpose of Report**

To provide officer comment and advice on Cr Whitfield's Notice of Motion requesting support for homeless persons in Rockingham.

**Background**

Cr Whitfield submitted the following motion for consideration at the 23 July 2019 Council Meeting:

1. That Council **SUPPORTS** helping homeless people in Rockingham
2. That Council **DIRECTS** the CEO to compile 5 options that could genuinely and quantifiably assist homeless persons in Rockingham and to prepare a report (including costings) for the council's consideration by October 2019.

The reasons for Cr. Whitfield's Notice of Motion are provided below:

*"I acknowledge that Homelessness is a very complicated issue, I also acknowledge that all the community, and all levels of government have a duty to assist with the most vulnerable people in society and that local government is not the only tier responsible.*

*There are also many variations of people who are experiencing homelessness.*



*Some are homeless by choice, others by circumstances and the duration varies from person to person with some people having a roof over the heads for a day or two, others live in cars and some are long term unemployed.*

*There is not one answer and every person's circumstances are different, therefore there will not be one solution to eradicate homelessness in Rockingham.*

*There are some fantastic agencies, not for profits and other organisations who are very active in helping homeless people, be that through food, clothes or education and the City facilitates the homeless intra-agency group, unfortunately Councillors are unable to attend due to 'operational reasons' so it is difficult to be part of the solution.*

*Whilst acknowledging the great work that is being undertaken by many community members, levels of government and various not for profits the fact remains that many homeless people are suffering and living in a world of pain and I want us to take action at a local government level.*

*This motion is asking for 5 options that could assist homeless people and will no doubt be derived mainly from the requests of the intra-agency and the intent of this motion is to get action happening, or at the very least for the council to have costed options that the council can decide to support or not support.*

*Some examples of other initiatives in other cities/shires include half dongas so that homeless people have a roof over their heads, lockers, temporary accommodation, using city buildings as shelter, relaxing planning regulations in areas to allow for the housing of homeless persons, additional funding for outreach services.*

*It would have been easy to have this motion worded specifically for a homeless shelter but that may not be the answer, the experts that the city engages with may have better ideas, or more effective ways to assist and the intent of this notice of motion is to get all the best options on the table in a transparent manner, all of which are costed.*

*Any future council can then be in a fully informed position to be able to make a decision whether to support an item, to advocate or to include in the business plan (for example).*

*Talking is good, lobbying is great but whilst people talk there are homeless people taking their own lives and in my opinion it is time for action."*

## Details

Council adopted the Community Support Services Strategy 2017 – 2022 (the Strategy) in April 2017 which outlines the direction of the City of Rockingham in addressing the needs of vulnerable and disadvantaged people. Key Elements from the Strategy clearly outline the actions the City is responsible for which focus on advocacy, education and support for the Not For Profit sector.

As defined in the Strategy a person is considered homeless if their current living arrangement is in a:

- Dwelling that is inadequate; or
- Has no tenure, or if their initial tenure is short and not extendable;
- Does not allow them to have control of, and access to space for social relations.

There are many different types of homelessness that people can experience and each has a varying impact on the service providers and wider community. This diversity of homelessness is evident by an older definition by Melbourne academics Mackenzie and Chamberlain (1992) which includes three categories of:

- Primary homelessness – experienced by people without conventional accommodation (e.g. sleeping rough or in improvised dwellings);
- Secondary homelessness – experienced by people who frequently move from one temporary shelter to another (e.g. emergency accommodation, youth refuges, "couch surfing");
- Tertiary homelessness – experienced by people staying in accommodation that falls below minimum community standards (e.g. boarding housing and caravan parks).

Chronic homelessness can be defined as continuous homelessness for at least one year, or at least four episodes of homelessness in the last three years with a combined length of time of at least 12 months.



The City undertook a Community Support Sector Mapping exercise which was completed in November 2018. The objective of this work was to provide evidence for the City to advocate to State and Federal Government, Not for Profit organisations and funding bodies, for increased service provision where gaps are identified in order to meet current and future demands as the City grows.

Four key priority areas were identified by the sector being:

1. Mental Health
2. Family Domestic Violence (FDV)
3. Alcohol and Drug Abuse (AOD)
4. Housing insecurity and homelessness

City officers are dealing with homelessness on a daily basis, supporting service providers and volunteers, participating in interagency working groups and liaising with the State Government to advocate for services to be provided in the City.

The City currently chairs the Rockingham/Kwinana Interagency Network (the Network). The Network is attended by volunteers and paid professionals from Local and State Government and the Not For Profit sector working/volunteering to support vulnerable people at risk of, or experiencing homelessness. The focus of the network is collaboration, information sharing and advocacy, all of which are the key areas the City is focussing on based on their role in dealing with the issue of homelessness. The network has resulted in better coordination of services including the provision of a central hub at the Rockingham Salvation Army which has attracted services such as a dentist, the Street Doctor, hairdressing and grooming services. Improved coordination of food provision and laundry services by different groups has occurred and the network has created a Homeless Reference Card produced by the City which is distributed to all agencies/groups which provides information on where to get assistance, showers, food and emergency accommodation.

The City actively supports the network and provides grant funding to local support services delivering programs, services and events for people experiencing or at risk of homelessness.

There are currently 36 different agencies working within the City to support vulnerable communities and those experiencing homelessness, all are reporting they are operating at capacity, with increasing waiting times for clients. For example youth counselling and mental health services are reporting current waiting lists of 3 – 6 months. The Department of Housing reports a current waiting list for public housing of two years. Priority public housing is available for those experiencing chronic homelessness, chronic health concerns and FDV however there is strict criteria which often is difficult to meet for people experiencing chronic homelessness.

Entrypoint Perth takes daily bed availability reports from all crisis accommodation facilities state-wide. Services looking to refer clients for accommodation can contact them on an as needs basis to ascertain availability, however ABS statistics note that there are 69 requests for assistance turned away daily, demonstrating limited capacity to cope with demands.

Feedback received from key Rockingham services regarding barriers for individuals transitioning to accommodation has identified a number of service gaps:

- Lack of wrap around service – designated staff are needed to walk clients through their journey to achieving long term accommodation e.g. Street to Home Service
- Lack of after-hours support – no after-hours or 24 hour services focussed on homeless when most vulnerable (mostly required after 10pm)
- Exclusions caused by comorbidity (experiencing multiple health issues at once) – requirements such as accommodation facilities allow no current alcohol and drug usage, some mental health medication not permitted in AOD rehabilitation facilities and sobriety requirements for mental health assessments result in delays or exclusion from key required services. Comorbidity is particularly high amongst those experiencing chronic homelessness
- Homeless Outreach Workers – currently only two paid part-time outreach workers in Rockingham, provided by Rockingham Salvation Army Outreach Service for mental health and alcohol and drug concerns and the service is not exclusively focused on homelessness



- Crisis Accommodation – two crisis accommodation facilities exist in Rockingham. A Women/Children Shelter and Youth Accommodation. There is no accommodation for men, older Women or families. The closest accommodation service is Fremantle or the Perth CBD
- Restrictions placed on the capabilities of the WA Police to detain and control people displaying mental health and AOD behaviours
- Restrictions placed on the Hospital Emergency Department to conduct Mental Health Assessments on people presenting with AOD issues, therefore, often when admitted by Police, are released back into the community in a short space of time.

### Implications to Consider

**a. Consultation with the Community**

Extensive consultation with the community was undertaken in the development of the Strategy, this included community members, service providers, local businesses and other stakeholders.

**b. Consultation with Government Agencies**

Continued consultation is occurring with the Department of Communities in relation to the ongoing issues around homelessness and developing solutions for the Rockingham community.

**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 Strategic Community Plan 2019-2029:

**Aspiration 2:** *Grow and Nurture Community Connectedness and Wellbeing*

**Strategic Objective:** *Community Safety and Support – Provide support to residents and visitors so they feel safe and secure at home and outdoors.*

**d. Policy**

State Homelessness Strategy

Department of Communities' *Directions Paper for the 10-Year Strategy on Homelessness Western Australia 2019 – 2029* identifies the Department of Communities as the lead agency responsible for homelessness in Western Australia.

**e. Financial**

Nil

**f. Legal and Statutory**

Section 3.18 (3) of the Local Government Act (1995) states that "A local government is to satisfy itself that services and facilities that it provides –

*(b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private"*

**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 responsibility to provide services in this area is not that of Local Government, however requests for assistance and complaints are often directed to a range of City departments who are spending increasing time on these issues. Whilst the Department of Communities is identified as the lead



agency, the City plays its role as a stakeholder as outlined in its Community Support Services Strategy 2017 – 2022.

Infrastructure and direct funding in regard to homelessness comes from the Federal and State Governments. Local Government provides a strategic and statutory planning and partnerships role.

It is clear that the situation is being exacerbated by a lack of sufficient infrastructure and trained support services staff, a role that the City is not responsible for. As this is a Federal and State Government responsibility the clear way forward for the City is to focus on prevention by providing:

- Community education and awareness campaigns focused on increasing community resilience and building NFP capacity
- Continued support and training to the NFP and volunteer sector which is highly valued
- Continued support through the Community Grants Program for eligible and worthwhile initiatives aimed at decreasing homelessness across the City.

Further to this the City can advocate and lobby to the State Government for:

- Provision of infrastructure and services
- Provide funding for dedicated Police mental health unit to be based in Rockingham to support the Police
- Locate and provide key services within the Rockingham CBD

The City plays an active role in helping and supporting homeless people in Rockingham within the bounds of its responsibilities and will continue to maintain its commitment to provide training and advocacy to the relevant stakeholders.

Work has already commenced to develop a Homelessness Discussion Paper to put forward a plan which will both support the existing actions and determine a more targeted approach in lobbying for additional funding, support and services in the Rockingham area. This will be presented at a future Councillor Engagement Session as per the City's Governance and Meeting Framework Policy.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council:

1. Continues to **SUPPORT** the City of Rockingham's role as a stakeholder in the State's Strategy on Homelessness.
2. **DIRECTS** the CEO to prepare a Discussion Paper on homelessness for consideration via a Councillor Engagement Session pursuant to the City's Governance and Meeting Framework Policy.

### Notice of Motion from Cr Whitfield

That Council:

1. **SUPPORTS** helping homeless people in Rockingham
2. **DIRECTS** the CEO to compile 5 options that could genuinely and quantifiably assist homeless persons in Rockingham and to prepare a report (including costings) for the council's consideration by October 2019.

**Note:** *As a Committee member had not been authorised by Cr Whitfield to move his Notice of Motion, this Item will be referred to Council on Tuesday 23 July 2019 without Committee consideration.*



<b>16.</b>	<b>Notices of motion for Consideration at the Following Meeting</b>
	Nil
<b>17.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision of the Committee</b>
	Nil
<b>18.</b>	<b>Matters Behind Closed Doors</b>
	Nil
<b>19.</b>	<b>Date and Time of Next Meeting</b>
	The next Corporate and Community Development Committee Meeting will be held on <b>Tuesday 20 August 2019</b> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.
<b>20.</b>	<b>Closure</b>
	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 <b>4:17pm</b> .