



# City of Rockingham

## MINUTES

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

Held on Tuesday 18 February 2020 at 4:00pm  
City of Rockingham Boardroom


**City of Rockingham**  
**Corporate and Community Development**  
**Committee Meeting Minutes**  
**4:00pm Tuesday 18 February 2020**



**CONTENTS**

<b>1.</b>	<b>Declaration of Opening</b>	<b>4</b>
<b>2.</b>	<b>Record of Attendance/Apologies/Approved Leave of Absence</b>	<b>4</b>
<b>3.</b>	<b>Responses to Previous Public Questions Taken on Notice</b>	<b>5</b>
<b>4.</b>	<b>Public Question Time</b>	<b>5</b>
<b>5.</b>	<b>Confirmation of Minutes of the Previous Meeting</b>	<b>5</b>
<b>6.</b>	<b>Matters Arising from the Previous Minutes</b>	<b>5</b>
<b>7.</b>	<b>Announcement by the Presiding Person without Discussion</b>	<b>5</b>
<b>8.</b>	<b>Declaration of Member's and Officer's Interest</b>	<b>6</b>
<b>9.</b>	<b>Petitions/Deputations/Presentations/Submissions</b>	<b>7</b>
<b>10.</b>	<b>Matters for which the Meeting may be Closed</b>	<b>7</b>
<b>11.</b>	<b>Bulletin Items</b>	<b>7</b>
	Corporate and General Management Services Information Bulletin – February 2020	7
	Community Development Information Bulletin – February 2020	9
<b>12.</b>	<b>Agenda Items – Corporate and Community Development Committee</b>	
	<b>General Management Services</b>	<b>12</b>
	GM-004/20 South West Group Corporate Governance Charter 2020/2021 to 2024/2025	12
	GM-005/20 Donation 2019/2020 Australian Bushfires	17
	GM-006/20 Estimated referendum (poll) costs for method of electing the Mayor	25
	<b>Community Development</b>	<b>30</b>
	CD-001/20 Draft Reconciliation Action Plan 2020-2023	30
	CD-002/20 Recommendation/s from the Community Grants Program Advisory Committee Meeting held on 16 January 2020	34
<b>13.</b>	<b>Reports of Councillors</b>	<b>56</b>
<b>14.</b>	<b>Addendum Agenda</b>	<b>56</b>
<b>15.</b>	<b>Motions of which Previous Notice has been Given</b>	<b>56</b>
<b>16.</b>	<b>Notices of Motion for Consideration at the Following Meeting</b>	<b>56</b>
<b>17.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision of the Committee</b>	<b>56</b>

<b>18.</b>	<b>Matters Behind Closed Doors</b>	<b>56</b>
<b>19.</b>	<b>Date and Time of Next Meeting</b>	<b>56</b>
<b>20.</b>	<b>Closure</b>	<b>56</b>

<p style="text-align: center;"><b>City of Rockingham</b>  <b>Corporate and Community Development</b>  <b>Committee Meeting Minutes</b>  <b>Tuesday 18 February 2020 - 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 referred to the Acknowledgement of Country.																																														
<b>2.</b>	<b>Record of Attendance/Apologies/Approved Leave of Absence</b>																																														
<b>2.1</b>	<b>Councillors</b>																																														
	<table> <tr> <td>Cr Joy Stewart</td><td>Chairperson</td></tr> <tr> <td>Cr Sally Davies</td><td></td></tr> <tr> <td>Cr Craig Buchanan</td><td></td></tr> <tr> <td>Cr Rae Cottam</td><td></td></tr> <tr> <td>Cr Leigh Liley</td><td></td></tr> </table>	Cr Joy Stewart	Chairperson	Cr Sally Davies		Cr Craig Buchanan		Cr Rae Cottam		Cr Leigh Liley																																					
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<b>2.2</b>	<b>Executive</b>																																														
	<table> <tr> <td>Mr Michael Parker</td><td>Chief Executive Officer</td></tr> <tr> <td>Mr John Pearson</td><td>Director Corporate Services</td></tr> <tr> <td>Mr Michael Holland</td><td>Director Community Development</td></tr> <tr> <td>Mr Peter Doherty</td><td>Director Legal Services and General Counsel</td></tr> <tr> <td>Mr Peter Varris</td><td>Manager Governance and Councillor Support</td></tr> <tr> <td>Mr Michael Yakas</td><td>Manager Customer and Corporate Support</td></tr> <tr> <td>Mr Allan Moles</td><td>Manager Financial Services</td></tr> <tr> <td>Mr Nuno Dionisio</td><td>Manager Waste Services</td></tr> <tr> <td>Mr Khushwant Kumar</td><td>Financial Controller</td></tr> <tr> <td>Ms Nollaig Baker</td><td>A/Manager Strategy, Marketing and Communications</td></tr> <tr> <td>Ms Brenda Atkins</td><td>A/Manager Human Resources Development</td></tr> <tr> <td>Mr Gary Rogers</td><td>Manager Community Infrastructure Planning</td></tr> <tr> <td>Ms Mary-Jane Rigby (until 4:09pm)</td><td>Manager Community Safety and Support Services</td></tr> <tr> <td>Ms Jillian Obiri-Boateng</td><td>Collaborative Manager, Community Capacity Bldg</td></tr> <tr> <td>Ms Julia Dick</td><td>Collaborative Manager, Community Capacity Bldg</td></tr> <tr> <td>Ms Alison Oliver</td><td>Manager Library and Information Services</td></tr> <tr> <td>Mr Scott Jarvis</td><td>Manager Economic Development and Tourism</td></tr> <tr> <td>Ms Tamara Clarkson</td><td>Project Officer</td></tr> <tr> <td>Mrs Jelette Edwards</td><td>Governance Coordinator</td></tr> <tr> <td>Mr Aiden Boyham</td><td>City Media Officer</td></tr> <tr> <td>Ms Sue Langley</td><td>Governance Officer</td></tr> <tr> <td>Mrs Diane Zanre</td><td>PA to Director Community Development</td></tr> <tr> <td>Ms Andrea Clark</td><td>Community Development Officer</td></tr> </table>	Mr Michael Parker	Chief Executive Officer	Mr John Pearson	Director Corporate Services	Mr Michael Holland	Director Community Development	Mr Peter Doherty	Director Legal Services and General Counsel	Mr Peter Varris	Manager Governance and Councillor Support	Mr Michael Yakas	Manager Customer and Corporate Support	Mr Allan Moles	Manager Financial Services	Mr Nuno Dionisio	Manager Waste Services	Mr Khushwant Kumar	Financial Controller	Ms Nollaig Baker	A/Manager Strategy, Marketing and Communications	Ms Brenda Atkins	A/Manager Human Resources Development	Mr Gary Rogers	Manager Community Infrastructure Planning	Ms Mary-Jane Rigby (until 4:09pm)	Manager Community Safety and Support Services	Ms Jillian Obiri-Boateng	Collaborative Manager, Community Capacity Bldg	Ms Julia Dick	Collaborative Manager, Community Capacity Bldg	Ms Alison Oliver	Manager Library and Information Services	Mr Scott Jarvis	Manager Economic Development and Tourism	Ms Tamara Clarkson	Project Officer	Mrs Jelette Edwards	Governance Coordinator	Mr Aiden Boyham	City Media Officer	Ms Sue Langley	Governance Officer	Mrs Diane Zanre	PA to Director Community Development	Ms Andrea Clark	Community Development Officer
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	Ms Kezia Jacobs-Smith	Community Development Officer - Aboriginal Engagement
	Ms Sarah Mylotte	Administration Officer – Governance and Councillor Support
	<b>2.3 Members of the Gallery:</b>	2
	<b>2.4 Apologies:</b>	Nil
	<b>2.5 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>	
	<b>4:01pm</b>	<b>The Chairperson opened Public Question Time and invited members of the Public Gallery to ask questions. The Chairperson noted that this was the only opportunity in the meeting for the public to ask questions.</b>
	<b>4.1</b>	<b>Mr Gary Taylor, Rockingham – Video Wall at the Rockingham Basketball and Recreation Association</b>
		The Chairperson invited Mr Taylor to present his question to the Corporate and Community Development Committee.
		Mr Taylor made comment to raise awareness, considering the recent and ongoing significant investments, in the Rockingham community, that the Rockingham Basketball and Recreation Association, have made, for example \$430k for flooring, \$215k for seating and \$265k in fees, also the fact that we have proposed to use the screen to promote rediscovering Rockingham, that will result in tangible benefits to the City of Rockingham we respectfully ask for a heightened level of consideration for our request of funding under the 2019/2020 Community Grants Program.
		<i>The Chairperson noted Mr Taylor comments and advised that this is an item contained in the tonight's Committee agenda and will be considered later in the meeting.</i>
	<b>4:02pm</b>	<b>There being no further questions the Chairperson closed Public Question Time.</b>
<b>5.</b>	<b>Confirmation of Minutes of the Previous Meeting</b>	
	<b>Moved Cr Liley, seconded Cr Buchanan:</b>	
	That Committee <b>CONFIRMS</b> the Minutes of the Corporate and Community Development Committee Meeting held on 21 January 2020, as a true and accurate record.	
	Committee Voting (Carried) – 5/0	
<b>6.</b>	<b>Matters Arising from the Previous Minutes</b>	
	Nil	
<b>7.</b>	<b>Announcement by the Presiding Person without Discussion</b>	
	<b>4:02pm</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.

8.	Declarations of Members and Officers Interests		
	8.1	<p><b>Item CD-002/20</b></p> <p>Councillor:</p> <p>Type of Interest:</p> <p>Nature of Interest:</p> <p>Extent of Interest:</p>	<p><b>Recommendations from the Community Grants Program Advisory Committee Meeting held on 16 January 2020</b></p> <p>Cr Barry Sammels, Mayor</p> <p>Impartiality</p> <p>Cr Sammels declared an Impartiality Interest in item CD-002/20 Recommendations from the Community Grants Committee meeting as detailed in Clause 3.3 of Council's Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 and as per section 5.65 of the Local Government Act 1995, as his wife is a member of the Rockingham Bowling Club Inc.</p> <p>Not Applicable</p>
	8.2	<p><b>Item CD-002/20</b></p> <p>Councillor:</p> <p>Type of Interest:</p> <p>Nature of Interest:</p> <p>Extent of Interest:</p>	<p><b>Recommendations from the Community Grants Program Advisory Committee Meeting held on 16 January 2020</b></p> <p>Cr Barry Sammels, Mayor</p> <p>Impartiality</p> <p>Cr Sammels declared an Impartiality Interest in item CD-002/20 Recommendations from the Community Grants Committee meeting as detailed in Clause 3.3 of Council's Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 and as per section 5.65 of the Local Government Act 1995, as his son plays for the Rockingham Rams – Rockingham Football Sporting and Social Club Inc.</p> <p>Not Applicable</p>
	8.3	<p><b>Item CD-002/20</b></p> <p>Officer:</p> <p>Type of Interest:</p> <p>Nature of Interest:</p> <p>Extent of Interest:</p>	<p><b>Recommendations from the Community Grants Program Advisory Committee Meeting held on 16 January 2020</b></p> <p>Mr Michael Holland, Director Community Development</p> <p>Impartiality</p> <p>Mr Michael Holland declared an Impartiality Interest in item CD-002/20 Recommendations from the Community Grants Committee as detailed in Clause 3.3 of Council's Code of Conduct and Regulation 34C of the Local Government (Administration) Regulations 2007 and as per section 5.65 of the Local Government Act 1995, as he is the president of the Rockingham Rams Football Sporting and Social Club Inc.</p> <p>Not Applicable</p>

	<p><b>8.4 Item CD-002/20 Recommendations from the Community Grants Program Advisory Committee Meeting held on 16 January 2020</b></p> <p>Officer: Mr Scott Jarvis, Manager Economic Development and Tourism</p> <p>Type of Interest: Impartiality</p> <p>Nature of Interest: Mr Scott Jarvis declared an Impartiality Interest in item CD-002/20 Recommendations from the Community Grants Committee Meeting as detailed in Clause 3.3 of Council's Code of Conduct and Regulation 34C of the Local Government (Administration) Regulations 2007 and as per section 5.65 of the Local Government Act 1995, as he is a social member of The Cruising Yacht Club Inc.</p> <p>Extent of Interest: Not Applicable</p> <p><b>4:02pm The Chairperson noted the interests declared in Item 8.1 to 8.4 and asked if there were any further interests to declare.</b></p> <p><b>Cr Stewart declared the following Declaration of Interest:</b></p> <p><b>8.5 Item CD-002/20 Recommendations from the Community Grants Program Advisory Committee Meeting held on 16 January 2020</b></p> <p>Councillor: Cr Joy Stewart</p> <p>Type of Interest: Impartiality</p> <p>Nature of Interest: Cr Stewart declared an Impartiality Interest in item CD-002/20 Recommendations from the Community Grants Committee meeting as detailed in Clause 3.3 of Council's Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 and as per section 5.65 of the Local Government Act 1995, as her step daughter is a member of the BMX Club of Rockingham.</p> <p>Extent of Interest: Not Applicable</p> <p><b>The Chairperson noted that there were no further interests to be declared.</b></p>
<b>9.</b>	<b>Petitions/Deputations/Presentations/Submissions</b>
	Nil
<b>10.</b>	<b>Matters for which the Meeting may be Closed</b>
	Nil
<b>11.</b>	<b>Bulletin Items</b>
	<p><b>Corporate and General Management Services Information Bulletin – February 2020</b></p> <p><b>Corporate Services</b></p> <ol style="list-style-type: none"> <li>Corporate Services Team Overview</li> <li>Human Resource Update</li> </ol>



	<ul style="list-style-type: none"><li>3. Project Status Reports<ul style="list-style-type: none"><li>3.1 Implementation of Online timesheets</li><li>3.2 Implement Performance and Personal Development Module</li></ul></li><li>4. Information Items<ul style="list-style-type: none"><li>4.1 List of Payments January 2020</li><li>4.2 Monthly Financial Management Report December 2019</li><li>4.3 List of Write Offs for Debts under \$2,000</li><li>4.4 Awarding of Tenders by CEO - Delegated Authority</li><li>4.5 Development Contribution Scheme</li><li>4.6 Delegated Authority to Dispose of Property by way of Lease</li><li>4.7 Lease Tenure Matters</li><li>4.8 Leased Property Maintenance Grants</li><li>4.9 Kerbside Collection Summary 2019/2020</li><li>4.10 Verge Side Collection Summary 2019/2020</li></ul></li></ul> <p><b>General Management Services Directorate</b></p> <ul style="list-style-type: none"><li>1. General Management Services Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports<ul style="list-style-type: none"><li>3.1 Rockingham Renaissance Technopole</li></ul></li><li>4. Information items</li></ul> <p><b>Governance and Councillor Support</b></p> <ul 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</li><li>4. Information Items<ul style="list-style-type: none"><li>4.1 Global Friendship</li><li>4.2 Freedom of Information (FOI) Requests</li><li>4.3 Citizenships</li><li>4.4 Australian Coastal Councils Association Inc. Newsletter</li><li>4.5 WALGA Quarterly Report / Local Government House Trust Update</li><li>4.6 Coming Events</li><li>4.7 Notice of Motion – Status Report</li></ul></li></ul> <p><b>Human Resources</b></p> <ul style="list-style-type: none"><li>1. Human Resources Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports<ul style="list-style-type: none"><li>3.1 Employee Wellness Program</li><li>3.2 Corporate Training Program</li><li>3.3 RESPECT Program</li><li>3.4 Occupational Safety and Health (OSH) Program</li><li>3.5 Leadership and Management Program</li></ul></li><li>4. Information Items<ul style="list-style-type: none"><li>4.1 Recruitment</li><li>4.2 Occupational Safety and Health Statistics</li></ul></li></ul> <p><b>Strategy, Marketing and Communications</b></p> <ul style="list-style-type: none"><li>1. Strategy, Marketing and Communications Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports<ul style="list-style-type: none"><li>3.1 Entry Statement Signage</li><li>3.2 Project Management Framework – Online Module</li></ul></li></ul>
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4.	Information Items
4.1	Organisational Performance Measurement
4.2	Community Engagement
4.3	Team Plans
4.4	Rock Port
4.5	Social Media
4.6	Media Tracking
<b>Legal Services &amp; General Counsel</b>	
1.	Legal Services & General Counsel Team Overview
2.	Human Resource Update
3.	Project Status Reports
4.	Information Items
	Provision of Legal Advice
4.1	Legal Advice – Local Government Operational Matters
4.2	State Administrative Tribunal
4.3	Magistrates Court
4.4	District Court
4.5	Fair Work Commission
4.6	Industrial Magistrates Courts

### Committee Recommendation

#### Moved Cr Liley, seconded Cr Cottam:

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – February 2020 and the content be accepted.

Committee Voting (Carried) – 5/0

<b>Community Development Information Bulletin – February 2020</b>	
<b>Community Safety and Support Services</b>	
1.	Community Safety and Support 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
<b>Library Services</b>	
1.	Library Services Team Overview
2.	Human Resource Update
3.	Project Status Reports
4.	Information items
4.1	December 2019 Library Services Statistics
4.2	Mary Davies Library and Community Centre
4.3	Baldivis South Community Centre
4.4	Rockingham Central Library
4.5	Safety Bay Library
4.6	Safety Bay Library
4.7	Warnbro Community Library
4.8	December 2019 Library 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 Cooloongup Skate Park – Concept design
  - 4.4 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 Disability Access and Inclusion Plan and Strategy 2016-2019
  - 4.5 Seniors
  - 4.6 Early Years, Children and Learning Community
  - 4.7 Youth Development
  - 4.8 Sport, Recreation and Health and Wellbeing
  - 4.9 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 Rockingham Aquatic Centre
  - 4.4 Warnbro Community Recreation Centre
  - 4.5 Gary Holland Community Centre
  - 4.6 Autumn Centre

**Economic Development and Tourism**

1. Economic Development and Tourism Team Overview
2. Human Resource Update
3. Project Status Reports
  - 3.1 Small Business Support
  - 3.2 Economic Development Strategy
  - 3.3 Meetings, Incentives, Conventions and Exhibitions (MICE) Development
  - 3.4 Visitor Servicing Fee – Tourism Rockingham
4. Information Items
  - 4.1 Stakeholder Engagement - Economic Development
  - 4.2 Stakeholder Engagement - Tourism

### Committee Recommendation

**Moved Cr Liley, seconded Cr Davies:**

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

Committee Voting (Carried) – 5/0

**4:09pm Ms Rigby, Manager Community Safety and Support Services departed the meeting.**

## 12. Agenda Items

### General Management Services

General Management Services General Management Services Directorate		
Reference No & Subject:	GM-004/20	South West Group Corporate Governance Charter 2020/2021 to 2024/2025
File No:	GVR/7-05	
Proponent/s:		
Author:	Mr Michael Parker, Chief Executive Officer	
Other Contributors:	Ms Tamara Clarkson, Project Officer	
Date of Committee Meeting:	18 February 2020	
Previously before Council:	CES128/5/08	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	South West Group Corporate Governance Charter	
Maps/Diagrams:		

### Purpose of Report

To consider accepting the South West Group Corporate Governance Charter 2020/2021 to 2024/2025 (the Charter) and entering into a new Memorandum of Understanding for the period 1 July 2020 to 30 June 2025 as per attachment.

### Background

Formed in 1983, South West Group is a voluntary regional organisation comprising six member Councils in the South West Metropolitan Region including the Town of East Fremantle and Cities of Cockburn, Fremantle, Kwinana, Melville and Rockingham. The Board members are the Mayors and Chief Executive Officers of each member local government.

The Strategic Plan 2015 to 2025 vision for the South West Metropolitan Region is 'the economic gateway to the west' and the five key areas of strategic focus are:

- Liveable communities
- Climate change adaption
- Trade, freight and logistics
- Knowledge and education
- Industry and employment, including tourism

South West Group seek to enhance economic growth, promote a resilient economy and contribute toward a diversity of quality lifestyles.

To continue the partnership and confirm the City's commitment to economic development of the region, Council signed a Memorandum of Understanding with South West Group (CES128/5/08) at its meeting 27 May 2008 for a period of two years. This document was modified in February 2010 to become a Corporate Governance Charter incorporating the Memorandum of Understanding. Renewed in 2015 for a period of five years, it is due to expire in June 2020.

### Details

The South West Group Board has adopted the Charter to set out its governance principles and policies as they relate to the respective roles, responsibilities and authorities of the Board and of management as to the direction, performance and control of the South West Group and its affiliated bodies.

At the South West Group Board meeting on 2 December 2019, the South West Group Board approved the below recommendations:

*Item 4.1 recommendation:*

*The Director's Updated Work Plan and Key Performance Indicators to End of Financial Year 2020/21 be approved.*

*The Director's work plan is grouped into four main program areas:*

- *Program Area 1: Investment attraction and export development*
- *Program Area 2: Advocacy*
- *Program Area 3: Operating environment (including smart regions)*
- *Program Area 4: Emerging industry support*

*Item 4.2 recommendation:*

*The updated South West Group Governance Charter 2020/21 – 2024/25 be approved.*

The important changes are summarised below:

- The formal inclusion of the Economic Development Forum in the list of committees. This forum has been operating for a number of years. Its formal inclusion in the Charter displays a commitment to progressing economic development objectives for the region;
- Removing a requirement for the South West Group to use the host council's Auditor. This is primarily a cost decision;
- Changing the process for a member local government to withdraw from the South West Group. The new arrangements proposed require a minimum of twelve months' notice;
- Updating the financial arrangements, specifically the amount of the annual contribution required of each local government. Note that the methodology has not changed;
- Changing the methodology for the calculation of equity that is required to be included in each member local governments' annual financial statements; and
- Updating the period of commitment to the South West Group to June 2025.

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

**Strategic Objective:** *Infrastructure investment – local regional and state: Lobby local, state and federal stakeholders to establish infrastructure and development opportunities for the City.*

**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.*

Community Plan Strategy – Draft Economic Development Strategy 2020 – 2025

4.5 *Ongoing Actions*

*The City's major economic development focus and priority resource allocation be directed towards projects and activities that:*

- *Maintain City of Rockingham membership of South West Group and input into strategic advocacy and promotional documents and reports.*
- *Enhance economic development collaboration with other local governments in the South West Group and other regional local governments for specific projects.*

d. **Policy**

Nil

e. **Financial**

Funding for the South West Group is a mix of administration and project funding. In accordance with a 2017 South West Group Board decision, the following formula is applied to determine annual membership fees:

- \$25,000 minimum fee
- 22.95 cents per head of population
- 22.95 cents per \$1,000 of operating revenue (from the most recent audited financial year statements), and funding for work plan projects.

The table below shows the calculations for membership contributions for 2019/20 including total project funding of \$120,000.

MEMBER COUNCIL	(a + b + c) BASE CONTRIBUTION TOTAL	Equivalent member contribution % split	Economic development projects as per work plan (see below for breakdown)	BASE MEMBERSHIP TOTAL 2019/2020
City of Cockburn	\$ 84,406	22.28%	\$26,730	\$ 111,136
Town of East Fremantle	\$ 29,197	7.71%	\$9,246	\$ 38,443
City of Fremantle	\$ 49,922	13.17%	\$15,810	\$ 65,732
City of Kwinana	\$ 49,232	12.99%	\$15,591	\$ 64,823
City of Melville	\$ 75,747	19.99%	\$23,988	\$ 99,735
City of Rockingham	\$ 90,421	23.86%	\$28,635	\$ 119,055
<b>TOTAL - Base member contribution</b>	<b>\$ 378,924</b>	<b>100.0%</b>	<b>\$ 120,000</b>	<b>\$ 498,924</b>

The base membership total for City of Rockingham in 2019/2020 is \$119,055. The City of Rockingham 2019/20 budget includes an allocation for this purpose.

**f. Legal and Statutory**

Nil

**g. Risk**

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

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

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

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

Nil

**Comments**

Previous achievements of the South West Group include:

- Development of the regional export development and investment attraction program
- Lobbying and support for submarine maintenance to be based in Western Australia
- Progression of defence opportunities resulting from Australian submarine contracts
- Submission to Infrastructure Australia's Priority List
- Development of a 'Regional Investment Prospectus'
- Agreement with the Westport Taskforce to identify opportunities for industry development and job creation for the project
- Highlighted major required infrastructure projects and shortcomings on a regional basis to government and local stakeholders.

Having a formal relationship in place with the member Councils improves regional partnerships and collaboration and provides for a stronger advocacy position on important issues.

The City accrues benefit in being a part of a strong and active regional group in terms of lobbying, advocacy and networking from a regional perspective. The South West group facilitates several important technical forums from the member councils which come together to share input, ideas and professional expertise on a range of projects.



The South West Group Director has presented previously to Councillor Engagement Sessions and to WALGA South West Zone Meetings on the activities of the group.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council:

1. **ACCEPTS** the South West Group Corporate Governance Charter 2020/21 to 2024/25; and
2. **AUTHORISES** the Mayor and CEO to sign the Memorandum of Understanding on behalf of Council.

### Committee Recommendation

Moved Cr Liley, seconded Cr Cottam:

That Council:

1. **ACCEPTS** the South West Group Corporate Governance Charter 2020/21 to 2024/25; and
2. **AUTHORISES** the Mayor and CEO to sign the Memorandum of Understanding on behalf of Council.

Committee Voting (Carried) – 5/0

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

Not Applicable

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

Not Applicable

## General Management Services General Management Services Directorate



<b>Reference No &amp; Subject:</b>	<b>GM-005/20</b>	<b>Donation 2019/2020 Australian Bushfires</b>
File No:	COM/8-08	
Proponent/s:		
Author:	Ms Tamara Clarkson, Project Officer	
Other Contributors:	Mr Michael Parker, Chief Executive Officer	
Date of Committee Meeting:	18 February 2020	
Previously before Council:	GM-003/20 (January 2020)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

### Purpose of Report

To provide a donation to an appropriate organisation to support the communities impacted by the unprecedented bushfire activity in New South Wales (NSW), Queensland, Victoria and South Australia.

### Background

At the Council meeting held 28 January 2020 Council moved to

'DEFERS consideration on item GM-003/20 – Donation to the Red Cross Disaster Relief and Recovery Fund for the 2019/2020 Australian Bushfires to allow further information to be gathered on options for a donation.'

### Details

There continue to be a number of bushfires occurring across Australia and it is estimated that in excess of 12 million hectares have been burned in NSW, Queensland, Victoria and South Australia.

There has been loss of human life, wildlife and livestock. Significant damages and property loss has occurred. It is estimated that over 2000 homes have been destroyed.

Australia is still experiencing a bushfire emergency. On the ground response continues and the recovery efforts have commenced in some communities. NSW, Victoria and South Australia have declared a 'State of Emergency'.

As defined in the *Disaster and Emergency Management Act, 2001*, a disaster means any occurrence (including flood, fire, storm, tempest, earthquake, eruption, epidemic of human, animal, or plant disease, hostilities directed by an enemy against Australia, and accident) that causes, or threatens to cause, loss of life or injury to persons or animals or damage to property.

The scale and impact of the fires in the Eastern States during the 2019/2020 fire season have been unprecedented. Whilst there have been several significant bushfire events in Western Australia this summer including in the State's North, the Yanchep area, Stirling Ranges National Park and locally in Baldivis, none have been of the scale to see the necessary declaration and major relief funds established.

While there has been media around the timeliness of donations being distributed and processes involved it is important to note that donations for natural disasters are assessed on an individual case by case basis and this does take time to evaluate and distribute. Donations are generally distributed through programs with strict criteria to be met.

The Western Australia Local Government Association (WALGA) have advised that it has been contacted by a number of local governments who would like to make donations in support of their counterparts in affected communities.

WALGA have provided local governments with a list of organisations who are accepting donations to provide aid to firefighting efforts, or to disaster relief and recovery, which include the following:

State Fire Services Brigades

- The NSW Rural Fire Services.
- Victorian Country Fire Authority.
- Queensland Fire and Rescue.
- South Australia Country Fire Service.

Disaster Relief Funds

- Australian Red Cross Disaster Relief and Recovery Fund.
- St Vincent De Paul Vinnies Bushfire Appeal.
- Salvation Army Disaster Appeal.
- Victorian Bushfire Appeal.
- Kangaroo Island Mayor's Relief and Recovery Bushfire Fund.
- Foundation for Rural and Regional Renewal Disaster Resilience and Recovery Fund.

### Implications to Consider

**a. Consultation with the Community**

Not Applicable

**b. Consultation with Government Agencies**

Various other Local Government have been contacted in relation to a donation to this cause.

**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**

The funds are proposed to be expended from the Community Grants Program.

**f. Legal and Statutory**

Not Applicable

**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**

Significant donations have been made by many individuals and corporations both in Australia and overseas. Many City of Rockingham residents will already have made donations and it is considered appropriate that the City provide support for those communities suffering unprecedented damage.

Emergency agencies have highlighted that the best form of support in such communities is via financial donations.

To assist Council in understanding the donation options available the following information is provided:

Australian Red Cross Disaster Relief and Recovery Fund

The Australian Red Cross aims to minimise the social, psychological, emotional and economic impacts of disasters by supporting people who have been through them.

It is important to acknowledge the negative media recently regarding how Red Cross is using donated funds.

The below statement is from the Director Australian Programs, Australian Red Cross:

*'The Australian Red Cross has received an incredible level of support. In total, people have donated \$115 million and this continues to rise.*

*All funds raised since July 2019 will go to our Disaster Relief and Recovery Fund. This fund ensures Red Cross teams are on the ground supporting people as the fires happen (and other disasters we sadly expect to happen over the coming months) and to support individuals and communities to recover from these bushfires. Currently, all our efforts and resources are going to the unprecedented bushfires emergency we are facing.*

*We have already committed \$30 million to meet people's immediate needs by way of \$10,000 emergency grants for those whose homes have been destroyed. We've already paid 559 grants and we're finalising hundreds more. In addition, a \$20,000 bereavement payment is now available to the next of kin of someone who is bereaved for their unmet needs, including funeral and related expenses. This is just the start. As we get clear on what people need and what others are providing, we are committed to providing more support. We are working on this daily.*

*More than 2,000 Australian Red Cross staff and volunteers have been and are providing around the clock support to communities impacted by the bushfires.*

*We are applying lessons learnt from other emergency work in Australia and across the globe, including the 2009 Victorian bushfires.*

*This means we need to retain some funds for a minimum three year recovery program in affected communities, so when the world's attention turns away and the story moves on locals don't feel left behind. We have committed to staying in these communities, working with them once their needs become clearer; especially as the bushfires are continuing to burn and the full extent of the*

*needs is yet to emerge. We will not move on. We know from our long experience in disasters that recovery takes time and effort. We are committed to working with communities to shape how these funds can support them.*

*We understand, and are concerned for some people in fire-affected communities who are having difficulty navigating the range of supports available from us and other organisations. We are 100% committed to making access to our funds as easy as possible. We continue to improve and add to our existing supports for people who apply, including trained volunteers in recovery centres who can assist in navigating processes. For those who have internet or a phone please reach out at [redcross.org.au/grants](http://redcross.org.au/grants) or 1800 727 077. We are making the process as simple and as quick as it can be and we're reaching out directly to those who apply to support them through the process. There are some challenges. First, we have to check every application, and for many people the documents they need may have been destroyed in the fires. We are trying to make it as easy as possible for these people to access funds.*

*No more than 10% of funds are being used for administration support costs. This ensures we can pay grants promptly, track donations, collect and analyse information, have systems in place to deploy our emergency teams, and meet legal, privacy and protection obligations. We will be working to keep these as low as we can through pro bono and other offers of support.*

*We have long experience in managing donations with integrity and undertaking effective distribution, but we always seek to learn and improve our own response. We work closely with the Public Fundraising Regulatory Associations, the Australian Charities and Not for Profit Commission and the Fundraising Institute Australia. These national organisations have strict standards and codes of conduct which, as a member of these organisations, we are committed to upholding. We are also bound by Australian Taxation Law governing fundraising.*

*In our response to the bushfires, Red Cross is already working in close collaboration with other agencies including governments, emergency services, and the not-for-profit sector. We're focused on delivering an effective humanitarian response to this disaster alongside other agencies, seeking at all times to collaborate to the benefit of impacted communities.*

The Australian Red Cross Disaster Relief and Recovery fund provides the following support to people that have been affected by these bushfires:

- supporting people at evacuation and relief centres
- registering people so their loved ones can contact them
- providing psychological first aid to reduce trauma and distress
- conducting welfare checks on the phone and in-person
- providing emergency grants to people who have lost homes to bushfires.

In Victoria, the Red Cross teams have supported people at nine relief centres. They provide food and water at all the centres and coordinating a further 800 food hampers plus water, hygiene kits and pet supplies delivered to people in Mallacoota. In addition, they have helped get satellite phones to 18 communities who are isolated due to power issues in East Gippsland.

In New South Wales, the Red Cross teams have supported people at five evacuation centres and have provided information at six disaster welfare points. They have also conducted needs assessments in the most-affected communities and supporting people facing language barriers.

In South Australia, the Red Cross teams have supported people at the Lobethal Recovery Hub and the Kingscote Relief Centre in Kangaroo Island. They have been attending community meetings where they provide psychological first aid and have also been checking in on people's welfare via telephone.

In Western Australia, the Red Cross teams have supported people affected by a bushfire at Toodyay and registering people affected by bushfires as well as Cyclone Blake. Teams are also conducting outreach with people affected by the Yanchep – Two Rocks Bushfire.

The Red Cross have committed that all funds donated to the Disaster Relief and Recovery fund from July 2019 will be used only for emergencies work in Australia.

Disaster recovery can take years and the right support can go a long way, which includes cash assistance at various points, having someone to talk to, trauma counselling and mental health support, good social networks, access to good information and services, and a connection to community.

The recovery program that the Red Cross offers will address all these things in ways that are unique to each community. The needs assessments developed by Red Cross and other agencies will shape the recovery plan and efforts for each affected community in the months ahead.

### **Alternative Options**

Council may consider donation to one or a combination of the below:

#### **State Fire Services Brigades**

- The NSW Rural Fire Services
- Victorian Country Fire Authority
- Queensland Fire and Rescue
- South Australia Country Fire Service

Within these options, donations can be provided to the Fire Service as a whole or to specific brigades.

The NSW RFS Brigades and Donations Trust has a specific purpose and people have donated for this intent, to support volunteer brigades with equipment, training and resources relating to their emergency service role.

The Country Fire Service in Victoria provides two options, the Country Fire Authority Public Fund. This money is used to fund new initiatives such as research programs, development and supply of new education and community information materials as well as direct support to brigades where it is needed. The CFA and Brigades Donations Fund will be directed to help fund the work of Brigades in the local community. This includes equipping the brigades with trucks and safety equipment as well as funding community programs and initiatives to prepare the community ahead of the fire season.

The Queensland Fire and Rescue has requested all donations be directed to Givit. A national not-for-profit organisation that aims to connect those who have with those who need, in a private and safe way. Working to alleviate poverty in Australia by ensuring every community service provider has what it needs through the simple act of giving the GIVIT platform is free to use and makes giving easy by allowing you to see exactly what is required by vulnerable community members.

South Australian Country Fire Service have established a fund that provides immediate financial assistance to CFS volunteers and their families in the event of death, injury or loss of property while engaging in their community service.

#### **St Vincent De Paul Vinnies Bushfire Appeal**

St Vincent De Paul Vinnies provide the following support to people that been affected by these bushfires:

- provide food, clothing, essential items and grocery vouchers for people who have lost everything
- pay unexpected bills as people work through the recovery process
- make referrals onto a range of other organisations providing crisis accommodation and specialised services
- give much-needed emotional support, as well as practical assistance to pick up the pieces after homes are lost

#### **Salvation Army Disaster Appeal**

The Salvation Army works with federal, state and local government, as well as community organisations to best meet the needs of those affected by disasters. Delivering a range of services and assistance measures to help people and communities impacted by disaster including financial assistance, emotional support and referrals.



Assistance may include:

- Initial direct unrestricted cash grants
- Secondary financial grants
- Special housing grants (rent, power/gas, telephone/internet)
- Special household/personal grants (clothing, bedding, kitchen utensils, furniture)
- Personal needs (medical and pharmaceutical)
- Temporary and transitional accommodation relocation grants
- Vehicle grants (registration, insurance and petrol)
- School assistance (books, uniforms, excursions)
- Financial counselling
- Survivor advocacy

#### Victorian Bushfire Appeal

The Victorian Bushfire Appeal will support payment to families who have tragically died during bushfire, immediate support for those residents who have experience loss or damage to the primary residence and provide assistance to local farmers by donating money to BlazeAid, an organisation who helps replace boundary fences destroyed by the bushfires on private property.

#### South Australia Bushfire Appeal

This appeal directly supports residents of Kangaroo Island and Cudlee Creek impacted by fire.

#### Kangaroo Island Mayoral Relief and Recovery Bushfire Fund

Funds will go directly to people whose homes, properties or businesses have been impacted by the Kangaroo Island bushfires.

#### Foundation for Rural and Regional Renewal Disaster Resilience and Recovery Fund

FRRR has a long history of supporting disaster preparedness and assisting affected communities to recover. FRRR has facilitated support to communities preparing for disaster events and recovering from the 2019 Queensland floods, Cyclones Debbie and Larry, the Victoria Black Saturday Bushfires of 2009, and the ongoing drought in parts of every state in Australia.

Traditionally, FRRR's approach has been to seek donor support, once a disaster is declared. However, more frequent and intense climate disasters, including prolonged droughts and intense dry periods, means the need to be more proactive in funding communities to assist with their preparedness activities, and to have funds available to support them through the medium to long-term aftermath of a disaster.

In response to this need, FRRR has created a perpetual Disaster Resilience and Recovery Fund within FRRR's DGR1 endorsed Public Fund, the returns from which will be granted out to communities to support disaster preparedness and disaster recovery.

Natural disasters disproportionately affect rural, regional and remote areas, where the capacity to invest in preparedness or fund recovery is limited. FRRR believes that there needs to be greater focus on preparing for disasters at an individual and community level, and investment in locally-led approaches that build preparedness and resilience in concert with regional strategies and plans.

With disasters increasing in frequency – including more localised, yet nonetheless devastating events - FRRR wants to be able to provide support for recovery – when and where it's needed, which is often long after the headlines have moved on to something else.

This fund ensures that donated funds reach grassroots community organisations across rural, regional and remote Australia, who collectively make up the social fabric of these communities, and who often miss out on receiving disaster donations.

Donations will be pooled and invested to ensure that rural, regional and remote communities affected by natural disasters can access flexible, fit-for-purpose funding to support local preparedness and recovery efforts, when it's needed.



The first distributions will commence from July 2020, allowing the Fund time to earn sufficient returns to make grants in the next financial year. Should the Fund receive further major donations or gifts, this may be reviewed.

#### Wildlife charitable organisations

It is impossible to estimate the number of native animals that have perished or how many more will be lost in the fires, or to predict the impact that dire food and water shortages, as well as habitat loss caused by the fires and drought, will have on wildlife populations.

#### WIRES Wildlife Rescue

Large areas of NSW and South East Queensland have been experiencing severe flying-fox starvation and dehydration events linked to the drought, this combined with heat stress emergency events over recent weeks, has already led to the loss of thousands of flying-foxes. With species such as Koalas and Grey-headed Flying-foxes already listed as vulnerable to extinction, the additional loss of life caused by emergencies like the fires and drought is even more devastating.

#### Port Macquarie Koala Hospital

More than 2000 koalas are feared to have perished in NSW since September. The Port Macquarie Koala Hospital have raised more than \$2 million for the wildlife affected in that area, with the initial aim of using the money to distribute automatic drinking stations in the burnt areas to help in koala and wildlife survival. The organisation are now sharing the funds with other wildlife organisations in the fire affected regions across NSW. You can donate here.

#### WWF Australian Wildlife and Nature Recovery Fund

This fund aims to provide wildlife response including partnering with wildlife response organisations, communities and scientists nationally for a swift and effective response and recovery at scale, habitat restoration and future proofing Australia including driving innovative solutions to help mitigate climate change, driving climate preparedness, species adaptation and long-term wildlife and nature conservation efforts towards securing Australia's natural resources for people and nature.

#### RSPCA

The RSPCA have launched appeals in Victoria, NSW and South Australia to assist in their rescue and treatment of the animals most affected during the fires, but also once the fires clear.

#### Conclusion

As there are numerous worthy funds that have been established to respond to the bushfire disaster it is considered appropriate to fund an organisation that operates across all jurisdictions including – if necessary, Western Australia. The Red Cross is an organisation that provides this facility.

Options for Council's consideration have been provided within this report. Given the scale of the Eastern States fires and the devastation that has occurred, the absence of a major local relief fund in Western Australia at present and in an endeavour to provide broad coverage, the recommendation is proposed.

### **Voting Requirements**

Simple Majority

### **Officer Recommendation**

That Council **APPROVES** a donation of \$10,000 to the Red Cross Relief and Recovery fund to assist individuals and communities affected by the bushfires in Australia.

### **Committee Recommendation**

#### **Moved Cr Cottam, seconded Cr Liley:**

That Council **APPROVES** a donation of \$10,000 to the Red Cross Relief and Recovery fund to assist individuals and communities affected by the bushfires in Australia.

Committee Voting (Carried) – 5/0

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

Not Applicable

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

Not Applicable

## General Management Services Governance and Councillor Support



<b>Reference No &amp; Subject:</b>	<b>GM-006/20</b>	<b>Estimated referendum (poll) costs for method of electing the Mayor</b>
<b>File No:</b>	GOV/27	
<b>Proponent/s:</b>	Cr Craig Buchanan	
<b>Author:</b>	Mr Peter Varris, Manager Governance and Councillor Support	
<b>Other Contributors:</b>	Ms Tamara Clarkson, Project Officer	
<b>Date of Committee Meeting:</b>	18 February 2020	
<b>Previously before Council:</b>	27 November 2018 (GM-046/11), 23 August 2011 (ES-026/11), 28 February 2006 (CES69/2/06)	
<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 provide information of estimated costs to conduct a referendum to determine the method of election of the City of Rockingham Mayor.

### Background

The following Notice of Motion from Cr Buchanan was supported at the 29 October 2019 Council Meeting.

*"That Council DIRECTS the CEO to fully cost a referendum into determining whether the Mayor position should be popularly elected in the future, and that the report be provided to Council by February 2020."*

### Details

The background of the two methods of filling the position of mayor has been well documented in past reports. An 'elector elected' mayor has a four year term, whereas the current 'council elected' mayor has a two year term.

The Local Government Act 1995 provides that to change from the 'council elected' method to the 'elector or popularly elected' method requires an absolute majority decision of Council. This can occur without the support of a referendum.

There are several considerations that will influence the estimated cost of a referendum as identified in the Council resolution –

- Should the referendum be confined to electors only or be open to other sections of the community?
- Should the referendum be conducted by postal or 'in-person' ballot?
- Should the referendum be conducted by the local government or the Western Australian Electoral Commission (WAEC)?
- Should the referendum be conducted in conjunction with the 2021 ordinary local government elections or as a 'stand-alone' ballot? , and
- What are the costs associated with the above?

These questions are addressed later in the report.

### Implications to Consider

**a. Consultation with the Community**

The City has previously received a petition seeking Council to consider the change of method of filling the position of mayor from 'council elected' to 'elector elected'. A change was not supported by Council.

**b. Consultation with Government Agencies**

Advice has been obtained from the Western Australian Electoral Commission and research has been undertaken on the recent City of Stirling referendum.

**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**

A referendum conducted in conjunction with an ordinary council election would cost an estimated \$25,000. A referendum conducted stand-alone would cost an estimated \$250,000.

**f. Legal and Statutory**

Section 2.11(2) of the *Local Government Act 1995* (the Act) states "a local government may change\* the method of filling the office of mayor ... used by the local government from the election by the council method to the election by the electors method" (\*Absolute majority required).

Section 4.99 of the Act "Election procedures to apply to polls and referendums" provides the following -

- (1) *To the extent to which the provisions of this Part are capable of being applied with or without adaptation in respect of polls under another Part, those provisions apply with or without adaptation in respect of those polls.*
- (2) *Despite subsection (1), regulations may make necessary or convenient provisions in relation to preparing for, conducting and ascertaining the result of polls under another Part of this Act and for ensuring the purity of the conduct of them.*

- (3) *Regulations may make necessary or convenient provisions in relation to preparing for, conducting and ascertaining the result of polls and referendums held by local governments, whether under local laws or otherwise, and for ensuring the purity of the conduct of them.*
- (4) *without limiting subsection (2) or (3), regulations may provide for the electoral rolls that are to be used, or prepared and used, for polls and referendums.*

Part 16 of the Local Government (elections) Regulations 1997 *Polls and referendums* provides the legislative underpinnings of conducting a poll or referendum.

Regulation 89 provides that –

- (1) *A local government can conduct a poll or referendum in such manner as it considers appropriate if –*
- (a) the poll or referendum is not held in conjunction with an election; and*
  - (b) voting at the poll or referendum is not confined to electors.*
- (3) *Where the Electoral Commissioner is to be responsible for the conduct of a poll, other than an electoral poll, the local governments involved in that poll may, with the agreement of the Electoral Commissioner, abridge the time periods set out in sections 4.20(5) and (6), 4.39(1) and (2), 4.40(1) and (2), 4.41(1), and 4.61(3) and (5), to take account of periods in Part 4 of the Act that only apply to electoral polling.*

Regulation 90 provides that –

*The Electoral Commissioner may, on behalf of a local government, conduct –*

- (a) polls and referendums referred to in section 4.99(3); or*
- (b) other kinds of surveys,*

*on such terms and conditions as the Electoral Commissioner and the local government may agree.*

**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 questions identified earlier in this report are addressed as follows -

Confined to electors only or open to others

Regulation 89 of the Local Government (Elections) Regulations 1997 “*Election procedures need not be applied in certain cases*” provides that –

*“A local government can conduct a poll or referendum in such manner as it considers appropriate if*

- (a) the poll or referendum is not held in conjunction with an election; and*
- (b) voting at the poll or referendum is not confined to electors”.*

Should the referendum be conducted in conjunction with an election then it must be confined to electors only. This would be the circumstance should Council pursue a referendum at the 2021 local government elections. If the referendum is conducted outside an election but confined to electors only, then election procedures will apply where relevant.

There are a number of logistic and probity challenges should Council choose an ‘open’ referendum/poll, including determining eligibility to vote (if any) and a database of voters; the transparency and veracity of the ballot is questionable, and arguably more importantly, should the

referendum be restricted to those that will actually have the ability to vote for a mayor if the election method be changed.

Local government elections, unlike state and federal elections, are non-compulsory, and there is no capacity to make a referendum compulsory.

Given the above, confining the ballot to 'electors only' is the most reasonable and effective way forward.

Postal or 'in-person' ballot?

City of Rockingham elections are currently conducted by the Western Australian Electoral Commission (WAEC) by postal ballot on City of Rockingham's behalf. The WAEC cost of the 2019 election was \$305,179.34.

Under current legislation only the WAEC can conduct an election by postal ballot and has the capacity to undertake a referendum in the same manner. Council has pursued postal ballots because of the greater voter participation it provides as historically compared to non-compulsory in-person participation. To conduct an in-person election in house would impact on officer time and resources. As the City has not conducted an in-person election in recent times it is difficult to estimate the logistics and costs that may apply.

Choosing to undertake a referendum by 'in-person' method would likely reduce the voter turnout and lead to voter confusion due to the divergence away from the City's current electoral practices.

As a consequence a postal ballot of electors would be the preferred method for a referendum on this matter.

Conducted by WAEC or the City?

Given the above considerations, the WAEC is best placed to conduct a postal referendum. The WAEC provides an appropriate level of independence for the conduct of elections and a referendum of this nature.

Should a local government pursue a referendum the opposite way, i.e. seeking to change the method of election from 'elector elected' to 'council elected', it is a legislative requirement under section 2.12A of the Act that the referendum be conducted by the WAEC.

Stand-alone referendum or with 2021 election?

This question condenses to a consideration of the timeliness for change. A stand-alone referendum prior to the 2021 election preparations may allow sufficient time to introduce a change of mayoral election method (i.e. a mayoral election by the electors) in October 2021.

Conducting the referendum in conjunction with the 2021 elections will mean any change adopted by Council will be introduced at the 2023 election. This was the path taken by the City of Stirling in changing the mayoral election method from 'council elected' to 'elector elected' (i.e. referendum at 2017 election cycle, mayoral election at 2019 election cycle).

Due to economies of scale etc., incorporating a referendum with the 2021 election would be a significantly less costly exercise. The WAEC would need to cover printing the ballot and information sheet, its insertion with other ballots papers, and associated costs with the counting of the referendum ballots.

As a result of an enquiry in mid 2019, WAEC estimated an additional cost of \$6,000 inc GST for a poll to be included in the 2019 election packages. Taking in consideration any inflationary or other increases, it is anticipated that the cost would be no more than \$10,000 for 2021. This excludes any costs related to the preparation of the referendum question and any 'pros and cons' prepared for the information sheet, and any publicity campaign that Council may wish to pursue. The City of Stirling estimated a total additional cost of \$20,000 for the referendum conducted with their 2019 elections.

In terms of a stand-alone referendum, it is noted that mail out and return paid postage alone for the 2019 election was \$85,402, to which the costs for drafting, printing and packaging, count costs, supervision, etc. would be added. Advice from the WAEC estimated their costs to conduct a stand-alone referendum at \$230,000.

The outcome of the City of Stirling referendum (included with election) was a turnout rate of 27.04%.

#### Potential costs

In the circumstances of a referendum with the alternate objective (i.e. from 'elector elected' to 'council elected') it is worthwhile to note that the Local Government Advisory Board is to determine the question to be voted on by the electors of the district; and prepare a summary of the case for each way of voting on the question. As noted earlier, under these circumstances the WAEC is responsible for the conduct of the poll.

Given the use of an independent body for the above circumstance, it would be beneficial to seek the services of a consultant to prepare the question and arguments (pros and cons) for any referendum.

The following estimate of costs is provided –

Costs	Stand-alone referendum	Inc. with election referendum
Preparation of question and information sheet (pros/cons) - consultant	\$7,500	\$7,500
WAEC costs – printing / packing, overheads, returning officer, staffing, etc	\$230,000	\$10,000
Specific publicity campaign (social media, print, etc.)	\$7,500	\$7,500
Additional City support costs	\$5,000	Included
<b>Total estimated costs</b>	<b>\$250,000</b>	<b>\$25,000</b>

There are significant cost savings to be achieved if the referendum is conducted in conjunction with the local government election.

Should Council pursue a change without a further review of Councillor representation, it would increase the Council to twelve (11 Councillors, 1 elected Mayor) with an additional cost of an elected member estimated at \$43,700 per annum (sitting fees and allowances, support costs etc.).

This report has not considered the implications of a proposal to undertake a referendum beyond those of cost, and any proposal to do so would be subject to further advice.

#### **Voting Requirements**

Simple Majority

#### **Officer Recommendation**

That Council **ACKNOWLEDGES** the outcomes of the investigation into the potential costs of conducting a referendum (poll) to determine the method of filling the office of Mayor.

#### **Committee Recommendation**

**Moved Cr Buchanan, seconded Cr Liley:**

That Council **ACKNOWLEDGES** the outcomes of the investigation into the potential costs of conducting a referendum (poll) to determine the method of filling the office of Mayor.

Committee Voting (Carried) – 5/0

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

Not Applicable

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

Not Applicable



## Community Development

### Community Development Community Capacity Building



<b>Reference No &amp; Subject:</b>	<b>CD-001/20</b>	<b>Draft Reconciliation Action Plan 2020-2023</b>
<b>File No:</b>	CV/3382	
<b>Proponent/s:</b>		
<b>Author:</b>	Ms Belinda Trowbridge, Coordinator Community capacity Building	
<b>Other Contributors:</b>	Ms Kezia Jacobs-Smith, Community Development Officer (Aboriginal Engagement) Ms Jillian Obiri-Boateng, Collaborative Manager Community Capacity Building Ms Julia Dick, Collaborative Manager Community Capacity Building	
<b>Date of Committee Meeting:</b>		
<b>Previously before Council:</b>	27 April 2011 (CCB-008/11), 18 March 2014 (CD-008/14), 17 June 2014 (CD-019/14)	
<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>	Draft Reconciliation Action Plan 2020-2023	
<b>Maps/Diagrams:</b>		

## Purpose of Report

To seek Council endorsement of the draft City of Rockingham Reconciliation Action Plan (RAP) 2020-2023 for the purpose of public and stakeholder consultation.

## Background

The City's first RAP was developed in 2011 and the second in 2014, which remains as the City's guiding document. Both documents were adopted by Council, endorsed by Reconciliation Australia (RA) and aligned with RA's vision of enabling all Australians to contribute to the reconciliation of the nation based on five inter-related dimensions:

- race relations
- equality and equity
- unity
- institutional integrity
- historical acceptance (Reconciliation Australia)

A RAP drives social change and improves economic opportunities for Aboriginal and Torres Strait Islander people. The City's RAP underpins its aspirations to work towards a future where all community members feel welcomed and acknowledged. The City is in a position to show leadership in the area of reconciliation, challenge ingrained and institutional racism and promote respect and appreciation for the oldest living culture in the world.

### Details

RA defines four different levels of RAP as reflect, innovate, stretch, elevate. So far, the City has completed a Reflect and an Innovate RAP. Each RAP framework sets out the minimum elements required to build strong relationships, respect and opportunities. RA also prescribes the structure/format of a RAP and an organisation must adhere to these requirements in order to achieve endorsement. Developing a RAP through RA's endorsement process provides an organisation with permission to use the nationally recognised RAP logo that demonstrates compliance with the RAP framework and standards. Therefore, the attached RAP document differs from the City's strategy template, by utilising the prescribed RA template, as did the City's two previous RAPs.

The selection of the RAP template is dependent on the progress of an organisation in Aboriginal and Torres Strait Islander employment, retention, cultural awareness and procurement. The RA RAP template types are detailed below:

#### **Reflect:**

A Reflect RAP is for organisations just starting out on their reconciliation journey and who need to build the foundations for relationships, respect and opportunities.

#### **Innovate:**

An Innovate RAP is for organisations that have developed relationships with their Aboriginal and Torres Strait Islander stakeholders and are ready to develop or implement programs for cultural learning, Aboriginal and Torres Strait Islander employment and supplier diversity.

#### **Stretch:**

A Stretch RAP is for organisations ready to challenge themselves by setting targets for the actions outlined in their RAP. A Stretch RAP will give an organisation the opportunity to focus on tried and tested strategies and programs and set clear and measurable targets to deepen its impact. A three year timeframe is suggested.

#### **Elevate:**

An Elevate RAP is for organisations with a long, successful history in the RAP Program; a current Stretch RAP and a willingness to significantly invest in reconciliation. Elevate RAP organisations are among an elite group of leaders driving reconciliation in their sector. A three-four year timeframe is suggested.

A key requirement in the development of a RAP is the cross organisational agreement to the template type, with Aboriginal and Torres Strait Islander representation where possible. To achieve this, the City established a RAP Working Group comprising of Managers from across the organisation and representatives from the Aboriginal community and also members of the Rockingham Aboriginal Advisory Group (AAG).

Noting that the City has completed a "Reflect" (first RAP 2011-2012) and an "Innovate" (second RAP 2014-2017), the working group met and agreed the City would undertake a "Stretch" template RAP. However it is acknowledged that the proposed actions need to be assessed by RA and the appropriate template type will be ultimately determined by them.

The proposed RAP adheres to the template provided by Reconciliation Australia and the actions align to the Key Elements as required by RA:

- Respect
- Relationships
- Opportunities
- Reporting

The final stages for Endorsement of the RAP include:

1. Council endorsement of draft RAP
2. Draft RAP advertised for public comment for a period of 28 days including:
  - Aboriginal Advisory Group (AAG) members
  - Reconciliation Australia (comments, determination of template type and conditional endorsement of draft RAP)
  - previous consultation participants
  - Rockport subscribers
  - Social media
3. Executive endorsement of final RAP
4. Council endorsement of final RAP
5. Reconciliation Australia endorsement of final RAP

### Implications to Consider

**a. Consultation with the Community**

Significant consultation with community members, staff and Elected Members has occurred and is reflected in the draft document. Consultants CSD Network and Kambarang were engaged to assist with the consultation process. Several consultations were held including:

- RAP working group
- staff that identified that they would like to be Reconciliation Champions within the City
- Community members
- AAG - an initial draft of the proposed actions was presented to check that the information had been accurately captured.

**b. Consultation with Government Agencies**

The City has been in contact with Reconciliation Australia and Reconciliation WA who provided direction and support the process for endorsement.

**c. Strategic**

Community Plan

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

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

**Strategic Objective:** *Aboriginal heritage and inclusion: Strengthen relationships with Aboriginal people which foster mutual respect and support, and cultural awareness.*

*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.*

**d. Policy**

The development of the RAP has been guided by the Strategic Development Framework Policy (for Community Plan Strategies)

A key action in the draft RAP 2020-2023, if approved, is to update the Acknowledgement of Country Council Policy and RAP Implementation Executive Policy.

**e. Financial**

Costs associated with the implementation of the RAP 2020-2023 will be incorporated into the relevant team plans over the strategy timeframe and where required incorporated into the City's business plan.

**f. Legal and Statutory**

Nil

**g. Risk**

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

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

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

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

Nil

### Comments

The RAP provides the City with an important strategic commitment to reconciliation, which will assist in achieving key elements to turn intention into action. The commitment to the RAP is a two way process which will require the City and the local community to come together to build relationships, respect and opportunities.

Extensive consultation has been undertaken to ensure that the RAP reflects the thoughts and ideas of Aboriginal and Torres Strait Islander people/s within the community. Each action has been carefully detailed to ensure it is inclusive, realistic and reflective of the anticipated outcomes indicated through consultations.

The City of Rockingham's Reconciliation Action Plan 2020-2023 is at final draft stage and requires endorsement from Council before being available for public comment and national endorsement from Reconciliation Australia.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **ENDORSES** the draft Reconciliation Action Plan 2020-2023 for the purpose of public and stakeholder consultation.

### Committee Recommendation

**Moved Cr Liley, seconded Cr Buchanan:**

That Council **ENDORSES** the draft Reconciliation Action Plan 2020-2023 for the purpose of public and stakeholder consultation.

Committee Voting (Carried) – 5/0

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

Not Applicable

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

Not Applicable

## Community Development Community Capacity Building



<b>Reference No &amp; Subject:</b>	<b>CD-002/20</b>	<b>Recommendation/s from the Community Grants Program Advisory Committee Meeting held on 16 January 2020</b>
<b>File No:</b>	GRS/48-04	
<b>Author:</b>	Ms Andrea Clark, Community Development Officer	
<b>Other Contributors:</b>	Ms Jillian Obiri-Boateng, Collaborative Manager Community Capacity Building Ms Julia Dick, Collaborative Manager Community Capacity Building Ms Belinda Trowbridge, Coordinator Community Capacity Building	
<b>Date of Committee Meeting:</b>	18 February 2020	
<b>Disclosure of Interest:</b>	<p>Cr Sammels declared an Impartiality Interest in item CD-002/20 Recommendations from the Community Grants Committee meeting as detailed in Clause 3.3 of Council's Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 and as per section 5.65 of the Local Government Act 1995, as his wife is a member of the Rockingham Bowling Club Inc.</p> <p>Cr Sammels declared an Impartiality Interest in item CD-002/20 Recommendations from the Community Grants Committee meeting as detailed in Clause 3.3 of Council's Code of Conduct and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 and as per section 5.65 of the Local Government Act 1995, as his son plays for the Rockingham Rams – Rockingham Football Sporting and Social Club Inc.</p> <p>Mr Michael Holland, Director Community Development declared an Impartiality Interest in item CD-002/20 Recommendations from the Community Grants Committee as detailed in Clause 3.3 of Council's Code of Conduct and Regulation 34C of the Local Government (Administration) Regulations 2007 and as per section 5.65 of the Local Government Act 1995, as he is the president of the Rockingham Rams Football Sporting and Social Club Inc.</p> <p>Mr Scott Jarvis, Manager Economic Development and Tourism declared an Impartiality Interest in item CD-002/20 Recommendations from the Community Grants Committee Meeting as detailed in Clause 3.3 of Council's Code of Conduct and Regulation 34C of the Local Government (Administration) Regulations 2007 and as per section 5.65 of the Local Government Act 1995, as he is a social member of The Cruising Yacht Club Inc.</p>	
<b>Nature of Council's Role in this Matter:</b>	Executive	

Attachments:	Minutes of the Community Grants Program Advisory Committee Meeting held on 16 January 2020
Maps/Diagrams:	

### 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 4: Adopt the Community Grants Program funding application assessment criteria and priority areas until February 2022

That Council **ADOPTS** the following funding criteria for funding applications for the Community Grants Program until February 2022:

#### Funding Criteria

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

#### Priority Areas

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



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

Nil

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

Nil

**Background**

The newly appointed Community Grants Program (CGP) Committee is required to consider and recommend priority areas and funding application assessment criteria for the forthcoming two years. On 28 February 2018 Council adopted the assessment criteria for a two year period.

The CGP Committee considers and recommends funding criteria including "funding application assessment criteria" and "priority areas" that will direct decision making for the forthcoming two years.

A review of the CGP 2017-2019 has included feedback from Councillors, internal staff and not-for-profit organisations. The review confirmed the existing funding criteria and identified the requirement of an additional priority area of "Supports community use of facilities".

The importance of including an additional priority area "Supports community use of facilities" is to better support the planning, provision and activation of community facilities. By including this priority area, rigour will be added to the assessment process, in particular to the 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 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.*

**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**

Not Applicable

**e. Voting Requirements**

Simple Majority



**f. Risk**

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

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

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

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

Nil

**Advisory Committee Recommendation 2 of 4:  
Adopts the amended Community Grants Program Policy**

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

## **Community Grants Program Policy**

### **Council Policy Objective**

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

### **Council Policy Scope**

Funding for individuals (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 **maximum** amounts:

- Interstate Travel Individual: \$150
- Interstate Travel Team: ~~\$300~~ **\$750**
- International Travel Individual: \$300
- International Travel Team: ~~\$500~~ **\$1500**

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.~~ An event that can clearly demonstrate it will provide: significant direct stimulus to the local Rockingham economy, including local businesses; and extensive marketing opportunities for the City.

*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/~~one-off~~ event cannot demonstrate past evidence of a successful event, the applicant must demonstrate within the application ~~all other that it meets relevant funding 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 Property~~ 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.~~

Community Infrastructure Grants

~~Infrastructure Planning Grants – Grants of up to \$20,000 are available as a contribution toward planning activities that assist groups to determine the need and feasibility of infrastructure projects that benefit the Rockingham community. Projects must be proposed to be on land owned or managed by the City or Department of Education where a shared use agreement is in place.~~

~~Infrastructure Capital Grants – Grants of up to \$50,000 are available as a contribution toward construction, expansion, upgrade or refurbishment of community infrastructure that benefits the~~

Rockingham community. Projects must be on land that is owned or managed by the City or Department of Education where a shared use agreement is in place.

Community Infrastructure Grants will be considered by the Community Grants Program Committee and a formal grant acquittal process is required.

#### 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.

**Infrastructure** – Physical facilities and structures that are fixed and meet a long-term need

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

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

## Company Limited by Guarantee (CLG)

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

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

## Legislation

Nil

## Other Relevant Policies/ Key Documents

Strategic Community Plan 2015-2025

Governance and Meeting Framework Policy

Leasing Policy

Asset Register

Other Community Plan Strategy Documents

Delegations Register

## Responsible Division

Community Development

## Review Date

Review every two years

### Officer Recommendation if Different to Advisory Committee Recommendation

Nil

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

Nil

### Background

The CGP Policy was adopted by Council in August 2015. With the continual improvement to the CGP six amendments have been approved since this time with the latest amendment adopted in July 2019.

A review of the CGP 2017-2019 has included feedback from Councillors, internal staff and not-for-profit organisations. The review has identified that the CGP Policy requires amendments in the areas of:

- Minor Grants (Travel Subsidy Grants)

- Major Events Sponsorship (MES)
- City Infrastructure Grants

Amendments have been identified in the following categories within the CGP Policy:

#### **Minor Grants**

- **Travel Subsidy Grants**

The Travel Subsidy Grant (TSG) is one of two minor grants for individuals. A change is required to the Travel Subsidy Grant amount for both the interstate team category (from \$300 to \$750) and the international team category (from \$500 to \$1500).

Officers have reviewed the TSG, including feedback from the community and the City's Sports Advisory Committee and identified that an amendment is required to the wording and amount contained in the policy. An increase in the funding amount for the team category to provide a reasonable share of funds for members of a team. The addition of the word "maximum" provides clarity that there is a maximum amount of funds available regardless of the number of members in a team.

#### **Major Events Sponsorship**

Economic Development Event changes are designed to align with the new (draft) Economic Development Strategy (2020-2025).

The inclusion of the word "one off" is required for all Major Events Sponsorships.

#### **City Infrastructure Grants**

City Infrastructure Grants require a division into two categories, now called, "City Property Grants" and "Community Infrastructure Grants".

The Community Infrastructure Grants (previously called Infrastructure Planning and Development Grants) will have two sub-categories:

- Infrastructure Planning Grants with a maximum of \$20,000 available
- Infrastructure Capital Grants with a maximum of \$50,000 available.

Whilst the maximum amounts available per grant are increasing, overall City budgets will remain as they currently are.

#### **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.*

**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**

Not Applicable

**e. Voting Requirements**

Simple Majority

**f. Risk**

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

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

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

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

Nil

**Advisory Committee Recommendation 3 of 4:  
Review of Community Grants Program Committee Membership Composition  
and Terms of Reference**

That Council **APPROVES** the Terms of Reference of the Community Grants Program Committee to read:

*'To consider and make recommendations to Council regarding the Major Grant, Major Event Sponsorship, and Community Infrastructure Grant applications, and to provide feedback to staff on the Community Grants Program'.*

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

Nil

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

Nil

**Background**

The newly appointed CGP Committee is required to consider and recommend the committee membership composition and the Terms of Reference.

The current membership composition is:

Four (4) Councillors

Four (4) Deputies

Executive Support: Community Development – Community Capacity Building.

The current Terms of Reference is: To consider and make recommendations to Council regarding the Major Grant, Major Event Sponsorship, and Infrastructure Planning and Development Grant applications, and to provide feedback to staff on the Community Grants Program.

**Composition of the CGP Committee**

It is proposed that the composition remains the same. As there is no change to the existing membership composition, there is no need for a recommendation.



## Terms of Reference

Only one change is required to reflect the name change of the Infrastructure Planning and Development Grant to Community Infrastructure Grant.

To consider and make recommendations to Council regarding the Major Grant, Major Event Sponsorship, and ~~Community Infrastructure Grant Infrastructure Planning and Development Grant~~ applications, and to provide feedback to staff on the Community Grants Program.

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

Acknowledging the name change to the Community Infrastructure Grant and the removal of the wording Infrastructure Planning and Development Grant is important to align the Terms of Reference to the Policy.

### 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.*

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**

Not Applicable

e. **Voting Requirements**

Simple Majority

f. **Risk**

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

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

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

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

Nil



**Advisory Committee Recommendation 4 of 4:**  
**Approvals of the Community Grants Program Round Three 2019/2020**

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

	Major Event Sponsorship	Amount Requested (\$)	Advisory Committee Recommendation (\$)
A.	<b>The Cruising Yacht Club of WA Inc.</b> 2021 Formula 18 Catamaran World Championships	20,000	20,000 for one year
<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 certificate that will be current at the time of the event (expires 1 November 2019).</li> <li>Permit the City to obtain footage from the event for the purposes of promoting Rockingham.</li> <li>Subject to notification that additional funding has been sourced and the event is viable.</li> </ul>			
B.	<b>City of Rockingham RSL Sub Branch Rockingham</b> ANZAC Day	20,000 for three years (2020; 2021; 2022)	20,000 for three years (2020; 2021; 2022)
<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Subject to your organisation securing funding (e.g. Lotterywest or other alternative funds) and proof of such funding is provided to the City of Rockingham.</li> </ul>			
C.	<b>Rockingham BMX Club Inc.</b> BMX WA State Championships 2020	18,795	18,645 for one year
<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 November 2019).</li> <li>Permit the City to obtain footage from the event for the purposes of promoting Rockingham.</li> </ul>			
	<b>Total</b>	<b>58,795</b>	<b>58,645</b>

	Major Grants	Amount Requested (\$)	Advisory Committee Recommendation (\$)
D.	<b>Reclink Australia Inc.</b> Reclink Rockingham Inclusive Sport Programs	9,416	9,416
E.	<b>Rockingham Basketball and Recreation Association Inc.</b> 2020 Rockingham Flames Community Family Fun Day	9,591.03	4,474.03

	Major Grants	Amount Requested (\$)	Advisory Committee Recommendation (\$)
<b>F.</b>	<b>Rockingham District Historical Society Inc.</b> Operational Funding	8,000	8,000
<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to advise the City of Rockingham of all electrical on-charge payments recouped from the Rockingham Arts and Crafts Inc.</li> </ul>			
<b>G.</b>	<b>Rockingham Triathlon Club Inc.</b> Shoalwater Classic	8,000	6,800
<b>H.</b>	<b>Seniors Recreation Council WA Inc.</b> Have a Go Day	10,000	10,000
<b>I.</b>	<b>South East Regional Centre for Urban Landcare (SERCUL)</b> Control of Serious Weeds on the southern verge of Paganoni Road, Karnup	6,720	6,400
<b>J.</b>	<b>The Legacy Club of Western Australia Inc.</b> Transport for Elderly Widows to Fortnightly Meetings	8,100	4,550
<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>To encourage sustainability, your organisation is to explore alternative locations and days/times to achieve a more cost-effective outcome as the City may not fund future applications requesting funding towards the same purpose.</li> </ul>			
<b>K.</b>	<b>Vibe Baldivis Community Group Inc.</b> Purchase of a TTC Bowling Green Polishing Roller	4,240	4,240
	<b>Total</b>	<b>64,067.03</b>	<b>53,880.03</b>

	Infrastructure Planning and Development Grants	Amount Requested (\$)	Advisory Committee Recommendation (\$)
<b>L.</b>	<b>Rockingham Bowling Club Inc.</b> Perimeter fencing	3,401.50	3,401.50
<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Consent for Alterations to a Leased Facility must be received from City Properties before the fence is installed.</li> <li>Parks Services team to provide final approval of the fence placement.</li> </ul>			

	Infrastructure Planning and Development Grants	Amount Requested (\$)	Advisory Committee Recommendation (\$)
<b>M.</b>	<b>Rockingham Football Sporting and Social Club Inc.</b> Coaches' boxes	20,416	20,416
<b>Additional Grant Condition:</b> <ul style="list-style-type: none"> <li>The Club will liaise with the City's Irrigation Supervisor when determining the final location of the shelters.</li> <li>The penguin artwork bespoke to City shelters not be used on these structures.</li> <li>Full as-constructed specifications and any applicable warranties to be provided to the City on completion.</li> <li>Written confirmation of Stronger Communities funding award to be provided.</li> </ul>			
<b>N.</b>	<b>Rockingham Volunteer Sea Rescue Group</b> Barbecue area	17,740	17,740
<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Consent for Alterations and Additions to a Leased Facility to be received from the City before the project begins.</li> </ul>			
	<b>Total</b>	<b>41,557.50</b>	<b>41,557.50</b>

2. That Council **NOT APPROVES** the allocation of funds for Infrastructure Planning and Development Grants under the 2019/2020 Community Grants Program (CGP) Round Three:

	Infrastructure Planning and Development Grants	Amount Requested (\$)	Advisory Committee Recommendation (\$)
<b>O.</b>	<b>Rockingham Basketball and Recreation Association Inc.</b> Video Wall	30,000	0
<b>P.</b>	<b>Rockingham Volunteer Sea Rescue Group</b> Bathroom fit-out	7,380	0
<b>Q.</b>	<b>Rockingham Volunteer Sea Rescue Group</b> Replace boat shed door	7,380	0
<b>R.</b>	<b>Rockingham Volunteer Sea Rescue Group</b> Painting and sealing concrete	1,975	0
	<b>Total</b>	<b>46,735</b>	<b>0</b>

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

Nil

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

Nil

## Background

Applications for round three were invited from the community and closed 4.30pm Friday 22 November 2019.

A total of 18 applications were received in round three of the CGP and were classified into the following categories:

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

## Implications to Consider

### a. Strategic

#### Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Community Plan 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.*

### b. Policy

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

### c. Financial

Should Council approve the CGP Committee recommendation, there will be \$122,262 remaining of an allocated 2019/2020 budget of \$546,000. It should be noted that this balance changes on a daily basis due to the General, Travel and Youth Encouragement grant requests.

Should Council approve the Committee recommendation for the IGP grants, there will be \$44,115 remaining of a 2019/2020 budget allocation of \$154,000.

### d. Legal and Statutory

Not Applicable

### e. Voting Requirements

Simple Majority

### f. Risk

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

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

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

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

Nil

### Committee Recommendation

**Moved Cr Liley, seconded Cr Davies:**

That Council **ADOPTS** the following funding criteria for funding applications for the Community Grants Program until February 2022:

**Funding Criteria**

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

**Priority Areas**

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

Committee Voting (Carried) – 5/0

**Moved Cr Liley, seconded Cr Cottam:**

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

## Community Grants Program Policy

**Council Policy Objective**

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

## Council Policy Scope

Funding for individuals (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 **maximum** amounts:

- Interstate Travel Individual: \$150
- Interstate Travel Team: ~~\$300~~-\$750
- International Travel Individual: \$300
- International Travel Team: ~~\$500~~ \$1500

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.~~ An event that can clearly demonstrate it will provide: significant direct stimulus to the local Rockingham economy, including local businesses; and extensive marketing opportunities for the City.

*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/~~one-off~~ event cannot demonstrate past evidence of a successful event, the applicant must demonstrate within the application ~~all other that it meets relevant funding 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 Property 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.~~

#### Community Infrastructure Grants

Infrastructure Planning Grants – Grants of up to \$20,000 are available as a contribution toward planning activities that assist groups to determine the need and feasibility of infrastructure projects that benefit the Rockingham community. Projects must be proposed to be on land owned or managed by the City or Department of Education where a shared use agreement is in place.

Infrastructure Capital Grants – Grants of up to \$50,000 are available as a contribution toward construction, expansion, upgrade or refurbishment of community infrastructure that benefits the Rockingham community. Projects must be on land that is owned or managed by the City or Department of Education where a shared use agreement is in place.

Community Infrastructure Grants will be considered by the Community Grants Program Committee and a formal grant acquittal process is required.

#### 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.

**Infrastructure** – Physical facilities and structures that are fixed and meet a long-term need

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

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

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

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

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

### Legislation

Nil

### Other Relevant Policies/ Key Documents

Strategic Community Plan 2015-2025

Governance and Meeting Framework Policy

Leasing Policy

Asset Register

Other Community Plan Strategy Documents

Delegations Register

### Responsible Division

Community Development

### Review Date

Review every two years

Committee Voting (Carried) – 5/0

### Moved Cr Liley, seconded Cr Davies:

That Council **APPROVES** the Terms of Reference of the Community Grants Program Committee to read:

*'To consider and make recommendations to Council regarding the Major Grant, Major Event Sponsorship, and Community Infrastructure Grant applications, and to provide feedback to staff on the Community Grants Program'.*

Committee Voting (Carried) – 5/0

### Moved Cr Liley, seconded Cr Cottam:

That Council:

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

	Major Event Sponsorship	Amount Requested (\$)	Advisory Committee Recommendation (\$)
A.	<b>The Cruising Yacht Club of WA Inc.</b> 2021 Formula 18 Catamaran World Championships	20,000	20,000 for one year
<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 certificate that will be current at the time of the event (expires 1 November 2019).</li><li>• Permit the City to obtain footage from the event for the purposes of promoting Rockingham.</li><li>• Subject to notification that additional funding has been sourced and the event is viable.</li></ul>			

	Major Event Sponsorship	Amount Requested (\$)	Advisory Committee Recommendation (\$)
B.	City of Rockingham RSL Sub Branch Rockingham ANZAC Day	20,000 for three years (2020; 2021; 2022)	20,000 for three years (2020; 2021; 2022)
<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Subject to your organisation securing funding (e.g. Lotterywest or other alternative funds) and proof of such funding is provided to the City of Rockingham.</li> </ul>			
C.	Rockingham BMX Club Inc. BMX WA State Championships 2020	18,795	18,645 for one year
<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 November 2019).</li> <li>Permit the City to obtain footage from the event for the purposes of promoting Rockingham.</li> </ul>			
	<b>Total</b>	<b>58,795</b>	<b>58,645</b>

	Major Grants	Amount Requested (\$)	Advisory Committee Recommendation (\$)
D.	Reclink Australia Inc. Reclink Rockingham Inclusive Sport Programs	9,416	9,416
E.	Rockingham Basketball and Recreation Association Inc. 2020 Rockingham Flames Community Family Fun Day	9,591.03	4,474.03
F.	Rockingham District Historical Society Inc. Operational Funding	8,000	8,000
<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to advise the City of Rockingham of all electrical on-charge payments recouped from the Rockingham Arts and Crafts Inc.</li> </ul>			
G.	Rockingham Triathlon Club Inc. Shoalwater Classic	8,000	6,800
H.	Seniors Recreation Council WA Inc. Have a Go Day	10,000	10,000
I.	South East Regional Centre for Urban Landcare (SERCUL) Control of Serious Weeds on the southern verge of Paganoni Road, Karnup	6,720	6,400

	Major Grants	Amount Requested (\$)	Advisory Committee Recommendation (\$)
J.	<b>The Legacy Club of Western Australia Inc.</b> Transport for Elderly Widows to Fortnightly Meetings	8,100	4,550
<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>To encourage sustainability, your organisation is to explore alternative locations and days/times to achieve a more cost-effective outcome as the City may not fund future applications requesting funding towards the same purpose.</li> </ul>			
K.	<b>Vibe Baldivis Community Group Inc.</b> Purchase of a TTC Bowling Green Polishing Roller	4,240	4,240
	<b>Total</b>	<b>64,067.03</b>	<b>53,880.03</b>

	Infrastructure Planning and Development Grants	Amount Requested (\$)	Advisory Committee Recommendation (\$)
L.	<b>Rockingham Bowling Club Inc.</b> Perimeter fencing	3,401.50	3,401.50
<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Consent for Alterations to a Leased Facility must be received from City Properties before the fence is installed.</li> <li>Parks Services team to provide final approval of the fence placement.</li> </ul>			
M.	<b>Rockingham Football Sporting and Social Club Inc.</b> Coaches' boxes	20,416	20,416
<b>Additional Grant Condition:</b> <ul style="list-style-type: none"> <li>The Club will liaise with the City's Irrigation Supervisor when determining the final location of the shelters.</li> <li>The penguin artwork bespoke to City shelters not be used on these structures.</li> <li>Full as-constructed specifications and any applicable warranties to be provided to the City on completion.</li> <li>Written confirmation of Stronger Communities funding award to be provided.</li> </ul>			
N.	<b>Rockingham Volunteer Sea Rescue Group</b> Barbecue area	17,740	17,740
<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Consent for Alterations and Additions to a Leased Facility to be received from the City before the project begins.</li> </ul>			
	<b>Total</b>	<b>41,557.50</b>	<b>41,557.50</b>

2. That Council **NOT APPROVES** the allocation of funds for Infrastructure Planning and Development Grants under the 2019/2020 Community Grants Program (CGP) Round Three:

	Infrastructure Planning and Development Grants	Amount Requested (\$)	Advisory Committee Recommendation (\$)
O.	Rockingham Basketball and Recreation Association Inc. Video Wall	30,000	0
P.	Rockingham Volunteer Sea Rescue Group Bathroom fit-out	7,380	0
Q.	Rockingham Volunteer Sea Rescue Group Replace boat shed door	7,380	0
R.	Rockingham Volunteer Sea Rescue Group Painting and sealing concrete	1,975	0
	<b>Total</b>	<b>46,735</b>	<b>0</b>

Committee Voting (Carried) – 5/0

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

Not Applicable

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

Not Applicable

<b>13.</b>	<b>Reports of Councillors</b>
	Nil
<b>14.</b>	<b>Addendum Agenda</b>
	Nil
<b>15.</b>	<b>Motions of which Previous Notice has been given</b>
	Nil
<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 17 March 2020</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>4:37pm</b> .