



City of Rockingham

MINUTES

Corporate and Community Development Committee Meeting

Held on Tuesday 21 July 2020 at 4:00pm
City of Rockingham Council Chambers




City of Rockingham
Corporate and Community Development
Committee Meeting Minutes
4:00pm Tuesday 21 July 2020



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<p style="text-align: center;">City of Rockingham Corporate and Community Development Committee Meeting Minutes Tuesday 21 July 2020 - Council Boardroom</p> 																																									
1.	Declaration of Opening																																								
	The Chairperson declared the Corporate and Community Development Committee Meeting open at 4:00pm , welcomed all present, and referred to the Acknowledgement of Country.																																								
2.	Record of Attendance/Apologies/Approved Leave of Absence																																								
	<p>2.1 Councillors</p> <table> <tr> <td>Cr Joy Stewart</td><td>Chairperson</td></tr> <tr> <td>Cr Craig Buchanan</td><td></td></tr> <tr> <td>Cr Leigh Liley</td><td></td></tr> <tr> <td>Cr Hayley Edwards</td><td>Deputising for Cr Sally Davies</td></tr> <tr> <td>Cr Lorna Buchan</td><td>Deputising for Cr Rae Cottam</td></tr> </table> <p>2.2 Executive</p> <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 Gary Rogers</td><td>A/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 Allan Moles</td><td>Manager Financial Services</td></tr> <tr> <td>Ms Nollaig Baker</td><td>A/Manager Strategy and Corporate Communications</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 Elaine Jensen</td><td>Coordinator Community Safety and Support Svcs</td></tr> <tr> <td>Ms Sue Langley</td><td>A/Governance Coordinator</td></tr> <tr> <td>Mrs Diane Zanre</td><td>PA to Director Community Development</td></tr> </table> <p>2.3 Members of the Gallery: 4</p> <p>2.4 Apologies:</p> <table> <tr> <td>Cr Sally Davies</td><td></td></tr> <tr> <td>Cr Rae Cottam</td><td></td></tr> </table> <p>2.5 Approved Leave of Absence: Nil</p>	Cr Joy Stewart	Chairperson	Cr Craig Buchanan		Cr Leigh Liley		Cr Hayley Edwards	Deputising for Cr Sally Davies	Cr Lorna Buchan	Deputising for Cr Rae Cottam	Mr Michael Parker	Chief Executive Officer	Mr John Pearson	Director Corporate Services	Mr Gary Rogers	A/Director Community Development	Mr Peter Doherty	Director Legal Services and General Counsel	Mr Peter Varris	Manager Governance and Councillor Support	Mr Allan Moles	Manager Financial Services	Ms Nollaig Baker	A/Manager Strategy and Corporate Communications	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 Elaine Jensen	Coordinator Community Safety and Support Svcs	Ms Sue Langley	A/Governance Coordinator	Mrs Diane Zanre	PA to Director Community Development	Cr Sally Davies		Cr Rae Cottam	
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3.	Responses to Previous Public Questions Taken on Notice																																								
	Nil																																								

4.	Public Question Time										
4:01pm	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.										
4.1	<p>Mr Rick Maxwell, Rockingham - Tourism Rockingham Inc. Grant Application</p> <p>The Chairperson invited Mr Maxwell to present his question to the Corporate and Community Development Committee. Mr Maxwell asked the following question:</p> <ol style="list-style-type: none"> 1. Tourism Rockingham was unsuccessful in securing funding for the Summer Rockingham Food and Wine Festival under the Community Grants Program and seek assistance from the City on completing a future grant application. <p><i>The Chief Executive Officer advised that City Officers will make contact with Tourism Rockingham to provide assistance.</i></p>										
4:03pm	There being no further questions the Chairperson closed Public Question Time.										
5.	Confirmation of Minutes of the Previous Meeting										
	<p>Moved Cr Buchanan, seconded Cr Buchan:</p> <p>That Committee CONFIRMS the Minutes of the Corporate and Community Development Committee Meeting held on 16 June 2020, as a true and accurate record.</p> <p style="text-align: right;">Committee Voting (Carried) – 5/0</p>										
6.	Matters Arising from the Previous Minutes										
	Nil										
7.	Announcement by the Presiding Person without Discussion										
4:03pm	The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.										
8.	Declarations of Members and Officers Interests										
8.1	<table> <tr> <td>Item CD-016/20</td><td>Recommendation from the Community Grants Program Committee Meeting held on 18 June 2020</td></tr> <tr> <td>Councillor:</td><td>Cr Hayley Edwards</td></tr> <tr> <td>Type of Interest:</td><td>Impartiality</td></tr> <tr> <td>Nature of Interest:</td><td>Cr Edwards is friends with Mr Reddick and she has made a donation to the start-up of the radio station.</td></tr> <tr> <td>Extent of Interest:</td><td>Not Applicable</td></tr> </table>	Item CD-016/20	Recommendation from the Community Grants Program Committee Meeting held on 18 June 2020	Councillor:	Cr Hayley Edwards	Type of Interest:	Impartiality	Nature of Interest:	Cr Edwards is friends with Mr Reddick and she has made a donation to the start-up of the radio station.	Extent of Interest:	Not Applicable
Item CD-016/20	Recommendation from the Community Grants Program Committee Meeting held on 18 June 2020										
Councillor:	Cr Hayley Edwards										
Type of Interest:	Impartiality										
Nature of Interest:	Cr Edwards is friends with Mr Reddick and she has made a donation to the start-up of the radio station.										
Extent of Interest:	Not Applicable										

	<p>8.2 Item CD-016/20 Recommendation from the Community Grants Program Committee Meeting held on 18 June 2020</p> <p>Councillor: Cr Barry Sammels, Mayor</p> <p>Type of Interest: Indirect Financial</p> <p>Nature of Interest: Cr Sammels' wife works for the Fremantle Lucy Saw Centre Association Inc.</p> <p>Extent of Interest: Not Applicable</p> <p>4:04pm The Chairperson noted the interests declared in Item 8.1 and 8.2 and asked if there were any further interests to declare.</p>
9.	Petitions/Deputations/Presentations/Submissions
	Nil
10.	Matters for which the Meeting may be Closed
	Nil
11.	Bulletin Items
	<p>Corporate and General Management Services Information Bulletin – July 2020</p> <p>Corporate Services</p> <ol style="list-style-type: none"> 1. Corporate Services Team Overview 2. Human Resource Update 3. Project Status Reports <ol style="list-style-type: none"> 3.1 Implementation of Online Timesheets 3.2 Implement Performance and Personal Development Module 3.3 Server and Database Upgrade 3.4 Windows 10 Upgrade 4. Information Items <ol style="list-style-type: none"> 4.1 List of Payments June 2020 4.2 Monthly Financial Management Report May 2020 4.3 Awarding of Tenders by CEO - Delegated Authority 4.4 Leased Property Maintenance Grants 4.5 Write Offs of Lease Rent 4.6 Development Contribution Scheme 4.7 Reuse Shop reopen at Millar Road Landfill Facility <p>General Management Services Directorate</p> <ol style="list-style-type: none"> 1. General Management Services Team Overview 2. Human Resource Update 3. Project Status Reports <ol style="list-style-type: none"> 3.1 Rockingham Renaissance Technopole 4. Information Items <ol style="list-style-type: none"> 4.1 Meetings and Events 4.2 COVID-19 <p>Governance and Councillor Support</p> <ol style="list-style-type: none"> 1. Governance and Councillor Support Team Overview 2. Human Resource Update 3. Project Status Reports

4. Information Items
 - 4.1 Global Friendship
 - 4.2 Freedom of Information (FOI) Requests
 - 4.3 Councillor Requests
 - 4.4 Citizenships
 - 4.5 Australian Coastal Councils Association Inc. Newsletter
 - 4.6 Coming Events
 - 4.7 Council Items Deferred
 - 4.8 Notice of Motion – Status Report

Human Resources

1. Human Resources Team Overview
2. Human Resource Update
3. Project Status Reports
 - 3.1 Employee Wellness Program
 - 3.2 Corporate Training Program
 - 3.3 RESPECT Program
 - 3.4 Occupational Safety and Health (OSH) Program
 - 3.5 Leadership and Management Program
4. Information Items
 - 4.1 Recruitment
 - 4.2 Occupational Safety and Health Statistics 1

Strategy, Marketing and Communications

1. Strategy, Marketing and Communications Team Overview
2. Human Resource Update
3. Project Status Reports
 - 3.1 Entry Statement Signage
 - 3.2 Project Management Framework – Online Module
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

Legal Services & General Counsel

1. Legal Services & General Counsel Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
 - Provision of Legal Advice
 - 4.1 Legal Advice – Local Government Operational Matters
 - 4.2 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 Buchanan:

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

Committee Voting (Carried) – 5/0

	<p>Community Development Information Bulletin – July 2020</p> <p>Community Safety and Support Services</p> <ol style="list-style-type: none">1. Community Safety and Support Services Team Overview2. Human Resource Update3. Project Status Reports4. Information items<ol style="list-style-type: none">4.1 Youth Services4.2 Community Support Services4.3 Rockingham Connect Community Transport Project4.4 Community Safety4.5 Compliance Community Engagement <p>Library Services</p> <ol style="list-style-type: none">1. Library Services Team Overview2. Human Resource Update3. Project Status Reports4. Information items<ol style="list-style-type: none">4.1 Library Services Update <p>Community Infrastructure Planning</p> <ol style="list-style-type: none">1. Community Infrastructure Planning Team Overview2. Human Resource Update3. Project Status Reports4. Information items<ol style="list-style-type: none">4.1 Baldivis District Sporting Complex4.2 Koorana Reserve Master Plan – Design4.3 Cooloongup Skate Park4.4 Rockingham Youth Centre <p>Community Capacity Building</p> <ol style="list-style-type: none">1. Community Capacity Building Team Overview2. Human Resource Update3. Project Status Reports<ol style="list-style-type: none">3.1 Perth Symphony Orchestra4. Information Items<ol style="list-style-type: none">4.1 Community Grants Program4.2 Volunteering4.3 Reconciliation Action Plan (RAP)4.4 Disability Access and Inclusion Plan and Strategy 2016-20194.5 Seniors4.6 Early Years, Children and Learning Community4.7 Youth Development4.8 Sport, Recreation and Health and Wellbeing4.9 Cultural Development and the Arts
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	Community and Leisure Facilities <ol style="list-style-type: none">1. Community and Leisure Facilities Team Overview2. Human Resource Update3. Project Status Reports4. Information items<ol style="list-style-type: none">4.1 Mike Barnett Sports Complex4.2 Rockingham Aquatic Centre4.3 Aqua Jetty4.4 Autumn Centre4.5 Gary Holland Community Centre Economic Development and Tourism <ol style="list-style-type: none">1. Economic Development and Tourism Team Overview2. Human Resource Update3. Project Status Reports<ol style="list-style-type: none">3.1 Small Business Support3.2 Economic Development Strategy3.3 Meetings, Incentives, Conventions and Exhibitions (MICE) Development3.4 Visitor Servicing Fee – Tourism Rockingham4. Information Items<ol style="list-style-type: none">4.1 Stakeholder Engagement - Economic Development4.2 Stakeholder Engagement - Tourism
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Committee Recommendation


Moved Cr Liley, seconded Cr Edwards:

That Councillors acknowledge having read the Community Development Information Bulletin – July 2020 and the content be accepted.

Committee Voting (Carried) – 5/0

12. Agenda Items

Corporate Services

Corporate Services Financial Services		
Reference No & Subject:	CS-016/20	Material Variance Level for the 2020/2021 Statements of Financial Activity
File No:	FLM/327	
Proponent/s:		
Author:	Mr Khushwant Kumar, Financial Controller	
Other Contributors:	Mr Allan Moles, Manager Financial Services	
Date of Committee Meeting:	21 July 2020	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To adopt the materiality level for variances required to be reported in the 2020/2021 Statement of Financial Activity.

Background

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

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

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

Details

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

In the context of the City, which is an entity with a total budgeted expenditure of over \$269 million and total budgeted revenue of \$207 million, the material variance level of \$250,000 is acceptable.

Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

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

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

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

d. Policy

Nil

e. Financial

Nil

f. Legal and Statutory

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

g. Risk

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

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

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

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

Nil

Comments

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ADOPTS** \$250,000 as the value to be used in the Statement of Financial Activity for reporting material variances for the 2020/2021 financial year.

Committee Recommendation

Moved Cr Buchan, seconded Cr Liley:

That Council **ADOPTS** \$250,000 as the value to be used in the Statement of Financial Activity for reporting material variances for the 2020/2021 financial year.

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

Corporate Services Financial Services



Reference No & Subject:	CS-017/20 Council Policy – Financial Hardship
File No:	CPM/3-7
Proponent/s:	
Author:	Mr Allan Moles, Manager Financial Services
Other Contributors:	Mr John Pearson, Director Corporate Services
Date of Committee Meeting:	21 July 2020
Previously before Council:	23 June 2020 (CS-013/20)
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Executive
Site:	
Lot Area:	
Attachments:	Share Your Thoughts – Submission Report
Maps/Diagrams:	

Purpose of Report

For Council to adopt the Council Policy – Financial Hardship following the public consultation process.

Background

The draft Council Policy – Financial Hardship was approved for the purposes of public comment at the Council meeting held on 28 June 2020.

Details

Council Policy – Financial Hardship provides a framework for consideration of financial hardship for residential and small business ratepayers. It includes the capability of waiving interest, deferring payments and suspension of debt recovery to those ratepayers experiencing financial hardship, either in the short or medium term.

Implications to Consider

a. Consultation with the Community

The draft policy was advertised for a minimum of 14 days in accordance with Council Policy – Policy Framework and closed on 15 July 2020.

Public consultation was carried out as follows;

1. A notice was published in the Sound Telegraph on 1 July 2020; and

2. A copy of the draft policy was advertised on the City's website with submissions invited through the 'share-your-thoughts' page.

At the close of the public consultation period a total of 7 submissions were received.

The following is a summary of the submissions received;

#	Name	Address	Issues Raised	Officer Response
1	Mrs Pye	Share Your Thoughts	<ul style="list-style-type: none"> • Rates should not be raised in the 2020/2021 financial year. • Give ratepayers suitable time to pay their rates due to job losses and the eventual cessation of JobKeeper and JobSeeker. 	<ul style="list-style-type: none"> • Noted. • Council resolved at the June 2020 Council meeting to provide a concession to ratepayers with property rated as GRV-Residential so their rates remain at 2019/2020 levels.
2	Mrs M Chilcott	Share Your Thoughts	<ul style="list-style-type: none"> • Rates should not be raised in the 2020/2021 financial year. • The annual budget should be prepared so that expenditure does not go over revenue. 	<ul style="list-style-type: none"> • Noted. • Council resolved at the June 2020 Council meeting to provide a concession to ratepayers with property rated as GRV-Residential so their rates remain at 2019/2020 levels. • Each year, the City prepares a balanced Annual Budget.
3	Mr M K Green	Share Your Thoughts	<ul style="list-style-type: none"> • Supports the policy. • Appropriate evidence of financial information needs to be provided by residents and small businesses so that the policy helps those who are in genuine financial hardship. 	<ul style="list-style-type: none"> • Noted. • The policy will be supported by operational procedures, assessment checklists and application documents that will enable officers to effectively assess and determine financial hardship applications.
4	Mr N Q Seaman	Share Your Thoughts	<ul style="list-style-type: none"> • Supports the policy. • Policy should consider self-refunded retirees as their income from investments has reduced. 	<ul style="list-style-type: none"> • Noted. • The policy will be supported by operational procedures, assessment checklists and application documents that will enable officers to effectively assess and determine individual financial hardship applications.
5	Mr A J Murray	Share Your Thoughts	<ul style="list-style-type: none"> • Adopt the WALGA template for a Financial Hardship Policy instead of the City creating their own policy template. 	<ul style="list-style-type: none"> • The City's Financial Hardship Policy will be enduring after the COVID-19 pandemic and the template encompasses all financial hardship situations. The WALGA template only covers COVID-19.
6	Mr J Gan	Share Your Thoughts	<ul style="list-style-type: none"> • Under the policy, ratepayers still accrue debt. It should give JobKeeper / JobSeeker ratepayers 3-6 months of rates at \$0 (not accrued). 	<ul style="list-style-type: none"> • Noted • The policy provides a range of assistance measures to enable the payment of rates and charges and is not intended to give temporary rate exemptions.

#	Name	Address	Issues Raised	Officer Response
7	Mrs M Osborne	Share Your Thoughts	· Supports the policy.	· Noted.

b. Consultation with Government Agencies

Nil. It is worth noting that Local Government (COVID-19 Response) Orders 2020 released by the Minister for Local Government makes specific mention to a Financial Hardship Policy of Local Government.

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

Council Policy – Policy Framework provides the requirement for Council to advertise the draft policy for a 14 day period or more before consideration for final adoption.

e. Financial

Council should anticipate a decrease in revenue associated with those ratepayers encountering financial hardship. An exact number is unable to be provided. It is estimated though that revenues associated with penalty interest may reach the \$20,000 to \$30,000 per year level. In addition, the draft policy provides for a write-off of rates to the value of \$200 for any residential or small business ratepayer who experiences financial hardship because of COVID-19 in the 2020/2021 financial year.

f. Legal and Statutory

In accordance with section 6.51(1) of the Local Government Act 1995 and clause 14 of the Local Government (COVID-19 Response) Ministerial Order 2020, penalty interest on outstanding rates cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2020, that has been determined by the City as suffering financial hardship as a consequence of the COVID-19 pandemic.

A statement to this effect should have been included in the resolution when adopting the annual budget. To confirm the City's intent to comply with the Ministerial Order relating to penalty interest, this statement has been included in the policy and achieves the same technical outcome. For the purposes of clarity, at the time of adopting the budget, a Financial Hardship Policy was not in place.

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

Officers have previously recognised the need for a Financial Hardship Policy of Council. This need has been highlighted given the recent COVID-19 pandemic and the likely hardship to be encountered by some ratepayers in the Rockingham community. If adopted, this policy will provide guidance to officers on how to identify financial hardship for ratepayers, what is expected of them and equally what the City may do to assist them through their financial hardship. This is beyond existing internal procedures which already provide supportive measures to ratepayers under financial duress.

When the policy was considered by Council prior to advertising, there were questions relating to the assessment of claims and the level of detail included in the policy. While the policy provides the basis for the assessment criteria, it will be supported by operational procedures, assessment checklists and application documents that will provide the detail to enable officers to effectively assess and determine individual applications of financial hardship. Further, it should be noted that access to a financial counsellor can be at no charge to the applicant.

It is entirely appropriate for an empathetic local government to have systems in place to assist ratepayers who are encountering genuine financial duress, often outside of their control. While many systems currently exist, such as alternate payment arrangements and suspension of debt recovery, the adoption of this policy will provide for waiving of interest charges and deferment of payments.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ADOPTS** the Council Policy – Financial Hardship.

Committee Recommendation

Moved Cr Edwards, seconded Cr Buchan:

That Council **ADOPTS** the Council Policy – Financial Hardship.

Council Policy - Financial Hardship

Council Policy Objective

To:

- Provide the criteria on assisting ratepayers that qualify as experiencing financial hardship and are unable to pay their rates and service charges; and
- Ensure that all ratepayers are treated fairly and consistently with respect and compassion when the City is considering their circumstances in recognising financial hardship.

Council Policy Scope

This Policy applies to all City of Rockingham Residential and Small Business ratepayers who are experiencing financial hardship.

Council Policy Statement

1. Eligibility

The Policy is intended to assist those ratepayers where there is a willingness but an inability to pay their rates and includes:

- Immediate financial disadvantage that results in a person being unable to pay an outstanding amount by reason of a change in personal circumstances (short term); and
- More than immediate financial disadvantage which results in a person being unable to pay an outstanding amount without affecting the ability to meet the basic living needs of the person or a dependant (longer term).

This may be caused by (but is not limited to) one or more of the factors below:

- Loss of the ratepayer's or family member's primary income;
- Spousal separation or divorce;
- Physical and mental health issues;
- Loss of a spouse or a loved one;
- Chronic illness in immediate family;
- Domestic violence;
- Budget management issues associated with a low income; and
- Other unforeseen factors resulting in a ratepayer's capacity to pay, such as a reduction in income or an increase in non-discretionary expenditure.

This Policy is not to provide relief to those ratepayers who are not able to evidence financial hardship or are unwilling to pay rates and service charges.

2. Assessment

To enable the City to assess a ratepayer's financial hardship, evidence of their financial hardship is required including details of the ratepayer's circumstances, current financial situation and capacity to enter into a payment arrangement.

Ratepayers who are not able to pay their rates and charges and claim financial hardship, will be requested to seek financial counselling. This provides an opportunity for the ratepayer to obtain independent financial advice and the information provided by the financial counsellor must be used by the City to confirm the ratepayer's capacity to pay.

3. Assistance Available

· Payment Arrangements

The City provides a range of payment options to ratepayers including by instalment (one, two or four payments) and rates smoothing (weekly, fortnightly, or monthly payments) which will result in the rates and services charges being paid during the current financial year.

Ratepayers that are experiencing financial hardship are required to enter into an approved alternate payment arrangement by direct debit based on their capacity to pay.

The approved alternate payment arrangement will provide an extension to pay all rates and service charges by the end of the next financial year or will be based on the ratepayer's capacity to pay information provided by a financial counsellor.

It is the ratepayer's obligation to contact the City immediately if a payment under the approved alternate payment arrangement cannot be made or to request a new payment arrangement.

The approved alternate payment arrangement will be cancelled if the ratepayer defaults on a payment three times.

· Interest Charges

Penalty interest on outstanding rates and service charges, for the current financial year, will be waived for ratepayers experiencing financial hardship.

· Deferment of Payments

Ratepayers that experience financial hardship may make an application to have payments under a payment arrangement deferred for up to three months.

· Debt Recovery

Debt recovery will be suspended while a ratepayer experiencing financial hardship is on an approved alternate payment arrangement.

Where the approved alternate payment arrangement has been cancelled due to the ratepayer defaulting on a payment three times and a new approved alternate payment arrangement is not entered into, legal action may commence

If a ratepayer is unable to reduce the outstanding balance and any rates or service charges which are due have been unpaid for at least three years legal action is to commence to recoup all outstanding amounts.

• **COVID-19**

Where in the 2020/2021 financial year a ratepayer experiences financial hardship due to COVID-19, a one-off rates write-off to the value of \$200 may be applied to the ratepayer's property assessment.

In accordance with section 6.51(1) of the Local Government Act 1995 and clause 14 of the Local Government (COVID-19 Response) Ministerial Order 2020, penalty interest on outstanding rates cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2020, that has been determined by the City as suffering financial hardship as a consequence of the COVID-19 pandemic.

4. Communication and Reviews

Ratepayers who are experiencing financial hardship should contact the City immediately and apply for assistance under this Policy.

Ratepayers will be advised of their entitlements and obligations and will be provided with written confirmation of any decisions made in relation to the Policy.

All financial hardship applications must be reviewed at least every six months to ensure that the circumstances have not changed and feedback provided to the ratepayer on the amount outstanding and the anticipated date of the final payment.

5. Executive Policy and Procedures

The Chief Executive Officer is to maintain relevant Executive Policies and Procedures to ensure financial hardship is managed effectively, with respect and compassion and in accordance with statutory requirements.

6. Delegation of Authority

For information purposes, delegated authority has been provided to the Chief Executive Officer, in accordance with:

- Section 6.12 of *Local Government Act 1995*, to write off individual debts that do not exceed \$2,000
- Section 6.47 and 6.49 of *Local Government Act 1995*, to accept payment of a rate or service charges due and payable by a person in accordance with an agreement made with the person.

Definitions

Dwelling has the meaning given to it in the City of Rockingham Town Planning Scheme No. 2.

Financial hardship is when a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

Immediate family member is:

- A person who is the ratepayers spouse, or
- A spouse or defacto spouse who cohabited with the ratepayer for at least two years, or
- A parent or step-parent of the ratepayer, or
- A child or step-child of the ratepayer or other child of whom the ratepayer is the guardian, or
- A brother, sister, step-brother or step-sister, half-brother or half-sister of the ratepayer.

Ratepayer means those that are liable for the payment of rates in accordance with section 6.44 of the Local Government Act 1995.

Residential Land means any land used, or designed, or adapted for use, for the purpose of a dwelling and includes vacant land within the Residential, Development, Rural, Special Rural, Special Residential, Commercial, District Town Centre, Primary Centre Waterfront Village, Primary Centre Urban Village, Primary Centre City Centre, Primary Centre City Living, Primary Centre Campus and Primary Centre Urban Living zones under the City of Rockingham Town Planning Scheme No. 2.

Residential means the ratepayers' primary place of residence.

Small Business means a business undertaking which is wholly owned and operated by an individual person or by individual persons in partnership or by a proprietary company within the meaning of the Corporations Act 2001 of the Commonwealth and which:

- i. Has a relatively small share of the market in which it competes; and
- ii. Is managed personally by the owner or owners or directors, as the case requires; and
- iii. Is not a subsidiary of, or does not form part of, a larger business or enterprise.

Legislation

Local Government Act 1995 - s6.12. Power to defer, grant discounts, waive or write off debts

Local Government Act 1995 - s6.47. Concessions

Local Government Act 1995 - s6.49. Agreement as to payment of rates and service charges

Local Government Act 1995 - s6.51. Accrual of interest on overdue rates or service charges

Local Government (Financial Management) Regulations 1996

Other Relevant Policies/ Key Documents

Delegation Authority Register – 2.3 Waive/grant concession or write off monies owing

Delegation Authority Register – 2.5 Agreement as to payment of rates and service charges

Delegation Authority Register – 2.6 Rates or service charges recoverable in court

Responsible Division

Corporate Services

Review Date

July 2023

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 Governance and Councillor Support



Reference No & Subject:	GM-015/20	Advocacy Position Register (Resubmitted)	Review
File No:	GOV/57		
Proponent/s:			
Author:	Mr Michael Parker, Chief Executive Officer		
Other Contributors:	Mr Peter Varris, Manager Governance and Councillor Support Mr Scott Jarvis, Manager Economic Development and Tourism Ms Tamara Clarkson, Project Officer		
Date of Committee Meeting:	21 July 2020		
Previously before Council:	24 March 2020 (GM-007/20)		
Disclosure of Interest:			
Nature of Council's Role in this Matter:	Executive / Advocacy		
Site:			
Lot Area:			
Attachments:	Advocacy Position Register		
Maps/Diagrams:			

Purpose of Report

To consider a review of the current Council Advocacy Position Register and the approval of advocacy themes and priority projects for the development of the City's Advocacy Plan.

Note: This report was deferred at the 24 March 2020 Council meeting and is now resubmitted for consideration, including the list of advocacy themes and priority projects.

The Advocacy Position Register has since been updated to reflect those additional advocacy positions adopted by Council through to the June 2020 Council meeting.

Background

At its meeting held 27 September 2016 Council resolved to support the establishment of an Advocacy Position Register. As a consequence the Governance and Meeting Framework Policy was amended to institute the concept.

The Policy defines an Advocacy position as “a matter out of the scope of control of the local government but in which Council seeks to promote on behalf of the community”. The Policy also addresses the manner in which the Advocacy Position Register is to be reviewed, with the objective of providing incoming Councillors (after an election) the opportunity to ‘have a say’ on previously resolved advocacy positions of Council.

Details

City Officers researched all Council decisions identified as ‘Advocacy’ back to the commencement of 2011. A desktop review was undertaken, removing from consideration any Council resolution that was –

- identified as an Advocacy decision but was not;
- clearly actioned / completed; and
- superseded / obsolete or redundant.

Eighteen positions remained and these were presented at the February 2020 Councillor Engagement Session at which the City’s Executive addressed each. Since this time three further Council resolutions have been added to the Register.

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.*

d. Policy

The Governance and Meeting Framework Policy specifies that an Advocacy Position Register is to be maintained and guides the manner in which it is to be reviewed.

e. Financial

Nil

f. Legal and Statutory

Nil

g. Risk

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

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

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

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

Nil

Comments

In relation to the Advocacy Position Register, the advocacy positions and the Officer recommendation for each are as follows –

Prostitution Green Bill 2011 – OCM 26/07/2011 SP-037/11

The original purpose of the Council resolution was to provide comment and a position on draft prostitution legislation. The position focussed on support of a regulatory approach enforced by the Police Service and prohibiting prostitution within residential areas, while local government's role should be limited to development approval. The draft Prostitution Bill 2011 reflects the former Liberal Government platform. This advocacy item should be deleted as the current Labor Government is not pursuing this legislation.

Recommendation - DELETE

Constitutional Recognition of Local Government – OCM 25/10/2011 ES-035/11

The purpose of the Council resolution was to support the amendment of the Australian Constitution to establish financial recognition of local government which would allow the Commonwealth to directly fund local governments. This has been an industry objective for many years and is unchanged.

Recommendation - RETAIN

Climate Change Declaration – OCM 25/10/2011 SC-002/11

The purpose of the Council resolution acknowledge that climate change is occurring and to commit to a number of actions in addressing climate change impacts. The City continues to address climate change issues at a collaborative level through the Peron Naturaliste Partnership, and at a local level through its Strategic Planning and Environment team.

Recommendation – RETAIN

Mobile Phone Coverage – OCM 24/11/2015 GMS-028/15

The purpose of the Council resolution was to support effective telecommunication coverage throughout the City, seek support of the responsible Federal Minister in remedying 'black spots', and encouraging affected residents to direct complaints of poor coverage through the Federal Department of Communications. With ongoing residential and commercial development within the City this issue is likely to remain relevant.

Recommendation – RETAIN

Development Assessment Panels – OCM23/08/2016 PDS-055/16

The purpose of the Council resolution was to adopt a policy position that Development Assessment Panels be abolished. It further provided support to certain reforms should the Panels remain in place. The position remains current with ongoing residential and commercial development in the City.

Recommendation – RETAIN

Internet Ports – OCM 27/09/2016 GMS-021/16

The purpose of the Council resolution was to encourage City residents to direct orders and fault concerns regarding internet ports through Telstra, and any dissatisfaction of Telstra's response through their local Federal member of parliament. This position, in essence, is covered by GMS-028/15.

Recommendation – DELETE

Perth Transport Plan for 3.5 Million People and Beyond – OCM 25/10/2016 PDS-073/16

The purpose of the Council resolution was to make a submission to the Department of Transport's *Perth Transport Plan for 3.5 Million People and Beyond* and identify specific policy positions on infrastructure proposals. Parts 2(ii) to (v), in support of the Outer Harbour project and Karnup Train Station, remain relevant.

Recommendation – RETAIN

Western Trade Coast Protection Area – Buffer Definition – OCM23/05/2017 PDS-025/17

The purpose of the Council resolution was to express concern about the limited review undertaken by the Environmental Protection Authority on the buffer line in Mandogalup, seek the support of the State Government to undertake a proper scientific examination of the entire Western Trade Coast Protection Area buffer line, and that the Western Australian Planning Commission be tasked with the responsibility of resolving the Western Trade Coast land use planning framework, following definition of the buffer line. This position continues to be relevant.

Recommendation – RETAIN

Kwinana Loop Freight Railway – OCM 23/05/2017 PDS-026/17

The purpose of the resolution was to engage with the State Government to seek the abolition of the proposal to reinstate the 'Kwinana Loop Freight Railway'. The Westport Taskforce planning process has identified a new rail alignment which has been conditionally supported by the City. Until the alignment is dedicated, and the remnants of the existing Kwinana Loop Railway are deleted, the position remains relevant.

Recommendation – RETAIN

Wanliss Street Marina – OCM 26/09/2017 PD-054/17

The purpose of the Council resolution was to establish a position of support for a development application for the proposed Wanliss Street marina being authorised by the Department of Planning Lands and Heritage upon State Government confirmation of certain conditions. The authorisation of the Development Application is no longer relevant and should be deleted as the Marina received conditional approval by the MSWJDAP on 23 October 2018.

Recommendation – DELETE

Safety Bay Road, Baldivis – Pedestrian Crossing – OCM 26/06/2018 EP-007/18

The purpose of the Council Resolution is to support a warden controlled crossings on Baldivis Road and Safety Bay Road, Baldivis. The school crossing works are completed and has been operational during Term 1 2020.

Recommendation – DELETE

Impact of 'Perth and Peel@3.5 Million and Frameworks' on 'Special Rural' and 'Special Residential' Scheme Amendments – OCM 28/08/2018 PD-044/18

The purpose of this Council resolution is to consider a position on applications to rezone land to 'Special Rural' and 'Special Residential' in light of release of the Perth and Peel@3.5 Million and Frameworks. Preparation of draft Rural Land Strategy has been completed and is currently out for public advertising. This position remains relevant.

Recommendation – RETAIN

Cape Peron – OCM 28/08/2018 PD-047/18

The purpose of this Council resolution is to support the classification of Cape Peron Reserve 48968 being transferred to Class A. This position is superseded by item PD-007/20.

Recommendation – DELETE

Nuisance Provisions be included in the Cat Act 2011 – OCM 26/03/19 PD-020/19

The purpose of this Council resolution is to support the need for further community consultation and research to be undertaken on the issue of wandering and nuisance cats before an informed decision can be made on advocating a change to the Cat Act 2011. This position is current.

Recommendation – RETAIN

Woodbridge Estate Road Access, Cooloongup – OCM 25/06/2019 CD-011/19

The purpose of this Council resolution is to undertake further investigation and complete a report into the second access road into the 'Woodbridge Estate', Cooloongup. This position is current.

Recommendation – RETAIN

Provision of pavement marking services by Main Roads WA – OCM 23/07/19 EP-018/19

The purpose of this Council resolution is to advocate through the WA Local Government Association (WALGA) for improved pavement marking services by Main Roads WA (MRWA). Main Roads line marking works are now being completed in accordance with the service levels.

Recommendation – DELETE

Coastal Hazard Risk Management and Adaptation Plan – OCM 24/09/19 PD-059/19

The purpose of this Council resolution is to consider the Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) for adoption, following completion of public advertising. Advocacy has occurred to date through WALGA's Local Government CHRMAP Forum and the Peron Naturalists Partnership. Ongoing advocacy work will be undertaken as part of the CHRMAP implementation.

Recommendation – RETAIN

Notice of Motion – Single Use Plastics and Balloons Advocacy – OCM 17/12/19 PD-086/19

The purpose of this Council resolution is to advocate for a state-wide ban on single use plastic serving materials (such as spoons, forks, plates and straws) and an amendment to the Litter Act 1979 to define balloon releases as littering.

Recommendation - RETAIN

Cape Peron – OCM 28/01/2020 PD-007/20

The purpose of this Council resolution is to support the classification of Cape Peron Reserve 48968 being transferred to Class A. This position remains relevant.

Recommendation – RETAIN

Homelessness in Rockingham – OCM 26/05/20 CD-011/20

The purpose of this Council resolution is to advocate and seek direct financial support from the State Government to deliver an assertive outreach service, infrastructure and support service for the region.

Recommendation – RETAIN

Notice of Motion – North East Baldivis – OCM 23/06/2020 PD-033/20

The purpose of this Council resolution is to support any planning for development within North East Baldivis should be primarily for employment generating land uses. This position remains relevant.

Recommendation – RETAIN

Development of a City of Rockingham Advocacy Plan (not a Community Strategy)

The Economic Development Strategy 2020 – 2025 identifies several key actions that relate to advocacy, as follows -

7.1.4.1 Investigate and identify priority areas and key regional infrastructure projects (associated with Rockingham's designated role as a Strategic Metropolitan Centre – as per 'Directions 2031'), and develop an Advocacy Strategy for the City, including required investment from Federal and State Governments.; and

7.1.4.5 Publicly support strategic regional projects that will provide economic benefits for Rockingham.

At the Councillor Engagement Session held on 14 July 2020, the following advocacy themes and priority projects were presented for discussion and feedback. Endorsement by Council is now required.

The Advocacy Plan will identify priority projects for promotion to Government and key stakeholders that provides a consistent and targeted message. It does not downgrade other advocacy positions that will continue to be pursued in the normal course of business.

The key advocacy themes and priority projects have been identified from a review of Council's Advocacy Position Register, Policy positions, major projects in the City's Community Infrastructure Plan and planned major strategic projects that are not fully funded.

The key advocacy themes and priority projects are:

Strategic Metropolitan Centre

- Rockingham City Centre Transit System
- Dixon Road Lands
- Kwinana Air Quality Buffer Review

Transport

- Karnup Train Station
- Resolve Feasibility of Garden Island Highway
- Kulija Road / Baldivis Road intersection upgrade

Tourism and Economy

- Rockingham Beach Foreshore Master Plan Stage 2
- Employment Self Sufficiency
- Safety Bay Shoalwater Foreshore Master Plan

Sport and Recreation

- Baldivis District Sporting Complex
- Karnup Regional Sporting Complex Site
- Aqua Jetty Stage 2

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. **ENDORSES** the Advocacy Position Register as at June 2020 and the actions noted therein.
2. **ENDORSES** the following list of advocacy themes and priority projects for inclusion in the City of Rockingham Advocacy Plan.

Strategic Metropolitan Centre

- Rockingham City Centre Transit System
- Dixon Road Lands
- Kwinana Air Quality Buffer Review

Transport

- Karnup Train Station
- Resolve Feasibility of Garden Island Highway
- Kulija Road / Baldivis Road intersection upgrade

Tourism and Economy

- Rockingham Beach Foreshore Master Plan Stage 2
- Employment Self Sufficiency
- Safety Bay Shoalwater Foreshore Master Plan

Sport and Recreation

- Baldivis District Sporting Complex
- Karnup Regional Sporting Complex Site
- Aqua Jetty Stage 2

Committee Recommendation

Moved Cr Buchanan, seconded Cr Liley:

That Council:

1. **ENDORSES** the Advocacy Position Register as at June 2020 and the actions noted therein.
2. **ENDORSES** the following list of advocacy themes and priority projects for inclusion in the City of Rockingham Advocacy Plan.

Strategic Metropolitan Centre

- Rockingham City Centre Transit System
- Dixon Road Lands
- Kwinana Air Quality Buffer Review

Transport

- Karnup Train Station
- Resolve Feasibility of Garden Island Highway
- Kulija Road / Baldivis Road intersection upgrade

Tourism and Economy

- Rockingham Beach Foreshore Master Plan Stage 2
- Employment Self Sufficiency
- Safety Bay Shoalwater Foreshore Master Plan

Sport and Recreation

- Baldivis District Sporting Complex
- Karnup Regional Sporting Complex Site
- Aqua Jetty Stage 2

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



Reference No & Subject:	GM-016/20	Review of Free Alcohol at Civic Functions and Events (Resubmitted)
File No:	COM/133	
Proponent/s:		
Author:	Mr Peter Varris, Manager Governance and Councillor Support	
Other Contributors:	Mr Michael Parker, Chief Executive Officer	
Date of Committee Meeting:	21 July 2020	
Previously before Council:	17 December 2019 (GM-032/19), 24 March 2020 (GM-009/20)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To report on the outcomes of a review of the policies on the provision of free alcohol at civic functions and events.

Note: This report was deferred at the 24 March 2020 Council meeting and is resubmitted for consideration.

The Officer recommendation is revised to accommodate time elapsed due to the impact of COVID-19 on resourcing for non-essential business.

Background

At its meeting of 17 December 2019, Council in part resolved –

That Council DIRECTS the CEO to review the policies surrounding the provision of free alcohol (at Citizenships, City functions and City events) and prepare a report to Council within 3 months.

This resolution was an outcome of a Notice of Motion to no longer provide alcohol as hospitality in the Councillors' Lounge.

Details

A review of Council policies relating to civic functions/events shows that they are silent on the matter of the provision of alcohol.

As noted in the December 2019 report to Council, the City hosts a wide range of functions and events for which alcoholic beverages are served. These can be generally categorised into the following –

- Citizenships
- Volunteer / community recognition
- Award presentations
- Civic / stakeholder engagement

Alcoholic beverages for functions is limited to mid-range beer and wine. Spirits are not served. All alcohol is served by appropriately trained (Responsible Service of Alcohol) catering staff.

Research at the time provided that for the 2018 calendar year the City conducted 21 civic functions/events catering for approximately 2,485 guests. Cost of beverages (alcoholic and non-alcoholic) was estimated to be \$5,730.

For the 2019 calendar year the City conducted 23 civic functions/ events for approximately 2,678 guests with an estimated \$6,988.48 expended on beverages (alcoholic and non-alcoholic).

From the tables below it can be seen that the majority of functions are citizenship ceremonies.

2018 Event/Function	Event/Function Name	Approximate attendees	Estimated Total Beverage Consumption * \$
5 February 2018	Citizenship Ceremony	100	154.80
6 February 2018	Citizenship Ceremony	120	154.80
6 March 2018	Citizenship Ceremony	110	154.80
3 April 2018	Citizenship Ceremony	130	154.80
3 May 2018	Staff Farewell	95	479.90
5 May 2018	Rockingham Art Awards	160	384.29
7 May 2018	Citizenship Ceremony	125	154.80
23 May 2018	Volunteer Celebration	100	379.47
2 July 2018	Citizenship Ceremony	128	154.80
3 July 2018	Citizenship Ceremony	111	154.80
6 August 2018	Citizenship Ceremony	114	154.80
7 August 2018	Citizenship Ceremony	98	154.80
8 August 2018	Business After Hours	100	509.70
3 September 2018	Citizenship Ceremony	101	154.80
4 September 2018	Citizenship Ceremony	101	154.80
12 September 2018	Volunteer Celebration	139	464.31
20 September 2018	Sportstar Awards	120	433.00
1 October 2018	Citizenship Ceremony	114	154.80
19 October 2018	Pioneers Luncheon	169	552.00
5 November 2018	Citizenship Ceremony	130	154.80
9 November 2018	Annual Recognition	120	514.50
Total			\$5,729.57

* Actual cost for Citizenship ceremonies consumption was not kept in 2018. An average figure has been allocated.

2019 Event/Function	Event/Function Name	Approximate attendees	Total Beverage Consumption \$
4 February 2019	Citizenship Ceremony	120	141.60
5 February 2019	Citizenship Ceremony	120	177.00
5 March 2019	Citizenship Ceremony	110	120.30
25 March 2019	Ako Children's Choir Welcome Reception	41	137.70
8 April 2019	Citizenship Ceremony	114	180.10
4 May 2019	Rockingham Art Awards	120	481.58
6 May 2019	Citizenship Ceremony	107	189.70
7 May 2019	Citizenship Ceremony	122	143.40
23 May 2019	Volunteer Celebration	85	425.00
4 June 2019	Citizenship Ceremony	133	138.50
1 July 2019	Citizenship Ceremony	138	171.20
17 July 2019	Volunteer Celebration	142	445.60
5 August 2019	Citizenship Ceremony	123	177.80
7 August 2019	Business After Hours	100	539.30
2 September 2019	Citizenship Ceremony	114	125.90
3 September 2019	Citizenship Ceremony	125	123.30
19 September 2019	Sportstar Awards	110	774.00
7 October 2019	Citizenship Ceremony	125	168.80
11 October 2019	Pioneers Luncheon	183	762.00
26 October 2019	Castaways	170	762.00
4 November 2019	Citizenship Ceremony	124	234.50
8 November 2019	Joint Naval Reception (Costs shared with Cities of Kwinana and Cockburn and the South West Group)	67	92.90
15 November 2019	Annual Recognition Function	85	476.30
Total			\$6,988.48

It should be noted that the research undertaken excludes the occasional hospitality that may occur for operational matters and those where a shared obligation exists such as the South West Group, WALGA Zone meetings, etc.

The City researched other local governments to ascertain their approach to the provision of alcohol at civic functions. This involved a desktop search of Council policies in conjunction with some direct consultation.

Of those researched, the following local governments had no specific Council policy relating to the service of alcohol on civic occasions –

City of Belmont	City of Bayswater	City of Canning	City of Cockburn
City of Fremantle	City of Joondalup	City of Kwinana	City of Melville
City of Perth	City of Stirling	City of Swan	City of Wanneroo

While some of the above local governments had varying degrees of policies in relation to the provision of civic functions and events, with two referencing “light refreshment”, none appeared to refer to, or specify, the provision of alcohol on these occasions. Similar to that which exists with the City of Rockingham, most local governments researched had a list of common civic events and functions, with the discretion to hold extra-ordinary receptions up to the Mayor (in consultation with the CEO).

General feedback was that alcohol was provided free at civic occasions and the provision of alcohol was at the Mayor’s and/or CEO’s discretion. Of the local governments researched only the Shire of Serpentine-Jarrahdale had policy in relation to the service of alcohol – “Refreshment and Alcohol Policy” and “Alcohol Consumption”. These policies provided the parameters for the service of free alcohol at civic occasions, but did not prohibit it.

Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

A number of metropolitan local governments were consulted in respect to this matter.

c. Strategic

Community Plan

This item addresses the Community’s Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the 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 with a transparent, accountable, ethical and compliant environment.*

Strategic Objective: *Key stakeholder partnerships – Foster relationships and partnerships with key stakeholders to achieve enhanced community outcomes.*

d. Policy

Three Council policies relate to functions and/or events provided by the City. These are –

- Australia Day Functions and Awards
- Councillor Lounge
- Functions hosted by Council

These policies have been identified as requiring review. The provision of alcohol is not identified in any of Council’s current policies.

e. Financial

The annual cost of the provision of alcoholic beverages (for all City conducted functions, events and the Councillors’ Lounge) is estimated as less than \$10,000pa.

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

As stated in the December 2019 report to Council, it is commonplace for corporate and community organisations to host functions and events to recognise and celebrate stakeholders, and at which alcohol is provided within appropriate parameters.

As demonstrated from the research undertaken, one of the traditional civic functions of a local government is to recognise the contributions and successes of community members and stakeholders. It is important for local government to appropriately acknowledge, encourage, support and engage its community through events and functions, including the responsible service of alcoholic beverages.

Over the past five or more years the City of Rockingham has taken a prudent approach to the conduct of civic events and functions; reducing their number, changing the manner of catering style, and providing a greater focus on the purpose of recognition. The functions are well managed and the re-focus has delivered significant savings to the City.

The cost and consumption of alcoholic beverages across these functions is modest (given the size and number of events), as is demonstrated in the research. As previously mentioned the City ensures the responsible service of alcohol and it is exceptionally rare for guests at events to 'abuse' the City's hospitality.

Council's policies as identified earlier in this report are due for review and will be directed through the Governance Review Committee by October¹ 2020. The research undertaken in the preparation of this report will help inform the review of those policies. The inclusion of policy provisions on the service of alcohol will be considered in the review.

In summary, the City hosts a range of functions and events which include the responsible service of alcohol. These functions are purpose focused, well managed and in the vast majority attended by members of the Rockingham community who are appreciative of the City's hospitality. The City's current approach to the delivery of these functions and the provision of alcohol on these occasions is considered appropriate and is very similar to most, if not all local governments in Western Australia.

Voting Requirements

Simple Majority

Officer Recommendation

That Council –

1. **RECEIVES** the information in respect to the provision of free alcohol at civic functions and events; and
2. **DIRECTS** the CEO to review the following policies through the Governance Review Committee by October 2020 –
 - Australia Day Functions and Awards
 - Councillor Lounge
 - Functions hosted by Council

¹ Deadline extended due to impact of COVID-19 on resourcing for non-essential business.

Committee Recommendation

Moved Cr Buchanan, seconded Cr Buchan:

That Council –

1. **RECEIVES** the information in respect to the provision of free alcohol at civic functions and events; and
2. **DIRECTS** the CEO to review the following policies through the Governance Review Committee by October 2020 –
 - Australia Day Functions and Awards
 - Councillor Lounge
 - Functions hosted by 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 Governance and Councillor Support



Reference No & Subject:	GM-017/20	Delegation of Authority – Local Government to Chief Executive Officer and Other Employees (<i>Absolute Majority</i>)
File No:	CPM/130	
Proponent/s:		
Author:	Mr Peter Varris, Manager Governance and Councillor Support	
Other Contributors:	Ms Sue Langley, A/Governance Coordinator	
Date of Committee Meeting:	21 July 2020	
Previously before Council:	27 July 2010 (CES126/70), 28 September 2010 (CES161/9/10), 28 June 2011 (ES-020/11), 24 July 2012 (GCS-009/12), 27 August 2013 (GCS-007/13), 22 July 2014 (GMS-011/14) and 24 November 2015 (GMS-026/15), 27 September 2016 (GMS-018/16), 25 July 2017 (GMS-013/17), 29 August 2018 (GM-026/19), 27 August 2019 (GM-018/19)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	City of Rockingham Delegated Authority – Local Government to Chief Executive Officer and Other Employees dated July 2020	
Maps/Diagrams:		

Purpose of Report

For Council to consider a review of delegations to the Chief Executive Officer (CEO) and other relevant employees in accordance with section 5.46(2) of the Local Government Act 1995 (the Act).

Background

Section 5.42 of the Act states that the local government by absolute majority may delegate to the CEO to exercise any of its powers or the discharge of any of its duties other than those referred to in section 5.43 or the Planning and Development Act 2005 section 214(2), (3) or (5).

Section 5.45(2) requires that delegations are to be reviewed at least once every financial year.

Details

A review of the delegations was undertaken to verify head of power, update legislation and other information. All delegations created by resolution in the forthcoming year will be added to the register as they are made to ensure they are captured and exercised/actioned.

Implications to Consider

a. Consultation with the Community

Not Applicable

b. Consultation with Government Agencies

Not Applicable

c. Strategic

Community Plan

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

Not Applicable

e. Financial

Not Applicable

f. Legal and Statutory

In accordance with section 5.46 of the Local Government Act 1995 the Chief Executive Officer is to keep as register of any delegations made to the Chief Executive Officer and employees. At least once every financial year the delegation need to be reviewed by the delegator.

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

A review of the delegations are listed below with the amendments that have been made. There have been typographical and formatting corrections made that will not be specified in detail.

Some delegations have been established and / or modified to reflect existing Council Policy. These have been changed to remove any doubt as to the authority provided to the CEO through adopted policy.

No.	Delegation Name	Amendments
1.2	Variation and Extension of Contracts	Modified to include approval of variations of contracts in accordance with the Procurement Framework and associated policy (for clarity purposes).
1.7	Execution of Lease Documents	Modified to include in accordance with Council's Leasing Policy and lease agreement conditions (for clarity purposes).
1.20	Execution of Documents / Common Seal	New delegation – in accordance with Council Policy (for clarity purposes).

No.	Delegation Name	Amendments
4.3	Bush Fires Act – Prosecutions	Inclusion of the Fire Prevention Officer and Emergency Liaison Officer – s59A(2) only.
4.7	City of Rockingham Parking Local Law 2018 / Local Government (Parking for People with Disabilities) Regulations 2014	Include Local Government (Parking for People with Disabilities) Regulations 2014 for clarity purposes.
7.2	Planning and Development Act 2005 – Other Delegations	Add new clause 9. Refund Planning Fee - The ability to refund or reduce a Development Application fee when it is withdrawn by an applicant. This delegation does not apply to a Development Assessment Panel application fee. Legislation - Planning and Development Act 2005 and Planning and Development Regulations 2009
-	Provision of Baldivis Fire and Rescue Services	Deleted - delegation no longer needed as the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 has been deleted and all brigades are now under the control of the State.
-	City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001	Deleted - the City of Rockingham repealed all local laws relating to Bush Fire Control and Bush Fire Brigades effective 14 April 2020.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council **APPROVES** the reviewed delegations under the Local Government Act 1995 and other Acts and Regulations as per the attachment 'City of Rockingham Delegated Authority – Local Government to Chief Executive Officer and Other Employees dated July 2020'.

Committee Recommendation

Moved Cr Liley, seconded Cr Edwards:

That Council **APPROVES** the reviewed delegations under the Local Government Act 1995 and other Acts and Regulations as per the attachment 'City of Rockingham Delegated Authority – Local Government to Chief Executive Officer and Other Employees dated July 2020'.

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



Reference No & Subject:	GM-018/20	Council Policy – Recording and Streaming Council Meetings
File No:	GOV/7	
Proponent/s:		
Author:	Ms Tamara Clarkson, Project Officer	
Other Contributors	Mr Peter Varris, Manager Governance and Councillor Support	
Date of Committee Meeting:	21 July 2020	
Previously before Council:	25 August 2015 (GMS-011/15), 22 May 2018 (GM-013/18), 20 November 2018 (GM-042/18), 10 December 2019 (GM-033/19), 24 March 2020 (GM-010/20 item deferred), 26 May 2020 (GM-013/20)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To consider public submissions received on a draft Council Policy to establish protocols for the streaming and recording of Council meetings.

Background

At its meeting in December 2019, Council resolved the following -

That Council:

1. **SUPPORTS** audio and video recording of Council meetings, including live-streaming; and
2. **DIRECTS** the CEO to prepare a draft policy within three months that supports and allows audio and video recordings of Council meetings, including live-streaming.

At its meeting in March 2020 due to unprecedented challenges of COVID-19, Council resolved the following –

That Council DEFERS consideration of Agenda Item GM-010/20 Proposed Council Policy – Recording and Streaming Council Meetings.

At its 26 May 2020 Council Meeting, Council resolved the following –

That Council -

1. **APPROVES** the draft Council Policy – “Recording and Streaming of Council meetings” for the purpose of public consultation; and
2. **APPROVES** the implementation of the policy ‘as is’ as an interim measure for any recording made during the current public health emergency –

Details

The draft Policy establishes the requirements for the audio and video recording and live streaming of Council meetings and how establishes how the recordings may be use and made available.

Adverting commenced on 28 May 2020 on the City's website and subsequently in the local newspaper. At the conclusion of the public submission period, 10 submissions were received.

Implications to Consider

a. Consultation with the Community

An advertisement was published in the Sound Telegraph (10 June 2020) inviting submissions from the public on the draft policy in accordance with the requirements of Council's Policy Framework. Invitations for comment were also invited through the City's website from Thursday 28 May 2020 with submissions to be received by close of business 19 June 2020.

The draft Council Policy was advertised for public comment in the local newspaper and the City of Rockingham website (Share Your Thoughts) for a period of 23 days concluding on 19 June 2020.

Ten submissions were received on the draft policy. The public comments have been detailed along with an officer response in the following table.

No.	Submission Note: These are as received and unedited	Comment
1	Regarding this brilliant proposal I welcome the opportunity to share and potentially offer feedback across the decision making process. 100% support and endorse this policy to take effect as soon as practicable. Good on you all for embracing this technology and also the opportunity to meet your electorate.	<i>Noted.</i>
2	I believe that live streaming would be an excellent idea. Its progressive, informative, would be an advantage for disabled people and overall a forward thinking move.	<i>Noted.</i>
3	Absolutely. Make it so.	<i>Noted.</i>
4	Support. Should have nothing to hide from rate payers.	<i>Noted.</i>
5	Good idea how can they be accessed off camera tim3 to protect confidential discussions	<i>Noted.</i>
6	I support this proposed policy to increase accessibility to Council meetings and for better transparency of Council proceedings.	<i>Noted.</i>
7	It is about time the Council meetings were live streamed and if not live streamed then definitely recorded and uploaded for all to see and listen to later. Council have an obligation to the community and ratepayers to be transparent.	<i>Noted.</i>

No.	Submission Note: These are as received and unedited	Comment
8	Long overdue. Federal and state governments are transparent and available to view. Local 'government' needs to catch up. Commence streaming as soon as practical. Fyi. It can be done much cheaper than 600,000 bobs.	Noted.
9	I support the proposed policy about the audio and video recording and live streaming of Council Meetings.	Noted.
10	So good to see a common sense approach to meetings being available to all. about time.	Noted.

b. Consultation with Government Agencies

A number of Western Australian local governments were contacted in respect to their approach to live streaming and recording of council meetings.

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

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

e. Financial

The cost of advertising the draft Council Policy was sourced from the Governance and Councillor Support Team advertising budget (210018.1204) and was \$369.56.

There is \$43,000 in the 2020/2021 for the Live Streaming project. Some additional funding would be sourced from the Chamber refurbishment budget based on economies of scale (electrical, digital electronic installations).

f. Legal and Statutory

Section 5.23 of the *Local Government Act 1995* states that (with some exceptions) all Council Meetings are to be open to the public.

Clause 8.5 of the City of Rockingham Standing Orders Local Law 2001 provides that no person is to use a visual or vocal recording device or instrument to record the proceedings of Council without written permission of Council. The adoption of this policy would constitute the Council's written permission for the CEO to record the meeting.

g. Risk

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

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

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

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

Nil

Comments

The draft Council Policy addresses the overarching framework for audio and video recording and live streaming of Council meetings and outlines how the recordings will be used and made available.

As previously noted, implementation of video / audio recording faces some logistical challenges. The City is awaiting the outcomes of the Accommodation Feasibility Study as identified in a report to Council in December 2019 which, amongst its scope, will consider the civic space requirements for committee and council meetings. The Council Chambers is due for refurbishment which would focus on increasing the usability of the venue, making it more multifunctional. Elements would include an upgrade of sound proofing, seating arrangements, more appropriate security, accessibility for people with disabilities, integrating the ability to hold Committee meetings and other similar meetings, and technology upgrades to allow presentations.

As has been stated in earlier reports, it would be prudent to implement recording/streaming with the refurbishment of the Chambers. Once adopted, the policy will guide the City in the implementation of the recording/streaming environment.

COVID-19 provided an opportunity for Council to utilise technology to host the June 2020 Council Meeting via Zoom. This meeting was not without issues however; these can be addressed and overcome.

The policy is recommended to Council for adoption unchanged.

Voting Requirements

Simple Majority.

Officer Recommendation

That Council:

1. **ADOPTS** the Council Policy, "Recording and Streaming Council Meetings".
2. **DIRECTS** the Chief Executive Officer to implement audio and video recording and live streaming of Council Meetings during the 2020/2021 financial year.

Committee Recommendation

Moved Cr Buchan, seconded Cr Edwards:

That Council:

1. **ADOPTS** the Council Policy, "Recording and Streaming Council Meetings" as follows -

Recording and Streaming Council Meetings

Council Policy Objective

To provide the requirements for the audio and video recording and live streaming of Council Meetings and establish how the recordings may be used and made available.

This policy seeks to promote greater access for the community to the Council decision making process.

Council Policy Scope

This policy applies to all Ordinary and Special Council Meetings held in the Council Chambers.

Council Policy Statement

Recording and Streaming

Ordinary and Special Council Meetings must be streamed online via the City's website, with the exception of confidential items in accordance with Section 5.23 of the *Local Government Act 1995* and periods of adjournment or as determined by the Presiding Member.

Signage must be displayed notifying attendees that the meeting is audio and video recorded and live streamed.

The Presiding Member must ensure an announcement is made at the start of every meeting stating -

"In accordance with clause 8.5 of the City of Rockingham Standing Orders Local Law 2001, Council has given permission for the administration to record proceedings of this meeting.

Council Meetings are streamed live on the internet in accordance with the City's Policy – Recording and Streaming Council Meetings. By being present at this meeting, members of the public consent to the possibility that their image and voice may be live streamed to public. Recordings will be made available on the City's website following the meeting.

The City of Rockingham disclaims any liability for any loss arising from any person or body relying on any statement, discussion, recommendation or decision made during this meeting.

Where an application for an approval, a licence, or the like is considered or determined during this meeting the City warns that neither the applicant nor any other person or body should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it or the refusal of the application has been issued by the City. The official record of the meeting will be written minutes kept in accordance with the Local Government Act 1995 and any relevant regulations.

Public question time and deputations will not be recorded."

The Presiding Member may authorise, at their discretion, streaming to cease at any time subject to the Standing Orders.

Cameras are positioned so that images of the public gallery will not be captured. Public question time and deputations must not be streamed or recorded. The audio and video recording of the meeting must be made available on the City's website as soon as practicable after meeting conclusion.

All recordings must be retained as a City's records in accordance with the *State Records Act 2000* for a period of one year.

Other matters

Under the *Copyright Act 1968*, the City reserves all rights in relation to its copyright of the web stream and recording. Copying or distribution of any part of the web stream or recording is not permitted. City of Rockingham prohibits any reproduction, distribution, republication and/or retransmission of Council meeting audio and video recordings without prior written consent of the City.

The official record of the meeting is the adopted minutes of that meeting kept in accordance with the Act. People should avoid acting on a recording and await the official notification from the City on a decision made at a Council meeting.

Opinions expressed or statements made by persons during the course of Council Meetings, and contained within video and audio recording, are the opinions or statements of those individual persons, and are not necessarily opinions or statements of the City.

Attendance at Council meetings do not provide Councillors, staff or members of the public with Absolute Privilege and comments may be subject to the rule of defamation and legislation.

Appropriate training is to be made available to Councillors and City Officers on public speaking and presenting in a recorded environment.

Executive Policy and Procedures

The Chief Executive Officer is to maintain relevant Executive Policies and / or Procedures to ensure streaming and audio and video recording is operated effectively in accordance with Statutory and Council Policy Requirements.

Definitions

Absolute Privilege – An absolute defence to an otherwise defamatory statement because of the venue or context in which the statement was made.

Presiding Member - The person who is the presiding member of a council.

Legislation

Local Government Act 1995

Local Government (Administration) Regulations 1996

State Records Act 2000

Copyright Act 1968

Other Relevant Policies/ Key Documents

City of Rockingham Standing Orders Local Law 2001

Code of Conduct

Responsible Division

General Management Services

Review Date

July 2023

2. **DIRECTS** the Chief Executive Officer to implement audio and video recording and live streaming of Council Meetings during the 2020/2021 financial year.

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 Infrastructure Planning



Reference No & Subject:	CD-014/20 Community Sporting and Recreation Facilities Fund Small Grants 2020/2021 Application Assessment and Ranking
File No:	GRS/8-08
Proponent/s:	1. City of Rockingham 2. Singleton Social and Sporting Association
Author:	Mr Gary Rogers, Manager Community Infrastructure Planning
Other Contributors:	Mr Matthew Emmott, Community Infrastructure Planning Officer Mrs Kasey Sheridan, Community Infrastructure Project Officer
Date of Committee Meeting:	21 July 2020
Previously before Council:	
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Executive
Site:	1. Lot 555, Georgetown Drive, Safety Bay (Reserve No. 37830) 2. Lot 4064, Cavender Street, Singleton (Reserve No. 43022)
Lot Area:	
Attachments:	
Maps/Diagrams:	1. Georgetown Reserve location 2. Singleton - Golden Bay Tennis Club location

Purpose of Report

To seek Council approval to submit two funding applications to the Department of Local Government, Sport and Cultural Industries, Community Sport and Recreation Facilities Fund, 2020/2021 July Small Grants Round.

Background

The Community Sporting and Recreation Facilities Fund (CSRFF) is a funding program offered by State Government through the Department of Local Government, Sport and Cultural Industries (DLGSC). The program provides financial assistance to community groups and local governments to develop infrastructure for sport and recreation. The program aims to maintain or increase participation in sport and recreation, with an emphasis on physical activity through the rational development of good quality, well-designed and well-utilised facilities.

Applicants must be an incorporated, not for profit sporting, recreation or community organisation, or a local government entity. Projects must be developed on land which is a Crown reserve, land owned by a public authority, or municipal property.

Applications for the small grant rounds are accepted twice per calendar year.

Projects with a total cost that does not exceed \$300,000 are eligible to apply in the small grant rounds for up to one third of the total project cost, to a maximum grant amount of \$100,000.

All applications are required to be submitted to the relevant local government authority for initial review, assessment and prioritisation using the criteria developed by the DLGSC.

Subject to Council approval, applications are then submitted to DLGSC for assessment. Applications for the 2020/2021 July small grants close on Friday 14 August 2020.

Details

Two applications are being considered for submission to the DLGSC. One application from the City of Rockingham and one application from the Singleton Social and Sporting Association.

A summary of each application is provided below.

1. City of Rockingham – Georgetown Reserve Floodlighting Upgrade

Georgetown Reserve is an important piece of active reserve space located in the suburb of Safety Bay in the City's Coastal North Sub District. The reserve is home to the Warnbro Strikers Soccer Club in winter and the Rockingham Raptors Tee Ball Club in summer.

The project includes the upgrade of floodlighting at Georgetown Reserve. The floodlighting will be upgraded from the current provision of four light towers to six, this upgrade will ensure the reserve is serviced by the same provision of lighting as other recent upgrade and new floodlighting projects across the City. The estimated cost for this project is \$250,000.

The upgraded floodlighting will light all soccer fields to 50 lux to meet the relevant Australian Standards for training level lighting. The primary field will have the capacity to also be lit to 100 lux to meet competition requirements.



Figure 1: Georgetown Reserve location

2. Singleton Social and Sporting Association – Tennis Court Resurfacing

The Singleton Social and Sporting Association (SSSA) was established in 2017 and consists of Associate Clubs and Community Groups. The Associate Club requesting the grant is the Singleton-Golden Bay Tennis Club Inc. (SGTC). The tennis courts are leased as part of the Singleton Community Centre facility located at Lot 4064, Cavender Street, Singleton (Reserve No. 43022). The

SSSA lease the facility from the City with the SGBTC occupying the tennis courts. The SGTC currently have 45 active members who play and train on a regular basis and 2019 saw approximately 300 casual users book the courts. Regular after school coaching clinics for children within the local community are also run from the facility.

The four tennis courts are approximately 30 years old with the last resurfacing completed over 10 years ago. Tennis West have audited the courts and commented that they are showing excessive wear and identified issues with water pooling on the surface.

The SGTC have reported an increasing number of players suffering injuries, due to uneven playing surfaces underfoot. The SGTC is concerned that it will experience a significant loss of membership and subsequent revenue if the courts are not resurfaced to an appropriate standard, this would also lead to a strain on the continued club operation.

Under the current lease the SSSA are responsible for the upkeep and replacement of the tennis courts.

The project proposed by the SSSA in conjunction with the SGTC is to resurface the four courts with two of the courts also requiring drainage works to be undertaken.

The upgrade of the courts may encourage new members to the club and will provide a safe playing surface for all users.



Figure 2: Singleton - Golden Bay Tennis Club location

Implications to Consider

a. Consultation with the Community

Officers have discussed the relevant grants and projects with representatives from the following State Sporting Associations during the preparation of the City's applications:

- Football West; and
- Tennis West.

b. Consultation with Government Agencies

As required by CSRFF guidelines, applicants have liaised with representatives of the DLGSC. Applications will be forwarded to the DLGSC for assessment subject to Council approval.

c. Strategic

Community Plan

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

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

Strategic Objective: *Services and facilities: Provide cost effective services and facilities which meet community needs.*

Aspiration 3: *Plan for Future Generations*

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

d. Policy

As per the City's Leasing Policy, Consent for Addition or Alteration of Leased Premises has been requested by the City Properties Team for the Singleton Social and Sporting Association Tennis Court Resurfacing project.

e. Financial

Funding for the implementation of the Georgetown Reserve Floodlighting Upgrade is included within the City's 2020/2021 Budget.

An application will be submitted to the DLGSC requesting \$83,333 for the Georgetown Reserve Floodlighting Upgrade.

Singleton Social and Sporting Association is applying for a \$27,770 grant from the DLGSC.

The SSSA has also applied for a \$50,000 Community Infrastructure Capital Grant as part of the City's 2020/2021 Community Grants Program. The outcomes for Round 2 funding are not known until October 2020. This grant will be subject to the approval of CSRFF funding application or the confirmation of an alternative source of funding.

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

All applications received have been assessed and then ranked using the prescribed assessment criteria. A summary of each assessment is detailed below.

1. Georgetown Reserve Floodlighting Upgrade

Criteria	Satisfactory	Unsatisfactory	Not relevant
Project justification	Ü		
Planned approach	Ü		
Community input	Ü		
Management planning	Ü		
Access and opportunity	Ü		
Design	Ü		

Criteria	Satisfactory	Unsatisfactory	Not relevant
Financial viability	ü		
Co-ordination	ü		
Potential to increase Physical activity	ü		
Sustainability	ü		

Current sports floodlighting provision at Georgetown Reserve is limited to training level lighting only which only provides floodlighting to a small area of playing space either side of the clubrooms. Due to the limited floodlighting available at the reserve, the City has noticed over the years, significant wear and tear on the reserve in the areas which are floodlit. This has significant impact in particular during the winter season both in the reserve space available for training, as well as the clubs ability to schedule suitable training time to each of their teams. The limited amount of lighting at the reserve also limits the hours available to train at the reserve due to the lit space available.

In recent years the City has noticed an increased demand for access to suitable winter sporting facilities. This demand has also been noticeable for facilities where the sport of soccer is offered. In recent years the City has upgraded or provided floodlighting on a number of reserves where soccer is the primary winter user of the space. The upgrade of the lighting at Georgetown Reserve will ensure that the City is able to provide suitable sporting facilities (which includes floodlighting) on a City wide equity basis.

The project is financially viable with funding confirmed through the City's Business Plan. Designs and specification to complete the work have been developed which takes into consideration best value for money and the use of sustainable LED light fittings.

The project will increase physical activity through improved floodlighting provision to the whole active reserve space, offering opportunities for existing clubs to increase membership.

The project is well planned and needed by the municipality and is considered the highest priority for the City.

2. Singleton Sports and Community Association – Tennis Court Resurfacing

Green replacement	Satisfactory	Unsatisfactory	Not relevant
Project justification	ü		
Planned approach	ü		
Community input			ü
Management planning	ü		
Access and opportunity	ü		
Design	ü		
Financial viability	ü		
Coordination	ü		
Potential to increase physical activity	ü		
Sustainability	ü		

Following requests by the SGTC to have their courts inspected, audits were complete in 2020, by the City, and supported by Tennis West which identified that the current court surfaces were in need of attention. The inspections identified a number of issues with the current courts surfaces which included:

- Uneven surfaces which pose a trip hazard;
- Exposed fibreglass matting in the surface due to excessive wear (some areas approx. 15m2 in size);
- Cracking in various sections of the courts ranging in length from 300mm to 4m; and
- Water pooling on the southern courts.

The proposed surface replacement utilises a product that is regarded by Tennis Australia as a tier 1 product. SSSA have indicated that the next scheduled resurfacing would be in approximately 10 years, with funds raised through yearly court hire to be set aside to cover these costs.

The project will increase physical activity as courts will be upgraded to a suitable standard to ensure the safety of those utilising the space. This presents an opportunity for the club to increase membership and attract new participants to the sport. The works will also allow the courts to be safely utilised during the wetter months and court improvements will encourage the return of the players with mobility issues.

The total project cost exclusive of GST is \$88,315.00, with the Club seeking grant funding for one third of this amount through CSRFF. The City has received a Community Infrastructure Capital Grant (CICG) application for the maximum amount of \$50,000 which is currently being assessed by Officers. An outcome on this grant will be determined at the October 2020 Council meeting. The Club proposes to fund the remainder of the project through cash and in kind contributions as per the below table.

Contributor	Amount (ex GST)	Confirmed
Singleton Sports and Community Association (cash contribution)	\$5,545.00	Yes
Singleton Sports and Community Association (in-kind contribution)	\$5,000.00	Yes
City of Rockingham (CICG)	\$50,000.00	Pending (October 2020)
Department of Sport and Recreation (CSRFF)	\$27,770.00	No
Total	\$88,315.00	

This project is heavily reliant on grant funding and it is likely that the project will be delayed if their CSRFF application is not successful. The Club has identified that both the City and DGLSC funding will be required for the project to be completed.

The City has had discussions with Tennis West who have identified that this project is a priority due to the current condition of the courts.

This is a well-planned project that is needed by the applicant and subject to Council approval will be submitted as the City's second priority application.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **APPROVES** the submission of the following applications to the Department of Local Government, Sport and Cultural Industries, Community Sport and Recreation Facilities Fund, 2020/2021 July Small Grants Round in the following priority order:

- Georgetown Reserve Floodlighting Upgrade application as first priority
- Singleton Tennis Club Court Maintenance application as second priority

Committee Recommendation

Moved Cr Liley, seconded Cr Edwards:

That Council **APPROVES** the submission of the following applications to the Department of Local Government, Sport and Cultural Industries, Community Sport and Recreation Facilities Fund, 2020/2021 July Small Grants Round in the following priority order:

- Georgetown Reserve Floodlighting Upgrade application as first priority
- Singleton Tennis Club Court Maintenance application as second priority

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



Reference No & Subject:	CD-015/20	Rockingham Education and Training Advisory Committee change of representation (<i>Absolute Majority</i>)
File No:	CSV/3100-03	
Proponent/s:		
Author:	Mr Sam Hegney, Acting Coordinator Recreation and Wellbeing	
Other Contributors:	Ms Olivia Forsdike, Community Development Officer Ms Julia Dick, Collaborative Manager Community Capacity Building	
Date of Committee Meeting:	21 July 2020	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

For Council to appoint Mr Gary Anderson as the Department of Education (South Metropolitan Education Regional Office) representative to the Rockingham Education and Training Advisory Committee (RETAC).

Background

Ms Rosalba Butterworth was appointed as the Department of Education (South Metropolitan Education Regional Office) representative to the Rockingham Education and Training Advisory Committee following the resignation of Jim Bell in February 2020. Following position and staff changes at the Department of Education, schools within Rockingham no longer fall into the portfolio of Ms Rosalba Butterworth, and as such, her representation will no longer be relevant.

Mr Anderson was a member of the Rockingham Education and Training Advisory Committee between 2016 and 2019, resigning from his position in June 2019, due to internal staff changes.

Details

Mr Gary Anderson is now the Assistant Regional Executive Director at the South Metropolitan Education Regional Office and is considered the relevant representative. The Department of Education's (South Metropolitan Education Regional Office) new nomination to RETAC is Mr Gary Anderson.

Implications to Consider

a. **Consultation with the Community**

Nil

b. **Consultation with Government Agencies**

Department of Education

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 4: *Deliver Quality Leadership and Business Expertise*

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

d. **Policy**

The Governance and Meeting Framework Council Policy outlines the membership composition and appointment of memberships on Advisory Committees. The RETAC membership composition requires a Department of Education representative.

e. **Financial**

Nil

f. **Legal and Statutory**

Local Government Act 1995 Section 5.10 (1) A Committee is to have as its members (a) persons appointed by absolute majority by the local government to be members of the committee.

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 appointment of Mr Gary Anderson is in line with the Department of Education's review of work boundaries which has identified Mr Anderson as the relevant RETAC member.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council **APPOINTS** Mr Gary Anderson as member of the Rockingham Education and Training Advisory Committee, representing the Department of Education (South Metropolitan Education Regional Office).

Committee Recommendation

Moved Cr Liley, seconded Cr Buchanan:

That Council **APPOINTS** Mr Gary Anderson as member of the Rockingham Education and Training Advisory Committee, representing the Department of Education (South Metropolitan Education Regional Office).

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



Reference No & Subject:	CD-016/20	Recommendation from the Community Grants Program Committee Meeting held on 18 June 2020
File No:	GRS/48-04	
Author:	Ms Andrea Clark, Community Development Officer	
Other Contributors:	Ms Belinda Trowbridge, Coordinator Community Capacity Building	
Date of Committee Meeting:	21 July 2020	
Disclosure of Interest:	<p>Cr Edwards declared an Impartiality Interest in item CD-016/20 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 she is friends with Mr Reddick and has made a donation to the start-up of the radio station</p> <p>Cr Sammels declared an Indirect Financial Interest in Item CD-016/20 - Recommendations from the Community Grants Committee, as per Sections 5.61 and 5.65 of the Local Government Act 1995, as his wife works for the Fremantle Lucy Saw Centre Association Inc.</p>	
Nature of Council's Role in this Matter:	Executive	
Attachments:	Minutes of the Community Grants Program Committee Meeting held on 18 June 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 1: Approvals of the Community Grants Program Round One 2020/2021

1. That Council **APPROVES** the allocation of funds for Major Grants and City Infrastructure Grants under the 2020/2021 Community Grants Program Round One, subject to listed additional conditions:

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
A.	City of Rockingham RSL Sub Branch Social Club Inc. Memorial Wall	9,440	9,440
B.	Inspire Online Radio Ltd Inspire Radio Youth Programming	10,000	9,050
C.	The Lucy Saw Centre Association Inc. Rockingham/Kwinana/Mandurah Domestic Family Violence Conference	8,500	8,050

	Community Infrastructure Capital Grant	Amount Requested (\$)	Committee Recommendation (\$)
D.	Rockingham Districts Baseball Club Diamond 2 and 3 - Home Run Fences Additional Grant Conditions: <ul style="list-style-type: none"> • Consultation with Parks Services prior to installation • Rockingham Districts Baseball Club to regularly inspect the fence for damage and report any damage to the City. • Rockingham Districts Baseball Club to keep fence and reserve free from litter. • Rockingham Districts Baseball Club accepting responsibility for payment of any additional cost as a result of GST. 	14,000	14,000

2. That Council **NOT APPROVES** the allocation of funds for Major Events, Major Grants and for Community Infrastructure Grants under the 2020/2021 Community Grants Program Round One:

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
E.	Tourism Rockingham Inc. Welcome to Summer Rockingham Food and Wine Festival	20,000	0

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
F.	Southern Communities Advocacy Legal and Education Service Incorporated (SCALES) Upgrade to Family Violence Unit	5,434	0

	Community Infrastructure Planning Grants	Amount Requested (\$)	Committee Recommendation (\$)
G.	Recreational Trailbike Riders Association of Western Australia South Metro and Peel Regional Trail Bike Master Plan	10,000	0

Officer Recommendation if Different to Advisory Committee Recommendation

Not Applicable

The Officer's Reason for Varying the Advisory Committee Recommendation

Not Applicable

Background

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

Applications for round one were invited from the community and closed 4.30pm Friday, 8 May 2020.

A total of seven applications were received in round one of the Community Grants Program (CGP) and were classified into the following categories:

- Major Event Sponsorship – one application
- Major Grants – four applications
- Community Infrastructure Grants – two 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 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

Should Council approve the CGP Committee recommendation, there will be \$522,814 remaining of an allocated 2020/2021 budget of \$600,000. 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 CGP Committee recommendation for the City Infrastructure Grants, there will be \$168,052 remaining of a 2020/2021 budget allocation of \$182,052.

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 Edwards:

1. That Council **APPROVES** the allocation of funds for Major Grants and City Infrastructure Grants under the 2020/2021 Community Grants Program Round One, subject to listed additional conditions:

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
A.	City of Rockingham RSL Sub Branch Social Club Inc. Memorial Wall	9,440	9,440
B.	Inspire Online Radio Ltd Inspire Radio Youth Programming	10,000	9,050
C.	The Lucy Saw Centre Association Inc. Rockingham/Kwinana/Mandurah Domestic Family Violence Conference	8,500	8,050

	Community Infrastructure Capital Grant	Amount Requested (\$)	Committee Recommendation (\$)
D.	Rockingham Districts Baseball Club Diamond 2 and 3 - Home Run Fences Additional Grant Conditions: <ul style="list-style-type: none"> • Consultation with Parks Services prior to installation • Rockingham Districts Baseball Club to regularly inspect the fence for damage and report any damage to the City. • Rockingham Districts Baseball Club to keep fence and reserve free from litter. • Rockingham Districts Baseball Club accepting responsibility for payment of any additional cost as a result of GST. 	14,000	14,000

2. That Council **NOT APPROVES** the allocation of funds for Major Events, Major Grants and for Community Infrastructure Grants under the 2020/2021 Community Grants Program Round One:

	Major Event Sponsorship	Amount Requested (\$)	Committee Recommendation (\$)
E.	Tourism Rockingham Inc. Welcome to Summer Rockingham Food and Wine Festival	20,000	0

	Major Grants	Amount Requested (\$)	Committee Recommendation (\$)
F.	Southern Communities Advocacy Legal and Education Service Incorporated (SCALES) Upgrade to Family Violence Unit	5,434	0

	Community Infrastructure Planning Grants	Amount Requested (\$)	Committee Recommendation (\$)
G.	Recreational Trailbike Riders Association of Western Australia South Metro and Peel Regional Trail Bike Master Plan	10,000	0

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 Economic Development and Tourism



Reference No & Subject:	CD-017/20	Rockingham Beach Cup 2020 – Request for Iconic Event funding
File No:	ECD/19-04	
Proponent/s:	Rotary Club of Palm Beach W.A.	
Author:	Mr Scott Jarvis, Manager Economic Development and Tourism	
Other Contributors:	Mr Michael Holland, Director Community Development	
Date of Committee Meeting:	21 July 2020	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

For Council to consider providing Iconic Event sponsorship funding to the Rotary Club of Palm Beach W.A. (RCPB) for the running of the 2020 Rockingham Beach Cup (RBC).

Background

At the Council Meeting of 25 July 2017, Council approved annual funding to the RCPB (through the Community Grants Program) of \$20,000 for the 2017, 2018 and 2019 RBC and \$16,000 for the 2017, 2018 and 2019 Rockingham Artists and Artisans Festival.

Council approved an additional \$118,000 funding to the RCPB for the running of the 2019 Rockingham Beach Cup and associated events at the Council Meeting of Tuesday 27 August 2019, taking the total funding to \$156,000 for the 2019 event.

Council also committed an amount of \$8,000 for the City to coordinate a Socio-Economic Impact Assessment for the 2019 RBC.

Details

The RBC is an event owned and run by the RCPB, a local community service group based in the City of Rockingham. The RBC has been planned, managed and run by the RCPB with assistance from local business owners and local not-for-profit organisations, and supported by local volunteers.

The event has been successfully run on three occasions, 2016, 2017 and 2019. The event did not occur in 2018 due to the Rockingham Foreshore redevelopment works.

Confirmed at a Corporate and Community
Development Committee meeting held on
Tuesday 18 August 2020


Presiding Member

Data collected as part of the 2019 Rockingham Beach Cup Socio-Economic Impact Assessment conducted by Lucid Economics indicated the event attracted an estimated 16,000 people to the Rockingham foreshore over the course of the weekend for the race and community festival, plus a further 1,250 paying ticket holders for the race day.

The impact of COVID-19 on international and interstate travel and the restrictions on state borders has resulted in West Australians being encouraged to explore their own backyard, support local businesses and buy local, and to come and “Rediscover Rockingham”.

The 2020 RBC now provides a unique economic and tourism marketing opportunity for the City, as this could be one of the first large events to take place in WA coming out of COVID-19 restrictions, providing an opportunity to leverage additional media support and coverage for this unique and iconic event.

The RBC aligns with the City’s Strategic Community Plan, Tourism Destination Strategy and new Economic Development Strategy.

- Strategic Community Plan - Aspiration 1 states “*Actively Pursue Tourism and Economic Development*”. One of the strategic objectives under this aspiration is “Attractions and events: Seek to host iconic community events and attractions that will entice residents and visitors throughout the year”.
- Tourism Destination Strategy 2019-2024 identified Events Activation (entertainment destination) as one of its six Key Strategic Objectives. One of the actions specified in the strategy was to “Support and promote third party events – RBC horse race, kitesurfing championship etc.”
- Economic Development Strategy 2020-2025 identified that the Rockingham Beach Cup was seen as an important tourism event for the City and one that brings considerable visitation, creating a unique Rockingham experience that profiles the Rockingham foreshore. This event supports tourism growth and economic development, as well as contributes meaningfully to changing the perception of Rockingham. Action Item 7.1.2.6 of the strategy specifies “Allocate annual dedicated funding for Iconic Events which promote economic development and tourism development outcomes”.

The RCPB submitted a proposal to the City on 4 June 2020, seeking commitment for total funding of \$200,000 for the 2020 RBC and associated events. The funding proposal submitted includes allocations for Professional Event Management, Service Provider Tenders, Marketing, Event Launch, Food Festival and Horse Racing.

The RCPB has tentatively scheduled the 2020 RBC for Saturday 14th and Sunday 15th November.

Breakdown of 2020 Funding Submission

Item	Amount
Phase I – Event Preparation - Total \$13,000	
Professional Event Management - <i>Including preparation of comprehensive Risk Mitigation Plan</i>	\$13,000
Phase II – Event Tender - Total \$32,000	
Professional Event Management	\$10,000
Service Provider Tenders - <i>Issue Tenders/Secure Services – staging, fencing, ticketing, parking security.</i>	\$20,000
Marketing - <i>Social Media Campaign & Graphic Design.</i>	\$2,000
Phase III – Total \$155,000	
Professional Event Management	\$40,000
Marketing - <i>4 Week Radio Campaign in lead up to the event, including onsite activation.</i>	\$20,000

Item	Amount
Marketing - <i>Marketing Campaign including Social Media, Influencers, Digital, Press, Editorial and Out of Home.</i>	\$10,000
Marketing - <i>Custom built destination marketing installation, 'Rockingham' sign for placement in the water.</i>	\$20,000
Event Launch - <i>Hosted by COR at a Pop-Up Bar at the look-out on Rockingham Foreshore - Media, Sponsors, Travel Industry & Horse Racing Industry.</i>	\$10,000
Food Festival - <i>Food festival style event, live band, stage program. Launch Fireworks</i>	\$20,000
Horse Race - <i>Sunday Horse Racing, Community Festival, Markets, Big Screen Live Streaming.</i>	\$35,000
Total	\$200,000

The RCPB submission and scheduling is structured in Three Phases – Event Preparation, Event Tender and Event Delivery. This approach has been taken to provide financial protections given the current COVID-19 restrictions.

The submission specifies that “should social restrictions not be eased by September 2020, RBC will postpone the event until November 2021.”

- **Phase I - Event Preparation: \$13,000 (June 2020 – July 2020)**

Should COVID-19 social restrictions require the Event to be rescheduled to 2021, Phase I funding would be non-refundable to the City of Rockingham. However, event preparation in 2020 is transferrable to 2021 and will allow PBRC to deliver the Rockingham Beach Cup in 2021. Therefore no Phase I funding would be required for the RBC in 2021.

- **Phase II - Event Tender: \$32,000 (Aug 2020 – Sept 2020)**

In the event that COVID-19 social restrictions require the event to be rescheduled to 2021, a total of \$20,000 of the Phase II funding will be refundable to the City.

All tenders issued will have a fully refundable deposit clause up to 4 weeks before the event. (14 October 2020).

- **Phase III - Event Delivery \$155,000 (Oct 2020 – Nov 2020)**

Phase III will encompass Event Delivery over the period October 2020 – November 2020.

In the event that COVID-19 social restrictions require the Event to be rescheduled to 2021, Phase III funding (excluding spent event management hours and commenced marketing bookings) will be refundable to the City of Rockingham.

Maximum Total Funding Loss due to Event Cancellation.

- Phase I - Event preparation for 2020 is transferrable to 2021 = \$0.
- Phase II - Event cancelled on or prior to 30 September 2020 = \$12,000.
- Phase III - Event cancelled on or prior to 13 October 2020 = \$45,000 (\$33,000 + Phase II)

All decisions on the scheduling and cancellation of the event will be made in full consultation with the City.

The RBC should be considered as an iconic event, as it is the only beach horse racing event in Western Australia, and one of only two in Australia (the other being in Mackay, Queensland). It is an established event which provides demonstrated, significant direct economic stimulus to the Rockingham regional economy, based on the 2019 RBC Socio-Economic Impact Assessment conducted by Lucid Economics.

RBC 2019 - Economic Benefits

- Attracted over 16,000 attendees, including over 7,000 visitors to Rockingham
- Injected a total of \$1.3 million into the local economy, including \$597,907 in visitor expenditure

- Of the 7,000 visitors (those who came from outside the Rockingham local government area) to the event, 966 stayed overnight in the Rockingham region.

The event was very successful in attracting leisure visitors, with 43% of all attendees coming from outside the City. The event received very favourable feedback from attendees, with 89% of attendees citing they were 'very satisfied' or 'satisfied' with the event, and 73% of attendees planning to attend the event next year.

Visitors from outside Rockingham generated a total net increase of \$580,000 in Gross Regional Product (GRP) and seven jobs (full-time equivalent positions) in the local economy. When expenditure from the local residents is included, the total economic contribution of the event generated \$1.3 million in GRP terms and a total of 13 jobs (directly and indirectly).

The 2019 RBC delivered a return on investment (ROI) of 8.3 to 1.0, meaning that for every dollar of funding (\$154,000) provided by the City, there was \$8.30 of attendee expenditure.

RBC 2019 - Social Impact Assessment

The social impact assessment was carried out using the ABS's eight aspects of community wellbeing and in a likelihood and consequence framework. The assessment found that the event impacts four of the eight aspects of community wellbeing:

Family and Community: the event provides an enjoyable opportunity for social interaction, networking, community pride and local community cohesion. The range of activities on the day allows community members (and visitors) to interact and create / enjoy relationships.

Employment: the event supported a total of 13 jobs in the local economy, both direct and indirectly (including both the residential and visitor expenditure).

Economic Resources: the event provided a \$1.3 million injection into the local economy, which would have benefited many local businesses.

Culture and Leisure: the event provides a significant opportunity for recreation and leisure activities. The event has also become a signature event for Rockingham, boosting and supporting the community's unique culture.

Other additional benefits are identified below.

RBC 2019 - Additional Benefits

Beyond the quantifiable economic benefits presented above, there were other economic benefits:

- Raising the profile of Rockingham as a tourist destination: the event received a range of media coverage before, during and after the event that raised the profile of Rockingham in terms of its coastal amenity and offering as a tourism destination. Additionally, many visitors were attracted to the event and would be able to indirectly promote the area through word of mouth and discussions with their friends and families about their time in Rockingham.
- Inducing repeat visitation: based on their experience, some visitors may be enticed to return to Rockingham in the future, creating future visitation, expenditure and economic benefits.
- Small business sustainability: the event injected a total of \$1.3 million into local businesses, which would benefit greatly from this increase in revenue. Such a large, one-time injection of revenue would assist and increase small business sustainability in the area, especially after COVID-19. Employment opportunities for casuals during the event.

RBC 2019 – Main Opportunity Identified

During the incept survey conducted as part of the Economic and Social Impact Study for the 2019 RBC, many attendees mentioned that they were not well informed regarding the event and did not see any of the promotional materials used to market the event. Increasing the marketing spend to promote this event across the broader Perth Metropolitan region would see an increase in the proportion and number of visitors to future events.

Based on the above data, the RBC 2020 has the potential to positively impact the Rockingham economy by \$1.3M if the event drew the same crowd numbers as last year. However, there is potential to significantly increase the economic benefit to the Rockingham Region if more pre-event marketing

is conducted across the Perth Metropolitan area and South West region to attract more visitors from outside the Rockingham region.

It is recommended that funding be provided for 2020 to ensure the RBC has the professional event management and marketing support it needs to continue to grow and develop as an iconic event in Rockingham. This recommendation is contingent on lifting of social gathering restrictions across Western Australia by 30 September 2020.

Implications to Consider

a. Consultation with the Community

2019 Rockingham Beach Cup Socio-Economic Impact Assessment conducted by Lucid Economics

b. Consultation with Government Agencies

Minister for Tourism; Racing and Gaming; Small Business; Defence Issues; Citizenship and Multicultural Interests

Tourism Western Australia

Racing & Wagering WA

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: *Marketing and Promotion – Develop and implement effective marketing approaches to promote the City as a destination of choice for the local community, visitors, investors and businesses.*

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

d. Policy

Nil

e. Financial

An allocation of \$300,000 for Iconic Events (Economic Development and Tourism) was adopted as part of the City's 2020/2021 Budget on 23rd June 2020.

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 State Government eased COVID-19 restrictions with the introduction of Phase Four on 27 June 2020. Data has indicated a marked increase in numbers of people and activity on the Rockingham foreshore and other key locations around the Rockingham region.

The State Government is looking to move to Phase Five of the reduced restrictions on 1 August 2020.

With restrictions currently being eased in WA ahead of the initial anticipated timeframes, the 2020 RBC could be one of the first major events to run in Perth (and WA), which could give the City and the event the opportunity for a much higher media and promotional profile than normal.

It should be noted that Tourism WA have today confirmed they are still moving forward with plans for the 2020 WA Gourmet Escape to run from 16th to 22nd November 2020.

It is proposed to support the request from the RCPB and provide an allocation of \$175,000 as outlined in the table below. The two items not supported for funding are \$20,000 for a custom built destination marketing 'Rockingham' sign for placement in the water and \$5,000 for launch event fireworks.

Item	Amount Requested	Amount Recommended
Phase I – Total \$13,000		
Professional Event Management - <i>Including preparation of comprehensive Risk Mitigation Plan</i>	\$13,000	\$13,000
Phase II – Total \$32,000		
Professional Event Management	\$10,000	\$10,000
Service Provider Tenders - <i>Issue Tenders/Secure Services – staging, fencing, ticketing, parking security.</i>	\$20,000	\$20,000
Marketing - <i>Social Media Campaign & Graphic Design.</i>	\$2,000	\$2,000
Phase III – Total \$155,000		
Professional Event Management	\$40,000	\$40,000
Marketing - <i>4 Week Radio Campaign in lead up to the event, including onsite activation.</i>	\$20,000	\$20,000
Marketing - <i>Marketing Campaign including Social Media, Influencers, Digital, Press, Editorial and Out of Home.</i>	\$10,000	\$10,000
Marketing - <i>Custom built destination marketing installation, 'Rockingham' sign for placement in the water.</i>	\$20,000	\$0
Event Launch - <i>Hosted by COR at a Pop-Up Bar at the look-out on Rockingham Foreshore - Media, Sponsors, Travel Industry & Horse Racing Industry.</i>	\$10,000	\$10,000
Food Festival - <i>Food festival style event, live band, stage program. Launch Fireworks.</i>	\$20,000	\$15,000
Horse Race - <i>Sunday Horse Racing, Community Festival, Markets, Big Screen Live Streaming.</i>	\$35,000	\$35,000
Total	\$200,000	\$175,000

However, if the RCPB can secure significant television coverage and exposure of the event, funding of the \$20,000 for a 'Rockingham' sign for placement in the water would be reconsidered.

There are two significant milestone dates where the City can agree with RCPB to cancel the event, in the case that COVID-19 restrictions are reintroduced, which would result the following non-refundable losses to the City. It should be noted that if the event is cancelled the Stage I funding of \$13,000 is not refundable but is transferable to the 2021 RBC.

- Event cancelled prior to 31 September 2020 = \$12,000 loss.
- Event cancelled prior to 13 October 2020 = \$45,000 loss

Voting Requirements

Simple Majority

Confirmed at a Corporate and Community Development Committee meeting held on Tuesday 18 August 2020


 Presiding Member

Officer Recommendation

That Council **SUPPORTS** the following Iconic Event funding –

- Rotary Club of Palm Beach WA \$175,000
Rockingham Beach Cup and associated events 14 and 15 November 2020

Committee Recommendation

Moved Cr Edwards, seconded Cr Liley:

That Council **SUPPORTS** the following Iconic Event funding –

- Rotary Club of Palm Beach WA \$175,000
Rockingham Beach Cup and associated events 14 and 15 November 2020

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

13.	Reports of Councillors
	Nil
14.	Addendum Agenda
	Nil
15.	Motions of which Previous Notice has been given
	Nil
16.	Notices of motion for Consideration at the Following Meeting
	Nil
17.	Urgent Business Approved by the Person Presiding or by Decision of the Committee
	Nil
18.	Matters Behind Closed Doors
	Nil
19.	Date and Time of Next Meeting
	The next Corporate and Community Development Committee Meeting will be held on Tuesday 18 August 2020 in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.
20.	Closure
	There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at 4:23pm .