



# City of Rockingham

## MINUTES

### Corporate and Community Development Committee Meeting

Held on Tuesday 5 October 2021 at 4:00pm  
City of Rockingham Boardroom




City of Rockingham  
Corporate and Community Development  
Committee Minutes  
4:00pm Tuesday 5 October 2021



**CONTENTS**

1.	<b>Declaration of Opening</b>	<b>3</b>
2.	<b>Record of Attendance/Apologies/Approved Leave of Absence</b>	<b>3</b>
3.	<b>Responses to Previous Public Questions Taken on Notice</b>	<b>4</b>
4.	<b>Public Question Time</b>	<b>4</b>
5.	<b>Confirmation of Minutes of the Previous Meeting</b>	<b>4</b>
6.	<b>Matters Arising from the Previous Minutes</b>	<b>4</b>
7.	<b>Announcement by the Presiding Person without Discussion</b>	<b>4</b>
8.	<b>Declaration of Member's and Officer's Interest</b>	<b>4</b>
9.	<b>Petitions/Deputations/Presentations/Submissions</b>	<b>4</b>
10.	<b>Matters for which the Meeting may be Closed</b>	<b>4</b>
11.	<b>Bulletin Items</b>	<b>5</b>
	Corporate and General Management Services Information Bulletin – October 2021	5
	Community Development Information Bulletin – October 2021	6
12.	<b>Agenda Items – Corporate and Community Development Committee</b>	
	<b>General Management Services</b>	<b>9</b>
	GM-029/21 Council meetings dates for 2022	9
	GM-030/21 Council Policy – Attendance at Events ( <i>Absolute Majority</i> )	13
	<b>Community Development</b>	<b>24</b>
	CD-018/21 Community Grants Program applications Round Two 2021/2022	24
	CD-019/21 Draft Disability Access and Inclusion Plan 2022 – 2026	31
	CD-020/21 Support the location of the Golden Bay Community Garden	35
13.	<b>Reports of Councillors</b>	<b>43</b>
14.	<b>Addendum Agenda</b>	<b>43</b>
15.	<b>Motions of which Previous Notice has been Given</b>	<b>43</b>
16.	<b>Notices of Motion for Consideration at the Following Meeting</b>	<b>43</b>
17.	<b>Urgent Business Approved by the Person Presiding or by Decision of the Committee</b>	<b>43</b>
18.	<b>Matters Behind Closed Doors</b>	<b>43</b>
19.	<b>Date and Time of Next Meeting</b>	<b>43</b>
20.	<b>Closure</b>	<b>43</b>

<b>City of Rockingham</b> <b>Corporate and Community Development</b> <b>Committee Meeting Minutes</b> <b>Tuesday 5 October 2021 - Council Boardroom</b>																																														
<b>1.</b>	<b>Declaration of Opening</b>																																													
	<p>In the absence of the Chairperson the Chief Executive Officer assumed the Chair and declared the Corporate and Community Development Committee meeting open at <b>4:00pm</b>, welcomed all present, and called for nominations for the position of Acting Chairperson.</p> <p><b>Moved Cr Buchanan, seconded Cr Davies:</b>                  That Cr Liley be appointed Acting Chairperson for the meeting.</p> <p style="text-align: right;">Committee Voting (Carried) – 4/0</p> <p>The A/Chairperson recited to the Acknowledgement of Country.</p>																																													
<b>2.</b>	<b>Record of Attendance/Apologies/Approved Leave of Absence</b>																																													
	<p><b>2.1 Councillors</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Cr Leigh Liley</td> <td style="width: 40%;">A/Chairperson</td> </tr> <tr> <td>Cr Sally Davies</td> <td></td> </tr> <tr> <td>Cr Craig Buchanan</td> <td></td> </tr> <tr> <td>Cr Rae Cottam</td> <td></td> </tr> </table> <p><b>2.2 Executive</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Mr Michael Parker</td> <td style="width: 40%;">Chief Executive Officer</td> </tr> <tr> <td>Mr John Pearson</td> <td>Director Corporate Services</td> </tr> <tr> <td>Mr Michael Holland</td> <td>Director Community Development</td> </tr> <tr> <td>Ms Jelette Edwards</td> <td>A/Manager Governance and Councillor Support</td> </tr> <tr> <td>Mr Bekz Rasulov</td> <td>A/Manager Customer and Corporate Support</td> </tr> <tr> <td>Mr Allan Moles</td> <td>Manager Financial Services</td> </tr> <tr> <td>Ms Carmen Sadleir</td> <td>A/Manager Waste Services</td> </tr> <tr> <td>Mr Alvin Santiago</td> <td>Financial Controller</td> </tr> <tr> <td>Ms Nollaig Baker</td> <td>Manager Strategy, Marketing and Communications</td> </tr> <tr> <td>Mr Nick Brown</td> <td>Manager Community and Leisure Facilities</td> </tr> <tr> <td>Mr Gary Rogers</td> <td>Manager Community Infrastructure Planning</td> </tr> <tr> <td>Ms Mary-Jane Rigby</td> <td>Manager Community Safety and Support Services</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 Sue Langley</td> <td>Governance Officer</td> </tr> </table> <p><b>2.3 Members of the Gallery:</b> Nil</p> <p><b>2.4 Apologies:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Cr Joy Stewart</td> <td style="width: 40%;"></td> </tr> <tr> <td>Cr Hayley Edwards</td> <td>(Deputy for Cr Joy Stewart)</td> </tr> </table> <p><b>2.5 Approved Leave of Absence:</b> Nil</p>		Cr Leigh Liley	A/Chairperson	Cr Sally Davies		Cr Craig Buchanan		Cr Rae Cottam		Mr Michael Parker	Chief Executive Officer	Mr John Pearson	Director Corporate Services	Mr Michael Holland	Director Community Development	Ms Jelette Edwards	A/Manager Governance and Councillor Support	Mr Bekz Rasulov	A/Manager Customer and Corporate Support	Mr Allan Moles	Manager Financial Services	Ms Carmen Sadleir	A/Manager Waste Services	Mr Alvin Santiago	Financial Controller	Ms Nollaig Baker	Manager Strategy, Marketing and Communications	Mr Nick Brown	Manager Community and Leisure Facilities	Mr Gary Rogers	Manager Community Infrastructure Planning	Ms Mary-Jane Rigby	Manager Community Safety and Support Services	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 Sue Langley	Governance Officer	Cr Joy Stewart		Cr Hayley Edwards	(Deputy for Cr Joy Stewart)
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<b>3.</b>	<b>Responses to Previous Public Questions Taken on Notice</b>
	Nil
<b>4.</b>	<b>Public Question Time</b>
	<p><b>4:01pm</b> The A/Chairperson opened Public Question Time and invited members of the Public Gallery to ask questions. The A/Chairperson noted that questions should relate to the business of the Committee and this is the only opportunity in the meeting for the public to ask questions.</p> <p>There were none.</p>
<b>5.</b>	<b>Confirmation of Minutes of the Previous Meeting</b>
	<p><b>Moved Cr Davies, seconded Cr Buchanan:</b></p> <p>That Committee <b>CONFIRMS</b> the Minutes of the Corporate and Community Development Committee Meeting held on 14 September 2021, as a true and accurate record.</p> <p style="text-align: right;">Committee Voting (Carried) – 4/0</p>
<b>6.</b>	<b>Matters Arising from the Previous Minutes</b>
	Nil
<b>7.</b>	<b>Announcement by the Presiding Person without Discussion</b>
	<p><b>4:02pm</b> The A/Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.</p>
<b>8.</b>	<b>Declarations of Members and Officers Interests</b>
	<p><b>4:02pm</b> The A/Chairperson noted the interests declared in Item 8.1 and asked if there were any further interests to declare.</p> <p><b>8.1</b>      <b>Item CD-018/21</b>                      <b>Community Grants Program applications Round Two 2021/2022</b></p> <p>Councillor:                      Mayor Barry Sammels</p> <p>Type of Interest:                      Impartiality</p> <p>Nature of Interest:                      Cr Sammels is Vice Patron of the Cruising Yacht Club.</p> <p>Extent of Interest:                      Not Applicable</p> <p><b>The A/Chairperson noted there were no further interests declared.</b></p>
<b>9.</b>	<b>Petitions/Deputations/Presentations/Submissions</b>
	Nil
<b>10.</b>	<b>Matters for which the Meeting may be Closed</b>
	Nil

<b>11.</b>	<b>Bulletin Items</b>
	<b>Corporate and General Management Services Information Bulletin – October 2021</b>
	<b>Corporate Services</b>
	1. Corporate Services Team Overview
	2. Human Resource Update
	3. Project Status Reports
	3.1 Implementation of Online Timesheets
	3.2 Intranet Review and Update
	3.3 Challenger Redevelopment Transition
	4. Information Items
	4.1 List of Payments September 2021 <sup>1</sup>
	4.2 Monthly Financial Management Report August 2021
	4.3 Amending Rate Record – Write Off
	4.4 Awarding of Tenders by CEO - Delegated Authority
	4.5 Development Contribution Scheme
	<b>General Management Services Directorate</b>
	1. General Management Services Team Overview
	2. Human Resource Update
	3. Project Status Reports
	4. Information items
	4.1 Meetings and Events
	4.2 Use of the Common Seal
	4.3 COVID-19
	4.4 Behaviour Complaints Committee
	<b>Governance and Councillor Support</b>
	1. Governance and Councillor Support Team Overview
	2. Human Resource Update
	3. Project Status Reports
	4. Information Items
	4.1 Local Government Elections 2021 Update
	4.2 Global Friendship
	4.3 Freedom of Information (FOI) Requests
	4.4 Councillor Requests
	4.5 Citizenships
	4.6 Pioneers' Luncheon
	4.7 Coming Events
	4.8 Notice of Motion – Status Report
	<b>Human Resources</b>
	1. Human Resources Team Overview
	2. Human Resource Update
	3. Project Status Reports
	4. Information Items
	4.1 Recruitment
	4.2 Occupational Safety and Health Statistics
	<b>Strategy, Marketing and Communications</b>
	1. Strategy, Marketing and Communications Team Overview
	2. Human Resource Update

<sup>1</sup> Two pages omitted from List of Payments – September 2021 (EFT and payroll) have been circulated to Councillors prior to the Committee for inclusion in the October 2021 Council Information Bulletin.

<ul style="list-style-type: none"><li>3. Project Status Reports<ul style="list-style-type: none"><li>3.1 City Signage</li><li>3.2 Strategic Community Plan (2019-2029) - Major Review</li><li>3.3 Customer Satisfaction Survey 2021</li></ul></li><li>4. Information Items<ul style="list-style-type: none"><li>4.1 Team Plan</li><li>4.2 Communications Strategy</li><li>4.3 Community Engagement Policy</li><li>4.4 Community Engagement -Share your thoughts</li><li>4.5 Social Media</li><li>4.6 Media Tracking</li></ul></li></ul> <p><b>Legal Services &amp; General Counsel</b></p> <ul style="list-style-type: none"><li>1. Legal Services &amp; General Counsel Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports</li><li>4. Information Items<ul style="list-style-type: none"><li>Provision of Legal Advice<ul style="list-style-type: none"><li>4.1 Legal Advice – Local Government Operational Matters</li><li>4.2 State Administrative Tribunal [JDAP]</li><li>4.3 Magistrates Court</li><li>4.4 Supreme Court</li><li>4.5 Fair Work Commission</li><li>4.6 Industrial Magistrates Courts</li></ul></li></ul></li></ul>
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### Committee Recommendation

**Moved Cr Davies, seconded Cr Buchanan:**

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – October 2021 and the content be accepted.

Committee Voting (Carried) – 4/0

<p><b>Community Development Information Bulletin – October 2021</b></p> <p><b>Community Safety and Support Services</b></p> <ul style="list-style-type: none"><li>1. Community Safety and Support Services Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports<ul style="list-style-type: none"><li>3.1 Building Community Resilience</li><li>3.2 Assertive Outreach</li><li>3.3 Social Connection Review Project</li><li>3.4 Community Safety and Resilience Strategy Implementation</li><li>3.5 Alcohol Management Plan</li></ul></li><li>4. Information Items<ul style="list-style-type: none"><li>4.1 Community Support Services</li><li>4.2 Rockingham Connect Community Transport Project</li><li>4.3 Community Safety</li><li>4.4 Compliance Community Engagement</li></ul></li></ul> <p><b>Library Services</b></p> <ul style="list-style-type: none"><li>1. Library Services Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports</li></ul>
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4. Information items
  - 4.1 August 2021 Library Services Statistics
  - 4.2 Mary Davies Library and Community Centre
  - 4.3 Baldivis South Community Centre
  - 4.4 Rockingham Library
  - 4.5 Safety Bay Library
  - 4.6 Warnbro Community Library
  - 4.7 August 2021 Library Facebook Activity
  - 4.8 2021 Children's Book Week
- Community Infrastructure Planning**
  1. Community Infrastructure Planning Team Overview
  2. Human Resource Update
  3. Project Status Reports
  4. Information items
    - 4.1 Aqua Jetty Stage 2
    - 4.2 Baldivis District Sporting Complex
    - 4.3 Koorana Reserve Master Plan
    - 4.4 Lark Hill Sportsplex Northern Expansion
    - 4.5 Mike Barnett Sports Complex – Outdoor Netball Courts
    - 4.6 Stan Twight Reserve Clubroom Extension
- Community Capacity Building**
  1. Community Capacity Building Team Overview
  2. Human Resource Update
  3. Project Status Reports
    - 3.1 Seniors Strategy
    - 3.2 Health and Wellbeing Strategy
  4. Information Items
    - 4.1 Community Grants Program
    - 4.2 Reconciliation Action Plan (RAP)
    - 4.3 Disability Access and Inclusion
    - 4.4 Seniors
    - 4.5 Volunteering
    - 4.6 Early Years, Children and Families
    - 4.7 Sport and Recreation
    - 4.8 Health and Wellbeing
    - 4.9 Rockingham Youth Centre
    - 4.10 Cultural Development and the Arts
- Community and Leisure Facilities**
  1. Community and Leisure Facilities Team Overview
  2. Human Resource Update
  3. Project Status Reports
  4. Information items
    - 4.1 Aqua Jetty
    - 4.2 Warnbro Community Recreation Centre
    - 4.3 Mike Barnett Sports Complex
    - 4.4 Autumn Centre
    - 4.5 Gary Holland Community Centre
- Economic Development and Tourism**
  1. Economic Development and Tourism Team Overview
  2. Human Resource Update

	<ul style="list-style-type: none"><li>3. Project Status Reports<ul style="list-style-type: none"><li>3.1 Local Business Development</li><li>3.2 Iconic Economic Development / Tourism Events</li><li>3.3 Destination Marketing</li><li>3.4 Visitor Servicing Fee – Tourism Rockingham</li></ul></li><li>4. Information Items<ul style="list-style-type: none"><li>4.1 Stakeholder Engagement - Economic Development</li><li>4.2 Stakeholder Engagement - Tourism</li></ul></li></ul>
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### Committee Recommendation

**Moved Cr Buchanan, seconded Cr Cottam:**

That Councillors acknowledge having read the Community Development Information Bulletin – October 2021 and the content be accepted.

Committee Voting (Carried) – 4/0



## 12. Agenda Items

### General Management Services

## General Management Services Governance and Councillor Support



<b>Reference No &amp; Subject:</b>	<b>GM-029/21</b>	<b>Council meetings dates for 2022</b>
File No:	GOV/74	
Proponent/s:		
Author:	Ms Jelette Edwards, A/Manager Governance and Councillor Support	
Other Contributors:		
Date of Committee Meeting:	5 October 2021	
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 the dates proposed for Council meetings for the 2022 year.

### Background

In accordance with the Local Government Act 1995, a local government is to at least once a year give local public notice of the date, time and place for Council meetings for the next 12 months.

The Governance and Meeting Framework notes that Council meetings are generally held on the fourth Tuesday of each month commencing at 6:00pm in the Council Chamber. The Planning and Engineering Services Committee and Corporate and Community Development Committee generally meet in the Council Chambers commencing at 4:00pm on the following dates:

- Planning and Engineering Services Committee – Third Monday of each month.
- Corporate and Community Development Committee – Third Tuesday of each month.

## Details

The exception to the above is the compression of the meeting schedule in December where the Council meeting is brought forward by one week to accommodate the Christmas season, resulting in the Committee meetings also being held one week earlier.

As Easter Monday falls on Monday 18 April 2022 it is proposed to hold the Planning and Engineering Services Committee meeting on Tuesday 19 April 2022 and the Corporate and Community Development Committee meeting on Wednesday 20 April 2022.

Therefore the following dates are scheduled for meetings in 2022:

- 1) Council Meetings (commencing at 6:00pm in the Council Chambers)

January 25	April 26	July 26	October 25
February 22	May 24	August 23	November 22
March 22	June 28	September 27	December 20

- 2) Planning and Engineering Services Committee (commencing at 4:00pm)

January 17	April 19 ( <i>Tues</i> )	July 18	October 17
February 14	May 16	August 15	November 14
March 14	June 20	September 19	December 12

- 3) Corporate and Community Development Committee (commencing at 4:00pm)

January 18	April 20 ( <i>Wed</i> )	July 19	October 18
February 15	May 17	August 16	November 15
March 15	June 21	September 20	December 13

## Implications to Consider

**a. Consultation with the Community**

Advertising will be undertaken in the local newspaper, Council website, social media platforms, City libraries and notice boards advising the scheduled dates for Committee and Council meetings.

**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 compliant environment.*

**d. Policy**

The Governance and Meeting Framework Policy specifies that Council meetings are to be conducted on the fourth Tuesday of the month and Standing Committees to be held the Monday and Tuesday the week prior.

The scheduling of 'Standing' Committee meetings and Councillor Engagement Sessions is driven by the Governance Meeting and Framework policy once a Council meeting schedule has been adopted.

**e. Financial**

Cost of advertising is expected to cost approximately \$1,000.

**f. Legal and Statutory**

Section 5.25(1)(g) of the Local Government Act, 1995 (the Act) stipulates the giving of public notice of the date and agenda for Council and Committee meetings.

Regulation 12(1) of the Local Government (Administration) Regulations 1996 further refine the Act to specify time, place and types of committees that must be advertised.

Only Committees with decision making powers delegated from Council need to be open to the public and require its meeting schedule advertised. In line with good governance practice 'Standing' Committees are open to the public and allow public question time.

**g. Risk**

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

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

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

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

Nil

### Comments

The City endeavours to provide effective, timely and responsive decision making to meet the needs of the community and proponents of matters before Council.

Notwithstanding the use of delegated authority and policy to assist in timely and consistent decision making, the process to gain a Council decision is often a lengthy one. The current committee systems and meeting arrangements have been in place since 2013 and have been serving Council and the community very well.

The schedule of Committee meetings and Councillor Engagement Sessions are determined in accordance with the Governance and Meeting Framework Policy. There is no legislative requirement to advertise the meeting dates of the Committees as they do not make decisions through Council delegated authority.

The schedule of Council and Committee meetings are well promoted on the City's website and social media platforms including, Rockport.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **APPROVES** the following Council meeting dates for 2022 -

Council Meetings (commencing at 6:00pm in the Council Chambers)

- |               |                |
|---------------|----------------|
| · January 25  | · July 26      |
| · February 22 | · August 23    |
| · March 22    | · September 27 |
| · April 26    | · October 25   |
| · May 24      | · November 22  |
| · June 28     | · December 20  |

### Committee Recommendation

**Moved Cr Cottam, seconded Cr Davies:**

That Council **APPROVES** the following Council meeting dates for 2022 -

Council Meetings (commencing at 6:00pm in the Council Chambers)

- |               |             |
|---------------|-------------|
| · January 25  | · July 26   |
| · February 22 | · August 23 |

- March 22
- April 26
- May 24
- June 28
- September 27
- October 25
- November 22
- December 20

Committee Voting (Carried) – 4/0

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

Not Applicable

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

Not Applicable

## General Management Services Governance and Councillor Support



<b>Reference No &amp; Subject:</b>	<b>GM-030/21</b>	<b>Council Policy – Attendance at Events (Absolute Majority)</b>
File No:	CPM/3	
Proponent/s:		
Author:	Ms Julette Edwards, A/Manager Governance and Councillor Support	
Other Contributors:		
Date of Committee Meeting:	5 October 2021	
Previously before Council:	17 August 2021 (GM-024/21)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

### Purpose of Report

For Council to adopt the proposed Council Policy – Attendance at Events following the public consultation process.

### Background

Changes to the Local Government Act 1995 (the Act) resulted in a new requirement for Council to adopt a policy in relation to the attendance of council members and the CEO at events. While Council has a policy provision in the *Community Grants Program* policy it does not meet the current legislative requirements.

As a consequence a draft policy has been developed which meets the requirements of the Act.

The Governance Review Committee considered the draft policy at its meeting 30 March 2021 and recommended that subject to suitable redrafting and clarification in respect to –

- Council Policy Scope – gift declaration requirements (redraft)
- Attendance of Councillor Partners as guests to pre-approved events
- Addition of 'Award ceremonies' in pre-approved events
- Clarification of clause 2.2 to delegate to CEO (in consultation with the Mayor)
- Clarification of invitations to events 'addressed to the City of Rockingham'

that Council approves the draft policy.

A draft policy was prepared and approved at the August 2021 Council meeting for the purpose of public comment.

## Details

Section 5.90A of the Act states –

*“(2) A local government must prepare and adopt (by absolute majority) a policy that deals with matters relating to the attendance of council members and the CEO at events, including —*

- (a) the provision of tickets to events; and*
- (b) payments in respect of attendance; and*
- (c) approval of attendance by the local government and criteria for approval; and*
- (d) any prescribed matter.”*

For the purpose of section 5.90A **event** includes the following –

- (a) a concert;
- (b) a conference;
- (c) a function;
- (d) a sporting event;
- (e) an occasion of a kind prescribed for the purposes of this definition.

In researching and developing this draft policy the City considered guidance from the Department of Local Government Sport and Cultural Industries, and similar policies in other local governments, including Stirling, Wanneroo, and Fremantle.

The draft policy endeavours to address all those events that council members and the CEO would reasonably be expected to be invited to and attend. Such events would be too numerous to individually identify, therefore the policy seeks to identify and categorise these events.

The draft policy identifies events that:

- can be attended without referral to Council and
- those that will require referral to Council and matters in respect to the payment of any fees, charges or other cost associated with such events.

## Implications to Consider

### a. Consultation with the Community

The draft policy was advertised for more than the minimum of 14 days in accordance with Council Policy – Policy Framework. Public consultation opened on 30 August closed on 17 September 2021.

Public consultation was carried out as follows:

1. A notice was publicised in the Sound Telegraph on 1 September 2021; and
2. A copy of the draft policy was advertised on the City’s website with submissions invited through the Share Your Thoughts page on 30 August 2021.

At the close of the public consultation period, no submissions were received.

### b. Consultation with Government Agencies

Guidance from the Department of Local Government Sport and Cultural Industries has been considered in the development of the draft policy.

### c. Strategic

#### Community Plan

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

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

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

**d. Policy**

The draft policy – *Attendance at Events* is a Legislative Policy' in accordance with the Policy Framework. The Framework states – "*Legislative Policy is policy required by the City under law. These Policies do not necessarily require rigour through a public consultation period. However the City will ensure a consistent approach to policy by applying the same minimum public consultation period as Statutory Policy.*" A consultation period was conducted as detailed above.

If Council adopts this policy an amendment will be required to the Community Grants Program policy with a clause eg – "*The acceptance or otherwise of complimentary tickets for City of Rockingham funded events shall be in accordance with the Council's Attendance at Events policy.*"

**e. Financial**

Nil

**f. Legal and Statutory**

Section 5.90A *Policy for attendance at events* of the Act states –

*(2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including –*

*(a) the provision of tickets to events; and*

*(b) payments in respect of attendance; and*

*(c) approval of attendance by the local government and criteria for approval; and*

*(d) any prescribed matter. \* Absolute majority required.*

*(3) A local government may amend\* the policy. \* Absolute majority required.*

*(4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*

*(5) The CEO must publish an up-to-date version of the policy on the local government's official website.*

There are no current regulatory requirements at present in relation to (4) above.

**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 there were no submissions received from the public during the public consultation period the policy is recommended to Council for adoption unchanged from the version advertised.

### Voting Requirements

Absolute Majority

## Officer Recommendation

That Council

1. **APPROVES** the following Council Policy – Attendance at Events:

### Attendance at Events

#### Council Policy Objective

To provide guidance and transparency to the attendance at any event, whether free of charge, part of a sponsorship agreement, or paid by the local government and meet the requirements of section 5.90A of the Local Government Act 1995.

#### Council Policy Scope

This policy applies to Council Members and the CEO in attending any event in their official capacity.

#### Council Policy Statement

Section 5.90A of the Local Government Act 1995 provides that a local government must prepare and adopt (by absolute majority) an Attendance at Events policy. This policy is made in accordance with those provisions.

Certain gifts received by a Council member and the CEO are specifically excluded from the conflict of interest provisions, including a gift that is received in accordance with an 'Attendance at Events Policy' (section 5.62(1B)).

#### Provision of tickets to events

##### 1. Invitations

- 1.1 All invitations or offers of tickets for a Council Member or the CEO to attend an event should be in writing and addressed to the City of Rockingham.
- 1.2 Where an invitation or offer of tickets is received by a Council Member or the CEO to attend an event, and such invitation or offer has not been addressed to the City, the Council Member or the CEO will inform the City of the receipt of the invitation or offer.
- 1.3 A list of events and attendees approved by the local government in advance of the event is listed below:
  - (a) Advocacy lobbying or Ministerial briefings
  - (b) Meetings of clubs or organisations within the City of Rockingham, including where the council member or CEO is patron
  - (c) Any free event within the City of Rockingham
  - (d) Australian or West Australian local government events
  - (e) Events hosted by clubs or not for profit organisations within the City of Rockingham to which the Mayor, Council Member or Chief Executive Officer has been officially invited
  - (f) City hosted ceremonies and functions
  - (g) City hosted events with employees
  - (h) City run tournaments or events
  - (i) City sponsored functions or events
  - (j) Community art exhibitions
  - (k) Cultural events/festivals
  - (l) Events run by a Local, State or Federal Government
  - (m) Events run by schools and universities within the City
  - (n) Events run by major professional bodies associated with local government at a local, state and federal level
  - (o) Opening or launch of an event or facility within the City of Rockingham



- (p) Recognition of Service events / Award ceremonies
  - (q) Where Mayoral or CEO representation has been formally requested
  - (r) Conferences, training and professional development in accordance with Council Policy – Council Member Professional Development or the CEO's employment contract.
- 1.4 All Council members and the CEO are able to attend the pre-approved events in clause 1.3. If there is a fee associated with a pre-approved event, this will be paid for out of the City's budget subject availability of funds.

## **2. Events not pre-approved**

- 2.1 In making a decision on attendance at an event that is not pre-approved in clause 1.3, the Council will consider:
- (a) who is providing the invitation or ticket to the event,
  - (b) the location of the event in relation to the local government (within the district or out of the district),
  - (c) the role of the Council member or the CEO when attending the event (participant, observer, presenter) and the value of their contribution,
  - (d) the benefit of local government representation at the event,
  - (e) the number of invitations / tickets received, and
  - (f) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- 2.2 Decisions to attend events in accordance with clause 2.1 will be made by simple majority, or should Council delegate the decision making power to the CEO, in consultation with the Mayor and in accordance with any other conditions of delegation.

## **3. Payments in respect of attendance**

- 3.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if it is Council determined in accordance with clause 2.2.
- 3.2 For any events where a member of the public is required to pay, unless pre-approved in accordance with this policy, the Council will determine whether it is in the best interests of the local government for a Council member or the CEO to attend on behalf of the Council.
- 3.3 If it is determined in accordance with this policy that a Council member or CEO may attend a paid event, the City will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 3.4 With the exception where an accompanying partner of a Council Member or the CEO is -
- (a) invited to attend an event specified in Council Policy – Functions Hosted by Council, or
  - (b) invited to attend an event (as a guest), where the event is not a (priced) event and where there is no cost to the City;

the cost of attendance by the accompanying partner is to be borne by the Council Member or CEO accordingly.

Where an accompanying partner of a Council Member or the CEO attends an event, any (priced) tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the Council.

## **4. Requirement to declare an interest**

In accordance with legislation, attendance at an event in accordance with this policy will exclude a Council Member or the CEO from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before Council.

Receipt of the gift will still be required to be declared under the gift register provisions.

## Definitions

**CEO** – Chief Executive Officer

**Event** – has the same meaning as that provided in section 5.90A of the Local Government Act 1995

## Legislation

Local Government Act 1995 – 5.62(1B)

A gift is an excluded gift –

- (a) If –
  - (i) The gift is a ticket to, or otherwise relates to the relevant person's attendance at, an event as defined in section 5.90A(1); and
  - (ii) The local government approves, in accordance with the local government's policy under section 5.90A, the relevant person's attendance at the event.

Local Government Act 1995 – 5.87A Council members to disclose gifts;

- (1) A council member must disclose, in accordance with subsection (2) and section 5.87C, a gift received by the council member.

Local Government Act 1995 – 5.87B CEOs to disclose gifts;

- (1) A CEO must disclose, in accordance with subsection (2) and section 5.87C, a gift received by the CEO.

Local Government Act 1995 – 5.87C Provisions about disclosures;

- (2) The disclosure must be made within 10 days after receipt of the gift.
- (3) The disclosure must include the following —
  - (a) a description of the gift;
  - (b) the name and address of the person who made the gift;
  - (c) the date on which the gift was received;
  - (d) the estimated value of the gift at the time it was made;
  - (e) the nature of the relationship between the person who made the gift and the person who received the gift;

Local Government Act 1995 – 5.89 Register of gifts

- (1) A CEO is to keep a register of gifts.
- (2) The register is to contain a record of the disclosures made under sections 5.87A and 5.87B.
- (2A) The CEO must record a disclosure made under section 5.87A or 5.87B in the register within 10 days after the disclosure is made.
- (2B) If a gift disclosed under section 5.87A or 5.87B is an excluded gift under section 5.62(1B)(a), the CEO must record in the register —
  - (a) the date of the approval referred to in section 5.62(1B)(a)(ii); and
  - (b) the reasons for that approval; and
  - (c) any prescribed information.

Local Government Act 1995 – section 5.90A Policy for attendance at events:

- (1) In this section —

*event* includes the following —

  - (a) a concert;
  - (b) a conference;
  - (c) a function;
  - (d) a sporting event;
  - (e) an occasion of a kind prescribed for the purposes of this definition.

- (2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of Council members and the CEO at events, including —
  - (a) the provision of tickets to events; and
  - (b) payments in respect of attendance; and
  - (c) approval of attendance by the local government and criteria for approval; and
  - (d) any prescribed matter.

*\* Absolute majority required.*
- (3) A local government may amend\* the policy.

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- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

#### Other Relevant Policies/ Key Documents

Council Policy – Council Member Professional Development

Council Policy – Functions Hosted by Council

#### Responsible Division

General Management Services

#### Review Date

Xxx

2. **AMENDS** the Council Policy – Community Grant Program Policy as follows:

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

The acceptance or otherwise of complimentary tickets for City of Rockingham funded events shall be in accordance with the Council's Attendance at Events policy.

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

~~Councillors and~~ Staff other than the CEO can only attend such events in order to perform an official or civic function or by their own personal financial means.

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

The acceptance or otherwise of complimentary tickets for City of Rockingham funded events shall be in accordance with the Council's Attendance at Events policy.

### Committee Recommendation

#### Moved Cr Cottam, seconded Cr Davies:

That Council

1. **APPROVES** the following Council Policy – Attendance at Events:

#### Attendance at Events

#### Council Policy Objective

To provide guidance and transparency to the attendance at any event, whether free of charge, part of a sponsorship agreement, or paid by the local government and meet the requirements of section 5.90A of the Local Government Act 1995.

### **Council Policy Scope**

This policy applies to Council Members and the CEO in attending any event in their official capacity.

### **Council Policy Statement**

Section 5.90A of the Local Government Act 1995 provides that a local government must prepare and adopt (by absolute majority) an Attendance at Events policy. This policy is made in accordance with those provisions.

Certain gifts received by a Council member and the CEO are specifically excluded from the conflict of interest provisions, including a gift that is received in accordance with an 'Attendance at Events Policy' (section 5.62(1B)).

### **Provision of tickets to events**

#### **1. Invitations**

- 1.1 All invitations or offers of tickets for a Council Member or the CEO to attend an event should be in writing and addressed to the City of Rockingham.
- 1.2 Where an invitation or offer of tickets is received by a Council Member or the CEO to attend an event, and such invitation or offer has not been addressed to the City, the Council Member or the CEO will inform the City of the receipt of the invitation or offer.
- 1.3 A list of events and attendees approved by the local government in advance of the event is listed below:
  - (a) Advocacy lobbying or Ministerial briefings
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- 1.4 All Council members and the CEO are able to attend the pre-approved events in clause 1.3. If there is a fee associated with a pre-approved event, this will be paid for out of the City's budget subject availability of funds.

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\* *Absolute majority required.*
- (3) A local government may amend\* the policy.

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- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

**Other Relevant Policies/ Key Documents**

Council Policy – Council Member Professional Development

Council Policy – Functions Hosted by Council

**Responsible Division**

General Management Services

**Review Date**

Xxx

2. **AMENDS** the Council Policy – Community Grant Program Policy as follows:

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

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~~Councillors and~~ Staff other than the CEO can only attend such events in order to perform an official or civic function or by their own personal financial means.

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

The acceptance or otherwise of complimentary tickets for City of Rockingham funded events shall be in accordance with the Council's Attendance at Events policy.

Committee Voting (Carried) – 4/0

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

Not Applicable

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

Not Applicable



**Community Development**

**Community Development  
Community Capacity Building  
Community Grants Program Committee**



<b>Reference No &amp; Subject:</b>	<b>CD-018/21</b>	<b>Community Grants Program applications Round Two 2021/2022</b>
File No:	GRS/48-05	
Proponent/s:		
Author:	Ms Emma Youd, Community Development Officer	
Other Contributors:	Ms Jillian Obiri-Boateng, Collaborative Manager Community Capacity Building Ms Julia Dick, Collaborative Manager Community Capacity Building Mr Gary Rogers, Manager Community Infrastructure and Planning Ms Mary-Jane Rigby, Manager Community Safety and Support Services Ms Kasey Sheridan, Community Infrastructure Project Officer	
Date of Committee Meeting:	5 October 2021	
Previously before Council:		
Disclosure of Interest:	Cr Sammels declared an Impartiality Interest in item CD-018/21 Recommendations from the Community Grants Committee meeting, as detailed in Regulation 22 of the Local Government (Model of Conduct) Regulations 2021 and as per section 5.65 of the Local Government Act 1995, as he is Vice Patron of the Cruising Yacht Club.	
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	Minutes of the Community Grants Program Committee meeting held on Thursday 2 September 2021.	
Maps/Diagrams:		

**Purpose of Report**

For Council to approve the recommendations in relation to the Community Grants Program 2021/22 round two application.



## Background

The Community Grants Program (CGP) objective is:

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

The CGP has five key areas comprising Minor Grants (Travel Subsidy Grants, Youth Encouragement Grants, General Grants), Major Grants, Major Events Sponsorship, City Property Grants (Leased/Licensed Property Grants, Maintenance and Rates Subsidy), and Community Infrastructure Grants (Infrastructure Planning Grants and Infrastructure Capital Grants).

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 Two were invited from the community and closed 4.30pm Friday, 23 July 2021.

## Details

A total of 10 applications were received in Round Two of the CGP 2021/2022, all grants were eligible within the grant criteria and one application withdrew. The withdrawn application was not assessed.

The eligible grants that were assessed were classified into the following categories:

- Major Event Sponsorship – two applications
- Major Grants – seven applications
- Community Infrastructure Grants – nil applications

## Implications to Consider

### a. Consultation with the Community

Nil

### b. Consultation with Government Agencies

Nil

### c. Strategic

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objectives 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.*

### d. Policy

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

**e. Financial**

Should Council approve the Officers recommendation for the Major Grants and the Major Events Sponsorship, there will be \$349,654.35 remaining of an allocated 2021/2022 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.

**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

Grant applications are assessed by City Officers in line with their portfolio area of expertise. Officers base their assessment and decision for funding on the following Community Grants Program assessment criteria:

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

This report is recommending the approval of eight grants with a total value of \$72,292.05 as part of Round Two 2021/2022 of the Community Grants Program.

### Voting Requirements

Simple Majority

**Advisory Committee Recommendation**

That Council:

1. **APPROVES** the allocation of funds for Major Event Sponsorship and Major Grants under the 2021/2022 Community Grants Program (CGP) Round Two, subject to any listed additional conditions:

	<b>Major Event Sponsorship</b>	<b>Amount Requested (\$)</b>	<b>Advisory Committee Recommendation (\$)</b>
<b>A.</b>	<b>Australian Skateboarding Federation</b> Rockingham Rumble	\$20,000.00 (for three years, 2022, 2023 and 2024)	\$20,000.00 (for one year)
	<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> <li>Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the event.</li> </ul>		
<b>B.</b>	<b>The Cruising Yacht Club of WA Inc</b> F18 Catamaran Australian Championships	\$19,563.29	\$19,563.29
	<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the event.</li> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> <li>Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the event.</li> </ul>		

	<b>Major Grants</b>	<b>Amount Requested (\$)</b>	<b>Advisory Committee Recommendation (\$)</b>
<b>C.</b>	<b>Peel Water Polo Association Incorporated</b> Scoreboard and Shot Clocks	\$8,990.00	\$4,495.00
<b>D.</b>	<b>Perth Blokart Club Inc</b> 2022 Australian Blokart Championships	\$5,084.83	\$5,084.83
	<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the event.</li> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>		

	Major Grants	Amount Requested (\$)	Advisory Committee Recommendation (\$)
F.	<b>Spinal Life Australia</b> Accessible Rockingham  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	\$7,386.00	\$5,226.00
G.	<b>Triathlon Western Australia</b> Foreshore Triathlon 2022  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	\$8,393.00	\$6,700.00
H.	<b>Uni Camp for Kids</b> Uni Camp for Kids Summer Camps  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the program.</li> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> <li>As part of the Acquittal and Evaluation Report for this grant, please provide demographic data for participating City of Rockingham children including the number of children, their age, gender and cultural background.</li> </ul>	\$10,000.00	\$6,000.00
I.	<b>YouthCARE</b> Drumbeat	\$4,371.67	\$4,113.23

2. That Council **NOT APPROVES** the allocation of funds for the Major Grants under the 2021/2022 CGP Round Two:

	Major Grants	Amount Requested (\$)	Advisory Committee Recommendation (\$)
E.	<b>South Metropolitan Youth Link Inc (SMYL)</b> Parent's Shed	\$10,000.00	\$0.00

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

Nil

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

Nil

**Committee Recommendation**

**Moved Cr Cottam, seconded Cr Buchanan:**

That Council:

- APPROVES** the allocation of funds for Major Event Sponsorship and Major Grants under the 2021/2022 Community Grants Program (CGP) Round Two, subject to any listed additional conditions:

	<b>Major Event Sponsorship</b>	<b>Amount Requested (\$)</b>	<b>Advisory Committee Recommendation (\$)</b>
<b>A.</b>	<b>Australian Skateboarding Federation</b> Rockingham Rumble	\$20,000.00 (for three years, 2022, 2023 and 2024)	\$20,000.00 (for one year)
	<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> <li>Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the event.</li> </ul>		
<b>B.</b>	<b>The Cruising Yacht Club of WA Inc</b> F18 Catamaran Australian Championships	\$19,563.29	\$19,563.29
	<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the event.</li> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> <li>Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the event.</li> </ul>		

	<b>Major Grants</b>	<b>Amount Requested (\$)</b>	<b>Advisory Committee Recommendation (\$)</b>
<b>C.</b>	<b>Peel Water Polo Association Incorporated</b> Scoreboard and Shot Clocks	\$8,990.00	\$4,495.00
<b>D.</b>	<b>Perth Blokart Club Inc</b> 2022 Australian Blokart Championships	\$5,084.83	\$5,084.83
	<b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the event.</li> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>		

	Major Grants	Amount Requested (\$)	Advisory Committee Recommendation (\$)
F.	<b>Spinal Life Australia</b> Accessible Rockingham  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	\$7,386.00	\$5,226.00
G.	<b>Triathlon Western Australia</b> Foreshore Triathlon 2022  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> </ul>	\$8,393.00	\$6,700.00
H.	<b>Uni Camp for Kids</b> Uni Camp for Kids Summer Camps  <b>Additional Grant Conditions:</b> <ul style="list-style-type: none"> <li>Subject to providing the City of Rockingham with a copy of your organisation's Public Liability Insurance that will be current at the time of the program.</li> <li>Your organisation is to follow the health advice provided by the WA Health Department in regards to COVID-19.</li> <li>As part of the Acquittal and Evaluation Report for this grant, please provide demographic data for participating City of Rockingham children including the number of children, their age, gender and cultural background.</li> </ul>	\$10,000.00	\$6,000.00
I.	<b>YouthCARE</b> Drumbeat	\$4,371.67	\$4,113.23

2. That Council **NOT APPROVES** the allocation of funds for the Major Grants under the 2021/2022 CGP Round Two:

	Major Grants	Amount Requested (\$)	Advisory Committee Recommendation (\$)
E.	<b>South Metropolitan Youth Link Inc (SMYL)</b> Parent's Shed	\$10,000.00	\$0.00

Committee Voting (Carried) – 4/0

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

Not Applicable

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

Not Applicable

## Community Development Community Capacity Building



<b>Reference No &amp; Subject:</b>	<b>CD-019/21</b>	<b>Draft Disability Access and Inclusion Plan 2022 – 2026</b>
File No:	CSV/3549-02	
Proponent/s:		
Author:	Ms Julia Dick, Collaborative Managers Community Capacity Building Ms Jillian Obiri-Boateng, Collaborative Managers Community Capacity Building	
Other Contributors:	Mr Michael Holland, Director Community Development	
Date of Committee Meeting:	5 October 2021	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:	Draft Disability Access and Inclusion Plan 2022 – 2026	
Maps/Diagrams:		

### Purpose of Report

To seek Council's endorsement of the draft Disability Access and Inclusion Plan 2022 - 2026 for the purpose of advertising for public comment.

### Background

The Western Australian Disability Services Act 1993 (the Act) requires public authorities, including Local Government Authorities, to develop and implement a Disability Access and Inclusion Plan (DAIP) that will further the principals and objectives of the Act.

In June 2016, Council endorsed the City's DAIP for the period 2016-2019, along with the Disability Access and Inclusion Strategy (DAIS) 2016-2019. The previous DAIP addressed the City's legislative requirements whilst the DAIS provided the overarching strategy for the City and identified the broader strategic aspirations regarding disability access and inclusion.

The City undertook a process to review the progress achieved through the DAIP and DAIS 2016-2019 and to develop a revised and updated DAIP. The review process determined that a DAIS was not required as a separate strategy, given that its intent can be addressed through the DAIP.

## Details

The draft DAIP 2022 – 2026 addresses eight outcome areas, including the seven that are required under the Act. An additional eighth outcome area was added to enable the City to address priorities that were identified through consultation with the community and with staff. The eight outcome areas addressed by the DAIP are as follows:

**Outcome 1:** People with disability have the same opportunities as other people to access the services of, and any events organised by, the City of Rockingham.

**Outcome 2:** People with disability have the same opportunities as other people to access the buildings and facilities of the City of Rockingham.

**Outcome 3:** People with disability receive information from the City of Rockingham in a format that will enable them to access the information as readily as other people are able to access it.

**Outcome 4:** People with disability receive the same level and quality of service from the staff of the City of Rockingham as other people receive from the staff of the City of Rockingham.

**Outcome 5:** People with disability have the same opportunities as other people to make complaints to the City of Rockingham.

**Outcome 6:** People with disability have the same opportunities as other people to participate in any public consultation by the City of Rockingham.

**Outcome 7:** People with disability have the same opportunities as other people to obtain and maintain employment with the City of Rockingham.

**Outcome 8:** The City of Rockingham provides opportunities for awareness raising, collaboration and advocacy; and delivers governance improvements to enhance accessibility and inclusion for people with disability.

The draft DAIP was submitted to a Councillor Engagement Session on Tuesday 7 September 2021.

## Implications to Consider

### a. Consultation with the Community

A series of consultation opportunities were provided to engage key stakeholders and community members to better understand the progress the City has made to date, and to determine what actions might be taken to continue to improve the accessibility and inclusiveness of the City. The consultation occurred in late 2020 and included sessions with:

- Members of the Disability Access and Inclusion Advisory Committee (DAIAC)
- Members of the Seniors Advisory Committee
- Families and staff from Rockingham Beach Education Support Centre
- Support workers working in Rockingham
- Representatives from local sporting clubs and community organisations
- Members of the Mandurah, Kwinana and Rockingham Access and Inclusion Network (MKRAIN)
- Two community workshops open to all community members (one in-person and one via Zoom).
- City staff

### b. Consultation with Government Agencies

Consultation with the Department of Communities has informed the development of the draft DAIP 2022 – 2026. A copy will also be provided to them during the public comment period.

### 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:** *Accessibility – Ensure that the City’s infrastructure and services are accessible to seniors and to people with a disability.*
- Community Engagement – Facilitate comprehensive community engagement on issues facing the City, ensuring that residents can provide input into shaping our future.*
- 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.*
- 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.*
- Liveable Suburbs – Plan for attractive sustainable suburbs that provide housing diversity, quality public open spaces, walkways, amenities and facilities for the community.*

**d. Policy**

The Strategic Development Framework Policy (for Community Plan Strategies) which stipulates Councillors, staff, stakeholders and members of the community should be involved or participate in the strategic development process.

**e. Financial**

The costs associated with the implementation of actions outlined in the draft DAIP 2022-2026 will be incorporated in the relevant team plans over the life of the Plan and where required incorporated into the City’s Business Plan.

**f. Legal and Statutory**

The DAIP is a legislative requirement under the Disability Services Act 1993 and the Disability Services Regulations 2004.

**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 development of the City’s next DAIP is an important strategic opportunity to improve access and inclusion for people with disability.

The next step in the process is for Council consideration of the draft DAIP 2022 – 2026, and endorsement for it to progress for public comment.

The public comment period will include advertising in the local newspaper and on the City’s website and social media accounts for a period of 14 days. Comments will be assessed, and amendments to the draft made where suitable. The final DAIP will then be presented to Council for adoption.

**Voting Requirements**

Simple Majority

### Officer Recommendation

That Council **ENDORSES** the draft Disability Access and Inclusion Plan 2022 – 2026 for the purpose of advertising for public comment.

### Committee Recommendation

**Moved Cr Davies, seconded Cr Buchanan:**

That Council **ENDORSES** the draft Disability Access and Inclusion Plan 2022 – 2026 for the purpose of advertising for public comment.

Committee Voting (Carried) – 4/0

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

Not Applicable

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

Not Applicable

## Community Development Community Capacity Building



<b>Reference No &amp; Subject:</b>	<b>CD-020/21</b>	<b>Support the location of the Golden Bay Community Garden</b>
File No:	COM/100-02	
Proponent/s:		
Author:	Ms Penny McCall, Community Development Officer (Health and Wellbeing)	
Other Contributors:	Ms Marta Makuch, Coordinator Recreation and Wellbeing	
Date of Committee Meeting:	5 October 2021	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:	Lot 551, Rhonda Scarrott Community Centre/Rhonda Scarrott Reserve	
Lot Area:	500m2 out of 11,773m2	
Attachments:		
Maps/Diagrams:	Proposed location of the Golden Bay Community Garden	

### Purpose of Report

For Council to support the location of a community garden in Golden Bay on Lot 551, Rhonda Scarrott Reserve and encourage the Golden Bay Progress Association (GBPA) to seek funding to establish the garden.

### Background

In November 2017, the City received a request from the GBPA to consider establishing a community garden in Golden Bay. During 2018/19, the City undertook internal discussions and site visits to determine suitable locations. In 2019, the GBPA worked on gauging the level of community interest and support for the project. Additionally, they worked to ascertain the community's vision, and subsequent objectives and strategies for the garden.

The GBPA formed a sub-committee to communicate with the community and the City to support the establishment of the garden. The committee undertook community consultation in February 2020 and held a community session with 17 people in attendance. Facilitated by Creating Communities, the vision, key objectives and strategies were discussed and developed. The subcommittee then received endorsement from the GBPA.

After much investigation, a site to the west of the Golden Bay Coastal Community Centre has been determined to be most suitable for a community garden.



**Reserve: 32492      Lot: 551**  
***Proposed location of the Golden Bay Community Garden***

The GBPA sub-committee believe that a community garden located on the proposed site would:

- Be the best site to bring together 'new' and 'old' Golden Bay
- Optimise the amenity of the area, to be co-located with a public recreation reserve: Rhonda Scarrott Reserve
- Be close to facilities at the Coastal Community Centre and the Golden Bay Sports Pavilion
- Be close to the shopping centre, the unofficial hub of Golden Bay
- Eliminate the dumping of illegal rubbish on this site, improve the amenity of the area and potentially enhance the conservation efforts in the remaining space.

City officers have also determined that the site has the following attributes:

- Amount of land suitable for a community garden
- Easy access to parking
- Accessibility - the site is flat and has good footpaths on the perimeter
- Access to public toilets (one public universally accessible toilet on the oval side of the Coastal Community Centre, on a time lock)
- Some external lighting
- Passive surveillance
- Ability for the land to be leased as it is within the excised portion of the reserve available for 'recreation and community use'
- The identified area would not impact on the vegetation worthy of retention. Fencing would be installed that would avoid the large tuart trees and which would allow approximately 500m<sup>2</sup> available for a community garden and walkways.

## Details

Following the site identification, the City's staff held consultations with internal departments to fully understand the operational, financial and logistical implications of establishing the community garden on the specified site. Their feedback is summarised below and has been provided to the GBPA.

### Parks Services:

- Water tank to be located in close proximity to irrigation and pump infrastructure
- Clearing of vegetation to be done under the City's advisement; trees and plants that are to be retained will be marked as such.
- Storage shed to be placed within the Community Garden site.

### Statutory Planning:

- It was determined that a Development Application is not required as the establishment of the Community Garden fits with the purpose and use of the reserve

### Engineering Services:

- A parking study for the Golden Bay area is expected to be completed this financial year (2021/2022) and the outcomes will be included in future business plans.

### City Properties:

- The lease for the Golden Bay Community Garden will be developed following Council's endorsement for the establishment of the community garden.

There is likely to be funding required to set up the community garden with the required infrastructure. The City's Operations and Fleet Services team have estimated the cost of infrastructure required to be around \$30,000. As the Golden Bay Community Garden is not a City planned project, the funding to support the establishment of the garden will need to be sourced by the group. Information regarding a range of sources that the GBPA could explore has been provided as follows;

### 1. City of Rockingham Community Grants Program

- General grant: up to \$3,000 open year round
- Major Grant: up to \$10,000, open all year round, assessed over three funding rounds.
- Community Infrastructure Capital Grants: up to \$50,000, open all year round, assessed over three funding rounds. Next round closes 19 November 2021.

### 2. LotteryWest

- Grants available year round for projects that align with their Community Investment Framework.
- The Golden Bay Community Garden would align with the priority areas: Active healthy people; Inclusive thriving community; and Protected sustainable ecosystems.
- Minimum grant is \$3,000 and maximum is \$15,000 for organisations not registered for GST or that are unincorporated otherwise there is no upper limit on grants.

### 3. Healthway

- Health promotion grants may be applicable in the future to activate the garden with programs that address the Healthway Strategic Priorities including: increasing healthy eating; improving mental health and increasing physical activity.
- Healthway has two grants available in categories \$5,000 and under and \$5,000 and over.

**4. Department of Communities**

- Community Gardens Grant Program 2021/2022 with up to \$10,000 available, however the guidelines state that organisations are encouraged to seek assistance for garden infrastructure and minor capital equipment from other funding sources prior to applying to this program.
- Grant applications close on 13 October 2021 which would be unrealistic for this project timeline. However, the GBPA could consider applying for this grant later on.

**5. Royal Automobile Club (RAC)**

- RAC have a Connecting Communities fund to support individual Town Teams to help deliver their projects.

**6. Private**

For example PEET commenced this process through 'Creating Communities' and it would make sense to approach them for initial start up funding.

**Implications to Consider**

**a. Consultation with the Community**

On 18 June 2021, a consultation survey was sent to residents and owners located within 150m of the proposed site of the community garden to seek their views on the project. There were a total of 112 surveys sent out, the surveys remained anonymous.

The City received 28 survey responses, mostly anonymous with some residents electing to provide their name. Six responses were unrelated to the survey and void.

The survey consisted of three questions:

1. Do you support the development of a community garden on the Rhonda Scarrott Reserve?
2. Would activities such as garden open days or community workshops at the community garden disrupt you in any way?
3. Do you have any further comments?

Overall:

- 86% of responders support the development of a community garden on the Rhonda Scarrott Reserve
- 68% of responders do not believe that activities such as garden open days or community workshops at the community garden would disrupt them in any way, 9% were unsure and 23% believed that there would be some disruption experienced as a result of the community garden.

Comments in full are as follows:

Community Feedback	City Comments
I'm happy to see part of that area to be used for a community garden, a nice idea for the area, but I hope that remaining area stays as planned natural vegetation as it acts as a home for small native life and also a form of buffer for the noise from the community centre.	Comments noted.
We think it is a great idea to help bring more of the community together to be social and learn from one another. Glad you're doing something constructive with that area as it's a perfect spot to access the community facilities there too.	Comments noted.

Community Feedback	City Comments
Community garden is a good idea but I don't think the chosen site is an ideal position, what about the area between the hall and oval?	The discussed location was explored however was not supported as it is a muster point and has a number of above ground and below ground services.
I have answered unsure to question two because it depends on where people park their cars. If they park on Coolawanyah St it turns into a ridiculous 1 ½ lane road which is dangerous. But otherwise a good idea to see that bit of bush being made into something useful.	A minimal impact on parking availability is expected, however the City is planning to conduct a parking study this financial year.
I believe this will be a positive step in the community and I very much support it.	Comments noted.
A fabulous idea for an unused space, can't wait to see the results and maybe pick up a tip or 2 for my own vege patch.	Comments noted.
We support this proposal however we use the reserve to exercise our dogs so would not support the proposal if it affects how dog owners use the reserve. If dog use of the reserve is not affected then we support this proposal.	The proposal for the establishment of the Community Garden will not affect resident's ability to exercise their dogs on the reserve.
Very positive community idea, all for it and certain to get more involved. Well done CoR.	Comments noted.
Not at this point in time.	Comments noted.
The proposed site is unacceptable. The garden should be installed in the grassed area between the two car parks at Rhonda Scarrott reserve. The proposed location will cause even further disruption to local traffic, not just when sports training and games occur. Even though there are two car parks, people using Rhonda Scarrott reserve don't park in the allotted spaces, they park in the street. The users of this garden won't be any different. In addition the proposed area consists of one of the very few native scrub parcels left in Golden Bay. The native plant species support numerous and varied birds and animals. We have observed several bird species nesting in the area including the blue fairy wren. The further destruction of this habitat is completely unnecessary for a garden that can be installed anywhere else that the council has already cleared. The grass area between the two car parks is currently wasted space that requires expensive upkeep by the council. The Karnup fire unit has two sports ovals to use for equipment testing etc and don't used this small grassed area anymore. Please, don't destroy what tiny parcels of native habitat we have left in Golden Bay, especially not for a community garden that will be underused and guaranteed to be vandalised weekly.	The discussed location was explored however was not supported as it is a muster point and has number of above ground and below ground services.



Community Feedback	City Comments
At the moment everyone parks along the street which makes the street difficult and dangerous to navigate. Could some of the bush be removed to widen the road for safer parking? I understand there's a carpark but that doesn't stop them parking on the street. The community garden would only make this worse.	A minimal impact on parking availability is expected, however the City is planning to conduct a parking study this financial year.
Parking could be difficult if the open day clashes with sports events held at the field. Most Saturday mornings when Junior sport is happening. We think it would be an asset to the area.	A minimal impact on parking availability is expected, however the City is planning to conduct a parking study this financial year.
As per previous complaints, Coolowanyah St is used as a parking lot for events held at the oval-more sufficient parking or policing of blockages is highly suggested.	A minimal impact on parking availability is expected, however the City is planning to conduct a parking study this financial year.
There is adequate parking for all amenities at the community centre, but unfortunately drivers are still parking on road verges or along the road because they can't be bothered walking a few yards. Is there a possibility of council watch giving warning notices? Would like users of the garden to use appropriate parking. Thank you for your consideration.	A minimal impact on parking availability is expected, however the City is planning to conduct a parking study this financial year.

**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 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.*

**d. Policy**

Nil

**e. Financial**

The GBPA will need to source funding for the costs associated with connecting assets and ongoing running of the garden. The City could support the committee through applicable grants.

**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**

Community gardens are a popular way to connect communities. They can be a beneficial addition to communities by increasing the availability of nutritious foods, strengthening community ties, reducing environmental hazards, reducing food miles and creating a more sustainable system. They can greatly impact on health and wellbeing outcomes as they offer individuals a safe space to learn new skills and connect with likeminded individuals as well as opportunities to volunteer and feel a sense of ownership and empowerment within their community. Community gardens are inclusive, accessible and welcoming spaces for the community to participate and engage with. Community gardens are unique as they offer the opportunity for community members from all ages and backgrounds a safe space to learn, connect and share.

The community consultation highlighted that community members shared their support and interest in the garden with 86% of responders supporting the development of a community garden on the Rhonda Scarrott Reserve. Some comments (6 out of 112 surveys) raised the issue of parking on the reserve and along Coolawanyah Street making it difficult and dangerous to drive along when the Reserve is in use. A minimal impact on parking availability is expected, however the City is planning to conduct a parking study this financial year (2021/2022) with the outcomes included in future business plans. If supported, the potential future use of this site as a community garden will be included in the study.

The City joined as a Grow It Local Council Partner in January 2020 and has had great success with the program locally. Grow It Local's mission is to help educate and inspire more people to grow, share and eat locally grown food. The City is now at the top of the WA Council leader board with 431 local residents signed up to the Grow It Local online platform. The program has connected a number of local community gardens and gardening groups with the City and resulted in strong network of local partnerships. The City has held a number of successful workshops at local community gardens. The establishment of the Golden Bay Community Garden will support the City to expand the Grow It Local program and offer a new space to connect with Golden Bay community members.

The Golden Bay Community Garden sub-committee are a very keen and committed group of people who are supported by the long standing GBPA which will support the governance and sustainability of the garden as they are incorporated. The sub-committee have dedicated a great deal of time and energy to the project and already have support from a number of local stakeholders including Hon Paul Papalia CSC MLA, Connecting Communities, the Golden Bay Primary School and Golden Bay Developers Peet. The group have a commitment to creating an inclusive community garden and have already brainstormed activities to activate the garden and provide a range of opportunities for the community to participate in.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council:

1. **SUPPORTS** the location of the proposed Golden Bay Community Garden at Lot 551, Rhonda Scarrott Reserve.
2. **ENCOURAGES** the Golden Bay Progress Association to seek funding for the establishment of the Golden Bay Community Garden.

### Committee Recommendation

#### Moved Cr Buchanan, seconded Cr Cottam:

That Council:

1. **SUPPORTS** the location of the proposed Golden Bay Community Garden at Lot 551, Rhonda Scarrott Reserve.
2. **ENCOURAGES** the Golden Bay Progress Association to seek funding for the establishment of the Golden Bay Community Garden.

Committee Voting (Carried) – 4/0

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

Not Applicable

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

Not Applicable

<b>13.</b>	<b>Reports of Councillors</b>
	Nil
<b>14.</b>	<b>Addendum Agenda</b>
	Nil
<b>15.</b>	<b>Motions of which Previous Notice has been given</b>
	Nil
<b>16.</b>	<b>Notices of motion for Consideration at the Following Meeting</b>
	Nil
<b>17.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision of the Committee</b>
	Nil
<b>18.</b>	<b>Matters Behind Closed Doors</b>
	Nil
<b>19.</b>	<b>Date and Time of Next Meeting</b>
	The next Corporate and Community Development Committee meeting will be held on <b>Tuesday 16 November 2021</b> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.
<b>20.</b>	<b>Closure</b>
	<p>As this was the last meeting before elections, the A/Chairperson thanked all staff for their efforts and hard work. Cr Buchanan, on behalf of the Committee acknowledged Cr Stewart's contribution as Chairperson of the Corporate and Community Development Committee. Mr Parker thanked the Committee for the recognition of the staff's work.</p> <p>There being no further business, the A/Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at <b>4:20pm</b>.</p>