



City of Rockingham

MINUTES

Corporate and Community Development Committee

Held on Tuesday 21 November 2023 at 5:00pm
City of Rockingham Council Chamber



City of Rockingham
 Corporate and Community Development
 Committee Minutes
 5:00pm Tuesday 21 November 2023



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<h2>City of Rockingham</h2> <h3>Corporate and Community Development Committee Meeting Minutes</h3> <h4>Tuesday 21 November 2023 - Council Chamber</h4>	
<p>Note: In accordance with Clause 3 of Schedule 2.3 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is to preside at the meeting until the office of Presiding Member is filled.</p>	
1.	Declaration of Opening
	<p>The Chief Executive Officer (CEO) declared the Corporate and Community Development Committee meeting open at 5:00pm and welcomed all present.</p>
2.	Election of Presiding Member / Chairperson
	<p>The CEO advised that under section 5.12 of the <i>Local Government Act 1995 (Act)</i> it prescribes that an election is to be conducted under Schedule 2.3, Division 1 of the Act with the CEO to conduct the election. The election is a secret ballot using the optional preferential system outlined in Schedule 4.1 of the Act.</p> <p>The CEO advised that two nominations had been received in writing for the position of Presiding Member for the period ending at the next ordinary local government election in October 2025.</p> <p>Nominations were received from Cr Leigh Liley, who has nominated herself and Cr Craig Buchanan, who has nominated himself.</p> <p>The CEO asked if there were any further nominations for the position of Presiding Member. There were none and the CEO declared the nominations closed at 5:01pm.</p> <p>As there are more nominations than positions vacant a secret ballot will be conducted. Ballot papers have been prepared in accordance with the Regulations.</p> <p>The CEO advised that in accordance with Regulation 11A of the <i>Local Government (Constitution) Regulations 1998</i> the ballot papers have been prepared with the nominees' names appearing in order of receipt. Each ballot paper was checked and initialled on the back by the CEO prior to distribution to Committee Members. The CEO noted the secret ballot would be conducted as optional preferential voting and therefore Council Members were requested to place number 1 for first preference.</p> <p>The CEO, with the assistance of the Manager Governance and Councillor Support, counted the votes.</p> <p>The CEO declared the result of the ballot for Presiding Member for the Corporate and Community Development Committee to be four votes to Cr Buchanan and two votes to Cr Liley.</p> <p>Cr Buchanan assumed the Chair.</p> <p>Acknowledgement of Country</p> <p>The Chairperson noted that the City of Rockingham acknowledges the Traditional Owners and Custodians of this land, the Binjareb and Whadjuk Nyoongar peoples and their continuing connection to the land, waters and community. We pay our respects to all members of Aboriginal communities and their cultures; and to Elders past and present.</p> <p>Recording and Live Streaming of proceedings</p> <p>In accordance with Council Policy this meeting is being live streamed on the City's website, with the exception of confidential items and periods of adjournment or as determined by the Presiding Member.</p>



	<p>By being present at this meeting, members of the public consent to the possibility that their image and voice may be live streamed to the public. Recordings are also made available on the City's website following the meeting.</p> <p>Please note that clause 8.5 of the City's <i>Standing Orders Local Law 2001</i> provides that "no person is to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council or a committee without the written permission of the Council".</p> <p>If anyone breaches this Standing Order they will be asked to leave the Council Chamber.</p>
3.	Record of Attendance/Apologies/Approved Leave of Absence
	<p>3.1 Council Members</p> <p>Cr Craig Buchanan, JP Chairperson</p> <p>Cr Mike Crichton</p> <p>Cr Caroline Hume</p> <p>Cr Leigh Liley</p> <p>Cr Kelly Middlecoat</p> <p>Cr Robert Schmidt</p> <p>Cr Dawn Jecks Observer</p> <p>3.2 Executive</p> <p>Mr Michael Parker Chief Executive Officer</p> <p>Mr John Pearson Director Corporate Services</p> <p>Mr Michael Holland Director Community Development</p> <p>Mr Peter Doherty Director Legal Services and General Counsel</p> <p>Mr Jim Olynyk, JP Manager Governance and Councillor Support</p> <p>Mr Bekz Rasulov Manager Customer and Corporate Support</p> <p>Mr Alvin Santiago Manager Financial Services</p> <p>Mr Gary Rogers Manager Community Infrastructure Planning</p> <p>Mr Richard Hardy A/Manager Community and Leisure Facilities</p> <p>Ms Mary-Jane Rigby Manager Community Safety and Support Services</p> <p>Ms Alison Oliver Manager Library and Information Services</p> <p>Ms Melissa James Manager Economic Development and Tourism</p> <p>Ms Katie MacLachlan Financial Controller</p> <p>Ms Louise Pleasance Governance Coordinator</p> <p>Ms Sue Langley Governance Officer</p> <p>Ms Lauren Shaw Governance Officer – Councillor Support and FOI</p> <p>Ms Diane Zanre PA to Director Community Development</p> <p>Ms Jennifer Weinman Governance Assistant</p> <p>3.3 Members of the Gallery: 2</p> <p>3.4 Apologies:</p> <p>Mr Michael Yakas Manager Customer and Corporate Support</p> <p>Ms Nollaig Baker Manager Financial Services</p> <p>3.5 Approved Leave of Absence: Nil</p>

4.	Responses to Previous Public Questions Taken on Notice	
	Nil	
5.	Public Question Time	
	5:08pm	The Chairperson opened Public Question Time and invited members of the Public Gallery to ask questions. The 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. There were none.
6.	Confirmation of Minutes of the Previous Meeting	
	<p>Moved Cr Hume, seconded Cr Schmidt:</p> <p>That Committee CONFIRMS the Minutes of the Corporate and Community Development Committee Meeting held on 10 October 2023, as a true and accurate record.</p> <p style="text-align: right;">Committee Voting (Carried) – 6/0</p>	
7.	Matters Arising from the Previous Minutes	
	Nil	
8.	Announcement by the Presiding Person without Discussion	
	5:09pm	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.
9.	Declarations of Members and Officers Interests	
	9.1	<p>Item GM-034/23 Community Citizen of the Year Awards 2024</p> <p>Council Member: Cr Caroline Hume</p> <p>Type of Interest: Impartiality</p> <p>Nature of Interest: Cr Hume knows two of the nominees. Cr Hume will deal with the matter on its merits and will vote accordingly.</p> <p>Extent of Interest: Not Applicable</p>
10.	Petitions/Deputations/Presentations/Submissions	
	Nil	
11.	Matters for which the Meeting may be Closed	
	5:10pm	The Chairperson advised in accordance with 5.23(2)(b) of the <i>Local Government Act 1995</i> – if there are any questions or debate on Confidential Items, then the Committee will need to defer the matter for consideration at Agenda Item 18 - Matters Behind Closed Doors. There were no questions or request for debate.

General Management Services

Cr Hume declared an impartiality interest in item GM-034/23 Community Citizen of the Year Awards 2024 and will deal with the matter on its merits and vote accordingly (refer to Agenda Item 8 for specific details).

CONFIDENTIAL ITEM

Section 5.95(3) Local Government Act 1995 (Act)

This item may be discussed behind closed doors as per
Section 5.23(2)(b) of the Act

General Management Services Governance and Councillor Support Australian Citizen Awards Selection Panel	
Report number / title:	GM-034/23 Community Citizen of the Year Awards 2024
File number:	COM/7
Proponent/s:	
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support
Other Contributor/s:	
Date of Committee Meeting:	21 November 2023
Previously before Council:	
Disclosure of Interest:	Cr Hume declared an Impartiality Interest in Item GM-034/23 Community Citizen of the Year Awards 2024, as detailed in Regulation 22 of the <i>Local Government (Model Code of Conduct) Regulations 2021</i> and as per section 5.65 of the <i>Local Government Act 1995</i> , as she knows two of the nominees. Cr Hume will deal with the matter on its merits and will vote accordingly.
Nature of Council's Role:	Executive
Attachments:	1. Minutes of the Australian Citizen Awards Selection panel meeting held on 14 November 2023 Confidential Attachment as per Section 5.23 of the <i>Local Government Act 1995</i>
Maps/Diagrams:	
Site:	
Lot Area:	

Purpose of Report

For Council to approve the eligible applicants for the Community Citizen of the Year Awards 2024.

Background

The Community Citizen of the Year Awards recognise individuals and organisations making a notable contribution during the current year, and/or to those who have given outstanding service over a number of years.

Outstanding contribution and community service includes areas such as: education, health, fundraising, charitable and voluntary services, business, sport, arts, the environment or any other area that contributes to the advancement and wellbeing of a community.

Sitting members of State, Federal and Local Government are not eligible for nomination.

Implications to Consider

a. Consultation with the Community

Advertisements were placed on the City of Rockingham website, Facebook, City's Chronicle (Winter Edition), announced at the Pioneers Luncheon, and, a media release and a radio campaign.

Nominations were invited to be made in the following categories –

- Community Citizen of the Year
- Young Community Citizen of the Year (16 - 30 years of age)
- Senior Community Citizen of the Year (over 65 years of age)
- Active Citizenship (Group or Event)

Four posts were posted on Facebook, 27 September, 4 October, 10 October and 26 October 2023. These posts reached a total of 10,137 people.

Two radio advertisement campaigns, of 38 x 15 second commercials over 12 days ran on 97.3FM and 91.7 The Wave. The first between 14 September and 26 September 2023 and the second from 2 October to 7 October 2023. Part of the campaign was in conjunction with the City of Mandurah.

Nominations closed on 31 October 2023.

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 2023-2033:

Aspiration: **1. Social - A family-friendly, safe and connected community**

Outcome/Objective: *Connected community - Provide opportunities for community engagement and participation*

Aspiration: **5. Leadership Aspiration - Transparent and accountable leadership and governance**

Outcome/Objective: *Quality Leadership - Active advocacy for the community*

Outcome/Objective: *Quality Leadership - Ensure accountable and transparent governance*

d. Policy

In accordance with Council Policy – Functions Hosted by Council:

Australia Day Awards Presentation and Citizenship Ceremony

As a member of the Australia Day Council, the City of Rockingham promotes the Australia Day Awards to recognise meritorious contributions to the Rockingham community in specified categories including –

- *Community Citizen of the Year*

- Senior Community Citizen of the Year
- Young Community Citizen of the Year
- Active Citizenship (Group or Event)

The award presentation is held in the morning of nearest Saturday to 26 January, and in the event that 26 January itself is a Saturday, the following Sunday, in conjunction with a citizenship ceremony and is followed by light refreshment in the form of a breakfast or morning tea.

A selection panel (which includes those holding the title 'Freeman of the City') is appointed by Council to assess award nominations and recommend to Council the category award recipients. Assessment is to include, but not limited to, the criteria set out by the Australia Day Council.

e. Financial

Not Applicable

f. Legal and Statutory

Section 5.23(2)(b) of the *Local Government Act 1995* notes that a meeting may be closed to members of the public if the matter deals with the personal affairs of any person.

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

Voting Requirements

Simple Majority

Advisory Committee Recommendation

That Council:

1. **APPROVES** the eligible applicants for the Community Citizen of the Year Awards 2024, as per the Comments section in the Confidential Report.
2. **WITHHOLDS** the release of the name of the successful award recipients until they are formally presented at the 2024 Australian Community Citizen of Year and Citizenship ceremony.

Committee Voting – 3/0

Officer Recommendation

That Council:

1. **APPROVES** the eligible applicants for the Community Citizen of the Year Awards 2024, as per the Comments section in the Confidential Report.
2. **WITHHOLDS** the release of the name of the successful award recipients until they are formally presented at the 2024 Australian Community Citizen of Year and Citizenship ceremony.

Officer Recommendation if Different to Australian Citizen Awards Selection Panel Recommendation

Not Applicable

The Officer's Reason for Varying the Australian Citizen Awards Selection Panel Recommendation

Not Applicable

Committee Recommendation

Moved Cr Hume, seconded Cr Schmidt:

That Council:

1. **APPROVES** the eligible applicants for the Community Citizen of the Year Awards 2024, as per the Comments section in the Confidential Report.
2. **WITHHOLDS** the release of the name of the successful award recipients until they are formally presented at the 2024 Australian Community Citizen of Year and Citizenship ceremony.

Committee Voting (Carried) – 6/0

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

CONFIDENTIAL ITEM

Section 5.95(3) *Local Government Act 1995* (Act)

This item may be discussed behind closed doors as per Section 5.23(2)(b) of the Act

Community Development
Community Safety and Support Services
Department
Community Safety and Support Services
Advisory Committee



Report number / title:	CD-025/23	Community Safety and Support Services Advisory Committee (CSSS AC) – Appointment of Community Member – Absolute Majority
File number:	COM/55-08	
Proponent/s:		
Author:	Ms Josephine Harriman, Community Safety and Support Services, Events and Administration Officer	
Other Contributor/s:	Miss Mary-Jane Rigby, Manager Community Safety and Support Services	
Date of Committee Meeting:	21 November 2023	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role:	Executive	
Attachments:	1. Minutes of the Community Safety and Support Services Advisory Committee meeting held on 12 October 2023 Confidential Attachment as per Section 5.23 of the Local Government Act 1995	
Maps/Diagrams:		
Site:		
Lot Area:		

Purpose of Report

To appoint a community member to the Community Safety and Support Services Advisory Committee (CSSS AC).

Background

The Terms of Reference (ToR) of the Community Safety and Support Services Advisory Committee is “To provide strategic guidance and to represent the identified strengths, needs and aspirations of the community for the development, adoption and implementation of the Community Safety and Support Services Strategy.”

The Community Safety and Support Services Advisory Committee membership comprises of nine community representatives and three Council Members. Due to a resignation of one community representative, a vacancy on the committee has become available. At the Community Safety and Support Services Advisory Committee meeting held on 15 June 2023, it was agreed to advertise for nominations for the vacant position.

Details

Two applications were received during the 10-day advertising period. The assessment matrix used to assess the applications is as follows;

1. Goals to strategically contribute to the ToR of the Advisory Committee.
2. Skills, experience and qualifications relevant to the ToR.
3. Personal attributes.

Implications to Consider

a. Consultation with the Community

The CSSS AC community representative vacancy was advertised between Wednesday 2 August 2023 and Friday 11 August 2023.

- Sound Telegraph
- City's website
- Facebook page
- Local networks

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 2023-2033:

Aspiration: **5. Leadership Aspiration - Transparent and accountable leadership and governance**

Outcome/Objective: *Quality Leadership - Ensure accountable and transparent governance*

d. Policy

The Governance and Meeting Policy Framework, Advisory Committees, states:

Should a community member resign mid-term then the committee may recommend to Council the name of a replacement or alternatively advertise the position. Notwithstanding these membership provisions, Council reserves the right to cancel a committee membership at any time for any reason pursuant to Section 5.11(2)b of the *Local Government Act 1995* (Act).

e. Financial

The cost of advertising was accommodated in existing budget allocations.

f. Legal and Statutory

Sections 5.8, 5.9 and 5.10 of the Act specify requirements in respect to establishment of committees, types of committees that a local government can create and appointment of committee members.

Section 5.10 of the Act states that absolute majority is needed to appoint members to a committee.

5.10. Committee members, appointment of

(1) A committee is to have as its members —

(a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and

(b) persons who are appointed to be members of the committee under subsection (4) or (5).

* *Absolute majority required.*

Section 5.23(2)(b) and (e)(iii) of the Act allows an item to be discussed behind closed doors as it deals with the personal affairs of a person. A person's right to inspect information does not extend to items that may be discussed behind closed doors as per section 5.95(3) of the Act.

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

Both applications were assessed against the criteria. The successful applicant is identified in the comments section of the Confidential Report.

Voting Requirements

Absolutely Majority

Advisory Committee Recommendation

That Council **APPOINTS** the nominated Applicant as identified in the comments section of the Confidential Report.

Officer Recommendation

That Council **APPOINTS** the nominated Applicant as identified in the comments section of the Confidential Report.

Officer Recommendation if Different to Advisory Committee Recommendation

Not Applicable

The Officer's Reason for Varying the Advisory Committee Recommendation

Not Applicable

Committee Recommendation

Moved Cr Hume, seconded Cr Liley:

That Council **APPOINTS** the nominated Applicant as identified in the comments section of the Confidential Report.

Committee Voting (Carried) – 6/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

11.	<p>Bulletin Items</p> <p>Corporate and General Management Services Information Bulletin – November 2023</p> <p>Corporate Services</p> <ol style="list-style-type: none">1. Corporate Services Team Overview2. Project Status Reports<ol style="list-style-type: none">2.1 Online Rostering2.2 Microsoft 3652.3 Food Organic Garden Organic (FOGO) Waste Collection and Processing Service3. Information Items<ol style="list-style-type: none">3.1 List of Payments October 20233.2 Monthly Financial Management Report September 20233.3 Amendment to Rate Record – Non-Rateable Land3.4 Awarding of Tenders by CEO - Delegated Authority3.5 Lease Tenure Matters3.6 Leased Property Maintenance Grants3.7 Delegated Authority to Dispose of Property by way of Lease3.8 Development Contribution Scheme3.9 List of Write Offs for Debts under \$2,000 <p>General Management Services Directorate</p> <ol style="list-style-type: none">1. General Management Services Team Overview2. Project Status Reports3. Information Items<ol style="list-style-type: none">3.1 Meetings and Events3.2 Use of the Common Seal <p>Governance and Councillor Support</p> <ol style="list-style-type: none">1. Governance and Councillor Support Team Overview2. Project Status Reports3. Information Items<ol style="list-style-type: none">3.1 Freedom of Information (FOI) Requests3.2 Council Member Requests3.3 Citizenships3.4 Pioneers' Luncheon3.5 Local Government Election3.6 Australian Coastal Councils Association Inc. Newsletter3.7 WALGA Quarterly Overview Report for the City of Rockingham3.8 Coming Events3.9 Notice of Motion – Status Report <p>Human Resources</p> <ol style="list-style-type: none">1. Human Resources Team Overview2. Project Status Reports3. Information Items<ol style="list-style-type: none">3.1 Recruitment3.2 Workplace Health and Safety Statistics3.3 Christmas and New Year Administration Centre Closure 2023-2024 <p>Strategy, Marketing and Communications</p> <ol style="list-style-type: none">1. Strategy, Marketing and Communications Team Overview2. Project Status Reports<ol style="list-style-type: none">2.1 Resident Perception Survey 2023
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	<ul style="list-style-type: none">3. Information Items<ul style="list-style-type: none">3.1 Team Plan3.2 Community Engagement – Share your thoughts3.3 Social Media3.4 Media Tracking <p>Legal Services & General Counsel</p> <ul style="list-style-type: none">1. Legal Services & General Counsel Team Overview2. Project Status Reports3. Information Items<ul style="list-style-type: none">Provision of Legal Advice<ul style="list-style-type: none">3.1 Legal Advice – Local Government Operational Matters3.2 Litigation
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Committee Recommendation

Moved Cr Hume, seconded Cr Liley:

That Council Members acknowledge having read the Corporate and General Management Services Information Bulletin – November 2023 and the content be accepted.

Committee Voting (Carried) – 6/0

	<p>Community Development Information Bulletin – November 2023</p> <p>Community Safety and Support Services</p> <ul style="list-style-type: none">1. Community Safety and Support Services Team Overview2. Project Status Reports<ul style="list-style-type: none">2.1 Alcohol Management Plan2.2 Community Services Mapping2.3 CCTV Plan2.4 Assertive Outreach2.5 Social Connection and Support Pilot Project2.6 Crisis/Supported Accommodation3. Information Items<ul style="list-style-type: none">3.1 Community Support Services3.2 Rockingham Connect Community Transport Project3.3 Community Safety3.4 Community Engagement <p>Library Services</p> <ul style="list-style-type: none">1. Library Services Team Overview2. Project Status Reports3. Information Items<ul style="list-style-type: none">3.1 September 2023 Library Services Statistics3.2 Mary Davies Library and Community Centre3.3 Baldivis South Community Centre3.4 Rockingham Library3.5 Safety Bay Library3.6 Warnbro Community Library3.7 September 2023 Library Facebook Statistics <p>Community Infrastructure Planning</p> <ul style="list-style-type: none">1. Community Infrastructure Planning Team Overview2. Project Status Reports
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3.	Information Items
3.1	Aqua Jetty Stage 2
3.2	Baldivis District Sporting Complex
3.3	Safety Bay Foreshore Community Facility Development
3.4	Stan Twight Reserve Clubroom Redevelopment
3.5	Anniversary Park Clubroom Redevelopment
3.6	Community Infrastructure Functionality Audit Report
3.7	Baldivis Recreation Reserve Master Plan
3.8	Lark Hill Sportsplex Northern Expansion
	Community Capacity Building
1.	Community Capacity Building Team Overview
2.	Project Status Reports
2.1	Seniors Strategy
2.2	Health and Wellbeing Strategy
2.3	Cultural Development and the Arts Strategy
2.4	Strategy for Early Years, Children and Young People
3.	Information Items
3.1	Grants
3.2	Disability Access and Inclusion
3.3	Seniors
3.4	City Volunteer Program
3.5	Rockingham Volunteer Centre
3.6	Early Years, Children and Families
3.7	Sport and Recreation
3.8	Health and Wellbeing
3.9	Youth Development
3.10	Cultural Development and the Arts
3.11	Rockingham Arts Centre
	Community and Leisure Facilities
1.	Community and Leisure Facilities Team Overview
2.	Project Status Reports
3.	Information Items
3.1	Aqua Jetty
3.2	Warnbro Community Recreation Centre
3.3	Mike Barnett Sports Complex
3.4	Rockingham Aquatic Centre
3.5	Mike Barnett Sports Complex – Needs Assessment and Feasibility Study
3.6	Gary Holland Community Centre
3.7	Autumn Centre
3.8	Baldivis Indoor Sports Complex
	Economic Development and Tourism
1.	Economic Development and Tourism Team Overview
2.	Project Status Reports
2.1	Local Business Development
2.2	Iconic Economic Development / Tourism Events
2.3	Destination Marketing
2.4	Visitor Servicing Fee for Service
2.5	Tourism Strategy
2.6	Mobile Visitor Service Unit
3.	Information Items
3.1	Stakeholder Engagement - Economic Development and Tourism

Committee Recommendation

Moved Cr Hume, seconded Cr Liley:

That Council Members acknowledge having read the Community Development Information Bulletin – November 2023 and the content be accepted.

Committee Voting (Carried) – 6/0

12. Agenda Items

Corporate Services

Corporate Services Financial Services		
Report number / title:	CS-024/23	Budget Review – September 2023 (Absolute Majority)
File number:	FLM/17-05	
Proponent/s:		
Author:	Mrs Katie MacLachlan, Financial Controller	
Other Contributor/s:	Mr Alvin Santiago, Manager Financial Services	
Date of Committee meeting:	21 November 2023	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:	1. September 2023 Budget Review	
Maps/Diagrams:		
Site:		
Lot Area:		

Purpose of Report

For Council to adopt the September 2023 Budget Review.

Background

The City of Rockingham (City) undertakes three budget reviews during the year to monitor its financial performance against the annual budget and to review projections to the end of the financial year. Any variations of the annual budget arising from the review process are presented for Council's consideration and authorisation.

Details

The September 2023 Budget Review includes transactions during the July 2023 – September 2023 period and adjustments required to the annual budget due to the completion of the annual audit. The document includes the following information:

1. Summary of Budget Position
2. Summary of Major Amendments
3. Detailed Statement of Operating and Non-Operating Revenue and Expenditure by Department

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 Objective(s) contained in the Strategic Community Plan 2023-2033:

Aspiration: **5. Leadership Aspiration - Transparent and accountable leadership and governance**

Outcome/Objective: *Quality Leadership - Ensure accountable and transparent governance*

d. Policy

Nil

e. Financial

The overall effect of this budget review is an anticipated closing deficit for 30 June 2024 of \$11k after considering the adjustment to the opening surplus based on the annual audit and other budget amendments arising from the review.

f. Legal and Statutory

This budget review is performed as a matter of good governance and is not required by legislation.

Section 6.8(1)(b) of the *Local Government Act 1995* requires a local government not to incur expenditure from municipal funds until it has been approved in advance by absolute majority by Council.

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 September 2023 Budget Review attachment provides full details of the proposed amendments to the 2023/2024 Annual Budget after considering the changes to the opening balances as a result of the audit. The change is summarised in the table below:

Budget Summary	2023/2024 Adopted Budget \$	2023/24 YTD Actuals \$	Budget Amendments \$	Carry Forwards \$	2023/24 New Amended Budget \$
Add: Carryforward Budget	36,220,307	36,220,307	0	21,373,725	57,594,032
Add: Additional Unties Surplus	0	0	0	6,979,653	6,979,653
Opening Surplus/(Deficit)	36,220,307	36,220,307	0	28,353,378	64,573,685
Operating Expenditure	(190,870,734)	(44,444,701)	(595,874)	(621,560)	(192,088,168)
Operating Revenue	201,299,924	145,406,566	4,663,015	(7,422,623)	198,540,316
	10,429,190	100,961,865	4,067,141	(8,044,183)	6,452,148
Add: Adjustment for Non-Cash Items	34,594,483	0	0	0	34,594,483
Net Operating Result	45,023,673	100,961,865	4,067,141	(8,044,183)	41,046,631
Non Operating Expenditure	(103,760,279)	(3,978,629)	(5,258,312)	(13,329,543)	(122,348,134)
Non Operating Revenue	22,516,299	340,848	(5,800,000)	0	16,716,299
Net Capital Movements	(81,243,980)	(3,637,781)	(11,058,312)	(13,329,543)	(105,631,835)
Net Overall Result	(36,220,307)	97,324,084	(6,991,171)	(21,373,725)	(64,585,204)
Closing Surplus/(Deficit)	(0)	133,544,391	(6,991,171)	6,979,653	(11,519)
Closing Surplus/(Deficit) After Restricted Funds	(0)	133,544,391	(6,991,171)	6,979,653	(11,519)

1. Opening Position

The 2022/2023 financial audit is now complete which allows for final calculations to occur related to the Opening Position for 1 July 2023. The Closing Position on 30 June 2023 amounted to \$64.6m. This means the Opening Position on 1 July 2023 was \$64.6m. The untied surplus has been calculated as follows:

Closing Position	64,573,685
Less: Unspent but committed funds at 30 June 2023	<u>(57,594,032)</u>
Untied Surplus	6,979,653
Less: Proposed reduction in borrowings	<u>(5,800,000)</u>
Untied surplus, proposed to cover budget amendments	<u>1,179,653</u>

At the May 2023 Budget Review, the untied surplus was forecasted to be \$9.8m, with \$6m of this directly related to staff costs and the inability to recruit replacement staff. It was acknowledged at that time that it may increase or decrease depending on the number of incomplete works at the end of the financial year.

With the completion of the 2022/2023 financial audit and finalisation of carry forwards, the actual untied surplus is \$7m, with \$6m of this being related to staff costs as predicted in the May 2023 Budget Review. \$5.8m of the \$7m untied surplus is proposed to be used to reduce borrowings (refer point 4 below), with remaining untied surplus proposed to be used to cover further budget amendments.

The carry forward budget represents the unspent budget from 2022/2023 that is committed to existing projects. During the May Budget Review the amount to be carried forward in 2023/2024 was estimated at \$36m. With the close of the 2022/2023 financial year, the actual remaining unspent budgets for existing projects requiring carrying forward were known, which has resulted in an increase of \$21m in carry forwards, bringing the total balance to \$58m. The carry forwards are detailed in the 'Current Period Carry Forwards' attachment to this report and features the following most significant adjustments:

- 1.1 Baldivis District Sporting Complex – \$7.9m increase expenditure.
- 1.2 Financial Assistance Grants received in advance - \$5.7m reduction in income.
- 1.3 New Buildings – CIP (Baldivis Outdoor courts) - \$2.6m reduction in expenditure (transferred to Baldivis District Sporting Complex above)
- 1.4 Secret Harbour – Replace Street Lighting (Stage 2) - \$2.9m increase in expenditure.
- 1.5 LRCIP Phase 2 – Phase completed - \$1.2m reduction in income.
- 1.6 Point Peron Harbour dredging - \$788k increase in expenditure.
- 1.7 Landfill Master Plan - \$613k increase in expenditure
- 1.8 Various State Black Spot projects - \$534k increase in expenditure.

2. Operating Revenue

Operating revenue has increased by \$4.7m and includes the following significant amendments:

- 2.1 \$2m in WA Recovery Funding expected to be received to fund the Mike Barnett Sports Complex refurbishment works.
- 2.2 \$2.1m in Local Roads and Community Infrastructure Program grant expected to be received for Phase 4 of the program (Refer 5.1 for corresponding expenditure).
- 2.3 \$353k increase in rubbish collection income due to an increase in the number of services.

3. Operating Expenditure

Operating expenditure has increased by \$596k. Apart from internal budget re-allocations with nil budget impact, there were no individual amendments exceeding \$250k. Proposed amendments that are immaterial individually are detailed in the attachment.

4. Non-Operating Income

Non-operating income has decreased by \$5.8m due to the proposed reduction in borrowings.

5. Non-Operating Expenditure

Non-operating expenditure has increased by \$5.3m and includes the following significant amendments:

- 5.1 \$2.3m increase in Local Roads and Community Infrastructure Program projects (Refer 2.2 for corresponding income).
- 5.2 \$674k increase for various drainage projects.
- 5.3 \$477k increase in transfer to Workers Compensation Reserve to fund LGIS performance based insurance adjustment.

The other proposed amendments, including expenditure offset by additional revenues, internal allocations and other minor changes, are detailed in the September 2023 Budget Review document.

6. Conclusion

The quarterly budget review is prepared to address the changes encountered during a financial year and makes modifications to address these changes. It is important to continuously monitor annual budgets and update forecasts, and the quarterly budget review is viewed as the most appropriate tool to address this.

This approach is crucial in ensuring the City remains in a sound financial position to meet its planned operating and capital projects and importantly pay its liabilities when due and payable. The annual budget and the budget reviews aim to strike a balance between sustainability and affordability of services.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council **ADOPTS** the September 2023 Budget Review, as detailed in Attachment 1.

Committee Recommendation

Moved Cr Hume, seconded Cr Crichton:

That Council **ADOPTS** the September 2023 Budget Review, as detailed in Attachment 1.

Committee Voting (Carried) – 6/0

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



Report number / title:	GM-035/23 Annual Report and Annual Electors Meeting 2022/2023 (Absolute Majority)
File number:	IFM/26 and GVR/60
Proponent/s:	
Author:	Mr Jim Olynyk, Manager Governance and Councillor Support
Other Contributor/s:	
Date of Committee meeting:	21 November 2023
Previously before Council:	
Disclosure of Interest:	
Nature of Council's role:	Executive
Attachments:	1. Draft Annual Report 2022/2023
Maps/Diagrams:	
Site:	
Lot Area:	

Purpose of Report

To adopt the City of Rockingham Annual Report for 2022/2023 and set the date for the conduct of the Annual Electors Meeting.

Background

The statutory Annual Report is prepared to advise the Community on the activities of the local government and includes the audited Annual Financial Report. The Annual Report also contains an overview of the Plan for the Future.

The Annual Report is to be accepted by the local government no later than 31 December each year. However, should the auditor's report not be available in time for the Annual Report to be accepted by 31 December, then the local government is to accept the Annual Report no later than two months after the auditor's report becomes available.

The local government is required to prepare, adopt and advertise its Annual Report, prior to the Annual Electors Meeting. The Annual Electors Meeting for 2022/2023 is proposed to be scheduled for 6pm Wednesday 20 December 2023, as is the case for previous years.

Details

Industry best practice is to endeavour to hold the Annual Electors Meeting in the same calendar year that the financial year ended. This is dependent on the timing of the audit of the City's financial statements and the receipt of the audit statement.

The Financial Report and Independent Auditor's Report will be provided to the Audit Committee at its meeting on Monday 20 November 2023. On recommendation from the Audit Committee these Reports will be combined with the Annual Report for final consideration by Council at its meeting on Tuesday 28 November 2023.

Implications to Consider

a. Consultation with the Community

The availability of the Annual Report is advertised in conjunction with the statutory advertising required for the Annual Electors Meeting. Advertising will appear in the local press, City website, social media platform, libraries and notice boards.

Statutory advertising is required to be carried out requiring the Chief Executive Officer to convene an electors' meeting by giving at least 14 days' local public notice.

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 Objective(s) contained in the Strategic Community Plan 2023-2033:

Aspiration: 5. Leadership Aspiration - Transparent and accountable leadership and governance

Outcome/Objective: *Quality Leadership - Ensure accountable and transparent governance*

d. Policy

Council Policy - Recording and Streaming Council, Standing Committees and Annual Electors Meetings, adopted by Council in August 2023 states:

'Council Meetings, Standing Committee Meetings and the Annual Electors Meeting 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 (the Act) and periods of adjournment or as determined by the Presiding Member in accordance with the City of Rockingham Standing Orders Local Law 2001 (Standing Orders).'

e. Financial

Live streaming of the Annual Electors Meeting will cost \$7250.00 (ex GST). There are no other significant financial implications evident at this time other than the costs associated with publication of the Annual Report and statutory advertising.

f. Legal and Statutory

In accordance with section 5.27 of the *Local Government Act 1995 (Act)*, a general meeting of electors of a district is to be held once every financial year. The meeting is to be held not more than 56 days after the local government accepts the annual report for the previous financial year.

A local government to prepare an annual report for each financial year, section 5.53(1).

The content of the Annual Report, includes a report from the Mayor, a report from the Chief Executive Officer, an overview of the plan for the future, the financial reports for the year under review, the auditor's report, and specified information including that relating to employees, disability services, and complaints, section 5.53(2).

Section 5.54 of the Act requires Council to accept the Annual Report no later than 31 December each year.

However, should the auditor's report not be available in time for the Annual Report to be accepted by 31 December, then the local government is to accept the Annual Report no later than two months after the auditor's report becomes available.

The Chief Executive Officer is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government, section 5.55.

Section 5.27 of the Act and Part 3 of the *Local Government (Administration) Regulations 1996* specify the legislative requirements for Annual Electors Meeting, including when a meeting is to be held, the matters to be discussed (Annual Report and other General Business), who may vote and how, and the procedure at 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

To facilitate the process of holding the Annual Electors Meeting in a timely manner Council consideration of the Annual Report, including the Financial Report, for 2022/2023 is sought.

If Council adopts the Annual Report for 2022/2023 the Annual Electors Meeting must be held no later than 56 days after this resolution, that being 23 January 2024.

It is proposed to hold the Annual Electors Meeting at 6pm on Wednesday 20 December 2023 and in accordance with Council Policy - Recording and Streaming Council, Standing Committees and Annual Electors Meetings, this meeting will be streamed live on the City's website.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council:

1. **ADOPTS** the Annual Report for the financial year ending 30 June 2023, as detailed in Attachment 1.
2. **APPROVES** the Annual Electors Meeting for 2022/2023 on Wednesday 20 December 2023 commencing at 6pm.

Alternate Motion

Cr Schmidt on behalf of Cr Buchan proposed the following Alternate Motion:

That Council:

1. **DEFERS** the adoption of the Annual Report for the financial year ending 30 June 2023, as detailed in Attachment 1 to December 2023.
2. **APPROVES** the Annual Electors Meeting for 2022/2023 on Thursday 8 February 2024 commencing at 6pm.

Reason for Alternate Motion

1. The reports recommended date for the Annual Electors Meeting falls during school holidays and is too close to Christmas.
2. Feedback from the community is that they would like to participate but the date in late December is not convenient.

3. Although the meeting is for the residents to receive the Annual Report and it is recommended by the staff that this be in the same calendar year as the financial statements are ended, we receive little to no questions on the financial statements. Residents prefer using the AEM to raise their own motions for Council to consider. This can be achieved equally in February.
4. December is a very busy month for Councillor who are attending many school awards ceremonies and other functions. To maintain a work/life balance many Councillors would like the AEM date moved to February for health and wellbeing reasons hence the motion.

Committee Recommendation

Moved Cr Schmidt, seconded Cr Middlecoat:

That Council:

1. **DEFERS** the adoption of the Annual Report for the financial year ending 30 June 2023, as detailed in Attachment 1 to December 2023.
2. **APPROVES** the Annual Electors Meeting for 2022/2023 on Thursday 8 February 2024 commencing at 6pm.

Committee Voting (Carried) – 6/0

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 Economic Development and Tourism



Report number / title:	CD-026/23	Rockingham Catalpa Adventure 2024 – Request for Iconic Event Sponsorship
File number:	ECD/65	
Proponent/s:	Tourism Rockingham Inc.	
Author:	Mr Michael Holland, Director Community Development	
Other Contributor/s:	Mr Jimmy Ho, Senior Economic Development Officer Ms Melissa James, Manager Economic Development and Tourism	
Date of Committee meeting:	21 November 2023	
Previously before Council:	18 October 2022 (CD-030/22)	
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:		
Maps/Diagrams:		
Site:		
Lot Area:		

Purpose of Report

For Council to consider providing Iconic Event Sponsorship funding to Tourism Rockingham Inc. for the running of the 2024 Rockingham Catalpa Adventure Festival (RCAF).

Background

The City of Rockingham (City) Cultural Development and the Arts Strategy 2018 – 2022 identifies a task in Key Element 3 – Events and Programs to “establish a cultural event to commemorate the Catalpa rescue”. As part of the City’s commitment to this action, a \$10,000 budget allocation was provided to Rotary Club of Palm Beach Inc. in May 2022 to develop an event proposal to be considered for Iconic Event Sponsorship.

An application for Iconic Event Sponsorship was received from Tourism Rockingham Inc. on 31 August 2022. The application requested \$125,000 from the City, and at its October 2022 Ordinary Council Meeting Council resolved the following in line with the Officer recommendation:

1. **APPROVES** the Iconic Event Sponsorship funding to Tourism Rockingham Inc. for a total amount of \$56,260 based on the Officer evaluation for the hosting and running of the Rockingham Catalpa Adventure on Monday 10 April 2023.

2. **ACCEPTS** the following schedule of dates and funding contributions to be payable to Tourism Rockingham Inc. subject to meeting the requirements set out in the Rockingham Catalpa Adventure Event Funding Schedule detailed within the proposed funding breakdown section of the report:
 - 5% of total City funding approved payable upon entering into agreement;
 - 20% of total City funding approved payable as of 10 January 2023;
 - 35% of total City funding approved as of 11 March 2023;
 - 35% of total City funding approved payable as of 27 March 2023; and
 - 5% of total City funding approved payable upon receipt of the post event evaluation report.
3. **REQUESTS** that Tourism Rockingham Inc. provide a post event report, which identifies all specific event activities undertaken together with an economic and social impact assessment including methodology and rationale used to measure any increase in visitation to the Rockingham Foreshore resulting from the Rockingham Catalpa Adventure, when compared to usual Easter weekend visitation.

On 23 November 2022, Tourism Rockingham Inc. notified the City that it was withdrawing its application for Iconic Event Sponsorship for the Catalpa Adventure 2023, and submitted an application for Major Event Sponsorship via the Community Grants process to deliver a scaled down version of the event. The reason for withdrawing the application was that the proposed event could not be delivered without the full funding amount (\$125,000) being approved by the City. A grant of \$20,000 was approved for the 2023 event which was delivered on Monday 10 April 2023, and the acquittal was received on 20 October 2023.

Details

The RCAF Iconic Event Sponsorship proposal has been submitted by Tourism Rockingham Inc. on behalf of the Tourism Rockingham Catalpa Subcommittee (Catalpa Subcommittee). As per the 2023 event, the Catalpa Subcommittee comprises of members from the following organisations:

- Tourism Rockingham Inc.
- Rotary Club of Palm Beach Inc.
- Street Hassle Events

Tourism Rockingham are seeking the City's support of the RCAF for its second year through Iconic Event Sponsorship. The purpose of the event is to celebrate the historic Catalpa rescue that occurred on 17–19 April 1876 when six Fenian political prisoners escaped incarceration at Fremantle Prison and later rowed out to the US whaler Catalpa from Rockingham beach on Easter Monday.

The Iconic Event Sponsorship Guidelines define an iconic event as one that generates significant economic benefits and destination awareness to the Rockingham region. An iconic event may be:

- a) An annual or recurring event: or
- b) A one-off feature event

Iconic events should provide:

- Positive attendee experiences that support the Rediscover Rockingham tourism brand
- Opportunities to market the destination outside the Rockingham region by generating awareness and gaining extensive/high profile media coverage.

The proposal for the 2024 RCAF is to deliver a two day program of events consisting of the following elements:

Sunday 31 March (Easter Sunday)	Monday 1 April (Easter Monday)
12pm – 5pm (Village Green) Afternoon Gaelic football match Hurling display Free kids activities Food and drink	12pm – 6pm (Churchill Park) Eight short Catalpa skits (10 mins each) Live music and dancing Historic displays and Catalpa related items on loan from various WA museums

Sunday 31 March (Easter Sunday)	Monday 1 April (Easter Monday)
6pm – 10pm (Gary Holland Community Centre) Evening screening of the Catalpa Rescue with licensed bar	Roving entertainment Market stalls Children's activities Food and drink

Below is a proposed map of the RCAF:



The Catalpa Subcommittee has a vision to grow the event each year in size, scope and reputation culminating in the 150th anniversary of the Catalpa rescue in 2026.

As part of the 2023 event reporting process, the Catalpa Subcommittee engaged Lucid Economics to conduct an Economic Impact Assessment to support their Iconic Event Sponsorship proposal for the 2024 event.

Below is a summary of the economic outcomes from the 2023 event as per the Economic Impact Assessment conducted by Lucid Economics:

Assumption	Value	Source
Total attendance	6,325	Localis (2023) factoring in calculation based on attendees not carrying mobile device
Local attendance (%)	49.5%	Localis (2023)
Local attendance (no)	3,129	Calculation
Visitor attendance (%)	50.5%	Localis (2023)
Visitor attendance (no)	3,196	Calculation
Average expenditure at festival per person	\$49.10	Tourism Rockingham (2023)
Total visitor expenditure	\$123,859	Calculation
FTE jobs created – direct and indirect	0.9	Calculation

For Council’s reference, Localis refers to a location analytics company that combines multiple datasets in the same platform to provide insights, and this data has been incorporated into the Lucid Economics Economic Impact Assessment. Further data was sourced through surveys conducted by Tourism Rockingham Inc. on the day which received 119 responses.

In addition to the above, below is some further information contained in the proposal that is relevant to the event assessment:

Iconic Event Sponsorship Guidelines	Detail Provided in Iconic Event Sponsorship Submission
Demonstrate Economic Benefit	
Expected number of visitors attending the event from outside the Rockingham region	The organising committee are aiming to attract a crowd of 10,000 people to the RCAF across the two day event proposed for Sunday 31 March and Monday 1 April.
Length of stay in overnight accommodation	Based on the Localis report for the 2023 event, occupancy increased from 72% on Easter Monday 2022 to 79% on Easter Monday 2023.
Opportunities for local business to leverage the event	<ul style="list-style-type: none"> · Local businesses located within close proximity to the event site may have increased trade · Organising committee is focussed on using local businesses in the planning and delivery of the event · Weekend accommodation packages, tour package opportunities for tourism businesses · Local musicians/performers to gain exposure from event · Local businesses will be invited to engage in an information session to maximise engagement opportunities to be involved with the event and maximise profits
Marketing and Promotional Expectations	
Marketing of the event will align with the City’s Tourist Destination Strategy and Economic Development Strategy	\$13,500 has been allocated in the proposed budget for marketing, incorporating: <ul style="list-style-type: none"> · \$2,600 paid social media spend · \$2,000 radio advertising (IPL Radio and Curtin FM) · \$4,480 print advertising (Sound Telegraph, Mandurah Coastal Times, Fremantle Herald, Bunbury Herald) · Website listings · Roadside signage throughout Rockingham (3) · Flyers displayed in local businesses and Irish pubs in Perth
Acknowledgement of the City’s sponsorship	The City’s sponsorship will be recognised through the following: <ul style="list-style-type: none"> · Logo on all marketing material and communications · Logo on sponsorship pages of website · Acknowledgement of sponsorship in pre-event emails · Social media posts · Verbal sponsorship acknowledgements · Opportunity to display banners adjacent to the stage and throughout Churchill Park · Option to have merchandise or flyers in the information tent at the festival

Iconic Event Sponsorship Guidelines	Detail Provided in Iconic Event Sponsorship Submission	
Proposed budget	Revenue (ex GST)	
	City of Rockingham	\$82,000
	Lotterywest	\$30,000
	Private and commercial sponsorship	\$49,000
	Stallholder fees	\$4,000
	Projected Revenue (ex GST)	\$165,000
	Total Expenses (ex GST)	\$148,960

The application has not specified where the City’s funding will be allocated, however, Officers have determined that there is sufficient marketing, infrastructure, and logistical expenses within the proposed budget should Council approve the funding of the event.

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. Social - A family-friendly, safe and connected community**

Outcome/Objective: *Connected community - Provide opportunities for community engagement and participation*

Aspiration: **4. Economic - A vibrant economy creating opportunities**

Outcome/Objective: *A visitor destination - Promote the City as a place to visit*

d. Policy

Nil

e. Financial

An allocation of \$300,000 for Iconic Events (Economic Development and Tourism) has been included as part of the City’s 2023/2024 budget. \$177,500 has already been approved by Council for the 2023 Rockingham Beach Cup, leaving a balance of \$122,500 available.

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 Iconic Event Sponsorship aligns with the following Community Plan Strategies:

Tourist Destination Strategy 2019-2024

Action Item 4: Events Activation (entertainment destination) “Support and promote third party events – RBC horse race, kitesurfing championship etc.”

Economic Development Strategy 2020-2025

Action Item 7.1.2.6 Allocate annual dedicated funding for Iconic Events which promote economic development and tourism development outcomes.

The City of Rockingham Iconic Event Sponsorship Guidelines defines an iconic event as one that generates significant economic benefits and destination awareness to the Rockingham region.

The 2023 RCAF Community Grants – Major Events acquittal reported a total budget expense of \$72,821 and revenue of \$86,300, resulting in a surplus of \$13,479 in its post event evaluation submitted on 20 October 2023.

Officers have assessed the proposed RCAF in accordance with the Iconic Event Sponsorship Guidelines and have summarised the evaluation based on key event outcomes and considerations. The outcomes of the event reported in the Economic Impact Assessment conducted by Lucid Economics are not consistent with an iconic event at this point in time, however, Officers have taken into consideration the long term vision of growing visitor interest in the event over time to culminate in an iconic event marking the 150th anniversary of the Catalpa rescue in 2026.

Marketing and Promotional Expectations

The marketing and promotional expectations set out in the Iconic Event Sponsorship Guidelines include (but is not limited to) the following:

- Media coverage and brand exposure targeting people from outside the Rockingham region
- Out of region marketing campaign
- Opportunities provided to the City to leverage media partnerships, talent, and/or influencers to promote Rockingham as a tourist destination

An iconic event aiming to attract increased visitation year on year should allocate approximately 15-20% of the total budget to marketing, particularly when the event is held at a busy time of year and competing for media time with other destinations and events.

The RCAF proposal incorporates a total marketing budget of \$13,500 which is considered low at 9% of the total event budget. As a comparison, the 2022 Channel 7 Rockingham Beach Cup allocated 15% of the total event budget to marketing. Officers note that the 2023 RCAF resulted in a budget surplus, and it would be expected that such surplus resulting from the 2024 event would be reallocated to marketing and promotion of the event to ensure best efforts are made to generate awareness and exposure of the event during a busy holiday period.

Demonstrate Economic Benefit

The Iconic Event Sponsorship Guidelines state that the City will evaluate applications with regard to the following:

- Expected number of visitors from outside of the Rockingham region who will attend the event
- The estimated daily visitor spend
- Length of stay in overnight accommodation
- Opportunities for local business to leverage the event
- Ability to support destination marketing outcomes and generate awareness
- Provision of a proposed event budget identifying
 - Allocated expenditure for the requested sponsorship amount
 - Allocated local expenditure within the Rockingham region

The RCAF proposal includes an Economic Impact Assessment of the 2023 event held on Monday 10 April that reported a total attendance of 6,325, with 50.5% of those from out of region, and an average expenditure of \$49.10 per person.

Officers note that the Catalpa Subcommittee are proposing an additional day of event programming on Easter Sunday incorporating a Gaelic football game at Village Green and an evening screening of the Catalpa Adventure at the Gary Holland Community Centre in the evening. With the event being proposed for Easter weekend during school holidays when many people already have plans with friends and family, the marketing and promotion of the event are of utmost importance to ensure enough awareness is generated to demonstrate the events ability to attract increased out of region visitation.

Below is a breakdown of the estimated economic impact for the 2024 RCAF based on data collected for the Economic Impact Assessment conducted by Lucid Economics:

	RCAF 2023	Source	RCAF 2024 (based on proposed target of 10,000)
(a) Total Festival Attendees:	6,325	Lucid Economics	10,000
Source of visitors:		Localis (2023)	
(b) City of Rockingham	3,129 (49.5% of a)		5,000 (50% of a)
(c) Outside City of Rockingham	3,196 (50.5% of a)		5,000 (50% of a)
(d) Percentage of visitors from outside of City of Rockingham who were at Churchill Park due to Festival	79%	Tourism Rockingham (2023)	79%
(e) Number of visitors from outside of City of Rockingham who were at Churchill Park due to Festival: (c) X (d)	2,524	Tourism Rockingham (2023)	3,950
(f) Average expenditure at festival per person	\$49.1	Tourism Rockingham (2023)	\$54
(g) Total expenditure at festival from visitors from outside of the City of Rockingham: (e) X (f)	\$123,928	Calculation	\$213,300
(h) Total expenditure (local and visitors): (b) X (f) + (g)	\$277,562	Calculation	\$540,000
(i) ROI (visitor return): (g) / (funding amount)	\$6.20 (based on \$20,000 funding)	Calculation	\$2.90 (based on \$74,480 funding)
ROI (total return): (g) + (b) X (f) / (funding amount)	\$13.90 (based on \$20,000 funding)	Calculation	\$7.30 (based on \$74,480 funding)

Note: Whilst the Economic Impact Assessment provided an estimated percentage of visitors from outside the City of Rockingham who were at Churchill Park due to the festival, no estimate was provided for locals. Therefore, Officers have calculated the total return based on 100% of locals and 79% of visitors.

Event Approval and Other Considerations / Impacts

The proposed date of the event on Easter Sunday and Monday is during school holidays. Whilst there are no other outdoor events proposed in this location at that time, it is traditionally a very busy time at the Rockingham Foreshore with permit holders and community activation, particularly with increased visiting friends and relatives over the school and Easter holiday periods.

With that in mind, the potential economic impact resulting from the RCAF would likely be higher if it were held on another weekend when there was normal activity on the Rockingham Foreshore, as opposed to Easter Monday, when the Foreshore is already well patronised.

Being an outdoor event of this nature, additional consideration will need to be given to the timing of the bump in and bump out of event infrastructure to ensure minimal disruption to those choosing to spend the Easter long weekend at the foreshore. The current schedule includes the installation of infrastructure and equipment at Churchill Park on Easter Sunday 30 March, in preparation for the Monday program of events on 1 April. It should be considered that having infrastructure such as toilets taking up space, and likely locked up for the duration of Sunday may negatively impact on the experience of those wishing to meet at the foreshore for their family Easter gatherings, which is normally a crowded weekend.

The proposed time of year can be unpredictable when it comes to the weather, and it is important to acknowledge that the 2023 event held on Monday 10 April was impacted by rain. Easter Monday is earlier in 2024 on 1 April, however, weather will need to be an important consideration for this event moving forward if it continues to be held at this time of year as it will greatly impact on event attendance.

Funding Considerations

In line with the Iconic Event Sponsorship Guidelines, the City's total funding contribution cannot exceed 50% of the total event budget. Therefore, based on the total expenses of \$148,960, the City's total funding contribution cannot exceed \$74,480.

With consideration to the City's Economic Development Iconic Event Return on Investment (ROI) Matrix, a minimum ROI for an iconic event is \$8.00 based on total return (\$8.00 spent in the local economy for every \$1.00 of City funding). In accordance with the matrix, an ROI of 8:1 is considered in the low range, and would only be supported if there is evidence of significant alignment with the City's strategies and/or significant additional community benefits.

Acknowledging that the 2023 event was impacted by wet weather, Officers have calculated the attendance figures and relevant economic impact based on the proposed target of 10,000, which is a 37% increase on the 2023 event. It should be noted, however, that a 10% increase in event attendance is considered a reasonable target for annual growth in attendance. Based on the data provided in the Economic Impact Assessment provided by Lucid Economics and the RCAF achieving the target of 10,000 attendees, Officers have calculated an estimated total expenditure (local and visitors) of \$540,000 could be injected into the economy. This estimated contribution of \$540,000 results in an ROI of \$7.30 for every \$1.00 of City funding, which is slightly below the minimum target of \$8.00.

The RCAF is proposed to occur annually until 2026, and consideration should be given to the longevity of the event and growing visitor interest over time. 2026 marks the 150th anniversary of the Catalpa Rescue, and therefore provides good reason to grow the event into a larger festival format over the ensuing three years. The proposal has accounted for additional event elements to be added to the program extending the event into Easter Sunday, however, the priority should also be to grow interest through relevant marketing and media channels which is currently not reflected within the marketing plan and budget submitted within the application.

Officers acknowledge that the RCAF has a long term vision, and approving anything less than the funding amount requested is likely to jeopardise any chances of growing visitor interest in the event, especially when competing for media and marketing placement during a busy time of year. With that being said, it is also important to note that the maximum funding amount cannot exceed 50% of the total event budget, and therefore no more than \$74,480 can be considered.

Having reviewed the RCAF proposal and noting that the 2023 event was impacted by weather, the assessment based on the target of 10,000 attendance is on the borderline of the minimum ROI, and therefore is considered eligible for the maximum funding amount of \$74,480.

Noting the evaluation and key considerations associated with the proposed RCAF, Officers are recommending that the City fund the maximum funding amount of \$74,480 through Iconic Event Sponsorship in line with the requirements of the Guidelines. This will allow the event to be delivered in the proposed format (Easter Sunday and Monday) providing maximum opportunity for Tourism Rockingham and the Catalpa Subcommittee to demonstrate the events eligibility for increased funding in 2025 and/or 2026. The proposed budget included a surplus of \$16,000 (based on a funding request of \$82,000), which will be reduced to \$8,500 based on the recommended funding amount.

It should be acknowledged that the marketing and promotion of the event will need to be prioritised in 2024, particularly out of region marketing in order to generate the required results to be considered for Iconic Event Sponsorship moving forward and any surplus in the budget should be allocated to out of region marketing. In addition, the funding can also support another Economic Impact Assessment to be conducted in 2024 to provide the City with evidence that the event has the capability to attract increased out of region visitors over time, and increased economic impact on the local economy.

Proposed Funding Breakdown

Should Council approve funding of the RCAF, the below funding breakdown has been prepared with consideration of financial risk for both the City and Catalpa Subcommittee, requirements of the City’s Outdoor Event Application permit process, and key milestones associated with the successful staging and delivery of the event.

RCAF Event Funding Schedule	Funding deadline	Amount
<p><u>Milestone A</u> Confirmation of a professional event management organisation being engaged for the planning and delivery of the event. Provision of a key contact who will be facilitating the social media and marketing activity on behalf of the event organiser.</p>	<p>Upon entering into agreement</p>	<p>10% of total City funding</p>
<p><u>Milestone B</u> On submission of the following documents in line with the Outdoor Event Application Guidelines:</p> <ul style="list-style-type: none"> · Outdoor Event Application · Detailed site plan · Certificate of Currency · Risk Management Plan · Emergency Evacuation Plan <p>A finalised event marketing plan allocating no less than 75% of the total marketing budget to out of region advertising, and a total marketing spend equivalent to or exceeding 15% of the total budget. Written confirmation of sponsorship secured equivalent to or higher than the amount paid by the City to date.</p>	<p>No less than 90 days prior to event</p>	<p>20% of total City funding</p>
<p><u>Milestone C</u> On submission of the following documents in line with the Outdoor Event Application Guidelines:</p> <ul style="list-style-type: none"> · Traffic Management Plan for additional parking <p>Written confirmation of a finalised event schedule, including but not limited to:</p> <ul style="list-style-type: none"> · Family friendly activities · Live entertainment · 10am – 4pm minimum operating hours <p>Written confirmation of sponsorship secured equivalent to or higher than the amount paid by the City to date.</p>	<p>No less than 30 days prior to event</p>	<p>30% of total City funding</p>

RCAF Event Funding Schedule	Funding deadline	Amount
<p><u>Milestone D</u> On submission of all remaining documents required in line with the Outdoor Event Application Guidelines, including:</p> <ul style="list-style-type: none"> · Amusement(s) · Food vendor(s) · Market stall(s) <p>Written confirmation of sponsorship secured equivalent to or higher than the amount paid by the City to date.</p>	<p>No less than 14 days prior to event</p>	<p>30% of total City funding</p>
<p><u>Milestone E</u> Upon receipt of a Post Event Evaluation Report, including:</p> <ul style="list-style-type: none"> · An Economic Impact Assessment report conducted by a third party, including: <ul style="list-style-type: none"> ○ Event attendance breakdown (including attendance numbers and localities – (local, intrastate and interstate) ○ Average number of overnight stays as a result of the event ○ Economic impact assessment ○ Social impact assessment · A written report from the event organiser summarising the following key deliverables of the Iconic Event Sponsorship: <ul style="list-style-type: none"> ○ Event attendance ○ Event program ○ Customer satisfaction ○ Local business engagement ○ Budget (including amount spent amongst local Rockingham businesses and relevant invoices identifying where the City's funding was spent) ○ Marketing activities and outcomes 	<p>No less than 90 days following the event</p>	<p>10% of total City funding</p>

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. **APPROVES** the Iconic Event Sponsorship funding to Tourism Rockingham Inc., for a total amount of \$74,480 plus GST for the hosting and running of the Rockingham Catalpa Adventure Festival.
2. **ACCEPTS** the following schedule of dates and funding contributions to be payable to Tourism Rockingham Inc., subject to meeting the requirements set out in the RCAF Event Funding Schedule detailed within the Proposed Funding Breakdown section of the report:
 - 10% of total City funding approved payable upon entering into agreement;
 - 20% of total City funding approved payable as of 1 January 2024;

- 30% of total City funding approved as of 1 March 2024;
 - 30% of total City funding approved payable as of 17 March 2024; and
 - 10% of total City funding approved payable upon receipt of the post event evaluation report to be received no later than 30 June 2024.
3. **REQUESTS** that Tourism Rockingham Inc. provide a post event report, which identifies all specific event activities undertaken together with an economic and social impact assessment, including methodology and rationale used to measure any increase in visitation to the Rockingham Foreshore resulting from the Rockingham Catalpa Adventure, when compared to usual Easter weekend visitation.

Committee Recommendation

Moved Cr Crichton, seconded Cr Hume:

That Council:

1. **APPROVES** the Iconic Event Sponsorship funding to Tourism Rockingham Inc., for a total amount of \$74,480 plus GST for the hosting and running of the Rockingham Catalpa Adventure Festival.
2. **ACCEPTS** the following schedule of dates and funding contributions to be payable to Tourism Rockingham Inc., subject to meeting the requirements set out in the RCAF Event Funding Schedule detailed within the Proposed Funding Breakdown section of the report:
 - 10% of total City funding approved payable upon entering into agreement;
 - 20% of total City funding approved payable as of 1 January 2024;
 - 30% of total City funding approved as of 1 March 2024;
 - 30% of total City funding approved payable as of 17 March 2024; and
 - 10% of total City funding approved payable upon receipt of the post event evaluation report to be received no later than 30 June 2024.
3. **REQUESTS** that Tourism Rockingham Inc. provide a post event report, which identifies all specific event activities undertaken together with an economic and social impact assessment, including methodology and rationale used to measure any increase in visitation to the Rockingham Foreshore resulting from the Rockingham Catalpa Adventure, when compared to usual Easter weekend visitation.

Committee Voting (Carried) – 6/0

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 Council Members
	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 12 December 2023 in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 5:00pm.
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 5:34pm .