



# City of Rockingham

## MINUTES

### Corporate and Community Development Committee Meeting

Held on Tuesday 16 August 2022 at 4:00pm  
City of Rockingham Council Chamber




City of Rockingham  
Corporate and Community Development  
Committee Minutes  
4:00pm Tuesday 16 August 2022



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<p><b>City of Rockingham</b></p> <p><b>Corporate and Community Development                      Committee Meeting Minutes</b></p> <p><b>Tuesday 16 August 2022 - Council Chamber</b></p>																																																
<b>1.</b>	<b>Declaration of Opening</b>																																															
	<p>The Chairperson declared the Corporate and Community Development Committee meeting open at <b>4:00pm</b> and welcomed all present.</p> <p><b>Acknowledgement of Country</b></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>																																															
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	<p><b>2.1 Council Members</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Cr Leigh Liley</td> <td style="width: 50%;">Chairperson</td> </tr> <tr> <td>Cr Craig Buchanan, JP</td> <td></td> </tr> <tr> <td>Cr Rae Cottam (<i>zoom</i>)</td> <td></td> </tr> <tr> <td>Cr Sally Davies</td> <td></td> </tr> <tr> <td>Cr Caroline Hume</td> <td></td> </tr> <tr> <td>Cr Robert Schmidt</td> <td></td> </tr> <tr> <td>Cr Dawn Jecks</td> <td>Observer</td> </tr> </table> <p><b>2.2 Executive</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Mr Michael Parker</td> <td style="width: 50%;">Chief Executive Officer</td> </tr> <tr> <td>Mr John Pearson</td> <td>Director Corporate Services</td> </tr> <tr> <td>Mr Gary Rogers</td> <td>A/Director Community Development</td> </tr> <tr> <td>Mr Jim Olynyk, JP</td> <td>Manager Governance and Councillor Support</td> </tr> <tr> <td>Mr Michael Yakas</td> <td>Manager Customer and Corporate Support</td> </tr> <tr> <td>Mr Alvin Santiago</td> <td>Manager Financial Services</td> </tr> <tr> <td>Ms Nollaig Baker</td> <td>Manager Strategy and Corporate Communications</td> </tr> <tr> <td>Mr Nick Brown</td> <td>Manager Community and Leisure Facilities</td> </tr> <tr> <td>Ms Mary-Jane Rigby</td> <td>Manager Community Safety and Support Services</td> </tr> <tr> <td>Mr Paul Hayward</td> <td>Manager, Community Capacity Building</td> </tr> <tr> <td>Mr Scott Jarvis</td> <td>Manager Economic Development and Tourism</td> </tr> <tr> <td>Mr Matthew Emmott</td> <td>Senior Community Infrastructure Planning Officer</td> </tr> <tr> <td>Ms Sue Langley</td> <td>Governance Officer</td> </tr> <tr> <td>Mrs Diane Zanre</td> <td>PA to Director Community Development</td> </tr> </table> <p><b>2.3 Members of the Gallery:</b> 4</p> <p><b>2.4 Apologies:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Mr Peter Doherty</td> <td style="width: 50%;">Director Legal Services and General Counsel</td> </tr> <tr> <td>Mr Michael Holland</td> <td>Director Community Development</td> </tr> </table>		Cr Leigh Liley	Chairperson	Cr Craig Buchanan, JP		Cr Rae Cottam ( <i>zoom</i> )		Cr Sally Davies		Cr Caroline Hume		Cr Robert Schmidt		Cr Dawn Jecks	Observer	Mr Michael Parker	Chief Executive Officer	Mr John Pearson	Director Corporate Services	Mr Gary Rogers	A/Director Community Development	Mr Jim Olynyk, JP	Manager Governance and Councillor Support	Mr Michael Yakas	Manager Customer and Corporate Support	Mr Alvin Santiago	Manager Financial Services	Ms Nollaig Baker	Manager Strategy and Corporate Communications	Mr Nick Brown	Manager Community and Leisure Facilities	Ms Mary-Jane Rigby	Manager Community Safety and Support Services	Mr Paul Hayward	Manager, Community Capacity Building	Mr Scott Jarvis	Manager Economic Development and Tourism	Mr Matthew Emmott	Senior Community Infrastructure Planning Officer	Ms Sue Langley	Governance Officer	Mrs Diane Zanre	PA to Director Community Development	Mr Peter Doherty	Director Legal Services and General Counsel	Mr Michael Holland	Director Community Development
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	<b>2.5 Approved Leave of Absence:</b> Nil
<b>3.</b>	<b>Responses to Previous Public Questions Taken on Notice</b>
	<p><b>3.1 Ms Stacey Graham, representing Tourism Rockingham Incorporated - CD-020/22 Request for Quote Q21/22-65 for Provision of Visitor Servicing within the City of Rockingham</b></p> <p>At the Corporate and Community Development Committee meeting held on 19 July 2022, Ms Graham asked the following questions that were taken on notice and the Director Community Development provided a response in a letter dated 1 August 2022 as follows:</p> <p><u>Preamble</u></p> <p>Through previous representations to both this Committee and Full Council which resulted in a procurement process being put in place, we firmly believe that there is confusion with the request for quotation (RFQ) in as much as one applicant has focused on destination marketing with some visitor servicing whereas the other applicant- Tourism Rockingham has focused solely on visitor servicing as per the brief in the Scope of Works.</p> <p>Needless to say, the recommendation to award the Tender to Perth Wildlife Encounters has created a situation where a not-for-profit organisation has been critiqued against a privately owned major successful international destination marketing company.</p> <p>Tourism Rockingham would like to also bring to the attention of Council that the RFQ included changes to stringent requirements previously required for funding for visitor servicing.</p> <p>A decision made to reduce Visitor Centre Accreditation to Level 2 and the subsequent significant reduction in mandatory hours of opening/trading days.</p> <p><u>Question</u></p> <p>1. How will a commercial entity independently represent ALL other tourism industry businesses in the area, especially those that are in direct competition with Perth Wildlife Encounters (PWE) and where a conflict of interest will exist with a private enterprise promoting its direct competition?</p> <p><u>Response</u></p> <p><i>As part of the evaluation criteria for the request for quote (RFQ), the City included stakeholder engagement as a core component weighted as 20% of the total score (with Level of Service – Visitor Servicing valued at 40%, and Marketing and Promotion – Destination Marketing valued at 30%). Within this criteria, the City requested information on how the quoter would engage with local tourism businesses and provide opportunities to promote those businesses. All quotes received were assessed and evaluated based on the information supplied.</i></p> <p><u>Question</u></p> <p>2. On any overseas expo trips being engaged what percentage of the time will be used to talk about other businesses or will PWE just take brochures?</p> <p><u>Response</u></p> <p><i>As per the Council Policy – Procurement Framework: Process Uniformity and Consistency – suppliers, contractors, and persons dealing with the City will be treated consistently, equally and fairly. Officers have not sought further information on either quote submission beyond the information that was received, and did not request this level of detail within the RFQ.</i></p>

	<p><u>Question</u></p> <p>3. Why was the decision taken to reduce Visitor Centre Accreditation to Level 2 and the subsequent significant reduction in mandatory hours of opening/trading hours/days?</p> <p><u>Response</u></p> <p><i>Level 2 Visitor Centre Accreditation is the minimum accreditation level issued by the Tourism Council of WA. Level 2 was determined the minimum accreditation required as part of the RFQ process to enable the City to consider all viable options. All quoters were provided the opportunity to submit their proposed operating hours / days to the City as part of the RFQ process. The hours of operation across the year were reviewed by the assessment panel with both submitters having comparable trading hours/days.</i></p> <p><u>Question</u></p> <p>4. How will the City ensure the current tourism infrastructure is improved to receive all expected new visitors PWE anticipate bringing to the area? Especially considering that visitor servicing is not just about destination marketing but the experience for and the local knowledge extended to the visitor on arrival.</p> <p><u>Response</u></p> <p><i>Perth Wildlife Encounters has previously been able to accommodate 100,000 plus visitors per annum through the Mersey Point Centre prior to Covid-19. The City is confident the current infrastructure is sufficient to accommodate additional visitors to the Penguin Island Visitor Centre.</i></p> <p><u>Question</u></p> <p>5. Is it an efficient use of City funds to essentially begin paying a company to continue doing what they're already doing?</p> <p><u>Response</u></p> <p><i>At the Council meeting held on 22 March 2022, Council Directed the CEO to undertake a procurement process, with a clear scope of works for a fee for service agreement of visitor servicing in Rockingham of up to \$100,000 per annum, for up to a two-year period ending 30th June 2024.</i></p> <p><i>The subsequent Request for Quotation process undertaken provided the opportunity for all quoters to demonstrate how they would provide Visitor Servicing for the Rockingham Region by addressing the following criteria:</i></p> <ul style="list-style-type: none"> <li>· <i>Level of Service – 40 points</i></li> <li>· <i>Marketing and Promotion – 30 points</i></li> <li>· <i>Stakeholder engagement – 20 points</i></li> <li>· <i>Price – 10 points</i></li> </ul>
4.	<b>Public Question Time</b>
	<p><b>4:02pm</b> The Chairperson opened Public Question Time and invited members of the Public Gallery to ask questions. The Chairperson noted that this was the only opportunity in the meeting for the public to ask questions.</p> <p><b>4.1 Mr Les Anderson, Baldivis – CD-022/22 Baldivis Men’s Shed Needs Assessment, Site Selection and Feasibility Study</b></p> <p>The Chairperson invited Mr Anderson to present his question to the Corporate and Community Development Committee.</p>

	<p>Mr Anderson noted that this report goes against four (4) years of agreement by Council of the desire to have a Men's Shed in Baldvis. Support has come from State Government by allocating \$50k for a feasibility study and the provision of one million dollars to the physical establishment of the shed.</p> <p>Councillors support the Concept of a Men's being built in Baldvis. That the Baldvis Men's Shed, Councillors and Administration Staff work together to successfully finance, plan and construct a Men's Shed at Fifty Road in Baldvis that will meet the needs of retirees, FIFO workers and local indigenous men.</p> <p>Council does not Accept the final Baldvis Men's Shed Needs Assessment Site selection and Feasibility Study in its current present form. Councillors, Men's Shed executive committee and involved Administration Staff meet and review all the facts that are relevant including the consultant's report and its short comings where in a consultancy process all parties have an equal input and their positive input is reported in the Feasibility report. This I believe will produce a more comprehensive and just report for the implementation of a much-needed Men's Shed in Baldvis.</p> <p><i>The Chairperson thanked Mr Anderson for his comments and noted that this is an item contained in the tonight's Committee agenda and will be considered later in the meeting.</i></p> <p><b>4:05pm There being no further questions the Chairperson closed Public Question Time.</b></p>
<b>5.</b>	<b>Confirmation of Minutes of the Previous Meeting</b>
	<p><b>Moved Cr Schmidt, seconded Cr Davies:</b></p> <p>That Committee <b>CONFIRMS</b> the Minutes of the Corporate and Community Development Committee Meeting held on 19 July 2022, as a true and accurate record.</p> <p style="text-align: right;">Committee Voting (Carried) – 6/0</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>4:06pm</b> The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.</p>
<b>8.</b>	<b>Declarations of Members and Officers Interests</b>
	<p><b>4:07pm Cr Caroline Hume declared the following Declaration of Interest:</b></p> <p><b>8.1 Item CD-023/22 Request for Quote Q21/22-65 for Provision of Visitor Servicing within the City of Rockingham</b></p> <p>Council Member: Cr Caroline Hume</p> <p>Type of Interest: Impartiality</p> <p>Nature of Interest: Cr Hume represents Council on the Tourism Board.</p> <p>Extent of Interest: Not Applicable</p> <p><b>The 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>
	<p><b>Corporate and General Management Services Information Bulletin – August 2022</b></p> <p><b>Corporate Services</b></p> <ol style="list-style-type: none"> <li>1. Corporate Services Team Overview</li> <li>2. Human Resource Update</li> <li>3. Project Status Reports             <ol style="list-style-type: none"> <li>3.1 Authority - Online Timesheets (OLT)</li> <li>3.2 Implementation - Active Carrot</li> </ol> </li> <li>4. Information Items             <ol style="list-style-type: none"> <li>4.1 List of Payments July 2022</li> <li>4.2 Monthly Financial Management Report June 2022</li> <li>4.3 Amending Rate Record - Write Off</li> <li>4.4 Awarding of Tenders by CEO - Delegated Authority</li> <li>4.5 Leased Property Maintenance Grants</li> <li>4.6 Delegated Authority to Dispose of Property by way of Lease</li> <li>4.7 Development Contribution Scheme</li> <li>4.8 List of Write Offs for Debts under \$2,000</li> </ol> </li> </ol> <p><b>General Management Services Directorate</b></p> <ol style="list-style-type: none"> <li>1. General Management Services Team Overview</li> <li>2. Human Resource Update</li> <li>3. Project Status Reports</li> <li>4. Information items             <ol style="list-style-type: none"> <li>4.1 Meetings and Events</li> <li>4.2 Use of the Common Seal</li> <li>4.3 COVID-19</li> </ol> </li> </ol> <p><b>Governance and Councillor Support</b></p> <ol style="list-style-type: none"> <li>1. Governance and Councillor Support Team Overview</li> <li>2. Human Resource Update</li> <li>3. Project Status Reports</li> <li>4. Information Items             <ol style="list-style-type: none"> <li>4.1 Freedom of Information (FOI) Requests</li> <li>4.2 Council Member Requests</li> <li>4.3 Citizenships</li> <li>4.4 Pioneers' Luncheon</li> <li>4.5 Australian Coastal Councils Association Inc. Newsletter</li> <li>4.6 WALGA Quarterly Overview Report for the City of Rockingham</li> <li>4.7 Coming Events</li> <li>4.8 Notice of Motion – Status Report</li> </ol> </li> </ol> <p><b>Human Resources</b></p> <ol style="list-style-type: none"> <li>1. Human Resources Team Overview</li> <li>2. Human Resource Update</li> <li>3. Project Status Reports</li> <li>4. Information Items             <ol style="list-style-type: none"> <li>4.1 Recruitment</li> <li>4.2 Occupational Safety and Health Statistics</li> </ol> </li> </ol>



<p><b>Strategy, Marketing and Communications</b></p> <ol style="list-style-type: none"><li>1. Strategy, Marketing and Communications Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports<ol style="list-style-type: none"><li>3.1 Strategic Community Plan (2019-2029) - Major Review</li><li>3.2 Customer Satisfaction Survey 2022 17</li></ol></li><li>4. Information Items<ol style="list-style-type: none"><li>4.1 Team Plan</li><li>4.2 Signage Framework Policy</li><li>4.3 Community Engagement -Share your thoughts</li><li>4.4 Social Media</li><li>4.5 Media Tracking</li></ol></li></ol> <p><b>Legal Services &amp; General Counsel</b></p> <ol style="list-style-type: none"><li>1. Legal Services &amp; General Counsel Team Overview</li><li>2. Human Resource Update</li><li>3. Project Status Reports</li><li>4. Information Items<ol style="list-style-type: none"><li>Provision of Legal Advice</li><li>4.1 Legal Advice – Local Government Operational Matters</li><li>4.2 State Administrative Tribunal</li><li>4.3 Magistrates Court</li><li>4.4 Fair Work Commission</li><li>4.5 Industrial Magistrates Courts</li><li>4.6 District Court</li></ol></li></ol>
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### Committee Recommendation

**Moved Cr Buchanan, seconded Cr Schmidt:**

That Council Members acknowledge having read the Corporate and General Management Services Information Bulletin – August 2022 and the content be accepted.

Committee Voting (Carried) – 6/0

<p><b>Community Development Information Bulletin – August 2022</b></p> <p><b>Community Safety and Support Services</b></p> <ol 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<ol style="list-style-type: none"><li>3.1 Alcohol Management Plan</li><li>3.2 Community Services Mapping</li><li>3.3 CCTV Plan</li><li>3.4 Assertive Outreach</li><li>3.5 Social Connection and Support Pilot Project</li><li>3.6 Community Safety and Support Services Strategy Implementation</li></ol></li><li>4. Information Items<ol 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 Community Engagement</li></ol></li></ol>
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**Library Services**

1. Library Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
  - 4.1 June 2022 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 June 2022 Library Facebook Activity

**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 Clubrooms Development

**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 Tertiary Scholarship Scheme
  - 4.3 Reconciliation Action Plan (RAP)
  - 4.4 Disability Access and Inclusion
  - 4.5 Seniors
  - 4.6 Volunteering
  - 4.7 Early Years, Children and Families
  - 4.8 Sport and Recreation
  - 4.9 Health and Wellbeing
  - 4.10 Rockingham Youth Centre (RYC)
  - 4.11 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 Gary Holland Community Centre

	<ul style="list-style-type: none"><li>4.5 Warnbro Community Recreation Centre Master Plan</li><li>4.6 Mike Barnett Sports Complex Master Plan</li><li>4.7 Rockingham Gem and Rock Hunting Club</li><li>4.8 Bert England Lodge</li><li>4.9 Autumn Centre</li></ul> <p><b>Economic Development and Tourism</b></p> <ul style="list-style-type: none"><li>1. Economic Development and Tourism Team Overview</li><li>2. Human Resource Update</li><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 Davies, seconded Cr Buchanan:**

That Council Members acknowledge having read the Community Development Information Bulletin – August 2022 and the content be accepted.

Committee Voting (Carried) – 6/0

## 12. Agenda Items

### General Management Services

## General Management Services Strategy, Marketing and Communications



<b>Reference No &amp; Subject:</b>	<b>GM-014/22</b>	<b>Approval of the Community Engagement Program for the major review of the Strategic Community Plan (2019-2029)</b>
File No:	CPM/245	
Proponent/s:		
Author:	Ms Nollaig Baker, Manager Strategy Marketing and Communications	
Other Contributors:	Mr Michael Parker, Chief Executive Officer	
Date of Committee Meeting:	16 August 2022	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

### Purpose of Report

To seek Council Approval of the Community Engagement Program for the major review of the City of Rockingham (City) Strategic Community Plan (2019-2029).

### Background

All local governments are required to produce a plan for the future under section 5.56 (1) of the *Local Government Act 1995* and must undertake a review alternating between a minor and major review every two years. In September 2018 Council approved the Vision, Aspirations and Objectives that form the current Strategic Community Plan (SCP) (2019-2029). A major review of the Plan is now required. As part of the review, community inputs must be sought to identify what the community values, their vision and aspirations for the future of Rockingham for the next ten years to inform the development of the SCP (2023 – 2033).

The proposed approach to community engagement was presented to Elected Members at the July 2022 Councillor Engagement Session.

**Details**

Every four years the City undertakes a major review of the SCP. The objective of the review is to ensure that the vision, aspirations and priorities of the community are captured while understanding future challenges. To ensure that this objective is achieved, the City must undertake a comprehensive engagement program.

From 2016 to 2021, the City of Rockingham population increased by 10,564 people to 135,678. The City is proposing to conduct a program of both broad and targeted engagement to ensure a representative sample of the community is involved in shaping the SCP and the future of Rockingham. The proposed engagement strategy for the major review of the SCP aims to reach as many sectors of the community as possible through a wide range of touch points, both traditional and digital. Pop-up engagement events will be held at the City's major shopping centres, City facilities and community events. A key focus of the engagement strategy will be to target the City's specific demographics such as:

- seniors (over 50)
- teens and young people (12 – 24)
- indigenous communities
- culturally and linguistically diverse (CALD)
- marginalised groups

According to the Integrated Planning and Reporting – Advisory Standard (2016), for a major review of an SCP community engagement should involve at least 500 people, or 10% of community members, whichever is fewer, and at least two forms of engagement must be conducted. A sample survey population of 400+ participants is deemed a sufficient sample size for an SCP according to the Auditor General of Western Australia.

This engagement strategy aligns with Council's Community Engagement Policy, applying the three identified approaches to community engagement: *Inform, Consult, Participate*. The wider community will be informed and educated about the major review through consistent communications of media releases, news items on the website, the City News Column in the Sound Telegraph and through the City Chronicle. A dedicated topic of interest will be available on the City's community engagement portal - Rock Port where members can opt in to receive regular updates on the major review. A dedicated section on the Share Your Thoughts section of the City's website will also be developed.

As undertaken previously and to ensure objectivity, the City will engage an external consultant through a request for quote process to facilitate the strategic planning and community engagement program. There may be slight adjustments to the program following any recommendations on methods of engagement from the successful consultant. Through the Councillor Engagement Sessions, Elected Members will receive progress updates on the engagement process. It is anticipated that a report will be on the July 2023 Council Agenda for adoption of the SCP (2023 – 2033)

The following proposed program and timeline is indicative for the development of the SCP and may need adjustment depending on the appointment and availability of consultants:

Figure 1: proposed timeline and community engagement program for the development of the SCP:

<b>Project Initiation and planning (September to October 2022)</b>
<p><b>Elected Members</b></p> <p>Strategic planning workshop with Elected Members and the Executive facilitated by an external consultant to understand the strategic planning process, future planning for the City and to consider and identify risks and future challenges that could impact the City.</p>
<b>Project Execution (October to June 2023)</b>
<p><b>Inform</b></p> <p>Create awareness of the major review of the SCP via media releases, Rock Port subscribers, through the website and the City Chronicle</p>

Promote the Strategic Community Plan category on Rock Port to receive updates on the project
Regular progress reports (by the successful consultant) at Councillor Engagement Sessions
Establish a dedicated topic on Rock Port – SCP2023
<b>Consult</b> (targeted workshops)
Invite a random sample of 10,000 residents (rate payer database) to workshops
Invite the local schools to attend pop-up engagement sessions
Consult with the City of Rockingham Junior Council
Invite the business community through the Rockingham Kwinana Chamber of Commerce, Tourism Rockingham members and a random selection from the City's business databases to a dedicated workshop
Invite the City's Advisory Committees and Groups to a dedicated workshop
<b>Participate</b>
Invite 10,000 random selected residents to participate in a survey (rate payer database)
Approximately 15 pop-up events at: <b>Rockingham shopping centres for example:</b> <ul style="list-style-type: none"> <li>• Rockingham</li> <li>• Baldivis</li> <li>• Warnbro</li> <li>• Secret Harbour</li> <li>• Singleton</li> <li>• Waikiki</li> </ul> <b>City of Rockingham facilities and events for example:</b> <ul style="list-style-type: none"> <li>• Mary Davies Library and Community Centre</li> <li>• Rockingham Library</li> <li>• Autumn Centre</li> <li>• Aqua Jetty</li> <li>• Rockingham Youth Centre</li> <li>• 2022 Castaways Sculpture Awards</li> <li>• 2023 Multicultural Festival</li> <li>• 2023 Youth Beach Party</li> </ul>
<b>Identify the Community Aspirations and priorities</b>
Community representatives identified during the consult and participate phases will be invited to attend a consolidated workshop to identify the community's key priorities and themes
Elected Member workshop with identified community representatives to present the themes to inform the community Aspirations
Workshop with the Executive and City managers to discuss the implications of the Aspirations, develop the strategic objectives, and identify the relevant Community Plan Strategies
Present the draft community Aspirations and strategic objectives at a Councillor Engagement session

<b>Develop the draft SCP</b>
<b>Engage on the draft SCP (2023 – 2033)</b>
Draft SCP as a Council Agenda item for approval to advertise for the purpose of further community engagement – (28 days recommended)
Advertise the plan for further engagement for a 28 day period on the City's website, through Rock Port and in the Sound Telegraph
Notify all community members who participated in the community engagement program that the plan is available for further feedback
<b>Project Completion (July 2023)</b>
<b>Adopt the SCP (2023 – 2033)</b>
Following the consultation period the final Plan to return to Council to be adopted

### Implications to Consider

**a. Consultation with the Community**

The proposed engagement program was presented to Elected Members at the July 2022 Councillor Engagement Session.

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

**Strategic Objective:** *Community Engagement - Facilitate comprehensive community engagement on issues facing the City, ensuring that residents can provide input into shaping our future.*

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

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

**d. Policy**

Strategic Development Framework Policy and Community Engagement Policy provides the process for the major review of the Strategic Community Plan and the community engagement approaches to be undertaken.

**e. Financial**

\$60,000 (budget allocated in the Strategy, Marketing and Communications Team Plan)

**f. Legal and Statutory**

Section 5.56 (1) of the *Local Government Act 1995* provides the statutory framework for Planning for the future. Regulation 19C of the *Local Government (Administration) Regulations 1996* provides for the Strategic Community Plan requirements.



**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 is proposing to undertake a comprehensive community engagement program for the major review of the SCP (2019 – 2029). The broad and targeted approach to engagement is aligned to the Strategic Development Policy, Community Engagement Policy and the Local Government Integrated Framework and Reporting Regulations. It is anticipated that the outcomes of the extensive engagement program will identify the Community's aspirations and priorities for the next ten years to inform an achievable vision for the City and Council to realise through the SCP (2023 – 2033).

It is recommended that Council approve the community engagement program for the major review of the City's current SCP (2019-2029). Pending Council's approval of the program, a request for quote process will be undertaken to engage a consultant to facilitate the program of engagement to ensure objectivity.

The timeline for this project is September to July 2023, anticipating that the Strategic Community Plan (2023–2033) will be on the agenda for Council adoption at the July 2023 Council meeting.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **APPROVES** the Community Engagement Program outlined in figure 1 in this report for the major review of the Strategic Community Plan (2019 – 2029).

**Committee Recommendation**

**Moved Cr Schmidt, seconded Cr Buchanan:**

That Council **APPROVES** the Community Engagement Program outlined in figure 1 in this report for the major review of the Strategic Community Plan (2019 – 2029).

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 Community Infrastructure Planning



<b>Reference No &amp; Subject:</b>	<b>CD-022/22</b>	<b>Baldivis Men's Shed Needs Assessment, Site Selection and Feasibility Study</b>
File No:	CPR/1324	
Proponent/s:		
Author:	Mr Matthew Emmott, Senior Community Infrastructure Planning Officer Mr Gary Rogers, Manager Community Infrastructure Planning	
Other Contributors:	Mr Michael Holland , Director Community Development	
Date of Committee Meeting:	16 August 2022	
Previously before Council:	10 December 2019 (CD-031/19), 23 February 2021 (CD-005/21)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:	60 Pike Road, Baldivis Lot 1376, Fifty Road, Baldivis	
Lot Area:	60 Pike Road, Baldivis - 9787m <sup>2</sup> Lot 1376, Fifty Road, Baldivis – 137823m <sup>2</sup>	
Attachments:	1. Baldivis Men's Shed Needs Assessment, Site Selection and Feasibility Study (final) 2. Baldivis Men's Shed Committee preferred concept designs	
Maps/Diagrams:	1. Location map of 60 Pike Road, Baldivis 2. Indicative layout on Pike Road site 3. Location map of Lot 1376 Fifty Road, Baldivis 4. Indicative layout on Fifty Road site	

## Purpose of Report

To seek Council's endorsement of the Baldivis Men's Shed needs assessment, site selection and feasibility study, and determine a position on this project.

## Background

The Baldivis and Districts Community Men's Shed (BDMS) Inc. was established in late 2017, with the group becoming incorporated in August 2018. The BDMS has previously advised that they currently

have over 40 members, and the group has indicated that it has a significant number of residents who have indicated their willingness to join once the organisation has established premises.

A report was presented to Council in December 2019, with City Officers recommending that the City of Rockingham (City) proceed with a feasibility study for the Baldivis Men's Shed. However Council resolved to support an Alternate Motion as follows;

That Council:

1. **SUPPORTS** the concept of a Men's shed in Baldivis at 1677 Mandurah Road.
2. **DIRECTS** the CEO to liaise with the Baldivis and Districts Men's shed and all relevant stakeholders to proactively assist in progressing this land to a position where it could be considered for an appropriate parcel of land to be excised and sub-divided to support a men's shed at this site.

Subsequent advice received from the BDMS approximately 12 months later, was that they no longer wish to pursue the development of a Men's Shed at 1677 Mandurah Road. Following which a further report was presented to the February 2021 Council meeting. Council at this meeting resolved subject to the approval of State Government funding, to direct the Chief Executive Officer to undertake a needs assessment, site analysis and feasibility study into the establishment of a Men's Shed within the Baldivis locality of the State Government electoral boundary of Baldivis.

As part of the 2021 State Election campaign, Minister Reece Whitby's office committed funding of \$50,000 towards the development of the study. An additional \$1,000,000 was also committed towards the construction of the Baldivis Men's Shed following the completion of the study and confirmation of a suitable site.

## Details

### **Baldivis Men's Shed Needs Assessment, Site Selection and Feasibility Study (2022)**

The Baldivis Men's Shed Needs Assessment, Site Selection and Feasibility Study ('the Study'), was produced by Hames Sharley. The Study was prepared to assist the City and BDMS, in defining a preferred site along with the development of a concept design based on a benchmarking exercise undertaken on other men's sheds throughout WA. The report includes three separate components:

- Needs Assessment - includes strategic background, demographic analysis and facility distribution to inform the site assessment criteria.
- Benchmarking and Site Selection - provides the methodology and assessment findings, that informed the selection of a preferred site recommended for the future Baldivis Men's Shed (BMS) facility. The benchmarking exercise was undertaken to determine the preferred schedule for functional spaces and their sizes.
- Concept Design and Feasibility Analysis - provides a high-level design and feasibility assessment for the future BMS facility to assist with future funding.

### **Needs Assessment**

The needs assessment included a review of previous studies, key strategic documentation (national, state and local), and identified the information contained, and its relevance to the project. Examples of documents reviewed included; Australian Health and Wellbeing Strategy, the Department of Health and Communities key strategic priorities, and the City's Senior Strategy. Additionally, a review of the Baldivis demographic profile was undertaken, as well as a review of facility provision and distribution.

Some of the key findings from the needs assessment included:

- The future facility ideally needs to also accommodate different activities and programs, that create opportunities for social connections and encourage regular visitations and check-ins with members;
- A safe, welcoming and multi-functional facility with a variety of activities available will encourage men's participation across all ages;
- Flexible design and staged development of the facility will assist with creating an adaptable space capable to cater to the future needs of its members. Space for hosting events and

selling products manufactured at the Shed will positively contribute to economic viability of the facility.

- Central location, sufficient room for various activities and space for potential expansion will also make a BMS more accessible, encourage higher participation and promote its long-term viability.

As part of the needs assessment phase of the project, and to help inform the site selection, the Study included a benchmarking exercise against other Men's Shed facilities throughout WA. This exercise helped to shape the functional brief for the proposed Men's Shed, which also assisted with the sizing requirements as part of the site selection phase of the Study. In total six facilities were reviewed, which included a site visit to the Mosman Park Men's Shed as a best practice example. The benchmarking exercise also helped to develop key design and planning principles which included:

- Flexibility - As Shed communities evolve, their needs change. Adaptable design is essential in ensuring efficient use of the facility spaces.
- Spatial relationships - Opportunities to share parking or open space enables greater investment into the building and uses. Connections are also critical for internal uses.
- Feasibility - To maintain its accessible and affordable service to the community, the Shed's operation requires donations and other streams of income. Relationships with other community groups, partnering, selling and accommodating broader community needs is critical to support financial needs of the Shed.

The indicative accommodation schedule derived as a result of the benchmarking undertaken on other existing men's shed facilities is included in the below table:

USE	AREA	PURPOSE
<b>Community Meeting Space</b>	20-100m <sup>2</sup>	To host regular meetings and rent to other community groups.
<b>Administration Area</b>	20-50m <sup>2</sup>	To manage, coordinate and overlook shed activities and partnerships.
<b>Multi-purpose Workshop</b>	150-300m <sup>2</sup>	Area with portable stations and storage for wood and metal works.
<b>Kitchen</b>	15-30m <sup>2</sup>	To provide formal and informal catering for regular community meetings and social gatherings for members and other community groups.
<b>Material Storage</b>	50-100m <sup>2</sup>	To store various materials and products.
<b>Toilets</b>	as per NCC	N/A
<b>Internal Circulation</b>	70-150m <sup>2</sup>	N/A
<b>Cleared External Space</b>	500-2000m <sup>2</sup>	Whilst reserved for future expansion, the open space available around the building provides essential access, storage and other activities that cannot be accommodated indoors due to limited ventilation or dust pollution (i.e. painting, drying, woodcutting, etc.). It can also be used as garden, nursery and temporary parking.

*Table 1: Indicative Accommodation Schedule*

**Site Assessment**

To locate a suitable site for the future BMS, three stages of the site selection were undertaken, which included:

1. GIS mapping of all the sites that are located in the Baldvis Electorate, approximately 4ha in size and are owned/vested by a government agency. The resultant 69 sites being identified which formed the 'long list' of sites for further review.



2. The next stage of the analysis involved an extended criteria assessment to determine the suitability of the each site's physical context and features, including their accessibility, environmental conditions, current use and other factors. It resulted in three preferred sites.
3. Based on the spatial requirements established in the benchmarking study and the design guidance provided by the previous work completed for the BMS, the sites were tested as to whether they can sufficiently accommodate the facility. This examination concluded with one recommended site, however also identified a secondary site which could also be suitable.

Preferred Site – 60 Pike Road, Baldvis

The preferred site listed above included a number of opportunities for the future BMS which included; dimensions appropriate to accommodate possible future staging; the site is cleared and relatively flat which provides construction advantages, and vehicle access can be achieved from Pike Road which connects to the regional connector Mandurah Road. Constraints of the site included; close proximity to residential developments to the west and north of the site. Should the future development of the site be possible, the spatial layout of the site along with potential vegetation/screening buffers from adjacent residential areas as well as other planning considerations such as noise control would need to be considered and addressed in order for planning approval to be sought.

The Pike Road site is 9787m<sup>2</sup> in size, is zoned for public purposes and is owned by the Minister for Education. The site is flat, centrally located and easily accessible. The current tenure of the site would normally preclude this site being further considered. However, due to the advantages the site offers and advice being received that Minister Whitby has commenced discussions with the Minister of Education with respect to the possibility of the land being reserved and set aside for the development of a Men's Shed, this site remained the preferred site.

The City has not received any formal written correspondence on this matter from the Minister, however recent verbal advice received through Minister Whitby's office, is that there is now some doubt as to whether the Department of Education would be prepared to release the site in order for a Men's Shed to be developed.



*Figure 1: Location map of 60 Pike Road, Baldvis*



*Figure 2: Indicative only layout on Pike Road site*

Secondary Site – Lot 1376 Fifty Road, Baldivis (Baldivis Recreation Reserve)

The above secondary site is reserved for recreation and parklands and is vested with the City, with power to lease. This site provides opportunities such as the proposed location of the shed is buffered from education and residential properties, the cleared area on the site is relatively flat, and there is an opportunity to share existing parking.

The development of a Men's Shed and any future expansion at this site is however constrained by the high value bush land and associated issues with clearance approval and bush fire management. Therefore the suggested location for the Men's Shed is presently limited to that part of the site that is already partly cleared of vegetation. Subject to design and spatial requirements, the establishment of a BMS would potentially still require the removal of some established trees.

The placement of a Men's Shed on the cleared area of the site immediately east of the tennis courts would restrict any possible future expansion of the tennis courts. Any future staging/ expansion of the Men's Shed would also be restricted by the other existing heritage listed buildings and possibly impact on other existing activities such as the monthly community markets held at this location.

Whilst there are some advantages in respect to this site, as a result of the above constraints, the Fifty Road site was identified in the Study as the second preference. The site would require further investigation and due diligence in respect to environmental approvals servicing and layout considering existing and future uses including consultation with existing and future stakeholders.

Due to either tenure or planning issues, if the Pike Road site does not become available, the Fifty Road site would then become the preferred site within the electorate of Baldivis for the future development of the Men's Shed.

However, prior to the development of a Men's Shed proceeding at this location the abovementioned site investigations are required to be undertaken including servicing, environmental, and planning considerations. As part of these required further site and due diligence investigations and in order for the optimum spatial layout of this reserve to be determined, it is suggested that it would be essential for the City to prepare a Master Plan for the reserve.



A Master Plan would assist in providing direction as to the best long term use of the site given the strategic importance of this reserve together with the future adjoining East Baldvis reserve.

The relocation of the Baldvis Brumbies Football and Netball Club to the new Baldvis District Sporting Complex will result in the need for the Baldvis Recreation Reserve to accommodate new uses in the future.

A Master Plan would explore the overall development potential of the site for both sporting and community recreation, and be able to plan and consider the links the Baldvis Recreation Reserve would have to the adjacent future East Baldvis Recreation Reserve, in meeting future growth in sporting and recreation demands of the Baldvis North population.



*Figure 3: Location map of Lot 1376 Fifty Road, Baldvis*





*Figure 4: Indicative only layout on Fifty Road site*

### **Concept Floor Layout Options**

The Study identifies a number of Floor Layout Options including:

**Concept Option A** was prepared following the benchmarking undertaken in respect to other existing Men's Sheds as detailed in the report, and includes a simple spatial layout and functional spaces of a size to meet both current and future requirements for a Men's Shed. Concept Option A also includes community spaces that can be shared with the wider community, and provide potential income generation to assist with the operation and management costs of the facility.

**Concept Option B** provides for a similar simple spatial layout with some reduction in functional spaces such as the workshop and storage areas. The layout design also does not incorporate community space as provided for in Option A. This Option B was prepared in order to provide a floor layout plan that remained functional, however met the lower range of the accommodation schedule with associated cost estimates lower than Option A

**Concept Option C** was also produced, this design does not align with the accommodation schedule shown in the report for a Men's Shed, and provides reduced sized functional spaces for a workshop and storage, as well as other amenities. Option C was prepared due to Options A and B being in excess of current funding allocations for this project. Whilst this Option C is less functional it still exceeds the known funding allocations available, however it is significantly closer in cost than the other Options shown in the final report.

### **Consultation Undertaken with the Baldivis Men's Shed Committee**

Prior to and during the course of the Study, City Officers met with members of the BDMS to seek comment regarding the progress of the Study as well as to address various matters raised by the BDMS. The BDMS were given opportunities to review and comment on documentation both prior to and throughout the development of the Study. A summary of the consultation undertaken is shown below;

16th July 2021 City Officers met with members of the BDMS and a representative from Minister Whitby's office to discuss the draft scope and provide opportunity for input into the scope prior to the Request for Quote (RFQ) being sent out to various consultants. Notes of the meeting refer to City Officers confirming with the BDMS that a needs assessment would be required as part of the

Study in order for the Study to be validated should the Study be used to seek external funding opportunities in the future.

Discussion also took place on the site selection process which included investigating all Crown land sites to ensure all possible sites within the electorate of Baldivis could be considered.

The BDMS members advised at this meeting that they would be seeking a site suitable to accommodate a two storey facility with a floor size of 90 meters by 30 meters and that the BDMS were aware of a number of groups that would utilise the space. City Officers advised the BDMS that by committing themselves to a facility of that size the potential sites available would be further restricted. City Officers indicated that construction staging of a future facility would be the most feasible option.

18<sup>th</sup> August 2021 Following this meeting, a telephone discussion was held between City Officers and a representative of the BDMS confirming that following the July 2021 meeting the Study scope had been finalised and sent out to various consultants. The BDMS were advised that the City was ready to appoint a consultant, however was waiting on the BDMS to respond to Department of Communities regarding transfer of the Study funding to the City.

Various concerns of the BDMS were again raised and discussed. Some of these concerns such as the requirement for the Study to include a needs assessment and the City being the Client and leading the study were further discussed. City Officers also emphasised that the Study will include some high level concept floor plan layout options and costs. Subject to site selection being confirmed and a detailed design proceeding, these concept options would be refined/amended as required however, the Study would firstly need to benchmark whatever layout design that was proposed.

24<sup>th</sup> August 2021 The BDMS President forwarded an email advising of a meeting held with the BDMS executive agreeing to transfer the funds for the Study. The BDMS were however of the opinion that the Study should not include concept designs and costs. City Officers had previously confirmed that any designs included would be concept floor plan layout options and high level cost estimates only. These would be subject to change/ amendment should the project proceed further.

24<sup>th</sup> August 2021 A response was forwarded to the BDMS President stating that the scope had been finalised and quotes from consultants for the Study received.

The BDMS President was advised that City Officers were acting in accordance with the previous Council Resolution to undertake the Study subject to the funding for the Study being provided to the City. The focus of the Study was reiterated and confirmation provided that the BDMS would be consulted further as the Study proceeds.

It was at this time that the BDMS advised that it was their understanding that the pre- election commitment of \$1million was to be directed to the BDMS, with any future contractual arrangements relating to a future facility being between the contractor and the BDMS.

14<sup>th</sup> September 2021 The BDMS President was advised by City Officers that the City had received the funding Deed of Agreement, and the City has signed the Deed and returned it to Department of Communities (DOC) for execution. As soon as the City receives confirmation from DOC, the consultant for the Study will be appointed

28<sup>th</sup> October 2021 Following the appointment of the consultant, City Officers arranged a pre start meeting with the BDMS and the consultant. This meeting provided an opportunity for the consultants to discuss process, timelines and methodology directly with the BDMS, and City Officers. Various questions were raised and issues discussed.

It was confirmed with the BDMS that the previous feasibility study would be used as a guide document with some of the information in the document including the needs assessment being utilised to inform the new Study. Officers confirmed the site selection was the critical component of the Study and the document would be required to validate the need of the project to assist in future funding applications.

December 2021 City Officers confirmed with the BDMS President that the site selection process was proceeding and that early in 2022 the BDMS would be provided an opportunity to meet to review the proposed sites.

17<sup>th</sup> January 2022 A site selection meeting was held with the consultants, City Officers and members of the BDMS. It was discussed that the site selection process involved a preliminary review which identified a long list of sites, and then these sites were refined to the short list of sites. The City and Consultants indicated that greater weighting was applied to criteria critical to project delivery such as location and land tenure.

At this meeting, the consultants and City Officers indicated that a number of the short listed sites had steep topography which would likely be a major issue in construction impacting cost and delivery, however due to the limited number of sites they have been included.

24<sup>th</sup> January 2022 The BDMS provided a written response to the City noting their support for three of the sites. The BDMS indicated that the other sites were not suitable as they deemed them too steep, winter flood prone (requiring drainage, etc.) or ownership issues possibly requiring lengthy negotiations to achieve a quick outcome.

2<sup>nd</sup> March 2022 The President of the BDMS indicated that they met with Minister Whitby in the afternoon on 11 February 2022 regarding the Pike Road site and land tenure discussions with the Minister for Education. City Officers advised that they had also met with Minister Whitby on the morning of 11 February 2022, and reconfirmed that the City in leading the project is assessing all possible options.

24<sup>th</sup> March 2022 A meeting was held with the BDMS and City Officers. The BDMS expressed concern in regards to the progress of the project and the communication received. BDMS were under the assumption that construction of the Men's Shed would take place in 2022.

Although it was previously discussed with the BDMS that the number of suitable sites in Baldivis was limited and all sites would have limitations, the BDMS indicated that they were concerned that the blocks of land offered were unsuitable. City Officers advised that from the agreed site selection criteria not only all City available land was investigated but also any state government land within the Baldivis locality. Of the sites assessed none met all of the agreed criteria. City Officers indicated that if the BDMS knew of any other potential sites to please tell the City so that they can be further considered.

#### **Response from the BDMS on Draft Study**

In April 2022, a copy of the draft Study was provided to the BDMS for their information and response. The BDMS in a letter dated 22 April 2022, provided comment on the preferred layout for both Pike Road and the secondary site. The BDMS stated their preference was for the Study to include a revised layout for both sites that would accommodate the facility layout plan. This preferred facility plan was submitted by the BDMS and was included within their response.

The BDMS did not provide comment on either Concept floorplan Options A or B that were included within the draft Study that was forwarded to the BDMS.

The facility layout plan that was provided with the BDMS letter proposed a concept design which included two rectangle buildings each 70 meters long by 20 meters wide. The 2800m<sup>2</sup> of building footprint included spaces for a Men's Shed as well as approximately 700m<sup>2</sup> for a models and hobbies area and 700m<sup>2</sup> for a health and wellbeing area (physio, psychologist, etc.).

Additionally the concept included spaces for BDMS office bearers, electronics/computers workshop spaces as well as breakout spaces for BBQs and garden areas, separate sea containers for storage, and 46 formal car parking bays.

As previously stated the BDMS indicated that they would prefer to see this proposal considered for both the Pike Road and the secondary site, at Fifty Road. Cleared land availability and existing site constraints would place limitations on such a proposal from being considered for the Fifty Road site.

The 22 April 2022 letter from the BDMS also requested the removal from the Study of a third possible site due to perceived difficulties with the topography and accessibility of the Site.

In an email dated 27 April 2022, City Officers reaffirmed that the inclusion of concept floor layout options within the Study was not to establish a design brief for a Men's Shed, but to ensure site compatibility and assist with the provision of high level costs as a benchmark for inclusion within the Study.



The BDMS was advised that the draft Study will be amended to exclude Site 7 as shown in the Study, as a possible site, and that the Study would be a suitable document to further validate any future funding requests that may be made for this project.

The final draft of the Study was forwarded to the BDMS on Wednesday 22 June 2022. Following a request by the City for any further comment from the BDMS a subsequent email dated 11<sup>th</sup> July 2022, was received.

Comments received from the BDMS regarding the Study methodology and outcomes included the following;

The BDMS were of the opinion that the Study was largely superficial and the content was consistent with a previous study undertaken in 2018.

**City Response** - *Upon appointment the consultants were directed to utilise existing information where relevant including information contained within the 2018 report and expand on this information as required. This was discussed with the BDMS and it was necessary for the Study report to clearly demonstrate the need for the facility as the validity of the Study was crucial if it was to be used to support future funding proposals.*

The BDMS considered the report to contain incorrect observations about the impact and benefits of a Men's Shed and referred to the role of the Men's Shed as not being an organisation whose principal objective is not to coordinate and facilitate issues of men's health among its members

**City Response** - *The Study does not specifically refer to the Men's Shed providing mental health services, however it does indicate that Men's Sheds provide a valuable role in providing improved mental health and wellbeing outcomes. As indicated in the Study Men's Sheds provide opportunities to engage in social activities and learn new skills which have a positive impact on member's health and wellbeing.*

The BDMS referred to the Site selection process and concerns that the physical context of some of the sites had not been tested thoroughly enough by the consultant prior to the preparation of a list of 9 possible sites that were identified for further discussion and consideration during the course of the Study. The BDMS referred to Site 7 that they considered should have been eliminated due to topography and access constraints

**City Response** - *City Officers had discussed with the BDMS at the Study pre start and site selection meetings held with the consultants that as a result of previous investigations undertaken it was understood that there are limited identified sites located within the Baldivis Electorate, and as such the City sought to include all Local and State Government land parcels in the initial site assessment. The BDMS were advised that as a result some sites initially identified may not meet all of the criteria however due to other factors such as size and location were initially considered.*

*Whilst further assessments were being undertaken following a meeting on the 17<sup>th</sup> January 2022 between the BDMS and City Officers the BDMS were invited to inspect the preliminary range of sites selected. The BDMS following this inspection considered that many of the sites were not suitable. Site investigations of the short listed locations took place with both City Officers and the consultant, and a number of the sites initially identified did clearly have some constraints due to the physical nature of the land. However, the consultants had noted these as part of any further considerations.*

*In reference to Site 7 the Study recognised the topography over the site, however indicated that due to the land size, the south eastern corner is predominantly flat and potentially sufficient in size to accommodate a Men's Shed. Location of a facility would need to consider existing site levels, and access points. Following further consideration and the letter from the BDMS dated 22 April 2022 requesting that Site 7 not be included, it was then removed from the final draft Study.*

The BDMS expressed doubt in respect to the validity of the cost reports shown attached as Appendices to the Study. The BDMS consider the cost reports to not have relevance to the respective preferred sites and stated that the BDMS disregard the cost reports and consider that a possible completion time for the project of 24 months was unacceptable

**City Response** - *The cost estimates included in the Study are based on concept floor plan layout designs and were at a high level only. (This was the advice provided previously to the BDMS when the matter was raised at the commencement of the Study and on a number of other occasions). The*

costs are in line with other concept design estimates received by the City for other community infrastructure projects with the rates applied by the independent Quantity Surveyor deemed suitable for the development of a Men's Shed facility.

These high level costs are reflective of public building compliance and building code regulations and are based on a gross floor area rate consistent with a standard of build that would be expected for a Men's Shed and would generally apply to all new builds for both selected sites.

In respect to the timing for the development of a Men's Shed any future project timeframes would need to consider further site due diligence, planning approvals, design development, procurement process, contact award and construction. It is not possible to determine a timeframe with any certainty given the process required and the State's current construction industry. It is suggested that a 24 month timeframe may be optimistic.

The BDMS also commented on the Study not identifying possible external funding sources such as the Lotteries Commission and the fact that the State Government had through Minister Whitby's office committed \$1million to the project.

**City Response** - City Officers are aware of the Lotteries Commission being a possible future funding source and very preliminary discussions between City Officers and the Lotteries Commission staff were held on this matter last year. Understanding that the Study would potentially form part of any future funding application to Lotteries the Study did not refer to the Lotteries Commission.

Until Council had been given an opportunity to review the Study along with the site selection, concept designs and cost estimates it was deemed premature to further investigate specific funding sources for the delivery of the Men's Shed.

The BDMS also expressed some concerns at the cost and methodology of the Study expressing a belief that the Study report lacked validation of some information and other details.

**City Response** –The Study refers to a range of Strategies and Plans and identifies the relevance of these for a Men's Shed project. Site investigations and visitations to a number of other Men's Sheds was important as part of the benchmarking undertaken

Subsequent to the above response received from the BDMS City Officers sought confirmation of the BDMS preferred floor plan layout. Advice received from the BDMS President was that a revised layout for Fifty Road site was proposed. In a telephone discussion held between City Officers and the President of the BDMS on the 9<sup>th</sup> August it was confirmed that the BDMS did not support any of the concept design options as shown in the Study, and that the BDMS preference was for a much larger facility. The likely cost of such a building was briefly discussed and the BDMS President advised that the BDMS would be seeking to secure funding/donations to meet the additional costs involved.

The BDMS President advised City Officers that the BDMS would work with the City in order to further develop the project. City Officers confirmed that should Pike Road site not become available and the Fifty Road site be identified as the preferred future site, that further site and due diligence investigations would be required prior to the City confirming the site as a location for a future Men's Shed.

In a letter dated 10 August 2022 the President of the BDMS attached two sets of plans that the BDMS consider would be a best fit for the Fifty Road site. (Please refer to Attachment 2)

Of the two plans provided the BDMS preferred option was for a two storey facility with a ground floor size of 50 meters by 40 meters (2000m<sup>2</sup>). The first floor size is 50 meters by 30 meters (1500m<sup>2</sup>). The facility includes a range of workshop/activity/hobby and office spaces as well as meeting rooms and consultancy rooms.

The second option submitted by the BDMS included two ground floor buildings each 60 meters long by 20 meters wide (total 2400m<sup>2</sup>) and includes a range of spaces similar to the above.

### Implications to Consider

a. **Consultation with the Community**

As outlined in the Details section in this report, prior to and at various stages of the study, including the development of the needs assessment, site selection and concept design

development, City Officers consulted and met with members of the BDMS. Responses were sought from the BDMS in respect to the Study draft reports.

**b. Consultation with Government Agencies**

Consultation with the Department of Communities has occurred with respect to the grant agreement.

Consultation with the State Government has occurred with Minister Whitby and staff from his office throughout the development of the study. City Officers have met with Minister Whitby to discuss the progress of the Study and Minister Whitby has expressed his support for the City leading the Study and the process undertaken.

**c. Strategic**

Community Plan

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

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

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

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

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

**d. Policy**

Not Applicable

**e. Financial**

As part of the 2021 State Election, following the completion of the study and the identification of a suitable site for the future Baldivis Men's Shed, an additional \$1,000,000 has been committed through Minister Whitby's office and the State Government. There is currently no commitment of City funds through the Business Plan towards the development of a future Baldivis Men's Shed.

The preliminary cost estimate figures provided by an experienced and independent Quantity Surveyor associated with the three separate floor plan concept options are provided below. The estimated total project cost is provided, along with the construction cost provided in brackets excluding contingencies, escalation, professional fees, and project management costs;

Concept Option A: \$3,906,352 (\$2,476,317)

Concept Option B: \$2,348,958 (\$1,489,053)

Concept Option C: \$1,592,352 (\$1,009,425)

There is no allocation within the City's current business plan or team plans to proceed to design and construction. It is estimated that an amount of \$150,000 would be required to further progress the men's shed design (including tender documentation) and contract administration for the project prior to construction tenders being sought.

Given the potential that the Fifty Road site will become the preferred future site for a possible Men's Shed, should Council agree to taking further action on this matter, the City would need to bring forward expenditure proposed as part of the future East Baldivis Reserve planning to undertake a Master Plan of this site. This would be necessary in order to provide the best strategic approach to the site's overall development for all existing and future users.

**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 Study to determine a suitable site for the future BDMS identified that there were two potential locations within the electorate of Baldivis, where the future facility could be located. Although the Study identified two possible sites, both sites presented various advantages and disadvantages that would need to be further considered as part of any future project or site investigations.

The Pike Road site was identified as the most suitable location for the future BDMS facility, however the main constraint of this site is the land tenure. Although the advantages of this site include the fact that it is a cleared, level, and a centrally located site with reasonable access, due to the current tenure and the potential planning approval requirements, this site would not have been pursued. However following an approach made to the current owner of the land- the Minister for Education- by Minister Whitby, and the subsequent potential for the land to be released this resulted in this site remaining the preferred site.

Recent verbal advice received from Minister Whitby's office has indicated that there may be some reluctance by the Department of Education to release this site for the purposes of a Men's Shed. Subject to this being confirmed, this site would no longer be pursued as a potential future site for a Men's Shed.

The secondary site identified was the Baldivis Recreation Reserve located on Fifty Road in Baldivis. Although a large site, the possible locations for a Men's Shed on the site is limited due to the sites environmental factors, and other existing uses, including tennis courts, active reserve space, heritage listed buildings, car parking and the Recreation Centre and Hall. The proposed location of the Men's Shed as shown in the Study will potentially constrain capacity for future staging/expansion of the Men's Shed facility, along with any other future development on the site.

Should Council agree to proceed further with this project, and should the Pike Road site not be available further site investigations and due diligence would be required for the Baldivis Recreation Reserve. In addition to the site and due diligence investigations, it would be essential for the City to Master Plan the reserve, which would include all servicing, environmental, planning considerations and site layout options, as well as consultation with existing and future stakeholders.

It was the intent of City Officers to undertake a Master Plan of this reserve as part of the planning for the adjoining East Baldivis Reserve development in 2024/2025 as listed in the Community Infrastructure Plan. However, should Council seek to pursue the Fifty Road site as a future Men's Shed location the Master Plan study would need be brought forward in order to consider the optimum spatial layout for both reserves to accommodate existing and future uses and to accommodate any future staging/expansion of a Men's Shed at this location.

Concept Option A (635m<sup>2</sup> gross floor area) provided for a floor layout plan that would meet the longer term needs of a Men's Shed. However cost estimates received indicate that without additional funding support being sourced, a facility which would include all the functional spaces as shown in this option is not able to be further considered.

Concept Option B (378m<sup>2</sup> gross floor area) whilst continuing to provide a functional spatial layout to meet the current needs of the Men's Shed, cost estimates received indicate that this size of facility would also exceed current financial capacity.

Concept Option C (275m<sup>2</sup> gross floor area) whilst still exceeding project funding availability is closer in cost, however does have limitations on the functional spaces available to meet the desired accommodation requirements of a Men's Shed.

As stated previously the BDMS are seeking to develop a Men's Shed facility with a gross floor area ranging between 2400m<sup>2</sup> and 3500m<sup>2</sup> and have advised that they are not supportive of any of the layout plans shown in the Study.



Based on the cost reports provided by a Quantity Surveyor as part of the Study, without additional funding being sourced as well as the securing of the land tenure for Pike Road for a Men's Shed, the City is not able to proceed further with this project at this time.

The high level preliminary cost estimates for all concept floor plan layout options included professional fees, contingencies and escalations. The refinement of the design including functional space sizes, spatial relationships, material selection, internal finishes and fit out and servicing costs will greatly assist in the development of a more accurate project costing. This information may then be used to seek additional external funding support if required.

### **Future Options**

As a result of the outcomes of the Study, and the uncertainty regarding the Pike Road site, options as to how this project may proceed are proposed below. There is a lack of support from the BDMS for the Accommodation Schedule and concept floor plan layout options as provided in their correspondence dated 22 April 2022, and subsequently in further correspondence dated 10 August 2022. The BDMS preferred concept provided to City Officers compared to what the Study recommends as a functional Men's Shed facility, was also considered in proposing the following options.

#### **Option 1:**

The City advises the State Government and the BDMS that without additional funding support being secured for the project, and the support of the BDMS for the City to continue to lead the project, the City is not able to proceed with the development of a Men's Shed in Baldivis at this time.

#### **Option 2:**

The City bring forward the preparation of a Master Plan study of the Fifty Road Baldivis site. Master planning of this site was to be undertaken as part of the planning process for the adjoining East Baldivis Recreation Reserve project, which is listed in the Community Infrastructure Plan (CIP) to commence planning in 2024/2025. Following which a report be presented to Council providing a strategic direction to the overall development of the site and what action may be taken by the City in respect to the development of a future Men's Shed facility at this location.

Consideration would need to be given to available staff resources as the City Officers that would be responsible for undertaking a Master Plan of the site are fully engaged with current projects.

Note: This option will require future funding for the Master Plan study (estimated cost \$120,000) to be brought forward from 2024/2025 as this study was proposed to be part of the planning for the East Baldivis Recreation Reserve.

#### **Option 3:**

Should the State Government confirm the availability of the Pike Road site, the City advises the State Government that the grant funding agreement would be between the State and the BDMS and that the City takes no further action in respect to the development or project management of a future Men's Shed at this location. It is noted that the project would still be subject to any necessary planning and building approvals.

#### **Option 4**

The City proceed with the preparation of detailed designs based on the functional spaces shown in Concept Design Option B as shown in the Study to be located at either the Pike Road or Fifty Road sites. Following which the design detail is to be used to seek external funding support prior to the project proceeding to construction.

Note: The above option will require funding to be allocated for the preparation of site investigations and the detailed designs. (Estimated cost \$150,000)

Significant effort was made to ensure that the key stakeholders of the project, the BDMS, were consulted both prior to and during the course of the Study. The BDMS were given opportunity to provide responses and comment at various stages of the project and City Officers met with the BDMS on a number of occasions and provided both telephone and email responses and advice throughout the Study.

The Officer Recommendation shown below is therefore based upon the following:

- The cost estimates received for a functional Men's Shed as detailed in the Study exceeds the project's current financial capacity and without additional funding cannot proceed at this time. Whilst the BDMS has indicated that they are expecting to be able to secure additional funding for the project no details have been provided as to how this will be undertaken and the level of funding support that could be secured. Until such time as these details are known and the level of funding identified it would be premature for the City to proceed further with any designs or detailed site investigation
- There is a fundamental difference in the facility expectations of the BDMS when compared to the accommodation schedule and functional capacity of a Men's Shed facility as outlined in the Study.
- Both the BDMS preferred facility layouts (ranging from 2400m<sup>2</sup> to 3500m<sup>2</sup> in total floor space submitted by the BDMS as part of the 10 August response) for the Fifty Road site substantially exceeds the size of all other Men's Shed facilities benchmarked within the Study.
- The development of either facility design option as presented by the BDMS at Fifty Road would take up all of the existing cleared area between the existing tennis courts and the heritage listed buildings, would require the removal of some large established trees and impact on other users/activities currently utilising the site.
- Given the above and before the City could proceed, subject to funding and site suitability etc, the differences in concept size and design between what is proposed in the Study and what has been proposed separately by the BDMS would need to be resolved and agreed between all parties prior to proceeding with the design of a facility substantially smaller than proposed by the BDMS.
- Uncertainty regarding the tenure arrangements and planning approval requirements related to the Pike Road site
- In order to optimise the future capacity of the Fifty Road site for a future possible Men's Shed a Master Plan of the site would be essential, including consideration and consultation with other existing and future stakeholders regarding future facility requirements. The outcomes of the Master Plan may then be submitted to Council for consideration, prior to Council determining whether the City should proceed with the design process for a Men's Shed.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council:

1. **ACCEPTS** the final Baldivis Men's Shed Needs Assessment, Site Selection and Feasibility Study.
2. **DIRECTS** the CEO to write to Minister Reece Whitby advising that should Pike Road be available the City advise the State Government that the funding allocated by the State Government for a Men's Shed in the electorate of Baldivis be provided directly to the Baldivis Men's Shed in order for the Men's Shed and the State Government to enter into a funding agreement to directly manage the development of the Men's Shed project on that site.
3. In consideration of the issues as outlined in the report Council **NOT PROCEED** with the provision of a Men's Shed in the Baldivis Electorate at this time.

### Committee Recommendation

#### Moved Cr Davies, seconded Cr Liley:

That Council:

1. **ACCEPTS** the final Baldivis Men's Shed Needs Assessment, Site Selection and Feasibility Study.
2. **DIRECTS** the CEO to write to Minister Reece Whitby advising that should Pike Road be available the City advise the State Government that the funding allocated by the State Government for a Men's Shed in the electorate of Baldivis be provided directly to the Baldivis Men's Shed in order for the Men's Shed and the State Government to enter into a funding agreement to directly manage the development of the Men's Shed project on that site.
3. In consideration of the issues as outlined in the report Council at this time **NOT PROCEED** with the provision of a Men's Shed in the Baldivis Electorate.

Committee Voting (Lost) – 1/5

(Crs Buchanan, Cottam, Davies, Hume and Schmidt voted against)

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

The Committee agreed to make a minor change to point 3 of the Officer Recommendation to move 'at this time' from the end of the sentence to before 'not proceed'.

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

Not Applicable

## Community Development Economic Development and Tourism



<b>Reference No &amp; Subject:</b>	CD-023/22	<b>Request for Quote Q21/22-65 for Provision of Visitor Servicing within the City of Rockingham</b>
File No:	ECD/19-7	
Proponent/s:		
Author:	Mr Michael Holland, Director of Community Development	
Other Contributors:	Mr Scott Jarvis, Manager Economic Development and Tourism	
Date of Committee Meeting:	16 August 2022	
Previously before Council:	26 July 2022 (CD-020/22)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

### Purpose of Report

Following referral of Council Report CD-020/22 to a Councillor Engagement session held on Tuesday 2 August 2022, Officers submit report CD-023/22 - Request for Quote Q21/22-65 for Provision of Visitor Servicing within the City of Rockingham to Council.

### Background

The below provides a chronological overview of the process undertaken so far by the City to get to the Officer Recommendation.

#### 28 May 2019

Council adopted the Tourism Destination Strategy (TDS) 2019-2024 at the Council Meeting held on 28 May 2019. The TDS was designed to inform the region's future direction in terms of tourism and destination marketing. Within the TDS five key strategic elements were identified, including:

1. Destination marketing
2. Visitor servicing
3. Coastal development and activation
4. Events activation
5. Mid-tier MICE attraction

Although the TDS was endorsed by Council as a five-year document, effective June 2019 to July 2024, one action in Key Element 2 - Visitor Servicing, only covered a three-year period (July 2019 – June 2022) and was budgeted for accordingly.

Action: Enter into a fee-for-service agreement with Tourism Rockingham Inc. (TR) t/a Rockingham Visitor Centre (RVC) for provision of visitor servicing at the Gary Holland Centre.

Cost: \$100K per year, no charge for facility, officer time.

Commence: July 2019

Complete: End June 2022

### **April 2021**

The City undertook an Australia-wide RFQ process in April 2021 to appoint a suitably qualified and experienced consultant for the review of Key Element 2 — Visitor Servicing as part of the TDS 2019-2024. The City finalised the assessment of the six (6) submissions received and subsequently appointed the Tilma Group as the preferred contractor in May 2021.

The RFQ requested consultants undertake a comprehensive review into the provision of visitor servicing within the entire Rockingham region, and make recommendations for the most contemporary (best practice) visitor servicing approach for Rockingham moving forward, post June 2022.

### **8 February 2022**

A councillor engagement session was held on 8 February 2022. A copy of the report prepared by external consultants, Tilma Group, titled "Rockingham – Visitor Servicing Review and Recommendations Report" was shared with Councillors prior to the Councillor Engagement Session held on 8 February 2022.

Officers provided a briefing to councillors at the engagement session on Tuesday 8 February 2022 to discuss the report and present six options for discussion. Whilst discussing the six options Councillors requested an additional option be considered as part of any upcoming council report.

### **22 March 2022**

Report CD-011/22 Tourist Destination Strategy 2019 – 2024 Minor Review (including external review of Visitor Servicing in the Rockingham Region) was presented to the Council meeting held on 22 March 2022 with the following options contained within the details of the report

- Maintain status quo for visitor servicing by extending the current fee for service agreement with Tourism Rockingham Inc. to 30 June 2024, to coincide with the end of the current TDS (cost: \$100,000 per year).
- Fund the two existing bricks and mortar Visitor Information Centres currently in Rockingham by splitting the current funding 50/50 between Tourism Rockingham Inc. t/a Rockingham Visitor Centre, and Perth Wildlife Encounters t/a Penguin Island Visitor Centre ending 30 June 2024, to coincide with the end of the current TDS (cost: \$100,000 per year).
- Enter into a new fee for service agreement with Perth Wildlife Encounters t/a Penguin Island Visitor Centre to relocate all visitor servicing to Mersey Point from 1 July 2022 – 30 June 2024, to coincide with the end of the current TDS (cost: \$100,000 per year).
- Purchase a mobile visitor centre to be owned and operated by the City commencing 1 July 2022 (cost: \$250,000 in 22/23, and \$170,000 from 23/24 onwards).
- Purchase a mobile visitor centre, and engage a third party through an RFQ process to provide visitor servicing (on behalf of the City) for a two year period ending 30 June 2024, to coincide with the end of the current TDS (cost: \$250,000 in 22/23, and \$170,000 in 23/24).
- Cease all funding for visitor servicing post 30 June 2022.

The additional option proposed by Councillors following discussions at the engagement session was also included.

- Enter into a fee for service agreement with Perth Wildlife Encounters t/a Penguin Island Visitor Centre to operate visitor servicing at Mersey Point from 1 July 2022 – 30 June 2024, to coincide with the end of the current TDS (cost: \$100,000 per year), and purchase a mobile visitor centre

to be owned and operated by the City commencing 1 July 2023 (cost: \$250,000 in 22/23, and \$170,000 from 23/24 onwards).

The Officer recommendation was as follows:

That Council:

1. APPROVES an additional action in the Tourist Destination Strategy 2019-2024: Conduct an analysis of existing accommodation product options within the City, evaluate consumer demand, and develop recommendations and advocate for new accommodation products in these locations.
2. APPROVES an additional action in the Tourist Destination Strategy 2019-2024: City of Rockingham work with WA group FACET (Forum Advocating Cultural and Eco-Tourism) to identify ways the City can encourage the tourism community and businesses to develop and deliver authentic cultural and nature-based tourism experiences in Rockingham.
3. APPROVES the deletion of the following action from the Tourist Destination Strategy 2019-2024: Establish a relationship with Ecotourism Australia with the purpose of achieving accreditation as an ECO Destination in the medium to longer term future.”
4. DIRECTS the CEO to enter into a fee for service agreement for the provision of visitor servicing with Tourism Rockingham Inc. t/a Rockingham Visitor Centre, from 1 July 2022 to 30 June 2024, for an amount of up to \$50,000 per annum.
5. DIRECTS the CEO to enter into a fee for service agreement for the provision of visitor servicing with Perth Wildlife Encounters Pty Ltd t/a Penguin Island Visitor Centre, from 1 July 2022 to 30 June 2024, for an amount of up to \$50,000 per annum.

Councillor Schmidt raised an alternate motion with Council resolving the following:

That Council:

1. APPROVES Officer Recommendation 1, 2 and 3 per the Corporate and Community Development Committee recommendations.
  - APPROVES an additional action in the Tourist Destination Strategy 2019-2024: Conduct an analysis of existing accommodation product options within the City, evaluate consumer demand, and develop recommendations and advocate for new accommodation products in these locations.
  - APPROVES an additional action in the Tourist Destination Strategy 2019-2024: City of Rockingham work with WA group FACET (Forum Advocating Cultural and Eco-Tourism) to identify ways the City can encourage the tourism community and businesses to develop and deliver authentic cultural and nature-based tourism experiences in Rockingham.
  - APPROVES the deletion of the following action from the Tourist Destination Strategy 2019-2024: Establish a relationship with Ecotourism Australia with the purpose of achieving accreditation as an ECO Destination in the medium to longer term future.”
2. DIRECTS the CEO to undertake a procurement process, with a clear scope of works for a fee for service agreement of visitor servicing in Rockingham of up to \$100,000 per annum, for up to a two-year period ending 30th June 2024.
3. DIRECTS the CEO to extend the current fee for service agreement with Tourism Rockingham Inc. on a month-by-month basis, until the procurement process has taken place and a contract has been awarded to the successful applicant.
4. DIRECTS the CEO to establish a City-owned and operated Mobile Visitor Information Service to be ready for activation in spring 2023 or 2024, before the next Tourism Strategy implementation period.

Moved Cr Schmidt, seconded Cr Buchan.

Carried – 12/0



The Council's Reason for Varying the Officer's and Committee's original recommendation was to allow the City to conduct an independent, transparent, and clear procurement process to select the best and appropriate business or organisation to operate a Visitor Information Centre within the City of Rockingham (City) through a fee for service agreement. This process will provide a clear and accountable direction for Tourism within the City of Rockingham.

### 23 March 2022

Officers commenced the implementation of the Council resolution, in accordance with the City's Purchasing Policy, for purchases between \$80,000 and \$249,999, a formal quotation process was conducted. This was publically advertised accordingly and included a clear scope of works outlining the respondent criteria, and requirements of the new Visitor Servicing Fee for Service agreement.

### 14 May - 15 June 2022

Request for Quotation Q21/22-65 was advertised in the West Australian on Saturday, 14 May 2022 and was available to download through Rockport. The quotation period closed at 2.00pm, Wednesday, 15 June 2022, and was publicly opened immediately after the closing time.

### 20 June – 24 June 2022

Four person City assessment panel independently reviewed and scored quotations received.

### 19 July 2022

Following the formal RFQ procurement process as requested by Council on 22 March 2022, evaluation of the quotations by the 4 officer assessment panel, in accordance with the advertised quotation assessment criteria, produced the following average weighted scores:

Quotations	Level of service	Marketing and Promotion	Stakeholder Engagement	Price	Total Score	Rank
	40 Pts	30 Pts	20 Pts	10 Pts	100 Pts	
Perth Wildlife Encounters Pty Ltd. (Penguin Island Visitor Centre - PIVC)	36.75	22.5	15.75	10 (\$100,000)	85.0	1
Tourism Rockingham Inc. (Rockingham Visitors Centre - RVC)	28.75	20.25	13.5	10 (\$100,000)	72.5	2

The combined average weighted scores ranked Perth Wildlife Encounters Pty Ltd. (Penguin Island Visitor Centre) first and Tourism Rockingham Inc. (Rockingham Visitors Centre) second. It should be noted that the independent, individual scoring of all four members of the RFQ assessment panel ranked the two respondents in the same order.

The submission received from Perth Wildlife Encounters Pty Ltd (Penguin Island Visitor Centre) is considered to provide the greatest opportunity for the City, both in terms of providing visitor information to greater numbers of visitors coming to a bricks and mortar Visitor Centre in the Rockingham region, and also through access and marketing of Rockingham to a significantly wider audience.

Report CD-020/22 - Request for Quote Q21/22-65 for Provision of Visitor Servicing within the City of Rockingham was presented to Corporate and Community Development Committee Meeting with the following recommendation:

That Council ACCEPTS the quote submitted from Perth Wildlife Encounters Pty Ltd (Penguin Island Visitor Centre), 153 Arcadia Drive, Shoalwater WA 6169, for Quote 21/22-65 in accordance with the quote documentation submitted being from 1 September 2022 (or as soon as possible thereafter) until 30 June 2024.



Councillor Schmidt raised an alternate motion with Council resolving the following:

That Council DEFERS item CD-020/22 Request for Quote Q21/22-65 for Provision of Visitor Servicing within the City of Rockingham to the August 2022 Council meeting and a Councillor Engagement Session to be held to discuss the matter further.

Moved Cr Schmidt, seconded Cr Buchanan.

Carried – 5/1

The Committee's Reason for Varying the Officer's Recommendation was on the basis that the mover felt there was some ambiguity in the report that required further clarification at a Councillor Engagement Session.

A series of questions presented by Tourism Rockingham at the Corporate and Community Development Committee Meeting were taken on notice. Answers to these questions were provided to all Councillors and Tourism Rockingham prior to the Council Meeting of 26 July 2022.

### 26 July 2022

Report CD-020/22 - Request for Quote Q21/22-65 for Provision of Visitor Servicing within the City of Rockingham was presented to Council with the following recommendation.

That Council DEFERS item CD-020/22 Request for Quote Q21/22-65 for Provision of Visitor Servicing within the City of Rockingham to the August 2022 Council meeting and a Councillor Engagement Session to be held to discuss the matter further.

Moved Cr Liley, seconded Cr Davies.

Carried – 11/0

A series of questions presented by Tourism Rockingham at the Council Meeting were taken on notice. Answers to these questions were provided to all Councillors and Tourism Rockingham prior to the Councillor Engagement Session of 2 August 2022.

### Details

A Councillor Engagement Session was held on 2 August 2022, where Councillors were given the opportunity to discuss the RFQ process and ask questions in relation to the two submissions received in more detail. Councillors were provided with a copy of the Request for Quote Q21/22-65 documentation prior to the engagement session.

Following a lengthy discussion on the RFQ process and the submissions received the matter of RFQ Q21/22-65 is now placed before Council for its consideration.

### Implications to Consider

**a. Consultation with the Community**

RFQ Q21/22-65 was advertised in the West Australian on Saturday, 14 May 2022 and was available to download through Rockport.

The Quote closed at 2.00pm, Wednesday, 15 June 2022 and was publicly opened immediately after the closing time.

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

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

*Attractions and events – Attract local and international investment to the City to contribute to the local community.*

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

**d. Policy**

In accordance with the City's Purchasing Policy, for purchases between \$80,000 and \$249,999, a formal quoting process is to be conducted in accordance with the provision of section 3.57 of the *Local Government Act 1995*; and *Local Government (Functions and General) Regulations 1996*, Part 4, Division 2, regulation 11A(1).

**e. Financial**

An amount of \$100,000 has been allocated within the 2022/2023 budget.

**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

As per Council's resolution at the Council Meeting held on 26 July 2022, report CD-020/22 Request for Quote Q21/22-65 for Provision of Visitor Servicing within the City of Rockingham was deferred to the August 2022 Council meeting, and a Councillor Engagement session be held.

The Councillor Engagement Session was held on 2 August 2022 to discuss this matter further, including the Request for Quotation process undertaken by the City and the two submissions received in more detail.

Following a lengthy discussion on the RFQ process and the submissions received, a range of options moving forward were considered and discussed, with Councillor's also given the opportunity to add any additional options other than those presented by officers, which there were none.

Notwithstanding the above, the original Officer recommendation from Council Report CD-020/22 presented to the July 2022 Council meeting remains unchanged.

### Voting Requirements

Simple Majority

### Officer Recommendation

That Council **ACCEPTS** the quote submitted from Perth Wildlife Encounters Pty Ltd (Penguin Island Visitor Centre), 153 Arcadia Drive, Shoalwater WA 6169, for Quote 21/22-65 in accordance with the quote documentation submitted being from 1 October 2022 (or as soon as possible thereafter) until 30 June 2024.

### Alternate Motion

Cr Buchanan proposes the following Alternate Motion:

That Council:

- 1 **DECLINES** all quotes received for Request for Quotation Q21/22-65 - Provision of Visitor Servicing within the City of Rockingham.
- 2 **ACKNOWLEDGES** the Request for Quotation process undertaken and the efforts of the Officers involved in providing detailed information for Council's consideration.
- 3 **DIRECTS** the CEO to enter into a fee for service agreement for the provision of visitor servicing with Tourism Rockingham Inc. t/a Rockingham Visitor Centre, from 1 October 2022 to 30 June 2024, for an amount of up to \$50,000 per annum.
- 4 **DIRECTS** the CEO to enter into a fee for service agreement for the provision of visitor servicing with Perth Wildlife Encounters Pty Ltd t/a Penguin Island Visitor Centre, from 1 October 2022 to 30 June 2024, for an amount of up to \$50,000 per annum.

### Reason for Alternate Motion

I believe the request for quote process in relation to the continued provision of visitor servicing within the City of Rockingham has been an inherently useful exercise, in that it has allowed us to better assess our expectations in terms of visitor services going forward. For that reason alone, I thank the officers involved in the process, and the bodies which submitted quotes.

I feel, however, that the process has also highlighted issues which might not have been clear prior to us going out to request for quote, the most pressing of which, for me, is the very real possibility that we might find ourselves in a position where the City has no active presence in the immediate foreshore precinct for anything up to two years, ahead of a mobile visitors' centre being established. Given the considerable investment the City has made towards the upgrade of the foreshore, and the iconic part the City's beachfront strip plays in marketing Rockingham to visitors, that lack is arguably worrying, and may ultimately be deemed unacceptable.

This alternate motion therefore proposes to discontinue the request for quote process, and to return to the original officer's recommendation, splitting our resources between the current Visitors' Centre in the Gary Holland Centre, as managed by the Rockingham Tourism Inc., close by the foreshore, and Perth Wildlife Encounters at Mersey Point, allowing us to expand our reach while maintaining a central and established presence until such time as other foreshore options have been investigated, considered, and, if appropriate, acted upon.

### Implications to Consider

**a. Consultation with the Community**

RFQ Q21/22-65 was advertised in the West Australian on Saturday, 14 May 2022 and was available to download through Rockport.

The Quote closed at 2.00pm, Wednesday, 15 June 2022 and was publicly opened immediately after the closing time.

**b. Consultation with Government Agencies**

The Western Australia Department of Planning, Lands and Heritage was consulted during the visitor servicing review process, in relation to tourism outcomes and opportunities resulting from the State government Cape Peron (including Mangles Bay) planning investigation area study and recommendations.

**c. Strategic**

Community Plan

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

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

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

*Attractions and events – Attract local and international investment to the City to contribute to the local community.*

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

**d. Policy**

Not Applicable

**e. Financial**

An amount of \$100,000 has been allocated within the 2022/2023 council budget.

**f. Legal and Statutory**

Fee for Service Agreement/s will be required for the provision of visitor servicing.

**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

### Officer Comment on Alternate Motion

As per Council resolution, report CD-020/22 Request for Quote Q21/22-65 for Provision of Visitor Servicing within the City of Rockingham was deferred to the August 2022 Council meeting, so that a Councillor Engagement session could be held to discuss this matter further.

The Councillor Engagement Session was held on 2 August 2022, where Councillors were given the opportunity to discuss and ask questions regarding the RFQ process, and also ask questions in relation to the two submissions received in more detail. Councillors were provided with a copy of the Request for Quote Q21/22-65 documentation prior to the engagement session.

Following a lengthy discussion on the RFQ process and the submissions received, the matter of RFQ Q21/22-65 has been presented to Council for its consideration.

Given the City has been through an open and transparent RFQ process, as requested at the Council Meeting in March 2022, the original Officer recommendation from Council Report CD-020/22 presented at the July 2022 Council Meeting remains unchanged.

Therefore, Cr Buchanan's alternate motion is not supported.

### Officer Recommendation

That Council **ACCEPTS** the quote submitted from Perth Wildlife Encounters Pty Ltd (Penguin Island Visitor Centre), 153 Arcadia Drive, Shoalwater WA 6169, for Quote 21/22-65 in accordance with the quote documentation submitted being from 1 September 2022 (or as soon as possible thereafter) until 30 June 2024.

### Alternate Motion Recommendation

4:54pm Mr Santiago left the meeting.

4:56pm Mr Santiago rejoined the meeting.

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

That Council:

- 1 **DECLINES** all quotes received for Request for Quotation Q21/22-65 - Provision of Visitor Servicing within the City of Rockingham.
- 2 **ACKNOWLEDGES** the Request for Quotation process undertaken and the efforts of the Officers involved in providing detailed information for Council's consideration.
- 3 **DIRECTS** the CEO to enter into a fee for service agreement for the provision of visitor servicing with Tourism Rockingham Inc. t/a Rockingham Visitor Centre, from 1 October 2022 to 30 June 2024, for an amount of up to \$50,000 per annum.
- 4 **DIRECTS** the CEO to enter into a fee for service agreement for the provision of visitor servicing with Perth Wildlife Encounters Pty Ltd t/a Penguin Island Visitor Centre, from 1 October 2022 to 30 June 2024, for an amount of up to \$50,000 per annum.

Committee Voting (Lost) – 2/4

(Crs Davies, Hume, Liley and Schmidt voted against)

### Committee Recommendation

#### Moved Cr Davies, seconded Cr Schmidt:

That Council **ACCEPTS** the quote submitted from Perth Wildlife Encounters Pty Ltd (Penguin Island Visitor Centre), 153 Arcadia Drive, Shoalwater WA 6169, for Quote 21/22-65 in accordance with the quote documentation submitted being from 1 September 2022 (or as soon as possible thereafter) until 30 June 2024.

Committee Voting (Carried) – 4/2

(Crs Buchanan and Cottam voted against)

### 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 Council Members</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 20 September 2022</b> in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.
<b>20.</b>	<b>Closure</b>
	There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at <b>4:58pm</b> .