



City of Rockingham

MINUTES

Corporate and Community Development Committee

Held on Tuesday 16 July 2024 at 5:00pm
City of Rockingham Council Chamber




City of Rockingham
Corporate and Community Development
Committee Minutes
5:00pm Tuesday 16 July 2024



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<div>City of Rockingham</div> <div>Corporate and Community Development Committee Meeting Minutes</div> <div>Tuesday 16 July 2024 - Council Chamber</div> <div></div>	
1.	<div>Declaration of Opening</div> <p>The Chairperson declared the Corporate and Community Development Committee meeting open at 5:00pm and welcomed all present.</p> <p>Acknowledgement of Country</p> <p>The Chairperson noted that the City of Rockingham acknowledges the Traditional Owners and Custodians of this land, the Binjareb and Whadjuk Nyoongar peoples and their continuing connection to the land, waters and community. We pay our respects to all members of Aboriginal communities and their cultures; and to Elders past and present.</p> <p>Recording and Live Streaming of proceedings</p> <p>In accordance with Council Policy this meeting is being live streamed on the City's website, with the exception of confidential items and periods of adjournment or as determined by the Presiding Member.</p> <p>By being present at this meeting, members of the public consent to the possibility that their image and voice may be live streamed to the public. Recordings are also made available on the City's website following the meeting.</p> <p>Please note that clause 8.5 of the City's <i>Standing Orders Local Law 2001</i> provides that "no person is to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council or a committee without the written permission of the Council".</p> <p>If anyone breaches this Standing Order they will be asked to leave the Council Chamber.</p>
2.	<div>Record of Attendance/Apologies/Approved Leave of Absence</div> <div><div>2.1 Council Members</div><div><div>Cr Craig Buchanan, JP</div><div>Chairperson</div></div><div><div>Cr Mike Crichton</div><div></div></div><div><div>Cr Caroline Hume</div><div></div></div><div><div>Cr Leigh Liley</div><div></div></div><div><div>Cr Kelly Middlecoat</div><div></div></div><div><div>Cr Robert Schmidt</div><div></div></div><div><div>Cr Lorna Buchan, Deputy Mayor</div><div>Observer</div></div></div> <div><div>2.2 Executive</div><div><div>Mr John Pearson</div><div>A/Chief Executive Officer</div></div><div><div>Ms Alison Oliver</div><div>A/Director Community Development</div></div><div><div>Mr Peter Doherty</div><div>Director Legal Services and General Counsel</div></div><div><div>Mr Jim Olynyk, JP</div><div>Manager Governance and Councillor Support</div></div><div><div>Mr Michael Yakas</div><div>Manager Customer and Corporate Support</div></div><div><div>Mr Allan Moles</div><div>Manager Waste Services</div></div><div><div>Mr Alvin Santiago</div><div>Manager Financial Services</div></div><div><div>Ms Nollaig Baker</div><div>Manager Strategy and Corporate Communications</div></div></div>

	<p>Mr Matt Plummer A/Manager Community and Leisure Facilities</p> <p>Ms Mary-Jane Rigby Manager Community Safety and Support Services</p> <p>Mr Paul Hayward Manager Community Capacity Building</p> <p>Ms Melissa James Manager Economic Development and Tourism</p> <p>Ms Marta Makuch Coordinator Recreation and Wellbeing</p> <p>Ms Andrea Clark Community Infrastructure Planning Officer</p> <p>Ms Amanda Deans Community Development Officer (Early Years and Children)</p> <p>Ms Sue Langley Governance Officer</p> <p>Ms Jen Weinman A/Governance Officer – Councillor Support & FOI</p>
2.3	Members of the Gallery: 4
2.4	Apologies:
	<p>Mr Michael Parker Chief Executive Officer</p> <p>Mr Michael Holland Director Community Development</p>
2.5	Approved Leave of Absence: Nil
3.	Responses to Previous Public Questions Taken on Notice
	Nil
4.	Public Question Time
	<p>5:03pm The Chairperson opened Public Question Time and invited members of the Public Gallery to ask questions. The Chairperson noted that questions should relate to the business of the Committee and this is the only opportunity in the meeting for the public to ask questions.</p> <p>There were none.</p>
5.	Confirmation of Minutes of the Previous Meeting
	<p>Moved Cr Middlecoat, seconded Cr Hume:</p> <p>That Committee CONFIRMS the Minutes of the Corporate and Community Development Committee Meeting held on 18 June 2024, as a true and accurate record.</p> <p style="text-align: right;">Committee Voting (Carried) – 6/0</p>
6.	Matters Arising from the Previous Minutes
	Nil
7.	Announcement by the Presiding Person without Discussion
	<p>5:04pm 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>
8.	Declarations of Members and Officers Interests
	<p>5:05pm The Chairperson asked if there were any interests to declare.</p> <p>There were none.</p>

9.	Petitions/Deputations/Presentations/Submissions
	Nil
10.	Matters for which the Meeting may be Closed
	Nil
11.	Bulletin Items
	<p>Corporate and General Management Services Information Bulletin – July 2024</p> <p>Corporate Services</p> <ol style="list-style-type: none"> 1. Corporate Services Team Overview 2. Project Status Reports <ol style="list-style-type: none"> 2.1 Online Rostering 2.2 Microsoft 365 2.3 Food Organic Garden Organic (FOGO) Waste Collection and Processing Service 3. Information Items <ol style="list-style-type: none"> 3.1 List of Payments June 2024 3.2 Monthly Financial Management Report May 2024 3.3 Amendment to Rate Record – Non-Rateable Land 3.4 Awarding of Tenders by CEO - Delegated Authority 3.5 Lease Tenure Matters 3.6 Leased Property Maintenance Grants 3.7 Delegated Authority to Dispose of Property by way of Lease 3.8 Development Contribution Scheme <p>General Management Services Directorate</p> <ol style="list-style-type: none"> 1. General Management Services Team Overview 2. Project Status Reports 3. Information Items <ol style="list-style-type: none"> 3.1 Meetings and Events 3.2 Use of the Common Seal <p>Governance and Councillor Support</p> <ol style="list-style-type: none"> 1. Governance and Councillor Support Team Overview 2. Project Status Reports 3. Information Items <ol style="list-style-type: none"> 3.1 Freedom of Information (FOI) Requests 3.2 Council Member Requests 3.3 Citizenships 3.4 Australian Coastal Councils Association Inc. Newsletter 3.5 Coming Events 3.6 Notice of Motion – Status Report <p>Human Resources</p> <ol style="list-style-type: none"> 1. Human Resources Team Overview 2. Project Status Reports 3. Information Items <ol style="list-style-type: none"> 3.1 Recruitment 3.2 Workplace Health and Safety Statistics

	<p>Strategy, Marketing and Communications</p> <ol style="list-style-type: none"> 1. Strategy, Marketing and Communications Team Overview 2. Project Status Reports <ol style="list-style-type: none"> 2.1 Resident Perception Survey 2023 3. Information Items <ol style="list-style-type: none"> 3.1 Australia Day Celebrations Date Survey 3.2 Team Plan 3.3 Community Engagement – Share your thoughts 3.4 Social Media 3.5 Media Tracking <p>Legal Services & General Counsel</p> <ol style="list-style-type: none"> 1. Legal Services & General Counsel Team Overview 2. Project Status Reports 3. Information Items <ol style="list-style-type: none"> Provision of Legal Advice <ol style="list-style-type: none"> 3.1 Legal Advice – Local Government Operational Matters 3.2 Litigation
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Committee Recommendation

Moved Cr Liley, seconded Cr Hume:

That Council Members acknowledge having read the Corporate and General Management Services Information Bulletin – July 2024 and the content be accepted.

Committee Voting (Carried) – 6/0

	<p>Community Development Information Bulletin – July 2024</p> <p>Community Safety and Support Services</p> <ol style="list-style-type: none"> 1. Community Safety and Support Services Team Overview 2. Project Status Reports <ol style="list-style-type: none"> 2.1 Alcohol Management Plan 2.2 Community Services Mapping 2.3 CCTV Plan 2.4 Assertive Outreach 2.5 Social Connection and Support Pilot Project 2.6 Crisis/Supported Accommodation 3. Information Items <ol style="list-style-type: none"> 3.1 Community Support Services 3.2 Rockingham Connect Community Transport Project 3.3 Community Safety <p>Library Services</p> <ol style="list-style-type: none"> 1. Library Services Team Overview 2. Project Status Reports 3. Information Items <ol style="list-style-type: none"> 3.1 May 2024 Library Services Statistics 3.2 Mary Davies Library and Community Centre 3.3 Baldivis South Community Centre 3.4 Rockingham Library 3.5 Safety Bay Library 3.6 Warnbro Community Library 3.7 May 2024 Library Facebook Statistics
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Community Infrastructure Planning

1. Community Infrastructure Planning Team Overview
2. Project Status Reports
3. Information Items
 - 3.1 Aqua Jetty Stage 2
 - 3.2 Baldivis District Sporting Complex
 - 3.3 Safety Bay Foreshore Community Facility Development
 - 3.4 Stan Twight Reserve Clubroom Redevelopment
 - 3.5 Anniversary Park Clubroom Redevelopment
 - 3.6 Community Infrastructure Functionality Audit Report
 - 3.7 Baldivis Recreation Reserve Master Plan
 - 3.8 Lark Hill Sportsplex Northern Expansion

Community Capacity Building

1. Community Capacity Building Team Overview
2. Project Status Reports
 - 2.1 Seniors Strategy
 - 2.2 Health and Wellbeing Strategy
 - 2.3 Cultural Development and the Arts Strategy
 - 2.4 Strategy for Early Years, Children and Young People
3. Information Items
 - 3.1 Grants
 - 3.2 Disability Access and Inclusion
 - 3.3 Reconciliation Action Plan
 - 3.4 Seniors
 - 3.5 City Volunteer Program
 - 3.6 Rockingham Volunteer Centre
 - 3.7 Early Years, Children and Families
 - 3.8 Sport and Recreation
 - 3.9 Health and Wellbeing
 - 3.10 Youth Development
 - 3.11 Cultural Development and the Arts
 - 3.12 Rockingham Arts Centre

Community and Leisure Facilities

1. Community and Leisure Facilities Team Overview
2. Project Status Reports
 - 2.1 Rockingham Lotteries House Relocation and Community Hub Development
3. Information Items
 - 3.1 Aqua Jetty
 - 3.2 Warnbro Community Recreation Centre
 - 3.3 Mike Barnett Sports Complex
 - 3.4 Mike Barnett Sports Complex – Needs Assessment and Feasibility Study
 - 3.5 Safety Bay Tennis Club – Servicing and Feasibility Investigations
 - 3.6 Gary Holland Community Centre
 - 3.7 Autumn Centre
 - 3.8 Baldivis Indoor Sports Complex

Economic Development and Tourism

1. Economic Development and Tourism Team Overview
2. Project Status Reports
 - 2.1 Local Business Development
 - 2.2 Iconic Economic Development / Tourism Events

	2.3	Destination Marketing
	2.4	Visitor Servicing Fee for Service
	2.5	Tourism Strategy
	2.6	Mobile Visitor Service Unit
3.		Information Items
	3.1	Stakeholder Engagement - Economic Development and Tourism

Committee Recommendation

Moved Cr Schmidt, seconded Cr Crichton:

That Council Members acknowledge having read the Community Development Information Bulletin - July 2024 and the content be accepted.

Committee Voting (Carried) – 6/0

12. Agenda Items

Corporate Services

Corporate Services Waste Services	
Report number / title:	CS-018/24 Tender T24/25-39 – Provision of services for the collection and processing of recyclable material and food organics and garden organics (FOGO) waste
File number:	T24/25-39
Proponent/s	
Author:	Mr John Pearson, Director Corporate Services
Other Contributors:	Mr Allan Moles, Manager Waste Services Ms Helen Savage, Senior Projects Officer (Corporate Services)
Date of Committee Meeting:	16 July 2024
Previously before Council:	27 September 2016 (EP-030-16), 25 July 2023 (CS-015/23), 26 March 2024 (CS-007/24)
Disclosure of Interest:	
Nature of Council's Role :	Executive
Attachments:	1. Comparison of estimated costs of tender and the existing contracted rates
Maps/Diagrams:	
Site:	
Lot Area:	

Purpose of Report

To provide Council with details of the tender/s received for Tender T24/25-39 – Provision of services for the collection and processing of recyclable material and food organics and garden organics (**FOGO**) waste, document the results of the tender assessment and make recommendations regarding award of the tender.

Background

Tender T24/25-39 – Collection and processing of recyclable material and food organics and garden organics waste, was advertised in the West Australian on Saturday, 13 April 2024. It was also distributed through subscribers of Rock Port. The Tender closed at 2.00pm, Friday, 31 May 2024 and was publicly opened immediately after the closing time.

Details

The collection and processing of recyclable material and FOGO waste contract contains the following requirements:

- The appointed contractor is to collect FOGO waste bins once per week and recyclable material bins once per fortnight.
- All recyclable material and FOGO waste becomes the property of the contractor immediately after it is collected and emptied from the bin into the contractor's vehicle.
- All materials must be taken to the material recovery facility or FOGO waste processing facility for processing.
- All recyclable material and FOGO waste received at the respective waste processing facility is to be processed for bona fide reuse.
- All residual materials after processing must be disposed of in accordance with law.
- The period of the contract is eight years from the start date.

A panel comprising Director Corporate Services, Manager Waste Services and Senior Projects Officer (Corporate Services) undertook the tender evaluation. Two tenders were received from the following organisations:

1. Rico Enterprises Pty Ltd ATF Rico Family Trust trading as Solo Resource Recovery
2. Veolia Environmental Services (Australia) Pty Ltd

The tender submission received from Solo Resource Recovery is deemed non-compliant and as such has been rejected and has not been assessed.

Evaluation of the tender, in accordance with the advertised tender assessment criteria, produced the following weighted scores:

Tenderer	Level of service	Understanding Tender Requirements	Price Considerations	Total Score	Local Content	Rank
	30 Pts	30 Pts	40 Pts	100 Pts		
Veolia Environmental Services (Australia) Pty Ltd	26.8	25.5	40.0	92.3	N/A	1

The Contract rates will be subject to a price variation every twelve months from the date of award. Such a price variation will be calculated in accordance with the variation in the Consumer Price Index (CPI) for Perth Western Australia for all groups for the 12 months preceding the last completed CPI quarter as at the date the price variation is due.

Implications to Consider

a. Consultation with the Community

This tender is for the provision of services for the collection and processing of recyclable material and FOGO waste. Post award of contract, the City of Rockingham (**City**) (with the contractor) will implement communication plans over the coming 12 months to ensure residents are aware of changes to collection days and the correct handling and disposal of their waste.

b. Consultation with Government Agencies

Department of Water and Environmental Regulation (DWER)

DWER endorsed the City's Waste Plan 2021-2031 on 27 May 2021. The Plan maintains alignment with the three main areas of focus, as set out in the State Government's Waste Avoidance and Resource Recovery Strategy 2030 (**Waste Strategy**).

c. Strategic

Waste Plan 2021 -2031

This item addresses Action 1.4 of the Waste Plan 2021-2031 to 'Introduce the Better Practice 3-bin FOGO system' by 2025.

The City's Waste Plan 2020-2031 identifies the target of making the FOGO system available to all properties that currently use the GO bin in 2025.

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2023-2033:

Aspiration: **2. Natural Environment - A place of natural beauty where the environment is respected**

Outcome/Objective: *Protection of natural environment – Minimise waste*

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

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

d. Policy

In accordance with the City's Purchasing Policy, for purchases above \$250,000, a public tender 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). This requirement has been met.

e. Financial

The tendered price for the collection of recyclable material bins is an 8% increase over the existing contract and expected to cost approximately \$130K more in the first year.

The tendered price for the processing of recyclable materials is expected to be an increase of approximately \$690K in the first year as the current contract does not have a separate price for the processing. This includes the anticipated credit of around \$320K being the City's share of the Containers for Change net revenue.

The tendered price for the collection of FOGO bins is a 26% increase over the existing contract for the collection of GO bins and with the change in frequency from fortnightly to weekly collections is expected to cost approximately \$2.09M more in the first year. This will be partly offset by the reduction in costs (estimated \$1.47M) as the general waste bin will be collected fortnightly rather than weekly.

The tendered price for the processing of FOGO waste is a 185% increase over the existing contract for the processing of GO waste and with the additional tonnage of waste to be processed it is expected to cost approximately \$2.86M more in the first year. This will be partly offset by the reduction in costs (estimated \$1.85M including \$1.02M Landfill Levy) for waste being disposed in landfill.

The costs associated with this tender are included in the second and subsequent years of the current Team Plan as the contract does not commence until late in June 2025. A detailed comparison is contained within Attachment 1 - Comparison of estimated costs of tender and the existing contracted rates. The overall forecasted cost will be included in future year Team Plans.

Based on 53,000 waste services, the overall increase in cost is approximately \$0.90 per week per service.

Over the eight year period this contract is expected to cost approximately \$80M.

f. Legal and Statutory

In accordance with section 3.57 of the *Local Government Act 1995* and *Local Government (Functions and General) Regulations 1996*, Part 4, Division 2, regulation 11(1).

'Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250,000 unless sub regulation (2) states otherwise'.

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

Two tender submissions were received. The submission from Solo Resource Recovery was rejected as it is deemed non-compliant. Their submission declines the fixed price contractual requirements and inserts clauses for the City to accept price increases for almost any reason. This is a major variation to the contract.

Veolia Environmental Services (Australia) Pty Ltd.'s submission was sound and demonstrated a strong understanding of the City's requirements with demonstrated high levels of service. Importantly, Veolia Environmental Services (Australia) Pty Ltd (Veolia) own and run their own FOGO and recyclable materials processing facility and therefore are not dependent on subcontractors for FOGO and recyclable material processing.

Veolia are the current contractor used by the City for collection of recycling and GO waste bins and the processing of this material. As such, they were able to demonstrate changes to collection routes and days to meet the requirements of the tender. Further, Veolia provide similar services to other local governments and therefore are able to provide fall back support should there be machinery failures. The panel is confident that Veolia, through their submission, demonstrated their capacity to perform the work to the required standard.

Veolia have requested a number of variations to the contract wording however these have been reviewed and most deemed acceptable.

Following consideration of the submissions in accordance with the tender assessment criteria Veolia has demonstrated the capacity to undertake the works, and is therefore recommended as the preferred tenderer.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ACCEPTS** the tender submitted from Veolia Environmental Services (Australia) Pty Ltd, Level 4, 65 Pirrama Road, Pyrmont NSW, for Tender T24/25-39 – Provision of services for the collection and processing of recyclable material and food organics and garden organics (FOGO) waste in accordance with the tender documentation with the service commencement date of 26 June 2025 for a period of 8 years.

Committee Recommendation

Moved Cr Hume, seconded Cr Schmidt:

That Council **ACCEPTS** the tender submitted from Veolia Environmental Services (Australia) Pty Ltd, Level 4, 65 Pirrama Road, Pyrmont NSW, for Tender T24/25-39 – Provision of services for the collection and processing of recyclable material and food organics and garden organics (FOGO) waste in accordance with the tender documentation with the service commencement date of 26 June 2025 for a period of 8 years.

Committee Voting (Carried) – 6/0

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

Not Applicable

Community Development

Community Development Community Capacity Building



Report number / title:	CD-021/24	Strategy for Early Years, Children and Young People 2024 - 2030
File number:	CSV/3321-4	
Proponent/s:		
Author:	Ms Marta Makuch, Coordinator Recreation and Wellbeing	
Other Contributor/s:	Ms Katie Berry, Coordinator Youth Development	
Date of Committee meeting:	16 July 2024	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:	1. Strategy for Early Years, Children and Young People 2024-2030	
Maps / Diagrams:		
Site:		
Lot Area:		

Purpose of Report

To seek Council's adoption of the Strategy for Early Years, Children and Young People 2024 – 2030.

Background

The new Strategy for Early Years, Children and Young People (**Strategy**) builds on the outcomes of the previous strategy, and is now divided into two parts. Part One focuses on Early Years and Children (0 to 11 years old), while Part Two focuses on Young People (12 to 24 years old). The title of the new strategy has also been changed to Strategy for Early Years, Children and Young People, to reflect the sector's distinction between early years (ages 0-4 years) and children (ages 5-11 years).

The proposal to rename the Strategy and divide it into two parts was presented at a Councillor Engagement Session on 6 June 2023, with the changes supported. The draft Strategy was then presented and discussed at a follow-up Councillor Engagement Session on 9 April 2024, and was endorsed for public comment at the Council meeting on 28 May 2024.

The draft Strategy was available for public comment over a four-week period, from 31 May until 28 June 2024. The City of Rockingham (**City**) received one comment which did not result in any required amendments to the Strategy. The Strategy is now presented to Council for adoption.

Details

The Strategy's objective is to continue to support an environment where Rockingham's children and young people, from birth through to adulthood, are highly valued and engaged members of the community'.

Its development was informed by research, data analysis and a comprehensive internal and external community and stakeholder engagement process.

The Strategy includes a total of seven Key Elements, with a total of 65 actions. There are 20 new actions and 45 ongoing actions.

Part One – Early Years and Children

Part One of the Strategy focuses on Early Years and Children (0 to 11 year olds) and includes three Key Elements. It has a total of 30 actions, with 6 new and 24 ongoing actions. The three Key Elements are outlined below.

Key Element 1 - Early Development, Learning and Belonging

Providing opportunities for children and their families to obtain knowledge, develop skills, acknowledge children's interdependence with others, build trusting relationships and make sense of the world.

The City will continue to support local families and children to increase their skills and knowledge. Key activities will include programs that foster families' nutritional literacy and allow them to focus on key developmental domains such as communication skills, physical health and wellbeing, social competencies, language and cognitive skills, as well as emotional maturity.

Some of the ongoing actions are:

- Provision of Junior Council Program
- Celebration of Children's Week
- Provision of programs focusing on nutritional literacy of children and their families such as Junior Kitchen program
- Promotion of early literacy programs such as Paint Rockingham REaD.

New actions will focus on:

- Facilitating intergenerational opportunities for the community
- Partnering with external organisations to provide volunteering opportunities for children and their families.

Key Element 2 - Strong Families

Building the capacity and resilience of parents and families by providing relevant and appropriate opportunities which focus on developing safe and secure parenting skills, and social connections.

The City will continue to investigate different communication methods to make the City's and the sector's information as easy to access as possible. Core activities will aim to address the identified need for upskilling and knowledge sharing, as well as access to social connection and recreation opportunities.

Some of the ongoing actions are:

- Promotion of available services and funding opportunities such as emergency relief and KidSport.
- Provision of educational workshops for families and carers.
- Internal and external partnerships to promote the importance of schooling (e.g. Be School Ready campaign).

New actions will focus on:

- Ensuring the needs for Early Years and Children are considered as part of new, or renewal of existing, spaces.

- Promotion of social connection and peer support opportunities for parents and families.

Key Element 3 – Thriving Communities and Sector Support

Continuation of working collaboratively with government agencies, not for profit organisations, service providers and community groups to foster a cohesive, accessible and sustainable early years and children sector.

To achieve a strong early years and children sector, continuation of collaborative working partnerships between different levels of government agencies, not for profit and community is paramount. The City will continue to advocate on behalf of the sector and look at ways to share resources and facilities to maximise access and inclusion.

Some of the ongoing actions are:

- Facilitation of the Rockingham Early Years Group.
- Promotion of the City's community facilities as well as funding opportunities.
- Advocate on behalf of the Rockingham community and sector.

New actions will focus on:

- Building stronger links with local partners such as schools, service providers and community groups
- Ensuring promotion of the City's Community Directory.

Part Two – Young People

Part Two of the Strategy focuses on Young People (12 to 24 year olds) and includes four Key Elements. It has a total of 35 actions, with 14 new and 21 ongoing actions.

Key Element 1 - Inclusion and Diversity

Ensuring events, spaces and activities are safe, welcoming, and celebrate diversity.

The City will continue to support an inclusive and diverse community, where all young people feel a sense of belonging. Inclusion, identity, and diversity among young people are frequently associated with positive mental health outcomes.

Some of the ongoing actions are:

- Creating spaces, programs and events that focus on mental health, diversity and creativity.
- Encouraging young people from all backgrounds to participate in City initiatives.
- Celebrating and creating awareness of First Nations culture.
- Providing young people with opportunities to learn about the experiences of those from a diverse range of backgrounds.

New actions will focus on:

- Providing opportunities for young men to engage in support with male role models.
- Providing multicultural programming and events for young people.

Key Element 2 - Social Connection and Resilience

Ensuring young people have access to social activities and programs, are educated about supportive and healthy relationships, and are supported to develop their resilience.

The City will continue to support young people to increase their social connections, develop resilience through upskilling, and to manage stressful situations. Continuing to provide access to services, events and activities for young people across Rockingham will be a key consideration.

Some of the ongoing actions are:

- Opportunities for social connection.
- Life skills and educational workshops.

- Continued provision of support and information (directly and through referrals).

New actions will focus on investigating the co-location of youth services with other facilities, in order to increase access amongst the wider community.

Key Element 3 - Engagement and Participation

Supporting young people to engage in education, employment and training, engaging them in decision making, and providing opportunities to ensure their voices are heard.

Youth participation and co-design will remain an important focus. Young people will continue to have opportunities to develop leadership skills, as well as skills necessary to succeed in the workforce.

Some of the ongoing actions are:

- Providing opportunities for youth participation through the Rockingham Youth Reference Group.
- Working closely with schools to increase youth awareness of available programs and opportunities.
- Delivering job readiness workshops.

New actions will focus on:

- Promoting and providing opportunities for young people to gain volunteering and paid work experience
- Reviewing available grants to ensure they meet community needs

Key Element 4 - Community Education and Awareness

Continuing to raise awareness of support services, sharing information, addressing priority areas, supporting the sector, and celebrating the positive contributions of young people.

Issues such as homelessness, violence, substance use, and mental health concerns, have a significant impact on young people in the community. The City will continue to raise awareness of available services and work with the sector to provide information and support. The perception of young people within the community is another important aspect.

Some of the ongoing actions are:

- Promoting positive news stories about young people within the community.
- Continuing to deliver programs that highlight young people's accomplishments.
- Engaging various networks, communication channels, and stakeholders to provide information about support services for young people.
- Fostering partnerships and collaborations with local schools to address priority areas such as homelessness, family and domestic violence, mental health, and substance abuse.

New actions will focus on:

- Promoting physical activity and informal recreation opportunities for young people, such as fitness classes and sporting activities.
- Advocating for additional services to support young people and their families who are homeless or at risk of becoming homeless.

The Community Capacity Building team will lead the implementation of the Strategy through a collaborative approach with identified internal and external stakeholder and partners.

Implications to Consider

a. Consultation with the Community

The draft Strategy was open for public comment from 31 May 2024 until 28 June 2024. The public comment period was advertised through the following:

- Advert in the Sound Telegraph published on 5 June 2024
- RockPort and Share Your Thoughts pages

- City's libraries
- Key networks such as the Rockingham Early Years Group (**REYG**) and Kwinana Rockingham Action for Today's Youth (**KRAFTY**)
- Rockingham Youth Reference Group (**RYRG**)
- Email networks of the local primary and secondary schools
- City's Social Media platforms.

The City received one comment during the consultation period. The comment and officer response is outlined below.

Comment Received	Officer Response
One comment was provided underlining a need for development of housing and transitional housing options for young people.	<p>The provision of homelessness accommodation/housing services falls under the remit of the State Government, the role of the City would be to advocate for additional services and to work with existing services to provide support to young people.</p> <p>Advocacy for this is covered under action 4.6B 'Advocate for additional services to support young people and their families who are homeless or at risk of becoming homeless.'</p>

b. Consultation with Government Agencies

Department of Health, Department of Education and Department of Communities were provided with information on the public comment process for the draft strategy. No formal responses were received from these Departments.

c. Strategic

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2023-2033:

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

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

Outcome/Objective: *Community health and wellbeing - Reinforce a strong sense of safety*

Outcome/Objective: *Community health and wellbeing - Strengthen community health and wellbeing*

Outcome/Objective: *Community health and wellbeing - Provide healthy lifestyle opportunities*

Outcome/Objective: *Accessible services - Adapt services to meet changing community need*

Outcome/Objective: *Inclusive community - Build connectivity with our diverse community*

Aspiration: **2. Natural Environment - A place of natural beauty where the environment is respected**

Outcome/Objective: *Sustainable natural green spaces - Improve community open spaces*

Aspiration: **3. Built Environment - A built environment carefully planned for today and tomorrow**

Outcome/Objective: *Built infrastructure meets current and future community needs - Plan build and maintain current and future assets*

Outcome/Objective: *Plan for sustainable growth - Create safe community places to live, recreate and work*

Outcome/Objective: *Accessible and connected - Plan and advocate for transport solutions*

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

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

Outcome/Objective: *Quality Leadership - Provide community communication and facilitate engagement opportunities*

d. Policy

The Strategy has been developed in accordance with the Strategic Development Framework Policy.

e. Financial

The total cost of implementing this action within the Strategy is \$3,566,000 over the six year period. Of this, \$306,000 is allocated to new actions, with the remaining allocated to existing or ongoing actions.

The cost of implementation of actions will be considered as part of the annual Team Plan process, with consideration for the Consumer Price Index or service fee costs at the time.

f. Legal and Statutory

Not applicable

g. Risk

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

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

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

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

Nil

Comments

The Strategy for Early Years, Children and Young People 2024-2030 provides Council with a clear strategic direction aimed at supporting an environment where Rockingham's children and young people are highly valued and engaged members of the community now and into the future. The Strategy was developed following extensive community and stakeholder engagement, and reflects the current needs and gaps of the community.

The Strategy was made available for public comment and feedback for a four-week period, during which time it was promoted using a range of engagement methods. The City received one formal comment, as outlined within the Consultation section of this report. Following the feedback period, no amendments to the Strategy were deemed necessary.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ADOPTS** the Strategy for Early Years, Children and Young People 2024-2030.

Committee Recommendation

Moved Cr Liley, seconded Cr Schmidt:

That Council **ADOPTS** the Strategy for Early Years, Children and Young People 2024-2030 as detailed in Attachment 1.

Committee Voting (Carried) – 6/0

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

Not Applicable

Community Development Community Capacity Building		
Report number / title:	CD-022/24	Council Policy – Welcome to Country and Acknowledgement of Country
File number:	CSV/1521-09	
Proponent/s:		
Author:	Ms Rebekka Jarvis, Coordinator Community Capacity Building	
Other Contributor/s:	Mr Paul Hayward, Manager Community Capacity Building	
Date of Committee meeting:	16 July 2024	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:	1. Council Policy – Welcome to Country and Acknowledgement of Country showing changes	
Maps / Diagrams:		
Site:		
Lot Area:		

Purpose of Report

For Council to consider amendments to the Council Policy Acknowledgment of Country.

Background

The Council Policy (**Policy**) Acknowledgement of Country was last reviewed in 2014. Since the last review of this Policy, the City of Rockingham (**City**) has developed new Reconciliation Action Plans, with the current one being the Reconciliation Action Plan (**RAP**) 2021-2023. In accordance with this RAP, the City has also developed other related documents, including:

- Executive Standard Reconciliation Action Plan Implementation
- Procedure Cultural Protocols

Officers have now undertaken a review of the Acknowledgement of Country Policy, to ensure it is up-to-date and in line with the current RAP and the aforementioned documents.

Details

The Policy wording has been updated so that it is consistent with the recently approved Procedure Cultural Protocols, and also to clarify that the Policy relates to both Welcome to Country and Acknowledgement of Country.

Other changes ensure that the Policy reads more succinctly and only includes information relevant to a Council policy, noting that greater detail is provided in the City's RAP and other associated documents.

The Aboriginal Advisory Group (**AAG**) reviewed and supported the new Policy at its meeting on 18 June 2024.

Implications to Consider

a. **Consultation with the Community**

Nil

b. **Consultation with Government Agencies**

Nil

c. **Strategic**

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2023-2033:

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

Outcome/Objective: *Inclusive community - Build connectivity with our diverse community*

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

Outcome/Objective: *Quality Leadership - Provide community communication and facilitate engagement opportunities*

d. **Policy**

Council Policy - Policy Framework

Outlines the process for dealing with adoption of new or substantially amended policy. As this is an amendment to an existing policy and does not change the overall policy intent, but seeks to accommodate minor changes and clarification no further advertising is considered necessary.

e. **Financial**

Nil

f. **Legal and Statutory**

Not Applicable

g. **Risk**

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

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

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

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

Nil

Comments

The amendments proposed are consistent with the overall intent of the Policy, which is to show respect to First Nations People by observing cultural protocols.

The updated Policy was presented to the City's AAG at its meeting on 18 June 2024. The Group was provided with an overview of the changes to the Policy and invited to provide feedback. The AAG fully supported the updated Policy, and therefore further community consultation is not required.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **APPROVES** the amended Welcome to Country and Acknowledgement of Country Council Policy.

Committee Recommendation

Moved Cr Schmidt, seconded Cr Hume:

That Council **APPROVES** the amended Welcome to Country and Acknowledgement of Country Council Policy to read:

Council Policy – Welcome to Country and Acknowledgement of Country

Council Policy Objective

To outline when the City of Rockingham will incorporate a Welcome to Country and / or Acknowledgement of Country into meetings and events, to ensure appropriate recognition of the traditional owners and custodians of City of Rockingham land, the Binjareb and Whadjuk Nyoongar people.

Council Policy Scope

This Policy applies to Councillors, Committee Members and City employees involved in planning or delivering City meetings and events.

Council Policy Statement

The City of Rockingham's Reconciliation Action Plan (RAP) outlines the importance of respecting First Nations People by observing cultural protocols, and specifically references the inclusion of a Welcome to Country and / or Acknowledgement of Country at appropriate meetings and events. The following sections outline when a Welcome to Country and / or Acknowledgement of Country should be included.

Acknowledgement of Country:

The City will deliver a verbal acknowledgement of Country at the commencement of:

- Council meetings and Committees of Council meetings.
- Opening ceremonies for minor infrastructure (capital cost less than \$500,000)
- Civic receptions
- City events and launch ceremonies for projects and programs that involve external stakeholders.

Acknowledgment Statement:

Following is the City's Acknowledgement of Country statement, as endorsed by the City's Aboriginal Advisory Group in 2021.

The Chairperson or Master of Ceremonies should read the English translation of the Acknowledgement of Country statement at the commencement of the official proceedings.

Rockingham, ngala kaaditj moondang-ak kaaradjiny nidja boodja, Binjareb wer Whadjuk Nyoongar moort, wer baalabang kalyogool dandjoo boodja, kep wer moort.

The City of Rockingham acknowledges the Traditional Owners and Custodians of this land, the Binjareb and Whadjuk Nyoongar people 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.

The Chairperson or Master of Ceremonies may also speak the Nyoongar language version of the Acknowledgement statement if they choose to.

Welcome to Country:

In addition to reading the Acknowledgement of Country statement at the commencement of proceedings, the City should also include a Welcome to Country at:

- All iconic / high profile City events (e.g. New Year's Eve, Sports Star Awards)
- All Citizenship ceremonies
- Opening ceremonies for major City infrastructure (capital cost more than \$500,000).

The City may also consider a Welcome to Country at smaller, non-iconic City events.

A Welcome to Country should only be performed by a Traditional Owner with cultural authority (preferably an Elder).

Definitions

Acknowledgement of Country: A way of showing awareness of and respect for the traditional Aboriginal or Torres Strait Islander owners of the land on which a meeting or event is being held, and of recognising the continuing connection of Aboriginal and Torres Strait Islander peoples to their Country.

Binjareb: One of the two main cultural / language groups of traditional custodians / landowners within Nyoongar Country centred on Pinjarra and Mandurah, and extending into the southern part of Rockingham.

Elder: An older Aboriginal person who is a moral and spiritual leader within the community

Nyoongar People: The name for the original inhabitants of the south-west part of Western Australia.

Traditional custodians/owners: The title to be used when referring to the original inhabitants of an area.

Welcome to Country: A Welcome to Country is a ceremony performed by identified Aboriginal or Torres Strait Islander people (usually an Elder) to welcome visitors to their traditional land.

Whadjuk: One of the two main cultural / language groups of traditional custodians / landowners within Nyoongar Country, centred on the north of Rockingham.

Legislation

Nil

Other Relevant Policies/ Key Documents

Reconciliation Action Plan 2021 - 2023

Executive Policy Reconciliation Plan Implementation (D23/12019)

Procedure – Cultural Protocols (D23/261812)

Responsible Division

Community Development

Review Date

May 2027

Committee Voting (Carried) – 6/0

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

Not Applicable

Community Development Economic Development and Tourism



Report number / title:	CD-023/24	Request for Quote Q24/25-29 for Provision of Visitor Servicing within the City of Rockingham
File number:	CPM/195-9	
Proponent/s:		
Author:	Ms Melissa James, Manager Economic Development and Tourism	
Other Contributor/s:		
Date of Committee meeting:	16 July 2024	
Previously before Council:	27 February 2024 (CD-005/24), 25 June 2024 (CD-020/24)	
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:		
Maps / Diagrams:		
Site:		
Lot Area:		

Purpose of Report

To provide Council with details of the quotations received for Quote Q24/25-29 – Provision of Visitor Servicing within the City of Rockingham, document the results of the quote assessment, and make recommendations regarding award of the Fee for Service Agreement.

Background

At the February 2024 Ordinary Council Meeting, Council resolved the following:

That Council DIRECTS the CEO to undertake a procurement process for a fee for service agreement for the provision of visitor servicing in Rockingham of up to \$100,000 per annum, for up to a one-year period ending 30 June 2025.

Quote Q24/25-29 – Provision of Visitor Servicing within the City of Rockingham was advertised on Rock Port only from 25 March 2024, until 2pm, 1 May 2024.

Report CD-020/24 – Request for Quote Q24/25-29 for Provision of Visitor Servicing within the City of Rockingham was presented to Council at the June Ordinary Council Meeting with the following resolution:

That Council DEFERS item CD-020/24 Request for Quote Q24/25-29 for Provision of Visitor Servicing within the City of Rockingham to a future Councillor Engagement Session.

Details

The scope of works is for the provision of Visitor Servicing on behalf of the City of Rockingham (**City**) through a Fee for Service Agreement. Key components of the work to be undertaken under the Fee for Service Agreement include:

- Provision of in person and online visitor servicing
- Marketing and promotion of Rockingham (including website and social media platforms), and supporting the City's own destination marketing brand
- Stakeholder engagement with local hospitality and tourism businesses, and key stakeholders within the tourism industry

The period of the contract shall be 12 months from the start date.

An assessment panel in compliance with Executive Standard – Purchasing of Goods and Services, undertook quote evaluations.

Two quotations were received. In accordance with Council Policy – Procurement Framework and to foster local economic benefit, where after assessment of the submissions there is three or less points between the first ranked supplier and the remainder, the Local Content information is assessed and added to the assessment score.

Evaluation of the Quote, in accordance with the advertised Quote assessment criteria, produced the following weighted scores:

Quoter	Level of Service	Marketing and Promotion	Stakeholder Engagement	Price	Local Content	Total Weighted Score	Rank
	40 Pts	30 Pts	20 Pts	10 Pts	5 Pts	100 Pts	
Penguin Island Cruises Pty Ltd	30	24.3	15	10	4.5	83.8	1
Tourism Rockingham Inc.	29	23	15	10	4	81	2

The contract rate is a fixed price of \$100,000 for the period of up to twelve months. Following the end of that contract, a new Fee for Service Agreement will be established in line with the Tourist Destination Strategy 2024-2029.

Following deferral of CD-020/24 at the June Ordinary Council Meeting, a Councillor Engagement Session was held on Tuesday 9 July 2024, where Councillors were given the opportunity to discuss the Request for Quote process and ask questions.

Implications to Consider

a. **Consultation with the Community**

Nil

b. **Consultation with Government Agencies**

Nil

c. **Strategic**

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2023-2033:

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

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

d. Policy

In accordance with Council Policy – Procurement Framework, quotations between \$80,000 and \$249,000 must be advertised through the City's Rock Port portal to registered businesses and a written Formal Quote is required.

e. Financial

Operational expenditure will be in accordance with the Economic Development and Tourism approved 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

The Tourist Destination Strategy 2024-2029 will soon be submitted for public comment, and the final version presented to Council in the coming months. The purpose of Q24/25-29 – Provision of Visitor Servicing within the City of Rockingham is to provide a temporary way forward for visitor servicing for a period of twelve months, whilst the Tourist Destination Strategy 2024-2029 is finalised.

Currently, the service is being provided by Penguin Island Visitor Centre, operated by Penguin Island Cruises Pty Ltd at 153 Arcadia Drive, Shoalwater. During this time, the Rockingham Visitor Centre, operated by Tourism Rockingham Inc. at the Gary Holland Community Centre has also continued to operate independently providing information to visitors and industry members.

Following consideration of the submissions in accordance with the Quote assessment criteria, the submission received from Penguin Island Cruises Pty Ltd is considered the best value to the City compared to the submission by Tourism Rockingham Inc. for the following reasons:

- More operating hours over the twelve month period, particularly on weekends
- More walk in visitors to their Visitor Centre
- Ability to promote Rockingham as a visitor destination through a wider range of marketing methods

Therefore, Officers recommend Penguin Island Cruises Pty Ltd (trading as the Penguin Island Visitor Centre) as the preferred supplier for Q24/25-29 – Provision of Visitor Servicing within the City of Rockingham.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ACCEPTS** the quote submitted from Penguin Island Cruises Pty Ltd (Penguin Island Visitor Centre), 153 Arcadia Drive, Shoalwater WA 6169, for Quote 24/25-29 in accordance with the quote documentation submitted, effective from 1 July 2024 until 30 June 2025.

Alternate Motion

Deputy Mayor Buchan proposed the following Alternate Motion, which was put to the Committee by Cr Hume as authorised by Deputy Mayor Buchan:

That Council:

1. **REJECTS** all quotes submitted for Quote 24/25-29 Provision of Visitor Servicing within the City of Rockingham.
2. **DIRECTS** the Chief Executive Officer 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 August 2024 to 30 June 2025, for a monthly amount of \$4166.65.
3. **DIRECTS** the Chief Executive Officer 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 August 2024 to 30 June 2025, for a monthly amount of \$4166.65.
4. **DIRECTS** the Chief Executive Officer, if either party declines the City's offer as described in Recommendations 2 and 3 above, to enter into a fee for service agreement from 1 August 2024 to 30 June 2025, for a monthly amount of \$8,333.33 with the remaining party.

Reason for Alternate Motion

Tourism Strategy

The draft Tourist Destination Strategy (TDS) 2024-2029 is currently out for public comment prior to adoption.

The draft action regarding visitors servicing reads

"Enter into a Fee for Service with local Visitor Centre(s) that defines a clear scope of works reflecting outcomes associated with destination marketing, stakeholder engagement and visitor servicing, reviewed biennially." Funds allocated \$150,000

This shows a clear strategy moving forward to enter into an agreement with one or more Visitors Centres with more funding allocated in this TDS making it feasible to fund two centres in a fee for service agreement.

Request for quote

Request for quote calculated 83.8 weighted score for Penguin Island Cruises Pty Ltd versus 81 for Tourism Rockingham Inc. This included a 0.5 additional local content score for Penguin Island Cruises Pty Ltd even though both organisations have a Rockingham base.

This gave rise to additional questions of staff regarding scoring and a request for Council to see both submissions in full. These were provided the day of Council (25 June 2024).

Reasons given in the staff recommendation were

- *More operating hours over the twelve-month period, particularly on weekends*
This was very close between the two applicants with Tourism Rockingham having consistent hours and Penguin Island Cruises being less in Winter but more in Summer
- *More walk-in visitors to their Visitor Centre*
This was provided by digital door count data – none of which was verified. This was a quantitative measure with no assessment of quality of service provided.
- *Ability to promote Rockingham as a visitor destination through a wider range of marketing*
The higher scoring was given to Penguin Island Cruises for out of District marketing. This was a quantitative measure with no assessment of the quality of the promotion or engagement activity.

Further information was requested and provided on local content score.

- *Local content score included a question about local employment program*

There was clearly a very close scoring and two very good submissions presented. There were enough questions for me about the assessment criteria to ask for a deferral last month to enable further scrutiny and questions to staff at an engagement session. (Held 9 July 2024)

Conclusion

Given the close scoring and future strategy for tourism servicing in Rockingham my alternate seeks in the intervening 11-month period splitting our resources between the current Visitors' Centre at Mersey Point and the centre in the Gary Holland Centre by the foreshore. This allows us to support two centres that provide high quality tourism servicing. Rockingham now has two tier 1 visitor centres in operation and an opportunity exists to enhance the provision of visitor servicing for the region by supporting funding for two visitor information centres for short time while our 5-year strategy is finalised.

Implications to Consider on Alternate Motion

a. **Consultation with the Community**

Nil

b. **Consultation with Government Agencies**

Nil

c. **Strategic**

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2023-2033:

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

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

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

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

d. **Policy**

In accordance with Council Policy – Procurement Framework, quotations between \$80,000 and \$249,000 must be advertised through the City's Rock Port portal to registered businesses and a written Formal Quote is required.

e. **Financial**

An amount of \$100,000 has been allocated within the 2024/2025 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

Officer Comment on Alternate Motion

At the February 2024 Ordinary Council Meeting, Council resolved the following in relation to report CD-005/24 – Temporary Way Forward for Provision of Visitor Servicing:

That Council **DIRECTS** the CEO to undertake a procurement process for a fee for service agreement for the provision of visitor servicing in Rockingham of up to \$100,000 per annum, for up to a one-year period ending 30 June 2025.

As directed, City Officers undertook an RFQ process and the outcomes were presented at the June 2024 Ordinary Council Meeting, at which point Council resolved to defer the item pending a Councillor Engagement Session.

The option to split the funding 50/50 between the two accredited Visitor Centres within the City of Rockingham was considered in the original Officer report, however, was not the preferred option for the following reasons:

- The funding amount of \$50,000 per stakeholder (per annum) is likely not sufficient to meet the requirements of the Visitor Servicing fee for service agreement as it currently stands
- Responsibilities associated with the existing agreement would therefore need to be divided between the stakeholders
- Division of responsibilities may be perceived as being unfair or unfeasible

Officers have considered the information provided and are satisfied that given the City has been through a fair and appropriate RFQ process the original Officer recommendation from CD-020/24 presented at the June 2024 Ordinary Council Meeting remains appropriate.

Officer Recommendation on Alternate Motion

That the Alternate Motion by Deputy Mayor Buchan is not supported.

Committee Recommendation

Moved Cr Hume, seconded Cr Schmidt:

That Council:

1. **REJECTS** all quotes submitted for Quote 24/25-29 Provision of Visitor Servicing within the City of Rockingham.
2. **DIRECTS** the Chief Executive Officer 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 August 2024 to 30 June 2025, for a monthly amount of \$4166.65.
3. **DIRECTS** the Chief Executive Officer 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 August 2024 to 30 June 2025, for a monthly amount of \$4166.65.
4. **DIRECTS** the Chief Executive Officer, if either party declines the City's offer as described in Recommendations 2 and 3 above, to enter into a fee for service agreement from 1 August 2024 to 30 June 2025, for a monthly amount of \$8,333.33 with the remaining party.

Committee Voting (Carried) – 6/0

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

Detailed as above in the Reason for Alternate Motion.

13.	Reports of Council Members
	Nil
14.	Addendum Agenda
	Nil
15.	Motions of which Previous Notice has been given
	Nil
16.	Notices of motion for Consideration at the Following Meeting
	Nil
17.	Urgent Business Approved by the Person Presiding or by Decision of the Committee
	Nil
18.	Matters Behind Closed Doors
	Nil
19.	Date and Time of Next Meeting
	The next Corporate and Community Development Committee meeting will be held on Tuesday 20 August 2024 in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 5:00pm.
20.	Closure
	There being no further business, the Chairperson thanked those persons present for attending the Corporate and Community Development Committee meeting, and declared the meeting closed at 5:43pm .