



City of Rockingham

MINUTES

Corporate and Community Development Committee

Held on Tuesday 18 June 2024 at 5:00pm
City of Rockingham Council Chamber




City of Rockingham
Corporate and Community Development
Committee Minutes
5:00pm Tuesday 18 June 2024



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<div>City of Rockingham</div> <div>Corporate and Community Development Committee Meeting Minutes</div> <div>Tuesday 18 June 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 5:01pm 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>Cr Dawn Jecks</div><div>Observer</div></div></div> <div><div>2.2 Executive</div><div><div>Mr Michael Parker</div><div>Chief Executive Officer</div></div><div><div>Mr John Pearson</div><div>Director Corporate Services</div></div><div><div>Mr Michael Holland</div><div>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 Alvin Santiago</div><div>Manager Financial Services</div></div></div>

	<p>Ms Nollaig Baker Mr Nick Brown Ms Mary-Jane Rigby Mr Paul Hayward Ms Alison Oliver Ms Melissa James Mr Vince Ritorto (<i>until 5:04pm</i>) Mr Matthew Emmott Ms Katie MacLachlan Ms Marta Makuch Ms Louise Pleasance Ms Sue Langley</p> <p>2.3 Members of the Gallery: 2.4 Apologies: 2.5 Approved Leave of Absence:</p>	<p>Manager Strategy and Corporate Communications Manager Community and Leisure Facilities Manager Community Safety and Support Services Manager, Community Capacity Building Manager Library and Information Services Manager Economic Development and Tourism Manager Human Resource Development A/Manager Community Infrastructure Planning Financial Controller Coordinator Recreation and Wellbeing Governance Coordinator Governance Officer</p> <p>Nil Nil Nil</p>
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 Crichton:</p> <p>That Committee CONFIRMS the Minutes of the Corporate and Community Development Committee Meeting held on 21 May 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	

5:04pm Mr Ritorto, Manager Human Resource Development left the Chamber.

7.	Announcement by the Presiding Person without Discussion	
	<p>5:05pm 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 – June 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 May 2024 3.2 Monthly Financial Management Report April 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 Coming Events 3.5 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

	<ul style="list-style-type: none">3. Information Items<ul style="list-style-type: none">3.1 Team Plan3.2 Community Engagement – Share your thoughts3.3 Social Media3.4 Media Tracking <p>Legal Services & General Counsel</p> <ul style="list-style-type: none">1. Legal Services & General Counsel Team Overview2. Project Status Reports3. Information Items<ul style="list-style-type: none">Provision of Legal Advice 203.1 Legal Advice – Local Government Operational Matters3.2 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 – June 2024 and the content be accepted.

Committee Voting (Carried) – 6/0

	<p>Community Development Information Bulletin – June 2024</p> <p>Community Safety and Support Services</p> <ul style="list-style-type: none">1. Community Safety and Support Services Team Overview2. Project Status Reports<ul style="list-style-type: none">2.1 Alcohol Management Plan2.2 Community Services Mapping2.3 CCTV Plan2.4 Assertive Outreach2.5 Social Connection and Support Pilot Project2.6 Crisis/Supported Accommodation3. Information Items<ul style="list-style-type: none">3.1 Community Support Services3.2 Rockingham Connect Community Transport Project3.3 Community Safety <p>Library Services</p> <ul style="list-style-type: none">1. Library Services Team Overview2. Project Status Reports3. Information Items<ul style="list-style-type: none">3.1 April 2024 Library Services Statistics3.2 Mary Davies Library and Community Centre3.3 Baldivis South Community Centre3.4 Rockingham Library3.5 Safety Bay Library3.6 Warnbro Community Library3.7 April 2024 Library Facebook Statistics3.8 Golden Bay Pop Up Library <p>Community Infrastructure Planning</p> <ul style="list-style-type: none">1. Community Infrastructure Planning Team Overview2. Project Status Reports
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	<ul style="list-style-type: none">3. Information Items<ul style="list-style-type: none">3.1 Aqua Jetty Stage 23.2 Baldivis District Sporting Complex3.3 Safety Bay Foreshore Community Facility Development3.4 Stan Twight Reserve Clubroom Redevelopment3.5 Anniversary Park Clubroom Redevelopment3.6 Community Infrastructure Functionality Audit Report3.7 Baldivis Recreation Reserve Master Plan3.8 Lark Hill Sportsplex Northern Expansion
	Community Capacity Building
	<ul style="list-style-type: none">1. Community Capacity Building Team Overview2. Project Status Reports<ul style="list-style-type: none">2.1 Seniors Strategy2.2 Health and Wellbeing Strategy2.3 Cultural Development and the Arts Strategy2.4 Strategy for Early Years, Children and Young People3. Information Items<ul style="list-style-type: none">3.1 Grants3.2 Disability Access and Inclusion3.3 Reconciliation Action Plan3.4 Seniors3.5 City Volunteer Program3.6 Rockingham Volunteer Centre3.7 Early Years, Children and Families3.8 Sport and Recreation3.9 Health and Wellbeing3.10 Youth Development3.11 Cultural Development and the Arts3.12 Rockingham Arts Centre
	Community and Leisure Facilities
	<ul style="list-style-type: none">1. Community and Leisure Facilities Team Overview2. Project Status Reports<ul style="list-style-type: none">2.1 Rockingham Lotteries House Relocation and Community Hub Development3. Information Items<ul style="list-style-type: none">3.1 Aqua Jetty3.2 Warnbro Community Recreation Centre3.3 Mike Barnett Sports Complex3.4 Rockingham Aquatic Centre3.5 Mike Barnett Sports Complex – Needs Assessment and Feasibility Study3.6 Safety Bay Tennis Club – Servicing and Feasibility Investigations3.7 Gary Holland Community Centre3.8 Autumn Centre3.9 Baldivis Indoor Sports Complex
	Economic Development and Tourism
	<ul style="list-style-type: none">1. Economic Development and Tourism Team Overview2. Project Status Reports<ul style="list-style-type: none">2.1 Local Business Development2.2 Iconic Economic Development / Tourism Events2.3 Destination Marketing

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

Committee Recommendation

Moved Cr Hume, seconded Cr Middlecoat:

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

Committee Voting (Carried) – 6/0

12. Agenda Items

Corporate Services

Corporate Services Director and Support		
Reference No & Subject:	CS-016/24	City Business Plan 2024/2025 to 2033/2034 (May 2024) (<i>Absolute Majority</i>)
File No:	CPM/7-03	
Proponent/s:		
Author:	Mr John Pearson, Director Corporate Services	
Other Contributors:		
Date of Committee Meeting:	18 June 2024	
Previously before Council:	28 May 2024 (Item CS-014/24)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Executive	
Attachments:	1. City Business Plan 2024/2025 to 2033/2034 (May 2024)	
Site:		
Lot Area:		

Purpose of Report

The purpose of the report is to adopt the City Business Plan 2024/2025 to 2033/2034.

Background

The City of Rockingham's Business Plan (**Plan**) provides a 10-year financial overview of its operations. Pursuant to the Council Policy – Strategic Development Framework, the City's Business Plan must be reviewed and adopted by Council in December and May each financial year. The last version of the Plan was adopted at the November 2023 Council meeting.

The City Business Plan 2024/2025 to 2033/2034 was previously considered by Council at the May 2024 Ordinary Council Meeting and was not supported. The voting requirements of an absolute majority in order for the motion to be carried was not achieved.

Post this decision, an Engagement Session has occurred to seek further feedback on the Business Plan. The Business Plan is presented for consideration and adoption without modification.

Details

The May 2024 edition of the Plan meets the statutory requirements of the *Local Government Act 1995* and is a continuation of the December 2023 edition. In essence the main strategic direction and parameters as adopted in December 2023, with this edition providing refinement to assist in Annual

Budget creation and adoption. It also, in contrast to the December edition includes information related to Team Plans.

The Plan provides allocations of financial resources to ensure that the key strategic objectives of the City of Rockingham (**City**) are achieved. It also ensures that resources exist to safeguard standard operating functions, and ensure funding allocations are provided so capital construction programs may occur.

Further, it provides an overview of the main community infrastructure projects. This is particularly relevant in local governments with rapidly growing populations such as the City of Rockingham. The table below provides information on the City's Community Infrastructure construction program.

Community Infrastructure Plan (CIP) Projects	Construction Start Year	Total Project Cost
Aqua Jetty Stage 2	2025/2026	\$ 33,400,000
Anniversary Park Clubroom Redevelopment	2025/2026	\$ 3,127,000
Rockingham Foreshore Activity Node	2027/2028	\$ 2,984,000
East Baldivis Recreation Reserve	2028/2029	\$ 7,039,000
Baldivis South Outdoor Courts	2029/2030	\$ 1,345,000
Secret Harbour Community Library	2029/2030	\$ 1,465,000
Rockingham Aquatic Centre Redevelopment	2029/2030	\$ 16,941,000
Waikiki/Warnbro Outdoor Recreation Space	2031/2032	\$ 1,311,000
Lark Hill Sportsplex Northern Expansion	2032/2033	\$ 19,223,000
Arpenteur Park Master Plan	2033/2034	\$ 3,659,000

Other Civic/Civil Development	Construction Start Year	Total Project Cost
Lotteries House/Administration refit	2024/2025	\$ 5,400,000
Autumn Centre Expansion	2025/2026	\$ 3,300,000
New Southern Depot	2027/2028	\$ 25,000,000
Southern Depot Land	2024/2025	\$ 5,000,000
Warnbro Recreation Centre	2027/2028	\$ 4,100,000

Importantly, the above table represents a start date only and should be read in context with the key assumptions contained in the Plan and Community Infrastructure Plan (**CIP**). These dates may change depending on the accuracy of these assumptions.

Key Assumptions:

- All revenues and expenses from the Millar Road Landfill Facility have been quarantined and clearly indicated where included. Implications associated with alternate waste treatments beyond landfilling have been included where these are understood.
- The figures included within the Plan are based upon present conditions, as well as projections based on current knowledge. Based on commentary from the Reserve Bank of Australia, the Consumer Price Index nationally is expected to be between 2 and 3 per cent in 2025.
- Rate increases for the first year of the Plan are 4.2%, years two and three of the Plan is 3.9%, years four and five are 3.8%, years six onwards at 3.5%. The Plan allows for money at 0.25% of rates for four years from year one to year four to be allocated directly to coastal hazard risk management and adaptation planning (CHRMAP). These funds will be transferred directly into cash reserves each and every year. This is net of natural rate growth, which is expected to be

approximately 1%. Depending on future economic conditions, this will likely change. Without the allocation to CHRMAP the rate increase would be 3.95% and as per prior Council decisions it has been staged over 4 years to allocate .25% of rate yield to the CHRMAP reserve.

- The City of Rockingham is a minimum Financial Assistance Grant (**FAGs**) local government and receives FAGs in line with population growth. This is anticipated to grow in line with population and can be reasonably anticipated.
- Grants for major capital programs will be available on some occasions. With the exception of road grants, capital grants have been included where known and approved. Capital road grants have been averaged or included as expected for the duration of the Plan.
- Recurring operational grants have been calculated to increase by 2% per annum.
- Contributions and reimbursements have been calculated to increase at 2% per annum.
- The City's fees and charges will be put before Council prior to budget adoption, with the annual yield of these expected to be increased by at least 2% per annum.
- Increases in the sanitation charges will be in line with expense requirements and are submitted to Council via the fees and charges.
- Interest on investments of the City's "unrestricted funds" is expected to remain static however the base rate has been increased reflective of more interest being earned given higher interest rates. While interest on investments may increase, cash on hand must be available to receive the interest. There will be variations to the interest earnings on each of the City's cash reserve accounts due to the fluctuations in the amounts transferred into and out of the respective reserve accounts. All interest related to cash reserves is earmarked to be deposited into the related reserve.
- State planning policies allow for local governments to collect revenue from "new" residential land parcels and selected residential dwellings created within the City boundaries. The City has implemented a Developer Contribution Scheme and is collecting revenue for newly created residential land/dwellings within the City boundaries. The City now has over ten years of history related to contributions and the accuracy of population forecasts. Given the uncertainty associated with predicting the land development activity in recent years, careful attention needs to be kept on revenues received.
- For all other income, allowances have been made for these to increase by approximately 2% per annum. There is a close watch on landfill revenue, to which uncertainty exists. This is related to the commencement of waste to energy facilities in proximity to the Millar Road Landfill Facility and the requirements being imposed on local government related to the State Waste Strategy.
- Employee costs are expected to increase in line with industry expectations in the forthcoming years. This will need to be reviewed annually with staff number increases related to population growth. A 2% increase in the employee cost is directly related to population growth.
- Materials and contractors is an area where there can be large cost fluctuations depending upon what is planned. A base figure used from a modified prior average of the last five years, with 2% annual increases. It is traditionally very difficult to predict.
- Utilities have been calculated to increase at 2% per annum. Historically this has been difficult to estimate, particularly related to electricity costs. Unit rates for power have been known to increase in past years by much more than inflation.
- Insurances have been calculated to increase by 2% per annum. It is known that the current insurance market is difficult and given recent natural disasters, costs are likely to increase. There is potential for insurance costs to increase substantially above 2%. This situation is being monitored and may require future changes in assumptions.
- Transfers to and from reserves are to occur as per the separate Reserves Summary which is included in section 4 of the Plan. Cash reserves are a mixture of cash held by statutory requirement and by decision of Council. The ratio of this mixture will adjust year-in, year-out according to prevailing conditions.

- The details of loans projected to be repaid each year are shown on the Loans Summary, which is included in section 4 of the Plan. Proposed borrowings are directly related to projects. The City has implemented a modified Gross Debt to Operating Revenue Ratio to measure suitable debt to be held on the balance sheet. This ratio for any given year should not exceed 45%. A Debt Servicing Ratio is also used which is not to exceed 8%.
- All opening balances are determined to be zero with exception of the first and final year of the Plan. The first year is directly linked to City funds to be spent on the Aqua Jetty stage 2 project which has been deferred. These funds are being allocated directly to reserves.

Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

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

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

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

d. Policy

This Plan has been prepared in accordance with Council Policy - Strategic Framework and was discussed at a Councillor Engagement Sessions in April 2024.

e. Financial

Nil

f. Legal and Statutory

This edition of the City Business Plan meets statutory requirements of Regulation 19DA of the *Local Government (Administration) Regulations 1996*.

Regulation 19DA requires a local government to prepare a corporate Business Plan covering a period of at least four financial years each financial year. The plan must contain priorities in line with the Strategic Community Plan, internal operations planning, resource management and other integrated matters relating to long term financial planning. Regulation 19DA(6) also requires Council to make a determination on the Business Plan via absolute majority.

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

This Plan, similar to prior years, requires significant resources to be delivered to new community infrastructure in the coming decade and keeps rate increases to a minimum.

The main differences between this Plan and the one adopted in December are:

- Aqua Jetty – as per Council resolution this has been delayed for approximately 2 years. Approximately \$4 million has been allocated to the project to assist in meeting cost escalations.
- Warnbro Recreation Centre has been included with a draft commencement date 2027/2028. At a cost of \$7.6 million. This is inclusive of funds from asset management of \$3.5 million.
- Rates for years two and three have been reduced from 4.8% to 3.9% whilst still maintaining transfers to CHRMAP reserve at .25% of rate yield.
- Shoalwater/Safety Bay Foreshore has been delayed for 12 months reflective of market conditions
- The inclusion of a \$1 million grant for Anniversary Park Clubroom Redevelopment which has been approved
- The delay in debt raising, saving significant outgoing in payments

Given the population growth of the City, the construction of new facilities to service the community needs to be matched with the replacement of existing assets and buildings. A balance between these goal areas is always difficult and catering for specific needs can vary between years. The cost of any new item needs to be fully investigated and taken into account, with those costs projected across the years. The City continues to have significant challenges recruiting contractors and staff. Employment costs are reflective of actual costs from prior years plus anticipated growth.

Notes 3.1 to 3.7 of the Plan provides required asset management funding in accordance with adopted asset management models and plans. Importantly, Council is able to identify what actions are proposed to be taken over the coming five years. Of note is an increase in asset management allocations of \$600,000 per year to assist in maintaining new infrastructure.

Millar Road Landfill revenue is being monitored. Alternate waste treatments do not attract State Landfill Levy and revenue is going to decrease significantly once these facilities are operating. This is not easily predicable at this time. As such, the City is allowing revenue to increase marginally expecting other revenue sources. The City needs to prepare itself for a time when extraordinary revenue from this facility does not exist. This has been known for some time and adjustments have been made. If this happens sooner rather than later, rate increases or alternate revenues would need to be found to cover the loss in income or reduce the program of construction of infrastructure delivery.

The Plan follows the direction of prior plans and still maintains services. Councillors should note debt is planned. While this is highly variable, this Plan intends to borrow significantly. This may reduce should other revenue streams become available. Importantly, it remains within acceptable levels.

Allocations to CHRMAP have been provided for as explained in the Key Assumptions section of this report. Should this Plan prove accurate, subject to direct rate revenue allocations for four years, it is anticipated approximately \$14 million will be held in cash reserves.

Significant increases are being experienced in construction and maintenance costs which are concerning. However, these have been catered for in the CIP so therefore captured. Uncertainty remains with civil work costs given global economic conditions. Team plans, when prepared should assist in identifying some of these cost escalations.

Staffing is also significantly challenging given the very tight labour market in Western Australia, putting pressure on recruitment. This puts unprecedented pressure on labour costs, as services need to be maintained. To this end, the Plan provides for labour costs increases representative in industry trends. This will assist somewhat in attracting and retaining staff however the current labour market is very competitive and the City is unable to compete with private practice in many instances. This will continue to be closely monitored.

Notwithstanding the above, a City Business Plan needs to be flexible enough to allow for changes that may arise. When such situations do arise, Council should be prepared to consider varying its forward plans as much as possible to take advantage of any changes. This said, it should be conditional upon any new projects (which may or may not involve grants) not significantly impinging upon the City's core goals and long term financial and non-financial objectives.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council **ADOPTS** the May 2024 City of Rockingham Business Plan 2024/2025 to 2033/2034, as detailed in Attachment 1.

Alternate Motion

Cr Buchanan proposed the following Alternate Motion:

That Council **ADOPTS** the May 2024 City of Rockingham Business Plan 2024/2025 to 2033/2034 as detailed in Attachment 1 subject to the following assumptions on future rate increases net of population growth:

2024/2025 – 3.9%
2025/2026 – 3.9%
2026/2027 – 3.9%
2027/2028 – 3.8%
2028/2029 – 3.8%
2029/2030 – 3.7%
2030/2031 – 3.7%
2032/2033 – 3.6%
2033/2034 – 3.5%

Reason for Alternate Motion

One of the main arguments against reducing our 2024/2025 Rates figure from 4.2% to a figure in the 3% range was that we would suffer a significant loss in terms of compound interest over the 10 year life span of the Business Plan - something in the region of \$6m+.

By making the fairly minor adjustments to our assumptions which I have outlined above, we could drop our Rates increase to 3.9%, and only see a loss in the region of \$35k over that ten year period, which is frankly less than a rounding error when one looks at the budget numbers over a period that long.

Members will be aware that I had advocated for a reduction to 3.7% this year, but it has become clear that, given the potential revenue loss over successive years, I simply don't have the support of a majority of Councillors for that proposal. Therefore I have compromised, and proposed this amendment for a 3.9% increase this year, and a more positive outlook over successive years within the Plan.

We would still need to draw approximately \$500k from the surplus (currently expected to be between \$4m and \$5m when the financial year concludes at the end of this month, so eminently achievable), but there would no longer be a concern that we were robbing Peter to pay Paul, and shifting the burden into future years.

I hope that members can see merit in such an approach.

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

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

d. **Policy**

Nil

e. **Financial**

Cr Buchanan's motion proposes to decrease the proposed rates yield in year 1 by 0.3% reducing the anticipated rates by approximately \$320k for that year. The compounding impact of this over the following 10 years is \$3.97 million. In order to reduce this impact the Alternative Motion increases proposed rates from year 6 onwards. This results in the anticipated total rate revenue over the 10 period to be similar.

Year	Proposed Business Plan Rate increase %	Alternate Motion Proposed Rate increase %	Difference
2024/25	4.2	3.9	-0.3
2025/26	3.9	3.9	0
2026/27	3.9	3.9	0
2027/28	3.8	3.8	0
2028/29	3.8	3.8	0
2029/30	3.5	3.7	0.2
2030/31	3.5	3.7	0.2
2031/32	3.5	3.7	0.2
2032/33	3.5	3.6	0.1
2033/34	3.5	3.5	0

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

Officers recommended an increase in rates of 4.2% for year 1 of the plan and 3.5% increases for years 2029/2030 onwards in order to achieve what was known at the time of its preparation. Major increases in large construction project costs currently being encountered when projects go to tender, unfunded projects totalling at least \$36 million and recent estimates of cost escalations for future community infrastructure plan (CIP) projects of over \$12 million have not been included. A qualified quantity surveyor provided estimated cost calculation for the CIP in accordance with Develop Contribution Plan requirements. At this stage it is unclear how these will be paid for.

It is understood the intent of the Alternate Motion is to keep a rate increase below 4% for the 2024/2025 financial year (a reduction of 0.3%). It proposes, in order for the business plan to achieve its financial objective, increases in rate yield cumulative requirements from years 2029/2030 to 2032/2033 of 0.9%.

Officer concerns relate to the need to address the unfunded requirements in future business plans as known. This is unlikely to be achieved by reducing projected revenue in the short term and placing significant reliance on later revenue requirements for the plan.

The business plan has been prepared to demonstrate long term project and financial sustainability.

Officer Recommendation on Alternate Motion

The Alternate motion by Councillor Buchanan is not supported.

Committee Recommendation

Moved Cr Buchanan, seconded Cr Schmidt:

That Council **ADOPTS** the May 2024 City of Rockingham Business Plan 2024/2025 to 2033/2034 as detailed in Attachment 1 subject to the following assumptions on future rate increases net of population growth:

2024/2025 – 3.9%
2025/2026 – 3.9%
2026/2027 – 3.9%
2027/2028 – 3.8%
2028/2029 – 3.8%
2029/2030 – 3.7%
2030/2031 – 3.7%
2032/2033 – 3.6%
2033/2034 – 3.5%

Committee Voting (Carried on the casting vote of the Presiding Member) – 4/3

Note: Due to an equality of votes at the Committee meeting, the Presiding Member exercised the obligation to cast a second vote to reach a decision in this matter (Section 5.21(3) of the Local Government Act 1995).

Council Members voting for the motion:

Cr Buchanan (2)
Cr Schmidt
Cr Middlecoat

Council Members voting against the motion:

Cr Liley
Cr Crichton
Cr Hume

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Corporate Services Financial Services		
Reference No & Subject:	CS-017/24	Adoption of the 2024/2025 Budget, Setting of Rates and Related Matters (<i>Absolute Majority</i>)
File No:	FLM/361	
Proponent/s:		
Author:	Mr John Pearson, Director Corporate Services	
Other Contributors:	Ms Katie MacLachlan, Financial Controller	
Date of Committee Meeting:	18 June 2024	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's Role:	Executive	
Attachments:	1. Draft Annual Budget 2024/2025	
Site:		
Lot Area:		

Purpose of Report

The purpose of this report is to adopt the 2024/2025 financial year Annual Budget and to provide explanation on its content and detail. A detailed budget document for the 2024/2025 financial year has been prepared and supplied to Council Members for consideration.

Background

Council Members have been briefed on Annual Budget considerations consistently throughout the year and feedback has been sought and received. These briefings covered the City's Business Plan, the first and third quarter Budget Reviews, Capital Works Program, Team Plans and Community Infrastructure Plan and were held on:

- 8 May 2023
- 14 November 2023
- 2 and 3 April 2024
- 30 April 2024
- 14 May 2024
- 11 June 2024

The City of Rockingham (**City**) Rating Methodology was approved for advertising on 28 May 2024 and proposed yields are included in the 2024/2025 Annual Budget. The proposed fees and charges were approved on 26 March 2024.

Details

The proposed capital expenditure for the City is included in Section 3 of the budget document. This totals to \$112M, which includes \$106M for capital expenditure and the balance is for reserve transfers and loan repayments. It also includes \$64M in carried forward expenditure, which mainly relates to

the Baldvis Sporting Complex and Aqua Jetty Stage 2. Details of the expected sources of funding for the various capital items are also presented in Section 3.

Total operating revenue is expected to be \$214M. Total operating expenditure is expected to be \$208M (including non-cash). Rate revenue is anticipated to be \$112.36M inclusive of interim rates.

The proposals for rates are included in Section 5 of the budget document, as per those adopted by Council at its meeting on 28 May 2024. The budget projects a rate increase of 4.2%. The rate yield will represent 53% of the City's overall operating income.

The Statutory Statements and Notes to the Statutory Statements are included in Section 5 of the budget. The most important of these is the Statement of Financial Activity formerly known as the Rate Setting Statement.

Fees and charges listed in Section 6 of the budget document are as previously approved by Council at its meeting on 26 March 2024 with the following amendments:

- Inclusion of Waste Services and Millar Road Landfill Facility fees and charges which were omitted from the prior approved fees and charges
- Addition of a Commercial and Non-Commercial Bond and Hire fee for Blender Bike hire

Implications to Consider

a. Consultation with the Community

The adopted Strategic Framework used by the City places significant importance on foundation documents such as the Strategic Community Plan and Community Plan Strategies all having considerable community consultation. These plans are all costed and then included in the Annual Budget.

The City advertised its intention to apply differential general rates and minimum payments in The West Australian on 30 May 2024 and the Sound Telegraph on 4 June 2024. The notice was also placed in 'Share Your Thoughts' on the City's website and Rock Port. Submissions close on 20 June 2024 at 4.30pm. At the time of writing this report, submissions had not closed. All submissions will be presented to Council for consideration at the 25 June 2024 Council meeting.

b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

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

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

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

d. Policy

The Annual Budget has been prepared in accordance with the Strategic Development Framework Policy with additional budget meetings as required.

e. Financial

The budget is an important annual financial document and details what is proposed to occur for the forthcoming year. It lists all matters of an operational nature as well as capital items and various sources of income. The budget is the basis for Council striking its rates for the new financial year.

It is considered important that Council Members understand the financial make-up of various items within the budget for the forthcoming year. The most important items are those of a "new" nature, and these are included in Section 3 of the budget document. While brief

explanations are included throughout the budget document, Council Members have been briefed relating to the budget contents.

The 2024/2025 capital budget includes the following major capital projects (noting many other capital projects are occurring):

- Baldivis Sporting Complex
- Stan Twight Reserve Clubroom Extension
- Lotteries House Relocation and Administration refit
- Southern Depot Land acquisition

The Federal Government Financial Assistance Grants remain at approximately \$7.9M, which includes the local roads component of \$3.2M. The City is a minimum grant Council, which means it receives a fixed sum of money from the Federal Government based on population. Therefore, there is an upward trend in this number and it is unlikely to reduce unless there are changes in Federal legislation.

Given the early budget adoption, assumptions have been made related to opening balances. The 2024/2025 Annual Budget opening balance is \$64M relating to carried forward projects.

Should there be any variance to this figure, budget adjustments through the budget review process will occur accordingly. Council will need to be mindful of any further changes or requests for additional items throughout the coming financial year. While the City does have capacity to make adjustments, little capacity exists to accommodate any new large costs unless there are other positive movements to the City's end-of-year balance position. Adoption of new items beyond that which are now included in the budget could mean that some of the adopted projects may have to be "dropped off" or be delayed until future years. This process may even still need to occur should there be any large decreases in any of the projected income sources.

f. Legal and Statutory

Preparation and adoption of the budget has occurred in accordance with all legislative requirements. Part 6 of the *Local Government Act 1995 (Act)* legislates all matters to do with finance for local government which the City has complied with.

It is a requirement under section 6.36 of the Act that where a Council elects to use differential rates then it shall advertise its intention to do so, and call for submissions for a period of at least 21 days before any further action occurs. This has occurred. Further updates will be provided at the meeting. In accordance with prescribed legislation, Council is to consider any submissions received and may impose the proposed rates with or without modification.

g. Risk

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

Implications and comments 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 Annual Budget is the document that provides allocations to ensure the City is able to operate financially over a twelve-month period. It attempts to capture all the previous decisions of Council to ensure that services and projects are delivered as expected. Essentially, it is defining one-year expenditure on all the prior planning. Most importantly though, it is the statutory document which determines all the statutory charges including fees and charges and rates. Efforts are made to ensure Council Members are informed about the budget contents including briefings on projects, plans and strategies, most of which have received Council adoption. The Annual Budget is a complex document which takes months to prepare and the preparation of plans and strategies adopted prior, linked to the City Business Plan, provides the foundation for the draft Annual Budget.

The economic climate in Western Australia remains very challenging with cost escalations still being seen in projects however, despite these escalations, a balanced budget is provided. The proposed

rate increase of 4.2% is reflective of costs imposed on the City and pressures incurred by a rapid growth local government. As matters stand, all items included in the City Business Plan and other prior adopted strategies have been included.

Labour shortages and the ability to access traditional products and services remain impacted due to issues beyond the City's control. To this end, all core service delivery areas remain functional however timeframes for delivery of goods in some instances are taking months. Employee costs are anticipated to be \$74.26M. This is based on the assumption of positions being filled and maintained. These funds may need to be adjusted to engage short-term labour contracts to assist should positions not be filled. New positions are budgeted at 50%.

Fees and charges for the 2024/2025 financial year are listed in Section 6 of budget document. The proposed Schedule of Fees and Charges for 2024/2025 lists all fees and charges with details of the current and proposed fees.

The Fees and Charges imposed by the City of Rockingham can be categorised into three main types:

1. Fees and Charges set by Council under Section 6.16 of the *Local Government Act 1995*.
2. Fees and Charges set by Council under other sections of the Act or other legislation where Council has the discretion to set the charge.
3. Fees and Charges imposed covered by local law or other legislation and Council does not have discretion to change them.

Council approved the fees and charges at the March 2024 Ordinary Council Meeting for inclusion in the budget.

A concession totalling \$130,907 is recommended to ease the impact on 55 properties transitioned from Unimproved Value (UV) to Gross Rental Value (GRV). This concession will be noted on the rates notice in line with statutory requirements.

The Annual Budget 2024/2025 is recommended to Council for adoption.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council **ADOPTS** the Annual Budget for the 2024/2025 financial year and the income and expenditures as presented within the budget document, which includes:

- The following rates:
 - For all Residential properties where Gross Rental Valuations are applied, a rate of 8.284 cents in the dollar with a minimum rate of \$1,377 to apply.
 - For all Non-Residential properties where Gross Rental Valuations are applied, a rate of 9.433 cents in the dollar with a minimum rate of \$1,377 to apply.
 - For all Unimproved Valued properties a rate of 0.105 cents in the dollar with a minimum rate of \$682 to apply.
- Where payments are received after the prescribed time and penalty charges apply, then a penalty interest rate for all Gross Rental Value and Unimproved Value outstanding rates is set at 10% per annum, to be calculated on a daily basis, unless a Rates Smoothing arrangement is entered into.
- Where payments for the ESL are received after the prescribed time and penalty charges apply, then a penalty interest rate for all outstanding ESL is set at 11% as determined by the Department of Fire and Emergency Services, to be calculated on a daily basis, unless a Rates Smoothing arrangement is entered into.

- For those ratepayers who have entered into the Rates Smoothing arrangement, penalty interest of 10% per annum is applicable if there is an outstanding balance at the end of the smoothing period, and 11% as determined by the Department of Fire and Emergency Services if there is an outstanding ESL balance at the end of the smoothing period.
- For those ratepayers not paying by instalments or Rates Smoothing, the penalty interest will commence to be calculated after 16 August 2024.
- The following Rates Instalment Payment Options:

Option 1

To pay the total amount of rates and charges included on the rate notice in full by 16 August 2024.

Option 2

Payments to be made by two instalments as will be detailed on the rates notices with the following anticipated dates:

First Instalment 16 August 2024
Second Instalment 16 December 2024

Option 3

Payments to be made by four instalments, as will be detailed on the rates notices with the following anticipated dates:

First Instalment 16 August 2024
Second Instalment 16 October 2024
Third Instalment 16 December 2024
Fourth Instalment 17 February 2025

- Where payments are made by instalment, an administration charge of \$4.50 for each instalment after the first instalment shall apply and instalment interest, to be set at 5.5% per annum and calculated on a daily basis.
- Where payments are made by Rates Smoothing arrangements, instalment interest, to be set at 5.5% per annum and calculated on a daily basis.
- The transfers/movements to and from the Reserve Accounts, as detailed within the budget document and in accordance with Council's adopted policies.
- The imposition of the 2024/2025 Fees and Charges, as listed in Section 6 of the budget document.
- Apply a concession totalling \$130,907 for the following assessment numbers where the valuation method was changed from Unimproved Value (UV) to Gross Rental Value (GRV) by the Minister for Local Government:

Assessment Number	Concession Value
363336	\$11,695.80
363023	\$46,053.98
360790	\$12,085.26
239730	\$ 3,447.42
245154	\$ 2,919.68
244450	\$ 1,799.69
239390	\$ 5,557.01
246330	\$ 1,498.15
243122	\$ 4,018.63
230880	\$ 1,225.33
241590	\$ 3,792.85
364062	\$ 1,442.93

Assessment Number	Concession Value
240403	\$ 1,067.38
243140	\$ 3,069.45
347902	\$ 1,096.10
240320	\$ 1,510.61
240980	\$ 1,038.66
244190	\$ 938.15
242410	\$ 923.79
245270	\$ 866.36
244630	\$ 866.36
243090	\$ 852.00
240140	\$ 852.00
242630	\$ 837.64

Assessment Number	Concession Value
241420	\$ 837.64
245520	\$ 794.56
246310	\$ 765.84
242910	\$ 902.46
230850	\$ 737.12
240542	\$ 722.77
241160	\$ 718.90
346653	\$ 718.90
245310	\$ 708.41
243990	\$ 694.05
240120	\$ 874.46
244790	\$ 665.33
240531	\$ 650.97
246910	\$ 636.61
230830	\$ 636.61
242920	\$ 861.18

Assessment Number	Concession Value
245510	\$ 608.45
243490	\$ 1,789.22
242650	\$ 659.43
359650	\$ 708.74
358431	\$ 463.33
358434	\$ 463.33
363339	\$ 463.33
230860	\$ 463.33
244140	\$ 463.33
362975	\$ 463.33
239710	\$ 689.95
240181	\$ 713.10
246790	\$ 522.13
242010	\$ 592.66
241050	\$ 462.00

Alternate Motion

Cr Buchanan proposed the following Alternate Motion:

That Council **ADOPTS** the Annual Budget for the 2024/2025 financial year and the income and expenditures as presented within the budget document, which includes:

- The following rates:
 - For all Residential properties where Gross Rental Valuations are applied, a rate of 8.26 cents in the dollar with a minimum rate of \$1,373 to apply.
 - For all Non-Residential properties where Gross Rental Valuations are applied, a rate of 9.405 cents in the dollar with a minimum rate of \$1,373 to apply.
 - For all Unimproved Valued properties a rate of 0.1047 cents in the dollar with a minimum rate of \$681 to apply.
- Where payments are received after the prescribed time and penalty charges apply, then a penalty interest rate for all Gross Rental Value and Unimproved Value outstanding rates is set at 10% per annum, to be calculated on a daily basis, unless a Rates Smoothing arrangement is entered into.
- Where payments for the ESL are received after the prescribed time and penalty charges apply, then a penalty interest rate for all outstanding ESL is set at 11% as determined by the Department of Fire and Emergency Services, to be calculated on a daily basis, unless a Rates Smoothing arrangement is entered into.
- For those ratepayers who have entered into the Rates Smoothing arrangement, penalty interest of 10% per annum is applicable if there is an outstanding balance at the end of the smoothing period, and 11% as determined by the Department of Fire and Emergency Services if there is an outstanding ESL balance at the end of the smoothing period.
- For those ratepayers not paying by instalments or Rates Smoothing, the penalty interest will commence to be calculated after 16 August 2024.

- The following Rates Instalment Payment Options:

Option 1

To pay the total amount of rates and charges included on the rate notice in full by 16 August 2024.

Option 2

Payments to be made by two instalments as will be detailed on the rates notices with the following anticipated dates:

First Instalment 16 August 2024
Second Instalment 16 December 2024

Option 3

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First Instalment 16 August 2024
Second Instalment 16 October 2024
Third Instalment 16 December 2024
Fourth Instalment 17 February 2025

- Where payments are made by instalment, an administration charge of \$4.50 for each instalment after the first instalment shall apply and instalment interest, to be set at 5.5% per annum and calculated on a daily basis.
- Where payments are made by Rates Smoothing arrangements, instalment interest, to be set at 5.5% per annum and calculated on a daily basis.
- The transfers/movements to and from the Reserve Accounts, as detailed within the budget document and in accordance with Council's adopted policies.
- The imposition of the 2024/2025 Fees and Charges, as listed in Section 6 of the budget document.
- Apply a concession totalling \$130,492.27 for the following assessment numbers where the valuation method was changed from Unimproved Value (UV) to Gross Rental Value (GRV) by the Minister for Local Government:

Assessment #	Concession \$
363336	11,661.03
363023	45,916.94
360790	12,049.25
239730	3,437.13
245154	2,909.91
244450	1,793.15
239390	5,540.85
246330	1,492.49
243122	4,006.95
230880	1,220.46
241590	3,781.81
364062	1,438.73
240403	1,062.97
243140	3,060.51
347902	1,091.61

Assessment #	Concession \$
230850	733.67
240542	719.35
241160	715.50
346653	715.50
245310	705.04
243990	690.72
240120	871.90
244790	662.09
240531	647.77
246910	633.45
230830	633.45
242920	858.66
245510	605.37
243490	1,783.98
242650	657.50

Assessment #	Concession \$
240320	1,506.21
240980	1,034.34
244190	934.11
242410	919.80
245270	862.53
244630	862.53
243090	848.21
240140	848.21
242630	833.89
241420	833.89
245520	790.94
246310	762.31
242910	899.82

Assessment #	Concession \$
359650	706.66
358431	463.33
358434	463.33
363339	463.33
230860	463.33
244140	463.33
362975	463.33
239710	687.92
240181	711.01
246790	520.59
242010	590.92
241050	460.63

Reason for Alternate Motion

The above amendments will allow the City to bring in a rate increase of 3.9% (as opposed to 4.2%) without any significant change to the predicted income figures for the next decade, simply by amending the assumptions being made at the lower end of the ten-year scale.

It is dependent upon Council's agreement to use approximately \$500,000 from this year's estimated \$5m surplus to offset the reduction in year one, and will allow us to be fiscally responsible in terms of our future plans and aspirations, while at the same time offering what may be a significant reduction for some families, and a lower rates increase for the community as a whole.

Implications to Consider on Alternate Motion

a. Consultation with the Community

The adopted Strategic Framework used by the City places significant importance on foundation documents such as the Strategic Community Plan and Community Plan Strategies all having considerable community consultation. These plans are all costed and then included in the Annual Budget.

The City advertised its intention to apply differential general rates and minimum payments in The West Australian on 30 May 2024 and the Sound Telegraph on 4 June 2024. The notice was also placed in 'Share Your Thoughts' on the City's website and Rock Port. Submissions close on 20 June 2024 at 4.30pm. At the time of writing this report, submissions had not closed. All submissions will be presented to Council for consideration at the 25 June 2024 Council meeting.

b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

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

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

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

d. Policy

The Annual Budget has been prepared in accordance with the Strategic Development Framework Policy with additional budget meetings as required.

e. Financial

The motion proposes to reduce rate income for the 2024/2025 financial year by 0.3% (i.e. a 3.9% increase in rates as opposed to the recommended 4.2% increase). This will reduce rate revenue by approximately \$320k for the 2024/2025. Should the alternate motion be adopted by Council, the Annual Budget will be have a predicated deficit position equal to the rate yield reduction. This outcome will be reviewed at the first quarter budget review in the new financial year. The *Local Government Act 1995*, permits surplus or deficit budgets to be adopted as detailed in the Legal and Statutory section below.

f. Legal and Statutory

Section 6.34 of the *Local Government Act 1995* states:

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to —

- (a) be more than 110% of the amount of the budget deficiency; or
- (b) be less than 90% of the amount of the budget deficiency.

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

This item should be read in conjunction with Item CS-016/24 City Business Plan 2024/2025 to 2033/2034

The Annual Budget has been prepared in alignment with the City Business Plan and the endorsed rates model. Both demonstrate a need for a 4.2% increase in rates. The alternate motion proposes a 3.9% increase.

For minimum rated rate payers the difference between a 4.2% increase and a 3.9% is \$4 per annum and for most other residential rates payers the approximate difference is \$5 per annum.

The cost of this is approximately \$320k for 2024/2025 year. The compounding impact of this is approximately \$3.9 million. In order for this not to occur, Council needs to have comfort that later year revenue projections are achievable, similar to those as proposed in the Alternate Motion for item CS-016/24 City Business Plan 2024/2025 to 2033/2034.

Council should be mindful of the following matters:

- 0.25% of the total rate yield is earmarked to Coastal Hazard Risk Management and Adaption Plan (CHRMAP) reserve.
- in excess of \$12 million in anticipated cost escalations from a qualified quantity surveyor have been received in order to deliver the Community Infrastructure Plan.
- significant increases have been received in large construction tenders which require resolution.
- at least \$36 million is known to exist in unfunded projects.

Should Council support the alternate motion there needs to be confidence that the revenue needs of the future are able to be achieved through structured planning processes which are able to be implemented.

Officers are required to consider the information available (i.e. what is known now) in order to provide a considered recommendation on a risk based approach. Assumptions related to matters such as interim rates (natural rate growth through population growth), grants, debt raising, developer

contributed assets and cost escalations are captured in the City Business Plan and are believed to be appropriate.

For the reasons above, the alternate motion is not supported

Officer Recommendation on Alternate Motion

The Alternate motion by Councillor Buchanan is not supported.

Committee Recommendation

Moved Cr Buchanan, seconded Cr Middlecoat:

That Council **ADOPTS** the Annual Budget for the 2024/2025 financial year and the income and expenditures as presented within the budget document, which includes:

- The following rates:
 - For all Residential properties where Gross Rental Valuations are applied, a rate of 8.26 cents in the dollar with a minimum rate of \$1,373 to apply.
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 - For all Unimproved Valued properties a rate of 0.1047 cents in the dollar with a minimum rate of \$681 to apply.
- Where payments are received after the prescribed time and penalty charges apply, then a penalty interest rate for all Gross Rental Value and Unimproved Value outstanding rates is set at 10% per annum, to be calculated on a daily basis, unless a Rates Smoothing arrangement is entered into.
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- The following Rates Instalment Payment Options:

Option 1

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Option 2

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Second Instalment	16 December 2024

Option 3

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First Instalment	16 August 2024
Second Instalment	16 October 2024
Third Instalment	16 December 2024
Fourth Instalment	17 February 2025

- Where payments are made by instalment, an administration charge of \$4.50 for each instalment after the first instalment shall apply and instalment interest, to be set at 5.5% per annum and calculated on a daily basis.
- Where payments are made by Rates Smoothing arrangements, instalment interest, to be set at 5.5% per annum and calculated on a daily basis.
- The transfers/movements to and from the Reserve Accounts, as detailed within the budget document and in accordance with Council's adopted policies.
- The imposition of the 2024/2025 Fees and Charges, as listed in Section 6 of the budget document.
- Apply a concession totalling \$130,492.27 for the following assessment numbers where the valuation method was changed from Unimproved Value (UV) to Gross Rental Value (GRV) by the Minister for Local Government:

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239390	5,540.85
246330	1,492.49
243122	4,006.95
230880	1,220.46
241590	3,781.81
364062	1,438.73
240403	1,062.97
243140	3,060.51
347902	1,091.61
240320	1,506.21
240980	1,034.34
244190	934.11
242410	919.80
245270	862.53
244630	862.53
243090	848.21
240140	848.21
242630	833.89
241420	833.89
245520	790.94
246310	762.31
242910	899.82

Assessment #	Concession \$
230850	733.67
240542	719.35
241160	715.50
346653	715.50
245310	705.04
243990	690.72
240120	871.90
244790	662.09
240531	647.77
246910	633.45
230830	633.45
242920	858.66
245510	605.37
243490	1,783.98
242650	657.50
359650	706.66
358431	463.33
358434	463.33
363339	463.33
230860	463.33
244140	463.33
362975	463.33
239710	687.92
240181	711.01
246790	520.59
242010	590.92
241050	460.63

Committee Voting (Carried on the casting vote of the Presiding Member) – 4/3

Note: Due to an equality of votes at the Committee meeting, the Presiding Member exercised the obligation to cast a second vote to reach a decision in this matter (Section 5.21(3) of the Local Government Act 1995).

Council Members voting for the motion:

Cr Buchanan (2)
Cr Schmidt
Cr Middlecoat

Council Members voting against the motion:

Cr Liley
Cr Crichton
Cr Hume

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

General Management Services

General Management Services Governance and Councillor Support



Report number / title:	GM-010/24 Annual Delegated Authority Register Review 2024-2025 (Absolutely Majority)
File number:	CPM/130
Proponent/s:	
Author:	Ms Louise Pleasance, Governance Coordinator
Other Contributor/s:	Mr Jim Olynyk, Manager Governance and Councillor Support
Date of Committee meeting:	18 June 2024
Previously before Council:	27 June 2023 (GM-020/23)
Disclosure of Interest:	
Nature of Council's role:	Executive
Attachments:	<ol style="list-style-type: none">1. City of Rockingham Delegated Authority Review2. City of Rockingham Delegated Authority Register 2024-2025
Maps / Diagrams:	
Site:	
Lot Area:	

Purpose of Report

For Council to approve the City of Rockingham (**City**) Delegated Authority Register 2024-2025 as detailed in Attachment 2.

Background

In accordance with the section 5.46(2) of the *Local Government Act 1995 (Act)*, at least once every financial year, delegations made by Council are to be reviewed. The Delegated Authority Register (**Register**) was last reviewed by Council at the Ordinary Council meeting on 27 June 2023 – Item GM-020/23.

Details

Local governments have responsibility for decision making under a number of pieces of legislation and it is recognised as unreasonable and unrealistic for every legislative power or duty to be exercised by Council, as such, delegations of authority exist to allow for the Council to pass on decision making powers and duties to the administration in order to enhance operational effectiveness. This conferral to exercise a power or duty is, in most cases, to the CEO who may sub delegate to other staff, where appropriate and permitted by legislation.

The 2024-2025 delegated authority review was undertaken by Governance Services and included consultation with current delegated and sub delegated officers, review of the Western Australian Local Government Association (**WALGA**) Local Government Decision Making Toolkit – Template Delegation Register and consideration of other local governments' approach to delegated authority.

The City currently has 58 Council Delegations in place under a number of acts and regulations which delegate various powers and duties to the CEO (or employees). Following a thorough review of the current Register, two delegations are proposed to be amended, one new delegation is proposed and the remaining delegations are proposed to be readopted.

Implications to Consider

a. Consultation with the Community

Not Applicable

b. Consultation with Government Agencies

Department of Local Government, Sport and Cultural Industries
Western Australian Local Government Association

c. Strategic

Community Plan

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

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

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

d. Policy

Not Applicable

e. Financial

Not Applicable

f. Legal and Statutory

The following sections of the *Local Government Act 1995* are applicable when considering Delegations:

- Section 5.16 Delegation of some powers and duties to certain committees
- Section 5.42 Delegation of some powers and duties to CEO
- Section 5.43 Limits on delegations to CEO
- Section 5.46(1) and (2) CEO to keep a register and delegations to be reviewed by the delegator
- Subdivision 2 - Disclosure of financial interests in returns
 - 5.74(1)(d) - an employee nominated by the local government to be a designated employee;

The *Cat Act 2011*, section 44 stipulates Delegation by the local government.

The *Dog Act 1976* section 10AA stipulates Delegation of local government powers and duties.

The *Local Government Act 1995*, *Cat Act 2011* and the *Dog Act 1976* require the review of delegations at least once every financial year.

The *Building Act 2011*, *Bushfires Act 1954*, *Planning and Development Act 2005*, *Public Health Act 2016* and the *Food Act 2008* do not prescribe a review period for powers or duties delegated under the legislation, however officers have reviewed the relevant delegations as part of this annual review for the purposes of transparency.

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

Delegations by Council are an effective way to reduce red tape and improve customer satisfaction through quicker decision-making processes. Using the power of delegation appropriately, assists local governments to efficiently deal with a wide range of matters. It is important to note that Officers are not obliged to use, or exercise a delegation; where a matter is determined to be of a contentious nature, the matter may be referred to Council.

As reflected in Attachment 1, the City of Rockingham Delegated Authority Register has been reviewed for relevance, effectiveness and legislation changes. Of the 58 delegations, two have proposed amendments and the remaining delegation are unchanged, except for reference to records keeping to make clear records should be captured in the City's Records Management System.

One proposed delegation has been developed to delegate to the CEO the function to nominate officers to be designated employees in accordance with section 5.74(1)(d). The purpose of the delegation is to require employees with delegated authority under legislation other than the Act, such as the *Bushfire Act 1954*, to comply with the disclosure of financial interest requirements including lodging primary and annual returns to support transparent decision making.

Council is requested to consider the outcome of the review and approve Attachment 2, City of Rockingham Delegated Authority Register 2024-2025, which incorporates all changes to the Register.

Proposed Delegation Amendments

Ref	Delegations	Proposed Amendment / Change / Revocation
1.3	Appoint Authorised Persons	Correction of legislation reference
7.1	Town Planning Scheme	Amendment to reflect the recent changes to the Single House Development Approval process

Proposed New Delegation

Ref	Delegations	Proposed Delegation
1.20	Designate Officers	Designating employees delegated under legislation other than the Act to complete primary and annual return to support transparent decision making

Delegations – No changes

The remaining 56 delegation have been reviewed and no amendments have been identified. Council is requested to re-adopt with no changes.

Ref #	Title
1	Behaviour Complaints Committee
1.1	Use of Council Crest and Logo
1.2	Variation, Extension and Novation of Contracts
1.4	Powers of Entry
1.5	Expression of Interest and Tenders – For Supply of Goods or Services
1.6	Acceptance/Rejection of Expressions of Interest and Tenders – For Supply of Goods or Services
1.7	Execution of Lease Documents
1.8	Designation and employment of Senior employees

Ref #	Title
1.9	Appoint Acting Chief Executive Officer
1.1	Legal Representation – Elected Members and Employees
1.11	Land Acquisition to Purchase Privately Owned Land
1.13	Execution of Documents / Common Seal
1.14	Approve Short Listing of Artists
1.16	Appointing Internal and External Complaints Officer Local Government (Model Code of Conduct) Regulations
1.17	Disposal of Property
1.19	Administration of Local Laws
2.1	Payment from Municipal Fund or Trust Fund
2.2	Trust Fund – Transfers
2.3	Waive / Grant Concession or Write Off Monies Owing
2.4	Amend the Rate Record
2.5	Agreement as to Payment of Rates and Service Charges
2.6	Rates or Service Charges Recoverable in Court
2.7	Change of Basis of Rates
2.8	Recovery of Rates Debts – Require Lessee to Pay
2.9	Recovery of Unpaid Rates – Taking Possession of the Land
2.1	Extension of Time for Objection to the Rate Record
2.11	Disposal of Property
2.12	Approve Lease Property Grants
2.13	Procurement Framework
3.1	Approve Minor Grants
4.1	Bush Fires Act – Powers and Duties
4.2	Bush Fires Act – Prohibited Burning Times.
4.3	Bush Fires Act – Prosecutions
4.4	Disposing of Confiscated or Uncollected Goods and Sick or Injured Animals
4.5	Dog Act 1976 – Section 10AA
4.6	Administration and Enforcement of the Cat Act
4.7	City of Rockingham Parking Local Law 2018 / Local Government (Parking for People with Disabilities) Regulations 2014
5.1	Building and Demolition Permits
5.2	Occupancy Permits and Building Approval Certificates
5.3	Building Orders
5.4	Building Information
5.5	Private Swimming Pools
5.6	Smoke Alarms
5.7	Fencing
5.8	State Administrative Tribunal Proceedings
5.9	Infringement Notices – Building Services
5.1	Signs, Hoardings and Bill Posting
6.1	Food Act 2008 – Prohibition Orders
6.2	Food Act 2008 – Registration of Food Business
6.3	Food Act 2008 – Prosecutions

Ref #	Title
7.2	Planning and Development Act 2005 – Other Delegations
7.3	Approved Subdivisions
8.1	Road Closures – Temporary
8.2	Payment of Subsidies
8.3	Control and Management of Land, Facilities and Reserves
8.4	Graffiti Vandalism

Voting Requirements

Absolute Majority

Officer Recommendation

That Council **APPROVES** the City of Rockingham Delegated Authority Register 2024-2025 as detailed in Attachment 2.

Committee Recommendation

Moved Cr Schmidt, seconded Cr Liley:

That Council **APPROVES** the City of Rockingham Delegated Authority Register 2024-2025 as detailed in Attachment 2.

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 Capacity Building Community Grants Program Committee



Report number / title:	CD-015/24	Community Grants Program applications round one 2024/2025
File number:	GRS/48	
Proponent/s:		
Author:	Mrs Amanda Fairhead, Community Grants Officer	
Other Contributors:	Ms Rebekka Jarvis, Coordinator Community Capacity Building Mr Paul Hayward, Manager Community Capacity Building Ms Melissa James, Manager Economic Development and Tourism Ms Mary-Jane Rigby, Manager Community Safety and Support Services Mr Gary Rogers, Manager Community Infrastructure Planning	
Date of Committee meeting:	18 June 2024	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:	1. Minutes of the Community Grants Advisory Committee meeting held on 16 May 2024	
Maps / Diagrams:		
Site:		
Lot Area:		

Purpose of Report

For Council to approve recommendations in relation to the Community Grants Program (CGP) 2024/2025 Round One applications.

Background

The Community Grants Program objective is:

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

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

The City of Rockingham is committed to supporting incorporated not-for-profit organisations / associations, or those limited by guarantee (e.g. community groups and clubs) to assist with the delivery of programs, projects and events that benefit the Rockingham community.

Round One applications closed at 4.30pm on Friday 5 April 2024.

Details

A total of 19 applications were received in Round One of the CGP 2024/2025. Of these, 15 applicants were eligible, and four applications were ineligible within the grant criteria.

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

- Major Event Sponsorship – 1
- Major Grants – 13
- Community Infrastructure Grants – 1 (one application was withdrawn)

It should be noted that, of the 17 Major Event Sponsorship and Major Grants applications received, only two applications were received in full by the round closing date and did not require extensive follow-up and clarifications from the Community Grants Officer after the closing date. Examples of follow-ups included applications received with missing supporting documentations (including quotes), incorrect budgets, extensive clarification required to ensure that the applications were presented at a standard where they could be assessed. Ineligible applications were due to previous grants not acquitted, quotes not received by a set date, ineligible items and late applications received.

Implications to Consider

a. **Consultation with the Community**

Nil

b. **Consultation with Government Agencies**

Nil

c. **Strategic**

Community Plan

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

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

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

Community health and wellbeing - Strengthen community health and wellbeing

Accessible services - Adapt services to meet changing community need

Inclusive community - Build connectivity with our diverse community

Connected community - Provide opportunities for community engagement and participation

Community health and wellbeing - Reinforce a strong sense of safety

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

Outcome/Objective: *Growing the business economy - Actively support and develop local business growth*

Local employment - Support existing and new businesses to increase local employment opportunities

A visitor destination - Promote the City as a place to visit

Growing the business economy - Actively support and develop local business growth

Local employment - Support existing and new businesses to increase local employment opportunities

d. Policy

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

e. Financial

Recommended funds for CGP Round One 2024/2025 will be allocated from the 2024/2025 budget, subject to budget adoption by Council.

A total amount of \$90,283.03 is being recommended by Officers for Major and Major Event Sponsorship Grants. If Council supports these recommendations, there will be a balance of approximately \$489,716.87 remaining in Community Grants 2024/2025.

It should be noted that the Community Grants balance changes on a daily basis due to General, Travel and Youth Encouragement grant approvals.

A total amount of \$20,000.00 is being recommended by officers for the Community Infrastructure Capital Grants. If council supports these recommendations, there will be a balance of approximately \$140,000.00 remaining in the Community Infrastructure Capital Grants Budget 2024/2025.

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

Officers based their recommendations in accordance with the CGP assessment criteria, as endorsed by Council in February 2024. Detailed officer assessments and subsequent recommendations are included within the Minutes of the Community Grants Advisory Committee meeting held on 16 May 2024 (Attachment 1).

Proposed 2024/ 2025 Budget:

CGP Budget allocated	\$600,000.00
Funds spent to date:	\$0.00
Committed via Major Event Sponsorships	\$20,000.00
Remaining Balance	\$580,000.00
Recommended Round One 2024/2025 applications	\$90,283.03
If approved, Total Remaining	\$489,716.87

Community Infrastructure Budget allocated	\$160,000.00
Funds spent to date:	\$0.00
Balance	\$160,000.00
Recommended Round One 2024/2025 applications	\$20,000.00
If approved, Total Remaining	\$140,000.00

Voting Requirements

Simple Majority

Advisory Committee Recommendation

That Council **APPROVES** the allocation of funds for Major Grants under the 2024/2025 Community Grants Program Round One, subject to the adoption of the 2024/2025 budget and any listed additional conditions:

	Major Event Sponsorship	Amount Requested (\$)	Recommendation (\$)
A.	The Cruising Yacht Club of WA Inc. Cockburn Sound Regatta Additional Grant Conditions: <ul style="list-style-type: none"> Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the event; Encourage your guests, participants and committee members to promote Rockingham on their social media and include the following tags: <ul style="list-style-type: none"> Facebook: #RediscoverRockingham Instagram: #RediscoverRockingham Visitor survey data and any relevant key findings are shared with the City as part of the post event acquittal; Permit the City to obtain footage from the event for the purposes of promoting Rockingham. Your organisation must work with the City for future Community Grant Program applications 	\$19,857.00 2024, 2025, 2026	\$5,852.86 2024 only

	Major Grants	Amount Requested (\$)	Recommendation (\$)
B.	Swimming WA Inc. Open Water Swimming Series - Round 4 Rockingham Additional Grant Conditions: <ul style="list-style-type: none"> Please note your organisation will be required to obtain an outdoor event approval from the City of Rockingham. A copy of this approval (letter and certificate of approval only) must be attached to the acquittal 	\$9,190.25	\$9,190.25

	Major Grants	Amount Requested (\$)	Recommendation (\$)
C.	Little Things for Tiny Tots Rockingham Community Support Program Additional Grant Conditions: · Nil	\$14,439.00	\$14,439.00
D.	Totally and Partially Disabled Veterans of Western Australia Inc. Vietnam Veteran's Day and Remembrance Day Services Additional Grant Conditions: · Nil <i>Note: Deputy Mayor Buchan was in favour of approving of the full requested amount of \$6,594.00</i>	\$6,594.00	\$2,756.00
E.	Port Kennedy Soccer Club Miniroos Football Additional Grant Conditions: · Port Kennedy Soccer Club to confirm there is adequate existing storage for the new goals. · Port Kennedy Soccer Club to dispose of old goals appropriately	\$11,227.28	\$3,454.54
F.	The Perth Diocesan Trustees Trading as Anglican Parish of Warnbro St Brendan's Homeless Respite Additional Grant Conditions: · Nil	\$10,000.00	\$10,000.00
G.	South Coastal Health and Community Services Moorditj Marra Women's Yarning Additional Grant Conditions: · Nil	\$4,530.00	\$4,530.00
H.	Inspire Community Services Ltd Inspire TV Additional Grant Conditions: · Nil	\$14,500.00	\$7,170.00
I.	Rockingham Watercolour Society Celebrating 30 Years of Watercolour Additional Grant Conditions: · Nil	\$10,925.50	\$9,837.50
J.	The Salvation Army (WA) Property Trust Extra Support for the Community During Cost of Living Crisis Additional Grant Conditions: · Nil	\$15,000.00	\$15,000.00

	Major Grants	Amount Requested (\$)	Recommendation (\$)
K.	Southern Communities Advocacy, Legal and Education Services Inc. (SCALES Community Legal Centre) SCALES Client Support and Homeless Prevention Strategy Additional Grant Conditions: · Nil	\$15,000.00	\$4,084.50
L.	Baldivis Equestrian and Pony Club 2024 Combined Training and Gymkhana Events Additional Grant Conditions: · Nil	\$6,953.38	\$3,968.38
M.	Warnbro Swans Football and Sports Association All-abilities program, fundraising and safety equipment upgrade Additional Grant Conditions: · Nil	\$14,780.32	\$0.00
N.	FORM building a State of Creativity The Outside In Between Additional Grant Conditions: · Nil	\$15,000.00	\$0.00
Total Major Grants and Major Event Sponsorships		\$167,996.73	\$90,283.03

	Community Infrastructure Capital	Amount Requested (\$)	Recommendation (\$)
O.	Rockingham District BMX Club Start Hill Ramp Additional Grant Conditions: · Nil	\$20,000.00	\$20,000.00
Total Community Infrastructure Capital		\$20,000.00	\$20,000.00

Officer Recommendation if Different to Advisory Committee Recommendation

Not Applicable

The Officer's Reason for Varying the Advisory Committee Recommendation

Not Applicable

Confirmed at a Corporate and Community Development Committee meeting held on Tuesday 16 July 2024


 Presiding Member

Alternate Motion

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

That Council **APPROVES** the allocation of funds for Major Grants under the 2024/2025 Community Grants Program Round One as recommended by the Advisory Committee, subject to the adoption of the 2024/2025 budget, any listed additional conditions and with the following amendment:

1. That Major Grants Item 'D', Totally and Partially Disabled Veterans of Western Australia Inc. application be fully funded to the value of \$6,594.00.

Reason for Alternate Motion

1. *Not-for-profit groups provide the City and its residents with an enormous service to the community. They are valued by the City of Rockingham.*
2. *Not-for-profit groups are sometimes completely volunteer run and can struggle to find, replace and train volunteers. Sometimes this means that they may miss deadlines for applications for Community Grants or not be aware of the ramifications of policy terms or guidelines.*
3. *The Totally and Partially Disabled Veterans of WA (TPDVWA) are an organisation which support veterans and the community by organising three commemorative services in Port Kennedy. They have been organising these services with City of Rockingham support for many years. They have demonstrated ability to deliver these events and they are well attended by the community. The three events enable the community to pay respects to service persons. The three events align with the Community Grants program priority areas. The three events require professional equipment hire. The three events are*
 - ANZAC Dawn Service
 - Vietnam Veterans Day
 - Remembrance Day
4. *The TPDVWA applied for funding for public announcement and audio equipment for the services they would conduct in 2024. This allows them to put on a professional and inclusive event.*
5. *Per policy – the events must be held 60 working days after the close of the grants round. Grant funding of the ANZAC Dawn service did not meet that criteria and staff have correctly recommended not funding that portion of the application. While staff are bound by COUNCIL policy COUNCIL are not bound by their policy and we have the ability to make a merit-based decision.*
6. *The ANZAC Service was held on 25 April 2024 and many thousands of residents came. We are very grateful to the TPDVWA for organising such a professional event. The TPDVWA incurred the cost of the audio equipment. The amount of grant applied for ANZAC Dawn Service was \$3,838. This was not approved by staff nor the community grants committee.*
7. *This alternate motion meets the following aspirations from our Strategic Community Plan*
Aspiration 1 – Social - A family-friendly, safe and connected community
Aspiration 5 – Leadership - Transparent and accountable leadership and governance
8. *An additional \$3,838 is available in the budgeted pool for community grants.*
9. *This refusal for funding for TPDVWA to assist in delivering the ANZAC Dawn Service is a reputational risk for the COUNCIL.*

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

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

d. Policy

Council Policy – Community Grants Program

e. Financial

Funding is available in the Community Grants Program 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

Council Policy – Community Grants Program states that major grants will be considered by the Community Grants Program Committee (CGPC).

Prior to each CGPC meeting, City officers assess all grants received and prepare recommendations in line with the Council Policy and the City's Major Grant Guidelines. These Grant Guidelines state that grants will not be considered if the program or event begins within 60 working days after the closing of the round. On this occasion, the Major Grant round closed on 5 April, and TPDVWA's Anzac Day event was to be held on 25 April, 14 working days after the closing of the round. As such, Officers could not recommend grant funding, as it was outside of the Guidelines.

Moreover, other grant applications that did not satisfy Guideline requirements have not been supported in the past.

Officers also note that there is another grant application for the current Major Grant round, contained within the same Council report, where an event did not meet the required cut-off timeframe. Baldivis Equestrian and Pony Club applied for funding for an event to be held within the 60 working day timeframe. Officers did not recommend funding for this event, and the Community Grants Program Committee supported the Officer recommendation.

The City understands that community groups are primarily run by volunteers, and to support these groups, provides a dedicated full time Community Grants Officer. This position is available to assist groups to prepare and submit their applications, and groups are encouraged to contact this officer prior to progressing and lodging any grant application. Early contact with the Community Grants Officer ensures that any potential issues are identified and addressed early, and / or that alternative options are discussed. For example, on this occasion, with early enough contact, TPDVWA may have been able to apply for a separate general grant towards the Anzac day event, for which the cut-off timeframe is shorter (30 working days).

In addition, the City provides a range of other capacity building programs and initiatives to assist groups and clubs to carry out their activities throughout the year. This includes regular grant workshops (e.g. grant preparation, grant writing and grant budgets etc.), regular volunteer management workshops, and a range of club development initiatives (e.g. club governance, administration, committee member roles and responsibilities, volunteer recruitment and training etc.).

Officer Recommendation on Alternate Motion

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

Committee Recommendation

Moved Cr Schmidt, seconded Cr Middlecoat:

That Council **APPROVES** the allocation of funds for Major Grants under the 2024/2025 Community Grants Program Round One as recommended by the Advisory Committee, subject to the adoption of the 2024/2025 budget, any listed additional conditions and with the following amendment:

1. That Major Grants Item 'D', Totally and Partially Disabled Veterans of Western Australia Inc. application be fully funded to the value of \$6,594.00.

	Major Event Sponsorship	Amount Requested (\$)	Recommendation (\$)
A.	The Cruising Yacht Club of WA Inc. Cockburn Sound Regatta Additional Grant Conditions: <ul style="list-style-type: none">· Your organisation is to provide an opportunity for City of Rockingham Mayor to speak at the event;· Encourage your guests, participants and committee members to promote Rockingham on their social media and include the following tags:<ul style="list-style-type: none">○ Facebook: #RediscoverRockingham○ Instagram: #RediscoverRockingham· Visitor survey data and any relevant key findings are shared with the City as part of the post event acquittal;· Permit the City to obtain footage from the event for the purposes of promoting Rockingham.· Your organisation must work with the City for future Community Grant Program applications	\$19,857.00 2024, 2025, 2026	\$5,852.86 2024 only

	Major Grants	Amount Requested (\$)	Recommendation (\$)
B.	Swimming WA Inc. Open Water Swimming Series - Round 4 Rockingham Additional Grant Conditions: <ul style="list-style-type: none">· Please note your organisation will be required to obtain an outdoor event approval from the City of Rockingham. A copy of this approval (letter and certificate of approval only) must be attached to the acquittal	\$9,190.25	\$9,190.25
C.	Little Things for Tiny Tots Rockingham Community Support Program Additional Grant Conditions: <ul style="list-style-type: none">· Nil	\$14,439.00	\$14,439.00

	Major Grants	Amount Requested (\$)	Recommendation (\$)
D.	Totally and Partially Disabled Veterans of Western Australia Inc. Vietnam Veteran's Day and Remembrance Day Services Additional Grant Conditions: · Nil <i>Note: Deputy Mayor Buchan was in favour of approving of the full requested amount of \$6,594.00</i>	\$6,594.00	\$2,756.00
E.	Port Kennedy Soccer Club Miniroos Football Additional Grant Conditions: · Port Kennedy Soccer Club to confirm there is adequate existing storage for the new goals. · Port Kennedy Soccer Club to dispose of old goals appropriately	\$11,227.28	\$3,454.54
F.	The Perth Diocesan Trustees Trading as Anglican Parish of Warnbro St Brendan's Homeless Respite Additional Grant Conditions: · Nil	\$10,000.00	\$10,000.00
G.	South Coastal Health and Community Services Moorditj Marra Women's Yarning Additional Grant Conditions: · Nil	\$4,530.00	\$4,530.00
H.	Inspire Community Services Ltd Inspire TV Additional Grant Conditions: · Nil	\$14,500.00	\$7,170.00
I.	Rockingham Watercolour Society Celebrating 30 Years of Watercolour Additional Grant Conditions: · Nil	\$10,925.50	\$9,837.50
J.	The Salvation Army (WA) Property Trust Extra Support for the Community During Cost of Living Crisis Additional Grant Conditions: · Nil	\$15,000.00	\$15,000.00

	Major Grants	Amount Requested (\$)	Recommendation (\$)
K.	Southern Communities Advocacy, Legal and Education Services Inc. (SCALES Community Legal Centre) SCALES Client Support and Homeless Prevention Strategy Additional Grant Conditions: · Nil	\$15,000.00	\$4,084.50
L.	Baldivis Equestrian and Pony Club 2024 Combined Training and Gymkhana Events Additional Grant Conditions: · Nil	\$6,953.38	\$3,968.38
M.	Warnbro Swans Football and Sports Association All-abilities program, fundraising and safety equipment upgrade Additional Grant Conditions: · Nil	\$14,780.32	\$0.00
N.	FORM building a State of Creativity The Outside In Between Additional Grant Conditions: · Nil	\$15,000.00	\$0.00
Total Major Grants and Major Event Sponsorships		\$167,996.73	\$90,283.03

	Community Infrastructure Capital	Amount Requested (\$)	Recommendation (\$)
O.	Rockingham District BMX Club Start Hill Ramp Additional Grant Conditions: · Nil	\$20,000.00	\$20,000.00
Total Community Infrastructure Capital		\$20,000.00	\$20,000.00

Committee Voting (Carried on the casting vote of the Presiding Member) – 4/3

- Note: 1. Due to an equality of votes at the Committee meeting, the Presiding Member exercised the obligation to cast a second vote to reach a decision in this matter (Section 5.21(3) of the Local Government Act 1995).
2. As Deputy Mayor Buchan is not a member of the Corporate and Community Development Committee authorisation by email dated 16 June 2024 was provided nominating Cr Schmidt to move the Alternative Motion on her behalf.

Council Members voting for the motion:

Cr Buchanan (2)
 Cr Schmidt
 Cr Middlecoat

Council Members voting against the motion:

Cr Liley
 Cr Crichton
 Cr Hume

Confirmed at a Corporate and Community Development Committee meeting held on Tuesday 16 July 2024


 Presiding Member

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

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



Report number / title:	CD-016/24	Community Grants Program Policy Amendments
File number:	GRS/48-7	
Proponent/s:		
Author:	Ms Rebekka Jarvis, Coordinator Community Capacity Building	
Other Contributors:	Mr Paul Hayward, Manager Community Capacity Building Ms Amanda Fairhead, Community Grants Program Officer	
Date of Committee meeting:	18 June 2024	
Previously before Council:	August 2015 (CD-032/12), October 2022 (CD-028/22), August 2023 (CD-017/23), December 2023 (CD-029/23)	
Disclosure of Interest:		
Nature of Council's role:		
Attachments:	<ol style="list-style-type: none">1. Minutes of the Community Grants Advisory Committee meeting held on 16 May 2024.2. Council Policy - Community Grants Program (showing track changes)	
Maps / Diagrams:		
Site:		
Lot Area:		

Purpose of Report

For Council to consider amendments to the Community Grants Program Council Policy.

Background

The City of Rockingham (**City**) is committed to supporting eligible individuals and entities through the Community Grants Program (**CGP**) to assist with the delivery of programs, projects and events that benefit the Rockingham community.

Council adopted the first CGP Policy in August 2015. To ensure continual improvement, Council has approved several amendments to the CGP Policy since this time, with the latest amendment adopted by Council in December 2023.

The newly appointed CGP Committee is required to consider and recommend assessment criteria for the forthcoming two years. At its meeting on 18 January 2024, the CGP Committee discussed assessment criteria, maximum funding amounts for Minor and Major Grants, and the number of Major Grant funding rounds available per year. The recommended changes were endorsed by Council at its meeting on 27 February 2024.

In addition, a Business Innovation Grants (**BIG**) Program has now also been included in the reviewed Policy. Supporting local small businesses through the development of the BIG is a key action of the City's Economic Development Strategy 2020-2025:

Action 7.1.3.4: Investigate development of a Business Innovation Grants program, to encourage the development of new and innovative practices and products in small businesses in the City.

A Councillor Engagement Session was held in 2022 to seek feedback from Councillors on the concept of a BIG Program. The following two streams were discussed

- Technology / website / digital enhancement
- Business innovation and growth

Officers were directed to conduct a two year trial period commencing in the 2024/2025 financial year.

Details

The revised Policy includes the following changes and additions.

Endorsed previous changes

The CGP Policy has been updated to incorporate the previously endorsed changes as follow:

- Update the maximum grant amounts for the following categories to:
 - Travel Grant
 - § Interstate Individual - \$300
 - § Interstate Team - \$1,000
 - § International Individual - \$500
 - § International Team - \$2,000
 - Youth Encouragement Grant - \$600
 - Major Grants - \$15,000
- Reduce the number of funding rounds to two rounds per year for Major Grants.

Revised funding rounds

Officers have reviewed the CGP Policy and have made additional changes to simplify and streamline the wording throughout, and to ensure consistency by aligning the number of funding rounds for Community Infrastructure Grants and Heritage Assistance Grants with Major Grants.

Officers have noted that for Community Infrastructure Grants, the Community Infrastructure Planning team has seen an increase in applications for Round One, and significantly less enquiries and applications in Rounds Two and Three. Over the past year, the City received 10 enquiries for the Community Infrastructure Capital Grant and nil enquiries for the Community Infrastructure Planning Grant. Of these, five enquiries have materialised to grant applications. Reducing the number of funding rounds to two rounds per year will ensure that both winter and summer sporting clubs have capacity to align future applications with the seasons in which they operate. This ensures that seasonal Clubs are established with Committees in place which will assist in communication between the City and the Club, as well as processing the grant applications.

The Heritage Assistance Grants is a new category which will be launching at the beginning of the 2024/2025 financial year. There will therefore be no impact to reducing the number of rounds to two per year.

New Business Innovation Grants Program

The BIG Program forms part of the City's CGP (Target Area: Economic Development).

Commencing in 2024/2025, the grant applications are proposed to be open year-round, and will be awarded to eligible applicants on a first come, first served basis until the funding (up to \$50,000 per annum) is exhausted.

Eligible applicants will be able to apply for matched funding of up to 50% of the total project cost, to a maximum value of \$2,000 per application.

Two eligible streams are proposed to be made available under the BIG Program:

1. Technology and Digital Enhancement

- Once off/ up-front costs associated with establishing online and e-commerce platforms (selling online and receiving payments)
- Purchase or development of software, hardware and services that improve business operations and capability
- Digital development and/or solutions (web pages, mobile apps, audio & visual media, sales and booking platforms)
- Mentoring, training and consulting on technology adoption and enhancement

2. Business Innovation and Growth

- Development or enhancement of any new programs, practices or products
- Research/development of more sustainable or effective initiatives to improve business capability
- Research/development of initiatives that expand business into new markets (i.e. export focussed initiatives)
- Establishment of new and innovative business practices that increase the diversity and employment opportunities in the City's business community
- Development of programs and offerings which showcase Rockingham's unique products and experiences, and increase out of region visitation during off-peak times.

The eligibility criteria has been set out within the CGP Policy, and Guidelines will be prepared separately outlining the requirements for the City's BIG Program.

Below is a summary of the eligibility criteria to be incorporated within the BIG Guidelines.

Grants will only be considered if:

- ü The business or project is located in the City of Rockingham with valid ABN and minimum tenure of 12 months at the time of applying;
- ü The business owns or has a lease of premise(s) within Rockingham;
- ü The applicant has current public liability insurance at the time of the project;
- ü The applicant meets the definition of a small business (i.e. less than 20 employees, less than \$10m turnover);
- ü The applicant has supplied quotes for all purchases in accordance with the application guidelines;
- ü The business will remain in the City of Rockingham for a minimum of 24 months after acquittal;
- ü The applicant has consulted with a City staff member about the project prior to submitting the Grant application.

Grants will not be considered if:

- x The business/applicant is operating outside of the City of Rockingham;
- x The applicant is a Not For Profit (NFP) or incorporated association;
- x The applicant is a school, government department or agency;
- x The applicant is a Trust fund, franchisee or subsidiary of larger companies;
- x The applicant does not supply all supporting documentation, or the application is incomplete;
- x The applicant is seeking funds for a project outside of those described in the eligibility streams;
- x The applicant has already submitted a grant application within the current financial period and/or has failed to acquit any previous grants;
- x The applicant is requesting funding for retrospective payments;
- x Budget items listed include travel expenses, employee salaries/wages, or any other cost considered to be general operating costs for the business.

Officers propose that the BIG Program be incorporated within the CGP Policy as a new grant within the category Minor Grants up to \$3,000. Minor Grants are to be considered by the Chief Executive Officer and an acquittal is required upon completion.

Officers have also made minor amendments to the Policy formatting of wording.

Implications to Consider

a. Consultation with the Community

The CGP Policy amendments will be advertised for a period of 14 days seeking public comment as follows:

- Information distributed to the CGP database
- An e-Newsletter distributed to the local business and tourism development databases
- Information included on the City's website
- Advertisement placed in the local newspaper

b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

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

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

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

Aspiration: **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**

Outcomes/Objectives: *Sustainable Local Government - Optimise City resources*

Sustainable Local Government - Continual improvement

d. Policy

The CGP Policy has been prepared in accordance with the City of Rockingham Policy Framework, to ensure that Council's Policies are relevant, clear, consistent and support the delivery of good governance for the district.

e. Financial

The BIG Program will have a maximum budget of \$50,000 per annum, for a period of two years. No financial implications to other changes.

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

Reviewing the CGP Policy is part of the City's ongoing CGP review. The addition of the Business Innovation Grants program will expand the CGP to encourage small businesses to develop new and innovative practices and products in line with the City's Economic Development Strategy 2020-2025. Other amendments proposed remain consistent with the overall intent of the CGP Policy.

Voting Requirements

Simple Majority

Advisory Committee Recommendation

That Council **APPROVES** the amended Community Grants Policy as follows:

Council Policy - Community Grants Program

Council Policy Objective

To provide a framework for the categorisation, application, assessment and provision of grant funding through the City's Community Grants program.

Council Policy Scope

This policy applies to the provision of funding through the Community Grants program. It applies to Councillors, relevant Committees, City employees and grant applicants.

Council Policy Statement

The Community Grants Program aims to provide financial assistance to eligible applicants to deliver initiatives and/or provide opportunities which enable outcomes in the following target areas:

- Community Development
- Sport and Recreation
- Economic Development
- Environment and Heritage
- Culture and the Arts
- Emergency Services

Grant Categories

There are six categories of Community Grant Program funding available. Full eligibility criteria and other relevant information is outlined in the Guidelines for each category.

1. Minor Grants up to \$3,000

- Travel Subsidy Grants – Grants are available to individuals and teams authorised by their association's governing body to participate in accredited interstate and international competitions, travelling outside of Western Australia. Maximum amounts are:
 - Interstate Travel Individual: \$300
 - Interstate Travel Team: \$1,000
 - International Travel Individual: \$500
 - International Travel Team: \$2,000
- Youth Encouragement Grant – Grants of up to \$600 are available to individuals aged between 12 and 24 to participate in opportunities that facilitate and develop:
 - Leadership
 - Employability
 - Social skills and knowledge

- Learning (educational opportunities outside of usual school options/alternate pathway program/ability to participate in further education)
- Community participation
- General Grants - Grants of up to \$3,000 are available to incorporated associations to assist with the delivery of programs and events that benefit the local community and / or address priority community issues.
- Business Innovation Grants – A grant of up to \$2,000 matched funding is available to support approved small local businesses to grow and prosper. The grants application is open year-round, and will be awarded to eligible applications on a first-come, first-served basis until the funding is exhausted in each financial year.

There are two types of Business Innovation Grants:

- Technology / Website / Digital Enhancement
- Business Innovation and Growth

Applicants can apply for matched funding of up to 50% of the total project cost, to the maximum grant value of \$2,000. The remaining project costs are to be self-funded by the applicant, and an acquittal is required upon completion.

Minor grants are to be considered by the CEO. Formal acquittal processes are mandatory where specified, and may be requested for other minor grant categories if considered appropriate.

2. Major Grants up to \$15,000

Grants of between \$3,001 and \$15,000 are available to incorporated associations to assist with programs and events that benefit the local community and / or address priority community issues.

Major grants will be considered by the Community Grants Program Committee. An acquittal is required.

3. Major Events Sponsorship

Sponsorships of up to \$20,000 per annum for up to 3 years are available to incorporated not-for-profit associations, and those limited by guarantee, to assist with events that significantly benefit the local community.

There are two types of Major Events Sponsorship:

- Economic Development Event - An event that demonstrates significant direct stimulus to the Rockingham economy, including local businesses, and extensive marketing opportunities for the City.
- Community Development Event - An event that shows evidence of successful delivery in the previous calendar year (or years), which attracted at least 5,000 people, and which has a direct benefit to the Rockingham Community.

As an inaugural/one-off event cannot demonstrate past evidence of success, the applicant must satisfy all other relevant assessment criteria, and demonstrate experience managing similar scaled events or partnership programs. Inaugural and one-off events will be eligible for \$20,000 for one year.

Major Events Sponsorship Grants will be considered by the Community Grants Program Committee. An acquittal is required.

4. City Property Grants

- Leased Property Grants: Maintenance – Grants of up to \$10,000 per year are available to incorporated not-for-profit associations, and those limited by guarantee, that lease City owned facilities, to assist with maintenance obligations outlined in their lease.
- Leased Property Grants: Rates Subsidy - Grants equal to the amount of rates levied on City properties leased to incorporated associations will be applied to those properties' annual rates liability.

Maintenance and Rate Subsidy Grants will be considered by the CEO.

5. Heritage Assistance Grants

Heritage Assistance Grants for a property on the City's Heritage List, for each property owner or strata titled development, will apply as follows:

Grant Category	Local Heritage List - Category	Heritage Documentation	Conservation Works	Total
<i>Major</i>	<i>Category 1 - Exceptional Significance</i>	<i>\$2,000</i>	<i>\$7,000</i>	<i>\$9,000</i>
<i>Medium</i>	<i>Category 2 - Considerable Significance Category 3 – Some/ Moderate Significance</i>	<i>\$2,000</i>	<i>\$5,000</i>	<i>\$7,000</i>
<i>Strata titled development (whole development)</i>	<i>Category 1 to 3 Management Category</i>	<i>\$2,000</i>	<i>\$7,000</i>	<i>\$9,000</i>

Category 1 places are also referred to as Management Category A in the City's Municipal Heritage Inventory (Heritage Survey).

Category 2 places are also referred to as Management Category B in the City's Municipal Heritage Inventory (Heritage Survey).

Category 3 places are also referred to as Management Category C in the City's Municipal Heritage Inventory (Heritage Survey).

Eligible projects may include up to 50% of the total cost up to the maximum total amounts in Table No.1.

Heritage Assistance Grants will be considered by the Community Grants Program Committee and a formal grant acquittal process is required.

Heritage Grants will not be eligible when funding has already been allocated in the WA Heritage Council Grants Program.

Full eligibility criteria is outlined in the City's Heritage Assistance Grant Guidelines.

6. Community Infrastructure Grants

- Planning Grants – Grants of up to \$20,000 are available for planning activities that assist groups to undertake strategic planning or to determine the need and feasibility of infrastructure projects that benefit the Rockingham community. Proposed infrastructure projects must be on land owned or managed by the City or Department of Education, where a shared use agreement is in place.
- Capital Grants – Grants of up to \$50,000 are available for construction, expansion, upgrade or refurbishment of community infrastructure that benefits the Rockingham community. Proposed projects must be on land that is owned or managed by the City or Department of Education, where a shared use agreement is in place.

Community Infrastructure Grants will be considered by the Community Grants Program Committee. An acquittal is required.

Assessment Criteria

A formal assessment criteria will apply to the following grant categories:

- General Grants
- Major Grants
- Major Events Sponsorship
- Community Infrastructure Grants

Immediately following Council elections, election of Committees and the election of the Presiding Member, the first item of business for the Community Grants Program Committee is to consider and recommend the assessment criteria that will apply for the following two years, for Council

consideration. All decisions, including those made under delegation by the CEO will be guided by these criteria.

Community Grants Program Committee

The Community Grants Program Committee will consider applications for Major Grants, Major Events Sponsorship, Community Infrastructure Planning and Capital Grants, and Heritage Assistance Grants through two funding rounds per annum, applying as far as is practicable, one half of budgeted funds per round.

The Community Grants Program Committee will consider applications for Heritage Assistance Grants through three funding rounds per year applying as far as is practicable, one third of budgeted funds per round.

Grant applications will be assessed by the relevant City officers. Officer recommendations will be provided to the Committee for recommendation. Committee recommendations will be presented to Council for final determination.

Ineligibility

The following are ineligible for grant funding. Further ineligibility criteria are outlined in Guidelines for each Grant Category.

- Individuals (except for Travel Subsidy, Youth Encouragement Grants and Heritage Assistance Grants)
- Schools (except for teams in the Travel Subsidy Grant)
- Public companies (except for those limited by guarantee)
- Private companies (except for Heritage Assistance Grants)
- Local, State or Federal Government authorities/agencies.

Auspice Organisation

In the context of grant applications, an auspice organisation is legally and financially responsible to receive the grant money, ensure the program/event is completed on time and submit the acquittal and evaluation report.

The Auspice organisation must:

- Ensure that the program/event for which funding is sought furthers the mission/objectives of their organisation in some way
- Check the constituent documents (constitution, rules, by-laws)
- Ensure that entering into the auspice agreement is consistent with the objectives and powers of their organisation.

Perception of Bias

In accordance with best practice public sector transparency and accountability principles, all committee members and staff who are, or have in the last three years, been a board member, committee member, executive member of an association applying for funds, shall disqualify themselves from all aspects of the consideration process from receipt of application through to consideration at the Community Grants Program Committee.

Complimentary Tickets for City of Rockingham Funded Events

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

Executive Policies and Procedures

The CEO shall ensure that executive policies and procedures are implemented that provide for the effective and equitable consideration, approval, distribution, measurement and acquittal of grant funds.

Definitions

Maintenance – Encompasses all the actions necessary for retaining an asset as near as practicable to an appropriate service condition, including regular ongoing day-to-day work necessary to keep the asset operating. Examples include painting, cleaning, air-conditioning repairs and servicing.

Infrastructure – Physical facilities and structures that are fixed and meet a long-term need

Incorporated Associations - An “incorporated association”:

- (a) Is incorporated under the Associations Incorporation Act 2015
- (b) Cannot operate for the profit or gain of its individual members
- (c) Contributes to the community in a social, sporting, cultural, environmental or charitable context
- (d) Demonstrates local volunteer involvement.

Company Limited by Guarantee (CLG) - Specialised form of public company designed for non-profit and charitable organisations. In Australia companies limited by guarantee are subject to the Corporations Act 2001 (Commonwealth) and administered by the Australian Securities and Investments Commission (ASIC).

Auspice Organisation – is an incorporated organisation or CLG that applies for a grant on behalf of an unincorporated organisation. The auspice organisation is responsible for the financial management of the grant. An auspice agreement is a legally binding contract. It sets out the legal obligations of both organisations toward each other and in relation to any specific funding or other agreements.

Local Heritage Survey - the Heritage Act 2018 requires each Local Government to identify places of cultural heritage significance in a local heritage survey (LHS). This is also known as a Municipal Heritage Inventory (fmr).

Legislation

Associations Incorporation Act 2015

Other Relevant Policies/ Key Documents

Strategic Community Plan 2023 - 2033

Governance and Meeting Framework Policy

Leasing Policy

Asset Register

Other Community Plan Strategy Documents

Delegations Register

Attendance at Events

Responsible Division

Community Development

Review Date

May 2027

Officer Recommendation if Different to Advisory Committee Recommendation

That Council **APPROVES** the amended Community Grants Policy for the purpose of public comment consultation.

The Officer's Reason for Varying the Advisory Committee Recommendation

Under Implications to Consider, Officers noted that 'The CGP Policy amendments will be advertised for a period of 14 days seeking public comment as follows:

- Information distributed to the CGP database
- An e-Newsletter distributed to the local business and tourism development databases
- Information included on the City's website
- Advertisement placed in the local newspaper'

Although the intent for a public comment period was therefore implied in the Officer's report to the CGP Committee, Officers have since realised that the Advisory Committee Recommendation did not explicitly specify this intent. It is therefore recommended to amend the recommendation to reflect the need for public comment consultation.

Committee Recommendation

Moved Cr Liley, seconded Cr Crichton:

That Council **APPROVES** the amended Community Grants Policy for the purpose of public comment consultation.

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Delegations Register

Attendance at Events

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

Implications of the Changes to the Officer’s Recommendation

Not Applicable

Community Development Community Capacity Building



Report number / title:	CD-017/24 Draft Health and Wellbeing Strategy 2024-2029
File number:	CPM/14-02; RCS/151-6
Proponent/s:	
Author:	Ms Marta Makuch, A/Manager Community Capacity Building
Other Contributor/s:	
Date of Committee meeting:	18 June 2024
Previously before Council:	
Disclosure of Interest:	
Nature of Council's role:	Executive
Attachments:	1. Draft Health and Wellbeing Strategy 2024-2029
Maps/Diagrams:	
Site:	
Lot Area:	

Purpose of Report

To seek Council's endorsement of the draft Health and Wellbeing Strategy 2024-2029 (**Strategy**) for the purpose of public comment.

Background

The draft Health and Wellbeing Strategy is a new Community Plan Strategy combining two previously Council adopted strategies; the Volunteering Strategy 2016-2022 and the Health and Wellbeing Strategy 2018-2022.

Some of the key achievements of the previous Health and Wellbeing Strategy include:

- Officer support to assist sporting clubs with management and operations, including workshops and skill based courses, introduction of a quarterly 'Homeground' club e-newsletter and a new Annual Club survey.
- MAN v FAT Rockingham Soccer program implemented from 2019-2021.
- Support to local schools - promoting active transport program, Healthy Breakfast Initiative for Walk Safely to School Day, and ongoing support of Department of Transport 'Your Move' program.
- Introduction of the Grow It Local program.
- Implementation of the Healthy Venues Project.
- Nutrition education community workshops and programs - to improve health literacy and confidence in relation to making healthy food choices.

Some of the key achievements of the Volunteering Strategy include:

- Establishment of the Rockingham Volunteer Centre in 2017.
- Delivery of 25 volunteer management and training workshops for local Volunteering Involving Organisation's.
- Establishment of a Corporate Volunteer Program.
- Annual volunteer recognition event during the National Volunteer Week.
- Development of the City of Rockingham's Volunteer Management Program to support and coordinate the management of internal volunteers.
- Introduction of an annual event to celebrate City volunteers and recognise years of service.

The proposal to combine the two strategies was presented at a Councillor Engagement Session on 11 October 2022 where the concept was supported. The draft Strategy was discussed at a Councillor Engagement Session on 14 May 2024 and is now being presented to Council for endorsement prior to seeking public comment.

Details

The draft Strategy objective is to support the development of an empowered, sustainable and healthy community that actively encourages healthy lifestyles, physical activity, volunteering, mental wellbeing and social connection.

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

The draft Strategy includes a total of five Key Elements, with a total of 45 actions. There are 12 new actions and 33 ongoing actions.

Key Element 1 – Sport, Recreation and Physical Activity

Facilitate diverse sport and recreation opportunities, enhance physical health and wellbeing, and provide community facilities and infrastructure to promote physical activity, social connection and a sense of belonging.

The City of Rockingham (**City**) will continue to support local organisations, develop, manage and maintain public open spaces and community infrastructure for sports-related and passive use and explore avenues for accessible recreational opportunities for the local community.

Some of the ongoing actions are:

- Deliver and support programs and initiatives that encourage and facilitate access to physical activity.
- Deliver and support programs and initiatives that encourage the use of active travel.
- Continue to implement and review the provision of outdoor recreation equipment to meet community needs.

New actions will focus on:

- Develop a Walking and Cycle Plan.
- Activate and promote the use of outdoor exercise equipment.
- Promote, enhance and maintain local walking trails as a way to encourage low impact physical activity.

Key Element 2 – Mental Wellbeing

Promote positive mental health, encourage social interactions, combat isolation, and foster a sense of belonging, while promoting the Act Belong Commit campaign and encouraging meaningful activities and active participation.

The City will continue to support agency and community initiatives in a collaborative manner, to support community mental health and wellbeing.

Some of the ongoing actions are:

- Embed and promote the Act Belong Commit campaign in City of Rockingham programs and the wider community.
- Deliver a range of events and initiatives that facilitate community connections.
- Promote the positive impact of natural environment and sustainable living on community's wellbeing.

New action will focus on:

- Build capacity of local sport and recreation clubs to plan and implement their own wellbeing initiatives and practices.

Key Element 3 – Volunteering

Support and empower local groups through guidance, capacity building and corporate volunteering, connect community members to volunteer opportunities, and ensure a best practice approach to volunteer management.

The City will continue to provide a comprehensive volunteer portfolio, with dedicated officers supporting and connecting volunteers and volunteer involving organisations, while supporting them to build their organisational capacity.

Some ongoing actions are:

- Implement the City's Volunteer Program, including regular review to ensure it reflects best practice.
- Continue to operate and promote the Rockingham Volunteer Centre to connect and support local Volunteer Involving Organisations and Rockingham residents seeking volunteer opportunities.
- Deliver the annual Community Volunteer Recognition Evening event during National Volunteer Week.

New actions will focus on:

- Investigate a new volunteer management software system for the City's volunteer program, to ensure efficiency and compliance.
- Develop and implement awareness raising initiatives focusing on the value of volunteering.
- Develop a plan for the management of spontaneous volunteers during recovery activities, following a disaster.

Key Element 4 – Healthy Lifestyles

Promote nutrition literacy, benefits of physical activity and healthier eating habits, while reducing harmful substance consumption through partnerships, targeted education and awareness campaigns.

The City will continue to provide opportunities for community to build healthy habits and understand harmful effects associated with risky behaviours.

Some of the ongoing actions are:

- Support service provision at, and promotion of, community gardens.
- Implement the City's Alcohol Management Plan.
- Develop, implement and review catering and food provision best practice options for City led meetings and events as well as relevant City facilities.

New actions will focus on:

- Develop and implement educational and awareness raising initiatives focusing on alcohol use, drug use, smoking and vaping.
- Provide awareness raising campaigns focusing on beach/water safety and being sun smart.

Key Element 5 – Communicate, Connect and Advocate

Increase the community's health and wellbeing awareness through targeted messaging, facilitate community connection and information provision, and advocate for the interests of local groups, clubs and services.

The City will continue to play a vital role of facilitating connections, partnership and access to resources and support.

Some of the ongoing actions are:

- Advocate and provide input into health and wellbeing policies and practises relevant to Local Government Authorities and local Volunteer Involving Organisations.
- Promote internal and external funding opportunities to local sport and recreation clubs and other Volunteer Involving Organisations.
- Regularly liaise with sport and recreation clubs to ensure their needs are considered as part of refurbishment or development of sport and recreation facilities.

New actions will focus on:

- Implement an online City of Rockingham Community Directory to provide a centralised resource for local community members, groups, clubs and service providers.
- Partner with external stakeholders to utilise existing marketing campaigns that are relevant to active transport, physical activity, mental health and wellbeing, and volunteering.
- Investigate and implement actions to support individuals and groups that are at higher risks to the impacts of heatwaves to increase resilience within the local community.

Implications to Consider

a. Consultation with the Community

The development of this Strategy included extensive community and stakeholder consultation. This included:

- 300 community surveys completed online
- Stakeholder interviews completed with internal stakeholders as well as 11 external stakeholders
- A series of community workshops facilitated by an external consultant with 49 participants representing community and stakeholders
- Feedback provided from members of the City's Sports Advisory Committee.

Pending Council's endorsement of the draft Strategy, public comment will be sought for a period of 28 days, in the following ways:

- Seeking feedback from the Sports Advisory Committee
- Seeking feedback from key stakeholders and participants who were involved throughout the Strategy development process
- Dissemination of the draft Strategy through key networks, Share Your Thoughts, City eNewsletters and RockPort
- Advertising in local newspapers and on the City's website
- Making the document readily available in the City's Libraries and Administration Building.

b. Consultation with Government Agencies

Government agencies involved in the consultation process included representatives from the Department of Health, Department of Communities, Department of Local Government, Sport and Cultural Industries.

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 - Strengthen community health and wellbeing*
- Outcome/Objective:** *Community health and wellbeing - Provide healthy lifestyle opportunities*
- 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 - Balance growth while maintaining the identified natural environment*
- 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*

d. Policy

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

e. Financial

The total cost of implementing the Strategy is \$2,912,500. Of this, \$630,000 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 allowance for CPI 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 development of the Health and Wellbeing Strategy 2024-2029 provides Council with a strategic direction aimed at building an active, healthy, connected and resilient community. The draft Strategy has been developed following extensive community and stakeholder engagement, and reflects the current needs and gaps of the community.

Prior to finalising the Strategy and commencing implementation, the next step in the process is for Council to consider the draft Strategy for endorsement for the purpose of public comment.

Following Council endorsement of the draft Strategy, and completion of the public comment period, Officers will review and consider all feedback. The final draft Strategy will then be presented to Council for adoption in the coming months.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ENDORSES** the draft Health and Wellbeing Strategy 2024-2029 for advertising and public comment.

Committee Recommendation

Moved Cr Liley, seconded Cr Schmidt:

That Council **ENDORSES** the draft Health and Wellbeing Strategy 2024-2029 for advertising and public comment.

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 Economic Development and Tourism



Report number / title:	CD-018/24 Rockingham Discovery Centre
File number:	CPM/195-9
Proponent/s:	
Author:	Ms Melissa James, Manager Economic Development and Tourism
Other Contributor/s:	Mr Michael Holland, Director Community Development Mr Peter Ricci, Director Planning and Development Services
Date of Committee meeting:	18 June 2024
Previously before Council:	
Disclosure of Interest:	
Nature of Council's role:	Executive
Attachments:	1. Rockingham Discovery Centre Feasibility Study 2. Letter from Tourism Western Australia 3. Letter from Hon. Rita Saffioti MLA, Deputy Premier; Minister for Tourism
Maps / Diagrams:	
Site:	Lot 24 (Reserve 22948), Shoalwater
Lot Area:	272,137m ²

Purpose of Report

To seek Council's support for a formal response to the State Government prior to them progressing a Business Case and detailed concept design for a proposed mainland Discovery Centre.

Background

The Penguin Island Discovery Centre was built by the Western Australian Department of Environment and Conservation in 1987, with the purpose of providing a facility for little penguin rehabilitation and conservation activities, and was opened to the public for tourism shortly after.

The Discovery Centre included:

- A penguin viewing facility allowing visitors to view a small number of display penguins, which are rarely seen in the wild
- Three penguin information and feeding sessions each day
- Basic information panels providing educational material on the island and the little penguins

Independent engineering reports commissioned annually by Department of Biodiversity, Conservation and Attractions (**DBCA**) identified that the existing Discovery Centre on Penguin Island (**Island**) would no longer be serviceable beyond 2023. In response to this, DBCA initially proposed to build a new Discovery Centre in a different location on the Island.

In March 2022, Council resolved the following in relation to the development of a new Discovery Centre on the Island:

1. *NOT SUPPORT the application seeking Development Approval for the proposed new Penguin Information Centre on Penguin Island, for the following reasons:*
 - i. *Inadequate information provided to evaluate the full impact on the Little Penguin colony from the construction of the new Penguin Information Centre and boardwalks, the demolition of boardwalks and the existing Penguin Information Centre and the island visitation;*
 - ii. *The Assessment of Impacts on Little Penguins of the Proposed Construction of the Penguin Island Discovery Centre and Associated Demolition and Visitation 2022 confirming that the proposal for the new Penguin Information Centre is likely to impact the population of the Little Penguin colony on Penguin Island;*
 - iii. *Formal public consultation was not undertaken on the proposal by the Department of Biodiversity, Conservation and Attractions; and*
 - iv. *A Coastal Hazard Risk Management and Adaptation Plan assessment was not undertaken in accordance with State Planning Policy 2.6 for the proposed development, including demolition and/or construction works.*
2. *DIRECTS the Chief Executive Officer to advocate that the State Government delay the construction of a new facility until the DBCA conducts a thorough and transparent options analysis, involving all stakeholders and including industry experts, which establishes the optimum location for a new Penguin Information Centre that balances the ongoing sustainability of the Little Penguin colony with the regional tourism value of Penguin Island.*

Despite Council's resolution, the WA Planning Commission approved the proposed Discovery Centre on the Island. The State Government then decided not to proceed with the approval but fund a feasibility study for a mainland Discovery Centre.

At the Ordinary Council Meeting in March 2024, Council endorsed 2024 Advocacy Plan priorities, which included the below Advocacy priority position:

- Penguin Discovery Centre – The State Government fund the development of a Discovery Centre that balances the ongoing sustainability of the Little Penguin colony with the regional tourism value of Penguin Island.

The Safety Bay Shoalwater Foreshore Master Plan includes a potential interpretive building within the draft design of the Mersey Point Activity Node Plan. This inclusion stemmed from the design drivers adopted following community consultation, which identified the following relevant drivers for McLarty Road to Carlisle Street:

- Examine the potential for the Mersey Point facility to be expanded to allow for a wider range of uses and activities
- Increase the potential for additional Penguin Island and Shoalwater Marine Park interpretive and educational signage

The land at Mersey Point is crown land vested in the City of Rockingham (**City**), and currently has a lease arrangement with Penguin Island Cruises Pty Ltd ending 30 June 2028 for the portion of the building for the Penguin Island Visitor Centre and portion of the of Reserve 22948 'A' Class Reserve for the purposes of recreation. The City has power to lease for any term not exceeding 21 years subject to consent from the Minister for Lands.

Details

The Rockingham Discovery Centre Feasibility Study (**Feasibility Study**) was received by the City on 21 March 2024, and a copy has been attached with this report, as well as a letter from Tourism WA, requesting the following:

“The State Government, through the newly established Tourism Investment Committee of Cabinet, has approved progressing a Business Case and detailed concept design for a proposed discovery centre at Mersey Point, subject to the agreement of the City of Rockingham Council that it would support and operate a facility at the location if a facility is progressed.”

Further correspondence was received from Hon. Rita Saffioti MLA, Deputy Premier; Minister for Tourism on 6 May 2024, stating:

“The WA Government is eager to progress the development of a detailed concept proposal and business case for the Discovery Centre. As preconditions to progressing further, the Government is seeking the City of Rockingham’s agreement to:

1. The location of the facility at Mersey Point, and
2. The ongoing management and/or operation of the facility and associated costs, either directly or through contracted service providers.”

The purpose of this report is to seek Council’s support for a response to the State Government.

Key components of the Feasibility Study include:

- Background and context
- Market analysis
- Concept development
- Site analysis
- Operating model
- Economic impact assessment

Background and Context

Urban Enterprise was engaged by Tourism WA to undertake a feasibility study for a new mainland Rockingham Discovery Centre experience. The scope of works included:

- Analysis of the consumer market demand for a penguin/wildlife discovery centre, including analysis of the current market for the existing Penguin Discovery Centre on Penguin Island and analysis of a future facility on the mainland
- Detail the role of a new Discovery Centre, including potential attractions and offerings at a new facility
- Provide a site analysis for a new Discovery Centre suitable to house and deliver the proposed experience offerings through an investigation of different site locations across the mainland coastline of the Shoalwater Islands Marine Park
- Assessment of the legal and regulatory requirements for establishing a wildlife Discovery Centre
- Investigation of the potential environmental and social impacts of a new mainland centre, and recommendations for minimising any negative impacts

Below are the aims and objectives of the Feasibility Study:

- Increase the value of the Rockingham visitor economy
- Improve the Rockingham visitor experience
- Protect and celebrate the unique marine and coastal environment
- Ensure return on investment and deliver a financially sustainable operating model

Market Analysis

Market research was conducted targeting the Australian domestic market in June 2023 to measure market appeal of Rockingham, drivers of visitation, potential market demographics, and likely engagement with other products and experiences in the region. 30% of respondents were from Western Australia, with the remaining from other states.

Key findings of the market research include:

- Rockingham has lower awareness amongst the Australian market compared to other destinations in WA, being identified as the fifth highest against Fremantle (first), Margaret River (second), Rottnest Island (third) and Bunbury (fourth). Rockingham and Mandurah are on par in fifth place.
- Almost 50% of respondents indicated they would be likely or highly likely to visit Rockingham in the future, with the main drivers of visitation being coastal, marine, adventure and food and wine product and experiences
- 43% of visitors stated that they would only visit a captive wildlife display if the animal was part of a rehabilitation program that would eventually see it released
- Visitation to Penguin Island may reduce by up to 27% without a penguin viewing experience. Whilst attitudes towards captive wildlife displays were mixed, most visitors (83%) indicated they would still visit Rockingham without a live penguin exhibit.
- A Discovery Centre with an outdoor static interpretive experience and an outdoor tour experience is most appealing to the Australian market.

The estimated size of Rockingham's potential visitor markets are:

- Domestic market of 2.6 million Australians per annum
- International market of 25,000 visitors per annum
- School group market of 107,000 students per annum from Perth and surrounds
- Tertiary/research market of 14,000 Perth tertiary students per annum

Based on these market insights, Urban Enterprise estimates a potential expenditure loss of \$20.2 million for the Rockingham economy if Rockingham does not have a Discovery Centre, and a loss of \$3.4 million if Rockingham does not have a live penguin exhibit as part of a Discovery Centre.

Concept Development

In line with the Feasibility Study, the components of a best practice Discovery Centre include:

- Design features that integrate with the natural environment and thematically align with the main visitor attraction
- Minimal and simple in-centre interpretation, with a large proportion aimed at children
- Digital tools, such as app-based visitor information and audio visual integration to enrich the visitor experience and stage the visitor's journey throughout the attraction
- Positioning as a gateway to the main visitor attraction to aid with visitor orientation and management
- Role as a base for private businesses to market and operate tour experiences
- Provision of food and beverage offerings, retail outlets, visitor information services, booking desks and theatres

The Discovery Centre is intended to be just one component of the full discovery experience, with the physical building operating as the starting point for an exploratory trail that guides visitors to Rockingham's key visitor nodes (i.e. Point Peron, the Pond, Naragebup Rockingham Regional Environmental Centre, Lake Richmond etc.).

The points of difference for the Rockingham Discovery Centre include:

- A one-stop-shop for coastal and marine exploration – the Rockingham Discovery Centre will bring together existing and future products and experiences in Rockingham, creating a hub for coastal and marine tourism
- Environmental experiences – the Rockingham Discovery Centre and its intermodal walking experience platforms the exceptional flora and fauna of the region. Through this walking experience, the Discovery Centre will carriage a highly unique experience for Rockingham.

- A catalyst for investment – building a Discovery Centre in Rockingham, following tourism best practices, sends a clear message that the State Government, Council and local businesses are investing in Rockingham's tourism potential.
- Sustainability and best practice – The Rockingham Discovery Centre presents an opportunity for best practice education of coastal marine life with potential to consider a live penguin display if the resourcing and policy barriers can be overcome. Note: this display would need to be delivered in line with stringent animal welfare requirements and support conservation efforts on Penguin Island.

Details associated with facilitating a live penguin display have been included in the report, noting:

- The existing license is non transferrable, and a new application would need to be lodged
- The application and assessment process for the required license is lengthy and not guaranteed
- Small scale, single species wildlife displays are inherently costly to operate
- It is unlikely that DBCA will operate a live penguin experience within a mainland Discovery Centre

Site Analysis

Sites that were investigated as potential locations for a Discovery Centre included:

- Cape Peron West
- Mersey Point
- Northern Shoalwater Bay
- Rockingham Beach North

Mersey Point is the recommended site for the Rockingham Discovery Centre, as the site performed better than all other sites against tourism assessment criteria, predominantly due to its coastal views and existing reputation as a tourist destination.

Operating Model

A range of different management models for Discovery Centres and Visitor Centres exist, including those stewarded by the following stakeholder groups:

- Local Government
- State Government
- Commercial entity
- Not-for-profits (**NFP**)

In order to develop a recommended operating model, the following Discovery Centres and/or attractions were assessed:

- Bunbury Dolphin Discovery Centre, Western Australia
- Puffing Billy Railways, Victoria
- Monarto Zoo, South Australia
- Margaret River Busselton Tourism Association, Western Australia
- Rottnest Island, Western Australia
- Phillip Island Nature Parks, Victoria (identified as best practice example)
- Great Ocean Road Coast and Parks Authority, Victoria
- Mon Repos Turtle Centre, Queensland

Upon review of the above case studies, it was determined that almost all case study centres are outsourced to NFP or commercial operators, therefore, a review of only these operating models was undertaken.

The Feasibility Study recommends that a NFP organisation is established that would become the steward of the Rockingham Discovery Centre. Council will still be responsible for asset ownership and management, whilst operations will be outsourced to the NFP.

Economic Impact Assessment

In order to inform the economic impact modelling of the report, an economic impact assessment was undertaken for two options:

- Option one – a Discovery Centre with no live penguin display
- Option two – a Discovery Centre including a live penguin display

Below is a summary of the economic impact assessments included in the report:

		Option one	Option two
Construction phase	Output (\$ million)	\$16.5m	\$20.1m
	Employment jobs	54	66
	Value-added (\$ million)	\$5.9m	\$7.2m
Operational phase	Output (\$ million)	\$14.0m (per annum)	\$16.4m (per annum)
	Employment jobs	157	184
	Value-added (\$ million)	\$7.6m (per annum)	\$8.9m (per annum)

In reference to the modelling for option two (including a live penguin display), the report notes that the assessment does not account for the legislative and resourcing challenges associated with delivering and maintaining a live penguin display, which would need to be factored into decision-making.

A Councillor Engagement Session was held on Tuesday 14 May, and the following options were presented for discussion:

- Option 1: Support the State Government to progress as requested.
- Option 2: Support the State Government to progress as requested, subject to specific components being included within the scope of works, including a wildlife experience such as a live penguin display.
- Option 3: As per option 2, not including a wildlife experience.
- Option 4: Support the State Government to progress to Business Case and detailed concept design, subject to the State Government owning and operating the facility if progressed.
- Option 5: Not support the State Government to progress as requested, and continue with the current status quo.

Implications to Consider

a. Consultation with the Community

Tourism WA did not undertake community consultation as part of the feasibility study process. Should Council support the State Government to progress to Business Case and detailed concept design, it is recommended that community and key stakeholder consultation and engagement be included in the scope of works.

b. Consultation with Government Agencies

Tourism WA commissioned the Feasibility Study, and DBCA were a key stakeholder of the Steering Committee alongside the City.

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
- 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 vibrant coastal foreshore
- Aspiration:** 4. **Economic - A vibrant economy creating opportunities**
Outcome/Objective: A visitor destination - Promote the City as a place to visit

d. **Policy**

Nil

e. **Financial**

Nil

It is important to note that nothing has been included in the budget or Business Plan for this facility.

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

Penguin Island has been a key tourism attraction for Rockingham attracting approximately 120,000 visitors per annum, including a large portion of international visitors. Since the closure of the Penguin Island Discovery Centre in June 2023, data provided through the Perth Wildlife Encounters booking software (Rezdy) reflects a significant decline in international visitation to Penguin Island, falling from 61% of total visitors in 2022/2023, to just 23% in 2023/2024. Noting that Perth Wildlife Encounters have established strong relationships with the Singapore and Malaysia markets over a number of years, this significant decline in international visitors can be linked to the loss of the Penguin Island Discovery Centre, which has previously been a key drawcard for these markets. In addition, Perth Wildlife Encounters informed the City that they have recorded a substantial financial loss this year compared to the 2022/2023 financial year.

In relation to the report, Officers note that the market research conducted for the Feasibility Study targeted the Australian domestic market, and did not account for international visitors. With consideration to the decline from 61% international visitors to Penguin Island in 2022/2023 compared to 23% in 2023/2024 (2023/2024 marking the closure of the Penguin Island Discovery Centre), the financial loss of \$20.2 million if Rockingham does not have a Discovery Centre, and \$3.4 million if Rockingham does not have a live penguin exhibit, should be reconsidered in line with the loss in international visitation. Officers suspect the loss of the live penguin exhibit to be higher than the \$3.4 million stated in the report, and the importance of having a drawcard (such as a live penguin exhibit

that balances the ongoing sustainability of the little penguin colony with the regional tourism value of Penguin Island) to attract visitors to the Discovery Centre in the first place is understated.

The Feasibility Study describes a high level concept for a potential Rockingham Discovery Centre (no concept plans provided), however, a significant amount of detail is still required and should form part of the Business Case and detailed concept design, including:

- Capital expenditure and funding expectations associated with the construction phase
- Ongoing capital and operating expenditure associated with the operational phase, including a cost effective business model for operating the centre
- Potential footprint of the Discovery Centre (and whether the existing buildings will be retained), relevant amenities (including parking requirements) and alignment with the Safety Bay Shoalwater Foreshore Masterplan
- Planning and environmental considerations including cultural/aboriginal heritage, impacts on adjacent residential properties, coastal protection, Bush Forever constraints and parking provision.
- Maximising potential to deliver positive tourism and economic outcomes
- Inclusion of unique and travel worthy elements, such as a live penguin exhibit that balances the ongoing sustainability of the little penguin colony with the regional tourism value of Penguin Island
- Land tenure and Management (including current and future leasing considerations)
- Impact on key stakeholders

In order to establish the recommended business model for the Feasibility Study, Urban Enterprise assessed eight existing Discovery Centres within Australia. One of these Discovery Centres was the Bunbury Dolphin Discovery Centre, which entered voluntary administration in February this year, and has since been allocated up to \$1.5 million funding from the State Government to keep the venture afloat. Reasons associated with the voluntary administration of the Bunbury Dolphin Discovery Centre, which is managed by a NFP organisation, included staff shortages and rising supply costs since the Covid-19 pandemic.

The detail that will be sought through the Business Case and detailed concept design should address the financial considerations associated with operating a Discovery Centre, and include modelling for the building to be managed by a third party. It should be noted that the City is open to leasing the site of the Discovery Centre to a third party or relinquishing the Management Order over the site should that be required to support the preferred operating model. In addition, the need for a drawcard to attract visitors to the Discovery Centre through a unique offering or point of difference should not be understated, and therefore the inclusion of a wildlife experience such as a live penguin display should be included in the scope of works for further investigation. With consideration to the little penguin population, the inclusion of a research, rehabilitation, and a breed and release program that ties in with the live penguin display would support the conservation efforts of DBCA, and associate the Discovery Centre with an overarching strategic focus on education and environmental outcomes which align to aspiration two of the City's Strategic Community Plan: Natural Environment.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. **SUPPORTS** the State Government progressing a Business Case and detailed concept design for a proposed Discovery Centre on the mainland at Mersey Point, subject to the following components and associated outcomes being included within the scope of works:

- a) Inclusion of a wildlife experience such as a live penguin display, incorporating a research, rehabilitation, and a breed and release program focussed on the sustainability of the little penguin population, owned and operated by the Department of Biodiversity, Conservation and Attractions or a licensed operator
 - b) Financial analysis, including:
 - i. Capital and operating expenditure associated with the development and operations of the facility
 - ii. Modelling for the building to be externally managed by a third party
 - c) Land tenure and Management (including current and future leasing considerations)
 - d) Community and key stakeholder consultation
 - e) Planning and environmental considerations including cultural/aboriginal heritage, impacts on adjacent residential properties, coastal protection (in accordance with the CHRMAP), Bush Forever constraints, and parking provision.
2. **NOT SUPPORT** the ongoing management and/or operation of the facility and associated costs, either directly or through contracted service providers, until the Business Case and detailed concept design has been completed in full and given due consideration by Council.

Committee Recommendation

Moved Cr Schmidt, seconded Cr Crichton:

That Council:

1. **SUPPORTS** the State Government progressing a Business Case and detailed concept design for a proposed Discovery Centre on the mainland at Mersey Point, subject to the following components and associated outcomes being included within the scope of works:
 - a) Inclusion of a wildlife experience such as a live penguin display, incorporating a research, rehabilitation, and a breed and release program focussed on the sustainability of the little penguin population, owned and operated by the Department of Biodiversity, Conservation and Attractions or a licensed operator
 - b) Financial analysis, including:
 - i. Capital and operating expenditure associated with the development and operations of the facility
 - ii. Modelling for the building to be externally managed by a third party
 - c) Land tenure and Management (including current and future leasing considerations)
 - d) Community and key stakeholder consultation
 - e) Planning and environmental considerations including cultural/aboriginal heritage, impacts on adjacent residential properties, coastal protection (in accordance with the CHRMAP), Bush Forever constraints, and parking provision.
2. **NOT SUPPORT** the ongoing management and/or operation of the facility and associated costs, either directly or through contracted service providers, until the Business Case and detailed concept design has been completed in full and given due consideration by Council.

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 Economic Development and Tourism



Report number / title:	CD-019/24	Draft Tourist Destination Strategy 2024-2029
File number:	CPM/195-9	
Proponent/s:		
Author:	Ms Melissa James, Manager Economic Development and Tourism	
Other Contributor/s:		
Date of Committee meeting:	18 June 2024	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:	1. Draft Tourist Destination Strategy 2024-2029	
Maps / Diagrams:		
Site:		
Lot Area:		

Purpose of Report

To seek Council's endorsement of the draft Tourist Destination Strategy (**TDS**) 2024-2029, for advertising and public comment.

Background

The current TDS 2019-2024 is due to expire in June 2024. In order to build on the current strategy, the City of Rockingham (**City**) has facilitated consultation and research to inform the development of the draft TDS 2024-2029.

Some key achievements of the previous TDS include:

- Establishment of the Rediscover Rockingham destination marketing brand
- Updated wayfinding signage at the Rockingham, Safety Bay and Shoalwater Foreshore precincts
- Working with key stakeholders to position Rockingham as a potential host for mid-tier MICE (Meetings, Incentives, Conferences and Exhibitions) events
- Actively promoting the City's events calendar and third party iconic events to out of region visitors
- Completion of a comprehensive review of the City's visitor servicing model

The outcomes of the comprehensive review of the City's visitor servicing model were presented at the Ordinary Council Meeting in March 2022, and Council resolved the following:

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.

The Mobile Visitor Information Service has been incorporated into the draft TDS.

A Councillor Engagement Session was held to discuss the draft TDS on Wednesday 8 May 2024, and the draft strategy is now being presented to Council for endorsement prior to seeking public comment.

Details

The objective of the draft TDS is to support and develop business and product growth within Rockingham that enhances the overall tourism offering, improves visitor experiences and continues to build Rockingham's reputation as a place to visit.

Research, data analysis, and key stakeholder and community consultation has informed the development of the draft TDS. Four Key Elements, with a total 29 actions (21 new and 8 ongoing) have been included.

Key Element 1: Destination and Tourism Product Development

Attracting new tourism product to Rockingham will diversify the tourism offering and support the City's economic aspiration to be a visitor destination, whilst simultaneously increasing employment opportunities for the local community. In addition to facilitating the development of new product, the City can also play a role to support existing businesses to grow and thrive in Rockingham in order to build the local visitor economy.

A key role of the City will be to attract and assist the development of new tourism product by leveraging Rockingham's significant natural attractions, and supporting third parties to establish themselves through the relevant approvals process.

Some of the ongoing actions are:

- Facilitate the development and promotion of more trails in Rockingham
- Collaborate with Tourism Council WA for the provision of training to tourism operators and industry

Some new initiatives include:

- Investigate opportunities to define and establish tourism activity nodes, and seek to facilitate these opportunities within the City's Planning Framework
- Work with key stakeholders to explore opportunities for short stay accommodation within the southern corridor (south of Safety Bay Road), including the former 'eco-tourism' site within Kennedy Bay

Key Element 2: Destination Marketing

The Rediscover Rockingham brand has been established as Rockingham's destination brand, and will continue to be relevant for the short to mid-term (two to three years). A review of the destination marketing brand should occur mid-way through the strategy, with the aim to appeal to interstate and international travellers. Until that point, the City should encourage the local community and business stakeholders to leverage and use the brand within their own marketing activities.

Working with local tourism operators to become trade and/or market ready will further support the destination marketing objective at a national and international level, whilst increasing international capability within the region.

Some of the ongoing actions are:

- Market and promote Rockingham as a must visit destination
- Promote diverse and environmentally friendly ways to experience Rockingham (e.g. public transport itineraries, cycling, scooter etc.)

Some new initiatives include:

- Develop a toolkit incorporating useful digital assets for local businesses and industry to leverage the destination marketing brand through their own marketing activities
- Undertake a review of the destination marketing brand with the intent to broaden target markets to interstate and international visitors

Key Element 3: Visitor Servicing

Collaboration between key stakeholders in the local tourism industry will provide an opportunity for Rockingham to reach visitors across multiple touch points throughout the region. Identifying clear roles and responsibilities of key stakeholders that leverages the strengths of different entities will optimise the marketing spend across the region and increase marketing cut through.

For the purpose of consistency, digital assets such as the destination marketing website and social media pages should be owned by the City, with the capability for Visitor Centre(s) to update relevant information and social media posts. The Fee for Service Agreement should outline relevant destination marketing responsibilities for Visitor Centre(s), and streamline efforts into consistent social media and website platforms in order to maximise outcomes.

Some of the ongoing actions are:

- Highlight parking locations in popular visitor precincts to reduce barriers for visitation
- Maximise awareness and booking conversion opportunities through the WA Visitor Centre and surrounding local government visitor centres

Some new initiatives include:

- 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
- Work with key stakeholders to develop one City owned destination marketing website for Rockingham

Key Element 4: Event Attraction and Activation

As home to high calibre sporting facilities and small to medium business event spaces, the City can position itself as a host for a range of events to fill Rockingham's events calendar and increase overnight visitation, particularly mid-week visitation.

Event categories well positioned to support mid-week visitation include:

- Sport and recreation
- Business – Meetings, Incentives, Conferences and Exhibitions (**MICE**)

The strong alignment between the City's Iconic Event Sponsorship and Tourism WA's Major Event Funding budget has the potential to increase Rockingham's attractiveness as an event destination. The City's Iconic Event Sponsorship funding demonstrates its commitment to being an event friendly destination, and the opportunity to couple that with Tourism WA funding will support the City to attract more events.

Some of the ongoing actions are:

- Encourage and attract third parties to host iconic events
- Continue to implement a MICE plan that attracts mid-tier conferences and business events in the medium to longer term

Some new initiatives include:

- Work with Tourism WA to attract a new major event to Rockingham
- Encourage School Sport Australia to host mid-week sporting events in Rockingham

Implications to Consider

a. Consultation with the Community

The development of the draft TDS involved key stakeholder and community consultation, including:

- 274 surveys completed online
- Six one on one interviews with local businesses
- Five one on one interviews with other industry stakeholders

Pending Council's endorsement of the draft TDS, public comment will be sought for a period of 28 days, in the following ways:

- Seeking feedback from key stakeholders and participants who were involved throughout the strategy development process
- Dissemination of the draft TDS through key networks including Share Your Thoughts, City e-Newsletters and RockPort
- Advertising in the local newspapers and on the City's website
- Making the document readily available in the City's Libraries and Administration Building

b. Consultation with Government Agencies

The following Government Agencies were engaged through one on one interviews:

- Business Events Perth
- Department of Biodiversity, Conservation and Attractions
- Destination Perth
- Tourism Western Australia

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*

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

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

d. Policy

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

e. Financial

The total cost of implementing the TDS is \$2,475,000 over the course of the five year period.

The cost of implementation of actions will be considered as part of the annual Team Plan process, with allowance for CPI 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 draft TDS 2024-2029 provides Council with a strategic direction to build on the City's economic development aspiration as "a vibrant economy creating opportunities". Following key stakeholder and community consultation, research, and data analysis, the draft TDS addresses the current gaps in the local tourism offering, as well as the industry's ongoing recovery following the Covid-19 pandemic.

Following Council endorsement, public comment will be sought on the draft TDS over the course of four weeks. Officers will then review and consider all feedback, and present the final draft TDS to Council for adoption in the coming months.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **ENDORSES** the draft Tourist Destination Strategy 2024-2029 for advertising and public comment.

Committee Recommendation

Moved Cr Schmidt, seconded Cr Hume:

That Council **ENDORSES** the draft Tourist Destination Strategy 2024-2029 for advertising and public comment.

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 Economic Development and Tourism



Report number / title:	CD-020/24	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:	18 June 2024	
Previously before Council:	27 February 2024 (CD-005/24)	
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:

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.

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.

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.

Committee Recommendation

6:13pm Mr John Pearson, Director Corporate Services left the Chamber and returned at 6:14pm

Moved Cr Schmidt, seconded Cr Crichton:

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.

Committee Voting (Carried) – 6/0

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

13.	Reports of Council Members
	Nil
14.	Addendum Agenda
	Nil
15.	Motions of which Previous Notice has been given
	Nil
16.	Notices of motion for Consideration at the Following Meeting
	Nil
17.	Urgent Business Approved by the Person Presiding or by Decision of the Committee
	Nil
18.	Matters Behind Closed Doors
	Nil
19.	Date and Time of Next Meeting
	The next Corporate and Community Development Committee meeting will be held on Tuesday 16 July 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 6:16pm .