MINUTES
Corporate and Community Development Committee Meeting
Held on Tuesday 15 January 2019 at 4:00pm
City of Rockingham Boardroom
# Corporate and Community Development Committee Minutes

4:00pm Tuesday 15 January 2019

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# City of Rockingham
## Corporate and Community Development Committee Meeting Minutes
### Tuesday 15 January 2019 - Council Boardroom

### 1. Declaration of Opening
The Chairperson declared the Corporate and Community Development Committee Meeting open at **4:00pm**, welcomed all present, and delivered the Acknowledgement of Country.

### 2. Record of Attendance/Apologies/Approved Leave of Absence

<table>
<thead>
<tr>
<th>2.1</th>
<th>Councillors</th>
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<tbody>
<tr>
<td>Cr Joy Stewart</td>
<td>Chairperson</td>
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<tr>
<td>Cr Mark Jones</td>
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<tr>
<td>Cr Andrew Burns</td>
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<td>Cr Leigh Liley</td>
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<thead>
<tr>
<th>2.2</th>
<th>Executive</th>
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<tbody>
<tr>
<td>Mr Michael Parker</td>
<td>Chief Executive Officer</td>
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<td>Mr John Pearson</td>
<td>Director Corporate Services</td>
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<tr>
<td>Mr Michael Holland</td>
<td>Director Community Development</td>
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<tr>
<td>Mr Peter Doherty</td>
<td>Director Legal Services and General Counsel</td>
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<tr>
<td>Mr Michael Yakas</td>
<td>Manager Customer and Corporate Support</td>
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<td>Mr Allan Moles</td>
<td>Manager Waste Services</td>
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<tr>
<td>Ms Karin Strachan</td>
<td>Manager Strategy, Tourism, Marketing and Communications</td>
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<tr>
<td>Mr Peter Varris</td>
<td>Manager Governance and Councillor Support</td>
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<td>Ms Mary-Jane Rigby</td>
<td>Manager Community Support and Safety Services</td>
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<td>Ms Julia Dick</td>
<td>Collaborative Manager Community Capacity Bldg</td>
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<td>Ms Tracey Bottrell</td>
<td>A/Manager Library and Information Services</td>
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<td>Mrs Jelette Edwards</td>
<td>Governance Coordinator</td>
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<tr>
<td>Mr Mark Toomath</td>
<td>Coordinator Leisure Facilities</td>
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<tr>
<td>Ms Carly Kroczek</td>
<td>Senior Community Infrastructure Planning Officer</td>
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<td>Mr Peter Le</td>
<td>Senior Legal and Councillor Liaison Officer</td>
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<td>Mr Aiden Boyham</td>
<td>City Media Officer</td>
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<td>Ms Sue Langley</td>
<td>Governance Officer</td>
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<td>Ms Janine Neeling</td>
<td>Governance Assistant</td>
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<td>Mrs Diane Zanre</td>
<td>PA to Director Community Development</td>
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<tr>
<td>Mr Tom Kettle</td>
<td>Administration Officer – Governance and Councillor Support</td>
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<tr>
<th>2.3</th>
<th>Members of the Gallery:</th>
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<tr>
<td>Nil</td>
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<table>
<thead>
<tr>
<th>2.4</th>
<th>Apologies:</th>
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<tbody>
<tr>
<td>Cr Lee Downham</td>
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<td>2.5</td>
<td><strong>Approved Leave of Absence:</strong> Nil</td>
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<td>3.</td>
<td><strong>Responses to Previous Public Questions Taken on Notice</strong></td>
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<td>Nil</td>
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<td>4.</td>
<td><strong>Public Question Time</strong></td>
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<td>4:00pm The Chairperson invited members of the Public Gallery to ask questions. There were none.</td>
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<td>5.</td>
<td><strong>Confirmation of Minutes of the Previous Meeting</strong></td>
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<td></td>
<td>Moved Cr Jones, seconded Cr Liley:</td>
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<td></td>
<td>That Committee <strong>CONFIRMS</strong> the Minutes of the Corporate and Community Development Committee Meeting held on 11 December 2018, as a true and accurate record.</td>
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<td>Committee Voting – 4/0</td>
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<td>6.</td>
<td><strong>Matters Arising from the Previous Minutes</strong></td>
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<td>Nil</td>
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<td>7.</td>
<td><strong>Announcement by the Presiding Person without Discussion</strong></td>
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<td>4:01pm 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.</td>
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<td>8.</td>
<td><strong>Declarations of Members and Officers Interests</strong></td>
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<td>4:01pm The Chairperson asked if there were any interests to declare. There were none.</td>
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<td>9.</td>
<td><strong>Petitions/Deputations/Presentations/Submissions</strong></td>
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<td></td>
<td>Nil</td>
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<td>10.</td>
<td><strong>Matters for which the Meeting may be Closed</strong></td>
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<td>Nil</td>
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<td>11.</td>
<td><strong>Bulletin Items</strong></td>
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<tr>
<td></td>
<td><strong>Corporate and General Management Services Information Bulletin – January 2019</strong></td>
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<td></td>
<td><strong>Corporate Services</strong></td>
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<td></td>
<td>1. Corporate Services Team Overview</td>
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<td>2. Human Resource Update</td>
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<td>3. Project Status Reports</td>
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<td></td>
<td>3.1 Team Plan and Budgeting Module</td>
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<td></td>
<td>3.2 Implementation of a Contracts Register</td>
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<td>3.3 Implementation of Online timesheets</td>
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<td>3.4 Major review and upgrade of the website</td>
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<td></td>
<td>3.5 Server operating system upgrade</td>
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<td></td>
<td>3.6 Implement Performance and Personal Development Module</td>
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<td>4. Information Items</td>
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<tr>
<td>4.1 List of Payments December 2018</td>
<td></td>
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<tr>
<td>4.2 Monthly Financial Management Report November 2018</td>
<td></td>
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<td>4.3 Awarding of Tenders by CEO - Delegated Authority</td>
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<td>4.4 Development Contribution Scheme</td>
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<td>4.5 Lease Management</td>
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<td>4.6 Garage Sale Trail</td>
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</tbody>
</table>

**Governance and Councillor Support**
1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Review of Local Laws
   3.2 Optimisation of Tablet Technology for Business Papers
   3.3 Review of Council Policy, Code of Conduct, Guides
4. Information Items
   4.1 Local Government Act Review
   4.2 Global Friendship
   4.3 Freedom of Information (FOI) Requests
   4.4 Citizenships
   4.5 Coming Events
   4.6 Notice of Motion – Status Report

**Human Resources**
1. Human Resources Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Employee Wellness Programme
   3.2 Corporate Training Programme
   3.3 RESPECT Programme
   3.4 Occupational Safety and Health (OSH) Programme
   3.5 Leadership and Management Programme
4. Information Items
   4.1 Recruitment
   4.2 Occupational Safety and Health Statistics

**Strategy, Tourism, Marketing and Communications**
1. Strategy, Tourism, Marketing and Communications Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Implementation and Printing of Community Plan 2019-2029
   3.2 Tourism and Marketing
   3.3 Mobile Servicing Facility
   3.4 Digital Platform Development
   3.5 Project Management Framework
   3.6 Governance Portal 20
4. Information Items
   4.1 Organisational Performance Measurement
   4.2 Community Engagement
   4.3 Team Plans
   4.4 Social Media
   4.5 Media Tracking
**Committee Recommendation**

**Moved Cr Burns, seconded Cr Liley:**
That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – January 2019 and the content be accepted.

Committee Voting – 4/0
### Community Infrastructure Planning
1. Community Infrastructure Planning Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information items
   - 4.1 Baldivis District Sporting Complex – Master Planning
   - 4.2 Koorana Reserve Master Plan – Design
   - 4.3 Port Kennedy Skate Park – Tender
   - 4.4 Baldivis South Community Centre - Construction
   - 4.5 Cooloongup Skate Park – Concept design

### Community Capacity Building
1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Perth Symphony Orchestra
4. Information Items
   - 4.1 Community Grants Program
   - 4.2 Volunteering
   - 4.3 Seniors
   - 4.4 Early Years, Children and Learning Community
   - 4.5 Youth Development
   - 4.6 Sport, Recreation and Health and Wellbeing
   - 4.7 Cultural Development and the Arts

### Community and Leisure Facilities
1. Community and Leisure Facilities Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information items
   - 4.1 Mike Barnett Sports Complex
   - 4.2 Aqua Jetty
   - 4.3 Gary Holland Community Centre
   - 4.4 Rockingham Aquatic Centre
   - 4.5 Warnbro Community Recreation Centre
   - 4.6 Autumn Centre
   - 4.7 Rockingham Youth Centre

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### Committee Recommendation

Moved Cr Liley, seconded Cr Burns:
That Councillors acknowledge having read the Community Development Information Bulletin – January 2019 and the content be accepted.

Committee Voting – 4/0
12. Agenda Items

General Management Services


corporate and community development committee minutes
tuesday 15 january 2019

confirmed at a corporate and community development meeting held on tuesday 19 february 2019

presiding member

12. Agenda Items

General Management Services

General Management Services
Governance and Councillor Support

Reference No & Subject: GM-001/19 Annual Meeting of Electors 19 December 2018
File No: GVR/60
Proponent/s: Mr Peter Varris, Manager Governance and Councillor Support
Author: Mr Peter Varris, Manager Governance and Councillor Support
Other Contributors:
Date of Committee Meeting: 15 January 2019
Previously before Council:
Disclosure of Interest: Executive
Nature of Council’s Role in this Matter:
Site:
Lot Area:
Attachments: Minutes of the Annual Meeting of Electors held 19 December 2018
Maps/Diagrams:

Purpose of Report

To receive the minutes and consider any decisions of the Annual Meeting of Electors held 19 December 2018.

Background

Council resolved at its 27 November 2018 meeting to hold the Annual Meeting of Electors on Wednesday 19 December 2018 commencing at 6:00pm. The meeting was held and the minutes are included as an attachment.

Details

The Annual Meeting of Electors was held on 19 December 2018 and in accordance with Section 5.33 of the Local Government Act 1995 all decisions made at an electors’ meeting are to be considered at the next ordinary meeting of Council.
With the exception of the decision to receive the 2017-2018 Annual Report (and any procedural motions), there were five motions initiated at the meeting, four of which were carried. These are as follows –

**Motion – Herbicide Alternative**
That Council (in proper stewardship) that a proper research into the chemicals sprayed on the City’s open space is conducted and that an alternative to keep weeds under control be sourced.  

*Carried*

**Motion – Resident and Ratepayers Association**
That Council:
1. Resolves to make an annual payment, to be reviewed after 5 years, to the West Australian Ratepayers and Residents Association Incorporated (IARN: 1027260D);
2. Such payment to be the same dollar for dollar amount as the subscription fee paid by our Beautiful City of Rockingham to the West Australian Local Government Association (WALGA) in the applicable year; and
3. Authorises the CEO to immediately implement this resolution.

*Carried*

**Motion – Local Government Insurance**
That:
1. the local government call public tenders for its annual insurance coverage for the next financial year
2. the local government call quotes for and appoint a suitable qualified consultant to assist in the tendering for insurance purposes for the next financial year
3. immediately and without the use of a consultant, the CEO of the local government obtain quotes directly from multiple insurers for its workers compensation insurance cover for the next financial year.

*Lost*

**Motion – Rockingham Foreshore Parking**
That Council take the following action in relation to the developments in Railway Terrace:
1. immediately change the parking restrictions from “half hour” to “two hours”
2. install appropriate “Disabled Parking Bays” on both sides of Railway Terrace
3. Defer the recommencement of construction works as late as possible into 2019.

*Carried*

**Motion – Illegal Short Stay Accommodation**
That Council take immediate action against all unregistered and illegal short stay accommodation providers with the City of Rockingham by:
1. employing an additional Compliance Officer to deal specifically with unregistered, short stay accommodation providers
2. place at least a half page advertisement in all local newspapers outlining the Council’s policy, procedures and penalties relating to unregistered short stay accommodation providers
3. institute a registration system for all registered short stay accommodation providers together with supporting documentation
4. commence an advertising campaign including social media supporting registered short stay accommodation providers.

*Carried*
Implications to Consider

a. Consultation with the Community
Advertising was carried out in both the Sound Telegraph and Weekend Courier, the City’s Website and Facebook, Library and Administration notice boards advising the community of the date and time of the Annual Meeting of Electors. Members of the public were invited to attend and submit questions on the Annual Report and for General Business. There were 33 members of the public present (including one member of the press).

b. Consultation with Government Agencies
Not Applicable

c. Strategic

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

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

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

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

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

d. Policy
Nil

e. Financial
Nil

f. Legal and Statutory

Section 5.33 of the Local Government Act 1995 (the Act) specifies the following in respect to decisions made at Electors Meetings:

(1) All decisions made at an electors’ meeting are to be considered at the next ordinary council meeting or, if that is not practicable -
   (a) at the first ordinary council meeting after that date; or
   (b) at a special meeting called for that purpose, whichever happens first.

(2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors’ meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

g. Risk

All Council decisions are subject to risk assessment according to the City’s Risk Framework.
Implications and comment will only be provided for the following assessed risks.

Customer Service / Project management / Environment : High and Extreme Risks
Finance / Personal Health and Safety : Medium, High and Extreme Risks
Nil
Comments

The four motions passed at the Annual Meeting of Electors all have significant implications on the City that need to be investigated. Given the short time period between the meeting of electors and the January 2019 Council meeting, the City is unable to direct resources to investigate the decisions appropriately.

In accordance with section 5.33 of the Act, where it is not practicable to consider the decisions at the next Council meeting after the electors’ meeting, they need to be considered at the first meeting after that, which in this circumstance is the February 2019 ordinary Council meeting.

Voting Requirements

Simple Majority

**Officer Recommendation**

That Council –

1. *RECEIVES* the minutes of the Annual Meeting of Electors held on Wednesday 19 December 2018, and

2. *DIRECTS* the Chief Executive Officer to prepare reports for Council consideration at its February 2019 meeting on the implications of each of the motions passed at the Annual Meeting of Electors.

**Committee Recommendation**

Moved Cr Burns, seconded Cr Liley:

That Council –

1. *RECEIVES* the minutes of the Annual Meeting of Electors held on Wednesday 19 December 2018, and

2. *DIRECTS* the Chief Executive Officer to prepare reports for Council consideration at its February 2019 meeting on the implications of each of the motions passed at the Annual Meeting of Electors.

Committee Voting – 4/0

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

Not Applicable

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

Not Applicable
## Purpose of Report

To seek Council's adoption of the City of Rockingham Tertiary Scholarship Scheme Policy following public comment period.

## Background

At Council meeting on 27 November 2018, it was resolved:

“That Council ENDORSES the Draft Tertiary Scholarship Scheme Council Policy for the purpose of public comment”.

## Details

The City of Rockingham Tertiary Scholarship Scheme Council Policy was advertised for public comment for a period of 14 days concluding on Friday 19 December 2018.
The City received three submissions. The public comments have been detailed along with an officer response in the following table.

<table>
<thead>
<tr>
<th>Public Comment</th>
<th>Officer Response</th>
</tr>
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<tbody>
<tr>
<td>1. Why are my rates paying for this it is a government function</td>
<td>- The Tertiary Scholarship Scheme does not fund course fees. It supports student’s living expenses enabling them to attend tertiary institutions. &lt;br&gt;- A key learning need within Rockingham is to increase the level of resident attainment of degrees and formal qualifications. Currently the 2016 census data indicates that only 10.6% of Rockingham residents have a university degree which compared to Greater Perth’s 22.9% is well below the average. &lt;br&gt;- In 2014, with the withdrawal of undergraduate university courses from the Murdoch University Rockingham Campus, Council resolved to redirect previously allocated funds to a reserve account for the purpose of increasing tertiary education opportunities for Rockingham residents. This scheme is a result of that resolution. &lt;br&gt;- The City identified through multiple community engagement processes, including the consultation for the City’s Strategy for Children and Young People 2018-2023, that although many residents aspire to obtain a tertiary qualification, the additional costs and complexities to residents’ living situations often created multiple barriers that prevent them from obtaining their qualifications. The Tertiary Scholarship Scheme proposes to assist students to overcome these barriers; i.e. book fees, transportation, general living expenses, does not cover course (Units) costs.</td>
</tr>
<tr>
<td>2. I support this proposal and hope that it is implemented in time for me to apply.</td>
<td>- Comment noted. &lt;br&gt;- The FEE-HELP/HECS-HELP scheme is the responsibility of the Australian Government, and is not relevant to the TSS policy.</td>
</tr>
<tr>
<td>Public Comment</td>
<td>Officer Response</td>
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<tr>
<td>• Whilst a scholarship would be extremely helpful, I feel there needs to be an inquiry into why the loan fees continue to be so high and whether more support can be given to women in my situation who continue to manage the long term effects after experiencing domestic violence, whilst endeavouring to improve their education and employability for a positive outcome. (Consolidated, full comments CRM 94489/2018)</td>
<td></td>
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<tr>
<td>3.</td>
<td>• Comment noted.</td>
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<tr>
<td>• I don't know what changes you are considering, so cannot comment on changes.</td>
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<tr>
<td>• I would like to see the policy extended to TAFE Certificates, e.g. Cert. I, II and III in EAL (English as an Additional language), especially EAL III, if nothing else, or EAL IV, to encourage more migrants to continue their studies into Certificates and Diplomas at TAFE and undergraduate courses.</td>
<td></td>
</tr>
<tr>
<td>• Make some of your scholarships available to MIGRANTS with the same eligibility criteria as for others. (Consolidated, full comments CRM95620/2018)</td>
<td>• The proposed policy now includes a definition of tertiary education. This does not include TAFE certificates. This direction is in line with the Council Policy objective and the need to increase resident attainment of undergraduate university degrees. Census data from 2016 indicates that 27.2% of Rockingham residents aged over 15yrs have a vocational qualification (certificate), compared with 19.4% of residents in greater Perth.</td>
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<td></td>
<td>• Migrants who meet the eligibility criteria are encouraged to apply</td>
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**Implications to Consider**

**a. Consultation with the Community**

Following Council endorsement at the 27 November 2018 meeting, the Draft Tertiary Scholarship Scheme – Council Policy was publically advertised from 6 December 2018 to 21 December 2018. The draft Council Policy was advertised via a public notice within the Friday 7 December 2018 edition of the Weekend Courier Newspaper and the Wednesday 12 December 2018 Sound Telegraph Newspaper.

Information about how to comment and a copy of the draft Council Policy were available through the ‘Share Your Thoughts’ page on the City’s website.

A Facebook post on Thursday 6 December 2018, informed the community of the proposed changes and linked them to the ‘Share Your Thoughts’ page on the City’s website.

Hard copy versions of the draft policy were available to read at the City’s four libraries, Rockingham Aquatic Centre, Aqua Jetty and the City’s administration building.

The Rockingham Education and Training Advisory Committee (RETAC) provided recommendation to Council on the proposed changes at the 27 November 2018 Council meeting and were informed of the public comment period closing date and asked to provide any comment before this date. No comments were received from RETAC.
b. Consultation with Government Agencies
Nil

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

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

**Strategic Objective:** Youth development and involvement - Engage and encourage youth to become actively involved in contributing to the wellbeing of our community.

**Strategic Objective:** Community Capacity Building – Empower the community across all ages and abilities to be culturally aware and involved with diverse range of community initiatives that incorporate volunteering, sport and the arts.

d. Policy
This policy has been reviewed in accordance with Council's Policy Framework and is classified as a 'general' Policy.

e. Financial
An annual allocation of $90,000 is available for the Tertiary Scholarship Scheme.

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**

One of the three public submissions in principle supported the policy, one of the three would like to see inclusion of certificate level qualifications and one enquired as to use of rates to fund the scholarship. Officer’s responses have been included in the table contained within the reports’ details sections.

Officers have further reviewed the draft and the following minor changes and refinements (in red) are proposed:

• Removal of the term ‘Registered Training Organisation’ in the policy. This term previously appeared once but had no definition. The term has been replaced by other definitions: ‘Nationally Recognised Provider’, ‘TAFE’ and ‘VET’.

• Inclusion of ‘age between 17 and 40 years’ within the definition of ‘Scholarship’. This change will provide clarity for this policy as well as other relevant documentation (Executive Policy, Guidelines etc).

The Policy will provide greater clarity to the community, City officers and RETAC in the administration of the TSS.
Voting Requirements
Simple Majority

Officer Recommendation
That Council **ADOPTS** the Tertiary Scholarship Scheme Council Policy.

Committee Recommendation

**Moved Cr Burns, seconded Cr Jones:**
That Council **ADOPTS** the Tertiary Scholarship Scheme Council Policy

Council Policy Objective
To enable more Rockingham residents to complete tertiary qualifications, primarily an Undergraduate University Degree, and/or a TAFE/VET Diploma (see Definitions).

Council Policy Scope
This policy establishes the applicant’s age requirements, scholarship categories, financial commitment, assessment criteria and role of an internal committee in order to facilitate the successful delivery of the scholarship program.

Council Policy Statement

Scholarship Purpose
To support eligible Rockingham residents aged 17 – 40 years to complete an Undergraduate University Degree, and/or TAFE/VET Diploma for the first time from a nationally recognised provider (see Definitions).

Scholarship Categories
Based on an annual budget amount of up to $90,000, as well as committed funds from previous years, the scholarship scheme will provide:

- up to twenty four (24) scholarships for an Undergraduate University Degree in the amount of $10,000 per scholarship, equating to $2,500 per year ($1,250 per semester), for up to four (4) years or upon completion of degree, whichever occurs first, for an Undergraduate University Degree
- up to fifteen (15) scholarships for a TAFE/VET Diploma in the amount of $4,000 per scholarship, equating to $2,000 per year ($1000 per semester), for up to two (2) years, or upon completion of Diploma whichever occurs first, for a Diploma

The above funds/scholarship category are notional, and if not utilised can be used in the other category, although the total amount is capped at $90,000 p/a.

Scholarship Eligibility and Assessment Criteria

Eligibility Criteria
Successful applicants must meet the following eligibility criteria:

- City of Rockingham resident for a minimum of three (3) years at the time of the application
- aged between 17 and 40 years
- an Australian Citizen or Permanent Resident
- can demonstrate financial hardship (see Definitions)
- must provide a letter of offer or evidence of current enrolment at a nationally recognised University, TAFE/VET provider or Registered Training Organisation (see Definitions)
- have a minimum of one full semester (6 months) of study remaining from the TSS round closing date
- must be completing an Undergraduate University Degree and/or TAFE/VET Diploma for the first time
An existing qualification for a TAFE/VET Diploma does not preclude the person from applying for an Undergraduate University scholarship.

Successful recipients are only eligible to receive one scholarship per scholarship category.

Assessment Criteria

The Rockingham and Education and Training Advisory Committee (RETAC) is to consider and recommend assessment criteria annually.

All scholarship applications received are administered and assessed by City officers, in line with the Council Policy and RETAC’s assessment criteria. Officer recommendations are considered by RETAC, and RETAC will make recommendations to Council to determine the outcome of all applications received.

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 scholarship funds.

Definitions

Scholarship: financial support provided to a Rockingham resident aged 17-40 years to enable access to an appropriate tertiary education qualification.

Financial hardship: scholarship applicant and/or applicant’s family, if applicant is still a dependant is in receipt of a Health Care Card or support payment/benefit/pension or tax support through either Department of Human Services or Department of Veterans Affairs.

Tertiary education: In accordance to the Australian Qualification Framework (AQF, 2013), this includes qualifications from AQF Level 5 (Diploma) to AQF Level 7 (Bachelor Degree). AQF Level 8 Bachelor Honours Degree may be considered if honours is part of an undergraduate degree. A post-graduate honours will not be considered.

Nationally recognised provider: AQF providers nationally recognised by the Tertiary Education Quality Standard Agency (TEQSA) for higher education providers and universities, or AQF providers nationally recognised on the National Register of Vocational Education and Training (VET) in Australia.

TAFE: Technical and Further Education

VET: Vocational Education and Training

Legislation

Nil

Other Relevant Policies/Key Documents

Council Policy Framework

Tertiary Scholarship Scheme Guidelines

Responsible Division

Community Development

Review Date

Every two years

Committee Voting – 4/0

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

Not Applicable

Implications of the Changes to the Officer’s Recommendation

Not Applicable
13. **Reports of Councillors**
   - 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 19 February 2019** in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

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 **4:09pm**.