City of Rockingham

MINUTES

Corporate and Community Development Committee Meeting

Held on Tuesday 8 December 2020 at 4:00pm
City of Rockingham Chambers

City of Rockingham
where the coast comes to life

City of Rockingham
Corporate and Community Development Committee Minutes
4:00pm Tuesday 8 December 2020

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Confirmed at a Corporate and Community Development Committee meeting held on Tuesday 19 January 2021

Presiding Member

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Confirmed at a Corporate and Community Development Committee meeting held on Tuesday 19 January 2021

Presiding Member

City of Rockingham

Corporate and Community Development Committee Meeting Minutes

Tuesday 8 December 2020 - Council Boardroom

1. Declaration of Opening

The Chairperson declared the Corporate and Community Development Committee meeting open at **4.00pm**, welcomed all present, and referred to the Acknowledgement of Country.

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

2.1 Councillors

Cr Joy Stewart	Chairperson
Cr Craig Buchanan	
Cr Rae Cottam	
Cr Leigh Liley	
Cr Hayley Edwards	Deputising for Cr Sally Davies

2.2 Executive

Mr Michael Parker	Chief Executive Officer
Mr John Pearson	Director Corporate Services
Mr Michael Holland	Director Community Development
Mr Peter Doherty	Director Legal Services and General Counsel
Mr Peter Varris	Manager Governance and Councillor Support
Mr Michael Yakas	Manager Customer and Corporate Support
Mr Khushwant Kumar	A/Manager Financial Services
Mr Nuno Dionisio	Manager Waste Services
Ms Nollaig Baker	A/Manager Strategy, Marketing and Communications
Mr Vince Ritorto	Manager Human Resources Development
Ms Carly Kroczek	A/Manager Community Infrastructure Planning
Ms Mary-Jane Rigby	Manager Community Safety and Support Services
Ms Julia Dick	Collaborative Manager, Community Capacity Bldg
Ms Alison Oliver	Manager Library and Information Services
Mr Scott Jarvis	Manager Economic Development and Tourism
Mrs Jelette Edwards	Governance Coordinator
Mrs Diane Zanre	PA to Director Community Development

2.3 Members of the Gallery: Nil

2.4 Apologies:

Cr Sally Davies

2.5 Approved Leave of Absence: Nil

Confirmed at a Corporate and Community Development Committee meeting held on Tuesday 19 January 2021

Presiding Member

3.	**Responses to Previous Public Questions Taken on Notice**
	Nil
4.	**Public Question Time**
	4:00pm The Chairperson opened Public Question Time and invited members of the Public Gallery to ask questions. The Chairperson noted that questions should relate to the business of the Committee and this is the only opportunity in the meeting for the public to ask questions. There were none.
5.	**Confirmation of Minutes of the Previous Meeting**
	Moved Cr Liley, seconded Cr Buchanan: That Committee ***CONFIRMS*** the Minutes of the Corporate and Community Development Committee Meeting held on 17 November 2020, as a true and accurate record. Committee Voting (Carried) – 5/0
6.	**Matters Arising from the Previous Minutes**
	Nil
7.	**Announcement by the Presiding Person without Discussion**
	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.
8.	**Declarations of Members and Officers Interests**
	4:01pm **Cr Edwards declared the following Declaration of Interest:** **8.1** **Item CD-028/20** **Rockingham Long Table Lunch on the Beach 2021 – Request for Iconic Event funding** Councillor: Cr Hayley Edwards Type of Interest: Impartiality Nature of Interest: Her partner is a Director of Shelford Pty Ltd who are financial members of the Rockingham Kwinana Chamber of Commerce. Extent of Interest: Not Applicable **The Chairperson noted there were no further interests declared.**
9.	**Petitions/Deputations/Presentations/Submissions**
	Nil
10.	**Matters for which the Meeting may be Closed**
	Nil

11.	Bulletin Items
	Corporate and General Management Services Information Bulletin – December 2020 **Corporate Services** 1. Corporate Services Team Overview 2. Human Resource Update 3. Project Status Reports 3.1 Implementation of Online Timesheets 4. Information Items 4.1 List of Payments November 2020 4.2 Monthly Financial Management Report October 2020 4.3 Rates Revenue – Write Off 4.4 Financial Hardship – COVID-19 Rates Write Off 4.5 Awarding of Tenders by CEO - Delegated Authority 4.6 Delegated Authority to Dispose of Property by way of Lease 4.7 Development Contribution Scheme **General Management Services Directorate** 1. General Management Services Team Overview 2. Human Resource Update 3. Project Status Reports 3.1 Rockingham Renaissance Technopole 3.2 Advocacy Plan 4. Information Items 4.1 Meetings and Events 4.2 Use of the Common Seal 4.3 COVID-19 **Governance and Councillor Support** 1. Governance and Councillor Support Team Overview 2. Human Resource Update 3. Project Status Reports 4. Information Items 4.1 Local Laws Update 4.2 Freedom of Information (FOI) Requests 4.3 Councillor Requests 4.4 Citizenships 4.5 Australian Coastal Councils Association Inc. Newsletter 4.6 Coming Events 4.7 Notice of Motion – Status Report **Human Resources** 1. Human Resources Team Overview 2. Human Resource Update 3. Project Status Reports 4. Information Items 4.1 Recruitment 4.2 Occupational Safety and Health Statistics

Confirmed at a Corporate and Community Development Committee meeting held on Tuesday 19 January 2021

Presiding Member

	Strategy, Marketing and Communications 1. Strategy, Marketing and Communications Team Overview 2. Human Resource Update 3. Project Status Reports 3.1 Entry Statement Signage 3.2 Strategic Community Plan (2019-2029) - Minor Review 4. Information Items 4.1 Community Engagement 4.2 Rock Port 4.3 Social Media 4.4 Media Tracking **Legal Services & General Counsel** 1. Legal Services & General Counsel Team Overview 2. Human Resource Update 3. Project Status Reports 4. Information Items Provision of Legal Advice 4.1 Legal Advice – Local Government Operational Matters 4.2 State Administrative Tribunal 4.3 Magistrates Court 4.4 District Court 4.5 Supreme Court 4.6 Fair Work Commission 4.7 Industrial Magistrates Courts

Committee Recommendation

Moved Cr Liley, seconded Cr Buchanan:

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – December 2020 and the content be accepted.

Committee Voting (Carried) – 5/0

	Community Development Information Bulletin – December 2020 **Community Safety and Support Services** 1. Community Safety and Support Services Team Overview 2. Human Resource Update 3. Project Status Reports 4. Information items 4.1 Community Support Services 4.2 Rockingham Connect Community Transport Project 4.3 Community Safety 4.4 Compliance Community Engagement **Library Services** 1. Library Services Team Overview 2. Human Resource Update 3. Project Status Reports

4. Information items
   - 4.1 October 2020 Library Services Statistics
   - 4.2 Mary Davies Library and Community Centre
   - 4.3 Baldivis South Community Centre
   - 4.4 Rockingham Central Library
   - 4.5 Safety Bay Library
   - 4.6 Warnbro Community Library
   - 4.7 October 2020 Library Services Facebook Activity
   - 4.8 Golden Bay Pop Up Library

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
   - 4.2 Koorana Reserve Master Plan – Design
   - 4.3 Rockingham Youth Centre
   - 4.4 Aqua Jetty Stage 2

Community Capacity Building

1. Community Capacity Building Team Overview
2. Human Resource Update
3. Project Status Reports
   - 3.1 Symphony Orchestra
4. Information Items
   - 4.1 Community Grants Program
   - 4.2 Reconciliation Action Plan (RAP)
   - 4.3 Seniors
   - 4.4 Disability Access and Inclusion Plan and Strategy 2016-2019
   - 4.5 Volunteering
   - 4.6 Early Years, Children and Learning Community
   - 4.7 Sport and Recreation
   - 4.8 Health and Wellbeing
   - 4.9 Youth Development
   - 4.10 Youth Services
   - 4.11 Cultural Development and the Arts

Community and Leisure Facilities

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

	Economic Development and Tourism 1. Economic Development and Tourism Team Overview 2. Human Resource Update 3. Project Status Reports 3.1 Local Business Development 3.2 Iconic Economic Development / Tourism Events 3.3 Destination Marketing 3.4 Visitor Servicing Fee – Tourism Rockingham 4. Information Items 4.1 Stakeholder Engagement - Economic Development 4.2 Stakeholder Engagement - Tourism

Committee Recommendation

Moved Cr Liley, seconded Cr Cottam:

That Councillors acknowledge having read the Community Development Information Bulletin – December 2020 and the content be accepted.

Committee Voting (Carried) – 5/0

12. Agenda Items

Corporate Services

Corporate Services Director and Support	
Reference No & Subject:	**CS-028/20** **City Business Plan 2021/2022 to 2030/2031 (December 2020)**
File No:	CPM/7-02
Proponent/s:	
Author:	Mr John Pearson, Director Corporate Services
Other Contributors:	
Date of Committee Meeting:	8 December 2020
Previously before Council:	17 December 2019 (CS-015/19 – City Business Plan 2019/2020 to 2028/2029) 19 May 2020 (CS-009/20 – City Business Plan 2020/2021 to 2029/2030)
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Executive
Site:	
Lot Area:	
Attachments:	City Business Plan 2021/2022 to 2030/2031 (December 2020)
Maps/Diagrams:	

Purpose of Report

The purpose of the report is to adopt the City Business Plan 2021/2022 to 2030/2031.

Background

The City of Rockingham's Business Plan provides a 10-year financial overview of the City's 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 City Business Plan was adopted at the May 2020 Council meeting.

Details

The December 2020 version of the City Business Plan is not prepared to meet the statutory requirements of the Local Government Act 1995. This occurs in the May 2020 edition.

The City Business Plan provides allocations of financial resources to ensure that the key strategic objectives of the 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.

It also 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 proposed infrastructure construction over the next 10 years and is included in note 2.1 – page 15 of the Business Plan.

Community Infrastructure Plan (CIP) Projects	**Construction Start Year**	**CIP Figure**
Aqua Jetty Stage 2	2021/2022	$19,169,050
Stan Twight Reserve Clubroom Extension	2022/2023	$3,333,000
Baldivis Outdoor Recreation Space	2022/2023	$1,503,000
Anniversary Park Master Plan	2024/2025	$2,831,000
Rockingham Foreshore Activity Node	2025/2026	$2,581,000
East Baldivis Recreation Reserve	2026/2027	$5,210,000
Baldivis District Sporting Complex (outdoor courts and junior pavillion)	2027/2028	$7,867,000
Baldivis South Outdoor Courts	2028/2029	$1,181,000
Secret Harbour Community Library	2028/2029	$1,218,000
Rockingham Aquatic Centre Redevelopment	2028/2029	$13,598,000
Waikiki/Warnbro Outdoor Recreation Space	2029/2030	$1,056,000
Lark Hill Sportsplex Norther Expansion	2030/2031	$15,059,000
Arpenteur Park Master Plan (Ant. 2032/2033)	2032/2033	$3,129,000

Importantly the above table represents a start date only and should be read in context with the key assumptions contained in the Business Plan document 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.
- The figures included within the plan are based upon present conditions, as well as projections based on current knowledge.
- Rate increases for the first two years of the plan need to be at least 2.2%, year three is 2.7% and the remainder at 2.4%. This is net of natural rate growth which is expected to be approximately 1.4%.
- 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 for the duration of the plan.

- Recurring grants have been calculated to increase in line with traditional annual increases.
- Contributions and reimbursements have been calculated to increase in at 1% per annum.
- City's fees and charges will be put before Council prior to budget adoption, with the majority of these expected to be increased by at least 1% per annum.
- Increases in the sanitation charges will be in line with expense requirements.
- Interest on investments of the City's "unrestricted funds" have been reduced from prior plans to reflect decreased interest rates. This will be reviewed in future plans. 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" land parcels created within the City boundaries. The City has implemented a Developer Contribution Scheme and is collecting revenue for newly created land within the City boundaries. The City now has 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. Receipt values have been amended down in the short term to reflect decreased land activity but by the end of the Scheme, land development remains similar to prior year predictions.
- For all other income, allowances have been made for these to increase by approximately 1% per annum with the exception of landfill revenue which is likely to decline. This is related to the commencement of waste to energy facilities in proximity to Millar Road and the requirements being imposed on local government related to the state waste strategy.
- Employee costs are expected to increase moderately in the forthcoming years. This will need to be reviewed annually in line with staff number increases related to population growth. A 1.4% increase in the employee cost is directly related to population growth. The Business Plan also attempts to align with predictions made in the Team Plans related to approved staff changes. Years 2022 to 2024 see increases in staff numbers due to the opening of the Baldivis Indoor Recreation Centre and the expansion of the Aqua Jetty.
- Materials and contractors is an area where there can be large cost fluctuations depending upon what is planned. A base figure from prior years has been used and this has been increased annually. It is traditionally very difficult to predict.
- Utilities have been calculated to increase above inflation 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 difficult and given recent natural disasters, costs are likely to increase.
- Transfers to and from reserves are to occur as per the separate Reserves Summary which is included in section 4 of this document. 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 this document. 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 remain at $0 for the duration of the plan. This will adjust as budget reviews predict the opening balance for the annual budget.
- It is understood the Western Australian economy is currently performing well with anticipated state budget surpluses being forecast.

Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

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

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

Strategic Objective: *Strategic and sustainable financial planning – Undertake long term resource planning and allocation, with prioritised spending on core services, infrastructure development and asset management.*

d. Policy

This plan has been prepared in accordance with Council Policy - Strategic Framework and discussed at the November 2020 and December 2020 Councillor Engagement Sessions.

e. Financial

Nil

f. Legal and Statutory

This version of the City Business Plan is not designed to comply with Regulation 19DA of the Local Government (Administration) Regulations 1996. This occurs in May each year, as noted earlier in this report.

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 for new community infrastructure in the coming decade, and keeps rate increases to a minimum. The COVID-19 pandemic has impacted traditional revenues on the City significantly, particularly rates income and fees and charges, however grants are much higher than predicted due to economic stimulus grants from the state government. This has been well received by the City and will be used effectively to deliver key community infrastructure.

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 full cost of any new item needs to be fully investigated and taken into account, with those costs projected across the years.

Millar Road Landfill continues to provide significant revenue to the City although this has reduced. Actions are occurring to ensure the landfill assists in providing a revenue stream to the City although this is likely to be at much lower rates than prior years. Ultimately the City needs to prepare itself for a time when extraordinary revenue from this facility does not exist. 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 City is currently facing some financial challenges. It is highly reliant on residential rate revenue and lacks diversity of rateable land uses when compared against similar local governments. Noticeably, the City currently lacks a significant rateable industrial precinct. It should be noted that the locality of East Rockingham will assist somewhat in correcting this situation over the next two decades. This plan also reviews expenditure to ensure increases are kept to a minimum.

Given the above, the City has limited capacity to finance new facilities without increasing rates above those predicted or finding alternate revenue sources. This may include debt but this needs to be linked to ongoing debt repayment implications.

Projects/masterplans including Rockingham Foreshore Revitalisation Stage 2, Karnup District Structure Plan infrastructure requirements, Safety Bay/Shoal Water foreshore redevelopment and coastal hazard reduction infrastructure are not funded in this plan.

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

Simple Majority

Officer Recommendation

That Council ***ADOPTS*** the December 2020 City of Rockingham Business Plan 2021/2022 to 2030/2031.

Committee Recommendation

Moved Cr Edwards, seconded Cr Liley:

That Council ***ADOPTS*** the December 2020 City of Rockingham Business Plan 2021/2022 to 2030/2031.

Committee Voting (Carried) – 3/2

(Crs Buchanan and Cottam voted against)

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Corporate Services
Customer and Corporate Support

Reference No & Subject:	**CS-029/20 Council Policy – Records Management**
File No:	CPM/3-06
Proponent/s:	
Author:	Mr Michael Yakas, Manager Customer and Corporate Support
Other Contributors:	
Date of Committee Meeting:	8 December 2020
Previously before Council:	26 June 2007 (CES213/6/07– Records Management – Policy and Procedures for Councillors) 24 March 2020 (CS-005/20 – Council Policy – Records Management) 28 July 2020 (CS-018/20) – Council Policy – Records Management (Resubmitted)
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Executive
Site:	
Lot Area:	
Attachments:	Council Policy – Records Management (existing)
Maps/Diagrams:	

Purpose of Report

For Council to approve the revised Council Policy – Records Management for the purpose of public comment.

Background

The State Records Act 2000 was proclaimed on 30 November 2001 and outlines the requirements of government for the keeping of government records.

In accordance with Section 19 of the State Records Act 2000 (the Act) each government organisation is to have a Record Keeping Plan that has been approved by the State Records Commission. The purpose of a government organisation's Record Keeping Plan is to set out the matters about which records are to be created by the organisation and how it will keep its records. The Record Keeping Plan is to provide an accurate reflection of the record keeping program within the organisation, including information regarding the organisation's record keeping system, disposal arrangements, policies, practices and processes. The City has had four Record Keeping Plans approved by the State Records Commission. The most recent Record Keeping Plan was approved on 7 December 2018 for a period of five years.

Council adopted its first Council Policy – Records Management – Policy and Procedures for Councillors on 26 June 2007. Minor amendments were made to this policy on 21 December 2017. The revised Council Policy – Records Management was presented to Council on 24 March 2020. Due to the impact of COVID-19 Council resolved:

*That Council **DEFERS** consideration of Agenda Items CS-005/20 Council Policy – Records Management.*

Once restrictions had eased the report was resubmitted to Council on 28 July 2020. At its meeting on 28 July 2020 Council resolved:

*That Council **DEFERS** consideration of item CS-018/20 Council Policy – Records Management (resubmitted) and include the matter for discussion at a Councillor Engagement Session.*

Elected Members Records Management training session was held on 3 November 2020. The training was facilitated by Ms Gail Murphy, Senior Consultant from Information Enterprises Australia Pty Ltd. Council Policy – Records Management was tabled for discussion at the Councillor Engagement Session on 1 December 2020.

Details

The Record Keeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice record keeping within the organisation. In accordance with Section 17 of the Act, the City of Rockingham and its employees are legally required to comply with the contents of the Record Keeping Plan.

The State Records Commission Standard 1 – Government Record Keeping requires that government organisations ensure that records are created, managed and maintained over time and disposed of in accordance with the principles and standards issued by the State Records Commission. The State Records Commission Standard 2 – Record Keeping Plans comprises of six record keeping principles, each of which contains minimum compliance requirements. In accordance with State Records Commission Standard 2 Principle 2, government organisations are to ensure that record keeping programs are supported by policies and procedures.

To assist in achieving this, Council adopted its first Council Policy – Records Management on 26 June 2007, minor administrative amendments were made on 21 December 2017.

The revised Council Policy – Records Management has been developed to provide clear direction to City of Rockingham Councillors on maintaining complete and accurate recording of activities and decisions made in the course of their official duties. The revised policy clearly articulates Councillor record keeping obligations in order to meet their statutory requirements related to record keeping.

Implications to Consider

a. Consultation with the Community

Nil at this stage. Should Council adopt the recommendations, the Policy will be publicly advertised for a minimum of 14 days pursuant to the Council Policy Framework.

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 4: *Deliver 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

In accordance with the Policy Framework all council policies must be reviewed at a minimum of once every three years. The existing Council Policy – Records Management was last reviewed in December 2017.

e. Financial

Nil

f. Legal and Statutory

In accordance with section 5.41(h) of the Local Government Act 1995, one of the CEO's responsibilities is to ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law. The Council Policy – Records Management has been written for Councillors in order for the CEO to meet the record keeping obligations as required by the Local Government Act 1995.

Section 3 (1)(a) of the State Records Act 2000 (the Act) defines a government organisation employee as a person who, whether or not an employee, alone or with others governs, controls or manages a government organisation. Therefore, Councillors are considered government employees for the purpose of the Act.

Local Government authorities are identified as government organisations under Schedule 1, Item 12 of the Act. When discharging functions of Council, Councillors are subject to the Act when they create or receive 'Government Records'.

In accordance with State Records Commission Standard 2 this Policy aligns with Principle 2 – Policies and Procedures, government organisations are to ensure that record keeping programs are supported by policies and procedures.

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 existing policy includes procedural elements which do not fit into the current Council Policy Framework and is due for review.

The revised Council Policy has been streamlined and provides greater clarity around Councillor's requirements to keep accurate government records.

Councillor Records Management training is provided to elected members through the Councillor induction process to ensure Councillors are aware of their recordkeeping responsibilities. As stated previously, Elected Member Records Management training was provided on 3 November 2020 to ensure statutory requirements on all government records are understood.

Voting Requirements

Simple Majority

Officer Recommendation

That Council ***APPROVES*** the revised Council Policy – Records Management for the purpose of public comment.

Committee Recommendation

Moved Cr Liley, seconded Cr Edwards:

That Council ***APPROVES*** the revised Council Policy – Records Management for the purpose of public comment.

Council Policy - Records Management

Council Policy Objective

To provide clear direction to City of Rockingham Councillors and the Chief Executive Officer on maintaining complete and accurate recording of activities and decisions made by Councillors in the course of their official duties.

Council Policy Scope

Mayor and all Councillors when performing their roles pursuant to section 2.08 and 2.10 of the Local Government Act 1995.

Council Policy Statement

Public Service Officers are bound by the State Records Act 2000 which establishes rules for best practice for recordkeeping within the West Australian Government. The State Records Act 2000 classifies Councillors as Public Officers.

The State Records Commission policy requires that any communications or transactions of local government elected members, which constitute evidence affecting the accountability of the Council and the discharge of its business, be created and retained.

Responsibility

The State Records Act 2000 requires Councillors to create and keep accurate government records of communications or transactions, which convey information relating to council business or functions undertaken in the course of their official duties for Council. This includes but is not limited to:

- Providing consent, permission, advice, instruction or recommendations
- All communications from ratepayers relating to local government business activity and functions (including social media)
- Making decisions, commitments or agreements binding for the Councillor or Council
- Drafts of documents for Council containing significant annotations or submitted for comment or approval by others
- Diaries of activities conducted on behalf of the local government
- Meetings, conversations, presentations and speeches about local government projects or business activities
- Correspondence received and sent relating to their work undertaken for Council.

Conversely, records which are created, sent or received by Councillors when they are not discharging functions of Council are not considered to be government records and as such do not need to be stored by the City.

Records that are not government records include (but are not limited to):

- Records relating to political or electoral issues e.g. lobbying for votes, supportive emails from members of the community regarding elections or political stances.
- Communications regarding matters of personal/general interest rather than Council interest
- Records relating to attendance at sports functions, church fetes, community functions when the Councillor is not representing Council.
- Personal records of councillors such as personal emails, character references for friends, nomination for awards, and letters to local newspapers that are not related to Council business.

Role of the Chief Executive Officer

The Chief Executive Officer is to:

- Maintain Executive Polices, procedures and systems to ensure Councillors compliance with records keeping legislation
- Induct Councillors adequately to understand their obligations.
- Ensure policy and security controls are in place to maintain relevant Councillor Government Records have restricted access.
- Ensure policy and security controls are in place which enable Councillor access to Government Records during normal business hours.

Councillors must use their Councillor email account (@rockingham.wa.gov.au) when performing their role as a Councillor. Electronic government records must be forwarded to councillor.records@rockingham.wa.gov.au as an attachment to ensure they are recorded appropriately. Councillors are also required to forward hard copy government records to the Chief Executive Officer, or their approved delegate.

Councillors requesting to access records in relation to a matter of personal interest have the same rights as other members of the public.

Definitions

Ephemeral record - a Record which has no continuing value to the organisation, is only needed for a few hours or days and does not directly impact upon the decisions or operations of the organisation.

Exempt record - a Record which is part of publically available material held by the City for reference purposes only or a Record not created by the City that is part of the collection of a state collecting institution such as a library.

Government record - any Record that is, not an Exempt Record or Ephemeral Record, created or received by a government organisation employee or contractor in their course of work for the organisation.

Record - information relating to the activities undertaken by an organisation or employee, which are kept to provide evidence of such activity. The information can be created, received or maintained in any form ranging from writing, diagrams and images to electronically stored data.

Legislation

State Records Act 2000

Local Government Act 1995

Other Relevant Policies/ Key Documents

Nil

Responsible Division

Corporate Services

Review Date

December 2023

Committee Voting (Carried) – 4/1

(Cr Cottam voted against)

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Community Development

Community Development
Economic Development and Tourism

Reference No & Subject:	**CD-028/20** **Rockingham Long Table Lunch on the Beach 2021 – Request for Iconic Event funding**
File No:	ECD/18-03
Proponent/s:	Rockingham Kwinana Chamber of Commerce
Author:	Mr Scott Jarvis, Manager Economic Development and Tourism
Other Contributors:	Mr Michael Holland, Director Community Development
Date of Committee Meeting:	8 December 2020
Previously before Council:	
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Executive
Site:	
Lot Area:	
Attachments:	
Maps/Diagrams:	

Purpose of Report

For Council to consider providing Iconic Event sponsorship funding to the Rockingham Kwinana Chamber of Commerce (RKCC) for the running of the 2021 Rockingham Long Table Lunch on the Beach (RLTLB), scheduled for Saturday 20 March 2021.

Background

At the Council Meeting of 29 October 2019, Council approved funding to the RKCC (through the Community Grants Program) of $20,000 for the 2020 RLTLB, held on 14 March 2020.

The acquittal for the 2020 RLTLB funding provided through the Community Grants Program showed a profit of $1,882, which aligns closely to the 2021 RLTLB budget included in the Iconic Event application.

Council has previously supported the RLTLB by providing funding for previous events held in 2015 ($12,000), 2016 ($20,000), 2017 ($20,000) and 2018 ($20,000).

There was no RLTLB event in 2019 due to Rockingham Foreshore redevelopment.

Details

The RLTLB is an event owned and run by the RKCC, the local peak industry body for business in the Rockingham / Kwinana region, based at the Gary Holland Community Centre in the City of Rockingham. The RKCC has planned, managed and run the past five RLTLB events, with assistance and support from local business owners and local volunteers.

The event has operated successfully from 2015 to 2020 inclusive. The 2020 RLTLB held on 14 March 2020 was the last major food and tourism event (500 people) to occur in Western Australia prior to COVID-19 restrictions coming into place, and was attended and supported by Premier Mark McGowan.

Since holding the inaugural event in March 2015, the RLTLB has consistently sold out of all allocated tickets each year. The RLTLB successfully showcases Rockingham's restauranteurs, local food and wine and Perth's only north facing beach, whilst extensively promoting the City's tagline 'where the coast comes to life'.

The purpose of the RLTLB is to provide a premium, iconic food event showcasing the Rockingham Foreshore precinct, local food producers and local businesses. The event was developed to brand Rockingham as a tourist destination and create an annual iconic event for the local community to view and attend with pride, along with attracting visitors from outside the region.

The 2020 RLTLB and Rockingham Beach Party shows the event attracted an estimated 1,100 people to the Rockingham foreshore over the course of the weekend, 500 to the RLTLB on the Saturday and 600 to the Rockingham Beach Party on the Sunday.

Data from postcode analysis from the 2020 RLTLB ticket sales indicates approximately 25% of attendees came from outside the City of Rockingham local government area.

The RLTLB aligns with the City's Strategic Community Plan, Tourism Destination Strategy and new Economic Development Strategy.

- Strategic Community Plan - Aspiration 1 states *"Actively Pursue Tourism and Economic Development"*. One of the strategic objectives under this aspiration is "Attractions and events: Seek to host iconic community events and attractions that will entice residents and visitors throughout the year".
- Tourism Destination Strategy 2019-2024 identified Events Activation (entertainment destination) as one of its six Key Strategic Objectives. Actions specified in the strategy which the RLTLB align with include: Support and promote third party events – Rockingham Beach Cup horse race, kitesurfing championship etc.; Activate small to medium activities at the foreshore and Encourage third parties to host iconic events.
- Economic Development Strategy 2020-2025 identified that iconic economic development and tourism events for the City bring outside visitation to the City, and create a unique Rockingham experience that profiles the Rockingham foreshore. This event supports tourism growth and economic development, as well as contributes meaningfully to changing the perception of Rockingham. Action Item 7.1.2.6 of the strategy specifies, "Allocate annual dedicated funding for Iconic Events which promote economic development and tourism development outcomes".

Funding for this event is proposed to be allocated from the Economic Development and Tourism – Iconic Events Sponsorship budget, and not from the Community Grants Program as in previous years. This aligns with the strategy outcomes and actions outlined above from the Economic Development Strategy 2020-2025 and the Tourism Destination Strategy 2019-2024.

The impact of COVID-19 on international and interstate travel and the restrictions on state borders has resulted in West Australians being encouraged to explore their own backyard, support local businesses, buy local, and "Rediscover Rockingham".

The 2021 RLTLB provides a unique economic and tourism marketing opportunity for the City, as this could be one of the first large food events to take place in WA coming into COVID-19 Phase 5 restrictions, providing an opportunity to leverage additional media support and coverage for this iconic event.

The RKCC submitted a proposal to the City on 5 November 2020, seeking a financial commitment of $25,000 for infrastructure for the 2021 RLTLB, including the marquee (the main temporary infrastructure component of the event), without which the event could not occur on the beach.

The funding proposal for 2021 includes allocations for infrastructure, entertainment, food and beverage and marketing of the event.

Infrastructure for the RLTLB will be also be utilised for an additional event on the following day, that attracts a further 600 guests to the "Rockingham Beach Party". This event is targeted at a younger demographic and has set ticketing prices accordingly ($35p/p). This more laid-back event is another celebration of Rockingham's exceptional beachfront and lifestyle, and is more affordable to a different target market.

According to the event organisers it is forecast that this event will run at a profit, with profits being reinvested into the Rockingham business community through a range of business events and activities organised by the RKCC throughout the year.

2021 RLTLB Budget

INCOME		Budget ($)
Ticket Sales	400 x $175 plus contra ticket sales	110,000
Sponsorship	Naming Rights, Cash, Food, Wine, Beer, Equipment Hire, Security	61,500
Iconic Event Grant	City of Rockingham	25,000
Auction	Auction	40,000
Raffle	Raffle	5,000
Other	Various	5,000
Total Income		**246,500**

EXPENSES		Budget ($)
Infrastructure	Marquees, Kitchen Equipment, Generators & Electrical, Toilets, Incidental setup costs	51,250
Entertainment	Band /DJ Package, Stage Hire, PA Hire, Auctioneer MC, Entertainment/Marketing/Design/Printing	29,250
Food & Beverage	Food and Beverage, Styling, Consumables	78,462
Marketing	Printing, Media, Memorabilia	14,600
General Incidentals	Insurance, Merchant Fees, Administration, Cleaning, Security/First Aid, Licenses Auction Reserves	63,056
Charity Donation	Donation	10,000
Total Expenses		**246,618**

It is estimated that a minimum of 75% of all the goods and services utilised for the RLTLB are sourced from local suppliers, with the only costs outsourced to businesses outside the Rockingham region for components not being available locally.

The RKCC submission and procurement scheduling has been structured to provide financial protections given the current COVID-19 restrictions.

The submission specifies that should the announcement that "WA is moving to Phase 5 COVID-19 restrictions not be made by 31 January 2021, the 2021 RLTLB event will be cancelled." If event is cancelled prior to 1 February 2021, no funding will be payable by the City.

All decisions on the scheduling and cancellation of the event will be made in full consultation with the City.

The RLTLB is considered an iconic event, as it is the only long table lunch on the beach in the Perth Metropolitan area. The only other annual long table lunch on the beach event held in WA is in Broome. The RLTLB is an established event that demonstrates a direct economic stimulus to the Rockingham regional economy, tourism destination marketing and promotional opportunities for the Rockingham region.

RLTLB 2020 - Economic Benefits

- Attracted 500 attendees.
- Injected an amount of an additional $178,000 spend into the local economy, without factoring in the Rockingham Beach Party held on the Sunday, or overnight accommodation and other expenditure made into the local economy by the 1,100 attendees to the two events over the weekend.
- Increased marketing of Rockingham across local, state, national and international platforms promoting Rockingham as a desirable and attractive tourism destination.
- Direct economic benefits for local foreshore and supporting businesses.
- Increase of visitors converting to expenditure, accommodation and retail.
- Improved profile and marketability of the City for investment and residential purposes.
- Promotion of the City of Rockingham as an iconic tourism and food destination.

The 2020 RLTLB delivered a return on investment (ROI) of 10.4 to 1.0, meaning that for every dollar of funding ($20,000) provided by the City, there was $10.40 of expenditure.

RLTLB 2020 – Social / Community Benefits

- 25 volunteers will assist in lead up to the event, and 45 volunteers on the day of the event.
- Increased interaction and promotion between local community members, not-for-profit groups, business bodies for the betterment of the City.
- Increase of visitors providing increased employment opportunities in the hospitality sector.
- Engagement of local charitable group and engagement of in the region.
- Activation and engagement of a focal point of the City provides community members with pride and ownership of the region for residents.

2021 Event Impact Modelling

An Event Impact Modelling Analysis has been conducted by City officers based on the 2021 budget provided in the funding submission. On the assumption that 500 guests spend a minimum of $175 (ticket price), the economic impact to the local economy is shown below. Note: This does not include hotel accommodation spend or other retail/food and beverage spend by guests during the event.

Note: Previous funding submission provided anecdotal evidence that between 100-200 people spend 2-3 nights accommodation in the Rockingham region as part of the RLTLB event. However, it is difficult to confirm the veracity of this proposition, without data being collected by the RKCC from guests who attend the event by a pre or post event survey.

RKCC Rockingham Long Table Lunch on the Beach - Modelling the effect of $87,500 from a business event with local significance			
	Output ($)	**Value-added ($)**	**Employment (annual FTE)**
Direct impact	79,625	37,869	1.0
Industrial impact	28,564	10,979	0.1
Consumption impact	30,983	12,798	0.1
Total impact on City of Rockingham economy	**139,173**	**61,646**	**1.2**

Source: National Institute of Economic and Industry Research (NIEIR) ©2019.
Compiled and presented in economy.id. Note: All $ values are expressed in 2016/17 base year dollar terms.

The combination of all direct, industrial and consumption effects would result in total estimated rise in output of $139,173 in the City economy.

Value added by industry represents the industry component of Gross Regional Product (GRP). The impact on the City's total GRP as a result of staging this event is an estimated increase of $61,646.

The combination of all direct, industrial and consumption effects would result in a total estimated increase of employment equivalent to 1.2 annual FTE jobs located in the City.

Given the overall economic, tourism, marketing and promotional opportunities this event provides for the City, it is recommended that the RLTLB should continue to ensure it further develops its profile iconic food and wine event on the Rockingham and WA Tourism Events Calendar.

It is recommended that funding be provided for 2021 RLTLB to ensure this iconic event has the opportunity to promote Rockingham as a unique and desirable location for West Australians to visit, as the City has a mandate to continue to grow and develop iconic events in the Rockingham region. This recommendation is contingent on State Government making an announcement by 31 January 2021 that WA will move Phase 5 COVID-19 restrictions before Saturday 20 March 2021.

Implications to Consider

a. Consultation with the Community

Nil

b. Consultation with Government Agencies

Telephone conversation with Tourism Western Australia.

Destination Perth

c. Strategic

Community Plan

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

Aspiration 1: *Actively pursue Tourism and Economic Development*

Strategic Objective: *Marketing and Promotion – Develop and implement effective marketing approaches to promote the City as a destination of choice for the local community, visitors, investors and businesses.*

Attractions and Events – Seek to host iconic community events and attractions that will entice residents and visitors throughout the year.

d. Policy

Nil

e. Financial

Funds from the Economic Development and Tourism Iconic Events Sponsorship budget ($300,000) will be used.

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 State Government eased COVID-19 restrictions with the introduction of Phase Four on 27 June 2020. Data has indicated a marked increase in numbers of people and activity on the Rockingham foreshore and other key locations around the Rockingham region.

The State Government has continued to push back the date of moving to Phase Five restrictions.

With hard border restrictions eased to a managed border in WA from 14 November 2020, the 2021 RLTLB could be one of the first major food and wine events to run in Perth (and WA), which could give the City and the event the opportunity for a much higher media and promotional profile than normal.

It should be noted that some key events across WA have been cancelled in 2020 due COVID-19 restrictions including the WA Gourmet Escape, Rockingham Beach Cup, Busselton Ironman, Sculptures by the Sea, Perth Comedy Festival, Taste Great Southern, Groovin the Moo and the Mandurah Crabfest.

The RKCC has demonstrated strong evidence of being able to successfully deliver this event (which links to the City's Tourism and Economic Development aspirations), having successfully run RLTLB since 2015, although there was a gap in 2019 due to the Foreshore Revitalisation project.

This event has consistently sold out every year, and recent events have been capped at 500 guests / tickets.

There are short and long-term community and economic benefits that can be realistically achieved. The RKCC has achieved support of sponsors, stakeholders, community networks and volunteers to provide this event in 2021. This event will assist in promoting a positive image of Rockingham to a wider audience through the various media outlets, informing what Rockingham has to offer those that visit the vibrant coastal area; promoting Rockingham for potential investment opportunities and as a desirable location for visitors.

Each previous year RKCC has donated the $10,000 profit to a local charity supporting the Rockingham community. Previous recipients include The Christians Read Equipped and Willing Inc., Salvation Army - Rockingham branch and SOUL Soup Patrol Inc. These organisations provide assistance to low income families, homeless and the elderly. RKCC has advised that all funds received in profit (above the $10,000 donation to a charity organization) will be utilised for the continued services of the RKCC and economic development of the Rockingham and Kwinana business community.

This event provides the City with an opportunity for marketing and promotion of the Rockingham Region to be linked and included in all marketing and promotion for this event, which includes but not limited to local newspapers, social media, radio advertising, TV segment (Destination WA) aired nationally and also available online. The City will also be promoted as a RLTLB major sponsor on all promotional and marketing materials produced for the event, and at the event itself.

As a major sponsor, the City would be granted permission to use the professional event photography, which is a significant positioning advantage when marketing Rockingham to the intrastate and interstate (and international borders are reopened) markets. Photographs of people enjoying a feast of locally sourced produce while on the beachfront are used in various marketing materials promoting

the West Coast to the world, by organisations like Tourism WA and Destination Perth. Photographs taken at the RLTLB will be able to be provided to be considered for these marketing opportunities.

Sponsorship of this event, which takes place in March, also strategically aligns with the City's summer tourism destination marketing campaign, "Rediscover Summer, Rediscover Rockingham".

A significant milestone date where the City can agree with RKCC to cancel the event is 31 January 2021. The RKCC has proposed that if the State Government does not make an announcement by 31 January 2021 that WA will move Phase 5 Covid-19 restrictions before Saturday 20 March, the event will be cancelled, and no funding will be required from the City.

Therefore, it is recommended to support the request from the RKCC and provide an allocation of $25,000 for the 2021 RLTLB.

Voting Requirements

Simple Majority

Officer Recommendation

That Council ***APPROVES*** funding of $25,000 from the Economic Development and Tourism Iconic Events Sponsorship budget to the Rockingham Kwinana Chamber of Commerce - 2021 Rockingham Long Table Lunch on the Beach.

Committee Recommendation

Moved Cr Edwards, seconded Cr Liley:

That Council ***APPROVES*** funding of $25,000 from the Economic Development and Tourism Iconic Events Sponsorship budget to the Rockingham Kwinana Chamber of Commerce - 2021 Rockingham Long Table Lunch on the Beach.

Committee Voting (Lost) – 2/3

(Crs Cottam, Stewart and Buchanan voted against)

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

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Community Development
Community Capacity Building

Reference No & Subject:	**CD-029/20** **Continuation of the Tertiary Scholarship Scheme**
File No:	CSV/3360-08
Proponent/s:	
Author:	Ms Marta Makuch, Coordinator Recreation and Wellbeing
Other Contributors:	Ms Julia Dick, Collaborative Manager Community Capacity Building
Date of Committee Meeting:	Tuesday 8 December 2020
Previously before Council:	21 October 2014 (CD-033/14), 23 May 2017 (CD-009/17), 25 July 2017 (CD-012/17)
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Executive
Site:	
Lot Area:	
Attachments:	
Maps/Diagrams:	

Purpose of Report

For Council to approve the continuation of the Tertiary Scholarship Scheme for the next three financial years (2021/2022 – 2023/2024).

Background

The Tertiary Scholarship Scheme (TSS) was developed to support the Rockingham community to complete tertiary education, after Murdoch University ceased all undergraduate degrees at the Rockingham campus.

In October 2014, Council resolved to approve the funds committed for the Chair of Education position to be moved into the Life Long Learning reserve account. Research and consultation for the City's Strategy for Children and Young People 2018 - 2023 identified that young people aspired to pursue tertiary education, however had concerns regarding the financial stress associated with their aspiration. It was further recognised, that support for tertiary education needed to be wider than the 12 – 24 age group demographic.

A community scholarship program was identified as a way to increase completion of tertiary education in Rockingham. A Councillor Engagement Session was held in January 2017 to receive feedback on a proposed Council Policy for a scholarship program. The policy was drafted and endorsed for public comment for a period of three weeks concluding on Friday 23 June 2017.

In July 2017, Council resolved to endorse the TSS policy, making a commitment of $360,000 (exclusive of GST) to the scheme with a scholarship budget allocation of $90,000 per annum for four financial years, taken from the Life Long Learning reserve account.

The endorsed TSS Policy defines the TSS purpose as: *"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*". The Rockingham Education and Training Advisory Committee (RETAC) was identified as the appropriate body to verify City Officer's recommendations for TSS recipients.

The TSS offers two scholarship categories over two intake rounds per calendar year:

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

With the adoption of the TSS policy, a financial commitment of $360,000 exclusive of GST was made to the scheme through the City's Life Long Learning Reserve Account. A total of six intake rounds have been completed with the City offering two rounds per calendar year. The first round occurred in January 2018 (Round One, 2018), with the final round occurring in July 2020 (Round Two, 2020).

Following Council's endorsement of applications for Round Two, 2020 in September 2020, the total funds committed through awarded scholarships equal the total TSS Council committed funds of $360,000. Final scholarship payments are scheduled for semester two 2023 and will fall within the 2023/2024 financial year, which makes the TSS a seven year program.

It is to be noted that at this point in time, there are no additional funds available through the Life Long Learning Reserve Account (Account Number - 510162.6307) due to the Council's current commitment for the Technopole underwriting. As a result a review of the TSS has been conducted to evaluate outcomes and to consider a way forward for the City.

Details

The TSS is managed and administered by officers within the Community Capacity Building team.

The TSS is governed by the TSS Council Policy and Executive Policy. A range of documentation has been developed over the four year period to ensure clear processes, record keeping and financial tracking procedures; which are continuously reviewed and monitored to improve efficiency of the TSS management.

Overall, the City received 115 applications. 79 applications satisfied the TSS eligibility criteria and 66 applicants successfully obtained a scholarship (57 university scholarships, nine TAFE scholarships), with residents of Baldivis, Waikiki and Rockingham representing the highest number of applicants. All eligible applicants between Round One, 2018 to Round One, 2020 were successful in obtaining a scholarship. Round Two 2020 received a record number of eligible applications resulting in the need for the TSS Assessment Criteria (criteria) priority score system to be used to aid with identifying those of high priority. The criteria is considered by RETAC and Council annually and is implemented in scholarship intake rounds where there are insufficient funds available to approve scholarships for all eligible applicants. Each applicant is given a score to identify eligible applicants who strongly meet the criteria.

Applicants who did not obtain a scholarship, were unsuccessful due to not satisfying the TSS eligibility criteria (79%) or were identified as a low priority based on the TSS Assessment Criteria scoring (21%).

Over the 2019 and 2020 rounds, two successful applicants were of Aboriginal or Torres Strait Islander decent and six successful applicants were from Culturally and Linguistically Diverse (CaLD) background. Officers are unable to report on the cultural background of recipients from rounds prior to 2019 due to the data not being collected at the time.

The majority of applicants (90%) were enrolled in their course of study upon applying for a scholarship with only 10% applying with a letter of offer from their institution of study. The majority of the applications received over the four year period, were from undergraduate students with 81% of applicants applying for a university scholarship.

For the purpose of this review, the age of applicants has been divided into three age brackets: 17 to 24 years, 25 to 32 years and 33 to 40 years. The percentage of applicants represented in each age bracket is provided below, with the highest age group represented being young people aged 17 to 24 years:

- 58% applicants were aged 17 to 24 years
- 19% applicants were aged 25 to 32 years
- 23% applicants were aged 33 to 40 years.

To date, a total of 15 scholarships have been completed (12 university scholarships; three TAFE scholarships). Eight scholarships were cancelled and two scholarships have been suspended due to individual extenuating circumstances. Scholarship cancellations have been the result of recipients not satisfying the achievement and reporting requirements as outlined in the TSS Guidelines, a recipient withdrawing from tertiary study prior to the scholarship commencing and due to a recipient no longer residing within the City of Rockingham.

Implications to Consider

a. Consultation with the Community

Recipients of the Tertiary Scholarship Scheme have been surveyed as part of the review process. In July 2020, two online surveys were developed:

- one specifically designed for previous recipients who have successfully completed their scholarship (eight responses received)
- one specifically designed for current scholarship recipients (16 responses received).

Both surveys were distributed to acquire feedback on recipients' experience of the TSS and for the City to develop a stronger understanding regarding the TSS program's effectiveness in supporting TSS recipients to complete tertiary education. The survey was comprised of three focus areas: application and reporting processes, scholarship purpose and tertiary support.

From the responses received, it is noted that an average of 89.5% of scholarship recipients reported that the TSS has enabled them to complete tertiary education with an average of 90% feeling more confident to complete tertiary education. In addition, the following outcomes and findings have been highlighted:

- 33% of previous scholarship recipients reported that they would not have been able to complete their course of study without a scholarship through the TSS program
- 42% of current recipients would not have been able to undertake their qualification had they not obtained the scholarship
- 100% of previous recipients and 93% current recipients agreed that the TSS enabled them to achieve their career aspirations, with 75% of responders indicating that the TSS supported them by alleviating some of the financial stress
- 50% of previous recipients noted that their career aspirations had changed since they applied for the scholarship
- 50% of previous recipients reported being in paid employment in a field related to their qualification, whilst the remaining 50% were not. Examples of employment within field of study includes Remedial Massage Therapist, Graduate Nurse and Testing Administrator
- 25% of responders are in full time work, 25% are working part time, 25% are in casual roles and 25% are unemployed

- 100% of current scholarship recipients reported that the application process was clear and simple and that the TSS reporting requirements are clear and fair.

Additional comments recorded regarding previous recipients' experiences of the TSS included:

- *"Thank you for the opportunity. I very much appreciated the assistance to support my studies as a single parent".*
- *"Needs more advertising, I saw a flyer out the front of the Gary Holland Centre and at first didn't even realise it would be for TAFE students as well."*
- *"Ms. Olivia Forsdike who was the main contact person for us was a delight. She is very helpful."*
- *"It is great to see that the Council has implemented initiatives to promote further education after high school. It would be ideal if this type of assistance could be given to post-graduate students as it would be very helpful."*
- *"As a single mother who has escaped domestic violence, I know that through education I am able to build a stable financial future for my children. However, coming from a family of poverty and minimal government support available, it is impossible to afford and achieve higher education. With the amazing City of Rockingham tertiary scholarship funding I will be able to complete my double bachelor of science and pave a stable future for my family while also being a role model and inspiring others."*
- *"Payments for these scholarships are made at the end of the semester once results have been received. Although I understand the rationale for this, it means that at the beginning of the semester when text books are required, the scholarship funds are not available to assist. Therefore in a sense it defeats the purpose of the scholarship because you are technically just being reimbursed for the text books you have already had to purchase."*
- *"I just want to say thank you, this scholarship means I can finish my nursing degree and finally achieve my RN dream!"*

Additionally, as part of the TSS review process, members of RETAC were invited to provide feedback and input into the proposed way forward for the program. No submissions were received.

b. Consultation with Government Agencies

Nil

c. Strategic

Community Plan

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

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

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

d. Policy

The Tertiary Scholarship Scheme operates in line with the Tertiary Scholarship Scheme Council Policy and Executive Policy.

e. Financial

To enable the continuation of the scheme, an annual allocation of $100,000 for the Tertiary Scholarship Scheme for the 2021/2022, 2022/2023 and 2023/2024 financial years will be included in relevant Team Plans.

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

When the Tertiary Scholarship Scheme was introduced in 2017, census data from 2011 was considered. The 2016 census data similarly reflects the low number of City of Rockingham residents with a 'bachelor degree or higher' when compared to WA. Over time, the intent of the TSS is to improve this discrepancy between City of Rockingham and WA statistics, as demonstrated in the below table:

Table 1: Highest qualification achieved – City of Rockingham (COR) and Western Australia (WA)

	2011		2016	
Qualification level	**COR**	**WA**	**COR**	**WA**
Bachelor or higher degree	8.8%	17.5%	10.6%	20.5%
Advanced diploma or diploma	7.7%	8.1%	8.9%	8.9%
Vocational	25.2%	19.5%	27.2%	20.4%

Profile Id. https://profile.id.com.au/rockingham/qualifications?BMID=40

Based on the census data and the high rate of youth unemployment (as well as underemployment especially evident through the impact of COVID-19), it is clear that the City has a role to play in supporting young people to pursue their educational and career aspirations to assist with achieving greater outcomes long term.

The Tertiary Scholarship Scheme funding has been awarded in full within three calendar years (over four financial years), with the last round attracting a record number of applications. The high number of applications and feedback received through the surveys demonstrates that the program is very successful and provides a range of benefits to the Rockingham community.

As the initially committed funds have now been awarded in full, no funds are available in the current financial year (2020/2021) and it is recommended that an annual allocation of $100,000 for the Tertiary Scholarship Scheme is approved through the Annual Team Planning process as an operating project for three financial years: 2021/2022; 2022/2023 and 2023/2024.

Given the long-term nature of the TSS, financial commitments endorsed in 2023/2024 will require administrative management of the program up until 2027/2028 financial year.

Should Council approve the Officer's Recommendation, the next TSS round will occur in July 2021.

Another review of the TSS will take place in 2023/2024 to determine the future of the program from 2024/2025 onwards.

Voting Requirements

Simple Majority

Officer Recommendation

That Council ***APPROVES*** the continuation of the Tertiary Scholarship Scheme for the 2021/2022, 2022/2023 and 2023/2024 financial years.

Committee Recommendation

Moved Cr Buchanan, seconded Cr Liley:

That Council ***APPROVES*** the continuation of the Tertiary Scholarship Scheme for the 2021/2022, 2022/2023 and 2023/2024 financial years.

Committee Voting (Carried) – 5/0

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 Services

Reference No & Subject:	**CD-030/20** **Recommendation from the Rockingham Education Training Advisory Committee Meeting held on 9 November 2020**
File No:	CSV/1522-06
Author:	Ms Olivia Forsdike, Community Development Officer (Early Years and Children) Ms Marta Makuch, Coordinator Recreation and Wellbeing
Other Contributors:	Ms Jillian Obiri-Boateng, Collaborative Manager Community Capacity Building Ms Julia Dick, Collaborative Manager Community Capacity Building
Date of Committee Meeting:	8 December 2020
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Executive
Attachments:	Minutes of the Rockingham Training Education Advisory Committee Meeting held on 9 November 2020
Maps/Diagrams:	

Purpose of Report

For Council to consider and endorse the assessment criteria for the Tertiary Scholarship Scheme (TSS).

Recommendations to the Corporate and Community Development Committee

Advisory Committee Recommendation 1 of 1:
Tertiary Scholarship Scheme Assessment Criteria

That Council ***APPROVES*** the Tertiary Scholarship Scheme assessment criteria until December 2021 as:

- Limited family support
- First in the family to attend further education
- Clear study pathway linked to career aspirations
- Demonstrated capacity to achieve further education
- Involvement in Rockingham community (i.e. volunteering, attendance at Rockingham community events/programs).

Officer Recommendation if Different to Advisory Committee Recommendation

Not Applicable

The Officer's Reason for Varying the Advisory Committee Recommendation

Not Applicable

Background

The purpose of the Tertiary Scholarship Scheme (TSS) is 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.

The TSS has two scholarship categories:

- Undergraduate University degree in the amount of up to $10,000 per scholarship ($2,500 per year, $1,250 per semester), for up to four years or upon completion of the degree, whichever occurs first, and
- TAFE/VET Diploma in the amount of up to $4,000 per scholarship, ($2,000 per year, $1,000 per semester) for up to two years or completion of the Diploma, whichever occurs first.

To be considered for a scholarship, applicants must meet the current TSS eligibility criteria as set in the Council Policy:

- 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 (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.

All scholarship applications received are administered and assessed by City officers, in line with the Council Policy and the Rockingham Education and Training Advisory Committee's (RETAC) assessment criteria. Officer recommendations are considered by RETAC, who then make recommendations to Council to determine the outcome of eligible applications received.

The TSS Council Policy requires RETAC to consider and recommend assessment criteria annually. The assessment criteria were initially endorsed by Council in September 2017, and with subsequent annual endorsements, are still considered relevant.

Implications to Consider

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

b. Policy

The Tertiary Scholarship Scheme operates in line with the Tertiary Scholarship Scheme Council Policy and Executive Policy.

c. Financial

Nil

d. Legal and Statutory

Nil

e. Voting Requirements

Simple Majority

f. 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

Committee Recommendation

Moved Cr Liley, seconded Cr Buchanan:

That Council ***APPROVES*** the Tertiary Scholarship Scheme assessment criteria until December 2021 as:

- Limited family support
- First in the family to attend further education
- Clear study pathway linked to career aspirations
- Demonstrated capacity to achieve further education
- Involvement in Rockingham community (i.e. volunteering, attendance at Rockingham community events/programs).

Committee Voting (Carried) – 5/0

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**
	13.1 Cr Buchanan – Howitzer Project As a member of the Point Peron Rehabilitation Committee, Cr Buchanan attended the successful installation of the Howitzer at Point Peron this morning. Cr Buchanan recommended paying a visit to view the cannon and extended his thanks to all staff involved in making this possible.
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 January 2021** 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 wished everyone a Merry Christmas, a safe and healthy New Year, and declared the meeting closed at **4:39pm**.

Confirmed at a Corporate and Community Development Committee meeting held on Tuesday 19 January 2021

Presiding Member