

agenda

COMMUNITY DEVELOPMENT COMMITTEE



Please be advised that a **Community Development Committee** meeting will be held at **5pm** on **Tuesday 4 December 2018** in meeting room 1 at the administration building, 99 Shepperton Road, Victoria Park.

A handwritten signature in black ink, appearing to read "A Vuleta".

ANTHONY VULETA
CHIEF EXECUTIVE OFFICER

30 November 2018

TABLE OF CONTENTS

ITEM	TITLE	PAGE NO
1	OPENING	3
2	ATTENDANCE	3
	2.1 Apologies	3
	2.2 Approved leave of Absence	3
3	DECLARATIONS OF INTEREST	3
4	CONFIRMATION OF MINUTES	5
5	TERMS OF REFERENCE	5
6	PRESENTATIONS	7
	6.1 Deputations	7
7	METHOD OF DEALING WITH AGENDA BUSINESS	7
8	REPORTS	8
	8.1 Setting of 2019 meeting dates – Community Development Committee	8
9	MOTION FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN	12
10	MEETING CLOSED TO THE PUBLIC	12
	10.1 Matters for which the meeting may be closed	12
	10.2 Public reading of resolution that may be made public	12
11	CLOSURE OF COMMITTEE MEETING	12
12	WORKSHOP TOPICS AND PRESENTATIONS	13
	12.1 Banner and Flag Policy	13
	12.2 Library Operational Review	13
	12.3 Accessible voting in chambers	13
13	GENERAL BUSINESS	13
14	REQUEST FOR REPORTS FOR FUTURE CONSIDERATION	13
15	CLOSURE OF WORKSHOP	14

1 OPENING

2 ATTENDANCE

Members:

Banksia Ward:

Cr J (Julian) Jacobs
Cr R (Ronhhda) Potter

Jarraah Ward:

Cr B (Bronwyn) Ife (Presiding Member)
Cr V (Vicki) Potter

Independent Committee

Members:

Ms A (Anna) Presser
Ms S (Silvia) Lozeva

Chief Community Planner

Ms N (Natalie) Martin Goode

Manager Community

Ms K (Kaitlyn) Griggs

Coordinator Community

Ms L (Lisa) Cornelius

Development

Manager Stakeholder Relations

Ms C (Carrie) Parsons

Senior Governance Advisor

Ms D (Danielle) Uniza

Secretary:

Miss A (Amy) Noon

Guests:

2.1 Apologies

2.2 Approved leave of Absence

3 DECLARATIONS OF INTEREST

Declarations of interest are to be made in writing prior to the commencement of the Meeting, (a form to assist Elected Members and Staff is attached at the end of this Agenda).

Declaration of Financial Interests

A declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration. An employee is required to disclose their financial interest and if required to do so by the Council must disclose the extent of the interest. Employees are required to disclose their financial interests where they are required to present verbal or written reports to the Council. Employees are able to continue to provide advice to the Council in the decision making process if they have disclosed their interest.

Name/Position	
Item No/Subject	
Nature of Interest	
Extent of Interest	

Declaration of Proximity Interest

Elected members (in accordance with Regulation 11 of the *Local Government [Rules of Conduct] Regulations 2007*) and employees (in accordance with the Code of Conduct) are to declare an interest in a matter if the matter concerns: a) a proposed change to a planning scheme affecting land that adjoins the person’s land; b) a proposed change to the zoning or use of land that adjoins the person’s land; or c) a proposed development (as defined in section 5.63(5)) of land that adjoins the persons’ land.

Land, the proposed land adjoins a person’s land if: a) the proposal land, not being a thoroughfare, has a common boundary with the person’s land; b) the proposal land, or any part of it, is directly across a thoroughfare from, the person’s land; or c) the proposal land is that part of a thoroughfare that has a common boundary with the person’s land. A person’s land is a reference to any land owned by the person or in which the person has any estate or interest.

Name/Position	
Item No/Subject	
Nature of Interest	
Extent of Interest	

Declaration of Interest affecting impartiality

Elected Members (in accordance with Regulation 11 of the *Local Government [Rules of Conduct] Regulations 2007*) and employees (in accordance with the Code of Conduct) are required to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process. The Elected Member/employee is also encouraged to disclose the nature of the interest.

Name/Position	
Item No/Subject	
Nature of Interest	
Extent of Interest	

4 CONFIRMATION OF MINUTES

That the minutes of Community Development Committee Meeting held on 5 November 2018 be confirmed.

5 TERMS OF REFERENCE

1. Name

Community Development Committee

2. Purpose

The Town's *Strategic Community Plan* notes four components of the Mission Statement, namely –

- Social – To promote sustainable connected, safe and diverse places for everyone.
- Economic – To promote sustainable diverse, resilient and prosperous places for everyone.
- Environment – To promote sustainable liveable, healthy and green places for everyone.
- Civic Leadership – To show leadership by communicating with, empowering and supporting people in the community.

The primary purpose of this committee shall be the Social component of the Town's Mission Statement, which is to promote sustainable connected, safe and diverse places for everyone.

3. Scope

The Committee will primarily focus on the following key Social Strategic Outcomes –

- A healthy community.
- An informed and knowledgeable community.
- An empowered community with a sense of pride, safety and belonging.
- A place where all people have an awareness and appreciation of arts, culture, education and heritage.

Wherever possible, the Committee will seek opportunities to address the following additional Strategic Outcomes –

- Everyone receives appropriate information in the most efficient and effective way for them.
- Appropriate devolution of decision making and service provision to an empowered community.
- People have positive exchanges with the Town that inspires confidence in the information and the timely service provided.
- A community that is authentically engaged and informed in a timely manner.

4. Deliverables

The Committee will –

- Provide strategic leadership in the development and regular review of policies and strategies that are inclusive, empowering and build capacity of the Town of Victoria Park Community.
- Develop strategic partnerships with stakeholders that promote social inclusion and wellbeing.
- Enable and encourage participation in community life.
- Promote a socially prosperous community.
- Be culturally receptive and a supporter of arts events and practices.
- Conserve and celebrate the Town's rich local history.

Specifically the Committee will ensure delivery of the following –

- Annual review of policies, strategies and plans related to the Scope of the Committee.
- Community Needs Assessment and Analysis.
- Community Development Plan.
- Community Benefits Strategy.
- West Coast Eagles Community Benefits Strategy.
- Public Health Plan.
- Cultural Plan.
- Reconciliation Action Plan.
- Public Art Strategy.

5. Reporting

Although any Service Area of the Town may report through this Committee on matters associated with the Primary Purpose and Scope, the following Service Areas of Council are likely to predominantly feature –

- Aqualife
- Communications and Engagement
- Community Development
- Digital Hub
- Healthy Community
- Leisurelife
- Library Services
- Rangers

6. Governance

The Committee is a Council-created Committee formed under Subdivision 2 (Committees and their meetings) of the Local Government Act 1995 and is governed by the provisions of the Town of Victoria Park Standing Orders Local Law 2011 and the Local Government Act 1995 and its Regulations.

The Committee will comprise a maximum of four (4) Elected Members (being two (2) Elected Member representatives from each of the Town's two (2) wards with five (5) Elected Members being appointed in a hierarchical order as alternate deputy members) and up to two (2) other persons (that may be co-opted from

time-to-time for such period, or in relation to such matters, as determined, where that person's experience, skills or qualifications would enable him or her to make a contribution to the Committee's functions).

In accordance with section 5.19 of the Local Government Act 1995, the quorum for a meeting of the Committee is at least 50% of the number of offices (whether vacant or not) of members of the Committee.

7. Meeting arrangements

The Committee shall convene in accordance with the annual adopted meeting schedule.

8. Authority

The Committee has no delegated power. The Committee may only make recommendations to Council for a decision.

9. Review

The Committee and Committee Terms of Reference will be reviewed from time-to-time and immediately following each local government election.

6 PRESENTATIONS

6.1 Deputations

7 METHOD OF DEALING WITH AGENDA BUSINESS

RECOMMENDATION:

That clause 6.10 *Speaking Twice of the Town of Victoria Park Standing Orders Local Law 2011* be suspended for the duration of this meeting.

8 REPORTS

8.1 Setting of 2019 meeting dates – Community Development Committee

File Reference:	COR/10/0002~4
Appendices:	No
Attachments:	No

Date:	29 November 2017
Reporting Officer:	A. Noon
Responsible Officer:	D. Uniza
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – That the Committee adopts its schedule of meeting dates and times for 2019.

- At its meeting held on 13 November 2018, Council resolved to set Committee meetings on a specific Monday each month.
- The designated day for Community Development Committee meetings is the first Monday of each month.
- At current, the Committee meetings for the rest of the Committee's term (from January to October next year) have yet to be established.

TABLED ITEMS:

Nil

BACKGROUND:

Currently, Community Development Committee meetings are held on the first Monday of each month.

At its meeting held on 13 November 2018, Council resolved to set Committee meetings on a specific Monday each month. While some Committee meeting dates have changed as a result, the designated day for Community Development Committee meetings will continue to be held on the first Monday of each month. That being said, due to public holidays and other scheduling conflicts some meetings are held outside of this designated day.

In order to assist with forward planning for all Elected Members, management and staff, a schedule of meeting dates has been prepared for the Committee. The intent is to ensure there is synergy between meeting dates, the flow of information and decision-making.

It is recommended the Committee sets its schedule of meeting dates and times for 2019, with each meeting being held at 5:30pm at the Town of Victoria Park administration building in the council chamber.

DETAILS:

Based on Council's recent resolution, it is proposed that the Community Development Committee meetings for 2019 be held on the following dates:

4 February 2019
 6 March 2019
 1 April 2019
 6 May 2019
 5 June 2019
 1 July 2019
 5 August 2019
 2 September 2019

As Council does not typically meet in January, it is proposed that no Committee meeting be held that month. To account for public holidays, the March and June meetings are proposed to be held on a Wednesday.

Further to this, it is proposed that the last meeting of the current sitting Committee be held in September so that the Committee's final recommendations can be considered by the current sitting Council, prior to the local government elections to be held on 19 October.

Following the election, each Committee of Council will need to be re-established and its Committee members will need to be appointed.

Legal Compliance:

Local Government Act 1995;

Local Government (Administration) Regulations 1996

Town of Victoria Park Standing Orders Local Law 2011

Policy Implications:

Nil

Risk Management Considerations:

Regular structured Committee meetings will enable Elected Members to focus on their strategic roles. Should forward planning of committee meetings not be identified, then there is a risk for meetings to be held on an ad-hoc basis; lacking coordination with other key meetings and corporate planning processes.

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Compliance: Non compliance with: <i>Local Government Act 1995;</i> <i>Local Government</i>	Minor	Unlikely	Low	a) Committees re-established

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
<i>(Administration) Regulations 1996; and Town of Victoria Park Standing Orders Local Law 2011.</i>				
Reputational. Falling short of community expectations.	Minor	Possible	Moderate	a) Re-establish Committees

Strategic Plan Implications:

CL8 - Visionary civic leadership with sound and accountable governance that reflects objective decision making.

Financial Implications:Internal Budget:

Nil

Total Asset Management:

Nil

Sustainability Assessment:External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

The proposed dates have been based on a monthly meeting cycle. In addition, the proposed meeting dates for the Committee are cognisant of proposed meeting dates for a variety of other committees. Provision has also been made to ensure no meeting date falls on a public holiday.

Due to the elections in October, it is proposed no meeting be held in that month and then meeting dates for the remainder of the new year will be set following the election.

CONCLUSION:

It is therefore recommended that the proposed schedule of meetings for the Committee be adopted.

RECOMMENDATION/S:

That the Community Development Committee **ADOPTS** the following meeting dates and times for the Community Development Committee of the Town of Victoria Park to be held at the administration building, 99 Shepperton Road Victoria Park:

Community Development Committee	
Monday 4 February 2019	commencing at 5.30pm
Wednesday 6 March 2019	commencing at 5.30pm
Monday 1 April 2019	commencing at 5.30pm
Monday 6 May 2019	commencing at 5.30pm
Monday 5 June 2019	commencing at 5.30pm
Monday 1 July 2019	commencing at 5.30pm
Monday 5 August 2019	commencing at 5.30pm
Monday 2 September 2019	commencing at 5.30pm

9 MOTION FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10 MEETING CLOSED TO THE PUBLIC

10.1 Matters for which the meeting may be closed

10.2 Public reading of resolution that may be made public

11 CLOSURE OF COMMITTEE MEETING

12 WORKSHOP TOPICS AND PRESENTATIONS

12.1 Banner and Flag Policy

The Manager Stakeholder Relations, Ms Carrie Parsons, will lead a discussion on the proposed changes to a revised banner and flag policy.

12.2 Library Operational Review

The Manager Community, Ms Kaitlyn Griggs, will provide an update on the Library Operational Review.

12.3 Accessible voting in chambers

The Senior Governance Officer, Ms Danielle Uniza, will provide an update on the implementation of accessible voting in the council chambers.

13 GENERAL BUSINESS

14 REQUEST FOR REPORTS FOR FUTURE CONSIDERATION

Forthcoming Agenda Items	
Reports	
Workshop Topics	
Connect Victoria Park Village Hub Project update	February 2019
Grants program	February 2019
Arts and cultural plan	February 2019
Harold Hawthorne	February 2019
Asset Based Community Development (ABCD)	March 2019
Community Mapping	April 2019
Accessible Community Funding	April 2019
Community Mapping	August 2019
Presentations / Deputations	
Nil	

15 CLOSURE OF WORKSHOP

ALTERNATE MOTION / AMENDMENT SUBMISSION



To: HIS WORSHIP THE MAYOR:

Please be advised that I wish to move an ALTERNATE MOTION / AMENDMENT

Name of Elected Member:

Signature:

Date of Submission:

Council Meeting Date:

Item Number:

Item Title:

Alternate Motion / Amendment: *(strike out which is not applicable)*

Note: Motions to Stand Alone

All decisions of the council must be in the form of motions that are clear in their intent and enable a person to understand what has been decided without reference to another motion or information contained in the body of a report.

Reason:

Note: Explanation for changes to Recommendations

Administration Regulation 11 requires the minutes to include written reasons for each decision that is significantly different from the written recommendation. Members must therefore provide a written reason in the space provided above.



**DECLARATION OF
FINANCIAL INTEREST / PROXIMITY INTEREST / INTEREST THAT MAY AFFECT
IMPARTIALITY**

**TO: CHIEF EXECUTIVE OFFICER
TOWN OF VICTORIA PARK**

Name & Position	
Meeting Date	
Item No/Subject	
Nature of Interest	Financial Interest* <i>(*Delete where</i> Proximity Interest* <i>not applicable)</i> Interest that may affect impartiality*
Extent of Interest	
Signature	
Date	

Section 5.65(1) of the Local Government Act 1995 states that:

“A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by that member must disclose the nature of the interest:

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed”.