

minutes

Community Development Committee



Please be advised that a **Community Development Committee** meeting commenced 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

5 December 2018

(To be confirmed on 4 February 2019)

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1 OPENING

Cr Bronwyn Ife opened the meeting at 5.01pm.

2 ATTENDANCE

Members:

Banksia Ward:

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

Jarraah Ward:

Cr B (Bronwyn) Ife (Presiding Member)

Deputy member:

Cr C (Claire) Anderson

Independent Committee

Ms A (Anna) Presser

Members:

Chief Community Planner

Ms N (Natalie) Martin Goode

Manager Stakeholder Relations

Ms C (Carrie) Parsons

Library Services Manager

Mr R (Ruth) Schofield

Senior Governance Advisor

Ms D (Danielle) Uniza

Governance Officer -

Mr L (Liam) O'Neill

Compliance

Secretary:

Miss A (Amy) Noon

Guests:

Nil.

2.1 Apologies

Cr V (Vicki) Potter
Ms S (Silvia) Lozeva

2.2 Approved leave of Absence

Nil.

3 DECLARATIONS OF INTEREST

Declaration of Financial Interests

Nil.

Declaration of Proximity Interest

Nil.

Declaration of Interest affecting impartiality

Nil.

4 CONFIRMATION OF MINUTES

RESOLVED

Moved: Cr Jacobs

Seconded: Cr R Potter

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

The Motion was Put and

CARRIED (4-0)

In favour of the Motion: Cr R Potter, Cr B Ife, Cr C Anderson; and Cr Jacobs

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.

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- 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

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- 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

Nil.

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7 METHOD OF DEALING WITH AGENDA BUSINESS

RESOLVED

Moved: Cr Jacobs

Seconded: Cr R Potter

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.

The Motion was Put and

CARRIED (4-0)

In favour of the Motion: Cr R Potter, Cr B Ife, Cr C Anderson; and Cr Jacobs

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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.

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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</i>	Minor	Unlikely	Low	a) Committees re-established

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Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
<i>Government (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.

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CONCLUSION:

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

RESOLVED**Moved: Cr R Potter****Seconded: Cr Jacobs**

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

The Motion was Put and**CARRIED (4-0)****In favour of the Motion: Cr R Potter, Cr B Ife, Cr C Anderson; and Cr Jacobs**

12 WORKSHOP TOPICS AND PRESENTATIONS

12.1 Banner and Flag Policy

The Manager Stakeholder Relations, Ms Carrie Parsons, gave background on the existing policy and explained what it covers. Ms Parsons then led a discussion on the proposed changes to a revised banner and flag policy.

Action:

- Report to repeal and replace existing policy to go straight to Council in February 2018.

Independent Committee Member, Ms Anna Presser, joined the meeting at 5.14pm.

12.2 Library Operational Review

The Library Services Manager, Ms Ruth Schofield, provided an update on the Library Operational Review.

Action:

- Provide another update to the Community Development Committee once the review is complete. This is to include the strategies proposed.

12.3 Accessible voting in chambers

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

Actions:

- Obtain a review of the system from the public galleries' point of view to determine if it is accessible for people that are visually impaired.
- Investigate options for audio add-ins that can read out voting information to the public gallery wirelessly.
- Keep the ticks and crosses as indications of voting but include names next to the images.
- Look in to upgrading screens in the council chambers so that information is more visible to the public gallery.

The Stakeholder Relations Manager, Ms Carrie Parson, left the meeting at 5.44pm.

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13 GENERAL BUSINESS

Drinks with the Experts event

Independent Committee Member, Ms Anna Presser, praised the Town for the Drinks with the Experts event at Blasta Brewery. She commented that there were a good selection of speakers, great food, relevant content and that other feedback that she received said that the event was very useful.

Action:

- Chief Community Planner, Natalie Martin Goode to pass feedback on to the Economic Development Committee.

14 REQUEST FOR REPORTS FOR FUTURE CONSIDERATION

Forthcoming Agenda Items	
Reports	
Workshop Topics	
Connect Victoria Park Village Hub Project update	February 2019 May 2019 August 2019
Grants program	February 2019
Arts and cultural plan	February 2019
Harold Hawthorne	February 2019
VPCA quarterly update	March 2019 June 2019 September 2019
Events listing for 2018/2019	March 2019
ABCD Charter	April 2019
Community Mapping	April 2019
Accessible Community Funding	April 2019
Homelessness Policy	April/May 2019
Asset Based Community Development (ABCD)	May 2019
Community Mapping	August 2019
Presentations / Deputations	
Nil	

15 CLOSURE OF WORKSHOP

There being no further workshop items, Cr Ife closed the workshop at 5.54pm.