

minutes

Community Development Committee



Please be advised that a **Community Development Committee** Meeting was held at **5.10pm** on **Tuesday 21 November 2017** 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

27 November 2017

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1 OPENING

The Director Community Life opened the meeting at 5.17pm

2 ATTENDANCE

Members:

Banksia Ward: Cr R (Ronhhda) Potter

Jarrah Ward:

Cr B (Bronwyn) Ife
Cr V (Vicki) Potter (Deputy Mayor)

Deputy Members

Cr B (Brian) Oliver

A/Chief Executive Officer

Mr N (Nathan) Cain

Chief Operations Officer

Mr B (Ben) Killigrew

Director Community Life

Ms T (Tina) Ackerman

Secretary:

Ms T (Towela) Mbirimi

Public:

2.1 Apologies

Chief Executive Officer:

Mr A (Anthony) Vuleta

Banksia Ward:

Cr J (Julian) Jacobs

2.2 Approved Leave of Absence

Jarrah Ward:

Cr J (Jennifer) Ammons Noble

3 DECLARATIONS OF INTEREST

Nil

4 ELECTION OF A PRESIDING MEMBER

There was one (1) nominee for Presiding Member, Cr Vicki Potter.

As there was only one nomination Cr Potter was duly elected.

The Director Community Life, Tina Ackerman declared Cr Potter as Presiding Member.

5 ELECTION OF DEPUTY PRESIDING MEMBER

There was one (1) nominee for Deputy Presiding Member, Cr Bronwyn Ife

As there was only one nomination Cr Ife was duly elected.

The Presiding Member declared Cr Ife as Deputy Presiding Member.

6 TERMS OF REFERENCE

Terms of Reference - Workshop Item to be included on the next Agenda of the Community Development Committee.

1. NAME

The name of the Committee shall be the Community Development Committee (the Committee).

2. AIMS AND OBJECTIVES

The strategic focus of the Committee is aligned to the Town's Strategic Community Plan. The purpose of the Committee is to contribute to the vibrant lifestyle of the Town.

2.1 Goals

The Committee will:

- Provide strategic leadership in the development and regular review of policies and strategies that are inclusive, empowering and build capacity for 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.

2.2 Deliverables

The key deliverables of the Committee include:

- Annual review/update of policies, strategies and plans related to the key areas of focus;
- Community Needs Assessment and Analysis;
- Community Benefits Strategy;
- West Coast Eagles Community Benefits Strategy; and

- Public Health Plan.

2.3 Scope and Jurisdiction

The key focus areas of the Committee include:

- Aboriginal and Torres Strait Islander People;
- Aged;
- Community/Not for Profit;
- Disability;
- Community Safety;
- Multicultural;
- Recreation;
- Sport; and
- Youth.

2.4 Engagement

- The community shall be engaged by the Committee outside of the formal meeting regime as required and in accordance with Council's Public Participation Policy.
- Specific engagement strategies will be developed to address the Committee's key deliverables.
- The Committee may invite individuals and subject matter experts to attend a meeting of the Committee to provide expert advice where required.

2.5 Roles and Responsibilities

The Committee will:

- Be coordinated, collaborative and strategic in its approach to developing and reviewing policies and strategies;
- Ensure the Council is an advocate on community issues and needs;
- Be guided by the Town's Vision and Mission; and
- Be aligned to the Town's Strategic Community Plan.

3. MEMBERSHIP

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 except for the Chief Executive Officer Recruitment and Performance Review Committee whereby five (5) Elected Members are appointed being the Mayor and two (2) Elected members from each of the Town's two (2) Wards with four (4) Elected Members being appointed in a hierarchical order as alternate deputy members.

4. MEETINGS

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

5. QUORUM

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.

6. DELEGATED POWER

The Committee has no delegated power and all recommendations made are to be referred to Council for a decision.

7. GOVERNANCE

The Committee is governed by the provisions of the Town of Victoria Park Standing Order Local Law 2011 and the Local Government Act 1995 and

7 REPORTS

7.1 Setting of Meeting Dates – Community Development Committee

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

Date:	15 November 2017
Reporting Officer:	S Fraser
Responsible Officer:	A. Vuleta
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – That the Committee adopts the schedule of meeting dates and times from 6 December 2017 to 12 December 2018.

- At the Ordinary Council Meeting held on 14 November 2017 the Community Development Committee was established.
- A proposed meeting schedule for all major committees on which Elected Members sit has been submitted for consideration by each committee.

TABLED ITEMS:

Nil

BACKGROUND:

In order to assist with forward planning for all Elected Members, management and staff, a schedule of meeting dates has been prepared for the Community Development Committee (the Committee), ensuring synergy between meeting dates and the flow of information and decision-making.

It is recommended the Committee adopts the schedule of meeting dates and times for meetings to be held at the Town of Victoria Park Administration Building

DETAILS:

The Committee was re-established at the Ordinary Council meeting held on 14 November 2017.

The key focus areas of the Committee include:

- Aboriginal and Torres Strait Islander People;
- Aged;
- Community/Not for Profit;
- Disability;
- Community Safety;
- Multicultural;
- Recreation;
- Sport; and

- Youth.

The adopted 2018 schedule of Council meeting dates for 2018 was based on the format used in recent years. That is, a monthly meeting format with the Elected Members Briefing Session held on the first Tuesday of each month, Ordinary Council Meetings held on the second Tuesday and Workshops (Strategy Sessions) held on the third Tuesday of each month.

This enables committee meetings to be scheduled so as to minimise potential conflicts with other Council activities such as Regional Councils and WALGA Zone meetings.

Legal Compliance:

Local Government Act 1995;

Local Government (Administration) Regulations 1996; and

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 (Administration) Regulations 1996; and</i> <i>Town of Victoria Park Standing Orders Local Law 2011.</i>	Minor	Unlikely	Low	a) Committees re-established
Reputational. Falling short of community expectations.	Minor	Possible	Moderate	a) Re-establish Committees

Strategic Plan Implications:

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 Community 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.

CONCLUSION:

It is therefore recommended that the proposed Schedule of Meeting 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	
Wednesday 6 December 2017	commencing at 5.00pm
Wednesday 10 January 2018	commencing at 5.00pm
Wednesday 14 February 2018	commencing at 5.00pm
Wednesday 14 March 2018	commencing at 5.00pm
Wednesday 11 April 2018	commencing at 5.00pm
Wednesday 9 May 2018	commencing at 5.00pm

Wednesday 13 June 2018	commencing at 5.00pm
Wednesday 11 July 2018	commencing at 5.00pm
Wednesday 8 August 2018	commencing at 5.00pm
Wednesday 12 September 2018	commencing at 5.00pm
Wednesday 10 October 2018	commencing at 5.00pm
Wednesday 14 November 2018	commencing at 5.00pm
Wednesday 12 December 2018	commencing at 5.00pm

RESOLVED:**Moved: Cr V Potter****Seconded: Cr R Potter****(Alternative Motion)**

That the Community Development Committee **ADOPTS** the following amended schedule of meeting dates and times for the Community Development Committee meetings of the Town of Victoria Park to be held at the Administration Building 99 Shepperton Road Victoria Park:

Community Development Committee	
Monday 4 December 2017	commencing at 5.30pm
Monday 5 February 2018	commencing at 5.30pm
Monday 12 March 2018 (2nd Monday due to Public Holiday)	commencing at 5.30pm
Monday 9 April 2018 (2nd Monday due to Public Holiday)	commencing at 5.30pm
Monday 7 May 2018	commencing at 5.30pm
Monday 11 June 2018 (2nd Monday due to Public Holiday)	commencing at 5.30pm
Monday 2 July 2018	commencing at 5.30pm
Monday 6 August 2018	commencing at 5.30pm
Monday 3 September 2018	commencing at 5.30pm
Monday 8 October 2018 (2nd Monday due to Public Holiday)	commencing at 5.30pm
Monday 5 November 2018	commencing at 5.30pm
Monday 3 December 2018	commencing at 5.30pm

In accordance with *Regulations 11(da) of the Local Government (Administration) Regulations 1996* the reason for the decision made being significantly different to that recommended is because:

The Officer's original recommendation was amended to the first Monday of each month except when there is a public holiday then meetings will be held on the second Monday of the month as not all members of the Community Development Committee were able to attend meetings on the second Wednesday of each month.

**The Amended Motion was Put and
In favour of the Motion: Cr V Potter, Cr R Potter, Cr Oliver and Cr lfe**

CARRIED (4 – 0)

8 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

9 CLOSURE

There being no further business, Cr V Potter closed the meeting at 5.21pm.

I confirm these Minutes to be true and accurate record of the proceedings of the Council.

Signed:

Dated this: Day of 2017