

# minutes

COMMUNITY DEVELOPMENT COMMITTEE



Please be advised that a **Community Development Committee** meeting commenced at **5.30pm** on **1 October 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**

**2 October 2018**

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(To be confirmed on 5 November 2018)

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(To be confirmed on 5 November 2018)

## 1. OPENING

Deputy Mayor, Cr Vicki Potter opened the meeting at 5:30pm.

## 2. ATTENDANCE

### Members:

#### Banksia Ward:

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

#### Jarrah Ward:

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

#### Independent members:

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

#### Chief Community Planner:

Ms N (Natalie) Martin Goode

#### Manager Community:

Ms K (Kaitlyn) Griggs

#### Cultural Engagement Officer:

Ms A (Annette) Pitts

#### Secretary:

Ms A (Alison) Podmore

#### Guests:

Ms C (Christine) Foote, General Manager:  
Harold Hawthorne Community Centre

### 2.1 Apologies

#### Senior Governance Officer

Ms D (Danielle) Uniza

### 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 Ife**

**Seconded: Cr R Potter**

**That the minutes of Community Development Committee meeting held on 8 September 2018 be confirmed.**

**The Motion was Put and**

**CARRIED (5-0)**

**In favour of the Motion: Cr Ife; Cr Jacobs; Cr R Potter; Cr V Potter; and Ms A Presser;**

*Dr S (Silvia) Lozeva arrived to the meeting at 5:31pm*

### **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.

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(To be confirmed on 5 November 2018)

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.

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(To be confirmed on 5 November 2018)

## 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.

(To be confirmed on 5 November 2018)

## **6. PRESENTATIONS**

### **6.1 Deputations**

The Manager of Harold Hawthorne Community Centre, Christine Foote provided the committee with an extensive update on social outcomes for the Centre for July and August 2018.

## **7. METHOD OF DEALING WITH AGENDA BUSINESS**

**RESOLVED:**

**Moved: Cr Ife**

**Seconded: Cr Jacobs**

**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 (6-0)**

**In favour of the Motion: Cr Ife; Cr Jacobs; Cr R Potter; Cr V Potter; Ms A Presser; and Dr S Lozeva**

(To be confirmed on 5 November 2018)

**8. REPORTS****8.1 Town of Victoria Park- Reflect Reconciliation Action Plan**

<b>File Reference:</b>	CMR/14/001
<b>Appendices:</b>	1. Draft Reflect Reconciliation Action Plan 2. Draft Reflect Reconciliation Action Plan Public Comment document
<b>Attachments:</b>	No

<b>Date:</b>	20 September 2018
<b>Reporting Officer:</b>	A. Pitts
<b>Responsible Officer:</b>	K. Griggs
<b>Voting Requirement:</b>	Simple Majority

**Executive Summary:**

**Recommendation: That the Community Development Committee recommends that Council adopt the draft Reflect Reconciliation Action Plan.**

- The Town's Aboriginal Engagement Strategy Group's draft Reflect Reconciliation Action Plan has been conditionally approved by Reconciliation Australia.
- The draft Reflect Reconciliation Action Plan was informed by the Aboriginal Engagement Advisory Group, formally the Aboriginal Engagement Strategy Group
- The Town has undertaken a two-week public comment period.
- Pending adoption by Council, the Reflect Reconciliation Plan will be launched at a free community event in December 2018.

**TABLED ITEMS**

Nil

**BACKGROUND:**

The Town established an Aboriginal Engagement Strategy Group in 2013 to build relationships and respect between every Australian and Aboriginal and Torres Strait Islander people. This group informs and advises the Town on ways in which we can work together to identify opportunities that meet individual and shared aspirations, drive equality and build sustainability in our local community.

In September 2018 the group was endorsed as the Aboriginal Engagement Advisory Group, for a six-month tenure with the possibility of extension.

The Reconciliation Action Plan (RAP) program provides a framework for organisations to support the national reconciliation movement. There are four RAP types (Reflect, Innovate, Stretch, and Elevate) which set out the minimum elements required from organisations to build strong relationships, respect and opportunities within organisations and communities. Each RAP is designed to suit an organisation at different stages of their reconciliation journey, with the Town being at the first stage of Reflect.



(To be confirmed on 5 November 2018)

**DETAILS:**

In 2016 the Aboriginal Engagement Strategy Group embarked on the development of a Reflect RAP to provide a framework for the Town to build on respect, relationships and opportunities. This journey included a workshop with Reconciliation Australia, participation in Evolve and an evaluation by Curtin University on the Town's Aboriginal Engagement Strategy. This work culminated in a sub-group of the Aboriginal Engagement Strategy Group drafting key considerations for a RAP, which was presented to the wider community group for input and agreement. This document was submitted to Reconciliation Australia in 2017 with conditional approval received in early 2018.

On 5 February 2018 representatives of the Town's Aboriginal Engagement Strategy Group made a deputation to the Community Development Committee on the draft Reflect RAP. In April 2018 the Community Development Committee accepted the Draft Reflect RAP, leading to the public comment period which took place between 28 May and 11 June 2018 through Your Thoughts and a pop-up stall at the Library during Reconciliation Week. In total 13 submissions were received (see RAP Public Comment document included as Appendix 2). An overwhelming majority of these submissions demonstrated an appetite for reconciliation and welcomed a RAP.

Recommendations forwarded were, or could be broadly addressed under the strategies for implementation in the current draft (e.g. employment, education and awareness). As the RAP is a living document and will be under annual review, changes/additions can be built into the Innovate RAP.

On this basis no significant changes are proposed to draft RAP that was advertised as a result of public submissions.

**Legal Compliance:**

Nil

**Policy Implications:**

Nil

**Risk Management Considerations:**

<b>Risk &amp; Consequence</b>	<b>Consequence + Rating</b>	<b>Likelihood = Rating</b>	<b>Overall Risk Analysis</b>	<b>Mitigation/Actions</b>
Failing to implement the Reflect RAP would potentially result in a breakdown of the positive relationships built with Aboriginal and	Major (reputational 4)	Likely	High	Council approves and supports the document for implementation across the Town.

(To be confirmed on 5 November 2018)

<b>Risk &amp; Consequence</b>	<b>Consequence + Rating</b>	<b>Likelihood = Rating</b>	<b>Overall Risk Analysis</b>	<b>Mitigation/Actions</b>
Torres Strait Islander communities over the years, causing reputational brand damage.				

**Strategic Plan Implications:**

The Town's vision is to be a dynamic place for everyone, with a key pillar of our mission being to promote sustainable, connected, safe and diverse places for all.

Reconciliation Australia states that the RAP program provides a framework for organisations to support the national reconciliation movement. A RAP is a strategic document that supports an organisation's business plan. It includes practical actions that will drive an organisation's contribution to reconciliation both internally and in the communities in which it operates.

**Strategic Outcomes:**

A dynamic place for everyone.

Social – To promote sustainable, connected, safe and diverse places for everyone.

- S3 - An Empowered community with a sense of pride, safety and belonging.
- S4 – A place where all people have an awareness and appreciation of arts, culture, education and heritage

Civic Leadership – To show leadership by communicating with, empowering and supporting people in the community.

- C18 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

**Financial Implications:**Internal Budget:

Funds are allocated within the 2017/18 financial year to support the development and launch of a RAP.

Social Issues:

The draft Reflect RAP serves to underpin a range of strategies for the Town to ensure that Elected Members, Senior Management, staff and the community to embrace and drive equality and sustainability in the community.

According to Reconciliation Australia, a Reflect RAP clearly sets out the steps organisations should take to prepare for reconciliation initiatives in successive RAPs. Committing to a Reflect RAP allows organisations to spend time scoping and developing relationships with Aboriginal and Torres Strait Islander stakeholders, deciding on the vision for reconciliation and exploring the sphere of influence, before committing to specific actions or initiatives.

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(To be confirmed on 5 November 2018)

This process will help to produce future RAPs that are meaningful, mutually beneficial and sustainable.

Cultural Issues:

The Aboriginal Engagement Advisory Group has been endorsed for a six-month tenure with the possibility of extension.

The Terms of Reference of the Aboriginal Engagement Advisory Group are as follows:

This group informs and advises the Town on ways in which we can work together to identify opportunities that meet individual and shared aspirations, drive equality and build sustainability in our local community, through the implementation of the Town's RAP.

The Group is responsible for:

- Attending the meetings. If a member fails to attend two consecutive meetings of the Aboriginal Engagement Advisory Group without lodging an apology his/her appointment shall be automatically terminated unless leave of absence has been granted.

The Aboriginal Engagement Advisory Group has no delegated powers or authority to:

- Represent the Town of Victoria Park
- Implement recommendations without the approval of the Council
- Commit Council to the expenditure of funds.

Members must comply with the Town's Code of Conduct.

Environmental Issues:

Nil

**COMMENT:**

The Town has committed to working with the Aboriginal Engagement Strategy Group since 2013, and the culmination of these relationships form the basis for a draft Reflect RAP. Approving and embedding a Reflect RAP in Victoria Park demonstrates the level of respect and commitment that we share with Aboriginal and Torres Strait Islanders. Implementing the Reflect RAP will build trust and foster positive relations for making a qualitative difference in our area. The Reflect RAPs shared goals will the capacity, enhance and empower our staff and community to address matters of significance to our local area, and contribute to new opportunities with the Town of Victoria Park.

**CONCLUSION:**

The Town's Reflect RAP will provide meaningful opportunities of engagement between Aboriginal and Torres Strait Islanders, staff, Elected Members and the wider community, and will support the achievements of the SCP both Social and Civic Leadership and the Town's vision as A dynamic place for everyone.

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(To be confirmed on 5 November 2018)

**RESOLVED:**

**Moved: Cr V Potter**

**Seconded: Cr Ife**

**That the Community Development Committee recommends that Council adopt the draft Reflect Reconciliation Action Plan.**

**The Motion was Put and**

**CARRIED (6-0)**

**In favour of the Motion: Cr Ife; Cr Jacobs; Cr R Potter; Cr V Potter; Ms A Presser; and Dr S Lozeva.**

(To be confirmed on 5 November 2018)

**9. MOTION FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**10. MEETING CLOSED TO THE PUBLIC**

**10.1 Matters for which the meeting may be closed**

Nil

**10.2 Public reading of resolution that may be made public**

Nil

**11. CLOSURE OF COMMITTEE MEETING**

There being no further business, Cr V Potter closed the meeting at 6:14pm.

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

Signed: .....

Cr V Potter  
Presiding Member

Dated this: ..... Day of .....

2018

(To be confirmed on 5 November 2018)

*Deputy Mayor, Cr V Potter opened the Workshop opened at 6:14pm.*

## **12. WORKSHOP TOPICS AND PRESENTATIONS**

### **12.1 Draft Operating Subsidy Policy**

The Manager Community, Kaitlyn Griggs worked through the draft Operating Subsidy policy and socialised the document and provided the committee with comments and feedback already sought from a handful of not-for-profit organisations.

### **12.2 Culturally Significant Sites**

The Chief Community Planner, Natalie Martin Goode presented to the committee members research on significant aboriginal sites within the Town.

### **12.3 Community Development Conference**

The Chief Community Planner, Natalie Martin Goode, and the Manager Community, Kaitlyn Griggs provided the committee with an overview of the Community Development Conference they both attended, held on 6-7 September, 2018. Topics that were discussed at the conference were: Homelessness; Safer Communities; Garden Party Collective; Community Development's role in Recovery; and Futurists.

### **12.4 Governance Survey**

The Chief Community Planner, Natalie Martin Goode provided a quick update on what Governance is currently working on. The Committee then participated in a short Governance Survey.

## **13. GENERAL BUSINESS**

Nil.

(To be confirmed on 5 November 2018)

**14. REQUEST FOR REPORTS FOR FUTURE CONSIDERATION**

<b>Forthcoming Agenda Items</b>	
<b>Reports</b>	
Victoria Park Centre Arts Operating Subsidy	November 2018
<b>Workshop Topics</b>	
Connect Victoria Park Village Hub Project Acquittal	November 2018
West Coast Eagles Community Benefit Strategy update	November 2018
Homelessness Policy update	November 2018
Grants Program update	November 2018
Library Operational Review	November 2018
<b>Presentations / Deputations</b>	
Nil	

**15. CLOSURE OF WORKSHOP**

There being no further business, Cr V Potter closed the workshop at 8:06pm.