

# minutes

Community Development Committee



Please be advised that a **Community Development Committee** Meeting will be held at **5.30pm** on **6 August 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**

**10 August 2018**

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(To be confirmed 3 September 2018)

## TABLE OF CONTENTS

<b>ITEM</b>	<b>TITLE</b>	<b>PAGE NO</b>
1	OPENING	3
2	ATTENDANCE	3
	2.1 Apologies	3
	2.2 Approved Leave of Absence	3
3	DECLARATIONS OF INTEREST	4
4	CONFIRMATION OF MINUTES	4
5	TERMS OF REFERENCE	4
6	PRESENTATIONS	7
	6.1 Deputations	7
7	METHOD OF DEALING WITH AGENDA BUSINESS	7
8	REPORTS	7
9	MOTION FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN	7
10	MEETING CLOSED TO THE PUBLIC	7
	10.1 Matters for which the meeting may be closed	7
	10.2 Public reading of resolution that may be made public	7
11	CLOSURE OF COMMITTEE MEETING	7
12	WORKSHOP TOPICS AND PRESENTATIONS	8
	12.1 Victoria Park Centre for the Arts Operations – 2017/18 Update	8
	12.2 Operational Overview Harold Hawthorne	8
	12.3 The Village Hub Progress Report	8
	12.4 Aboriginal Engagement Strategy Update	8
	12.5 Healthy Relationships Strategy Group - South East Metropolitan Region (SEM)	9
	12.6 Homelessness Policy Revision	9
	12.7 Polices which fall under the Community Development Committee's Terms of Reference	9
	12.8 Council Chambers Voting System Progress Report	9
	12.9 White Ribbon Employer Accreditation	9
13	GENERAL BUSINESS	10
14	REQUEST FOR REPORTS FOR FUTURE CONSIDERATION	10
15	CLOSURE OF WORKSHOP	10

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(To be confirmed 3 September 2018)

## 1 OPENING

Cr V Potter (Deputy Mayor) opened the meeting at 5.32pm.

## 2 ATTENDANCE

### Members:

#### Banksia Ward:

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

#### Jarraah Ward:

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

#### Independent Member:

Dr S (Silvia) Lozeva

#### Chief Community Planner

Ms N (Natalie) Martin Goode

#### Manager Community

Ms K (Kaitlyn) Griggs

#### Land and Properties Project Officer

Mr T (Terry) McCarthy

#### Cultural Engagement Officer

Ms A (Annette) Pitts

#### Customer Improvement

Mr J (Josh) Norris

#### Specialist

#### Strategic Projects Manager

Ms N (Nicole) Anson

#### Secretary:

Mrs S (Susan) Fraser

#### Guests:

Ms C (Claire) Szmekura, Director Victoria Park  
Centre for the Arts

### 2.1 Apologies

#### Independent Member:

Ms A (Anna) Presser

### 2.2 Approved Leave of Absence

Nil

(To be confirmed 3 September 2018)

### 3 DECLARATIONS OF INTEREST

#### Declaration of Financial Interests

Name/Position	Cr V Potter (Deputy Mayor)
Item No/Subject	Item 12.3 – Connect Victoria Park Village Hub Project – Bi-monthly Update
Nature of Interest	Financial
Extent of Interest	Employed at Connect Victoria Park

#### Declaration of Proximity Interest

Nil

#### Declaration of Interest affecting impartiality

Nil

Elected Members (in accordance with Regulation 11 of the *Local Government [Rules of*

### 4 CONFIRMATION OF MINUTES

#### RESOLVED:

Moved: Cr J Jacobs

Seconded: Cr B Ife

That the Minutes of Community Development Committee Meeting held on 11 June 2018 be confirmed.

The Motion was Put and

CARRIED ( 5–0 )

In favour of the Motion: Cr V Potter; Cr J Jacobs; Cr B Ife; Cr R Potter and Dr S Lozeva.,

### 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.

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(To be confirmed 3 September 2018)

- 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.

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(To be confirmed 3 September 2018)

- 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**

Nil

**7 METHOD OF DEALING WITH AGENDA BUSINESS**

**RESOLVED:**

**Moved: Cr B Ife**

**Seconded: Cr J 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 (5 –0 )**

**In favour of the Motion: Cr V Potter; Cr J Jacobs; Cr B Ife; Cr R Potter and Dr S Lozeva.**

**8 REPORTS**

Nil

**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**

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

**11 CLOSURE OF COMMITTEE MEETING**

There being no further business, Cr V Potter closed the meeting at 5:35pm.

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

Signed: ..... Cr V Potter (Deputy Mayor)

Dated this: ..... Day of .....2018

## 12 WORKSHOP TOPICS AND PRESENTATIONS

### 12.1 Victoria Park Centre for the Arts Operations – 2017/18 Update

Ms Claire Szmekura, Director, Victoria Park Centre for the Arts provided a brief overview of the Victoria Park Centre for the Arts operations, programs and future planning. A report will be presented to the committee next month.

*Ms Claire Szmekura left the meeting at 5.50pm.*

### 12.2 Operational Overview Harold Hawthorne

Mr Terry McCarthy, Land and Properties Project Officer provided the committee with an explanation of the current leasing arrangements at Harold Hawthorne Community Centre.

*Mr Terry McCarthy left the meeting at 6.36pm.*

As per Clause 9.1 (b) of the *Town of Victoria Park Standing Orders Local Law 2011*, that the meeting deal with Items 12.8 Council Chambers Voting System Progress Report; 12.4 - Aboriginal Engagement Strategy Update and 12.5 - Healthy relationships Strategy Group – South East Metropolitan Region (SEM) prior to item 12.3 - The Village Hub progress Report.

*The meeting moved to Item 12.8 - Council Voting System Progress Report.*

### 12.3 The Village Hub Progress Report

*The Presiding Member, Cr V Potter (Deputy Mayor) left the meeting at 7.06pm, the Deputy Presiding Member Cr B Ife assumed the chair.*

The Village Hub bi-monthly progress report was received by the committee.

*The Presiding Member, Cr V Potter (Deputy Mayor) returned to the meeting at 7.10pm and resumed the chair.*

*The meeting moved to Item 12.6 - Homelessness Policy Revision*

### 12.4 Aboriginal Engagement Strategy Update

Ms Annette Pitts, Cultural Engagement Officer provided a brief up-date on the:

- Aboriginal Engagement Strategy Group;
- Reconciliation Action Plan (RAP) and
- Involvement in the Community Sounding Board



## **12.5 Healthy Relationships Strategy Group - South East Metropolitan Region (SEM)**

Ms Annette Pitts, Cultural Engagement Officer provided the committee with information on the establishment of the South East Metropolitan Region Strategy Group and the Town's involvement.

*Ms Annette Pitts left the meeting at 7.06pm.*

*The meeting moved to Item 12.3 - The Village Hub Progress Report.*

## **12.6 Homelessness Policy Revision**

Ms Kaitlyn Griggs, Manager Community discussed the proposed changes to RECN4 and responded to questions. The next stages are a review by C-suite and community consultation prior to a report being presented to the committee.

## **12.7 Polices which fall under the Community Development Committee's Terms of Reference**

The Community Development Committee were presented with a list of relevant Polices which fall under its Terms of Reference.

**Action: Administration will create a schedule for reviewing the individual policies. One policy per month to be reviewed**

*The meeting moved to Item 12.9 - White Ribbon Employer Accreditation*

## **12.8 Council Chambers Voting System Progress Report**

Ms Nicole Anson, Strategic Project Manager and Mr Josh Norris, Customer Improvement Specialist provided the committee with a presentation of the proposed voting system for Council Chambers.

There will be a full presentation of the system at the Elected Member Workshop scheduled for 21 August.

*Ms Nicole Anson and Mr Josh Norris left the meeting at 6.55pm.*

*The meeting moved to Item 12.4 Aboriginal Engagement Strategy Update.*

## **12.9 White Ribbon Employer Accreditation**

Dr Silvia Lozeva spoke to the committee with regard to the accreditation framework and process for employers.

It was noted that the Town's 'Healthy Relationships Strategy' and proposed changes to the 'EBA' would make positive changes.

(To be confirmed 3 September 2018)

**13 GENERAL BUSINESS**

Nil

**14 REQUEST FOR REPORTS FOR FUTURE CONSIDERATION**

<b>Forthcoming Agenda Items</b>	
<b>Reports</b>	
Victoria Park Centre for the Arts Acquittal	September 2018
Community Development Strategy	TBC Late 2018
West Coast Eagles Community Benefit Strategy	TBC Late 2018
<b>Workshop Topics</b>	
Volunteering – Progress Update	September 2018
Library Operational Review	September 2018
Grants Program – Progress Update	September 2018
Policy Review as per Schedule	September 2018
Art and Culture – Request for quote Update	September 2018
Connect Victoria Park Village Hub Project	October 2018
Culturally Significant Sites in the Town – McCallum/Taylor	October 2018
<b>Presentations / Deputations</b>	

**15 CLOSURE OF WORKSHOP**

There being no further business Cr V Potter (Deputy Mayor) closed the workshop at 7.45pm.