

minutes

Community Development Committee



Please be advised that a **Community Development Committee** Meeting commenced at **5.30pm** on **Monday 9 April 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

13 APRIL 2018

(To be Confirmed 7 May 2018)

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1 OPENING

Cr V Potter (Deputy Mayor) opened the meeting at 5.30pm.

2 ATTENDANCE

Members:

Banksia Ward:

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

Jarraah Ward:

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

Deputy Member:

Nil

Chief Community Planner

Ms N (Natalie) Martin Goode

Manager Community

Ms K (Kaitlyn) Griggs

Manager Business Services

Mr L (Luke) Ellis

Secretary:

Mrs S (Susan) Fraser

Guests:

Ms H (Helen) Creed, Victoria Park Youth
Accommodation Service
Mr L (Luke) Garswood, CEO Connect Victoria
Park

2.1 Apologies

Chief Operations Officer

Mr B (Ben) Killigrew

Coordinator Community Development

Ms L (Lisa) Cornelius

2.2 Approved Leave of Absence

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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

Name/Position	Cr V Potter
Item No/Subject	Item 9.1 – 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

Name/Position	Cr Ronhhda Potter
Item No/Subject	Community Development Meeting: item 6.3 – Victoria Park Youth Accommodation presentation.
Nature of Interest	Impartiality
Extent of Interest	Previous Board Member of Victoria Park Youth Accommodation. Resigned from the position when elected to Council.

4 CONFIRMATION OF MINUTES

RESOLVED:

Moved: Cr B Ife

Seconded: Cr R Potter

That the Minutes of Community Development Committee Meeting held on 12 March 2018 be confirmed.

The Motion was Put and

CARRIED (4 –0)

In favour of the Motion: Cr V Potter; Cr R Potter; Cr B Ife and Cr J 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.
- 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.

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- 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.

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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.

RESOLVED:

Moved: Cr V Potter

Seconded: Cr J Jacobs

As per Clause 9.1 (b) of the *Town of Victoria Park Standing Orders Local Law 2011*, that the meeting deal with Item 9.1 before moving onto Item 6 Presentations.

The Motion was Put and

CARRIED (4 –0)

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

The Presiding Member, Cr V Potter (Deputy Mayor) left the meeting at 5.33pm, the Deputy Presiding Member Cr B Ife assumed the chair.

Mr Luke Garswood joined the meeting at 5.33pm.

The meeting moved to Item 9.1 – Connect Victoria Park bi-monthly report.

6 PRESENTATIONS

Ms Helen Creed joined the meeting at 5.45pm.

6.1 Petitions

Nil

6.2 Presentations (Awards to be given to the Town)

Nil

6.3 Deputations

Ms Helen Creed, Victoria Park Youth Accommodation Service will provided the Committee with options for an in-kind project contribution to the Town's Homelessness Strategy.

Ms Helen Creed left the meeting at 6.02pm.

(To be Confirmed 7 May 2018)

Action:

- Administration to seek advice from WALGA regarding procurement v's debt recovery and to present the outcomes as a workshop item for the next Community Development Committee Meeting.

7 METHOD OF DEALING WITH AGENDA BUSINESS

Moved: Cr V Potter

Seconded: Cr R Potter

RESOLVED:

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 V Potter; Cr R Potter; Cr B Ife and Cr J Jacobs.

Mr Luke Ellis, Manager Business Service joined the meeting at 6.03pm.

8 REPORTS

8.1 Volunteering Policy

File Reference:	CMS/14/37
Appendices:	No

Date:	23 March 2018
Reporting Officer:	A.Hunter
Responsible Officer:	K.Griggs
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – That the Community Development Committee Reviews and Recommends the Volunteering Policy to be Adopted By Council.

- The Volunteering Policy has been developed to guide and manage the Town's strategic aspirations to be a leader in volunteering through the formation of a diverse, inclusive and innovative volunteers program.

TABLED ITEMS:

Nil

BACKGROUND:

Volunteers contribute to the operational delivery of programs and services at the Digital Hub, Library, Aqualife and Leisurelife, and at Town of Victoria Park (the Town) events. The Town does not have a Volunteering Policy, Management Practice, Position Description, Code of Conduct or Induction program in place for volunteers, resulting in each service area undertaking an ad-hoc approach to volunteering.

To address these gaps, the Town has appointed a Volunteer Officer within the Community Development Team, who is responsible for working in collaboration with Human Resources and service areas to ensure a strategic, centralised and coordinated approach to volunteering for the Town.

A draft Volunteering Policy was presented to the Community Development Committee (CDC) meeting on 12 March 2018 as a workshop item, and was accepted.

DETAILS:

The Town recognises the importance of volunteers and volunteering organisations within our dynamic community. Through the delivery of Town services, initiatives and events, Volunteers make invaluable contributions of time, skills and knowledge, enriching our local community. The Volunteering Policy will guide the Town's strategic direction for achieving a coordinated, best practice and outcome - focused approach to the involvement and management of volunteers.

The following draft; The Volunteering Policy, has been developed in alignment with the Town's strategic aspirations and the National Standards for volunteering to increase opportunities for community involvement and social cohesion.

(To be Confirmed 7 May 2018)

POLICY OBJECTIVE:

To guide and manage the Town's strategic aspirations to be a leader in volunteering through the formation of a diverse, inclusive and innovative volunteers program that values and celebrates community volunteering.

POLICY STATEMENT:

The Town recognises and appreciates the invaluable contributions of time, skills and knowledge volunteers, and volunteering organisations provide for the success and sustainability of community services, initiatives and events.

The Town is committed to providing clear processes and procedures to ensure a best practise and outcomes focused approach is applied to the recruitment, management and recognition of Volunteers.

The Town's core values, strategic goals and The National Standards for Volunteering will shape the Volunteers program to increase opportunities for community involvement and social cohesion.

Legal Compliance:

As per LGIS- A guide to Managing Volunteers, the following applies;

- **Workers Compensation-** Volunteers are not classified as 'workers' under the *Workers Compensation and Injury Management Act 1994* (WA). As such Town volunteers are covered under the Town's insurance policy/ public liability
- **Occupational Safety and Health-** In accordance with the *Occupational Safety and Health Act 1984*, the Town must ensure through 'reasonable and practical processes that volunteers and non- workers are not harmed as a result of their contribution to the Town
- **Privacy-** Personal information of volunteers must be collected and dealt with in accordance with the *Privacy Act 1988* (Cth). Information must be regarded as confidential and prior consent must be obtained for information disclosure (other reason than primary purpose of information collection).
- **Equal Opportunity-** It is recommended that Local Governments have regard for equal opportunity objectives when developing policies and program procedures in relation to volunteering.

Common Law Obligations

- **Civil Liability-** *Volunteers (Protection from Liability) Act 2002* - Blame assigned to an individual. Whereby a volunteer does not incur civil liability for anything they do in good faith whilst carrying out volunteer work. Liability in this circumstance transfers to the Town. Volunteers are not protected by the Act if they knew, or ought to have known that they were acting outside the scope of the work organised by Town, or if they commit an illegal act or are under influence of drugs/ alcohol.

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- **Common Law 'Duty of Care'**- The Town has responsibility to take all reasonable steps to mitigate risk of injury to its volunteers

Policy Implications:

The Town does not currently have a Volunteering Policy.

Risk Management Considerations:

Risk	Likelihood	Consequence	Rating	Mitigation
Policy not endorsed – no strategic approach to Town Volunteer Involvement and Management	Moderate	Moderate	High	Council to adopt the Volunteering Policy and Administration to draft a Volunteer Management Strategy, Induction Process, Position Description, along with other relevant management practices.

Strategic Plan Implications:

Our vision for the future: The Town of Victoria Park: A dynamic place for everyone.

- We are Perth's most empowered engaged community
- We are inclusive and connected with a thriving community

Strategic Outcomes:

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

- S3 An empowered community with a sense of pride, safety and belonging

Financial Implications:Internal Budget:

There are no budget implications that arise from adopting this policy.

Total Asset Management:

There are no total asset management implications that arise from adopting this policy.

Sustainability Assessment:External Economic Implications:

According to Australian Bureau of Statistics (ABS), volunteers make a valuable contribution to society in both economic and social terms. In 2006, 21% of the Australian population aged 18 years and over volunteered at least once a fortnight. The Volunteering Australia - key facts and statistics about volunteering in Australia 2015 report, estimated that the value of volunteering in 2006, formal volunteering (excluding travel) was worth \$19.4 billion to the Australian economy; and in 2010, formal volunteering (excluding travel) was worth \$25.4 billion to the Australian economy.

Social Issues:

Volunteering has a positive role in creating social capital through:

- creating a strong and connected community
- building a sense of place - welcoming and inclusive community for everyone

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- building a proud community through increased participation and involvement
- providing opportunities and pathways to employment
- relationship building and social cohesion
- sustainability of service delivery and community lead initiatives.

According to the ABS, research has established a strong relationship between volunteering and health. Health issues may limit a person's ability to participate in some voluntary activities and good health leads to continued volunteering. Studies have also suggested that volunteering leads to improved physical and mental health.

In 2006, people who described their own health as excellent or very good were more likely to be regular volunteers (23%) than people who described themselves as having fair or poor health (14%).

Cultural Issues:

The Volunteering Policy strives to enhance the Town's aspirations of being a dynamic community for everyone by creating a welcoming, diverse and inclusive volunteering environment.

Environmental Issues:

Nil

COMMENT:

The Volunteering Policy will provide strategic direction towards Volunteering for the Town. Administration will draft a Volunteer Management Strategy, Position Description, Code of Conduct, recruitment and retention strategy, along with relevant operational guidelines, aligned to best practice.

CONCLUSION:

The purpose of this policy is to guide the formation of a diverse, inclusive and innovative Volunteers Program and to recognise and celebrate the invaluable positive benefits Volunteers bring to our Community.

RESOLVED:

Moved: Cr Ife

Seconded: Cr Jacobs

That the Community Development Committee accepts and recommends the adoption of the draft Volunteering Policy, as below.

VOLUNTEERING POLICY

OBJECTIVE:

To guide and manage the Town's strategic aspirations to be a leader in volunteering through the formation of a diverse, inclusive and innovative volunteers program that values and celebrates community volunteering.

POLICY STATEMENT:

(To be Confirmed 7 May 2018)

The Town recognises and appreciates the invaluable contributions of time, skills and knowledge volunteers, and volunteering organisations provide for the success and sustainability of community services, initiatives and events.

The Town is committed to providing clear processes and procedures to ensure a best practise and outcomes focused approach is applied to the recruitment, management and recognition of volunteers.

The Town's core values, strategic goals and The National Standards for Volunteering will shape the volunteers program to increase opportunities for community involvement and social cohesion.

The Motion was Put and

CARRIED (4 –0)

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

8.2 Reconciliation Action Plan (RAP)

File Reference:	CMR/14/001
Appendices:	No
Attachments:	No

Date:	23 March 2018
Reporting Officer:	A. Pitts
Responsible Officer:	K. Griggs
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation: That the Community Development Committee accepts and recommends adoption of the draft Reflect RAP by Council.

- The Town's Aboriginal Engagement Strategy Group's draft Reflect Reconciliation Action Plan (RAP) has been conditionally approved by Reconciliation Australia.
- The draft RAP is submitted to the Community Development Committee for consideration.

TABLED ITEMS

- Draft RAP

BACKGROUND:

The Town of Victoria Park (the Town) established an Aboriginal Engagement Strategy Group in 2013 to build relationships and respect between, the Town 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.

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, 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.

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 and conditional approved received in early 2018.

On 5 February 2018 representatives of the Town's Aboriginal Engagement Strategy Group

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made a deputation to the Community Development Committee on the draft Reflect RAP, which was well received and supported.

Legal Compliance:

Nil, as there is no legal requirement for a local government authority to implement a RAP.

Policy Implications:

Nil.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Failing to implement the RAP would potentially result in a breakdown of the positive relationships built with Aboriginal and Torres Strait Islander communities over the years.	Major (reputational 4)	Likely	High	Council approves and supports the document for implementation across the Town.

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, safe, connected 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:

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

- S3- An Empowered community with a sense of pride, safety and belonging.

Financial Implications:Internal Budget:

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

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

Cultural Issues:

Nil

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 RAP. Approving and embedding a RAP in Victoria Park demonstrates the level of respect and commitment that we share with Aboriginal and Torres Strait Islanders. Implementing the RAP will build trust and foster positive relations for making a qualitative difference in our area. The RAPs shared goals educate, enhance and empower our staff and community to address matters of significance to our local area and contribute to new opportunities in 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 achievement of S3 - An empowered community with a sense of pride, safety and belonging.

RESOLVED:

Moved: Cr V Potter

Seconded: Cr Ife

That the Community Development Committee accepts and recommends adoption of the draft Reflect RAP.

The Motion was Put and

CARRIED (4 –0)

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

9 WORKSHOP TOPICS AND PRESENTATIONS

9.1 Connect Victoria Park – Bi-Monthly Report

Mr Luke Garswood, CEO, Connect Victoria Park provided the Committee with a progress report on the Village Hub Project.

Mr Luke Garswood left the meeting at 5.44pm.

The Presiding Member, Cr V Potter (Deputy Mayor) returned to the meeting at 5.44pm and resumed the chair.

The meeting moved to Item 6 - Presentations.

Workshop Item 9.3 – Aqualife: Victoria Park Swimming Club High Performance Training was dealt with prior to Item 9.2

9.2 Access and Inclusion: Council Chambers Voting System

Ms Kaitlyn Griggs, Manager Community provided the Committee with a progress update on the electronic voting system for Council Chambers.

Action:

- Administration to provide a further update at the next Community Development Committee meeting.

9.3 Aqualife: Victoria Park Swimming Club High Performance Training Centre

Luke Ellis, Manager Business Services provided the committee with information to assist in determining the purpose of the pool at Aqualife.

Actions

- Administration to arrange a meeting with the President of Victoria Park Swimming Club.
- Administration to provide a report for the next Community Development Committee meeting.

Mr Luke Ellis, Manager Business Service left the meeting at 6.45pm.

The meeting moved to Item 9.2 – Access and Inclusion: Council Chambers Voting System.

9.4 Community Grants and Donations Program

Ms Kaitlyn Griggs, Manager Community presented the community grants and donations program and requested feedback from the Committee on the current policies FIN7 Donations – Financial Assistance and RECN6 Community Grants Policy.

Actions:

- Administration to update the donations, grants and sponsorship policies to include a clause excluding applications from applicants who have an outstanding debit to the Town or who have failed to acquit a previous grant, donation or sponsorship.
- Administration to seek feedback from Elected Members on the policies FIN7 Donations – Financial Assistance and RECN6 Community Grants Policy at an Elected Member Workshop.

10 MOTION FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 NEW BUSINESS OF AN URGENT NATURE

Southern Districts Band Inc (SDBI) Sponsorship

Administration has contacted 'SDBI' several times throughout 2017 in relation to the 2016/17 Sponsorship agreement, which has been acquitted, and future sponsorship application processes.

12 REQUEST FOR REPORTS FOR FUTURE CONSIDERATION

Forthcoming Agenda Items	
Reports	
Public Art Strategy	May 2018
Aqualife – High Performance Centre	May 2018
Community Development Strategy	July 2018
West Coast Eagles Community Benefit Strategy	Late 2018
Workshop Topics	
Reserve Usage: Commercial, Community, and Youth - Hire Fees and Subsidies	May
WALGA advice Procurement v's Debt Recovery	May
Arts and Culture Plan Scope	May

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Forthcoming Agenda Items	
West Coast Eagles Community Benefit Strategy	May Bi-Monthly Update
Victoria Park Centre for the Arts	May - Quarterly Progress Report
Community Development Strategy	June
Connect Victoria Park Village Hub Project	June - Bi-Monthly Update
Presentations / Deputations	
Asset Based Community Development	TBC

13 CLOSURE

There being no other business Cr V Potter (Deputy Mayor) closed the meeting at 7.24pm.

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

Signed:.....Cr V Potter

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