

CITY OF ARMADALE

AGENDA

OF COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 5 MARCH 2024 AT 7:00PM.

A meal will be served at 6:15 p.m.

PRESENT:

APOLOGIES:

OBSERVERS:

IN ATTENDANCE:

PUBLIC:

“For details of Councillor Membership on this Committee, please refer to the City’s website – [www.armadale.wa.gov.au/your council/councillors](http://www.armadale.wa.gov.au/your_council/councillors).”

DISCLAIMER

The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings to be read.

DECLARATION OF MEMBERS' INTERESTS

QUESTION TIME

Public Question Time is allocated for the asking of and responding to questions raised by members of the public.

Minimum time to be provided – 15 minutes (unless not required)

Policy and Management Practice EM 6 – Public Question Time has been adopted by Council to ensure the orderly conduct of Public Question time and a copy of this procedure can be found at <http://www.armadale.wa.gov.au/PolicyManual>

It is also available in the public gallery.

The public's cooperation in this regard will be appreciated.

DEPUTATION

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 6 February 2024 be confirmed.

ITEMS REFERRED FROM INFORMATION BULLETIN

Report on Outstanding Matters – Community Services Committee

Items referred from the Information Bulletin – Issue 2 – February 2024

If any of the items listed above require clarification or a report for a decision of Council, this item to be raised for discussion at this juncture.

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1.1 - RECONCILIATION ACTION PLAN WORKING GROUP DRAFT TERMS OF REFERENCE

WARD : ALL

FILE No. : M/45/24

DATE : 5 February 2024

REF : RM

RESPONSIBLE : Executive Director
MANAGER Community Services

In Brief:

- This report presents the Reconciliation Action Plan Working Group Draft Terms of Reference.
- Recommend that Council endorse the Reconciliation Action Plan Working Group Draft Terms of Reference.

Tabled Items

Nil

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

Strategic Community Plan

Community

1.2 Improve Community Wellbeing

- 1.2.2 Facilitate the alignment of service and program delivery to identify social priorities within the community

1.4 An Inclusive and Engaged Community

- 1.4.4 Encourage the provision of culturally appropriate services and programs in the City

Reconciliation Action Plan

Governance

Action 1: Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP

- Review and update Terms of Reference for RWG

Public Health and Wellbeing Plan

11.3 *Improve and Maintain Aboriginal and Torres Strait Islander Health and Wellbeing*

11.3.1.1 Consider developing a Reconciliation Action Plan for the City of Armadale

- Improve health and wellbeing outcomes for the local Aboriginal and Torres Strait Islander community

Legal Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

1. Reconciliation Action Plan Working Group

BACKGROUND

The RAP Working Group

The City's Reconciliation Action Plan (RAP) Working Group was established in December 2022. Membership comprises four City Councillors, four community members and six City Officers. The City's Aboriginal Development Lead and one of Councillors are the Co-Chairs of the Group.

The initial primary purpose of the RAP Working Group was to oversee and direct the development of the Reconciliation Action Plan, meeting monthly to progress this work. Upon the endorsement of the RAP by Reconciliation Australia and Council, the RAP Working Group's role is to now have oversight of the RAP's implementation and evaluation.

The RAP Working Group Terms of Reference was approved by the RAP Working Group at the time of the Group's establishment. At that point the RAP Working Group was not included in Council's appointment process to groups, and Councillors requested inclusion informally.

Therefore, these Terms of Reference are now presented to Council given the RAP Working Group is part of the Councillor appointment process due to its inclusion in the Council meeting calendar as "an occasional advisory, reference or working group established by Council and external entities".

DETAILS OF PROPOSAL

The draft RAP Working Group Terms of Reference 2023 – 2025 is now presented to Council. The Terms of Reference are attached. All the sections are listed as follows:

- Objectives
- Membership
- Meetings
- Roles and Responsibilities
- Conflicts of Interest
- Reporting
- Resources and budget
- Review
- Variations
- Term

The RAP Working Group have reviewed and approved the draft Terms of Reference.

ANALYSIS

The RAP Working Group is important to ensuring the City progresses the actions in the RAP. The draft Terms of Reference provides a clear framework for the governance and operation of the group, conducive to maximising the benefit of the members' expertise, local knowledge and insight.

OPTIONS

Council has the following options:

1. Endorse the draft RAP Working Group Terms of Reference as attached to this report.
2. Does not endorse the draft RAP Working Group Terms of Reference as attached to this report.
3. Amends the draft RAP Working Group Terms of Reference as attached to this report.

Option 1 is recommended.

CONCLUSION

The draft RAP Working Group Terms of Reference is presented to Council for endorsement. It outlines the elements required for the successful governance and operation of the RAP Working Group in order for the City to satisfactorily implement, monitor and evaluate the RAP.

RECOMMEND

That Council endorse the draft RAP Working Group Terms of Reference as attached to this report.

ATTACHMENTS

1. [Reconciliation Action Plan Working Group - Terms of Reference](#)

**2.1 - CONFERENCE ATTENDANCE - NATIONAL SPORTS AND PHYSICAL
ACTIVITY CONVENTION - JUNE 2024**

WARD : ALL
FILE No. : M/34/24
DATE : 31 January 2024
REF : CH
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- The National Sports and Physical Activity Convention is to be held in Melbourne on 27-28 June 2024.
- A link to the full program for the conference is included in this report.
- This report seeks nominations for Councillor attendance as a delegate to the National Sports and Physical Activity Convention 2024.

Tabled Items

Nil

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
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Officer Interest Declaration

Nil

Strategic Implications

- 4.1 Visionary Civic leadership and sound governance
- 4.1.3 Support the role of the elected body
- 4.1.3.2 Facilitate appropriate training and development opportunities for Councillors

Legal Implications

General assessment of relevant legislation (e.g. *Local Government Act 1995*) has not revealed any restrictions.

Council Policy/Local Law Implications

- Council Policy ADM3 – Conferences and Training
- Council Policy EM1 – Reimbursement of Councillor's Expenses

Budget/Financial Implications

Allowances for Councillor and Officer attendance at conferences have been made within the 2023/24 Budget and Long Term Financial Plan estimates.

Consultation

- Intra Directorate

BACKGROUND

The National Sports and Physical Activity Convention is the peak conference for the Sport and Recreation industry in Australia and will be held in Melbourne in June 2024. The conference is attended by Local Government Managers, State and National Sporting executives and other industry related professionals. The conference seeks to provide a program designed to stimulate and challenge industry professionals.

Nominations for Councillor attendance are requested at this Community Services Committee Meeting, to be presented to the 11 March 2024 Ordinary Council Meeting, in order to facilitate timely registrations.

DETAILS OF PROPOSAL

The theme of the 2024 conference is Inspire Innovation – Drive Participation. Sport and Recreation facilities across all sectors continue to face a range of funding uncertainties, changing participation patterns, non-traditional community expectations and fundamental changes in usage patterns. The theme reflects key topics which underpin the increased need for sporting bodies, Government at all levels and design experts to continue to evolve and meet the changing demands and demographics of leisure. The conference program can be found here <https://nationalsportsconvention.com.au/program-2024/>

COMMENT

The conference theme resonates strongly with the City's Recreation department as it seeks to maximise utilisation across the various facilities and suburbs with the City of Armadale. This includes minimising barriers to facility use, partnering with under-represented user groups to ensure sport/leisure meet the needs of existing and emerging users, and ensuring that the City's leisure facilities and their services are accessible and inclusive, reflecting the communities they serve.

The conference streams include:

- Active Cities, Communities and People
- Community Sport and Leisure Facilities
- Aquatic and Leisure Management
- Sports Grounds and Activity Spaces
- Participation and Inclusion
- Sports Management

- Play
- Schools and Sport

Each of these topics is an area being actively explored by the City's Recreation department. In addition to the formal program, the conference also provides the opportunity to interact with colleagues from various sectors across the country and discuss cross-sector solutions to the challenges facing the profession.

Attendance costs including travel and accommodation amount to approximately \$4,000pp.

The Manager Recreation Services will be attending as a delegate to the 2024 National Sports and Physical Activity Convention.

CONCLUSION

The National Sports and Physical Activity Convention 2024 offers a program of interest to the recreation sector, including Local Government. The conference brings together recreation professionals from across Australia to share best practice, innovation, and discuss industry trends.

Attendance at the conference is considered beneficial as the City of Armadale faces new challenges of increased and diversified demand, challenges in planning new facilities, and ensuring our leisure facilities are both sustainable and utilized within the community.

RECOMMEND

That Council nominate Councillor as a delegate to the 2024 National Sports and Physical Activity Convention.

OR

Should no nomination be received, then the recommendation is as follows:

Make no nomination for Councilor attendance at the 2024 National Sports and Physical Activity Convention.

ATTACHMENTS

There are no attachments for this report.

COUNCILLORS' ITEMS

Nil

This refers to any brief updates from Councillors from their attendance at Working Group or Advisory Group meetings on which they represent Council.

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT _____

COMMUNITY SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
5 MARCH 2024		
ATT NO.	SUBJECT	PAGE
1.1	RECONCILIATION ACTION PLAN WORKING GROUP DRAFT TERMS OF REFERENCE	
1.1.1	Reconciliation Action Plan Working Group - Terms of Reference	12



City of Armadale Reconciliation Action Plan Working Group Terms of Reference

1. Objective

The purpose of the Reconciliation Action Plan Working Group is to direct and oversee the implementation of the City of Armadale's first Reconciliation Action Plan after its endorsement by Reconciliation Australia and Council.

2. Membership

Membership of the Group will comprise:

2.1 Elected Members

The Council will be represented by at least one Councillor.

2.2 City of Armadale Officers

City of Armadale Officers will be represented by:

- Aboriginal Development Lead
- Aboriginal Children and Families Officer
- Executive Director Community Services
- Executive Director Technical Services
- Manager Community Development
- People Services Lead

2.3 Aboriginal Elders and Community Representation

The Working Group will have representation from local Aboriginal Elders and community members of up to seven members.

The total membership of the Group including City of Armadale staff will comprise 15 members.

2.4 Other

Additional City of Armadale Officers and specialised organisations/persons will be invited as required.

Councillors and City of Armadale management staff may attend meetings as observers, subject to the following conditions:



- the person wishing to attend the meeting to observe will need to request in advance that they attend the meeting via email to the Co-Chairs
- the person may request that a question is responded to if they have one
- the person observing may not participate in the meetings or vote

Executive Directors may nominate another Officer to be their proxy – a briefing to be held with the nominated person prior to the meeting.

2.5 Appointment

- The Councillor(s) will be appointed as per Council's appointment process to working groups.
- City Officers from relevant departments will be requested to attend.
- Vacancies will be advertised in the local newspaper and social media. Interested people will be required to complete a 'Reconciliation Action Plan Working Group Application Form'.
- Recommendations for appointment and the final approval of applications will be made by the Co-Chairs.
- Members are to be aware that they are members of the Reconciliation Action Plan Working Group and are not authorised to make any public statements that purports to be on behalf of the City or the Group; (including verbal, written or personal), or that commits the City to any action.

It is expected that meetings are conducted in an environment of courtesy and respect; and in accordance with the City of Armadale's Code of Conduct for Elected Members, Committees, Staff and Volunteers. All members of the Working Group are to adhere to the guidelines for an acceptable standard of professional conduct.

3. Meetings

3.1 Meetings

- Meetings will take place every month and held in the City of Armadale Function Room or the Champion Centre. Meeting locations may be changed subject to availability and topic of discussion.
- Notice of meetings shall be given to members at least three weeks before each meeting.
- Other meetings will be held as necessary. If required, meetings will be arranged outside of the normal meeting times at a time convenient to members.
- Where practicable, Members will be given appropriate notice if a meeting is cancelled or postponed.

3.2 Administration

- Administration of the agenda, notes and minutes is the responsibility of the City of Armadale.
- Maintaining the membership database is the responsibility of the City of Armadale.



- Members may email Agenda items to the City three weeks prior to a meeting.
- Agendas will be circulated by email as far in advance of each meeting as is practical, preferably seven days prior to a meeting.
- The City Officer will ensure that meeting minutes are prepared as an accurate record of each meeting's proceedings and are distributed within ten working days from the date of the meeting.

4. Roles and Responsibilities

4.1 Members of the Reconciliation Action Plan Working Group are responsible for:

- Receiving and discussing quarterly updates on the Reconciliation Action Plan
- Contributing to the discussion of reconciliation opportunities in the community and ideas for responses for the purpose of:
 - Including the agreed response in the City's Reconciliation Action Plan under the relevant action/deliverable
 - Approaching other likeminded organisations for potential collaborative projects
- Referral to the appropriate City of Armadale business unit to advise on potential actions
- Suggesting items for inclusion in the Group's meeting Agendas
- Adhering to the City's Code of Conduct for Elected Members, Staff and Volunteers

4.2 Chairperson

- The Chair sets and approves the meeting Agenda.
- If the Chairperson is unable to attend a meeting a City staff member will be the Chairperson for that meeting.
- The Chairperson is responsible for the proper conduct of the Group.

5. Conflicts of Interest

Members with a personal or financial interest in an item for discussion must declare a conflict of interest to the Working Group by completing a Declaration of Conflict of Interest Form (Form B).

Members should seek advice from City Officers if uncertain.

6. Reporting

Information regarding meetings and actions resulting from the meetings will be published in the City's Councillor Information Bulletin.

7. Resources and Budget

The meetings will take place in the City of Armadale Function Room, and where necessary audio-visual equipment is provided.

City Officers will attend these meetings and are responsible for the administration of the Group.



8. Review

A review of the Reconciliation Action Plan Working Group Terms of Reference will be conducted every two (2) years in association with membership appointment.

9. Variations

This Terms of Reference may be amended, varied or modified only in writing after approval of the Chairs of the Group and Council.

10. Term

This Terms of Reference is effective from 12 March 2024 and continues until 12 March 2026.

