

minutes

ECONOMIC DEVELOPMENT COMMITTEE



Please be advised that an **Economic Development Committee** Meeting was held at **5.30pm** on **Thursday 7 December 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

7 December 2017

(To be confirmed 8 February 2018)

TABLE OF CONTENTS

ITEM	TITLE	PAGE NO
1.	OPENING	3
2.	ATTENDANCE	3
	2.1 Apologies	3
	2.2 Approved Leave of Absence	3
3.	DECLARATIONS OF INTEREST	3
4.	CONFIRMATION OF MINUTES	4
5.	TERMS OF REFERENCE	4
6.	METHOD OF DEALING WITH AGENDA BUSINESS	6
7.	PRESENTATIONS	6
	7.1 Deputations	6
8.	REPORTS	6
9.	WORKSHOP TOPICS AND PRESENTATIONS	7
	9.1 Victoria Park Centre for the Arts – Centre Update	7
	9.2 Parklet Policy Update	7
	9.3 Economic Development Strategy Update	7
	9.4 Hospitality Marketing Campaign Project Update	7
	9.5 Relationship Management Strategy Update	7
	9.6 Review of Economic Development Terms of Reference	7
10.	MOTION FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN	8
11.	NEW BUSINESS OF AN URGENT NATURE	8
12.	REQUEST FOR REPORTS FOR FUTURE CONSIDERATION	8
13.	CLOSURE	8

(To be confirmed 8 February 2018)

1. OPENING

Cr Ammons Noble opened the meeting at 5.33 pm.

2. ATTENDANCE

Members:

Banksia Ward

Jarraah Ward

Cr J (Jennifer) Ammons Noble
(Presiding Member)

Deputy Member:

Cr R (Ronnhda Potter)
Cr B (Brian) Oliver

**Chief Operations Officer
Manager Community
Manager Stakeholder Relations**

Mr B (Ben) Killigrew
Mrs K (Kaitlyn) Griggs
Mrs C (Carrie) Parsons

**Secretary
Guests**

Ms G (Gaye) Last

2.1 Apologies

**Director Business Life
Jarrah Ward
Banksia Ward**

Mr N (Nathan) Cain
Cr B (Bronwyn) Ife
Cr K (Karen) Vernon
Cr J (Julian) Jacobs

**Economic Development Officer
General Manager Victoria Park Centre for the
Arts**

Miss T (Terri) Holland
Clare Szmekura

2.2 Approved Leave of Absence

Nil

3. DECLARATIONS OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

RESOLVED:

Moved: Cr R Potter

Seconded: Cr Oliver

That the minutes of the Economic Development Committee meetings held on 5 October 2017 and 21 November 2017 be confirmed.

The Motion was Put and

CARRIED (3-0)

In favour of the Motion: Cr Ammons Noble; Cr R Potter and Cr Oliver

5. TERMS OF REFERENCE

1. NAME

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

2. AIMS AND OBJECTIVES

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

2.1 Goals

To promote the vibrancy of the Town and stimulate economic growth and tourism by:

- Supporting and promoting local business;
- Developing the Town as the event destination of choice;
- Being culturally receptive and a supporter of arts events and practices;
- Conserving and celebrating the Town's rich local history;
- Exploiting the Town's geographical location and natural assets; and
- Improving the standard and effectiveness of sustainable economic development and activity across the District in partnership with key stakeholders.

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;
- Economic Development Needs Assessment and Analysis;
- Development of an implementation plan for the Economic Development Needs Assessment and Analysis; and
- Development of a Public Art Policy.

(To be confirmed 8 February 2018)

2.3 Scope and Jurisdiction

The key focus areas of the Committee include:

- Arts;
- Business Development and Economic Activity;
- Culture;
- Local History;
- Tourism;
- Events; and
- Marketing.

2.4 Engagement

- The community shall be engaged by the Committee outside of the formal committee meeting regime as required in accordance with Council's Public Participation Policy;
- Specific engagement strategies will be developed to address the Committee's key deliverables; and
- 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 that the Town is an advocate for local business issues and needs;
- Be guided by the Town's mission and vision;
- Be aligned to the Town's strategic community plan; and
- Develop policy positions on the key areas of focus to set the vision.

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.

1. Economic Development Committee:

First Alternate Deputy Member Mayor Vaughan;
Second Alternate Deputy Member Cr Hayes;
Third Alternate Deputy Member Cr Oliver;
Fourth Alternate Deputy Member Cr Maxwell; and
Fifth Alternate Deputy Member Cr Anderson;

4. MEETINGS

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

(To be confirmed 8 February 2018)

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 Orders Local Law 2011 and the Local Government Act 1995 and its Regulations.

6. METHOD OF DEALING WITH AGENDA BUSINESS

RESOLVED:

Moved: Cr Oliver

Seconded: Cr Ammons Noble

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 (3-0)

In favour of the Motion: Cr Ammons Noble; Cr R Potter and Cr Oliver

7. PRESENTATIONS

7.1 Deputations

Nil

8. REPORTS

Nil

9. WORKSHOP TOPICS AND PRESENTATIONS

9.1 Victoria Park Centre for the Arts – Centre Update

The General Manager, Victoria Park Centre for the Arts, Clare Szmekura, was unable to attend and the item has been postponed until the next meeting of the Economic Development Committee.

9.2 Parklet Policy Update

Manager Community, Kaitlyn Griggs, provided an update on the Town's Parklet Policy, including, but not limited to private use alfresco dining.

9.3 Economic Development Strategy Update

Chief Operations Officer, Ben Killigrew, provided Committee Members with a brief update on the Economic Development Strategy.

Any feedback to be provided to Economic Development Officer, Terri Holland

9.4 Hospitality Marketing Campaign Project Update

Manager Stakeholder Relations, Carrie Parsons, provided an update on the Food and Beverage Marketing Campaign.

Cr Brian Oliver left the meeting at 6.04pm.

9.5 Relationship Management Strategy Update

Manager Stakeholder relations, Carrie Parsons, provided an update on the development of the Town's draft Relationship Management Strategy.

The Manager Community, Kaitlyn Griggs left the meeting at 6.15pm.

9.6 Review of Economic Development Terms of Reference

Elected Members reviewed the current Terms of Reference (ToR) for the committee in preparation for an Elected Member Workshop.

Action:

The Chief Financial Officer will create a ToR document to be aligned across all Committees for circulation to Elected Members for discussion.

(To be confirmed 8 February 2018)

10. MOTION FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11. NEW BUSINESS OF AN URGENT NATURE

Nil

12. REQUEST FOR REPORTS FOR FUTURE CONSIDERATION

Forthcoming Agenda Items	
Reports	
Workshop Topics and Presentations	
Victoria Park Centre for the Arts – Report	Monthly / Bi-Monthly TBC
Economic Development Strategy	February 2018
Update on Parklets	February 2018
Business Networking and Survey Schedule	February 2018
Relationships Management Strategy	March 2018
Literacy and Learning Plan	TBC
25 th Anniversary of the Town (2019)	TBC
Sporting Walk of Fame – Judging Panel Nominations	April 2018
Subsidy Policy Workshop	TBC

13. CLOSURE

There being no further business, Cr Ammons Noble closed the meeting at 6.41pm.

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

Signed:.....Cr Ammons Noble

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