



TOWN OF
VICTORIA PARK

Agenda Briefing Forum Meeting notes – 4 June 2019



WE'RE OPEN
VIC PARK

Please be advised that an **Agenda Briefing Forum** was held at **6:30 pm** on **Tuesday 4 June 2019** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

His Worship the Mayor Trevor Vaughan

7 June 2019

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1 About the Agenda Briefing Forum

The purpose of the Agenda Briefing Forum is to ask questions and seek clarity on the draft Ordinary Council Meeting agenda, in line with the Agenda Briefing, Concept Forum and Council Workshops Policy.

The meeting is open to all members of the public, except during the consideration of matters deemed confidential in line with the *Local Government Act 1995*.

Members of the public that are directly impacted by an item on the agenda may participate in the meeting through any of the following methods.

1. Deputation

A deputation is a presentation made by a group of between two and five people affected (adversely or favourably) by a matter on the agenda. A [Deputation Form](#) must be submitted to the Town no later than 24 hours prior to the meeting and is to be approved by the Chief Executive Officer.

2. Presentation

A presentation is a submission made by an individual affected (adversely or favourably) by a matter on the agenda. A [Presentation Form](#) must be submitted to the Town no later than 24 hours prior to the meeting and is to be approved by the Chief Executive Officer.

All others may participate in the meeting during the allotted Public Participation Time. While it is not required, members of the public are encouraged to submit their questions and statements in advance by [email](#) or by completing the [Public Question/ Statement Form on the Town's website](#). Please note that questions and statements related to an agenda item will be considered first. All those dealing with matters of a general nature will be considered in the order in which they have been received.

For any questions regarding the Agenda Briefing Forum or any item presented in the draft agenda, please contact the Governance team at GovernanceVicPark@vicpark.wa.gov.au

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Any advice provided by an employee of the Town on the operation of written law, or the performance of a function by the Town, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Town. Any advice on a matter of law, or anything sought to be relied upon as representation by the Town, should be requested in writing.

Noting that the Agenda Briefing Forum is only for the purpose of seeking further information on the draft Ordinary Council Meeting Agenda, and does not constitute a decision-making forum, any person or entity who has an application or submission before the Town must not rely upon officer recommendations presented in the draft agenda. Written notice of the Council's decision, and any such accompanying conditions, will be provided to the relevant person or entity following the Ordinary Council Meeting.

2 Opening

Mayor Trevor Vaughan opened the meeting at 6.30pm.

Acknowledgement of the traditional owners

I acknowledge the traditional custodians of this land on which we are meeting, the Wadjuk people of the Noongar Nation, pay my respects to their past, present and emerging elders and thank them for their continued sharing of knowledge and leadership.

3 Announcements from the Presiding Member

3.1 Purpose of the Agenda Briefing Forum

The purpose of this forum is to provide an opportunity for Elected Members to ask questions and obtain additional information on officer reports in the draft Ordinary Council Meeting agenda. It is not a decision-making forum, nor is it open for debate.

Members of the public that may be directly affected by an item on the agenda can make presentations, deputations, statements, and ask questions, prior to the matter being formally considered by Council at the next Ordinary Council Meeting.

3.2 Notice of recording

All participation in the meeting will be audio recorded. The audio recording will be archived and placed on the Town's website after the meeting.

3.3 Conduct of meeting

All those in attendance are expected to extend due courtesy and respect to the meeting by refraining from making any adverse or defamatory remarks regarding Council, the staff or any elected member. No one shall create a disturbance at a meeting by interrupting or interfering with the proceedings through expressing approval or dissent, by conversing, or by any other means.

All questions and statements made by members of the public are not to personalise any elected member or member of staff. Questions and statements are to be directed to the Presiding Member, who may choose to call upon an officer of the Town, or another elected member, to assist with responses.

3.4 Public participation time

There are two opportunities to ask questions and make statements at the beginning and at the end of the meeting. Each public participation time will be held for 30 minutes. Any additional time must be by agreement from the meeting and will be in five-minute increments.

In line with the intended purpose of the Agenda Briefing Forum, questions and statements relating to an agenda item will be considered first. All others will be considered in the order in which they have been received.

3.5 Questions taken on notice

Responses to questions taken on notice that relate to an agenda item will be presented in the officer report for the Ordinary Council Meeting agenda under the heading 'Further consideration'.

Responses to general matters taken on notice will be made available in the relevant Ordinary Council Meeting agenda under the section 'Responses to public questions taken on notice'.

4 Attendance

Mayor	Mr Trevor Vaughan
Banksia Ward	Cr Claire Anderson Cr Julian Jacobs Cr Ronhhda Potter Cr Karen Vernon
Jarrah Ward	Cr Jennifer Ammons Noble Cr Bronwyn Ife Cr Brian Oliver
Chief Executive Officer	Mr Anthony Vuleta
Chief Operations Officer A/Chief Financial Officer Chief Community Planner	Mr Ben Killigrew Mr Luke Ellis Ms Natalie Martin Goode
Manager Development Services Manager Governance and Strategy Acting Manager Business Services Manager Technical Services Strategic Project Manager Strategic Project Manager	Mr Robert Cruickshank Ms Danielle Uniza Ms Alison Braun Mr John Wong Mr Jack Bidwell Mr Jon Morellini
Secretary	Ms Amy Noon
Public	0

4.1 Apologies

Jarrah Ward	Cr Vicki Potter
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4.2 Approved leave of absence

Nil.

5 Declarations of interest

Declaration of financial interest

Nil.

Declaration of proximity interest

Nil.

Declaration of interest affecting impartiality

Name/Position	Cr Ronhhda Potter
Item No/Subject	12.5 - Extension and Variation of Lease of Residential Units, Memorial Avenue, Carlisle
Nature of interest	Impartiality
Extent of interest	Council representative on the board of Harold Hawthorne

6 Public participation time

6.1 Public participation time

Nil.

7 Presentations

Nil.

8 Deputations

Nil.

9 Method of dealing with agenda business

Nil.

10 Reports to Ordinary Council Meeting to be held on 18 June 2019

10 Chief Executive Officer reports

10.1 Meeting Procedures Local Law 2019

There were no questions asked or presentations made in relation to this item.

10.2 Information for poll of electors - Town to City

Questions and responses

Cr Ronnhda Potter

1. Has the cost of changes of the wording to documents such as the Strategic Community Plan been taken into consideration when costing the change of name from Town to City?

The Manager Governance and Strategy advised that a simple name change from Town to City would be changed in house. The documents were adopted by Council before this was considered so a decision can be made if a change was to occur.

Cr Karen Vernon

1. Should there be an amount in the future budget impact box?

The Manager Governance and Strategy advised that this was omitted by error and will be revised for the Ordinary Council Meeting agenda.

2. Should there be a figure included for street furniture for 2012 in the comparison table?

The Manager Governance and Strategy advised that this was an error, with a mix up between street furniture of staff uniform. The amount of \$18,000 should have been included for street furniture and staff uniform should have stated that it will be added. These issues will be corrected in the Ordinary Council Meeting agenda.

3. Does the Town replace all corporate uniforms annually?

The Manager Governance and Strategy advised that services areas that have staff that are required to wear compulsory uniforms have an annual budget allocation to replace uniforms on an as-needs basis.

4. The table of advantages and disadvantages refers to population growth of 110,000 by 2050. This is inconsistent with other quoted figures of 75,000 by 2050. Which figure is correct?

The Manager Governance and Strategy advised that the figure of 110,000 is incorrect and will be corrected for the Ordinary Council Meeting agenda.

5. Has the information regarding grant funding been taken from public documents? Do we know if increases are related to a designation change?

The Manager Governance and Strategy advised that the information was taken from public documents. Only the data has been provided, without comment on the reasons for increases.

Further consideration to be added to the Ordinary Council Meeting agenda

1. Add future budget impact information.
2. Correct the amounts for street furniture and staff uniform in the comparison table.
3. Correct the population growth amount to reflect the figure of 75,000.

10.3 Strategic Community Plan minor review

Questions and responses

Cr Brian Oliver

1. With reference to the Corporate Business Plan in the Strategic Community Plan, what reporting does the administration do in regards to the progress and achievements against the Corporate Business Plan?

The Manager Governance and Strategy advised that there is currently no specific way that the Town reports on the existing Corporate Business Plan. Reporting is done on a combination of the Strategic Community Plan and Corporate Business Plan through the Annual Report and the performance dashboard on the Town's website. The Town has procured integrated reporting software and it is intended that the software will be used for this reporting in the future.

2. *If the Council was to request quarterly reporting of the Corporate Business Plan through to Council, what is a realistic time frame as to when this could be implemented?*

The Manager Governance and Strategy advised that after the Town finishes the review of the Strategic Community Plan, the Corporate Business Plan will be reset. This will be completed in September/October 2019. Once the Corporate Business Plan has been adopted, the integrated software will be used to report to Council either live or monthly.

3. *In regards to the performance scorecards referenced in part four of the Strategic Community Plan, when will the Town implement this measurement tool and how often will the scorecard be published?*

The Manager Governance and Strategy advised that there are two parts to the performance scorecards. The Town is currently doing one part but the other needs to be developed more. The performance dashboard on the Town's website is being used to report on the split of operational and satisfaction measures that is mentioned in the Strategic Community Plan. The Town has not been reporting on the scores in relation to the mission. There is an inter-dependency on the Service Delivery Plans that are currently being developed. Once these are completed the current performance dashboard will be replaced/re-purposed as a live performance scorecard that measures performance against each pillar of the mission.

4. In regards to the impact measurement referenced in part four of the Strategic Community Plan, when will the Town implement this measurement tool and how often will we report on this measurement?

The Manager Governance and Strategy advised that there is quite a bit of work still to be done. For this to be completed, the resetting of the Corporate Business Plan must first be completed and adopted by Council. The creation of this tool, which no other Council has created so far, still requires a bit of collaboration between staff, elected members and other stakeholders. This won't be completed until early next year. It is envisioned that this impact measurement be a live reporting tool.

5. It says that the Town is currently operating at 19 full time equivalents (FTE) below the approved workforce. Where are the vacancies and is there any impact on the Town being able to deliver the Strategic Community Plan?

The Chief Executive Officer advised that the Town has had a stable FTE count of about 211 since 2014. Before this time, the gap between actual FTE and the approved workforce was wider. At this point in time, there is currently the smallest gap and the Town is at about 190. Over the last couple of years, there has been an endeavour to stabilise staffing at a relatively low level to make sure the organisation was populated with the skill sets needed. There will always be a gap because of staff turnover. The Town is currently recruiting for seven of the vacant positions. This includes a Healthy Community Officer, Senior Strategic Planner, Ranger, Information and Parking Officer, Operations Engineering Support Officer and two administration officers in Parking. The Town has tried to recruit for a number of other positions and couldn't get any suitable candidates. This has resulted in short-term contracts for agency staff to fill the positions. The market will then be re-assessed. Other positions need to be reviewed to see if they are needed in their current form and whether they could be used for another purpose.

6. Will the updated Mayor's message be provided in the Ordinary Council Meeting agenda papers?

The Manager Governance and Strategy advised that it will be.

Cr Karen Vernon

1. Does the Town review the Workforce Plan regularly or annually? What is the reference to risk being reviewed annually, is it something different to the review of the Workforce Plan?

The Manager Governance and Strategy advised that the departmental guidelines refer to a review being regularly but the Town's own Strategic Community Plan refers to a review being annually. The Town's Workforce Plan is currently being reviewed and will be presented to Council before the end of this year.

2. Have the strategic risks been identified and where are they?

The Manager Governance and Strategy advised that six strategic risks were identified with the help of LGIS and these can be made available to Council.

Further consideration to be added to the Ordinary Council Meeting agenda

1. Add updated Mayor's message.

10.4 WALGA 2019 Annual General Meeting - Appointment of Delegates

There were no questions asked or presentations made in relation to this item.

11 Chief Community Planner reports

11.1 Policy 211 'Parklets and Alfresclets'

Questions and responses

Cr Ronhhda Potter

- 1. Are there any guidelines around the distance between parklets?*

The Chief Community Planner advised that there aren't any specific distances and it would be on a case-by-case basis. The market will control the distances, not the Town. It is not predicted that there will be too many applications. The Town doesn't think there would be an issue if two businesses next to each other want to have an alfresclet as long as it meets the safety standards and guidelines.

- 2. Attachment 11.1.3 talks about parklets being accessible to all of the community. What is the Town's responsibility towards supporting business owners or community groups if there is damage or anti-social behaviour from the general community?*

The Chief Community Planner advised that the existing parklets are Town-built and are for the public. This proposal relates to businesses paying for their own parklets, requiring them to take ownership of them. Agreements between the Town and the owner will be signed if an application is approved and will include maintenance requirements and what to do if there is anti-social behaviour. The Town would be happy to assist when it comes to anti-social behaviour.

- 3. Does the requirement for parklets to be accessible to the community include people with additional needs such as wheelchair access or vision impairment?*

The Chief Community Planner advised that there are requirements under the Building Code of Australia, state and commonwealth legislation for full accessibility.

Cr Brian Oliver

1. To ensure all aspects of the policy are known in the event that owners have a parklet past the 24 month fee waiver period, would there be merit in setting the annual permit fee upfront and in the policy?

The Chief Community Planner advised that the Town thinks there is merit and applicants should be advised upfront. The fee would need to be included in the schedule of fees and charges which Council will approve. The fee will also be included in the legal agreement with the owner. Council may decide after the 24 month fee waiver period that there shouldn't be a fee.

2. If Council was to set the fee, what should it be?

The Chief Community Planner advised that the Town's initial thoughts were that it should be around \$500, in line with the amount that the City of Vincent charges. The Town is open to suggestions.

3. The policy statement states that parklets and alfresclets are temporary public open spaces, constructed in existing on-street car bays. Is this an accurate reflection of current parklets or alfresclets that currently exist in the Town and should the policy statement have a more broader application rather than on-street parking car bays?

The Chief Community Planner advised that the reason that the policy talks about them being in car parking bays is because the existing parklets are in parking cars or on public land. The reason that is relevant is because there is a local law that applies. Road reserves include the full path, nibs and car parking bays. The local law gives the head of power as long as the parklets are in the area that is covered by the local law. The guidelines could be applied to private land.

4. Is the Town comfortable with the policy statement?

The Chief Community Planner advised that the Town is comfortable.

Cr Claire Anderson

1. Is there an opportunity to support businesses and waive the application fee as well?

The Chief Community Planner advised that there was discussion around waiving the fee but that the time and resources required were comparable to a planning application for a change of use. The fee was set on this basis.

Cr Ammons Noble

1. Can the final communications actions included in this item be included in all of the other reports?

The Chief Community Planner advised that the Town can take that on board and that it is good to be transparent and close the loop.

Further consideration to be added to the Ordinary Council Meeting agenda

Nil.

11.2 Adoption of Revised Local Planning Policy 2 'Home Occupation'

Questions and responses

Cr Ammons Noble

1. What will the impact be if a business becomes an unlisted use?

The Manager Development Services advised that there are no implications and the business can still operate under the terms of their approval.

2. What will the impact be on the types and numbers going forward, due to the change in the definition. Will there be an impact on the community?

The Manager Development Services advised that the change will not have a huge bearing and people will be aware of the need for approval no matter what definition is in place. There may be a process change where an approval is needed for a home occupation instead of an unlisted use. The Town is liaising with the Department of Planning to try and resolve the issue of the change being imposed as it may be an extra level of red tape that isn't necessary. The Town is working to try and mitigate any ongoing issues.

Further consideration to be added to the Ordinary Council Meeting agenda

Nil.

11.3 No. 973 (lot 17) Albany Highway, East Victoria Park - Amendment to Development Approval (Extension of Indoor Dining Operating Hours)

Questions and responses

Cr Claire Anderson

1. Was there consideration given to a time restricted approval that is then re-assessed?

The Manager Development Services advised that there was no consideration given to a time limit for the approval. This proposal has been a moving feast and changes have been proposed. Conditions were imposed that the applicant did not find feasible. The new changes are considered reasonable and do not require a trial period.

Cr Ammons Noble

1. Does the applicant currently hold the necessary licensing to support smoking zones in these facilities and are these zones required for shisha?

The Manager Development Services advised that it is the Town's understanding that the applicant has the relevant approvals. The Town may need to follow up to confirm.

Cr Karen Vernon

1. There are references in the report to the applicant having not complied fairly early after approval was given. What was the nature of the non-compliance?

The Manager Development Services advised that he believed it related to the hours of operation extending beyond the previous approval. Further information will be provided in the Ordinary Council Meeting agenda.

2. Was the compliance issue in December last year about using the rear car park for dining a result of a complaint to the Town?

The Manager Development Services advised that he believed it was and that most compliance issues are brought to the Town's attention through a complaint. Further information will be provided in the Ordinary Council Meeting agenda.

3. Are the fans proposed to mitigate smoke, extraction fans or oscillation fans?

The Manager Development Services took the question on notice.

Further consideration to be added to the Ordinary Council Meeting agenda

1. Information around the nature of previous non-compliance issues.

2. Information around whether compliance issues were brought to the Town's attention through complaints.

3. Information around whether the fans proposed to mitigate smoke are extraction fans or oscillation fans.

11.4 Tree Protection Local Law

Questions and responses

Cr Brian Oliver

1. In light of the legal advice distributed regarding this item, does the Town's administration have an updated position about whether or not the Council can make a tree protection local law?

The Chief Community Planner advised that the Town does not have an updated position as the notice of motion was seeking advice on whether the Town can make a local law and the timing of that local law. The legal advice, the advice from WALGA and the advice from the department does not give a definitive answer. Some have advised that they are nervous about it and others have said that the Town could do it but they do not know if it would be disallowed. It is believed by the Chief Community Planner that a local law could be made, but it may be disallowed.

2. How will the Council be able to make a decision on the notice of motion? Is the Town planning to get further advice?

The Chief Community Planner advised that she understands that the implementation plan for the Urban Forest Strategy makes some suggestions. There was some reference to these last month in the tree protection policy report that covered a combination of scheme amendments and local laws. It is preferred that conversations are had with the Urban Forest Strategy group to investigate the pros and cons of a local law, a scheme amendment or a combination of both. It is not for the Chief Community Planner to advise what the recommendation should be and she is not confident of a local law over a scheme amendment or both. It is preferred that investigation happens first.

3. As elected members rely on the information from officers to inform decisions, how can a decision be made when there is not a clear way forward? How can this be addressed within two weeks?

The Chief Community Planner advised that the recommendation of the report and the notice of motion requested is not to proceed with drafting a local law. It is not known if in two weeks' time the Town will have the information to inform whether Council should do a local law, a scheme amendment or both. The legal advice advised that it would depend on what the details of a local law would be and further advice would be needed.

Cr Ronhda Potter

1. When will Councillors get to see the draft Implementation Action Plan for the Urban Forest Strategy?

The Chief Operations Officer advised that the draft Implementation Action Plan will be presented in late June or early July.

Cr Bronwyn Ife

1. What risk would there be for the Town if it were to go ahead with a local law and then have it rejected?

The Chief Community Planner advised that she believed there would be a minor reputational risk as the Town is being courageous in thinking about this as no other local governments have done this. There is also a resource risk related to officer time and the money spent on legal fees. If all of the work is disallowed, it will be a cost to the Town.

2. When it comes to the point that this is being considered further, could an indication of costs be provided?

The Chief Community Planner advised that it would be quite easy to estimate costs for staff time and solicitors once the Town understands what the local law might say, whether it is a scheme amendment instead, or a combination of both.

Cr Ronhda Potter

1. Are there any strategies in the Implementation Action Plan that focus on the protection of trees on private property in the Town?

The Chief Operations Officer advised that the Implementation Action Plan seeks to encourage tree retention through incentives rather than a statutory approach, although some statutory approaches have been outlined. Examples to incentivise are supporting community-based solutions such as tree giveaways, Adopt-a-Verge and community planting days. They also include updating and expanding the Town's significant tree register, including amendments to give statutory weight to the register and identifying or investigating penalties for unauthorised significant tree removal. An incentives program is proposed to be trialed which includes funding to assist landowners with maintaining significant trees. Other recommendations around developments have also been proposed.

Cr Jennifer Ammons Noble

1. Is there any way the current planning scheme could support an interpretation that would allow for the protection of trees?

The Chief Community Planner advised that there are several ways that you could do that. The Town is aware of two local governments in Western Australia that have done amendments to their Town Planning Scheme to protect trees however, it requires a development application. A planning application would not be required to remove a tree but if an application was made for something else, there are requirements for retention of trees. Some Town Planning Schemes do have a significant tree register that is different to the one that the Town already has as it is backed by the Town Planning Scheme. Local Planning Policies can also protect trees.

2. Is there anything in the Town's current Town Planning Scheme that could be used to protect trees?

The Chief Community Planner advised that there is not. There is only a general clause for having regard to protection of natural features or environmental features but that is different to the protection of trees.

3. Is there any statutory document existing now that might take into consideration the needs of future residents when it comes to environmental protection?

The Chief Community Planner advised that there is a state requirement under the Environmental Protection Act for approval for clearing of trees for more than a hectare. It is not applicable in inner city local governments.

4. In the Chief Community Planner's opinion, is this work that could fall within the responsibility of local governments in consideration of an obligation to meet the health and amenity needs of future town residents and stakeholders?

The Chief Community Planner advised that she does think that protection of trees on private land is something that local government can legislate and this is backed by general advice received. There are differing opinions on how that would go. The Town would just need to be careful about the particulars to minimise any potential for dis-allowance in parliament.

Cr Karen Vernon

1. Based on the legal advice received, it is understood that there is no impediment for the Town to create a local law for the protection of trees on private property. Does the Chief Community Planner have the same understanding of the legal advice?

The Chief Community Planner read from the legal advice and confirmed that it talks about there being no direct legal impediment to a local government to establish a tree protection local law. The legal advice also said that it would depend on the subject matter of the local law and that they were unable to advise whether a tree protection local law is definitely capable of being made.

2. Would the use of a Town Planning Scheme and Local Planning Policy only apply in the case of an application for approval and not otherwise?

The Chief Community Planner advised that this is not necessarily the case. It depends on the approach that the local government wants to take.

3. There is reference to a Council resolution to commence development being made at the June Ordinary Council Meeting. Is this a reference to a resolution to initiate the making of a local law under the Local Government Act, or only a resolution to refer the issue of making a local law to a workshop?

The Chief Community Planner advised that the timeline is based on if Council were to move a motion in June to proceed to draft a local law.

4. Is there an explanation for the time between the concept forum in August and the report being presented to Council in November?

The Chief Community Planner advised that as per Council Policy EM7 - Caretaker Policy, Council can not do any consultation or make any major decisions at the September and October Council meetings.

5. Is there an explanation for why the proposed local law would be adopted in March 2020 but not take effect until 1 January 2021, or is it just to allow the time suggested for legal challenges and getting ready for it?

The Chief Community Planner advised that if Council adopted a local law and then started enforcing that local law, potentially fining people, it would not be a good path for Council take.

6. What would be the estimate of the time frame for the initiation of a scheme amendment to the Local Planning Scheme?

The Chief Community Planner advised that the initiation of a scheme amendment would be around about the same as a local law for the same purpose. However, time frame for initiation to implementation may be slightly quicker for a local law and it would depend on the approach taken for both.

Further consideration to be added to the Ordinary Council Meeting agenda

Nil.

12 Chief Operations Officer reports

12.1 Review of Strategic Waste Management Plan

Questions and responses

Cr Karen Vernon

1. Has consideration been given to the prospect of pulling the strategic waste statement out of the executive summary and including the heading in the index?

The Chief Operations Officer advised that this is appropriate and can be considered.

2. Can the strategic waste statement be given a spot in the index and page reference?

Mayor Trevor Vaughan advised that it could be done.

Further consideration to be added to the Ordinary Council Meeting agenda

1. Pull the strategic waste statement out of the executive summary under its own heading and include it in the contents page (index).

12.2 John MacMillan Precinct Project Business Case

Questions and responses

Cr Jennifer Ammons Noble

1. What level of public consultation would the "concept exploration" stage encompass? What do you envision this looking like and how long would this stage of consultation last?

The Chief Operations Officer advised that engagement would be on the 'collaborate' level of the IAP2 spectrum. This would include using Your Thoughts, a public space/public life study, pop-up events in the precinct and a Design Reference Group to collaborate in a design process.

The Strategic Project Manager advised that an engagement plan would need to be developed and detailed timelines would be included in that plan. Timing cannot be advised at this stage but can be included when the visioning is brought to Council to consider.

2. Would the engagement previously advised be included at the concept exploration stage?

The Strategic Project Manager advised that the actual engagement techniques would be developed at a later stage and are not yet known. A range of techniques would be used. Most of the community engagement content would be derived in the visioning stage and would influence the design themes. The concept exploration stage would be more around spatial concepts and what could actually be physically delivered in that space. The concept designs would then be workshopped.

3. How much say would the community have in each stage?

The Strategic Project Manager advised that engagement would happen at both stages. The visioning is the broader design themes for the site and the concept exploration is the more specific concept options that could be delivered. Both will be workshopped heavily by internal and external stakeholders.

Cr Bronwyn Ife

1. Is there any suggestion that the Town would be removing the 1941 caveat over the land in the future?

The Strategic Project Manager advised that the information referred to is derived from the Landcorp business case prepared a number of years ago. It is an option available to the Town but

there is no suggestion that this option should be taken. The information was provided so that Councillors have what they need to make a decision.

Cr Karen Vernon

1. Based on the degree that the Town will be engaging with the community, should it be part of the recommendation to request the preparation of a community engagement plan for how the community will be engaged and communicated with?

The Chief Operations Officer advised that the projects do require a community engagement plan to be developed. If Councillors would like that to be the case, they can be brought to Council. The community engagement plan could be included with a milestone/touch point with Councillors that has already been identified.

The Chief Executive Officer asked whether Cr Vernon was asking for an extra line to be added to the recommendation.

The Strategic Project Manager advised that could be included but the business cases have an outlined schedule that include touch points for Council endorsement. The first endorsement for the John MacMillan Precinct would be for the vision of the site and the second would be for the adoption of the concept. The engagement steps could be included in each of these touch points. An extra recommendation would be redundant. By endorsing an option, the schedule in the business case is also being adopted.

Cr Brian Oliver

1. Could the next touch point be an extra line in the recommendation to formalise the next report going to Council?

The Chief Operations Officer advised that there are a number of Council touch points mapped out in each of the business cases for the strategic projects. There are concerns about adding extra numbers of steps as the community may get exhausted by reading it all. A number of touch points with the community are throughout each project. If Council would like a communications step in each of the milestones, a better outcome may be created. A recommendation can be added to include the next touch point with Council.

2. Rather than being concerned about whether elected members or the community are exhausted, should the view be that it would demonstrate accountability and transparency internally and externally?

The Chief Executive Officer advised that an additional recommendation can be added to pick up on the points raised. This will send a message to the community that the Town will do something well in this space.

Further consideration to be added to the Ordinary Council Meeting agenda

1. Include next touch point in the recommendation to formalise the next report to Council.

12.3 Proposed Lease of the Town's Leisure Facilities Cafe Spaces to Hospitality Industry Service Provider (HISP)

There were no questions asked or presentations made in relation to this item.

12.4 Higgins Park Master Plan Business Case Report

Questions and responses

Cr Ronhhda Potter

1. Why were Vic Park Xavier Hockey Club and the croquet club not included as stakeholders in the report? Why were the West Coast Eagles included?

The Chief Operations Officer advised that they can be included in the stakeholder list. The West Coast Eagles have raised the needs of women's football and club sport. The Town has not committed to anything but it seems important to discuss these needs.

2. Why were the Perth Football Club included?

The Chief Operations Officer took the question on notice.

Further consideration to be added to the Ordinary Council Meeting agenda

1. Include Vic Park Xavier Hockey Club and the croquet club as stakeholders.
2. Provide information on why the Perth Football Club were included in the stakeholder list.

12.5 Extension and Variation of Lease of Residential Units, Memorial Avenue, Carlisle

There were no questions asked or presentations made in relation to this item.

12.6 Proposed WALGA Zone Meeting Motion - Urban Forest grants program

Questions and responses

Cr Brian Oliver

1. Is there any merit in separating point one and two of the recommendation so that the focus of the advocacy efforts is clear? Point one should be towards WALGA and point two should focus more on the Town's own advocacy efforts.

Mayor Trevor Vaughan said yes.

The Manager Governance and Strategy asked whether both points are advocacy efforts in their own right, with the first point being an advocacy effort towards WALGA and the second point, with the Mayor contacting local governments, to happen anyways.

Cr Brian Oliver advised that is his understanding and view. Local governments should be aware of this happening before it reaches the relevant zones.

Cr Karen Vernon

1. In addition to this motion, is it intended that as part of the Town's advocacy priorities for 2019, this Council will be writing to its fellow metropolitan local governments seeking their support for the Local Government Greener Perth Program? Will it be running parallel to the item being brought to the WALGA zone meeting?

The Manager Governance and Strategy advised that is the case. This will be better reflected in the recommendation to the Ordinary Council Meeting.

Further consideration to be added to the Ordinary Council Meeting agenda

1. Separate the recommendations to ensure the intent is clear.

12.7 Aqualife and Leisurelife Master Plan

There were no questions asked or presentations made in relation to this item.

Further consideration to be added to the Ordinary Council Meeting agenda

1. Include next touch point in the recommendation to formalise the next report to Council.

13 Chief Financial Officer reports

13.1 Infringement Debt Write-off

Questions and responses

Cr Karen Vernon

1. Will the Town be considering a media release and FAQs on this matter to inform the community that won't be present at the meeting?

The Acting Chief Financial Officer advised that this is a good suggestion. Local governments with paid parking initiatives do write off larger debts than most. It should be noted that the writing off of debt and the identification of doubtful debt will be ongoing. This is dealing with many years however, it could be dealt with as a further comment in this report.

2. I wasn't wanting to make a suggestion that it should be done, I was just asking whether consideration has been made for it to be done due to the reputational risk.

The Acting Chief Financial Officer advised that beyond the usual methods that would be used after a Council meeting, nothing else has been identified.

Further consideration to be added to the Ordinary Council Meeting agenda

Nil.

13.2 Schedule of Accounts for April 2019

There were no questions asked or presentations made in relation to this item.

13.3 Financial statements for the month ending 30 April 2019

Questions and responses

Cr Karen Vernon

1. Should the details of budget amendments be included in the recommendation?

The Acting Chief Financial Officer advised that it can be included and will help people to understand what the amendment was made for in the future.

Cr Jennifer Ammons Noble

1. What is the unfavourable variation for communication and engagement related to?

The Chief Financial Officer advised that information can be included in the report for the Ordinary Council Meeting.

2. Is the variation relating to depreciation related to a new treatment or something else that has occurred?

The Chief Financial Officer advised that information can be included in the report for the Ordinary Council Meeting.

Further consideration to be added to the Ordinary Council Meeting agenda

1. Include budget amendment details in the recommendation.
2. Include information about the unfavourable variation for communication and engagement.
3. Include information about the variation relating to depreciation.

15 Questions from members without notice on general matters

Nil.

16 Public participation time

Nil.

17 Confidential matters

In accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, this report was considered behind closed doors.

17.1 Edward Millen Redevelopment Business Case

18 Closure

There being no further business, Mayor Trevor Vaughan closed the meeting at 8.04pm.