



TOWN OF
VICTORIA PARK

Special Agenda Briefing Forum Notes – 18 June 2019



**WE'RE OPEN
VIC PARK**

Please be advised that an **Agenda Briefing Forum** was held at **6pm** on **Tuesday 18 June 2019** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

His Worship the Mayor Trevor Vaughan
21 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 6pm.

Acknowledgement of the traditional owners

I am not a Nyungar man, I am a non-Indigenous man. I am honoured to be standing on Whadjuk - Nyungar country on the banks of the Swan River.

I acknowledge the traditional custodians of this land and respect past, present and emerging Leaders, their continuing cultural heritage, beliefs and relationship with the land, which continues to be important today.

I thank them for the contribution made to life in the Town of Victoria Park and to this region.

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 Cr Vicki Potter
Chief Executive Officer	Mr Anthony Vuleta
Chief Operations Officer Chief Financial Officer Chief Community Planner	Mr Ben Killigrew Mr Michael Cole Ms Natalie Martin Goode
Manager Business Services A/Manager Corporate Services Manager Development Services Manager Governance and Strategy Manager Human Resources and Organisational Development	Mr Luke Ellis Ms Ann Thampoe Mr Robert Cruickshank Ms Danielle Uniza Mr Graham Olson
Secretary	Ms Amy Noon
Public	11

4.1 Apologies

Nil.

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

Nil.

6 Public participation time

Mike Lanternier

1. When was the last time a review was undertaken by an independent accounting firm to reduce the Town's expenditure without reducing services?

The Chief Financial Officer advised that the Town does service reviews of each of its service areas once every four years. There are three reviews happening in the Corporate Services area at the moment.

2. Are the reviews able to be accessed by the public?

The Chief Financial Officer advised that the reviews are not available to the public. The outcomes of the reviews are implemented and savings are made if identified.

3. Why is the Town committed to purchasing services such as training and insurance from WALGA at over inflated prices?

Mayor Trevor Vaughan advised that the Town has contracts with WALGA. There has been a bit of debate around it and it is understood that the WALGA ones are the best ones for the Town.

The Chief Executive Officer advised that the Town procures training services from WALGA as needed. The Town tests the market but sometimes WALGA are the only providers of the training. The Town's insurance provider is LGIS. The Town intends to do some due diligence around what else is out there over the next 12 months to test the market and determine whether the Town stays with the current insurer.

4. LGIS may be overcharging by up to 30%. This could be a \$200,000 cost saving per year.

5. When was the last time the Town sought quotes from other parties for these services or reviewed the cost of provision of these services?

The Chief Executive Officer advised that the answer to this question was already provided earlier.

7 Presentations

A presentation was made by the Manager Business Services on item 13.1 - 2019-2020 Annual Budget Report.

8 Deputations

Nil.

9 Method of dealing with agenda business

Nil.

10 Reports to Special Council Meeting to be held on 25 June 2019

13.1 2019-2020 Annual Budget Report

The Manager Business Services made a presentation on this item.

Questions and responses

Cr Jennifer Ammons Noble

1. What was the reasoning and process that lead to the 2.5% provision for the staff wage increase?

The Chief Financial Officer advised that enterprise agreement negotiations are currently taking place and this is the offer being sought by the employee union and employee representatives. Staff are looking for the current agreement to be rolled over with some slight improvements due to Fair Work. This has not been agreed to by the Chief Executive Officer and is still under negotiation.

2. What are some of the efficiency examples that have lead to the increase only being 2% in the proposed budget?

The Manager Business Services advised that all of the Town's Managers were asked to look at their budgets for staff costs, including vacancies, casuals and overtime. Potential savings were identified through the process. Whilst the budget includes provision for a 2.5% increase, the net impact is only 2% as other savings were identified. As an example, Aqualife and Leisurelife have undertaken work to identify best practices to ensure there was no over provision of services to the community.

Cr Brian Oliver

1. What methodology was used in the allocation of reserve funds?

The Manager Business Services advised that reserve funds have been directed to strategic project that are significant works that will take many years to complete may be the first step towards larger projects. Work with elected members and the purposes of the reserves informed the allocations.

2. Is there an update on the governance arrangements between the two clubs at Higgins Park?

The Chief Operations Officer advised that the arrangements are being finalised. Court modifications will start in the first few months of the next financial year. A draft has been received and reviewed.

Cr Karen Vernon

1. Is the recommendation of a 2.5% rate increase instead of the 2.7% advertised for differential rating a result of the answer in relation to staffing changes or is it completely separate?

The Chief Financial Officer advised that it is completely separate from the staffing question.

2. What was the process of the internal review? What further cost savings were identified and from what service areas?

The Manager Business Services advised that the internal review process didn't stop throughout the year, right up until the production of the budget. Elected members were advised that figures would change right up until the end. The variation is associated with fleet items. Specific information can be provided as further comments in the report to the Special Council Meeting.

3. Could elected members be informed how much the budget would need to be reduced to reduce rates from 2.5% to 2%?

The Chief Financial Officer advised that the budget would need to be reduced by \$225,000.

4. Where in the budget are the funds allocated for the Urban Forest Strategy located, not including the \$500,000 in the newly created reserve fund?

The Manager Business Services advised that the funds sit within Parks and Reserves.

5. Under revenue there is a reference to operating grant subsidies and contributions. The 2018/19 budget was \$3,779,500 but the actual was \$1,945,082. For the coming budgeted year it is just under \$3.5 million. Why did the budgeted projection figures for last year turn out to be considerably less than the actual? On what basis are we budgeting in this coming year?

The Chief Financial Officer advised that further information will be provided in the report for the Special Council Meeting.

6. Why did we only end up with actual expenditure of \$1 million for non-operating grant subsidies and contributions when we budgeted for \$6 million? Why are we budgeting for \$8.7 million in the coming year?

The Chief Financial Officer advised that it relates to the Lathlain Project and will be carried forward to the next financial year.

7. Profit on asset disposals was budgeted as \$1.6 million in the 2018/19 financial year and the actual was \$365,000. Is the projected amount for the coming year of only \$57,600 related to anticipation that there won't be any significant disposal of Town assets in the coming year?

The Chief Financial Officer advised that it is in relation to the sale of land at Tamala Park and is not Town asset related.

Cr Brian Oliver

1. If Council was to remove place planning quick wins from the budget, what would be the impact on Place Leaders?

The Chief Community Planner advised that the Town would not be able to deliver small items such as events, plantings, planter boxes, small streetscape works and moving of street furniture. The Town could possibly use a maintenance or capital works budget but the works would need to be scheduled. The proposed quick win budget item is for items that are not planned that the community want the Town to do.

2. What is the carry forward of \$30,000 for the Town's 25th anniversary?

The Chief Community Planner advised that further details will be provided in the report for the Special Council Meeting.

Cr Karen Vernon

1. Is there any information that can be provided around the method that will be adopted by the Place Leaders to identify quick wins? Will those matters be projects that are scoped and then delivered? Will they be determined by contributions from members of the community requesting items to be done? How do we evaluate that same amount of money has been identified for each of the suburbs in the Town when some of those suburbs contain less people?

The Chief Community Planner advised that it is proposed that each of the place areas are allocated \$12,500 and agreed that not all places have the same population. This is the first time that the Town has done this so the Town will have to see how much it will be taken up. The Town would like to think that the majority of the quick wins would come from the community through regular meetings. Scoping would have to be done for each quick win, particularly for those of a higher value. More detail around the process can be included in the report for the Special Council Meeting.

2. What is the minor expense allocation of \$33,400 for renewal furniture and equipment at the administration centre?

The Chief Operations Officer advised that it relates to a minor renewal of old desks and offices in the Communications area due to occupational health and safety issues. Walls will be removed and new desks will be purchased to accommodate people in a new format as there is currently five people sitting in one office.

3. Cardio equipment renewal is proposed at an amount of \$150,000. Is it not the case that we lease the cardio equipment for Aqualife? If not, what is the \$150,000 cardio equipment renewal expected to extend the life of the equipment at Aqualife?

The Manager Business Services advised that the Town has procured equipment in a range of ways in the past including lease, hire purchase and outright purchase. In this case, the Town is aiming for outright purchase of the equipment as it is cheaper due to there being no interest or fees associated with a lease. The warranty period will align with the expected life of the equipment. The equipment being replaced is at the end of its life and is needed to maintain service levels for the community.

Cr Julian Jacobs joined the meeting at 6.23pm.

Further consideration to be added to the Ordinary Council Meeting agenda

1. Provide further information on the cost savings identified through the internal review.
2. Provide further information on why the budgeted projection figures for actual costs for operating grant subsidies and contributions turned out to be considerably less than budgeted last year, and on what basis we are budgeting this coming year.
3. Provide information about what the carry forward of \$30,000 for the Town's 25th anniversary relates to.
4. Provide further information about methods that will be adopted by Place Leaders to identify and implement quick wins.

15 Questions from members without notice on general matters

Nil.

16 Public participation time

Nil.

Mayor Trevor Vaughan adjourned the meeting at 6.28pm.

Mayor Trevor Vaughan resumed the meeting at 8.36pm.

17 Confidential matters

17.1 CEO 2018/19 Performance Review Findings and Recommendations

18 Closure

There being no further business, Mayor Trevor Vaughan closed the meeting at 8.46pm.