

minutes

Elected Members Briefing
Session



To: His Worship the Mayor and Councillors

Please be advised that an Elected Members Briefing Session commenced at **6.30pm** on **Tuesday 1 November 2016** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

A handwritten signature in black ink, appearing to read "A Vuleta".

MR ANTHONY VULETA
CHIEF EXECUTIVE OFFICER

8 November 2016

1 OPENING

Mayor Vaughan opened the meeting at 6:30pm.

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

2.1 Recording of Proceedings

In accordance with clause 5.14 of the Town of Victoria Park Standing Orders Local Law 2011, as the Presiding Member, I hereby give my permission for the Administration to record proceedings of this meeting.

2.2 Public Question & Public Statement Time

There are guidelines that need to be adhered to in our Council meetings and during question and statement time people speaking are not to personalise any questions, or statements about Elected Members, or staff or use any possible defamatory remarks.

2.3 No Adverse Reflection

Both Elected Members and the public when speaking are not to reflect adversely on the character or actions of Elected Members or employees.

3 ATTENDANCE

Mayor:	Mr T (Trevor) Vaughan
Banksia Ward:	Cr C (Claire) Anderson Cr K (Keith) Hayes
Jarraah Ward:	Cr J (Jennifer) Ammons Noble Cr V (Vince) Maxwell Cr B (Brian) Oliver (Deputy Mayor) Cr V (Vicki) Potter
Chief Executive Officer:	Mr A (Anthony) Vuleta
Director Future Life & Built Life	Ms R (Rochelle) Lavery
Director Renew Life	Mr W (Warren) Bow
Director Community Life	Ms T (Tina) Ackerman
Director Business Life	Mr N (Nathan) Cain
Senior Governance Officer:	Ms T (Towela) Mbirimi
Executive Manager Built Life:	Mr R (Robert) Cruickshank
Secretary:	Mrs A (Alison) Podmore
Public:	14

Council Chambers – Seating Diagram



Podium for addressing the Meeting & Public Gallery

3.1 Apologies

3.2 Approved Leave of Absence

Banksia Ward:

Cr J (Julian) Jacobs
Cr M (Mark) Windram

4 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

Nil

Declaration of Proximity Interest

Nil

Declaration of Interest affecting impartiality

Nil

5 PUBLIC QUESTION TIME

Neil Kidd

1. Will the intersection of Great Eastern Highway and Victoria Park Drive be a left in left out only? Can council confirm if that is the case?
R. The Chief Executive Officer, Mr Anthony Vuleta said that he was of the understanding that you will be able to travel across from Burswood Road to Victoria Park Drive in a Northerly direction only. It's left out, as you come back down Victoria Park Drive, heading towards Great Eastern Highway.
2. So residents will not be able to cross back over into Burswood Road?
R. The Chief Executive Officer, Mr Anthony Vuleta said that was correct, but you will be able to cross the other way.

Rick Indrisie

1. With regards to the Child Care Centre, being proposed for Teddington Street, where do the operators envisage 80 parents would park their cars, whilst they drop their kids off and pick them up from the centre?
R. The Executive Manager Built Life, Mr Robert Cruickshank said that the applicant's proposal, while seeking approval for a maximum of 85 children, essentially indicates from their experience operating such facilities, that generally, these facilities operate at 80% of their capacity. So the applicant suggested the actual demand will be less

than the 80 children, at any one time. However in addition to that, the whole basis or rationale behind this proposal is its location, close to a commercial centre and close to residential area. So the applicant through their own assessment and through their traffic impact assessment is of the view that a reasonable proportion of the patronage, will actually come from people who either work or reside nearby, so there will be walking patronage. The application proposes 16 onsite car bays, so they're available, as well as that there is likely to be parking and availability on Teddington Road. So through a combination of those, the applicant believes there is sufficient parking provided. Council officers are also satisfied, having received a traffic impact report from the applicant.

2. Can you clarify whether the laneway has been suggested as a route for an avenue to drop and pick up children?
- R. The Executive Manager Built Life, Mr Robert Cruickshank advised that the applicant's proposal does make provision for vehicle access off the laneway, be it for both staff parking and for drop offs for children. Some background is that the applicant originally proposed for drop off facility off Teddington Road, however the Council's policy and vision for the Causeway Precinct is essentially to have no vehicle access off the principal road, such as Teddington Road, and to make use of the available rights of way at the rear. So that's essentially an objective that Council is seeking throughout the whole Causeway Precinct, where there are rights of way available and where they are available they should be used for vehicle access, rather than the main street. So in terms of some of the current operational issues that currently exist within the right of way, if people are parking in the right of way or blocking the right of way, then that's not authorised and is something that needs to be brought to Council's attention and suitable enforcement action be taken by the Town's Rangers to stop that from happening.

David Crann

1. Is there anything going to be done with the box on the corner of Duncan Street and Shepperton Road that is overgrown with grass and littered with rubbish?
- R. The Director Renew Life Program, Mr Warren Bow took the question on notice.
2. Have you been contacted regarding the passing of Milton 'Snow' Fairclough and have there been any arrangements to honour him in your speech on Remembrance Day?
- R. Mayor Trevor Vaughan advised that the Town is aware of Milton 'Snow' Fairclough's passing and advised Mr Crann that it has been included in the speech on the day.
3. Has any arrangements been made, if you're going under the same circumstances of having people standing under the tree, rather than in front of the memorial, is that going to be repeated?
- R. Mayor Trevor Vaughan said the Administration has looked at the shade and believes something is being done about it.
4. Is there a possibility, as this is the centenary of WW1, can the white crosses have printed on them, the names of the battlefields of WW1, to help children understand what that war was about?
- R. The Chief Executive Officer, Mr Anthony Vuleta took the question on notice.

5. Is it possible, with the various Christmas Street decorations, last year the final figure was \$75,000. There were a number of banners that a lot of money was spent on, that are sitting at the depot, unused; could those banners be issued to the various painters that Council uses to depict Christmas greetings, pictures or scenery and put in the middle of the highway rather than bare poles and excessive lighting, which is quite extreme and quite expensive?
- R. The Chief Executive Officer, Mr Anthony Vuleta took the question on notice.

6 PUBLIC STATEMENT TIME

Warren Lang

Mr Lang made a statement regarding Item 15.2, Lot 41 McMaster Street, on the agenda. Mayor Vaughan advised that the item has been withdrawn from the Agenda and will be presented in December 2016.

Neil Kidd

Mr Kidd made a statement in relation to a planning matter regarding the EG Funds Management submission relating to the Burswood Lake Structure.

7 CONFIRMATION OF MINUTES

RESOLVED:

Moved: Cr Ammons Noble

Seconded: Cr Hayes

That the minutes of the Elected Members Briefing Session meeting held on Tuesday, 4 October 2016 be confirmed.

The Motion was Put and

CARRIED (7-0)

In favour of the Motion: Mayor Vaughan; Cr Ammons Noble; Cr Anderson; Cr Hayes; Cr Maxwell; Cr Oliver; and Cr Potter;

8 PRESENTATIONS

8.1 Petitions

Nil

8.2 Presentations (Awards to be given to the Town)

Nil

8.3 Deputations (Planning / External Organisations)

6:35pm Item 11.1 – Steven Markham of Scribe Design Group (the applicant) was in attendance to discuss this application and answered questions as required.

6:40pm Item 11.2 – Grant Flanigan from EG Funds Management, Murray Casselton of TPG Town Planning and Chris Swerdiski from Flyt was in attendance to discuss this application and answered questions as required.

The Director Business Life, Mr Cain left the Council Chambers at 7:06pm and returned at 7:07pm.

9 METHOD OF DEALING WITH AGENDA BUSINESS

10 15 REPORTS

Section 1:

No questions were asked in relation to the following:

- Item 10.1 Annual General Meeting of Electors 2016
- Item 12.3 WALGA e-quote VP 59035 – Lathlain Precinct Redevelopment Project – Zone 5 - Rayment Park Installation of Playgrounds and Picnic Area
- Item 12.4 Endorsement and Adoption of the Amended Deed of Variation Constitution Agreement of the Mindarie Regional Council
- Item 12.5 Request for Quote QTVP/16/24 - Purchase of 55 to 75kW Mini Road Sweeper
- Item 14.1 Schedule of Accounts for 30 September 2016
- Item 14.2 Financial Statements for the Month ending 30 September 2016
- Item 15.1 Recommendation from Finance and Audit Committee – Conference Policy Review for Elected Members
- Item 15.2 Recommendation from the Finance and Audit Committee - Proposed Disposal by Sale of 6A (Lot 41) McMaster Street, Victoria Park
- Item 15.3 Recommendation from the Finance and Audit Committee - Adoption of the Town of Victoria Park Risk Management Framework
- Item 15.4 Recommendation from the Finance and Audit Committee - Caretaker Period Policy – Town of Victoria Park Elections
- Item 15.5 Recommendation from the Economic Development Committee - Adoption of Strategic Marketing Policy
- Item 15.6 Recommendation from Future Planning Committee - Petition Requesting Town Planning Scheme and Precinct Review and Amendment for Burswood Lakes Structure Plan

Section 2:

Council Agenda Modifications; Additional Information Sought; Questions and Responses – in relation to the following:

Item 11.1 38 (Lots 1 – 6) Teddington Road, Burswood – Demolition and Construction of Day Care Centre

Council Agenda Modifications:

Nil

Additional Information Sought:

Nil

Questions / Responses:

1. Are the three (3) 5 minutes parking bays set back from the road or are they normal parking bays at the kerbside?
- R. The Executive Manager Built Life, Mr Robert Cruickshank said these are bays on the street, within the road reserve. On page 31 there is an aerial photo, which you can see cars parked on the street, at the adjoining property at 34-36 Teddington St.

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2. Have the traffic consultants expressed any concerns with people loading or unloading children on the traffic side of these vehicles? Have the traffic consultants considered these sorts of issues?
- R. The Executive Manager Built Life, Mr Robert Cruickshank advised that the traffic report was prepared by the applicant and submitted to Council. In that report it certainly recognised that the likelihood, notwithstanding the vehicular access of the right of way, that a significant proportion of patrons would park their car on Teddington Road, given the convenience in doing so. However, there was no indication in that report or any concerns expressed about the safety of children in doing so. There is 16 car bays that are provided on site at the moment, that comply with Council's requirement, so the likelihood that patrons are going to park on the street, is in addition to what the application needs to provide.
3. With regards to the traffic flow and a roundabout at Teddington and Burswood Road; is that something that is still going to be progressing with?
- R. The Director Renew Life Program, Mr Warren Bow said that is the ultimate design outcome for that intersection, however, the Administration was unsuccessful in obtaining the relevant funding to progress that design, but there will be some modifications to that intersection and a change in priority. Mr Bow will provide that information to Elected Members and added that in effect from Teddington Road at the intersection of Burswood Road, priority would be given to right turning vehicles from Teddington into Burswood Road and there will be a give way along Burswood Road, traveling along Burswood Road at that intersection.
4. On page 26 it mentions that Council's Parking Management Team, has not currently supported the exclusive use of two (2) car parking bays on Teddington Road for the proposed Day Care Centre, with it being acknowledged that the parking and traffic impact and implementing any necessary parking management measures could be reviewed on commencement of the use; does that mean that after the business is up and running are we going to assess that and determine that maybe that wasn't a good idea and Council will stop them using it? Is that a possibility and how does that affect the number of parking bays available?
- R. The Executive Manager Built Life, Mr Robert Cruickshank said the applicant in their submission was seeking approval for the car bays out the front of Teddington Road to be marked for their exclusive use and be time limited. However, the Parking Management Team essentially said that at this particular time, they are not prepared to allow those bays to be marked for the exclusive use of the premises or to be time limited and they will review that aspect of the development in six (6 to 12 months' time, once the business is operating. So the point to be made there is that it is recognised by everyone, including the Parking Management Team that people are going to park on the street, it's just at this point in time, Council is not going to allow them to have those bays marked for their own exclusive use.
5. In condition 1.8, it talks about landscaping of onsite and on the verge; under what authority or power can the Town withhold building permits, conditional upon a developer landscaping a verge that doesn't belong to them?
- R. The Executive Manager Built Life, Mr Robert Cruickshank said it is a standard requirement, however will take that question on notice.

Item 11.2 Application to Amend the Burswood Lakes Structure Plan in Relation to Lots 9 and 9525 Victoria Park Drive, BurswoodCouncil Agenda Modifications:

Nil

Additional Information Sought:

Nil

Questions / Responses:

1. It was suggested by the proponent's planners that the Design Review Committee (DRC) have looked at this proposal three (3) times, is this the same proposal or has it been different proposals?
R. The Executive Manager Built Life, Mr Robert Cruickshank said yes, there has been three (3) occasions that the DRC'S reviewed proposals for this site. The initial DRC was to review the proposal as originally submitted by the applicant. The DRC gave some feedback at that time, looking for some design modifications and some design changes to be made. Mr Cruickshanks recalls that the second meeting was the one where the applicant came back with some amended plans, which responded to the initial comment that the DRC made. Mr Cruickshank believes again there were some further matters and items of details that were commented on again by DRC so the applicant went away and made some amendments to that and it came back for further discussions. So it has been a progression of improvements or changes to plans over those three (3) meetings.
2. So this is just in the last round, because I understand that this site has had a number of quite substantial proposals over the years; is this just this current proposal that there has been three (3) meetings?
R. The Executive Manager Built Life, Mr Robert Cruickshank said yes.
3. Are we looking tonight at a proposal to change the developments standards or are we looking at a Development Application?
R. The Executive Manager Built Life, Mr Robert Cruickshank advised this was a proposal to change the structure plan so it is to change the development standards that apply. If the structure plan amendment was to be approved by the WA Planning Commission (WAPC) then that would essentially mean that a DA would come thereafter.
4. Mr Kidd in his summary at the end, proposed a possible strengthening up of the officer's report; are the proposals that Mr Kidd put forward issues that could be entertained and could they be considered before the report comes back to Council?
R. The Executive Manager Built Life, Mr Robert Cruickshank advised that he believes the Officer's recommendation adequately covers all the issues. Mr Cruickshank said that the Administration can give some further thought to Mr Kidd's comments and the Elected Members comments and the applicant's comments, but at this point in time, Mr Cruickshank is happy with what is before the Elected Members.
5. Would Mr Kidd have the opportunity to present to Officer's in more detail before the Ordinary Council Meeting?
R. The Executive Manager Built Life, Mr Robert Cruickshank said yes.

6. When did we last talk to the Department of Planning (DoP) about Local Structure Plan for Burswood Station East and what can the Town do?
- R. The Director Future Life and Built Life Program, Ms Rochelle Lavery advised that she did speak to DOP as recently as two (2) weeks ago. At this stage they are saying that it's a political decision, so it's certainly not the fault of the applicants that they can't proceed and it's certainly not the fault of the Council. The Administration even offered to provide consultants to assist the Department, when they ran out of money to proceed with the Burswood Station West Masterplan. It did get caught up in the stadium being added to the Burswood Peninsula. Ms Lavery said she can't get a clear answer on what's holding it up right now.

Item 11.3 Amendment to Council Policy GEN3 'Community Consultation' and Proposed Local Planning Policy 37 – Community Consultation on Planning Proposals

Council Agenda Modifications:

Nil

Additional Information Sought:

Nil

Questions / Responses:

1. Have the people that put in submissions in for McMaster Street been advised it's coming to council? Would this property sit within the GEN3 policy or another document?
- R. The Executive Manager Built Life, Mr Robert Cruickshank advised that this policy is dealing with Consultation and planning proposals, so this policy would not capture the situation of McMaster Street. The situation in McMaster Street and the consultation requirements for that, are covered by Council Policy Gen3, which will still remain. So as has been pointed out and flagged, when the Administration review Gen3 in the future, it probably needs to include that or even suggesting as an interim practice, regardless of what the policy says, as it currently stands, the Administration should be doing that.
- R. The Director Future Life and Built Life Program, Ms Rochelle Lavery added that in regards to McMaster Street, although it's not the item that is being dealt with, she is advised that all people that made submissions were advised that the item was coming to Council, which is why the gentleman that made a statement earlier, turned up this evening. However, there was not enough time and the Administration didn't have all the email address to advise these people that the matter had been withdrawn, so those people were advised by registered mail.

Item 12.1 WALGA E-quote VP56390 - Causeway Underpass Drainage Upgrade - McCallum Park Riverwall Renewal ProjectCouncil Agenda Modifications:

Nil

Additional Information Sought:

Nil

Questions / Responses:

1. Where do the boundaries of responsibility with this project fall between the Town of Victoria Park, Main Roads and the Burswood Park Board?
- R. The Director Renew Life Program, Mr Warren Bow said that his understanding was that the prior engagement with Main Roads and Burswood Park Board clearly indicated that this aspect of the project was the Town's responsibility, it doesn't impact on the bridge or the carriage way, which runs along the top of the cycle way underneath and it is also within the Town of Victoria Park on the Western side of the Causeway, so it's the Town's responsibility.

Item 12.2 Tender TVP/16/11 - Air Conditioning System Replacement Tender – Main Administration BuildingCouncil Agenda Modifications:

Nil

Additional Information Sought:

Nil

Questions / Responses:

1. With regards to condition 2 of the recommendation, that the surplus be allocated to the Buildings Renew Reserve; can the recommendation be strengthened that the Finance and Audit Committee look at the surplus and make a recommendation back to Council regarding whether that money sit in reserve or whether it be carried forward for projects for consideration in the 2016/17 or 2017/18 budget for it to be spent, rather than just going in there and nothing happening? Would that be appropriate?
 - R. The Director Renew Life Program, Mr Warren Bow advised that was one of the considerations when that was considered when formulating the recommendation, so with Council's consent, Mr Bow would be happy to change Condition 2 of the recommendation to read that the surplus funds be referred to Finance and Audit Committee for consideration.
2. On page 103, is this suggesting that this building here is only expected to last 20 years?
 - R. The Director Renew Life Program, Mr Warren Bow said that he believes that is an error and should be based on the useful life of the mechanical services being 20 years. The Town's useful life and depreciation for the buildings is over a 40 year term. Mr Bow said he will check and get clarification on that figure.

3. Does this proposal include the replacement of everything, the ducting, the vent and controllers or just the mechanical parts?
- R. The Director Renew Life Program, Mr Warren Bow said he is of the understanding that it is the entire system, including the controllers and duct work, but will confirm that.

Item 12.6 Mindarie Regional Council Joining the Eastern Metropolitan Regional Council's Resource Recovery Facility Tender and Tonnage Commitment from the Town's General Waste Stream

Council Agenda Modifications:

Nil

Additional Information Sought:

Nil

Questions / Responses:

1. The 7,000 tonnes, is that part of the overall 50,000 tonnes or is that in addition?
- R. The Director Renew Life Program, Mr Warren Bow advised that it was in addition. The 7,000 tonnes are directly from the Town, the 50,000 is the residue from resource recovery facility, operated by the Mindarie Regional Council (MRC), of which a small proportion of that 50,000 will actually be the Towns, but that's not what the Town is committing to.

16 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

17 MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

18 QUESTIONS FROM MEMBERS WITHOUT NOTICECr Oliver

1. Is there an update on the progress of the kitchen facilities and the ablution facilities at Edward Millen House?
- R. The Director Renew Life Program, Mr Warren Bow advised that the Town's Assets Officer and the lead project manager, have engaged with a number of builders. There have been some quotes received for the establishment of a temporary kitchen including some temporary ablution facilities as well. So there is progress on the project and will provide a written update to the Elected Member's. Some works that have been progressed, subsequent to the September meeting included the works that were done in preparation for the High Tea, including some works to the flooring and some other minor works.

Cr Anderson

1. With regards to the pedestrian crossing at the intersection at Duncan Street and Shepperton Road, the traffic lights there. There was, for a period of time a sign that said give way to pedestrians, however the sign isn't there any longer and I have received contact from residents that have crossed there in the short timeframe. I realise the Town has been communicating with Main Roads for 9/10 years. It was good for a while when the signs were up, but when they went, it becomes an issue again. A) Do we know where the signs went or B) Can we follow it up and request they be replaced?
- R. The Director Renew Life Program, Mr Warren Bow said no, he doesn't know where the sign has gone and yes, he will follow it up.

Cr Hayes

Cr Hayes advised that he will be moving a motion on notice regarding crossovers on verges in order for the Council to increase the greening of the public open space on verges.

19 NEW BUSINESS OF AN URGENT NATURE

Nil

20 PUBLIC QUESTION TIME

Nil

21 PUBLIC STATEMENT TIME

Mr Neil Kidd

Mr Kidd made a statement regarding Item 11.2 and disagreed with the applicant's statement made earlier on in the meeting.

22 MEETING CLOSED TO PUBLIC

22.1 Matters for Which the Meeting May be Closed

22.2 Public Reading of Resolutions That May be Made Public

23 CLOSURE

There being no further business, Mayor Vaughan closed the meeting at 7:43pm.