



TOWN OF  
VICTORIA PARK



# Policy Committee Agenda – 20 May 2020

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**WE'RE OPEN  
VIC PARK**

Please be advised that an **Policy Committee** will be held at **5:30 pm** on **Wednesday 20 May 2020** as an electronic meeting.

**Mr Anthony Vuleta – Chief Executive Officer**  
15 May 2020

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# 1 Declaration of opening

## Acknowledgement of Country (by Presiding Member)

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.

*Ngany yoowart Noongar maam, ngany wadjella maam. Ngany djerapiny Wadjak – Noongar boodja-ka yaakiny, nidja bilya bardook.*

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.

*Ngany kaaditj Noongar moort keny kaadak nidja Wadjak Noongar boodja. Ngany kaaditj nidja Noongar birdiya – koora, ye-ye, boorda, baalapiny moorditj Noongar kaaditjin, moort, wer boodja ye-ye.*

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

*Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.*

## 2 Attendance

<b>Mayor</b>	Mayor Karen Vernon
<b>Banksia Ward</b>	Cr Wilfred Hendriks Cr Claire Anderson Cr Ronhhda Potter Cr Luana Lisandro
<b>Jarrah Ward</b>	Cr Jesvin Karimi Cr Brian Oliver (Presiding Member) Cr Vicki Potter (Deputy Presiding Member) Deputy Mayor Bronwyn Ife
<b>Chief Executive Officer</b>	Mr Anthony Vuleta
<b>Chief Community Planner</b> <b>Chief Operations Officer</b>	Ms Natalie Martin Goode Mr Ben Killigrew
<b>Manager Governance and Strategy</b>	Ms Danielle Uniza
<b>Manager Community</b>	Ms Alison Braun
<b>Manager Technical Services</b>	Mr John Wong

**Property Development Manager**  
**Project Manager – Strategic Assets**

Mr Jon Morellini  
Ms Jayde Robbins

**Secretary**

Mr Liam O’Neill

## **2.1 Apologies**

## **2.2 Approved leave of absence**

## **3 Declarations of interest**

Declarations of interest are to be made in writing prior to the commencement of the meeting.

### **Declaration of financial interests**

A declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration. An employee is required to disclose their financial interest and if required to do so by the Council must disclose the extent of the interest. Employees are required to disclose their financial interests where they are required to present verbal or written reports to the Council. Employees can continue to provide advice to the Council in the decision-making process if they have disclosed their interest.

### **Declaration of proximity interest**

Elected members (in accordance with Regulation 11 of the Local Government [Rules of Conduct] Regulations 2007) and employees (in accordance with the Code of Conduct) are to declare an interest in a matter if the matter concerns: a) a proposed change to a planning scheme affecting land that adjoins the person’s land; b) a proposed change to the zoning or use of land that adjoins the person’s land; or c) a proposed development (as defined in section 5.63(5)) of land that adjoins the persons’ land.

Land, the proposed land adjoins a person’s land if: a) the proposal land, not being a thoroughfare, has a common boundary with the person’s land; b) the proposal land, or any part of it, is directly across a thoroughfare from, the person’s land; or c) the proposal land is that part of a thoroughfare that has a common boundary with the person’s land. A person’s land is a reference to any land owned by the person or in which the person has any estate or interest.

### **Declaration of interest affecting impartiality**

Elected members (in accordance with Regulation 11 of the Local Government [Rules of Conduct] Regulations 2007) and employees (in accordance with the Code of Conduct) are required to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process. The Elected Member/employee is also

encouraged to disclose the nature of the interest.

#### **4 Confirmation of minutes**

##### **Recommendation**

That the Policy Committee confirms the minutes of the Policy Committee held on 22 April 2020.

#### **5 Presentations**

#### **6 Method of dealing with agenda business**

##### **Recommendation**

That Policy Committee in accordance with clause 58 of the *Meeting Procedures Local Law 2019* suspends clause 50 - Speaking twice of the *Meeting Procedures Local Law 2019* for the duration of the meeting.

## 7 Reports

### 7.1 Review of Policy 113 Homelessness - The Town's Role

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Anastasia Brooks
<b>Responsible officer</b>	Alison Braun
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Homelessness Policy Review - Service Provider Engagement Report [7.1.1 - 5 pages]</li><li>2. Homelessness Policy Review - Internal Engagement Report [7.1.2 - 14 pages]</li><li>3. Homelessness Policy Review - Public Submission Summary [7.1.3 - 5 pages]</li><li>4. DRAFT Policy 113 Homelessness - The Town's role May 2020 [7.1.4 - 4 pages]</li><li>5. DRAFT Homelessness Policy Implementation Plan May 2020 [7.1.5 - 5 pages]</li><li>6. Homelessness Policy Review - Broad Community Engagement Report [7.1.6 - 17 pages]</li></ol>

#### Recommendation

That the Policy Committee recommends to Council the amendments to Policy 113 Homelessness – The Town's role.

#### Purpose

To present the findings of the review of Policy 113 Homelessness – The Town's role conducted between May 2019 and May 2020, for Policy Committee's recommendation to Council.

#### In brief

- In 2018 the Town was approached by the Supporting People with Basic Needs group requesting a collaborative review of Policy 113 Homelessness. The Supporting People with Basic Needs group and Town staff formed a collaborative group in May 2019 to commence the Homelessness – The Town's role review.
- At the Ordinary Council Meeting 20 August 2019, Council resolved to review 23 policies in the 2019-2020 financial year. Council further resolved to request that a report be presented to the 17 September 2019 Ordinary Council Meeting. At the 17 September OCM Council endorsed Policy 113 Homelessness to be presented to Council June 2020.
- Amendments proposed to Policy 113 Homelessness incorporate feedback received over three engagement periods and a public submission period. Feedback was received from the local service provider network – the Supporting People with Basic Needs group, internal Town service areas and the broader community.

## Background

1. In 2018 the Town was approached by the Supporting People with Basic Needs group requesting a collaborative review of Policy 113 Homelessness. Representatives from the Supporting People with Basic Needs group and Town staff formed a collaborative group in May 2019 to commence this review.
2. The Supporting People with Basic Needs Network is a group comprised of service providers operating in Victoria Park and local community members who are working together to address the issue of homelessness by raising awareness about homelessness, sharing information about services provided and working collaboratively with the Town to review the Town's Homelessness Policy.
3. At the Ordinary Council Meeting held on 20 August 2019 Council endorsed the review of Policy 113 Homelessness by June 2020.
4. At the Ordinary Council Meeting 20 August 2019, Council resolved to review 23 policies in the 2019-2020 financial year. Council further resolved to request that a report be presented to the 17 September 2019 Ordinary Council Meeting. At the 17 September OCM Council endorsed Policy 113 Homelessness to be presented to Council June 2020.
5. On 4 December 2019 the Supporting People with Basic Needs group held a final workshop on content to include in the policy for the community to make comment. Following the workshop, on 15 December 2019 Supporting People with Basic Needs group submitted a proposed draft policy for the Town's further community engagement and final review.
6. The review of Policy 113 Homelessness incorporated a total of three engagement periods and a public submission period:
  - (i) engagement with the Supporting People with Basic Needs group from May 2019 to November 2019
  - (ii) engagement with internal Town service areas between December 2019 and January 2020
  - (iii) engagement with the broader community during February 2020
  - (iv) public submission period between 14 April 2020 and 4 May 2020

## Strategic alignment

Social	
Strategic outcome	Intended public value outcome or impact
S02 - An informed and knowledgeable community.	Commitment from the Town to provide information and support to vulnerable community members, community organisations and the community more broadly.
S03 - An empowered community with a sense of pride, safety and belonging.	Acknowledgement from the Town that vulnerable community members have the right to access public services and amenities and be treated with compassion.

## Engagement

### Internal engagement

Stakeholder	Comments

<p>Service areas:  Aqualife and  Leisurelife,  Assets,  Building Services,  Communications and  Engagement,  Community  Development,  Customer Service,  Digital Hub,  Environmental Health,  Environment,  Financial Services,  Governance,  Healthy Community,  Library Services,  Parking,  Parks Operations,  Place Planning,  Planning (Urban),  Project Management  Office,  People and Culture  (Safety and  Emergency  Management),  Street Operations</p>	<p>Discussions held on the impact of homelessness on service areas and opportunities for further action.</p> <p>Feedback sought on amendments proposed by service providers in first engagement period.</p>
<p>C-Suite</p>	<p>Feedback sought on amendments proposed by service providers in first engagement period.</p>
<p>Elected Members</p>	<p>Feedback sought on amendments proposed across engagement periods through Elected Member Portal (April 2020).</p>

<b>External engagement</b>	
<p>Stakeholders</p>	<p>Service providers - Six services from the Supporting People with Basic Needs group</p> <ul style="list-style-type: none"> <li>• Sussex Street Community Legal Service</li> <li>• Victoria Park Youth Accommodation</li> <li>• Connect Victoria Park</li> <li>• Victoria Park Community Centre</li> <li>• Kensington PCYC</li> <li>• Communicare WA</li> </ul> <p>Broad community</p> <ul style="list-style-type: none"> <li>• 302 community members during the broad community engagement</li> </ul>



	<p>period, representing people who live or work in the Town, businesses, community organisations and who have lived experience of homelessness</p> <p>Public submission period</p> <ul style="list-style-type: none"> <li>• Seven community members during the public submission period</li> </ul>
Period of engagement	<p>Service providers</p> <ul style="list-style-type: none"> <li>• May 2019 to November 2019</li> </ul> <p>Broad community</p> <ul style="list-style-type: none"> <li>• February 2020</li> </ul> <p>Public submission period</p> <ul style="list-style-type: none"> <li>• 14 April to 4 May 2020</li> </ul>
Level of engagement	4. Collaborate
Methods of engagement	<p>Service providers</p> <ul style="list-style-type: none"> <li>• Monthly meetings</li> </ul> <p>Broad community</p> <ul style="list-style-type: none"> <li>• Online survey via Your Thoughts</li> <li>• Hard copy survey</li> <li>• Community workshop</li> </ul> <p>Public submission period</p> <ul style="list-style-type: none"> <li>• Online survey via Your Thoughts</li> <li>• Hard copy survey</li> <li>• Feedback also accepted via email</li> </ul>
Advertising	<ul style="list-style-type: none"> <li>• TV sliders at Town buildings</li> <li>• Printed flyers distributed to community meeting hubs and businesses</li> <li>• eNewsletters, including eVIBE, Biz News and Your Thoughts</li> <li>• Newspaper advertisements</li> <li>• Town social media channels</li> <li>• Targeted emails to community organisations</li> </ul>
Submission summary	<p>Broad community</p> <ul style="list-style-type: none"> <li>• 282 completed online surveys</li> <li>• One completed hard copy survey</li> <li>• 19 community workshop participants</li> </ul> <p>Public submission period</p> <ul style="list-style-type: none"> <li>• Six completed online surveys</li> <li>• One email feedback</li> </ul>

Key findings	<p>Service providers</p> <ul style="list-style-type: none"> <li>Proposed changes to the structure and content of Policy 113 Homelessness, including a list of policy principles and commitment statements.</li> </ul> <p>Broad community</p> <ul style="list-style-type: none"> <li>Provided feedback on proposed policy principles and case study examples to inform expectations around the Town's role.</li> </ul> <p>Public submission period - Seven submissions received</p> <ul style="list-style-type: none"> <li>One submission supporting the draft</li> <li>Three submissions supporting the draft but with some concerns</li> <li>Two submissions opposing the draft</li> <li>One submission not stated</li> </ul>
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Other engagement	
Stakeholder	Comments
Lived experience advisor	<p>Feedback sought on amendments proposed across engagement periods.</p> <p>Feedback captured during public submission period and recorded within report contained in Attachment 4.</p>

## Legal compliance

[Section 2.7 of the Local Government Act 1995](#)

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<p><b>Reputational</b> Lack of clarity on the Town's role in relation to homelessness resulting in dissatisfaction from the community.</p>	Moderate	Possible	Moderate	Adoption of the amended policy informed through community engagement.

## Financial implications

<b>Current budget impact</b>	NIL
<b>Future budget impact</b>	<p>It is anticipated there will be costs associated with implementing the policy and draft Homelessness Policy Implementation Plan in addition to what is proposed within the Families, Youth and Homelessness portfolio 2020/21 budget.</p> <p>Implementation costs include:</p> <ul style="list-style-type: none"><li>• Estimated feasibility study and trial of an external outreach service provider, \$50,000</li><li>• Participation in the City of Perth's synchronised rough sleeper count, \$3000</li></ul> <p>\$25,000 will be presented to Council in the People and Culture 2020/21 budget for consideration. This amount is to provide training to staff on assisting vulnerable community members, a further action within the draft implementation plan.</p> <p>The draft Homelessness Policy Implementation Plan 2020-2023 is contained in Attachment 6.</p>

## Analysis

7. Amendments proposed to Policy 113 Homelessness incorporate feedback received over the three engagement periods and the public submission period, from the Supporting People with Basic Needs group, internal Town service areas and the broader community.

### Service provider engagement

8. The Supporting People with Basic Needs group expressed concern with the content and delivery of Policy 113 Homelessness in its current form. Issues highlighted by the group included:
  - (i) a narrow policy focus which does not adequately recognise the multiple touch points the Town's service areas have with people who are homeless or at risk of homelessness
  - (ii) the absence of a management practice to operationalise Policy 113 Homelessness, resulting in a lack of clarity on the Town's role in relation to supporting people who are homeless, at risk of homelessness or the community organisations who service vulnerable community members
9. A number of activities were undertaken by representatives from the Supporting People with Basic Needs group and the Town between May 2019 and November 2019. Two key activities were the mapping of local services and demand, and an audit of Western Australian and some Eastern States' local government policies on homelessness. On review of these documents, the following amendments to the policy were suggested by the group:

- (i) a policy objective that recognises the broad role and responsibility of the Town to contribute to minimising the impact of and ending homelessness in the community
- (ii) a list of policy principles to demonstrate a commitment from the Town to housing as a human right, supporting vulnerable groups and collaboration with the sector
- (iii) a list of policy commitments rather than policy aims, in order to specifically articulate the intent of the policy
- (iv) reference to a management practice and implementation plan, which is absent in the current policy

### Internal engagement

10. Discussions with internal Town service areas took place from December 2019 to January 2020. As a broader policy focus had been determined in the engagement period with service providers, Town Teams across the organisation were asked to provide input into how homelessness intersects with or impacts the work of their service area, and whether there are opportunities for further action.
11. Homelessness intersects the Town on many levels. Almost all service areas are directly or indirectly impacted by homelessness, including but not limited to
  - (i) taking calls and responding to complaints from the community of rough sleepers and anti-social behavior in public areas
  - (ii) delivering programs, services and events to people at risk of homelessness, including in digital literacy, social inclusion and health promotion
  - (iii) working with developers constructing or modifying short-term accommodation sites or facilities to run homeless services
  - (iv) developing community education materials and delivering awareness raising events in partnership with local service providers
  - (v) removing and disposing of waste and belongings left by rough sleepers in public spaces
  - (vi) working with property owners of abandoned or pre-demolition buildings to discourage squatting
12. Staff across service areas expressed a willingness to provide information and support, within their roles, to people who are homeless, at risk of homelessness or community organisations who service vulnerable community members. A list of potential actions and requirements was compiled for future consideration and are contacted in the report in Attachment 2.
13. Feedback was also sought from service areas on the amendments proposed by service providers in the first engagement period. Key areas of feedback included:
  - (a) the operational elements proposed in the policy would sit more appropriately within an implementation plan or management practice, leaving a more strategic policy vision
  - (b) facilitating affordable housing is outside of the scope of a policy on homelessness. A consistent, coordinated approach across the Inner City is required if a significant increase in the rate of affordable housing development is determined a priority of the region

## Broad community engagement

14. The review of the policy was opened to the broader community in February 2020. Engagement with the broader community included an online and hardcopy survey and community workshop. Survey respondents and workshop participants were requested to provide feedback on a set of draft policy principles and several activities which had been undertaken by Western Australian and Eastern States' local governments around homelessness.
  15. As the Western Australian State Government's 10-Year Strategy on Homelessness was released in December 2019, the community was asked to provide feedback on policy principles which were suggested by the Supporting People with Basic Needs group as well as others which were included in the State strategy. The principles ranked highest during the broad community engagement period included:
    - (i) compassionate approach – the Town will show respect, compassion and care
    - (ii) access to public spaces – the Town will ensure access to spaces is safe and inclusive, and everyone's needs are respected
    - (iii) right to housing – housing is a basic human right, essential to individuals' health and participation in society
    - (iv) whole of community response – the Town will work collaboratively with all stakeholders to contribute to ending homelessness
    - (v) no wrong door – people are provided information and support no matter which stakeholder or service they connect with
  16. The feedback provided on activities that have been undertaken by local governments provided insight into the roles the survey respondents and workshop participants considered most appropriate for the Town. A high level of support was demonstrated around activities whereby local governments played the following roles:
    - (i) advocacy to other levels of government
    - (ii) sharing or distributing information to the community
    - (iii) facilitating community organisations coming together
    - (iv) partnering with community organisations
    - (v) employing an informed and respectful approach to working people who are homeless or at risk of homelessness who connect with the Town
  17. Further to these roles, directly delivering services which are traditionally held by State Government or community organisations was mentioned in the survey responses. Approximately 11% of survey responses indicated that delivering services which are traditionally held by State Government or community organisations was also a role the respondent supported the Town undertaking.
  18. . Further research will need to be undertaken to ascertain whether current service delivery is meeting demand, or if greater promotion of existing services is required.
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## Policy review

19. The collaboration with Supporting People with Basic Needs group draft policy and the extensive engagement across Town service areas and the broader community was used collectively to define Policy 113 Homelessness.

Key changes proposed in the amended policy include:

- (i) a widened policy objective to articulate the broad role and responsibility of the Town to respond to homelessness
- (ii) a list of definitions, including homelessness, rough sleepers, severely crowded dwellings, at risk of homelessness and housing stress to capture the many and diverse types of homelessness that exist in the Town
- (iii) clear policy statement, divided into three sections:
  - (1) Policy principles which reflect the feedback and preferences of the broader community
  - (2) Policy commitments that clarify the strategic 'roles' the Town undertakes as expressed across engagement periods
  - (3) A policy implementation section which details how the policy is delivered

20. Additionally, as actions were proposed across the three engagement periods, a draft Homelessness Policy Implementation Plan was developed to accompany the reviewed policy.

21. The draft implementation plan will be finalised after Council decision-making on the review of Policy 113 Homelessness. The draft implementation plan is contained in Attachment 6.

## Public comment

22. The redrafted policy and implementation plan were released for a public comment period between 14 April 2020 and 4 May 2020. 7 submissions were received, with the report contained in Attachment 4. Following the public comment period, the following change to the redrafted policy was made:

- (i) including 'previous experiences of homelessness' as a factor which can contribute to someone becoming homeless within the 'at risk of homelessness' definition.

23. The final draft Policy 113 Homelessness – The Town's role is contained in Attachment 5 for Policy Committee consideration for recommendation to Council.

[All Paths Lead to a Home – Western Australia's 10-Year Strategy on Homelessness 2020-2030](#)

## Further consideration

Not applicable.

## 7.2 Review of GEN7 Strategic Management of Land and Property Assets

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Jon Morellini
<b>Responsible officer</b>	Ben Killigrew
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. GE N 7- Strategic- Management-of- Land-and- Property- Assets [7.2.1 - 4 pages]</li> <li>2. Policy 221 Strategic Management of Land and Building Assets clean version with comments [7.2.2 - 5 pages]</li> <li>3. Policy 221 Strategic Management of Land and Building Assets with tracked changes V 1 [7.2.3 - 7 pages]</li> </ol>

### Recommendation

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That the Policy Committee recommends that Council adopts the amendments to Policy GEN 7 Strategic Management of Land and Property Assets, as attached.

### Purpose

To present the amended Policy 221 Strategic Management of Land and Building Assets to the Policy Committee for the recommendation for Council adoption.

### In brief

- Policy GEN 7 Strategic Management of Land and Property Assets was adopted at the 11 March 2014 Council meeting and had a review in August 2015.
- The Land Asset Optimisation Strategy was adopted in September 2013 and had implications for Policy GEN 7 Strategic Management of Land and Property Assets which have now been incorporated into the amended version entitled Policy 221 Strategic Management of Land and Building Assets.
- The Town of Victoria Park owns and manages a large number of land and building assets on behalf of its Community. Policy 221 along with Policy 310 Leasing and Policy 222 Asset Management – Infrastructure are used together as a suite of policies to appropriately manage this significant asset base in the best interests of the residents and ratepayers.
- Policy 221 Strategic Management of Land and Building Assets provides guidance for the Town of Victoria Park to consider a framework for its freehold and vested reserve land and Town controlled property assets and make decisions, using a systematic informed approach, with respect to the management, retention, disposal or acquisition of such assets.
- The amendments to Policy GEN 7 have been tracked and provided as a tracked version and a clean version with comments both are attached.

## Background

1. At its meeting held on 17 September 2019, Council adopted a work plan to complete the review of several policies. Policy GEN 7 Strategic Management of Land and Property Assets was one of the policies identified for review.
2. In order for the Town to continue to progress towards greater sophistication in the management of its Town owned or controlled land and building assets, a review of policy GEN 7 Strategic Management of Land and Property Assets, has been undertaken to incorporate several required changes.
3. The Town is working towards greater policy control and strategic thinking with all its land and building assets, the new amendments to policy GEN 7 Strategic Management of Land and Property Assets is part of the process in realising this objective for the Town.
4. Specifically the Town's land and building assets will be used to achieve the following:
  - (a) Delivery and execution of the Town's service requirements to the Community.
  - (b) Delivery of strategic projects as identified in the Strategic Community Plan and Corporate Business Plan;
  - (c) Facilitation of environmental, economic and social benefits to the Community;
  - (d) Stimulation and regeneration of areas within the Town of Victoria Park;
  - (e) Where appropriate enable the adoption of a commercial approach to the management of the land property assets capable of producing an income; and
  - (f) Expansion of a land and building asset base that will facilitate additional income streams for the Town.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL04 - Appropriate information management that is easily accessible, accurate and reliable.	By updating the existing policy, the public will understand with greater transparency more accurate and reliable information about the Town's land and building assets.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the Community.	By updating the existing policy, the public will understand with greater transparency the finances about the Town's land and building assets.
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	By updating the existing policy with greater business case methodology, the public value achieved will be of higher accountable governance and objective decision-making.

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	By updating the existing policy with investment and commercial aspirations, the public impact will be for greater opportunity to potentially deliver more places of commerce, tourism that generates jobs and entrepreneurship.

Environment	
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Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	By updating the existing policy with investment and development aspirations, the public outcome will be for greater opportunity to potentially deliver more Council involved urban design and housing options.

## Engagement

Internal engagement	
Asset Management	Discussions have been undertaken in the development of this Policy review.
Property Development and Leasing	Discussions have been undertaken in the development of this Policy review.

## Legal compliance

[Section 3.58 Local Government Act 1995](#)

[Section 3.59 Local Government Act 1995](#)

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Financial</b> The Town does not achieve the highest and best use of its current land and building assets.	Moderate	Likely	High	Adoption of the amendments to Policy 221, allowing a more systematic and objective decision-making process to deliver greater return and outcomes for the Community.

## Financial implications

<b>Current budget impact</b>	There is no current budget impact.
<b>Future budget impact</b>	Not applicable.

## Analysis

5. In conducting the review, the Town has considered the ability to create greater revenue from current and potential land, property and facility holdings. This is with the intent to reduce reliance on rates for income, allowing greater financial and economic stability.
6. In examining the effectiveness of this policy, the Town wants to ensure that decisions made about the use of Town of Victoria Park land and building assets ensure maximum return to the Town be either realising a commercial level of financial return or by fulfilling a community benefit aligned to the vision of the Town of Victoria Park.
7. The amendments to Policy GEN 7 are aimed to align and facilitate the delivery of the Land Asset Optimisation Strategy recommendations.
8. In conducting the review, the Town has also undertaken a comparative review against other local governments. It was found that many different policy approaches existed to manage Local Government property assets. The review of this policy is considered an initial step for further work to be incorporated into the Property Asset Management Plan and the creation of a Property Investment Policy.
9. The policy has been amended to allow a proactive approach to acquiring strategic investment properties for the Town's long term vision and community needs.
10. The policy has been amended to account for in greater detail the proceeds of sale distributions. This will allow the continuation of a key objective of the Land Asset Optimisation Strategy to build upon the Towns property portfolio and generate an alternative revenue source for the Community and ratepayers.
11. The following key changes have been made to the policy:

Clause	Change	Reason
Clause 2 - Definitions	Relocated into Property Classification Clause 6.	A more appropriate location in the Policy. Specific definitions not seem as required for the Policy.
Clause 3 - Principles	Now Clause 5 - Additional principles have been added.	To capture the financial characteristics of land and the management from a portfolio perspective. Some key land economic fundamentals have also been added specifically for vested reserves to be used for on-going community services as opposed to freehold land, this is due to the economics of land appreciated over time.

Clause 2 - Definitions	Now Clause 6 – Community has been added to the Civic properties classification	To capture the number of community groups providing services which may not be defined as a civic service.
Clause 2 - Definitions	Now Clause 6 – Strategic has been added to the Investment properties classification	The word Strategic has been added to help clarify the intent. An example would relate to the acquisition of the car yard on Albany Hwy which may not provide a strong commercial yield but will form part of a greater strategic outcome for the Town.
Clause 4 – Use of Proceeds	Now Clause 8 – More specific allocation of funds in relation to the Property Classifications.	The changes in the Use of Proceeds clause provides greater guidance and allows a portfolio approach for the land and building asset of the Town.
New Clause 13 and 14	Additional Clause 13 and 14 added	This clause is to allow the proactive a pragmatic ability to make acquisitions which a strategic nature, this allow the Town to have flexibility in a commercial environment, ultimately approval still rests with the Council.

## Relevant documents

[Local Government Act 1995 \(WA\)](#)

[Land Administration Act](#)

[Policy 310 Leasing](#)

[Policy 222 Asset Management – Infrastructure](#)

## 7.3 Review of Policy 222 Asset Management

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Jayde Robbins
<b>Responsible officer</b>	Ben Killigrew
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Policy 222 Asset Management - Final Draft [7.3.1 - 5 pages]</li><li>2. EN G 14- Asset- Management- Infrastructure (3) [7.3.2 - 3 pages]</li></ol>

### Recommendation

That the Policy Committee recommends that Council adopts the amendments to Policy 222 Asset Management as attached.

### Purpose

To present the amended Policy 222 Asset Management to the Policy Committee for recommendation for Council adoption.

### In brief

- The Asset Management Policy, previously Policy number ENG14, was last reviewed in August 2015.
- On 20 August 2019 Council resolved to review the Asset Management Policy, now Policy 222, this financial year.
- The Town of Victoria Park is responsible for the management of a number of assets that are grouped in the following asset classifications:
  - Property
  - Transport
  - Recreation
  - Plant and Equipment
  - Information and Communication Technology
- Policy 222 Asset Management guides the asset management principles and framework that the Town will apply to ensure that services delivered are provided in a sustainable manner through the appropriate management of its assets/infrastructure.

### Background

1. At its meeting held on 20 August 2019, Council received a report relating to the minor review of the Town's Policy Manual. At that meeting, Council resolved to review 23 policies within this financial year and requested that a report be presented back to Council setting out the proposed policy review workplan.

2. Council at its meeting on 11 November 2019 adopted a work plan to complete the review of a number of policies. Policy 222 Asset Management was one of the policies identified for review.
3. The amended policy aims to have clear objectives guiding the development of an asset management strategy and framework for the Town to apply to ensure:
  - a. asset management practices and decisions align with the outcomes of the Strategic Community Plan
  - b. assets are maintained and are performing at a service level desired by our community
  - c. assets are appropriately planned, acquired and managed considering their whole of life costs.

## Strategic alignment

<b>Civic Leadership</b>	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	The Asset Management Policy ensures informed decisions are made in relation to any major renewal, acquisition and or upgrade to an assets. The Strategic Asset Advisory Team will have oversight of all future capital planning and apply asset management and project management principles to prioritising the annual capital works program.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	The policy ensure asset planning decisions are based on an evaluation of alternatives that consider the "whole of life" of an asset through acquisition, operation, maintenance, renewal and disposal. All long-term asset maintenance and renewal costs will be detailed in the asset management plans and projected in the long term financial plan. The Town will report on asset management sustainability in accordance with the Department of Local Government reporting ratios.

<b>Economic</b>	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	The Policy aims to ensure assets are well maintained in accordance with the asset management plans and at the service levels expected from the community. Also implying access improvements to assets occur in asset planning/capital project planning – referring to the Town's Disability Access and Inclusion Plan.

<b>Environment</b>	
Strategic outcome	Intended public value outcome or impact
EN02 - A safe, interconnected and well maintained transport network that makes it easy for everyone to	The Policy is guidance to ensure the Town is delivering on its Transport Asset Management

get around.	Plan, and transport assets are being well maintained and renewed to ensure they are safe and meeting the level of expectation of the Community.
EN03 - A place with sustainable, safe and convenient transport options for everyone.	The Policy is guidance to ensure the Town is delivering on its Transport Asset Management Plan.
EN05 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed.	The Policy is guidance to ensure the Town is delivering on its Property Asset Management Plan. The policy guides good asset management practices ensuring facilities are being planned, built and well maintained and providing the services at a level required by the Community.
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	The Policy is guidance to ensure the Town is delivering on its Recreation Asset Management Plan. Parks, playgrounds and reserves are being adequately maintained to ensure they are safe and inviting spaces for the Community to enjoy.

## Engagement

Internal engagement	
Stakeholder	Comments
SAAG	A Strategic Asset Advisory Group (SAAG), represented by a cross section of internal teams, including asset custodians, strategic planners, finance and project management, will be responsible for providing oversight and influence to the Town's Capital Works planning process.
Financial Services	Discussions have been undertaken in the development of this Policy review in relation to asset capitalisations and financial reporting requirements in relation to Asset Management.
Operations	Operations team will be guided by the Asset Management Policy and will provide input into the Asset Management Strategy, framework and be delivering on the Asset Management Plans.
Engineering Services	Engineering team will be guided by the Asset Management Policy and will provide input into the Asset Management Strategy, framework and be delivering on the Asset Management Plans.
Asset Planning	Asset Planning are responsible for the review of the Asset Management Policy. The Building Assets Team provided input and discussions on Policy review.

## Legal compliance

[Section 6.10\(c\) of the Local Government Act 1995](#)

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Finances</b> The Town cannot fund required replacement of assets. Resources limited for the delivery and on-going maintenance of assets. Not being able to achieve targets in Asset Ratio reporting.	Major	Possible	High	Ensuring Capital works are evaluated in a whole of life assessment and costs are projected in long term financial plans. The policy also guides the timely replacement of current assets. Monitor ratios regularly and manage accordingly.
<b>Reputational</b> Asset failures and assets not performing at the level of service required by the community.	Major	Possible	High	Ensure objectives in asset management plan align with Strategic Community Plan. Community engagement outcomes are considered in Asset Management Plans. Implementing asset management practices such as regular condition audits/structural audits which inform works programs.

## Financial implications

<b>Current budget impact</b>	There is no current budget impact.
<b>Future budget impact</b>	Not applicable

## Analysis

4. The previous Policy ENG14, as well as being outdated, was very high level, repetitive and lacked clear guidance, therefore has been reviewed into a new structure and layout.
5. The revised Policy 222 Asset Management follows the same principles of the original policy, however further aligns to the outcomes of the Strategic Community Plan, includes policy definitions and guidance on asset capital planning processes.
6. The Town is committed to making informed decisions in relation to its assets. The revised policy initiates the development of an overarching Asset Management Strategy that guides the implementation of an asset management framework to embed asset management business processes and principles within the organisation.
7. The internal asset management framework will be developed alongside the implementation of a new asset management software system and will detail the Town's data management processes,

condition audits, asset valuations, asset maintenance planning, performance management and defined asset management roles and responsibilities.

8. The core focus of Policy 222 is to implement a life-cycle approach to the management of infrastructure assets by evaluating asset planning decisions considering not only the whole of life costs but also current and future environmental, economic and social outcomes.
9. Asset Management Plans for each asset class are the operational day to day asset management practices including long term projections of asset maintenance and replacement costs that inform the Long Term Financial Plan. The Asset Management Plans are living documents and will have a full review in alignment with the Corporate Business Plan to ensure Strategic objectives are aligned and adapted.
10. Under this Policy the Town will measure and report on asset management sustainability in accordance with the requirements of the Integrated Planning and Reporting Framework.
11. The Asset Management Working Group has now evolved to a Strategic Assets Advisory Group, and their responsibilities has expanded to provide broader skill and oversight to the Town's asset management practices and capital works planning processes.

## **Relevant documents**

[Transport Asset Management Plan](#)

[Property Asset Management Plan](#)

[Recreation Asset Management Plan](#)

[Plant & Equipment Asset Management Plan](#)

[Information and Communication Technology Asset Management Plan](#)



## 7.4 Review of Policy 223 Private use of Town Vehicles

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Brad McLean, John Wong
<b>Responsible officer</b>	Ben Killigrew
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Existing Policy 223 [7.4.1 - 3 pages] 2. Policy 223 Light Vehicle Fleet Management [7.4.2 - 3 pages]

### Recommendation

That the Policy Committee recommends Council:

1. Rescinds Policy 223 Private use of Town vehicles.
2. Adopts Policy 223 Light Vehicle Fleet Management.

### Purpose

The purpose of this report is to allow Policy 223 Private Use of Town vehicles to be reviewed.

### In brief

- Policy 223 Private use of Town vehicles (formerly ADM1) has been amended to be the guiding Fleet Management operational policy for the Town's light fleet.
- The current policy is specifically related to private vehicle usage only.
- The proposed Policy 223 Fleet Management Light Vehicles was not endorsed at the February Policy review committee.
- The proposed policy was discussed in the April 2020 Concept Forum and the identified changes have been applied.

### Background

1. The current ADM1 Private use of Town vehicles Policy has been revised to become the operational guidance document for Fleet Management. The new version outlines the requirements of owning and maintaining the Town's fleet including the purchasing and disposal methods required. All other operational matters pertaining to Fleet Management are documented in the Fleet Management Practice.
2. The current ADM1 private use of Town vehicles Policy was introduced and adopted on the 28/07/1998. It was implemented to change and document vehicle usage parameters for employees from limited private usage to full private usage and community usage to commute usage. The changes to full private usage enabled the Town to reduce its Fringe Benefit Tax liability at that time.
3. Private usage staff contribution rates have been retained in the proposed policy and have been updated based on the State Government vehicle usage rates as outlined in the Senior Officers Vehicle Scheme (SOVS).

4. The Town has been actively reducing its light fleet number and generally does not offer full private use of vehicles to new staff unless for operational purposes. Emphasis on the phasing out of the remaining low operational need vehicles has been added to the proposed policy.
5. The Town's C Suite and People and Culture have implemented additional operational measures to further reduce the Town's light fleet number and increase the fortnightly contribution rate payable by staff who have private use of a council vehicle by pegging it ultimately at the rate applied by the State Government.

## Strategic alignment

Environment	
Strategic Outcome	Intended public value or impact
CL05 - Innovative, empowered and responsible organisational culture with the right people in the right jobs.	Assist in offering tools to help the organisation employ the best staff for the job.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	Ensure that the vehicles the Town uses are fit for purpose and offer the best value for money.

## Engagement

Internal engagement	
Stakeholder	Comments
People & Culture (HR)	Reviewed the contractual obligations of vehicle private usage within staff employment contracts
Finance	Sought advice on contribution rates requirements
C Suite	Reviewed Fleet Management Practice including private usage and contribution rates

Other engagement	
Other LG's	Comments
Other LG's	Sought advice on how other LG's document their contribution rates as well as to compare private usage rates
WALGA	Contacted through HR for advice on amending contribution rates

## Legal compliance

[Section 2.7 of the Local Government Act 1995](#)

### Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Inequity between existing and new staff benefits relating to fleet	Moderate	Likely	High	Any proposed policy amendments should be cognisant of potential impacts to the Town's employment contracts, equitable and staff and be implemented over time as new staff are contracted to the Town or unusual or unique individual conditions phased out where possible
The Town may be subject to breach of contract and open to litigation if the Town's current employment contracts and Enterprise Agreement (EA) conditions are affected	Moderate	Likely	High	Any proposed amendments to the policy to be cognisant of potential impacts to the Town's employment contract and EA conditions

### Financial implications

<b>Current budget impact</b>	Nil.
<b>Future budget impact</b>	Budget savings in the future possible with a reduction in private usage of vehicles and reduction in light fleet

### Analysis

- The revised Policy's main objective is to identify the need for a fleet of motor vehicles essential for operational requirements to service the community. When used in conjunction with the Fleet

Management Practice, it identifies the types of light vehicles that will be used and how they are chosen, as well as how they will be purchased and disposed of.

7. The following key changes have been made to the policy:

Change	Reason
Policy change overall	Parts of the existing policy was over 10 years old and needed updating such as the additional reference to current industry information related to environmental, emissions and safety standards.
Fortnightly contribution rate increased in line with State Government rate.	A new method has been employed to calculate the contribution rate intended to minimise the cost of vehicle ownership to the Town. The determination of the annual contribution rate for the private use of a council vehicle by employees was reviewed. Currently the fortnightly rate is based on the operating costs of vehicles as outlined on the RAC website consumer guide to vehicle running costs. The State Government vehicle usage rates as outlined in the Senior Officers Vehicle Scheme (SOVS) was considered more determinative of the actual costs and benefits for the private use of a local government vehicle.
High level approach to reduce fleet size.	To facilitate further reduction of the fleet size by having operational need as the main criteria when future staff recruitment decisions involving a Council care are made. C Suite will be involved in the final decision process of such recruitments.
Fleet Management Practice to support Policy 223 as guiding documents.	The Management practice is intended to be the operational guidance document used in the management of the Town's light fleet to complement this policy.

## Relevant documents

Town of Victoria Park Enterprise Agreement 2019

## 7.5 Creation of Policy 261 Sustainable Events

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Brendan Nock
<b>Responsible officer</b>	Ben Killigrew
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Strategic Planning Sustainable Events Policy Adopted 281118 [7.5.1 - 3 pages]</li><li>2. Policy 261 Sustainable events [7.5.2 - 5 pages]</li></ol>

### Recommendation

That the Policy Committee recommends that Council:

1. Receives the report and draft Sustainable Events Policy for consideration
2. Advertises the draft Sustainable Events Policy for public comment
3. Requests that the Chief Executive Officer presents a further report back to the Policy Committee with the results of the public comment and any proposed amendments to the Sustainable Events Policy by October 2020

### Purpose

In response to a Council Resolution in December 2019, this report seeks Committee and Council endorsement for community consultation on the proposed Sustainable Events Policy for the Town.

### In brief

- The Town has investigated the feasibility of developing a Sustainable Events Policy for the Town relating primarily to environmental sustainability.
- Given the Town's existing commitment to environmental sustainability, the administration believes that many of the principles from the 2016 Sustainability Fair and the provisions of Policy 260 Single-use Plastic and Polystyrene could be integrated into a Town of Victoria Park Sustainability Policy.
- Based on the above, a proposed Sustainable Events Policy has been drafted for consideration by the Policy Committee and Council.
- Applying to all Council-run events and Council-approved external events on Town land or in Town-owned facilities, the Sustainable Events Policy aims to reduce waste, improve resource recovery and promote sustainable transport options for events coordinated or approved by the Town.

### Background

1. At the 17 December 2019 Council meeting, in response to a notice of motion put forward to remove balloons from Town public open spaces and events, the following resolution was passed:  
*That Council:*
  1. Requests the Policy Committee to investigate the merits of a Sustainable Events policy and provide a recommendation back to Council.

2. Requests the Chief Executive Officer to present a report to the Policy Committee to assist the Committee with recommendation 1 by June 2020.

2. Historically the Town itself has explored environmental sustainability in events run or supported by the Town. In 2016 the Town piloted a Sustainability Fair. This event was the first of its kind to not only focus on the topic of sustainability, but to also be run in a sustainable manner.
3. The Town has also established as a part of core business other environmental sustainability initiatives related to events, such as non-permissible balloon releases and a policy banning single-use plastic and polystyrene on Town land or at Town events.
4. The Town has also researched what other Councils are undertaking in the sustainable event space. The City of Fremantle has a dedicated Sustainable Events Policy (attached).

## Strategic alignment

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	<ul style="list-style-type: none"> <li>• Reduction in the amount of waste generated from events and subsequently disposed to landfill or ending up as litter in our community.</li> <li>• Reduction of the impacts on the Town's environment and human health.</li> </ul>

Environment	
Strategic outcome	Intended public value outcome or impact
EN04 - A clean place where everyone knows the value of waste, water and energy.	<ul style="list-style-type: none"> <li>• Education of the Town's community to integrate sustainable practices into everyday life.</li> <li>• Support and encourage businesses to embrace sustainable practices.</li> <li>• Help to reduce the degradation of our environment.</li> <li>• Reduce the carbon emissions associated with creating unsustainable products.</li> </ul>

## Engagement

### Internal engagement

Stakeholder	Comments

Community Development	Community development team have been engaged in the investigation into the feasibility of a Sustainable Events policy. The team are supportive of the development of said policy.
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## Legal compliance

Not applicable.

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Reputational</b> Negative public perception towards the Town by vendors, public with the implementation of the policy; or if there is little community buy-in.	Medium	Likely	High	a. Robust community education communication about the policy and acceptable sustainable options.  b. Allow appropriate transition period before implementing the Policy.
<b>Financial</b> Facilities, associated suppliers (e.g. event vendors) – particularly in the areas of food, drink and retail – and the community may be negatively affected by the policy if there is an increased cost to use a sustainable option.	Medium	Likely	High	a. Robust community education communication about the policy and acceptable sustainable options.  b. Allow appropriate transition period before implementing the Policy.  c. Consideration of operating subsidies or financial incentives to affected community groups
<b>Financial</b> Cost of implementing the policy at an operational level, and	Medium	Likely	High	a. Estimate the cost/s and ensure they are provided in future operating budgets.

potential associated reduction in the delivery of services to the community.

## Financial implications

### Current budget impact

None expected as a result of the consultation of this policy within the community.

Given that the Town has already implemented a ban on single-use plastic and polystyrene, and that this is now part of core business and budget, it is anticipated that there would not be a significant additional financial impact across the Town's service areas or that these costs can be accommodated as part of event planning in the current financial year.

### Future budget impact

None expected as a result of the consultation of this policy within the community.

If the Town further develops and implements a Sustainable Events Policy then it is likely that costs will be incurred and it is suggested that the relevant operating budgets reflect this and be considered during the annual budget process.

## Analysis

1. Given the Town's existing commitment to sustainability, many of the principles from the 2016 Sustainability Fair and the provisions of Policy 260 Single-use Plastic and Polystyrene can be integrated into a Town of Victoria Park Sustainable Events Policy.
2. In addition to non-permissible single-use plastic and polystyrene at events, these principles include:
  - All printed marketing on recycled paper.
  - No single use, disposable 'giveaways' at events.
  - No products containing palm oil.
  - Have appropriate waste bins at events (e.g. general waste, recycling, organics/compostable).
  - If retail vendors are to provide bags, ensure they are paper only.
3. Encourage:
  - People to bring their own cutlery, crockery, water bottle and keep cup, or provision of reusable food/drink items.
  - Retail vendors to only use eco-friendly cleaning products.



- Provision of vegan and vegetarian options/vendors at events.
  - Car-pooling and the use of public transport to events.
  - Have a plan for how to take away waste from the event.
  - Preference towards local suppliers wherever possible.
  - Preference to sustainable goods such as fair-trade coffee, seasonal, free range, organic and locally grown foods.
4. Internal practice:
- Provide venue summaries or other materials electronically wherever possible, on a disc or through a web page.
  - Consider displayed posters rather than paper information flyers.
  - Use reusable tokens rather than disposable paper tickets for selling of services if possible.
  - Use recycled, sustainable, upcycled goods in workshops.
5. Attached to this report is a proposed draft Sustainable Events Policy for consideration of the Policy Committee.
6. The Sustainable Events Policy will help the Town to reduce its ecological footprint and minimise impacts on the environment by incorporating:
- a. Sustainability principles into event planning and management.
  - b. Implementing waste avoidance strategies and maximising resource recovery for events.
  - c. Implementing efficiency measures to reduce water consumption.
  - d. Reducing greenhouse gas emissions through sustainable transport options.
  - e. Enhancing environmental awareness and fostering environmentally responsible behaviour in all relevant stakeholders to build their capacity to plan, organise, deliver or participate in a sustainable event.
7. The Sustainable Events Policy applies to all Council-run events and Council-approved external events on Town land or in Town-owned facilities, except those events that do not require Town approval or activities operating under current lease agreement from the Town.
8. The draft Sustainable Events Policy should be released for consultation prior to finalisation and presentation to the Policy Committee.

## Relevant documents

[Local Government Act 1995 \(WA\)](#)

Town of Victoria Park Activities and Trading Thoroughfares Public Places Local Law 2000 Amended.

REC1 RECREATION RESERVES – HIRE

Policy 260 Single-use Plastic and Polystyrene

Plastic Free Vic Park guideline

Strategic Waste Management Plan

## 7.6 Review of the Policy Committee

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Liam O'Neill
<b>Responsible officer</b>	Danielle Uniza
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Town of Victoria Park - Policy Committee - Terms of Reference v 2 [<b>7.6.1</b> - 2 pages]</li><li>2. Policy Committee Workplan 2020-2021 [<b>7.6.2</b> - 4 pages]</li><li>3. Local Planning Policies for Review 2020-2021 [<b>7.6.3</b> - 4 pages]</li></ol>

### Recommendation

That the Policy Committee:

1. Recommends that Council:
  - a. Establishes the Policy Committee as a standing committee of Council.
  - b. Adopts the revised terms of reference for the Policy Committee as at attachment 1.
  - c. Adopts the workplan of the Policy Committee for the 2020-2021 financial year as at attachment 2.
  - d. Appoints the following elected members as members of the Policy Committee for terms expiring on the next election day:
    - i. Mayor Karen Vernon
    - ii. Deputy Mayor Bronwyn Ife
    - iii. Cr Brian Oliver
    - iv. Cr Vicki Potter
    - v. Cr Claire Anderson
    - vi. Cr Ronhhda Potter
    - vii. Cr Jesvin Karimi
    - viii. Cr Wilfred Hendriks; and
    - ix. Cr Luana Lisandro
2. Sets the following dates for its next meetings, to be held at 5.30pm in the venue determined by the Chief Executive Officer:
  - a. 29 June 2020
  - b. 27 July 2020
  - c. 24 August 2020
  - d. 28 September 2020
  - e. 26 October 2020
  - f. 23 November 2020
  - g. 22 February 2021
  - h. 22 March 2021
  - i. 19 April 2021

## Purpose

To review the Policy Committee prior to its expiry of 30 June 2020 and determine if it should continue.

## In brief

- The Policy Committee's term expires on 30 June 2020.
- There is a need to review whether the committee should continue.
- Based upon feedback from elected members, it is recommended that the Policy Committee become a standing committee of Council under revised terms of reference.
- It is also recommended that the scope of the committee allow for the referral of other forms of policy and legislation by Council.

## Background

1. At its meeting on 29 October 2019, Council established the Policy Committee as a committee of the whole Council. This committee is term-limited until 30 June 2020 and was intended to complete the 2019-2020 policy review workplan. The meeting of 20 May 2020 is the final meeting required to complete this workplan.
2. As this is the final scheduled meeting of the current Policy Committee, it is appropriate to review whether the committee should continue.
3. Council has adopted a policy review workplan for the 2020-2021 financial year. This plan would see Council review 21 policies in the next financial year.
4. On 23 March 2020, elected members were requested to complete a survey to seek their views on the success of the Policy Committee.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Reviewing the committees of Council ensures that elected members are confident with their involvement in decision-making processes

## Engagement

Internal engagement	
Stakeholder	Comments
Elected members	<p>Elected members provided feedback through a survey on the Councillor portal. Seven responses were received. A summary of the feedback is provided below.</p> <ul style="list-style-type: none"><li>• There was 77% confidence that the Policy Committee had resulted in policies that better set Council's position.</li><li>• There was 77% agreement with the statement:</li></ul>

*"Through the Policy Committee, elected members have a better opportunity to provide input into the policy review/setting process than previously."*

- There was 68% satisfaction with the decisions on policies that have been sent to a Concept Forum prior to the Policy Committee.
- While some polices were suggested that should have gone to a concept forum before the committee, there was no majority in favour of any particular policy.
- Five of seven favoured local planning policies being considered by the committee.
- 2/7 respondents supported local laws being considered by the committee and 1/7 supported amendments to the Local Planning Scheme being considered by the committee.

#### Urban Planning

Urban Planning are of the view that having local planning policies considered at an ABF and OCM, without Committee consideration, has been effective. Urban Planning would support local planning policies going through a committee process if it is likely to result in improved policy outcomes. There is no evidence to date that policies that have not gone through a committee process have been deficient or not met community needs, noting that elected members still have the opportunity to amend local planning policies through the current process of having them considered at an ABF and OCM.

In considering whether local planning policies should be presented to the committee, other considerations should include:

- a. the need for reports to be completed two weeks earlier than is currently the case where reports are presented to the ABF and OCM. While this in itself is not an issue, rather than all reports being written and prepared by Planning staff within one specific period each month (as is currently the case for presentation to ABF and OCM), presentation of reports to the committee will require reports to be written and reviewed over two periods each month (one time per month for committee reports and one time per month for ABF/OCM reports). This may impact upon opportunities for staff to deliver other work given the increased frequency of report writing per month.
- b. members of the public who lodged a submission on a new or amended local planning policy not being able to make a public statement at a committee meeting. While it is acknowledged that opportunity exists for members of the public to make a statement at the subsequent ABF/OCM, as debate and consideration on the policy has already occurred at the committee meeting, some members of the public may feel aggrieved that they were unable to make a public statement to the committee and that consideration of the policy at an ABF/OCM is a *fait accompli*.

- c. whether the committee wishes to consider all local planning policies or only specific ones, and if the latter identify which specific ones.

If elected members are of the view that improved policy outcomes will result from having local planning policies considered at a committee as well as an ABF and OCM, then it would be recommended that specific local planning policies of interest to the committee be identified and that only those be presented for committee consideration.

## Legal compliance

[Section 5.8 of the Local Government Act 1995](#)

[Section 5.10 of the Local Government Act 1995](#)

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Compliance</b> The Town does not complete the policy review schedule as endorsed by Council.	Moderate	Unlikely	Moderate	The Policy Committee, Council and CEO ensure the policy workload is achievable in the time period.
<b>Reputational</b> Policies and legislation are submitted to the Council which do not meet Council's requirements	Moderate	Likely	High	Elected members identify those policies and laws that need further discussion prior to report request a concept forum item on the policy or law.

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	Not applicable.

## Analysis

5. Results from the survey provided to elected members show that policy review through the Policy Committee was appropriate. Since its establishment in May 2020 meeting, the Policy Committee has conducted 17 policy reviews, considered five new policies, and the minor review of the policy manual. A number of amendments have been proposed to policies from the Committee prior to its adoption by Council. The committee has completed the assigned workplan within the time expected, pending the

items presented at the May 2020 meeting being presented to Council in June. Based on this, it is recommended the committee be established as a standing committee of Council.

### Revised terms of reference

6. In order to make the committee a standing committee, some amendments to the terms of reference are required. The two key amendments are:
  - (a) Removing the 30 June 2020 end date for the committee; and
  - (b) Allowing referral of local planning policies, local laws and local planning scheme to the committee.
7. The information provided by elected members in the survey indicated an appetite to consider local planning policies. The terms of reference has been amended to increase its scope to allow for this, as well as for the consideration of local laws or town planning scheme amendments, should they be referred to the committee by Council.

### Committee workplan

8. Based upon the revised terms of reference, a committee workplan has been developed as at attachment 2. This workplan includes the 21 Council policies adopted for review in the 2020-2021 financial year. Based upon Urban Planning's feedback, the committee is recommended to consider which local planning policies it may wish to consider in the coming financial year so that it can be added to its workplan when endorsed by Council. The local planning policies and their current indicative review date are listed in attachment 3.

### Committee meeting dates

9. The committee currently meets on the Wednesday following the Ordinary Council Meeting. This is recommended for adjustment. The current meeting cycle, being the day after an Ordinary Council Meeting, creates a four-week meeting cycle. It is proposed to instead hold the committee meetings on the fourth Monday of the month at 5.30pm to better align with the preparation of reports for Council and Committee. This change is date will see recommendations by the Policy Committee presented to the next immediate Agenda Briefing Forum and the Ordinary Council Meeting.

## Relevant documents

Not applicable.

**8 Motion of which previous notice has been given**

**9 Meeting closed to the public**

**9.1 Matters for which the meeting may be closed**

**9.2 Public reading of resolutions which may be made public**

**10 Closure**