



TOWN OF
VICTORIA PARK

Special Council Meeting Agenda - 25 October 2021



WE'RE OPEN
VIC PARK

Please be advised that a **Special Council Meeting** will be held at **6:30 PM** on **Monday 25 October 2021** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr Anthony Vuleta – Chief Executive Officer
20 October 2021

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1 Declaration of opening

Acknowledgement of Country

Ngany yoowart Noongar yorga, ngany wadjella yorga. Ngany djerapiny Wadjak – Noongar boodja-k yaakiny, nidja bilya bardook.

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

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 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 youngka baalapiny Noongar birdiya wer moort nidja boodja.

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

2 Announcements from the Presiding Member

2.1 Recording and live streaming of proceedings

In accordance with clause 39 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, as the Presiding Member, I hereby give my permission for the administration to record proceedings of this meeting.

This meeting is also being live streamed on the Town's website. By being present at this meeting, members of the public consent to the possibility that their image and voice may be live streamed to public. Recordings are also made available on the Town's website following the meeting.

2.2 Elected member seat allocation

In accordance with clause 41(1) of the *Town of Victoria Park Meeting Procedures Local Law 2019*, the Chief Executive Officer will now allot by random draw, a position at the Council table to each member.

2.3 Public question time and public statement time

As this is a Special Council Meeting, any public questions or statements must relate to the business of the agenda.

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.

In accordance with clause 40 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, a person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the presiding member.

A person present at or observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

When the presiding member speaks during public question time or public statement time any person then speaking, is to immediately stop and every person present is to preserve strict silence so that the presiding member may be heard without interruption.

2.4 No adverse reflection

In accordance with clause 56 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, both Elected Members and the public when speaking are not to reflect adversely on the character or actions of Elected Members or employees.

2.5 *Town of Victoria Park Meeting Procedures Local Law 2019*

All meetings of the Council, committees and the electors are to be conducted in accordance with the Act, the Regulations and the *Town of Victoria Park Meeting Procedures Local Law 2019*.

3 Attendance

Mayor

Ms Karen Vernon

Banksia Ward

Cr Claire Anderson
Cr Peter Devereux
Cr Wilfred Hendriks
Cr Luana Lisandro

Jarraah Ward

Cr Jesse Hamer
Cr Bronwyn Ife
Cr Jesvin Karimi
Cr Vicki Potter

**Chief Executive Officer
A/ Chief Community Planner
Chief Financial Officer**

Mr Anthony Vuleta
Mr Paul Gravett
Mr Michael Cole

Coordinator Governance and Strategy

Ms Jasmine Bray

**Secretary
Public liaison**

Ms Natasha Horner
Ms Mikayla Phillips

3.1 Apologies

**Chief Operations Officer
Chief Community Planner**

Ms Natalie Adams
Ms Natalie Martin Goode

3.2 Approved leave of absence

Nil.

4 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.

5 Public question time

6 Public statement time

7 Election of Deputy Mayor

In accordance with Clause 7, Schedule 2.3 of the *Local Government Act 1995*, the Office of Deputy Mayor is to be filled as the first matter dealt with at the first meeting of the Council after an ordinary election.

The role of the Deputy Mayor is to perform the functions of the Mayor when authorised to do so, that is when the Office of Mayor is vacant or the Mayor is not available or is unavailable or unwilling to perform the functions of the Mayor.

The election of the Deputy Mayor is to be conducted in accordance with Clause 8, Schedule 2.3 of the *Local Government Act 1995* as follows:

1. The Council is to elect a Councillor (other than the Mayor) to fill the Office.
2. The election is to be conducted in accordance with the procedure prescribed by the Mayor, or if she is not present, by the Chief Executive Officer.
3. Nominations for the Office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
4. Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.
5. If a Councillor is nominated by another Councillor, the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the Office.
6. Should there be more than one nomination, elected members are to vote on the matter by secret ballot as if they were electors voting at an election.
7. Subject to clause 9(1) of Schedule 2.3 of the *Local Government Act 1995*, the votes cast are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 of the *Local Government Act 1995*, as if those votes were votes cast at an election.
8. As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.

Upon election of the Deputy Mayor, there is a requirement for the incumbent to make a declaration for that Office.

8 Method of dealing with agenda business

9 Presentations

9.1 Petitions

Nil.

9.2 Presentations

Nil

9.3 Deputations

10 Chief Executive Officer reports

10.1 Appointment of elected members to Council Committees and external bodies

Location	Town-wide
Reporting officer	Manager Governance and Strategy
Responsible officer	Chief Executive Officer
Voting requirement	Absolute majority
Attachments	Nil

Recommendation

That Council:

1. Appoints four members to the Audit and Risk Committee in accordance with sections 5.10 and 5.11 of the *Local Government Act 1995* for the period 25 October 2021 to 21 October 2023.
2. Appoints all members to the Policy Committee in accordance with sections 5.10 and 5.11 of the *Local Government Act 1995* for the period 25 October 2021 to 21 October 2023.
3. Appoints five members and four deputy members to the Chief Executive Officer Recruitment and Performance Review Committee in accordance with sections 5.10, 5.11A and 5.11 of the *Local Government Act 1995* for the period 25 October 2021 to 21 October 2023.
4. Appoints one member to the Mindarie Regional Council for the period 25 October 2021 to 21 October 2023.
5. Appoints one member to the Tamala Park Regional Council for the period 25 October 2021 to 21 October 2023.
6. Appoints two members and two deputy members to the Western Australian Local Government Association South-East Zone for the period 25 October 2021 to 21 October 2023.
7. Advises the Minister for Planning that the Town of Victoria Park nominates two members and two deputy members to the Metro Central Joint Development Assessment Panel in accordance with Regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* for the period 27 January 2022 to 26 January 2024.
8. Appoints one member to the South East Metropolitan Regional Road Sub-Group for the period 25 October 2021 to 2 October 2023.
9. Appoints one member and two deputy members to the Perth Airports Municipalities Group Inc. for the period 25 October 2021 to 21 October 2023.
10. Appoints one member to the Canning College Board for the period 25 October 2021 to 21 October 2023.
11. Considers appointing two members to be ordinary members of Harold Hawthorne Senior Citizens' Centre and Homes Inc. Association for the period 25 October 2021 to 21 October 2023 and advises the association of this decision.

Purpose

To appoint elected members to Council committees and external bodies that the Town of Victoria Park has membership on.

In brief

- The Town has three Council committees – the Audit and Risk Committee, Policy Committee and Chief Executive Officer Recruitment and Performance Review Committee.
- The Town has membership on eight external bodies that relate to the interests and functions of the Town and its community.
- A resolution of Council is required to appoint members to the committees and external bodies to allow for the Council to meet legislative responsibilities and be involved in matters that impact on the Town and its community.

Background

1. Section 5.8 of the *Local Government Act 1995* (the Act) allows the Council to establish committees to assist the Council with its decision-making functions and responsibilities.
2. The Town has three Council committees – the Audit and Risk Committee, Policy Committee and Chief Executive Officer Recruitment and Performance Review Committee which assist the Council in this aspect.
3. The Town has membership on eight external bodies. These are two regional Councils - Mindarie Regional Council and Tamala Park Regional Council; the South-East Metropolitan Zone for the Western Australian Local Government Association; the South East Metropolitan Regional Road Sub-Group; the Metro Central Joint Development Assessment Panel; Canning College Board; the Perth Airports Municipalities Group Inc., and Harold Hawthorne Senior Citizens' Centre and Homes Inc. Association.
4. As each member's membership expires on ordinary Election Day at the latest, Council is required to appoint members to these committees and external bodies.
5. Under sections 5.10(2) and 5.10(4) of the Act the Mayor is entitled to be appointed to any committee (where there is elected member representation and the Mayor so desires to be on the committee) and each Councillor is entitled to be on at least one committee.
6. A resolution of Council is required to appoint members to the committees and external bodies to allow for the Council to meet legislative responsibilities and be involved in matters that impact on the Town and its community.

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.	Maintaining the required Council committees and establishing/administering them correctly demonstrates that the Council has sound and accountable governance. Having representation on external bodies ensures that Council has input into matters affecting the Town of Victoria Park and its community.

Legal compliance

[Part 15 of the *Town of Victoria Park Meeting Procedures Local Law 2019*](#)

[Sections 5.8, 5.9, 5.10, 5.11A and 5.11 of the *Local Government Act 1995*](#)

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.				Low	
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Audit and Risk, Policy or CEO Recruitment and Performance Review Committee not able to perform its functions.	Moderate	Rare	Low	Low	TREAT risk by appointing members to these committees.
Reputation	Town perceived as not having an interest in the matters considered by external organisations.	Moderate	Unlikely	Moderate	Low	TREAT risk by appointing elected members to external bodies. If it is decided that it's inappropriate to appoint members to an external body, reasons for not appointing members are communicated clearly to that body.
Service delivery	Not applicable.				Medium	

Financial implications

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

Analysis

7. The Council committees and external bodies that the Town has membership on are all listed below. This information includes what each body does, how many elected members should be appointed, who was previously in the positions, any remuneration and the frequency of meetings.

Audit and Risk Committee

8. In line with the *Local Government (Audit) Regulations 1996* (the Regulations), the purpose of the Audit and Risk Committee is to:
- Support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems and external audit functions and ethical accountability.
 - Critically examine the audit and management reports from external audits and ensure that the Town appropriately implements any actions.
 - Receive and review reports prepared by the Chief Executive Officer in accordance with the Regulations and present a report back to Council on its findings and recommendations.
 - To support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government.
9. The Town's Audit and Risk Committee does not have any delegated authority or authority to implement its recommendations without resolution of Council.
10. The committee can comprise of up to six members. It must have at least four elected members, with at least one member from each ward. The Town also appoints up to two independent members to its Audit and Risk Committee. This is dealt with as a separate matter and is not a consideration for this item.

Vacancies	Immediate past members	Remuneration	Meeting frequency
Four	Cr Brian Oliver (Presiding Member) Cr Jesvin Karimi (Deputy Presiding Member) Mayor Karen Vernon Cr Wilfred Hendriks Mr Jonathan Carley* Mr Dane Ethridge*	Not applicable	Subject to resolution of the committee

*independent member

Policy Committee

11. The Policy Committee exists to provide guidance and assistance to Council in fulfilling its legislative responsibilities in relation to the following key areas:

- a) Assist Council to deliver the Policy Review Work Plan for 2021-2022, as adopted by Council at its April 2021 meeting.
 - b) Making recommendations to Council on proposed policies as a result of the policy development, review or evaluation process.
 - c) Recommend to Council an annual work plan for policy review, development and/or evaluation in accordance with Policy 001 Policy Management and Development.
12. The Policy Committee does not have any delegated authority or authority to implement its recommendations without resolution of Council.
13. The committee comprises of all elected members.

Chief Executive Officer Recruitment and Performance Review Committee

14. The Chief Executive Officer Recruitment and Performance Review Committee (CEORPR Committee) exists for the purpose of:
- a) developing a process for the recruitment and selection of the Chief Executive Officer
 - b) ensuring the selection process is in accordance with principles of merit and equity
 - c) reviewing the Chief Executive Officer’s performance on an annual basis
 - d) reviewing the key performance indicators to be met by the Chief Executive Officer
 - e) reviewing the Chief Executive Officer’s employment contract and remuneration package.
15. The CEORPR Committee does not have any delegated authority or authority to implement its recommendations without resolution of Council.
16. The committee comprises of five elected members being the Mayor and two elected member representatives from each of the Town’s two wards, with four alternate deputy members.

Vacancies	Immediate past members	Remuneration	Meeting frequency
Five* with deputies	Members: Deputy Mayor Bronwyn Ife (Presiding Member) Cr Vicki Potter Cr Jesvin Karimi Cr Claire Anderson Mayor Karen Vernon. Deputy members: Cr Wilfred Hendriks Cr Ronhhda Potter Cr Brian Oliver Cr Luana Lisandro.	Not applicable	Subject to resolution of the committee

* one member must be the Mayor

Mindarie Regional Council

17. The Mindarie Regional Council is responsible for the efficient treatment and disposal of waste on behalf of the Cities of Joondalup, Perth, Stirling, Vincent and Wanneroo; and the Towns of Cambridge and Victoria Park.
18. It was established to run the waste disposal, recycling facility at Tamala Park and the resource recovery facility at Neerabup.
19. It comprises of delegates from each of the member local governments, on a basis of the acknowledged equity held within the landfill enterprise. The Town has one delegate on the regional council.
20. A deputy member can also be appointed however, the appointment of that deputy needs to be by Council resolution for the specific period that the appointed member is not available.

Vacancies	Immediate past members	Remuneration	Meeting frequency
One	Mayor Karen Vernon	Meeting fee - \$10,300 per annum Technology expenses - \$1,000 per annum	Every second month

Tamala Park Regional Council

21. Tamala Park Regional Council is the corporate entity representing the interests of seven local governments in the urban development of 180 hectares of land in Clarkson and Mindarie located in Perth's northern suburbs. The seven local governments represented are the Cities of Joondalup, Perth, Stirling, Wanneroo and Vincent, and the Towns of Cambridge and Victoria Park.
22. The purpose of the Tamala Park Regional Council is to undertake the rezoning, subdivision, development, marketing and sale of the Tamala Park land.
23. The objectives of the regional council are to:
 - a) develop and improve the value of the land
 - b) maximise, within prudent risk parameters, the financial return to the participants
 - c) balance economic, social and environmental issues
 - d) produce a quality development demonstrating the best urban design and development practice.
24. The Town has a one-twelfth share in the project, entitling it to be represented by one elected member.
25. A deputy member can also be appointed however, the appointment of that deputy needs to be by Council resolution for the specific period that the appointed member is not available.

Vacancies	Immediate past members	Remuneration	Meeting frequency
One	Cr Claire Anderson	Meeting fee - \$10,300 per annum Technology expenses - \$1,000 per annum	Every second month

South-East Metropolitan Zone - Western Australian Local Government Association

26. The Western Australian Local Government Association's (WALGA) structure includes a State Council and geographically aligned groups of local governments called zones, which advise the WALGA State Council.
27. The Town of Victoria Park belongs to WALGA's South-East Metropolitan Zone, which consists of two elected member representatives from each of the Cities of Armadale, Canning, Gosnells, South Perth and the Town of Victoria Park.
28. Zones have an integral role in shaping the political and strategic direction of WALGA. Zones are responsible for bringing relevant local and regional issues to the State decision making table along with developing policy and legislative initiatives for local government.
29. Being appointed as a member of the zone also entitles a member to nominate as a member for the WALGA State Council.

Vacancies	Immediate past members	Remuneration	Meeting frequency
Two	Deputy Mayor Bronwyn Ife Cr Ronhhda Potter Deputies: Cr Vicki Potter Cr Claire Anderson	Not applicable	Quarterly

Metro Central Joint Development Assessment Panel

30. The Metro Central Joint Development Assessment Panel (JDAP) exists to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.
31. The Metro Central JDAP comprises of the Bassendean, Bayswater, Belmont, Canning, Melville, South Perth and Victoria Park local government areas.
32. Under the *Planning and Development (Development Assessment Panels) Regulations 2011*, each Development Assessment Panel (DAP) will determine development applications that meet set type and value thresholds as if it were the responsible authority under the relevant planning instrument, such as the local planning scheme or region planning scheme.
33. The role of DAP members is to determine development applications within a certain type and value threshold through consistent, accountable, and professional decision-making.
34. Development assessment panels consist of five panel members, three being specialist members and two local government elected members. Each Council is responsible for nominating two elected members to be part of the JDAP. Two alternate deputy members are also nominated for when a member is unable to attend.
35. The current appointments to the JDAP end on 26 January 2022. The Town is required to nominate four elected members (two being the local panel members and two as alternate local members) by 19 November 2021 to ensure local interests are represented in future DAP determinations.
36. Once nominations are received, the Minister will appoint local government members for the term ending 26 January 2024.

Vacancies	Immediate past members	Remuneration	Meeting frequency
Two	Cr Vicki Potter Cr Ronhhda Potter Deputies: Cr Claire Anderson Cr Wilfred Hendriks	\$425 per meeting	As required

South East Metropolitan Regional Road Sub-Group

37. The South East Metropolitan Regional Road Sub-Group is established under the Metropolitan Regional Road Group to:
- assist to identify road funding priorities
 - provide advice to the Regional Road Group
 - consider local roads issues to inform decision making by the Regional Road Group.
38. The Town is a member of the group along with the Cities of Armadale, Belmont, Canning, Gosnells, South Perth and the Shire Serpentine-Jarrahdale.
39. The Town has one elected member representative on the sub-group.

Vacancies	Immediate past members	Remuneration	Meeting frequency
One	Mayor Karen Vernon	Not applicable	At least twice per year

Perth Airports Municipalities Group Inc.

40. The Perth Airports Municipalities Group Inc. is a not-for-profit association comprising of 13 local government members. These are the Cities of Armadale, Bayswater, Belmont, Canning, Cockburn, Gosnells, Kalamunda, Melville, South Perth and Swan, the Towns of Bassendean, Victoria Park and the Shire of Mundaring.
41. The group meets with stakeholders such as the operators of Perth Airport, Jandakot Airport, representatives from Airservices Australia and the Department of Infrastructure and Regional Development and cities to discuss matters which either directly or indirectly impact on the community such as aircraft noise, flight paths, off-airport development and on-airport development.
42. The Town has one delegate on the group and two deputy delegates.

Vacancies	Immediate past members	Remuneration	Meeting frequency
One	Cr Wilfred Hendriks (delegate) Deputies: Chief Community Planner Mayor Karen Vernon	Not applicable	Quarterly

Canning College Board

43. Canning College is located within the Town’s boundaries in Bentley.
44. The Canning College Board is formed with the fundamental purpose of enabling members of the community to engage in activities that ensure students at the College receive a quality education and an enhanced student experience.
45. The Canning College Board participates fully in:
- endorsing the Delivery and Performance Agreement
 - reviewing and endorsing the annual College budget and Business Plan
 - processes to review the College’s performance
 - processes to determine satisfaction levels of parents, staff and students, with results reported in the College Annual Report
 - endorsing the College Annual Report
 - selecting the Principal when a vacancy arises
 - the Department of Education Services (DES) independent review of the school in the final year of the Delivery and Performance Agreement (with the report made public)
 - communicating with the broader school community regarding the Board’s function and activities.
46. The Town of Victoria Park has been requested to appoint one member as a community representative on the board.

Vacancies	Immediate past members	Remuneration	Meeting frequency
One	Cr Jesvin Karimi	Not applicable	Quarterly

Harold Hawthorne Senior Citizens’ Centre and Homes Inc. Association

47. Harold Hawthorne Senior Citizens’ Centre and Homes Inc. is located in Carlisle. The objects of the association are:
- to operate a community centre that promotes the well-being of seniors and people with disabilities, and to assist them to remain living independently within the District of the Town by conducting programs that encourage active participation and opportunities for social interaction.
 - to conduct home and community care support services for seniors and people with disabilities (and their carers) to help them to live independently.

- c) to operate a meals on wheels service.
 - d) to provide seniors with independent living accommodation within the District of the Town.
 - e) to pursue objectives of a benevolent nature.
 - f) to promote and assist the general wellbeing of all seniors and people with disabilities in the District of the Town by assisting the work of statutory authorities and voluntary organisations engaged in respect of seniors and people living with disabilities by providing facilities for physical and mental and exists to support the independence, personal growth and wellbeing of seniors and younger people with disability in the local community.
48. As part of the board’s constitution, the Town of Victoria Park is entitled to nominate up to two representatives to be members of the board.
49. When the board’s constitution was reviewed earlier in 2019, some concerns were raised about the value and appropriateness of having Town’s representation on the board. These concerns were related to Harold Hawthorne receiving an operating subsidy from the Town to support them in delivering their programs, services and events. As a result, elected members who are board members must declare impartiality or financial interest whenever a matter relating to Harold Hawthorne is to be discussed at a council or committee meeting. When an elected member discloses a financial interest, that elected member must not be present during any discussion or decision-making procedure relating to the matter. Council may wish to consider these concerns when deciding whether to exercise the Town’s entitlement to representation.

Vacancies	Immediate past members	Remuneration	Meeting frequency
Two	Cr Wilfred Hendriks	Not applicable	Monthly

Relevant documents

[About Perth Airports Municipalities Group Inc.](#)

[DAP Standing Orders 2017](#)

[Mindarie Regional Council Constitution](#)

[Roles and Responsibilities of Regional Road Group Members](#)

[Tamala Park Establishment Agreement](#)

[WALGA Zone Elected Member Prospectus](#)

10.2 Appointment of elected members to Council advisory and working groups

Location	Town-wide
Reporting officer	Coordinator Governance and Strategy
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	Nil

Recommendation

That Council:

1. Appoints up to three elected members to the Access and Inclusion Advisory Group.
2. Appoints up to three elected members to the Mindeera Advisory Group.
3. Appoints one elected member to the Lathlain Park Advisory Group.
4. Appoints one elected member to the Urban Forest Implementation Working Group.
5. Appoints one elected member to the Hockey Working Group.
6. Appoints all elected members as deputies to all advisory and working groups.

Purpose

To appoint elected members to Council advisory and working groups following the 2021 ordinary election.

In brief

- Council appointments should be considered holistically to allow for elected members to participate in groups of interest and commitments to be spread equally.
- A resolution of Council is required to appoint elected members to advisory and working groups.
- The Town has four advisory groups and three working groups with elected members included in the membership.
- Appointments to the Business Advisory Group are not being recommended as the term of the group has expired.

Background

1. Following the ordinary election held on 16 October 2021, it is recommended that Council consider appointments to Council advisory and working groups holistically. This allows for elected members to participate in groups of interest and commitments to be spread equally.
2. Council advisory groups exist to give community members a formal avenue to provide elected members and the Town with strategic advice on a matter.
3. The Town has four advisory groups – the Access and Inclusion Advisory Group, Mindeera Advisory Group, Business Advisory Group and Lathlain Park Advisory Group.
4. Council working groups exist to empower and support the community to deliver strategic outcomes in partnership with elected members and the Town.

5. The Town has three working groups – the Urban Forest Implementation Working Group, Hockey Working Group and Macmillan Precinct Masterplan Working Group.
6. Council advisory and working groups are governed by Policy 101 – Governance of Council Advisory and Working Groups.

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.	Collaboration and engagement between elected members and the community allows for wider views to be considered when making decisions.

Engagement

Not applicable.

Legal compliance

[Section 2.10 of the Local Government Act 1995](#)

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.				Low	.
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Not applicable.				Low	
Reputation	Elected members decide not to appoint representatives to a Council advisory or working group.	Minor	Rare	Low	Low	TREAT – Appoint members to all advisory and working groups if they are to continue to exist as groups.

Service delivery	Not applicable.	Medium
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Financial implications

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

Analysis

7. Council's seven advisory and working groups were all established at separate times and follow Policy 101 – Governance of Council Advisory and Working Groups.
8. The policy states that the number of elected members in an advisory or working group shall not exceed one-third of the total number of elected members holding office. This means that there should not be more than three elected members in each group.
9. Prior to this report, the Mindeera Advisory Group and Macmillan Precinct Masterplan Working Group had four elected members appointed. It is recommended that membership for these groups be brought in line with the intent of the policy. If Council choose to appoint more than one-third to a group, it is recommended that the policy be amended to ensure consistency.
10. The Lathlain Park Advisory Group terms of reference states that two elected members should be appointed to the group, but the policy allows for three. If elected members choose to appoint three members to the group, the terms of refence should be amended to reflect this.
11. All groups have terms of reference that govern their purpose, objective and term. These details, along with current meeting frequencies and the most current former elected member representatives, are provided below.

Access and Inclusion Advisory Group

12. The purpose of the Access and Inclusion Advisory Group is to provide strategic advice to Council on:
 - a) the implementation of the Town's Disability Access and Inclusion Plan (DAIP)
 - b) continual improvement as an accessible and inclusive community
 - c) specific items referred to the group by Town administration, including but not limited to development applications, plans for special events, identified Town initiated projects or programs, and proposals for works on Town managed property.
13. To allow other elected members to express their interest in being a member on this group, nominations are being called for all three positions.

Immediate past members	Group term	Current meeting frequency
Mayor Karen Vernon Cr Claire Anderson Cr Luana Lisandro	24 months ending December 2022	Quarterly

Mindeera Advisory Group

14. The purpose of the Mindeera Advisory Group is to provide strategic advice to Council on:
 - a) the implementation of the Town's Reconciliation Action Plan (RAP)
 - b) the embedding of culturally appropriate reconciliation initiatives and practices
 - c) the implementation of culturally appropriate policy development and community consultation.
15. To allow other elected members to express their interest in being a member on this group, nominations are being called for all three positions.

Immediate past members	Group term	Current meeting frequency
Deputy Mayor Bronwyn Ife Cr Luana Lisandro Cr Ronhhda Potter Cr Vicki Potter	24 months ending December 2022	Bi-monthly

Lathlain Park Advisory Group

16. The purpose and objectives of the Lathlain Park Advisory Group are to:
 - a) support, assist and advise Council in the development of a Concept Design for the Zone 1 Project
 - b) ensure the Concept Design:
 - i. complements the local built environment
 - ii. complements and respects the natural environment
 - iii. reflects the needs of the community and the users of the Zone and its future facilities
 - iv. represents best practice in urban design for quality and accessible community sport and recreation facilities; and
 - v. complies with the Town's Strategic Community Plan (SCP), the Lathlain Park Management Plan, the Project Business Case, relevant Council decisions and other Council endorsed strategies, plans and documents
 - c) ensure the Concept Design is informed by input from the community and all relevant stakeholders
 - d) identify any issues of the Plan which would impact on the concept design.
17. As Lathlain Park Advisory Group was established for a project and this is currently in progress, it is not recommended to do a full refresh of elected members appointed to this group at this time.
18. It is recommended to only fill the vacant position left by Cr Oliver.

Immediate past members	Group term	Current meeting frequency
Mayor Karen Vernon Cr Brian Oliver*	Until endorsement of the concept design by Council which is estimated to be mid-2022	As required upon calling of the meeting by Presiding Member

*vacant position to be replaced

Urban Forest Strategy Implementation Working Group

19. The strategic focus for the Urban Forest Strategy (UFS) Implementation Working Group (IWG) is aligned to the Strategic Community Plan 2017 – 2032, the Urban Forest Strategy and the UFS Implementation Action Plan. The IWG informs the detailed planning process of UFS implementation activities.
20. As Urban Forest Strategy Implementation Working Group was established for a time limited project and this is currently in progress, it is not recommended to do a full refresh of elected members appointed to this group at this time.

21. It is recommended to only fill the vacant position left by Cr R Potter.

Immediate past members	Group term	Current meeting frequency
Cr Vicki Potter Cr Luana Lisandro Cr Ronhda Potter*	Until 31 December 2022	Monthly

*vacant position to be replaced

Hockey Working Group

22. The purpose of the Hockey Working Group is to provide strategic advice to Council on the future sporting requirements of the Victoria Park Xavier Hockey Club, including but not limited to:

- a) locations within the Town that accommodate grass and/or synthetic hockey fields consistent with the Town's Public Open Space Strategy
- b) club house requirements including storage
- c) partnership opportunities with private and public institutions; and
- d) funding opportunities.

23. The Hockey Working Group was established on 16 February 2021 and appointments to the group were made by Council on 20 April 2021.

24. As this working group has only recently been established, it is not recommended to do a full refresh of elected members appointed to this group at this time.

25. It is recommended to only fill the vacant position left by Cr Oliver.

Immediate past members	Group term	Current meeting frequency
Cr Claire Anderson Cr Wilfred Hendriks Cr Brian Oliver*	24 months	Bi-monthly

*vacant position to be replaced

Macmillan Precinct Masterplan Working Group

26. The Macmillan Precinct Masterplan Working Group was established on 20 April 2021 to guide the progression of 'Stage 3 – Masterplan' of the Macmillan Precinct Redevelopment Project, with the objective of delivering the Masterplan Report for Council consideration by December 2022.

27. Appointments to the Macmillan Precinct Masterplan Working Group were made by Council on 15 June 2021.

28. As this working group has only recently been established, new elected member appointments to the group are not being recommended at this time.

Business Advisory Group

29. The terms of reference for the Business Advisory Group state that the term of the group expires at each local government ordinary election. This means that this group will need to be re-established if it is to continue. Because of this, elected member appointments to the group are not being recommended at this time.

30. A report about the future of the Business Advisory Group will be presented at the December 2021 Ordinary Council Meeting.

Appointing deputies to all advisory and working groups

31. The appointment of deputy members to advisory and working groups has not been done consistently, with some groups having deputies and some not.
32. It is recommended that all elected members be appointed as deputies to all advisory and working groups. This will ensure a higher chance of quorum and elected member representation being met for each meeting if members cannot attend.
33. It is expected that if a member of a group is unable to attend a meeting, that elected member would contact all elected members to find a deputy to attend. This process is something that can be agreed by the elected member group.

Relevant documents

[Policy 101 – Governance of Council Advisory and Working Groups](#)

[Access and Inclusion Advisory Group Terms of Reference](#)

[Mindeera Advisory Group Terms of Reference](#)

[Business Advisory Group Terms of Reference](#)

[Lathlain Park Advisory Group Terms of Reference](#)

[Urban Forest Strategy Implementation Working Group](#)

[Hockey Working Group Terms of Reference](#)

[Macmillan Precinct Masterplan Working Group](#)

11 Chief Community Planner reports

Nil.

12 Chief Operations Officer reports

Nil.

13 Chief Financial Officer reports

Nil.

14 Committee Reports

Nil.

15 Motion of which previous notice has been given

In accordance with clause 4.3 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, Mayor Karen Vernon has submitted the following notice of motion.

Motion

That Council approves the implementation of one hour free parking in all on-street metered parking within the Town commencing on 1 December 2021 until 31 January 2022.

Reason

Since December 2018 and December 2019, Council resolved to approve Sunday free parking over the summer months.

In November 2020, Council resolved to adopt a parking incentive of 1-hour free parking available at any time in paid parking zones along Albany Highway within the Town because it was more equitable than free Sunday parking incentives from previous years for businesses and parkers alike due to the number of businesses which are not open on Sundays.

The Christmas and summer holiday period is an important opportunity for our community to eat out and shop local, and for our local businesses to benefit from increased foot traffic that comes with the festive season, fine weather and longer daylight hours.

Adopting a parking incentive for 8 weeks over this holiday period from 1 December 2021 to January 2022 will provide a valuable opportunity to:

1. acknowledge our local businesses as valuable contributors to our Town;
2. recognise the Council's role in supporting local businesses to survive and thrive during the current economic environment;
3. reward and encourage local residents for choosing to patronise local businesses;
4. encourage visitors to choose the Town as an attractive place to shop and dine out;
5. compete with neighbouring local governments such as Perth, Vincent and Subiaco who are offering parking incentives to attract customers to their local businesses.

Strategic alignment

Insert strategic alignment provided by elected member.

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	Early adoption of a short term parking incentive allows the initiative to be planned and promoted in sufficient time for the festive/summer holidays.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	Planned increases in free parking will enable the costs to be adequately resourced having regard to lost revenue, reprogramming ticket machines and promotion of the initiative.

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.	One hour free parking over the summer holiday period will help to attract more customers to the Town's local businesses, and help the Town to maintain a competitive position in relation to the paid parking arrangements of neighbouring local councils.
EC02 - A clean, safe and accessible place to visit.	More opportunities for locals and visitors alike to take advantage of relaxed paid parking and access local businesses.

Officer response to notice of motion

Location	Town-wide
Reporting officer	Coordinator Parking and Rangers
Responsible officer	Manager Business Services
Voting requirement	Simple majority
Attachments	1. Zone Area Map [15.1.1 - 1 page]

Officer comment

Background

1. The Town operates paid ticket parking across seven days of the week.
2. On 18 December 2018 at a Special Council Meeting, Council resolved to provide four (4) Sundays of free parking for January 2019 in areas 2 and 3 (Albany Highway paid parking zones), in acknowledgement of the patience displayed by businesses throughout a period of roadworks
3. In November 2019, at an Ordinary Council Meeting, Council approved the implementation of free parking all day on Sundays in all on-street metered parking along Albany Highway, commencing on Sunday 1 December 2019 until Sunday 26 January 2020.
4. Data from the 2019/20 parking promotion showed almost no change in visitation to the Town from both a parking and foot traffic perspective.
5. On 17 November 2020 at an Ordinary Council Meeting, the Council resolved to approve one-hour free parking during the Christmas period, available at any time along paid parking zones on Albany Highway throughout the Town.
6. 2020 saw the introduction of dynamic parking in areas 2,3 and 5, where 60 minutes of free parking is provided off-peak depending on assessed parking bay occupancy in the preceding 3 months. In addition, a 50% parking fee reduction is also applied as part of the dynamic parking model to the second consecutive free hour. For peak times, 30 minutes of free parking is provided.
7. Areas 1 and 4 received 15 minutes free parking year-round.
8. Data from 2020/21 Christmas season indicates no positive correlation between pedestrian numbers and free parking (December and January pedestrian counter data). From a ticket parking perspective, paid parking fees decreased 16 percent or \$28,511 in 2020/21 from the 2019/20 period (\$178,112 to \$149,602 respectively), implying the free paid parking initiative had little to no effect on increasing visitation to the Town with the fall in revenue likely being attributed to the free parking initiative.

Engagement

Internal engagement	
Stakeholder	Comments
Place Planning	There is no positive correlation between pedestrian numbers and free parking periods when looking at the December and January pedestrian counter data. The

	positive feedback and perceived benefit by businesses may be worth the provision of longer free/cheaper parking by the Town.
Stakeholder Relations	There is a risk in changing parking costs and lengths as it confuses our audience. It is higher value to target locals within a walkable distance to shop local during the Christmas period.

Analysis

9. A report analysing the 2019/20 program provided to Council in April 2020, summarised the outcomes of the program as follows:
- The promotion of the initiative increased online traffic to the Town’s webpage and was seen by a large number of people (approximately 800,000 views).
 - A minor decrease in issued tickets through December from 2018 to 2019.
 - A minor increase in issued tickets through January from 2018 to 2020. January 2019 data is not available as the Town provided Free Sunday Parking without the requirement to get a parking ticket during the January 2019 Free Sunday Parking campaign.
 - The free parking campaign delivered through December and January 2019/20 did not result in additional pedestrians being observed⁵.
10. A report for the 2020/2021 Christmas season was not requested, however, the circumstances of the season can be summarised as follows:
- Paid parking fees decreased 16 percent or \$28,511 in 2020/2021 from the 2019/2020 period (\$178,112 to \$149,602 respectively)¹, with the fall in revenue likely being attributed to the free parking initiative and COVID-19.
 - The free parking campaign did not result in additional pedestrians being observed⁵, implying the reduced fee initiative had little to no effect on visitation to the Town during this period.
11. A table of options, shown below, lists the financial impact and relevant considerations.

Option	Estimated Financial Outcome	Considerations
1	First hour free in lieu of the dynamic parking approach ~\$56,200 of revenue reduction and costs (\$50,000 ¹ in one-hour free parking ticket revenue and \$6,200 for updating 134 ticket machines).	<ul style="list-style-type: none"> • Dynamic parking would not be applied during the implementation of the free one-hour parking promotion to reduce customer confusion and marketing challenges in articulating the fee structure • Dynamic parking would resume 1 February 2022 (Area 2, 3, and 5) • Areas 1 and 4 already include 15 minutes free at all time • Opportunity for promotion and improved business and visitor sentiment • Reduced incentive for parkers to move on providing access to bays for new customers • Reduced incentive to park in more distant free bays keeping prime parking available for customers and high turnover on weekends.

			<ul style="list-style-type: none"> Increases the likelihood of cruising (drivers looking for a parking bay) Confusion among visitors regarding changes Unbudgeted reduction in income Cost shift of parking from user pay to ratepayer.
2	<p>First hour free during off-peak periods</p> <p>Off-peak times</p> <p>Area 2 8am-10am</p> <p>Area 3 8am-9am, 7pm-8pm</p> <p>Area 5 8am-9am, 4pm-6pm</p>	Revenue budgeted.	<ul style="list-style-type: none"> This represents the existing Parking model if the Notice of Motion was not to be implemented. Dynamic Parking (Areas 2, 3 & 5): <ul style="list-style-type: none"> During the off-peak times, 60 minutes of free parking is already provided. In addition, a 50% fee reduction is applied to the second consecutive off-peak hour in Area's 2 and 5 30 minutes of free parking is already provided during peak times with no fee reduction. Areas 1 and 4 always receive 15 minutes of free parking with no fee reduction Aside from the Cocktails and Candy Canes event (Friday 3 December, 5pm-8pm), there is little additional opportunity for the Town to promote visitation during off-peak times Budgeted revenue User pays not the ratepayer Encourage visitation during off-peak times Reduces cruising (drivers searching for a parking bay).

¹ 2020 Free Sunday Parking Report.

12. The parking changes proposed within the notice of motion are able to be implemented for the 2021/22 Christmas and summer holiday period (1 December 2021 – 31 January 2022) resulting in an estimated revenue reduction of \$56,200.

Financial implications

Current budget impact	Implementing the Notice of Motion is expected to incur a reduction in revenue of \$56,200 for the 2021/22 financial year.
Future budget impact	Not applicable.

16 Public question time

17 Public statement time

18 Meeting closed to the public

19 Closure