

# agenda

Economic Development Committee



Please be advised that an **Economic Development Committee** meeting will be held at **5.30pm** on **6 December 2018** in meeting room 1 at the administration building, 99 Shepperton Road, Victoria Park.

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

**ANTHONY VULETA**  
**CHIEF EXECUTIVE OFFICER**

**3 December 2018**

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## 1 OPENING

## 2 ATTENDANCE

<b>Members:</b>	Cr J (Julian) Jacobs Cr K (Karen) Vernon ( <b>Presiding Member</b> )
<b>Jarrah Ward:</b>	Cr J (Jennifer) Ammons Noble Cr B (Bronwyn) Ife
<b>Independent Members</b>	Mr S (Steven) McCabe Mr C (Callum) Prior
<b>Chief Operations Officer</b>	Mr B (Ben) Killigrew
<b>Chief Planning Officer</b>	Ms N (Natalie) Martin Goode
<b>Manager Place Planning</b>	Mr D (David) Doy
<b>Place Leader (Economic Development)</b>	Ms L (Lisa) Tidy
<b>Secretary</b>	Ms G (Gaye) Last
<b>Guests</b>	Nil

### 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, (a form to assist Elected Members and Staff is attached at the end of this Agenda).

### **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.

Name/Position	
Item No/Subject	
Nature of Interest	
Extent of 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.

Name/Position	
Item No/Subject	
Nature of Interest	
Extent of 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.

Name/Position	
Item No/Subject	
Nature of Interest	
Extent of Interest	

## 4 CONFIRMATION OF MINUTES

**That the minutes of Economic Development Committee meeting held on 1 November 2018 be confirmed.**

## 5 TERMS OF REFERENCE

### 1. NAME

The name of the Committee shall be the Economic Development Committee.

### 2. PURPOSE

The Town's Strategic Community Plan notes four components of the Mission Statement, namely –

- Social – To promote sustainable connected, safe and diverse places for everyone.
- Economic – To promote sustainable diverse, resilient and prosperous places for everyone.
- Environment – To promote sustainable liveable, healthy and green places for everyone.
- Civic Leadership – To show leadership by communicating with, empowering and supporting people in the community.

The primary purpose of this committee shall be the Economic component of the Town's Mission Statement, which is to promote sustainable diverse, resilient and prosperous places for everyone.

### 3. SCOPE

The Committee will primarily focus on the following key Economic Strategic Outcomes –

- A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.
- A clean, safe and accessible place to visit.

Wherever possible, the Committee will seek opportunities to address the following additional Strategic Outcomes –

- Everyone receives appropriate information in the most efficient and effective way for them.
- Appropriate devolution of decision making and service provision to an empowered community.
- People have positive exchanges with the Town that inspires confidence in the information and the timely service provided.
- A community that is authentically engaged and informed in a timely manner.

#### **4. DELIVERABLES**

The Committee will –

- Provide strategic leadership in the development and regular review of policies and strategies that are inclusive, empowering and build capacity of the Town of Victoria Community.
- Support and promote local business.
- Develop the Town as the event destination of choice.
- Exploit the Town's geographical location and natural assets.
- Improve the standard and effectiveness of sustainable economic development and activity across the District in partnership with key stakeholders.

Specifically the Committee will ensure delivery of the following –

- Annual review of policies, strategies and plans related to the Scope of the Committee.
- Economic Development Needs Assessment and Analysis.
- Economic Development and Tourism Strategy.
- Events and Activation Strategy.

#### **5. REPORTING**

Although any Service Area of the Town may report through this Committee on matters associated with the Primary Purpose and Scope, the following Service Areas of Council are likely to predominantly feature –

- Economic Development
- Environmental Health
- Parking Management

#### **6. GOVERNANCE**

The Committee is a Council-created Committee formed under Subdivision 2 (Committees and their meetings) of the Local Government Act 1995 and is governed by the provisions of the Town of Victoria Park Standing Orders Local Law 2011 and the Local Government Act 1995 and its Regulations.

The Committee will comprise a maximum of four (4) Elected Members (being two (2) Elected Member representatives from each of the Town's two (2) wards with five (5) Elected Members being appointed in a hierarchical order as alternate deputy members) and up to two (2) other persons (that may be co-opted from time-to-time for such period, or in relation to such matters, as determined, where that person's experience, skills or qualifications would enable him or her to make a contribution to the Committee's functions).

In accordance with section 5.19 of the Local Government Act 1995, the quorum for a meeting of the Committee is at least 50% of the number of offices (whether vacant or not) of members of the Committee.

#### **7. MEETING ARRANGEMENTS**

The Committee shall convene in accordance with the annual adopted meeting schedule.

**8. AUTHORITY**

The Committee has no delegated power. The Committee may only make recommendations to Council for a decision.

**9. REVIEW**

The Committee and Committee Terms of Reference will be reviewed from time-to-time and immediately following each local government election.

**6 PRESENTATIONS**

<b>6.1 Deputations</b>
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**7 METHOD OF DEALING WITH AGENDA BUSINESS**

**RECOMMENDATION:**

**That clause 6.10 *Speaking Twice of the Town of Victoria Park Standing Orders Local Law 2011* be suspended for the duration of this meeting.**

**NOTE:** The above recommendation if adopted will enable Members to speak more than once and assist in open discussion for the entire meeting.

**NOTE:** Mover and seconder required and the matter put to the vote.

## 8 REPORTS

### 8.1 Setting of 2019 meeting dates – Economic Development Committee

<b>File Reference:</b>	COR/10/0002~4
<b>Appendices:</b>	No
<b>Attachments:</b>	No

<b>Date:</b>	3 December 2018
<b>Reporting Officer:</b>	L. O'Neill
<b>Responsible Officer:</b>	D. Uniza
<b>Voting Requirement:</b>	Simple Majority

**Executive Summary:**

**Recommendation – That the Committee adopts its schedule of meeting dates and times for 2019.**

- At its meeting held on 13 November 2018, Council resolved to set Committee meetings on a specific Monday each month
- The designated day for Economic Development Committee meetings is the third Monday of each month
- At current, the Committee meetings for the rest of the Committee's term (from January to October next year) have yet to be established.

**TABLED ITEMS:**

Nil.

**BACKGROUND:**

At its meeting held on 13 November 2018, Council resolved to set Committee meetings on a specific Monday each month, with the Economic Development Committee meetings being designated to be on the third Monday.

Currently, Economic Development Committee meetings have been held on the first Thursday of each month. That being said, due to public holidays and other scheduling conflicts some meetings may be held outside of this designated day.

In order to assist with forward planning for all Elected Members, management and staff, a schedule of meeting dates has been prepared for the Committee, to ensure synergy between meeting dates and the flow of information and decision-making.

It is recommended the Committee sets its schedule of meeting dates and times for 2019, with each meeting being held at 5:30pm at the Town of Victoria Park administration building in the council chamber.

**DETAILS:**

Based on Council's recent resolution, it is proposed that the Economic Development Committee meetings for 2019 be held on the following dates:



18 February 2019  
 18 March 2019  
 15 April 2019  
 20 May 2019  
 17 June 2019  
 15 July 2019  
 19 August 2019  
 16 September 2019

As Council does not typically meet in January, it is proposed that no Committee meeting be held that month. Further, due to the Council General Election in October, it is proposed that the dates of the meetings of the Committee be set following the election and appointment of the committee members for the new term.

#### **Legal Compliance:**

*Local Government Act 1995;*

*Local Government (Administration) Regulations 1996; and*

*Town of Victoria Park Standing Orders Local Law 2011.*

#### **Policy Implications:**

Nil.

#### **Risk Management Considerations:**

Regular structured Committee meetings will enable Elected Members to focus on their strategic roles. Should forward planning of committee meetings not be identified, then there is a risk for meetings to be held on an ad-hoc basis; lacking coordination with other key meetings and corporate planning processes.

<b>Risk &amp; Consequence</b>	<b>Consequence + Rating</b>	<b>Likelihood = Rating</b>	<b>Overall Risk Analysis</b>	<b>Mitigation/Actions</b>
<b>Compliance:</b> Non compliance with: <i>Local Government Act 1995;</i> <i>Local Government (Administration) Regulations 1996; and</i> <i>Town of Victoria Park Standing Orders Local Law 2011.</i>	Minor	Unlikely	Low	a) Committees re-established

<b>Reputational.</b> Falling short of community expectations.	Minor	Possible	Moderate	a) Re-establish Committees
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**Strategic Plan Implications:**

CL8 - Visionary civic leadership with sound and accountable governance that reflects objective decision making.

**Financial Implications:**Internal Budget:

Nil

Total Asset Management:

Nil

**Sustainability Assessment:**External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

**COMMENT:**

The proposed dates have been based on a monthly meeting cycle. In addition, the proposed meeting dates for the Committee are cognisant of proposed meeting dates for a variety of other committees. Provision has also been made to ensure no meeting date falls on a public holiday.

Due to the elections in October, it is proposed no meeting be held in that month and then meeting dates for the remainder of the year will be set following the election.

**CONCLUSION:**

It is therefore recommended that the proposed schedule of meetings for the Committee be adopted.

**RECOMMENDATION/S:**

**That the Economic Development Committee ADOPTS the following meeting dates and times for the Economic Development Committee of the Town of Victoria Park to be held at the administration building, 99 Shepperton Road Victoria Park:**

<b>Economic Development Committee</b>	
<b>Monday 18 February 2019</b>	<b>commencing at 5.30pm</b>
<b>Monday 18 March 2019</b>	<b>commencing at 5.30pm</b>
<b>Monday 15 April 2019</b>	<b>commencing at 5.30pm</b>
<b>Monday 20 May 2019</b>	<b>commencing at 5.30pm</b>
<b>Monday 17 June 2019</b>	<b>commencing at 5.30pm</b>
<b>Monday 15 July 2019</b>	<b>commencing at 5.30pm</b>
<b>Monday 19 August 2019</b>	<b>commencing at 5.30pm</b>
<b>Monday 16 September 2019</b>	<b>commencing at 5.30pm</b>

**9 MOTION FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

*(required 3 ½ business days prior to the meeting, in writing to the CEO.)*

**10 MEETING CLOSED TO PUBLIC**

**11 CLOSURE OF COMMITTEE MEETING**



**DECLARATION OF  
FINANCIAL INTEREST / PROXIMITY INTEREST / INTEREST THAT MAY AFFECT  
IMPARTIALITY**

**TO: CHIEF EXECUTIVE OFFICER  
TOWN OF VICTORIA PARK**

<b>Name &amp; Position</b>	
<b>Meeting Date</b>	
<b>Item No/Subject</b>	
<b>Nature of Interest</b>	Financial Interest* <span style="float: right;"><i>(*Delete where</i></span> Proximity Interest* <span style="float: right;"><i>not applicable)</i></span> Interest that may affect impartiality*
<b>Extent of Interest</b>	
<b>Signature</b>	
<b>Date</b>	

Section 5.65(1) of the Local Government Act 1995 states that:

“A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by that member must disclose the nature of the interest:

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed”.

ALTERNATE MOTION / AMENDMENT SUBMISSION



To: HIS WORSHIP THE MAYOR:

Please be advised that I wish to move an ALTERNATE MOTION / AMENDMENT

Name of Elected Member:

Signature:

Date of Submission:

Council Meeting Date:

Item Number:

Item Title:

Alternate Motion / Amendment: *(strike out which is not applicable)*

**Note: Motions to Stand Alone**

All decisions of the council must be in the form of motions that are clear in their intent and enable a person to understand what has been decided without reference to another motion or information contained in the body of a report.

**Reason:**

**Note: Explanation for changes to Recommendations**

Administration Regulation 11 requires the minutes to include written reasons for each decision that is significantly different from the written recommendation. Members must therefore provide a written reason in the space provided above.