



TOWN OF
VICTORIA PARK



Policy Committee Agenda – 11 November 2019



WE'RE OPEN
VIC PARK

Please be advised that an **Policy Committee** will be held at **5:30 pm** on **Monday 11 November 2019** in **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr Anthony Vuleta – Chief Executive Officer
05 November 2019

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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.

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

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

2 Attendance

Mayor	Mayor Karen Vernon
Banksia Ward	Cr Wilfred Hendriks Cr Claire Anderson Cr Ronhhda Potter
Jarrah Ward	Cr Jesvin Karimi Cr Brian Oliver Cr Vicki Potter Deputy Mayor Bronwyn Ife
Chief Executive Officer	Mr Anthony Vuleta (Acting Presiding Member)
Chief Community Planner	Ms Natalie Martin Goode
Chief Operations Officer	Mr Ben Killigrew
Chief Financial Officer	Mr Michael Cole
Manager Governance and Strategy	Ms Danielle Uniza
Governance Officer – Compliance	Mr Liam O'Neill
Secretary	Ms Amy Noon

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 Election of the Presiding Member

The election of the Presiding Member is to be conducted in accordance with the *Local Government Act 1995* and Regulations. Specifically sections 5.12 and schedule 2.3 of the *Local Government Act 1995*.

The Office of Presiding Member is to be filled as the first matter dealt with at a committee meeting if the role is vacant.

How the Presiding Member is elected:

CEO to preside

The CEO is to preside at the meeting until the office is filled.

How the presiding member is elected

1. The committee is to elect a committee member to fill the office.
2. The election is to be conducted by the CEO in accordance with the procedure prescribed.
3. Nominations for the office are to be given to the CEO 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 CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.
5. If a committee member is nominated by another committee member the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.
6. The committee members are to vote on the matter by secret ballot as if they were electors voting at an election.
7. Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) 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 CEO is to declare and give notice of the result in accordance with regulations, if any.

5 Election of a Deputy Presiding Member

The election of the Deputy Presiding Member is to be conducted in accordance with the *Local Government Act 1995* and Regulations. Specifically sections 5.12 and schedule 2.3 of the *Local Government Act 1995*.

The Office of Deputy Presiding Member is to be filled as the second matter dealt with at a committee meeting if both the role of Presiding Member and Deputy Presiding Member are vacant.

How the Deputy Presiding Member is elected:

1. The committee is to elect a committee member (other than the presiding member) to fill the office.
2. The election is to be conducted in accordance with the procedure prescribed by the presiding member, or if he or she is not present, by the CEO.
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 committee member is nominated by another committee member 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. The committee 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) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 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.

6 Presentations

7 Method of dealing with agenda business

8 Reports

8.1 Future Meeting Dates

Location	Town-wide
Reporting officer	Liam O'Neill
Responsible officer	Danielle Uniza
Voting requirement	Simple majority
Attachments	Nil

Recommendation

That the Policy Committee schedules its futures meetings to be held at 5:30pm in the Council Chambers at 99 Shepperton Road, Victoria Park on:

- 20 January 2020
- 17 February 2020
- 16 March 2020
- 20 April 2020
- 19 May 2020

Purpose

To determine the meeting dates and workplan of the Policy Committee.

In brief

- At its meeting held on 29 October 2019, Council established a Policy Committee to assist in completing its 2019 – 2020 policy review workplan.
- The proposed meeting dates are based on ensuring that there is a clear workflow for the policies identified – from the Concept Forum, to the Policy Committee, to the Agenda Briefing Forum and to Council for adoption.
- To clarify the policy development and review process, it is recommended that the proposed meeting dates be adopted.

Background

1. At its meeting held on 17 September 2019, Council adopted a policy review workplan until June 2020.
2. At its meeting held on 29 October 2019, Council then established a Policy Committee to assist with the completion of the policy review workplan.
3. The Committee will need to set its future meeting dates for its future meetings.

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.	Having a clear path forward in the policy development and review process will help ensure proper civic leadership.
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Engagement

Internal engagement	
Stakeholder	Comments
Governance	Developed the meeting schedule based upon the proposed Council meeting dates.

Legal compliance

Not applicable.

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Compliance The Town does not complete its policy review workplan.	Moderate	Unlikely	Moderate	An appropriate and achievable policy timetable is adopted.

Financial implications

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

Analysis

- Resulting from the establishment of a Policy Committee, some changes to the process for the review and development of policies are proposed in order to complete the 2019-2020 workplan.
- As a committee of Council, the Committee can only receive reports with already drafted policy so that it can make a recommendation to Council. As such, the Policy Committee would not be the right forum to conduct front-end engagement on policy.
- To allow front-end engagement of elected members, it is proposed that policies for review are first discussed at a Concept Forum so that direction may be sought from elected members before the policy is drafted. While compliant with the purpose of a Concept Forum, the increased policy workload will likely require that Concept Forums be held on two separate nights.
- In the report presented to Council at its Special Council Meeting on 28 October 2019 on the investigation of a policy committee, it was stipulated that, should a Policy Committee be established, items could bypass the Agenda Briefing Forum to limit the impact on time. However, taking into account that the Policy Committee

meeting is not open to the public, it is recommended that policies from the Policy Committee still be presented to the Agenda Briefing Forum in the interest of transparency.

8. Considering the information above, it is proposed that policies identified within the 2019-2020 workplan follow the process below.

Policy Name and Number	Concept Forum	Policy Committee	Agenda Briefing Forum	Ordinary Council Meeting
102 Community consultation 103 Public participation	27 August 2019	-	1 October 2019	15 October 2019
104 Customer service delivery	29 October 2019	-	-	19 November 2019
310 Leasing 116 Donations – Financial assistance 308 Sponsorship 114 Community grants	26 November 2019	-	3 December 2019	17 December 2019
302 Investment 223 Private use of Town vehicles 305 Loan borrowing limitations 004 Risk management	10 December 2019	20 January 2020	4 February 2020	18 February 2020
ADM2 Long service leave 003 Legal advice – engage solicitors for opinions 253 Water conservation	28 January 2020	17 February 2020	3 March 2020	17 March 2020
351 Parking Permits 111 Commemorative recognition 054 Access to reserve funds	25 February 2020	16 March 2020	7 April 2020	21 April 2020
101 Working groups and project teams – appointment of 106 Taxi vouchers for community members of working groups and project teams	24 March 2020	20 April 2020	5 May 2020	19 May 2020
ENG14 Asset management – infrastructure 113 Homelessness GEN7 Strategic management of land and property assets	28 April 2020	19 May 2020	2 June 2020	16 June 2020

9. Due time limitations in December, it is proposed that meetings of the Policy Committee commence at the end of January.

10. It is to be further noted that the review process for policies to be presented to Council in December have already been underway.
11. The workplan presented above is only indicative. Where a deviation from the workplan is to occur, the Policy Committee, and elected members, will be notified accordingly.

Relevant documents

Not applicable.

9 Motion of which previous notice has been given

10 Meeting closed to the public

10.1 Matters for which the meeting may be closed

10.2 Public reading of resolutions which may be made public

11 Closure