



TOWN OF
VICTORIA PARK

Policy Committee

Minutes – 11 November 2019



WE'RE OPEN
VIC PARK

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

Cr Brian Oliver – Presiding Member
13 November 2019

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1 Declaration of opening

The Chief Executive Officer, Mr Anthony Vuleta, opened the meeting at 5.30pm.

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 kaadijtin, 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

Mayor	Mayor Karen Vernon
Banksia Ward	Cr Wilfred Hendriks Cr Claire Anderson
Jarraah Ward	Cr Jesvin Karimi Cr Brian Oliver (Presiding Member) Cr Vicki Potter (Deputy Presiding Member) Deputy Mayor Bronwyn Ife
Chief Executive Officer	Mr Anthony Vuleta
Chief Financial Officer	Mr Michael Cole
Manager Governance and Strategy Governance Officer – Compliance	Ms Danielle Uniza Mr Liam O’Neill
Secretary	Ms Amy Noon

2.1 Apologies

Chief Community Planner Chief Operations Officer	Ms Natalie Martin Goode Mr Ben Killigrew
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2.2 Approved leave of absence

Banksia Ward	Cr Ronhhda Potter
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3 Declarations of interest

Declaration of financial interest

Nil.

Declaration of proximity interest

Nil.

Declaration of interest affecting impartiality

Nil.

4 Election of the Presiding Member

The Chief Executive Officer, Mr Anthony Vuleta, called for nominations.

Mayor Karen Vernon nominated Cr Brian Oliver for presiding member of the Policy Committee.

Cr Brian Oliver accepted the nomination.

The Chief Executive Officer, Mr Anthony Vuleta, declared Cr Brian Oliver as presiding member of the Policy Committee.

5 Election of a Deputy Presiding Member

Cr Brian Oliver called for nominations for deputy presiding member.

A nomination was received from Cr Vicki Potter.

Cr Brian Oliver declared Cr Vicki Potter as deputy presiding member of the Policy Committee.

6 Presentations

Nil.

7 Method of dealing with agenda business

Nil.

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.

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

4. 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.
5. 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.
6. 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.

7. 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	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.

AMENDMENT:

Moved: Cr Vicki Potter

Seconded: Mayor Karen Vernon

That the dates be changed to:

- 26 November 2019
- 29 January 2020
- 19 February 2020
- 18 March 2020
- 22 April 2020
- 20 May 2020

CARRIED (7 - 0)

For: Cr Jesvin Karimi, Cr Vicki Potter, Cr Bronwyn Ife, Cr Brian Oliver, Cr Wilfred Hendriks, Mayor Karen Vernon, Cr Claire Anderson

Against: nil

COMMITTEE RESOLUTION:

Moved: Cr Vicki Potter

Seconded: Mayor Karen Vernon

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:

- 26 November 2019
- 29 January 2020
- 19 February 2020
- 18 March 2020
- 22 April 2020
- 20 May 2020

CARRIED (7 - 0)

For: Cr Wilfred Hendriks, Cr Jesvin Karimi, Mayor Karen Vernon, Cr Bronwyn Ife, Cr Brian Oliver, Cr Vicki Potter, Cr Claire Anderson

Against: nil

9 Motion of which previous notice has been given

Nil.

10 Meeting closed to the public

Nil.

11 Closure

There being no further business, Cr Brian Oliver closed the meeting at 6.13pm.

I confirm these minutes to be true and accurate record of the proceedings of the Committee.

Signed:

Cr Brian
Oliver

Dated this:

Day of:

2019