



TOWN OF
VICTORIA PARK

Urban Forest Implementation
Working Group
Agenda – 27 November 2023



WE'RE OPEN
VIC PARK

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1 Opening

Meeting opened:

Acknowledgement of country

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.

2 Attendance

Attendance

Rowena Skinner
Emma Monk
Ngaire Howard
Nadia D'Hart

Councillors

Cr Peter Devereux
Cr Daniel Minson
Cr Peter Melrosa

ToVP Representatives

Natalie Martin-Goode (Chief Community Planner)
David Doy (Manager Place Planning)
Deniqua Boston (Place Leader (Urban Forest))
Gregor Wilson (Manager Infrastructure Operations)
Graeme Southey (Parks Technical Officer)
Rachel Guilfoyle (Team Leader Natural Areas)

Meeting secretary

Shelly Woods (Executive Assistant, Chief Community Planner)

Presenters

Observers

Apologies

3 Presentations

Purpose

Group is updated on where we are at with UF program deliverables and planning.

3.2 Introduction to the Vic Park Urban Forest Working Group

Time	20 mins
Presenter	Deniqua Boston and David Doy
Attachments	<ol style="list-style-type: none">1. Code-of- Conduct-for- Council- Members- Committee- Members-and- Candidates [3.2.1 - 9 pages]2. Terms of Reference - UFS IWG 2021.22 [3.2.2 - 3 pages]

Purpose of the item

Inform the new elected members and refresh the community members of the current terms of reference for the working group and supporting information including code of conduct and the Town's vision, mission and values.

Town of Victoria Park's vision, mission and values

[Our Town and Vision » Town of Victoria Park](#)

Outcome

Members are informed and aligned with understanding how the group is run and operates and what their roles and responsibilities are.

Strategic outcomes

Nil

3.3 New Working Group Member Introduction

Time	15 mins
Presenter	UF IWG
Attachments	<ol style="list-style-type: none">1. Practice 101.1 - Administration of Council Advisory and Working Groups [3.3.1 - 3 pages]

Purpose of the item

To introduce the newly elected council members to the working group and community members to the councilors.

1. Who you are
2. Your background
3. Why you chose to be on the UF IWG

Outcome

Members are introduced to each other.

Strategic outcomes

Nil

4 Items for discussion

4.1 UF Terms of Reference Updates

Reporting officer	<i>Deniqua Boston</i>
Origin of request	<i>Council requirement</i>
Attachments	1. Terms of Reference UFS IWG 23 DRAFT [4.1.1 - 3 pages]

Purpose of the item

To update the working group's Terms of Reference to align with council policy 101 and the group's intentions.

Outcome

Resolved draft of terms to be put forward for council endorsement.

Discussion points

Duration of Term

Frequency, time, location and format of meeting.

Strategic outcomes

Nil

Next steps

Finalise the working group Terms of Reference document and write the council report for endorsement.

5 General business

6 Actions from previous meetings

Actions from previous meetings

Action	Responsible Officer	Status/Comments
IAP Review	DD + DB	An internal review is being undertaken and seeking specialist knowledge is to further develop measurable actions applicable to the outcomes set.
Fraser Park Project Proposal	RG	Awaiting quotes for installation costing. Reply to a resident with follow-up.
Thank you volunteer plaques to recognize UFS volunteer contribution	Working Group	Separate working meetings to brainstorm ideas.
79 Oats St. Bus Stop Thank you, Project	DB	Costing feasibility will be presented and the future project planning session.
Cockitrough installation criteria.	DB	Final draft completed. See attachment

Urban Forest Strategy Implementation Working Group - 27 November 2023

Present UF program delivery methods, goals and challenges.	DB	Look at scheduling a Town tour of the program projects post-training on Tuesday to embed council knowledge and the progression of the program delivery.
UF Grant Management Practice	DB	Final draft updated. See attachment

7 Close