

minutes

ECONOMIC DEVELOPMENT COMMITTEE



Please be advised that an **Economic Development Committee** Meeting was held at **5.00pm** on **Tuesday 21 November 2017** 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

28 November 2017

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1 OPENING

The Acting Chief Executive Officer, Nathan Cain, opened the meeting at 5.00pm.

2 ATTENDANCE

Members:

Banksia Ward: Cr K (Karen) Vernon

Jarraah Ward: Cr B (Bronwyn) Ife

Deputy Members Cr V (Vicki) Potter (Deputy Mayor)
Cr B (Brian) Oliver

A/Chief Executive Officer Mr N (Nathan) Cain

Chief Operations Officer Mr B (Ben) Killigrew

Director Community Life Ms T (Tina) Ackerman

Director Future Life Built Life Ms R (Rochelle) Lavery

Secretary: Ms T (Towela) Mbirimi

Public:

2.1 Apologies

Chief Executive Officer: Mr A (Anthony) Vuleta

Banksia Ward: Cr J (Julian) Jacobs

2.2 Approved Leave of Absence

Jarraah Ward: Cr J (Jennifer) Ammons Noble

3 DECLARATIONS OF INTEREST

Nil

4 ELECTION OF A PRESIDING MEMBER

There was one (1) nominee for Presiding Member, Cr Jennifer Ammons Noble.

As there was only one nomination Cr Potter was duly elected.

The Acting Chief Executive Officer, Nathan Cain, declared Cr Ammons Noble as Presiding Member.

5 ELECTION OF DEPUTY PRESIDING MEMBER

There was one (1) nominee for Deputy Presiding Member, Cr Karen Vernon.

As there was only one nomination Cr Vernon was duly elected.

The Acting Chief Executive Officer, Nathan Cain, declared Cr Vernon as Deputy Presiding Member.

6 TERMS OF REFERENCE

1. NAME

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

2. AIMS AND OBJECTIVES

The strategic focus for the Committee is aligned to the Community Strategic Plan. The purpose of the Committee is to contribute to the vibrant lifestyle of the Town.

2.1 Goals

To promote the vibrancy of the Town and stimulate economic growth and tourism by:

- Supporting and promoting local business;
- Developing the Town as the event destination of choice;
- Being culturally receptive and a supporter of arts events and practices;
- Conserving and celebrating the Town's rich local history;
- Exploiting the Town's geographical location and natural assets; and
- Improving the standard and effectiveness of sustainable economic development and activity across the District in partnership with key stakeholders.

2.2 Deliverables

The key deliverables of the Committee include:

- Annual review / update of policies, strategies and plans related to the key areas of focus;
- Economic Development Needs Assessment and Analysis;
- Development of an implementation plan for the Economic Development Needs Assessment and Analysis; and
- Development of a Public Art Policy.

2.3 Scope and Jurisdiction

The key focus areas of the Committee include:

- Arts;
- Business Development and Economic Activity;
- Culture;
- Local History;
- Tourism;
- Events; and
- Marketing.

2.4 Engagement

- The community shall be engaged by the Committee outside of the formal committee meeting regime as required in accordance with Council's Public Participation Policy;
- Specific engagement strategies will be developed to address the Committee's key deliverables; and
- The Committee may invite individuals and subject matter experts to attend a meeting of the Committee to provide expert advice where required.

2.5 Roles and Responsibilities

The Committee will:

- Be coordinated, collaborative, and strategic in its approach to developing and reviewing policies and strategies;
- Ensure that the Town is an advocate for local business issues and needs;
- Be guided by the Town's mission and vision;
- Be aligned to the Town's strategic community plan; and
- Develop policy positions on the key areas of focus to set the vision.

3. MEMBERSHIP

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 except for the Chief Executive Officer Recruitment and Performance Review Committee whereby five (5) Elected Members are appointed being the Mayor and two (2) Elected members from each of the Town's two (2) Wards with four (4) Elected Members being appointed in a hierarchical order as alternate deputy members.

- 1 Economic Development Committee;
- 2 Finance and Audit Committee;
- 3 Community Development Committee;
- 4 Future Planning Committee; and
- 5 Parking Management Committee.

4. MEETINGS

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

5. QUORUM

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.

6. DELEGATED POWER

The Committee has no delegated power and all recommendations made are to be referred to Council for a decision.

7. GOVERNANCE

The Committee 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.

7 REPORTS

7.1 Setting of Meeting Dates – Economic Development Committee

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

Date:	15 November 2017
Reporting Officer:	S Fraser
Responsible Officer:	A. Vuleta
Voting Requirement:	Simple Majority
Executive Summary:	
Recommendation – That the Committee adopts the schedule of meeting dates and times from 7 December 2017 to 6 December 2018.	
<ul style="list-style-type: none"> • At the Ordinary Council Meeting held on 14 November 2017 the Economic Development Committee was established. • A proposed meeting schedule for all major committees on which Elected Members sit has been submitted for consideration by each committee. 	

TABLED ITEMS:

Nil

BACKGROUND:

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

It is recommended the Committee adopts the schedule of meeting dates and times for meetings to be held at the Town of Victoria Park Administration Building

DETAILS:

The Committee was re-established at the Ordinary Council meeting held on 14 November 2017.

The key focus areas of the Committee include:

- Arts;
- Business Development and Economic Activity;
- Culture;
- Local History;
- Tourism;
- Events; and
- Marketing.

The adopted 2018 schedule of Council meeting dates for 2018 was based on the format

used in recent years. That is, a monthly meeting format with the Elected Members Briefing Session held on the first Tuesday of each month, Ordinary Council Meetings held on the second Tuesday and Workshops (Strategy Sessions) held on the third Tuesday of each month.

This enables committee meetings to be scheduled so as to minimise potential conflicts with other Council activities such as Regional Councils and WALGA Zone meetings.

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.

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Compliance: 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
Reputational. Falling short of community expectations.	Minor	Possible	Moderate	a) Re-establish Committees

Strategic Plan Implications:

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 Community 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.

CONCLUSION:

It is therefore recommended that the proposed Schedule of Meeting 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:

Economic Development Committee	
Thursday 7 December 2017	commencing at 5.00pm
Thursday 4 January 2018	commencing at 5.00pm
Thursday 1 February 2018	commencing at 5.00pm
Thursday 1 March 2018	commencing at 5.00pm
Thursday 5 April 2018	commencing at 5.00pm
Thursday 3 May 2018	commencing at 5.00pm
Thursday 7 June 2018	commencing at 5.00pm
Thursday 5 July 2018	commencing at 5.00pm
Thursday 2 August 2018	commencing at 5.00pm

Thursday 6 September 2018	commencing at 5.00pm
Thursday 4 October 2018	commencing at 5.00pm
Thursday 1 November 2018	commencing at 5.00pm
Thursday 6 December 2018	commencing at 5.00pm

RESOLVED:

Moved: Cr K Vernon

Seconded: Cr B Ife

(Alternate Motion)

That the Economic Development Committee **ADOPTS** the following amended schedule of 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:

Economic Development Committee	
Thursday 7 December 2017	commencing at 5.30pm
Thursday 1 February 2018	commencing at 5.30pm
Thursday 1 March 2018	commencing at 5.30pm
Thursday 5 April 2018	commencing at 5.30pm
Thursday 3 May 2018	commencing at 5.30pm
Thursday 7 June 2018	commencing at 5.30pm
Thursday 5 July 2018	commencing at 5.30pm
Thursday 2 August 2018	commencing at 5.30pm
Thursday 6 September 2018	commencing at 5.30pm
Thursday 4 October 2018	commencing at 5.30pm
Thursday 1 November 2018	commencing at 5.30pm
Thursday 6 December 2018	commencing at 5.30pm

The Amended Motion was Put and

CARRIED (4 – 0)

In favour of the Motion: Cr K Vernon, Cr B Ife, Cr V Potter and Cr B Oliver

8 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

9 CLOSURE

There being no further business, Cr Karen Vernon closed the meeting at 5.15pm.

I confirm these Minutes to be true and accurate record of the proceedings of the Council.

Signed:

Dated this: Day of 2017