



TOWN OF  
VICTORIA PARK



# Urban Forest Implementation Working Group

Notes – 27 November 2023



**WE'RE OPEN**  
VIC PARK

**Table of contents**

1 Opening .....3  
    1.1 Opening .....3  
2 Attendance .....4  
3 Presentations .....5  
    3.2 Introduction to the Vic Park Urban Forest Working Group .....5  
    3.3 New Working Group Member Introduction .....5  
4 Items for discussion .....6  
    4.1 UF Terms of Reference Updates .....6  
5 General business .....6  
6 Actions from previous meetings .....6  
7 Close.....7

## 1 Opening

Meeting opened: 7.30am

### **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 kaadijtin, 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 Daniel Minson

### 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)

### Meeting secretary

Shelly Woods (EA Chief Community Planner)

### Presenters

Nil

### Observers

Nil

### Apologies

Rachel Guilfoyle (Team Leader Natural Areas)  
Cr Peter Devereux  
Cr Peter Melrosa  
Ngaire Howard

### 3 Presentations

#### 3.2 Introduction to the Vic Park Urban Forest Working Group

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

#### 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 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

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

#### Purpose of the item

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

- Who you are
- Your background
- 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

<b>Reporting officer</b>	<i>Deniqua Boston</i>
<b>Origin of request</b>	<i>Council requirement</i>
<b>Attachments</b>	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
AP Review	DD + DB	An internal review is being undertaken and seeking specialist knowledge 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.

## Urban Forest Strategy Implementation Working Group - 27 November 2023

Cockitrough installation criteria.	DB	Final draft completed. See attachment
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 progression of the program delivery.
JF Grant Management Practice	DB	Final draft updated. See attachment

### **7 Close**