



TOWN OF
VICTORIA PARK



Urban Forest Strategy Implementation
Working Group
Notes – 18 January 2021



WE'RE OPEN
VIC PARK

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1 Opening

Meeting open: 8am

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 kaadijin, 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

UFS IWG Community Members

Ben Whitehouse
Heather Johnstone
Rowena Skinner
Emma Monk
Ngaire Howard
Nadia D'Hart

Councillors

Cr Luana Lisandro
Cr Ronnhda Potter
Cr Vicki Potter

ToVP Representatives

Natalie Martin-Goode (Chief Community Planner)
Pierre Quesnel (Senior Place Leader, Urban Forest)
Gregor Wilson (Manager Infrastructure Operations)
Penny Fletcher (Parks Technical Officer)

Meeting secretary

Christy Neems (Executive Assistant, Chief Community Planner)

Presenters

Nil

Observers

Nil

Apologies

David Doy

3 Presentations

3.1 Terms of Reference UFS IWG 2021

Time	30 minutes
Presenter	Pierre Quesnel
Attachments	1. Terms of Reference UFS Implementation Working Gro [3.2.1 - 3 pages]

Purpose of the item

A Terms of Reference is to be collaboratively developed by the group and endorsed by council. This Terms of Reference will define the role of the Urban Forest Strategy Implementation Working Group (UFS IWG) and guide the way it functions.

The presentation will review the previous Terms of Reference for the UFS IWG that was utilised in 2020. During the review each section will be discussed, and changes or additions agreed upon by the group.

Outcome

The intended outcome is a collaboratively derived Draft Terms of Reference to guide the group in its new format in 2021. Following the presentation, the changes agreed to will be drafted and circulated to group members for final review prior to seeking endorsement.

Strategic outcomes

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	The appropriate management of the Urban Forest Strategy Implementation Working Group will enhance the delivery of Urban Forest projects.
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	The Terms of Reference will ensure accountability of the group and provide advice that is collaboratively derived to guide and increase the objectivity of decision making.

Environment	
Strategic outcome	Intended public value outcome or impact
EN07 - Increased vegetation and tree canopy.	The Urban Forest Strategy Implementation Working Group is focused on the increase in vegetation and tree canopy through Town. The appropriate functioning of the group will improve these outcomes.

The UFSIWG discuss the Terms of Reference

Outcome

The following amendments were recommended for the ToR:

- Purpose – “The IWG will inform the detailed planning process **of** UFS implementation activities”
- Scope – change ‘decision’ to ‘decision-making process’
- Membership – The IWG is comprised of the following members:
 - Six (6) community members selected following an Expression of Interest process
 - Three (3) Town Officers as ongoing core members, namely Senior Place Leader (Urban Forest), Parks Technical Officer and Manager Infrastructure Operations.
 - Three (3) elected members appointed to the IWG

Insert - Maximum 12 voting members.

Insert - Chief Community Planner and Manager Place Planning as non-voting members.

- Roles, Responsibilities and Reporting

Monitor - Change the word ‘monitor’ to ‘review’

Recommend modifications - add in “annually or as required”

Monitor progress - remove “analysis of”

Urban Forest Management Plan – “integration of the UFS into other plans” ... “involvement of strategy into ongoing management”

Review and contribute – remove the word “contribute”

Liaise with communications team – delete bullet point

IWG members are required to:

Replace Bullet point 7 with reworded sentence re: “ensure information discussed within IWG meetings is not publicised ...”

Insert ‘or individual’ into sentence, ‘Group **or individual** issues and concerns are to be raised in the following ways:’

- Meetings

Remove the words ‘be held early on weekday mornings’

Insert ‘appointed Elected Members’ and ‘additional’ into the clause ‘Meeting participants will include IWG members, Town Officers, **appointed Elected Members** and occasional invited guests (external subject matter experts). **Additional** Elected Members may attend meetings as observers at their discretion.

- Meeting Notes

Add in ‘Meeting notes will be published on the Town’s website’

4 Items for discussion

Nil

5 General business

Nil

6 Actions from previous meetings

Action	Responsible Officer	Status / Comments	Closed Date
PQ to email UFSIWG members requesting feedback on preferred monthly meeting time and date and preferred date and time for UFS Implementation Action Plan Review workshop	PQ	Open	
PQ to amend ToR and circulate to UFSIWG for review.	PQ	Open	
Next stage of Rutland Avenue at UFS IWG meeting	PQ	Open	
PQ to distribute to UFS IWG members a high-level snapshot of planting season 2021 projects	PQ	Open	
Separate UFS IWG meeting scheduled in early 2021 for a workshop to review the Implementation Action Plan	PQ	Open	
PQ to go through the tree selection list in the October UFS meeting	PQ	Tree selection lists sent to members	23/11/2020
PQ to investigate volunteer grove as recognition of service and volunteering associated with the UFS.	PQ		Open
PQ to provide an update on the WaterCorp partnership for the next meeting.	PQ/CM	Meeting with Caden, agree to pursue for 2021 planting season.	Open
8 and 28 Mars Street sumps - Pierre to review work completed on infiltration cells, similar to those works completed by Town of Mosman Park and City of Mandurah.	PQ	To be pursued following 2020 planting season. Following NoM report investigating Atlantis cells and similar is due to council March 2021	Open
PQ to contact Heather and Ben regarding IBC locations	PQ	Locations determined	23/11/2020

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Action	Responsible Officer	Status / Comments	Closed Date
PQ to email Albany Hwy Planting site review to UFS IWG members	PQ	Completed and shortlist of sites determined	23/11/2020

7 Close

Meeting close: 8.58am