



City of Nedlands

Agenda

Council Committee Meeting

14 June 2016

Dear Council Member

The next meeting of the Council Committee will be held on 14 June 2016 in the Council Chambers at the City of Nedlands Council Chambers located at 71 Stirling Highway, Nedlands commencing at 7.00pm.

Peter Mickleson
Acting Chief Executive Officer
7 June 2016

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City of Nedlands

Notice of a meeting of the Council Committee to be held in the Council Chambers, Nedlands on Tuesday 14 June 2016 at 7 pm.

Council Committee Agenda

Declaration of Opening

The Presiding Member will declare the meeting open at 7 pm, and will draw attention to the disclaimer below.

(NOTE: Council at its meeting on 24 August 2004 resolved that should the meeting time reach 11.00 p.m. the meeting is to consider an adjournment motion to reconvene the next day).

Present and Apologies and Leave Of Absence (Previously Approved)

Leave of Absence Councillor S J Porter Dalkeith Ward
(Previously Approved)

Apologies None as at distribution of this agenda.

Disclaimer

Members of the public who attend Council meetings should not act immediately on anything they hear at the meetings, without first seeking clarification of Council's position. For example by reference to the confirmed Minutes of Council meeting. Members of the public are also advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

1. Public Question Time

A member of the public wishing to ask a question should register that interest by notification in writing to the CEO in advance, setting out the text or substance of the question.

The order in which the CEO receives registrations of interest shall determine the order of questions unless the Mayor determines otherwise. Questions must relate to a matter affecting the City of Nedlands.

2. Addresses By Members of the Public (only for items listed on the agenda)

Addresses by members of the public who have completed Public Address Session Forms will be invited to be made as each item relating to their address is discussed by the Committee.

3. Disclosures of Financial Interest

The Presiding Member to remind Councillors and Staff of the requirements of Section 5.65 of the *Local Government Act* to disclose any interest during the meeting when the matter is discussed.

A declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

However, other members may allow participation of the declarant if the member further discloses the extent of the interest. Any such declarant who wishes to participate in the meeting on the matter, shall leave the meeting, after making their declaration and request to participate, while other members consider and decide upon whether the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

4. Disclosures of Interests Affecting Impartiality

The Presiding Member to remind Councillors and Staff of the requirements of Council's Code of Conduct in accordance with Section 5.103 of the *Local Government Act*.

Councillors and staff are required, in addition to declaring any financial interests to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

The following pro forma declaration is provided to assist in making the disclosure.

"With regard to the matter in item x..... I disclose that I have an association with the applicant (or person seeking a decision). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

The member or employee is encouraged to disclose the nature of the association.

5. Declarations by Members That They Have Not Given Due Consideration to Papers

Members who have not read the business papers to make declarations at this point.

6. Confirmation of Minutes

6.1 Committee Meeting 10 May 2016

The minutes of the Council Committee held 10 May 2016 are to be confirmed.

7. Matters for Which the Meeting May Be Closed

In accordance with Standing Orders and for the convenience of the public, the Committee is to identify any matter which is to be discussed behind closed doors at this meeting and that matter is to be deferred for consideration as the last item of this meeting.

8. Divisional Reports

Note: Regulation 11(da) of the *Local Government (Administration) Regulations 1996* requires written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70, but not a decision to only note the matter or to return the recommendation for further consideration.

8.1 Planning & Development Report No's PD25.16 to PD32.16

Planning & Development Report No's PD25.16 to PD32.16 to be dealt with at this point (copy attached yellow cover sheet).

- PD25.16 (Lot 384) No. 99 Waratah Avenue, Dalkeith – Proposed Change of Use (From Office to Restaurant)
- PD26.16 (Lot 2) No. 2A Archdeacon Street, Nedlands – Short Stay Accommodation – Request to Approve its Continuation
- PD27.16 (Lot 7) No. 32A Jutland Parade, Dalkeith – Additions and Alternations to Single House
- PD28.16 (Lot 100) No. 5 Bellevue Avenue, Dalkeith – Retrospective Air Conditioning Unit
- PD29.16 (Lot 46) No. 2A (Unit 3) Loch Street, Nedlands – Proposed Change of Use (From Light Industry to Shop)
- PD30.16 (Lot 50) No. 13 Hobbs Avenue, Dalkeith – Proposed Increase to Height of Fencing to Laneways
- PD31.16 Draft Landscaping Plans Local Planning Policy (LPP)
- PD32.16 (Lot 114) No. 8 Jacaranda Avenue, Mount Claremont – Two Grouped Dwellings (Two Storey)

8.2 Technical Services Report No's TS08.16 to TS10.16

Technical Services Report No's TS08.16 to TS10.16 to be dealt with at this point (copy attached blue cover sheet).

TS08.16 Sayer Street Road Closure

TS09.16 Removal and Replacement of Street Trees Adjacent to 27 Leon Road, Dalkeith

TS10.16 Aberdare Road, Railway Road, Shenton Park Busway Black Spot Project (City of Subiaco)

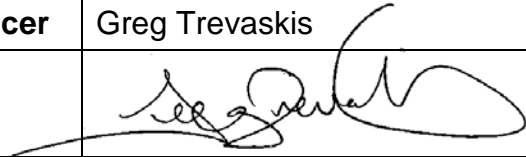
8.3 Corporate & Strategy Report No's CPS17.16 to CPS19.16

Report No's CPS17.16 to CPS19.16 to be dealt with at this point (copy attached green cover sheet).

- CPS17.16 List of Accounts Paid – April 2016
- CPS18.16 Review of Council's Delegated Authorities
- CPS19.16 Corporate Business Plan – Quarter 3 2015/16

9. Reports by the Chief Executive Officer

9.1 City of Nedlands - Community Engagement Policy

Committee	14 June 2016
Council	28 June 2016
Applicant	City of Nedlands
Officer	Community Engagement Coordinator
Chief Executive Officer	Greg Trevaskis
CEO Signature	
File Reference	COM-014784
Previous Item	Nil.

Recommendation to Committee

Council approves the Community Engagement Policy.

Executive Summary

This report seeks approval for the Community Engagement Policy following a successful community engagement process.

A draft Community Engagement Policy was presented to the Council at its briefing on 5 April 2016 with advice that community engagement was being undertaken.

The responses were general in nature and supported the intentions of the Policy. As a result, it is recommended that the Council endorse the draft Policy as previously presented to the Council Briefing.

Attachment 1 contains the proposed City of Nedlands Community Engagement Policy.

Strategic Plan

KFA: Governance and Civic Leadership

Outcome 7 – Great governance and civic leadership commits the City to consult with the community on local issues, promotes openness and transparency and clearly communicates with its community.

Background

The development of this policy fulfils the desire to develop a Policy which sets out the City's community engagement intentions. Operationally, the policy will be supported by detailed operational procedures and guidelines. These will be reviewed following approval of the Policy by Council.

In developing the draft policy, research and analysis was undertaken on similar policies, and frameworks, including the requirements of the Local Government Act 1995.

The community profile, along with the City's current engagement practices, key corporate documents (e.g. 10-year Strategic Community Plan) was taken into account in developing the Policy along with ensuring the Policy met current best practice thinking as promoted by the International Association of Public Practitioners (IAP2) of which Council is a member.

It is planned following adoption of the Policy, that a brochure will be produced setting out the Policy and how the community can engage with the City.

Key Relevant Previous Council Decisions: Nil.

Consultation

Required by legislation: Yes No
Required by City of Nedlands policy: Yes No

Community engagement has now been undertaken. An overview follows:

- Period of engagement – 15 April to 9 May 2016 (24 days)
- The engagement activities included internal and external engagement
- Advertisements were placed in The Post (2) and the Western Suburbs (1)
- 'Your Voice Nedlands', the City's on-line community engagement hub hosted the engagement activities which consisted of three on-line forums in relation to the City's aspirations, the principles of engagement and engagement processes, along with tools to enable feedback and asking a question.
- There were 73 visits to the site, with 5 specific responses to the forums and feedback, 26 people read the engagement material and the remaining having a quick look.
- Responses received were supportive and general in nature.

Legislation / Policy

A requirement for Local government to have a Community Engagement Policy is not specifically stated in the Local Government Act 1995 (the Act). However, the Act does require the City to ensure that there is better decision-making as a result from greater community participation in the decisions and affairs of councils, and that there is greater accountability to communities with

the aim of achieving increased efficiencies and effectiveness of local government.

This draft policy affirms the City's commitment to community and stakeholder engagement.

Budget/Financial Implications

Within current approved budget:

Yes

No

Requires further budget consideration:

Yes

No

Risk Management

The development of this Policy goes some way, in addressing two of the City's strategic risks of 'not meeting community expectations', and 'inadequate engagement with Community/stakeholders/elected members' by introducing a new control in how the City undertakes community engagement.

Discussion

The Council does not presently have a community engagement policy within its corporate policies. However it has a community engagement strategy and templates.

The development of this policy will fulfil the desire to develop a Policy which sets out the City's community engagement intentions.

In developing the draft policy, research and analysis was undertaken on similar policies, and frameworks, including the Local Government Act 1995 requirements. The 10-year Strategic Community Plan, the 4-year Corporate Business Plan and the strategic risks (Inadequate engagement with community, stakeholders, elected members; and not meeting community expectations) were also considered.

Current community engagement activities were also taken into account to ensure consistency with current practices along with ensuring that the draft policy reflected the community profile. Currently, the City's engagement practices, in most instances use the 'inform' and 'consult' processes. Inform projects can include scheduled works for roads, parks, gardens, bushland and reserves and any building maintenance including the awarding of any grants. Consultation projects is where the City is seeking feedback, for example parking restrictions, making of local laws and policies, events and proposed road closures. Collaborate and involve projects are used less often, and in the past have been planning projects such as the local planning strategy, 2030 City Vision and 10-year strategic plan.

Conclusion

The Council, at its briefing on 5 April 2016 received a draft Community Engagement Policy along with advice that the Policy was being released to the community for feedback.

Community engagement was subsequently undertaken from 15 April to 9 May 2016, by placing advertisements in The Post and Western Suburbs newspapers. The City's new community engagement hub 'Your Voice Nedlands' attracted 73 visits to the engagement page with 5 actual responses received. The remaining visitors access the information, including the Policy.

The responses were positive but general in nature, and as a result, the draft policy as presented to the Council Briefing on 5 April 2016 remains unchanged.

Attachments

1. City of Nedlands Community Engagement Policy.

Community Engagement

KFA	Governance and Civic Leadership
Status	Council
Responsible Division	CEO's Office
Objective	This policy affirms the City's commitment to community and stakeholder engagement to support the City's vision and internationally accepted core engagement values (International Association for Public Participation (IAP2), 2006). This policy applies to Councillors, all employees and to all consultants engaged by Council.

Context

Community and stakeholder engagement is an essential activity of local government. It is intrinsic to the success of the Council in the provision of good governance and strong leadership, and having the ability to deliver better decisions to guide the City's priorities into the future.

Successful engagement increases participation by everyone in the activities and decisions that affect them, and at a level that best meets their expectations.

Statement

The City is committed to working alongside its community and stakeholders to understand and use their views, concerns, aspirations and knowledge to guide outcomes in decision-making processes to strengthen community cohesion, city amenity and the quality of life of the City of Nedlands community.

Principles of Engagement

Our engagement practices are based on the following principles. These principles will guide our practice and support consistency and continued improvement:

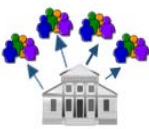
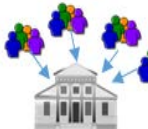

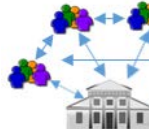
Citizenship	We will provide for and communicate opportunities for everyone to have a genuine and meaningful say in local democracy about actions that could affect their lives.
Transparency	We will ensure that the purpose and mechanisms of our engagement will be relevant, easily understood, timely and accessible by all.
Inclusion	We will seek out and facilitate the involvement of all those affected or potentially affected.

Accountability We promise that all contributions will influence the alternatives developed, be reflected in our decision-making, outcomes will be communicated and performance will be measured.

Our people We promise that our people will uphold the City values, the IAP2 Value's and Code of Ethics, be appropriately trained and supported to deliver best practice engagement.

Engagement Processes

The City will assess its engagement activities using the following processes. It is noted, that historically, in the majority of instances, most engagement processes are undertaken using the 'inform' and 'consult' processes.

		Increasing Level of Public Impact →			
		Inform	Consult	Involve	Collaborate
					
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	
Promise to the Public	We will keep you informed	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	
This means	We will give you balanced and objective information of a decision already been made by Council.	We will seek an opinion from you, ask advice of, or turn to you for information when making decisions.	We will work directly with you during the decision-making process.	We will work as partners throughout the decision-making process.	
Examples	Road, parks, reserves, gardens, council facility scheduled works	Parking and parking restrictions, greenway projects, library events, local laws	Local Planning Strategy and other strategies	City Vision and 10-year Strategic Community Plan	

Adapted from the International Association of Public Participation's Public Participation spectrum

Related documentation

- Community Engagement Strategy, procedure and templates
- International Association for Public Participation (IAP²), Public Participation Spectrum
- Department of Local Government's Integrated Planning and Reporting requirements

Related Local Law/legislation

Nil.

Related delegation

Nil.

Issued

Date approved by Council

Amendments

N/A

10. Urgent Business Approved By the Presiding Member or By Decision

Any urgent business to be considered at this point.

11. Confidential Items

Nil.

Declaration of Closure

There being no further business, the Presiding Member will declare the meeting closed.

A handwritten signature in black ink, appearing to read 'Peter Mickleson', with a stylized flourish at the end.

Peter Mickleson
Acting Chief Executive Officer