

# CITY OF JOONDALUP

Notice is hereby given that a Meeting of the CBD Project Steering Committee will be held in Conference Room 2, Joondalup Civic Centre, Boas Avenue Joondalup on **MONDAY 29 April 2002** commencing at 4.00pm.

**DENIS SMITH**  
Chief Executive Officer  
Wednesday 24 April 2002

Joondalup  
Western Australia

## AGENDA

### ATTENDANCES AND APOLOGIES

#### Committee Members

*Cr C Baker*

*Cr A Patterson*

*Cr P Kimber*

*Cr A Walker*

*T Beard – Manager, North West Metro Business Enterprise Centre*

*L Drummond – Regional Employment Coordinator, Dept Employment & Training*

*R Poliwka – President, Joondalup Business Association*

*M Horgan – Small Business and Economic Development, Perth Area Consultative Committee*

#### City of Joondalup Officers

*D Smith – Chief Executive Officer*

*C Higham – Director of Planning and Community Development (or nominee)*

*D Butcher – Special Projects Officer – Project Management*

*F Uzaraga – Coordinator Sustainable Development*

*D Squance – CBD Promotions Officer*

#### Apologies and Leave of Absence

*Leave of Absence: Cr P Kadak – 3 April 2002 to 24 May 2002*

## **ELECTION OF A CHAIRMAN AND DEPUTY**

Section 5.12 of the Local Government Act 1995 requires a committee appointed by a local government, to appoint a presiding member as the first item of business at its first meeting. Nominations for the position of chairperson are to be given to the Chief Executive Officer in writing prior to the commencement of the meeting, with the vote to be conducted by secret ballot.

Those members who are nominated by another member must accept the nomination either verbally or in writing.

It is also advisable that at the same meeting the Committee appoints a deputy presiding member, who would chair the meeting in the absence of the presiding member.

### **RECOMMENDATION**

That the Chief Executive Officer:

- (a) Calls for nomination from members and elects the Chairperson.
- (b) That the Chairperson calls for nominations for the Deputy Presiding Member.

## **DECLARATIONS OF FINANCIAL INTEREST/INTEREST THAT MAY AFFECT IMPARTIALITY**

### **ITEMS OF BUSINESS**

#### **1. Draft Terms of Reference of the CBD Project Steering Committee**

See Attachment 1 for the draft Terms of Reference.

### **RECOMMENDATION**

That the Committee:

Adopts the terms of reference as per Attachment 1.

#### **2. Regional Assistance Program (RAP) Funding Application Summary**

The City of Joondalup has sourced RAP seed funding from the Federal Government to promote the Joondalup CBD in a manner that is consistent with the City's vision for its City Centre over three years to the end of 2003/04. The RAP Funding Application Summary has been attached for the committee member's information. *See Attachment 2.*

## RECOMMENDATION

That the Committee:  
Notes the RAP Funding Application Summary as per Attachment 2

### **3. Project Activities To Date**

The CBD Enhancement Project commenced with the signing of the Regional Assistance Program Funding Grant on 20 September 2001. A summary of the project's activities to date is attached for the committee member's information. *See Attachment 3*

## RECOMMENDATION

That the Committee:  
Notes the project activities to date as per Attachment 3

### **4. CBD Business Confidence Survey**

The City of Joondalup contracted West Coast College Research and Development to conduct a CBD Business Confidence Survey. The Survey Report is attached for the member's information. *See Attachment 4*

## RECOMMENDATION

That the Committee:  
Notes the CBD Business Survey as per Attachment 4

### **5. Joondalup CBD Community Concepts Submissions**

Strategic and Corporate Planning invited the public to submit suggestions for the Joondalup CBD at the Joondalup Festival. The project was called Community Concepts and it offered a \$200 prize for the best submission. The submissions are attached for the CBD Project Steering Committee to select the best response to be considered for the \$200 prize to be presented by Council. *See Attachment 5*

## RECOMMENDATION

That the Committee:  
Considers the submission and recommends to Council the best "Community Concept" submission to award the \$200 prize.

### **6. General Business**

## DATE OF NEXT MEETING

## CLOSURE

**ATTACHMENT 1**

***Draft Terms of Reference***

## CITY OF JOONDALUP

### CBD ENHANCEMENT PROJECT STEERING COMMITTEE

#### DRAFT TERMS OF REFERENCE

#### 1. DEFINITIONS

“Council” Council of the City of Joondalup

“Committee” CBD Enhancement Steering Committee

#### 2. MEMBERSHIP

Councillors (two Lakeside and three others as nominated)

Cr P Kadak, (Lakeside)

Cr P Kimber (Lakeside)

Cr A Walker (Pinnaroo Ward)

Cr A Patterson (Marina Ward)

Cr C Baker (South Coastal Ward)

President - Joondalup Business Association (JBA)

Small Business and Economic Development -Perth Area Consultative Committee (ACC)

Regional Employment Coordinator - Department of Training (North Metropolitan)

Manager - North Metropolitan Business Enterprise Centre (BEC)

#### 3. CITY OF JOONDALUP STAFF ADVISORS (Non-voting)

City of Joondalup Staff Advisors, as nominated by the Chief Executive Officer, from the following management unit and areas of responsibility with impact on the CBD Enhancement Project;

- Chief Executive Officer
- Director of Planning and Community Development (or nominee)
- Special Projects Officer – Project Management
- Coordinator Sustainable Development
- CBD Promotions Officer
- And other officers as deemed appropriate by the CEO

#### 4. OBJECTIVE

- 4.1 To monitor the financial accountability requirements of the City’s funding contract under the Regional Assistance Program to the end of the contract period in January 2003.

In meeting its objectives, the Committee would address the following issues arising from the City’s funding agreement under the Regional Assistance Program (RAP):

- Acquittal of project funds on the following dates; 31/03/02, 30/06/02, 30/09/02, 31/12/02, 28/02/03.
- An audited report of the RAP component of the project funding after 31 January 2003.

4.2 To make recommendations to Council concerning the broad priorities of the CBD Enhancement Project to the end of June 2004.

In meeting its objectives, the Committee would also address the two major stakeholder objectives developed at the CBD Enhancement Workshop of Wednesday 20 March 2002.

- To create and promote a coordinated approach to marketing and advertising the Joondalup CBD to the wider community (to include appropriate signage)
- To create a sustainable business environment that will address the vacancy issue

4.3 To make recommendation to Council regarding strategies for the project's financial self-sufficiency by the nominated target of the 2004/05 financial year.

## 5. MANAGEMENT

### 5.1 Terms of Appointment

Members shall be appointed by Council.

### 5.2 Chairperson

The Chairperson and the Deputy Chairperson shall be elected by the Committee.

### 5.3 Meetings

Meetings shall be arranged at regular intervals as determined by the Committee at an appointed time and place. The meeting place is suggested to rotate amongst interested Joondalup CBD hospitality establishments, therefore reinforcing the committee's support of the businesses in the Joondalup CBD.

### 5.4 Quorum

The quorum is set at 50% of the total members of the committee.

### 5.5 Minutes

Minutes shall be made of all meetings. A copy of confirmed minutes shall be forwarded to the Committee Clerk. Minutes of all Committee meetings shall be forwarded to members within five working days of the close of each meeting.

5.6 Deputations

The Committee may invite other persons or organisations to attend any meetings to discuss issues or interest.

5.7 Power of Council

Nothing herein contained shall restrict the powers of Council.