

minutes

Major Projects Committee

MEETING HELD ON **TUESDAY 3 NOVEMBER 2015**

TABLE OF CONTENTS

Item No.	Title	Page No.
	Declaration of Opening	3
	Declarations of Interest	3
	Election of Presiding Member	4
	Election of Deputy Presiding Member	4
	Apologies/Leave of absence	4
	Report	5
1	Setting of Meeting Dates – Major Projects Committee – [02153]	5
	Closure	9

CITY OF JOONDALUP

MINUTES OF THE SPECIAL MAJOR PROJECTS COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON TUESDAY 3 NOVEMBER 2015.

ATTENDANCE

Committee Members

Mayor Troy Pickard
Cr Kerry Hollywood
Cr Nige Jones
Cr Liam Gobbert
Cr Mike Norman
Cr John Chester
Cr Russ Fishwick, JP

Observers

Cr Tom McLean, JP
Cr Philippa Taylor
Cr Russell Poliwka
Cr Christine Hamilton-Prime
Cr John Logan
Cr Sophie Dwyer

Officers

Mr Garry Hunt	Chief Executive Officer
Mr Mike Tidy	Director Corporate Services
Mr Jamie Parry	Director Governance and Strategy
Ms Dale Page	Director Planning and Community Development
Mr Nico Claassen	Director Infrastructure Services
Mr Brad Sillence	Manager Governance
Mr John Byrne	Governance Coordinator
Mrs Lesley Taylor	Governance Officer
Mrs Deborah Gouges	Governance Officer

DECLARATION OF OPENING

The Chief Executive Officer declared the meeting open at 7.45pm.

DECLARATIONS OF INTEREST

Nil.

ELECTION OF PRESIDING MEMBER

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. Schedule 2.3 of the Act requires the Chief Executive Officer to preside.

Cr Hollywood nominated Mayor Pickard for the position of Presiding Member. Mayor Pickard accepted the nomination.

There being no further nominations at the close of the Election for Presiding Member, Mayor Pickard was declared elected unopposed to the position of Presiding Member and assumed the Chair at 7.47pm.

ELECTION OF DEPUTY PRESIDING MEMBER

It is advisable that the Committee appoints a Deputy Presiding Member, who would chair the meeting in the absence of the Presiding Member.

Mayor Pickard nominated Cr Kerry Hollywood for the position of Deputy Presiding Member. Cr Hollywood accepted the nomination.

There being no further nominations at the close of the Election for Deputy Presiding Member, Cr Hollywood was declared elected unopposed to the position of Deputy Presiding Member.

APOLOGIES/LEAVE OF ABSENCE

Leave of Absence Previously Approved:

Cr John Chester	30 October to 8 November 2015 inclusive.
Cr Liam Gobbert	22 November to 23 November 2015 inclusive.
Cr John Chester	30 November to 8 December 2015 inclusive.
Cr Mike Norman	7 December to 11 December 2015 inclusive.
Cr Liam Gobbert	10 December to 15 December 2015 inclusive.

REPORT**ITEM 1 SETTING OF MEETING DATES - MAJOR PROJECTS COMMITTEE**

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	02153, 101515
ATTACHMENT	Nil
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

PURPOSE

For the Major Projects Committee to consider the proposed schedule of committee meeting dates for 2016.

EXECUTIVE SUMMARY

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

It is recommended the Major Projects Committee adopts the meeting dates and times for the Major Projects Committee of the City of Joondalup to be held at the Joondalup Civic Centre, Boas Avenue, Joondalup.

BACKGROUND

The Major Projects Committee was established at the Special Council meeting held on 3 November 2015. The role of the Major Projects Committee is to:

- oversee the progress of the Ocean Reef Marina, the Joondalup City Centre Office Development, the Joondalup Performing Arts and Cultural Facility and other major strategic capital projects as identified from time to time
- make recommendations to Council on various elements of the projects within the role of the Major Projects Committee, including but not limited to:
 - project scope
 - design elements and core project components
 - development models and financial structures
 - on-going management and utilisation models.

The proposed 2016 schedule of Council meeting dates is based on the format used in recent years. That is, a monthly meeting format with Strategy Sessions held on the first Tuesday of each month, Briefing Sessions held on the second Tuesday and Council meetings on the third Tuesday.

This enables committee meetings to be scheduled on the Monday, Tuesday or Wednesday of weeks one, two and three so as to minimise potential conflicts with other Council activities and provide a 'meeting-free' week in the fourth week of each month.

It is preferable to hold committee meetings in the first week of the month, thereby enabling committee recommendations to be listed in the Briefing Session agenda and subsequently the Council meeting agenda, however this may not always be possible due to other scheduled meetings.

DETAILS

The Major Projects Committee is a new committee that will oversee the progress of a variety of landmark projects within the City of Joondalup. Meetings of this committee may need to be held on an 'as-needs' basis, due to the nature and timing of decisions needed for these significant projects,. However, to ensure ongoing progress reports are provided to Elected Members and enable timely decisions to be made, it is suggested the Major Projects Committee meets bi-monthly, on the Monday of the first week of the month.

The proposed meeting day / date / times are as follows:

- Monday 1 February 2016, commencing at 6.00pm
- Monday 4 April 2016, commencing at 6.00pm
- Monday 13 June 2016, commencing at 6.00pm
- Monday 1 August 2016, commencing at 6.00pm
- Monday 31 October 2016, commencing at 6.00pm.
- Monday 28 November 2016, commencing at 6.00pm.

The first Monday in June is the WA Day public holiday, therefore it is proposed to hold the meeting the following week on 13 June. The December meeting schedule is typically held one week earlier to accommodate the Council recess and the December meeting has been scheduled on Monday 28 November accordingly.

Issues and options considered

The Major Projects Committee can either:

- adopt the meeting dates as proposed in this report
or
- amend the meeting dates.

Legislation / Strategic Community Plan / policy implications

Legislation *Local Government Act 1995.
Local Government (Administration) Regulations 1996.
City of Joondalup Meeting Procedures Local Law 2013.*

Strategic Community Plan

Key theme Governance and Leadership.

Objective Corporate capacity.

Strategic initiative Not applicable.

Policy Not applicable.

Risk management considerations

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.

Financial / budget implications

Not applicable.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

The proposed dates have been based on a bi-monthly meeting cycle, with meetings to be held in the first week of the month, thereby enabling flow-on reporting within Council's monthly meeting cycle. In addition, the proposed meeting dates for the Major Projects Committee are cognisant of proposed meeting dates for a variety of other committees.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That the Major Projects Committee ADOPTS the following meeting dates and times for the Major Projects Committee of the City of Joondalup to be held at the Joondalup Civic Centre, Boas Avenue, Joondalup:

Major Projects Committee To be held in Conference Room 2
Monday 1 February 2016, commencing at 6.00pm
Monday 4 April 2016, commencing at 6.00pm
Monday 13 June 2016, commencing at 6.00pm
Monday 1 August 2016, commencing at 6.00pm
Monday 31 October 2016, commencing at 6.00pm
Monday 28 November 2016, commencing at 6.00pm

MOVED Cr Chester, SECONDED Cr Fishwick that the Major Projects Committee ADOPTS the following meeting dates and times for the Major Projects Committee of the City of Joondalup to be held at the Joondalup Civic Centre, Boas Avenue, Joondalup:

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Monday 1 February 2016, commencing at 6.00pm
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Monday 28 November 2016, commencing at 6.00pm

The Motion was Put and

CARRIED (7/0)

In favour of the Motion: Mayor Pickard, Crs Chester, Fishwick, Gobbert, Hollywood, Jones and Norman.

CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 7.50pm; the following Committee Members being present at that time:

Mayor Troy Pickard
Cr Kerry Hollywood
Cr Nige Jones
Cr Liam Gobbert
Cr Mike Norman
Cr John Chester
Cr Russ Fishwick, JP