

# minutes

## Special Major Projects and Finance Committee

MEETING HELD ON

MONDAY 6 NOVEMBER 2023

### **Acknowledgement of Traditional Custodians**

The City of Joondalup acknowledges the traditional custodians of the land, the Whadjuk people of the Noongar nation, and recognises the culture of the Noongar people and the unique contribution they make to the Joondalup region and Australia. The City of Joondalup pays its respects to their Elders past and present and extends that respect to all Aboriginal and Torres Strait Islander peoples.

*This document is available in alternate formats upon request*

[joondalup.wa.gov.au](http://joondalup.wa.gov.au)

---

## TABLE OF CONTENTS

1	DECLARATION OF OPENING .....	3
2	DECLARATIONS OF FINANCIAL INTEREST / PROXIMITY INTEREST / INTEREST THAT MAY AFFECT IMPARTIALITY.....	4
3	ELECTION OF PRESIDING MEMBER.....	4
4	ELECTION OF DEPUTY PRESIDING MEMBER .....	4
5	APOLOGIES AND LEAVE OF ABSENCE .....	5
6	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION.....	5
7	IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC .....	5
8	PETITIONS AND DEPUTATIONS .....	5
9	REPORTS .....	6
	9.1 SETTING OF MEETING DATES - MAJOR PROJECTS AND FINANCE COMMITTEE (WARD - ALL) .....	6
10	CLOSURE .....	10

**Note:**

Clause 15.10 of the City's *Meeting Procedures Local Law 2013* states:

*This local law applies generally to committee meetings except for clause 7.1 in respect of members seating and clause 7.8 in respect of limitation on members speaking.*

---

## CITY OF JOONDALUP

### MINUTES OF THE SPECIAL MAJOR PROJECTS AND FINANCE COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON 6 NOVEMBER 2023.

#### ATTENDANCE

##### Committee Members:

Cr Adrian Hill	<i>Presiding Member</i>	
Mayor Hon. Albert Jacob, JP		<i>absent from 8.02pm to 8.06pm</i>
Cr Christopher May, JP		
Cr Nige Jones		
Cr Russ Fishwick, JP		
Cr Rohan O'Neill		
Cr Phillip Vinciullo	<i>Deputy Presiding Member</i>	

##### Observers:

Cr John Chester		
Cr Christine Hamilton-Prime		
Cr Lewis Hutton		<i>absent from 7.52pm to 7.54pm</i>
Cr Daniel Kingston		
Cr Rebecca Pizzey		

##### Officers:

Mr James Pearson	Chief Executive Officer
Mr Jamie Parry	Director Governance and Strategy
Mr Nico Claassen	Director Infrastructure Services
Mr Mat Humfrey	Director Corporate Services
Mr Chris Leigh	Director Planning and Community Development
Mrs Kylie Bergmann	Manager Governance
Mrs Vivienne Stampalija	Governance Coordinator
Mrs Deborah Gouges	Senior Governance Officer
Ms Avril Schadendorf	Governance Officer
Mrs Susan Hateley	Governance Officer

## 1 DECLARATION OF OPENING

The Chief Executive Officer declared the meeting open at 7.51pm.

*Cr Hutton left the meeting at 7.52pm.*

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

Nil.

## **3 ELECTION OF PRESIDING MEMBER**

Section 5.12 of the *Local Government Act 1995* (the Act) 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.

Hon. Mayor Albert Jacob, JP nominated Cr Adrian Hill for the position of Presiding Member.

There being no further nominations at the close of the Election for Presiding Member, Cr Hill was declared elected unopposed to the position of Presiding Member and assumed the Chair at 7.53pm.

*Cr Hutton entered the meeting at 7.54pm*

*Mayor Jacob left the meeting at 8.02pm*

## **4 ELECTION OF DEPUTY PRESIDING MEMBER**

It is open for the Committee to elect a Deputy Presiding Member, who would chair the meeting in the absence of the Presiding Member. Alternatively, if the Presiding Member is unavailable to chair the meeting and no Deputy Presiding Member has been appointed, in accordance with Section 5.14 of the Act, the Committee Members present at the meeting may choose one of themselves to preside over the meeting.

Cr Rohan O'Neill, Cr Christopher May and Cr Phillip Vinciullo nominated themselves for the positions of Deputy Presiding Member.

As there were three nominations a secret ballot was held. As per clause 8(5) of Schedule 2.3 of the *Local Government Act 1995*, the votes cast under subclause (5) were counted, and a successful candidate determined.

In accordance with Schedule 4.1 of the *Local Government Act 1995*, Cr Phillip Vinciullo was declared elected to the position of Deputy Presiding Member.

## **5 APOLOGIES AND LEAVE OF ABSENCE**

### **5.1 APOLOGIES**

Cr John Raftis

### **5.2 REQUEST FOR LEAVE OF ABSENCE**

Cr Nige Jones 14 to 23 November 2023 inclusive.

*Mayor Jacob entered the meeting at 8.06pm*

## **6 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil.

## **7 IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

In accordance with Clause 5.2 of the City's *Meeting Procedures Local Law 2013*, this meeting is not open to the public.

## **8 PETITIONS AND DEPUTATIONS**

Nil.

---

## 9 REPORTS

### 9.1 SETTING OF MEETING DATES - MAJOR PROJECTS AND FINANCE COMMITTEE (WARD - ALL)

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Director Governance and Strategy
<b>FILE NUMBER</b>	107023, 02153, 101515
<b>AUTHORITY / DISCRETION</b>	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 and Finance Committee (MPFC) to consider the setting of committee meeting dates for 2023-24.

#### 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 and Finance Committee, ensuring synergy between meeting dates and the flow of information and decision-making.

The setting of the 2024 Council meeting dates is scheduled to be presented at the Council meeting to be held on 28 November 2023. This report will provide Elected Members with two alternative meeting cycle options for their consideration, which may impact on the timing for committee meeting dates.

For this reason, only the first committee meeting date for 2024 is proposed to be set for the committee's consideration. A further report will be presented to the first committee meeting to be held in 2024, to set the remainder of committee dates for 2024.

*It is therefore recommended that the Major Projects and Finance Committee*

1 *ADOPTS the following meeting dates and times for the Major Projects and Finance Committee of the City of Joondalup to be held at the Joondalup Civic Centre (Conference Room 1), Boas Avenue, Joondalup:*

1.1 *Monday 27 November 2023, commencing at 6.00pm;*

1.2 *Monday 25 March 2024, commencing at 6.00pm;*

2 *NOTES that a further report will be presented to the first Major Projects and Finance Committee meeting in 2024, to set the remainder of the Major Projects and Finance Committee meeting dates for 2024.*

---

## BACKGROUND

The former Major Projects Committee was merged with the Finance Committee at the Special Council meeting held on 6 November 2017 (JSC03-11/17 refers).

At a Special Meeting of Council held on 1 November 2021 (JSC02-11/21 refers) it was resolved that the Major Projects and Finance Committee's role be detailed as shown below.

It is suggested that the role of the MPFC be maintained for the re-establishment of Committee in 2023:

- 1 oversee the progress of the City's annual capital works program and review of the City's *Five Year Capital Works Program*;
- 2 make recommendations to Council on modifications of capital works projects and major strategic capital projects;
- 3 make recommendations to Council on various elements of major strategic capital projects (such as the Ocean Reef Marina, City Centre Office Development and Joondalup Performing Arts and Cultural Facility), including but not limited to:
  - project scope;
  - design elements and core project components;
  - development models and financial structures;
  - on-going management and utilisation models;
- 4 make recommendations to Council on the services to be provided by the City and the standards of service delivery being cognisant of industry best practice;
- 5 oversee the City's financial management activities, funding proposals and long-term strategic financial planning;
- 6 make recommendations to Council on reviews and impacts on the City's *10 Year Strategic Financial Plan*.

## DETAILS

The Major Projects and Finance Committee 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 and Finance Committee meets bi-monthly, scheduling five meetings in 2024.

The setting of the 2024 Council meeting dates is scheduled to be presented at the Council meeting to be held on 28 November 2023. This report will provide Council with two alternative meeting cycle options for their consideration, which may impact on the timing of committee meeting dates.

It is therefore recommended that the Committee set the dates for the remainder of 2023, and the first committee meeting date for 2024. A further report will be presented to the first committee meeting of 2024 to set the remainder of committee meeting dates for 2024.

---

## Issues and options considered

The Major Projects and Finance Committee can either:

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

## Legislation / Strategic Community Plan / Policy implications

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

## 10-Year Strategic Community Plan

**Key theme**                      5. Leadership.

**Outcome**                      5-1 Capable and effective - you have an informed and capable  
Council backed by a highly-skilled workforce.

5-4 Responsible and financially sustainable - you are provided with a  
range of City services which are delivered in a financially responsible  
manner.

**Policy**                              Not applicable.

## Risk management considerations

Not applicable.

## Financial / budget implications

Not applicable.

All amounts quoted in this report are exclusive of GST.

## 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 five Major Projects and Finance Committee meetings held throughout 2024. In addition, the proposed meeting dates for the Major Projects and Finance Committee are cognisant of proposed meeting dates for a variety of other committees and civic events.

## VOTING REQUIREMENTS

Simple Majority.

**OFFICER'S RECOMMENDATION MOVED Cr May, SECONDED Cr Jones that the Major Projects and Finance Committee:**

- 1 ADOPTS the following meeting dates and times for the Major Projects and Finance Committee of the City of Joondalup to be held at the Joondalup Civic Centre (Conference Room 1), Boas Avenue, Joondalup:**
  - 1.1 Monday 27 November 2023, commencing at 6.00pm;**
  - 1.2 Monday 25 March 2024, commencing at 6.00pm;**
- 2 NOTES that a further report will be presented to the first Major Projects and Finance Committee meeting in 2024, to set the remainder of the Major Projects and Finance Committee meeting dates for 2024.**

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Cr Hill, Mayor Jacob, Cr Fishwick, Cr Jones, Cr May, Cr O'Neill and Cr Vinciullo.  
**Against the Motion:** Nil.

## ATTACHMENTS

Nil

---

## 10 CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 8.08pm the following Committee Members being present at that time:

CR ADRIAN HILL  
MAYOR HON. ALBERT JACOB, JP  
CR CHRISTOPHER MAY, JP  
CR NIGE JONES  
CR RUSS FISHWICK, JP  
CR ROHAN O'NEILL  
CR PHILLIP VINCIULLO