

# minutes

## Policy Committee

MEETING HELD ON **TUESDAY 24 August 2010**

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**CITY OF JOONDALUP****MINUTES OF THE POLICY COMMITTEE MEETING HELD IN CONFERENCE ROOM 2,  
JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON TUESDAY,  
24 AUGUST 2010****ATTENDANCE*****Committee Members***

Cr Kerry Hollywood	<i>Presiding Person</i>	
Cr John Chester	<i>Deputy Presiding Person</i>	<i>Absent from 2030 hrs to 2035 hrs</i>
Mayor Troy Pickard		
Cr Trona Young		
Cr Liam Gobbert		<i>Absent from 2015 hrs to 2018 hrs</i>
Cr Christine Hamilton-Prime		
Cr Fiona Diaz		

**Observers:**

Cr Brian Corr  
Cr Mike Norman  
Cr Russ Fishwick

**Officers:**

Mr Garry Hunt	Chief Executive Officer
Mr Jamie Parry	Director, Governance and Strategy
Ms Dale Page	Director, Planning and Development
Mr Tim Hegney	Governance Coordinator

**DECLARATION OF OPENING**

The Presiding Person declared the meeting open at 1910 hrs.

**APOLOGIES/LEAVE OF ABSENCE**

Nil.

**CONFIRMATION OF MINUTES****MINUTES OF THE POLICY COMMITTEE HELD ON 27 APRIL 2010**

**MOVED Cr Gobbert, SECONDED Cr Hamilton-Prime that the minutes of the meeting of the Policy Committee held on 27 April 2010 be confirmed as a true and correct record.**

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Crs Hollywood, Hamilton-Prime, Chester, Diaz, Gobbert, Young and Mayor Pickard

**ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Nil.

**DECLARATIONS OF INTEREST**

Nil.

**IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY SIT BEHIND CLOSED DOORS**

Nil.

**PETITIONS AND DEPUTATIONS**

Nil.

**REPORTS****ITEM 1 REIMBURSEMENT FOR ELECTED MEMBER TRAVEL EXPENSES BY BICYCLE (ELECTED MEMBERS — ALLOWANCES POLICY)**

**WARD:** All

**RESPONSIBLE DIRECTOR:** Mr Jamie Parry  
Governance and Strategy

**FILE NUMBER:** 27122 13399

**ATTACHMENTS:** Attachment 1 Elected Members – Allowances (amended Draft Policy)

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**PURPOSE / EXECUTIVE SUMMARY**

This report outlines proposed amendments to the *Elected Members — Allowances* policy, relating to the reimbursement for Elected Member travel expenses by bicycle.

**BACKGROUND**

The City currently reimburses Elected Members for travel expenses incurred (in relation to motorised vehicles) whilst attending Council business and other related activities. Specific provision is contained within the *Local Government Act 1995* to permit local governments to pay such expenses. Although no specific provision exists in the Act to reimburse Elected Members for costs incurred in relation to travel on Council business by bicycle, provisions exist in the *Local Government (Administration) Regulations 1996* that could enable reimbursement.

## DETAILS

Under the *Local Government Act 1995*, Elected Members using motorised vehicles are entitled to reimbursement of mileage claims when using a vehicle on Council business. At the present time, costs incurred in connection with using a bicycle have not been considered entitled. This situation could be considered inequitable as it discriminates against one form of transport compared with another. There are also environmental considerations as it could be strongly argued that the use of a motor vehicle consumes valuable resources and contributes to pollution, whereas the use of a bicycle does not. In addition, the use of a bicycle is consistent with the City's *Strategic Plan 2008–2011* and *Bike Plan 2009*.

### Issues and Options Considered:

The proposed reimbursement can only be approved in accordance with the *Local Government (Administration) Regulations 1996*, namely:

#### **32 Expenses that may be approved for reimbursement — s. 5.98(2)(b) and (3)**

- (1) *For the purposes of section 5.98(2)(b), the kinds of expenses that may be approved by any local government for reimbursement by the local government are —*
  - (a) *an expense incurred by a council member in performing a function under the express authority of the local government;*
  - (b) *an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and*
  - (c) *an expense incurred by a council member in performing a function in his or her capacity as a council member.*
- (2) *The extent to which an expense referred to in subregulation (1) can be reimbursed is the actual amount, verified by sufficient information.*

Expenses of this nature can therefore be reimbursed in accordance with s.32(1)(c), but must be accompanied by documented evidence of the costs incurred (as per s.32(2)).

Additional provisions for the reimbursement of Elected Member travel expenses by bicycle have been included in the draft amended policy, *Elected Members — Allowances* which is attached to this report. These additional provisions have been included in section 7.3 'Travel'.

### Rate per Kilometre:

Research has been conducted into an appropriate rate per kilometre for usage, based on the cost of owning and maintaining a bicycle. According to the Victorian Department of Transport, the Victorian Employers Chamber of Commerce and Industry recommend a reimbursement rate of 9.89¢ per kilometre. Additionally, the City of Melbourne, who have a similar policy to the one proposed in this report, include a rate of 9.40¢ per kilometre, and the City of Yarra's *Bicycle Mileage Allowance and Purchase Guidelines Policy* includes a rate of 9.89¢. It is therefore recommended that the City's policy include a rate of between 9–10¢ per kilometre (n.b.: the draft policy has included the rate at the upper limit of 10¢ per kilometre).

**Legislation/Strategic Plan/Policy Implications:**

**Legislation:** Local Government Act 1995  
Local Government (Administration) Regulations 1996

**Strategic Plan:**

**Key Focus Area:** Community Wellbeing

**Objective:** To facilitate healthy lifestyles within the community.

**Policy:** City Policy - Elected Members — Allowances

**Risk Management Considerations:**

Not Applicable.

**Financial/Budget Implications:**

Elected Members continue to be limited in the total amount they are able to claim under the *Local Government Act 1995*. Therefore, it is not anticipated that the proposed changes to the *Elected Members — Allowances* policy will have any financial impact.

**Regional Significance:**

Not Applicable.

**Sustainability Implications:**

Although the proposed amendments to the *Elected Members — Allowances* policy do not specifically encourage bicycle usage amongst Elected Members, the amendments do, to some extent, remove any disincentive for Elected Members to choose a motor vehicle over a bicycle as their preferred method of transport to and from Council events. As a result, this change in policy may potentially have a positive impact on environmental sustainability.

**Consultation:**

Not Applicable.

**COMMENT**

The proposed amendment to the *Elected Members — Allowances* policy does not have any foreseeable financial impacts and is supported by the City's *Strategic Plan 2008–2011* and the City's *Bike Plan 2009*. It is therefore recommended that Council adopt the amended policy provided as Attachment 1.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION:** That the Policy Committee RECOMMENDS that Council ADOPTS the amended *Elected Members — Allowances* Policy as outlined in Attachment 1 to this Report.

**MOVED Mayor Pickard, SECONDED Cr Young that the Policy Committee RECOMMENDS that Council:**

- 1 AMENDS Clause 7.3 of Policy – *Elected Members – Allowances* to include travel costs related to public transport;**
- 2 ADOPTS the amended *Elected Members – Allowances* Policy as outlined in Attachment 1 to this Report.**

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Crs Hollywood, Hamilton-Prime, Chester, Diaz, Gobbert, Young and Mayor Pickard

*Appendix 1 refers*

*To access this attachment on electronic document, click here: [Attach1policy240810.pdf](#)*

## **ITEM 2 ENVIRONMENTALLY SUSTAINABLE DESIGN (‘GREEN’ BUILDINGS)**

**WARD:** All  
**RESPONSIBLE** Ms Dale Page

**DIRECTOR:** Planning and Development

**FILE NUMBER:** 21452, 09717

**ATTACHMENTS:** Attachment 1 Environmentally Sustainable Design (‘Green’ Buildings): Discussion Paper

### **PURPOSE / EXECUTIVE SUMMARY**

This report outlines the content of the attached *Environmentally Sustainable Design (‘Green’ Buildings): Discussion Paper* and related draft policies: *Environmentally Sustainable Buildings Policy*; *Small Scale Renewable Energy Systems Policy*; and *Environmentally Sustainable Buildings in the Joondalup City Centre Policy*.

### **BACKGROUND**

At the Council Meeting held on the 17 February 2009, the following was requested:

*“– a Green Building Policy to encourage construction and retro-fitting of Green Star buildings in the City of Joondalup be prepared for consideration by the Policy Committee’ (CJ037-02/09 refers).”*

In addition, at the Council Meeting held on 16 March 2010, Council requested:

*“— a report be submitted to the Policy Committee on the current trend of greening of houses, addressing issues such as PV cells, wind turbines and other initiatives, and information on the guidelines for installation on existing and new homes from a development perspective (CJ039-03/10 refers).”*

## DETAILS

The attached Discussion Paper addresses these two requests, detailing the Green Building Council of Australia's 'Green Star' rating tools and explaining the underlying principle of these tools — environmentally sustainable design. The Discussion Paper also investigates how the principles of environmentally sustainable design are currently being implemented in the City and how the City could further its role in encouraging environmentally sustainable design in the community.

### Issues and Options Considered:

Based on the details provided in the Discussion Paper, the following options are presented for consideration:

- (a) *Leadership:* The City can show leadership in environmentally sustainable design by ensuring that, wherever possible and appropriate, City buildings are constructed and/or retro-fitted to comply with environmentally sustainable design principles.
- (b) *Policy:* The City can develop an environmentally sustainable design policy which encourages applicants wishing to develop or retro-fit buildings in the City Centre to incorporate these design principles.
- (c) *Promotion and education:* The City can provide appropriate community education to ensure the dissemination of accurate and useful information.
- (d) *Incentives:* The City can provide incentives to the community to encourage environmentally sustainable design.

### Legislation/Strategic Plan/Policy Implications

#### Strategic Plan

**Key Focus Area:** 2 The Natural Environment

**Objective:** 2.1 To ensure that the City's natural environmental assets are preserved, rehabilitated and maintained.

**Key Focus Area:** 4 The Built Environment

**Objective:** 2.1 To ensure high quality urban development within the City.

#### Policy

Based on the options provided in the Discussion Paper, the City has developed three draft policies for consideration — *Environmentally Sustainable Buildings Policy*, *Small Scale Renewable Energy Systems Policy* and *Environmentally Sustainable Buildings in the Joondalup City Centre Policy*.

In addition to these, the following policies are also related to environmentally sustainable design in the City:

- (a) *Sustainability Policy:* This policy requires the City to ensure that sustainability considerations are embedded into all strategic documents, including those relating to building design and construction.

- (b) *Draft Dual Density Code Policy*: This draft planning policy contains sustainability criteria for 'housing opportunity areas'. The policy promotes environmentally sustainable principles as an incentive to developers to achieve a higher density code (e.g.: energy, landscaping and water criteria). (The draft *Dual Density Code Policy* has been released for public comment with the draft *Local Housing Strategy*, and the results will be analysed and presented to Council in late 2010/early 2011.)

### **Risk Management Considerations:**

As detailed above, based on the options provided in the Discussion Paper, the City has made recommendations to develop three policies. The first of these, the draft *Environmentally Sustainable Buildings Policy*, ensures the City is leading-by-example in the promotion of environmentally sustainable design in the community. A risk associated with this policy is that incorporating environmentally sustainable design into *all* City buildings may have budget implications. The City has minimised this risk by including the clause 'wherever practicable'. This will ensure that the City is required to consider the principles of environmentally sustainable design in the construction, renovation and retro-fitting of all future building assets; however, the City is not obliged to incorporate these principles where they are not appropriate, (for example site selection and orientation considerations may not be relevant for the installation of a bus shelter).

With respect to the draft *Environmentally Sustainable Buildings in the Joondalup City Centre Policy*, it is important to note that the policy encourages but does not mandate the incorporation of environmentally sustainable design principles into the development of new buildings and the redevelopment of existing buildings. If Council chose to mandate or require developers to incorporate environmentally sustainable design principles, this could be perceived as being overly onerous and could act as disincentive to investment and development in the City Centre.

### **Financial/Budget Implications:**

Specific budget implications cannot be determined at this time; however, the following broad assumptions can be made for the three draft policies:

- (a) *Draft Environmentally Sustainable Buildings Policy*: As detailed in the 'Risk Management Considerations' above, it is possible that incorporating environmentally sustainable design into the construction, renovation and retro-fitting of all future building assets may require additional budget. This will be dependent on various factors as some environmentally sustainable design criteria (such as site selection, passive solar design, and some low energy technologies), are cost-negligible or as cost-efficient as their non-'green' counterparts. Some criteria however (such as renewable energy technologies, water reuse and indoor air quality enhancement) may be more costly than other products/technologies. Consequently, it is recommended that the monetary costs/benefits be weighed up against the environmental costs/benefits for each building and retro-fitting project, with a decision being made based on the best outcomes 'across the board'.
- (b) *Draft Small Scale Renewable Energy Systems Policy*: Based on the number of enquiries the City has received regarding the installation of renewable energy systems, it is not anticipated that this policy will have significant budget implications. However, it is likely that these technologies will grow in popularity, and there are potential budget implications for the medium- and long-term with regard to administration.

- (c) *Draft Environmentally Sustainable Buildings in the Joondalup City Centre Policy*: This policy will accompany the City's *Draft Joondalup City Centre Structure Plan*, and requires a checklist to be submitted with all applications for planning approval for sites within the Joondalup City Centre (excluding single and grouped dwellings). All planning applications will need to be assessed against the provisions of the policy and, as such, there are potential budget implications for the medium- and long-term with regard to administration.

**Regional Significance:**

Not Applicable.

**Sustainability Implications:**

The incorporation of environmentally sustainable design principles into City policy would support the environmental sustainability of the City. The draft *Environmentally Sustainable Buildings Policy* ensures that all City buildings consider environmentally sustainable design in construction and/or retro-fitting, the draft *Small Scale Renewable Energy Systems Policy* provides clear guidelines on approvals and acceptable development provisions for solar energy and wind energy systems, and the draft *Environmentally Sustainable Buildings in the Joondalup City Centre Policy* provides encouragement for the integration of environmentally sustainable design into new buildings and redevelopments in the Joondalup City Centre.

These draft policies encourage energy and water efficiency, use of non-toxic and recycled materials, enhancement of indoor air quality, minimisation of waste, and use of alternative energy systems. Overall, these policies will contribute to lower greenhouse gas emissions from City buildings and facilitate lower emissions from privately-owned buildings in the community.

**Consultation:**

The three draft policies, *Environmentally Sustainable Buildings Policy*, *Small Scale Renewable Energy Systems Policy*, and *Environmentally Sustainable Buildings in the Joondalup City Centre Policy* will need to be advertised for public comment before final adoption by the Council.

**COMMENT**

As outlined above, the following recommendations have been made based on the details provided in the Discussion Paper.

- (a) Develop an environmentally sustainable design policy to apply to all City-owned buildings (draft policy provided as Attachment 1 to the Discussion Paper).
- (b) Develop a small scale renewable energy systems policy to establish criteria for the development of small scale renewable energy systems on land or buildings within the City (draft policy provided as Attachment 2 to the Discussion Paper).
- (c) Develop an environmentally sustainable buildings policy for residential (excluding single and grouped dwellings) and commercial buildings and redevelopments in the Joondalup City Centre to accompany the *Draft Joondalup City Centre Structure Plan* (draft policy provided as Attachment 3 to the Discussion Paper, with a draft checklist for environmentally sustainable design included as Attachment 4 to the Discussion Paper)
- (d) Continue the promotional and educational initiatives the City is already undertaking.

## VOTING REQUIREMENTS

Simple Majority

*Cr Gobbert left the Room at 2015 hrs and returned at 2018 hrs.*

At the meeting the following issues were requested for inclusion in the documentation:

- 1 Policy - Environmentally Sustainable Buildings in the Joondalup City Centre:
  - to extend to commercial buildings beyond the city centre;
  - to specify that priority assessment would be given to applications that include Environmentally Sustainable Design initiatives;
- 2 Environmentally Sustainable Design Checklist:
  - changed to include “tick boxes” for natural/fan forced ventilation and for the use of natural materials (eg. roof gardens and green walls);
  - amended to include question about whether the development had been assessed against a green rating tool. If so, which tool had been used and what rating did the building achieve.

**OFFICER’S RECOMMENDATION:** That the Policy Committee RECOMMENDS that Council adopts the Policy:

- 1 *Environmentally Sustainable Buildings*, provided as Attachment 1 to the Discussion Paper to this Report;
- 2 *Small Scale Renewable Energy Systems*, provided as Attachment 2 to the Discussion Paper to this Report;
- 3 *Environmentally Sustainable Buildings in the Joondalup City Centre* and the checklist *Joondalup City Centre — Environmentally Sustainable Design Checklist*, provided as Attachments 3 and 4 to the Discussion Paper to this Report.

**MOVED Cr Young, SECONDED Cr Hamilton-Prime that the Policy Committee RECOMMENDS that Council ADOPTS the Policy as amended:**

- 1 ***Environmentally Sustainable Buildings***, provided as Attachment 1 to the Discussion Paper to this Report;
- 2 ***Small Scale Renewable Energy Systems***, provided as Attachment 2 to the Discussion Paper to this Report;
- 3 ***Environmentally Sustainable Buildings in the Joondalup City Centre* and the checklist *Joondalup City Centre — Environmentally Sustainable Design Checklist***, provided as Attachments 3 and 4 to the Discussion Paper to this Report.

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Crs Hollywood, Hamilton-Prime, Chester, Diaz, Gobbert, Cr Young and Mayor Pickard

*Appendix 2 refers*

To access this attachment on electronic document, click here: [Attach2minpolicy240810.pdf](#)

## **ITEM 3                      REVIEW      OF      COUNCIL      POLICY      PUBLIC PARTICIPATION**

**WARD:** All

**RESPONSIBLE  
DIRECTOR:** Mr Jamie Parry  
Governance and Strategy

**FILE NUMBER:** 75521

**ATTACHMENTS:** Attachment 1      Option 3 - Public Participation Policy  
Attachment 2      Option 1 - Draft Community Consultation and  
Engagement Policy  
Attachment 3      Community Consultation and Engagement Protocol

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### **PURPOSE**

To present information on a review of the Public Participation Policy, and a proposed new Community Consultation and Engagement Policy.

### **EXECUTIVE SUMMARY**

This report proposes that the City's Public Participation Policy and its supporting Strategy are replaced with a Community Consultation and Engagement Policy. The proposed Community Consultation and Engagement Policy incorporates major aspects of the Public Participation Strategy that have been shown to be effective in practice, and is supported by a Protocol to guide implementation of the proposed Community Consultation and Engagement Policy.

### **BACKGROUND**

At the meeting of Council held on 15 December 2008, a request was received for a report to the Policy Committee on a review of the Public Participation Policy. The review included consideration of the Public Participation Strategy which was written to support the Policy in 2005 and later amended in 2006. The Strategy supported implementation of the Policy by providing guidance on:

- The identification of issues requiring public participation;
- The inclusion in the annual budget process of funding for public participation activities;
- Increasing staff awareness and skills in public participation techniques;
- How all sectors and groups within the community can have the opportunity to participate in the City's activities; and
- A community education program relating to public participation in the City's affairs.

A report was presented to the Policy Committee at its meeting of 9 September 2009 that took into account the practical experience acquired from designing and carrying out consultation processes, the current literature on community engagement and consultation and a desktop review of policy documents of other local governments that had been redrafted or written in the last 12 months.

On receiving the report, the Policy Committee requested a further report concerning a future Community Consultation and Engagement Policy. This report was presented to the Policy Committee at its meeting held on 23 February 2010, whereby it was resolved that the *Policy Committee RECOMMENDS that Council:*

- 1 *DELETES Council Policy – Public Participation;*
- 2 *ADOPTS Council Policy - Community Consultation and Engagement forming Attachment 1 to this Report, subject to the inclusion of the following additional statement:*

*“Sustainability*

*This Policy ensures that decisions by the Council are made with full knowledge, which may potentially support sustainable outcomes.*

*The Policy provides a clear statement of the Council's intention to make itself aware of community opinion in order to inform decision-making. The Policy seeks to ensure that all groups in the community have the opportunity to engage with the Council on matters that affect them, and will contribute to an improved quality of the decisions reached, and greater acceptance of the final Council decisions by members of the community.”*

The minutes of the Policy Committee meeting of 23 February 2010 were presented to the Council meeting of 16 March 2010 whereby it was resolved inter alia that the *Council REFERS Council Policy – Public Participation and proposed Council Policy - Community Consultation and Engagement back to the Administration to enable further engagement with the Elected Members.*

A further report was prepared for the Policy Committee meeting of 27 April 2010 whereby it was resolved that debate on the item pertaining to Council Policy – Community Consultation be adjourned until the Policy Committee meeting to be held on 24 August 2010.

## **DETAILS**

It is proposed that the City's Public Participation Policy shown as *Attachment 1* to this report and its supporting Strategy are replaced with a Community Consultation and Engagement Policy shown as *Attachment 2* to this Report. The proposed Community Consultation and Engagement Policy is divided into two parts. The first part identifies what the City will do when engaging with the community on matters associated with local governance and the second part identifies how the community will be actively encouraged to take up opportunities to participate. In this way, the proposed Policy incorporates aspects of the Public Participation Strategy that have been shown to be effective in practice and are most strongly supported by contemporary literature. The Strategy, which has previously been an internal document, will no longer be required given that the major elements have been incorporated into the proposed Community Consultation and Engagement Policy.

The following table concerns the first part of the proposed Policy and identifies statements that have been included in the document and the benefits of doing so.

Statement	Benefits
The purpose and scope of each consultation exercise is clear and unambiguous.	<ul style="list-style-type: none"> <li>• Identifies issue/Sets agenda.</li> <li>• Identifies “out of scope” matters up front.</li> <li>• Provides for the articulation of a representative sample.</li> <li>• Explains how information will be sought from the public and what it will be used for.</li> <li>• Sets a standard for the information to be provided to the public.</li> </ul>
Timeframes of any consultation undertaken, including the opening and closing dates, are stated.	
Non negotiable aspects of a consultation are stated.	
The target audience for a consultation exercise is stated.	
The extent to which the outcome of a consultation will influence a Council decision is identified.	
The consultation methods to be employed for each consultation exercise are stated.	
Accurate, adequate and unbiased information is provided for the public to give informed opinions.	
Adequate time and resources are provided for consultation processes to take place.	<ul style="list-style-type: none"> <li>• Identifies level of resources needed for consultation – indicative of commitment.</li> </ul>
Analysis of the feedback from a consultation process will be published on the City’s website.	<ul style="list-style-type: none"> <li>• Public education/information. Could be linked to an opportunity for the public to evaluate the extent to which they were ‘engaged.’</li> </ul>
Where applicable, statutory legislative requirements for community consultation are satisfied.	<ul style="list-style-type: none"> <li>• Indicates base level requirements for consultation.</li> </ul>
Circumstances where wide consultation is not possible: <ul style="list-style-type: none"> <li>• Emergencies – matters concerning public safety etc.</li> <li>• Legal constraints.</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies practical limitations of consultative processes.</li> </ul>

The second part of the proposed Policy focuses on the continuing need for community education for participation and refers to the provision of opportunities for ‘active citizenship’ in the City of Joondalup.

Retention of community education as a component of a new Community Consultation and Engagement Policy reflects review findings that community interest and involvement in policies, plans and service delivery continues to be challenging. There is the risk that low rates of participation may serve to invalidate the outcomes of a consultative process from a community perspective and increase public distrust and disaffection. Effective community education on opportunities to become 'active citizens' will serve as a vehicle for building trust with the community at the same time as empowering them to get involved.

Practical implementation of both parts of the proposed Policy will be guided by an overall operational protocol that addresses:

- how representativeness is to be sought on specific issues;
- participant identification;
- what methods of community engagement could be used by the City; and
- when (time of year/suitable dates and times) and where community engagement could take place.

Whilst the Community Consultation and Engagement Protocol is an internal document to guide officers in the implementation of the proposed Community Consultation and Engagement Policy, the Protocol is shown as *Attachment 3* to this report to provide further information to the Policy Committee.

A separate Protocol will be developed on how 'active citizenship' will be promoted through community education.

### **How representativeness will be sought**

The proposed Policy identifies that a target audience will be identified for any consultation process and that this '*may involve random selection of participants.*' The Protocol shown as *Attachment 3* to this report outlines how this may be done dependent on whether the consultation is to be exploratory and therefore 'open-ended' or whether it is to identify levels of community support for options that have already been identified.

Exploratory consultations are those in which the community is invited to contribute in ways that allow for the capture of their attitudes, values and beliefs on matters such as the development or review of a strategy, policy, plan or service. To encourage participation that encompasses the broader community, random selection of a representative sample of City residents are invited to become involved. Selection may be at the level of a geographic area or across the whole of the City. Opportunities to participate may also be advertised widely and through a range of communication channels. Exploratory consultations are those in which any individual or group with an interest in the matter may participate.

Consultation on identified options occurs when Council has already given 'in principle' support for a course of action as set out in a plan, policy, strategy or service but wishes to determine levels of community support before going further. In these circumstances, representation is a critical factor because the information sought must be aggregated to provide a result, usually in the form of a percentage response, to identify preferred options. As previously, selection may be at the level of a geographic area or across the whole of the City but the sample selected must be representative of the population for the discrete geographic area or the whole of the City.

## **Participant Identification**

This is dependent on whether a consultation is exploratory or concerns predetermined options. During exploratory consultations where matters are in the developmental stage, participants may remain anonymous (other than having provided basic demographic information). During consultations to identify levels of community support for a particular option, being able to identify participants is important for the purposes of validation.

It should be noted that it is the City's usual practice to request the names and addresses of those responding to surveys during formal consultation efforts, in order for the response to be valid. However, there may be circumstances where anonymity to a subject matter may be appropriate to elicit a suitable community response. In those circumstances the consultation will be tightly controlled to ensure legitimacy of responses and the Community Consultation and Engagement Protocol shown as *Attachment 3* provides further details on how these controls will be applied.

## **Methods of Engagement**

In general, exploratory matters may be addressed using on or off-line community forums, focus groups and even surveys (using only open-ended questions) as they provide opportunities for people to learn about the topic and to express their values, attitudes and beliefs on the matter.

In circumstances where community input is limited to deciding amongst the available options, on or off-line surveys using closed questions are the most appropriate method for determining levels of community support.

## **When and where for consultation?**

At the meeting of the Policy Committee held on 24 February 2010 it was felt that consultations ought not to be conducted over the Summer period (being after the final ordinary meeting of Council in December to the first ordinary meeting of Council in February of the following year). Two exceptions should be noted:

- On some occasions consultation during the Summer may be entirely appropriate and justifiable and approval for any consultation to be held is to be determined by Council;
- Compliance with statutory requirements concerning advertising for planning or approvals matters may make it necessary to advertise consultations during the Summer period. Approval for any consultation is to be determined by the Chief Executive Officer.

## **Off or Online?**

Exploratory types of consultation using workshops, community forums or reference groups have traditionally been held at City venues and usually during the evening to cater for work commitments. Whilst events of this nature cannot be said to be representative of the interests of the community as a whole, they do provide opportunities for identifying issues, concerns and potential solutions on a broad range of matters

With the advent of social media, people can now become aware of and actively contribute to consultative processes via the internet. To date the City has used online surveys on a number of occasions and is currently researching capacity for exploratory types of online consultation such as moderated online forums or blogs.

## Promotion of Active Citizenship

As noted in the previous report, community education for active citizenship would primarily be targeted toward 'new citizens' in the City and include:

- The obligations of citizenship;
- The role of the City in local governance;
- Why community participation in local governance is important;
- The differences between consultation (option preference) and engagement (exploration of the issues);
- Typical opportunities to participate;
- How opportunities to participate will be communicated and managed – on and offline; and
- How the community will be able to evaluate the City's performance in managing a participative process.

### Issues and options considered:

The Policy Committee may:

Option One: Approve the draft Community Consultation and Engagement Policy for referral to Council for consideration as a replacement for Council Policy Public Participation. The draft Policy (as amended by the Policy Committee at its February 2010 meeting) is shown as Attachment 2 to this report.

Option Two: Amend the draft Community Consultation and Engagement Policy prior to referral to Council

Option Three: Retain Council Policy - Public Participation (and the present version of the Public Participation Strategy) with an amendment to reflect the fact that a Public Participation Strategy has been in place since 2005. The amended Policy is shown as Attachment 1 to this report.

Option One is recommended as it contains clear statements on what the City will do when seeking to engage with the community and incorporates the most salient aspects of the current Public Participation Strategy.

### Legislation/Strategic Plan/Policy Implications

**Legislation** Section 1.3 (2) (b) and (c) of the Local Government Act (1995). Refers to greater community participation in the decisions and affairs of local governments; greater accountability of local governments to their communities

#### Strategic Plan

**Key Focus Area:** Leadership and Governance

**Objective:** To engage proactively with the community

**Policy** Council Policy - Public Participation

**Risk Management considerations:**

There is a risk associated with Council making decisions on the conduct of community consultation and engagement processes without a clear idea of developments in best practice on the national and international level.

**Financial/Budget Implications:**

There are financial implications associated with community consultation and engagement and these are considered during the annual budget process.

**Regional Significance:**

Not Applicable.

**Sustainability Implications:**

Sustainable development is dependent on the practices associated with 'good governance' such as openness and transparency and the active involvement of citizens in decision-making. The literature on sustainable development indicates that by involving citizens in decisions likely to have an impact on them, then providing opportunities for information (learning) and deliberation, the outcome of a participative process is more likely to be accepted and also sustainable in the long term.

The City is faced with making decisions that will affect most citizens in one way or another, whether it be financially, environmentally or socially, at the level of a single street or across all 22 suburbs which make up the City of Joondalup. To ensure that those decisions are made with a '*clear understanding of the wishes of its community*' (Strategic Plan 2008 – 2011) and therefore sustainable, greater efforts are necessary to increase levels of community consultation and engagement through targeting and direct invitations to those most affected by a matter and at the same time, providing community education on 'active citizenship' in the interests of acting for 'the public good.'

**Consultation:**

Not Applicable.

**COMMENT**

Community consultation and engagement processes are evolving exponentially as tools of governance on the national and international stage. In the process of carrying out the review of the Public Participation Policy and Public Participation Strategy it was found that many local governments had revised their policies and practices within the last 12 months.

The proposed draft Community Consultation and Engagement Policy has been informed by professional and academic literature, the practice of other local governments and the practical experience gained from implementing the current Public Participation Policy and Strategy.

It should be noted that with all significant consultation efforts the Council will be informed of the community engagement strategy proposed to be undertaken, including:

- Purpose of the consultation;
- Who will be consulted;
- How will the consultation be undertaken;
- Communication methods to be used; and
- Documentation required for the consultation.

A template has been prepared which will be attached to all Council reports dealing with community consultation, and this is an Appendix to the Community Consultation and Engagement Protocol shown as *Attachment 3* to this report. The proposed methodology for each consultation will require Council endorsement prior to the undertaking of the consultation, and Council will have the option of modifying the methodology by amending officer recommendations.

## VOTING REQUIREMENTS

Simple Majority

*Cr Chester left the Room at 2030 hrs and returned at 2035 hrs.*

At the meeting the following issues were raised for inclusion in the Community Consultation and Engagement Protocol:

- Under 'Planning for a Consultation' - Point 6 to read:

***“Determine whether a survey is to be conducted **online** and/or via **hard copy surveys.**”***

- Under 'Documenting the Process and Obtaining Approvals' – an additional dot point under 'Point 11- Undertakes the tasks listed in the Project Schedule' to read:

***“Informs Elected Members, and in particular, Ward Councillors, of consultation programs to be undertaken prior to their commencement.”***

- Under 'Reporting the Results of a Consultation' additional paragraph in Point 17 to read:

***“Should the consultation be one that does not require a report to Council, the results of the consultation are to be made available to Elected Members by placement in the Councillors Reading Room.”***

**MOVED Cr Young, SECONDED Cr Diaz that the Policy Committee RECOMMENDS that Council:**

- 1 DELETES Council Policy – Public Participation forming Attachment 1 to this Report;**
- 2 ADOPTS Council Policy - Community Consultation and Engagement forming Attachment 2 to this Report.**

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Crs Hollywood, Hamilton-Prime, Chester, Diaz, Gobbert, Young and Mayor Pickard

*Appendix 3 refers*

To access this attachment on electronic document, click here: [Attach3policy240810.pdf](#)

## **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

## **REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION**

Cr Young requested a report be submitted to the Policy Committee in 2011 that examines an amendment to Part 4.3 (2) of Policy – Elected Members – Allowances to provide:

- 1 An entitlement for WA Local Government Association:
  - North Metropolitan Zone representatives; or
  - AGM voting delegates (as endorsed by the Council);to attend the Annual WA Local Government Association Conference;
- 2 An entitlement for a Council endorsed Elected Member representative on an external Board or Committee to attend a conference or training associated with the primary function of that Board/Committee.

## **CLOSURE**

There being no further business, the Presiding Person declared the Meeting closed at 2046 hrs, the following Committee Members being present at that time:

Cr Kerry Hollywood  
Cr John Chester  
Mayor Troy Pickard  
Cr Trona Young  
Cr Christine Hamilton-Prime  
Cr Liam Gobbert  
Cr Fiona Diaz