



City of  
Joondalup

## CITY OF JOONDALUP

Minutes of the ENVIRONMENTAL AND SUSTAINABILITY ADVISORY COMMITTEE held in CONFERENCE ROOM 3, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP on Thursday 20<sup>th</sup> February 2003 commencing at 17:45 hrs and concluding 19.36 hrs.

### Terms of Reference of the Environmental and Sustainability Advisory Committee

"to recommend to the City of Joondalup Council on appropriate courses of action on matters that affect the environment and sustainability issues within the region."

### Committee Aims and Objectives

- *To recommend to the City of Joondalup Council on appropriate courses of action which promote and encourage ecologically sustainable development.*
- *Develop, implement and monitor a sustainability action plan for the City.*
- *To promote and encourage sustainable development based on the principles of Local Agenda 21 (integrated environmental, social and economic sustainability).*
- *To provide recommendations to the City of Joondalup Council in relation to sustainable development pilot projects, programs and activities which facilitate sustainable development within the City of Joondalup.*
- *To provide a co-ordinated communication link between Council and the City of Joondalup community, groups and organisations, in relation to sustainable development issues.*

Attachment 1 contains the 2002 Committee workplan.

### 1. ATTENDANCES AND APOLOGIES

Cr Hollywood declared the meeting open at 17.57 hrs with a quorum of 8 members present.

#### Attendance

*Cr J Hollywood*  
*Cr M O'Brien*  
*Mr S Hawkins*

Councillor, Committee Chairperson  
Councillor, (Deputy, for Cr Nixon)  
Community Representative, Deputy Chairperson

<i>Mr J Goldsmith</i>	Sustainable Development Officer
<i>Mr S Magyar</i>	Community Representative
<i>Mr G Down</i>	Community Representative
<i>Mr V Cusack</i>	Community Representative (absent from 19.05 hrs)
<i>Mr D Wake</i>	Community Representative

#### Apologies

<i>Cr A Nixon</i>	Councillor, (Deputy, Cr O'Brien)
<i>Mr K Robinson</i>	Acting Manager Strategic and Corporate Planning
<i>Mr D Cluning</i>	Manager Operations Services
<i>Mr R Kurup</i>	Community Representative

#### Guests

<i>Mrs Rhonda Hardy</i>	Acting Manager Library Information Services
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#### Absent

<i>Mr G Hartnett</i>	Community Representative
<i>Mr W Carstairs</i>	Community Representative

## 2. DECLARATIONS OF FINANCIAL INTEREST

Nil

## 3. CONFIRMATION OF MINUTES

### 3.1 Minutes of the Environmental and Sustainability Advisory Committee held on 21 November 2002.

Committee minutes are available on the City of Joondalup web site. The direct link is;

[http://www.joondalup.wa.gov.au/BUcouncilsupport/agenmin/council\\_minutes\\_committees.asp](http://www.joondalup.wa.gov.au/BUcouncilsupport/agenmin/council_minutes_committees.asp)

**MOVED** Cr O'Brien **SECONDED** Mr Hawkins that the minutes of the Environmental and Sustainability Advisory Committee meeting held on 21 November 2002 be accepted as a true and accurate record.

**CARRIED.**

## 4. REVIEW OF COMMITTEE PERFORMANCE

A preliminary evaluation of the performance of the Environmental and Sustainability Advisory Committee is presented in Table 1.

Table 1. 2002 ESAC Committee Performance Review

Committee meeting (2002)	Total number of business items considered (1)	Total number of ESAC recommendations (2)	Total number of ESAC recommendations to Council (3).
January	9	4	3
February	7	2	1
March	14	4	3
April	6	3	0
May	7	5	4
June	2	3	1
July	9	4	2
August			
September	11	4	2
October			
November	12	6	1
December			
<b>TOTAL</b>	<b>77</b>	<b>35</b>	<b>17</b>

Notes

- (1) Total number of business item (Business items and Other Business).
- (2) Number of Recommendations (excludes confirmation of minutes).
- (3) Number of recommendations made to Council (excludes noting of minutes and includes other recommendations of an administrative nature).

The above committee performance assessment indicates that of the 77 business items considered during 2002, only 17 recommendations were made to Council, which also include recommendations of an administrative nature.

Cr O'Brien requested that the outcome of committee recommendations at Council be included in Table 1.

The committee discussed a range of issues relating to committee performance, including;

- Quality vs quantity of recommendations.
- Number of referrals of business items from Council.
- Recommendations which focus on policy or operational issues.
- Preferred approach of providing specific recommendations, based on best practices.
- Format of committee and a preference for workshops.
- Preference for concise reports with clear recommendations.
- Need to translate objectives into specific, achievable goals.
- Administrative participation and input into the committee.

- Project tracking and monitoring of milestones.

Mr Wake tabled some comments regarding progress and the future for the committee (attachment 2).

**MOVED** Cr O'Brien **SECONDED** Mr Hawkins that the Environmental and Sustainability Advisory Committee recommends that Council request the administration to progress the Cities for Climate Protection Milestone 3 objectives (development of the greenhouse gas emission reduction local action plan) for which a budget allocation of \$20,000 was made in the 2002/2003 budget.

**CARRIED**

**5. REVIEW OF 2002 COMMITTEE WORKPLAN**

Committee members to review completion status of 2002 workplan action items.

This item was not addressed.

**6. ESAC 2003 WORKPLAN**

Preliminary discussions regarding the 2003 workplan were held and it was concluded that a workshop was required to progress this item further.

**MOVED** Mr Magyar **SECONDED** Mr Down that a workshop be held for the Environmental and Sustainability Advisory Committee to review and discuss strategic direction of the committee and administration and to develop a new action plan.

**CARRIED**

**7. OTHER BUSINESS**

**7.1 Sustainability Action Plan**

Mr Hawkins requested that the committee be supplied with an updated Sustainability Action Plan.

**7.2 Triple Bottom Line**

Mr Wake tabled an article regarding Triple Bottom Line reporting (attachment 3).

**8. DATE OF NEXT MEETING**

The next meeting of the Environmental and Sustainability Advisory Committee will be held in Conference Room 2, Joondalup Civic Centre, Boas Avenue, Joondalup on Thursday 20<sup>th</sup> March 2003 at 5.45 pm.

**CLOSE OF MEETING**

Meeting declared closed at 19.36 hrs.

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JG

## Attachment 1

### Environmental and Sustainability Advisory Committee Workplan, October 2001- December 2002 endorsed by the Committee on 15 November 2001.

The City of Joondalup Council endorsed the following **terms of reference** for the Environmental and Sustainability Advisory (ESA) Committee:

- to recommend to the City of Joondalup Council on appropriate courses of action on matters that affect the environment and sustainability issues within the region.

Council endorsed Aims and Objectives of the Committee;	WHAT ACTION IS PROPOSED TO ACHIEVE THE STATED AIMS AND OBJECTIVES?	Who is the task assigned to?	When is the task to be completed by?	Completion Status and notes
1. To recommend to the City of Joondalup Council on appropriate courses of action which promote and encourage ecologically sustainable development.	1.1 To implement actions contained in this work plan.	ESA Committee	As per schedule in work plan	
	1.2 To review City of Joondalup policy in relation to sustainability.	ESA Committee in conjunction with the administration	Periodically ongoing	
	1.3 To regularly report Committee recommendations to Council.	City of Joondalup Administration	Periodically following Committee meetings.	
2. To develop, implement and monitor a sustainability action plan for the City.	2.1 Prepare a draft sustainability action plan.	ESA Committee	2.1 First Draft January 2002	Draft report prepared. State Sustainability strategy to be

Council endorsed Aims and Objectives of the Committee;	WHAT ACTION IS PROPOSED TO ACHIEVE THE STATED AIMS AND OBJECTIVES?	Who is the task assigned to?	When is the task to be completed by?	Completion Status and notes
				reviewed to supplement the draft report.
	2.2 Revise sustainability action plan based on public comment, and administrative processes such as budget allocation process, review of Strategic Plan and Principal Activity Plan.	ESA Committee	August 2002	Refer to item 5.1, 26/9/2002
	2.3 Finalise the sustainability action plan and refer to Council for adoption.	ESA Committee	November 2002	Subject to above process.
	2.4 Investigate and recommend appropriate monitoring and review processes.	ESA Committee	November 2002	
	2.5 Coordination of Cities for Climate Protection Milestone 3- Development of Greenhouse Gas Emission Reduction Action Plan.	Steve Magyar, Cr M O'Brien, Vincent Cusack David Wake Geoff Down	June 2002	Geoff Down ESAC. Refer to report 5.2 26/9/2002
	2.6 Provide input into Local Sustainability Planning.	ESA Committee	Ongoing	
3. To promote and encourage sustainable development based on the principles of Local Agenda 21 (integrated economic, social and environmental sustainability).	3.1 Review, investigate and recommend to Council integrated sustainability reporting for Council reports.	Steve Magyar	August 2002	Mr Magyar, no report tabled. Report required for October 2002 meeting
4. To provide recommendations to the City of Joondalup in relation to sustainable	4.1 Develop preliminary listing and database of pilot projects (including sustainability priority areas, and funding/resourcing considerations)	Cr Hollywood	June meeting business item. December 2002	Workshop held. Input to be incorporated

Council endorsed Aims and Objectives of the Committee;	WHAT ACTION IS PROPOSED TO ACHIEVE THE STATED AIMS AND OBJECTIVES?	Who is the task assigned to?	When is the task to be completed by?	Completion Status and notes
development pilot projects, programmes and activities which facilitate sustainable development within the City of Joondalup.	Review and update on a regular basis (eg bi-monthly).			into plan.
	4.2 Expand sustainability pilot project listing and incorporate into item 2.2- Sustainability Action Plan.	ESA Committee and all working groups	August 2002	
5. To provide a co-ordinated communication link between Council and the City of Joondalup community groups and organisations, in relation to sustainable development.	5.1 Review development of Sustainability Web page for City of Joondalup.	ESA Committee	Annually-commencing January 2002	Sustainability web site <b>COMPLETED.</b> Committee members invited to review and suggest updates.
	5.2 Council News item. (1) Invite Media Officer to Committee meeting. (2) Prepare introductory article for Council News to raise the community profile of the Committee and its scope and activities.	ESA Committee and all Working Groups	November 2002	
	5.3 Investigate and recommend updating of internet accessible (City of Joondalup web page) sustainability database for funding sources, grants, awards and network contacts.	ESA Committee	May 2002	<b>COMPLETED</b> refer to <a href="http://living.joondalup.wa.gov.au">living.joondalup.wa.gov.au</a>  ESAC comments and suggested updates invited.



Council endorsed Aims and Objectives of the Committee;	WHAT ACTION IS PROPOSED TO ACHIEVE THE STATED AIMS AND OBJECTIVES?	Who is the task assigned to?	When is the task to be completed by?	Completion Status and notes
	5.4 Investigate the level of regular reporting of Indicators of Sustainability, milestones and progress (eg annual report).	David Wake Garry Hartnett	August 2002	Mr Wake to report to October ESAC meeting
	5.5 Investigate and recommend a communication strategy to support and promote sustainability.	Steve Magyar David Wake	July 2002	Mr Magyar to report to October ESAC meeting.



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Minutes of the ENVIRONMENTAL AND SUSTAINABILITY ADVISORY COMMITTEE held in CONFERENCE ROOM 3, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP on Wednesday 20<sup>th</sup> August 2003 commencing at 17:50 hrs and concluding 20.00 hrs.

1. APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON

Rhonda Hardy, Manager Strategic and Sustainable Development declared the meeting open at 17.50 hrs with a quorum of 7 members present.

Cr T Brewer submitted his nomination for the position of committee chairperson, via a nomination letter addressed to the CEO.

No other nominations were received for the role of committee chairperson. The committee voted on the nomination and unanimously supported the election of Cr Tim Brewer as committee Chairperson.

Mr S Magyar submitted his nomination for the position of deputy chairperson, via a nomination letter addressed to the CEO.

No other nominations were received for the role of deputy chairperson. The committee voted on the nomination and unanimously supported the election of Mr Steve Magyar as deputy chairperson.

The newly elected committee chairperson, Cr T Brewer welcomed all committee members and guests.

2. APPOINTMENT OF EXECUTIVE OFFICER

Refer to item 3.

### 3. APPOINTMENT OF COMMITTEE

Council at its meeting held on 12 May 2003 resolved to:

- Establish the Environmental and Sustainability Advisory Committee (report JSC15-05/03) to make recommendations to Council on appropriate courses of action on matters that affect the environment and sustainability issues within the region;
- Appoint the following delegates to the Environmental and Sustainability Advisory Committee:

Cr T Brewer  
Cr S Hart  
Cr M O'Brien - Deputy  
Mr S Hawkins  
Mr D Wake  
Mr V Cusack  
Mr W Carstairs  
Mr S Magyar  
Mr R Kurup  
Mr G Down  
Mr G Hartnett  
Representative from Edith Cowan University  
Sustainable Development Officer  
Manager Operations Services

- Sets a quorum for the Environmental and Sustainability Advisory Committee of 7 members.

Discussion followed regarding representation on the committee.

**MOVED** Cr T Brewer **SECONDED** Mr S Hawkins that the Environmental and Sustainability Advisory Committee **RECOMMENDS** that Council;

- a. **APPOINTS** Cr Hollywood as a second deputy.
- b. **ACCEPTS** the resignation of Mr R Kurup.
- c. **REMOVES** the Manager, Operations Services and the Sustainable Development Officer from the committee.
- d. **CHANGES** the quorum to six members.
- e. **APPOINTS** Sustainable Development Officer Mr J Goldsmith as the Executive Officer to the committee.

**CARRIED.**

#### 4. ATTENDANCE AND APOLOGIES

##### Attendance

<i>Cr T Brewer</i>	Councillor
<i>Cr S Hart</i>	Councillor
<i>Mr S Magyar</i>	Community Representative
<i>Mr G Down</i>	Community Representative (present from 18.05 hrs)
<i>Mr G Hartnett</i>	Community Representative
<i>Mr V Cusack</i>	Community Representative
<i>Mr S Hawkins</i>	Community Representative
<i>Mr J Goldsmith</i>	Sustainable Development Officer

##### Apologies

<i>Mr D Cluning</i>	Manager Operations Services
<i>Mr R Kurup</i>	Community Representative
<i>Mr D Wake</i>	Community Representative

##### Guests

<i>Cr J Hollywood</i>	Councillor (absent from 19.30 hrs)
<i>Ms Rhonda Hardy</i>	Manager Strategic and Sustainable Development
<i>Ms Sandi Evans</i>	Team Leader Sustainable Development

##### Absent

<i>Mr W Carstairs</i>	Community Representative
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#### 5. WELCOME TO GUESTS

The Chairperson welcomed Cr Hollywood, Mrs Rhonda Hardy (Manager Strategic and Sustainable Development) and Ms Sandi Evans (Team Leader Sustainable Development).

#### 6. CONFIRMATION OF MINUTES HELD ON 20 FEBRUARY 2003

Refer to Attachment I.

**MOVED** Mr S Magyar **SECONDED** Mr S Hawkins that the minutes of the Environmental and Sustainability Advisory Committee meeting held on 20 February 2003 be accepted as a true and accurate record.

**CARRIED.**

## **7. ITEMS OUTSTANDING FROM PREVIOUS MEETINGS**

### **Minutes 20 February 2003, Item 4;**

Cr O'Brien requested that the outcomes of committee recommendations at Council be included in Table 1.

Refer to Attachment 2.

### **Minutes 20 February 2003, Item 6;**

"that a workshop be held for the Environmental and Sustainability Advisory Committee to review and discuss strategic direction of the committee and administration and to develop a new action plan".

This meeting encompasses a review of Terms of Reference and direction of the committee. Refer to items 8-13.

### **Minutes 20 February 2003, Item 7.1;**

Request for the committee to be supplied with an updated sustainability action plan.

Refer to item 9.

## **8. SUMMARY OF ACHIEVEMENTS OF PAST TWO YEARS**

Rhonda Hardy, Manager Strategic and Sustainable Development made a presentation of key sustainability achievements during the past two years. A summary is provided below;

- Adoption of "Caring for the Environment" as one of four key focus areas, in the Council endorsed City of Joondalup Strategic Plan (2003-2008).
- Appointment of the State's first Sustainable Development Officer in 2000.
- Establishment in 2003 of the Strategic and Sustainable Development Business Unit, located within the office of the CEO.
- Appointment of Team Leader, Sustainable Development in 2003.
- Creation of two additional Sustainable Development Officer positions in 2003.
- Council endorsement of Council Policy 2.6.4, Environmental, Social and Economic Sustainability Policy. The objective of the policy clearly recognize the

City's commitment to ensure continual improvement in its environmental and sustainability performance, and the need to safeguard environmental quality and well being for its present and future communities and employees.

- Participation in the Cities for Climate Protection Programme.
  - Council study to conduct an inventory of Greenhouse gases, and achievement of Milestone 1 of the CCP programme, 2000.
  - 3 month community consultation programme on greenhouse target setting.
  - Council endorsement of corporate and community Greenhouse gas emission reduction targets. The targets set out a 20% reduction target for Greenhouse gas emissions, by the year 2010. Endorsed by Council, 2002.
  - Preparation of a draft greenhouse gas reduction action plan (2003)
- Council endorsement of corporate and community Greenhouse gas emission reduction targets.
- Council endorsement of the Yellagonga Regional Park Management Plan (2002-2012) (refer to Photograph 1), (See also Minister for the Environment media release).
- Council endorsement of a submission on the WA State Government's Sustainability Strategy.
- Submission to the World Summit for Sustainable Development, Johannesburg, 2002, via the ICLEI delegation (International Council for Local Environmental Initiatives) and the Environs Australia delegation.
- The City of Joondalup's Environmental and Sustainability Advisory Committee provides environmental and sustainability advice to Council. The committee meets on a monthly basis and consists of Councillor, staff and community representatives. The committee has been instrumental in achieving key environmental and sustainability outcomes for the City. Examples include;
  - Recommending the City to make a submission on the State Government's Sustainability Strategy.
  - Advises Council regarding the City's sustainability web site at <http://living.joondalup.wa.gov.au>.
  - Recommends listing of the report "Progress Towards a Sustainable Future" on the City's web site.
  - Congratulating Council on its achievements and ongoing support of sustainability and environmental activities, which have contributed towards the City winning the WALGA best practice award.
  - In principle endorsement of stormwater upgrades at Lake Goollalal.
- Sustainability assessment in Council reports.

- Awarded the Western Australian Local Government Association Best Practice Award (Innovation category) for the City's sustainability initiatives, 2002.
- The City's Strategic Plan (2003-2008) demonstrates a significant focus on environmental responsibility, economic vitality and community well being. The Strategic Plan addresses four key focus areas including Community Well Being, Caring for the Environment, City Development and Organizational Development. The Strategic Plan sets out several strategies aimed at improving environmental management and enhancing sustainable outcomes, across issues such as biodiversity, natural resources, energy efficiency, recycling, waste management and community education.
- Council endorsement of Joondalup Coastal Foreshore Natural Areas Management Plan. This management plan guides the management of approximately 14km of coastline from Burns Beach to Marmion Beach, and an area totaling 239 ha.
- The City allocates \$20,000 each year through its Community Funding Program towards 'Environmental and Sustainable Development' initiatives.
- Council endorsement of a submission on the WA State Government's Sustainability Strategy.
- Submission to the World Summit for Sustainable Development, Johannesburg, 2002, via the ICLEI delegation (International Council for Local Environmental Initiatives) and the Environs Australia delegation.
- The City of Joondalup facilitated and supported a major international environment conference, "IndoPacific Ecosystem Health Conference" which was hosted by Edith Cowan University, in November 2002. The City supported the conference via a sponsorship package to the value of \$10,000 and also contributed towards the conference steering committee. The conference was attended by over two hundred, State, National and International delegates. The City's Sustainable Development Officer, Mr J Goldsmith, presented a paper at the conference, highlighting the City of Joondalup's role in environmental and sustainable development initiatives.
- The 2002 Schools Environment Challenge, hosted by the City of Joondalup, saw numerous schools enter in an environmental competition, including a student essay competition. Winning entries were recognised by the Mayor's sustainability award. Winning essays entrants were presented at the IndoPacific Ecosystem Health Conference.
- The City's celebration of World Environment Day (5 June 2002) attracted approximately 500 students from 11 schools. School environmental activities have been promoted by the City's 2002 Schools Environmental Challenge



programme, with 11 schools awarded by the City of Joondalup Mayor, for their achievement of environmental and sustainability school projects (refer to Photograph 5). Proposed celebration of "Joondalup's Environment Day" in October 2003.

- Community access to sustainability information has been greatly enhanced by the City's Sustainability web site at <http://living.joondalup.wa.gov.au>. This web site provides a convenient guide to the City's Environmental and Sustainability Advisory Committee, funding sources, environmental and sustainability awards and an extensive guide to some of the best internet resources available relating to sustainability. The web site represents possibly the most advanced sustainability web site created by a Western Australian local government.

Ms Evans informed the committee of the State Government's International Sustainability conference, and a paper which will be presented on behalf of the City of Joondalup. Committee members requested the conference paper to be circulated to the committee.

Ms Evans also advised members that the City will be hosting 'Joondalup Environment Day' on 22<sup>nd</sup> or 23<sup>rd</sup> October 2003 as a follow on from World Environment Day held on 5 June 2003. A range of activities and exhibits are being planned at Neil Hawkins Park and will target school children in Joondalup.

## 9. SUSTAINABLE FUTURES PLAN

Rhonda Hardy gave a presentation on the draft "Sustainable Futures" five year plan. Copies of the draft plan were circulated for the information of committee members.

The draft has been issued to the administration for assessment. Consultation with Business Unit managers and the Executive Management Team is required, to arrive at a draft plan endorsed by the administration, and also to assist integration into the Strategic Plan and Corporate Plan. The planning cycle for the Corporate Plan is August 2003 – October 2003.

The committee noted the draft report and indicated that feedback and comments may be provided at the next committee meeting.

## 10. NEW STRATEGIC PLAN 2003-2008

Rhonda Hardy gave a presentation on the City of Joondalup Strategic Plan 2003-2008. It was noted that a substantial consultation programme was utilized in the development of the Strategic Plan, and that "Caring for the Environment" is one of the four key focus areas for the City's strategic direction.

Copies of the Strategic Plan were circulated to all committee members.



Geoff Down arrived at 6.30pm.

## 11. REVIEW OF TERMS OF REFERENCE

The Terms of Reference of the Environmental and Sustainability Advisory Committee as set by Council in May 2003 are to recommend to the City of Joondalup Council on appropriate courses of action on matters that affect the environment and sustainability issues within the region. The aims and objectives are;

- *To recommend to the City of Council on appropriate courses of action which promote and encourage ecologically sustainable development.*
- *Develop, implement and monitor a sustainability action plan for the City.*
- *To promote and encourage sustainable development based on the principles of Local Agenda 21 (integrated economic, social and environmental sustainability).*
- *To provide recommendations to the City of Joondalup Council in relation to sustainable development pilot projects, programmes and activities which facilitate sustainable development within the City of Joondalup.*
- *To provide a co-ordinated communication link between Council and the City of Joondalup community, groups and organisations, in relation to sustainable development issues.*

JSC15-05/03 refers

The Terms of Reference of the Environmental and Sustainability Advisory Committee as set by Council could better reflect the role that this Committee should take, particularly since the City has recently endorsed its new Strategic Plan 2003-2008. It is therefore proposed that the current Terms of Reference be changed and the draft Terms of Reference as detailed at Attachment 3 be endorsed by the Environmental and Sustainability Advisory Committee. The draft Terms of Reference (Attachment 3) are better aligned to the City's strategic direction and also accurately reflect the role of the Committee.

Committee discussion followed.

It was noted that there was a preference for the term "Sustainability" rather than "Sustainable Development". It was agreed that the Terms of Reference be amended to reflect the preference for the term "Sustainability".

Mr Cusack noted the importance of skills and experience in social sustainability, but that there was a general lack of emphasis on social sustainability. Social sustainability is particularly applicable to sustainability indicator reporting.

MOVED Cr T Brewer SECONDED Mr S Magyar that the Environmental and Sustainability Advisory Committee;

1. ENDORSE the draft Terms of Reference as attached (Attachment 3), with the amendment from the term 'sustainable development' to 'sustainability'.
2. RECOMMENDS that Council ADOPT the revised Terms of Reference for the committee, as follows:
  - To recommend to the City of Joondalup Council on policy, advice and appropriate courses of action which promote sustainability, which is (1) environmentally, (2) socially and (3) economically sustainable.
  - To provide advice to Council on items referred to the committee from the City of Joondalup administration, Council or other committees of Council.

CARRIED.

Cr John Hollywood excused himself from the meeting at 7.10pm.

## 12. NAME CHANGE FOR COMMITTEE

In line with the emphasis on integrated environmental, social and economic sustainability approaches, the committee considered changing the name of the committee to fully reflect the integrated approach. The current name of the Environmental and Sustainability Advisory Committee provides undue emphasis on the environmental component of sustainability. Discussion followed with consideration given to the following names:

- Sustainable Joondalup Committee;
- Sustainable Development Advisory Committee;
- Sustainability Committee; or
- Sustainability Advisory Committee.

MOVED Mr S Magyar SECONDED Mr V Cusack that the Environmental and Sustainability Advisory Committee recommends that Council ENDORSES the renaming of the Committee to that of "Sustainability Advisory Committee".

CARRIED.

## 13. COMMITTEE MEMBERSHIP

The Committee reassessed the membership of the committee and the opportunity to gain community representatives with skills and experience in economic and social sustainability issues, which is presently largely absent from the committee membership. This approach will assist the Committee in having a sufficiently broad range of experience and knowledge of sustainability issues.

The 13 members of the current Environmental and Sustainability Advisory Committee comprises two Councillors, two staff and nine community representatives.

The committee discussed the option that the committee membership be modified to include additional community representation for:

- Two community representative with a background in economic development, business and economic sustainability issues.
- Two community representative with a background in community development and social sustainability issues.

It is recommended that nominations for committee membership be called for via a local newspaper advertisement. In accordance with the requirements of the Local Government Act 1995, Council will appoint committee members.

**MOVED** Cr T Brewer **SECONDED** Mr S Magyar that the Environmental and Sustainability Advisory Committee recommends that Council:

1. **SEEKS** additional Committee membership nominations comprising of:
  - a. Two community representatives with a background in economic development, business and economic sustainability issues.
  - b. Two community representatives with a background in community development and social sustainability issues.

**CARRIED.**

Cr S Hart requested that the criteria/advertisement for seeking committee nominations be circulated to committee members.

#### **14 YELLAGONGA REGIONAL PARK MANAGEMENT PLAN**

Mr Goldsmith updated the committee regarding the Ministerial release of the Yellagonga Regional Park Management Plan (2003-2013). The plan sets out a 10 year approach towards the management of Yellagonga Regional Park, with the principal land managers, City of Joondalup, City of Wanneroo and the Department of Conservation and Land Management.

The report is available online at [www.calm.wa.gov.au](http://www.calm.wa.gov.au)

The committee suggested that the management plan be listed on the City's web site (subject to CALM's permission).

Committee discussion followed.

**MOVED** Mr Hawkins **SECONDED** Mr G Hartnett that the Environmental and Sustainability Advisory Committee recommends that Council directs the administration to develop a project team for the integration of the Yellagonga Regional Park Management Plan with representatives from the City of Wanneroo and the Department of Conservation and Land Management.

**CARRIED**

## **15. CITIES FOR CLIMATE PROTECTION PROGRESS REPORT**

Mr Goldsmith provided the following progress report regarding the Cities for Climate Protection programme and Milestone 3.

The Cities for Climate Protection<sup>TM</sup> Australia programme assists local governments to reduce greenhouse gas emissions. The programme has been developed through a collaboration between the International Council for Local Environmental Initiatives (ICLEI) and the Australian Greenhouse Office.

The City of Joondalup joined the CCP programme in 1999. Almost 60% of Australia's population represented by 144 Councils are participating in the CCP programme (as of December 2001).

The main aims of the programme are to improve local air quality, reduce greenhouse gas emissions and improve energy efficiency. The programme is based on five "Milestones".

**Milestone 1.** - Inventory & Forecast Greenhouse Gas Emission

**Milestone 2.** - Emission Reduction Target

**Milestone 3.** - Greenhouse Gas Emission Action Plan

**Milestone 4.** - Implementation of Greenhouse Gas Emission Action Plan.

**Milestone 5.** - Monitor and report on implementation

**Milestone 1, Inventory and forecast Greenhouse gas emissions.**

The City of Joondalup prepared an inventory and forecast of greenhouse gas emissions for both Council operations and for the Joondalup community.

The City achieved recognition of Milestone 1 in October 2000.

Forecasts of future energy consumption and Greenhouse gas emissions have been calculated using projected growth figures, to indicate greenhouse gas emission levels if nothing is done to reduce them.

Community Greenhouse emissions are forecasted to increase from 1,317,104 equivalent tonnes CO<sub>2</sub> in 1996, to 1,499,694 equivalent tonnes CO<sub>2</sub> in 2010. The highest producer of greenhouse gas emissions in the community sector is the residential sector, followed by commercial sector.

In 1999-2000, Council activities resulted in the emission of 20,827 tonnes of CO<sub>2</sub> which is forecasted to increase to 24,784 tonnes CO<sub>2</sub> in 2010. This figure includes greenhouse gas emissions arising from energy use at City of Joondalup owned and operated buildings and facilities such as street lighting, car parks, administration building, vehicles and plant equipment, and water pumping.

### **Milestone 2, Emission Reduction Target**

In February 2002, Council set the following Greenhouse gas emission reduction goals;

- A 20% **Community** greenhouse gas emission reduction target on 1996 levels by 2010, and a stretch target of 35%.
- A 20% **Council** greenhouse gas emission reduction target on 2000 levels by 2010, and a stretch target of 35%.

The CCPTM greenhouse gas emission reduction target is a flexible goal. It is not a mandatory target. The goal can be adjusted by the municipality as the greenhouse gas emission reduction strategy is progressively implemented.

### **Milestone 3, Greenhouse Gas Emission Reduction Action Plan**

Milestone 3 involves the development and adoption of a greenhouse reduction Action Plan that will outline how the City and community will reach (and preferably exceed) the emission reduction target.

The strategy is based on two sectors; the community and Council. The focus on the community sector includes residential, commercial and industrial business, transport and access, waste minimisation and other strategies. The Council sector focuses on buildings and facilities, plant and vehicle fleet, public lighting (including street and car park lighting), water pumping and irrigation and waste management and recycling. The Greenhouse gas emissions reduction Action Plan also sets out specific actions for the practical implementation of the plan.

A draft Greenhouse gas emission reduction action plan has been prepared and will soon be referred to City of Joondalup Business Unit Managers and the Executive Management

Team for endorsement. It is anticipated that the report will then be referred to the Environmental and Sustainability Advisory Committee, prior to Council endorsement.

The City of Joondalup will achieve the CCP Milestone 3 upon Council's endorsement of the Greenhouse Gas Emission Reduction Action Plan and ICLEI's formal recognition event for Milestone 3.

The committee requested a copy of the draft Milestone 3 action plan.

Rhonda Hardy noted that a timeframe for the progression of the Milestone 3 report will be developed.

Mr Magyar noted that the City of Melbourne web site contains an excellent range of information on the Cities for Climate Protection programme.

Mr Hawkins noted the opportunity for committee members to provide comment on the draft Milestone 3 report.

## **16. COMMITTEE MEETING SCHEDULE**

The committee discussed options for future meeting schedules and agreed to adopt a six weekly meeting cycle, detailed below;

### **Six weekly meeting cycle**

Wednesday 20<sup>th</sup> August 2003

Thursday 2<sup>nd</sup> October 2003

Thursday 13<sup>th</sup> November 2003

Thursday 18<sup>th</sup> December 2003

**MOVED Mr Magyar SECONDED Cr S Hart that the Environmental and Sustainability Advisory Committee adopts a six weekly meeting cycle.**

**CARRIED**

## **17. INCOMING AND OUTGOING CORRESPONDENCE**

The committee noted recent correspondence relating to the committee including;

- An email from Mr Hawkins dated 11th July 2003 regarding the Sustainable Futures Plan.
- The City of Joondalup response dated 24 July 2003 to Mr Hawkins
- Letter of resignation, Mr Rajendra Kurup, dated 7 July 2003.
- The City of Joondalup response dated 17 July 2003 to Mr Kurup.



- An e-mail from Mr Magyar dated 26 July 2003 regarding a Green Purchasing Policy.

## 18. OTHER BUSINESS

### • SWAN CATCHMENT CENTRE BRIEFING

Mr Goldsmith noted that a request had been received from the Swan Catchment Centre, to brief the committee regarding natural resource management and regionalisation issues. The Swan Catchment Centre will be invited to attend a forthcoming committee meeting for the briefing.

### • ENVIRONMENT CENTRE PRESENTATION

Cr Brewer noted the proposal to develop an Environment Centre at Luisini Winery and its relation to the Yellagonga Regional Park Management Plan (2003-2013). Rhonda Hardy provided a summary regarding Environment Centre report to the Budget Committee and noted that a representative from the National Trust will be invited to a forthcoming Council strategy session.

A copy of the Budget Committee report will be circulated to committee members for information.

### • STATE OF JOONDALUP REPORT

Mr Magyar highlighted the opportunity to develop a "State of Joondalup" report to provide a quantitative way of measuring progress regarding sustainability issues. The "State of Warringah" report was noted as an example of such a report. (Web link <http://www.warringah.nsw.gov.au/soe.htm>). Mr Magyar also noted the opportunity to engage Edith Cowan University to conduct the assessment. A report on the topic was requested from the Administration.

### • CARFREE DAY (Mr W Carstairs)

Deferred to a subsequent committee meeting.

### • TREE VEGETATION POLICY (Mr W Carstairs)

Deferred to a subsequent committee meeting.

- **GREEN PURCHASING POLICY**

Mr Magyar noted the opportunity for the City to develop a green purchasing policy. It was suggested that this item should also be considered/referred to the Policy Review Committee, for investigation.



**19. DATE OF NEXT MEETING**

The next meeting of the Environmental and Sustainability Advisory Committee will be held in Conference Room 3, Joondalup Civic Centre, Boas Avenue, Joondalup on Thursday 2<sup>nd</sup> October 2003 at 5.45 pm.

**20. CLOSE OF MEETING**

Meeting declared closed 20.00 hrs.

*v:\strateg\docs\august\ssd030803.doc*  
JG

## Attachment 1

### Environmental and Sustainability Advisory Committee Workplan, October 2001- December 2002 endorsed by the Committee on 15 November 2001.

The City of Joondalup Council endorsed the following **terms of reference** for the Environmental and Sustainability Advisory (ESA) Committee;

- to recommend to the City of Joondalup Council on appropriate courses of action on matters that affect the environment and sustainability issues within the region.

Council endorsed Aims and Objectives of the Committee;	WHAT ACTION IS PROPOSED TO ACHIEVE THE STATED AIMS AND OBJECTIVES?	Who is the task assigned to?	When is the task to be completed by?	Completion Status and notes
1. To recommend to the City of Joondalup Council on appropriate courses of action which promote and encourage ecologically sustainable development.	1.1 To implement actions contained in this work plan.	ESA Committee	As per schedule in work plan	
	1.2 To review City of Joondalup policy in relation to sustainability.	ESA Committee in conjunction with the administration	Periodically ongoing	
	1.3 To regularly report Committee recommendations to Council.	City of Joondalup Administration	Periodically following Committee meetings.	
2. To develop, implement and monitor a sustainability action plan for the City.	2.1 Prepare a draft sustainability action plan.	ESA Committee	2.1 First Draft January 2002	Draft report prepared. State Sustainability strategy to be

Council endorsed Aims and Objectives of the Committee;	WHAT ACTION IS PROPOSED TO ACHIEVE THE STATED AIMS AND OBJECTIVES?	Who is the task assigned to?	When is the task to be completed by?	Completion Status and notes
				reviewed to supplement the draft report.
	2.2 Revise sustainability action plan based on public comment, and administrative processes such as budget allocation process, review of Strategic Plan and Principal Activity Plan.	ESA Committee	August 2002	Refer to item 5.1, 26/9/2002
	2.3 Finalise the sustainability action plan and refer to Council for adoption.	ESA Committee	November 2002	Subject to above process.
	2.4 Investigate and recommend appropriate monitoring and review processes.	ESA Committee	November 2002	
	2.5 Coordination of Cities for Climate Protection Milestone 3- Development of Greenhouse Gas Emission Reduction Action Plan.	Steve Magyar, Cr M O'Brien, Vincent Cusack David Wake Geoff Down	June 2002	Geoff Down ESAC. Refer to report 5.2 26/9/2002
	2.6 Provide input into Local Sustainability Planning.	ESA Committee	Ongoing	
3. To promote and encourage sustainable development based on the principles of Local Agenda 21 (integrated economic, social and environmental sustainability).	3.1 Review, investigate and recommend to Council integrated sustainability reporting for Council reports.	Steve Magyar	August 2002	Mr Magyar, no report tabled. Report required for October 2002 meeting
4. To provide recommendations to the City of Joondalup in relation to sustainable	4.1 Develop preliminary listing and database of pilot projects (including sustainability priority areas, and funding/resourcing considerations)	Cr Hollywood	June meeting business item. December 2002	Workshop held. Input to be incorporated

Council endorsed Aims and Objectives of the Committee;	WHAT ACTION IS PROPOSED TO ACHIEVE THE STATED AIMS AND OBJECTIVES?	Who is the task assigned to?	When is the task to be completed by?	Completion Status and notes
development pilot projects, programmes and activities which facilitate sustainable development within the City of Joondalup.	Review and update on a regular basis (eg bi-monthly).			into plan.
	4.2 Expand sustainability pilot project listing and incorporate into item 2.2- Sustainability Action Plan.	ESA Committee and all working groups	August 2002	
5. To provide a co-ordinated communication link between Council and the City of Joondalup community groups and organisations, in relation to sustainable development.	5.1 Review development of Sustainability Web page for City of Joondalup.	ESA Committee	Annually-commencing January 2002	Sustainability web site <b>COMPLETED</b> . Committee members invited to review and suggest updates.
	5.2 Council News item. (1) Invite Media Officer to Committee meeting. (2) Prepare introductory article for Council News to raise the community profile of the Committee and its scope and activities.	ESA Committee and all Working Groups	November 2002	
	5.3 Investigate and recommend updating of internet accessible (City of Joondalup web page) sustainability database for funding sources, grants, awards and network contacts.	ESA Committee	May 2002	<b>COMPLETED</b> refer to <a href="http://living.joondalup.wa.gov.au">living.joondalup.wa.gov.au</a>  ESAC comments and suggested updates invited.

Council endorsed Aims and Objectives of the Committee;	WHAT ACTION IS PROPOSED TO ACHIEVE THE STATED AIMS AND OBJECTIVES?	Who is the task assigned to?	When is the task to be completed by?	Completion Status and notes
	5.4 Investigate the level of regular reporting of Indicators of Sustainability, milestones and progress (eg annual report).	David Wake Garry Hartnett	August 2002	Mr Wake to report to October ESAC meeting
	5.5 Investigate and recommend a communication strategy to support and promote sustainability.	Steve Magyar David Wake	July 2002	Mr Magyar to report to October ESAC meeting.

## ATTACHMENT 2

Adapted from Item 4, ESAC Minutes 20 February 2003

### REVIEW OF COMMITTEE PERFORMANCE

A preliminary evaluation of the performance of the Environmental and Sustainability Advisory Committee is presented in Table 1.

Table 1. 2002 ESAC Committee Performance Review

Committee meeting (2002)	Total number of business items considered (Note 1)	Total number of ESAC recommendations (Note 2)	Total number of ESAC recommendations to Council (Note 3).	Council endorsements of ESAC recommendations
January	9	4	3	
February	7	2	1	
March	14	4	3	
April	6	3	0	
May	7	5	4	
June	2	3	1	
July	9	4	2	
August				
September	11	4	2	
October				
November	12	6	1	
December				
<b>TOTAL</b>	<b>77</b>	<b>35</b>	<b>17</b>	<b>(Note 4)</b>

#### Notes

- (1) Total number of business item (Business items and Other Business).
- (2) Number of Recommendations (excludes confirmation of minutes).
- (3) Number of recommendations made to Council (excludes noting of minutes and includes other recommendations of an administrative nature).
- (4) Committee recommendations to Council have been reported via Council reports to Council. Minutes in which no recommendations to Council have been made were reported via the Desk of the CEO, in accordance with Council requirements during 2002. The majority of committee recommendations made to Council were fully endorsed by Council.

## ATTACHMENT 3

### CITY OF JOONDALUP SUSTAINABILITY ADVISORY COMMITTEE

#### DRAFT TERMS OF REFERENCE

##### DEFINITIONS

"Council" refers to the Council of the City of Joondalup

"Committee" refers to the Sustainability Advisory Committee

##### MEMBERSHIP

###### Councillors:

Ward	Delegate	Deputy	2 <sup>nd</sup> Deputy
Marina Ward	Cr T Brewer		
South Ward	Cr S Hart	Cr O'Brien JP	Cr Hollywood

###### Community Members:

Mr G Hartnett	
Mr S Hawkins	
Mr D Wake	
Mr V Cusack	
Mr W Carstairs	
Mr S Magyar	Deputy Chairperson
Mr G Down	
Representative from Edith Cowan University	

###### Executive Officer (non-voting):

John Goldsmith	Sustainable Development Officer
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## **PURPOSE**

To provide a forum for community representatives, Councillors and staff to focus on sustainability issues in the City of Joondalup.

## **OBJECTIVES**

- 4.1 *To recommend to the City of Joondalup Council on policy, advice and appropriate courses of action which promote sustainability which is (1) environmentally (2) socially and (3) economically sustainable.*
- 4.2 *To provide advice to council on items referred to the committee from the City of Joondalup administration, Council, or other committees of Council.*

## **MANAGEMENT**

### **5.1 Terms of Appointment**

All appointments to the Committee shall be by nomination. Members shall be nominated by the Committee and shall be endorsed by Council. The Chief Executive Officer may appoint Officers of the City of Joondalup.

### **5.2 Chairperson**

The 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.

### **5.4 Quorum**

A quorum will be 50% of Committee members being present

### **5.5 Minutes**

Minutes shall be made of all meetings. A copy of Committee minutes shall be forwarded to all Committee members within three working days.

### **5.6 Deputations**

The Committee may invite any persons or organisations to attend any meetings to discuss relevant issues of interest. Such persons are not entitled to vote on any decision arising at such meetings. Non-Committee members may attend meetings as observers. Prior notice



must be provided to the Committee Chairperson and Executive Officer if observers wish to attend. An observer may speak if acknowledged by the Chairperson.

#### **5.7 Vacancies**

If a casual vacancy is created the Committee can recommend the appointment of a person for the remainder of the term

#### **5.8 Power of Council**

Nothing herein contained shall restrict the powers of Council.

Attachment 3

CITY OF JOONDALUP

SUSTAINABILITY ADVISORY COMMITTEE

DRAFT TERMS OF REFERENCE

1. DEFINITIONS

"Council" refers to the Council of the City of Joondalup

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Mr S Magyar	Deputy Chairperson
Mr G Down	
Representative from Edith Cowan University	

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