

CITY OF JOONDALUP

Minutes of meeting of the **SUSTAINABILITY ADVISORY COMMITTEE** held in Conference Room 2, Joondalup Civic Centre, Boas Avenue, Joondalup on **THURSDAY 2 SEPTEMBER 2004.**

ATTENDANCE AND APOLOGIES

Committee Members:

Ms Marilynn Horgan

Mr Steve Magyar

Mr Geoff Down

Cmr Michael Anderson

Ms Dawn Atkin

Assoc. Prof. Sherry Saggers

Assoc. Prof. Adrianne Kinnear

Mr David Wake

Mr Vincent Cusack

Mr Martin Brueckner

Chairperson

Deputy Chairperson

entered the meeting at 1746 hrs

Officers:

Acting Team Leader, Sustainable Development
Sustainable Development Officer

N BAXTER
B REAY

APOLOGIES

Ms Ute Goeft

Mr Will Carstairs

Mr Paul Gerrans (resigned)

The Chairperson declared the meeting open at 1740 hrs.

DECLARATIONS OF FINANCIAL INTEREST/INTEREST THAT MAY AFFECT IMPARIALITY

Mr Down declared a financial interest/interest that may affect impartiality relating to involvement with Item 4 Home Energy Audit Project and that he would leave the room prior to discussion of this item.

Mr Magyar confirmed that quorum would be maintained during this Item of Business.

CONFIRMATION OF MINUTES**MINUTES OF SUSTAINABILITY ADVISORY COMMITTEE MEETING HELD ON 10 JUNE 2004**

MOVED Ms Atkin SECONDED Ms Kinnear that the Minutes of the Sustainability Advisory Committee meeting held on 10 June 2004 be confirmed as a true and accurate record or proceedings.

The Motion was Put and

CARRIED

ONGOING BUSINESS ITEMS FROM PREVIOUS MEETINGS

Nil

ITEMS OF BUSINESS**ITEM 1 COMMUNITY FUNDING RECIPIENT'S CEREMONY - [00906]**

WARD – All

PURPOSE

Provide an overview of the recent Community Funding cheque presentation ceremony for the Sustainability Advisory Committee.

EXECUTIVE SUMMARY

The Community Funding – Sustainable Development category recipients were presented with cheques as a result of successful funding applications for Round II 2003/04. Representatives attended the ceremony from the City of Joondalup, Padbury Primary School, Mullaloo Heights Primary and Malubillai Wildlife Carers Network.

DETAILS

The City of Joondalup recently received three submissions for the Community Funding Round II 2003/04 (Sustainable Development Category) totaling \$10,989 from the following:

Padbury Primary School (\$2,000)

Padbury Primary will enhance a section of school grounds by planting native flora to attract native fauna and install a frog pond and pathways.

Mullaloo Heights Primary (\$2,500)

Mullaloo Heights Primary will eliminate pest bees in trees with faunal habitat potential and provide nesting boxes.

Malubillai Wildlife Carers Network (\$6,489)

Malubillai Wildlife Carers Network will provide aviaries, small birdcages and hospital boxes to care for injured and orphaned wildlife and the production of a calendar to promote native wildlife and the network.

A total of nearly \$500,000 has been distributed since the program started in 1999 with the aim of assisting community-based organizations to conduct projects, events and activities that develop and enhance the Joondalup Community.

Future promotion activities may be enhanced through the involvement of the Sustainability Advisory Committee utilizing the significant contacts available.

ATTACHMENTS

Nil

VOTING REQUIREMENTS

Simple Majority

MOVED Mr Magyar SECONDED Cmr Anderson that the Sustainability Advisory Committee NOTES the report on the outcome of the City's Community Funding Round II 2003/04.

MOVED Ms Sagers SECONDED Mr Down that the Sustainability Advisory Committee REQUESTS a report on the Community Funding (Sustainability Category) guidelines and ideas to increase grant applications.

Ms Horgan introduced the item. Mr Reay explained this item to the Committee noting that staff were currently implementing low cost alternatives in the promotion of the Community Funding Round I 2004/05 (Sustainability Category).

Cmr Anderson indicated that it would be important to educate the community for future funding rounds to ensure social and economic projects are considered by appropriate community groups/members and how these projects fit within the guidelines. Cmr Anderson suggested that the Committee should have a role in reviewing the guidelines.

Ms Sagers commented on the environmental aspect of the previous funding rounds. Ms Horgan requested clarification on whether the funding was separated into economic, social and environmental categories. Mr Reay explained that the funding is provided in a combined category for Sustainability, covering economic, social and environmental projects.

Mr Baxter explained to the Committee that in the past the Community Funding (Sustainability Category) was split into economic and environmental categories, and has only recently been changed.

Mr Magyar requested that City staff prepare a report to the Committee outlining the promotion of the Community Funding (Sustainability Category) and the guidelines.

Action: *Mr Reay to prepare a report on the Community Funding (Sustainability Category) guidelines and ideas to increase grant applications.*

The Motion was Put and

CARRIED

ITEM 2 JOONDALUP ENERGY TEAM HOLDS FIRST MEETING – [59091]

WARD – All

PURPOSE

Provide an overview of the first Joondalup Energy Team (JET) meeting to the Sustainability Advisory Committee.

EXECUTIVE SUMMARY

A report on the establishment of the JET was presented at the Business Unit Manager's meeting on 25 May 2004. Upon approval, the JET was established consisting of key staff from relevant business units who would be able to provide direct input in to the feasibility and practicality of implementing actions identified in the Greenhouse Action Plan (Cities for Climate Protection). JET was established to develop and implement predominately internal actions designed to reduce energy use, resource wastage and improve awareness of global warming and related environmental issues.

The first meeting was held on Tuesday 29 June 2004.

DETAILS

The first meeting of the Joondalup Energy Team (JET) was held on the Tuesday 29 June 2004 to discuss the initial implementation of internal actions outlined in the City's Greenhouse Action Plan developed in Milestone 3 of the Cities for Climate Protection (CCP) program.

A member of the Sustainable Development team delivered a power point presentation overview of the CCP program to other business unit representatives outlining the local,

regional and global significance of the enhanced greenhouse effect. The JET discussed the rationale behind the formation of the team and roles and responsibilities.

The implementation of actions from the City's Greenhouse Action Plan was discussed and it was decided that simple, low cost education initiatives would be targeted first in the form of an internal communications campaign.

The Joondalup Energy Team is scheduled to next meet on Thursday 23 September 2004.

ATTACHMENTS

Nil

VOTING REQUIREMENTS

Simple Majority

MOVED Mr Cusack SECONDED Mr Magyar that the Sustainability Advisory Committee NOTES the report on the first meeting of the Joondalup Energy Team (JET).

Mr Reay provided further details on this item to the Committee noting the importance of the JET in the implementation of the Cities for Climate Protection program.

Cmr Anderson asked Mr Reay if the measures can be quantified in relation to dollars saved and greenhouse gas emissions abated. Mr Reay explained that the quantification of such measures would rely on particular specific information that would unlikely to be quantifiable. Cmr Anderson noted that sourcing further information from other organizations (e.g. ECU, TAFE) would enable a larger base of resources, knowledge and skills to assist the City in providing best practice measures internally.

Discussion ensued.

Mr Brueckner queried whether the City was connected to renewable power. Mr Reay explained that the City was currently investigating this as an option for Council buildings.

The Motion was Put and

CARRIED

**ITEM 3 RECRUITMENT OF NEW MEMBER FOR THE
SUSTAINABILITY ADVISORY COMMITTEE UPON THE
RESIGNATION OF MR PAUL GERRANS - [00906]**

WARD – All

PURPOSE

To advise the Sustainability Advisory Committee (SAC) of Mr Paul Gerrans's resignation from the Committee.

DETAILS

The City received a resignation letter dated 6 July 2004 from SAC member Mr Paul Gerrans who is unable to continue as a member of SAC due to increased teaching commitments from July 2004.

The resignation of Mr Paul Gerrans opens a vacancy in the SAC. The City plans to advertise and fill this vacancy with an appropriate community member with knowledge or experience in sustainable economic development

ATTACHMENTS

- Appendix 1 Letter dated 6 July 2004 of resignation from the SAC from Mr Paul Gerrans.
- Appendix 2 Letter dated 7 July 2004 in response to Mr Paul Gerrans letter of resignation.

VOTING REQUIREMENTS

Simple Majority

MOVED Cmr Anderson SECONDED Ms Saggars that:

- 1. the Sustainability Advisory Committee ACCEPTS the resignation of Mr Paul Gerrans.**
- 2. the Sustainability Advisory Committee NOTES the City's intention to advertise the vacancy to recruit a new member with appropriate experience in sustainable economic development.**
- 3. the Sustainability Advisory Committee recommends to Council that it ACCEPT the resignation of Mr Paul Gerrans.**

4. the Terms of Reference (Section 5.4) is amended to read “A quorum will be 50% of the current Committee members being present”.

Discussion ensued.

The Committee agreed to accept the resignation of Mr Gerrans and that section 5.4 of the Sustainability Advisory Committee’s Terms of reference be amended to provide flexibility in its definition.

Ms Atkin explained to the Committee that she would be forwarding her letter of resignation in November 2004 due to relocation to the South West of the State. Ms Atkin explained that she would assist the City’s staff in recruitment of a replacement member.

The Motion was Put and

CARRIED

Mr Down left the meeting at 1818 hrs to prevent conflict of interest/interest that may affect impartiality due to Mr Down being directly involved with the current consultation recruitment process.

ITEM 4 HOME ENERGY AUDIT PROJECT (ECO HOUSE) - [00906]

WARD – All

PURPOSE

Provide an overview of the Home Energy Audit (ECO HOUSE) project currently being developed for the Sustainability Advisory Committee.

DETAILS

The City is currently investigating a Home Energy Audit project entitled ECO HOUSE designed to equip residents within the City with the skills and knowledge to reduce their ecological impact.

This project is envisaged to include an audit, implementation and review stages with residents developing an action plan in conjunction with a suitably qualified contractor. This contractor will provide the complete audit process including consultation, selection of participants, and the reporting of tasks during the project.

Benefits of the project include increased community awareness, reduced energy and resource wastage. A strong emphasis will be placed on greenhouse gas abatement

quantification methodology, strong commitment from residents and to encourage long-term behaviour change.

The City has developed and distributed documentation to seek expressions of interest and quotations from suitably qualified individuals/organizations.

ATTACHMENTS

Nil

VOTING REQUIREMENTS

Simple Majority

MOVED Mr Brueckner SECONDED Ms Atkin that the Sustainability Advisory Committee NOTES the report on the Home Energy Audit (ECO HOUSE) project and requests further involvement in tender evaluation processes with sustainability implications.

Ms Horgan introduced the item of business. Mr Reay explained to the Committee that the City had recently requested a quotation to implement the Eco House project through consultants. The objectives of the project are to reduce greenhouse gas emissions and improve economic efficiencies within the homes of residents in the City. Mr Reay also noted that the project was particularly interested in measuring behaviour changes resulting from the project.

Discussion ensued.

Ms Kinnear explained to the Committee that it is very important for pilot projects to address carefully the assumptions and expectations to ensure future project expansion will provide strong sustainability outcomes.

Ms Saggars expressed that the draft tender document should have been made available to the Committee prior to being sent out for responses.

Cmr Anderson explained that there may be an opportunity for the Committee to comment on final tenders received.

Ms Saggars explained to the Committee that she felt the Committee was engaging in too many recommendations to simply note, rather than critiquing larger projects. Ms Saggars requested access to details of larger projects in the future. Ms Saggars requested less items on the agenda, in order to discuss and advise Council on the larger issues.

Ms Atkin expressed to the Committee that she felt that the SAC had progressed well and due to the imminent preparation of the SAC Work plan, there would be greater provision for increased participation in advising Council within the role of the Committee.

Ms Horgan suggested that a different model for the agenda within the confines of the Local Government Act 1995, could provide increased efficiency in the administration of the Committee.

The Motion was Put and

CARRIED

Mr Down re-enters the meeting at 1846 hrs following the completion of Item 4.

ITEM 5 WORKSHOP OUTCOMES AND FUTURE PROGRESS - [00906]

WARD – All

PURPOSE

To provide members of the Sustainability Advisory Committee with an update of the outcomes from the previous visioning workshop conducted on 10 June 2004.

EXECUTIVE SUMMARY

The Sustainability Advisory Committee (SAC) developed a set of high priority objectives and actions during a visioning workshop conducted on 10 June 2004. A draft SAC work plan was developed to progress objectives and high priority actions. A subsequent informal workshop was conducted on 12 August 2004 to review the draft work plan developed.

To date the outcomes are still being analysed and will be reported to the Committee in full following completion of the analysis. It is envisaged that the final document will provide an action plan for the Committee to support the implementation of the City's Strategic Plan 2003 – 2008 and sustainability throughout the municipality.

DETAILS

During the visioning workshop held on Thursday 10 June 2004, sixteen (16) objectives were identified as relating to the thirty three (33) strategies given high priority. The Committee was asked to develop linkages between the list of key performance indicators currently being investigated and the strategies the Committee considered of importance to progressing the City's Strategic Plan 2003 – 2008 and the sustainability agenda in the City.

A limited response to the above request has been received from Committee members. The available results have been collated into a draft work plan, providing a structure for future Committee activities and actions.

A draft work plan was developed following previous workshops that were then reviewed during a final workshop held on 12 August 2004. The SAC indicated that further development of the work plan would be required to adequately identify the separation of responsibilities between Council staff and committee members. Staff from the City are currently identifying the responsibilities to ensure that the SAC can provide Council with significant sustainability outcomes and clear linkages with the City's Strategic Plan. This work plan will be presented to the Committee for endorsement at the next SAC meeting scheduled for 14 October 2004.

ATTACHMENTS

Nil

VOTING REQUIREMENTS

Simple Majority

MOVED Ms Kinnear SECONDED Ms Saggars that:

- 1. the Sustainability Advisory Committee NOTES the report on the outcomes of the Sustainability Advisory Committee's visioning workshop.**
- 2. the Sustainability Advisory Committee NOTES the draft Action Plan framework.**

Mr Reay provided further details to the Committee that the outcomes of the previous workshop are currently being incorporated into the work plan to ensure that the responsibilities of Council staff and the Committee are well defined and annotated. Mr Reay also explained that the tasks outlined in the final plan would be linked to the City's Strategic Plan 2003-2008 where appropriate.

The Motion was Put and

CARRIED

GENERAL BUSINESS

Mr Wake requested that a profile of each of the SAC members could be developed to provide City staff with the ability to forward relevant information. Ms Saggars explained that a simple profile had already been developed.

Mr Magyar commented that the Sustainable Development Unit staff may be interested in joining the International Sustainability Indicators Network. The cost is \$200 and includes access for three staff members.

6. DATE OF NEXT MEETING

The next meeting of the Sustainability Advisory Committee will be held in Conference Room 2, Joondalup Civic Centre, Boas Avenue, Joondalup on Thursday 14 October 2004 at 1730hrs.

7. CLOSURE

There being no further business, the Chairperson declared the meeting closed at 1901 hrs.

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CITY OF JOONDALUP

SUSTAINABILITY ADVISORY COMMITTEE

TERMS OF REFERENCE

1 DEFINITIONS

“Council” refers to the Council of the City of Joondalup

“Committee” refers to the Sustainability Advisory Committee

2 MEMBERSHIP

Commissioners

Cmr. Michael Anderson

Council Staff (non-voting):

Rhonda Hardy	Manager, Strategic and Sustainable Development
Sandi Evans	Team Leader, Sustainable Development Officer
Ben Reay	Sustainable Development Officer

Community Members:

Steve Magyar	Deputy Chairman
Dave Wake	
Vincent Cusack	
Will Carstairs	
Geoff Down	
Adrianne Kinnear	ECU Representative
Marilyn Horgan	
Martin Brueckner	
Ute Goeft	
Dawn Atkin	
Paul Gerrans	
Sherry Saggars	

3 PURPOSE

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

4 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 responsible, (2) socially sound and (3) economically viable.
- 4.2 To provide advice to council on items referred to the committee from the City of Joondalup administration.

5 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% (7) Committee members being present.~~

A quorum shall be 50% of the number of offices (whether vacant or not) of members of the Committee.

5.5 Minutes

Minutes shall be made of all meetings. A copy of confirmed 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/Officers) 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.