

File: 53469

ATTACHMENT 1

16

## CITY OF JOONDALUP

**Minutes of the CBD ENHANCEMENT PROJECT STEERING COMMITTEE held in  
CONFERENCE ROOM 3, JOONDALUP CIVIC CENTRE, BOAS AVENUE,  
JOONDALUP on WEDNESDAY 7 APRIL 2004 AT 0900 hrs.**

## MINUTES

## 1. ATTENDANCES AND APOLOGIES

**Committee Members**

|                       |  |
|-----------------------|--|
| <i>Cmr J Paterson</i> | Chairman of Commissioners                            |
| <i>Mr D Curry</i>     | President, Joondalup Business Association            |
| <i>Mr D Godley</i>    | Manager, North West Metro Business Enterprise Centre |

**City of Joondalup Officers**

|                    |  |
|--------------------|--|
| <i>Mr C Higham</i> | Acting Chief Executive Officer                                 |
| <i>Ms R Hardy</i>  | Manager Strategic and Sustainable Development                  |
| <i>Ms S Evans</i>  | Team Leader Sustainable Development <i>entered at 0905 hrs</i> |
| <i>Mr N Baxter</i> | Sustainable Development Officer                                |

**Apologies**

|                     |   |
|---------------------|---|
| <i>Ms M Horgan</i>  | Executive Officer, Perth Area Consultative Committee                  |
| <i>Mr A Cameron</i> | Representative – Youth Advisory Council                               |
| <i>Mr B Dorney</i>  | Regional Employment Co-ordinator, Department of Employment & Training |

## 2. WELCOME TO GUESTS

No guests were present at this meeting.

## 3. CONFIRMATION OF MINUTES

**MOVED Mr D Curry SECONDED Mr D Godley that the Minutes of the CBD Enhancement Project Steering Committee meeting held on 25 February 2004 be confirmed as a true and accurate record.**

**The Motion was Put and**

**CARRIED**

#### 4. DECLARATIONS OF FINANCIAL INTEREST/INTEREST THAT MAY AFFECT IMPARTIALITY

There were no declarations of financial interest/interest that may affect impartiality.

#### 5. BUSINESS OUTSTANDING FROM PREVIOUS MEETINGS

Items of business outstanding are listed at **Attachment 1**.

Mr Baxter updated the Committee on the items of business outstanding noting that the item referring to the Joondalup CBD Car Boot Sale/Swap Mart would be looked at under business item 6.3.

Mr Baxter provided an update on the Inner City Public Transport item, noting that a meeting had been set up for next week (w/c 12 April 2004).

#### 6. ITEMS OF BUSINESS

##### 6.1 ECU Research Proposal for Joondalup CBD

Ms Hardy outlined the background information to this item including summarising the presentation made at the last Committee meeting and a brief background on the CBD Enhancement Project and how this collaborative research project aligned with its objectives. It was noted that the minutes of the last meeting of this Committee (25 February 2004) were sent to the meeting of Joint Commissioners on 30 March 2004 and that the ECU Research Proposal recommendation from this Committee was deferred pending further investigation. Following this deferral, ECU was notified in order to discuss the issues raised by Council.

ECU has since advised the City that the scope of the proposal could easily be modified without losing representative validity and reduced in order to accommodate budget considerations. A new proposal was received from ECU on Friday 2 April 2004 and presented to the Committee

*Ms Evans entered the meeting at this point, the time being 0905 hrs.*

Mr Higham noted the Local Government Act regulations that needed to be adhered to when entering into collaboration agreements with third parties.

Cmr Paterson questioned the ownership of the project and whether it was an equal partnership between the City and ECU given that the contributions in the original proposal were not equal. Cmr Paterson noted that an equal contribution from the City and ECU would be fairer on a collaboration of this nature. Cmr Paterson noted the Joint Commissioners querying of the proposal at the meeting of Joint Commissioners on 30 March 2004.

Mr Curry noted the need for a strategic plan for the Joondalup CBD and that any research proposal should not be scaled back so much that it becomes invalid.

It was agreed that the City administration would provide an update at the next Committee meeting.

## **6.2 New Committee Members/Terms of Reference Review**

Mr Baxter updated the Committee on this item noting that an advertisement had appeared in the Tuesday 6 April 2004 edition of the Joondalup Community Newspaper and that the same advert would also appear in the Thursday 8 April 2004 edition of the Wanneroo Times Community Newspaper. A copy of the advertisement was provided to the Committee. It was noted that a number of people had already expressed interest in submitting an application to join the Committee.

Also provided to the Committee was a draft copy of the reviewed terms of reference for any comments or suggestions. Cmr Paterson noted that adjusting the Committee's terms of reference at this time "made sense" and suggested amending the Membership to include the Mayor i.e. instead of reading Chairman of Commissioners it be amended to read Chairman of Commissioners/Mayor. No other comments were made about the draft terms of reference.

## **6.3 Swap Mart in Joondalup CBD/Toilets in Joondalup City Centre**

Cmr Paterson noted the successful swap mart that has been running for a number of years in Nedlands and spoke briefly about who organised it and how it was run including the addition of a sausage sizzle and the need to run any similar event in an undercover area so that it is able to operate throughout the year.

Mr Baxter updated the Committee on this item noting that Business Unit Managers recently met with officials from Karrinyup Rotary Club (KRC) to discuss the proposal and how the lack of public toilet facilities in the Joondalup CBD could be addressed. At this meeting the Joondalup Library underground car park (and potentially the Library toilet facilities) were suggested as a possible location for a swap mart. Mr Baxter advised that this idea was being investigated and that a further report will be forwarded to the Committee.

Mr Baxter noted the recent meeting with the General Manager of the West Perth Football Club (Joondalup Falcons) to discuss the possibility of the Joondalup Falcons running a swap mart or similar activities in the Joondalup CBD. The City is currently waiting for a proposal from Joondalup Falcons in order to progress this item further.

A number of Committee members felt that consideration should be given to an event held on a weekly basis and that this would be more appropriate than a monthly or fortnightly event as it would ensure a continuity of delivery. It was suggested that KRC and Joondalup Falcons could alternate the event with other local groups also being involved.

#### **6.4 Joondalup Night Markets/Global Village – 2004 Joondalup Festival**

Mr Baxter updated the Committee on this item referring to an attachment tabled at the meeting. See **Attachment 2**. The positive impact that the Night Markets had on local businesses over an extended period of time (15 weeks) was noted as one of the major highlights of the season. Feedback was received from stallholders, patrons and local business owners and this will be incorporated into a final report for the next meeting of the Committee.

Cmr Paterson suggested contacting the City's Media Officer to organise a press release to relevant media regarding the success of the entire season and a summary of the 2003/04 Joondalup Night Markets.

Mr Higham queried whether local businesses were doing enough to promote and assist the Night Markets (i.e. presentation to the street, appearance of buildings etc).

### **7. GENERAL BUSINESS**

Mr Higham noted how General Business had been conducted in the past and the need for guidelines to ensure that items outside of the scope of the Committee were not raised. It was also agreed that items of business on the agenda would have a report with an appropriate level of detail and a recommendation where applicable.

It was noted that if items were raised that may require a large amount of resources (e.g. investigation time) then a report would need to be prepared by the Committee member or Officer who raised the item in time for the next Committee meeting. This would allow for a preliminary report to be given to the Committee so that an informed and appropriate recommendation can be made. Only minor items will be considered under general business.

Cmr Paterson requested that the issue of public toilet facilities in the Joondalup City Centre be added as a separate business item on the agenda for the next meeting. An invitation for members to submit agenda items for the next meeting was made to the Committee.

### **8. DATE OF NEXT MEETING**

The next meeting of the CBD Enhancement Project Steering Committee will be held in Conference Room 2, Joondalup Civic Centre, Boas Avenue, Joondalup on Wednesday 19 May 2004 at 0900hrs.

### **9. CLOSE OF MEETING**

The Chairperson declared the meeting closed at 0945hrs.