

## CITY OF JOONDALUP

Minutes of meeting of the **SUSTAINABILITY ADVISORY COMMITTEE** held in Conference Room 2, Joondalup Civic Centre, Boas Avenue, Joondalup on **THURSDAY 10 FEBRUARY 2005**.

### ATTENDANCE

#### Committee Members:

*Ms Marilynn Horgan*  
*Mr Steve Magyar*  
*Cmr Michael Anderson*  
*Mr Martin Brueckner*  
*Ms Ute Goeft*  
*Mr Will Carstairs*  
*Prof Sherry Saggars*  
*Mr David Wake*  
*Mr Geoff Down*  
*Mr Vincent Cusack*  
*Assoc. Prof. Adrienne Kinnear*

*Chairperson*  
*Deputy Chairperson*

#### Officers:

Manager, Strategic and Sustainable Development  
 Team Leader, Sustainable Development  
 Sustainable Development Officer  
 Manager Infrastructure  
 Policy Officer

R HARDY  
 S EVANS  
 B REAY  
 P PIKOR  
 M PIASECKA

### APOLOGIES

*Mr Kieron D'Arcy*

The Chairperson declared the meeting open at 1735 hrs.

### DECLARATIONS OF FINANCIAL INTEREST/INTEREST THAT MAY AFFECT IMPARIALITY

Nil

**CONFIRMATION OF MINUTES****MINUTES OF SUSTAINABILITY ADVISORY COMMITTEE MEETING HELD ON 25 NOVEMBER 2004.**

**MOVED** Mr Magyar **SECONDED** MS Ute Goeft that the Minutes of the Sustainability Advisory Committee meeting held on 25 November 2004 be confirmed as a true and accurate record of proceedings.

**The Motion was Put and**

**CARRIED**

**ONGOING BUSINESS ITEMS FROM PREVIOUS MEETINGS**

Mr Reay provided the Sustainability Advisory Committee with an update on the TravelSmart Program and explained that the City will be undertaking a survey to identify how staff commute to and from work in March 2005.

**ITEMS OF BUSINESS****ITEM 1 PUBLIC PARTICIPATION STRATEGY [75521]**

**WARD – All**

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**PURPOSE**

To provide the Sustainability Advisory Committee with an update of the Public Participation Strategy.

**EXECUTIVE SUMMARY**

The Sustainability Advisory Committee requested that matters relating to public participation and community engagement be referred to the Committee for review and comment. The Committee was provided with a presentation of the development of the public participation strategy on 14 October 2004. The following report provides an update on the Public Participation Strategy.

**DETAILS**

The Public Participation Strategy, once complete, will be made up of the following components:

- A framework to support planning and design of a public participation project;

- Tools to support implementation of a project;
- Development of staff skills; and
- Community education.

At the first two meetings of the Reference Group in September 2004, the group concentrated on developing an understanding of public participation issues and on the components of the strategy. They were also introduced to a draft framework based on the Citizens and Civics Unit guidelines and took part in trialling it to determine its utility. Due to time constraints this work did not consider tools to support implementation of public participation projects, the development of staff skills or development of a community education program.

At the Business Unit Managers meeting on 1 October 2004 it was agreed that two further workshops should be convened to progress development of the Public Participation Strategy to address these components. Following this decision, members of the Reference Group met on 2 and 26 November 2004 respectively.

At the workshop on 2 November 2004 the following matters were discussed:

- The continuing involvement of the Reference Group to develop all the components of a Public Participation Strategy;
- The contribution of BUMs and the Sustainability Advisory Committee to the development of the Strategy;
- Participant selection issues; and
- Staff skill levels.

At the workshop on 26 November 2004 the Reference Group re-convened to discuss the following:

- Review of the public participation process flowchart (Attachment 1) and associated documentation for remaining changes;
- Identification of further tools to support public participation;
- An in-house training program;
- Development of community education objectives; and
- Where to from here?

#### THE OUTCOMES OF THE WORKSHOPS WERE AS FOLLOWS:

The public participation process flowchart (Attachment 1) was refined to encompass task identification, representation, gathering stakeholder information, building the agenda, program development and evaluation and the detail of the tasks/skills required in each phase.

Documents were developed to support the public participation process including a Public Participation Project Pro-forma, an Interview Schedule, an Agenda layout and a Program Development Pro-forma.

A training needs template was developed based on the detailed information in the flow chart. Research conducted into nationally accredited training programs on public participation yielded additional information on the skills and knowledge that would be required. The Reference Group identified that a key skill would be that of project management, as coordination of a range of staff in carrying out public participation will be needed.

Human Resources advised the Reference Group that most of the skills identified in the training needs template are likely to be already vested in the staff of the City. It was suggested that a skills audit to identify the members of staff able and willing to contribute most usefully to public participation projects in future would be a useful exercise. The Reference Group took this advice and a skills audit are undertaken.

Further, the Reference Group noted that some of the other desirable skills and knowledge identified in the template, such as negotiation and public speaking skills, can currently be obtained through the use of the City's existing corporate training program. However, in future the corporate training program could be expanded to incorporate other requirements for managing public participation such as training in facilitation, qualitative and quantitative data analysis, program evaluation and managing diversity.

The Reference Group identified that a web-based presence would provide opportunities for advertising public participation opportunities, for registering Expressions of Interest online and providing links to information on specific public participations. Following discussions with the City's web services analyst it has been identified that these facilities will be available once the new website is launched.

The Reference Group also considered promotion of the Public Participation Strategy to raise community awareness of its existence. Marketing, Communications and Council Support will pursue the development of user-friendly Frequently Asked Questions sheets, press releases and posters on the completed Public Participation Strategy that can be used for raising awareness of both staff and public.

Currently there is no target market for community education in public participation. However, as market research will be carried out in the first six months of 2005 it will be possible to identify and profile a target market for a community education program at that point.

The Reference Group will reconvene in February 2005 to review the first draft of the Public Participation Strategy following input from the Sustainability Advisory Committee.

## ATTACHMENTS

Attachment 1: Public Participation Strategy Process Flowchart.

Attachment 2: Presentation slides on the Public Participation Strategy.



## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICERS RECOMMENDATION**

**That the Sustainability Advisory Committee NOTES the report on the Public Participation Strategy.**

The Committee discussed the recommendation and agreed that the recommendation to simply NOTE the report is not acceptable and is of little meaning. The recommendation was amended as follows:

**MOVED Mr Magyar SECONDED Ms Sagers that the Sustainability Advisory Committee:**

- 1. THANK and CONGRATULATE staff on the Public Participation Strategy.**
- 2. ENDORSE the Public Participation Strategy.**
- 3. REQUEST that Council ensures adequate resources are available to implement this important community initiative.**

Ms Piasecka presented an update of the Public Participation Strategy and provided an outline of Strategy recommendations. The Strategy recommendations related to the need for public participation to focus on big picture projects, the annual budget process, increasing staff awareness and participation by all sectors and groups in the community.

Ms Piasecka discussed the public participation strategy process flowchart. Considerable discussion ensued and overall there was strong support for the Public Participation Strategy and recognition that this is a proactive approach to public participation.

Cmr. Anderson entered the meeting at 17.45 hrs.

Mr Magyar suggested the addition of community groups in the representative phase. Mr Cusack reiterated the importance of public participation and drew reference to a letter from Meath Care Development Facility.

Cmr. Anderson indicated that Infrastructure Management Services has been 'very open' with public participation and community consultation, however, there is room for improvement for public participation in other areas of the City's operations. Cmr. Anderson asked Ms Piasecka what the 'entrance mechanism' was for public wanting to be involved with decision-making at the City.

Mr Brueckner questioned the timeframes in the Strategy of six weeks and the flexibility of this timeframe for the purposes of public participation. Ms Hardy informed the Committee that there was clear recent evidence that the six-week timeframe is sufficient, however this would be further renewed when internal staff review the Strategy.

Cmr Anderson supported Ms Hardy's conclusion that six weeks is sufficient. Ms Kinnear asked what flexibility does the Strategy contain to determine what issues are brought to public participation. Cmr. Anderson explained that financial implications would have a significant impact on the opportunities for public participation.

Mr Magyar referred to the Local Government Act where public participation is a driver for public participation and support for the implementation of the Strategy.

Ms Sagers identified that the community may become cynical should the City (only) dictate what issues are appropriate for public participation.

Cmr. Anderson indicated that the Strategy was a 'huge step' for the City and that the Sustainability Advisory Committee would remain a reference point for future public participation issues.

Mr Cusack requested that trust be specifically included in the Strategy.

**THE MOTION WAS PUT AND**

**CARRIED**

**ITEM 2      DISSEMINATION      OF      INFORMATION      TO      THE  
SUSTAINABILITY ADVISORY COMMITTEE [00906]**

**WARD – All**

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**PURPOSE**

To discuss and resolve how information will be disseminated to committees on matters and information that emerge between committee meetings.

**EXECUTIVE SUMMARY**

In 2004 the Chairperson of the Sustainability Advisory Committee requested that all information and matters that are requested to be circulated to the Committee members outside of a formal agenda is required to go through a process whereby the Sustainable Development Officer will receive the request and action it to the chairperson for approval before dissemination will occur.

The purpose of this process is to ensure that committee members are not over burdened with too much email and to ensure that the information being disseminated is relevant to the work of the Sustainability Advisory Committee.

In light of a recent request for the dissemination of information relating to a Council agenda item in December 2004 by Mr Cusack and the inability for his request to be

circulated at that time, it is timely and necessary to reconsider the process previously endorsed and review the existing process.

#### **ATTACHMENTS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

#### **RECOMMENDATION**

**MOVED Mr Brueckner SECONDED Mr Cusack that:**

- 1. The Chairperson FACILITATES a discussion on this issue and that the Sustainability Advisory Committee AGREE upon a process.**
- 2. The Sustainability Advisory Committee ENDORSES that the email distribution list is forwarded to the Chairperson for dissemination of information pertinent to the Sustainability Advisory Committee Terms of Reference. This process is to be reviewed as appropriate or at the end of 2005.**

Ms Horgan explained to the Committee that a large amount of information was being requested to be disseminated to Committee members and that due to busy workloads of many members, an equitable and efficient process for information dissemination is required.

Discussion ensued. The Committee discussed several methods of overcoming issues associated with information dissemination and time management. These included broad categories of interest for Committee members to indicate information to be sent. The Committee deemed this inappropriate. Mr Reay explained that there the dissemination of information could occur through open discussion forums on the City's website.

The Committee decided that information would be sent the Committee Chairperson for dissemination via email with clear subject heading description. Mr Magyar suggested that Agenda items should be forwarded for inclusion prior to seven (7) days of the committee meeting. Ms Kinnear requested that the process for dissemination of information to the Sustainability Advisory Committee is reviewed within 12 months.

**The Motion was Put and**

**CARRIED**

Ms Evans left the meeting at 1915 hrs. Ms Kinnear left the meeting at 1920 hrs.

**SUSPENSION OF STANDING ORDERS**

**MOVED** Cmr. Anderson **SECONDED** Mr Carstairs that so much of Standing Orders that apply to formal meetings be **SUSPENDED** to allow the Committee members to debate freely on the issue.

**The Motion was Put and**

**CARRIED**

The Sustainability Advisory Committee raised issues in relation to the importance of acid sulphate soils and Mr Cusack presented the Committee with maps outlining the significance of acid sulphate soils. Ms Kinnear commented on the significance of the failure in process to outline the importance of this issue for the Yellagonga Regional Park and surrounding area. Ms Kinnear expressed that the Sustainability Advisory Committee has a corrective role for this process and that the assessment process for acid sulphate soils should be independent. Cmr. Anderson indicated that there are risk management approaches that need to be added to the current approvals process for the City.

**REINSTATEMENT OF STANDING ORDERS**

**MOVED** Cmr. Anderson **SECONDED** Mr Magyar that so much of Standing Orders that apply to formal meetings be **REINSTATED**.

**The Motion was Put and**

**CARRIED**

**RECOMMENDATION**

**MOVED** Ms Saggars **SECONDED** Mr Cusack that the Sustainability Advisory Committee:

1. **RECOMMENDS** that Council requests Meathcare to revisit the Acid Sulphate Soils self assessment form and progress to step 2 as lots 28 and 63 are lands identified as posing significant risk of disturbing acid sulphate soils.
2. **INVITES** an expert speaker from the Department of Environment to make a presentation on acid sulphate soils at the next Sustainability Advisory Committee meeting and invites Directors, Commissioners, representatives for the Yellagonga Regional Park Catchment Group (YRPCG), Friends of Yellagonga and City of Joondalup planning staff.
3. **WISHES** to express its concern relating to due process with the acid sulphate soil self-assessment form and wishes to work with Council to assist in the development of a more appropriate process.

**The Motion was Put and**

**CARRIED**



**ITEM 3 SUSTAINABILITY IMPLICATIONS AND ASSESSMENT IN COUNCIL REPORTING [12542]****WARD – All**

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**PURPOSE**

To provide the Sustainability Advisory Committee with an update on the current use of sustainability considerations in Council reports and to seek comment and review on the development of a sustainability-reporting framework in accordance with the Sustainability Advisory Committee's Strategic Work plan Action 3.2a/b.

**EXECUTIVE SUMMARY**

The City of Joondalup Administration currently includes sustainability implications within Council reports. The effectiveness of the current sustainability reporting has been recently investigated. Sustainability implications reported to date have not adequately been considered in all cases. The lack of consistency and ad hoc approach may be overcome through the development and implementation of an appropriate assessment matrix/tool for sustainability in Council Reports (Attachment 2). This matrix will support the development of future protocols for matters to be referred to the Committee.

**DETAILS**

Sustainability implications and assessment in Council reporting links with Strategy 3.2 of the Sustainability Advisory Committee's Strategic Work Plan October 2004 as follows:

- 3.2a *"Assess current use of sustainability considerations in Council Reports at the City of Joondalup".*
- 3.2b *"Provide guidelines to assist staff in reporting against sustainability impacts/implications".*

The assessment of the current use of sustainability considerations in Council reports has been undertaken since approximately June 2004. The findings from the assessment indicate that current sustainability reporting is inconsistent and in some cases not addressed. Consequently the Strategic and Sustainable Development Business Unit is currently developing an assessment matrix/tool to assist Council officers in reporting sustainability considerations. This draft assessment matrix/tool is being developed using the City of Melbourne's Triple Bottom Line (TBL) Framework document and other local government matrices.

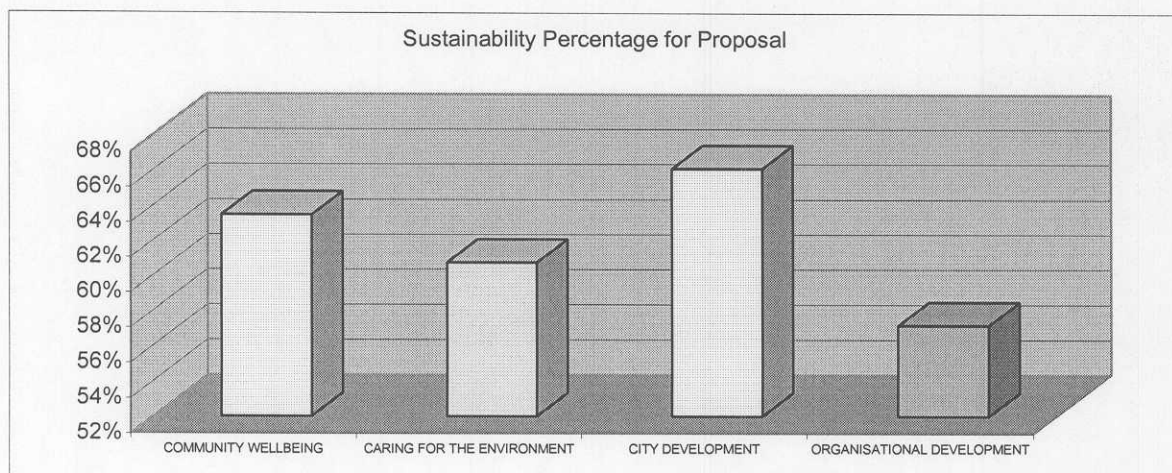


The draft sustainability assessment matrix/tool is intended to assist staff in the consideration of statements relating to the City of Joondalup's Strategic Plan 2003 – 2008 to the given proposal/project. An example of this follows:

**STATEMENT**      *The proposal will encourage greater levels of energy efficiency.*

The officer writing the report can use the sustainability assessment matrix/tool to weight the proposal with STRONGLY AGREE, AGREE, DISAGREE, STRONGLY DISAGREE and NOT APPLICABLE. The sustainability assessment matrix/tool generates a percentage under each key focus area and thus provides a quantitative and consistent assessment of sustainability.

A graphical representation can be generated so that Council decision making can quickly assess the sustainability of a proposal with greater consistency. Officers are likely to continue to provide comments in relation to sustainability, particularly when further clarification is required. An example of the matrix graphical output is shown below:



The development of a sustainability matrix/assessment tool for the City of Joondalup will be trialled in the Strategic and Sustainable Development Business Unit initially to determine its practicality and resourcing issues. Subsequent to this the matrix may be included in the Council Reporting Template.

Following a more consistent and reliable approach to sustainability reporting, it is envisaged that a criteria or protocol document for matters to be referred to the Sustainability Advisory Committee could more effectively be developed and implemented. The sustainability reporting matrix/tool may be used to trigger matters to be referred to the Sustainability Advisory Committee. Thresholds or triggers will be investigated following trials of the draft sustainability matrix/tool (if endorsed) to determine a suitable resolution for matters to be referred to the Sustainability Advisory Committee.

## **ATTACHMENTS**

Attachment 3: Draft Sustainability Reporting Matrix/Tool

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICERS RECOMMENDATION**

That the Sustainability Advisory Committee:

1. **NOTES** the report on the development of a sustainability reporting matrix/tool for the City of Joondalup.
2. **ENDORSES** the draft statements contained within the sustainability reporting matrix/tool for the purposes of trialling it as shown in Attachment 2.

**MOVED** Mr Wake **SECONDED** Mr Magyar that the Sustainability Advisory Committee:

1. **NOTES** the report on the development and commends the officers work on the matrix/tool for the City of Joondalup.
2. **ENDORSES** the draft statements contained within the sustainability reporting matrix/tool for the purposes of trialling it as shown in Attachment 2.
3. **REQUEST** the Council **SEEK** a progress report after 6 months on the sustainability matrix/tool.
4. **OFFERS** to be involved in the further development of the matrix tool.

Discussion ensued. The Committee raised several questions relating to the implementation of a trial process for the matrix/tool and the intended timeframes for evaluation and review. The Committee commended staff for the development of the matrix from other local government initiatives. The Committee endorsed the statements contained within the matrix/tool and requested that the Commissioners seek a progress report in 6 months on the success of the trial process.

Mr Reay explained the importance of consistent and effective sustainability reporting in Council reports.

Ms Sagers leaves the meeting at 1924 hrs. Ms Goeft leaves the meeting at 1932 hrs. Mr Wake leaves the meeting at 1955 hrs.

**The Motion was Put and**

**CARRIED**

**MOVED Mr Cusack SECONDED Mr Magyar that Item 4 Items to be presented to the Committee be DEFERRED until the next meeting of the Sustainability Advisory Committee scheduled to be held on 24 March 2005.**

**The Motion was Put and**

**CARRIED**

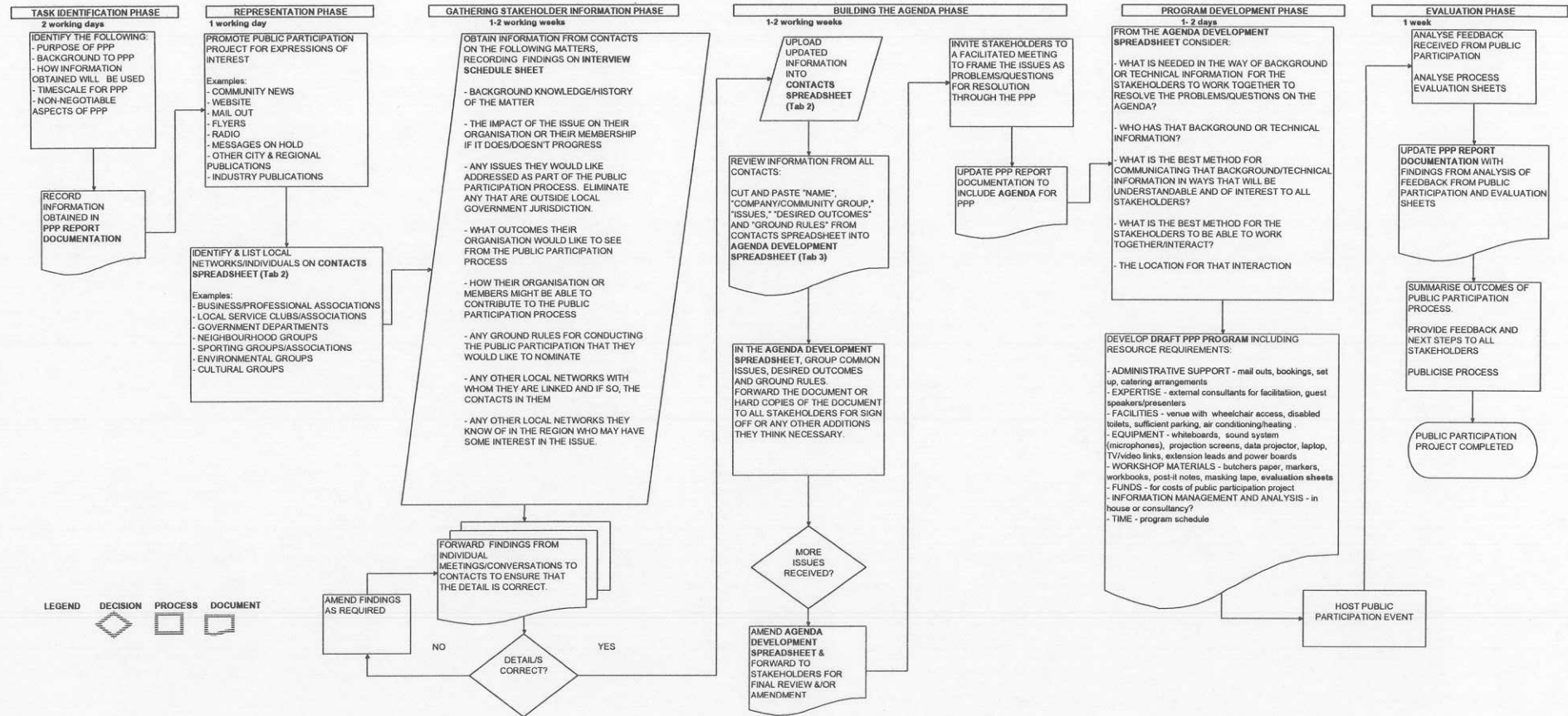
#### **DATE OF NEXT MEETING**

The next meeting of the Sustainability Advisory Committee will be held in Conference Room 2, Joondalup Civic Centre, Boas Avenue, Joondalup on Thursday 24 March 2005 at 1730 hrs.

#### **CLOSURE**

There being no further business, the Chairperson declared the meeting closed at 1955 hrs.

# ATTACHMENT 1 - DRAFT PUBLIC PARTICIPATION PROCESS





# **Public Participation Strategy**

**February 2005**



# Requirements for Strategy

- identification of issues requiring public participation;
- 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.



# Strategy Requirements

Public participation is warranted in the planning phase of major projects arising from implementation of the Strategic Plan that will have a significant and potentially long term impact:

- On the financial and other resourcing capabilities of the City
- On the lifestyle and amenity of the community



# Strategy Requirements

**Annual Budget Process =**

**Business Units to ensure that funds are available for the following activities:**

- Extensive advertising of public participation initiatives
- Costs of hiring venues/equipment
- Costs of printing workshop materials – workbooks/maps
- Costs of catering
- Costs of staffing public events out of hours
- HR to incorporate training in skills for public participation in Corporate Training Program



# Strategy Requirements

## Increasing Staff Awareness =

1. In-house training in the use of Public Participation Project documentation including:
  - Project pro-forma
  - Process flowchart
  - Interview schedule
  - Agenda pro-forma
  - Program development pro-forma
  - An evaluation pro-forma
2. Adaptation of the Corporate Training Program to include skills sets required for staff to conduct Public Participation Projects



# Strategy Requirements

**How all sectors and groups within the community can have the opportunity to participate in the City's activities =**

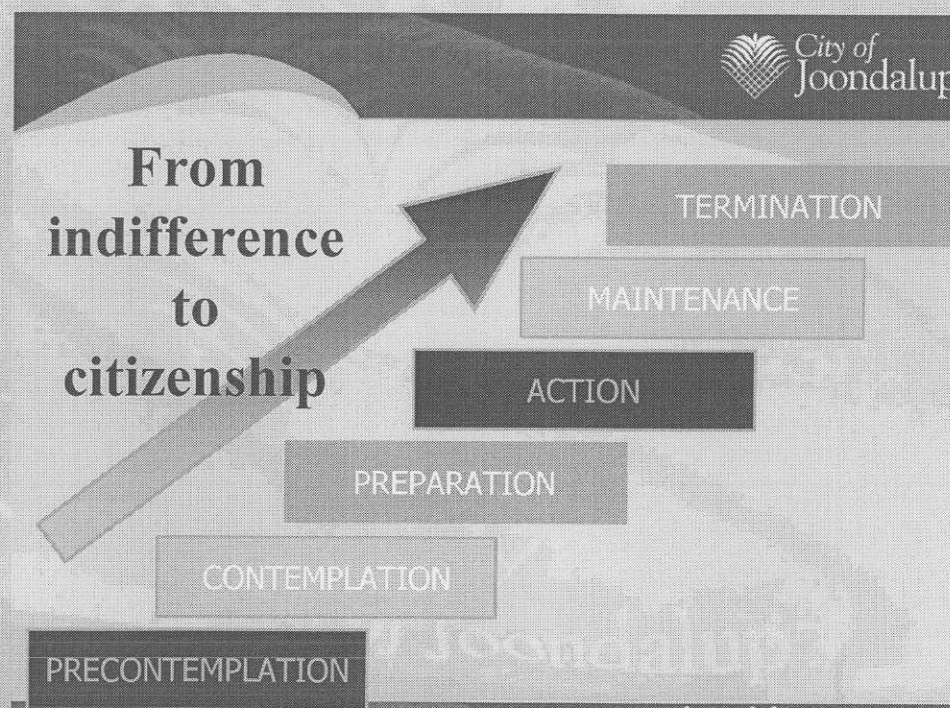
- EOI on all public participation projects
- Preliminary research
- Agenda for participation agreed by stakeholders
- Access, equity, diversity



# Strategy Requirements

Community Education =

Research to identify needs of people with potential for participation







## Where to from here?

- Feedback from SAC on Public Participation Process flowchart and associated documentation by February 15, 2005
- Reference Group approval of changes
- Report to Business Unit Managers – request for feedback
- Report to Executive – final changes
- Amendments completed
- Report to Council March 15, 2005



COMMUNITY WELLBEING	CARING FOR THE ENVIRONMENT	CITY DEVELOPMENT	ORGANISATIONAL DEVELOPMENT
The proposal addresses the diverse needs of all sectors of the City of Joondalup's Community	The proposal will support the protection of natural assets to retain biodiversity	The ongoing maintenance costs minimised	The proposal ensures financial viability and alignment to the Strategic Plan
The proposal facilitates an improvement in access or be accessible to all sectors of community e.g. disabled access, the elderly etc	The proposal will reduce quantity of energy consumed by Council operations and/or in the municipality	There will be any low decommissioning / disposal costs associated with the proposal at its end of its life	The proposal provides efficient and effective service delivery
The proposal will affect the development of a healthy, equitable, active and involved community in Joondalup	The proposal will encourage greater levels of energy efficiency	The proposal provides revenue-raising opportunities for the City	The proposal provides quality customer service
The proposal enhances the amenity of public space	The proposal will encourage the use of alternative fuel / energy sources e.g. renewable energy	The proposal or project delivery methods provides a return on investment	The proposal develops a range of services that are proactive, innovative and of best practice to meet organizational requirements
The proposal enhances and/or is consistent with the existing urban form	The proposal will reduce the level of greenhouse gas emissions generated by Council activities and/or in the municipality	The proposal protects the value of City assets	The proposal has had sufficiently effective and clear community consultation
The proposal will affect the safety of the public environment e.g. streets, laneways, parks and gardens	The proposal will maximize opportunities to reduce emission levels through the use of lower emission fuels, the use of renewable sources of energy or through carbon sequestration (absorption)	The proposal enhances the value of City assets	The proposal provides accessible community information
The proposal will have a positive affect on the development of a healthy, equitable, active and involved community in the City of Joondalup	The proposal delivery methods facilitate a reduction in the quantity of non-renewable or hazardous materials used by the Council and/or the community	The proposal enhances Joondalup's financial, retail, communications technology, environmental management and / or tertiary education sectors	The proposal supports best practice people-management policies and tools that assist in the achievement of the City's workforce objectives
The proposal will have a positive affect on the cultural facilities in the City of Joondalup and its neighborhoods	The proposal delivery methods give preference to materials derived from sustainably managed / renewable sources	The proposal promotes sector/economic growth	
The proposal protects, enhances and/or is consistent with built form of heritage value	The proposal will reduce the total quantity and type of waste including prescribed waste generated by Council activities and/or in the municipality	The proposal encourages additional investment in the City of Joondalup	
The proposal will have a positive affect on the community access to education, leisure, recreational, cultural and health services	The proposal delivery methods encourage the minimisation of waste	The proposal maintains current parklands that incorporate nature and cultural activities accessible to residents and visitors	
The proposal will improve the quality of services available to the community	The proposal delivery methods facilitate the recovery, reuse and / or recycling of waste materials	The proposal creates and promotes cultural tourist attractions	
The proposal will increase the number and /or variety of services available to the community	The proposal will reduce the quantity of water consumed and disposed of by the Council and/or in the municipality	The proposal supports marketing strategies to for the promotion of the City of Joondalup as a tourist attraction	
The proposal will support whole-of-life learning and creation of knowledge opportunities	The proposal encourages water recycling	The proposal develop partnerships with stakeholders to foster business development opportunities	
	Will the proposal encourage water recycling	The proposal facilitates local employment opportunities	