



minutes

Joondalup Performing Arts and Cultural Facility Steering Committee

MEETING HELD ON **TUESDAY, 14 JUNE 2011**

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CITY OF JOONDALUP

MINUTES OF THE JOONDALUP PERFORMING ARTS AND CULTURAL FACILITY STEERING COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON TUESDAY, 14 JUNE 2011

ATTENDANCE

Committee Members:

Cr Kerry Hollywood	North Ward
Cr Liam Gobbert	Central Ward
Cr Tom McLean	North Ward
Cr John Chester	South-East Ward
Cr Russ Fishwick	South Ward
Mr Russell Coad	General Manager Training and Business Services, West Coast Institute of Training
Ms Jacqui Allen	Deputy Director General, Department of Culture and the Arts
Mr Alastair Bryant	
Mr George Kirkpatrick	Chairman blend(er) Gallery
Ms Christine Evans	President, Endeavour Theatre Group
Mr Garry Hunt	Chief Executive Officer, City of Joondalup

Officers:

Mr Blignault Olivier	Manager City Projects
Mrs Genevieve Hunter	Executive Project Officer
Mrs Mally Rall	Senior Projects Officer
Mr Tim Hegney	Governance Coordinator

DECLARATION OF OPENING

In accordance with Schedule 2.3, Division 1 of the *Local Government Act 1995* the Chief Executive Officer is to preside at the meeting until the office of Presiding Person is filled.

The Presiding Person declared the meeting open at 7.08pm.

ELECTION OF PRESIDING PERSON

The Chief Executive Officer called for nominations for the position of Presiding Person of the Joondalup Performing Arts and Cultural Facility Steering Committee.

Cr Fishwick nominated Cr Hollywood for the position of Presiding Person.

Cr Hollywood accepted the nomination.

Cr Chester nominated Mr Bryant for the position of Presiding Person.

Mr Bryant accepted the nomination.

Mr Kirkpatrick nominated Cr McLean for the position of Presiding Person.

Cr McLean declined the nomination.

Mr Kirkpatrick withdrew his nomination.

There being more than one nomination the Chief Executive Officer requested that a vote be taken.

After counting the votes the Chief Executive Officer declared Cr Hollywood the Presiding Person of the Joondalup Performing Arts and Cultural Facility Steering Committee.

Cr Hollywood assumed the Chair at this point.

ELECTION OF DEPUTY PRESIDING PERSON

The Presiding Person called for nominations for the position of Deputy Presiding Person of the Joondalup Performing Arts and Cultural Facility Steering Committee.

Cr Chester nominated Mr Bryant for the position of Deputy Presiding Person.

Mr Bryant accepted the nomination.

Cr Hollywood nominated Cr McLean for the position of Deputy Presiding Person.

Cr McLean accepted the nomination.

There being more than one nomination the Presiding Person requested that a vote be taken.

After counting the votes the Presiding Person declared Cr McLean the Deputy Presiding Person of the Joondalup Performing Arts and Cultural Facility Steering Committee.

APOLOGIES/LEAVE OF ABSENCE

Apologies:

Mr Warren Snell, Vice-President (Resources) and Chief Financial Officer, Edith Cowan University

Ms Allanah Lucas, Director General, Department of Culture and the Arts

Mr Alan Ferris, General Manager, Perth Theatre Trust

Superintendent Craig Donaldson, Principal, WA Police Academy

Ms Sharon Josef, President, Joondalup Encore Theatre Society

Leave of absence previously approved

Cr Liam Gobbert 24 June – 18 July 2011 inclusive

Cr John Chester 21 July – 30 July 2011 inclusive

CONFIRMATION OF MINUTES

Nil.

ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil.

DECLARATIONS OF INTEREST

Nil.

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

Nil.

PETITIONS AND DEPUTATIONS

Nil.

REPORTS

ITEM 1 JOONDALUP PERFORMING ARTS AND CULTURAL FACILITY STEERING COMMITTEE - TERMS OF REFERENCE

WARD:	All
RESPONSIBLE DIRECTOR:	Garry Hunt, Chief Executive Officer
FILE NUMBER:	75577, 101515, 07019
ATTACHMENTS:	Nil

PURPOSE

To outline the Terms of Reference for the Joondalup Performing Arts and Cultural Facility Steering Committee.

BACKGROUND

At its meeting held on 22 June 2010, Council established the Joondalup Performing Arts and Cultural Facility Steering Committee (JPACF) (CJ103-06/10 refers), and at its meeting held on 21 September 2010, endorsed the Terms of Reference for that Committee (CJ150-09/10 refers).

DETAILS

The primary objective of the Steering Committee is to provide leadership and oversight of the planning and design for the JPACF. To achieve this objective the Steering Committee will provide direction on the scope of the potential design for the JPACF and determine the required reports and studies necessary to achieve Council's vision for the facility.

The endorsed Terms of Reference for the JPACF Steering Committee are:

- To provide advice and make recommendations to Council on:
 - The architectural design elements to be incorporated into the Joondalup Performing Arts and Cultural Facility;
 - The core components to be included in the Joondalup Performing Arts and Cultural Facility;
 - The capacity of the design features to be included in the Joondalup Performing Arts and Cultural Facility;
 - The options for the ongoing management and utilisation of the Joondalup Performing Arts and Cultural Facility.
- The authority to form a reference or working group (as deemed appropriate) to assist with the implementation of the required tasks.

Issues and options considered:

N/A

Legislation/Strategic Plan/Policy Implications

N/A

Risk Management considerations:

N/A

Financial/Budget Implications:

N/A

Regional Significance:

N/A

Sustainability implications:

N/A

Consultation:

N/A

COMMENT

N/A

VOTING REQUIREMENTS

Simple majority

MOVED Cr Fishwick, SECONDED Cr Chester that the Committee NOTES the Terms of Reference for the Joondalup Performing Arts and Cultural Facility Steering Committee.

The Motion was Put and

CARRIED (11/0)

In favour of the Motion: Crs Chester, Fishwick, Gobbert, Hollywood, McLean, Mr Coad, Ms Allen, Mr Bryant, Mr Kirkpatrick, Ms Evans and Mr Hunt.

**ITEM 2 JOONDALUP PERFORMING ARTS AND
CULTURAL FACILITY STEERING
COMMITTEE: ROLES AND
RESPONSIBILITIES**

WARD:	All
RESPONSIBLE DIRECTOR:	Garry Hunt, Chief Executive Officer
FILE NUMBER:	75577, 101515, 07019
ATTACHMENTS:	Attachment 1 Joondalup Performing Arts and Cultural Facility Project Philosophy and Parameters Attachment 2 City of Joondalup Policy - Code of Conduct

PURPOSE

To outline the roles and responsibilities of the Joondalup Performing Arts and Cultural Facility Steering Committee.

BACKGROUND

At its meeting held on 22 June 2010, Council endorsed the Project Philosophy and Parameters and the formation of a Steering Committee for the Joondalup Performing Arts and Cultural Facility (JPACF) (CJ103-06/10 refers). Further, Council endorsed the Terms of Reference for the Steering Committee at its meeting held on 21 September 2010 (CJ150-09/10 refers).

DETAILS

The primary objective of the Steering Committee is to provide leadership and oversight for the planning and design for the JPACF. To achieve this objective the Steering Committee will provide direction on the scope of the potential design for the JPACF and determine the required reports and studies necessary to achieve Council's vision for the facility.

Roles and Responsibilities

The role of the Steering Committee is to provide expert advice on this project, and it plays a vital part in informing the decision making process of the Council. The Committee provides Council with the opportunity to obtain the view of strategic user groups who are represented through the Committee's membership, and gain an appreciation and understanding of, amongst other things, the needs of those groups in progressing this strategic project.

In establishing the Philosophy and Parameters for this project, Council has articulated both its objectives and purpose, and Council's intent to progress the project. The Steering Committee has a responsibility to ensure that recommendations reflect and affirm Council's philosophy for the JPACF (Attachment 1 refers).

Code of Conduct

The *Local Government Act 1995* requires the City to adopt a Code of Conduct that applies to Elected Members, Committee Members and employees. As a Committee of Council, the JPACF Steering Committee is governed by this Code (Attachment 2 refers).

The Code of Conduct provides a framework for behaviour that must be observed in your dealings as a Committee Members for the City.

By providing a signed statement acknowledging that they have read the Code of Conduct, Committee Members agree to abide by requirements of the Code.

Confidentiality

The Steering Committee is a Committee of Council that is not open to the public, and as such there are certain provisions related to the use of information that Committee members should be aware of.

Council members, committee members and employees shall not use confidential information to gain improper advantage for themselves or another person or body in ways which are inconsistent with their obligation to act impartially in the public interest; or to improperly cause harm, detriment or impairment to any person, body, or the Council.

Due discretion shall be exercised by all those who have access to confidential or sensitive information. Every matter dealt with by, or brought before, a meeting sitting behind closed doors, shall be treated as strictly confidential, and shall not without the authority of Council be disclosed to any person other than Council members and/or employees of the City (and in the case of employees only so far as may be necessary for the performance of their duties) prior to the discussion of the matter at a meeting of Council held with open doors.

All documents of the City of Joondalup that are marked 'CONFIDENTIAL' or 'NOT FOR PUBLICATION' or marked with a clear message that the document is intended for the recipient only, are confidential to the City of Joondalup and shall not be published, copied, reproduced or the contents released to another person, in whole or in part, in any manner whatsoever without the express permission of the Council or the Chief Executive Officer.

Attachment 2 refers.

Issues and options considered:

N/A

Legislation/Strategic Plan/Policy Implications

Legislation The Local Government Act 1995
 The Local Government (Administration) Regulations 1996
 The City of Joondalup Standing Orders Local Law 1995

Policy City of Joondalup Policy – Code of Conduct

Risk Management considerations:

N/A

Financial/Budget Implications:

N/A

Regional Significance:

N/A

Sustainability implications:

N/A

Consultation:

N/A

COMMENT

N/A

VOTING REQUIREMENTS

Simple majority

MOVED Cr Gobbert, SECONDED Cr that the Committee NOTES the roles and responsibilities of the Joondalup Performing Arts and Cultural Facility Steering Committee and its members, including:

- 1. Code of Conduct; and**
- 2. Confidentiality requirements.**

The Motion was Put and

CARRIED (11/0)

In favour of the Motion: Crs Chester, Fishwick, Gobbert, Hollywood, McLean, Mr Coad, Ms Allen, Mr Bryant, Mr Kirkpatrick, Ms Evans and Mr Hunt.

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION

Nil.

CLOSURE

There being no further business, the Presiding Person declared the Meeting closed at 7.43pm; the following Committee Members being present at that time:

Cr Kerry Hollywood
Cr Liam Gobbert
Cr Tom McLean
Cr John Chester
Cr Russ Fishwick
Mr Russell Coad
Ms Jacqui Allen
Mr Alastair Bryant
Mr George Kirkpatrick
Ms Christine Evans
Mr Garry Hunt