



APPENDIX 1
ATTACHMENT 1

**ROLES AND REPRESENTATIVES TO
EXTERNAL COMMITTEES AND BOARDS**

AS AT NOVEMBER 2015

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Council Created Committees/Boards and Reference Groups

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JOONDALUP DESIGN REFERENCE PANEL

Membership

Members

Chief Executive Officer or his nominee

Australian Institute of Architects

Mr Rod Mollet

Planning Institute of Australia

Mr Mathew Selby

Australian Institute of Landscape Architects

Mr Andy Sharp

Deputy Members

Australian Institute of Architects

Ms Nerida Moredoundt

Planning Institute of Australia

Ms Jane Bennett

Australian Institute of Landscape Architects

Ms Regan Douglas

Role of the Panel

1. DEFINITIONS

Council Panel	Council of the City of Joondalup Joondalup Design Reference Panel
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2. MEMBERSHIP

The Panel shall consist of the following members:

2.1 1 member and 1 deputy member representing the disciplines of architecture, planning, urban design and landscape architecture from names put forward by each of the following institutions:

- a) Australian Institute of Architects
- b) Planning Institute Australia (PIA)
- c) Australian Institute of Landscape Architecture (AILA)

2.2 The Chief Executive Officer or his nominee as convenor and chair.

3. OBJECTIVES

To provide advice to the City on:

- 3.1 All new building development within the City Centre;
- 3.2 Major extensions to existing buildings in the City Centre that impact on the streetscape; and
- 3.3 Major buildings outside of the City Centre (excluding single and grouped dwellings, and extension to commercial or mixed-used buildings that do not significantly affect the streetscape);

Assessment and advice will have a particular focus on the impact of the building on the streetscape and the environmentally sustainable design features of the building.

Note: Applications that are required to be determined by the State Government's Development Assessment Panel (DAP) are excluded and will not be considered by the Joondalup Design reference Panel.

4. MANAGEMENT

4.1 Terms of Appointment

Appointments to the Panel shall be by the Council selected from persons nominated by each of the professional institutions referred to in 2.1.

Membership is for a two-year period in line with Council elections. After this two year term, all individuals must stand down. The process of appointment for the subsequent two year period will follow the Council Elections. Members can serve more than one term.

4.2 The Chairperson of the Panel will be the Chief Executive Officer.

4.3 The Panel or Panel members may be involved in providing advice on a particular proposal either prior to, or following lodgement of a development application.

4.4 The attendance and/or participation of all Panel members or their deputies for each application to be assessed is not essential and will depend on the nature of the application and the issues to be considered.

4.5 Payment

The members of the panel representing the professional institutions will be paid a flat fee for the time spent assessing applications, including discussions with the City's officers and applicants.

5. MEETINGS

5.1 Meetings of the Panel shall be convened as required but if required, within sufficient time for the application to meet deadlines for Council meetings.

5.2 Advice

Notes of all meetings shall be made including the Panel's advice to the Council. That advice will be incorporated in the officer's report on the matter to the Council.

Any advice to the Council must have regard to the statutory obligations of the Council.

Quorum

-

Directorate

Planning and Community Development

File Reference

34172

Council updates

CJ213-09/08, CJ142-06/09, CJ191-11/10, CJ214-11/11, JSC06-11/13

STRATEGIC COMMUNITY REFERENCE GROUP

Membership	<p><u>Members</u></p> <p>Mayor Troy Pickard * Cr Russ Fishwick, JP Cr Christine Hamilton-Prime Cr Kerry Hollywood</p> <p><u>Community Representatives</u></p> <p>North Ward – Ms Penny Gilpin North-Central Ward – Wes Buzza Central Ward – Bryan Saunders South-West Ward – Brian Yearwood South-East Ward – Dr Zarrin Siddiqui South Ward – Dr Susan King</p> <p>* Presiding Member</p>	<p><u>Deputies</u></p> <p>- Cr Teresa Ritchie, JP (1st deputy) Cr Mike Norman (2nd deputy) Cr John Chester (3rd deputy)</p>
Role of the Group	<p>The purpose of the Strategic Community Reference Group is to provide advice to the Council on:</p> <ul style="list-style-type: none"> • Matters of significant community interest; and • Strategic initiatives. 	
Quorum	<p>A quorum for any meeting of the Strategic Community Reference Group shall be no less than one of the three Elected Members and two of the six community members.</p>	
Directorate	<p>Governance and Strategy</p>	
File Reference	<p>102605</p>	
Council updates	<p>CJ112-06/12; CJ156-08/12, JSC06-11/13, CJ015-02/14; CJ214-11/14</p>	

COMMUNITY BOARD OF ADVICE (JOONDALUP HEALTH CAMPUS)

- External Committee-

Membership	<u>Member</u> Cr Christine Hamilton-Prime <u>Deputy</u> Cr Philippa Taylor
Role of the Committee	To provide input into the direction, development and service of the hospital and advice to the Joondalup Health Campus CEO in accordance with the Joondalup Health Campus – DHSa for the treatment of public patients.
Meeting Fees / Allowances	Nil.
Directorate	Office of the CEO
File Reference	15395
Council updates	CJ091-04/00, JSC19-05/01, JSC31-05/03, CJ002-02/04, JSC21-05/06, JSC03-11/07, CJ077-04/09, CJ246-11/09, JSC2-11/11, JSC06-11/13, CJ207-10/14
Contact	Ms Jacqui Mooy, Executive, Joondalup Health Campus, P O Box 242 JOONDALUP WA 6027 Tel: (08) 9400 9400

NORTH-WEST METROPOLITAN JOINT DEVELOPMENT ASSESSMENT PANEL

-External Committee-

Membership	<p><u>Members</u></p> <p>Cr John Chester Cr Liam Gobbert</p> <p><u>Alternate Members (Deputy)</u></p> <p>1st Cr Philippa Taylor 2nd Cr Christine Hamilton-Prime</p>																
Role of the Panel	<p>Development Assessment Panels (DAPS) are responsible for determining development applications where the likely cost of the development exceeds a specified dollar value. For the city of Joondalup, any proposal over \$10 million in value would be determined by the DAP. An applicant may also elect for a development with a value of between \$2 million and \$10 million to be determined by the DAP.</p> <p>The City of Joondalup representatives on the Metropolitan North-West DAP were appointed by the Minister for Local Government for a term expiring 26 April 2017.</p>																
Meeting Fees / Allowances	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Chairperson:</td> <td style="text-align: right;">\$500 per meeting</td> </tr> <tr> <td>Members:</td> <td style="text-align: right;">\$400 per meeting</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Training Session Attendance:</td> <td style="text-align: right;">\$400 per session</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"><u>Email/Telephone Meeting ¹</u></td> </tr> <tr> <td>Chairperson:</td> <td style="text-align: right;">\$100</td> </tr> <tr> <td>Members:</td> <td style="text-align: right;">\$50</td> </tr> </table> <p>¹ If Applicant seeks an amendment to the initial decision.</p>	Chairperson:	\$500 per meeting	Members:	\$400 per meeting			Training Session Attendance:	\$400 per session			<u>Email/Telephone Meeting ¹</u>		Chairperson:	\$100	Members:	\$50
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Chairperson:	\$100																
Members:	\$50																
Directorate	Planning and Community Development																
File Reference	09886, 101515																
Council updates	CJ060-04/11, CJ120-07/11, JSC2-11/11, CJ002-02/13, JSC06-11/13; CJ010-02/15																

JOONDALUP LOTTERIES HOUSE INC

- External Committee -

Membership	Community Development Coordinator
Role of the Committee	To provide secure, affordable accommodation for community organisations in the northern suburbs involved in supporting and/or delivering non-profit human services.
Meeting Fees / Allowances	Nil.
Directorate	Office of the CEO
File Reference	29094
Council updates	CJ229-11/98, CJ260-07/99, JSC42-12/99, CJ038-03/00, JSC23-05/01, CJ131-05/01, CJ386-11/01, CJ206-09/02, JSC34-05/03, JSC21-05/06, JSC03-11/07, CJ246-11/09, JSC2-11/11, JSC06-11/13
Contact	Ms Jennie Hague, Office Administrator, 12/70 Davidson Terrace, JOONDALUP WA 6027 Tel: (08) 9300 2550

NORTH WEST DISTRICT PLANNING COMMITTEE

- External Committee -

Membership	Cr Philippa Taylor Cr Teresa Ritchie, JP - (deputy)
Role of the Committee	<p>To provide a forum for discussion and recommendation on regional planning issues. The North West District Planning Committee is established in accordance with the provisions of the Planning and Development Act 2005.</p> <p>Note: At its meeting held on 25 August 2009, the Western Australian Planning Commission resolved that the North West District Planning Committee would become an advisory committee with meetings scheduled at the discretion and direction of the WAPC.</p>
Meeting Fees / Allowances	Nil.
Directorate	Planning and Community Development
File Reference	01080
Council updates	CJ30-07/98, CJ260-07/99, JSC48-12/99, JSC33-05/01, CJ002-02/02, JSC45-05/03, CJ002-02/04, JSC14-05/06, JSC03-11/07, CJ077-04/09, CJ246-11/09, JSC2-11/11, JSC06-11/13
Contact	<p>Ms Christina Sanders, Committee Support Officer, North West District Planning Committee, Level 5 140 William Street, PERTH WA 6000</p> <p>Tel: (08) 6551 9053</p>

NORTH WESTERN METROPOLITAN REGIONAL ROAD SUB-GROUP

- External Committee -

Membership	Cr Sam Thomas Cr Philippa Taylor - (deputy) Director Infrastructure Services
Role of the Committee	To review project submissions for the North West region in accordance with the criteria of the Metropolitan Regional Road Program and make funding recommendations to the State Committee of the Metropolitan Regional Road Group.
Meeting Fees / Allowances	Nil.
Directorate	Infrastructure Services
File Reference	02416
Council updates	CJ30-07/98, CJ260-07/99, JSC50-12/99, JSC34-05/01, JSC48-05/03, CJ002-02/04, JSC20-05/06, CJ066-04/07, JSC03-11/07, CJ246-11/09, JSC2-11/11, JSC06-11/13
Contact	Mr Andy Plummer Main Roads WA PO Box 6202, EAST PERTH WA 6892 Tel: (08) 13 81 38

PERTH REGION NRM – LOCAL GOVERNMENT REFERENCE GROUP

(Formerly Swan Catchment Council – Local Government Reference Group)
- External Committee -

Membership	Cr John Chester Cr Mike Norman - (proxy)
Role of the Committee	This Group supports the involvement of the Metropolitan Local Governments in delivering 'Integrated Natural Resource Management' as a full partner with the State and Federal Governments.
Meeting Fees / Allowances	<u>Meeting Fees</u> Up to 2 hours: \$55 2 – 4 hours: \$110 Over 4 hours: \$167 Mileage applicable.
Directorate	Governance and Strategy
File Reference	14600
Council updates	CJ066-04/07, JSC03-11/07, CJ246-11/09, JSC2-11/11, JSC06-11/13
Contact	Ms L Potter Chief Executive Officer Perth Region NRM – Local Government Reference Group PO Box 2206, Midland DC WA 6936 Tel: (08) 9374 3333

WANNEROO/JOONDALUP LOCAL EMERGENCY MANAGEMENT COMMITTEE

- External Committee -

Membership	Cr John Chester Cr Sam Thomas – (deputy) Manager Asset Management Emergency Management Officer Principal Environmental Health Officer
Role of the Committee	The Wanneroo/Joondalup Local Emergency Management Committee deals with emergency management within the areas/suburbs contained within the City of Wanneroo and the City of Joondalup.
Meeting Fees / Allowances	Nil.
Directorate	Infrastructure Services
File Reference	09151, 48543
Council updates	CJ024-02/10, JSC2-11/11, JSC06-11/13
Contact	Contact from October 2013 to October 2015 City of Joondalup Ian Thomas Emergency Management Officer – Ext 4113 Contact from October 2015 onwards City of Wanneroo

YELLAGONGA REGIONAL PARK COMMUNITY ADVISORY COMMITTEE

- External Committee -

Membership	Cr John Chester Cr Mike Norman - (deputy) Team Leader Natural Areas
Role of the Committee	The Yellagonga Regional Park Community Advisory Committee was established by the Department of Environment and Conservation to provide a regular forum to hear public opinion and exchange advice on management issues affecting the park. The Committee assists in implementing the Yellagonga Regional Park Management Plan and projects lists for the park.
Meeting Fees / Allowances	Nil.
Directorate	Infrastructure Services
File Reference	29109
Council updates	CJ79-08/98, CJ260-07/99, JSC54-12/99, JSC39-05/01, JSC55-05/03, CJ002-02/04, JSC21-05/06, CJ066-04/07, JSC03-11/07, CJ246-11/09, JSC2-11/11, JSC06-11/13
Contact	Ms Lisa Bland Regional Parks Community Liaison Officer Department of Environment & Conservation Locked Bag 104 BENTLEY DC WA 6983 Telephone: 9442 0300

JOONDALUP DESIGN REFERENCE PANEL TERMS OF REFERENCE

1. DEFINITIONS

Council Council of the City of Joondalup
Panel Joondalup Design Reference Panel

2. MEMBERSHIP

The Panel shall consist of the following members:

2.1. 1 member and 1 deputy member representing the disciplines of architecture, planning, urban design, and landscape architecture from names put forward by each of the following institutions:

- a) Australian Institute of Architects
- b) Planning Institute Australia (PIA)
- c) Australian Institute of Landscape Architecture (AILA)

2.2. The Chief Executive Officer or his nominee as convenor and chair

3. OBJECTIVES

To provide advice to the City on:

3.1 All new building development within the City Centre, with the exception of all single houses and developments of less than 10 grouped or multiple dwellings;

3.2 Major extensions to existing buildings in the City Centre that impact on the streetscape; and

3.3 Major buildings development outside of the City Centre (excluding single houses and developments of less than ten grouped dwellings, and extensions to commercial or mixed-used buildings that do not significantly affect the streetscape);

Assessment and advice will have a particular focus on the impact of the building on the streetscape and the environmentally sustainable design features of the building.

Note: Applications that are required to be determined by the State Government's Development Assessment Panel (DAP) will be presented to the JDRP for consideration prior to a comprehensive assessment being undertaken in order to ensure DAP timeframes are satisfied so far as is possible.

4. MANAGEMENT

4.1 Terms of Appointment

Appointments to the Panel shall be by the Council selected from persons nominated by each of the professional institutions referred to in 2.1.

Membership is for a two-year period in line with Council elections. After this two year term, all individuals must stand down. The process of appointment for the subsequent two year period will follow the Council Elections. Members can serve more than one term.

4.2 The Chairperson of the Panel will be the Chief Executive Officer.

4.3 The Panel or Panel members may be involved in providing advice on a particular proposal either prior to, or following lodgement of a development application.

4.4 The attendance and/or participation of all Panel members or their deputies for each application to be assessed is not essential and will depend on the nature of the application and the issues to be considered.

4.5 Payment

The members of the panel representing the professional institutions will be paid a flat fee for the time spent assessing applications, including discussions with the City's officers and applicants.

5. MEETINGS

5.1 Meetings of the Panel shall be convened as required but if required, within sufficient time for the City to meet report deadlines for Council or DAP meetings.

5.2 Advice

Notes of all meetings shall be made including the Panel's advice to the Council or DAP. That advice will be incorporated in the officer's report on the matter to the Council or DAP.

Any advice to the Council or DAP must have regard to the statutory obligations of the Council or DAP.

Strategic Community Reference Group

Terms of Reference

1. Name

The name of the Reference Group shall be the Strategic Community Reference Group.

2. Aims and Objectives

The purpose of the Strategic Community Reference Group is to provide advice to the Council on:

- Matters of significant community interest;
- Strategic initiatives;

as determined by the Council.

3. Membership

The Strategic Community Reference Group will consist of the following:

3.1 Elected Members

A maximum of four Elected Members with one Elected Member nominated as Presiding Member.

3.2 Community Members

3.2.1 A maximum of one community member from each of the six wards of the district (to be selected by the Council from nominations received). Criteria for the selection will be based on the individual's interest, experience and/or qualifications in issues pertaining to the City of Joondalup community, in general.

3.2.2 Community Member places will be advertised and interested residents/ratepayers will be requested to submit an Expression of Interest addressing specific criteria outlined in the Expression of Interest Form.

3.2.3 Information on the Strategic Community Reference Group and the call for Expressions of Interest will also be sent to ratepayer groups in each ward.

3.2.4 Final selection for serving on the Strategic Community Reference Group will be determined by Council.

3.3 Experts

3.3.1 Up to four temporary places will be available for suitably qualified professionals who can provide expert advice/information as necessary.

3.3.2 The Strategic Community Reference Group has the authority to second the suitably qualified professionals referred to in 3.3.1 above from outside of the Reference Group on a voluntary basis for their expert advice where required.

3.4 Community Ward Representation

If an item referred to the Strategic Community Reference Group is within a specific location, the Council may consider that additional temporary places be made available for ratepayer groups in the relevant Ward.

3.5 Terms of Membership

The term of membership will be for two years commencing on 1 December and concluding in October in line with the ordinary Council election cycle.

3.6 City Officers

The Chief Executive Officer or representative will attend meetings of the Strategic Community Reference Group to represent matters to be presented with other Officers to be invited as required depending on the agenda issue, and City Officers will provide technical advice and support where required and are not members of the Strategic Community Reference Group.

4. Meetings

4.1 The Strategic Community Reference Group shall convene no more than two meetings to consider an individual issue.

4.2 A quorum for any meeting of the Strategic Community Reference Group shall be no less than two of the four Elected Members and two of the six community members.

4.3 The Presiding Member will preside at all meetings and is responsible for the proper conduct of the meetings. In his/her absence the role of Presiding Member will be assumed by any of the other three Elected Members nominated to the Strategic Community Reference Group by the Council.

5 Agendas

- 5.1** The City will determine the Agenda for each meeting in accordance with the Work Plan for the Strategic Community Reference Group endorsed by the Council.
- 5.2** All meetings shall be confined to the items listed on the Work Plan unless the Council determines that additional matters be referred to the Strategic Community Reference Group.
- 5.3** The meetings of the Strategic Community Reference Group cannot call for reports outside of the Work Plan or items referred to it by Council.
- 5.4** Work Plans will be developed annually by City officers and endorsed by the Council taking account of the City's strategic planning objectives, annual priorities as per the Annual Plan, or other City Plans or initiatives.

6 Notes Of Meetings

City staff will maintain notes of the items discussed at each meeting and the outcomes from the Strategic Community Reference Group discussions. The notes may be used as the basis for further action by the City on an item.

7 Insurances

The City shall arrange all insurances affecting the Strategic Community Reference Group in discharging the normal course of its duties and for any associated public liability.

8 Management

- 8.1** The Strategic Community Reference Group has no delegated powers or authority to:
 - 8.1.1** Represent the City of Joondalup.
 - 8.1.2** Implement Strategic Community Reference Group recommendations without approval of the Council.
 - 8.1.3** Commit Council to the expenditure of funds.
- 8.2** Strategic Community Reference Group Members must comply with the City's Code of Conduct.

9 Tenure Of Appointment

If a member fails to attend three consecutive meetings of the Strategic Community Reference Group his/her appointment shall be automatically terminated unless leave of absence has been granted.