

# agenda

## Special Meeting of Council

NOTICE IS HEREBY GIVEN THAT A  
SPECIAL MEETING OF THE COUNCIL  
OF THE CITY OF JOONDALUP WILL BE HELD IN  
THE COUNCIL CHAMBER, JOONDALUP CIVIC CENTRE,  
BOAS AVENUE, JOONDALUP

**ON** **MONDAY 4 NOVEMBER 2019**

**COMMENCING AT 7.00pm**

**PURPOSE OF MEETING**

The purpose of the meeting is to give consideration to the following Items:

- Establishment of Council-created Committees and Appointments.
- Appointment of Representatives to External Committees and Boards and Internal Groups and Panels.

**GARRY HUNT**  
Chief Executive Officer  
1 November 2019

[www.joondalup.wa.gov.au](http://www.joondalup.wa.gov.au)

**PUBLIC QUESTION TIME**

Members of the public are requested to lodge questions in writing by 9.00am on Monday 4 November 2019.

Answers to those questions received within that timeframe will, where practicable, be provided in hard copy form at the Special Council Meeting.

Please Note: Section 7(4) (b) of the Local Government (Administration) Regulations 1996 states that a Council at a special meeting is not required to answer a question that does not relate to the purpose of the meeting. It is requested that only questions that relate to items on the agenda be asked.

**QUESTIONS TO**

[council.questions@joondalup.wa.gov.au](mailto:council.questions@joondalup.wa.gov.au)  
PO Box 21 Joondalup WA 6919

[www.joondalup.wa.gov.au](http://www.joondalup.wa.gov.au)

## PROCEDURES FOR PUBLIC QUESTION TIME

The following procedures for the conduct of Public Question Time were adopted at the Council meeting held on 19 November 2013:

### Questions asked verbally

- 1 Members of the public are invited to ask questions at Council Meetings.
- 2 Questions asked at an ordinary Council meeting can relate to matters that affect the operations of the City of Joondalup. Questions asked at a Special Meeting of the Council must relate to the purpose for which the meeting has been called.
- 3 A register will be provided for those persons wanting to ask questions to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and address.
- 4 Public question time will be limited to two minutes per member of the public, with a limit of two questions per member of the public.
- 5 Statements are not to precede the asking of a question during public question time. Statements should be made during public statement time.
- 6 Members of the public are encouraged to keep their questions brief to enable everyone who desires to ask a question to have the opportunity to do so.
- 7 Public question time will be limited to the legislative minimum of 15 minutes and may be extended in intervals of up to 10 minutes by resolution of the Council, but the total time allocated for public questions to be asked and responses to be given is not to exceed 35 minutes in total. Public question time is declared closed following the expiration of the allocated time period, or earlier than such time where there are no further questions.
- 8 Questions are to be directed to the Presiding Member and should be asked politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or City employee. The Presiding Member shall decide to:
  - Accept or reject any question and his/her decision is final;
  - Nominate a member of the Council and/or City employee to respond to the question;
  - Take a question on notice. In this case a written response will be provided as soon as possible, and included in the agenda of the next Council meeting.
- 9 Where an elected member is of the opinion that a member of the public is:
  - asking a question at a Council meeting, that is not relevant to the operations of the City of Joondalup;
  - making a statement during public question time;they may bring it to the attention of the meeting.

- 10 Questions and any response will be summarised and included in the minutes of the Council meeting.
- 11 It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information (FOI) Act 1992*. Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the City and refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the *FOI Act 1992*.

### **Questions in Writing - Residents and /or Ratepayers of the City of Joondalup Only**

- 1 Only City of Joondalup residents and/or ratepayers may submit questions to the City in writing.
- 2 Questions submitted to an ordinary Council meeting can relate to matters that affect the operations of the City of Joondalup. Questions submitted to a Special Meeting of the Council must relate to the purpose for which the meeting has been called.
- 3 The City will accept a maximum of five written questions per City of Joondalup resident/ratepayer. To ensure equality and consistency, each part of a multi-part question will be treated as a question in its own right.
- 4 Questions lodged by 9.00am on the day immediately prior to the scheduled Council meeting will be responded to, where possible, at the Council meeting. These questions, and their responses, will be distributed to Elected Members and made available to the public in written form at the meeting.
- 5 The Presiding Member shall decide to accept or reject any written question and his/her decision is final. Where there is any concern about a question being offensive, defamatory or the like, the Mayor will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be published. Where the Presiding Member rules questions to be out of order, an announcement to this effect will be made at the meeting, including the reason(s) for the decision.
- 6 The Presiding Member may rule questions out of order where they are substantially the same as questions previously submitted and responded to.
- 7 Written questions unable to be responded to at the Council meeting will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next Council meeting.
- 8 A person who submits written questions may also ask questions at a Council meeting and questions asked verbally may be different to those submitted in writing.
- 9 Questions and any response will be summarised and included in the minutes of the Council meeting.

- 10 It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information (FOI) Act 1992*. Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the City and refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the *FOI Act 1992*.

#### **DISCLAIMER**

Responses to questions not submitted in writing are provided in good faith and as such, should not be relied upon as being either complete or comprehensive.

## PROCEDURES FOR PUBLIC STATEMENT TIME

The following procedures for the conduct of Public Statement Time were adopted at the Council meeting held on 19 November 2013:

- 1 Members of the public are invited to make statements, either verbally or in writing, at Council meetings.
- 2 Statements made at an ordinary Council meeting must relate to matters that affect the operations of the City of Joondalup. Statements made at a Special Meeting of the Council must relate to the purpose for which the meeting has been called.
- 3 A register will be provided for those persons wanting to make a statement to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and address.
- 4 Public statement time will be limited to two minutes per member of the public.
- 5 Members of the public are encouraged to keep their statements brief to enable everyone who desires to make a statement to have the opportunity to do so.
- 6 Public statement time will be limited to a maximum of 15 minutes. Public statement time is declared closed following the 15 minute allocated time period, or earlier than such time where there are no further statements.
- 7 Statements are to be directed to the Presiding Member and are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or City employee.
- 8 Where an Elected Member is of the opinion that a member of the public is making a statement at a Council meeting, that is not relevant to the operations of the City of Joondalup, they may bring it to the attention of the Presiding Member who will make a ruling.
- 9 A member of the public attending a Council meeting may present a written statement rather than making the Statement verbally if he or she so wishes.
- 10 Statements will be summarised and included in the minutes of the Council meeting.

## **CODE OF CONDUCT**

The Code recognises these ethical values and professional behaviours that support the principles of:

Respect for persons - this principle requires that we treat other people as individuals with rights that should be honoured and defended, and should empower them to claim their rights if they are unable to do so for themselves. It is our respect for the rights of others that qualifies us as members of a community, not simply as individuals with rights, but also with duties and responsibilities to other persons.

Justice - this principle requires that we treat people fairly, without discrimination, and with rules that apply equally to all. Justice ensures that opportunities and social benefits are shared equally among individuals, and with equitable outcomes for disadvantaged groups.

Beneficence - this principle requires that we should do good, and not harm, to others. It also requires that the strong have a duty of care to the weak, dependent and vulnerable. Beneficence expresses the requirement that we should do for others what we would like to do for ourselves.

\* *Any queries on the agenda, please contact the Governance Coordinator on 9400 4369.*

## CIVIC CENTRE EMERGENCY PROCEDURES

The City of Joondalup values the health and safety of all visitors to City of Joondalup facilities. The following emergency procedures are in place to help make evacuation of the City of Joondalup Civic Centre safe and easy.

### Alarms

The City of Joondalup emergency system has two alarm tones:

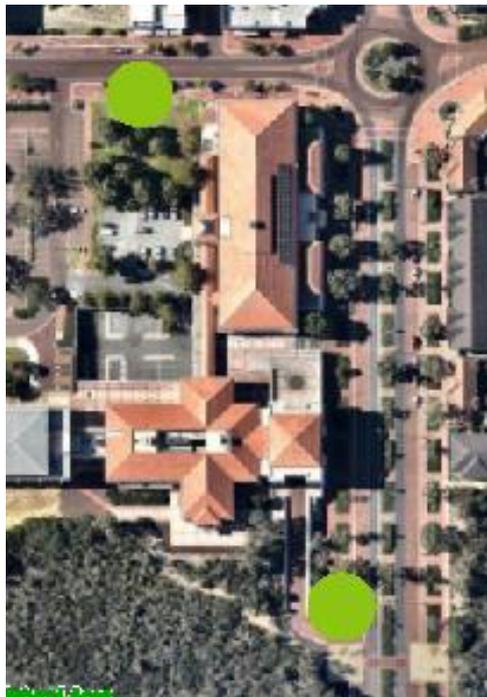
- Alert Tone (Beep... Beep... Beep)
- Evacuation Tone (Whoop...Whoop...Whoop)

### On hearing the Alert Tone (Beep... Beep... Beep):

- DO NOT EVACUATE ON THIS TONE.
- Remain where you are.
- All designated Fire Wardens will respond and assess the immediate area for danger.
- Always follow instructions from the designated Fire Wardens.

### On hearing the Evacuation Tone (Whoop...Whoop...Whoop):

- Evacuate the building immediately as directed by a Fire Warden or via the nearest safe exit.
- Do not use lifts.
- Remain calm and proceed to the designated Assembly Area (refer to site plan below).
- People with impaired mobility (those who cannot use the stairs unaided) should report to a Fire Warden who will arrange for their safe evacuation.
- Do not re-enter the building until authorised to do so by Emergency Services.



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# CITY OF JOONDALUP

Notice is hereby given that a Special Meeting of Council will be held in the Council Chamber, Joondalup Civic Centre, Boas Avenue, Joondalup on **Monday 4 November 2019** commencing at **7.00pm**.

GARRY HUNT  
Chief Executive Officer  
1 November 2019

Joondalup  
Western Australia

## AGENDA

### DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

### DECLARATIONS OF INTEREST

### PUBLIC QUESTION TIME

(Please Note: Section 7(4)(b) of the *Local Government (Administration) Regulations 1996* states that a Council at a special meeting is not required to answer a question that does not relate to the purpose of the meeting. It is requested that only questions that relate to items on the agenda be asked.)

### PUBLIC STATEMENT TIME

Statements made at a Special Meeting of the Council must relate to the purpose for which the meeting has been called.

### APOLOGIES AND LEAVE OF ABSENCE

#### Leave of Absence previously approved

Cr Christine Hamilton-Prime  
Cr Russ Fishwick, JP

27 October to 10 November 2019 inclusive;  
4 November to 19 December 2019 inclusive.

### IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

**REPORTS****JSC03-11/19 ESTABLISHMENT OF COUNCIL-CREATED COMMITTEES AND APPOINTMENTS**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	02153, 101515
<b>ATTACHMENTS</b>	Attachment 1 2018 and 2019 Committee Meeting Comparisons
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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**PURPOSE**

For Council to establish a committee structure and appoint elected member representatives to those committees.

**EXECUTIVE SUMMARY**

In accordance with the *Local Government Act 1995* Council can establish committees to assist with its decision-making functions and responsibilities. Following the biennial local government elections, it is usual practice for Council to appoint members to council-created committees.

Council is also requested to call the first meeting of its new committees to:

- enable a Presiding Member and Deputy Presiding Member to be appointed
- establish meeting dates where necessary for the remainder of 2019 to determine matters prior to Council going into recess over the months of December and January
- establish meeting days, times and frequency for 2020.

**BACKGROUND**

At its meeting held on 12 December 2006 (CJ236-12/06 refers), Council introduced a rolling four-weekly meeting cycle, which enabled the fourth week to be used to hold additional information sessions, or for scheduling various committee meetings.

Council subsequently adopted a revised meeting cycle at its meeting held on 30 September 2008 (CJ196-09/08 refers), based on a monthly format with Strategy Sessions held on the first Tuesday of each month, Briefing Sessions held on the second Tuesday and Council Meetings on the third Tuesday.

This enables committee meetings to be scheduled on the Monday, Tuesday or Wednesday of weeks one, two and three so to minimise potential conflicts with other Council activities and provide a 'meeting-free' week in the fourth week of each month.

It is preferable to hold committee meetings in the first week of the month, thereby enabling committee recommendations to be listed in the Briefing Session agenda and subsequently the Council meeting agenda, however this may not always be possible due to other scheduled meetings.

It has been a normal principle at the City that whenever a committee is formed, that an elected member representative from each of the City's six wards, plus the Mayor, is a member on a respective committee. Under the *Local Government Act 1995* the Mayor is entitled to be on a committee (where there is Elected Member representation and the Mayor so desires to be on the committee) and each Councillor is entitled to be on at least one committee.

At the Special Council meeting held on the 6 November 2017 (refers JSC03-11/17) the following changes to committee structures were endorsed:

- That the Audit Committee now be known as the Audit and Risk Committee to better reflect that the committee will not only consider audit matters, but also risk issues that may impact on the City.
- That the previous Finance and Major Projects Committees to be merged into one committee, to be named the Major Projects and Finance Committee. On the basis that items previously dealt with by the Major Projects Committee will not require as regular reporting due to the maturity or current position of various projects, as well as to reduce the time commitment of Elected Members in attending committee meetings. Subsequently the role of the committee was changed to the current terms of reference.

It is therefore recommended that the current committee structure and role be maintained other than the Chief Executive Officer Performance Review Committee which will now include activities relating to the recruitment of a new Chief Executive Officer.

## **DETAILS**

There were initially five Council committees established following the 2015 local government elections. Further changes to the committees' structure was made post the 2017 local government elections where five committees became four, the following associated roles and membership for the council created committees are outlined below:

### **Major Projects and Finance Committee**

#### Role

The role of the Major Projects and Finance Committee is to:

- oversee the progress of the City's annual capital works program and review of the City's *Five Year Capital Works Program*
- make recommendations to Council on modifications of capital works projects and major strategic capital projects

- make recommendations to Council on various elements of major strategic capital projects (such as the Ocean Reef Marina, City Centre Office Development and Joondalup Performing Arts and Cultural Facility), including but not limited to:
  - project scope
  - design elements and core project components
  - development models and financial structures
  - on-going management and utilisation models
- make recommendations to Council on the services to be provided by the City and the standards of service delivery being cognisant of industry best practice
- oversee the City's financial management activities, funding proposals and long-term strategic financial planning
- make recommendations to Council on reviews and impacts on the City's *20 Year Strategic Financial Plan*.

#### Membership

- Mayor.
- One elected member representative from each of the City's six wards (with corresponding deputy member).

#### **Policy Committee**

#### Role

The role of the Policy Committee is to:

- make recommendations to Council on the development and review of the City's policies and overall policy framework
- develop and maintain a visual art collection of significance and repute that reflects the cultural aspirations of the City of Joondalup and its expressed goals and policies
- collect works of visual art of demonstrable excellence by artists of significance, consistent with the perceived developments in West Australian contemporary art
- collect and commission selectively works of art which enhance the existing Collection and which foster an understanding, enjoyment and appreciation of the visual arts among the broader community and members of the general public
- review the criteria established to determine award winners
- oversee the strategic direction of the City's Art Award events, Visual Art Collection and Visual Art Programs.

#### Membership

- Mayor.
- One elected member representative from each of the City's six wards (with corresponding deputy member).

## **Audit and Risk Committee**

### Role

The role of the Audit and Risk Committee is to:

- 1 guide and assist the City in carrying out its functions:
  - under Part 6 - Financial Management, of the *Local Government Act 1995*
  - in relation to audits conducted under Part 7 - Audit, of the *Local Government Act 1995*
  - relating to other audits and other matters related to financial management
- 2 review the CEO's report into the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance, given to it by the CEO under regulation 17 of the *Local Government (Audit) Regulations 1996* and:
  - report to the Council the results of that review
  - give the Council a copy of the CEO's report
- 3 monitor and advise the CEO when the CEO is carrying out functions in relation to a review:
  - under regulation 17(1) of the *Local Government (Audit) Regulations 1996*
  - of the appropriateness and effectiveness of the financial management systems and procedures of the City under regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*.
- 4 support the auditor of the City to conduct an audit and carry out the auditor's other duties under the *Local Government Act 1995* in respect of the City and to oversee the implementation of any actions in accordance with regulation 16(f) of the *Local Government (Audit) Regulations 1996*.
- 5 review and monitor the internal audit programme and the scope of internal audits.

### Membership

- Mayor.
- One elected member representative from each of the City's six wards (with corresponding deputy member).
- External member.

## **Chief Executive Officer Performance Review Committee**

The role and membership of the current Chief Executive Officer Performance Review Committee is to:

- review the Chief Executive Officer's performance in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Contract
- prepare and table the concluded report, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract to Council
- review the Chief Executive Officer's performance on an on-going basis as and when deemed necessary in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment contract

- review the Key Performance Indicators to be met by the Chief Executive Officer
- review the Chief Executive Officer's remuneration package, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract
- review the Chief Executive Officer's Employment Contract and make recommendations to Council in relation to varying the contract as and when necessary.

#### Membership

- Mayor.
- One elected member representative from each of the City's six wards (with corresponding deputy member).

#### **Proposed role changes to Chief Executive Officer Performance Review Committee**

The contract of the City's current Chief Executive Officer, Mr Garry Hunt concludes on 31 July 2020. Mr Hunt has indicated that he does not wish to have a further contract of employment with the City in which case Council will need to commence the recruitment process for a new Chief Executive Officer.

On 27 June 2019, the *Local Government Legislation Amendment Act 2019* was passed in Parliament which included some of the legislative change around the need for model standards covering the recruitment and selection, performance review and early termination of local government chief executive officers.

In view of this the Department of Local Government, Sport and Cultural Industries (the Department), in consultation with representatives from the Public Sector Commission, the WA Ombudsman, the Western Australian Local Government Association and Local Government Professionals have developed standards and guidelines that will be used to inform the drafting of the required regulations and other supporting documents. The Department is currently seeking feedback on the draft standards and accompanying guidelines however no change has been put in place at this time.

Notwithstanding the above, the draft principles and guidelines for the recruitment of a new local government chief executive officer has been assessed, in which case the role of the Chief Executive Officer Performance Review Committee (to be renamed the Chief Executive Officer Recruitment and Performance Review Committee), should include the following activities:

- Recommend to Council the selection and appointment process of a Chief Executive Officer.
- Recommend to Council the preferred consultant to assist with the recruitment process for a Chief Executive Officer.
- Undertake the interview of preferred applicant(s) on the advice of the appointment consultant's shortlisted applicants for the position of Chief Executive Officer.
- Recommend to Council the appointment of a preferred applicant as Chief Executive Officer under the terms and conditions of an agreed Chief Executive Officer Employment Contract.

It is suggested the current membership of the committee be maintained however it does not preclude other elected members from attending meetings as and when they so desire.

In view of this, it is recommended the role of the Chief Executive Officer Recruitment and Performance Review Committee is to:

- recommend to Council the selection and appointment process of a Chief Executive Officer
- recommend to Council the preferred consultant to assist with the recruitment process for a Chief Executive Officer
- undertake the interview of preferred applicant(s) on the advice of the appointment consultant's shortlisted applicants for the position of Chief Executive Officer
- recommend to Council the appointment of a preferred applicant as Chief Executive Officer under the terms and conditions of an agreed Chief Executive Officer Employment Contract
- review the Chief Executive Officer's performance in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Contract
- prepare and table the concluded report, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract to Council
- review the Chief Executive Officer's performance on an on-going basis as and when deemed necessary in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Contract
- review the Key Performance Indicators to be met by the Chief Executive Officer
- review the Chief Executive Officer's remuneration package, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract
- review the Chief Executive Officer's Employment Contract and make recommendations to Council in relation to varying the contract as and when necessary.

#### Membership

- Mayor.
- One elected member representative from each of the City's six wards (with corresponding deputy member).

Attachment 1 illustrates the following statistical information associated with committee meetings during 2018 and 2019 to date:

- number of meetings
- duration of meetings
- number of items considered.

#### **Issues and options considered**

Council can either:

- establish the committee structure as recommended
- amend the committee structure as recommended  
or
- not establish the committee structure as recommended.

**Legislation / Strategic Community Plan / policy implications**

<b>Legislation</b>	<i>Local Government Act 1995. Local Government (Administration) Regulations 1996. Local Government (Audit) Regulations 1996 Local Government (Financial Management) Regulations 1996. City of Joondalup Meeting Procedures Local Law 2013.</i>
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**Strategic Community Plan**

<b>Key theme</b>	Governance and Leadership.
<b>Objective</b>	Corporate capacity.
<b>Strategic initiative</b>	Continuously strive to improve performance and service delivery across all corporate functions.
<b>Policy</b>	Not applicable.

The *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* requires local governments to establish an Audit Committee with certain roles and responsibilities. The Chief Executive Officer's Employment Contract also requires a committee to be established specifically to review the performance of the Chief Executive Officer.

The requirements of the *Local Government Act 1995* in respect of Council-created committees are as follows:

***"Establishment of committees"***

5.8 *A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

*\* Absolute majority required.*

***Types of committees***

5.9 (1) *In this section:*

*"other person" means a person who is not a council member or an employee.*

(2) *A committee is to comprise:*

- (a) *council members only;*
- (b) *council members and employees;*
- (c) *council members, employees and other persons;*
- (d) *council members and other persons;*
- (e) *employees and other persons; or*
- (f) *other persons only.*

**Appointment of committee members**

- 5.10 (1) *A committee is to have as its members:*
- (a) *persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
  - (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*
- \* Absolute majority required.*
- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*
- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish:*
- (a) *to be a member of the committee; or*
  - (b) *that a representative of the CEO be a member of the committee,*
- the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.*

**Tenure of committee membership**

- 5.11 (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until:*
- (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
  - (b) *the person resigns from membership of the committee;*
  - (c) *the committee is disbanded; or*
  - (d) *the next ordinary elections day,*
- whichever happens first.*

- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until:*
- (a) *the term of the person's appointment as a committee member expires;*
  - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;*
  - (c) *the committee is disbanded; or*
  - (d) *the next ordinary elections day,*
- whichever happens first.*

### **Deputy committee members**

5.11A (1) *The local government may appoint\* a person to be a deputy of a member of a committee and may terminate such an appointment\* at any time.*

*\* Absolute majority required.*

- (2) *A person who is appointed as a deputy of a member of a committee is to be:*
- (a) *if the member of the committee is a council member – a council member; or*
  - (b) *if the member of the committee is an employee – an employee; or*
  - (c) *if the member of the committee is not a council member or an employee – a person who is not a council member or an employee; or*
  - (d) *if the member of the committee is a person appointed under section 5.10(5) – a person nominated by the CEO.*
- (3) *A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.*
- (4) *A deputy member of a committee, while acting as a member, has all the functions of and all the protection given to a member.*

### **Risk management considerations**

The establishment of committees assists Council in performing some of its legislative responsibilities and functions. If Council does not establish committees this may hinder the overall decision-making process and place an onerous burden on Council as a whole.

### **Financial / budget implications**

Not applicable.

### **Regional significance**

Not applicable.

**Sustainability implications**

Not applicable.

**Consultation**

Not applicable.

**COMMENT**

Further to the establishment of the committees, it is recommended that a special meeting of each committee is called immediately after the Special Council meeting to elect a Presiding Member and Deputy Presiding Member, as well as to consider setting meeting dates for each committee.

Some committees will be required to meet and consider matters prior to Council going into recess. In addition, all committees will be requested to consider setting meeting dates for 2020, being cognisant of Council's preferred monthly meeting cycle. This will assist with forward planning for all Elected Members, management and staff and ensure synergy between committee and Council meeting dates.

**VOTING REQUIREMENTS**

Absolute Majority.

**RECOMMENDATION**

**That Council:**

- 1 BY AN ABSOLUTE MAJORITY ESTABLISHES a Major Projects and Finance Committee, with the role being to:**
  - 1.1 oversee the progress of the City's annual capital works program and review of the City's *Five Year Capital Works Program*;**
  - 1.2 make recommendations to Council on modifications of capital works projects and major strategic capital projects;**
  - 1.3 make recommendations to Council on various elements of major strategic capital projects (such as the Ocean Reef Marina, City Centre Office Development and Joondalup Performing Arts and Cultural Facility), including but not limited to:**
    - 1.3.1 project scope;**
    - 1.3.2 design elements and core project components;**
    - 1.3.3 development models and financial structures;**
    - 1.3.4 on-going management and utilisation models;**
  - 1.4 make recommendations to Council on the services to be provided by the City and the standards of service delivery being cognisant of industry best practice;**

- 1.5 **oversee the City's financial management activities, funding proposals and long-term strategic financial planning;**
  - 1.6 **make recommendations to Council on reviews and impacts on the City's *20 Year Strategic Financial Plan*;**
- 2 BY AN ABSOLUTE MAJORITY APPOINTS the following members and deputy members to the Major Projects and Finance Committee:**

**Members**

- |     |                    |                       |
|-----|--------------------|-----------------------|
| 2.1 | Mayor;             |                       |
| 2.2 | Central Ward       | - One representative; |
| 2.3 | North Ward         | - One representative; |
| 2.4 | North Central Ward | - One representative; |
| 2.5 | South Ward         | - One representative; |
| 2.6 | South-East Ward    | - One representative; |
| 2.7 | South-West Ward    | - One representative; |

**Deputy Members**

- |      |                    |                       |
|------|--------------------|-----------------------|
| 2.8  | Central Ward       | - One representative; |
| 2.9  | North Ward         | - One representative; |
| 2.10 | North Central Ward | - One representative; |
| 2.11 | South Ward         | - One representative; |
| 2.12 | South-East Ward    | - One representative; |
| 2.13 | South-West Ward    | - One representative; |

- 3 BY AN ABSOLUTE MAJORITY ESTABLISHES a Policy Committee with the role being to:**
- 3.1 **make recommendations to Council on the development and review of the City's policies and overall policy framework;**
  - 3.2 **develop and maintain a visual art collection of significance and repute that reflects the cultural aspirations of the City of Joondalup and its expressed goals and policies;**
  - 3.3 **collect works of visual art of demonstrable excellence by artists of significance, consistent with the perceived developments in West Australian contemporary art;**
  - 3.4 **collect and commission selectively works of art which enhance the existing Collection and which foster an understanding, enjoyment and appreciation of the visual arts among the broader community and members of the general public;**
  - 3.5 **review the criteria established to determine award winners;**
  - 3.6 **oversee the strategic direction of the City's Art Award events, Visual Art Collection and Visual Art Programs;**

- 4 BY AN ABSOLUTE MAJORITY APPOINTS the following members and deputy members to the Policy Committee:**

**Members**

- |     |                    |                       |
|-----|--------------------|-----------------------|
| 4.1 | Mayor;             |                       |
| 4.2 | Central Ward       | - One representative; |
| 4.3 | North Ward         | - One representative; |
| 4.4 | North Central Ward | - One representative; |
| 4.5 | South Ward         | - One representative; |
| 4.6 | South-East Ward    | - One representative; |
| 4.7 | South-West Ward    | - One representative; |

**Deputy Members**

- |      |                    |                       |
|------|--------------------|-----------------------|
| 4.8  | Central Ward       | - One representative; |
| 4.9  | North Ward         | - One representative; |
| 4.10 | North Central Ward | - One representative; |
| 4.11 | South Ward         | - One representative; |
| 4.12 | South-East Ward    | - One representative; |
| 4.13 | South-West Ward    | - One representative; |

- 5 BY AN ABSOLUTE MAJORITY ESTABLISHES an Audit and Risk Committee with the role being to:**

- 5.1 guide and assist the City in carrying out its functions:**

- 5.1.1 under Part 6 - Financial Management, of the *Local Government Act 1995*;
- 5.1.2 in relation to audits conducted under Part 7 - Audit, of the *Local Government Act 1995*;
- 5.1.3 relating to other audits and other matters related to financial management;

- 5.2 Review the CEO's report into the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance, given to it by the CEO under regulation 17 of the *Local Government (Audit) Regulations 1996* and:**

- 5.2.1 report to the Council the results of that review;
- 5.2.2 give the Council a copy of the CEOs report;

- 5.3 Monitor and advise the CEO when the CEO is carrying out functions in relation to a review:**

- 5.3.1 under regulation 17(1) of the *Local Government (Audit) Regulations 1996*;
- 5.3.2 of the appropriateness and effectiveness of the financial management systems and procedures of the City under regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*;

- 5.4 Support the auditor of the City to conduct an audit and carry out the auditor's other duties under the *Local Government Act 1995* in respect of the City and to oversee the implementation of any actions in accordance with regulation 16(f) of the *Local Government (Audit) Regulations 1996*;**

5.5 Review and monitor the internal audit programme and the scope of internal audits.

6 BY AN ABSOLUTE MAJORITY APPOINTS the following members and deputy members to the Audit and Risk Committee:

**Members**

6.1	Mayor;	
6.2	Central Ward	- One representative;
6.3	North Ward	- One representative;
6.4	North Central Ward	- One representative;
6.5	South Ward	- One representative;
6.6	South-East Ward	- One representative;
6.7	South-West Ward	- One representative;
6.8	Mr Richard Thomas	- External Member;

**Deputy Members**

6.9	Central Ward	- One representative;
6.10	North Ward	- One representative;
6.11	North Central Ward	- One representative;
6.12	South Ward	- One representative;
6.13	South-East Ward	- One representative;
6.14	South-West Ward	- One representative;

7 BY AN ABSOLUTE MAJORITY DISBANDS the Chief Executive Performance Review Committee and ESTABLISHES a Chief Executive Officer Recruitment and Performance Review Committee with the role being to:

- 7.1 recommend to Council the selection and appointment process of a Chief Executive Officer;
- 7.2 recommend to Council the preferred consultant to assist with the recruitment process for a Chief Executive Officer;
- 7.3 undertake the interview of preferred applicant(s) on the advice of the appointment consultant's shortlisted applicants for the position of Chief Executive Officer;
- 7.4 recommend to Council the appointment of a preferred applicant as Chief Executive Officer under the terms and conditions of an agreed Chief Executive Officer Employment Contract;
- 7.5 review the Chief Executive Officer's performance in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Contract;
- 7.6 prepare and table the concluded report, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract to Council;
- 7.7 review the Chief Executive Officer's performance on an on-going basis as and when deemed necessary in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Contract;

- 7.8 review the Key Performance Indicators to be met by the Chief Executive Officer;
- 7.9 review the Chief Executive Officer's remuneration package, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract;
- 7.10 review the Chief Executive Officer's Employment Contract and make recommendations to Council in relation to varying the contract as and when necessary;
- 8 BY AN ABSOLUTE MAJORITY APPOINTS the following members and deputy members to the Chief Executive Officer Recruitment and Performance Review Committee:

**Members**

- 8.1 Mayor;
- 8.2 Central Ward - One representative;
- 8.3 North Ward - One representative;
- 8.4 North Central Ward - One representative;
- 8.5 South Ward - One representative;
- 8.6 South-East Ward - One representative;
- 8.7 South-West Ward - One representative;

**Deputy Members**

- 8.8 Central Ward - One representative;
- 8.9 North Ward - One representative;
- 8.10 North Central Ward - One representative;
- 8.11 South Ward - One representative;
- 8.12 South-East Ward - One representative;
- 8.13 South-West Ward - One representative;
- 9 CALLS special meetings of the following committees at the date and time as specified to enable the election of a presiding member and deputy presiding member and set future meeting dates:
- 9.1 Audit and Risk Committee on Monday 4 November 2019, commencing at 7.30pm, Conference Room 1;
- 9.2 Major Projects and Finance Committee on Monday 4 November 2019, commencing at 7.40pm, Conference Room 1;
- 9.3 Policy Committee on Monday 4 November 2019, commencing at 7.50pm, Conference Room 1;
- 9.4 Chief Executive Officer Recruitment and Performance Review Committee on Monday 4 November 2019, commencing at 8.00pm, Conference Room 1.

*Appendix 1 refers*

To access this attachment on electronic document, click here: [Attach1agn191104.pdf](#)

## **JSC04-11/19 APPOINTMENT OF REPRESENTATIVES TO EXTERNAL COMMITTEES AND BOARDS AND INTERNAL GROUPS AND PANELS**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	02153, 101515
<b>ATTACHMENTS</b>	Attachment 1 Role of external committees and boards Attachment 2 Joondalup Design Reference Panel Terms of Reference Attachment 3 Strategic Community Reference Group Terms of Reference Attachment 4 Edgewater Quarry Community Reference Group Terms of Reference
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

### **PURPOSE**

For Council to appoint representatives to various external committees, boards and internal groups where the City has representation.

### **EXECUTIVE SUMMARY**

Following the biennial local government elections, it is usual practice for Council to appoint representatives to various Council created groups and panels, as well as other external committees or boards where the City has representation.

Council is therefore requested to make the necessary appointments as listed in the recommendation to this report.

### **BACKGROUND**

Over a number of years Council has created a range of reference groups and other panels such as; the Strategic Community Reference Group and the Joondalup Design Reference Panel to assist it with its operations as well as technical and stakeholder reporting to City officers. Council also nominates representatives to other committees/boards created by external organisations.

At its meeting held on 26 June 2012 (CJ112-06/12 refers), Council resolved to disband the City's working groups and community forums and establish a Strategic Community Reference Group to provide advice to Council on matters of significant community interest and strategic initiatives. At its meeting held on 21 August 2012 (CJ156-08/12 refers), Council made various appointments to the group following an expression of interest process throughout the

community. Appointments of community members from each ward of the City has been undertaken following the local government elections of 2013, 2015, 2017 and 2019.

The Western Australian State Parliament enacted legislation that introduced Development Assessment Panels which are the decision-making body for a certain type, class and/or value of planning applications the City receives from time to time. Development Assessment Panels consist of three specialist independent members and two elected members from the City with all membership appointments made by the Minister for Planning.

At its meeting held on 6 November 2017 (JSC04-11/17 refers), Council nominated Crs Hamilton-Prime and Taylor to represent the City of Joondalup on the North-West Metropolitan Joint Development Assessment Panel, with Cr Dwyer being nominated as first alternate member and Cr Jones as second alternate member.

The DAP Secretariat has advised that nominations are required for all four positions on the DAP as the current membership expires on the 26 January 2020. Following nomination, appointments are then made by the Minister for Planning for a term ending 26 January 2022.

## **DETAILS**

Outside of the Council created committees that are considered within a separate report, Council currently has two reference groups and a design reference panel. The City also has representation on two Regional Councils and eight external committees or boards. Information on the roles of these committees and boards and their membership as at the time of the local government elections held on 19 October 2019 is provided in Attachment 1.

Some relevant considerations in relation to some other committees, panels and groups is detailed below.

### Joondalup Design Reference Panel

Council endorsed the establishment of a Joondalup Design Advisory Panel (JDRP) at its meeting held on 30 September 2008 (CJ213-09/08 refers), now renamed to the Joondalup Design Reference Panel. Panel members are appointed for a two year period and have traditionally consisted of members from relevant professional institutions representing:

- architecture
- urban design planning
- town planning
- landscape architecture.

The panel has been instrumental in providing design advice to applicants, support to the City officers in their assessment of applications, support to staff in their negotiation with applicants to make changes to proposals and information to Council to assist in determining development proposals.

The current panel comprises:

#### Australian Institute of Architects (AIA)

- Rod Mollett
- Nerida Moredoundt (deputy)

Planning Institute of Australia (PIA)

- Jane Bennett
- Chris Melsom (deputy)

Australian Institute of Landscape Architects (AILA)

- Robin Burnage
- Vacant (deputy)

The existing panel members have individually and collectively been instrumental in adding value to the application assessment and determination process.

As the completion of the two year term of appointment of the current panel is approaching, the City has approached the AIA, PIA and AILA to seek expressions of interest from members for appointment to the panel for the next two years.

Following advertising undertaken by each of the institutions, the AIA, PIA and AILA have recommended that the current panel members continue to represent their relative industry body on the JDRP.

In addition, the AILA has advised that an expression of interest has also been received from Mr Tony Blackwell.

Mr Blackwell is the Managing Director of Blackwell and Associates and has over 40 years of professional experience in landscape architecture and urban design. Mr Blackwell holds the positions of Fellow of the Australian Institute of Landscape Architects, Adjunct Professor at the School of Design (UWA) and is a Registered Landscape Architect and Urban Designer with AILA.

In addition to his vast experience as an industry professional Mr Blackwell also has experience as a member of a number of design review panels including panels for the:

- Town of Cambridge
- City of Stirling
- City of Wanneroo
- City of Rockingham
- Town of Victoria Park
- Metropolitan Redevelopment Authority
- State Design Review Panel.

Historically Mr Blackwell's involvement on these panels focused mostly on assessing medium and high density and mixed use developments, however more recently has expanded to also include local development plans, landscape masterplans, repurposed heritage buildings, aged care facilities, short stay accommodation and child care centres.

Mr Blackwell's experience is therefore highly relevant to the nature of proposals considered by the JDRP.

In view of the above it is recommended that the current panel members be reappointed in their existing roles and that Mr Blackwell be appointed to the position of deputy member – Australian Institute of Landscape Architects.

As outlined above, panel members are appointed for a two year period. In May 2019 the Western Australian Planning Commission (WAPC) released stage one of 'Design WA'. Stage one includes the 'Design Review Guide' which is a guiding document for local governments to set up and operate design review processes and seeks to ensure consistency for panels of this nature across local governments.

The City is currently reviewing the JDRP, including its Terms of Reference and panel composition, in the context of the Design Review Guide to determine whether changes to the structure are required. If changes are recommended, this may result in a shorter appointment timeframe for the proposed panel or may require the proposed panel members to re-nominate.

#### North West District Planning Committee

The North West District Planning Committee was established in accordance with the provisions of the *Planning and Development Act 2005*. 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 Western Australian Planning Commission. The committee has not met since 2009 and currently has no scheduled meetings. However, due to its statutory establishment it is prudent that the Council still appoint a representative.

#### North-West Metropolitan Joint Development Assessment Panel (JDAP)

From 1 July 2011, 15 Development Assessment Panels (DAPs) commenced operation throughout Western Australia.

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 JDAP (mandatory DAP application). An applicant may also elect for a development with a value of between \$2 million and \$10 million to be determined by the JDAP (opt-in DAP application).

The JDAP consists of the following members:

- Three members with specialist knowledge in the areas of town planning, architecture, or other related disciplines.
- Two Elected Members from the City of Joondalup, who sit on the panel for applications relating to the City of Joondalup only.

At its meeting held on 6 November 2017 (JSC04-11/17 refers), Council nominated Crs Hamilton-Prime and Taylor to represent the City of Joondalup on the North-West Metropolitan Joint Development Assessment Panel, with Cr Dwyer being nominated as first alternate member and Cr Jones as second alternate member.

The DAP Secretariat has advised that nominations are required for all four positions on the DAP as the current membership expires on the 26 January 2020. Following nomination, appointments are then made by the Minister for Planning for a term ending 26 January 2022.

#### Strategic Community Reference Group

At its meeting held on 26 June 2012 (CJ112-06/12 refers), Council established the Strategic Community Reference Group (SCRG) as a participation mechanism for the external provision of advice and input to Council on matters of significant community interest and strategic initiatives.

Over the last two years, the SCRG has provided Council with advice on the following strategic matters:

- Engaging Young People at the City of Joondalup.
- Supporting local business within the City of Joondalup.
- Review of the City of Joondalup *Community Safety and Crime Prevention Plan*.
- Development of a draft Cultural Plan for the City of Joondalup.

Other matters that have been discussed in the past have included the following:

- Review of the City's *Environment Plan*.
- Review of the City's *Community Development Plan*.
- Review of the City's *Waste Management Plan*.
- Options for Volunteer Recognition Program.
- Major review of the City's *Strategic Community Plan – Joondalup 2022*.
- Review of the City's Community Engagement and Communication Practices.
- Options for the development of a Community Leaders Program.

The Strategic Community Reference Group consists of the following members:

- Two community representatives from each Ward who were subject to a nomination process addressing their experience in strategic planning and decision-making.
- Up to four elected members, one of whom acts as a Presiding Member.
- Up to four temporary appointed professionals to provide expert advice and information on specific matters as required.

The community representatives for the Strategic Community Reference Group, up until October 2019 were as follows:

WARD	MEMBER
North Ward	Dr Ross Hollett Mr Graydon Smith
North-Central Ward	Ms Lara Silbert Ms Karen Warwick
Central Ward	Mr Peter Beaton Mr Ross Oxwell
South-West Ward	Mr Brian Yearwood Ms Jo Stephens
South-East Ward	Ms Selina Gates Mr David Healy
South Ward	Dr Susan King Ms Tiffany Tonkin

In accordance with the SCRG Terms of Reference, the terms for community members concluded in October 2019 in line with the Ordinary Local Government election cycle. Community members were advised of the conclusion of their current term in October 2019 and were also informed that Council would consider the re-establishment of the SCRG and membership composition following the local government elections held on 19 October 2019.

In view of this, it is recommended that Council:

- endorses the current Terms of Reference of the Strategic Community Reference Group
- authorises the Chief Executive Officer to seek nominations to fill the vacant community representative positions for all wards.

#### Edgewater Quarry Community Reference Group (EQCRG)

Council endorsed the establishment of the Edgewater Quarry Community Reference Group (EQCRG) at its meeting held on 12 December 2017 (CJ209-12/17 refers) and approved the appointment of His Worship the Mayor and Elected Members for North-Central Ward to the EQCRG.

In accordance with the endorsed Terms of Reference and following an Expression of Interest process, Council appointed 20 community members of the EQCRG at its meeting held on 15 May 2018 (CJ075-05/18 refers) representing the following categories:

- a maximum of six ratepayers or residents from the suburb of Edgewater
- five ratepayers or residents from other City suburbs.

To achieve a wide-range of community representation, the nine remaining places were representatives from community or special interest groups.

The members of the EQCRG, up until October 2019, were as follows:

<b>Elected Members</b>	<b>Ward</b>
Hon. Albert Jacob JP	Mayor and Presiding Member
Cr Philippa Taylor	North Central Ward
Cr Nige Jones	North Central Ward
<b>Edgewater Representatives</b>	<b>Community/Special Interest Group Representatives</b>
Jo Baker	Jane Burns
Louis Humberstone	Jason Beltran
Margaret Elliott	Annette Morey
Mat Humfrey	Elizabeth Hewitt
Clayton Sanders	Alexis Anderson
Laura Hodgen	Alan Crofts
<b>Other City Suburb Representatives</b>	Bryan Saunders
Thomas Forbes	Lynda Dawson
Magdalen Purcell	Graeme Trevena
Carolyn Lindsay	
Moya Jones	
Julie A Andrews	

As outlined in the EQCRG Terms of Reference the role of the group is to:

- examine the future options for the Edgewater Quarry site
- assist with the development of a concept plan
- identify and discuss the issues and concerns of the community and stakeholders around the options for the Edgewater Quarry site
- represents the interests of the wider community
- act as a conduit to disseminate information and feedback to and from the wider community

- liaise with extended networks and community groups to facilitate information sharing concerning Edgewater Quarry.

The EQCRG does not have delegated powers, or the authority to represent the City or implement any recommendations without the approval of Council.

The EQCRG has met on three occasions during 2018 and 2019. While the term of membership, as stated in the Terms of Reference, is up until 31 October 2019, the group has not yet determined recommendations on a potential concept plan to present to Council. Notwithstanding it is suggested that membership of the group be extended for a further 12 months to enable this work to be completed.

### **Issues and options considered**

Council can either:

- appoint members to reference groups, panels and external boards and committees as recommended  
or
- not appoint members to reference groups, panels and external boards and committees.

### **Legislation / Strategic Community Plan / policy implications**

#### **Legislation**

*Local Government Act 1995.*

#### **Strategic Community Plan**

#### **Key theme**

Governance and Leadership.

#### **Objective**

Strong leadership.

#### **Strategic initiative**

Seek out City representation on key external and strategic bodies.

#### **Policy**

Not applicable.

### **Risk management considerations**

Should Council not appoint representation to external committees/boards, this may hinder the City's ability to be involved in key organisations where representation is available.

### **Financial / Budget implications**

Not applicable.

### **Regional significance**

A number of the external committees/boards that the City of Joondalup is entitled to have representation on deal with matters that not only affect the region but also the local government industry as a whole.

### **Sustainability implications**

Not applicable.

## Consultation

Consultation has occurred with external members on the various groups and panels the City has established and where confirmation of their continuance has been received, those persons have been recommended for appointment accordingly.

## COMMENT

Representation on externally based committees and boards allows the City of Joondalup to have input into various issues that face the local government industry.

Where there are more nominations than vacancies for representation, elected members will need to nominate which representatives will be appointed to the respective committee or board. Each elected member will be able to nominate as many times as there are vacant positions.

## VOTING REQUIREMENTS

Simple Majority.

## RECOMMENDATION

That Council:

- 1 **APPOINTS the following members and deputy members to the Joondalup Design Reference Panel:**

### Members

- |     |                                              |                   |
|-----|----------------------------------------------|-------------------|
| 1.1 | The Chief Executive Officer or his nominee   |                   |
| 1.2 | Australian Institute of Architects           | Mr Rod Mollet;    |
| 1.3 | Planning Institute of Australia              | Ms Jane Bennett;  |
| 1.4 | Australian Institute of Landscape Architects | Mr Robin Burnage; |

### Deputy Members

- |     |                                              |                       |
|-----|----------------------------------------------|-----------------------|
| 1.5 | Australian Institute of Architects           | Ms Nerida Moredoundt; |
| 1.6 | Planning Institute of Australia              | Mr Chris Melsom;      |
| 1.7 | Australian Institute of Landscape Architects | Mr Tony Blackwell;    |

- 2 **RE-ESTABLISHES the Strategic Community Reference Group to provide advice to Council on:**

2.1 matters of significant community interest;

2.2 strategic initiatives,

as determined by Council;

3 **ENDORSES** the current Terms of Reference of the Strategic Community Reference Group, as detailed in Attachment 3 to Report JSC04-11/19;

4 **APPOINTS** the following members and deputy members to the Strategic Community Reference Group:

**Members**

4.1 Mayor;

4.2 Three Elected Members;

**Deputy Members**

4.3 Three Elected Members;

5 **AUTHORISES** the Chief Executive Officer to seek nominations to fill the vacant community representative positions on the Strategic Community Reference Group for the following wards:

5.1 North Ward;

5.2 North Central Ward;

5.3 Central Ward;

5.4 South Ward;

5.5 South-West Ward;

5.6 South-East Ward;

6 **RE-ESTABLISHES** the Edgewater Quarry Community Reference Group to provide advice to Council;

7 **ENDORSES** the current Terms of Reference of the Edgewater Quarry Community Reference Group, as detailed in Attachment 4 Report JSC04-11/19;

8 **APPOINTS** the following members to the Edgewater Quarry Community Reference Group:

**Members**

8.1 Mayor (Presiding member);

8.2 Two Elected Members from the North-Central ward;

- 9 REAPPOINTS the current community representative on the Edgewater Quarry Community Reference Group as detailed in Report JSC04-11/19 until 4 November 2020 which includes:**
- 9.1 Six ratepayers or residents from the suburb of Edgewater;**
  - 9.2 Five ratepayers or residents from other City suburbs;**
  - 9.3 Nine representatives from community or special interest groups;**
- 10 NOMINATES the following persons to represent the City of Joondalup on the:**
- 10.1 Community Board of Advice (Joondalup Health Campus):**
    - 10.1.1 One Elected Member;**
    - 10.1.2 One Elected Member (deputy);**
  - 10.2 Joondalup Lotteries House Inc:**
    - 10.2.1 Coordinator Community Development;**
  - 10.3 North West District Planning Committee:**
    - 10.3.1 One Elected Member;**
    - 10.3.2 One Elected Member (deputy);**
  - 10.4 North Western Metropolitan Regional Road Sub-Group:**
    - 10.4.1 One Elected Member;**
    - 10.4.2 One Elected Member (deputy);**
    - 10.4.3 Director Infrastructure Services;**
  - 10.5 Wanneroo/Joondalup Local Emergency Management Committee:**
    - 10.5.1 One Elected Member;**
    - 10.5.2 One Elected Member (deputy);**
    - 10.5.3 Manager Asset Management;**
    - 10.5.4 Emergency Management Officer;**
    - 10.5.5 Principal Environmental Health Officer;**
  - 10.6 Yellagonga Regional Park Community Advisory Committee:**
    - 10.6.1 One Elected Member;**
    - 10.6.2 One Elected Member (deputy);**
    - 10.6.3 Team Leader Natural Areas;**

- 11 NOMINATES the following four representatives to the North-West Metropolitan Joint Development Assessment Panel to be appointed by the Minister for a term ending 26 January 2022:**

**Members**

- 11.1 Two Elected members;**

**Alternate Members**

- 11.2 Two alternate members.**

*Appendix 2 refers*

*To access this attachment on electronic document, click here: [Attach2aqn191104.pdf](#)*

**CLOSURE**

## APPENDICES

ITEM NO.	TITLE	APPENDIX NO.	STAMPED PAGE NO.
<b>JSC03-11/19</b>	<b>ESTABLISHMENT OF COUNCIL-CREATED COMMITTEES AND APPOINTMENTS</b>	<b>1</b>	
	Attachment 1 2018 and 2019 Committee Meeting Comparisons		1
<b>JSC04-11/19</b>	<b>APPOINTMENT OF REPRESENTATIVES TO EXTERNAL COMMITTEES AND BOARDS AND INTERNAL GROUPS AND PANELS</b>	<b>2</b>	
	Attachment 1 Role of external committees and boards		2
	Attachment 2 Joondalup Design Reference Panel Terms of Reference		26
	Attachment 3 Strategic Community Reference Group Terms of Reference		29
	Attachment 4 Edgewater Quarry Community Reference Group Terms of Reference		31



**DECLARATION OF  
FINANCIAL INTEREST / PROXIMITY INTEREST / INTEREST THAT  
MAY AFFECT IMPARTIALITY**

**To: CHIEF EXECUTIVE OFFICER  
CITY OF JOONDALUP**

<b>Name/ Position</b>	
<b>Meeting Date</b>	
<b>Item No/ Subject</b>	
<b>Nature of Interest</b>	Financial Interest * Proximity Interest* Interest that may affect impartiality* <span style="float: right;">* <i>Delete where not applicable</i></span>
<b>Extent of Interest</b>	
<b>Signature</b>	
<b>Date</b>	

Section 5.65(1) of the *Local Government Act 1995* states that:

*“A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by that member must disclose the nature of the interest:*

- (a) in a written notice given to the CEO before the meeting; or*
- (b) at the meeting immediately before the matter is discussed.”*



**QUESTION TO BE ASKED AT  
BRIEFING SESSION/COUNCIL MEETING**

**NAME** .....

**ADDRESS** .....

**QUESTIONS**

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Please submit this form at the meeting or:

- **post** to The Chief Executive Officer, City of Joondalup, P O Box 21, Joondalup WA 6919
- **email** to [council.questions@joondalup.wa.gov.au](mailto:council.questions@joondalup.wa.gov.au)

**Please note that:**

- Questions asked at a **Briefing Session** must relate to matters contained on the draft agenda.
- Questions asked at a **Council meeting** can relate to matters that affect the operations of the City of Joondalup.
- Questions asked at a **Special Meeting of the Council** must relate to the purpose for which the meeting has been called



**STATEMENT TO BE MADE AT  
BRIEFING SESSION/COUNCIL MEETING**

TITLE <i>(Mr/Mrs/Ms/Dr)</i>	FIRST NAME	SURNAME	ADDRESS

**STATEMENT**

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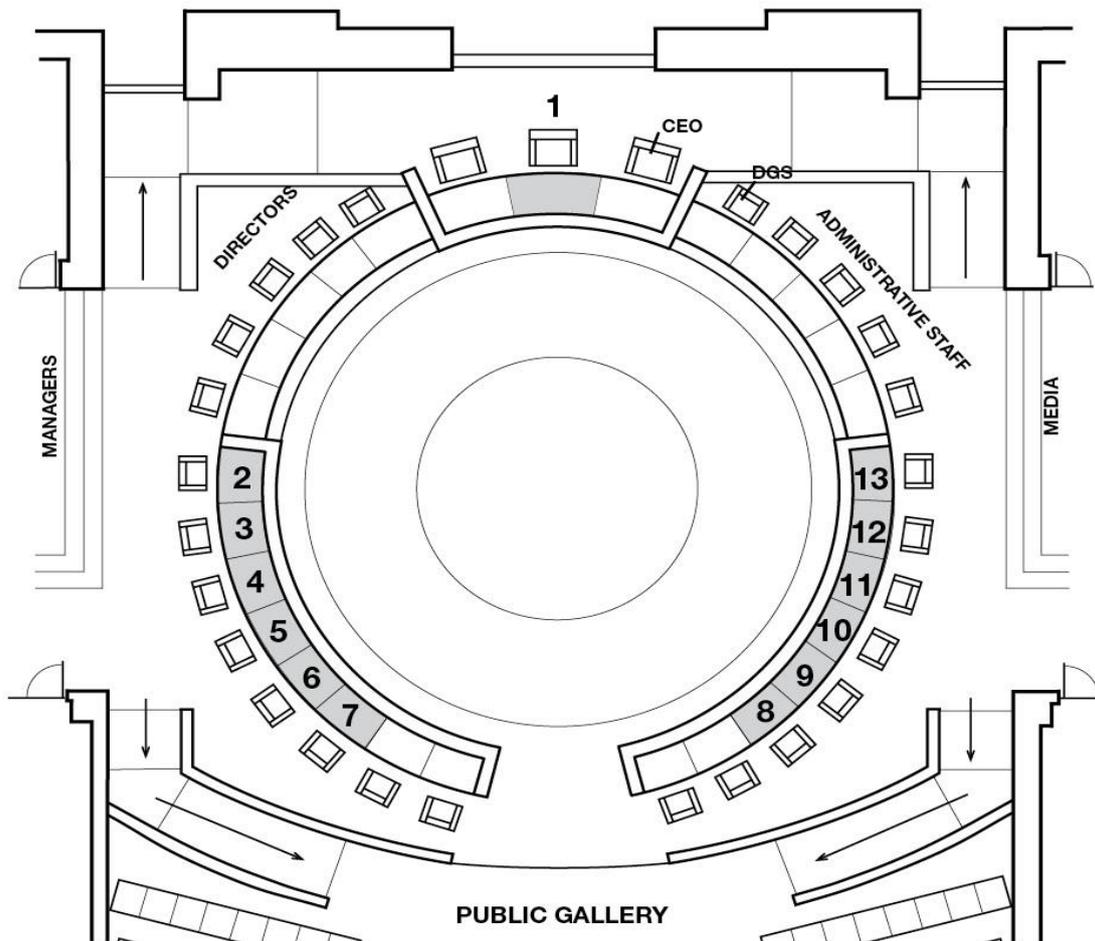
Please submit this form at the meeting or:

- **post** to The Chief Executive Officer, City of Joondalup, P O Box 21, Joondalup WA 6919
- **email** to [council.questions@joondalup.wa.gov.au](mailto:council.questions@joondalup.wa.gov.au)

**Please note that:**

- Statements made at a **Briefing Session** must relate to matters contained on the draft agenda.
- Statements made at a **Council meeting** can relate to matters that affect the operations of the City of Joondalup.
- Statements made at a **Special Meeting of the Council** must relate to the purpose for which the meeting has been called.

## Council Chamber – Seating Diagram



### Mayor

1 His Worship the Mayor, Hon. Albert Jacob, JP (Term expires 10/21)

### North Ward

- 2 Cr Kerry Hollywood (Term expires 10/21)
- 3 Cr Tom McLean, JP (Term expires 10/23)

### North-Central Ward

- 4 Cr Philippa Taylor (Term expires 10/21)
- 5 Cr Nige Jones (Term expires 10/23)

### Central Ward

- 6 Cr Christopher May (Term expires 10/21)
- 7 Cr Russell Poliwka (Term expires 10/23)

### South-West Ward

- 8 Cr Christine Hamilton-Prime (Term expires 10/21)
- 9 Cr John Raftis (Term expires 10/23)

### South-East Ward

- 10 Cr John Chester (Term expires 10/21)
- 11 Cr John Logan (Term expires 10/23)

### South Ward

- 12 Cr Russ Fishwick, JP (Term expires 10/21)
- 13 Cr Suzanne Thompson (Term expires 10/23)