

2020 WORK PLAN – STRATEGIC COMMUNITY REFERENCE GROUP

Program	Reference	Objective	Meeting Date
1. Development of a new Strategic Community Plan (Part 1)	<p>Strategic Community Plan</p> <p>Objective – Strong Leadership:</p> <p><i>“For the City to demonstrate advocacy in promoting the needs and ambitions of the City and the advancement of local government”</i></p>	<p>To better understand and explore new community priorities, issues and challenges pertaining to the themes ‘Governance and Leadership’, ‘Financial Sustainability’ and ‘Economic Prosperity, Vibrancy and Growth’.</p>	<p>May 2020</p>
2. Development of a new Strategic Community Plan (Part 2)	<p>Strategic Community Plan</p> <p>Objective – Strong Leadership:</p> <p><i>“For the City to demonstrate advocacy in promoting the needs and ambitions of the City and the advancement of local government”</i></p>	<p>Explore new community priorities, issues and challenges pertaining to the themes ‘Community Wellbeing’ and ‘Quality Urban Environment’</p>	<p>July 2020</p>
3. Development of a new Strategic Community Plan (Part 3)	<p>Strategic Community Plan</p> <p>Objective – Strong Leadership:</p> <p><i>“For the City to demonstrate advocacy in promoting the needs and ambitions of the City and the advancement of local government”</i></p>	<p>Explore new community priorities, issues and challenges pertaining to the theme ‘The Natural Environment’.</p>	<p>September 2020</p>



**STRATEGIC COMMUNITY REFERENCE GROUP
NOTES OF MEETING HELD ON
THURSDAY, 23 MAY 2019.**

Please note these are not minutes, but merely notes from discussions at the Meeting of the Strategic Community Reference Group held on Thursday, 23 May 2019.

ATTENDANCES

Committee Members:

Mayor Hon. Albert Jacob	Mayor (Presiding Member)
Cr Russ Fishwick	South Ward

Community Members:

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

Seconded Experts:

Senior Sergeant Steve Dawson	Joondalup Police
Dr Terrence Love	Design Out Crime and CPTED Centre
Dr Michael Coole	Edith Cowan University

Officers:

Mr Jamie Parry	Director Governance and Strategy
Mr Mike Tidy	Director Corporate Services
Ms Jill Wilson	A/ Manager Strategic and Organisational Development
Mr Malcolm Jenkinson	Manager Rangers, Parking and Community Services
Ms Karen Thompson	A/ Community Safety Coordinator
Mr Adrian Koh	Strategic Policy Development Coordinator
Ms Bec Kennedy	Policy Officer

APOLOGIES

Ms Jo Stephens	South-West Ward
Dr Paul Cozens	Curtin University
Cr Christopher May	Central Ward
Cr John Chester	South-East Ward
Mr Garry Hunt	Chief Executive Officer

ITEM 1 REVIEW OF COMMUNITY SAFETY AND CRIME PREVENTION PLAN

The Strategic Community Reference Group (SCRG) Meeting opened at 6.05pm.

Jamie Parry, Director Governance and Strategy, welcomed members, introduced the seconded experts and provided an overview of the meeting topic: Review of the Community Safety and Crime Prevention Plan. The Presiding Member, Hon. Mayor Albert Jacob, then outlined the role of the Strategic Community Reference Group, highlighted the importance of community safety within the Joondalup community and introduced the Group to the facilitator, Joel Levin.

Joel Levin outlined how the session would be facilitated and stated the purpose of the meeting, which was to explore the City's role in both community safety and crime prevention to inform the direction and the development of the new Community Safety Plan.

Context Presentation

Malcolm Jenkinson, Manager Rangers, Parking and Community Safety set the context for the meeting by providing a brief overview of the current Community Safety and Crime Prevention Plan and the City's current approach to community safety. The overview also included data on population demographics, crimes reported, and perceptions of safety collected through the City's Community Wellbeing Survey and highlighted emerging issues for the Group's consideration.

A key message from the presentation highlighted the comparatively low crime and incident rate the City enjoys with a community which is relatively well educated with low numbers of unemployment and homelessness.

Members discussed the following points:

- Importance of regular data collection which was considered a priority for the development of the new Plan.
- Agreement that the City should prioritise regular surveys to explore community perception on safety.
- The need for the City to continue collaborating with neighbouring local government areas, state government agencies and other organisations to ensure collected data is shared.
- Reviewing WA Police data in conjunction with data on safety perceptions which was critical to designing plans and services that meet community needs.

Discussion: What does community safety mean?

Members were asked to consider what community safety meant to them, discuss with other members at their tables how they would know if the City was safe and describe what this would look like. Members were then asked to form new groups and act as an ambassador for the previous group's discussions in order to share everyone's ideas. The newly formed groups were tasked to identify major themes, chart the City's responsibility and capability to deliver these responsibilities in terms of *low, medium or high* on a prepared template, and describe their reasons for the rating given.

Discussion focused on the following themes.

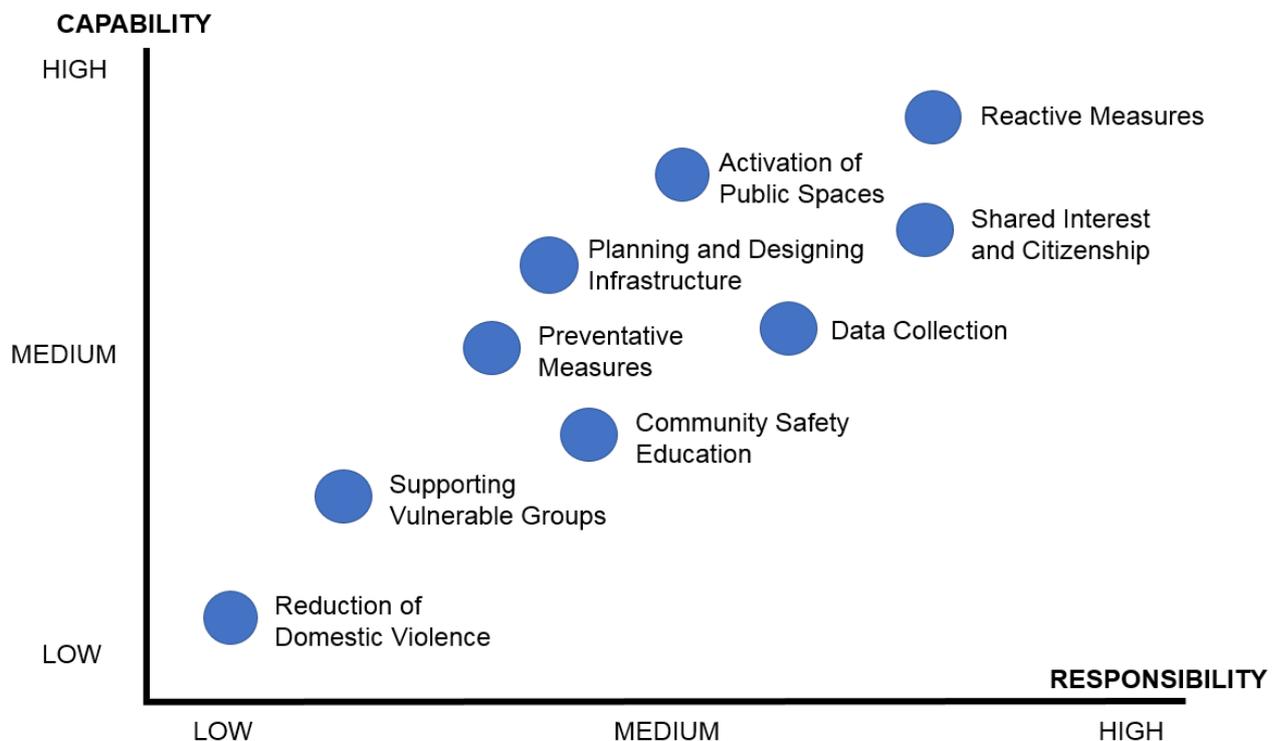
- **Activation of Public Spaces:**
 - The more people who are in a public or private space generally correlates with a stronger perception of safety. In the same way, the lack of people in a public or private space can mean there is a lower perception of safety.
 - Having familiar people around will usually increase the perception of safety and unfamiliar people may decrease the perception of safety.

- Isolation of different cultural or ethnic groups could lead to community issues and can leave some groups feeling more vulnerable.
- Some members felt that the City had a low level of responsibility and capability for the activation of spaces while others felt the City had a medium level of responsibility and capability, and at a minimum should act as a facilitator for such activation or in partnership with other groups or organisations.
- Support for Vulnerable Groups:
 - Members discussed the statistic from the Community Wellbeing Survey which identified that 80% of respondents felt safe within their neighbourhood.
 - Members also discussed the role and responsibility of the City's in identifying and supporting vulnerable groups (i.e. the remaining 20% of respondents).
 - It was felt that the City had a medium level of responsibility and capability, but the theme would require a collaborative effort from a range of the City's stakeholders.
- Planning and Designing Infrastructure:
 - It was agreed that the City had a major role in incorporating Crime Prevention Through Environmental Design (CPTED) principles when designing and planning public infrastructure projects such as public spaces, footpaths and pedestrian accessways.
 - There was discussion on the City's responsibility to ensure that new housing, infill development and the design of public spaces to incorporate CPTED principles. Some members highlighted the City's responsibility as high, although members expressed a range of views regarding the City's capability.
 - Some members felt the City's capability was high given its position and resources in the planning and development space, however others indicated that the State Government's targets and policies restricted the City's power to influence this.
- Data Collection:
 - The collection of community perception data and consolidation of crime reported data was highlighted as high responsibility of the City.
 - It was agreed that City's capability was also high, as it was best placed understand and manage community safety.
 - There was a high expectation that the City will utilise all available data to develop and inform all strategies, plans and services. Notably, members agreed that data relating to community safety and crime prevention should be handled and communicated carefully to prevent misinterpretation and higher perceptions of fear amongst the community.
- Community Safety Education:
 - It was agreed that the City had a medium level of capability and responsibility to educate the community about safety and crime preventative measures.
 - While best placed to access information and facilitate partnerships with existing programs, it was identified that City had limited resources to self-run education programs.
 - As a minimum, members felt the City should focus on designing assets, public spaces and services while collaborating with agencies to ensure the safety message was at the forefront.
- Proactive Vs Reactive Measures:
 - General praise was received for the City's well-established programs such as Ranger Patrols and Graffiti Management and members indicated the City's responsibility and capability was high in this area. It was noted that these services were mainly reactive measures.

- Members felt that more strategic and proactive initiatives were required to actively prevent crime and unsafe behaviour before issues arise.
- The group felt that the City had a medium level of capability and responsibility to explore preventative measures.
- Shared Interest and Citizenship:
 - Experiences were shared of positive community spirit within neighbourhoods and highlighted these were also common values and interests that were shared within the Joondalup community.
 - It was suggested that if the City could enhance community spirit, it would strengthen neighbourhood connections and would have a positive impact on current perceptions of safety and wellbeing.
 - It was felt that such an initiative would require heavy community involvement and commitment but also agreed that the City has a medium level of capability and responsibility to facilitate this.
- Reduction of Domestic Violence:
 - Members discussed the impact that increased media coverage on domestic and family violence has on local safety perceptions.
 - With the potential for domestic violence victims to become homeless and require support service, members felt that the City had the capacity to support or partner with other service providers to ensure these local needs are met.

Summary of Major Themes

A summary of these major themes against the City's responsibility and capability was plotted on the chart below.



Activity: Review the Objectives of the Community Safety and Crime Prevention Plan

To prepare for the meeting, members had been invited to complete an online survey to assess whether the four key focus areas and their associated objectives within the existing Community Safety and Crime Prevention Plan were still relevant, and whether these should be a low, medium or high priority for the City.

Based on the previous activity, members were asked to revisit the existing Plan's key focus areas and objectives and consider what the City's priority focus areas should be in the new plan. Each key focus area was set up as a 'station' for members to record their views and make comments and recommendations against each objective.

Members made the following points about each key focus area:

- **Partnering for Safety:**
 - There was general consensus that the focus area remained relevant, with most group discussion highlighting the City's role in data collection and exchange of information and ideas.
 - The need for stakeholders and groups to be clearly identified within the Plan was mentioned and it was felt that the City must investigate more proactive measures and partnerships, particularly to better understand the needs of vulnerable groups.
- **Safe Places and Spaces:**
 - It was suggested that current objectives needed to go further than 'Design Out Crime' principles. Members wanted the City to take a lead role in incorporating Crime Prevention Through Environment Design principles in the design of public spaces and facilities as well as driving community spirit and wellbeing.
 - Members discussed the use and installation costs associated with CCTV, with some members commenting that while CCTV could be useful for reactive crime management, it can also have negative implications for community safety perceptions.
- **City Safety Services:**
 - While there was agreement that this key focus area remained relevant, members felt that the terminology of the objectives and strategies for the new Plan would need to be more specific and measurable.
 - The importance of partnering with external programs to promote community safety measures was raised. Discussions reiterated the importance of collecting data to plan and deliver measurable impacts for community safety.
- **Community Safety Awareness:**
 - Members felt the City should utilise its existing relationships with groups such as young people, older people and community groups to better understand specific concerns and issues on community safety.
 - Discussions also highlighted the need to use data on community safety perceptions as well as crime reported statistics to inform the development of relevant and measurable objectives within the Plan.

Facilitator Debrief

The Group was asked to reflect on the discussions throughout the meeting and provide any insights and takeaways. The following points were raised by members:

- Reassess the language used to ensure strategies have measurable outcomes
 - The language and wording used in the development of the new Community Safety Plan needs to be clearer, more specific and measurable to ensure rigour is applied when reviewing the City's achievements against the Plan.
- A need for the City to take a leadership role in community safety partnerships
 - It was agreed the City needs to take a leadership role in facilitating community spirit which should be a major focus of the revised plan.
 - It was suggested that the focus should be broadened to community wellbeing, rather than focus on crime and safety, which can have a negative connotation.
- Collating data to inform the new Plan's development should be a priority
 - There was a high expectation that the City continues to collect perception data and monitor evidence and research data as it is essential to informing the development of the new Plan.
- The need for a Community Safety Plan
 - It was suggested the City should consider whether a new Plan is needed if the information contained is operational and 'business as usual'.
 - It was also suggested that the City considers whether the current Plan can be amalgamated with other existing Plans.

Conclusion

The Presiding Member thanked members and experts of the Strategic Community Reference Group for their valuable input and contribution to the discussions.

The Presiding Member commented that the new location, format and informality of the meeting worked well and that as a result, the outcomes of the meeting were of a high quality.

The Strategic Community Reference Group Meeting closed at 8.30pm.



**STRATEGIC COMMUNITY REFERENCE GROUP
NOTES OF MEETING HELD ON
THURSDAY, 22 AUGUST 2019.**

Please note these are not minutes, but rather notes from discussions at the Meeting of the Strategic Community Reference Group held on Thursday, 22 August 2019.

ATTENDANCES

Committee Members:

Mayor Hon. Albert Jacob	Mayor (Presiding Member)
Cr Russ Fishwick	South Ward
Cr John Chester	South-East Ward
Cr Christopher May	Central Ward
Cr Phillipa Taylor	North Central Ward

Community Members:

Mr Graydon Smith	North Ward
Ms Lara Silbert	North Central Ward
Mr Peter Beaton	Central Ward
Mr Ross Oxwell	Central Ward
Mr David Healy	South-East Ward
Dr Susan King	South Ward
Ms Tiffany Tonkin	South Ward

Seconded Experts:

Mr Ryan Taaffe	Executive Director, CircuitWest
Mr Jimmy Murphy	Director of Relationships, Town Teams Movement
Ms Shelagh Magadza	Executive Director, Chamber of Arts and Culture WA

Officers:

Mr Garry Hunt	Chief Executive Officer
Mr Jamie Parry	Director Governance and Strategy
Mr Mike Tidy	Director Corporate Services
Ms Rebecca Maccario	A/ Manager Strategic and Organisational Development
Mr Mike Smith	Manager Leisure and Cultural Services
Ms Jen Nebel	Coordinator Cultural Services
Mr Adrian Koh	Strategic Policy Development Coordinator
Ms Bec Kennedy	Policy Officer

Observers:

Mr Ben Kent	Element WA
Ms Kate Parker	Element WA

APOLOGIES

Ms Jo Stephens	South-West Ward
Dr Ross Hollett	North Ward
Ms Karin Warwick	North Central Ward
Mr Brian Yearwood	South-West Ward
Ms Selina Gates	South-East Ward

ITEM 1 THE ROLE OF CULTURE IN THE JOONDALUP COMMUNITY

The Strategic Community Reference Group (SCRG) Meeting opened at 6.00pm.

Jamie Parry, Director Governance and Strategy, welcomed members and seconded experts and provided an overview of the meeting topic: *the development of a Cultural Plan for the City of Joondalup*. Representatives from Element Advisory Pty Ltd, the consultants engaged by the City to develop the Cultural Plan, were also introduced as observers to the meeting. The Presiding Member, Hon. Mayor Albert Jacob, then outlined the role of the Strategic Community Reference Group, highlighted the importance of cultural development in defining character of communities and introduced the facilitator, Joel Levin.

Joel Levin outlined how the session would be facilitated and stated the purpose of the meeting, which was to explore the role that culture and the arts plays in local communities and to consider key program areas for supporting culture in the City.

Discussion: What does culture mean to you and your community?

Members were asked to consider what culture means to them as individuals and what it means for the community. Participants then worked in groups using toy props to create visual representations of their definition of culture. A summary of the outcomes of these discussions is listed below:

- Members felt that culture is developed by people as opposed to arts or physical spaces and they reflected that when people are brought together with respect and understanding, they are given the opportunity to build their own culture.
- Some members debated that culture is not a fixed concept but rather a lineal progression that develops and accumulates over time. It was agreed that culture within Joondalup had a strong connection to the natural environment and the Indigenous heritage, which is significant in places such as Yellagonga Regional Park.
- Members also shared stories of places such as Hillarys Boat Harbour that hold significant connections or memories for them.

Gallery Tour: Cultural Program

Jennifer Nebel, Coordinator Cultural Services took participants on a 'gallery tour' and provided an overview of key areas of the City's Cultural Program delivery using images and photographs which had been displayed around the room. The key areas were as follows:

- Heritage
- Performing Arts and Events
- Visual Arts
- Grants and Funding
- Infrastructure

Members spent time considering these key areas to determine whether the activities listed are an important part of supporting culture and the arts and whether it was important for the City to support as part of a Cultural Plan. Members also considered the City role, and whether the City needs to do more in each area to support culture and the arts. Members were given sticky dots and spent time silently responding to these questions. This was followed by a facilitated discussion to review the reasons behind these outcomes.

Outcomes from these discussions are summarised below, with full outcomes of the survey questions available in **Attachment 1**.

Heritage

An overview of programs and events relating to heritage were provided to the group. This included the Noongar Cultural Heritage Tours and Bush Tucker Tours, Plants and People of Mooro Country publication, the Yellagonga Interpretative Signage Project and the City's management of Duffy House, one of the oldest surviving buildings in the area.

Members raised that much of the physical built heritage and artefacts were retained by the (then) Shire of Wanneroo following the establishment of the City of Joondalup. Some members reflected that this means that the heritage of the City of Joondalup is relatively young and undeveloped which provides opportunities to develop and grow. Conversely, others felt that the heritage of Joondalup has a long and significant Indigenous history. It was discussed that Yellagonga Regional Park holds cultural significance to the Noongar community, whose ancestors used the lakes and surrounding areas as camping, social and ceremonial places.

Most members indicated that they 'agree' or 'strongly agree' that the types of activities discussed in relation to heritage are an important part of supporting culture and the arts. Over 86% of members indicated that they 'agree' or 'strongly agree' that it is important for the City to support these types of activities as part of a cultural plan. When asked to identify how strongly they agreed with the statement 'The City needs to do more in this area to support culture and the arts', more than 53% identified that they 'agree' or 'strongly agree', with the remaining respondents identifying that they 'somewhat agree' or are 'neutral'.

The following points were raised by members with regards to heritage:

- The need to increase the recognition, promotion and support the indigenous heritage of the Joondalup area.
- Migrant communities should be reflected in cultural places and activities.
- The natural areas and environment which are a unique and prominent feature of the City of Joondalup should be celebrated and promoted as a driver of heritage and sense of place.

Performing Arts and Events

An overview of the City's events which included the Joondalup Valentines Concert, Sunday Serenades, Music in the Park and Joondalup Festival was provided to the group. Overall, it was agreed that this area of the cultural program is well serviced by the City of Joondalup with many members sharing positive experiences of the City's events.

Members highlighted the lack of physical venues within the City and discussed the need for flexible spaces. Members felt the City's current outdoor events in local parks worked well and delivered a good sense of community. Others debated that this was a matter of perspective, highlighting the importance of providing a variety of different and accessible events, including those at indoor venues. Some members proposed that a public square could be created in Joondalup to act as a hub of cultural activities which could be opened to local artists to create vibrancy and support local businesses.

More than 80% of members indicated that they 'agree' or 'strongly agree' that the types of activities discussed in relation to performing arts and events are an important part of supporting culture and the arts. Over 86% indicated that they 'agree' or 'strongly agree' that it is important for the City to support these types of activities as part of a cultural plan. When asked to identify how strongly they agreed with the statement 'The City needs to do more in this area to support culture and the arts', less than 41% identified that they 'agree' or 'strongly agree', and 13% indicated that they 'strongly disagree' or 'disagree'.

The following points were raised by members with regards to performing arts and events:

- While there are many positive outcomes from community-based events and performing arts such as building community and a sense of safety, it is important that local governments encourage and facilitate more community-lead initiatives to allow for more diversity in programming and a sense of community ownership.
- By supporting community groups to deliver events rather than delivering them, the City could direct resources elsewhere and the community would continue to enjoy quality performing arts and events.

Visual Arts

An overview of the City's Visual Arts Program including a description of the City's art collection, the Community Art Exhibition, Invitation Art Prize and the Billboard Project was provided.

Members felt that while the City has a significant collection of artworks, there is a lack of awareness in the community that they are on display and available for viewing. It was agreed that promotion and activation of existing facilities such as the Joondalup Art Gallery would be worthwhile as there is general feeling that the community is largely unaware that such places are available.

More than 46% of members indicated that they 'agree' or 'strongly agree' that the types of activities discussed in relation to visual arts are an important part of supporting culture and the arts. More than 46% of members indicated that they 'agree' or 'strongly agree' that it is important for the City to support these types of activities as part of a cultural plan. When asked to identify how strongly they agreed with the statement 'The City needs to do more in this area to support culture and the arts', 20% identified that they 'agree' or 'strongly agree', and 40% indicated 'neutral'.

The following points were discussed by members:

- Visual arts programs and initiatives are important to artists and those with a specific interest in visual arts, however, the impact on the broader community is not clear.
- Possible promotion and facilitation of temporary or 'pop up' public art as it this can allow for more flexibility and creativity.
- Local governments should focus on local emerging artists and ensure that there is enough facility space for storage and practice.
- Effective public art can support urban design and amenity but is not a community development tool that will drive cultural change.

Grants and Funding

The funding opportunities available through State Government and from the City of Joondalup were presented to the group. Members commented that some local governments should have more of a grass roots approach to the delivery of arts and events where community groups are provided with funding to deliver the programs. It was proposed that the City should investigate opportunities to partner with other organisations to facilitate audience development through effective engagement with the community.

More than 33% of members indicated that they 'strongly agree' that the types of activities discussed in relation to performing arts and events are an important part of supporting culture and the arts and a further 33% indicated that they 'somewhat agree'. Over 66% indicated that they 'agree' or 'strongly agree' that it is important for the City to support these types of activities as part of a cultural plan. When asked to identify how strongly they agreed with the statement 'The City needs to do more in this area to support culture and the arts', 23.3% identified that they 'agree' or 'strongly agree', and over 26% indicated 'neutral'.

The following points were discussed by members in relation to grants and funding:

- The role of local government is not to fund arts and cultural activities, it is to fund community development. Members believe that the City should focus on supporting and building capacity of community groups to access funding from other entities.
- Local government grant application processes can feel laborious and can stifle creativity. Members would like the City to support cultural development by reducing bureaucratic processes and red tape to enable program delivery.

Infrastructure

Members received a brief overview of the City's cultural development infrastructure which currently consists of the Joondalup Art Gallery and the City's recreation and community centres. Opportunities for future cultural spaces such as local school facilities and the proposed Joondalup Performing Arts and Cultural Facility were also highlighted.

Members commented that arts and creative groups struggle to access the City's facilities as they are already heavily booked by sports groups. Members also discussed the outcomes from the recent Connecting Creatives Survey with some highlighting the link between infrastructure, performing arts and events and economic activity.

60% of members indicated that they 'agree' or 'strongly agree' that the types of activities discussed in relation to performing arts and events are an important part of supporting culture and the arts. 60% indicated that they 'agree' or 'strongly agree' that it is important for the City to support these types of activities as part of a cultural plan. When asked to identify how strongly they agreed with the statement 'The City needs to do more in this area to support culture and the arts', less than 53% identified that they 'agree' or 'strongly agree', and 6.7% indicated that they 'somewhat disagree'.

The following points were discussed by members in relation to Infrastructure:

- While it is important for the community to have access to a place for creative practice and performance, the cost associated with a potential facility might concern members of the community who are struggling financially.
- The City should work on maximising use and activating the spaces which are already available rather than building new facilities.
- It is important for the artistic community to have spaces available to them to come together to practice and showcase their work.

Conclusion

The Director Governance and Strategy explained that Element WA will consider the outcomes of tonight's meeting as part of the delivery of extensive consultation activities to inform development of the City's Cultural Plan.

The Presiding Member concluded by reflecting that cultural activities and the arts are not only the domain of adults, and that the City must consider the interests and needs of young people and children who are interested in culture and the arts. He then thanked members and experts of the Strategic Community Reference Group for their valuable input and contribution to the discussions.

The Strategic Community Reference Group Meeting closed at 8.20pm.

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 two community members 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 four of the twelve 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.