



COMMITTEE MEMBERS

AS AT OCTOBER 2021

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AUDIT AND RISK COMMITTEE

Membership

Members

Mayor Hon. Albert Jacob, JP
 Cr Christopher May
 Cr Tom McLean, JP *
 Cr Philippa Taylor
 Cr Suzanne Thompson
 Cr John Logan
 Cr Christine Hamilton-Prime JP **
 Mr Richard Thomas – External Member

* Presiding Member
 ** Deputy Presiding Member

Deputies

-
 Cr Russell Poliwka
 Cr Kerry Hollywood
 Cr Nige Jones
 Cr Russ Fishwick, JP
 Cr John Chester
 Cr John Raftis

Role of the Committee

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 <i>Local Government Act 1995</i> in respect of the City and to oversee the implementation of any actions in accordance with regulation 16(f) of the <i>Local Government (Audit) Regulations 1996</i> ;			
	5	review and monitor the internal audit programme and the scope of internal audits.			
Quorum	4				
File Reference	107022				
Council updates	CJ042-03/00, JSC07-05/03, CJ205-11/06, CJ205-09/08, CJ276-12/09, JSC02-11/15, JSC03-11/19.	CJ282-10/00, CJ002-02/04, CJ066-04/07, C06-02/09, JSC2-11/11, JSC03-11/17,	JSC03-05/01, CJ137-06/04, JSC03-11/07, CJ099-05/09, CJ184-09/13, CJ153-08/18,	CJ167-06/01, JSC01-05/06, CJ296-12/07, CJ246-11/09, JSC06-11/13, CJ187-10/18,	

CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE

Membership

Members

Deputies

Mayor Hon. Albert Jacob, JP **	-
Cr Russell Poliwka	Cr Christopher May
Cr Kerry Hollywood	Cr Tom McLean, JP
Cr Philippa Taylor	Cr Nige Jones
Cr Russ Fishwick, JP *	Cr Suzanne Thompson
Cr John Chester	Cr John Logan
Cr John Raftis	Cr Christine Hamilton-Prime JP

* Presiding Member

** Deputy Presiding Member

Role of the Committee

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

- 1 recommend to Council the selection and appointment process of a Chief Executive Officer;
- 2 recommend to Council the preferred consultant to assist with the recruitment process for a Chief Executive Officer;
- 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;
- 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;
- 5 review the Chief Executive Officer's performance in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Contract;
- 6 prepare and table the concluded report, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract to Council;
- 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;

	8	review the Key Performance Indicators to be met by the Chief Executive Officer;		
	9	review the Chief Executive Officer's remuneration package, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract;		
	10	review the Chief Executive Officer's Employment Contract and make recommendations to Council in relation to varying the contract as and when necessary.		
Quorum	4			
File Reference	20006			
Council updates	CJ104-06/05, JSC03-11/07, CJ276-12/09, JSC03-11/17,	C46-08/05, CJ174-09/08, JSC2-11/11, JSC03-11/19,	JSC03-05/06, CJ077-04/09, JSC06-11/13,	CJ205-11/06, CJ246-11/09, JSC02-11/15,

MAJOR PROJECTS AND FINANCE COMMITTEE

Membership	<u>Members</u>	<u>Deputies</u>
	Mayor Hon. Albert Jacob, JP Cr Russell Poliwka Cr Tom McLean, JP Cr Nige Jones Cr Suzanne Thompson Cr John Logan * Cr John Raftis **	- Cr Christopher May Cr Kerry Hollywood Cr Philippa Taylor Cr Russ Fishwick, JP Cr John Chester Cr Christine Hamilton-Prime JP
	* Presiding Member ** Deputy Presiding Member	
Role of the Committee	The role of the Major Projects and Finance Committee is to:	
	1 oversee the progress of the City's annual capital works program and review of the City's <i>Five Year Capital Works Program</i> ;	
	2 make recommendations to Council on modifications of capital works projects and major strategic capital projects;	
	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:	
	3.1 project scope;	
	3.2 design elements and core project components;	
	3.3 development models and financial structures;	
	3.4 on-going management and utilisation models;	
	4 make recommendations to Council on the service to be provided by the City and the standards of service delivery being cognisant of industry best practice;	
	5 oversee the City's financial management activities, funding proposals and long-term strategic financial planning;	
	6 make recommendations to Council on reviews and impacts on the City's <i>10 Year Strategic Financial Plan</i> .	
Quorum	4	
File Reference	107023	
Council updates	JSC02-11/15, JSC03-11/17, JSC03-11/19.	

POLICY COMMITTEE

Membership

Members

Deputies

Mayor Hon. Albert Jacob, JP	-
Cr Christopher May	Cr Russell Poliwka
Cr Kerry Hollywood **	Cr Tom McLean, JP
Cr Nige Jones	Cr Philippa Taylor
Cr Russ Fishwick, JP	Cr Suzanne Thompson
Cr John Chester	Cr John Logan
Cr Christine Hamilton-Prime JP *	Cr John Raftis

* Presiding Member
 ** Deputy Presiding Member

Role of the Committee

The role of the Policy Committee is to:

- 1 make recommendations to Council on the development and review of the City's policies and overall policy framework;
- 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 collect works of visual art of demonstrable excellence by artists of significance, consistent with the perceived developments in West Australian contemporary art;
- 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;
- 5 review the criteria established to determine award winners;
- 6 oversee the strategic direction of the City's Art Award events, Visual Art Collection and Visual Art Programs.

Quorum

4

File Reference

103963

Council updates

CJ064-04/05, JSC04-05/06, CJ141-08/06, CJ205-11/06,
 CJ003-02/07, CJ066-04/07, JSC03-11/07, CJ069-05/08,
 CJ246-11/09, CJ276-12/09, JSC2-11/11, JSC06-11/13,
 JSC02-11/15, JSC03-11/17, JSC03-11/19.

STRATEGIC COMMUNITY REFERENCE GROUP

Membership	<p><u>Members</u></p> <p>Mayor Hon. Albert Jacob, JP * Cr Suzanne Thompson Cr John Chester Cr Russell Poliwka</p> <p>* Presiding Member</p> <p><u>Community Representatives</u></p> <p><u>North Ward</u> Danielle Griffiths Susan Metcalfe</p> <p><u>Central Ward</u> Astrid Lee Fay Gilbert</p> <p><u>South-East Ward</u> Allan Connolly Teresa Gepp</p>	<p><u>Deputies</u></p> <p>Cr Christopher May (1st Deputy) Cr John Raftis (2nd Deputy) Cr Philippa Taylor (3rd Deputy)</p> <p><u>North Central Ward</u> Simon Walker Nola Wolski</p> <p><u>South-West Ward</u> Meredith Blais Brian Yearwood</p> <p><u>South Ward</u> Tiffany Tonkin Liam O'Connor</p>
Role of the Group	<p>The purpose of the Strategic Community Reference Group is to provide advice to the Council on:</p> <ul style="list-style-type: none"> • The SCRG will provide advice to Council on matters of significant community interest and strategic initiatives as determined by Council. • The Strategic Community Reference Group has no delegated powers or authority to: <ul style="list-style-type: none"> ○ represent the City of Joondalup ○ implement recommendations without the approval of Council ○ commit Council to the expenditure of funds. <p>as determined by Council.</p>	
Quorum	<p>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.</p>	
File Reference	<p>102605</p>	
Council updates	<p>CJ112-06/12, CJ156-08/12, JSC06-11/13, CJ015-02/14, CJ214-11/14, JSC03-11/15, JSC04-11/17, CJ199-12/17, CJ052-03/18, JSC04-11/19.</p>	

COMMUNITY BOARD OF ADVICE (JOONDALUP HEALTH CAMPUS)

- External Committee-

Membership	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Member</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Deputy</u></th> </tr> </thead> <tbody> <tr> <td>Cr Christine Hamilton-Prime JP</td> <td>Cr John Chester</td> </tr> </tbody> </table>	<u>Member</u>	<u>Deputy</u>	Cr Christine Hamilton-Prime JP	Cr John Chester
<u>Member</u>	<u>Deputy</u>				
Cr Christine Hamilton-Prime JP	Cr John Chester				
Role of the Committee	To provide input into the direction, development and service of the hospital and advice to the Joondalup Health Campus CEO in accordance with the Joondalup Health Campus – DHSa for the treatment of public patients.				
Meeting Fees / Allowances	Nil.				
File Reference	15395				
Council updates	CJ091-04/00, JSC19-05/01, JSC31-05/03, CJ002-02/04, JSC21-05/06, JSC03-11/07, CJ077-04/09, CJ246-11/09, JSC2-11/11, JSC06-11/13, CJ207-10/14, JSC03-11/15, JSC04-11/17, JSC04-11/19.				
Contact	<p>Angela Smith Executive Assistant Joondalup Health Campus P O Box 242 JOONDALUP WA 6027</p> <p>9400 9404 smithangela@ramsayhealth.com.au</p>				

JOONDALUP DESIGN REFERENCE PANEL

Membership

Members

Chief Executive Officer or his nominee
Rod Mollet, Australian Institute of Architects
Jane Bennett, Planning Institute of Australia
Robin Burnage, Australian Institute of Landscape Architects

Deputy Members

Nerida Moredoundt, Australian Institute of Architects
Chris Melsom, Planning Institute of Australia
Tony Blackwell, Australian Institute of Landscape Architects

Role of the Panel

1 DEFINITIONS

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

The Panel shall consist of the following members:

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

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

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

3 OBJECTIVES

To provide advice to the City on:

3.1 All new building development within the City Centre;

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

- 3.3 Major buildings outside of the City Centre (excluding single and grouped dwellings, and extension to commercial or mixed-used buildings that do not significantly affect the streetscape);

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

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

4 MANAGEMENT

4.1 Terms of Appointment

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

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

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

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

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

4.5 Payment

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

5 MEETINGS

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

5.2 Advice

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

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

Quorum

-

File Reference

34172

Council updates

CJ213-09/08, CJ142-06/09, CJ191-11/10, CJ214-11/11, JSC06-11/13, JSC03-11/15, JSC04-11/17, JSC04-11/19.

JOONDALUP LOTTERIES HOUSE INC

- External Committee -

Membership	Coordinator – Community Development
Role of the Committee	To provide secure, affordable office space for community organisations in the northern suburbs involved in supporting and/or delivering non-profit human services.
Meeting Fees / Allowances	Nil.
File Reference	29094
Council updates	CJ229-11/98, CJ260-07/99, JSC42-12/99, CJ038-03/00, JSC23-05/01, CJ131-05/01, CJ386-11/01, CJ206-09/02, JSC34-05/03, JSC21-05/06, JSC03-11/07, CJ246-11/09, JSC2-11/11, JSC06-11/13, JSC03-11/15, JSC04-11/17, JSC04-11/19,
Contact	Pam Tatam Office Administrator 12/70 Davidson Terrace JOONDALUP WA 6027. 9300 2550 jlhi@iinet.net.au

MINDARIE REGIONAL COUNCIL

- External Committee -

Membership	Mayor Hon. Albert Jacob, JP Cr Russ Fishwick, JP
Role of the Committee	To perform designated functions in connection with waste treatment and disposal.
Meeting Fees / Allowances and Technology Expenses	Chairperson: \$36,020 per annum Deputy Chairperson: \$16,193 per annum Member: \$11,300 per annum
Directorate	Infrastructure Services.
File Reference	03149
Council updates	JSC11-07/98, CJ260-07/99, JSC46-12/99, JSC30-05/01, JSC40-05/03, CJ002-02/04, CJ137-06/04, JSC13-05/06, CJ205-11/06, JSC03-11/07, CJ246-11/09, JSC1-10/11, JSC04-10/13, JSC01-10/15, JSC02-10/17, JSC02-10/19, JSC01-10/21.
Contact	Scott Cairns Chief Executive Officer Mindarie Regional Council PO Box 2746 CLARKSON WA 6030 Address: 1700 Marmion Avenue, Tamala Park, WA 6030 Deborah Toward PA Executive Support Mindarie Regional Council Tamala Park Waste Management Facility P O Box 2746 CLARKSON WA 6030 9306 6318 governance@mrc.wa.gov.au

NORTH WEST DISTRICT PLANNING COMMITTEE

- External Committee -

Membership	Cr Suzanne Thompson Cr Christopher May (Deputy)
Role of the Committee	<p>To provide a forum for discussion and recommendation on regional planning issues. The North West District Planning Committee is established in accordance with the provisions of the <i>Planning and Development Act 2005</i>.</p> <p><i>Note: At its meeting held on 25 August 2009, the Western Australian Planning Commission resolved that the North West District Planning Committee would become an advisory committee with meetings scheduled at the discretion and direction of the WAPC.</i></p>
Meeting Fees / Allowances	Nil.
File Reference	01080
Council updates	CJ30-07/98, CJ260-07/99, JSC48-12/99, JSC33-05/01, CJ002-02/02, JSC45-05/03, CJ002-02/04, JSC14-05/06, JSC03-11/07, CJ077-04/09, CJ246-11/09, JSC2-11/11, JSC06-11/13, JSC03-11/15, JSC04-11/17, JSC04-11/19.
Contact	<p>Michelle Sanfilippo Commission Support Team Leader Western Australian Planning Commission Level 5 140 William Street PERTH WA 6000</p> <p>6551 9050 committees@dph.wa.gov.au</p>

METRO OUTER JOINT DEVELOPMENT ASSESSMENT PANEL (MOJDAP)

-External Committee-

Membership	<p><u>Members</u></p> <p>Cr Suzanne Thompson Cr Philippa Taylor</p>	<p><u>Alternate Members (Deputy)</u></p> <p>Cr Nige Jones Tom McLean, JP</p>
Role of the Panel	<p>Development Assessment Panels (DAPS) are responsible for determining development applications where the likely cost of the development exceeds a specified dollar value. For the city of Joondalup, any proposal over \$10 million in value would be determined by the DAP. An applicant may also elect for a development with a value of between \$2 million and \$10 million to be determined by the DAP.</p> <p>The City of Joondalup representatives on the Outer Joint Development Assessment Panel were appointed by the Minister for Planning for a term two year term.</p>	
Meeting Fees / Allowances	<p>Presiding Member: \$700 per meeting Specialist Members: \$425 per meeting</p> <p>Training Session for DAP Members Attendance: \$400 per session</p> <p>The DAP Member Fees for Form 2 applications heard on their own, either in person or via teleconference, are:</p> <p>Presiding Member: \$200 Specialist Members: \$100</p>	
File Reference	09886, 101515	
Council updates	CJ060-04/11, CJ120-07/11, JSC2-11/11, CJ002-02/13, JSC06-11/13, CJ010-02/15, JSC03-11/15, CJ006-02/17, JSC04-11/19.	
Contact	<p>DAP Secretariat 140 William Street, PERTH WA 6000</p> <p>6551 9919 daps@dplh.wa.gov.au</p>	

NORTH WESTERN METROPOLITAN REGIONAL ROAD SUB-GROUP

- External Committee -

Membership	Cr John Logan Cr Christine Hamilton-Prime JP (Deputy) Director Infrastructure Services
Role of the Committee	To review project submissions for the North West region in accordance with the criteria of the Metropolitan Regional Road Program and make funding recommendations to the State Committee of the Metropolitan Regional Road Group.
Meeting Fees / Allowances	Nil.
Directorate	Infrastructure Services.
File Reference	02416
Council updates	CJ30-07/98, CJ260-07/99, JSC50-12/99, JSC34-05/01, JSC48-05/03, CJ002-02/04, JSC20-05/06, CJ066-04/07, JSC03-11/07, CJ246-11/09, JSC2-11/11, JSC06-11/13, JSC03/11/15, JSC04-11/17, JSC04-11/19.
Contacts	Stewart Soraine Acting Local Government Roads Program Coordinator Main Roads WA PO Box 6202 EAST PERTH WA 6892 9323 4462 mrrg@mainroads.wa.gov.au

TAMALA PARK REGIONAL COUNCIL

- External Committee -

Membership	<u>Members</u> Cr John Chester Cr Philippa Taylor	<u>Deputies</u> Cr Christopher May (1 st Deputy) Cr Suzanne Thompson (2 nd Deputy)
Role of the Committee	The Tamala Park Regional Council was established for the development of approximately 165 hectares of Lot 118 Mindarie.	
Meeting Fees / Allowances	Chairperson Deputy Chairperson: Member:	\$35,902 per annum \$15,575.75 per annum \$10,560 per annum
Directorate	Corporate Services.	
File Reference	41196	
Council updates	CJ202-09/05, JSC16-05/06, CJ205-11/06, JSC03-11/07, C63-09/08, CJ246-11/09, CJ040-03/10, JSC1-10/11, JSC2-11/11, JSC04-10/13, JSC04-10/13, CJ181-10/14, JSC01-10/15, JSC02-10/17, JSC02-10/19, JSC01-10/21.	
Contact	Jon Morellini Chief Executive Officer Tamala Park Regional Council Unit 2, 369 Scarborough Beach Road INNALOO WA 6918 Gemma Tonkin Executive Assistant to CEO Tamala Park Regional Council P O Box 655 INNALOO WA 6918 9205 7502 gemma.tonkin@tamalapark.wa.gov.au	

WA LOCAL GOVERNMENT ASSOCIATION NORTH METROPOLITAN ZONE

- External Committee - Membership	<p><u>Members</u> Mayor Hon. Albert Jacob, JP (Zone Chair) Cr John Logan (Deputy Zone Chair) Cr Russ Fishwick, JP Cr Russell Poliwka</p> <p># Cr Russ Fishwick, JP - City's representative on the WALGA State Council ## Mayor Hon. Albert Jacob, JP - Deputy on the WALGA State Council</p>	<p><u>Deputies</u> Cr John Raftis (1st Deputy) Cr Christopher May (2nd Deputy)</p>
Role of the Committee	<p>The North Metropolitan Zone is comprised of the three north metropolitan local governments, these being the Cities of Joondalup, Stirling and Wanneroo. The Zone is a WA Local Government Association (WALGA) endorsed forum that deals with issues that affect the Zone members both regionally and operationally as local governments. Matters of concern that affect the Zone are forwarded to WALGA for consideration.</p>	
Meeting Fees / Allowances	<p>Nil.</p>	
Directorate	<p>Governance and Strategy.</p>	
File Reference	<p>60514, 00033</p>	
Council updates	<p>CJ30-07/98, CJ244-11/98, CJ260-07/99, JSC45-12/99, JSC28-05/01, JSC52-05/03, CJ002-02/04, JSC12-05/06, CJ066-04/07, JSC03-11/07, CJ077-04/09, CJ246-11/09, CJ065-04/10, JSC2-11/11, JSC04-10/13, JSC01-10/15, JSC02-10/17, JSC02-10/19, JSC01-10/21.</p>	
Contacts	<p>See next Page 19</p>	

Contacts

Chantelle O'Brien - Governance Support Officer
Western Australian Local Government Association
Level 1, 170 Railway Parade, West Leederville WA 6007
PO Box 1544, West Perth WA 6872

9213 2013
cobrien@walga.asn.au

Please Note: Chantelle O'Brien is the contact for WALGA North Metro Zone.

Kathy Robertson – Executive Officer Governance
Western Australian Local Government Association
Level 1, 170 Railway Parade, West Leederville WA 6007
PO Box 1544, West Perth WA 6872

9213 2036
krobertson@walga.asn.au

Please Note: Kathy Robertson is the contact for WALGA State Council.

WANNEROO/JOONDALUP LOCAL EMERGENCY MANAGEMENT COMMITTEE

- External Committee -

Membership	Cr Christine Hamilton-Prime JP Cr John Chester – (deputy) Manager Asset Management Emergency Management Officer Principal Environmental Health Officer
Role of the Committee	The Wanneroo/Joondalup Local Emergency Management Committee deals with emergency management within the areas/suburbs contained within the City of Wanneroo and the City of Joondalup.
Meeting Fees / Allowances	Nil.
Directorate	Infrastructure Services
File Reference	09151, 48543
Council updates	CJ024-02/10, JSC2-11/11, JSC06-11/13, JSC03-11/15, JSC04-11/17, JSC04-11/19.
Contact	Derrick Briggs Emergency Management Officer City of Joondalup P O Box 90 JOONDALUP WA 6919 9400 4113 or 0416 077 237 derrick.briggs@joondalup.wa.gov.au

YELLAGONGA REGIONAL PARK COMMUNITY ADVISORY COMMITTEE

- External Committee -

Membership	Cr John Chester Cr Christopher May – (Deputy) Team Leader Natural Areas
Role of the Committee	The Yellagonga Regional Park Community Advisory Committee was established by the Department of Environment and Conservation to provide a regular forum to hear public opinion and exchange advice on management issues affecting the park. The Committee assists in implementing the Yellagonga Regional Park Management Plan and projects lists for the park.
Meeting Fees / Allowances	Nil.
Directorate	Infrastructure Services.
File Reference	29109
Council updates	CJ79-08/98, CJ260-07/99, JSC54-12/99, JSC39-05/01, JSC55-05/03, CJ002-02/04, JSC21-05/06, CJ066-04/07, JSC03-11/07, CJ246-11/09, JSC2-11/11, JSC06-11/13, JSC03-11/15, JSC04-11/17, JSC04-11/19.
Contact	Tanya Davis Community Liaison and Administration Officer Department of Biodiversity, Conservation and Attractions Locked Bag 104 BENTLEY DC WA 6983 9442 0300 tanya.davis@dbca.wa.gov.au

RECONCILIATION ACTION PLAN (RAP) COMMUNITY REFERENCE GROUP

- External Committee –

Membership

Mayor Hon. Albert Jacob, JP**
Cr John Raftis
Cr Philippa Taylor

Community Member representatives

Pauline Boscato
Jane Burns
Adam Casley
Marcus Kaden
Kathy Kickett
Ann Marie Mullaney
Two vacancies

Organisational Representatives

Gaelle Gouillou, The Spiers Centre
Dennis Simmons, Maar Koodjal Aboriginal Corporation
Sharon Wood-Kenny, Djinda Bridiya Wellbeing Australian
Aboriginal Organisation *
One vacancy

*Chair

**Deputy Chair

Role of the Committee

The Reconciliation Action Plan (RAP) Community Reference Group is to:

- Explore options for the Joondalup community to advance reconciliation;
- Guide the development of the City's Reconciliation Action Plan;
- Scope and reflect on how the City of Joondalup can contribute to reconciliation in a way that is meaningful, mutually beneficial and sustainable;
- Improve relationships with Aboriginal and Torres Strait Islander people and relevant stakeholders;
- Foster an understanding of Aboriginal and Torres Strait Islander cultures, rights and experiences;
- Enable opportunities that are culturally appropriate, partnership-centred and encourage Aboriginal and Torres Strait Islander people to participate equally.

Meeting Fees / Allowances	Nil.
Directorate	Planning and Community Development.
File Reference	45088
Council updates	CJ118/09-19, CJ125-09/20.
Contact	Erika Everitt Community Development Officer City of Joondalup PO Box 21 JOONDALUP WA 6919 9400 4226 Erika.everitt@joondalup.wa.gov.au

JOONDALUP DESIGN REVIEW PANEL TERMS OF REFERENCE

1. DEFINITIONS

Council	Council of the City of Joondalup
Financial interest	has the same meaning as the <i>Local Government Act 1995</i> .
Panel	means the Joondalup Design Review Panel.
Planning proposal	means an application or proposal intended to become an application for consideration against the provisions of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> or <i>Local Planning Scheme No. 3</i> .
Proximity interest	has the same meaning as the <i>Local Government Act 1995</i> .

2. ROLE OF THE PANEL

The role of the panel is:

- To provide independent, impartial, expert advice on the design quality of eligible planning proposals to developers, local government officers and decision makers.
- To be advisory only, with no decision-making function.

3. MATTERS TO BE CONSIDERED

Planning proposals to be considered by the panel are as outlined in the *Joondalup Design Review Panel Local Planning Policy*.

4. STATUS OF ADVICE

The panel is advisory only and does not have a decision-making function. The panel advises on the design quality of proposals with reference to the ten design principles from *State Planning Policy 7.0: Design of the Built Environment* as well as the local planning framework. Decision makers will have due regard to the design review advice and recommendations in making a decision on a planning proposal.

5. MEMBERSHIP

5.1 The Chief Executive Officer or their delegate shall be the Presiding Member of the panel meetings.

5.2 The panel pool shall comprise a maximum of 10 other members with appropriate skills and qualifications and substantial experience in one or more of the following:

- Architecture
- Landscape architecture
- Urban design
- Sustainability and environmental design
- Planning
- Transport planning

- Accessibility
- Civil and/or structural engineering

5.3 Members of the panel shall be registered with their respective professional bodies.

5.4 One member of the panel shall be the Chairperson for the purpose of leading the design discussion, reviewing minutes, providing the final design advice to the City and briefing decision-makers where required. A Deputy Chairperson shall also be selected from the panel to undertake the roles and responsibilities of the Chairperson where the Chairperson is unable to fulfil their roles and responsibilities.

5.5 An Elected Member of the City is not eligible for appointment as a member of the panel.

5.6 With the exception of the Presiding Member, City officers are not eligible to be members of the panel.

5.7 Terms of Appointment

Appointments to the panel shall be by a decision of Council following public advertising seeking formal Expressions of Interest (EOI).

Council may appoint a pool of up to 10 persons to serve on the panel, however each panel meeting shall comprise a maximum of six members.

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

5.8 All members are required to abide by the City of Joondalup Code of Conduct.

5.9 Members are precluded from participating in State Administrative Tribunal matters on behalf of an applicant in instances where the City of Joondalup (or its representative) is the respondent or involved in the matter in some other capacity.

6. ROLES AND RESPONSIBILITIES

6.1 Presiding Member

The Presiding Member is responsible for:

- The administration of the panel meetings;
- Inducting panel members and briefing them regarding panel operations;
- Setting and communicating the meeting agenda;
- Circulating the draft minutes to the panel Chairperson for review;
- Circulating the final comments that result from the design review to the owner and proponent.

6.2 Panel Chairperson

The panel Chairperson is responsible for:

- Leading the design review discussion;
- Facilitating interactive and collaborative discussion and participation of all parties, including all panel members;

- Reviewing meeting minutes and liaising with other panel members in order to provide a final set of design advice to the City following each panel meeting.
- Briefing decision-makers through the preparation of a briefing note and/or attendance at the State Administrative Tribunal where a matter is referred for consideration, as required.

6.3 Deputy Chairperson

The panel Deputy Chairperson is responsible for undertaking the roles and responsibilities of the panel Chairperson in instances where the panel Chairperson is unable to fulfil their roles and responsibilities.

6.4 Panel Members

The panel members are responsible for:

- Attending meetings when required;
- Providing design advice which aligns with the state and local planning framework; and
- Reviewing minutes and providing feedback to the panel Chairperson on the design advice when required.

7. MEETINGS

7.1 Meetings of the panel shall be convened monthly, or as required. Where no proposals are required to be considered by the panel in any given month, the meeting shall be vacated.

7.2 Additional meetings may be convened by the City, where more planning proposals are received than can be considered by the panel at a scheduled meeting, in order to meet report deadlines for Council or Development Assessment Panel meetings.

7.3 Panel members for each meeting shall be selected based on the expertise required for the proposals being considered at a particular meeting. The Presiding Member shall determine the final panel members to attend each meeting.

7.4 A panel meeting cannot proceed unless there is a quorum of four panel members.

7.5 The City shall prepare an agenda for the panel meeting, including:

7.5.1 Preliminary assessment of the proposal against the relevant statutory framework; and

7.5.2 An indication of aspects of the proposal requiring comments from the panel.

The agenda shall be distributed to all panel members at least five working days prior to the panel meeting.

7.6 Meetings are not open to members of the public (excluding proponents).

7.7 Minutes summarising the agreed actions, and relevant comments and recommendations from the panel are to be prepared by the City, reviewed by the panel Chairperson and provided to the applicant within 10 working days of the meeting occurring.

7.8 Conflict of interest

If a member has an interest in the matter on receipt of the agenda for a meeting, then that member is required to declare the interest prior to the forthcoming meeting so that it can be noted. Where appropriate and possible, alternative panel members may be appointed for the meeting.

Any member that has a financial or proximity interest in a matter shall excuse themselves from the meeting room and not participate in the consideration of that item during the meeting.

7.9 Panel members who are regularly unavailable to attend panel meetings or are unable to complete the term of appointment may be replaced at the discretion of Council.

8. REMUNERATION

8.1 All panel members are to invoice the City for their attendance at meetings.

8.2 The panel members are to be paid per meeting as follows:

8.2.1 Panel Chairperson: \$500

8.2.2 Panel members: \$400

Attendance of panel members at the State Administrative Tribunal is subject to a mutually agreed hourly rate.

8.3 The Presiding Member will not be remunerated for attendance.

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.

Strategic Community Reference Group

Terms of Reference

1. Name

- 1.1 The name of the Reference Group shall be the Strategic Community Reference Group (SCRG).

2. Role

- 2.1 The SCRG will provide advice to Council on matters of significant community interest and strategic initiatives as determined by Council.
- 2.2 The Strategic Community Reference Group has no delegated powers or authority to:
- represent the City of Joondalup
 - implement recommendations without the approval of Council
 - commit Council to the expenditure of funds.

3. Membership

The SCRG will consist of the following members:

Facilitator

- 3.1 The SCRG facilitator is an external and independent consultant appointed by the City through a Request for Quotation process for the required term of two years.
- 3.2 The role of the facilitator is to:
- ensure meetings operate efficiently, effectively, and in accordance with the Terms of Reference
 - enable all participants have equal opportunity to contribute at meetings
 - provide a meeting report to the City for each SCRG meetings that summarises the meeting's activities and conversations.

Elected Member Representatives

- 3.3 A maximum of four Elected Members will be nominated by Council as Elected Member representatives, with one Elected Member nominated as Presiding Member.
- 3.4 The role of the Presiding Member is to:
- open and close all SCRG meetings on time
 - ensure participants adhere to proper meeting conduct in line with the City's Code of Conduct
 - ensure a quorum is present.

- 3.5 Should the Presiding Member be an apology, the Presiding Member role can be assumed by any of the remaining three Elected Member representatives.

- 3.6 Should any Elected Member representative be an apology, Deputy Elected Members may be requested to fill the Elected Member representatives' positions.

Community Member Representatives

- 3.7 A maximum of two community members representatives from each of the six wards of the district (to be selected by the Council from nominations received).
- 3.8 Selection criteria will be based on the individual's interest, experience and/or qualifications in issues pertaining to the City of Joondalup community, as well as suburb location. Selection will also consider a balance in demographics such as age and gender to ensure a diverse group of community member representatives are selected, as far as practicable.
- 3.9 The call for community member representative nominations will be publicly advertised through the City's communications mediums and will be sent to all ratepayer groups in each ward. Interested residents/ratepayers will be required to submit a Nomination Form to be eligible.
- 3.10 A Council report summarising nominations received will be prepared by City Officers and presented to Council for their endorsement.
- 3.11 Community member representative participation is voluntary and remuneration is not available from the City.

Subject Matter Experts

- 3.12 The City will identify suitably qualified professionals to invite on a temporary basis for their expert advice as required.
- 3.13 The role of the subject matter experts is to:
- actively participate and contribute in a constructive and objective manner in the SCRG meetings
 - provide expert advice/information as necessary.
- 3.14 Subject matter experts will be independent representatives, external from the City and the SCRG.
- 3.15 Participation is voluntary and remuneration is not available from the City.

4. Terms of Membership

- 4.1** All Elected Member and Community Member representatives of the SCRG are required to:
- actively participate and contribute in a constructive and objective manner in the SCRG meetings
 - review the agenda and pre-reading material before each meeting to ensure an informed discussion
 - seek views and opinions of other community members on each topic prior to each SCRG meeting
 - commit to attending SCRG meetings for the required term of two years
 - comply with the City's Code of Conduct.
- 4.2** The term of membership will be for two years commencing and concluding in October in line with the ordinary Council election cycle. After this two-year period, a new nomination process will be established. Community member representatives may serve more than one term but are required to provide a new nomination form for each new term.
- 4.3** If a member fails to attend two consecutive meetings, their appointment may be automatically terminated unless a leave of absence has been granted.
- 4.4** Should an endorsed member representative of the SCRG decline the offer of membership, resign, or be terminated from their membership position, the Presiding Member can appoint a new representative from the most recent nomination period.
- 4.5** All participants must declare any personal or financial conflict of interests by informing the City prior to any SCRG meeting.

5. Observers

- 5.1** All remaining Elected Members who are not Elected Member representatives, may attend SCRG meetings in an observer capacity; that is, not as a participant, contributor, or subject matter expert.
- 5.2** City Officers with technical expertise may be invited to attend the SCRG meetings in an observer capacity. However, the facilitator may ask City Officers to provide advice and support where required.

6. Work Plan

- 6.1** City Officers will prepare an annual SCRG Work Plan, considering the City's strategic planning objectives, annual priorities as per the Annual Plan, or other City Plans or initiatives. A Council report with the proposed Work Plan will be prepared by City Officers and presented to Council for their endorsement.
- 6.2** All meetings' topics shall be confined to the items listed on the Work Plan, unless the Council determines that additional matters need to be referred to the SCRG. The meetings of the SCRG cannot call for reports outside of the Work Plan or items referred to it by Council.

7. Meetings

- 7.1** A quorum for any SCRG meeting shall be no less than two of the four Elected Members representatives and no less than four of the twelve community members representatives.
- 7.2** City Officers will organise, coordinate, and communicate the SCRG meetings.
- 7.3** A meeting agenda and pre-reading material will be prepared by City Officers for each SCRG meeting topic in accordance with the Work Plan.
- 7.4** Following each meeting, City Officers will distribute meeting notes. These meeting notes will include a summary of activities undertaken by participants and provide outcomes from the SCRG discussion. The notes may be used as the basis for further information and action by the City on an item.
- 7.5** SCRG meetings are not open to members of the public.

8. 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.

Reconciliation Action Plan Community Reference Group (RAPCRG)

Terms of Reference

1. Name

The name of the Reference Group shall be the Reconciliation Action Plan Community Reference Group (RAPCRG).

2. Role

The role of the RAPCRG shall be to:

- Explore options for the Joondalup community to advance reconciliation;
- Guide the development of the City's Reconciliation Action Plan;
- Scope and reflect on how the City of Joondalup can contribute to reconciliation in a way that is meaningful, mutually beneficial and sustainable;
- Improve relationships with Aboriginal and Torres Strait Islander people and relevant stakeholders;
- Foster an understanding of Aboriginal and Torres Strait Islander cultures, rights and experiences;
- Enable opportunities that are culturally appropriate, partnership-centred and encourage Aboriginal and Torres Strait Islander people to participate equally.

Members of the RAPCRG are required to:

- Show willingness to contribute positively at meetings;
- Champion reconciliation efforts;
- Liaise with extended networks and community groups to facilitate information sharing;
- Encourage participation from the community and provide feedback to the RAPCRG;
- Comply with the City's Code of Conduct* and;
- Commit to the RAPCRG for the required term.

The RAPCRG does not have delegated powers, the ability to expend City funds, or the authority to represent the City of Joondalup or implement the RAPCRG's recommendations without the approval of the City.

3. Membership Composition

Membership of the RAPCRG will comprise up to 15 members representatives made up of the following:

3.1 Chair

The Mayor of the City of Joondalup will serve as the interim Chair of the RAPCRG.

Once membership of the RAPCRG has been confirmed, the RAPCRG will decide which of its members is most suited to assume the role of the Chair in an ongoing capacity.

The Chair will be responsible for ensuring the RAPCRG operates efficiently, effectively and according to the Terms of Reference. The Chair will act to enable all members to have equal opportunity to contribute. In the absence of the Chair from a meeting, other RAPCRG members present have the authority to appoint one of their members to act as a Chair.

3.2 Elected Members

In addition to His Worship the Mayor, up to two other Elected Members will be nominated by Council as members of the RAPCRG.

3.3 Community Members

Expressions of Interest (EOI) will be called seeking nominations for the RAPCRG from the community and stakeholders. Council will approve up to eight community members. Selection will be based on the information contained on the completed nomination forms and external advice (as necessary).

Community members who identify as Aboriginal or Torres Strait Islander are encouraged to apply, as are as non-Aboriginal and Torres Strait Islander community members who are interested in reconciliation.

3.4 Organisational Representatives

To achieve wide-ranging community participation, up to four places are available for nominated representatives from Aboriginal and Torres Strait Islander community groups, special interest organisations or businesses that operate within or have a connection to the City of Joondalup. Selection will be based on the information contained on the completed nomination forms, external advice or invitation by the City.

3.5 City Officers

City officers will be in attendance as and when required and are not members of the RAPCRG.

3.6 Consultant

A consultant may be appointed to help guide (not influence) the development of the Reconciliation Action Plan. The consultant, or consulting team, is not a member of the RAPCRG.

3.7 Experts

Suitably qualified experts who can provide advice/information will be invited to attend RAPCRG meetings at the discretion of the Chair.

3.8 Term of Membership

The term of the membership of the RAPCRG will be until the October 2021 Local Government Elections. Near the end of the term, a report will be submitted to Council on the effectiveness of the RAPCRG and the need for a further term.

3.9 Voluntary

Membership on the RAPCRG is voluntary and remuneration is not available from the City.

4. Meeting Details

4.1 Meeting Frequency

Meetings of the RAPCRG will be held approximately every two months for up to 1.5 hours (or as required). Other forms of communication will be considered outside of scheduled meeting times. Meetings will be held outside normal business hours, although the Chair may request alternative scheduling for suitability of membership.

4.2 Meeting Venue

The venue for meetings may vary, including City Administration Building, Library or a community facility.

4.3 Meeting Format

The Chair will preside at all RAPCRG meetings and be responsible for the proper conduct of the meetings.

Members will be invited to contribute items for inclusion on the agenda at the discretion of the Chair. The City of Joondalup will be responsible for circulating the agenda prior to the meeting. All meetings shall follow the items listed on the agenda and the City will make minutes available following the meeting.

4.4 Quorum

The RAPCRG is not a decision-making body and a strict quorum does not apply. A combined minimum of four community and/or organisational members is the anticipated minimum for continuing with a meeting.

5. Insurances

The City shall arrange all insurances that affect the RAPCRG in discharging the normal course of its involvement and for any associated public liability.

6. Tenure of Appointment

If a member fails to attend three consecutive meetings of the RAPCRG then his/her membership shall automatically cease, unless leave of absence has been granted.

Reconciliation Action Plan Community Reference Group (RAPCRG)

Terms of Reference

1. Name

The name of the Reference Group shall be the Reconciliation Action Plan Community Reference Group (RAPCRG).

2. Purpose

The role of the RAPCRG shall be to:

- Guide the development of the City's Reconciliation Action Plan (RAP); and
- Scope and reflect on how the City of Joondalup can contribute to reconciliation in a way that is meaningful, mutually beneficial, and sustainable.

The objectives of the RAP will be to:

- Explore options for the Joondalup community to advance reconciliation;
- Improve relationships with Aboriginal and Torres Strait Islander people and relevant stakeholders;
- Foster an understanding of Aboriginal and Torres Strait Islander cultures, rights, and experiences;
- Enable opportunities that are culturally appropriate, partnership-centred and encourage Aboriginal and Torres Strait Islander people to participate equally.

Members of the RAPCRG are required to:

- Show willingness to contribute positively at meetings;
- Champion reconciliation efforts;
- Liaise with extended networks and community groups to facilitate information sharing;
- Encourage participation from the community and provide feedback to the RAPCRG;
- Comply with the City's Code of Conduct and;
- Commit to the RAPCRG for the required term.

The RAPCRG exists solely to inform the development of the City's RAP and reconciliation efforts. The RAPCRG and its individual members do not have any delegated powers, the ability to expend City funds, the authority to represent the City of Joondalup, direct City staff or implement any action without the approval of the City.

3. Membership Composition

Membership of the RAPCRG will comprise up to 15 members representatives made up of the following:

3.1 Presiding Member

Once membership of the RAPCRG has been confirmed, should a Presiding Member not be in place, the Mayor will be the Presiding Member for the first meeting, with the first agenda item to be considered the election of an ongoing Presiding Member.

The Mayor of the City of Joondalup will serve as the Deputy Presiding Member of the RAPCRG.

The Presiding Member will be responsible for ensuring the RAPCRG operates efficiently, effectively, and according to the Terms of Reference. The Presiding Member will act to enable all members to have equal opportunity to contribute. In the absence of the Presiding Member, the Deputy Presiding Member will conduct the meeting. In the absence of both the Presiding Member and Deputy Presiding Member, those RAPCRG members present will have the authority to appoint one of their members to act as a temporary Presiding Member.

3.2 Elected Members

In addition to the Mayor, up to two other Elected Members will be nominated by Council as members of the RAPCRG.

3.3 Community Members

Expressions of Interest (EOI) may be called where necessary seeking nominations for the RAPCRG from the community and stakeholders. Council will approve up to eight community members. Selection will be based on the information contained on the completed nomination forms and external advice.

Community members who identify as Aboriginal or Torres Strait Islander are encouraged to apply, as are.

all other community members who are interested in reconciliation

3.4 Organisational Representatives

To achieve wide-ranging community participation, up to four places are available for nominated representatives from Aboriginal and Torres Strait Islander community groups, special interest organisations or businesses that operate within or have a connection to the City of Joondalup.

Selection will be based on the information contained on the completed nomination forms, external advice or invitation by the City and approved by Council.

3.5 City Officers

City officers will attend all meetings to provide administrative support and guidance, however, are not voting members of the RAPCRG.

3.6 Consultant

A consultant may be appointed to help guide (but not influence) the development of the Reconciliation Action Plan. The consultant, or consulting team, is not a member of the RAPCRG.

3.7 Experts

Suitably qualified experts who can provide advice / information will be invited to attend RAPCRG meetings at the discretion of the City, in consultation with the Presiding Member and Deputy Presiding Member.

3.8 Term of Membership

The term of the membership of the RAPCRG will be until the October 2023 Local Government Elections.

3.9 Voluntary

Membership on the RAPCRG is voluntary and remuneration is not available from the City. All RAPCRG members will be expected to contribute their time both in meetings and out to further the City's reconciliation process and efforts.

4. Meeting Details

4.1 Meeting Frequency

Meetings of the RAPCRG will be held approximately every two months for up to 1.5 hours (or as required). Other forms of communication will be considered outside of scheduled meeting times. Meeting timing and regularity will

be determined by the City in consultation with the RAPCRG as required.

4.2 Meeting Format

The Presiding Member will preside at all RAPCRG meetings and be responsible for the proper conduct of the meetings.

Members will be invited to contribute items for inclusion on the agenda at the discretion of the City in consultation with the Presiding and Deputy Presiding Member.

The City of Joondalup will be responsible for circulating the agenda prior to the meeting.

All meetings shall follow the items listed on the agenda and the City will make minutes available following the meeting.

4.3 Quorum

The RAPCRG is not a decision-making body and a strict quorum does not apply. A combined minimum of four community and/or organisational members is the anticipated minimum for continuing with a meeting.

5. Insurances

The City shall arrange all insurances that affect the RAPCRG in discharging the normal course of its involvement and for any associated public liability.

6. Tenure of Appointment

If a member fails to attend three consecutive meetings of the RAPCRG, or three meetings in a 12-month period, then their membership shall automatically cease, unless a leave of absence has been granted.